Shire of Northampton
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AGENDA

COUNCIL MEETING

16 OCTOBER 2025

SHIRE OF NORTHAMPTON – COUNCIL MEETING AGENDA

16 OCTOBER 2025

NOTICE TO ALL COUNCILLORS

An Ordinary Meeting of Council is called for Thursday 16 October 2025 commencing at 2:00 PM in the Council Chamber, Hampton Road, Northampton.



_____

Andrew Campbell
CHIEF EXECUTIVE OFFICER

9 October 2025

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SHIRE OF NORTHAMPTON

COUNCIL MEETING THURSDAY 16 OCTOBER 2025

TO BE HELD
IN THE COUNCIL CHAMBER, HAMPTON ROAD, NORTHAMPTON

COMMENCING AT 2:00 PM

AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:

2. ANNOUNCEMENTS BY THE PRESIDENT:

Acknowledgement of Country

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

3. ATTENDANCE:

3.1 Apologies:
3.2 Approved Leave of Absence:

4. DECLARATIONS OF INTEREST:

[*Part 5, Division 6 of the Local Government Act 1995 requires that a member must disclose the interest of the member and the nature of the interest in writing before the meeting or immediately before the matter is discussed.]*

5. PUBLIC QUESTION TIME:

5.1 Response to public questions taken on notice
5.2 Public Question Time

[Under meeting procedure this is the only opportunity for members of the public to ask up to a maximum of two questions of Council. There is no further opportunity to question the Shire of Northampton during the meeting. Questions can be asked on any Shire matter, not just on issues included in the meeting agenda and each person shall have up to 3 minutes to ask their questions which may be extended by an additional 3 minutes where considered appropriate by the Presiding Member. Persons asking questions are entitled to a response unless the question is declared "out of order" by the Presiding Member. If a matter requires further investigation, that response may be in writing. Any person asking questions of Council must state their correct name and address as this will form part of the public record of this meeting]

6. PRESENTATIONS:

6.1 Petitions
6.2 Presentations
6.3 Deputations
6.4 Councillor reports
6.5 Conference Reports

7. CONFIRMATION OF PREVIOUS MINUTES:

_____ / _____

That the Minutes of the Ordinary Meeting of the Council held on 18 September 2025 be confirmed.

8. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

9. OFFICERS' REPORTS:

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9.1.1 Consideration of the Acquisition of Plant for 2025/26

PROPONENT	Shire of Northampton
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Northampton Depot
ZONE:	All
BUSINESS AREA:	Office of CEO
FILE REFERENCE:	12.1.3
LEGISLATION:	*Local Government Act 1995*
AUTHOR:	Andrew Campbell
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	30 September 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND:
At the Road Infrastructure and Plant Replacement Advisory Committee (RIPAC) meeting held 26 September 2025, the following unconfirmed recommendation was made:

Moved: Cr R Suckling **Seconded: Cr R Burges**

"Subject to budget availability, it is recommended that Council considers the acquisition of a new prime mover and new lead trailer."

Carried 7-0

The purpose of this report is for Council to consider this recommendation of RIPAC.

PUBLIC CONSULTATION UNDERTAKEN:
Nil however if Council chooses to loan fund a Plant acquisition, statutory public notification will be required.

COMMENT (Includes Options):
In 2023/24 several significant items of Plant to the value of $594,000 were included in the Annual Budget comprising of $250,000 loan funding, $235,000 of carry forward and the balance of municipal funding less $55,000 of trade value. The proposed loan funding lapsed due to no procurement.

In 2024/25 Annual Budget assigned $320,000 of carry forward funding (for Plant items not procured in 2023/24) into a newly established Plant Replacement Reserve of which $160,000 was transferred back into the Annual Budget in March 2025 to fund the opportunistic purchase of a backhoe for the Kalbarri depot. This provided a Plant Replacement Reserve with a balance of $165,489 at 30 June 2025. Major items of Plant were ordered in 2024/25 but not received resulting in the escalation of prices in some instances, with these items carried forward and further funding added in 2025/26.

The formation of RIPAC in 2024/25 resulted in a significant review of the Shire of Northampton's (Shire) Plant Replacement program. At the 2025/26 Annual Budget consideration, Council approved an unallocated figure of $200,000 for consideration of RIPAC. In addition, and after a transfer of $31,850 for two lawnmower trailers, the Plant Replacement Reserve has a balance of $138,639. This means that potentially Council has $338,639 of municipal funding available in 2025/26 for Plant acquisition if it chooses.

At the RIPAC meeting held 26 September 2025 a recommendation was made to Council to consider the purchase of a new prime mover and new lead trailer.

It is anticipated that the costs associated with the procurement is estimated as follows:

Plant Item	Cost / (Revenue)
New Prime Mover	$400,000
New Lead Trailer	$150,000
Existing Prime Mover (trade)	($80,000)
net	**$470,000**

There is insufficient municipal funding available in the 2025/26 Annual Budget to proceed with RIPAC's recommendation to Council in this financial year without an alternate revenue source. Given the Annual Budget is already restricted it is recommended that if Council wishes to proceed with the proposal, they could consider loan funding. To support this approach it is considered the following may be an acceptable funding strategy.

- Secure loan funds for the net expense of a new prime mover - $320,000;
- Fund a new lead trailer with the RIPAC municipal allocation - $150,000;
- Utilise the balance of RIPAC municipal allocation to fund loan repayments estimated to be $50,000 per annum over 10 years at 7.5%*****; and
- Retain the $138,639 in the Plant Replacement Reserve for future plant acquisition under the guidance of RIPAC.

*Interest rates nominated are commercial indicative rates only. Shire staff would ensure the best available rate was sourced, preferably from WA State Treasury.

The suggested loan term is 10 years however the Shire could also consider a loan term of 5 years if desired. If this was to occur, principal and interest repayments would increase to approximately $80,000 per annum over 5 years at 7.5%.

Without any further loans, the Shire has a current projected loan liability at 30 June 2026 of $1,544,358 (not including $257,746 of self-supporting loans). Combined principal and interest loan repayments in 2025/26 are $202,639, which is the equivalent to 3.62% of current Rate revenue. The Local Government sector commonly uses a figure of 17% of Rate revenue as the maximum upper limit on loan repayments to Rate revenue ratio however it is not recommended being anywhere near this figure. The addition of a new loan

would increase the Shire's ratio to approximately 4.5%. What this demonstrates is that the Shire has considerable capacity to loan funds for essential activities based on Local Government sector practice.

RIPAC's recommendation to Council is about improving efficiency within the outside workforce road construction and maintenance activities. The utilisation of road trains to achieve the efficiencies are supported by staff. Council should note that the intent is to purchase only one new trailer currently and then, in the interim, dry hire a further trailer where required. This will enable the proposal to be assessed and reviewed before any further plant acquisition is made.

If Council supports RIPAC's direction it is recommended that a new prime mover and new lead trailer are purchased through a combination of loan funding and municipal funding.

STATUTORY ENVIRONMENT:
s.6.20(2) of the *Local Government Act 1995* requires a Local Government to give one month's local public notice for any proposed borrowing occurring outside of the Annual Budget process.

Any decision to exercise a power to borrow must be made by Absolute Majority decision of Council.

POLICY / STRATEGIC IMPLICATIONS:
The Shire's Plant Replacement program could be described as being very reactionary or opportunistic. It is important that the program is considered at a strategic level to ensure fit for purpose plant optimisation is achieved that leads to greater efficiencies. In taking this strategic approach, it is equally important that the program can be funded appropriately within the financial constraints of the organisation.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered Moderate due to reputational risk if the proposal does not work.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:
A summary of the proposed acquisition is as follows:

Plant Item	Cost / (Revenue)
New Prime Mover	$400,000
New Lead Trailer	$150,000
Existing Prime Mover (trade)	($80,000)
net	$470,000

Under the proposal, the loan funding commitments of the Shire will be approximately $50,000 per year for ten years.

SUSTAINABILITY:
Environmental: Nil.
Economic: Nil.
Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **Agree to procure a new prime mover and lead trailer for a total indicative cost of $550,000 (ex GST);**
2. **Agree to trade the existing prime mover for an indicate revenue of $80,000 (ex GST);**
3. **Exercise the power to borrow by loaning up to $330,000 (ex GST) to fund the purchase of a new prime mover following statutory advertising processes;**
4. **Fund a new lead trailer from the RIPAC Plant Replacement fund (4214.99) in the 2025/26 Annual Budget;**
5. **Fund the 2025/26 principal and interest repayments from the RIPAC Plant Replacement account (4214.99) in the 2025/26 Annual Budget; and**

6. **Retain $138,639 in the Plant Replacement Reserve to be utilise for future acquisition and replacement of plant and machinery.**

ATTACHMENT

9.1.2 Chief Executive Officer Activity Report July to September 2025

PROPONENT	Chief Executive Officer
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Office of CEO
FILE REFERENCE:	N/A
LEGISLATION:	*Local Government Act 1995*
AUTHOR:	Andrew Campbell
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	6 October 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND:
This report has been produced to assist Council understand the activity of the Chief Executive Officer (CEO) for the quarterly period of July 2025 to September 2025.

A copy of the CEO Activity Report July 2025 to September 2025 is attached.

ATTACHMENT: 9.1.2 (1)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
The attached report enables Council to monitor the activity of the CEO across the quarter and query any relevant matter as required.

STATUTORY ENVIRONMENT:
The CEO is employed by Council under the requirements of the *Local Government Act 1995* to preside over the administration of the organisation.

POLICY / STRATEGIC IMPLICATIONS:
Maintaining an open and transparent dialogue between the CEO and Council is considered highly beneficial in maintaining a functional local government organisation.

ORGANISATIONAL RISK MANAGEMENT:
Open dialogue between the Council and CEO is important and failure to do so could result in a considerable degree of risk to the organisation. Risk rating is considered Level 3 – Moderate.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:
Nil.

SUSTAINABILITY:
Environmental: Activities of the CEO often deal with environmental related matters both from a compliance perspective and an improvement perspective.
Economic: Part of the CEO's role is to improve local economies and often a number of activities are associated with economic development initiatives and opportunities.
Social: The CEO plays a key role in the development of community via community leadership, infrastructure provision and community support.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council receive the Chief Executive Officer Activity Report July to September 2025 in accordance with ATTACHMENT: 9.1.2(1).

ATTACHMENTS
1 ⇨ CEO Quarterly Report July to September 2025 25 Pages

ATTACHMENT

9.2.1 Monthly Financial Statements for the Period Ending 30 September 2025

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Corporate and Financial Services
FILE REFERENCE:	1.1.1
LEGISLATION:	*Local Government (Financial Management) Regulation 1996, Local Government Act 1995*
AUTHOR:	Leanne Rowe
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	30 September 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND:
This information is provided to Council in accordance with provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996.*

The Monthly Statements of Financial Activity for the period ending 30 September 2025 are detailed from page 1 to page 23 per the attached Monthly Financial Report.

A copy of the Monthly Financial Report is attached.

ATTACHMENT: 9.2.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
A summary of the 30 September 2025 financial position is comprised of the following which are variances between year-to-date budget and actual figures from the Statement of Financial Activity (page 2).

- Total operating revenue was below year-to-date budget by $739,835 (9.08%). Variance due to timing in receiving grants and contributions, and no assets being disposed.

- Operating expenditure was below year-to-date budget by $1,379,669 32.22% due to timing as the year progresses and budgeted works progress.

- Capital inflows were below year-to-date budget by $3,124,751 (91.29%), as the year progresses funding will be received and recognised.

- Capital outflows were below year-to-date budget by $4,359,071 95.52%, as capital projects progress the variance will reconcile.

- The 2025/26 rates of $5,648,743 were raised on 29 August 2025.

- The 2024/25 Annual Financial Statements are currently being prepared with actual carried forward position finalised.

Further explanations of material variances are detailed by reporting program in Note 3 (page 6) of the Monthly Financial Report.

STATUTORY ENVIRONMENT:
Local Government (Financial Management) Regulation 1996.
Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS:
Nil.

ORGANISATIONAL RISK MANAGEMENT:
The associated risk would be the failure to comply with Financial Management Regulations requiring monthly reporting of Financial Activity. Risk rating is considered Level 2 - Minor.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies

Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:
As noted in comment section above.

SUSTAINABILITY:
Environmental: Nil.
Economic: Nil.
Social: Nil.

VOTING REQUIREMENTS: **SIMPLE MAJORITY**

OFFICER RECOMMENDATION:

That Council receives the Monthly Financial Report for the period ending 30 September 2025 in accordance with ATTACHMENT: 9.2.1(1).

ATTACHMENTS

1 ⇨	Monthly Financial Statements for the period ending 30 September 2025	23 Pages

ATTACHMENT

9.2.2 Proposed September 2025 List of Accounts for Endorsement on 16 October 2025

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Corporate and Financial Services
FILE REFERENCE:	1.1.1
LEGISLATION:	*Local Government (Financial Management) Regulation 1996, Local Government Act 1995*
AUTHOR:	Leanne Rowe
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	30 September 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND:
A full list of September 2025 payments is submitted to Council on 16 October 2025 for consideration.

A copy of the Payment List is attached.

ATTACHMENT: 9.2.2 (1)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
Council is requested to endorse the payments as presented.

STATUTORY ENVIRONMENT:
Local Government (Financial Management) Regulation 1996 Section 13.
Local Government Act 1995 Section 6.10.

POLICY / STRATEGIC IMPLICATIONS:
Council delegation allows the CEO to make payments from the Municipal bank accounts. These payments are required to be presented to Council each month in accordance with the *Local Government Act 1995 (Financial Management) Regulations 1996 Section 13 (1)* for recording in the minutes.

ORGANISATIONAL RISK MANAGEMENT:
The associated risk would be the failure to comply with *Local Government Act 1995 (Financial Management) Regulations 1996 Section 13 (1)* is considered moderate as the presentation of payments forms part of the Shires due diligence to ensure payments are presented as required. Risk rating is considered Level 3 - Moderate.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:
The list of payments is required to be presented to Council as per section 13 of the *Local Government Act 1995 (Financial Management) Regulation 1996.*

SUSTAINABILITY:
Environmental: Nil.
Economic: Nil.
Social: Nil.

VOTING REQUIREMENTS: **SIMPLE MAJORITY**

OFFICER RECOMMENDATION:

That Council note Municipal EFT payments numbered EFT28221 to EFT28367 totalling $1,356,749.79; Municipal Fund Cheques 22612 to 22616 inclusive totalling $20,175.40; Direct Debit payments numbered GJ0305 to GJ0312 inclusive, payroll and superannuation totalling $287,258.10; and itemised fuel card purchases, be declared authorised expenditure in accordance with ATTACHMENT: 9.2.2 (1).

ATTACHMENTS

1 ⇨	Proposed September 2025 List of Accounts for Endorsement8	8 Pages

ATTACHMENT

9.3.1 Night Market Kalbarri - Market Sisters

PROPONENT	Market Sisters
OWNER	Shire of Northampton Manager of Crown Reserve
LOCATION / ADDRESS:	Sally's Tree Grassed Area, Reserve 25307 Grey Street, Kalbarri
ZONE:	Kalbarri
BUSINESS AREA:	Environmental Health & Town Planning
FILE REFERENCE:	7.1.9 & 11.1.2
LEGISLATION:	Local Government Act 1995
AUTHOR:	Andrea Teakle
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	6 October 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND:
Market Sisters, who previously held night time markets in 2025, have requested permission to hold night time markets again in 2026.

Their proposed dates are January 6-7, April 7-8, July 14-15, and September 29-30, coinciding with the school holiday period. The market stalls are once again proposed to be located near Sally's tree, operating in the evening and open for trade on both days.

PUBLIC CONSULTATION UNDERTAKEN:
Nil

COMMENT (Includes Options):
Market Sisters successfully managed their events throughout 2025.

The event is intended to complement the daytime markets operated by KDA during peak tourist seasons. The additional food vendors will help accommodate the increased number of tourists during the school holiday period.

Complaint Received
The above said, as elected members are aware in July 2025 an email was received from the owner of a local Fish and Chip Shop in Kalbarri. The following is a summary of the email content:

- Two nights is excessive and is taking away trade from the local business in the town;
- The vans don't really contribute to the local economy with the money leaving town with them;

- It costs them minimal amounts using ratepayers power, water and rubbish disposal; and
- Can see if it's a good thing for tourists and locals who don't on a business. We are locals trying to make a living and it's a crucial time to make money in the school holidays.

A copy of the email was forwarded to Councillors on 17 July 2025.

Proponent Response
The proponents were advised via email that a complain had been received. A copy of the proponents response is shown attached.

ATTACHMENT: 9.3.1 (1)

By way of summary, the proponents have provided advice to demonstrate the economic benefit for Kalbarri and advised that a two-night format is essential to ensure variety, quality and a meaningful return on the considerable travel time and set up efforts. In terms of economic benefit the proponents advised

- In total 30 stallholders attended, most bringing staff, which equated to approximately 150 visitors to Kalbarri;
- Most stall holders attended adjacent business regularly, adding to the customer base for those businesses;
- Accommodation booked by the group injected an estimated $20,000 into the local economy with stall holders and staff staying variation Hotels, Resorts, Airbnb's and campsites;
- Many stallholders took the opportunity to enjoy Kalbarri's natural beauty and attractions attending sky walk, pelican feeding and wilderness river tours; and
- The organiser personally visited with their family and spent over $3,000 at local shops, hospitality venues, accommodation and tours.

Conclusion
Although the basis for the complaint received in July are understood, the proponent has demonstrated via Attachment: 9.3.1 (1) that the markets do input into the Kalbarri Accommodation through various means. Given this and the fact the proposal is consistent with the Shire's Strategic Community Plan 2025-35, it is recommended that the request be supported, subject to formal event applications being lodged with, and approved by the Shire.

STATUTORY ENVIRONMENT:
Various legislation is applicable, but not limited to, the *Local Government Act 1995, Environmental Protection Act 1986*

POLICY / STRATEGIC IMPLICATIONS:
Supporting events that attract both regional and local visitors aligns with the following strategic recommendations as outlined in the Shire of Northampton's Strategic Community Plan 2025-2035:

1.3 Attractive and popular
Our reputation as a prime visitor destination is strong and we are optimising an ecologically friendly tourism industry;

3.2 Outstanding recreation and tourism experiences
Community life and tourism is being enriched through a strong portfolio of events, activities, attractions and historical heritage.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered Minor.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:
Nil.

SUSTAINABILITY:
Environmental: Nil.
Economic: During this period, there will be a significant rise in trade and employment opportunities. Additionally, enhancing tourism by offering a diverse array of meal options and activities will position the area as a preferred destination for visitors.
Social: In addition to potential economic benefits, these outdoor markets provide Kalbarri residents with the opportunity to engage socially, thereby enhancing community connection and participation.

VOTING REQUIREMENTS: **SIMPLE MAJORITY**

OFFICER RECOMMENDATION:

That Council support the applicant's proposed event dates of January 6-7, April 7-8, July 14-15, and September 29-30, 2026, subject to submission and approval of Event Applications and Temporary Food Licence Applications as may be required.

ATTACHMENTS

1 ⇨ Attachment No 1 - Market Sisters Response to Complaint 2 Pages

ATTACHMENT

9.3.2 Proposed Award of Tender RFT 02/2025 - Kalbarri Foreshore Master Plan and Project Management Plan

PROPONENT	Shire of Northampton
OWNER	Crown Land with Management Order vested with Shire of Northampton
LOCATION / ADDRESS:	Reserves 25307 & 26591 Grey Street, Kalbarri
ZONE:	Public Open Space
BUSINESS AREA:	Community, Development and Regulation
FILE REFERENCE:	10.6.7
LEGISLATION:	*Local Government Act 1995*
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	6 October 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The Shire of Northampton is the recipient of an $8.1 million grant from the Western Australian State Government relating to Stage 1 of the Kalbarri Foreshore Revitalisation Project.

At its Ordinary Meeting held on 20 March 2025, Council considered the results of the survey and public consultation process which had resulted in 201 submissions on Stage 1 of the project as proposed by the Mid-West Development Commission. Having regard to the submissions received, Council resolved (Resolution 03/25-26) not to support various elements within the Landscape Master Plan and associated budget.

Subsequently at its Ordinary Meeting held on 17 April 2025, Council has requested to consider a draft Financial Assistance Agreement (FAA) in respect of the $8.1 million grant. By way of summary the FAA set out that $300,000 of the grant was to be made available as an initial payment to allow for the revision of the Master Plan along with preparation of a Project Management Plan and revised Opinion of Probable Costs. Council resolved to accept the Terms and Conditions of the FAA, with an initial payment of $300,000 to be used for the following purposes.

a. *Revision of the Kalbarri Foreshore Landscape Master Plan;*
b. Preparation and approval of a Project Management Plan and project budget; and
c. To undertake any necessary engineering assessments to inform the project.

Following Council's April 2025 decision, the FAA has been endorsed by both the Shire and Midwest Development Commission. A detailed Tender Document was also prepared in consultation with the Mid West Development

Commission and Tourism Western Australia. A copy of the Tender document is shown attached for Councillors information and reference.

ATTACHMENT: 9.3.2 (1)

Advertising of the Tender closed on 26 September, with two conforming tenders having been received. A third tender was non-complying as the consultants submitting the tender did not attend a compulsory Tender Briefing Session.

Council is now requested to consider the awarding of the tender based on Shire Officer evaluations of the tender.

PUBLIC CONSULTATION UNDERTAKEN:
The Tender was advertised in accordance with the requirements of the *Local Government Act 1995.* Advertising consisted of an advertisement within the Western Australian newspaper and on the Shire of Northampton website. Advertising of the tender closed on 26 September 2025.

In addition to the standard advertising period, potential tenderers were required to attend a compulsory Tender Briefing Session which was held at the Shire's Kalbarri Administration Office. Consultants were also given the opportunity to attend the briefing via electronic means. In total 5 consultant firms were represented at the briefing, with 3 of those firms having in person representation.

COMMENT (Includes Options):
As detailed above, two conforming tenders were received, which are summarised as follows:

1. GHD Consultants – Tender Price of $248,379 (ex GST).
2. Realm Studios – Tender Price of $195,270 (ex GST).

Both tenders are considered to be submissions of high quality, with each firm demonstrating capacity to deliver the project. Both firms also demonstrated previous involvement in similar projects relating to master planning, with an emphasis on foreshore reserves with quality outcomes achieved. Both submissions rely in sub-consultants that are based in Geraldton.

By of summary, the primary differences between the two tender submissions are:

a) price variations between the two submissions;
b) Realm Studios have identified that an additional 3-4 weeks will be required to complete the scope of works, with the draft timeline indicating that the final element being the Project Management Plan would be delivered at the end of February rather than the preferred timeframe identified in the Tender document, which was the end of January.

Copies of each tender have been forwarded to all elected members for their consideration and review.

Following completion of independent tender assessments by the Shire's Chief Executive Officer and the Executive Manager of Community, Development and Regulation, Realm Studios have been identified as the preferred tenderer. As the timeframe variations proposed by the consultant are considered minor, it is recommended that the Tender be awarded to Realm Studio's.

Copies of the each tender assessment is shown attached.

ATTACHMENT: 9.3.2 (2)
ATTACHMENT: 9.3.2 (3)

STATUTORY ENVIRONMENT:
The *Local Government Act 1995* is the statutory head of power that governs the use of tenders for Local Government.

POLICY / STRATEGIC IMPLICATIONS:
Council Policy 2.4 Tendering Policy establishes necessary mechanisms to guide the tender process for the Shire.

ORGANISATIONAL RISK MANAGEMENT:
As a substantial project both in terms of value and the potential community and economic benefit, it is imperative that the project is successfully delivered. The risk rating is considered Major given the potential for substantial reputational damage should the project not be delivered.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:
Both Tender responses received have submitted prices within the $300,000 budget allocation in accordance with the signed FAA.

SUSTAINABILITY:
Environmental: The Murchison River foreshore is a significant element of the Kalbarri environment, with many respondents to the survey indicating a desire to retain the informal/natural landscape that exists.
Economic: As reflected within the Kalbarri Foreshore Revitalisation Master Plan, there are opportunities on the Foreshore reserve to stimulate additional economic activity in the area.
Social: The Murchison River Foreshore is a critical component of the Kalbarri lifestyle, providing significant active and passive recreational opportunities for both residents and visitors alike.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council award Tender 02/2025 relating to the Review of the Kalbarri Foreshore Master Plan in order to facilitate a revised Stage 1 for the Kalbarri Foreshore Revitalisation Project to Realm Studios for a lump sum cost of $195,270 (ex GST).

ATTACHMENTS

1 ⇨	Attachment No 1 - Copy of Tender 02/2025	43 Pages
2 ⇨	Attachment No 2 - Tender Evaluation by EMCDR	2 Pages
3 ⇨	Attachment No 3 - Tender Evaluation by CEO	2 Pages

ATTACHMENT

9.4.1 Planning Decisions for September 2025

PROPONENT	Shire of Northampton
OWNER	Various
LOCATION / ADDRESS:	Various
ZONE:	Various
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.4.1
LEGISLATION:	*Planning and Development Act 2005* *Local Government Act 1995*
AUTHOR:	Kaylene Roberts
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	1 October 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND:
To ensure the efficient and timely process of planning related applications, Council delegated authority to the Chief Executive Officer to conditionally approve applications for Development Approval that meet the requirements of both Local Planning Schemes being *No. 10 – Northampton* and *No. 11 – Kalbarri* (the Schemes) and adopted Local Planning Policies.

Delegated planning decisions are reported to Council monthly to ensure that Council has an appropriate level of oversight on the use of this delegation. The updated statistics are shown below.

A register of Development Approvals, detailing those decisions made by both Council and delegated authority in September 2025.

ATTACHMENT: 9.4.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:
Where required, applications were advertised in accordance with the Scheme and Council's adopted Local Planning as detailed in the Policy/Strategic Implications section overleaf.

COMMENT (Includes Options):
During September 2025, a total five (5) applications were determined under delegated authority. **Table 1b** shows the number and value of development applications determined under both delegated authority and by Council for September 2025 compared to September 2024.

Table 1(a): Planning Decisions made in September 2024 andSeptember2025

	September 2024	September 2025
Delegated Decisions	10 - $1,093,727 **4	5 - $801,769.45 **1
Council Decisions	2 - $29,775	1 - $7,000
Total	**12 - $1,123,502**	**6 - $808,769.45**

Table 2 compares the Year-To-Date statistics for delegated authority and Council decisions for 2024-25 compared to the previous Financial Year.

Table 2: Planning Decisions Made Year-To-Date 2024 and 2025

	YTD 2024	YTD 2025
Delegated Decisions	50 - $3,175,163 **19	55 - $4,057,714.45 **20
Council Decisions	25 - $5,184,517 **2	14 - $726,412 **2 2 Refusals
Total	**75 - $8,359,680**	**69 - $4,781,126.45**

***Includes administrative applications which are attributed to no value in Delegated and Council decisions and include Commercial Vehicle Parking, Mobile Food Vehicle, Commercial Recreational Tourism License and Temporary and Exemption Approval Applications.*

STATUTORY ENVIRONMENT:

The *Local Government Act 1995* creates and gives powers to Local Governments. The Act then empowers the local government to delegate its powers on behalf of the local government.

The Shire's Local Planning Schemes, made in accordance with the *Planning and Development Act 2005* and associated regulations, set out procedures for the assessment and determination of development applications.

In accordance with Regulation 19 of the *Local Government (Administration) Regulations 1996,* a written record of each delegated decision is kept.

POLICY / STRATEGIC IMPLICATIONS:

Applications for Development Approval must be assessed against the requirements of the Schemes and Local Planning Policies have been adopted in accordance with the Schemes. These Policies include Local Planning Policy *Consultation for Planning Proposals,* which details the level and scope of advertising required for Applications for Development Approval.

Each application determined under delegated authority has been processed and advertised where required in accordance with the Local Planning Scheme provisions and Shire of Northampton adopted Policies.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:
The required planning fees have been paid by all applicants for Development Approval process under delegated authority.

SUSTAINABILITY:
Environmental: Nil.
Economic: Nil.
Social: Nil.

VOTING REQUIREMENTS: **SIMPLE MAJORITY**

OFFICER RECOMMENDATION:

That Council receive the report on Planning Decisions for September 2025 as detailed in ATTACHMENT: 9.4.1 (1).

ATTACHMENTS
1⇨ Attachment No. 1: Planning Decisions September 2025 1 Page

ATTACHMENT

9.4.2 Change of Use from a 'Dwelling' to 'Holiday House' at Lot 117 (No. 35) Mortimer Street, Kalbarri

PROPONENT	M & S Gatty
OWNER	GCLE Pty Ltd
LOCATION / ADDRESS:	Lot 117 (No. 35) Mortimer Street, Kalbarri
ZONE:	Mixed Residential
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.6.1.1; A311
LEGISLATION:	*Planning and Development Act 2005* *Local Government Act 1995*
AUTHOR:	Kaylene Roberts
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	3 October 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND:
Council is requested to consider a development application for a change of use from a 'Dwelling' to 'Holiday House' at Lot 117 (No. 35) Mortimer Street, Kalbarri. Copied of the submitted site and management details are attached.

ATTACHMENT: 9.4.2 (1)

Location Plan



Lot 117 (35) has an area of 994m² and currently contains a dwelling and outbuilding/garage and deck. The application proposes the use of the existing dwelling for the purposes of a Holiday House. No new construction is proposed.

The key elements of the proposal are:

- The application is proposing the number of guests to be a maximum of six (6) persons;
- The management of the property will be undertaken by a designated property manager;
- The cleaning of the property will be undertaken by the property manager;
- No signage is proposed for the Holiday House application;
- The implementation of the Emergency Evacuation Response Plan as submitted;
- Parking is available for cars on-site; and
- Bookings for the Holiday House will be through the Aire BNB website.

The application is referred to Council for determination as an objection to the proposal has been received.

PUBLIC CONSULTATION UNDERTAKEN:
In accordance with Section 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015,* and in consideration of the Shire of Northampton's *Local Planning Policy – Consultation for Planning Proposals,* a Level C *"Consultation with Owners and Occupiers of Nearby Land"* was undertaken.

The application was advertised for a 21 day period to eighteen (18) adjacent landowners with three (3) submissions being received with one being an objection to the application whilst the other two submissions raised no objections. Whilst a copy of the submission is attached, its content is addressed in the comment

ATTACHMENT: 9.4.2 (2)

COMMENT (Includes Options):
To assist Council, the following comments are offered:

Zoning
The provisions of the Scheme include the subject land within the Residential Zone, with an identified density of R50/60. The provisions of the Scheme also include the land within Additional Use Zone No 1, which identifies an additional use of "Tourist Development."

Land Use Classification
The zoning table of the Scheme identifies various forms of Holiday Accommodation may be considered within the Residential zone in Kalbarri. The proposal as submitted is consistent with the definition of a Holiday House, which is as follows:

'holiday house' means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast,

Land Use Permissibility
A Holiday House is an "A" use in the Residential Zone. That is a use which is not permitted unless the local government has exercised it's discretion by

granting development approval after giving special notice in accordance with clause 64 of the Deemed to Apply provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015.*

Matters to be Considered

In determining an application for planning approval, the local government is required to have regard to various matters outlined within *Clause 67 (2)* of the *Planning and Development (Local Planning Schemes) Regulations 2015.* These matters include, but not limited to:

- *(a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- *(b) Any approved State Planning Policy'*
- *(c) Any policy of the Commission;*
- (f) Any local planning strategy for this Scheme endorsed by the *Commission;*
- *(g) Any local planning policy for the Scheme area;*
- *(n) The amenity of the locality; and*
- *(y) Any submissions received on the application.*

Any assessment against the above criteria is provided within the balance of this agenda.

Consistency with Zoning

The proposed holiday accommodation is considered to meet the objectives of the Residential zone, which include *'To provide for a range of non-residential uses, which are compatible with and complementary to residential development'.*

Day to Day Management

The applicant/owner is not a resident of the Shire and has a local Property Manager that will be available 24 hours a day to deal with any issues that may arise.

Public Liability Insurance

The applicant has not supplied a copy of their current Public Liability Insurance Certificate. A condition should be included on any approval issued requiring this to be supplied prior to the commencement of the activity.

Guest Register

The applicant is required to maintain a guest register of all guests, and this is to be made available to an unauthorised officer from the Shire of Northampton on request. A relevant condition has been included within the officer recommendation.

Fire and Emergency Management Plan

The property has been identified as not being within a designated bushfire prone area and the applicant has supplied a Fire and Emergency Management Plan.

It is recommended that a condition be imposed on any approval to require that the plan is kept on display in a common area with the Holiday House for access during an emergency.

Health (Miscellaneous Provisions) Act, 1911
The proposed use will be required to operate in compliance with all relevant requirements of the *Health (Miscellaneous Provisions) Act, 1911.* It is recommended that an advice note be included on any approval granted by Council to reflect this.

Submission Received
As stated above, there were two (2) submissions and one (1) objection received during the Public Consultation period. The 2 submissions have stated that they have no objection to the proposal.

The third submission states that Kalbarri has plenty of short term accommodation and that Kalbarri needs more long term rentals to be available and that is was a residential dwelling prior to being rebuilt and that it should remain that way.

In the absence of a Local Planning Policy or Local Planning Scheme provisions limiting the establishment of short term accommodation within the Kalbarri townsite, it is considered that the objection would not provide adequate justification to refuse the application.

Conclusion
Should Council approve the application for un-hosted short stay accommodation use of the property, it is considered that conditions should be imposed to manage the potential for detrimental impact on the surrounding area and to meet land use definitions of the Scheme and requirements of the Policy.

STATUTORY ENVIRONMENT:
Planning and Development Act 2005 and Shire of Northampton *Local Planning Scheme No. 11 – Kalbarri.*

POLICY / STRATEGIC IMPLICATIONS:
The application has been assessed in accordance with the provisions of Local Planning Policy – Holiday Houses.

ORGANISATIONAL RISK MANAGEMENT:
Nil.

FINANCIAL IMPLICATIONS:
The applicant has paid the appropriate planning fee in accordance with the 2025/2026 Fees and Charges Schedule.

SUSTAINABILITY:
Environmental: Nil.
Economic: The proposal if approved by Council will allow the proponent to increase business activity on the property and potentially increase the economic return of the property.
Social: The proposal if approved is not expected to generate a negative impact on the neighbouring and surrounding properties.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council in accordance with Local Planning Scheme No. 11 – Kalbarri grant planning approval for a Holiday House at Lot 117 (No. 35) Mortimer Street, Kalbarri in accordance with the plans and specifications at Attachment: 9.4.2 (1), subject to the following conditions:

1. **The use as permitted shall operate in accordance with the submitted plans and supporting documents as listed below:**

Reference	Document Title	Date
1	Application Information	29 August 2025
2	Property Management Plan	29 August 2025
3	Code of Conduct	29 August 2025
4	Fire and Emergency Plan	29 August 2025
5	Floor Plan	29 August 2025

2. **Prior to the commencement of the approved use, the applicant is to supply a copy of their Public Liability Insurance to the Shire of Northampton within 2 months of the date of the approval being issued;**
3. **Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and development approval for that use/addition;**
4. **The development approval is granted for a period expiring 30 June 2026 only after which the use shall cease unless an application to renew this use submitted prior to the expiration of the period seeking approval for the Holiday House is to be continued for a further period of 12 months has been submitted and approved by the Shire of Northampton;**
5. **The Holiday House is not to be occupied by a person for more than three (3) months within any twelve (12) month period. In this regard, the Property Manager is to maintain a register of guests and the duration of their occupation to the satisfaction of the Shire of Northampton;**
6. **The Holiday House hereby approved is limited to a maximum of six (6) persons who are known to each other in the premises at any one time to the satisfaction of the Shire of Northampton;**

7. **The use hereby approved shall be managed so as to not detrimentally impact on the amenity or use of the adjacent properties.**

8. **The Fire and Emergency Management Plan, incorporating the contact details of the Property Manager, is to be displayed within the Holiday House at all times;**

9. **All parking for guests is to be provided for on-site for the users of the Holiday House.**

Advice Notes:

a) **The approved development must comply with all relevant provisions of the *Health (Miscellaneous Provisions) Act, 1911* and the *Building Act 2016.***

b) **The development the subject of this development approval is required to comply with the Shire of Northampton's Health Local Law.**

c) **Please note the use of the building in a manner proposed requires the installation of additional smoke alarms and emergency lighting for a Class 1b building as detailed in the Building Code of Australia, Part 3.7.2, Smoke Alarms.**

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

e) **The Applicant is advised that compliance with any and all governmental legislation and regulations, including but not limited to *Health (Miscellaneous Provisions) Act, 1911*, the National Construction Code of Australia and the relevant *Aboriginal Cultural Heritage Act,* is required at all times.**

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

ATTACHMENTS

1⇨	Attachment No.1 - Plans and Management Details	8 Pages
2⇨	Attachment No. 2 - Submissions Received	3 Pages

ATTACHMENT

9.4.3 Proposed Caravan Park - Part Lot 101 Glance Street, Horrocks

PROPONENT	Halsall & Associates on behalf of Summerstar Pty Ltd
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Part Lot 101 Glance Street, Corner of Mitchell Street, Horrocks
ZONE:	Commercial
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.5.1.3 & A4967
LEGISLATION:	*Planning and Development Act 1928*
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	3 October 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Lot 101 is a 2.1035ha vacant property in freehold ownership of the Shire within the Horrocks Townsite. As reflected on the location plan below, the majority of the property is located on the corner of Glance Street and Mitchell Street. Portion of the property does however extend west ward onto Glance Street immediately south of the Horrocks General Store.

Location Plan



In February 2017, Council accepted an Expression of Interest from Summerstar Pty Ltd for the lease of approximately 7,650m² of Lot 101, located on the corner of Glance and Mitchell Streets. The 21 year lease, with a further 21 year option being for the purpose of a Caravan Park.

The following is a summary of events since the Shire entered into the Lease:

- In March 2019, Council resolved to grant conditional approval to development of the site with 24 caravan park sites with en-suites 8 x 2 bedroom chalets, a camp kitchen and laundry;
- In July 2019, Council resolved to grant a revised approval, modifying the wording of condition No 27 included in the March 2019 approval, at the request of the applicant;
- On 15 September 2021, Council granted conditional approval to the construction of retaining walls to facilitate development of the site; and
- On 19 December 2024, Council considered a request to extend the July 2019 approval, which had expired in July 2023. Council resolved (Resolution 12/24-134) to refuse the request and require a new application.

The Council resolution passed on 19 December 2024 also granted the Chief Executive Officer delegated authority to approve a revised application subject to the retention of numerous conditions as previously imposed together with other standard conditions as may be applicable.

A revised application has now been received. Copies of the submitted plans are shown attached.

ATTACHMENT: 9.4.3 (1)

Given that the application includes modification of existing drainage abutting Mitchell Street and a revised Bush Fire Management Plan including arrangements for ongoing maintenance of an associated firebreak on Lot 101, Council is now requested to determine the application.

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
In accordance with the Deemed Provisions applied through clause 67(2) of the *Planning and Development (Local Planning Scheme) Regulations 2015,* local government is required to have regard to various matters when determining an application for Development Approval. These matters include, but are not limited to the following:

a) the aims and provisions of the Local Planning Scheme (s);
b) requirements for orderly and proper planning;
c) any approved State Planning Policy;
m) the compatibility of the development with its setting, including the compatibility with the desired future character and the relationship to development on the land and the likely effect of the scale, orientation and appearance of the development;
(s) the adequacy of the proposed means of access to and egress from the site, including arrangements for the loading, unloading, manoeuvring and parking of vehicles;

(zb) Any other planning consideration that the local government considers appropriate.

To assist Council in determining the applicants request having regard to the above matters, the following advice is offered:

Zoning
The provisions of the Shire's Local Planning Scheme No 10 (the Scheme) zone the subject land Commercial. In addition, the Scheme includes the leased area of Lot 101 within Additional Use Zone – Area No 4. The purpose of the Additional Use Zone being to allow a Caravan Park land use to be permissible.

Permissibility
The Additional Use Zone applicable to that portion of Lot 101 identify that a Caravan Park is a "D" use on the site. That is a use which is not permitted unless the local government has exercised its discretion by granting development approval.

Proposed Development
The primary composition of the development remains unchanged from the 2019 approved plans with 8 chalets and 22 caravan/camping sites to be established, along with laundry and camp kitchen facilities and a self check in kiosk. Each of the caravan/camping sites will contain an ensuite. The primary differences from the previous proposal are as follows:

a) Revision of proposed drainage infrastructure abutting Mitchell Street to capture and direct stormwater to the southern boundary of the lease holding;
b) Minor revision of the proposed retaining walls abutting Mitchell Street; and
c) Ongoing management of a low fuel zone abutting the southern boundary of the lease.

Proposed Chalets
The 8 x 2 bedroom transportable self-contained chalets are to be located within the centre of the development. The chalets will be cladded in vinyl plank with a colourbond® roof (colour yet to be nominated) with hardiplank being used to screen the under floor area of the building. Roofed 2.09m wide decks will be established either end of the chalets.

Private driveways are proposed for each chalet, allowing for two cars parking in tandem adjacent to each unit.

Whilst the parking adjacent to one being identified as accessible compliant, the plans do not appear to provide for accessible compliant access to that chalet. With the floor levels being 772mm above ground level, accessible compliant access will need to be addressed prior to an application for a building permit.

Proposed Caravan/Camping Sites

A total of 22 Caravan/Camping sites are proposed, each containing a private en-suite. The submitted plans demonstrate that each site will have a minimum frontage of 10m, generally ranging from 10.5m to 12m in depth. The size of the proposed sites and the associated access complies with the requirements of the *Caravan Parks and Camping Grounds Act 1995* and the associated Regulations.

Given the number of caravan/camping sites proposed it is likely that a minimum of two sites will need to have accessible compliant en-suites. It is recommended that this be reflected within an advice note on any approval to be granted.

Communal Facilities

The application proposes the establishment of a range of communal facilities, being:

a) A laundry and associated clothes drying area to be screened from public view;
b) A communal kitchen with some seating internally and outside on an associated verandah;
c) An 83m² boat trailer storage area; and
d) Two recreation areas. The primary area being a 1,133m² centrally located area, with a second much smaller (78m²) area adjacent to the emergency exit located in the southwest corner of the lease.

Plans submitted of the laundry facility include an accessible compliant access ramp and it is assumed.

Access

Access to the site is proposed via a 10 metre wide crossover to Glance Street, adjacent to the western side boundary. The crossover will provide vehicular access via a defined 7m wide driveway and check in bay to be located on the eastern side of the driveway.

Internally a circular 7m wide driveway will provide access to all sites and associated facilities. The internal driveway is also proposed to be connected to a gated emergency exit to be located in the southwest corner of the lease area. The gated emergency exit is a key component of the proposed Bushfire Management Plan. Further detail on this plan is provided within the balance of this agenda item.

Carparking

In addition to parking adjacent to each of the chalets, the applicants are proposing three parking bays adjacent to the entrance, facilitating access to the automated check in kiosk. An additional four parking bays, including one accessible compliant bay are proposed abutting the sites primary recreation area, which is be located central to the proposed chalets.

Stormwater

Subsequent to the Shire entering into the lease with Summerstar, roadside drainage on Mitchell Street and the associated stormwater was been identified as an impediment to development and use of the lease area. To address this stormwater as well as stormwater within the site, the applicants propose:

a) Installation of a closed stormwater pit to intercept stormwater coming from Mitchell Street. The pit is proposed to be connected to a 300mm stormwater pipe directing the drainage to the southern boundary of the lease area;
b) Installation of 7 stormwater pits within the proposed internal 7m wide roadway, each pit being open at the base to facilitate the infiltration of stormwater; and
c) Connection of the roadway drainage to a 225mm stormwater pipe to direct overflow to the southern boundary of the lease area.

As a result of the stormwater pipes referred to in points a) and b), stormwater will be directed onto portion of Lot 101 outside of the current lease area. This is likely to result in the need for some relatively minor siteworks within the balance of Lot 101 including an appropriately sized stormwater detention basin.

It should be noted that the plans as submitted do not provide any information relating to the disposal of stormwater associated with the 8 chalets. Appropriate conditions relating to stormwater/drainage disposal is contained within the recommendation.

Effluent Disposal

Whilst the Horrocks townsite is serviced with the Water Corporations reticulated sewerage service, the current potential connection point for Lot 101 is located a significant distance, being near the Horrocks boat ramp. As a result, the applicants have previously identified that the cost of connecting to the system is not viable.

On the above basis, Council resolved to enter into a Deed of Agreement with the lessee, whereby they will be responsible for connecting the site to the reticulated sewerage system at a later date.

Notwithstanding the above, the decision as to whether the property must be connected to the reticulated sewerage system rests with the Health Department of Western Australia. In accordance with clause 4(1) of the *Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974*, a local government's power to approve an on-site effluent disposal system is restricted to an apparatus that is to serve:

a) A single dwelling; or
b) Any other building that produces not more than 540 litres of sewerage per day.

In accordance with clause 4A(2) of the Regulations, only the Health Department of WA may approve a larger on-site effluent disposal system through its Chief Health Officer.

It is therefore recommended that a condition be imposed to require the development to be connected to the reticulated sewerage system, or an alternative system as may be approved by the State.

Fencing

The applicant is proposing to erect a 1.2m high ring lock fence to erected along Mitchell Street frontage. No details have been provided with respect to other fences. It is recommended that as a minimum 1.8m fencing should be required on the western boundary of the lease abutting existing private land.

Deed of Agreement

As mentioned above, the Shire previously entered a Deed of Agreement with Summerstar Pty Ltd relating to the connection of sewerage. The Deed also requires Summerstar Pty Ltd to ensure that sites within the development remain available for short term accommodation needs and are not occupied by a single tenant for more than a 3 month period annually.

As this deed is now in place, previously imposed conditions of approval relating to that deed are no longer required for this aspect of the development.

State Planning Policy 3.7 – Planning for Bushfire

Department of Fire and Emergency Services bushfire mapping identifies the subject site as being Bush Fire Prone. Given this, the provisions of State Planning Policy No 3.7 – Planning for Bushfire (SPP 3.7), require the following matters to be addressed:

a) Complete a Bushfire Attack Level (BAL) Assessment;
b) Identification of any hazards resulting from the assessment;
c) An assessment against bushfire protection criteria as contained within the Planning for Bushfire Guidelines; and
d) Preparation of a Bushfire Management Plan and Bushfire Emergency Evacuation Plan as may be required.

To address the requirements of SPP 3.7 and the associated guidelines, the applicants have submitted a Bushfire Management Plan and Bushfire Emergency Evacuation Plan which were prepared by a suitable qualified consultant.

Bushfire Management Plan (BMP)

By way of summary, the submitted BMP identifies that provided an Asset Protection Zone (APZ)/low fuel zone is maintained for a distance of 13m south of the leasehold boundary, the resultant development would have a BAL of:

- BAL 29 for en-suite sites 8 & 9;
- A BAL – Low outcome for en-suite site 22; and
- BAL 12.5 for all other sites.

These BAL requirements comply with the requirements of SPP 3.7.

Ongoing Maintenance of APZ

As part of the BMP, it is identified that there is a need to maintain a low fuel APZ for a distance of 13m as measured from the southern boundary of the lease area. The BMP as submitted proposes that this will be undertaken by the lessee. Whilst this approach has been supported by Shire Officers, preventing any financial burden on the Shire, it is recommended that this arrangement be formalised by either:

a) The lessees and Shire entering into a formal Deed of Agreement; or
b) Through expansion of the lease area to include the 13m wide APZ within the lease.

Bushfire Emergency Evacuation Plan (BEEP)

As the development is to be occupied by tourists, who may not be familiar with the area, bushfire preparation and awareness is essential along with clear evacuation arrangements.

The submitted BEEP has been prepared in accordance with SPP 3.7 and associated guidelines. Whilst the primary evacuation route has been identified as being to the Northampton Community and Recreation Centre, the document identifies that where this is not possible due to a fire event impacting that route, the shelter in place location has been identified at the Horrocks foreshore.

Caravan Parks and Camping Grounds Regulations 1997

An assessment of the submitted plans confirms that the design and its elements generally comply with and/or exceed the requirements set out in Schedule 7of the *Caravan Parks and Camping Ground Regulations 1997.* It is noted however that the following requirements of Schedule 7 have not been addressed at this stage:

i. Clause 18 stipulates that in *"a facility, except a transit park or a nature based park, there is to be –*
   a) Recreational facilities for children which are protected from the weather, and enclosed as is approved; and
   b) A building for communal or recreational activities, as is approved.

Although the plans allow for communal activities associated with the camp kitchen, no provision appears to have been made for children at this stage. It is noted however that the lessee is also the operator of the Horrocks Caravan Park, located on the northern side of Glance Street. This park, which is leased from the Shire, contains such facilities.

ii. Clause 33 relates to the provision of fire fighting equipment on site.

As detailed, a Bushfire Management Plan has been prepared and submitted. No details have however been provided in respect of internally located fire

fighting equipment such as hydrants. This will need to be addressed prior to a Caravan Park license being issued.

iii. Clause 47(2) requires that a communal soil waste dump is required on-site and readily accessible to all occupiers of the facility.

This requirement will need to be addressed prior to the prior to a Caravan Park license being issued.

Conclusion
The proposed Caravan Park, including Chalets is consistent with the Additional Use Zone provisions applicable under the Shire's Local Planning Scheme No 10. The use and development are also consistent with the purpose of the lease and previous approvals granted by the Shire.

It is therefore recommended that conditional approval be granted.

STATUTORY ENVIRONMENT:
Planning and Development Act 2005 and *Planning and Development (Local Planning Scheme) Regulations 2015.*

POLICY / STRATEGIC IMPLICATIONS:
Approval to the application is consistent with the following desired outcomes as contained within the Shire of Northampton Strategic Community Plan 2025-2035:

1.1 Local and Thriving
We feel supported to work and grow our businesses in the Shire and are confident in the Shire's willingness to make appropriate commercial investment to fill unmet needs for future development;

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

1.3 Attractive and Popular
Our reputation as a prime visitor destination is strong and we are optimising an ecologically friendly tourist industry.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered Moderate.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:
The required application fee has been paid in accordance with the Shire of Northampton Schedule of Fees and Charges, adopted as part of the 2025/2026 annual budget.

SUSTAINABILITY:
Environmental: As the site is currently clear of significant vegetation, potential environmental impacts are limited to construction and the potential use of an on-site effluent disposal system.
Economic: Approval to the application will result in the creation of additional caravan/camping opportunities and 8 holiday accommodation units.
Social: The current caravan park in Horrocks regular operates at full capacity. Approval to the application will ensure additional visitors are able to secure accommodation and/or caravan camping sites within the Horrocks community.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **In accordance with clause 68 of the Deemed to Apply provisions contained within the Planning and Development (Local Planning Scheme) Regulations 2015, grant approval to the proposed Caravan Park on Part Lot 101 Glance Street, subject to compliance with the following conditions:**

   a) **The development hereby approved is to be carried out generally in accordance with the plans and specifications submitted with the application and these shall not be altered and/or modified**

without the prior knowledge and written consent of the Shire of Northampton.

Reference	Document Title	Date Received
1.	Concept Master Plan	3/10/2025
2.	Floor Plans & Elevations - Chalets	3/10/2025
3.	Floor Plans & Elevations - Kiosk	3/10/2025
4.	Floor Plans & Elevations - Laundry	3/10/2025
5.	Floor Plans & Elevations – Camp Kitchen	3/10/2025
6.	Transportable Ablution Blocks	3/10/2025
7.	Bushfire Management Plan	3/10/2025
8.	Bushfire Emergency Evacuation Plan	3/10/2025
9.	Supporting Document	3/10/2025

b) Notwithstanding condition No 1 above, the Concept Master Plan is to be modified so as to provide dedicated footpaths to connect internal roads to the primary recreation area to the satisfaction of the Shire of Northampton;

c) The development hereby approved shall be connected to the Water Corporations reticulated sewerage system, or alternative on-site effluent disposal system as may be approved by the Government of Western Australia - Department of Health;

d) Prior to commencement of the development hereby approved, the lease extent is to be surveyed and pegged on-site to the satisfaction of the Shire of Northampton;

e) Unless otherwise approved by Council, no person shall stay for any period longer than 3 months in any 12 month period;

f) Fencing to a minimum height of 1.8m being erected along the western boundary of the lease area to the satisfaction of the Shire of Northampton;

g) All stormwater and drainage runoff is to be retained on the subject property or to be provided with stormwater drainage connections to the drainage system in the area at the developers cost to the satisfaction of the Shire of Northampton;

h) A stormwater detention basin being established at the applicants cost to the south of the existing lease with sufficient capacity to cater for the re-directed stormwater flow from Mitchell Street and overflow from the development hereby approved;

i) Any soils disturbed or deposited onto the land shall be stabilised to the satisfaction of the Shire of Northampton;

j) Prior to the occupation or use of the development hereby approved, the area set aside for the parking of vehicles, together with the associated access lanes and the emergency accessway as delineated on the endorsed plan shall:

i) be constructed, drained and marked;
ii) thereafter be maintained to the satisfaction of the Council;
iii) be made available for such use at all times and not used for any other purpose; and
iv) be properly formed to such levels that it can be used in accordance with the plan;

k) All parking associated with the use hereby approved, including the storage of boats, boat trailers and other vehicles, shall be wholly contained within the property to the satisfaction

l) Prior to the occupation of the development, a vehicle crossover between the subject land and Glance Street is to be located, designed (including appropriately sized culvert pipes), constructed, sealed and drained to the specification and satisfaction of the Shire of Northampton;

m) The emergency accessway as shown on the submitted plans shall be appropriately gated, locked and fenced so as to restrict vehicular and pedestrian access for the purpose of emergency access/egress only to the satisfaction of the Shire of Northampton;

n) An external Lighting Plan showing lighting to pathways and car parking areas are to be submitted and approved prior to the application for Building Permit. All lighting is to be installed and operated as per the approved plan to the satisfaction of the Shire of Northampton;

o) Prior to lodging an application for a building permit, a detailed landscaping and reticulation plan for the subject site and/or the road verge(s) must be submitted to and approved to the satisfaction of the Shire of Northampton, and must include the following:

i) The location, number and type of existing and proposed trees and shrubs including planter and/or tree pit sizes and planting density;
ii) Any lawns to be established;
iii) Any trees/shrubs to be removed;
iv) Any existing and/or natural landscaped areas to be retained;
v) Those areas to be updated, reticulated or irrigated;
vi) Verge treatments;
vii) Evidence that the proposed landscaping will not, at maturity, negatively impact the development or adjoining properties; and
vii) Location and type of fencing and/or paving to be installed.

n) The approved landscaping and reticulation plan must be fully implemented within the first available planting season after the initial occupation of the development, and maintained thereafter,

to the satisfaction of the Shire of Northampton. Any species which fail to establish within the first two planting seasons following implementation must be replaced in consultation with and to the satisfaction of the Shire of Northampton;

o) A schedule of the colour and texture of the building materials, demonstrating that the proposed development complements the surrounding area, must be submitted to and approved by the Shire of Northampton, prior to lodging an application for a building permit. The development must be finished, and thereafter maintained, in accordance with the schedule provided to and approved by the Shire of Northampton, prior to occupation of the development.

p) Unless otherwise approved by the Shire of Northampton, the requirements of the approved Bushfire Management Plan shall be met prior to commencement of the use hereby approved and from there on in maintained to the satisfaction of the Shire of Northampton.

<u>Advice notes</u>:

(i) This Development approval is NOT a building permit. A building permit must be formally applied for and obtained from Building Services BEFORE the commencement of any site and/or development works. (Land clearing to facilitate development and BAL report is permitted).

(ii) The approved development must comply with all relevant provisions of the *Health (Miscellaneous Provisions) Act 1911* (as Amended) and the National Construction Code;

(iii) The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Northampton.

(iv) The applicant is advised that prior to the application for a permit under the Caravan Parks and Camping Grounds Act 1995, the requirements of clauses 18, 33 and 47(2) as contained within Schedule 7 of the Caravan Parks and Camping Grounds Regulations 1997 are required to be addressed.

2. Advise the applicant that in respect of the establishment and ongoing maintenance of the 13m wide Asset Protection Zone to the south of the southern lease boundary, Council requires that the lessor enter into a Deed of Agreement with the Shire (at the applicants cost). As an alternative, the area of the current lease may be modified to include the 13m for the purposes of an Assett Protection Zone.

ATTACHMENTS

1⇨ Attachment No 1 - Copies of Submitted Plans 6 Pages

ATTACHMENT

9.7.1 Receipt of Capital Grants for Northampton Bushfire Brigades and Kalbarri State Emergency Service

PROPONENT	Department of Fire and Emergency Services
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
ZONE:	*N/A*
BUSINESS AREA:	Community, Development & Regulation
FILE REFERENCE:	5.1.2
LEGISLATION:	*Local Government Act 1995*
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	26 September 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND:
Western Australian Local Governments receive annual operational grant funding from the Emergency Services Levy program to support the operation of Bush Fire Brigades (BFB's) and State Emergency Services (SES). This funding supports relating to the operational costs, insurance, the supply of personal protection equipment and training of volunteers.

Each year, Local Government's also have an opportunity to apply for capital grants under the Local Government Grant Scheme (LGGS), which is administered by the Department of Fire and Emergency Services (DFES). Capital grants relate to significant capital works initiatives costing more than $5,000 per item can be sought for new firefighting appliances, vehicles and buildings.

In addition, during the lead up to the 2025 State Government Election, there were several small election commitments given by the now government. Advice has now been received from DFES that the Shire of Northampton that the SES funding request was approved to the value of $65,000 and an amount of $20,000 has been awarded for a trailer and Clark Mast for use by the Shire's Bush Fire Brigades. A copy of that advise is shown attached.

ATTACHMENT: 9.7.1 (1)

Council is now requested to consider amending the Shire's 2025-2026 Annual Budget to reflect receipt of the grant and the associated expenditure. Council is also requested to acknowledge the work undertaken by Kalbarri SES in identifying and preparing for the grant application.

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
Whilst expenditure of the grant is to be used for equipment for both the Northampton BFB's and Kalbarri SES, the Shire is responsible for ensuring compliance with the grant conditions and acquitting the grant.

Although the acquisition of the funded equipment will be administered by the Department of Fire and Emergency Services, the Shire is responsible for meeting the initial costs, then invoicing DFES. The Shire is also responsible for acquitting the expenditure prior to 30 June 2026.

An amendment is required to the Shire's 2025/2026 Annual Budget to reflect the associated expenditure and income, ensuring compliance with the provisions of the *Local Government Act 1995.*

STATUTORY ENVIRONMENT:
Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS:
The grant will result in two additional Clark Masts and trailers being available to ensure remote communications during significant incidents within the Shire whether they relate to bushfire, natural disasters or other significant emergencies. This will assist in ensuring appropriate communications are available to volunteers involved in both BFB's and SES operations.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered moderate based on the value of the trailers/Clark Masts. Failure to accept the grant, amend the budget and comply with the grant conditions would likely result in substantial public embarrassment.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies

Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:
As detailed within agenda item.

SUSTAINABILITY:
Environmental: Nil.
Economic: The acquisition of two additional trailers and associated Clark Masts will result in some minor additional costs relating to registration and insurance. An increase will be sought to offset these costs as part of future operational grant applications.
Social: Safe and Reliable communications are essential during responses to emergency situations. They assist in co-ordinating and managing the response effort but also improve the safety of volunteers actively involved in an ongoing incident response.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **Acknowledge the awarding of State Government Election Commitment Funding for the following items during the 2025-2026 financial year:**
   a) **Motorised garage doors for the Kalbarri State Emergency Services building; and**
   b) **Two trailers and communication systems being for Kalbarri SES and the Northampton Bush Fire Brigades;**
2. **Acknowledge the work and efforts of the Kalbarri State Emergency Service in identifying their needs and preparing the draft grant submission;**
3. **Amend the Shire of Northampton 2025-2026 Annual Budget as follows:**

Item	Adopted Budget	Amended Budget	Variation
Local Government Grant Scheme – Capital Grant	**$0**	**$85,000**	**$85,000**
Trailer and Communication System Northampton Bush Fire Brigades	**$0**	**($20,000)**	**($20,000)**

Upgrade of State Emergency Services roller doors, and trailer and communication system	**$0**	**($65,000)**	**($65,000)**
Net ($)		**$0**	**$0**

ATTACHMENTS

1⇨ Attachment No 1 - Small Election Committments Grant Letter 1 Page

ATTACHMENT

9.8.1 Information Items - Maintenance/Construction - Works Program

PROPONENT	Executive Manager of Works and Technical Services
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Works and Technical Services
FILE REFERENCE:	N/A
LEGISLATION:	N/A
AUTHOR:	Tina Souroup
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	2 October 2025
DECLARATION OF INTEREST:	Nil.

BACKGROUND:
The following works, in addition to routine maintenance work, has been undertaken since the last report and is presented for Council information.

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):

Specific Road Works

- Maintenance grading undertaken on – Parker, Wundi, Burges, Eighth, Olivier, Rifle Range, Nolba Stock Route, Bella Whelarra, Ajana East, Frosty Gully, Normans Well, Isseka East, Percy, Starling, Yarra, Jackson, James, Bowes Spring, and Sudlow Road/s.
- Other Roads, Pothole repairs - Unsealed Roads Gravel Sheeting / Verge work undertaken on - Ogilvie East, Blue Wells and Horry Road/s.
- Culvert repairs and clean out undertaken on – Normans Well and Bowes Spring Road/s.

Maintenance Items

- General – Various signage and road furniture works.
- General – Potholes and edges in various locations.
- General – Northampton and Kalbarri – Various tree lopping/vegetation works for road verge and Western Power line clearance.
- General – Contract dozer in Shire undertaking gravel pushup/stockpile works.
- General – General drainage and stormwater preparation and cleanup works.

Other Items

- Road Failure Repairs undertaken on Northampton – Nabawa, East Bowes and Harvey Road/s.
- Repairs undertaken on Pigeon Well Road and Jacques car park and fence.
- Horrocks Beach access reinstated.
- Northampton Agricultural Show preparation being carried out prior to event on 13 September 2025.

Other Items (Budget)

- Kalbarri Road widening – Main Roads WA 10 kilometres of widening immediately to the east of Kalbarri extending as far as the Skywalk lookout turnoff. Practical completion has been granted. Significant defects requiring contractor rectification.
- Port Gregory carpark construction-renovations line marking is outstanding.
- Red Bluff Road dual use pathway installation- Replacement of 92m, box culvert and additional pipe culvert completed. Concrete dual use pathway replacement progressing.
- Horry Road Gravel Sheeting continuing.

A copy of the Executive Manager for Works and Technical Services – Program and Progress Report, October 2025 is attached.

ATTACHMENT: 9.8.1 (1)

STATUTORY ENVIRONMENT:
Nil.

POLICY / STRATEGIC IMPLICATIONS:
Nil.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered Level 1 insignificant, as the report is information in nature.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:
Works are conducted in accordance with maintenance and construction budget.

SUSTAINABILITY:
Environmental: Activities of the Executive Manager of Works and Technical Services often deal with environmental related matters both from a compliance perspective and improvement perspective.
Economic: Part of the Executive Manager of Works and Technical Services role is to improve local economies and often activities are associated with economic development initiatives and opportunities.
Social: The Executive Manager of Works and Technical Services plays a key role in the development of community leadership, infrastructure provision and community support.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council receives the Executive Manager of Works and Technical Services Information Items – Maintenance/Construction – Works Program report for September / October 2025. In accordance with ATTACHMENT 9.8.1 (1).

ATTACHMENTS
1⇨ Works Program September/October 2025 4 Pages

ATTACHMENT

9.9.1 Unconfirmed Minutes of the Road Infrastructure and Plant Advisory Committee Meeting Held 26 September 2025

PROPONENT	Shire of Northampton
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Works and Technical Services
FILE REFERENCE:	12.1.3
LEGISLATION:	*Local Government Act 1995*
AUTHOR:	Tina Souroup
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	2 October 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND:
A meeting of the Road Infrastructure and Plant Advisory Committee (RIPAC) was held on 26 September 2025 in the Council Chambers, Northampton.

The purpose of this report is for Council to receive the minutes of the meeting and any recommendations made by the Committee. The minutes of the meeting are attached.

ATTACHMENT: 9.9.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
The primary purpose of the RIPAC meeting held of 26 September 2025 was for the Committee to assess plant replacement for the Shire of Northampton's heavy fleet for 2025/26.

There was one (1) recommendation made by RIPAC to Council.

Committee Recommendation	Officer Comment
"Subject to funds available a New 90GCM Primer Mover and a new Tri – Axle Side Tipper (Lead Trailer) with the intent to trade existing Prime Mover."	This matter is dealt with as part of Item 9.1.1 of this agenda.

STATUTORY ENVIRONMENT:
The *Local Government Act 1995* and subsidiary legislation prescribe the requirements of creating an Advisory Committee in a Local Government organisation in Western Australia.

POLICY / STRATEGIC IMPLICATIONS:
The Road Infrastructure and Plant Advisory Committee will enable Council to strategically approach requests for Road Constructions and Plant Replacements for implementation through the Annual Budget process.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered Level 1 - Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:
Nil.

SUSTAINABILITY:
Environmental: Nil.
Economic: Nil.
Social: Nil.

VOTING REQUIREMENTS: **SIMPLE MAJORITY**

OFFICER RECOMMENDATION:

That Council receive the unconfirmed minutes of the Road Infrastructure and Plant Advisory Committee held on 26 September 2025 in accordance with ATTACHMENT: 9.9.1 (1).

ATTACHMENTS

1 ⇨ Minutes of RIPAC Meeting 26 September 2025 3 Pages

ATTACHMENT
APPENDIX

9.9.2 Unconfirmed Minutes of Bush Fire Advisory Committee Meeting held on 30 September 2025

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	N/A
BUSINESS AREA:	Community, Development & Regulation
FILE REFERENCE:	5.1.2
LEGISLATION:	*Local Government Act 1995; and Bush Fires Act 1954.*
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	2 October 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND:
Council is requested to consider the unconfirmed minutes from a meeting of the Shire's Bush Fire Advisory Committee held on 30 September 2025. A copy of the minutes is shown attached.

ATTACHMENT: 9.9.2 (1)

The Bush Fire Advisory Committee is an Advisory Committee of Council, formed in accordance with the requirements of Division 2 of the *Local Government Act* and Division 4 of the Shire of Northampton *Bush Fire Local Law 2017.* As outlined within the adopted Terms of Reference, the purpose of the Advisory Committee is:

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

A copy of the current Terms of Reference as adopted by Council are appended.
APPENDIX: 9.9.2 (A)

Council is requested to consider the unconfirmed minutes and the matters contained therein.

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
There were five recommendations passed by the committee as set out in the table below.

Committee Recommendation		Officer Comment
1.	The minutes from the BFAC meeting held on 24 March 2025 be confirmed.	No action required.
2.	The Volunteer Bush Fure Brigade Operation Manual as drafted by the Executive Manager of Community, Development and Regulation be adopted.	Adoption of an operational manual is required under the Shire's *Bush Fires Local Law 2017.* Refer to officer comment below.
3.	That the Terms of Reference be modified to reflect Cr Karl Suckling as Chairman and to allow for Flying Minutes to be accepted where matters are required to be dealt with between scheduled Advisory Committee Meetings.	That the Terms of Reference be updated in accordance with the Committee resolution.
4.	That Council appoint Ms Tatiana Vafiades as the Shire of Northampton Chief Bush Fire Control Officer	Recommendation supported. Refer to Officer Comment Below.
5.	That Council appoint Mr Brock Lucev - Shire Ranger as Deputy Bush Fire Control Officer	Recommendation supported. Refer to Officer Comment

<u>Adoption of Volunteer Bush Fire Brigade Operational Manual</u>
The Shires Bush Fire Local Law 2017 gazetted to guide the formation and operation of the Volunteer Bush Fire Brigades within the Shire of Northampton. The Local Law sets out various matters including but not limited to the structure of brigades, their organisation and roles. Division 4 of the Local Laws also to the formation and operation of the Bush Fire Advisory Committee.

Although the Local Laws make several references to "Bush Fire Operating Procedures", no such procedures have been adopted at this time. Through consultation with the Advisory Committee, a draft Volunteer Bush Fire Brigade Operational Manual has now been prepared. A copy of the Draft Operational Guidelines is shown attached.

ATTACHMENT: 9.9.2 (2)

At the meeting held on 30 September, the Advisory resolved to request that Council adopt the draft Operational Guidelines. It should be noted that as Operational Guidelines, this document may be reviewed or updated at any time following any review undertaken by the Advisory Committee.

Modification of the Terms of Reference

BFAC has resolved to seek modification of the current terms of reference to:

a) Reflect Cr Karl Suckling as Presiding Member; and
b) Allow for Flying minutes to be accepted where time constrained matters need to be considered by the Committee between scheduled Committee meetings.

A draft copy of the revised Terms of Reference is shown attached for Council consideration.

ATTACHMENT: 9.9.2 (3)

Appointment of new Chief Bush Fire Control Officer

The Committee has resolved to recommend that Ms Tatiana Vafiades as the Shire of Northampton Bush Fire Control Officer.

Whilst no objection is raised to the nomination, it should be noted that there will be a need:

a) To provide Local Public Notice of the Appointment; and
b) For Council to consider the payment of an honorarium, or as a minimum re-imbursement of expenses for the newly appointed Chief Bush Control Officer as part of the future Annual Budget of the 2026/27 financial year.

Appointment of new Deputy Bush Fire Control Officer

As reflected in Attachment: 9.9.2 (1), the Committee has resolved to request that Mr Brock Lucev be appointed as Deputy Bush Fire Control Officer. With existing Deputy's identified in for the northern and southern portions of the Shire, it is recommended that Mr Lucev be appointed as Deputy Fire Control Officer – Central. Public notice of this appointment is also required.

STATUTORY ENVIRONMENT:

Local Government Act 1995;
Bushfires Act 1954; and
Shire of Northampton Bush Fire Local Law 2017.

POLICY / STRATEGIC IMPLICATIONS:

Effective operation of the Shire's Volunteer Bush Fire Brigades is consistent with the Strategic Community Plan 2025-2035 Desired Outcome 3.3, being *"We feel safe in our Shire and have reliable access to services that support our health and wellbeing."*

ORGANISATIONAL RISK MANAGEMENT:

In effective management of Bushfire risks represents a Major risk to the Shires reputation and the potential for property damage and loss of life.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:

Appointment of a person not an employee of the Shire as Chief Bush Fire Control Officer will have financial implications such as the supply of equipment and matters such as the payment of an honorarium. The current adopted budget does not contain an allocation for this expenditure at this time.

SUSTAINABILITY:

Environmental: Best practice management is required to minimise the potential for environmental impact as a result of fire.

Economic: The economic impact of a fire event can be greatly reduced through the timely response by brigades that are well resourced.

Social: Successful operation of bushfire brigades adds the community's sense of safety in the event of a fire.

VOTING REQUIREMENTS: **SIMPLE MAJORITY**

OFFICER RECOMMENDATION:

That Council:

1. **Receive and note the Unconfirmed Minutes from the Shire of Northampton Bush Fire Advisory Committee held on 30 September 2025 as shown at Attachment: 9.9.2 (1); and**
2. **Adopt the Shire of Northampton Volunteer Bush Fire Brigade Operational Manual as shown at Attachment: 9.9.2 (2); and**
3. **Update the Bush Fire Advisory Committee Terms of Reference as shown at Attachment: 9.9.2 (3); and**
4. **Appoint Ms Tatiana Vafiades as the Shire of Northampton Chief Bush Fire Control Officer;**
5. **Appoint Mr Brock Lucev as Deputy Fire Control Officer;**
6. **Request the Chief Executive Officer to give public local public notice of the appointments outlined within points 4 and 5 above; and**
7. **Consider the allocation of an honorarium for the position of Chief Bush Fire Control Officer as part of the 2026/27 annual budget.**

ATTACHMENTS

1⇨	Attachment No 1 - Unconfirmed Minutes from BFAC Meeting 30 September 2025	7 Pages
2⇨	Attachment No 2 - Draft Volunteer Bush Fire Brigade Operational Manual.	19 Pages

APPENDICES

A⇨	Appendix A - Current Terms of Reference adopted April 2025	2 Pages

ATTACHMENT

9.9.3 Unconfirmed Minutes Community Grant Advisory Committee 2nd October 2025

PROPONENT	Shire of Northampton
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
ZONE:	Northampton
BUSINESS AREA:	Community, Development and Regulation
FILE REFERENCE:	11.1.2
LEGISLATION:	Local Government Act 1995
AUTHOR:	Andrea Teakle
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	6 October 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The primary purpose of the Community Grants Advisory Committee is to review current applicants for Round 1 2025/26 which closed on 30 August 2025.

The Community Grants Advisory Committee met on 2 October 2025 to review and make recommendations from the list of applicants who applied for Round 1, 2025/26. A copy of the unconfirmed minutes from that meeting are shown attached.

ATTACHMENT: 9.9.3 (1)

Council is now requested to consider the minutes and the recommendations contained therein, including the allocation of Community Grant funds.

PUBLIC CONSULTATION UNDERTAKEN:
Nil

COMMENT (Includes Options):
As reflected at Attachment: 9.9.3 (1), the Community Grants Committee passed the following recommendations:

Committee Recommendation		**Officer Comment**
1.	**That the minutes of the Community Grants Advisory Committee held 17 April 2025 be received as a true and correct record.**	**No further action required.**
2.	**That Council award a total of 7 grants for Round 1 of the 2025-26 of the Community Grants financial year totalling $27,990.**	**The recommendation be supported. A detailed breakdown of the granted to be awarded is reflected in Attachment: 0.0 (1).**

3.	**The Community Grants Advisory Committee supports the following projects and programs subject to a detailed report being presented to the Council meeting in November 2025:** **• Northampton Story Harvest – Echoes of the Past;** **• Community Impact Incubator Hub;** **• JK Foundation Northampton Youth Program; and** **• Northampton Bowling Club Lights Program.**	**The recommendation is supported.**

As reflected above, the Advisory Committee has recommended that 7 grants be awarded from Round 1 of the Community Grant Program for the 2025/26 financial year. The grants recommended for approval are:

1.	Kalbarri Development Association for Christmas In the Park	$3,000
2.	Kalbarri Development Association for the Australia Day Event	$5,000
3.	Horrocks Community Centre – New Years Family Event	$5,000
4.	Kalbarri Arts and Crafts Group for the project Empowering Change for our Future Vision	$3,990
5.	Kalbarri Offshore Angling Club - 39th Kalbarri Sports Fishing Classic	$4,000
6.	Northampton Basketball Club - Reducing fees to make basketball more inclusive	$3,000
7.	Community Champion - Botanic Line Extension Stage 2 & 3	$4,000

As the proposed grants are consistent with the Shire's Community Grant Program criteria and budget, the Advisory Committee recommendation is supported.

STATUTORY ENVIRONMENT:
The *Local Government Act 1995* and subsidiary legislation prescribe the requirements of creating an Advisory Committee in a Local Government organisation in Western Australia.

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POLICY / STRATEGIC IMPLICATIONS:
The Community Grants Advisory Committee will enable Council to strategically approach requests community grants for implementation through the Annual Budget process.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered Minor given the level of grant funds being allocated.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:
Nil.

SUSTAINABILITY:
Environmental: Nil.
Economic: Nil.
Social: Nil.

VOTING REQUIREMENTS: **SIMPLE MAJORITY**

OFFICER RECOMMENDATION:

That Council:

1. **Receive and note the unconfirmed minutes of the Community Grants Advisory Committee held on 2 October 2025 as shown at Attachment: 0.0 (1);**
2. **Award the following grants under the Shire of Northampton Community Grants Round 1 program for 2025/2026:**

Community Group		Project	Grant Amount
1	Kalbarri Development Association	Christmas in the Park	$3,000

2	**Kalbarri Development Association**	**Australia Day Event**	**$5,000**
3	**Horrocks Community Centre**	**New Years Eve Family Event**	**$5,000**
4	**Kalbarri Arts and Crafts Association**	**Empowering Chance for our Future Vision**	**$3,990**
5	**Kalbarri Offshore Fishing Club**	**39th Kalbarri Sports Fishing Classic**	**$4,000**
6	**Northampton Basketball Club**	**Reducing Fees to make basketball more inclusive**	**$3,000**
7	**Community Champion**	**Botanic Line Extension Stage 2 and 3.**	**$4,000**
		Total	**$27.990**

3. **Await a detailed agenda item from Shire Officers regarding the following Community projects and programs, to be presented at the Ordinary Council Meeting schedule to be held on 20 November 2025:**

   • Northampton Story Harvest – Echoes of the Past;

   • Community Impact Incubator Hub;

   • JK Foundation Northampton Youth Program; and

   • Northampton Bowling Club Lights Program.

ATTACHMENTS

1 ⇨	Unconfirmed Minutes Community Grants Advisory Committee 2nd October 2025	3 Pages

10. LATE REPORTS:

11. QUESTIONS FROM MEMBERS:

11.1 Response to questions from members taken on notice.
11.2 Questions from members.

12. MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING:

13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING:

14. APPLICATIONS FOR LEAVE OF ABSENCE:

15. CLOSURE:

There being no further business to discuss the Shire President to thank those in attendance and close the meeting at……pm.