Shire of Northampton
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AGENDA

COUNCIL MEETING

19 NOVEMBER 2026

SHIRE OF NORTHAMPTON – COUNCIL MEETING AGENDA

19 NOVEMBER 2026

NOTICE TO ALL COUNCILLORS

An Ordinary Meeting of Council is called for Thursday 19 November 2026 commencing at 2:00 PM in the Allen Centre, Kalbarri.



Kenn Donohoe
CHIEF EXECUTIVE OFFICER

12 November 2026

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SHIRE OF NORTHAMPTON

COUNCIL MEETING THURSDAY 19 NOVEMBER 2026

TO BE HELD
IN THE ALLEN CENTRE, KALBARRI

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 15 October 2026 be confirmed.

8. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

9. OFFICERS' REPORTS:

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ATTACHMENT
APPENDIX

9.1.1 Certification of Compliance with Shire of Northampton Standards for CEO Recruitment and Local Government Administration Regulations

PROPONENT	Shire of Northampton
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Hampton Road Northampton
ZONE:	N/A
BUSINESS AREA:	N/A
FILE REFERENCE:	4.2.9
LEGISLATION:	Local Government Administration Regulations Regulation 18FB(3)
AUTHOR:	Kenn Donohoe
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	26 October 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The purpose of this report is for Council to certify its legislative requirements in accordance with the Local Government Act, *Local Government (Administration) Regulations 1996* that the recruitment process for the appointment of Chief Executive Officer (CEO) was conducted in accordance with the adopted Standards for CEO Recruitment, Performance and Termination, Policy 1.3.

ATTACHMENT: 9.1.1(1)

PUBLIC CONSULTATION UNDERTAKEN:
The advertising the for the position was undertaken by an independent recruitment agency Beilby Downing Teal in accordance with the provisions of the Local Government Act 1995.

COMMENT (Includes Options):
Regulation 18FB(3) of the Local Government (Administration) Regulations 1996 provides that a local government must certify, by Absolute Majority resolution, that the process for the recruitment of the Chief Executive Officer was carried out in accordance with the Shire of Northampton's adopted Standards for CEO Recruitment, Performance and Termination.

Council adopted standards for the CEO Recruitment, Performance and Termination at the Ordinary Council meeting of 19 February 2026.

Council subsequently endorsed the establishment of the selection panel, which consisted of all elected members.

The recruitment process was undertaken between 11 June 2026 and 2 July 2026. The recruitment process was finalised with a recommendation of employment and subsequent contract was provided to Ms Tralee Cable under

seal of the Council and engrossed by Cr Richard Burges in the absence, on leave, of Shire President Cr Liz Sudlow and Temporary Chief Executive Officer, Mr Kenn Donohoe.

In compliance with Division 2 of Council's policy:

Clause 5 – Determination of selection criteria and approval of job description form. The local government must identify the necessary selection criteria for its CEO role and, by an Absolute-Majority council resolution, approve a job description that sets out the CEO's duties, responsibilities, and those selection criteria.

At the Special Council Meeting on 9 June Council adopted the Position Description for the CEO position along with the selection criteria.

Clause 6 – Advertising Requirements. The local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996 regulation 18A*. Beilby Downing Teal was engaged to manage the recruitment process for the CEO position and confirmed that the position was advertised in accordance with the legislative requirements. The position was initially advertised from 11 June 2026 to 2 July 2026.

Clause 7 – Job description form to be made available by local government The local government is to provide a copy of the job description form to anyone who requests it by either referring to the web address listed in the advertisement or by emailing or posting a copy to the person if unable to access the website.

Whenever requested, a job description form was provided and is certified by Beilby Downing Teal.

Clause 8 – Establishment of selection panel for employment of CEO. The local government must form a CEO Selection Panel made up of a council-determined number of councillors and at least one independent member to run the recruitment and selection process. The Selection Panel comprised the full Council, noting one Council position was vacant as a result of an earlier resignation. Mr Jamie Criddle was appointed as the independent member.

Clause 9 – Recommendation by selection panel

1 – Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel. Following the assessment, the selection panel must provide to the local government a summary of the selection panel's assessment of each applicant and, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

Beilby Downing Teal assessed each applicant's knowledge, experience, qualifications and skills and provided a candidate matrix summary report to the Selection Panel on 22 July 2026. The Selection Panel conducted shortlisting

and interviews. Council was provided with all documents including a confidential report prepared by the Temporary Chief Executive Officer in consultation with Beilby Downing Teal, and the assessment and recommendation at the Special Council Meeting on 7 October 2026.

2 - The selection panel must act in an impartial and transparent manner, and in accordance with the principles set out in section 5.40 of the Act. The CEO Recruitment and Selection Committee conducted its activities in the appropriate manner as required under the Standards for CEO Recruitment, Performance, and Termination, and *section 5.40 of the Local Government Act 1995* as certified by Beilby Downing Teal.

3 - The selection panel must not recommend an applicant to the local government under subclause unless the selection panel has:

a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria;
b) verified any academic, or other tertiary level, qualifications the applicant claims to hold;
c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

The recommendation to Council was only made once the Selection Panel had satisfactorily completed the required assessments and verifications including, but not limited to; assessing the candidate's ability to demonstrate that their knowledge, experience, qualifications and skills met the selection criteria, verifying their academic, or other tertiary level, qualifications and contacting referees to verify their character, work history, skills, performance and any other claims made by the candidate. This assessment was undertaken for the Panel by Beilby Downing Teal.

Clause 10 – Recommendation by Selection Panel This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards. This clause is not applicable to this recruitment process.

Clause 11 – Offer of employment in position of CEO. Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an Absolute Majority of the Council, approve the making of the offer of employment to the applicant; and the proposed terms of the contract of employment to be entered into by the local government and the applicant. At the Special Council Meeting held on 7 October 2026, Council endorsed by Absolute Majority the Selection Panel's recommendation to enter into negotiations with Applicant A (Tralee Cable) for the Position of Chief Executive Officer and endorsed the terms of the proposed employment contract.

COUNCIL RESOLUTION
10/26-202

That Council

1) **Receives the report from Beilby Downing Teal on behalf of the Chief Executive Recruitment, Performance and Termination Panel;**
2) **Endorse as its preferred candidate, Candidate A for the position of Chief Executive Officer for the Shire of Northampton;**
3) **Notes that it has assessed the preferred applicant's knowledge, experience, qualifications and skills against the selection criteria and certifies that Candidate A is suitably qualified for the position; and verifies the academic and tertiary qualifications claimed;**
4) **Notes that the recruitment consultant, Beilby Downing Teal, has contacted referees and verified the character, work history, skills, performance and other claims made by the preferred candidate;**
5) **Endorses the Performance Criteria and Key Performance Indicators as contained within the contract of employment and Position Description;**
6) **The provisions of the proposed employment contract as contained in the confidential attachment are satisfactory as reviewed by legal advice obtained by the Panel in relation to the terms of the proposed Chief Executive Officer;**
7) **Authorises the Shire President to make an offer of employment for the position of Chief Executive Officer on behalf of Council and conduct any negotiations with the preferred candidate in relation to the proposed employment contract and if satisfied, agree to any minor amendments to the proposed employment contract that are consistent with the advertised remunerations and benefits;**
8) **Authorises the affixing of the common seal to the Proposed Employment Contract, as varied with any minor amendments accepted and for the Shire President and Temporary Chief Executive Officer to sign on behalf of the Shire of Northampton; and**
9) **Notes that in accordance with Local Government Administration Regulations the Council must certify by resolution a certification that the person was employed in accordance with the local government's adopted standards, <u>after the person is employed</u> in relation to the**

recruitment of the Chief Executive Officer and provide a copy of the resolution to the Inspector within 14 days after the resolution was passed by the Shire of Northampton.

CARRIED 6/0

Clause 12 – Variations to proposed terms of contract of employment This clause applies when an applicant offered the CEO position negotiates an employment contract that differs from the terms previously approved by the local government, and before finalising such a negotiated contract, the council must approve its terms by an Absolute-Majority resolution. This clause does not apply to this recruitment process, as the terms of the contract that was executed with the preferred applicant did not differ from the terms approved by the Council on 7 October 2026.

Clause 13 - Recruitment to be undertaken on expiry of certain CEO contracts. Where the incumbent CEO will have held the position of CEO for a period of 10 or more consecutive years and the same time period has elapsed since a recruitment a selection process for the position was carried out, and the CEO has notified the local government that they wish to have their contract renewed upon its expiry, then before the expiry of the contract, the local government must carry out a recruitment process in accordance with these standards. This clause does not apply to this recruitment process, as the process commenced due to the resignation of the previous Chief Executive Officer to take up a new role at the Shire of Narrogin.

Clause 14 – Confidentiality of information. The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process. No breach of confidentiality occurred during the recruitment process. Certification Process, If council adopts the Officer's recommendation to certify compliance with the Shire of Northampton's Standards for CEO Recruitment, Performance and Termination (Policy 1.3), that it has completed CEO recruitment process, the Temporary CEO will write to the Local Government Inspector, Mr Tony Brown, and provide a copy of the resolution.

STATUTORY ENVIRONMENT:
Local Government (Administration) Regulations 1996

18FB.Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7)) (1) In this regulation — adopted standards means — (a) the standards adopted by a local government under section 5.39B; or (b) (2) (a) (b) (3) if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards. This regulation applies if — a local government employs a person in the position of CEO of the local government; and the local government's adopted standards in relation to the recruitment of CEOs apply to the employment. As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution*, certify that the person was

employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs. * Absolute majority required. (4) The local government must give a copy of the resolution to the inspector within 14 days after the resolution is passed by the local government. [Regulation 18FB inserted: SL 2021/14 r. 6; amended: SL 2025/208 r. 14.]

Local Government Act 1995 (Western Australia)

5.40 Principles affecting employment by local governments The following principles apply to a local government in respect of its employees (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and (c) employees are to be treated fairly and consistently; and (d) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and (e) employees are to be provided with safe and healthy working conditions in accordance with the Work Health and Safety Act 2020; and (f) such other principles, not inconsistent with this Division, as may be prescribed.

POLICY / STRATEGIC IMPLICATIONS:
Council Policy 1.3 – Standards for CEO Recruitment, Performance and Termination.

APPENDIX: 9.1.1(A)

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered low as the Council adopting the Officer recommendation complies with the requirement under the Local Government Act, Local Government Administration Regulations and the certification process as presented as an attachment by Beilby Downing Teal.

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: **ABSOLUTE MAJORITY**

OFFICER RECOMMENDATION:

That Council:

1. Certify in accordance with regulation *18FB Local Government (Administration) Regulations 1996*, that the appointment of the Chief Executive Officer was in accordance with the Shire of Northampton's Standards for CEO Recruitment, Performance and Termination.

2. Requests the Temporary CEO to submit a copy of this resolution to the Local Government Inspector within 14 days.

ATTACHMENTS
1 ⇨ Compliance with CEO Standards - Shire of Northampton 1 Page

APPENDICES
A ⇨ Council Policy 1.3 Standards for CEO Recruitment, Performance and Terminination 9 Pages

ATTACHMENT
APPENDIX

9.1.2 Acceptance of Tender 16/2026 Kalbarri Doctors Practice.

PROPONENT	Tender 16/2026 Kalbarri Doctors Surgery
OWNER	Shire of Northampton
LOCATION / ADDRESS:	24 Hackney Street Kalbarri Enter text
ZONE:	Kalbarri
BUSINESS AREA:	Medical Precinct
FILE REFERENCE:	7.2.2
LEGISLATION:	Enter text
AUTHOR:	Kenn Donohoe
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	10 November 2026
DECLARATION OF INTEREST:	Impartiality Interest – Kalbarri Development Association.

BACKGROUND:
The Shire of Northampton advertised for lease via tender 16/2026 the disposal of 24 Hackney Street, Kalbarri as a Doctors Surgery/Medical practice.

At the close of tender three (3) tenders were entered in the tender register by the probity officer and two (2) other staff on the 19th of October 2026.

This report considers an evaluation by the evaluation panel and a recommendation of the panel to Council, through the Chief Executive Officer. (Probity Officer)

PUBLIC CONSULTATION UNDERTAKEN:
The tender was advertised in Statewide newspaper (West Australian) and on the Shire of Northampton's website.

ATTACHMENT: 9.1.2 (1)

COMMENT (Includes Options):
Three (3) tenders were received at the close of tender and entered into the Tender Register on 19 October 2026.

An evaluation panel was established consisting of the Chief Executive Officer. Manager of Corporate Services and an Independent Person, from Rural Health West.

The Panel considered each tender in accordance with the criterion established for the tender which was compliant with Council policy – 2.4 Tendering.

A methodology for considering each tender was for each member of the panel to individually consider and rate each tender and then collectively as a group

consider each individual result to arrive at a recommendation which is inclusive of the overall evaluation scores, rankings with the Panel's recommendation.

The consideration by each panel member individually was identical to the collective recommendation after this review with a clear recommendation for Council consideration.

Each tenderer submitted a different methodology in addressing the criteria with each proposing a different model. To complement the Panel evaluation an independent financial summary was prepared by Australian Audit to consider a five (5) year model of delivery and report the costs to Council. An abridged copy of comments is reflected in the Financial Implications of this agenda item.

A copy of the tender criterion, and tenders are attached as confidential documents for Council's reading and consideration. The following qualitative criteria were approved for this tender, and this information was advertised as part of the overall process. Each approved criterion was given the following weightings in considering the lease of the facility as this was a specific purpose disposition of a doctors' medical facility.

Criteria		Weighting
(a)	Capability, experience and practitioner arrangements	20%
(b)	Proposed Medical practice and service delivery model	25%
(c)	Financial and operational sustainability, practitioner succession, locum/contingency arrangements and risk	20%
(d)	Benefit to Kalbarri and continuity/accessibility of medical services	20%
(e)	Financial Return and total financial effect on Shire	15%

At the close of the submission period, tender submissions, in no particular order, were received from the following;

Tenderer Detail

Livingston Medical Pty Ltd
Kalbarri Development Association
Panceum Group

ATTACHMENT: 9.1.2 (2)

STATUTORY ENVIRONMENT:
Local Government – Functions and General Regulations 1996.

18. Rejecting and accepting tenders

(1) A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.

(2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.

(3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.

(4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.

(4a) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.

(5) The local government may decline to accept any tender.

(6) If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

(7) If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful

government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

POLICY / STRATEGIC IMPLICATIONS:
Tendering Policy - 2.4

APPENDIX: 9.1.2 (A)

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:
Australian Audit was employed separately to provide an independent financial evaluation considering just the information provided in the tenders.

Their evaluation (attached) based on the three (3) tenders indicates the following summary;

Notes – All three (3) tenders have a completely different approach to the funding the service.

Livingston Medical Pty Ltd proposal requires the Shire to fund most of its operational costs while retaining all service revenue.

Panaceum Groups proposal is determined on the Shire meeting all of its operational costs plus paying a monthly management fee, but the Shire receives all of the service revenue.

Kalbarri Development Association's proposal reduces the risk in which all operating costs will be borne by the Association and funded through revenue generation.

"Although the cost outlay differences are quite considerable between each proposal, for the Shire to determine best value for money, cost

should only be considered as one of the qualitative measures. Other measures include;

- ***Quality of Service***
- ***Reliability of Service***
- ***Continuity of Service***
- ***Financial viability of the tenderer"***

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

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council;

1) **Receives the report from the evaluation panel and independent report as prepared by the Temporary Chief Executive Officer and Australian Audit in relation to financial assessment and findings.**
2) **accepts the tender received from ……..., as attached to this report and advises other tenders received that they were unsuccessful on this occasion.**
3) **Requests the Temporary Chief Executive Officer to prepare a legal agreement in accordance with the terms as listed in the tender for the successful tenderer**

ATTACHMENTS

1 ⇨	Advert Request for Tender RFT 16-2026	1 Page
2 ⇨	RFT 16-2026 Document	25 Pages
3	Evaluation Matrix - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*	5 Pages
4	Panaceum Tender Documents - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*	41 Pages
5	KDA Tender Documents - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*	48 Pages

6	Livingston Tender Documents - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*	20 Pages
7	Evaluation Report K Donohoe - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*	5 Pages
8	Assessment Report - Shire of Northampton 2026 - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*	7 Pages

APPENDICES

A ⇨ 2.4 Tendering Policy 13 Pages

ATTACHMENT

9.2.1 Monthly Financial Report for the Period ending 30 September 2026

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:	Kenn Donohoe
DATE OF REPORT:	30 October 2026
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 Financial Report for the period ending 30 September 2026 are detailed from page 1 to page 24 as attached.

ATTACHMENT: 9.2.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
The Monthly Financial Report for the period ending 30 September 2026 is attached to include the following information as required by legislation:

- Statement of Financial Activity;
- Statement of Financial Position;
- Note 1 – Basis of preparation and significant accounting policies;
- Note 2 – Statement of financial activity information; and
- Note 3 – Explanation of material variances.

There is no legislative requirement for supplementary financial information to be considered with the monthly financial reports presented to Council, however, to assist Council with explanatory details for the above statements, supplementary financial information is included following the financial statements.

STATUTORY ENVIRONMENT:
Regulation 34 and 25 of the 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:
The presentation of these monthly financial reports provides Council with regular updates regarding the status of the financial position and assists to comply with the *Local Government Act 1995* and associated regulations.

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 2026 as detailed in ATTACHMENT: 9.2.1(1).

ATTACHMENTS

1 ⇨	Monthly Financial Report for the Period ending 30 September 2026	24 Pages

ATTACHMENT

9.2.2 Proposed October 2026 List of Accounts for Endorsement on 19 November 2026

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:	Kenn Donohoe
DATE OF REPORT:	29 October 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
A full list of October 2026 payments is submitted to Council on 19 November 2026 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 Shire's 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 EFT29801 to EFT29950 totalling $886,911.70; Municipal Fund Cheques 22691 to 22697 totalling $14,113.48; Direct Debit payments numbered GJ0403 to GJ0410 inclusive of credit cards; payroll and superannuation totalling $352,752.52 and itemised fuel card purchases, be declared authorised expenditure as detailed in ATTACHMENT: 9.2.2 (1).

ATTACHMENTS

1 ⇨	Proposed October 2026 List of Accounts for Endorsement on 19 November 2026	8 Pages

ATTACHMENT

9.2.3 Monthly Financial Report for the Period ending 31 October 2026

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:	Kenn Donohoe
DATE OF REPORT:	4 November 2026
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 Financial Report for the period ending 31 October 2026 are detailed from page 1 to page 24 as attached.

ATTACHMENT: 9.2.3 (1)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
The Monthly Financial Report for the period ending 31 October 2026 is attached to include the following information as required by legislation:

- Statement of Financial Activity;
- Statement of Financial Position;
- Note 1 – Basis of preparation and significant accounting policies;
- Note 2 – Statement of financial activity information; and
- Note 3 – Explanation of material variances.

There is no legislative requirement for supplementary financial information to be considered with the monthly financial reports presented to Council, however, to assist Council with explanatory details for the above statements, supplementary financial information is included following the financial statements.

STATUTORY ENVIRONMENT:
Regulation 34 and 25 of the 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:
The presentation of these monthly financial reports provides Council with regular updates regarding the status of the financial position and assists to comply with the *Local Government Act 1995* and associated regulations.

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

VOTING REQUIREMENTS: **SIMPLE MAJORITY**

OFFICER RECOMMENDATION:

That Council receives the Monthly Financial Report for the period ending 31 October 2026 as detailed in ATTACHMENT: 9.2.3(1).

ATTACHMENTS

1 ⇨	Monthly Financial Report for the Period ending 31 October 2026	24 Pages

9.2.4 Proposed Council Meeting Dates 2027

PROPONENT	Chief Executive Officer
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Office of CEO
FILE REFERENCE:	4.1.14
LEGISLATION:	*Local Government Act 1995*
AUTHOR:	Michelle Allen
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	3 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
To conform with the advertising requirements of the *Local Government Act 1995*, Council is required to determine dates for Council meetings to be held in 2027.

In 2026 Council meetings were held every third Thursday of each month (excluding January) with eleven ordinary Council meetings scheduled to be held, seven in Northampton and four in Kalbarri. Seven (7) Special Council meetings were also held in 2026.

The purpose of this report is for Council to consider its ordinary Council meeting dates for 2027.

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
The proposed ordinary Council meeting dates for 2027 all commencing at 2pm are as follows:

	COUNCIL MEETING DATES 2027	LOCATION
1	18 February	Kalbarri
2	18 March	Northampton
3	15 April	Northampton
4	20 May	Kalbarri
5	17 June	Northampton
6	15 July	Northampton
7	19 August	Kalbarri
8	16 September	Northampton
9	21 October	Horrocks
10	18 November	Kalbarri
11	16 December	Northampton

A review of the 2027 public holidays indicates there are no clashes with the proposed dates.

It is proposed that the October 2027 meeting be held at Horrocks Community Centre (HCC), an established venue well equipped to accommodate the meeting's catering and recording equipment requirements.

Historically, the Western Australian Local Government Association (WALGA) Local Government Convention and Exhibition is held annually in September. At the time of preparing this agenda item, the dates for the 2027 event had not yet been confirmed.

As the WALGA Convention and Exhibition coincided with the September Council meeting in 2026, Council may need to consider rescheduling its September 2027 meeting if the dates overlap.

STATUTORY ENVIRONMENT:
The *Local Government Act 1995* requires public advertising of meeting dates and times.

POLICY / STRATEGIC IMPLICATIONS:
Nil.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered Minor mainly based on compliance issues.

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. **Adopt the following Council meeting date schedule for 2027:**

	COUNCIL MEETING DATES 2027	LOCATION
1	18 February	Kalbarri
2	18 March	Northampton
3	15 April	Northampton
4	20 May	Kalbarri
5	17 June	Northampton
6	15 July	Northampton
7	19 August	Kalbarri
8	16 September	Northampton
9	21 October	Horrocks
10	18 November	Kalbarri
11	16 December	Northampton

2. **Commence Council meetings at 2pm in 2027; and**

3. **Give local public notice of the 2027 Council meeting schedule in accordance with the requirements of the *Local Government Act 1995.***

ATTACHMENT
APPENDIX

9.2.5 Proposed Disposal of Industrial Unit (Unit 1) at Lot 83 Kitson Circuit Northampton By Way of Lease

PROPONENT	Northampton Men's Shed Inc.
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Unit 1 (Lot 83) Kitson Circuit, Northampton
ZONE:	General Industry
BUSINESS AREA:	Corporate Services
FILE REFERENCE:	9.1.3.1
LEGISLATION:	*Local Government Act 1995*
AUTHOR:	Michelle Allen
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	3 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The Shire of Northampton is the freehold owner of Lot 83 Kitson Circuit, Northampton on which four light industrial units are located. Unit 1 was previously leased to a tenant who vacated the premises at the end of their lease period on 30 June 2025. Advertising has been undertaken over an extended period, however, these efforts have been unsuccessful in attracting a new tenant.

The purpose of this report is to seek Council's consideration of an application from Northampton Men's Shed Inc. to lease Unit 1, an industrial unit located within the Kitson Circuit industrial area, for the purpose of conducting Men's Shed activities. Copy of the letter of request is attached.

ATTACHMENT: 9.2.5 (1)



Figure 1 – Lot 83 Kitson Circuit, Northampton (Parent lot)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
The Site
The legal description of the site is Lot 83 on Deposited Plan 70140, comprised in Certificate of Title Volume 2821 Folio 792.

The site is located within an established light industrial area, with Lot 83 serving as the parent site and encompassing a total area of 3012m^2 with immediate surrounds being low density residential to the north and rural residential to the north-east. The site is developed with four light industrial units, all owned by the Shire of Northampton and located approximately 1.7km south-east of the Northampton townsite.



Figure 2 - Location of the lease area is shown below being Unit 1 (Lot 83) Kitson Circuit, Northampton

Zoning
The site is situated on land zoned 'General Industry' under Local Planning Scheme No. 10 (LPS10) with the objectives as follows:

- To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses.
- To accommodate industry that would not otherwise comply with the performance standards of light industry.
- Seek to manage impacts such as noise, dust and odour within the zone.

Proposed Use
The proposed use of Unit 1 for Men's Shed activities is considered to fall within the definition of *Industry – Light* under the Shire of Northampton Local Planning Scheme No. 10 which is a 'permitted' use.

The activities will principally involve woodworking, metalworking, small-scale fabrication, repairs and associated workshop activities. These activities are consistent with the *Industry – Light* definition, provided that potential impacts on the amenity of the locality are appropriately managed.

The proposed use is considered compatible with the industrial nature of the premises and is not expected to generate unacceptable noise, dust, traffic or other adverse impacts.

Accordingly, the proposed Men's Shed use is considered consistent with the *Industry – Light* classification and the objectives of the Scheme.

Lease Area and Improvements

Unit 1, the subject of this report, comprises a workshop and office building with a total floor area of 133m^2 and is attached to unit 2 with a common wall. At the front of the unit, there is an open, unsecured parking area. A fenced hardstand area is located at the rear of the unit, enclosed with cyclone wire mesh and topped with barbed wire for security, with unit 1 comprising a smaller rear courtyard than some of the other units in the complex.

The building is constructed with a suspended concrete slab floor, steel-framed Colorbond-clad walls and roof and features manual vehicle roller doors at both the front and rear, as well as a pedestrian access door to the office. The internal clearance height is 5.2 metres.

Legislation

The Shire is bound by specific conditions under the *Local Government Act 1995* (the Act) with regard to the disposal of property. Section 3.58 of the Act enables a local government to dispose of a property to the highest bidder at a public auction, by way of a public tender process or by giving local public notice of the proposed disposition and following the public consultation process as prescribed in subsection section 3.58 (3) of the Act. In this context disposing of a property means to 'sell, lease or otherwise dispose of, whether absolutely or not.'

The Act – Section 3.58(3) Disposing of Property

(3) A local government can dispose of a property other than under subsection (2) if, before agreeing to dispose of the property –

(a) it gives local public notice of the proposed disposition –

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by council or committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Comparability of Existing and Proposed Men's Shed Premises

The proposed relocation of the Men's Shed from its existing heritage site to the new premises is not a directly comparable arrangement.

The existing site operates as a combined facility within a leased area of the Old Railway Station heritage precinct on Mary Street, Northampton. The current arrangement is not considered ideal by the community due to several issues:

- Noise generated by container-related activities that impact the amenity of the adjoining residential area;
- The parking area becomes extremely muddy during winter, affecting access and usability; and
- The nature of the activities is not well suited to the heritage setting or the broader objectives of managing and presenting the precinct.

Overall, the current location presents operational and amenity challenges highlighting the need to consider alternative arrangements that better accommodate the Men's Shed activities while protecting the heritage values of the precinct.

The proposed arrangement utilises two separate units, allowing each activity to function more independently and reducing potential conflicts. The new premises also offer operational advantages not currently available, including dedicated hardstand, clearly defined parking and a General Industry zoning that accommodates activities and noise levels that have previously generated complaints at the current site. These differences should be recognised when assessing the benefits of the proposed relocation, particularly in providing a more suitable environment to support the ongoing and future needs of the Men's Shed and associated users.

Advice was provided to the Men's Shed about market rental valuation and their response is attached.

ATTACHMENT: 9.2.5 (1)

Market Rental Value Assessment

The annual rent paid in respect of Unit 1 by the previous tenant was $6428.00 per annum plus GST, plus outgoings.

An assessment was undertaken by an independent valuer on 11 November 2026 meeting the specific requirement for the rental amount to be reflective of an independent market rental valuation of the premises. A market rental valuation of $10,000 per annum plus GST, plus outgoings was determined as the current market rental value of Unit 1.

Proposed Rental and Utility Costs

The Men's Shed has offered to pay an annual rental of $2,500, which is below the independently assessed market valuation of $10,000 per annum. Council should therefore consider the proposed rental in the context of the market valuation and the level of community benefit associated with the activity.

While the Men's Shed does not currently contribute towards utility costs at its existing premises, this is considered an historical oversight. In accordance with Council's Property Leasing Policy, lessees are required to meet their own utility costs. The proposed relocation provides an opportunity to establish a more equitable arrangement, consistent with other comparable community organisations, ensuring the Men's Shed makes an appropriate contribution towards its occupancy and operating costs and minimises the reliance on general revenue to support the activity.

STATUTORY ENVIRONMENT:
Section 3.58 *Local Government Act 1995 – Disposing of Property*

Any private treaty negotiations to lease with a Proponent will be required to comply with section 3.58 *Disposing of Property* under the *Local Government Act 1995* which sets out the requirements for the disposal of property, including leased and licensed land and buildings.

The Local Government must give two weeks local public notice of the proposed disposition of property by way of lease. Any submissions must be considered by Council and the decision regarding those submissions recorded in the Council Minutes.

While Shire officers have considered the exemption provisions under Regulation 30 of the *Local Government (Functions and General) Regulations 1996*, it is considered more appropriate, given the commercial nature of the Men's Shed operations, to undertake the lease process in accordance with section 3.58 of the *Local Government Act 1995* to ensure transparency and accountability.

POLICY / STRATEGIC IMPLICATIONS:
The proposed lease terms and conditions will be in accordance with Council Policy 2.14 *Property Leasing,* including maintenance responsibilities as detailed in *Schedule 3 – Maintenance and Outgoings Schedule* within the lease document.

Council Policy 2.8 *Authority to Execute Documents on Behalf of Council* requires matters concerning the leasing of Shire managed land to be put before Council.

APPENDIX: 9.2.5 (A)
APPENDIX: 9.2.5 (B)

Council's *Strategic Community Plan 2025 – 2035* outlines the community's long-term vision, aspirations and priorities and recognises that the Shire's performance strongly influences the liveability, productivity, wellbeing, connection and identity of the community. Central to achieving these outcomes is the effective development, maintenance and optimisation of the Shire's properties, assets and facilities to ensure they meet current and future community needs.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered moderate as leasing the premises to a Men's Shed provides an opportunity to activate an underutilised Council asset for a community purpose. Risks associated with the proposed use, including safety, maintenance and public liability, that can be managed through appropriate lease conditions and insurance requirements.

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:
Sufficient funds exist within the annual budget to address the costs of advertising.

The market rental valuation assessment undertaken by an independent valuer provided a valuation for two industrial units and the cost has been paid by the Shire of Northampton. The assessment considered various economic factors as well as market rental evidence with the areas detailed within the 'Comment' section of this report being part of the leased premises.

An annual rental for Unit 1 of $10,000 per annum, plus GST, plus outgoings (including utilities) was determined. In accordance with Council's standard practice, annual rentals for all properties are subject to a yearly increase based on the Perth March Quarter Consumer Price Index (CPI).

SUSTAINABILITY:
Environmental: Reusing an existing building reduces the need for new construction, minimises waste and supports the ongoing maintenance and care of the property.
Economic: Leasing a vacant property to a Men's Shed generates some income, reduces holding and maintenance costs, and helps prevent deterioration of the asset through ongoing occupation and use.
Social: Providing a space for a Men's Shed supports social connection, reduces social isolation, promotes mental health and wellbeing, and builds skills and community capacity.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council, in accordance with section 3.58 of the *Local Government Act 1995*:

1. **Subject to point 4, agree to dispose of property being Unit 1 (Lot 83) Kitson Circuit, Northampton to Northampton Men's Shed Inc. in accordance with Point 2;**
2. **Undertakes a Local Public Notice process to dispose of Unit 1 (Lot 83) Kitson Circuit to Northampton Men's Shed Inc. for the purpose of men's shed activities as outlined below:**
    a) **A Lease Agreement for a term expiring 30 June 2031, with a renewal option for a further term of five years at the Shire's discretion;**
    b) **That the market rental value was assessed as $10,000 per annum plus GST and outgoings (including utilities);**
    c) **A discounted rental value of $2,500 plus GST and outgoings is proposed to be payable each year on 1 July and subject to CPI indexation in accordance with terms of the Lease;**
3. **Require the Northampton Men's Shed Inc. group to be responsible for lease preparation fees (as per the Shire of Northampton's Statutory Fees and Charges) and for stamping and registration charges with Landgate;**
4. **Authorises the Chief Executive Officer to negotiate the commercial terms of the lease between the Shire of Northampton and the Northampton Men's Shed Inc; and**
5. **Make final determination of the matter after considering any public submissions made arising from point 2 above.**

ATTACHMENTS

1 ⇨	Letter of Request U1 Kitson Circuit - Northampton Men's Shed	1 Page
2 ⇨	Advice and Response Northampton Men's Shed	3 Pages

APPENDICES

A ⇨	Council Policy 2.14 Property Leasing	8 Pages
B ⇨	Council Policy 2.8 Authority to Execute Documents on behalf of Council	2 Pages

ATTACHMENT

9.2.6 Proposed Disposal of Industrial Unit (Unit 2) at Lot 83 Kitson Circuit Northampton By Way of Lease

PROPONENT	Northampton Men's Shed Inc.
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Unit 2 (Lot 83) Kitson Circuit, Northampton
ZONE:	General Industry
BUSINESS AREA:	Corporate Services
FILE REFERENCE:	9.1.3.1
LEGISLATION:	*Local Government Act 1995*
AUTHOR:	Michelle Allen
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	5 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The Shire of Northampton is the freehold owner of Lot 83 Kitson Circuit, Northampton on which four light industrial units are located. Unit 2 was previously leased to a tenant who vacated the premises on 23 October 2026.

The purpose of this report is to seek Council's consideration of an application from Northampton Men's Shed Inc. to lease Unit 2, an industrial unit located within the Kitson Circuit industrial area, for the purpose of conducting Containers for Change activities. Copy of the letter of request is attached.

ATTACHMENT: 9.2.6 (1)



Figure 1 – Lot 83 Kitson Circuit, Northampton (Parent lot)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
The Site
The legal description of the site is Lot 83 on Deposited Plan 70140, comprised in Certificate of Title Volume 2821 Folio 792.
The site is located within an established light industrial area, with Lot 83 serving as the parent site and encompassing a total area of 3012m^2 with immediate surrounds being low density residential to the north and rural residential to the north-east. The site is developed with four light industrial units, all owned by the Shire of Northampton and located approximately 1.7km south-east of the Northampton townsite.



Figure 2 - Location of the lease area is shown below being Unit 2 (Lot 83) Kitson Circuit, Northampton

Zoning
The site is situated on land zoned 'General Industry' under Local Planning Scheme No. 10 (LPS10) with the objectives as follows:

- To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses.
- To accommodate industry that would not otherwise comply with the performance standards of light industry.
- Seek to manage impacts such as noise, dust and odour within the zone.

Proposed Use
The proposed use of Unit 2 as a Containers for Change facility is considered to fall within the definition of *Industry – Light* under the Shire of Northampton Local Planning Scheme No. 10 which is a permitted use.

The use involves the receipt, sorting, handling and temporary storage of recyclable beverage containers. These activities are consistent with light industrial operations, with any potential impacts on local amenity capable of being appropriately managed.

The operation does not involve general waste disposal or heavy industrial processing. Accordingly, the proposed use is considered consistent with the *Industry – Light* classification and the objectives of the Scheme.

The Western Australia Planning Commission Position Statement – Container Deposit Scheme Infrastructure (September 2020) recognises container deposit recycling centres as an appropriate land use within commercial and light/service industrial areas.

Lease Area and Improvements

Unit 2, the subject of this report, comprises a workshop and office building with a total floor area of 133m^2 and is attached to unit 1 with a common wall. At the front of the unit, there is an open, unsecured parking area. A fenced hardstand area is located at the rear of the unit, enclosed with cyclone wire mesh and topped with barbed wire for security, with unit 2 comprising a smaller rear courtyard than some of the other units in the complex.

The building is constructed with a suspended concrete slab floor, steel-framed Colorbond-clad walls and roof and features manual vehicle roller doors at both the front and rear, as well as a pedestrian access door to the office. The internal clearance height is 5.2 metres.

Legislation

The Shire is bound by specific conditions under the *Local Government Act 1995* (the Act) with regard to the disposal of property. Section 3.58 of the Act enables a local government to dispose of a property to the highest bidder at a public auction, by way of a public tender process or by giving local public notice of the proposed disposition and following the public consultation process as prescribed in subsection section 3.58 (3) of the Act. In this context disposing of a property means to 'sell, lease or otherwise dispose of, whether absolutely or not.'

The Act – Section 3.58(3) Disposing of Property

(3) A local government can dispose of a property other than under subsection (2) if, before agreeing to dispose of the property –

(a) it gives local public notice of the proposed disposition –

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by council or committee, the decision and the reasons for it

are recorded in the minutes of the meeting at which the decision was made.

Comparability of Existing and Proposed Men's Shed Premises

The proposed relocation of the Men's Shed from its existing heritage site to the new premises is not a directly comparable arrangement.

The existing site operates as a combined facility within a leased area of the Old Railway Station heritage precinct on Mary Street, Northampton. The current arrangement is not considered ideal by the community due to several issues:

- Noise generated by container-related activities that impact the amenity of the adjoining residential area;
- The parking area becomes extremely muddy during winter, affecting access and usability; and
- The nature of the activities is not well suited to the heritage setting or the broader objectives of managing and presenting the precinct.

Overall, the current location presents operational and amenity challenges highlighting the need to consider alternative arrangements that better accommodate the Men's Shed activities while protecting the heritage values of the precinct.

The proposed arrangement utilises two separate units, allowing each activity to function more independently and reducing potential conflicts. The new premises also offer operational advantages not currently available, including dedicated hardstand, clearly defined parking and a General Industry zoning that accommodates activities and noise levels that have previously generated complaints at the current site. These differences should be recognised when assessing the benefits of the proposed relocation, particularly in providing a more suitable environment to support the ongoing and future needs of the Men's Shed and associated users.

Advice was provided to the Men's Shed about market rental valuation with their response is attached.

ATTACHMENT: 9.2.6 (2)

Market Rental Value Assessment

The annual rent paid in respect of Unit 1 by the previous tenant was $6428.00 per annum plus GST, plus outgoings.

An assessment was undertaken by an independent valuer on 11 November 2026 meeting the specific requirement for the rental amount to be reflective of an independent market rental valuation of the premises. A market rental valuation of $10,000 per annum plus GST, plus outgoings was determined as the current market rental value of Unit 2.

Proposed Rental and Utility Costs

The Men's Shed has offered to pay an annual rental of $2,500, which is below the independently assessed market valuation of $10,000 per annum. Council

should therefore consider the proposed rental in the context of the market valuation and the level of community benefit associated with the activity.

While the Men's Shed does not currently contribute towards utility costs at its existing premises, this is considered an historical oversight. In accordance with Council's Property Leasing Policy, lessees are required to meet their own utility costs. The proposed relocation provides an opportunity to establish a more equitable arrangement, consistent with other comparable community organisations, ensuring the Men's Shed makes an appropriate contribution towards its occupancy and operating costs and minimises the reliance on general revenue to support the activity.

STATUTORY ENVIRONMENT:
Section 3.58 *Local Government Act 1995 – Disposing of Property*

Any private treaty negotiations to lease with a Proponent will be required to comply with section 3.58 *Disposing of Property* under the *Local Government Act 1995* which sets out the requirements for the disposal of property, including leased and licensed land and buildings.

The Local Government must give two weeks local public notice of the proposed disposition of property by way of lease. Any submissions must be considered by Council and the decision regarding those submissions recorded in the Council Minutes.

While Shire officers have considered the exemption provisions under Regulation 30 of the *Local Government (Functions and General) Regulations 1996*, it is considered more appropriate, given the commercial nature of the Men's Shed (Containers for Change) operations, to undertake the lease process in accordance with section 3.58 of the *Local Government Act 1995* to ensure transparency and accountability.

POLICY / STRATEGIC IMPLICATIONS:
The proposed lease terms and conditions will be in accordance with Council Policy 2.14 *Property Leasing,* including maintenance responsibilities as detailed in *Schedule 3 – Maintenance and Outgoings Schedule* within the lease document.

Council Policy 2.8 *Authority to Execute Documents on Behalf of Council* requires matters concerning the leasing of Shire managed land to be put before Council. For reference, Council Policy 2.14 and Council Policy 2.8 are provided in Appendices 9.2.5(A) and 9.2.5(B) respectively.

Council's *Strategic Community Plan 2025 – 2035* outlines the community's long-term vision, aspirations and priorities and recognises that the Shire's performance strongly influences the liveability, productivity, wellbeing, connection and identity of the community. Central to achieving these outcomes is the effective development, maintenance and optimisation of the Shire's properties, assets and facilities to ensure they meet current and future community needs.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered moderate as leasing the premises to a Men's Shed provides an opportunity to activate an underutilised Council asset for a community purpose. Risks associated with the proposed use, including safety, maintenance and public liability, can be managed through appropriate lease conditions and insurance requirements.

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:
Sufficient funds exist within the annual budget to address the costs of advertising.

The market rental valuation assessment undertaken by an independent valuer provided a valuation for two industrial units and the cost has been paid by the Shire of Northampton. The assessment considered various economic factors as well as market rental evidence with the areas detailed within the 'Comment' section of this report being part of the leased premises.

An annual rental for Unit 2 of $10,000 per annum, plus GST, plus outgoings (including utilities) was determined. In accordance with Council's standard practice, annual rentals for all properties are subject to a yearly increase based on the Perth March Quarter Consumer Price Index (CPI).

SUSTAINABILITY:

Environmental: Reusing an existing building reduces the need for new construction, minimises waste and supports the ongoing maintenance and care of the property.
Economic: Leasing a vacant property for the purposes of Containers for Change activities generates some income, reduces holding and maintenance costs, and helps prevent deterioration of the asset through ongoing occupation and use.
Social: Providing a space for a Men's Shed supports social connection, reduces social isolation, promotes mental health and wellbeing, and builds skills and community capacity.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council, in accordance with section 3.58 of the *Local Government Act 1995*:

1. **Subject to point 4, agree to dispose of property Unit 2 (Lot 83) Kitson Circuit, Northampton to Northampton Men's Shed Inc. in accordance with Point 2;**
2. **Undertakes a Local Public Notice process to dispose of Unit 2 (Lot 83) Kitson Circuit to Northampton Men's Shed Inc. for the purpose of Containers for Change activities as outlined below:**
    a) **A Lease Agreement for a term expiring 30 June 2031, with a renewal option for a further term of five years;**
    b) **That the market rental value was assessed as $10,000 per annum plus GST and outgoings (including utilities);**
    c) **A discounted rental value of $2,500 plus GST and outgoings is proposed to be payable each year on 1 July and subject to CPI indexation in accordance with terms of the Lease;**
3. **Require the Northampton Men's Shed Inc. group to be responsible for lease preparation fees (as per the Shire of Northampton's Statutory Fees and Charges) and for stamping and registration charges with Landgate;**
4. **Authorises the Chief Executive Officer to negotiate the commercial terms of the lease between the Shire of Northampton and the Northampton Men's Shed Inc; and**
5. **Make final determination of the matter after considering any public submissions made arising from point 2 above.**

ATTACHMENTS

1 ⇨	Letter of Request U2 Kitson Crt - Nton Men's Shed	1 Page
2 ⇨	Advice and Response - Nton Mens Shed	3 Pages

ATTACHMENT

9.2.7 Proposed New Policy - 1.9 Communications Agreement Between Council and the CEO

PROPONENT	Shire of Northampton
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Office of CEO
FILE REFERENCE:	4.1.15
LEGISLATION:	*Local Government Act 1995; Local Government Amendment Regulations (2025)*
AUTHOR:	Michelle Allen
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	3 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The Local Government Amendment Act 2023 provides for a mandatory Communications Agreement between Council and the Chief Executive Officer (CEO), but the relevant legislative provisions have not yet commenced. The State Government has undertaken consultation on the supporting regulations and developed a Ministerial Default Communications Agreement with a commencement date of these provisions yet to be confirmed.

In anticipation of the reforms, the Temporary CEO has commenced preliminary consideration of an appropriate Shire of Northampton Communications Agreement to ensure readiness for implementation.

The purpose of this report proposing a Communications Agreement Policy is to seek Council's consideration and endorsement of a formal framework governing communication between Elected Members, the CEO and local government employees.

The Temporary Chief Executive Officer and Manager Corporate Services have produced a draft policy which is now provided to Council for their consideration.

ATTACHMENT: 9.2.7 (1)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
The proposed Communications Agreement has been developed in anticipation of the forthcoming amendments to the *Local Government Act 1995*, which are intended to require local governments to establish a formal Communications Agreement between Council and the Chief Executive Officer (CEO).

Although the relevant legislative provisions have not yet commenced, the Temporary CEO and Manager Corporate Services consider it appropriate to establish a proposed framework in advance to ensure the Shire is prepared for implementation and to provide Council with an opportunity to consider the appropriate communication arrangements.

The agreement seeks to establish clear and consistent processes for communication between Elected Members, the CEO and Shire employees, while reinforcing their respective roles and responsibilities under the Act.

In particular, the agreement addresses:

- Appropriate communication channels and processes for Elected Members to request information and administrative assistance.
- The recording, management and timely response to information requests.
- Equitable access to information by ensuring responses are generally shared with all Elected Members.
- Confidentiality arrangements for sensitive or personal matters.
- Clear boundaries between Elected Members' governance responsibilities and the CEO's responsibility for the day-to-day administration of the Shire.
- Processes for managing disagreements and resolving communication issues.

The agreement is intended to promote transparency, accountability, consistency and good governance, while ensuring Elected Members have appropriate access to information to fulfil their statutory roles and responsibilities.

As the relevant legislative provisions and supporting regulations have not yet commenced, it is recommended that Council's consideration and endorsement of the proposed agreement be subject to any amendments necessary to ensure consistency with the final legislative and regulatory requirements, including the Ministerial Default Communications Agreement.

This approach will enable the Shire to have the agreement in place and operational prior to the formal adoption of the provisions, ensuring we are well prepared and can incorporate any necessary changes as regulatory requirements are clarified.

STATUTORY ENVIRONMENT:
Policies are created under the *Local Government Act 1995* and in this instance reflects the intent of the draft *Local Government Amendment Regulations (2025).*

POLICY / STRATEGIC IMPLICATIONS:
The proposed policy seeks to establish a clear and consistent framework for communication between Council Members, the Chief Executive Officer (CEO) and local government employees. It is intended to clarify communication

protocols, information-sharing arrangements, roles and responsibilities, and expectations regarding interactions between elected members and the administration.

The policy aims to support good governance, promote constructive working relationships, improve transparency and accountability, and ensure that communication occurs through appropriate channels while respecting the respective roles of Council and the CEO.

It also provides an opportunity for the local government to prepare for the anticipated commencement of the Communications Agreement provisions introduced through the *Local Government Amendment Act 2023*.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered moderate as the agreement policy mitigates potential governance, operational, compliance and reputational risks arising from unclear communication protocols between Council, the CEO and local government employees.

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: The agreement encourages responsible communication practices.
Economic: The agreement supports cost-effective communication practices by encouraging efficient use of resources.
Social: The agreement promotes inclusive, respectful and accessible communication to ensure all stakeholders are informed, heard and treated fairly.

VOTING REQUIREMENTS: **SIMPLE MAJORITY**

OFFICER RECOMMENDATION:

That Council :

1. **Endorses the proposed 1.9 Communications Agreement Between Council and the CEO Policy.**
2. **Authorises the Chief Executive Officer to implement the communication protocols and administrative arrangements outlined in the policy.**
3. **Requests that the policy be reviewed following the commencement of the relevant Communications Agreement provisions under the *Local Government Act 1995 (WA)*, to ensure alignment with the final legislative and regulatory requirements.**

ATTACHMENTS

1 ⇨	Council Policy 1.9 Communications Agreement Between Council and the CEO	6 Pages

ATTACHMENT
APPENDIX

9.2.8 Proposed License to Occupy - Lot 200 being a Portion of Reserve 52436 Grey Street, Kalbarri

PROPONENT	Graham Bailey Pty Ltd trading as Bailey Marine Fuels Australia
OWNER	Shire of Northampton/State of Western Australia
LOCATION / ADDRESS:	Lots 200 being a portion of Reserve 52436 (Kalbarri Foreshore)
ZONE:	Public Open Space
BUSINESS AREA:	Corporate and Financial Services
FILE REFERENCE:	9.1.3.1
LEGISLATION:	*Local Government Act 1995* *Land Administration Act 1997*
AUTHOR:	Michelle Allen
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	9 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The Shire of Northampton holds the Management Order for Reserve 52436, which is reserved for the purposes of fishing and tourism industries.

Graham Bailey Pty Ltd, trading as Bailey Marine Fuels Australia, operates a marine fuel supply business at the Kalbarri Land Backed/Fisherman's Wharf on the Murchison River foreshore. The business services the commercial fishing and recreational boating industries, with diesel stored on the foreshore and supplied via fuel lines to refuelling bowsers located on either side of the adjacent refuelling jetty.

The proponent previously held a lease over the portion of the reserve occupied by the fuel storage facility. The lease expired on 17 October 2025, with the proponent remaining in occupation under a holding-over provision while arrangements for continued occupation were considered. To facilitate a new agreement, an updated survey of the occupied area was undertaken, together with an independent market rental valuation.

On 19 March 2026, Council resolved (Resolution 03/26-49) to grant planning approval for the fuel tank and bund wall, subject to the proponent entering into an appropriate occupancy agreement with the Shire. Council also requested that Shire officers discuss the installation of solid screen fencing, in place of the existing chain-mesh fencing, to improve the visual amenity of the site and support future Murchison River foreshore beautification initiatives.

The original lease for this land was granted in 2004 then reassigned in 2006 and expired in October 2025.

Following consideration of the proposed ongoing occupation, a Licence to Occupy agreement is considered a more appropriate legal instrument than a lease. A lease generally grants the lessee exclusive possession and control of the leased area, potentially restricting public access. In contrast, a Licence to Occupy authorises the proponent to use a defined area of Crown land for an approved purpose without granting exclusive possession or ownership. The land therefore remains public reserve land, with public access and use retained, subject to the licensed activities.

Accordingly, this report seeks Council's consideration and approval to enter into a new five-year Licence to Occupy agreement with Graham Bailey Pty Ltd, trading as Bailey Marine Fuels Australia, to facilitate the continued operation of its marine fuel storage and supply business on a portion of Reserve 52436, Kalbarri Foreshore.



Figure 1 – Location of Reserve 52436

ATTACHMENT: 9.2.8 (1)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
Officers have been in contact with the current Lessee providing notice that the current lease had expired on 17 October 2025 and the proponents were operating on a holding over basis. Following confirmation that the proponents were seeking to renew the lease arrangement, Officers obtained a market rental valuation of the portion of land from an independent valuer who provided an increased market rental valuation, as outlined within this report in the ‘Financial Implications’ section.

The Site

The description of the site is 298m^2 being a portion of Lot 200 Grey Street Kalbarri on Crown Reserve 52436 which is vested with the Shire of Northampton and is situated on the Kalbarri Foreshore. The dedicated license area is 298m^2 in land area, positioned between the Kalbarri Fisherman's Wharf and a public carpark and Grey Street. The area is close to the banks of the Murchison River with commercial and tourism-based development opposite, including a small shopping precinct.

Zoning

The provisions of the Shire of Northampton's Local Planning Scheme No. 11 – Kalbarri (the Scheme) includes the subject land (Reserve 52436) as Public Open Space which is vested under Management Order with the Shire for the purpose of Fishing and Tourism industries.

The objectives of the zone are set out in Parts 2(Reserves) and Part 3 (Zones) as follows:

Public Open Space (Part 2)	• To set aside areas for public open space, particularly those established under the *Planning and Development Act 2005 s. 152.* • To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.
Foreshore (Part 2)	• To set aside areas for foreshore reserved abutting a body of water or water course, particularly those required pursuant to State Coastal Planning Policy 2.6 - State Coastal Planning Policy and any other Commission policy. • To provide for the protection of natural values, a range of active and passive recreational uses, cultural and community activities, activities promoting community education of the environment and/or uses that are compatible with and/or support the amenity of the reservation.

The Proponents

Graham Bailey Pty Ltd, trading as Bailey Marine Fuels Australia, operates a marine fuel supply business at the Kalbarri Fisherman's Wharf on the Murchison River foreshore. The business has serviced the commercial fishing and recreational boating industries, with diesel stored on the foreshore and supplied via fuel lines to refuelling bowsers located on either side of the adjacent refuelling jetty.

The proponents' activities since 2004 have demonstrated a high degree of care for the sustainable use of the reserve area.

Legislation
The Shire is bound under the *Local Government Act 1995* (the Act) with regard to the disposal of property. Section 3.58 of the Act enables a local government to dispose of a property to the highest bidder at a public auction; by way of a public tender process; or by giving local public notice of the proposed disposition and following the public consultation process as prescribed in subsection section 3.58 (3) of the Act. In this context disposing of a property means to 'sell, lease or otherwise dispose of, whether absolutely or not.'

Local Government Act 1995 – Section 3.58(3) Disposing of Property

(3) A local government can dispose of a property other than under subsection (2) if, before agreeing to dispose of the property –
(a) it gives local public notice of the proposed disposition –
(i) describing the property concerned; and
(ii) giving details of the proposed disposition; and
(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
and
(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by council or committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Market Rental Value Assessment
The current annual rent payable under the expired lease agreement in respect of the portion of Reserve 52436 is $3,885 per annum plus GST, plus outgoings.

A new market rental valuation assessment was undertaken by an independent valuer on 29 July 2026. The assessment considered various economic factors as well as market rental evidence with the areas detailed above being part of the license to occupy area.

A market rental valuation of $5,350 per annum plus GST, plus outgoings was determined as the current market rental value for this portion of land.

STATUTORY ENVIRONMENT:
Local Government Act 1995 - Section 3.58 *Disposing of Property*

Any private treaty negotiations to lease with the Proponent will be required to comply with section 3.58 *Disposing of Property* under the *Local Government Act 1995* which sets out the requirements for the disposal of property, including leased and licensed land and buildings.

The Local Government must give two weeks local public notice of the proposed lease. Any submissions must be considered by Council and the decision regarding those submissions recorded in the Council Minutes.
Each lease of Crown land requires the approval of the Minister for Lands in accord with section 18 of the *Land Administration Act 1997.*

POLICY / STRATEGIC IMPLICATIONS:
The proposed License to Occupy terms and conditions will be in accordance with Council Policy 2.14 *Property Leasing,* including maintenance responsibilities as detailed in *Schedule 3 – Maintenance and Outgoings Schedule* within the lease document.

Council Policy 2.8 *Authority to Execute Documents on Behalf of Council* requires matters concerning the leasing of Shire managed land to be put before Council. For reference, Council Policy 2.14 and Council Policy 2.8 are provided in Appendices 9.2.5(A) and 9.2.5(B) respectively.

Local Planning Policy – Commercial Recreational Tourism Activity
The objectives of the Policy are to:

2.1 To ensure that commercial activities on reserves do not diminish the recreational amenity of residents or visitors who are attracted to the Shire for its natural beauty and environment.
2.2 To ensure ecologically sustainable use and protection of reserves for the benefit and enjoyment of future generations.
2.3 To retain reserves (where appropriate) as places for passive and/or active recreation for residents and visitors.
2.4 To regulate the level and intensity of commercial activities on reserves necessary to ensure that it does not destroy the value and nature of the activity and the resource on which it is based.
2.5 To enable appropriate (limited) opportunities for commercial tourism operators to provide services and facilities to the public to enhance their visit to the Shire.
2.6 To provide criteria for assessing and determining the applications.

A copy of the Policy is appended.

APPENDIX: 9.2.8 (A)

Council's *Strategic Community Plan 2025 – 2035* outlines the community's long-term vision, aspirations and priorities and recognises that the Shire's performance strongly influences the liveability, productivity, wellbeing, connection and identity of the community. Central to achieving these outcomes is the effective development, maintenance and optimisation of the Shire's properties, assets and facilities to ensure they meet current and future community needs.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered moderate due to financial and social accountability pressures on public sector property management including missed opportunity to support services or businesses that benefit the community..

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:

It is then proposed that following commencement of the Licence to Occupy Agreement, the proponent will commence payment of the current assessed market rental rate of $5,350 per annum, plus GST, plus outgoings with the annual rental increasing on a yearly basis in accordance with the rate of the Perth March quarter of the Consumer Price Index (CPI).

Responsibility for outgoings, including structural maintenance, is outlined in the lease agreement and in accordance with Council Policy 3.1 *Property Leasing.* Costs associated with the preparation, advertising and execution of the new lease may be recovered from the tenant/lessee.

APPENDIX: 9.2.8 (B)

SUSTAINABILITY:

Environmental: Nil.

Economic: The provision of a reliable, professional and safe fuel storage and supply service will support local industries, businesses and tourism, contributing to the economic prosperity of the Kalbarri community.

Social: The ongoing operation of the business will support the needs of the local community and visitors, foster positive stakeholder relationships and promote inclusive access to recreational activities.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council, in accordance with section 3.58 of the *Local Government Act 1995* and consent of the Minister for Lands:

1. **Subject to point 4, agree to dispose of a portion of Lot 200 of Reserve 52436 (Kalbarri Foreshore), Grey Street, Kalbarri to Graham Bailey Pty Ltd trading as Bailey Marine Fuels Australia in accordance with Point 2;**
2. **Undertakes a Local Public Notice process to dispose of a portion of Lot 200 of Reserve 52436 (Kalbarri Foreshore), Grey Street, Kalbarri to Graham Bailey Pty Ltd trading as Bailey Marine Fuels Australia as outlined below:**
    a) **A License to Occupy Agreement for a term expiring 30 June 2031;**
    b) **That the market rental value payable under the License to Occupy agreement will commence 19 November 2026 at a value of $5,350 per annum plus GST, plus outgoings in line with the independent valuation dated 29 July 2026 and subject to indexation in accordance with terms of the License to Occupy agreement.**
3. **Determines that Graham Bailey Pty Ltd trading as Bailey Marine Fuels Australia are responsible for lease preparation fees (as per the Shire of Northampton's Statutory Fees and Charges) and for stamping and registration charges with Landgate;**
4. **Requires, as a condition of the licence, that Graham Bailey Pty Ltd indemnifies the Shire of Northampton and the Minister for Lands against any claims, liabilities or damages arising from the use of Reserve 52436, including environmental damage or contamination, and maintains environmental liability insurance with a minimum cover of $20 million, including third-party claims arising from proximity to the site;**
5. **Authorises the Chief Executive Officer to negotiate the commercial terms of the license to occupy agreement between the Shire of Northampton and Graham Bailey Pty Ltd trading as Bailey Marine Fuels Australia; and**
6. **Make final determination of the matter after considering any public submissions made arising from point 2 above.**

ATTACHMENTS

1 ⇨ Site Plan - Portion of Lot 200 on Reserve 52436 1 Page

APPENDICES

A ⇨	Local Planning Policy - Commercial Recreational Tourism Activity	7 Pages
B ⇨	Council Policy - 2.14 Property Leasing	8 Pages

ATTACHMENT

9.3.1 Executive Manager of Community, Development & Regulation Quarterly Report for period 1 July 2026 to 30 September 2026

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	N/A
BUSINESS AREA:	Community, Development & Regulation
FILE REFERENCE:	N/A
LEGISLATION:	Various
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	12 October 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
This agenda item has been prepared to assist Councillors in their understanding of the activities undertaken by the Executive Manager of Community, Development and Regulation and other staff within the business area for the period 1 July to 30 September 2026. A copy of a report detailing the activities is shown attached.

ATTACHMENT: 9.3.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
The purpose of this agenda item and the attached report is to inform Councillors of the activities of the Executive Manager and the employees under their supervision for the period.

STATUTORY ENVIRONMENT:
Various

POLICY / STRATEGIC IMPLICATIONS:
Nil.

ORGANISATIONAL RISK MANAGEMENT:
Open dialogue between the Council and Executive Management is important and failure to do so could result in a considerable degree of risk to the organisation. The Risk rating is considered to be 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 costs associated with the activities undertaken have been in accordance with requirements of the *Local Government Act 1995* and Council's adopted budget.

SUSTAINABILITY:
Environmental: Activities of the Executive Manager often deal with environmental related matters both from a development assessment and compliance perspective.
Economic: Matters dealt with by the Executive Manager often have economic development considerations or outcomes.
Social: The Executive Manager plays a key role in the development of community via community leadership, infrastructure, and community support.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council receive the Quarterly Activity Report from the Executive Manager Community, Development and Regulation for the period 1 July 2026 to 30 September 2026 as shown at Attachment: 9.3.1 (1).

ATTACHMENTS

1⇨ Attachment No 1 - Quarterly Report 6 Pages

9.3.2 Request For Ongoing Support Geraldton Universities Centre Hollomby Foundation Scholarship Program

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:	2 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The Geraldton Universities Centre (GUC) Hollomby Foundation is dedicated to advancing tertiary education opportunities throughout the Mid-West region. Named in honour of the late Joe Hollomby, the Foundation supports students in pursuing higher education, helping build the skills, knowledge, and workforce capacity needed to support the region's long-term growth and prosperity.

The Hollomby Foundation Scholarship Program provides financial assistance to students undertaking study through the Geraldton Universities Centre. Scholarships are awarded through a competitive application process and are available to students enrolled in a GUC-supported course or an approved distance education program through a participating university partner.

The Shire of Northampton has demonstrated a long-standing commitment to supporting tertiary education opportunities within the Mid-West, providing an annual contribution of $2,000 to the scholarship program since 2008. An allocation of $2,000 is included within Schedule 4 of the Shire of Northampton adopted 2026/27 annual budget.

This ongoing investment reflects Council's recognition of the importance of education in developing regional capacity, strengthening the future workforce, and creating opportunities for local residents to access tertiary education while maintaining strong connections to their community.

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
Council is requested to consider committing to an ongoing financial contribution of $2,000 per annum towards the Geraldton Universities Centre Hollomby Foundation Scholarship Program through a three-year funding agreement.

The proposed funding commitment would provide certainty to the scholarship program and help students from the Mid-West region access tertiary education opportunities. The contribution aligns with Council's objectives of fostering education, workforce development, and community capacity building within the Shire of Northampton and the broader region.

Council would continue to include $2,000 annually in its budget for the next three years. Formalisation of the arrangements will facilitate an ability to review the commitment every three years as part of annual budget deliberations, giving Council an opportunity to ensure it remains aligned with Council priorities and financial capacity.

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 Community Grants Advisory Committee will enable Council to approach community grant requests strategically and implement them through the Annual Budget process.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered Minor given the level of funding being requested.

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 Shire of Northampton's 2026/27 Annual Budget contains an allocation of $2,000 toward "Geraldton Regional University Scholarships". Council is requested to consider maintaining a financial contribution of $2,000 per annum towards the Geraldton Universities Centre Hollamby Foundation Scholarship Program through a three-year funding agreement.

SUSTAINABILITY:
Environmental: Nil.
Economic: The contribution to the Geraldton Universities Centre Hollomby Foundation Scholarship Program supports the Shire of Northampton Community Strategic Plan by investing in education and workforce development. Helping local students pursue tertiary education builds regional skills, strengthens economic resilience, supports future employment opportunities, and contributes to a sustainable and prosperous community.
Social: Supporting the scholarship program aligns with the Shire of Northampton Community Strategic Plan's focus on creating connected, inclusive, and resilient communities. The initiative helps remove financial barriers to education, increases opportunities for local residents, encourages personal and professional development, and enhances community wellbeing through improved access to lifelong learning opportunities.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council

1. **Supports the funding request from the Geraldton Universities Centre Hollomby Foundation Scholarship Program;**
2. **Enters into a three-year funding agreement with the Geraldton Universities Centre to support the delivery of scholarships for eligible Mid-West students;**
3. **Reviews the funding commitment annually as part of the Shire's budget deliberations to ensure the arrangement remains aligned with Council priorities and financial capacity; and**
4. **Authorises the Temporary Chief Executive Officer to execute the agreement on behalf of the Shire of Northampton.**

ATTACHMENT

9.3.3 Proposed use of Carpark area in front of Seahaus Tavern for music event.

PROPONENT	Seahaus Tavern
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Lot 390 & 400 (Reserve No 32960) Porter Street, Kalbarri
ZONE:	N/A
BUSINESS AREA:	Community Development & Regulation
FILE REFERENCE:	11.1.2
LEGISLATION:	Local Government Act 1995
AUTHOR:	Cresta Viellaris
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	2 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The applicants are proposing to hold a music event within the carparking area between the Seahaus Tavern and Porter Street. A map depicting the proposed area is shown attached. As the parking area is located on Crown land managed by the Shire, Council approval is required for the event to take place.

ATTACHMENT: 9.3.3 (1)

Australian musician Boo Seeka has recently released a new album and would like to bring his music to regional towns along the WA coast. With over 40,000 Instagram followers and more than 250,000 monthly listeners on Spotify, this is a great opportunity to bring a well-known Australian artist to Kalbarri.

The proposed tour dates are Broome on 10 June, Karratha on 11 June, Exmouth on 12 June, with Kalbarri closing out the tour on 13 June 2027. Seahaus tavern has engaged with Boo Seeka management and would like to host the music event scheduled for Sunday 13 June 2027.

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
With the event proposed to be held within the public carparking area, there is potential for impact on the adjacent business with portion of the carparking area not being available for the afternoon/evening. The applicant has provided letters of support from the following adjacent businesses:

- Kalbarri Surf Shop;
- High Tide;
- TBone and Sons – Butcher;
- Red Bluff Bakery;

- Kalbarri Newsagency;
- Upstairs Restaurant;
- Golden Wok; and
- Murchison Laundry.

Copies of the letters of support are shown attached.

ATTACHMENT: 9.3.3 (2)

Event Management and Facilities

The following is a summary of the event information as supplied by the applicant:

- The event area will be securely fenced in front of the Seahaus Tavern carpark as per site map attached.
- Attendance will be limited to a maximum of 250 patrons.
- The event will be strictly ticketed and restricted to attendees aged 18 years and over.
- Only valid ticket holders will be permitted entry; access will be controlled at entry points.
- A stage will be erected within the fenced area for live music performances.
- Security personnel will be present on-site for the duration of the event to manage patron safety and crowd control
- Secure fencing will ensure patrons remain within the approved event area
- Portable toilet facilities will be provided for event attendees
- The event is subject to required approvals, including a liquor licence, which will be sought following Council's consideration.
- Beverages will be served exclusively in cans and plastic cups.
- Multiple general waste bins and container deposit collection bins will be provided throughout the event are.
- Food service will be available through the Seahaus kitchen for event patrons.

The following is a summary of the proposed event timeline:

4:00 pm: Doors open
5:00–7:00 pm: DJ / pre-show entertainment
7:00–9:00 pm: Boo Seeka live
9:00–10:00 pm: DJ and wind-down
10:00 pm: All music in the car park to conclude

Local involvement

Boo Seeka's management has specifically expressed a preference for using local production where possible. Seahaus has engaged 65Thirty in Geraldton, who are excited to get involved and support the event with their PA equipment and production expertise.

Potential for Impact
Any music event has the potential to impact on the amenity of an area through noise and the actions of participants entering and leaving the venue. Given the proposed timeframe and closing time, the potential for detrimental impacts is limited and these impacts can be minimised through event management and the preparation and implementation of a noise management plan.

Economic Benefit
The proposed event will attract visitors from throughout the Midwest, with the tour not performing in Geraldton, it is foreseen that many will travel from Geraldton to attend. This will boost business in hospitality venues in Kalbarri.

Social Benefit
In addition to potential economic benefit, the holding of an outdoor music event provides Kalbarri residents and visitors an opportunity to attend a well-known artist. With such opportunities being limited within the Kalbarri community, the proposed event positively contributes to social opportunities for the community members.

Conclusion
The proposed event provides a unique opportunity for visitors and residents alike to experience an international Australian musician. With the event being limited to a total of 5 of hours, the outdoor event will have a limited impact on the amenity of the area. Given this and the fact the proposal has been supported by all shops located within the adjacent retail development, conditional approval is recommended.

STATUTORY ENVIRONMENT:
Various legislation is applicable including, but not limited to the *Local Government Act 1995, Environmental Protection Act 1986, and the Environmental Protection (Noise) Regulations 1997.*

POLICY / STRATEGIC IMPLICATIONS:
Approval to the proposed event would be consistent with the following desired outcomes as outlined within the Shire of Northampton 2025-2035 Strategic Community Plan:

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

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

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

Support of events that attract regional and local visitors, increase visitor numbers and add to the local economy would be consistent with the Strategic Community Plan recommendations.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered Minor (2).

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: Refer to Comment Section of Agenda.
Social: Refer to Comment Section of Agenda.

VOTING REQUIREMENTS: **SIMPLE MAJORITY**

OFFICER RECOMMENDATION:
That Council grant approval for the Seahaus, Boo Seeka Concert to be held in the fenced area adjacent to the Seahaus Tavern carpark as shown at Attachment: 9.3.3 (1) on 13 June 2027, subject to compliance with the following conditions:

1. **Compliance with a Noise Management Plan submitted to an approved by the Shire of Northampton;**

2. **Submission and approval of a suitable Event Management Plan and Risk Management Plan, including provisions for security, fencing, waste management, portable toilets, and crowd control;**

3. **The event being limited to a maximum of 250 patrons, strictly 18+ and ticketed;**

4. **The event being conducted in a manner so as to ensure that the approved maximum capacity of the Seahaus Tavern building is not exceeded;**

5. **Provision of appropriate public liability insurance of $20,000,000 to the satisfaction of the Shire of Northampton;**

6. **All relevant licences and permits (including liquor licence) to be obtained prior to the event;**

7. **All music and event activities to conclude by 10:00 pm; and**

8. **The event organiser to liaise with residents and businesses regarding the event and provide contact details for event management on the day.**

ATTACHMENTS

1 ⇨	Attachment No 1 - Proposed Site map for event.	1 Page
2 ⇨	Attachment No 2 - Letters of Support from Adjacent Shop Owners	9 Pages

ATTACHMENT
APPENDIX

9.3.4 TEN4TEN Partnership with Shire of Northampton

PROPONENT	Shire of Northampton
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole Shire
ZONE:	N/A
BUSINESS AREA:	Community, Development and Regulation
FILE REFERENCE:	7.1.2
LEGISLATION:	Local Government Act 1995
AUTHOR:	Andrea Teakle/Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	4 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The TEN4TEN program is a national initiative working with ten small rural and remote communities over 10 years to improve health and access to care. An information sheet on the Ten4Ten program is provided attached.

ATTACHMENT: 9.3.4 (1)

Operators of the program have selected the Shire of Northampton as one of the 10 rural communities, and they are seeking to establish a collaborative partnership with the Shire to improve health and wellbeing outcomes within the district. The initiative works with rural and remote communities over a ten-year period to improve health outcomes, strengthen access to healthcare, build local capacity, and support community-led solutions to identified health priorities.

Participation gives the Shire an opportunity to leverage external expertise, research capability, funding opportunities, and community engagement processes to improve local wellbeing outcomes without duplicating existing services. The program aims to work alongside local government, community organisations, health providers, and residents to identify local priorities and co-design practical solutions that respond to the community's unique health needs.

In order to formalise the collaborative partnership with the Shire, the TEN4TEN program has supplied a Memorandum of Understanding (MoU). A copy of the MoU is shown attached.

ATTACHMENT: 9.3.4 (2)

The proposed Memorandum of Understanding outlines a partnership model based on community-led decision-making, evidence-based planning, workforce development, preventive health activities, and long-term sustainable outcomes. The program is guided by a local Community Advisory Group to ensure activities remain responsive to community needs and priorities.

Council is requested to consider entering the MoU and making a budget allocation to support the program within the future 2026/27 Annual Budget.

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
Representatives from TEN4TEN visited Northampton on two separate occasions and consulted with local health professionals, community organisations, and community members. Feedback from these engagements showed strong support for the initiative and recognition of the need for improved access to healthcare services and better long-term community wellbeing outcomes. The consultation process confirmed community interest in a collaborative, community-led approach to addressing local health challenges and identifying opportunities to strengthen services, partnerships and health outcomes across the district.

TEN4TEN presents a significant opportunity for the Shire to strengthen residents' health and wellbeing through a coordinated, long-term approach to health and access to care, tailored to the needs of regional and remote communities.

A key benefit of the initiative is its potential to help address the ongoing challenges associated with attracting and retaining General Practitioners (GPs) and health professionals in rural and remote areas. Communities across regional Western Australia continue to face doctor shortages, limited healthcare services, and growing reliance on visiting practitioners and telehealth services. Through collaboration with health researchers, service providers, government agencies, and the local community, TEN4TEN can help identify innovative, sustainable solutions to improve access to primary healthcare and support local advocacy for additional health resources.

Council is requested to consider a $5,000 allocation within the 2027/28 Budget, demonstrating Council's commitment to improving community wellbeing and supporting long-term health outcomes for residents. The funding will assist the Shire to actively participate in the partnership and provide seed funding for local initiatives identified through the Community Advisory Group process.

Key benefits of participation include:

- Improved access to health services and preventative healthcare programs;
- Increased opportunities for health screening, early intervention and health education;
- Support for digital health, telehealth and improved service coordination, reducing barriers created by distance and workforce shortages;
- Strengthening local workforce capacity and community leadership;
- Supporting local advocacy and evidence gathering to attract healthcare professionals and improve access to medical services;
- Access to external funding opportunities and research partnerships;

- Community-led identification of priorities, ensuring local ownership of outcomes; and
- Development of evidence-based initiatives that can attract future investment and government support.

Importantly, TEN4TEN is designed to build on existing services and community strengths rather than replace or duplicate current programs. The initiative provides a framework for understanding local health needs, identifying service gaps and developing practical community-led responses to ongoing healthcare challenges.

The initiative aligns strongly with the objectives of the **Shire of Northampton Strategic Community Plan 2025-2035**, particularly those relating to:

- A healthy, connected and resilient community.
- Improved access to services and facilities.
- Building strong partnerships and community capacity.
- Advocacy for improved regional infrastructure and services.
- Evidence-based planning and informed decision-making.
- Long-term community sustainability and resilience.

By participating in TEN4TEN, Council has the opportunity to play an active role in addressing one of the most significant challenges facing regional communities, being equitable access to healthcare, while strengthening the health, wellbeing and liveability of the Shire for current and future residents.

Conclusion
The TEN4TEN initiative presents a low-risk, high-value opportunity to improve health and wellbeing outcomes, strengthen community capacity, and advance the objectives of the Shire of Northampton Strategic Community Plan 2025-2035.

STATUTORY ENVIRONMENT:
Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS:
The TEN4TEN initiative directly supports the objectives of the Shire's Strategic Community Plan, including:

Social - A healthy, connected and resilient community
TEN4TEN focuses on improving community health outcomes, increasing access to healthcare services, encouraging preventative health activities, and supporting community wellbeing initiatives. These outcomes directly contribute to building a healthier, more resilient community.

Community Leadership - Strong partnerships and community participation
The initiative is founded on collaboration between residents, community groups, health providers, researchers, and local government. It strengthens local decision-making and community involvement through the Community Advisory Group model.

Economic - Building local capacity and workforce development
The program supports workforce development, local employment opportunities, training, and improved health outcomes that contribute to community productivity and long-term economic sustainability.

Governance - Evidence-based planning and informed decision-making
TEN4TEN provides access to research, data, and community insights that can support future Council planning, advocacy, and funding applications, resulting in more informed and effective decision-making

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:
At this stage there are no direct financial commitments required from Council beyond in-kind support and participation outlined within the proposed Memorandum of Understanding. The initiative is supported through external funding sources and research partnerships, with opportunities to attract additional grant funding for identified community priorities.

The above said, Council is requested to give consideration to the allocation of $5,000 per annum in future budgets to support implementation of identified community priorities.

SUSTAINABILITY:
Environmental: The TEN4TEN initiative supports sustainable service delivery in regional communities by promoting local healthcare solutions, telehealth access and reduced travel requirements for medical appointments. Improved local health outcomes can also help reduce demand on emergency response services, including volunteer ambulance officers, supporting the long-term sustainability of essential community services.
Economic: Improved health outcomes contribute to workforce participation, community productivity and the long-term sustainability of regional communities. The initiative also provides opportunities to leverage external funding and investment into the district.
Social: TEN4TEN supports healthier, more connected, and resilient communities by improving access to healthcare services, strengthening local partnerships, and empowering residents to participate in identifying and addressing community health priorities.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **Approve the Shire of Northampton's participation in the TEN4TEN initiative.**
2. **Accept the terms and conditions contained within the proposed Memorandum of Understanding (MOU).**
3. **Authorise the Chief Executive Officer to execute the MOU on behalf of the Shire of Northampton.**
4. **Allocate $5,000 in the 2027/28 Annual Budget to support local TEN4TEN projects, community engagement activities and implementation of health and wellbeing initiatives identified through the partnership.**
5. **Continue to collaborate with TEN4TEN partners to identify funding opportunities and projects that improve community health, wellbeing and resilience across the Shire.**

ATTACHMENTS
1 ⇨ Attachment No 2 - Draft MoU 2 Pages

APPENDICES
A ⇨ Attachment No 1 - TEN4TEN New Communities Explainer 1 Page

9.3.5 Proposed Budget Amendment to Recognise Grant Funding for Strategic Water Tanks for Fire Fighting

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Various
ZONE:	N/A
BUSINESS AREA:	Community, Development & Regulation
FILE REFERENCE:	5.1.1
LEGISLATION:	*Local Government Act 1995*
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	6 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The Department of Water and Environmental Regulation provides grant funding for water storage infrastructure through the Community Water Supplies Partnership program. One of the project categories under the funding program relates to the construction or enhancement or water supplies for emergency firefighting access.

Strategic location of water sources for emergency services is essential to assist the Shire's Bush Fire Brigades in their response to fire events. Such facilities can also be used by the Shire during works and maintenance programs in the area.

The Shire's Community Emergency Services Manager (CESM), in consultation with the Bush Fire Advisory Committee members, has been developing a strategic water source plan. In accordance with that draft plan, the CESM made application for grant funding to establish four new facilities on crown land in Binnu, Alma, Isseka and Port Gregory.

The Shire of Northampton has been awarded a grant of $73,705 towards the four facilities. The grant does not however cover the cost of earthworks, which are required to be completed by the Shire as 'in-kind works'. Further details regarding the new facilities and the grant breakdown are provided within the comment section overleaf.

Council is requested to consider amending the Shire Budget to reflect the receipt of the grant funding and the associated expenditure. Acquittal of the grant is required by 30 April 2027.

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
As detailed above, the State Government has awarded a grant of $73,705 toward the installation of four strategically located water storage tanks. A breakdown of the sites, the grant value and estimated costs associated with the Shire completing the earthworks is shown within the table below:

Location	Description	Water Source	Grant Funds	In-Kind
15 Lauder Street, Binnu	162,921ltr tank, 73m of trench and pipe work and valve.	Existing Bore on adjacent property with landowner agreement	$18,360	$5,580.30
Lot 58 Rob Road, Alma	162,921ltr tank, 407.5m of trenching and pipe work and valve	Existing Bore on adjacent property with landowner agreement	$18,360	$8,651.30
18 Gregory Street, Isseka	50,000 litre tank, 10m trenching and pipework.	Existing Shire bore	$11,300	$4,533.30
Lot 192 Port Street, Port Gregory	162,921ltr tank, 226m trench and pipework, pump and valve	Existing Shire bore	$25,685	$7,894.30
		Total	$73,705	$26,659.20

Shire employees, equipment and materials will be utilised to complete the required preparation and site works, ensuring that the Shire's in-kind obligations under the grant agreement are met. Given this, the existing budget only requires modification to reflect the grant income and associated expenditure.

Installation of the tanks as proposed will increase the Shire's access to strategically located water storage. This will assist in reducing turnaround times for both fire fighters in emergency events and shire works when completing road construction/maintenance in those areas.

Having regard to the above, it is recommended that the Shire of Northampton 2026/27 Annual Budget be amended to reflect the receipt of the $73,705 and the associated expenditure line item.

STATUTORY ENVIRONMENT:
In accordance with clause 6.8(1) of the *Local Government Act 1995*, *"A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure*

(a) Is incurred in a financial year before the adoption of the annual budget by the local government; or
(b) Is authorised in advance by resolution; or*
(c) Is authorised in advance by the mayor or president in an emergency."

*motion to be passed by absolute majority.

To ensure compliance with the provisions of the *Local Government Act 1995,* Council is requested to resolve to amend the adopted budget, facilitating receipt and expenditure of the grant funds.

POLICY / STRATEGIC IMPLICATIONS:
Establishment of the grant funded water tank facilities will ensure an improved range of infrastructure to support volunteer bush fire personnel and shire officers consistent with the following commitment within the Built Environment Section of the Shire of Northampton's Strategic Community Plan 2025-2035:

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

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered Moderate given the potential cost of earthworks, with grant funding meeting all other costs.

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 outlined within Comment section above.

SUSTAINABILITY:
Environmental: Strategically located water storage and resources can assist in reducing turnaround times for bush fire brigade needing to access water in the event of a bush fire.
Economic: Strategically located water resources can also be used to reduce turnaround times for water associated with road construction and/or maintenance.
Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **Acknowledge the receipt of $73,705 from the Department of Water and Environmental Regulation for the establishment of Strategic Water Tanks for the purposes of firefighting within the Shire of Northampton; and**

2. **Amend the 2026/2027 annual budget as follows:**

Budget Item	Adopted Budget	Amended Budget (ex GST)	Variation
Strategic Fire Fighting Water Tank Grant (GL 0585.18)	**$0**	**($73,705)**	**($73,705)**
Purchase of Strategic Fire Fighting Water Tanks (Job No SP08)	**$0**	**$73,705**	**$73,705**
Net ($)	**$0**	**$0**	**$0**

ATTACHMENT

9.4.1 Delegated Planning Decisions for October 2026

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:	3 November 2026
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 the relevant Local Planning Scheme 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. A register of Delegated Development Approvals, detailing those decisions made under delegated authority in October 2026 is shown attached.

ATTACHMENT: 9.4.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:
Where required, applications were advertised in accordance with the relevant Local Planning Schemes and Council's adopted Local Planning Policy.

COMMENT (Includes Options):
During October a total of three (3) applications were determined under delegated authority, four (4) applications determined by Council.

Table 1 shows the number and value of development applications determined under both delegated authority and by Council for October 2026 compared to October 2025.

Table 1: Planning Decisions made in October 2025 and October 2026

	October 2025	October 2026
Delegated Decisions	6 - $851,703 **2	3 - $0 **3
Council Decisions	2 - $2,500,000 *1	4 - $728,948.15 *1
Total	**8 - $3,351,703**	**7 - $728,948.15**

Table 2 compares the Year-To-Date statistics for delegated authority and Council decisions for 2025-26 compared to previous Financial Year.

Table 2: Planning Decisions Made Year-To-Date 2025 and 2026

	YTD 2025	YTD 2026
Delegated Decisions	58 - $3,264,449 **23	54 - $3,106,129.45 **29
Council Decisions	27 - $5,184,517 **2	29 - $8,166,148.15 **7 4 Refusals
Total	**85 - $8,448,966**	**83 - $11,272,277.60**

***includes administrative applications which are attributed to no value in Delegated and Council decisions and include Temporary and Exemption Approval Applications.*

The Western Australian Planning Commission (WAPC) also referred three (3) subdivisions to the Shire for comment in the month of October 2026. Responses were provided to the WAPC applications were under delegation. The applications were in relation to a four (4) lot subdivision and two (2) amalgamations / boundary realignments. Further information is provided attached.

ATTACHMENT: 9.4.1 (2)

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 1966,* 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 that have been adopted in accordance with the Schemes. These Policies that include Local Planning Policy *Consultation for Planning Proposals,* which details the level and scope of advertising required for Applications for Development Approval.

Each application is 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:
Risk rating is considered 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:
The required planning fees have been paid for all applications for Development Approval process under delegated authority.

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

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **Receive the report on Delegated Development Approvals for October 2026 as shown at Attachment: 9.4.1 (1); and**
2. **Note that Shire Officers have provided comment on those Subdivision Applications detailed in Attachment: 9.4.1 (2) to the Western Australian Planning Commission.**

ATTACHMENTS

1 ⇨	Attachment No. 1 - Planning Decisions October 2026	1 Page
2 ⇨	Attachment No. 2 - Shire Response to Subdivision Applications October 2026	

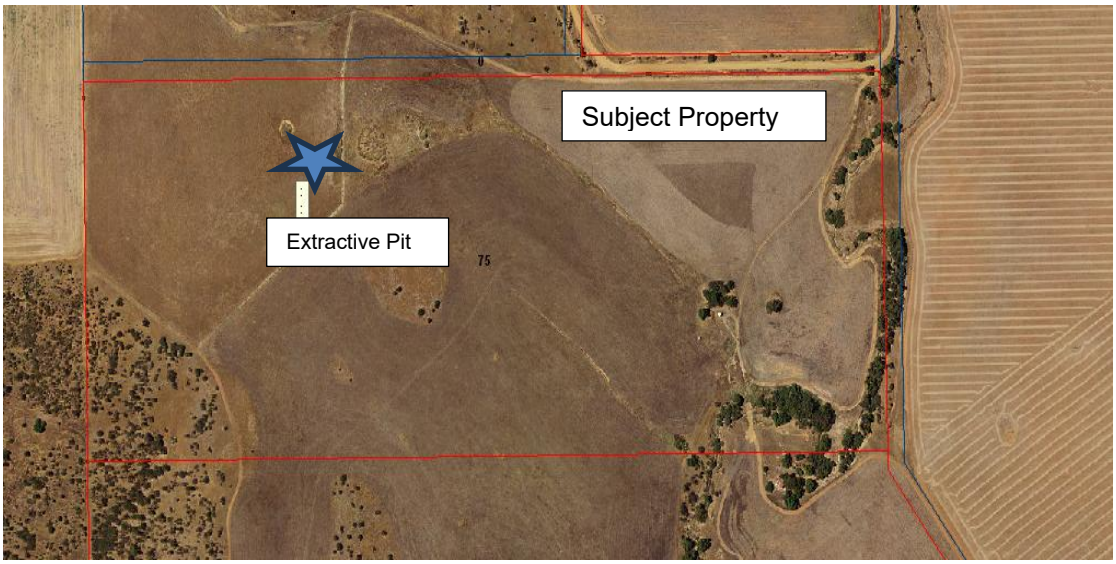
ATTACHMENT

9.4.2 Proposed Industry - Extractive (Sand) on Lot 75 (No. 119) Suckling Road, Sandy Gully

PROPONENT	AD Teakle
OWNER	AD & AM Teakle (Allew Pty Ltd)
LOCATION / ADDRESS:	Lot 75 (No. 119) Suckling Road, Sandy Gully
ZONE:	Rural
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.8.1.2; A4827
LEGISLATION:	*Planning and Development Act 2005* *Local Government Act 1995*
AUTHOR:	Kaylene Roberts
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	3 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
Council is in receipt of a development application for an Industry - Extractive (Sand) on Lot 75 (No. 119) Suckling Road, Sandy Gully. A location plan is shown below.

Location Plan



The subject land has an area of 36.8ha and is zoned Rural by Local Planning Scheme No. 10 – Northampton and is currently vacant. A copy of the application is attached.

ATTACHMENT: 9.4.2 (1)

The application is proposing the following:

- The extraction pit will have an approximate area of 120m long and 75m wide and will have a depth of 5m;

- The overburden /spoil (at a minimum depth of 150mm) to be stockpiled at the north and south boundaries;
- The excavation pit sides (internal or at extraction area boundaries) are to be battered with a 1:1 slope;
- The pit is to be accessed via existing farm access off Suckling Road;
- Entry/exit points on Suckling Road via existing access gate. Access gates via 2 x steel gates (to be padlocked) with signage – "PRIVATE PROPERTY – NO ENTRY";
- Extraction area to be fully fenced;
- Advanced warning signage – temporary symbolic "Trucks Entering" signage to be placed on Suckling Road 150m either side of access point and to be installed in accordance with local government regulations; and
- The number of truck movements are 1 – 8 as required by the operator.

The application has been assessed against Local Planning Scheme No. 10 – Northampton (the Scheme) and Local Planning Policy – Extractive Industry.

PUBLIC CONSULTATION UNDERTAKEN:
The application was referred to two (2) adjoining landowners for a period of 21 days as well as to two (2) government agencies for a period of 42 days. No comment has been received from the adjoining landowners during this time.

The application was referred to the Department of Mines, Petroleum and Exploration (DMPE) as well as Department of Water and Environmental Regulation (DWER). No comment was received from DMPE but DWER have provided comments, and this will be discussed in the comment section below. A copy of the submission is attached.

ATTACHMENT: 9.4.2 (2)

COMMENT (Includes Options):
The provisions of the Scheme include the subject land within the Rural Zone and the following objectives for this zone:

- to provide for the maintenance or enhancement of specific local rural character;
- to protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses;
- to maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially natural valley and watercourse systems;
- to provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses within the Rural Zone; and
- to provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.

<u>Matters to be Considered;</u>
In determining an application for planning approval, local governments are 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 are not limited to:

(a) the aims and provisions of this Scheme and any other relevant Local Planning Scheme operating within the Scheme area;
(d) any environmental protection policy approved under the Environmental Protection Act 1986;
(e) any policy of the Commission;
(f) any policy of the State;
(g) any local planning policy for the Scheme area;
(n) the amenity of the locality including the following:
(I) environmental impacts of the development;
(ii) the character of the locality; and
(iii) social impacts of the development;
(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or mitigate impacts on the natural environment or the water course;
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety; and
(y) any submissions received on the application.

To assist Council in determining the application, the following comments are offered in respect of the matters to be considered:

Industry – Extractive
Within the Scheme, industry extractive means a premises, other than premises used for mining operations, that area used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes-

a) the processing of raw materials including crushing, screening, washing, blending or grading;
b) activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration.

Setbacks
In accordance with Table 5 of the Scheme, development within the Rural Zone should be setback 20m from the front/street boundary, 10m from the sides and 20m from the rear. In this case the pit is proposed to be setback 280m to Suckling Road, while the side boundary setbacks are 220m to the west, 740m to the east and 330m to the rear boundary (south). The proposed setbacks therefore comply with the Scheme requirements.

Truck Movements
The application indicates a maximum of 1 – 8 truck departures per day as required by the contractor. The applicant has confirmed that the trucks have a capacity of 10 tonnes. The applicant has stated that there will be 1-2 light staff

vehicles and has stated that the operating hours to be 7.00am to 6.00pm Monday to Saturday and 8.00am to 5.00pm on Sundays.

The proposed hours of operation are not consistent with the provisions of the Shire's Local Planning Policy – Extractive Industry which recommends:

a) no operations on a Sunday; and
b) Monday to Saturday being limited to 5:00pm not 6:00pm as proposed.

If approved, it is recommended that a condition be placed on the approval restricting the hours of operation in accordance with those outlined within the Policy.

Access
The Traffic Impact Summary provided states that the industry extractive will generate a modest increase in heavy vehicle movements associated with sand extraction, loading and transport. Traffic impacts are expected to be low and manageable within the existing rural road network.

The summary also covers the existing road network, proposed vehicle movements, access and safety, impact assessment and mitigation measures.

Details submitted with the application indicate, that if approved, the main access route will be along Suckling Road to the intersection of Horrocks-Northampton Road and then onto the Northampton Kalbarri Road.

Environmental Impact
The site is exclusively cleared rural land with no mapped wetlands, native vegetation or watercourses or environmentally sensitive areas occur within the extraction area and the overall impact is low with appropriate mitigation and rehabilitation measures.

The Environmental Impact summary also covers vegetation and flora, fauna, dust and air quality, noise, stormwater and erosion and rehabilitation.

Submissions
As stated in the public consultation section above, the application was referred to two (2) adjoining landowners for a 21-day seeking their comments. During the consultation period no comments or submissions were received on the proposal.

The application was also referred to two (2) government agencies, these being Department of Mines, Petroleum and Exploration (DMPE) and Department of Water and Environmental Regulation (DWER) and advertised for a 42-day period. During this time only one (1) submission was received and this was from DWER with no submission or comment being received from DMPE.

DWER have made the following comments:

- Stormwater management – extractive pit is on a hillside that slopes down to a non-perennial waterway which is a tributary to the Bowes River.

DWER recommends bunding around the active pit installed to prevent any runoff from the extraction site.

- Native Vegetation Regulations – applicant states that minimal if no clearing will be required. Under section 51C of the EP Act, clearing of native vegetation is an offense unless:
  - it is undertaken under the authority of a clearing permit;
  - it done after the person has received notice under Section 51DA (5) that a clearing permit is not required; and
  - the clearing is subject to an exemption.
- Environmental Regulation – the provide documents states that this is an extractive industry with no crushing or blasting, however not clear if screening of material will occur.

The applicant has stated in the documents provided, that there will be no clearing of native vegetation and that they are intending to stockpile overburden as bunding around the excavation.

Site Inspection
A site inspection was undertaken by Shire staff to assess the site the ingress and egress of the site also the condition of Suckling Road.

The applicant has widened the driveway, which is wholly contained within the boundary of the subject lot. The site itself is partially visible from Suckling Road and the applicant has already stockpiled the overburden in preparation of the industry extractive and the future rehabilitation of the pit area.

Conclusion
As outlined within the Comment Section above, the proposed extractive industry complies with the standards prescribed by the Scheme. Conditional approval is therefore recommended.

STATUTORY ENVIRONMENT:
Planning and Development Act 2005
Shire of Northampton Local Planning Scheme No. 10 – Northampton.

POLICY / STRATEGIC IMPLICATIONS:
The application has been assessed against the provisions of the Shire of Northampton Local Planning Policy – Extractive Industry.

ORGANISATIONAL RISK MANAGEMENT:
Approval of this application by Council will result in an insignificant level of risk, provided that operation of the Industry-Extractive complies with the conditions of approval as recommended.

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 development application fee in accordance with the Shire of Northampton's 2026/2027 Fees and Charges Schedule has been paid.

SUSTAINABILITY:
Environmental: Appropriate conditions and standards of operation are required so that the proposed activity will not detrimentally impact on the environment or the amenity of the area.
Economic: The development if approved will potentially increase the productive use of the land.
Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council in accordance with Local Planning Scheme No. 10 – Northampton grant planning approval for an Industry Extractive (Sand) on Lot 75 (No. 119) Suckling Road, Sandy Gully in accordance with the plans and specifications at ATTACHMENT: 9.4.2 (1), subject to the following conditions:

1. **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.	Extraction Management Plan	19 August 2026
2.	Environmental Impact Report	19 August 2026
3.	Traffic Impact Summary	19 August 2026
4.	Site Plans	19 August 2026

2. **All drainage and associated stormwater associated with the sand extraction pit shall be contained on site to the satisfaction of the Shire of Northampton;**
3. **Bunding to be installed around that active pit be installed to prevent any runoff from the extraction site prior to commencement;**
4. **Prior to the commencement, the current condition of Suckling Road is to be documented in consultation with the Shire's Executive Manager of Works and Technical Services;**
5. **Any damage to Suckling Road caused by vehicles associated with the approved Industry Extractive is to be repaired at the applicant's cost to the satisfaction of the Shire of Northampton;**
6. **The applicant shall implement the provisions of the Transport Management Plan and approved by the Shire of Northampton at times where truck movements associated with the activity hereby approved;**
7. **The work involved in the implementation of the development must not cause a sand drift and airborne dust nuisance to neighbours. In this connection and prior to the commencement of any such works, the developer must submit to the Shire of Northampton for approval a Dust Management Plan covering the measures to be undertaken throughout the duration of the works;**
8. **This development approval is granted for a one (1) year period only and shall expire 19 November 2027, unless prior to the date an application has been made to and approved by the Shire of Northampton after payment of the appropriate fee for the continuation of the use for an extended period;**
9. **Prior to the commencement of development works, satisfactory arrangement shall be made for the upkeep and maintenance of Suckling Road, at the applicant's expense, to the satisfaction of the Shire of Northampton;**
10. **Topsoil to be stockpiled and replaced as part of the rehabilitation process to the satisfaction of the Shire of Northampton;**
11. **A maximum of one (1) hectare (10,000m²) shall be worked at any one time with the progressive rehabilitation of the excavated areas to maintain an open are of one (1) hectare to the satisfaction of the Shire of Northampton;**

12. **The operation of the Industry Extractive and the transportation of materials from the pit shall be restricted from Monday to Saturday form 7.00am to 5.00pm and shall not operate on Sundays and Public Holidays;**
13. **Unless otherwise approved, there is to be no refuelling or servicing of commercial vehicles to occur on the subject property;**
14. **The base of the extraction pit shall be a minimum of 2m from the highest known level of groundwater; and**
15. **Commercial vehicles associated with the activity hereby approved shall be restricted to a maximum speed of 80 kmph when school bus routes are in operation.**

Advice Notes:

a) **The approved Industry Extractive is to comply with the requirements of the Environmental Protection Authority's *Environmental Protection (Noise) Regulations 1997.***

b) **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 - Application Information 14 Pages
2 ⇨ Attachment No. 2 - DWER Submission 2 Pages

ATTACHMENT

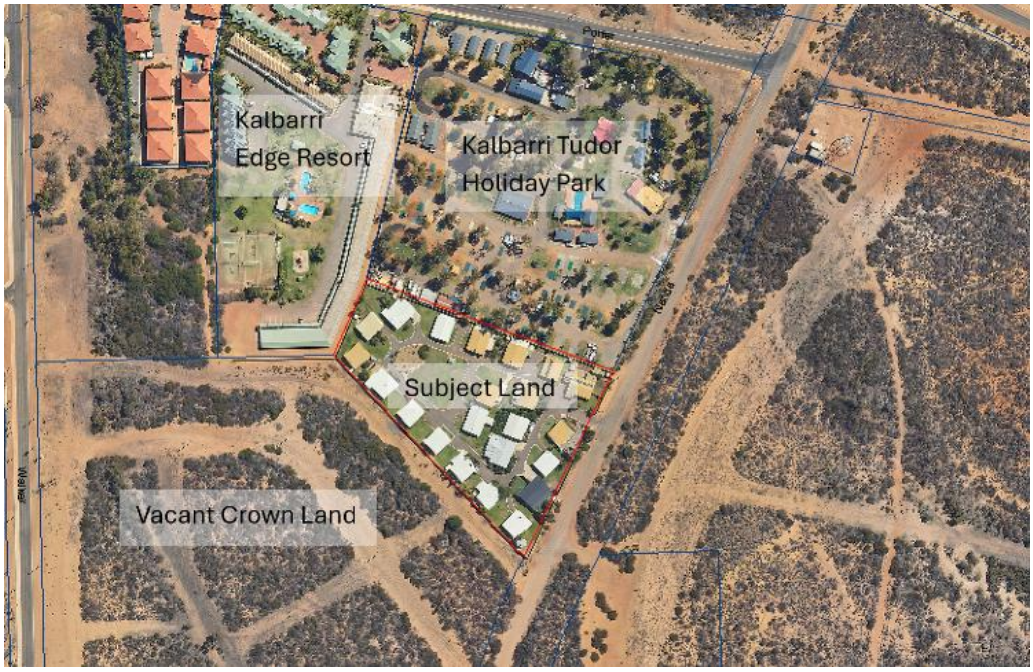
9.4.3 Request for Local Planning Scheme Amendment to Allow Residential Use - Sun River Chalets - Lot 474 (No 116) Nanda Drive, Kalbarri

PROPONENT	C Burt
OWNER	Various
LOCATION / ADDRESS:	No 116 Nanda Drive, Kalbarri
ZONE:	Special Use Zone No 6
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.6.16.2 & A1944
LEGISLATION:	*Planning and Development Act 2015*
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	4 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The subject land, being No 116 Nanda Drive, Kalbarri is a 1.3423ha lot located on the western wide of Nanda Drive, approximately 200m south of Porter Street in the townsite of Kalbarri. As shown on the location plan below, the property abuts the Kalbarri Tudor Park to the north and the Kalbarri Edge resort to the west. Vacant Crown land abuts the site's southern boundary.

Location Plan



The site is currently developed with 22 self-contained, short stay accommodation units (chalets) commonly known as the Sun River Chalets. The development was constructed in accordance with Building Permit 79110, being granted in October 1979 and was subsequently strata titled in 1987.

Correspondence has been received on behalf of the Strata owners, requesting that Council amend the provisions of Local Planning Scheme No 11 to permit strata owners to make application to utilise their unit for permanent residential purposes. A copy of the request is shown attached.

ATTACHMENT: 9.4.3 (1)

Council is requested to consider the request and amend the provisions of Local Planning Scheme No 11 as requested.

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
The provisions of Local Planning Scheme No 11 – Kalbarri (LPS No 11) currently include the both the subject land and the adjacent caravan park within Special Use Zone No 6. The following provisions are contained within Schedule 3: Special Use Zones:

Shire of Northampton — Local Planning Scheme No.11 – Kalbarri Townsite

No.	Description of Land	Special Use	Conditions
SU 6	Lots 473, 474 and part Lot 500 Nanda Drive as delineated in the Scheme Maps	'P' Uses: Caravan Park Holiday Accommodation	As determined by the local government in accordance with the requirements of the Scheme and the Use and Development Provisions of the Kalbarri Townsite Local Planning Strategy for the land

An excerpt from the Scheme Map depicting the location of Special Use Zone No 6 is shown attached.

ATTACHMENT: 9.4.3 (2)

To assist Council in determining the applicants request, the following comments and advice are offered:

Local Planning Scheme Amendments
In accordance with Section 75 of the *Planning and Development Act 2005,* a local government may amend a local planning scheme applying to its district by an amendment prepared by the local government, or an amendment proposed by all or any owners of land in the Scheme area.

Procedures for preparing, processing and seeking approval of local scheme amendments is set out within Part 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015.* In response to the request, the following options are available to Council:

a) Resolve to initiate the Scheme Amendment; or
b) Defer consideration of the proposed amendment; or
c) Refuse the request.

Tourism Based Precinct

As reflected within Attachment No 2, the property is located within a precinct bound by Porter Street to the north, Walker Street to the West and Nanda Drive to the east and south. Except for the vacant crown land, all land within this precinct is used for tourist accommodation purposes.

Despite all four lots being used for tourist accommodation purposes, only the subject land and the adjacent caravan park were included within the Special Use Zone. The remaining two properties abutting Porter Street were included within the Tourist Zone.

Available Shire records relating to the preparation of LPS No 11 have been examined to understand why only two lots within the precinct were included within the Special Use Zone. The record search has confirmed that:

1. Drafts of LPS No 11 identified a total of 5 tourist based zones, being Tourist Accommodation, Tourist Attractions, Tourist Development, Tourist Park and Tourist Resort zones; and
2. Draft Map 2 included the subject land and the adjacent caravan park within the proposed Tourist Park zone, whilst the edge resort was included within the Tourist Park zone.

Prior to advertising LPS No 11 as a draft Local Planning Scheme, the Scheme Text was amended to provide for a single Tourist Zone. Caravan parks within the townsite, which were originally proposed to be included within the Tourist Park Zone, were instead included within the Special Use Zone.

Local Planning Scheme No 9 (Rescinded)

By way of further background under the Shire's previous Local Planning Scheme for Kalbarri (Local Planning Scheme No 9) all properties within the precinct, including portion of the vacant crown land was included within a "Tourist Accommodation" Zone. Residential development was not a permitted use within the Tourist Accommodation Zone.

Comparison of Tourist Zone and Special Use Provisions

The Special Use Zone provisions relating to Special Use No 6 effectively restrict the development of the subject land and the adjacent caravan park to either a Caravan Park or Holiday Accommodation.

In comparison, the Tourist Zone allows for a wide range of land uses. These uses include, but are not limited to:

P – Permitted Uses	D – Discretionary Uses
Art Gallery	Amusement Parlour
Caravan Park	Brewery
Restaurant/Cafe	Caretakers Dwelling
Serviced Apartment	Cinema/Theatre
Tourist Development	Convenience Store
	Holiday Accommodation
	Group Dwelling

Amendment Options

The current statutory provisions of LPS No 11 could be modified in several ways to provide the individual owners with the ability to seek approval to convert the existing chalets to group dwellings. Available options would include:

a) Amending the Special Use provisions to identify Group Dwellings as a permissible use; or
b) Rezoning the land from Special Use to Tourist Zone, reflecting the zoning of the abutting resort, or the Residential Zone; or
c) Amending the scheme to identify group dwellings as an additional use permissible on the site.

Amending the current Special Provisions to identify Group Dwellings as a permissible use is the most straight forward way of amending the scheme. To ensure that the chalets comply with all requirements of the Residential Design Codes of Western Australia, it is recommended that each strata owner be required to make application for Development Approval. To achieve this, it is recommended that Group Dwelling be listed as a "D" use with Special Use Zone No 6. That is a use that is not permitted unless the local government has exercised its discretion by granting development approval.

This approach would also ensure that provisions of the Scheme relating to land use are all contained within the Special Use Table. Modifying the Scheme text in this way would be considered a basic scheme amendment.

Alternatively, the current zoning could be amended to be included within another zone, such as the Tourist Zone, which applies to the Edge Resort. However, the Tourist Zone would allow for a significantly wider range of uses, not originally contemplated for the site. The applicant is only seeking approval to the land use of group dwelling.

Density

With 22 existing self-contained units on the site, which has an area of 1.3423ha, the site is currently developed with 1 unit per 610m². This density is consistent with a density of R17.5 of the Residential Design Codes of Western Australia, being a grouped dwelling development having an average of 571m² per dwelling.

Should Council support the amendment, it is recommended that a second condition be introduced to the table for Special Use Zone No 6, to apply a density of R17.5 to the resultant group dwelling development.

Potential for Land Use Conflict

Where short stay accommodation and residential dwellings are in close proximity, there is potential for land use conflict to arise. For example, visitors staying in the area for holiday purposes may impact adjacent premises through noise, staying up later than permanent residents.

That said, there are many circumstances in Kalbarri where permanent residents are in close proximity to tourist accommodation and complaints are rarely received.

Scheme Amendment Documentation
Should Council support the request, the applicant will be responsible for the production of the required scheme amendment documentation. No Scheme Amendment documentation has been prepared at this time.

The applicants will also be responsible for:
a) Payment of the required application fee; and
b) Payment of the costs associated with advertising of the proposal.

Existing Non-Compliance Use
Although Shire Officers have not investigated current activities on the site, it is understood that several strata owners either currently occupy their chalets on a permanent basis or have purchased a chalet with the intent to ultimate reside on-site. The current scheme provisions do not permit permanent residential use on-site.

Housing Demand
As elected members are aware, there is significant demand for housing in Kalbarri, with many permanent homes being used for short stay residential purposes. The submitted request provides an opportunity to convert a 22 short stay residential development into a group dwelling development, providing up to an additional 22 homes in the community.

Conclusion
As detailed within the Comment Section, Shire Officers are aware that some of the strata owners are using their property for permanent residential purposes. Amending the Scheme as proposed would essentially legitimise this practice whilst providing up to 22 additional dwellings to the Kalbarri market.

As the applicant is yet to prepare the Scheme Amendment documentation, it is recommended that Council support the applicants request but defer initiation of the amendment pending submission of the documentation and payment of the required application fee.

STATUTORY ENVIRONMENT:
Planning and Development Act 2005.

POLICY / STRATEGIC IMPLICATIONS:
Supporting the applicants request will result in up to 22 additional homes in Kalbarri that would be available for permanent residential land use.

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:
As detailed within the Comment Section, the applicant will be responsible for payment of an application fee and all costs associated with preparation of the Scheme Amendment documentation and advertising of the proposed Scheme Amendment.

As prescribed within the Schedule of Fees and Charges, adopted as part of the Shire of Northampton 2026/27 annual budget, an application fee of $2,205 applies to a Basic Local Planning Scheme Amendment.

SUSTAINABILITY:
Environmental: Nil.
Economic: Whilst a Local Planning Scheme Amendment as proposed could result in the loss of up to 22 short stay residential units, these units would then be available for permanent residents.
Social: The applicants and others within the existing development purchased their properties with the ultimate intention to retire and/or permanently reside in their properties. Should Council not support the amendment, enforcement of the current scheme provisions could displace some permanent residents.

VOTING REQUIREMENTS: **SIMPLE MAJORITY**

OFFICER RECOMMENDATION:

That Council:

1. **Advise the applicant that it is prepared to amend the provisions of Local Planning Scheme No 11 – Kalbarri, to:**
   a) **Introduce the land use "Group Dwelling" as a "D" use within Schedule No 3 relating to Special Use Zone No 6; and**
   b) **Introduce a condition within Schedule No 3 relating to Special Use Zone No 6 to require group dwelling development to comply with a density of R17.5 under the Residential Design Codes of Western Australia;**
2. **Advise the applicant that the amendment referred to in point 1 above would be classified as a Basic Local Planning Scheme Amendment; and**
3. **Defer consideration of the local scheme amendment referred to in point No 1, pending:**
   a) **Receipt of the required Local Planning Scheme Amendment Documentation, consistent with the proposed provisions outlined in Point No 1 above; and**
   b) **Payment of the application fee of $2,205 for a basic Local Planning Scheme Amendment in accordance with the Shire of Northampton's adopted 2026/27 Annual Budget.**

ATTACHMENTS

1 ⇨ Attachment No 1 - Copy of Correspondence Recieved 2 Pages
2 ⇨ Attachment No 2 - Excerpt from Scheme Map 1 Page

ATTACHMENT

9.4.4 Proposed Installation of Storage Container by Kalbarri Cricket Club

PROPONENT	Kalbarri Cricket Club
OWNER	Crown Land – Management Order to Shire of Northampton
LOCATION / ADDRESS:	Reserve 25447 Porter Street, Kalbarri
ZONE:	Public Open Space Reserve
BUSINESS AREA:	Community, Development and Regulation
FILE REFERENCE:	11.1.10 & A4824
LEGISLATION:	*Planning and Development Act 2005;* and *Local Government Act 1995.*
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	5 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The Kalbarri Cricket Club is based at the Kalbarri Sport and Recreation Centre. Whilst the facilities are utilised for several sporting and community events, the oval is primarily developed as a cricket oval and cricket practice nets are located to the east of the tennis courts abutting Porter Street. A location plan is shown below.

Location Plan



Currently the cricket club equipment is stored in a storage shed near the recreation building, which is shared by several other sporting clubs/groups. With both senior and junior cricket club members utilising the cricket nets for

training regularly during the cricket season, the club is seeking approval to establish a storage facility abutting the cricket nets.

The club has advised that they have been given a small steel storage container (ex-cool room) being approximately 2m by 2m, 2.4m high and they are proposing to locate the container at the rear of the nets once some minor repairs have been completed. A copy of the supporting email and photographs are shown attached.

ATTACHMENT: 9.4.4 (1)

Council is requested to determine the application given that:

a) As community group, the Cricket Club has verbally requested that the application fees be waived; and
b) the proposal involves the use of a second hand structure.

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
The provisions of the Shire's Local Planning Scheme No 11 – Kalbarri (the Scheme), reserve the subject land for the purposes of Public Open Space. In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015,* Council's prior Development Approval is required for any development located on public open space, except for public works.

To assist Council in determining this application and the request for fees to be waived, the following comments and advice are offered:

Reservation and Objectives
Part 2.2 of the Scheme identifies that the objectives for Public Open Space reserves are as follows:

- To set aside areas for public open space, particularly those established under the *Planning and Development Act 2005 s152;* and
- To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.

Establishment of a new storage facility for the Cricket Club would be consistent with the above objectives.

Setbacks
The proposed location is setback approximately 10 metres from the reserve boundary fronting Porter Street. The Scheme provisions do not identify any setback requirements for development of Public Open Space.

Second Hand Container
As outlined within Local Planning Policy – Shipping Containers, the term Shipping Container applies to both Shipping Containers and other similar relocatable 'box-type' storage units. The objectives of the policy are:

2.1 To ensure an acceptable quality of development is achieved that does not detrimentally affect the amenity and streetscape of the locality; and

2.2 To establish guidelines for the assessment of proposals to place shipping containers or other similar re-locatable storage units on land within the municipality.

Consistent with the above objectives, the Policy measures that are relevant to the current application include:

3.2.3 It is considered that shipping containers (or other similar relocatable storage units) can have an adverse effect on the visual amenity of an area, and there is a need to ensure appropriate development standards in order to safeguard the visual impact of shipping containers on the streetscape.

3.2.7 In order for the local government to issue development approval, the applicant must address that the proposed shipping container or other similar relocatable storage unit will (at a minimum):

a) not result in a detrimental impact on the amenity of the land or any adjoining land or development;
b) not impinge on any boundary setbacks, as required by the Scheme, or be located in front of the building line, or be visually prominent from any public road;
c) not compromise any associated approved development or use by:
   • impinging on any car parking bays required to satisfy the minimum car parking requirement for the associated approved development or use;
   • being located within an existing service yard or bin storage area;
   • obstructing any existing access or visual truncation provided to an accessway, pedestrian or traffic;
d) be in good repair with no visible rust marks, a uniform colour to complement the building to which it is ancillary or surrounding natural landscape features; and
e) be appropriately screened (vegetation or otherwise), where considered necessary by the local government, in order to meet a) above and the objectives of this policy.

Given that the proposed location will not impinge on setbacks required by the Scheme, nor impact on any existing parking or access arrangements, the proposed location abutting the cricket nets is considered acceptable.

In terms of screening vegetation, the proposed location immediately abuts the existing carpark. As a result, the potential for vegetation screening is limited. Provided that the container is fixed, freshly painted and from thereon maintained, no detrimental impacts on visual amenity are expected.

<u>Current Storage Area</u>

As stated within the supporting email shown at Attachment: 9.4.4 (1), the Cricket Club current shares a storage facility adjacent to the recreation centre

with several other groups. Approval to the application will result in the Cricket Club relocating their equipment to their own secure storage facility. This will increase the space available for other groups.

Conclusion

The proposed storage facility is supported for those reasons outlined above. Approval is recommended subject to compliance with conditions relating to the condition and ongoing maintenance of the container.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and *Local Government Act 1995.*

POLICY / STRATEGIC IMPLICATIONS:

Approval to the application as submitted will support the ongoing operation of the Kalbarri Cricket Club, placing storage in an area immediately adjacent to the primary practice area, being the cricket nets. Granting conditional approval to the proposal would be consistent with the Shires commitment to enhance opportunities for liveability in accordance with the Shire's Commitment within the "Our People" section of the Strategic Community Plan 2025-2035.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered 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:
The Kalbarri Cricket Club being a community sporting group, has requested that the Development Application Fee ($147) be waived. It is common practice in Western Australia for fees to be waive development application fees for not-for-profit organisations and community groups, with the ability to waive fees being reflected in Clause 14 of the *Planning and Development (Local Government Planning Fees) Regulations 2000.*

In accordance with Section 6.12 of the *Local Government Act 1995,* a resolution to waive fees may only be granted by Absolute Majority.

SUSTAINABILITY:
Environmental: Nil.
Economic: Nil.
Social: Location of their storage adjacent to their primary practice area will assist the cricket club's volunteers by reducing distance and therefore the physical demands associated with accessing and storing the club's equipment.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **In accordance with the authority granted by clause 6.12 of the *Local Government Act 1995* waive the application fee of $147 as contained in the Shire of Northampton adopted Schedule of Fees and Charges at it relates to the proposed storage container on Reserve 25447 Porter Street, Kalbarri on the basis that the applicant is a sporting organisation operating on Shire land;**

2. **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 Storage Container at the rear of the cricket practice nets on Reserve 25447 Porter Street, Kalbarri, 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;**

   b) **Prior to installation of the storage container hereby approved, works shall be completed to repair and repaint the container to the satisfaction of the Shire of Northampton;**

   c) **The proposed container being located on-site to the satisfaction of the Chief Executive Officer; and**

d) The storage container shall be maintained by the applicant in good order and condition, to the satisfaction of the Shire of Northampton.

Advice to Applicant:

(i) The applicant is advised that prior to location on-site an inspection of the proposed container is required to ensure compliance with condition No 2(b) above;

(ii) Prior to locating the storage container on-site, the applicants are requested to arrange an inspection of the site with Shire Officers to confirm the exact location of the container is to the satisfaction of the Shire.

ATTACHMENTS

1 ⇨	Attachment No 1 - Copy of supporting email and photographs	4 Pages

ATTACHMENT

9.5.1 Building Approvals Report October 2026

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	Northampton and Kalbarri
BUSINESS AREA:	Building
FILE REFERENCE:	N/A
LEGISLATION:	*Local Government Act 1995* *Building Act 2011* *Building Regulations 2012*
AUTHOR:	Michaela Simpson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	2 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
This agenda item has been produced to assist Council to understand the Building and Demolition Permits approved and issued for the period of 1 October 2026 to 31 October 2026. A spreadsheet summarising approvals is shown attached.

ATTACHMENT: 9.5.1 (1)

A further breakdown of the permits by building type and value is also attached.

ATTACHMENT: 9.5.1 (2)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
During October a total of 15 building related applications were received, and 14 permits were issued through the Shire of Northampton's Building Services team with a combined construction value of over $2,074,478

In addition, as reflected at Attachment: 9.5.1 (1), two building permits were processed and issued for the Shire of Mingenew.

Table 1 below shows a comparison between October 2026 and October 2025 for the Shire of Northampton.

	October 2025	October 2026
Applications Received	9	15
Permits Issued	13	14
Permits Total Value	$2,841,786	$2,074,478

Table 2 below provides a summary of permits issued within the Shire in the year date in 2026 compared to 2025.

Table 2: Building Permits made Year to Date 2025 and 2026

	2025	2026
Applications Received	N/A	117
Permits Issued	87	92
Permits Total Value	$10,426,843	$13,421,957

STATUTORY ENVIRONMENT:
Building Act 2011.

POLICY / STRATEGIC IMPLICATIONS:
Nil.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered 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:
The required building fees have been paid for all Building and Demolition applications processed under delegated authority.

SUSTAINABILITY:
Environmental: Nil
Economic: Nil
Social: Nil

VOTING REQUIREMENTS: **SIMPLE MAJORITY**

OFFICER RECOMMENDATION:

That Council receive the Building Approvals Report for the month of October 2026 in accordance with ATTACHMENT: 9.5.1 (1) and (2).

ATTACHMENTS

1 ⇨	Building Approvals Report October 2026	1 Page
2 ⇨	Building Approvals Statistics October 2026	1 Page

ATTACHMENT
APPENDIX

9.6.1 Proposed Review of Mobile Food Vehicle Policy

PROPONENT	Shire of Northampton
OWNER	Various
LOCATION / ADDRESS:	Whole of Shire
ZONE:	Various
BUSINESS AREA:	Health Services
FILE REFERENCE:	7.1.6
LEGISLATION:	*Local Government Act 1995; and Food Act 2008*
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	9 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
With the exception of the following circumstances, mobile food vehicle operators must obtain a Stallholders Permit in Thoroughfares and Public Places and Trading Local Law 2017 prior to operating from Shire Reserves:

a) A stallholder trading at a Shire of Northampton approved community event (e.g. the Northampton District Agricultural Show);
b) An itinerant food vehicle;
c) A mobile food vehicle catering for an approved private event on public land; or
d) The trading of a mobile food vehicle on private land (Note: The Shire's prior Development Approval may be required).

Council adopted the Shire's current Environmental Health Policy – Mobile Food Vehicles at its February 2026 meeting in order to compliment the provisions of the Local Law, and:

1. Provide guidance on the assessment of and requirements for the operation of mobile food vehicles proposing to operate as a stall holder within the Shire of Northampton;
2. Ensure mobile food vehicles are of a temporary nature and operate in a way which complements existing food businesses and support the activation of underutilized public spaces within town sites;
3. Ensure mobile food vehicles do not unreasonably compromise the amenity of the surrounding residential area; and
4. Ensure mobile food vehicle operators practice safe food handling in accordance with the Food Act 2008.

A copy of the Policy as adopted is shown appended.

APPENDIX: 9.6.1 (A)

Since adoption of the Policy, some mobile food vehicle operators in Kalbarri have expressed disappointment in the policy provisions. Essentially some operators would prefer to locate on the Murchison River foreshore in close proximity to the town centre and accommodation businesses. The location requirements set out in section 2 of the Policy, being 500m from a business selling the same, or similar food effectively prevents them from operating in town.

Conversely Shire Officers have also received complaints regarding mobile food vehicles in proximity to their business, particularly relating to Food Vehicle Events.

Shire Officers have now completed a review of the Policy and request that Council consider endorsing the officers recommended policy revisions for the purpose of public advertising.

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
The following comments and advice are provided to assist Council in reviewing the current policy provisions:

Past Policy
Previously the Mobile Food Vehicles Policy was a Local Planning Policy, prepared under Local Planning Schemes No 10 and No 11. As detailed in the agenda item relating to the previous review in February 2026:

a) A local planning policy was not the appropriate mechanism given that temporary uses are essentially exempt from the need to obtain prior Development Approval in accordance with the *Deemed to Apply* Provisions set out within the *Planning and Development (Local Planning Schemes) Regulations 2015; and*
b) Approval was also required to be granted in accordance with Part 6.5 of the Shire of Northampton Activities in Thoroughfares and Public Places and Trading Local Law 2017 (the Local Law).

Local Law Provisions
Clause 6.2 of the Local law stipulates that *"a person shall not conduct a stall on a public place unless that person is:*

(a) The holder of a valid stallholders permit; or
(b) An assistant specified in a valid stallholders permit."

Clause 6.5 of the local law outlines that in determining an application for a permit, the local government is to have regard to:

(a) Any relevant policies of the local government;
(b) The desirability of the proposed activity;
(c) The location of the proposed activity;

(d) The principles set out in the Competition Principles Agreement; and
(e) Other such matters as the local government may consider to be relevant in the circumstances of the case.

Clause 6.6 of the local law also outlines that conditions may be imposed regarding a wide range of matters. Potential conditions under clause 6.6. include, but are not limited to requirements relating to the place, days and hours, the types of goods and services, vacating the area when the stall is not being carried on and the period for which the permit is valid. Additionally, prohibitions or restrictions may be imposed relating to the use of amplifiers, signage and lighting.

Current Policy Provisions - Locational Criteria
The current policy identifies that the following locational criteria apply to all applications for mobile food vehicles:

a) A minimum of 50m from an established food business; and
b) 500m from a business selling the same, or similar, food product during that business training hours.

The policy furthermore stipulates that Shire may, subject to compliance with the locational criteria, consider approving up to two (2) applications at locations within Northampton, Horrocks and Kalbarri. The following locations are identified within Kalbarri:

- Adjacent to the land backed wharf (Site C); and
- Red Bluff Beach Road.

The current locational criteria were introduced with the adoption of Local Planning Policy – Mobile Food Vehicles in March 2019. Since that time, the following factors have influenced the effectiveness of these criteria:

a) There has been an increase in the number of food businesses operating from retail locations;
b) Food Businesses in retail premises increasing the range of foods being offered;
c) Food Businesses in retail premises altering their business hours; and
d) Changes in the food products being offered by Mobile Food Vans.

The above changes have resulted in a significant decrease in acceptable locations and some mobile food operators effectively being prohibited from operating from the preferred locations, or their approved location.

Analysis of Locational Criteria
Shire of Officers have analysed the current criteria of 500m and can confirm that the only area of the foreshore located more than 500m from existing food businesses in retail premises is in the vicinity of Chinaman’s Beach.

An analysis of a 300m buffer, being the buffer distance used by several other local governments has also been undertaken. The analysis has identified that

a reduction in the separation distance from 500m to 300m will have negligible effect on the locations that may be available for mobile food vehicles. The only carpark located more than 500m from existing food premises is the IGA carpark, which would not be a suitable location for a mobile food business.

A plan showing the approximately location of both a 500m and 300m separation distance is shown attached.

ATTACHMENT: 9.6.1 (1)

Alternative Criteria

As an alternative to the use of separation distances, it is possible for Council to simply identify a set list of locations where mobile food vehicles will be permitted to trade under a Stallholders Permit. Potential locations include:

1. The current approved location of the Fisherman's wharf. A restriction could be imposed to restrict activities to the servicing of food not available in the adjacent premises and/or operation outside of the normal hours;
2. The southern IGA carpark. Being more than 300m from all food business other than the Pelican Café, operations could be supported outside of the Pelican Café operational hours, or serving food not available at the Pelican Café;
3. Chinaman's Beach and/or Chinaman's Point, being more than 300-500m from existing food premises could be approved to operate for any food vendor at any reasonable hour; and
4. The current approved location at Red Bluff Beach Road.

In addition to the above 4 locations, it is recommended that consideration be given to the use of the carpark adjacent to the toilet at Jacques Point. This location is visible from Red Bluff Road and is more than 300m from the property previously known as Rainbow Jungle.

Food Truck Events

As Councillors would be aware, Market Sisters operate nighttime markets in Kalbarri four times per year. Each market operates for a two day period with multiple mobile food vehicles in attendance.

In response to events held in 2026, Shire Officers have received multiple complaints from food businesses operating out of retail premises. The majority of the complaints express the view that two nights are excessive, and the markets are decreasing peak period incomes for those businesses.

At its meeting held on 16 October 2025, Council considered the views expressed by a number of business owners, resolving to approve the four Market Sister events in 2026.

The current Policy provisions identify that the requirement for mobile food vehicles to be separated from business selling like products does not apply to events. It is recommended that this provision be retained and that issues relating to competition with existing retail food premises be considered when

determining future applications for events. One potential outcome being that Council approve a reduced number of events in 2027.

Public Consultation
As outlined above, Council is requested to consider modifying the current policy approach. Prior to adopting a modified policy, it is recommended that Council advertise the intent to modify the current policy for the purposes of public consultation.

Conclusion
As detailed within the Comment Section above, the current policy identifies a single site that is pre-approved for the use of mobile food vehicles. However, application of the requirement for 500m separation from business selling like products prevent many of the current mobile food vendors from operating at this location.

It is proposed that the 500m requirement be reduced to 300m and that Council add the two locations within the Kalbarri townsite being the Southern IGA carpark and Chinaman's Beach/Point to the pre-approved locations. It is also recommended that a site adjacent to the Jacques Point toilet block be added as an additional pre-approved location.

STATUTORY ENVIRONMENT:
Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS:
As detailed within the Comment Section above.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered Moderate due to the potential for mobile food vehicles to compete with food businesses operating from retail premises.

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 costs associated with advertising of the proposed changes will be wholly contained within Council's approved budget for the 2026/27 financial year.

SUSTAINABILITY:
Environmental: Mobile food vehicles have potential to impact on the environment through noise associated with the use of generators.
Economic: Mobile food vehicles have potential to impact on local businesses operating from retail premises.
Social: Mobile food vehicles can offer products and customer experience that complement existing food premises whilst activating underutilised areas.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council request the Temporary Chief Executive Officer advertise the proposed following changes to the provisions of the Shire of Northampton's Environmental Health Policy – Mobile Food Vehicles for a period of 30 days by:

a) **Removing reference to the separation requirement of 50m an established business from clause 2.0(a) of the current policy;**

b) **Modify the reference to 500m separation from a business selling the same or similar food products to read 300m;**

c) **Include the following additional locations to section 3.0 of the Policy as they relate to Kalbarri Approved Locations:**

- **The Southern IGA carpark located on George Grey Drive;**
- **Chinaman's Beach carpark/Chinaman's Point; and**
- **Adjacent to the public toilet block located adjacent to Red Bluff Road at Jacques Point.**

ATTACHMENTS

1 ⇨ Attachment No 1 - Analysis of 500m and 300m seperation distances — 1 Page

APPENDICES

A ⇨ Appendix A - Current Mobile Food Policy — 8 Pages

ATTACHMENT

9.8.1 Horrocks Foreshore Working Group

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	N/A
ZONE:	Wole of Shire
BUSINESS AREA:	Works & Technical Services
FILE REFERENCE:	11.1.4.2
LEGISLATION:	*Local Government Act 1995*
AUTHOR:	Jamie Muir
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	29 October 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
On 31 May 2026, a significant storm event resulted in extensive coastal erosion and damage to public infrastructure along the Horrocks foreshore. The storm generated unusually high sea levels and wave conditions, resulting in substantial erosion of the primary dune system and damage to beach access infrastructure, pedestrian pathways, foreshore parking areas and the Horrocks Jetty. Initial inspections undertaken by Shire officers identified dune recession of approximately 3 to 10 metres in several locations, substantially reducing the natural protective buffer between the coastline and existing public infrastructure.

In July 2026, the Shire engaged Seashore Engineering to undertake a coastal assessment and identify appropriate interim adaptation measures to address the erosion damage and reduce the vulnerability of foreshore infrastructure to future storm events. The assessment included an examination of historical shoreline movements, storm conditions, coastal processes, existing infrastructure and potential remediation options. Site inspections were undertaken on 18 and 19 August 2026. Seashore Engineering subsequently prepared the Horrocks Beach – Interim Coastal Adaptation Report, dated September 2026, which identifies a range of short, medium and longer-term measures to manage coastal erosion and restore foreshore amenity.

The report is now presented to Council for acceptance and consideration of an appropriate community consultation process to assist in determining the preferred approach to future rectification works.

PUBLIC CONSULTATION UNDERTAKEN:
No formal public consultation has been undertaken specifically in relation to the recommendations contained within the Seashore Engineering report. However, a community meeting was convened by the residents on the 1 September 2026.

Given the significance of the Horrocks foreshore to the local community, recreational users, tourism operators and visitors, it is considered important that

community views are considered before Council determines the preferred scope and extent of future rectification works.

It is therefore proposed that Council establish a Horrocks Foreshore Working Group, comprising representatives of Council, Shire Administration and the Horrocks community, to consider the consultant's recommendations, identify community priorities and assess support for proposed remediation options.

The Working Group would provide a structured forum for community engagement and assist in developing a coordinated approach to coastal adaptation and foreshore management.

COMMENT (Includes Options):
The Seashore Engineering report confirms the Coastal Hazard Risk Management and Adaptation Planning (CHRMAP) findings and that the Horrocks coastline is subject to ongoing coastal erosion and periodic significant storm events. Historical shoreline analysis demonstrates that sections of the coastline have experienced substantial fluctuations, including erosion exceeding 15 metres of coastal foreshore which resulted in significant loss and damage to the Shire of Northampton’s infrastructure including pathways down to the beach and footpaths. during some historical periods, followed by varying degrees of natural recovery.

The May 2026 storm has highlighted the vulnerability of existing foreshore infrastructure, particularly between the Horrocks Jetty and the southern beach access ramp, where the remaining dune buffer is limited or, in some locations, effectively absent.

The consultant identifies several interim measures to address these issues, including:

1. Beach Nourishment and Dune Rehabilitation: Undertake beach scraping or sand nourishment along approximately 250 metres of foreshore, with an estimated 2,000 cubic metres of sand required to reinstate a five-metre-wide dune buffer.
2. Sand Supply: Investigate the use of suitable material from the White Cliffs Road sand pit, which offers a practical local source with reduced transport requirements.
3. Beach Access Infrastructure: Reinstate damaged beach access structures, including stairs and associated supports, in conjunction with dune rehabilitation works.
4. Existing Coastal Protection: Undertake repairs to damaged geosynthetic sand containers forming part of the existing seawall.
5. Foreshore Infrastructure Setbacks: Investigate opportunities to relocate sections of pedestrian pathways and car parking areas further inland to establish a more sustainable natural dune buffer.
6. Longer-Term Coastal Protection: Consider options for extending coastal protection infrastructure, including geosynthetic sand containers or rock-armoured revetments, where necessary.

The report also recommends further survey analysis and ongoing monitoring to assess shoreline movements and the effectiveness of any interim measures.

While the consultant's recommendations provide a sound technical basis for future works, the implementation of coastal protection measures requires careful consideration of cost, environmental impacts, community expectations, recreational access and long-term maintenance obligations. Importantly, some of the proposed measures, particularly the potential relocation of car parking areas, changes to beach access arrangements and construction of additional coastal protection structures, may have implications for the existing use and character of the Horrocks foreshore.

It is therefore considered appropriate that Council establish a Horrocks Foreshore Working Group to facilitate community involvement before committing to significant rectification works. The proposed Working Group would be tasked with reviewing the consultant's recommendations, identifying community priorities, assessing the level of support for alternative rectification options and providing recommendations to Council on a preferred staged approach.

The Working Group would operate in an advisory capacity, with all decisions relating to project scope, expenditure and implementation remaining with Council. The establishment of the Working Group should not prevent the Shire from undertaking necessary immediate maintenance, public safety or risk mitigation works where required. This approach will enable Council to balance technical advice with community expectations while developing a financially responsible and sustainable strategy for managing the Horrocks foreshore.

The proposed Horrocks Foreshore Working Group would comprise three Councillors and three community representatives, selected for their relevant expertise, local knowledge and understanding of community priorities, with particular emphasis on coastal management, environmental conservation, coastal infrastructure, community engagement and the historical behaviour of the Horrocks coastline, ensuring a balanced and informed approach that delivers sustainable, practical and community-supported outcomes.

ATTACHMENT : 9.8.1(1)

STATUTORY ENVIRONMENT:

Local Government Act 1995

Section 3.1 – General function

Provides for the general functions of local government in ensuring the good government of persons within its district, including the provision and management of public infrastructure and community facilities.

Planning and Development Act 2005

Provides the legislative framework for land use planning and development in Western Australia, including planning considerations relevant to coastal development and adaptation.

State Planning Policy 2.6 – State Coastal Planning Policy
Establishes the State Government's policy framework for managing coastal hazard risks, including coastal erosion and inundation, and promotes a risk-based approach to coastal planning and adaptation.

Environmental Protection Act 1986
Relevant environmental approvals and requirements will need to be considered before undertaking coastal works, particularly where activities may involve vegetation disturbance, sand extraction or placement, or modification of the coastal

POLICY / STRATEGIC IMPLICATIONS:
Council's Strategic Community Plan identifies responsibilities relating to responsible asset management, community engagement, environmental protection and sustainable infrastructure provision. The Working Group will assist Council in meeting the above mentioned responsibilities.

The proposed approach also supports the principles of the Shire's Coastal Hazard Risk Management and Adaptation Planning (CHRMAP) framework by recognising coastal erosion risks and considering appropriate adaptation responses.

The establishment of the Working Group will provide an opportunity to incorporate community expectations into future coastal management decisions and assist Council in identifying priorities for both interim remediation and longer-term coastal adaptation. Any proposed works will need to be considered within the Shire's broader asset management, financial planning and capital works programming processes.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered Major. The May 2026 storm has demonstrated the risks associated with coastal erosion and the potential consequences for public safety, infrastructure and service delivery.

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

The principal organisational risks include:

- Public Safety: Further dune erosion may compromise pedestrian pathways, beach access structures, parking areas and other public infrastructure.
- Infrastructure Damage: Future storm events may result in additional damage or loss to Shire assets where protective dune buffers have been substantially reduced.
- Financial Exposure: Delayed intervention or inappropriate remediation measures may result in increased future repair costs and potential loss of infrastructure.
- Environmental Risk: Poorly designed coastal protection works may adversely affect natural coastal processes, dune stability and beach amenity.
- Reputational and Community Risk: Implementing significant foreshore changes without appropriate consultation may result in community dissatisfaction and reduced confidence in Council decision-making.

Acceptance of the consultant's report and establishment of a Working Group will assist Council in managing these risks through informed decision-making, technical assessment and community engagement. However, the Working Group process should not delay urgent public safety measures or essential maintenance works required to address identified hazards.

FINANCIAL IMPLICATIONS:

There are no immediate significant financial implications associated with Council accepting the report or establishing the proposed Horrocks Foreshore Working Group, other than officer time and administrative resources required to coordinate meetings and community consultation. The Seashore Engineering report identifies a range of interim and longer-term coastal adaptation measures but does not provide detailed construction cost estimates.

The recommended interim works, including beach nourishment, dune rehabilitation, repairs to beach access infrastructure and existing coastal protection structures, will require further design, cost estimation and identification of suitable funding sources. The report identifies approximately 2,000 cubic metres of sand as an indicative quantity for beach nourishment, which will have implications for extraction, transport, placement and associated environmental management costs.

Potential external funding opportunities, including State Government coastal management and adaptation programs, should be investigated to minimise the financial burden on the Shire. Any proposed capital works arising from the Working Group's recommendations will be subject to further consideration by Council, including detailed cost estimates, funding availability and budget approval.

SUSTAINABILITY:
Environmental: The proposed approach recognises the dynamic nature of the Horrocks coastline and the importance of maintaining natural coastal processes wherever practicable. Beach nourishment, dune rehabilitation and appropriate infrastructure setbacks may provide opportunities to restore natural protective buffers while minimising the need for more extensive engineered coastal protection structures. Any proposed works will require consideration of potential environmental impacts, including sand movement, dune vegetation, beach ecology and the longer-term sustainability of intervention measures.
Economic: The Horrocks foreshore is an important recreational and tourism asset supporting the local economy. Maintaining safe beach access, public infrastructure and attractive foreshore facilities is important to the ongoing economic and tourism value of the locality. A planned and staged approach to coastal adaptation will assist in prioritising expenditure, investigating external funding opportunities and reducing the potential financial impacts of future coastal erosion events.
Social: The Horrocks foreshore is highly valued by residents, holiday homeowners, recreational users and visitors. Establishing a community Working Group will provide an opportunity for local knowledge, community priorities and expectations to be considered in the development of appropriate remediation strategies. This collaborative approach will assist in building community understanding and support for future works while balancing coastal protection requirements with the preservation of beach access, recreational opportunities and the character of Horrocks.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council

1. **Endorses the establishment of a Horrocks Foreshore Working Group, comprising representatives of Council, Shire Administration and the Horrocks community, for the purpose of:**

    a. **Reviewing the findings and recommendations of the Seashore Engineering report;**

    b. **Considering potential interim and longer-term foreshore rectification and coastal adaptation measures;**

    c. **Facilitating community consultation and assessing community support for proposed works;**

d. **Identifying preferred priorities and options for foreshore remediation; and**

e. **Providing recommendations to Council regarding a proposed staged program of rectification works.**

2. **Requests the Chief Executive Officer in consultation with the Shire President, to coordinate the establishment of the Horrocks Foreshore Working Group, including development of appropriate terms of reference and arrangements for community representation;**

3. **Requests that the outcomes and recommendations of the Horrocks Foreshore Working Group, together with indicative project costs and potential funding opportunities, be presented to Council for further consideration prior to the commencement of significant foreshore rectification works; and**

4. **Receives and accepts the Horrocks Beach – Interim Coastal Adaptation Report, prepared by Seashore Engineering, Report SE202_01_R02, September 2026, as the technical basis for consideration of interim coastal erosion management and foreshore rectification works at Horrocks Beach**

ATTACHMENTS

1 ⇨ Horrocks Beach - Interim Coastal Adaption Report 29 Pages

9.8.2 Budget Amendment Third Avenue, Northampton

PROPONENT	Shire of Northampton
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Third Avenue Northampton
ZONE:	Residential
BUSINESS AREA:	Works & Technical services
FILE REFERENCE:	12.1.3
LEGISLATION:	*Local Government Act 1995*
AUTHOR:	Jamie Muir
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	9 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
Third Avenue, Northampton, has experienced ongoing drainage and pavement deterioration issues due to concentrated surface water runoff and groundwater infiltration from surrounding catchment areas. These conditions are exacerbated by a natural spring, which contributes to persistent saturation of the pavement structure.

The Shire previously identified the need for drainage improvements and pavement rehabilitation in conjunction with the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) program. An allocation of $35,000 was included in the Shires 2026/27 Budget for subsoil drainage works to complement the DRFAWA-funded reconstruction. Subsequent investigations have identified additional drainage deficiencies requiring more extensive remediation.

The works, originally scheduled for May 2026, were deferred due to excessively wet ground conditions. This has provided an opportunity to develop a more comprehensive drainage and pavement rehabilitation solution to address the underlying causes of deterioration.

An additional allocation of $65,000 is proposed, bringing the total Shire budget provision to $100,000. It is recommended that this be funded through a corresponding reduction in the Road Maintenance budget (Account 5850), which is currently reporting a favourable year-to-date variance of approximately $400,000. This reallocation will enable the works to proceed within existing budget provisions without increasing the Shire's overall municipal expenditure.

PUBLIC CONSULTATION UNDERTAKEN:
No formal public consultation has been undertaken specifically in relation to the proposed budget amendment. The works involve the rehabilitation and improvement of existing road and drainage infrastructure within the Third Avenue road reserve. Affected residents and property owners will be advised of the proposed construction activities, anticipated timeframes and any temporary access restrictions prior to commencement. The Shire will continue

to liaise with adjoining property owners as necessary to manage drainage and access arrangements during construction.

COMMENT (Includes Options):
The existing drainage conditions along Third Avenue present a significant challenge to the long-term performance of the road pavement. The surrounding topography directs surface runoff towards this section of the road, while groundwater associated with the natural spring contributes to persistent moisture within the pavement and underlying subgrade. As a result, the existing pavement remains susceptible to saturation, reduced bearing capacity and premature deterioration, particularly following periods of sustained rainfall. Conventional pavement repairs or resurfacing alone are unlikely to provide a sustainable long-term solution without first addressing the underlying groundwater and drainage conditions.

The proposed works have therefore been developed to provide an integrated drainage and pavement reconstruction solution designed to improve subsurface drainage, strengthen the pavement structure and extend the service life of the road.

The proposed works will include:

1. Removal of Unsuitable Pavement Materials**:** Excavation and removal of the existing substandard basecourse material and any unsuitable saturated pavement materials.
2. Installation of Geotextile Separation Layer**:** Placement of an appropriate geotextile liner to provide separation between the underlying subgrade and the reconstructed pavement drainage layers, reducing the migration of fine materials and maintaining drainage performance.
3. Construction of Rock Drainage Layer: Installation of a suitably graded rock drainage layer to facilitate the movement and collection of groundwater beneath the pavement structure.
4. Installation of Subsoil Drainage System**:** Construction of a subsoil drainage network to intercept and convey groundwater away from the pavement structure to an appropriate drainage discharge point.
5. Cement-Stabilised Basecourse**:** Placement and cement stabilisation of the reconstructed pavement basecourse to improve pavement strength, moisture resistance and long-term structural performance.
6. Kerbing and Surface Drainage Improvements**:** Installation of kerbing to improve the management and direction of surface runoff and minimise uncontrolled water infiltration into the pavement.
7. Bituminous Sealing**:** Application of a new bituminous seal to provide a durable, weather-resistant road surface.

The combination of subsoil drainage, improved pavement materials and cement stabilisation is intended to address both the surface and subsurface water conditions responsible for the existing pavement failures.

Integration with DRFAWA Works
The proposed drainage improvements will be undertaken in conjunction with the previously postponed DRFAWA works, providing an opportunity to

coordinate construction activities and minimise duplication of mobilisation, excavation and pavement reconstruction costs.

Importantly, the additional works are intended to address the underlying drainage deficiencies that contribute to pavement saturation and deterioration, complementing the disaster recovery works and improving the long-term resilience of the road. The additional $65,000 allocation will enable these improvements to be delivered as part of an integrated construction program, rather than undertaking separate works at a later date.

The Shire will ensure that expenditure is appropriately allocated between the DRFAWA and Roads to Recovery funding programs, in accordance with the respective funding requirements. Given the persistent groundwater conditions at this location, it is considered important that the works are undertaken comprehensively to avoid recurring pavement failures and ongoing maintenance expenditure. Accordingly, it is recommended that Council approve the proposed budget amendment of $65,000 to enable the drainage improvements to proceed.

STATUTORY ENVIRONMENT:
Local Government Act 1995
Section 6.8 – Expenditure from Municipal Fund Not Included in Annual Budget Provides for Council authorisation of expenditure not included in the adopted annual budget. Where applicable, such expenditure requires authorisation by absolute majority.

POLICY / STRATEGIC IMPLICATIONS:
The proposed drainage improvements are consistent with the Shire's strategic objectives relating to the maintenance, renewal and improvement of road infrastructure. The works support sound asset management principles by addressing the underlying causes of pavement deterioration rather than relying on repeated reactive maintenance.

ORGANISATIONAL RISK MANAGEMENT:
Risk rating is considered moderate as the existing pavement and drainage conditions present several risks to the Shire if the proposed improvements are not undertaken.

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

Infrastructure Risk: Persistent groundwater saturation and inadequate drainage may result in further pavement deterioration, structural failure and ongoing maintenance requirements.
Road Safety Risk: Pavement deformation, surface defects and standing water may increase the risk of vehicle incidents and create potential liability exposure for the Shire.
Financial Risk: Undertaking pavement repairs without addressing the underlying drainage conditions may result in premature failure and additional expenditure.
Construction Risk: The presence of groundwater and potentially unstable saturated materials may present construction challenges, including excavation stability, unsuitable subgrade conditions and delays.
Funding and Compliance Risk: The project involves two separate external funding programs, requiring appropriate allocation of expenditure and compliance with relevant funding conditions to avoid duplication of claims or ineligible expenditure.

These risks will be managed through appropriate construction methodology, drainage design, project supervision and financial monitoring.
The proposed works are considered a proactive and sustainable approach to reducing the Shire's long-term infrastructure and financial exposure.

FINANCIAL IMPLICATIONS:
The proposed project requires an additional budget allocation of $65,000 to the 2026/27 Annual Budget to undertake drainage improvements and pavement reconstruction works in conjunction with the DRFAWA program.

The proposed additional allocation of $65,000 will be funded through a corresponding reduction in the Road Maintenance budget (Account 5850), which is currently reporting a favourable year-to-date variance of approximately $400,000. The budget amendment will have a neutral impact on the Shire’s overall municipal expenditure, with no additional funding required.

SUSTAINABILITY:
Environmental: The proposed improvements will provide more effective management of surface and subsurface water, reducing uncontrolled water infiltration into the road pavement and minimising the potential for ongoing erosion and pavement degradation.
The installation of a subsoil drainage system will assist in managing groundwater associated with the natural spring and surrounding catchment.
Appropriate drainage discharge arrangements will be incorporated to minimise adverse impacts on adjoining land and the receiving environment.
Economic: The proposed works represent a proactive investment in the long-term performance of the Shire's road infrastructure.
By addressing the underlying drainage deficiencies, the project is expected to reduce the frequency of pavement repairs and associated maintenance costs.
Social: The project will improve road safety, accessibility and reliability for residents and other road users.

Improved drainage and pavement conditions will reduce the likelihood of recurring pavement failures and associated disruption to local traffic.
The works will also provide a more resilient road asset capable of maintaining an appropriate level of service during periods of prolonged wet weather

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council amend the 2026/27 annual budget in accordance with the following table.

Budget Item	Adopted Budget	Amended Budget	Variation
Third Ave Repairs (Job No. R355)	**$35,000**	**$100,000**	**$65,000**
Road Maintenance (Account 5850)	**$2,975,112**	**$2,910,112**	**($65,000)**
Nett ($)	**$3,010,112**	**$3,010,112**	**$3,010,112**

ATTACHMENT
APPENDIX

9.9.1 Unconfirmed Minutes Local Emergency Management Committee Meeting held on 21 October 2026

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Community, Development and Regulation
FILE REFERENCE:	5.1.7.1
LEGISLATION:	*Local Government Act 1995; and Emergency Management Act 2005*
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	27 October 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The Local Emergency Management Committee (LEMC) is a local government advisory committee formed under both the *Local Government Act 1995 and Emergency Management Act 2005.* The primary functions of the Northampton LEMC are as set down in Section 39 of the *Emergency Management Act 2005*, being:

(a) to advise and assist the Council in ensuring that local emergency arrangements are established;
(b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
(c) to carry out other emergency management activities as directed by the SEMC or prescribed by regulations.

A copy of the current Terms of Reference, as adopted by Council at its meeting on 18 June 2026 as shown appended.

APPENDIX: 9.9.1 (A)

A meeting of the LEMC was held on 21 October 2026 in Council's Northampton Chambers. Council is requested to consider the unconfirmed draft minutes as shown attached.

ATTACHMENT: 9.9.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
As reflected at Attachment: 9.9.1 (1), the meeting was well attended with relevant government agencies and health care services providing updates to the committee on current issues and preparations for the coming peak fire

season. No resolutions were passed by the committee that require consideration of Council.

STATUTORY ENVIRONMENT:
Local Government Act 1995 and *Emergency Management Act 2005*.

POLICY / STRATEGIC IMPLICATIONS:
Efficient operation of the LEMC ensures that the local government and its community are prepared for emergency events and recovery efforts. Continued operation of the LEMC supports the shire preparing for and managing emergency events, consistent with the following Desired Outcome as contained within the Shire of Northampton Strategic Community Plan 2025-2035:

> ***3.3 Healthy and safe community***
> *We feel safe in our Shire and have reliable access to services that support our health and wellbeing.*

ORGANISATIONAL RISK MANAGEMENT:
The risk rating associated with receiving the minutes and amending the Terms of Reference 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: Nil.
Social: Nil.

VOTING REQUIREMENTS: **SIMPLE MAJORITY**

OFFICER RECOMMENDATION:

That Council receive and note the unconfirmed minutes from the meeting of the Northampton Local Emergency Management Committee held on 21 October 2026 as shown at Attachment: 9.9.1 (1).

ATTACHMENTS

1 ⇨	Attachment No 1 - Unconfirmed Minutes of LEMC held 21 October 2026	6 Pages

APPENDICES

A ⇨	Appendix A - ToR for LEMC adopted 18 June 2026	5 Pages

ATTACHMENT
APPENDIX

9.9.2 Community Grants Advisory Committee

PROPONENT	Shire of Northampton
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
ZONE:	Northampton
BUSINESS AREA:	Community, Development and Regulation
FILE REFERENCE:	4.1.14
LEGISLATION:	Local Government Act 1995
AUTHOR:	Andrea Teakle/Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	2 November 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:
In accordance with the adopted Terms of Reference, the Community Grants Advisory Committee's primary purpose is to review applications for grant funding under the Shire's Community Grants Program in accordance with Council Policy – Community Grants Program. Applications for grant funding Round 1 of the 2026/27 financial year closed on 30 September 2026.

At its Ordinary Meeting held on 16 July 2026, Council resolved to amend the Terms of Reference for the Advisory Committee to update its membership and adopt a revised Council Policy in relation to the Community Grants Program. A copy of the revised policy, as adopted by Council, is shown appended.

APPENDIX: 9.9.2 (A)

The Community Grants Advisory Committee met on 26 October 2026 to review and recommend applicants for Round 1, 2026/27. A copy of the unconfirmed minutes from that meeting is shown attached.

ATTACHMENT: 9.9.2 (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 in the table below, the committee passed the following recommendations during the meeting. Recommendations 2 and 3 require the further consideration of Council.

Committee Recommendation		Officer Comment
1.	That the minutes of the Community Grants Advisory Committee held 30 June 2026 be received as a true and correct record.	No further action required.
2.	That Council award a total of 13 grants for Round 1 of the 2026-27 Community Grants financial year totalling $35,000.	The recommendation is supported. A detailed breakdown of the grants to be awarded is reflected below.
3.	Hollomby Foundation - Geraldton University Centre should be provided through the Shire's Annual Budget process, and not through the Community Grant Fund program.	The recommendation is supported. The Shire of Northampton already allocates $2,000 per year within Schedule 4 of the adopted budget.

Community Grants

The Shire received 14 grant applications totalling $54,000 across Community Infrastructure, Community Events and Seniors and Youth categories. As reflected above, the Advisory Committee has recommended that 13 grants be awarded from Round 1 of the Community Grant Program for the 2026/27 financial year. The grants recommended for approval are:

1. Alma Sandy Gully Bush Fire Brigade: Infrastructure Toilets $4,000
2. Northampton Creative Obsession: Roof and ceiling repairs $2,000
3. Northampton Botanic Line: Advancing the line in 2027 $2,000
4. Reinstate Railway Line: Extension of Railway line $2,000
5. Rams Basketball: Reduce Fees $1,000
6. Mission Australia: Seniors Week Celebration $1,000
7. Kalbarri Development Association: Laneway Christmas $2,000
8. Josh Kennedy Foundation: 2027 Youth Week event $4,000
9. Northampton Lions Club: Table Tennis competitions $2,000
10. Kalbarri Offshore 40th Offshore Angling Classics $4,000
11. Kalbarri Board Riders: Regional Skating Comp $4,000
12. Kalbarri Development Association: Australia Day $4,000
13. Horrocks Community Centre: New Year Event 2027 $3,000

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

Geraldton Universities Scholarship

As reflected within the unconfirmed minutes, the Advisory Committee has recommended that the university scholarship should not be sourced from the Community Grants Program.

Within the current 2026/27 annual budget, an allocation of $2,000 is made for use towards “Geraldton University Scholarships”. Maintenance of this approach would be consistent with the Advisory Committee recommendation. A separate agenda item has been prepared on the Hollomby Scholarships for Council consideration.

Bowling Club Night Lights Program

At its June 2025 meeting, Council considered a request from the North Hampton Bowling Club for a contribution towards upgrading/replacement of the existing lights over the club’s bowling rinks with energy efficient lighting. Council resolved (Resolution 06/25-74) to pre-commit a total of $4,000 from the 2025/26 Community Grants program.

Subsequently the funding body for the Sports Lights Club Program has undertaken a review of the program, with funding expected to reopen in 2027.

In addition to the resolutions passed by the Advisory Committee, the committee indicated a desire to consult with the Northampton Bowling Club to determine its interest in pursuing a future funding application.

STATUTORY ENVIRONMENT:

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

POLICY / STRATEGIC IMPLICATIONS:

In accordance with the adopted Terms of Reference, the Community Grants Advisory Committee enables Council to approach community grant requests strategically and implement them 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:
The Community Grant allocations as supported by the Community Grants Advisory Committee will be wholly contained within the Community Grant Allocation as contained within Shire of Northampton's adopted 2026/27 Annual Budget.

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

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **Receive and note the unconfirmed minutes of the Community Grants Advisory Committee held on 30 October 2026 as shown at Attachment 9.9.1 (1);**
2. **Award the following grants under the Shire of Northampton Community Grants Round 1 program for 2026/2027:**

Community Group		Project	Grant Amount
1	Alma Sandy Gully Bushfire Brigade	Infrastructure – reinstate toilets	$4,000
2	Northampton Creative Obsessions	Replace roof and ceiling at Hampton Gallery	$2,000
3	Northampton Botanic line	Advancing the line 2027	$2,000
4	Reinstate Railway Line	Extension of Rail line	$2,000
5	Kalbarri Offshore Fishing Club	40th Kalbarri Sports Fishing Classic 2027	$4,000

6	**Northampton Basketball Club**	**Fee Reduction for Juniors**	**$1,000**
7	**Kalbarri Development Association**	**Laneway Christmas Event**	**$2,000**
8	**Josh Kennedy Foundation**	**Youth Week Celebrations**	**$4,000**
9	**Northampton Lions Club**	**Table Tennis**	**$2,000**
10	**Mission Australia**	**10 Years of Grandparents raising Grandchildren**	**$1,000**
11	**Kalbarri Board Riders**	**Regional Skating Competition**	**$4,000**
12	**Kalbarri Development Association**	**Australia Day Event**	**$4,000**
13	**Horrocks Community Centre**	**New Year's Eve Family Event**	**$3,000**
		Total	**$ 35,000**

3. **Liaises with the Northampton Bowling Club over their intention to apply for funding towards upgrading of the existing club rink lighting with energy efficient LED lights and await a further agenda item on the previous allocation of $4,000 granted through Council Resolution 06/25-74 passed in June 2025.**

ATTACHMENTS

1⇨ Unconfirmed Minutes of the Community Grants Advisory Committee, 26 October 2026 — 4 Pages

APPENDICES

A⇨ Appendix A - Council Policy - Community Grants Program as adopted on 16 July 2026 — 7 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.