Shire of Northampton
Unique, Diverse, Proud

ATTACHMENTS

COUNCIL MEETING

19 November 2026

CONTENTS

9.1.1 - Certification of Compliance with Shire of Northampton Standards for CEO Recruitment and Local Government Administration Regulations
9.1.1(1) 3
9.1.2 - Acceptance of Tender 16/2026 Kalbarri Doctors Practice.
9.1.2(1) 4
9.1.2(2) 5
9.2.1 - Monthly Financial Report for the Period ending 30 September 2026
9.2.1(1) 30
9.2.2 - Proposed October 2026 List of Accounts for Endorsement on 19 November 2026
9.2.2(1) 54
9.2.3 - Monthly Financial Report for the Period ending 31 October 2026
9.2.3(1) 62
9.2.5 - Proposed Disposal of Industrial Unit (Unit 1) at Lot 83 Kitson Circuit Northampton By Way of Lease
9.2.5(1) 86
9.2.5(2) 87
9.2.6 - Proposed Disposal of Industrial Unit (Unit 2) at Lot 83 Kitson Circuit Northampton By Way of Lease
9.2.6(1) 90
9.2.6(2) 91
9.2.7 - Proposed New Policy - 1.9 Communications Agreement Between Council and the CEO
9.2.7(1) 94
9.2.8 - Proposed License to Occupy - Lot 200 being a Portion of Reserve 52436 Grey Street, Kalbarri
9.2.8(1) 100
9.3.1 - Executive Manager of Community, Development & Regulation Quarterly Report for period 1 July 2026 to 30 September 2026
9.3.1(1) 101
9.3.3 - Proposed use of Carpark area in front of Seahaus Tavern for music event.
9.3.3(1) 107
9.3.3(2) 108
9.3.4 - TEN4TEN Partnership with Shire of Northampton
9.3.4(1) 117
9.4.1 - Delegated Planning Decisions for October 2026
9.4.1(1) 119
9.4.1(2) 120
9.4.2 - Proposed Industry - Extractive (Sand) on Lot 75 (No. 119) Suckling Road, Sandy Gully
9.4.2(1) 121
9.4.2(2) 135
9.4.3 - Request for Local Planning Scheme Amendment to Allow Residential Use - Sun River Chalets - Lot 474 (No 116) Nanda Drive, Kalbarri

9.4.3(1) 137
9.4.3(2) 139
9.4.4 - Proposed Installation of Storage Container by Kalbarri Cricket Club
9.4.4(1) 140
9.5.1 - Building Approvals Report October 2026
9.5.1(1) 144
9.5.1(2) 145
9.6.1 - Proposed Review of Mobile Food Vehicle Policy
9.6.1(1) 146
9.8.1 - Horrocks Foreshore Working Group
9.8.1(1) 147
9.9.1 - Unconfirmed Minutes Local Emergency Management Committee Meeting held on 21 October 2026
9.9.1(1) 176
9.9.2 - Community Grants Advisory Committee
9.9.2(1) 182

APPENDICES

9.1.1 - Certification of Compliance with Shire of Northampton Standards for CEO Recruitment and Local Government Administration Regulations
9.1.1(A) 186
9.1.2 - Acceptance of Tender 16/2026 Kalbarri Doctors Practice.
9.1.2(A) 195
9.2.5 - Proposed Disposal of Industrial Unit (Unit 1) at Lot 83 Kitson Circuit Northampton By Way of Lease
9.2.5(A) 208
9.2.5(B) 216
9.2.8 - Proposed License to Occupy - Lot 200 being a Portion of Reserve 52436 Grey Street, Kalbarri
9.2.8(A) 218
9.2.8(B) 226
9.3.4 - TEN4TEN Partnership with Shire of Northampton
9.3.4(A) 234
9.6.1 - Proposed Review of Mobile Food Vehicle Policy
9.6.1(A) 235
9.9.1 - Unconfirmed Minutes Local Emergency Management Committee Meeting held on 21 October 2026
9.9.1(A) 243
9.9.2 - Community Grants Advisory Committee
9.9.2(A) 248

Compliance with CEO standards

CEO Recruitment - Shire of Northampton

Requirement	Respective point in CEO standards	Comment
Determination of selection criteria and approval of job description form		
The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.	5.1	Initial briefing meeting occurred on 4 June 2026 with Selection Panel members and Beilby Downing Teal Consultant, where qualities / attributes / experience required was discussed in order to form Selection Criteria.
The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out — (a) the duties and responsibilities of the position; and (b) the selection criteria for the position determined in accordance with subclause (1)	5.2 (a) and (b)	Special Council Meeting on 9 June 2026 occurred where job description and selection criteria were approved by an absolute majority.
Advertising requirements		
If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A, that it is advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.	6.1	The position was vacant. The position was advertised in accordance with the regulations with all required information including: • details of the remuneration and benefits offered • details of the place where applications are to be submitted • the date and time applications close • the duration of the proposed contract • a web address where the JDF can be accessed • contact details for a person who can provide further information • any other relevant information.
If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant	6.2	The position was advertised from 11 June 2026 with a closing date of 2 July 2026. Advertisements were posted in the press and online: • "The West Australian" publication (Wednesday 17 June 2026) • Shire of Northampton website • Shire of Northampton's social media (Facebook) page • Local Community Noticeboard in Northampton • Local Community Noticeboard in Kalbarri • Shire of Northampton noticeboards at Northampton and Kalbarri Shire offices • Community newsletter Northampton (Northampton News) • Community newsletter Kalbarri (Kalbarri Town Talk) • Seek online advertising platform • LinkedIn online advertising platform • Beilby Downing Teal website
Job description form to be made available by local government		
If a person requests the local government to provide to the person a copy of the job description form, the local government must — (a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or	7 (a)	The advertisements contained details of where the Application Pack containing the job description could be found (on Beilby Downing Teal's website).
(b) if the person advises the local government that the person is unable to access that website address — (i) email a copy of the job description form to an email address provided by the person; or (ii) mail a copy of the job description form to a postal address provided by the person	7 (b)	Any people who requested the Pack were emailed the Pack by the Beilby Downing Teal Consultant.
Establishment of selection panel for employment of CEO		
(1) In this clause — independent person means a person other than any of the following — (a) a council member; (b) an employee of the local government; (c) a human resources consultant engaged by the local government	8.1	Independent Panel member Jamie Criddle met this criteria.
The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO	8.2	A Selection Panel was established at a Council meeting held on 21 May 2026
The selection panel must comprise — (a) council members (the number of which must be determined by the local government); and (b) at least 1 independent person.	8.3	The Selection Panel was made up of the Shire President, Deputy Shire President, four more Elected Members and Independent Panel member, Jamie Criddle. At a Council meeting held on 21 May 2025 Independent Panel Member appointed.
Recommendation by selection panel		
Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel	9.1	Beilby Downing Teal's Consultant provided an assessment against the selection criteria which was discussed and agreed by the Selection Committee at the Shortlist Meeting on 22 July 2026.
Following the assessment referred to in subclause (1), the selection panel must provide to the local government — (a) a summary of the selection panel's assessment of each applicant; and (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO	9.2	Beilby Downing Teal's Selection Report contains a deidentified version of the shortlist document containing all applicants containing a summary of which candidates were suitable or not suitable.
If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government — (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria	9.3	Not applicable
The selection panel must act under subclauses (1), (2) and (3) — (a) in an impartial and transparent manner; and (b) in accordance with the principles set out in section 5.40 of the Act	9.4	The recruitment process was carried out in an impartial and transparent manner and in accordance with the principles set out in section 5.40 of the Act.
The selection panel must not recommend an applicant to the local government under subclause (2)(b) 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; and	9.5 (a)	The recommended applicant has had background checks and reference checks completed and was assessed as meeting the selection criteria.
verified any academic, or other tertiary level, qualifications the applicant claims to hold; and	9.5 (b)	The recommended applicant's background checks included verification of qualifications.
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.	9.5 (c)	The recommended applicant's background checks included social media check, police check, bankruptcy check and Australian work rights were also verified. Additionally, two reference checks were taken and endorsed.
The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.	9.6	Elected Members endorsed the recommendation of the Selection Panel by absolute majority at a Special Council Meeting on 7 October 2026.
Application of cl. 5 where new process carried out		
(1) 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. (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria — (a) clause 5 does not apply to the new recruitment and selection process; and (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.	10	Not applicable
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 — (a) the making of the offer of employment to the applicant; and	11 (a)	Elected Members are invited to approve the making of the offer of employment to the applicant.
(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.	11 (b)	Elected Members approved the terms of the contract at a Special Council Meeting 7 October 2026.
Variations to proposed terms of contract of employment		
This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).	12.1	Elected Members approved the terms of the contract at a Special Council Meeting 7 October 2026.
Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract	12.2	Elected Members approved the terms of the contract at a Special Council Meeting 7 October 2026.
Recruitment to be undertaken on expiry of certain CEO contracts	13	
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.	14	To the Consultant's knowledge this is met.
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.	14	To the Consultant's knowledge this is met.

Shire of Northampton
Unique, Diverse, Proud

Request for Tender

RFT 16-2026 Proposed Lease of Shire of Northampton Property (24 Hackney St, Kalbarri) for the purpose of Medical Practice (Doctors Surgery)

The Shire of Northampton is seeking to lease by way of tender 24 Hackney Street Kalbarri, for use as a Doctors Surgery or Medical Practice.

Tenders for the leasing of the Property will be on the basis that the property is used for its intended purpose.

The Property is described as Reserve 38945, Lot 833 on Deposited Plan 186509.

Tenders Close on **16 October 2026** at **4pm**

Tender documents can be obtained by contacting the Shire of Northampton at council@northampton.wa.gov.au

Further information can be obtained by contacting the undersigned on 08 99341202.

Tenders may be lodged via email to council@northampton.wa.gov.au or by post and addressed as follows: Tender RFT 16-2026, Temporary Chief Executive Officer, Shire of Northampton PO Box 61, Northampton WA 6535 or via hand delivery to Shire of Northampton, 199 Hampton Road, Northampton WA 6535.

Canvassing of Council Members or Shire staff will disqualify tenderers.

Kenn Donohoe, Temporary Chief Executive Officer

Request for Tender

Request for Tender:	DISPOSAL BY LEASE OF 24 HACKNEY STREET, KALBARRI For use as a Doctor's Surgery or Medical Practice
Deadline:	Advertising: Saturday 26 September 2026 Closes: Friday 16 October 2026 at 4pm
Approved Address for Delivery/Lodgement:	Shire of Northampton **Email:** council@northampton.wa.gov.au **Hand Delivery:** Shire of Northampton 199 Hampton Road Northampton WA 6535 **Postal Delivery** Shire of Northampton PO Box 61 Northampton WA 6535
RFT Number:	16-2026

CONTENTS

1. CONDITIONS OF TENDERING 5
1.1 Definitions 5
1.2 Tender Documents 6
1.3 How to Prepare Your Tender 6
1.4 Contact Officer 7
1.5 Requests for Clarification 7
1.6 Prequalification Requirements 7
1.7 Deposits for Requests 7
1.8 Tender Briefing / Property Inspection 7
1.9 Lodgement of Tenders and Delivery Method 7
1.10 Rejection of Tenders 8
1.11 Late Tenders 8
1.12 Statutory Basis and Acceptance of Tenders 8
1.13 Disclosure and Notification of Tender Outcome 8
1.14 Tender Validity Period 9
1.15 Precedence of Tender Documents 9
1.16 Tenderers to Inform Themselves 9
1.17 Alterations and Addenda 9
1.18 Tenderer Risk and Financial Capacity Assessment 9
1.19 Evaluation Process 9
1.20 Selection Criteria 10
1.21 Compliance Criteria 10
1.22 Qualitative Criteria 10
1.23 Financial and Whole-of-Proposal Considerations 10
1.24 Financial Offer Basis 10
1.25 Ownership of Tenders 10
1.26 Canvassing of Officials 10
1.27 Identity of Tenderer / Proposed Lessee 11
1.28 Costs of Tendering 11
1.29 Tender Opening 11
1.30 In-House Tenders 11
2. STATEMENT OF REQUIREMENTS - PROPERTY AND PROPOSED LEASE 11
2.1 Introduction and Objective 11
2.2 Kalbarri and the Opportunity 11
2.3 Background Information 12
2.4 Applicable Definitions 12

2.5 Property and Proposed Use 13
2.6 Proposed Lease Framework 13
2.7 Shire Support and Subsidy 14
2.8 Shire Residence 14
2.9 Medical Equipment 14
2.10 Medical Practice and Service Delivery Requirements 14
2.11 Proposed Implementation Timetable 15
2.12 Further Information Available to Tenderers 15
2.13 Minimum Medical Practice Requirements 16
3. GENERAL CONDITIONS - PROPOSED LEASE AND OCCUPATION 16
3.1 Formal Lease 16
3.2 Property Condition and Due Diligence 16
3.3 Alterations, Fit-out and Signage 16
3.4 Utilities, Outgoings, Maintenance and Cleaning 16
3.5 Assignment, Subletting and Related Occupiers 16
3.6 Insurances 16
3.7 Compliance and Professional Requirements 16
3.8 Default, Termination and End of Lease 16
4. SPECIAL CONDITIONS OF TENDER 17
4.1 Lease and Availability 17
4.2 Crown Land and Required Approvals 17
4.3 No Approval of Requested Support by Tender Submission 17
4.4 Negotiation Following Selection 17
5. EVALUATION CRITERIA AND METHODOLOGY 17
5.1 Essential Compliance Criteria 17
5.2 Weighted Criteria 18
5.3 Rating Methodology - Tendering Policy 2.4 18
6. TENDERER'S OFFER AND RESPONSE SCHEDULES 19
6.1 Form of Tender 19
Schedule 1 - Tenderer Identity and Corporate Details 20
Schedule 2 - Corporate Capacity and Risk Information 20
Schedule 3 - Practitioners, Qualifications and Registrations 21
Schedule 4 - Insurance 21
Schedule 5 - Capability and Relevant Experience (C1 - 20%) 22
Schedule 6 - Proposed Medical Practice and Service Delivery Model (C2 - 25%) 22
Schedule 7 - Financial and Operational Sustainability (C3 - 20%) 22
Schedule 8 - Benefit to Kalbarri (C4 - 20%) 23

Schedule 9 - Financial Offer and Shire Support (C5 - 15%)..... 23
Schedule 11 - Conflicts, Addenda and Declaration..... 25

1. CONDITIONS OF TENDERING

1.1 Definitions

Term	Meaning
Act	Local Government Act 1995 (WA).
Addendum	A written amendment, clarification or supplementary information issued by the Shire in relation to this RFT.
Associated Agreement	Any agreement entered into between the Shire and the Successful Tenderer in connection with the Lease, including an agreement recording approved Shire support or material medical-service commitments.
Closing Time	The deadline for lodgement stated on the cover, as amended by any Addendum.
Contact Officer	The person nominated by the Shire as the authorised contact for this RFT.
Lease	The formal lease to be entered into between the Shire and the Successful Tenderer, subject to all required approvals.
Medical Practice	The doctors' surgery or medical practice proposed to be established and operated from the Premises by the Successful Tenderer.
Premises	24 Hackney Street, Kalbarri, presently described in the existing lease as Reserve 38945, Lot 833 on Deposited Plan 186509, Certificate of Title Volume LR3044 Folio 627
The Shire	Shire of Northampton.
Response Schedules	The Form of Tender and Schedules contained in Part 6 which are to be completed and returned by the Tenderer.
RFT / Request	This Request for Tender, including its schedules, appendices and Addenda.

Shire Support/Subsidy	Any financial or non-financial assistance, contribution, concession or subsidy requested from or approved by the Shire in connection with a Tender, including reduced or subsidised rent, utilities or outgoings assistance, subsidised residential accommodation, use of medical equipment, fit-out or establishment assistance, recruitment or retention assistance, or any other financial or non-financial support. A reference in this RFT to "Shire Support", "support" or "subsidy" is a reference to Shire Support/Subsidy unless the context requires otherwise.
Tender	The Tenderer's completed Offer, responses, schedules and attachments submitted in response to this RFT.
Tenderer	A person or entity that submits, or intends to submit, a Tender.
Tender Open Period	The period between the public invitation of this RFT and the Closing Time.
Successful Tenderer	The Tenderer selected by the Shire, subject to required approvals and execution of formal Lease documentation.

1.2 Tender Documents

This RFT is comprised of the following parts:

- Part 1 - Conditions of Tendering (read and keep).
- Part 2 - Statement of Requirements - Property and Proposed Lease (read and keep).
- Part 3 - General Conditions - Proposed Lease and Occupation (read and keep).
- Part 4 - Special Conditions of Tender (read and keep).
- Part 5 - Evaluation Criteria and Methodology (read and keep).
- Part 6 - Tenderer's Offer and Response Schedules (complete and return).
- Any appendices, plans, schedules, Addenda and other documents expressly incorporated into the RFT.

Tenderers must ensure that they have a complete set of the RFT documents and all Addenda before lodging their Tender.

1.3 How to Prepare Your Tender

Tenderers should:

- carefully read all parts of this RFT and all Addenda;
- ensure they understand the property opportunity, proposed lease framework and information required from Tenderers;
- complete the Form of Tender and every applicable response schedule;
- address each essential and weighted evaluation criterion and provide the evidence requested;
- identify all assumptions, departures, requested Shire support and proposed alternatives;
- ensure the Form of Tender is signed by an authorised person; and
- lodge the Tender in the required manner before the Closing Time.

1.4 Contact Officer

Tenderers must not rely on information provided by any person other than the Contact Officer, unless that information is confirmed in writing by the Contact Officer or by Addendum.

Name	**Mr Kenn Donohoe**
Position	Temporary Chief Executive Officer
Telephone	(08) 99341202
Email	kenn.donohoe@northampton.wa.gov.au

1.5 Requests for Clarification

Tenderers may submit written requests for clarification regarding the RFT during the Tender Open Period. Requests must be directed to the Contact Officer in writing and received no later than 4pm Thursday 1 October 2026 before the Closing Time. The Shire may decline to answer late requests.

Where a clarification or additional information is material to the preparation or evaluation of Tenders, the Shire may issue an Addendum to all registered prospective Tenderers.

1.6 Prequalification Requirements

Not applicable. No prequalification or preceding expression-of-interest shortlist has been identified for this RFT.

1.7 Deposits for Requests

Not applicable. No tender-document fee or deposit is proposed for this RFT.

1.8 Tender Briefing / Property Inspection

Tenderers are expected to satisfy themselves as to the condition, suitability and characteristics of the Premises. The Shire proposes that a property inspection be optional and at the interested party's own cost.

Inspection date/time	**Thursday 1 October 2026 between 2 pm and 4pm.**
Meeting point	At Premises.
Contact	Contact Officer.
Confirmation of attendance	Parties who wish to attend the property inspection must confirm with the Contact Officer their attendance by no later than 1 pm on Wednesday 30 September 2026.

An inspection does not replace the Tenderer's own due diligence. Tenderers remain responsible for making their own enquiries about the Premises and their proposed operation.

1.9 Lodgement of Tenders and Delivery Method

Tenders must be received by the Shire no later than the Closing Time stated on the cover of this RFT.

Tenders may be lodged by the following methods:

Email: council@northampton.wa.gov.au

Hand delivery:
Shire of Northampton
199 Hampton Road
Northampton WA 6535

Postal Delivery
Shire of Northampton
PO Box 61
Northampton WA 6535

A Tender lodged by hand must be enclosed in a sealed envelope clearly marked with the RFT number and title.

A Tender lodged by email must clearly identify the RFT number and title in the subject line and include the completed Tender and all supporting documents as attachments.

Tenderers are solely responsible for allowing sufficient time for their Tender to be received by the Shire before the Closing Time. A Tender is not lodged until it has been received by the Shire at the approved address.

Tenders lodged by facsimile or any method other than the approved methods specified above will not be accepted.

1.10 Rejection of Tenders

A Tender will be rejected without consideration of its merits if it is received after the Closing Time or at a place other than the place specified for lodgment, subject to any circumstance expressly permitted by applicable law. A Tender may also be treated as non-conforming if it fails to satisfy an essential requirement of this RFT.

1.11 Late Tenders

Tenders received after the Closing Time, or at a place other than that specified in this RFT, will not be accepted for evaluation except to the extent that applicable law expressly permits otherwise.

1.12 Statutory Basis and Acceptance of Tenders

The Shire has determined to undertake a public tender process for the proposed disposal by lease of the Premises under section 3.58(2)(b) of the *Local Government Act 1995*. The Shire is not bound to accept the Tender offering the highest rent, the lowest level of requested support, or any Tender. The decision will be made having regard to the predetermined evaluation criteria and the overall proposal.

This RFT is an invitation to submit a Tender only. Selection of a preferred or Successful Tenderer does not itself create a Lease or other binding property right. Any disposition remains subject to the Shire's formal decision, required approvals and execution of formal documentation.

1.13 Disclosure and Notification of Tender Outcome

Tender information may be disclosed where required by law, including under applicable freedom-of-information, records or court processes. Tenderers should clearly identify information they consider commercially sensitive, noting that such identification does not override any legal disclosure obligation.

Tenderers will be notified of the outcome of the tender process in accordance with the Shire's applicable procedures and legal requirements.

1.14 Tender Validity Period

Unless otherwise agreed in writing, each Tender must remain valid and open for acceptance for ninety (90) calendar days from the Closing Time or forty-five (45) days from the Shire's formal determination of the Tender, whichever is the later.

1.15 Precedence of Tender Documents

If there is any inconsistency within the tender documents before execution of the Lease, the following order of precedence applies unless an Addendum states otherwise:

- the latest Addendum;
- the Special Conditions of Tender;
- the Statement of Requirements and proposed lease framework;
- the Conditions of Tendering;
- the Tenderer's Offer and Response Schedules; and
- the appendices and other supporting documents.

After execution, the formal Lease and any associated executed agreement will govern the occupation of the Premises to the extent of any inconsistency, subject to law.

1.16 Tenderers to Inform Themselves

Tenderers will be taken to have examined the RFT and available supporting information, made reasonable enquiries and satisfied themselves about all matters relevant to their Tender. This includes, without limitation, the condition and suitability of the Premises; registrations and approvals; medical-practice staffing and service delivery; business viability; fit-out; equipment; utilities and outgoings; Crown land and lease conditions; and the costs and risks of implementing the proposal.

Information supplied by the Shire is intended to assist Tenderers but does not replace independent due diligence.

1.17 Alterations and Addenda

Tenderers must not alter the RFT documents. Any proposed departure is to be disclosed in the Tenderer's Offer. The Shire may amend, clarify or supplement the RFT before the Closing Time by issuing an Addendum to registered prospective Tenderers. Tenderers must acknowledge all Addenda in their Tender.

1.18 Tenderer Risk and Financial Capacity Assessment

The Shire may undertake such due diligence as it reasonably considers necessary to assess the capability, financial viability, integrity and risk of a Tenderer and its proposed operating model. This may include consideration of financial information, corporate records, referees, litigation or dispute history, professional registrations, insurance, related entities and proposed practitioners.

Tenderers must provide the information requested in the Response Schedules and, if requested, additional information reasonably required for the Shire to complete its assessment. Any financial information obtained for this purpose will be managed as confidential information subject to applicable law.

1.19 Evaluation Process

The proposed evaluation process is:

- Tenders are checked for timely and correct lodgement, completeness and essential compliance.
- Conforming Tenders are assessed against the predetermined weighted criteria stated in Part 5.
- The Shire may undertake reference, registration, corporate, financial and other due-diligence checks relevant to the disclosed criteria and risk assessment.

- The Shire may seek clarification of a Tender where this does not permit the Tenderer to materially improve or alter its Tender after closing.
- The evaluation panel records its assessment, reasons and evidence and makes a recommendation in accordance with Corporate Policy 2.4.
- The Shire determines which Tender is the most acceptable Tender for the purposes of section 3.58(2)(b), or may determine not to accept any Tender.

1.20 Selection Criteria

The criteria in Part 5 are the predetermined criteria proposed for deciding which Tender should be considered the most acceptable. Tenderers must address each criterion and provide sufficient evidence to permit an objective comparative assessment.

1.21 Compliance Criteria

Compliance criteria are assessed on a Yes/No basis and are not point scored. A failure to satisfy an essential criterion may result in the Tender being excluded from further evaluation, subject to applicable law and the Shire's policy.

1.22 Qualitative Criteria

Weighted criteria are evaluated comparatively using the rating methodology in Part 5. Tenderers should assume that the evaluation panel has no prior knowledge of their organisation or proposal and should provide sufficient detail and supporting evidence within their Tender.

1.23 Financial and Whole-of-Proposal Considerations

This RFT does not use a generic procurement "price" model. The financial assessment will consider the overall financial effect of each proposal on the Shire, including rent offered, rental concessions, utility support, residential accommodation subsidy, medical equipment, establishment or fit-out support and any other Shire contribution requested.

Financial consideration will be assessed together with the qualitative merits and risk of the proposal. The highest rent or lowest requested subsidy will not necessarily represent the most acceptable Tender.

1.24 Financial Offer Basis

Tenderers must complete the Financial Offer and Shire Support Schedule. Unless otherwise stated in the final RFT:

- annual rent is to be stated exclusive of GST and the GST treatment separately identified;
- all requested Shire support is to be identified, quantified where reasonably possible and stated on both an annual basis and for the proposed period of support;
- assumptions regarding rent review, subsidy duration, utilities, residence, equipment and fit-out are to be disclosed; and
- a Tenderer must not assume that any support is approved unless it is expressly incorporated into the final Lease or associated agreement.

1.25 Ownership of Tenders

Documents and information submitted as part of a Tender become records of the Shire and will not ordinarily be returned. Tenderers retain any copyright or intellectual property rights they hold in their material, subject to the Shire's right to use the material for evaluation, governance, recordkeeping and implementation of the successful proposal.

1.26 Canvassing of Officials

A Tenderer must not canvass or attempt to influence a Councillor or Shire employee in relation to the evaluation or acceptance of a Tender except through a communication expressly permitted by Tendering

Policy 2.4. Any attempt to improperly influence the tender process may result in the Tender being excluded from consideration in accordance with that Policy.

1.27 Identity of Tenderer / Proposed Lessee

The identity of the Tenderer is fundamental to the Shire. The entity named in the Form of Tender must be the entity proposing to enter into the Lease unless the Tender clearly discloses an alternative structure and the Shire approves it. Tenderers must disclose any trustee, agent, related-entity or proposed subleasing/licensing arrangement.

1.28 Costs of Tendering

The Shire will not be liable for any cost, loss or expense incurred by a Tenderer in preparing, lodging, clarifying or negotiating its Tender, irrespective of the outcome of the tender process.

1.29 Tender Opening

Tenders will be opened after the Closing Time in accordance with the Shire's Tendering Policy 2.4 and applicable tender-opening requirements. Tender-opening procedures do not constitute evaluation or acceptance of any Tender.

1.30 In-House Tenders

Not applicable to this disposal by lease. The Shire is not a prospective Tenderer for occupation of the Premises.

2. STATEMENT OF REQUIREMENTS - PROPERTY AND PROPOSED LEASE

2.1 Introduction and Objective

The Shire is seeking a suitably qualified and capable medical practitioner, medical practice or medical services provider to occupy the Premises at 24 Hackney Street, Kalbarri and operate a doctors' surgery or medical practice. The objective is to support reliable, sustainable and community-focused primary medical services in Kalbarri while achieving an acceptable overall financial and operational outcome for the Shire.

In assessing proposals, the Shire's primary objective is to secure the establishment and continuity of sustainable general medical services in Kalbarri. Financial return from the Premises is relevant, but is not the sole objective of the disposition.

2.2 Kalbarri and the Opportunity

Kalbarri is a coastal community in the Mid West region of Western Australia, situated at the mouth of the Murchison River and adjacent to Kalbarri National Park. The town is approximately 590 kilometres by road north of Perth and approximately 155 kilometres north of Geraldton.

At the 2021 Census, the Kalbarri locality had a population of 1,478 people and a median age of 53 years. Kalbarri is also a significant tourism destination, with its service population increasing substantially through visitors to the town and surrounding attractions. The Kalbarri Visitor Centre reports that the town attracts more than 100,000 visitors each year.

Kalbarri is supported by the Kalbarri Health Service, operated by the WA Country Health Service, which provides 24-hour acute and emergency care together with a range of community and allied health services. The principal regional hospital is Geraldton Health Campus, approximately 155 kilometres by road from Kalbarri, which provides emergency, inpatient, surgical, maternity, medical imaging, specialist, cancer, renal, mental health, allied health and other regional health services. Geraldton also has St John of God Geraldton Hospital, which provides private and public hospital and specialist services.

Where higher-level tertiary care is required, patients may be referred or transferred to Perth, where tertiary hospital services include Royal Perth Hospital, Sir Charles Gairdner Hospital, Fiona Stanley Hospital, Perth Children's Hospital and King Edward Memorial Hospital. Eligible regional patients may also access assistance through the WA Country Health Service Patient Assisted Travel Scheme for specialist medical services not available locally.

The Shire considers access to reliable and sustainable general medical services to be important to both the permanent Kalbarri community and its significant visitor population. The purpose of this RFT is not simply to lease the Premises, but to identify a suitably qualified and capable medical practitioner, medical practice or medical services provider that will establish and provide ongoing general medical services from the Premises for the benefit of the Kalbarri community.

The opportunity at 24 Hackney Street provides established premises previously used as a doctors' surgery and medical centre. In addition to the Premises, the Shire is prepared to consider measures to assist the establishment and ongoing sustainability of the successful medical practice, including subsidised rental, assistance with utilities, access to a Shire residence, use of available medical equipment and other appropriate establishment or operational support.

Tenderers are therefore required to clearly describe the medical services they propose to provide, including their proposed practitioner arrangements, days and hours of operation, commencement arrangements, billing and accessibility model, recruitment and retention arrangements, continuity and contingency arrangements and any additional or allied health services proposed.

In selecting the most acceptable Tender, the Shire will consider not only the financial terms proposed for the lease, but also the capability and experience of the Tenderer, the proposed medical service model, practitioner availability and continuity, the operational and financial sustainability of the practice, accessibility of medical services and the overall benefit of the proposal to the Kalbarri community.

The Shire is seeking a Tenderer that demonstrates a genuine commitment and credible capacity to establish and maintain accessible and sustainable medical services in Kalbarri over the proposed Lease term. Material commitments made in the successful Tender concerning the establishment and operation of the medical practice may be incorporated into the final Lease or an associated agreement with the Shire.

2.3 Background Information

The opportunity concerns the Shire-controlled doctors’ surgery premises at 24 Hackney Street, Kalbarri. The existing lease is with MediBloom Group Pty Ltd trading as Kalbarri Doctors Surgery. The Shire is separately addressing the surrender/settlement of that lease and the acquisition of certain medical equipment. The availability of the Premises for a new lease remains subject to those arrangements and to the Shire’s confirmation.

The Shire’s engagement for this RFT contemplates the possible provision of reduced or subsidised rent, utility support, access to a vacant Shire residence in Kalbarri and medical equipment, with Tenderers required to identify the support they seek.

2.4 Applicable Definitions

The definitions in Part 1 apply to this Part unless the context requires otherwise.

2.5 Property and Proposed Use

Item	Information
Street address	24 Hackney Street, Kalbarri WA.
Land description	Reserve 38945, Lot 833 on Deposited Plan 186509, Certificate of Title Volume LR3044 Folio 627.
Approximate land area	Approximately 1,982 m².
Existing permitted use	Doctors' surgery and medical centre.
Current occupancy	Existing MediBloom lease/surrender arrangements are being dealt with separately by the Shire.

The Premises are proposed to be leased specifically for use as a doctors' surgery or medical practice and for any ancillary health-related use expressly approved by the Shire and permitted by law and the final Lease.

2.6 Proposed Lease Framework

The Shire proposes the following Lease framework. Tenderers must identify any proposed departure from the initial term, renewal option, commencement arrangements or other material Lease terms.

Lease matters	Position
Initial term	5 Years
Renewal option(s)	5 Years at the sole discretion of the Shire.
Commencement	Tenderer to nominate earliest practical commencement, subject to availability, approvals and execution.
Rent	Tenderer to state the annual rent offered and separately identify any rental concession or subsidy sought from the Shire. The Shire will assess the rent offered together with any Shire support requested and the overall financial effect of the proposal in accordance with the evaluation criteria in this RFT.
Rent review	Annually.
Outgoings/utilities	Tenderer to state proposed responsibility and any support requested.
Public liability	Not less than $20 million, subject to Shire confirmation in final Lease.

Formal Lease	To be prepared/approved separately by the Shire and subject to required statutory and land-tenure approvals. Unless otherwise determined by the Shire in accordance with Property Leasing Policy 2.14, the Successful Tenderer will be responsible for the applicable Lease preparation fees and for its own legal and professional costs associated with reviewing, negotiating and executing the Lease.

2.7 Shire Support and Subsidy

The Shire is prepared to consider support that assists the establishment and sustainable operation of a medical practice in Kalbarri. Tenderers must identify all support sought so that the Shire can assess the total financial and non-financial effect of each proposal. No support is approved merely because it is requested in a Tender.

- reduced or subsidised rent for the surgery Premises;
- a contribution toward utilities or other agreed operating costs;
- access to a vacant Shire residence in Kalbarri at a subsidised rental;
- use of medical equipment made available by the Shire;
- establishment or transition assistance, including reasonable fit-out, relocation or mobilisation assistance where proposed by the Tenderer;
- assistance directed to recruitment or retention of medical practitioners, where clearly identified and quantified;
- support which reduces over an agreed establishment period rather than continuing for the full Lease term; and
- any alternative or innovative support arrangement which the Tenderer considers would materially improve the establishment or sustainability of the practice.

2.8 Shire Residence

A vacant Shire residence in Kalbarri may be available to support the successful practitioner or practice. Address, condition, rental, utilities, eligible occupants and occupancy conditions are available upon request to the Contact Officer. Tenderers must state whether the residence is required and the terms/support sought. Any residential occupation will be subject to separate documentation and Shire approval.

2.9 Medical Equipment

There is an estimated $19,500 of medical equipment associated with the existing practice which may be available for use by the Successful Tenderer. Tenderers may obtain a copy of the equipment schedule from the Contact Officer.

The final inventory, ownership, condition, value and terms of use are to be agreed between the parties as part of the Lease or associated agreement. Tenderers must identify which equipment they require and any additional equipment, fit-out or infrastructure needed.

2.10 Medical Practice and Service Delivery Requirements

Tenderers should propose a service model suited to Kalbarri and demonstrate how it will be established and sustained. Subject to the minimum medical practice requirement in clause 2.13, Tenderers are to nominate their proposed service model.

The Shire is seeking information concerning the proposed service model to assess the suitability and sustainability of the proposed use of the Premises. Unless otherwise expressly stated in the final Lease or an associated agreement, the matters identified below are evaluation considerations and do not themselves constitute a contract by the Shire for the procurement of medical services.

The proposal should address:

- number and type of practitioners;
- current AHPRA registrations or, where practitioners are not yet appointed, a credible recruitment and mobilisation plan;
- proposed days and hours of operation and anticipated commencement date;
- appointments, urgent care, telehealth and continuity-of-care arrangements, including any proposed after-hours or on-call medical service arrangements;
- billing model, including bulk, mixed or private billing;
- staffing, reception and administrative arrangements;
- clinical records, privacy, infection control, complaints handling and clinical governance;
- integration or collaboration with local and regional health, allied health, aged care, pharmacy and community services;
- recruitment and retention strategy for practitioners and key staff; and
- any ancillary or allied-health services proposed from the Premises.

The provision of after-hours or on-call medical services is desirable but is not a mandatory requirement of this RFT. Tenderers are encouraged to describe any after-hours or on-call arrangements they propose to provide, including any proposed coordination or participation with local or regional health services.

2.11 Proposed Implementation Timetable

Milestone	**Draft position**
RFT advertised	26 September 2026
Property inspection	1 October 2026 between 2 pm and 4pm
Closing Time	Friday 16 October 2026 at 4pm
Evaluation / Shire determination	Special Council meeting date TBC
Target Lease execution	Early November 2026
Earliest commencement proposed by Tenderer	Tenderer to nominate in Schedule 6.

2.12 Further Information Available to Tenderers

Further information relevant to the Premises and the opportunity may be obtained from the Contact Officer, including, where available:

- property plans, photographs and condition information;
- the medical equipment schedule and available information concerning the equipment;
- particulars of the Shire residence;
- available historical information concerning utilities and property outgoings; and
- other property or lease information approved by the Shire for release.

Information provided by the Shire is provided to assist Tenderers in preparing their Tender. Tenderers remain responsible for undertaking their own enquiries and satisfying themselves as to the suitability, condition, costs and requirements of their proposed operation.

2.13 Minimum Medical Practice Requirements

The medical practice must provide medical services from the Premises for a minimum of four days per week.

3. GENERAL CONDITIONS - PROPOSED LEASE AND OCCUPATION

3.1 Formal Lease

The successful Tenderer will be required to enter into formal Lease documentation with the Shire. The Lease and/or any associated agreement will incorporate the successful Tenderer's accepted proposal, including any material commitments concerning the establishment and operation of the medical practice, together with the agreed financial terms and any Shire support approved as part of the Tender.

3.2 Property Condition and Due Diligence

Tenderers must inspect and satisfy themselves as to the Premises, services, existing fit-out and suitability for the proposed operation.

3.3 Alterations, Fit-out and Signage

Any alterations, fit-out, signage or works will require the Shire’s prior written approval and any approval required by law. Tenderers must identify proposed works and responsibility for cost in the relevant Response Schedule.

3.4 Utilities, Outgoings, Maintenance and Cleaning

The existing lease places substantial responsibility on the tenant for utilities, outgoings, cleaning and maintenance. The final allocation for the new Lease is to be confirmed. Tenderers must state their proposed allocation and quantify any Shire contribution requested.

3.5 Assignment, Subletting and Related Occupiers

Assignment, subletting, licensing or other occupation by third parties will be subject to the Shire’s prior written consent and the final Lease. Tenderers must disclose any related entities, practitioners, subcontractors or allied-health occupants proposed to use the Premises.

3.6 Insurances

Tenderers must provide details of existing or proposed professional indemnity, public liability, workers' compensation and other relevant insurance. The current lease requires public liability of at least $20 million. Final insurance requirements will be determined by the Shire and stated in the Lease.

3.7 Compliance and Professional Requirements

The Successful Tenderer will be expected to maintain all qualifications, registrations, approvals and insurances required for its operation; comply with applicable laws and professional standards; maintain patient privacy and appropriate clinical records; and operate in a professional manner consistent with the approved use.

3.8 Default, Termination and End of Lease

Default, termination, make-good, holding-over and end-of-Lease obligations will be dealt with in the formal Lease. Nothing in this RFT is intended to replace or finally settle those legal terms.

4. SPECIAL CONDITIONS OF TENDER

4.1 Lease and Availability

The proposed new Lease is subject to the existing MediBloom occupancy being validly surrendered or otherwise ended and the Premises being available for occupation. Tenderers must not assume a commencement date until confirmed by the Shire.

4.2 Crown Land and Required Approvals

The Premises are on Crown reserve land. The existing lease records Western Australian Planning Commission and Minister for Lands approval requirements and states that the lease does not come into effect until Ministerial permission under section 18 of the Land Administration Act 1997 is obtained. The Shire will confirm the current approval requirements for the proposed disposition. Any successful Tender is subject to all approvals required for the new Lease.

4.3 No Approval of Requested Support by Tender Submission

A Tenderer's request for rental subsidy, utilities, accommodation, equipment, fit-out or other Shire support does not create an entitlement to that support. Any approved support must be expressly incorporated into the final Lease or associated agreement and remains subject to applicable Shire approval and budget processes.

4.4 Negotiation Following Selection

Following selection of the most acceptable Tender, the Shire may clarify and negotiate the detailed Lease and associated support arrangements with the preferred Tenderer, provided that the negotiated outcome remains consistent with the scope and substance of the public tender and applicable law.

5. EVALUATION CRITERIA AND METHODOLOGY

5.1 Essential Compliance Criteria

The following are essential criteria. A failure to satisfy an essential criterion may result in the Tender being treated as non-conforming, subject to applicable law and Tendering Policy 2.4.

Ref	Essential criterion	Tenderer evidence
E1	Tender lodged in the required form, place/method and by the Closing Time.	Completed Tenderer's Offer.
E2	Tenderer is an identifiable legal entity/person with authority to submit the Tender and proposed lessee structure is disclosed.	Schedules 1 and 2.
E3	Tender commits to use of the Premises as a doctors' surgery or medical practice.	Schedules 3 and 5.
E4	Tender demonstrates registered practitioner arrangements or a credible recruitment/mobilisation plan.	Schedules 3 and 5.
E5	Tender commits to provide medical services from the Premises for a minimum of four days per week.	Schedule 6.
E6	Tender completes the financial offer and Shire-support schedules, including all subsidies/support sought.	Schedule 9.
E7	Conflicts, assumptions, alternatives and departures are disclosed.	Schedules 10 and 11.

E8	Tender declaration is signed by an authorised person and Addenda are acknowledged.	Schedule 11.

5.2 Weighted Criteria

Criterion	Weight	Evaluation focus
C1 Capability, experience and practitioner arrangements	20%	Relevant medical-practice experience; qualifications and registrations; rural/regional capability; governance; practitioner/recruitment arrangements; referees.
C2 Proposed medical practice and service delivery model	25%	Operating model; practitioner availability; days/hours; commencement; staffing; billing/access; continuity; any proposed after-hours or on-call arrangements; integration with local and regional health services.
C3 Financial and operational sustainability, practitioner succession, locum/contingency arrangements and continuity risk.	20%	Business model; financial capacity; recruitment/retention; risk management; ability to sustain the practice over the proposed term.
C4 Benefit to Kalbarri and continuity/accessibility of medical services	20%	Community benefit; accessibility; continuity; local responsiveness; collaboration; additional health services.
C5 Financial return and total financial effect on the Shire	15%	Rent offered considered together with rental subsidy, utilities, residence subsidy, equipment, other Shire support and relevant financial risk.
TOTAL	100%	

5.3 Rating Methodology - Tendering Policy 2.4

Each weighted criterion is to be assessed using the Shire's 0 to 1.0 rating factor. The weighted score is the criterion weighting multiplied by the assessed rating. Evaluators must record the evidence and reasons supporting each rating.

Rating	Descriptor/application
0.0	Does not address the assessed requirement.
0.1	Fails to meet the assessed criterion / well below acceptable comparative level.
0.2	Between the 0.1 and 0.3 descriptors.
0.3	Below average / materially weaker than the comparative field.
0.4	Between the 0.3 and 0.5 descriptors.
0.5	Average / adequately meets the criterion.
0.6	Between the 0.5 and 0.7 descriptors.
0.7	Above average / stronger than the comparative field.
0.8	Between the 0.7 and 0.9 descriptors.

0.9	Very strong response, short of fully meeting the highest descriptor.
1.0	Fully meets the assessed requirement / exceptionally strong evidence.

6. TENDERER'S OFFER AND RESPONSE SCHEDULES

6.1 Form of Tender

The Chief Executive Officer
Shire of Northampton
199 Hampton Road
Northampton WA 6535

I/We submit this Tender in response to the Request for Tender for the disposal by lease of 24 Hackney Street, Kalbarri. I/We agree that the Tender is submitted subject to the Conditions of Tendering, Statement of Requirements, Special Conditions, Response Schedules and any Addenda issued by the Shire.

I/We acknowledge that the Shire is not bound to accept any Tender and that selection does not create a Lease until formal documentation is executed and all required approvals are obtained.

Registered entity name	
Registered street address	
ABN	
ACN (if any)	
Telephone	
Email	
Authorised signatory	
Position	
Signature	
Date	

Schedule 1 - Tenderer Identity and Corporate Details

Legal structure and ownership:

_____

Directors / owners / partners / trustee details:

_____

Related entities:

_____

Whether acting as trustee or agent for another party:

_____

Proposed lessee entity if different from Tenderer:

_____

Years operating / relevant history:

_____

Key management personnel:

_____

Schedule 2 - Corporate Capacity and Risk Information

Subcontractors / related entities / other proposed occupants:

_____

Material litigation, disputes or claims that may affect capacity to perform:

_____

Solvency and ability to pay debts as and when due:

_____

Financial capacity and business continuity arrangements:

_____

Banker/accountant or financial referee if requested:

_____

Two referees able to comment on relevant capability:

_____

The Shire may request supporting corporate or financial information during due diligence where reasonably necessary for evaluation.

Schedule 3 - Practitioners, Qualifications and Registrations

Provide details of proposed practitioners or the recruitment plan, including AHPRA registration, relevant qualifications, Medicare/provider eligibility where applicable, rural/regional experience, including any relevant rural generalist, emergency or urgent-care experience, professional indemnity, relevant continuing professional development and other relevant credentials.

Practitioner / proposed role	**Registration / qualifications**	**Availability / status**

Schedule 4 - Insurance

Insurance type	**Insurer**	**Policy / limit**	**Expiry**
Public liability			
Professional indemnity			
Workers' compensation / personal accident			
Cyber/privacy or other relevant insurance, where applicable			

Schedule 5 - Capability and Relevant Experience (C1 - 20%)

Describe the Tenderer's experience establishing and/or operating medical practices, particularly in rural or regional communities, and the governance, management and practitioner arrangements that demonstrate capacity to deliver the proposal. Provide specific examples and relevant outcomes.

Schedule 6 - Proposed Medical Practice and Service Delivery Model (C2 - 25%)

Proposed commencement date:

_____

Proposed days/hours of operation:

_____

Number/type of practitioners:

_____

Recruitment and retention approach:

_____

Continuity and contingency arrangements if a principal practitioner is temporarily or permanently unavailable:

_____

Billing/access model:

_____

Reception and administrative model:

_____

Telehealth/urgent care/after-hours or on-call/continuity arrangements:

_____

Clinical governance/privacy/records arrangements:

_____

Integration with local/regional services:

_____

Ancillary/allied health services proposed:

_____

Schedule 7 - Financial and Operational Sustainability (C3 - 20%)

Explain the proposed business and operating model, financial capacity, key assumptions, staffing model, recruitment/retention risks, establishment requirements and how the practice will remain sustainable over the proposed Lease term.

Schedule 8 - Benefit to Kalbarri (C4 - 20%)

Describe how the proposal will support accessible, reliable and continuous medical services for Kalbarri, including community focus, responsiveness, collaboration and any additional health-service benefits.

Schedule 9 - Financial Offer and Shire Support (C5 - 15%)

Tenderers must provide full details of the financial terms proposed for the lease of the Premises and all financial or non-financial support sought from the Shire.

Tenderers are encouraged to structure their proposal so as to minimise the level and duration of Shire support required while demonstrating that the proposed medical service will be financially and operationally sustainable. Proposals requiring no Shire support are welcomed.

Where initial Shire support is required to establish or support the medical practice, Tenderers should identify whether that support can progressively reduce or cease as the practice becomes established and more financially sustainable.

Tenderers must distinguish between:

- **Essential support** – support without which the proposed medical service would not be financially or operationally viable; and
- **Preferred support** – support which would assist or enhance the proposal but is not essential for it to proceed.

Where support is sought, Tenderers must identify the amount or estimated value, duration and basis of the support and any circumstances in which it could be reduced or cease.

Component	**Tenderer proposal**	**Annual value / cost to Shire**	**Duration**	**Whole-of-term value / assumptions**
Annual rent offered for surgery Premises				
Rental concession/subsidy requested				
Utilities/outgoings support requested				
Shire residence required - proposed rent/subsidy				
Medical equipment/support requested				
Fit-out/establishment assistance requested				

Other Shire support requested				
TOTAL estimated Shire support				
Estimated net financial return/(cost) to Shire				

Support Over Time

Where any Shire support is sought, Tenderers must set out the support required for each period below and identify any proposed reduction or cessation of that support over time. The Shire is particularly interested in proposals where establishment or initial support can reduce progressively as the medical practice becomes established and financially sustainable.

If no Shire support is required for a particular period, Tenderers should state **"Nil"**.

Period	Shire Support Required	Amount / Value	Essential or Preferred	Basis / Assumptions
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				

Proposed Lease Arrangements

Matter	Tenderer Proposal
Any proposed departure from the Shire's 5-year initial term	
Any proposed departure from the Shire's 5-year renewal option	
GST treatment	
Other material financial assumptions	

Schedule 10 - Residence, Equipment, Fit-out, Alternatives and Departures

Shire residence required and proposed occupancy arrangements:

_____

Medical equipment required:

_____

Additional equipment/fit-out/infrastructure required:

_____

Proposed alterations/signage:

_____

Proposed allied-health or other approved users:

_____

Schedule 11 - Conflicts, Addenda and Declaration

Actual, potential or perceived conflicts of interest:

_____

I/We declare that the information in this Tender is true and correct to the best of my/our knowledge; that all material assumptions, requested Shire support, alternatives and departures have been disclosed; and that I/we hold, or will hold before commencement, the registrations, insurances, approvals and authorities required to implement the proposal.

Name	
Position	
Organisation	
Signature	
Date	

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 September 2026

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

TABLE OF CONTENTS

Statements required by regulation

Statement of Financial Activity		2
Statement of Financial Position		3
Note 1	Basis of Preparation	4
Note 2	Statement of Financial Activity Information	5
Note 3	Explanation of Material Variances	6

SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

	Supplementary Information	Adopted Budget Estimates (a) $	YTD Budget Estimates (b) $	YTD Actual (c) $	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	6,100,484	6,089,234	**6,091,080**	1,846	0.03%	
Grants, subsidies and contributions	13	2,551,158	830,092	**361,664**	(468,428)	(56.43%)	▼
Fees and charges		1,431,487	1,183,798	**1,070,038**	(113,760)	(9.61%)	
Interest revenue		236,000	63,997	**90,438**	26,441	41.32%	▲
Other revenue		761,074	190,266	**0**	(190,266)	(100.00%)	▼
Profit on asset disposals	6	571,504	285,750	**0**	(285,750)	(100.00%)	▼
		11,651,707	**8,643,137**	**7,613,220**	(1,029,917)	(11.92%)	▼
Expenditure from operating activities							
Employee costs		(5,697,456)	(1,479,558)	**(1,405,133)**	74,425	5.03%	
Materials and contracts		(4,952,142)	(1,254,479)	**(649,233)**	605,246	48.25%	▲
Utility charges		(338,634)	(84,600)	**(43,529)**	41,071	48.55%	▲
Depreciation		(2,901,300)	(725,301)	**0**	725,301	100.00%	▲
Finance costs		(83,025)	(20,751)	**2,711**	23,462	113.06%	▲
Insurance		(274,390)	(135,977)	**(130,177)**	5,800	4.27%	
Other expenditure		(1,575,964)	(347,986)	**(317,841)**	30,145	8.66%	
		(15,822,911)	**(4,048,652)**	**(2,543,202)**	1,505,450	37.18%	▲
Non-cash amounts excluded from operating activities	Note 2(b)	2,335,496	439,551	**2,888**	(436,663)	(99.34%)	▼
Amount attributable to operating activities		**(1,835,708)**	**5,034,036**	**5,072,906**	38,870	0.77%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	17,605,941	4,401,477	**(768,583)**	(5,170,060)	(117.46%)	▼
Proceeds from disposal of assets	6	823,200	0	**0**	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		19,123	9,468	**9,468**	0	0.00%	
		18,448,264	**4,410,945**	**(759,115)**	(5,170,060)	(117.21%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(2,297,718)	(681,669)	**(511,205)**	170,464	25.01%	▲
Payments for construction of infrastructure	5	(18,484,616)	(4,621,146)	**(994,434)**	3,626,712	78.48%	▲
		(20,782,334)	**(5,302,815)**	**(1,505,639)**	3,797,176	71.61%	
Amount attributable to investing activities		**(2,334,070)**	**(891,870)**	**(2,264,754)**	(1,372,884)	(153.93%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	516,500	0	**0**	0	0.00%	
		516,500	**0**	**0**	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(155,164)	(9,468)	**(9,468)**	0	0.00%	
Transfer to reserves	4	(605,117)	0	**(15,339)**	(15,339)	0.00%	
		(760,281)	**(9,468)**	**(24,807)**	(15,339)	(162.01%)	
Amount attributable to financing activities		**(243,781)**	**(9,468)**	**(24,807)**	(15,339)	(162.01%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		4,413,558	4,413,558	**4,454,294**	40,736	0.92%	
Amount attributable to operating activities		(1,835,708)	5,034,036	**5,072,906**	38,870	0.77%	
Amount attributable to investing activities		(2,334,070)	(891,870)	**(2,264,754)**	(1,372,884)	(153.93%)	▼
Amount attributable to financing activities		(243,781)	(9,468)	**(24,807)**	(15,339)	(162.01%)	▼
Surplus or deficit after imposition of general rates		**(1)**	**8,546,256**	**7,237,639**	(1,308,617)	(15.31%)	▼

KEY INFORMATION

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

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

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

SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

	Supplementary Information	30-Jun-26	30 September 2026
		$	$
CURRENT ASSETS			
Cash and cash equivalents	3	8,363,405	7,506,434
Trade and other receivables		2,271,999	4,040,903
Other financial assets		19,123	9,655
Inventories	8	73,346	141,681
TOTAL CURRENT ASSETS		10,727,873	11,698,673
NON-CURRENT ASSETS			
Trade and other receivables		89,989	89,989
Other financial assets		393,802	393,802
Property, plant and equipment		37,140,469	37,651,673
Infrastructure		146,282,064	147,276,499
TOTAL NON-CURRENT ASSETS		183,906,324	185,411,963
TOTAL ASSETS		194,634,197	197,110,636
CURRENT LIABILITIES			
Trade and other payables	9	2,201,578	386,049
Other liabilities	12	2,327,756	2,327,756
Borrowings	11	155,165	145,697
Employee related provisions	12	672,530	672,530
TOTAL CURRENT LIABILITIES		5,357,029	3,532,032
NON-CURRENT LIABILITIES			
Borrowings	11	1,499,969	1,499,969
Employee related provisions		64,647	64,647
Other provisions		1,670,080	1,670,080
TOTAL NON-CURRENT LIABILITIES		3,234,696	3,234,696
TOTAL LIABILITIES		8,591,725	6,766,728
NET ASSETS		**186,042,472**	**190,343,908**
EQUITY			
Retained surplus		102,970,522	107,256,620
Reserve accounts	4	1,410,195	1,425,533
Revaluation surplus		81,661,755	81,661,755
TOTAL EQUITY		**186,042,472**	**190,343,908**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

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

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

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

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

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

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

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:
- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

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

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 29 October 2026

SHIRE OF NORTHAMPTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Fin	Supplementary Information	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Year to Date 30 September 2026
Current assets		$	$	$
Cash and cash equivalents	3	8,363,404	8,363,405	7,506,434
Trade and other receivables		1,363,187	2,271,999	4,040,903
Other financial assets		19,123	19,123	9,655
Inventories	8	73,346	73,346	141,681
Other assets	8	7,985	0	0
		9,827,045	10,727,873	11,698,673
Less: current liabilities				
Trade and other payables	9	(1,341,485)	(2,201,578)	(386,049)
Other liabilities	12	(2,327,756)	(2,327,756)	(2,327,756)
Borrowings	11	(155,164)	(155,165)	(145,697)
Employee related provisions	12	(672,530)	(672,530)	(672,530)
		(4,496,935)	(5,357,029)	(3,532,032)
Net current assets		**5,330,110**	**5,370,844**	**8,166,641**
Less: Total adjustments to net current assets	Note 2(c)	(916,552)	(916,550)	(929,002)
Closing funding surplus / (deficit)		**4,413,558**	**4,454,294**	**7,237,639**

(b) Non-cash amounts excluded from operating activities

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

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget (a)	YTD Actual (b)
		$	$	$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(571,504)	(285,750)	0
Less: Movement in liabilities associated with restricted cash		0	0	2,888
Add: Depreciation		2,901,300	725,301	0
Movement in current employee provisions associated with restricte		5,700	0	0
Total non-cash amounts excluded from operating activities		**2,335,496**	**439,551**	**2,888**

(c) Current assets and liabilities excluded from budgeted deficiency

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

		Adopted Budget Opening 1/07/2025	Last Year Closing 30 June 2026	Year to Date 30 September 2026
		$	$	$
Adjustments to net current assets				
Less: Reserve accounts	4	(1,410,196)	(1,410,195)	(1,425,534)
Less: Financial assets at amortised cost - self supp	8	(19,123)	(19,123)	(9,655)
- Land held for resale		(64,000)	(64,000)	(64,000)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	155,164	155,165	145,697
- Current portion of employee benefit provisions he	4	421,603	421,603	424,490
Total adjustments to net current assets	Note 2(a)	**(916,552)**	**(916,550)**	**(929,002)**

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF NORTHAMPTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2026-27 year is $10,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Grants, subsidies and contributions	**(468,428)**	**(56.43%)**	▼
Timing, as budgeted grant funds are claimed and received.			
Interest revenue	**26,441**	**41.32%**	▲
Timing, Above YTD Budget			
Other revenue	**(190,266)**	**(100.00%)**	▼
Timing in receiving DFES revenue (road repairs)			
Profit on asset disposals	**(285,750)**	**(100.00%)**	▼
Timing as assets are disposed.			
Expenditure from operating activities			
Materials and contracts	**605,246**	**48.25%**	▲
Below YTD Budget - Timing, as work progresses.			
Utility charges	**41,071**	**48.55%**	▲
Below YTD Budget - Timing			
Depreciation	**725,301**	**100.00%**	▲
Timing; depreciation will not be run until after 25/26 Audit			
Finance costs	**23,462**	**113.06%**	▲
Timing, as loan repayments are made.			
Non-cash amounts excluded from operating activities	**(436,663)**	**(99.34%)**	▼
Timing, Asset disposals and depreciation.			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	**(5,170,060)**	**(117.46%)**	▼
Timing, as works progress and capital grants are received/recognised.			
Outflows from investing activities			
Payments for property, plant and equipment	**170,464**	**25.01%**	▲
Timing; a Prime Mover and Trailer have been purchased			
Payments for construction of infrastructure	**3,626,712**	**78.48%**	▲
Timing, as works progress.			
Surplus or deficit after imposition of general rates	**(1,308,617)**	**(15.31%)**	▼
Timing, as works progress.			

SHIRE OF NORTHAMPTON

SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Key Information	8
2	Key Information - Graphical	9
3	Cash and Financial Assets	10
4	Reserve Accounts	11
5	Capital Acquisitions	12
6	Disposal of Assets	14
7	Receivables	15
8	Other Current Assets	16
9	Payables	17
10	Rate Revenue	18
11	Borrowings	19
12	Other Current Liabilities	20
13	Grants and contributions	21
14	Capital grants and contributions	22
15	Bonds & Deposits	23
16	Budget Amendments	24

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$4.41 M	$4.41 M	$4.45 M	$0.04 M
Closing	($0.00 M)	$8.55 M	$7.24 M	($1.31 M)

Refer to Statement of Financial Activity

Cash and cash equivalents

	$7.51 M	% of total
Unrestricted Cash	$6.08 M	81.0%
Restricted Cash	$1.43 M	19.0%

Refer to 3 - Cash and Financial Assets

Payables

	$0.39 M	% Outstanding
Trade Payables	$0.07 M	
0 to 30 Days		129.4%
Over 30 Days		(29.4%)
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables

	$0.42 M	% Collected
Rates Receivable	$3.62 M	43.2%
Trade Receivable	$0.42 M	% Outstanding
Over 30 Days		105.7%
Over 90 Days		35.8%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($1.84 M)	$5.03 M	$5.07 M	$0.04 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$6.09 M	% Variance
YTD Budget	$6.09 M	0.0%

Refer to 10 - Rate Revenue

Grants and Contributions

YTD Actual	$0.36 M	% Variance
YTD Budget	$0.83 M	(56.4%)

Refer to 13 - Grants and Contributions

Fees and Charges

YTD Actual	$1.07 M	% Variance
YTD Budget	$1.18 M	(9.6%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.33 M)	($0.89 M)	($2.26 M)	($1.37 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Adopted Budget	$0.82 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$0.99 M	% Spent
Adopted Budget	$18.48 M	(94.6%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	($0.77 M)	% Received
Adopted Budget	$17.61 M	(104.4%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.24 M)	($0.01 M)	($0.02 M)	($0.02 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.01 M)
Interest expense	$0.00 M
Principal due	$1.35 M

Refer to 11 - Borrowings

Reserves

Reserves balance	$1.43 M
Interest earned	$0.02 M

Refer to 4 - Cash Reserves

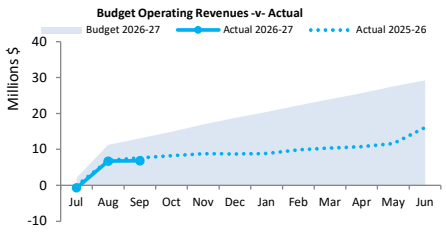
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

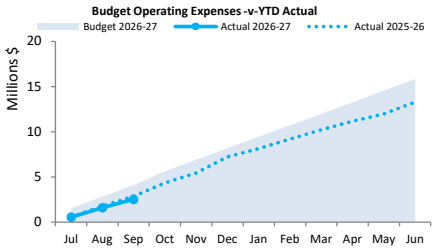
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

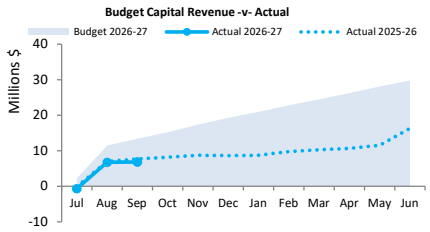


OPERATING EXPENSES

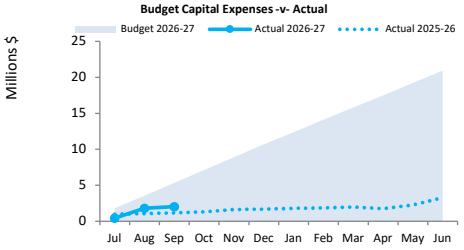


INVESTING ACTIVITIES

CAPITAL REVENUE

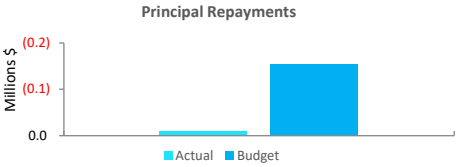


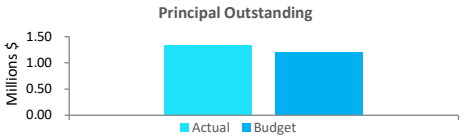
CAPITAL EXPENSES



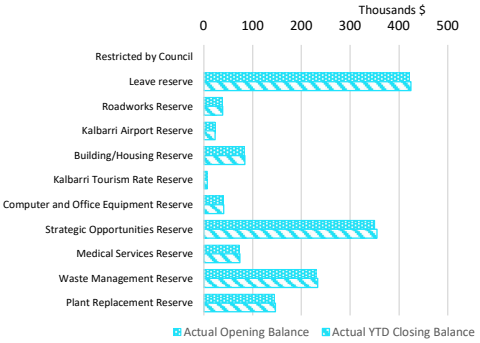
FINANCING ACTIVITIES

BORROWINGS

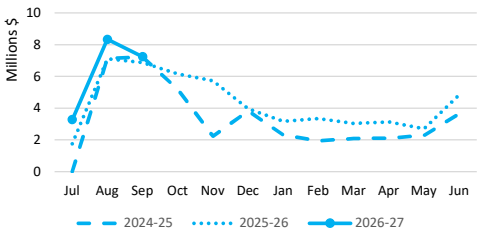




RESERVES



Closing funding surplus / (deficit)



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

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

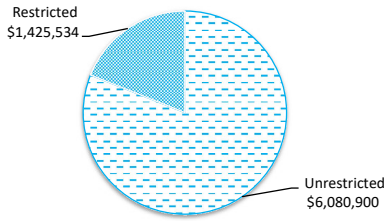
3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash Deposits	Municipal	6,079,851	0.00	6,079,851	0	NAB		At call
Petty Cash	Cash on Hand	1,050	0.00	1,050	0			
Investment	Reserves	(0)	1,425,534	1,425,534	0	NAB		
Total		**6,080,900**	**1,425,534**	**7,506,435**	**0**			
Comprising								
Cash and cash equivalents		6,080,900	1,425,534	7,506,435	0			
		6,080,900	**1,425,534**	**7,506,435**	**0**			

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$	$
Restricted by Council										
Leave reserve	421,603	5,700	0	0	427,303	421,603	2,887	-	-	424,490
Roadworks Reserve	38,052	530	0	0	38,582	38,052	268	-	-	38,320
Kalbarri Airport Reserve	23,128	200	0	0	23,328	23,128	101	-	-	23,229
Building/Housing Reserve	83,203	1,000	0	(38,000)	46,203	83,203	506	-	-	83,709
Kalbarri Tourism Rate Reserve	6,975	0	0	0	6,975	6,975	-	-	-	6,975
Computer and Office Equipment	40,142	560	0	0	40,702	40,142	284	-	-	40,425
Strategic Opportunities Reserve	350,146	5,700	9,000	(123,500)	241,346	350,146	4,558	-		354,703
Medical Services Reserve	72,758	2,000	349,127	(320,000)	103,885	72,758	1,012	-	-	73,770
Waste Management Reserve	229,886	6,300	0	(35,000)	201,186	229,886	3,190	-	-	233,077
Plant Replacement Reserve	144,303	5,000	220,000	0	369,303	144,303	2,532	-	-	146,835
	1,410,196	**26,990**	**578,127**	**(516,500)**	**1,498,813**	**1,410,195**	**15,339**	**0**	**0**	**1,425,534**

Name of reserve account	Purpose of the reserve account
Restricted by legislation/agreement	
Kalbarri Specified Area Rate Reserve	To hold specified area rates as required by section 6.37.2(b) of the Local Government Act 1995, for Kalbarri Tourism advertising.
Restricted by council	
Leave reserve	To be used to fund annual and long service leave requirements
Roadworks Reserve	To be used to fund major reseals of bitumen roads and other major road construction works including footpath construction
Kalbarri Airport Reserve	To be used for the maintenance and construction of the Kalbarri Airport
Building/Housing Reserve	To be used for the construction of new housing and upgrades to buildings under Council control
Computer Office Equipment Reserve	To be used for the purchase and upgrade of office equipment and computers
Strategic Opportunities Reserve	To be used for progressing strategic initiatives including land development
Health Services Reserve	To be used for the provision of future health services
Waste Management Reserve	To be used for the future maintenance and remediation works at waste management facilities
Plant Reserve	To be used for the purchase and upgrade of plant and equipment

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$
Land	629,000	157,248	0	(157,248)
Buildings	219,523	46,128	487,156	441,028
Furniture and Equipment	65,000	16,248	0	(16,248)
Plant and equipment	1,384,195	462,045	511,205	49,160
Work in Progress	0	0	(487,156)	(487,156)
Acquisition of property, plant and equipment	**2,297,718**	**681,669**	**511,205**	**(170,464)**
Infrastructure - Roads	10,369,844	2,592,459	953,838	(1,638,621)
Infrastructure - Footpaths & Carparks	85,000	21,249	4,431	(16,818)
Infrastructure - Parks & Ovals	8,029,772	2,007,438	36,165	(1,971,273)
Acquisition of infrastructure	**18,484,616**	**4,621,146**	**994,434**	**(3,626,712)**
Total capital acquisitions	**20,782,334**	**5,302,815**	**1,505,639**	**(3,797,176)**
Capital Acquisitions Funded By:				
Capital grants and contributions	17,605,941	4,401,477	(773,343)	(5,174,820)
Other (disposals & C/Fwd)	823,200	0	0	0
Reserve accounts				
Building/Housing Reserve	38,000		0	0
Strategic Opportunities Reserve	123,500		0	0
Medical Services Reserve	320,000		0	0
Waste Management Reserve	35,000		0	0
Contribution - operations	1,836,693	901,338	2,278,982	1,377,644
Capital funding total	**20,782,334**	**5,302,815**	**1,505,639**	**(3,797,176)**

SIGNIFICANT ACCOUNTING POLICIES

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

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

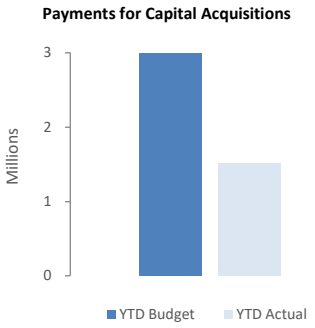
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

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

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

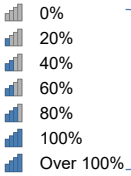
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The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



SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total
Level of completion indicators



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

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

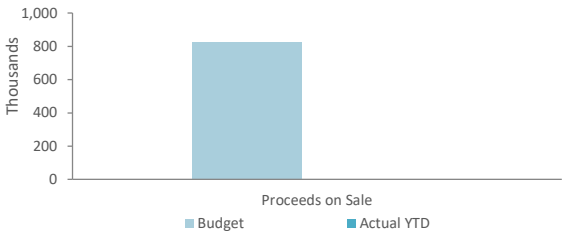
Adopted

Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	$	$	$	$
LAND - NORTHAMPTON LIA EXPANSION/SETTLERS HILL	629,000	157,248	0	157,248
PLANT & EQUIPMENT	165,000	82,500	61,903	20,597
PLANT AND EQUIPMENT - HLT	0	0	0	0
ROAD PLANT/MACHINERY	920,195	230,046	449,302	-219,256
UTILITIES (VEHICLES)	299,000	149,499	0	149,499
FURNITURE AND EQUIPMENT	65,000	16,248	0	16,248
STAFF HOUSING - BUILDINGS	14,523	3,630	0	3,630
PUBLIC AMENITIES - BUILDINGS	35,000	0	0	0
BUILDING INFRASTRUCTURE (LOT 514 WOODS ST KALB)	135,000	33,750	0	33,750
KALBARRI MULTI-USE CENTRE	0	0	0	0
OTHER CULTURE - BUILDINGS	0	0	0	0
REGIONAL ROAD GROUP	300,000	75,000	11,120	63,880
- MUNICIPAL FUND	247,000	61,749	439,938	-378,189
BLACKSPOT PROJECTS	7,309,500	1,827,375	2,839	1,824,536
ROADS TO RECOVERY	1,781,991	445,497	472,582	-27,085
ROADS DRFAWA AGRN1143 JUNE 24 RAINFALL EVENT	731,353	182,838	27,359	155,479
FOOTPATH CONSTRUCTION	85,000	21,249	4,431	16,818
HAMPTON ROAD FOOTPATH (LRCI4)	0	0	0	0
AIRPORT INFRASTRUCTURE	0	0	0	0
FORESHORE INFRASTRUCTURE	20,570	5,142	15,202	-10,060
KALBARRI FORESHORE - OTHER INFRASTRUCTURE	7,937,319	1,984,329	20,963	1,963,366
OTHER INFRUSTRUCTURE - SPORT & REC	40,000	9,999	0	9,999
PARKS AND OVALS - OTHER CULTURE	31,883	7,968	0	7,968
LITTLE BAY ROAD	0	0	0	0
	20,747,334	**5,294,067**	**1,505,639**	**3,788,428**

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

6 DISPOSAL OF ASSETS

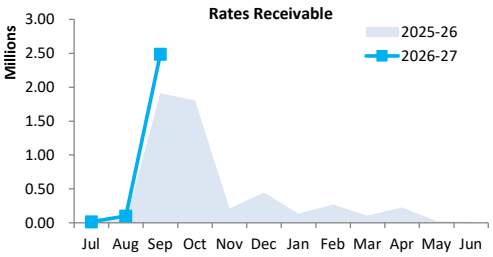
Asset Ref.	Asset description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$
	Land								
	Lot 81 Kitson	31,000	150,000	119,000	0			0	0
	Lot 80 Kitson	33,000	150,000	117,000	0			0	0
				0	0			0	0
	Building			0	0			0	0
	Plant and equipment								
	CEO Vehicle	64,116	70,700	6,584	0			0	0
	EMDCR Vehicle	49,330	65,000	15,670	0			0	0
	EMWTS	52,854	65,000	12,146	0			0	0
	Dmax Single Cab 4x4 Mechanic	0	20,000	20,000	0			0	0
	Dmax Singe Cab 4x2 Nton Tip	0	20,000	20,000	0			0	0
	Dmax Single Cab 4x4 Kalb Labourer	0	15,000	15,000	0			0	0
	Dmax Single Cab 4x4 Spray Ute	0	15,000	15,000	0			0	0
	Dmax SX Manual 4x4 Horrocks	0	15,000	15,000	0			0	0
	Mitsubishi Dual Cab Tray Truck 2016	0	35,000	35,000	0			0	0
	Dmax Space Cab (BFRMC)	0	12,500	12,500	0			0	0
	CAT 12M	0	140,000	140,000	0			0	0
	6 Wheeler Truck Mitsubishi	21,396	50,000	28,604	0			0	0
		251,696	**823,200**	**571,504**	**0**	**0**	**0**	**0**	**0**



SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

7 RECEIVABLES

Rates receivable	30 Jun 2026	30 Sep 2026
	$	$
Opening arrears previous years	279,091	279,091
Levied this year	5,150,141	6,091,080
Less - collections to date	(5,150,141)	(2,751,854)
Gross rates collectable	**279,091**	**3,618,317**
Net rates collectable	**279,091**	**3,618,317**
% Collected	94.9%	43.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(3,430)	516	1,853	33,969	18,338	51,246
Percentage	(6.7%)	1.0%	3.6%	66.3%	35.8%	
Balance per trial balance						
Trade receivables						51,246
Rubbish receivables						516,155
Receivables for employee related provisions						9,806
Emergency Services Levy						(154,621)
Total receivables general outstanding						**422,586**

Amounts shown above include GST (where applicable)

KEY INFORMATION

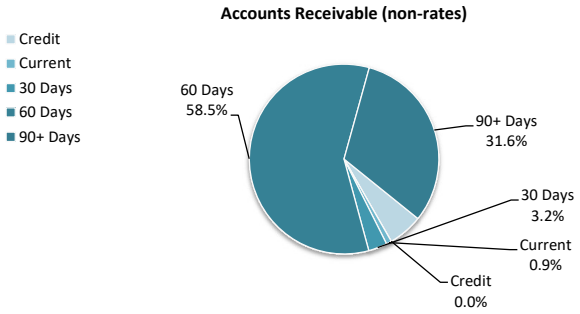
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sol and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 30 September 2026
	$	$	$	$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	19,123	0	(9,468)	9,655
Inventory				
Fuel	9,346	68,335	0	77,681
Land held for resale				
Cost of acquisition	64,000	0	0	64,000
Total other current assets	**92,469**	**68,335**	**(9,468)**	**151,336**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

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

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

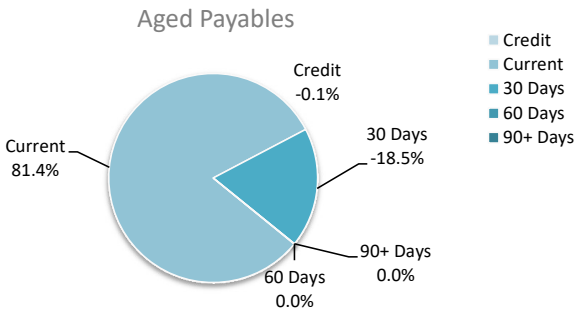
Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	(62)	84,653	(19,233)	0	0	65,358
Percentage	-0.1%	129.5%	-29.4%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						65,357
Accrued salaries and wages						11,241
ATO liabilities						16,362
Payroll Deductions Rates						(40)
Prepaid Rates						46,592
Bonds and Deposits						264,573
Accrued Expenditure						(18,036)
Total payables general outstanding						**386,049**
Amounts shown above include GST (where applicable)						

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

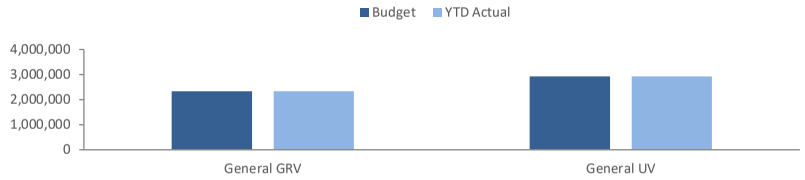


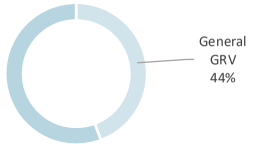
10 RATE REVENUE

General rate revenue					Budget		YTD Actual		
	Rate in $ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate Revenue	Total Revenue	Rate Revenue	Interim Rate Revenue	Total Revenue
RATE TYPE				$	$	$	$	$	$
Gross rental value									
General GRV	0.084600	1,641	27,511,123	2,327,441	15,000	2,342,441	2,328,871	5,598	2,334,469
Unimproved value									
General UV	0.005600	409	523,640,536	2,932,387	0	2,932,387	2,930,958		2,930,958
Sub-Total		**2,050**	**551,151,659**	**5,259,828**	**15,000**	**5,274,828**	**5,259,829**	**5,598**	**5,265,427**
Minimum payment	**Minimum Payment**								
Gross rental value	**$**								
General GRV	717	979	4,147,519	701,454	0	701,454	708,619	0	708,619
Unimproved value									
General UV	717	91	3,489,140	65,202	0	65,202	58,036	0	58,036
Sub-total		**1,070**	**7,636,659**	**766,656**	**0**	**766,656**	**766,655**	**0**	**766,655**
Total general rates						**6,041,484**			**6,032,082**
Specified area rates	**Rate in $ (cents)**								
Port Gregory Water Supply	0.039352	55	736,944	29,000	0	29,000	29,000		29,000
Kalbarri Tourism Rate	0.001291	1,792	23,225,317	30,000		30,000	30,000		30,000
Total specified area rates			**23,962,261**	**59,000**	**0**	**59,000**	**59,000**	**0**	**59,000**
Total						**6,100,484**			**6,091,080**

KEY INFORMATION

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





SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

11 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2026**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	$	$	$	$	$	$	$	$
RSL Hall Extensions	156	160,898	0	0	0	(52,538)	160,898	108,360	172	(4,064)
Plant Purchases	157	142,533	0	0	0	(34,786)	142,533	107,747	1,433	(3,029)
Staff Housing	159	793,955	0	0	0	(25,299)	793,955	768,656	2,371	(46,509)
Plant Loan	161	0	0	0	0	(23,418)	0	-23,418		(17,708)
		1,097,386	0	0	0	(136,041)	1,097,386	961,345	3,977	(71,310)
Self supporting loans										
Pioneer Lodge		257,746	0	0	(9,468)	(19,123)	248,278	238,623	(1,266)	(11,715)
		257,746	0	0	(9,468)	(19,123)	248,278	238,623	(1,266)	(11,715)
Total		**1,355,132**	**0**	**0**	**(9,468)**	**(155,164)**	**1,345,664**	**1,199,968**	**2,711**	**(83,025)**
Current borrowings		155,165					145,697			
Non-current borrowings		1,499,969					1,499,969			
		1,655,134					**1,645,666**			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

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

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

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

12 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2026	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 September 2026
		$	$	$	$	$
Other liabilities						
Contract liabilities		315,433	0			315,433
Capital grant/contributions liabilities		2,012,323	0	0	0	2,012,323
Total other liabilities		2,327,756	0	0	0	2,327,756
Employee Related Provisions						
Provision for annual leave		287,739	0	0	0	287,739
Provision for long service leave		312,734	0	0	0	312,734
Annual leave oncosts		34,529	0	0	0	34,529
LSL oncosts		37,528	0	0	0	37,528
Total Provisions		672,530	0	0	0	672,530
Total other current liabilities		**3,000,286**	**0**	**0**	**0**	**3,000,286**

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2026	Current Liability 30 Sep 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
GRANTS COMMISSION - GENERAL				0		418,473	104,618	104,584
GRANTS COMMISSION - ROADS				0		227,344	56,836	36,149
GRANT - ECONOMIC DEVELOPMENT				0		615,000	153,750	60,000
EMERGENCY SERVICES LEVY				0		111,000	27,750	29,502
GRANT BUSHFIRE RISK PLANNING COORDINATOR (DFES)				0		116,584	29,145	0
GRANT REVENUE				0		200,000	49,998	20,099
GRANTS				0		15,000	3,750	0
- MRD MAINTENANCE				0		264,283	264,283	0
GRANT REVENUE (GST F)				0		10,000	2,499	0
	0	**0**	**0**	**0**	**0**	**1,977,684**	**692,629**	**250,334**
Contributions								
CONTRIBUTIONS				0		8,000	1,998	9,068
OTHER SHIRE LSL CONTRIBUTION				0		-	-	0
OTHER SHIRE LSL CONTRIB.				0		-	-	0
REBATES AND COMMISSIONS				0		26,000	6,498	7,322
LEGAL CHARGES RATES (NO GST)				0		5,000	1,248	0
RATE EQUIVALENT PAYMENTS				0		23,500	-	3,325
REIMBURSMENTS				0		121,185	30,294	0
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - PIONEER LODGE				0		11,715	2,928	5,993
RESIDENTIAL RENTAL				0		-	-	0
CONTRIBUTIONS				0		-	-	0
REIMBURSMENTS - HOUSING OTHER				0		7,500	1,875	879
CONTRIBUTIONS				0		25,000	6,249	13,664
REIMBURSE (ADVERTISING/PLANNING COMMISSION)				0		5,000	1,248	0
BUS HIRE				0		-	-	0
GRANTS - BEN SIGNS/KALBARRI FORESHORE REVITALISATION PROJECT				0		-	-	0
REIMBURSEMENTS				0		6,000	1,500	1,266
REIMBURSEMENTS				0		2,500	624	0
REIMBURSEMENTS- REC. CTRE/GOLF CLUB				0		5,000	1,248	2,635
REIMBURSEMENTS				0		-	-	0
REIMBURSEMENT/CONTRIBUTION				0				0
PT GREGORY SPEC AREA RATE				0		1,000	249	0
CONTRIBUTIONS/REIMBURSEMENTS				0		31,883	7,968	0
CONTRIBUTION (INC STREET LIGHTING)				0		3,750	936	0
TOURISM AND AREA PROMOTION FUNDING	119,892			119,892		72,183	18,045	0
LEASE FEES - HALF WAY BAY COTTAGES				0		16,000	3,999	0
BUILDING REIMBURSEMENTS				0		900	225	247
REIMBURSMENTS				0		10,000	2,499	246
LIA (KITSON CIRCUIT) UNITS ANNUAL RENT				0		-	-	0
REIMB. - WORKERS COMPENS.				0		20,000	4,998	0
DFES/DFRAWA INCOME	195,541		0	195,541		66,350	16,587	0
INSURANCE CLAIMS - VEHICLES				0		2,000	498	63,164
				0		-	-	0
				0				
	315,433	**0**	**0**	**315,433**	**0**	**573,474**	**137,463**	**111,328**

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2026	Current Liability 30 Sep 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
GRANTS - BEN SIGNS/KALBARRI FORESHORE REVITALISATION PROJECT				0		7,946,819	1,986,702	0
ROADS TO RECOVERY FUNDING	133,983		0	133,983		1,849,000	462,249	0
BLACKSPOT & MASSACTION FUNDING	1,957,799		0	1,957,799		7,310,122	1,827,528	0
REGIONAL ROAD GROUP FUNDING	33,102		0	33,102		450,000	112,500	120,000
DRFRA AGRN1143 & 1150 ROADS RAINFALL EVENT				0		0	0	(893,343)
GRANTS				0		50,000	12,498	0
	2,124,884	**0**	**0**	**2,124,884**	**0**	**17,605,941**	**4,401,477**	**(773,343)**

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

15 BONDS & DEPOSITS

Description	Opening Balance 1 July 2026	Amount Received	Amount Paid	Closing Balance 30 Sep 2026
	$	$	$	$
Transportable House Bonds	(3,000)	0	0	**(3,000)**
Footpath Bonds	31,402	3,500	(4,000)	**30,902**
Nomination Deposits	0	300	0	**300**
Building Levies (BCITF & BRB)	6,869	7,410	(8,519)	**5,760**
Community Bus Bond	6,450	200	(400)	**6,250**
Unclaimed Monies - Rates	7,453	0	0	**7,453**
RSL Hall Key Bond	680	500	(250)	**930**
Special Series Plates	9,025	670	(450)	**9,245**
Northampton Child Care Association	24,027	137	0	**24,164**
Horrocks Memorial Wall	1,838	0	(165)	**1,673**
One Life	793	0	0	**793**
Rubbish Tip Key Bond	1,834	0	(400)	**1,434**
RSL - Kalbarri Memorial	31,883	0	0	**31,883**
DOT - Department of Transport	(0)	69,508	(69,509)	**(1)**
Rates - Overpaid	30,761	0	0	**30,761**
Miscellaneous Deposits	240	0	0	**240**
Retentions	67,792	46,477	0	**114,269**
Nton Friends of the Cemetery	1,416	100	0	**1,516**
	219,464	**128,801**	**(83,693)**	**264,572**

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

16 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			$	$	$	$
Budget adoption						
State Library Grant - Encouraging Promising Practices - Bird is the Work	09/26-187	Operating revenue		1,422		1,422
State Library Grant - Digital and Technology Inclusion - Kalbarri Library Lego STEM Club	09/26-187	Operating revenue		4,760		6,182
Encouraging Promising Practices Bird Watching Program	09/26-187	Operating expenses			(1,422)	4,760
Kalbarri Library Lego STEM Club	09/26-187	Operating expenses			(4,760)	0
Advocare Seniors Week Grant	10-26-211	Operating revenue		1,000		1,000
Seniors Week Tour of Geraldton Port and Northampton RSL	10-26-211	Operating expenses			(1,000)	0
				7,182	**(7,182)**	**0**

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT #	Date	Name/Payee	Description	Amount
EFT29801	01/10/2026	DEPT OF WATER & ENVIRONMENT	NTON WASTE MGMT FACILITY ANNUAL LICENCE 26/27	1303.50
EFT29802	07/10/2026	AIRPORT LIGHTING SPECIALISTS	KALB AIRPORT RUNWAY LIGHTING SPARE PARTS	754.60
EFT29803	07/10/2026	KALBARRI IGA	REFRESHMENTS	232.38
EFT29804	07/10/2026	ARROW BRONZE	NTON CEMETERY NICHE WALL PLAQUES	1116.16
EFT29805	07/10/2026	AUSTRALIAN COMMUNICATIONS AUTHORITY	FIRE SERVICE COMMS 26/27 LICENCE RENEWAL	1576.00
EFT29806	07/10/2026	BABA MARDA ROAD SERVICES	NTON-HKS RD TRAFFIC MANAGEMENT	5817.41
EFT29807	07/10/2026	GRADING SERVICES AUSTRALIA PTY LTD	GRADING SERVICES RFQ 14-2026	10659.00
EFT29808	07/10/2026	CAT WEST PTY LTD	EMULSION FOR ROAD REPAIRS	1980.00
EFT29809	07/10/2026	CITY OF GREATER GERALDTON	MERU REFUSE DISPOSAL	10029.00
EFT29810	07/10/2026	COASTAL ELECTRICAL & SOLAR	ECO FLORA BORE PUMP REPAIRS	6175.40
EFT29811	07/10/2026	BOC GASES AUSTRALIA	INDUSTRY GASES	48.04
EFT29812	07/10/2026	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	3000.84
EFT29813	07/10/2026	CORSIGN WA PTY LTD	SIGNS & POLES	3375.90
EFT29814	07/10/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	295.40
EFT29815	07/10/2026	PEGGY ANN DAVIES	RATES REFUND	279.00
EFT29816	07/10/2026	GARY DUNGATE	NCC PAVING REPAIRS	220.00
EFT29817	07/10/2026	ELEVATE MGMT & WORKPLACE SOLUTIONS	KALB DRS SURGERY TENDER	3300.00
EFT29818	07/10/2026	EUROPCAR	CESM CAR HIRE MONTHLY	2904.00
EFT29819	07/10/2026	GERALDTON LOCK & KEY SPECIALISTS	KEYS	224.40
EFT29820	07/10/2026	GERALDTON AUTO WHOLESALERS	DMAX UTE P297 PARTS	85.00
EFT29821	07/10/2026	DAVID GRAY & CO PTY LTD	240LT BINS & PARTS KALB & NTON STOCK	6856.28
EFT29822	07/10/2026	C + J HANSON PLUMBING CONTRACTORS	PT GREG HALL SEPTIC TANKS PLUMBING WORKS	2174.32
EFT29823	07/10/2026	GJ & SM HAYES	REIMB KERB DEPOSIT	500.00
EFT29824	07/10/2026	HOSEY'S CONTRACTING	REIMB KERB DEPOSIT	500.00
EFT29825	07/10/2026	INCITE SECURITY PTY LTD	SECURITY MONITORING QUARTERLY NTON OFFICE	161.70
EFT29826	07/10/2026	INDEPENDENT RURAL PTY LTD	HARDWARE, PLANTS, RETIC, PPE	2530.30
EFT29827	07/10/2026	SCOTT ALEXANDER JONES	PT GREG MOWING & SPRAYING	370.00
EFT29828	07/10/2026	KALBARRI STATE EMERGENCY SERVICE	KALB SES OPERATIONS 26/27 2ND ESL INSTALMENT	10227.50
EFT29829	07/10/2026	KALBARRI CARRIERS	FREIGHT	1419.00
EFT29830	07/10/2026	KALBARRI SAND & SOIL SUPPLIES	VERGE SLASH/MULCH HATCH,STARLING,JACKSON RDS	6270.00
			VERGE SLASH/MULCH AJANA-KALBARRI RD	2640.00
EFT29831	07/10/2026	KEMPTON ELECTRICAL CONTRACTING	ELECTRICAL WORKS NCC, BINNU HALL, HAMPTON GRDS & FITZGERALD ST HOUSE	2130.43
EFT29832	07/10/2026	KALBARRI PEST CONTROL	KALB TIP BEE TREATMENT	150.00
EFT29833	07/10/2026	LG BEST PRACTICES PTY LTD	ACCOUNTING & SYNERGYSOFT ASSISTANCE	1061.50
EFT29834	07/10/2026	HA & MK MAHONY CONTRACTING	MINI EXCAVATOR HIRE VARIOUS LOCATIONS	792.00
EFT29835	07/10/2026	LGRCEU	PAYROLL DEDUCTIONS	72.00

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT29836	07/10/2026	ML COMMUNICATIONS	KALB AIRPORT PROGRAMMED VHF RADIO	761.20
EFT29837	07/10/2026	NORTHAMPTON HISTORICAL SOCIETY	CHIVERTON HOUSE SPECIAL SERIES PLATE PROCEEDS	9025.00
EFT29838	07/10/2026	NORTHAMPTON LIONS CLUB	COMMUNITY GRANTS 25/26 RND 2 - CAT 3B SENIORS CHRISTMAS DINNER	4000.00
EFT29839	07/10/2026	NORTHAMPTON BOWLING CLUB	COMMUNITY GRANTS 25/26 RND 2 - CAT 1 LOCK & BOWL COMMUNITY PROJECT	4000.00
EFT29840	07/10/2026	NORTHAMPTON FAMILY STORE	STAFF UNIFORMS 26/27	4921.40
EFT29841	07/10/2026	NOVUS AUTOGLASS MIDWEST	MPG DMAX WINDSCREEN REPLACEMENT	1395.00
EFT29842	07/10/2026	GERALDTON CLEANPAK TOTAL SOLUTIONS	CLEANING SUPPLIES	228.45
EFT29843	07/10/2026	THE PERENJORI HOTEL	STAFF TRAINING ACCOM & MEALS	528.00
EFT29844	07/10/2026	PESTAKILL WA	CHIVERTON HOUSE, LYNTON STN PEST CONTROL	3128.00
EFT29845	07/10/2026	LUKE PRIMAVERA	ECO FLORA GRD MTCE	640.00
EFT29846	07/10/2026	QUANTUM SURVEYS	KALB AIRPORT LEASE AREA SURVEYS	3300.00
EFT29847	07/10/2026	REALMSTUDIOS PTY LTD	KALB FORESHORE REVITALISATION PAYMENT #9	4840.00
EFT29848	07/10/2026	ROWEYS MECHANICAL	ISSEKA BFB LANDCRUISER 5 x 4WD TYRES, 6 x SPLIT RIM RUST BANDS & TUBES	4057.90
EFT29849	07/10/2026	SANFORD VETERINARY CLINIC	STERILISATION SUBSIDY	20.00
EFT29850	07/10/2026	DAVID SIMSHAUSER	REIMB KERB DEPOSIT	500.00
EFT29851	07/10/2026	DANIEL TARASEK	KALB SKATE PARK CONCRETE REPAIRS	1760.00
EFT29852	07/10/2026	THE SEWING FAIRY	STAFF UNIFORM EMBROIDERY	1408.00
EFT29853	07/10/2026	2V NET IT SOLUTIONS	COMPUTER MTCE	2279.00
EFT29854	07/10/2026	TOTALLY WORKWEAR GERALDTON	SAFETY BOOTS	187.56
EFT29855	07/10/2026	T&R HOMES WA PTY LTD	REIMB KERB DEPOSIT	500.00
EFT29856	07/10/2026	VAC WEST & MIDWEST SWEEPING	NTON TOWN STREET SWEEPING	3133.68
EFT29857	07/10/2026	TATIANA VAFIADES	REIMB CESM EXPENSES	1436.05
EFT29858	07/10/2026	LANDGATE	VALUATION EXPENSES	351.70
EFT29859	07/10/2026	WESTRAC EQUIPMENT PTY LTD	LOADER PARTS	322.36
EFT29860	07/10/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	CESM TRAINING	792.00
EFT29861	07/10/2026	WICKED STRATEGIES	COMMUNITY INCUBATOR HUB PART 1	2585.00
EFT29862	21/10/2026	AW CRAGAN & ALLCAPRI PTY LTD	SLASHING VARIOUS LOCATIONS	10109.00
EFT29863	21/10/2026	AUSTRALIA POST	POSTAGE	230.34
EFT29864	21/10/2026	GRADING SERVICES AUSTRALIA PTY LTD	GRADING SERVICES RFQ 14-2026	17556.00
EFT29865	21/10/2026	BBS BUILDING SURVEYING SERVICES PTY LTD	RELIEF BUILDING SURVEYOR SERVICES	28105.48
EFT29866	21/10/2026	SIMON JOHN ALLAN DRAGE	EDNA BANDY GATE REPAIRS	93.50
EFT29867	21/10/2026	GARY DUNGATE	KANGA HIRE ROAD VERGE MULCHING	396.00
EFT29868	21/10/2026	FENN PLUMBING & GAS	PLUMBING RED BLUFF & CHINAMANS TOILETS, KALB DUMP POINT	899.79
EFT29869	21/10/2026	HOSEY'S CONTRACTING	REFUSE SITES ASBESTOS REMOVAL	2880.41

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT29870	21/10/2026	KALBARRI AUTO CENTRE & CARS 4U2 HIRE	KALB COMMUNITY BUS 7 x BUS TYRES	2950.00
EFT29871	21/10/2026	KALBARRI STATE EMERGENCY SERVICE	KALB SES OPERATIONS 26/27 1ST ESL PAYMENT	10227.50
EFT29872	21/10/2026	BRIAN DAVID McRAE	RATES REFUND	6932.65
EFT29873	21/10/2026	LEWIS CHEYNE MOORE	RATES REFUND	339.10
EFT29874	21/10/2026	MURCHISON DIESEL PTY LTD	HKS FIRE TRUCK SERVICE P250	4187.80
EFT29875	21/10/2026	NORTHAMPTON COMMUNITY CENTRE	NCC VENUE HIRE COMMUNITY INCUBATOR HUB	1280.00
EFT29876	21/10/2026	PEOPLE ASSIGNMENT PTY LTD	EMERGENCY SERVICES REVIEW PHASE 1	3104.79
EFT29877	21/10/2026	150 SQUARE	GOVERNANCE TRAINING INCUBATOR HUBS	1671.44
EFT29878	22/10/2026	WESTERN AUSTRALIAN TREASURY	LOAN 157	18464.02
EFT29879	27/10/2026	AUSTRALIAN TAXATION OFFICE	BAS SEPT 26	35607.00
EFT29880	27/10/2026	LGISWA	LGIS 26/27 INSURANCE 2ND INSTALL	271335.69
EFT29881	29/10/2026	KALBARRI IGA	REFRESHMENTS	104.69
EFT29882	29/10/2026	AUSSIE NATURAL SPRING WATER GERALDTON	NTON/STEPHEN ST OFFICE WATER BOTTLES	312.40
EFT29883	29/10/2026	BREEZE CONNECT PTY LTD	TELEPHONE CHARGES	188.61
EFT29884	29/10/2026	BUNNINGS	HARDWARE, PLANTS	1258.06
EFT29885	29/10/2026	CENTRAL WEST PUMP SERVICE	ECO FLORA PUMP REPLACEMENT PARTS & LABOUR	19547.00
EFT29886	29/10/2026	CITY OF GREATER GERALDTON	MERU REFUSE DISPOSAL	12081.00
EFT29887	29/10/2026	CLEANAWAY OPERATIONS PTY LTD	DOM/COMM 240LT REFUSE COLLECTION	24331.02
			FATHER FRONT LIFT	22777.72
EFT29888	29/10/2026	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	2146.50
EFT29889	29/10/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	565.45
EFT29890	29/10/2026	CRAMER & NEILL REFRIGERATION	OLD POLICE STATION A/C REPAIRS	2392.13
			NTON BUILDINGS A/C MTCE	9885.32
EFT29891	29/10/2026	CRAYON AUSTRALIA PTY LTD	MSOFT EXCHANGE/365 SUBSCRIPTION MONTHLY	1146.90
EFT29892	29/10/2026	SIMON JOHN ALLAN DRAGE	OLD RAILWAY STN WINDOW REPAIRS	1320.00
EFT29893	29/10/2026	ELDERS RURAL SERVICES AUSTRALIA LTD	ASPHALT, PPE, TOILET CLEANING SUPPLIES	4592.78
			KALB AIRPORT DIESEL PUMP	1275.01
EFT29894	29/10/2026	ELGAS	SALAMIT PL HOUSE GAS BOTTLES	239.60
EFT29895	29/10/2026	ENGIN	TELEPHONE CHARGES	302.51
EFT29896	29/10/2026	FUTURE SYSTEMS	NORTHAMPTON ECONOMIC DEVELOPMENT PRECINCT PROJECT MGMT PAYMENT #4	5280.00
EFT29897	29/10/2026	GOLDFIELDS CONTROLLED WASTE	PUMP OUT SEPTICS HKS TOILETS, PT GREG HALL	5584.10
EFT29898	29/10/2026	GERALDTON TYREPOWER	HKS DMAX UTE WHEEL ALIGNMENT & ROTATION	667.00
EFT29899	29/10/2026	GERALDTON AUTO WHOLESALERS	MPG DMAX SERVICE 135,000KM 111NR	891.80
EFT29900	29/10/2026	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	1120.31
EFT29901	29/10/2026	GFG CONSULTING	NORTHAMPTON RRRP CONSULTANCY	1905.48
EFT29902	29/10/2026	GHD PTY LTD	RAINFALL EVENT WORKS AGRN1143/AGRN1150	12305.15
EFT29903	29/10/2026	GREENFIELD TECHNICAL SERVICES	FIFTH AVE DRAINAGE UPGRADES SUPERINTENDENT ROLE	10818.50

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT29904	29/10/2026	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUELS, OILS	18308.43
			FUEL CARD PURCHASES	479.80
EFT29905	29/10/2026	FIONA LEANNE GRIFFITHS	RATES REFUND	539.54
EFT29906	29/10/2026	GUARDIAN PRINT & GRAPHICS	BINDING COUNCIL MINUTES	1695.00
EFT29907	29/10/2026	C + J HANSON PLUMBING CONTRACTORS	PT GREG COMMUNITY HALL SEPTIC SYSTEM REPAIRS	5140.30
EFT29908	29/10/2026	GERALDTON PARTS HOPPYS PARTS R US	KALB MOWER TRAILER PARTS	159.42
EFT29909	29/10/2026	HORROCKS BEACH GENERAL STORE	HKS BFB FIRE UNIT FUEL	162.91
EFT29910	29/10/2026	HOSEXPRESS	BACKHOE PARTS	183.41
EFT29911	29/10/2026	IMPRINT PLASTIC	A FRAME NAME PLAQUES	197.45
EFT29912	29/10/2026	INDEPENDENT RURAL PTY LTD	HARDWARE, PLANTS, RETIC, FERTILISER, PPE	4396.58
EFT29913	29/10/2026	BP KALBARRI	KALB NATURE PLAYGROUND LINSEED OIL, TURPS	1578.00
			HARDWARE, RETIC, CEMENT	802.80
EFT29914	29/10/2026	KALBARRI WAREHOUSE	HARDWARE	44.60
EFT29915	29/10/2026	KALBARRI SAND & SOIL SUPPLIES	SLASHING/MULCHING BINNU EAST RD, KALB	9240.00
			VERGE GRAVEL SUPPLY KALB	1210.00
EFT29916	29/10/2026	KEMPTON ELECTRICAL CONTRACTING	ELECTRICAL WORKS RSL HALL, ALMA HALL	1767.49
EFT29917	29/10/2026	KALBARRI PEST CONTROL	MOSQUITO TREATMENT KALB	1250.00
EFT29918	29/10/2026	NUTRIEN AG SOLUTIONS NORTHAMPTON	SPRAY CHEMICAL, RETIC SUPPLIES	4846.93
EFT29919	29/10/2026	LGIS INSURANCE BROKING	MEDICAL INSURANCE 26/27	11374.00
EFT29920	29/10/2026	READYTECH USER GROUP	READYTECH USER GROUP SUBSCRIPTION 26/27	962.50
EFT29921	29/10/2026	M2M ONE PTY LTD	HKS/PT GREG WATER SUPPLY SIM FEE MONTHLY	27.50
EFT29922	29/10/2026	MACH ONE AUTO ONE	MTCE SUPERVISOR UTE BRAKE PARTS	634.41
EFT29923	29/10/2026	MCINTOSH & SON	CASE TRACTOR REPAIRS PARTS & LABOUR	10435.15
EFT29924	29/10/2026	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	16585.80
EFT29925	29/10/2026	METRO COUNT	NEW TRAFFIC COUNTERS & CONSUMABLES	8208.75
EFT29926	29/10/2026	LGRCEU	PAYROLL DEDUCTIONS	96.00
EFT29927	29/10/2026	NORTHAMPTON IGA PLUS LIQUOR	REFRESHMENTS	244.22
EFT29928	29/10/2026	NORTHAMPTON NEWSAGENCY	STATIONERY	930.28
EFT29929	29/10/2026	NORTHAMPTON FAMILY STORE	STAFF UNIFORMS	339.80
EFT29930	29/10/2026	GERALDTON CLEANPAK TOTAL SOLUTIONS	TOILET PAPER & CLEANING SUPPLIES	3137.50
EFT29931	29/10/2026	NR TYRES	GRADER TYRES x 4, TYRE REPAIRS x 2	12937.15
			CAR TYRES x 4	1584.00
			TRUCK TRYRES x 2	1799.60
EFT29932	29/10/2026	PEOPLE ASSIGNMENT PTY LTD	EMERGENCY SERVICES REVIEW	10092.76
EFT29933	29/10/2026	K PERKINS BUILDING PTY LTD	REIMB BUILDING CTF FEES	200.00
EFT29934	29/10/2026	PRESTON ROWE PATERSON GERALDTON AND MIDWEST	VALUATION LOTS 200 & 201 GREY ST KALB & LICENCE TO OCCUPY RENEWAL	4290.00
EFT29935	29/10/2026	PUBLIC LIBRARIES WESTERN AUSTRALIA INC.	PLWA MEMBERSHIP 26/27	300.00

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT29936	29/10/2026	SYNERGY	ELECTRICITY CHARGES	32288.86
EFT29937	29/10/2026	THE SHEARING SHED CAFE	REFRESHMENTS	700.00
EFT29938	29/10/2026	PAUL SHERIFF	SYNERGYSOFT ASSISTANCE	110.00
EFT29939	29/10/2026	SKYTRUST	SKYTRUST SUBSCRIPTION MONTHLY	493.90
EFT29940	29/10/2026	JUDITH SOUTHGATE	REIMB TRAVEL RELIEF ADMIN KALB	207.76
EFT29941	29/10/2026	SOUTHERN STAR EXPLORATION PTY LTD	RATES REFUND	96.56
EFT29942	29/10/2026	STEVES TYRE & MECHANICAL	KALB MTCE & LH UTE SERVICE & REPAIRS	1238.71
EFT29943	29/10/2026	ANDREA MARIE TEAKLE	REIMB CDO TRAVEL	407.68
EFT29944	29/10/2026	TELSTRA	TELEPHONE CHARGES	1556.17
EFT29945	29/10/2026	2V NET IT SOLUTIONS	COMPUTER MTCE NOV 26	2279.00
			NTON DEPOT PHONES	1590.00
EFT29946	29/10/2026	TRADEWIND BUILDING SERVICE	REIMB BUILDING CTF FEES	200.00
EFT29947	29/10/2026	TRUCKLINE	LOW LOADER FLOAT PARTS	265.40
EFT29948	29/10/2026	LANDGATE	VALUATION EXPENSES	215.71
EFT29949	29/10/2026	CRESTA LEE VIELLARIS	REIMB CDO TRAVEL	1019.20
EFT29950	29/10/2026	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	1319.76
			TOTAL	**$ 886,911.70**

MUNICIPAL FUND CHEQUES

Chq #	Date	Name/Payee	Description	Amount
22691	08/10/2026	RIGHT 4 THE ROAD	KALB BUS REINSPECTION	173.05
22692		CANCELLED		
22693	08/10/2026	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	171.85
22694	29/10/2026	DAVID PAYNE	RATES REFUND	595.40
22695	29/10/2026	SHIRE OF NORTHAMPTON	DOT JETTY RENEWALS	98.20
22696	29/10/2026	WATER CORPORATION	WATER USE & SERVICE CHARGES	12893.88
22697	30/10/2026	SHIRE OF NORTHAMPTON	PETTY CASH RECOUP	181.10
			TOTAL	**$ 14,113.48**

DIRECT PAYMENTS FROM MUNICIPAL ACCOUNT

Jnl #	Jnl Date	Name/Payee	Transaction	Description	Transaction	Total
		PAYROLL	09/10/2026	ONE OFF PAY FN/E 07/10/26		2,046.00
		PAYROLL	09/10/2026	PAYS FN/E 07/10/26		139,842.00
		SUPERCHOICE	09/10/2026	SUPERANNUATION PAY FN/E 07/10/26		31,319.71
		PAYROLL	23/10/2026	PAYS FN/E 21/10/26		136,702.00
		SUPERCHOICE	23/10/2026	SUPERANNUATION PAY FN/E 21/10/26		31,650.59
GJ0403	31/10/2026	NATIONAL AUSTRALIA BANK		BANK FEES		89.98
GJ0404	31/10/2026	COMMONWEALTH BANK		BANK MERCHANT FEES		1,034.84
GJ0405	31/10/2026	COMMONWEALTH BANK		BPOINT FEES		1,072.50
GJ0406	31/10/2026	NATIONAL AUSTRALIA BANK		BPAY		689.04
GJ0408	31/10/2026	NAB CEO CORPORATE CARD	04/09/2026	ELITE OFFICE FURNITURE PINUP BOARDS	2,074.00	
			18/09/2026	TAXIPAY CEO LG WEEK TRAVEL	17.85	
			18/09/2026	SPOTTO TAXIS CEO LG WEEK TRAVEL	14.70	
			21/09/2026	SWAN TAXIS CEO LG WEEK TRAVEL	18.06	
			21/09/2026	BWC TAXIS CEO LG WEEK TRAVEL	15.02	
			21/09/2026	NOVATEL PERTH CR LG WEEK ACCOM	962.00	
			21/09/2026	NOVATEL PERTH CEO LG WEEK ACCOM	866.00	
			21/09/2026	LG WEEK REFRESHMENTS	750.21	
			21/09/2026	NOVATEL PERTH CR LG WEEK ACCOM	748.00	
			21/09/2026	NOVATEL PERTH CR LG WEEK ACCOM	684.00	
			21/09/2026	NOVATEL PERTH CR LG WEEK ACCOM	548.00	
			29/09/2026	CARD FEE	9.00	6,706.84
GJ0409	31/10/2026	NAB EMWTS CORPORATE CARD	31/08/2026	STARLINK INTERNET REMOTE GRADING WORKS	85.00	
			09/09/2026	ABROHLOS STEEL NCC RAILING JOINERS	234.76	
			10/09/2026	GALVINS PLUMBING TOWN TOILETS BASIN TAP	229.52	
			17/09/2026	NETO GRAPHIC VEHICLE DECALS	568.70	
			23/09/2026	ADOBE SUBSCRIPTION	379.94	
			28/09/2026	CHATGPT SUBSCRIPTION	27.27	
			29/09/2026	CARD FEE	9.00	1,534.19
GJ0410	31/10/2026	NAB EMCDR CORPORATE CARD	25/09/2026	NR TYRES EMCDR VEHICLE TYRE REPAIR	55.83	
			29/09/2026	CARD FEE	9.00	64.83
						$ 352,752.52

FUEL CARD PURCHASES

Payment #	Payment Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
EFT29900	29/10/2026	GERALDTON FUEL COMPANY PTY	06/09/2026	EMWTS FORD RANGER	164.65	
			26/09/2026	EMWTS FORD RANGER	156.06	
			29/09/2026	EMWTS FORD RANGER	167.36	488.07
			29/09/2026	EHO TOYOTA CAMRY	67.80	67.80
			05/09/2026	MPG ISUZU DMAX	135.81	135.81
			03/09/2026	BS ISUZU MUX	161.58	
			07/09/2026	BS ISUZU MUX	111.20	
			29/09/2026	BS ISUZU MUX	155.85	428.63
						$ 1,120.31
EFT29904	29/10/2026	GREAT SOUTHERN FUEL SUPPLY		DEPOT BOWSERS, OILS	18,308.43	18,308.43
			11/09/2026	BS ISUZU MUX	154.11	
			28/09/2026	BS ISUZU MUX	170.84	324.95
			05/09/2026	EMCDR FORD RANGER	154.85	154.85
						$ 18,788.23

MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 October 2026

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

TABLE OF CONTENTS

Statements required by regulation

Statement of Financial Activity		2
Statement of Financial Position		3
Note 1	Basis of Preparation	4
Note 2	Statement of Financial Activity Information	5
Note 3	Explanation of Material Variances	6

SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2026

	Supplementary Information	Adopted Budget Estimates (a) $	YTD Budget Estimates (b) $	YTD Actual (c) $	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	6,100,484	6,090,484	**6,106,237**	15,753	0.26%	
Grants, subsidies and contributions	13	2,551,158	964,877	**860,589**	(104,288)	(10.81%)	▼
Fees and charges		1,431,487	1,211,304	**1,250,780**	39,476	3.26%	
Interest revenue		236,000	91,996	**136,020**	44,024	47.85%	▲
Other revenue		761,074	253,688	**0**	(253,688)	(100.00%)	▼
Profit on asset disposals	6	571,504	381,000	**0**	(381,000)	(100.00%)	▼
		11,651,707	**8,993,349**	**8,353,626**	(639,723)	(7.11%)	
Expenditure from operating activities							
Employee costs		(5,697,456)	(2,046,524)	**(1,837,352)**	209,172	10.22%	▲
Materials and contracts		(4,952,142)	(1,666,962)	**(998,599)**	668,363	40.09%	▲
Utility charges		(338,634)	(112,800)	**(86,238)**	26,562	23.55%	▲
Depreciation		(2,901,300)	(967,068)	**0**	967,068	100.00%	▲
Finance costs		(83,025)	(27,668)	**1,571**	29,239	105.68%	▲
Insurance		(274,390)	(271,164)	**(376,534)**	(105,370)	(38.86%)	▼
Other expenditure		(1,575,964)	(467,746)	**(387,510)**	80,236	17.15%	▲
		(15,822,911)	**(5,559,932)**	**(3,684,662)**	1,875,270	33.73%	▲
Non-cash amounts excluded from operating activities	Note 2(b)	2,335,496	586,068	**3,890**	(582,178)	(99.34%)	▼
Amount attributable to operating activities		**(1,835,708)**	**4,019,485**	**4,672,854**	653,369	16.26%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	17,605,941	5,868,636	**(767,160)**	(6,635,796)	(113.07%)	▼
Proceeds from disposal of assets	6	823,200	0	**0**	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		19,123	9,468	**9,468**	0	0.00%	
		18,448,264	**5,878,104**	**(757,692)**	(6,635,796)	(112.89%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(2,297,718)	(908,892)	**(517,550)**	391,342	43.06%	▲
Payments for construction of infrastructure	5	(18,484,616)	(6,161,528)	**(1,012,127)**	5,149,401	83.57%	▲
		(20,782,334)	**(7,070,420)**	**(1,529,677)**	5,540,743	78.37%	
Amount attributable to investing activities		**(2,334,070)**	**(1,192,316)**	**(2,287,369)**	(1,095,053)	(91.84%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	516,500	0	**0**	0	0.00%	
		516,500	**0**	**0**	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(155,164)	(26,792)	**(26,792)**	0	0.00%	
Transfer to reserves	4	(605,117)	0	**(20,670)**	(20,670)	0.00%	
		(760,281)	**(26,792)**	**(47,462)**	(20,670)	(77.15%)	
Amount attributable to financing activities		**(243,781)**	**(26,792)**	**(47,462)**	(20,670)	(77.15%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		4,413,558	4,413,558	**4,454,294**	40,736	0.92%	
Amount attributable to operating activities		(1,835,708)	4,019,485	**4,672,854**	653,369	16.26%	▲
Amount attributable to investing activities		(2,334,070)	(1,192,316)	**(2,287,369)**	(1,095,053)	(91.84%)	▼
Amount attributable to financing activities		(243,781)	(26,792)	**(47,462)**	(20,670)	(77.15%)	▼
Surplus or deficit after imposition of general rates		**(1)**	**7,213,935**	**6,792,317**	(421,618)	(5.84%)	

KEY INFORMATION

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

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

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

SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 OCTOBER 2026

	Supplementary Information	30-Jun-26	31 October 2026
		$	$
CURRENT ASSETS			
Cash and cash equivalents	3	8,363,405	8,604,326
Trade and other receivables		2,271,999	2,533,479
Other financial assets		19,123	9,655
Inventories	8	73,346	157,957
TOTAL CURRENT ASSETS		10,727,873	11,305,417
NON-CURRENT ASSETS			
Trade and other receivables		89,989	89,989
Other financial assets		393,802	393,802
Property, plant and equipment		37,140,469	37,658,018
Infrastructure		146,282,064	147,294,192
TOTAL NON-CURRENT ASSETS		183,906,324	185,436,001
TOTAL ASSETS		194,634,197	196,741,418
CURRENT LIABILITIES			
Trade and other payables	9	2,201,578	433,790
Other liabilities	12	2,327,756	2,327,756
Borrowings	11	155,165	128,374
Employee related provisions	12	672,530	672,530
TOTAL CURRENT LIABILITIES		5,357,029	3,562,450
NON-CURRENT LIABILITIES			
Borrowings	11	1,499,969	1,499,969
Employee related provisions		64,647	64,647
Other provisions		1,670,080	1,670,080
TOTAL NON-CURRENT LIABILITIES		3,234,696	3,234,696
TOTAL LIABILITIES		8,591,725	6,797,146
NET ASSETS		**186,042,472**	**189,944,272**
EQUITY			
Retained surplus		102,970,522	106,851,653
Reserve accounts	4	1,410,195	1,430,864
Revaluation surplus		81,661,755	81,661,755
TOTAL EQUITY		**186,042,472**	**189,944,272**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2026

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

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

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

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

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

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

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

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:
- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

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

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 04 November 2026

SHIRE OF NORTHAMPTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2026

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Fin	Supplementary Information	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Year to Date 31 October 2026
Current assets		$	$	$
Cash and cash equivalents	3	8,363,404	8,363,405	8,604,326
Trade and other receivables		1,363,187	2,271,999	2,533,479
Other financial assets		19,123	19,123	9,655
Inventories	8	73,346	73,346	157,957
Other assets	8	7,985	0	0
		9,827,045	10,727,873	11,305,417
Less: current liabilities				
Trade and other payables	9	(1,341,485)	(2,201,578)	(433,790)
Other liabilities	12	(2,327,756)	(2,327,756)	(2,327,756)
Borrowings	11	(155,164)	(155,165)	(128,374)
Employee related provisions	12	(672,530)	(672,530)	(672,530)
		(4,496,935)	(5,357,029)	(3,562,450)
Net current assets		**5,330,110**	**5,370,844**	**7,742,967**
Less: Total adjustments to net current assets	Note 2(c)	(916,552)	(916,550)	(950,653)
Closing funding surplus / (deficit)		**4,413,558**	**4,454,294**	**6,792,317**

(b) Non-cash amounts excluded from operating activities

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

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget (a)	YTD Actual (b)
		$	$	$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(571,504)	(381,000)	0
Less: Movement in liabilities associated with restricted cash		0	0	3,890
Add: Depreciation		2,901,300	967,068	0
Movement in current employee provisions associated with restricte		5,700	0	0
Total non-cash amounts excluded from operating activities		**2,335,496**	**586,068**	**3,890**

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.		Adopted Budget Opening 1/07/2025	Last Year Closing 30 June 2026	Year to Date 31 October 2026
		$	$	$
Adjustments to net current assets				
Less: Reserve accounts	4	(1,410,196)	(1,410,195)	(1,430,865)
Less: Financial assets at amortised cost - self sup	8	(19,123)	(19,123)	(9,655)
- Land held for resale		(64,000)	(64,000)	(64,000)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	155,164	155,165	128,374
- Current portion of employee benefit provisions he	4	421,603	421,603	425,493
Total adjustments to net current assets	Note 2(a)	**(916,552)**	**(916,550)**	**(950,653)**

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF NORTHAMPTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2026-27 year is $10,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Grants, subsidies and contributions	**(104,288)**	**(10.81%)**	▼
Timing, as budgeted grant funds are claimed and received.			
Interest revenue	**44,024**	**47.85%**	▲
Timing, Above YTD Budget			
Other revenue	**(253,688)**	**(100.00%)**	▼
Timing in receiving DFES revenue (road repairs)			
Profit on asset disposals	**(381,000)**	**(100.00%)**	▼
Timing as assets are disposed.			
Expenditure from operating activities			
Employee costs	**209,172**	**10.22%**	▲
Timing			
Materials and contracts	**668,363**	**40.09%**	▲
Below YTD Budget - Timing, as work progresses.			
Utility charges	**26,562**	**23.55%**	▲
Below YTD Budget - Timing			
Depreciation	**967,068**	**100.00%**	▲
Timing; depreciation will not be run until completion of 2026 Audit			
Finance costs	**29,239**	**105.68%**	▲
Timing, as loan repayments are made.			
Insurance	**(105,370)**	**(38.86%)**	▼
Timing			
Other expenditure	**80,236**	**17.15%**	▲
Timing, as projects progress.			
Non-cash amounts excluded from operating activities	**(582,178)**	**(99.34%)**	▼
Timing, Asset disposals and depreciation.			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	**(6,635,796)**	**(113.07%)**	▼
Timing, as works progress and capital grants are received/recognised.			
Outflows from investing activities			
Payments for property, plant and equipment	**391,342**	**43.06%**	▲
Timing; a Prime Mover and Trailer have been purchased			
Payments for construction of infrastructure	**5,149,401**	**83.57%**	▲
Timing, as works progress.			

SHIRE OF NORTHAMPTON

SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Key Information	8
2	Key Information - Graphical	9
3	Cash and Financial Assets	10
4	Reserve Accounts	11
5	Capital Acquisitions	12
6	Disposal of Assets	14
7	Receivables	15
8	Other Current Assets	16
9	Payables	17
10	Rate Revenue	18
11	Borrowings	19
12	Other Current Liabilities	20
13	Grants and contributions	21
14	Capital grants and contributions	22
15	Bonds & Deposits	23
16	Budget Amendments	24

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$4.41 M	$4.41 M	$4.45 M	$0.04 M
Closing	($0.00 M)	$7.21 M	$6.79 M	($0.42 M)

Refer to Statement of Financial Activity

Cash and cash equivalents

	$8.60 M	% of total
Unrestricted Cash	$7.17 M	83.4%
Restricted Cash	$1.43 M	16.6%

Refer to 3 - Cash and Financial Assets

Payables

	$0.43 M	% Outstanding
Trade Payables	($0.01 M)	
0 to 30 Days		0.4%
Over 30 Days		99.6%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables

	$0.40 M	% Collected
Rates Receivable	$2.14 M	66.5%
Trade Receivable	$0.40 M	% Outstanding
Over 30 Days		13.1%
Over 90 Days		12.7%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($1.84 M)	$4.02 M	$4.67 M	$0.65 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$6.11 M	% Variance
YTD Budget	$6.09 M	0.3%

Refer to 10 - Rate Revenue

Grants and Contributions

YTD Actual	$0.86 M	% Variance
YTD Budget	$0.96 M	(10.8%)

Refer to 13 - Grants and Contributions

Fees and Charges

YTD Actual	$1.25 M	% Variance
YTD Budget	$1.21 M	3.3%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.33 M)	($1.19 M)	($2.29 M)	($1.10 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Adopted Budget	$0.82 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$1.01 M	% Spent
Adopted Budget	$18.48 M	(94.5%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	($0.77 M)	% Received
Adopted Budget	$17.61 M	(104.4%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.24 M)	($0.03 M)	($0.05 M)	($0.02 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.03 M)
Interest expense	$0.00 M
Principal due	$1.33 M

Refer to 11 - Borrowings

Reserves

Reserves balance	$1.43 M
Interest earned	$0.02 M

Refer to 4 - Cash Reserves

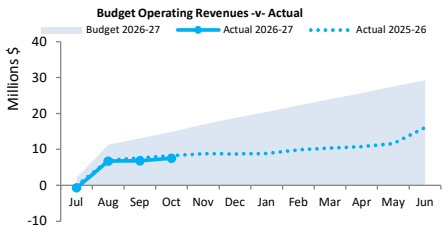
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

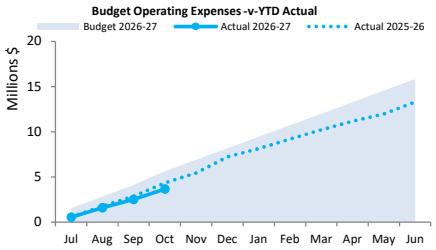
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

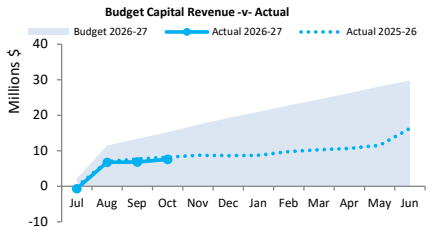


OPERATING EXPENSES

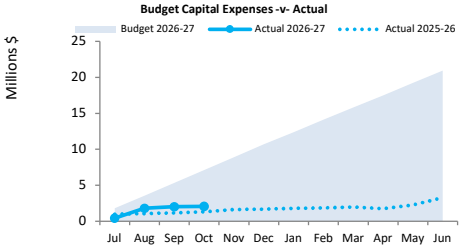


INVESTING ACTIVITIES

CAPITAL REVENUE

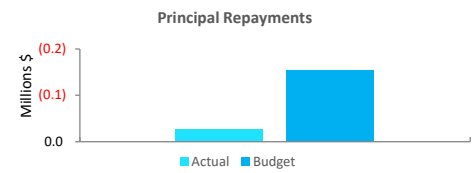


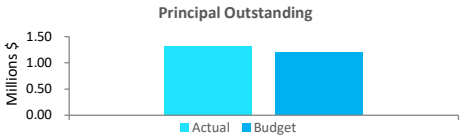
CAPITAL EXPENSES



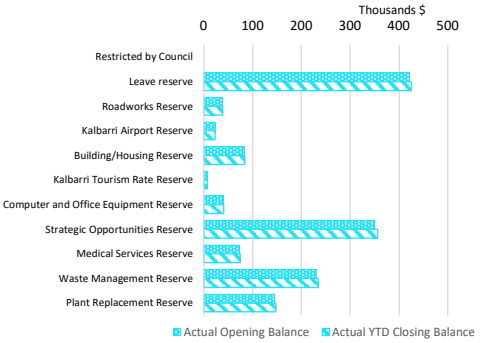
FINANCING ACTIVITIES

BORROWINGS

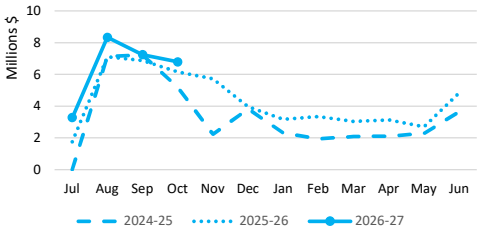




RESERVES



Closing funding surplus / (deficit)



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

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

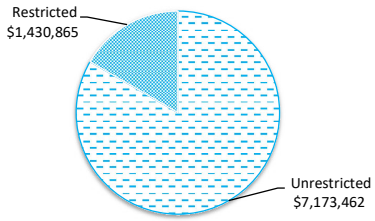
3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash Deposits	Municipal	7,172,412	0.00	7,172,412	0	NAB		At call
Petty Cash	Cash on Hand	1,050	0.00	1,050	0			
Investment	Reserves	(0)	1,430,865	1,430,865	0	NAB		
Total		**7,173,462**	**1,430,865**	**8,604,327**	**0**			
Comprising								
Cash and cash equivalents		7,173,462	1,430,865	8,604,327	0			
		7,173,462	**1,430,865**	**8,604,327**	**0**			

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$	$
Restricted by Council										
Leave reserve	421,603	5,700	0	0	427,303	421,603	3,890	-	-	425,493
Roadworks Reserve	38,052	530	0	0	38,582	38,052	362	-	-	38,413
Kalbarri Airport Reserve	23,128	200	0	0	23,328	23,128	136	-	-	23,264
Building/Housing Reserve	83,203	1,000	0	(38,000)	46,203	83,203	682	-	-	83,885
Kalbarri Tourism Rate Reserve	6,975	0	0	0	6,975	6,975	-	-	-	6,975
Computer and Office Equipment	40,142	560	0	0	40,702	40,142	382	-	-	40,524
Strategic Opportunities Reserve	350,146	5,700	9,000	(123,500)	241,346	350,146	6,142	-		356,287
Medical Services Reserve	72,758	2,000	349,127	(320,000)	103,885	72,758	1,364	-	-	74,122
Waste Management Reserve	229,886	6,300	0	(35,000)	201,186	229,886	4,299	-	-	234,186
Plant Replacement Reserve	144,303	5,000	220,000	0	369,303	144,303	3,412	-	-	147,715
	1,410,196	**26,990**	**578,127**	**(516,500)**	**1,498,813**	**1,410,195**	**20,670**	**0**	**0**	**1,430,865**

Name of reserve account	Purpose of the reserve account
Restricted by legislation/agreement	
Kalbarri Specified Area Rate Reserve	To hold specified area rates as required by section 6.37.2(b) of the Local Government Act 1995, for Kalbarri Tourism advertising.
Restricted by council	
Leave reserve	To be used to fund annual and long service leave requirements
Roadworks Reserve	To be used to fund major reseals of bitumen roads and other major road construction works including footpath construction
Kalbarri Airport Reserve	To be used for the maintenance and construction of the Kalbarri Airport
Building/Housing Reserve	To be used for the construction of new housing and upgrades to buildings under Council control
Computer Office Equipment Reserve	To be used for the purchase and upgrade of office equipment and computers
Strategic Opportunities Reserve	To be used for progressing strategic initiatives including land development
Health Services Reserve	To be used for the provision of future health services
Waste Management Reserve	To be used for the future maintenance and remediation works at waste management facilities
Plant Reserve	To be used for the purchase and upgrade of plant and equipment

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$
Land	629,000	209,664	0	(209,664)
Buildings	219,523	61,504	487,156	425,652
Furniture and Equipment	65,000	21,664	0	(21,664)
Plant and equipment	1,384,195	616,060	517,550	(98,510)
Work in Progress	0	0	(487,156)	(487,156)
Acquisition of property, plant and equipment	**2,297,718**	**908,892**	**517,550**	**(391,342)**
Infrastructure - Roads	10,369,844	3,456,612	964,110	(2,492,502)
Infrastructure - Footpaths & Carparks	85,000	28,332	7,452	(20,880)
Infrastructure - Parks & Ovals	8,029,772	2,676,584	40,565	(2,636,019)
Acquisition of infrastructure	**18,484,616**	**6,161,528**	**1,012,127**	**(5,149,401)**
Total capital acquisitions	**20,782,334**	**7,070,420**	**1,529,677**	**(5,540,743)**
Capital Acquisitions Funded By:				
Capital grants and contributions	17,605,941	5,868,636	(773,343)	(6,641,979)
Other (disposals & C/Fwd)	823,200	0	0	0
Reserve accounts				
Building/Housing Reserve	38,000		0	0
Strategic Opportunities Reserve	123,500		0	0
Medical Services Reserve	320,000		0	0
Waste Management Reserve	35,000		0	0
Contribution - operations	1,836,693	1,201,784	2,303,020	1,101,236
Capital funding total	**20,782,334**	**7,070,420**	**1,529,677**	**(5,540,743)**

SIGNIFICANT ACCOUNTING POLICIES

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

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

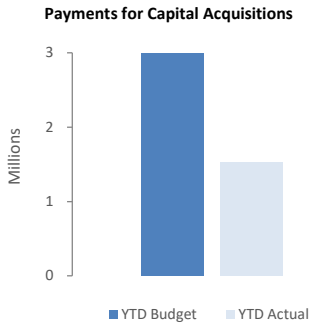
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

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

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

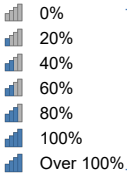
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The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



SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total
Level of completion indicators



0%
20%
40%
60%
80%
100%
Over 100%

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

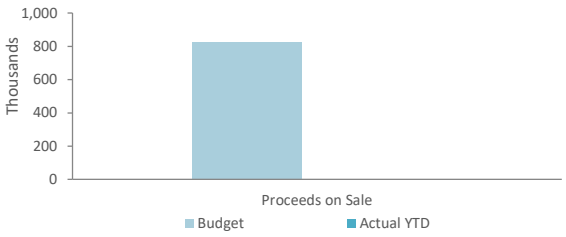
Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	$	$	$	$
LAND - NORTHAMPTON LIA EXPANSION/SETTLERS HILL	629,000	209,664	0	209,664
PLANT & EQUIPMENT	165,000	110,000	61,903	48,097
PLANT AND EQUIPMENT - HLT	0	0	0	0
ROAD PLANT/MACHINERY	920,195	306,728	455,647	-148,919
UTILITIES (VEHICLES)	299,000	199,332	0	199,332
FURNITURE AND EQUIPMENT	65,000	21,664	0	21,664
STAFF HOUSING - BUILDINGS	14,523	4,840	0	4,840
PUBLIC AMENITIES - BUILDINGS	35,000	0	0	0
BUILDING INFRASTRUCTURE (LOT 514 WOODS ST KALB)	135,000	45,000	0	45,000
KALBARRI MULTI-USE CENTRE	0	0	0	0
OTHER CULTURE - BUILDINGS	0	0	0	0
REGIONAL ROAD GROUP	300,000	100,000	11,120	88,880
- MUNICIPAL FUND	247,000	82,332	440,076	-357,744
BLACKSPOT PROJECTS	7,309,500	2,436,500	3,138	2,433,362
ROADS TO RECOVERY	1,781,991	593,996	482,417	111,579
ROADS DRFAWA AGRN1143 JUNE 24 RAINFALL EVENT	731,353	243,784	27,359	216,425
FOOTPATH CONSTRUCTION	85,000	28,332	7,452	20,880
HAMPTON ROAD FOOTPATH (LRCI4)	0	0	0	0
AIRPORT INFRASTRUCTURE	0	0	0	0
FORESHORE INFRASTRUCTURE	20,570	6,856	15,202	-8,346
KALBARRI FORESHORE - OTHER INFRASTRUCTURE	7,937,319	2,645,772	25,363	2,620,409
OTHER INFRUSTRUCTURE - SPORT & REC	40,000	13,332	0	13,332
PARKS AND OVALS - OTHER CULTURE	31,883	10,624	0	10,624
LITTLE BAY ROAD	0	0	0	0
	20,747,334	**7,058,756**	**1,529,677**	**5,529,079**

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

6 DISPOSAL OF ASSETS

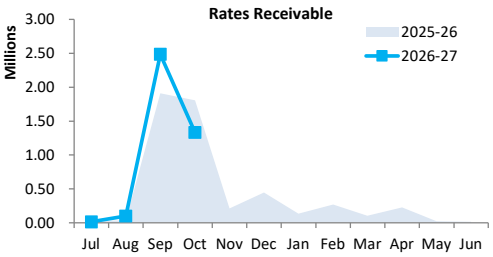
Asset Ref.	Asset description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$
	Land								
	Lot 81 Kitson	31,000	150,000	119,000	0			0	0
	Lot 80 Kitson	33,000	150,000	117,000	0			0	0
				0	0			0	0
	Building			0	0			0	0
	Plant and equipment								
	CEO Vehicle	64,116	70,700	6,584	0			0	0
	EMDCR Vehicle	49,330	65,000	15,670	0			0	0
	EMWTS	52,854	65,000	12,146	0			0	0
	Dmax Single Cab 4x4 Mechanic	0	20,000	20,000	0			0	0
	Dmax Singe Cab 4x2 Nton Tip	0	20,000	20,000	0			0	0
	Dmax Single Cab 4x4 Kalb Labourer	0	15,000	15,000	0			0	0
	Dmax Single Cab 4x4 Spray Ute	0	15,000	15,000	0			0	0
	Dmax SX Manual 4x4 Horrocks	0	15,000	15,000	0			0	0
	Mitsubishi Dual Cab Tray Truck 2016	0	35,000	35,000	0			0	0
	Dmax Space Cab (BFRMC)	0	12,500	12,500	0			0	0
	CAT 12M	0	140,000	140,000	0			0	0
	6 Wheeler Truck Mitsubishi	21,396	50,000	28,604	0			0	0
		251,696	**823,200**	**571,504**	**0**	**0**	**0**	**0**	**0**



SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

7 RECEIVABLES

Rates receivable	30 Jun 2026	31 Oct 2026
	$	$
Opening arrears previous years	279,091	279,091
Levied this year	5,150,141	6,106,237
Less - collections to date	(5,150,141)	(4,248,884)
Gross rates collectable	**279,091**	**2,136,444**
Net rates collectable	**279,091**	**2,136,444**
% Collected	94.9%	66.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(1,340)	328,769	35	1,373	47,690	376,526
Percentage	(0.4%)	87.3%	0.0%	0.4%	12.7%	
Balance per trial balance						
Trade receivables						376,526
Rubbish receivables						191,024
GST receivable						68,959
Receivables for employee related provisions						9,806
Emergency Services Levy						(249,280)
Total receivables general outstanding						**397,035**

Amounts shown above include GST (where applicable)

KEY INFORMATION

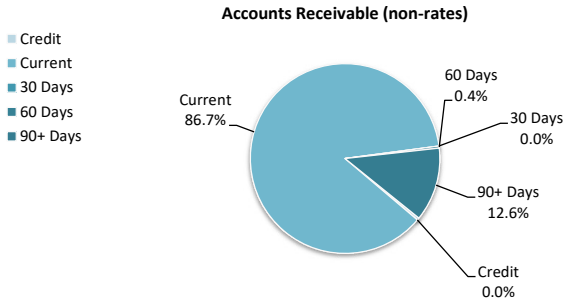
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sol and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 31 October 2026
	$	$	$	$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	19,123	0	(9,468)	9,655
Inventory				
Fuel	9,346	84,611	0	93,957
Land held for resale				
Cost of acquisition	64,000	0	0	64,000
Total other current assets	**92,469**	**84,611**	**(9,468)**	**167,612**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

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

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

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

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

OPERATING ACTIVITIES

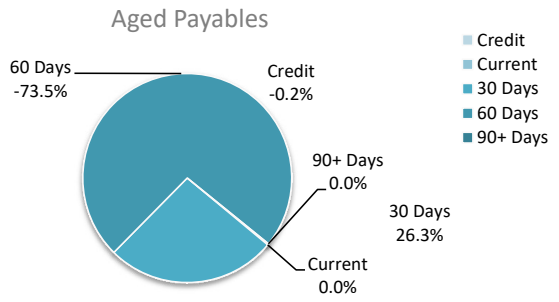
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	(62)	0	7,933	(22,133)	0	(14,262)
Percentage	0.4%	0.0%	-55.6%	155.2%	0.0%	
Balance per trial balance						
Sundry creditors						(14,262)
Accrued salaries and wages						13,579
ATO liabilities						136,234
Payroll Deductions Rates						(40)
Prepaid Rates						58,167
Bonds and Deposits						258,148
Accrued Expenditure						(18,036)
Total payables general outstanding						**433,790**

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



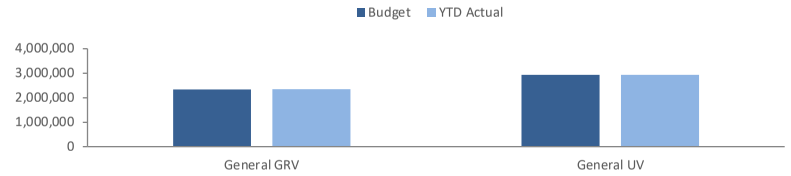
10 RATE REVENUE

General rate revenue

					Budget		YTD Actual		
	Rate in $ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate Revenue	Total Revenue	Rate Revenue	Interim Rate Revenue	Total Revenue
RATE TYPE				$	$	$	$	$	$
Gross rental value									
General GRV	0.084600	1,641	27,511,123	2,327,441	15,000	2,342,441	2,328,871	19,954	2,348,825
Unimproved value									
General UV	0.005600	409	523,640,536	2,932,387	0	2,932,387	2,930,958	570	2,931,528
Sub-Total		**2,050**	**551,151,659**	**5,259,828**	**15,000**	**5,274,828**	**5,259,829**	**20,524**	**5,280,353**
Minimum payment	**Minimum Payment**								
Gross rental value	**$**								
General GRV	717	979	4,147,519	701,454	0	701,454	708,619	0	708,619
Unimproved value									
General UV	717	91	3,489,140	65,202	0	65,202	58,036	0	58,036
Sub-total		**1,070**	**7,636,659**	**766,656**	**0**	**766,656**	**766,655**	**0**	**766,655**
Total general rates						**6,041,484**			**6,047,008**
Specified area rates	**Rate in $ (cents)**								
Port Gregory Water Supply	0.039352	55	736,944	29,000	0	29,000	29,000		29,000
Kalbarri Tourism Rate	0.001291	1,792	23,225,317	30,000		30,000	30,000		30,000
Interim Rates						0		231	231
Total specified area rates			**23,962,261**	**59,000**	**0**	**59,000**	**59,000**	**231**	**59,231**
Total						**6,100,484**			**6,106,237**

KEY INFORMATION

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





SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

11 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2026	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
RSL Hall Extensions	156	160,898	0	0	0	(52,538)	160,898	108,360	172	(4,064)
Plant Purchases	157	142,533	0	0	(17,324)	(34,786)	125,209	107,747	293	(3,029)
Staff Housing	159	793,955	0	0	0	(25,299)	793,955	768,656	2,371	(46,509)
Plant Loan	161	0	0	0	0	(23,418)	0	-23,418		(17,708)
		1,097,386	0	0	(17,324)	(136,041)	1,080,062	961,345	2,836	(71,310)
Self supporting loans										
Pioneer Lodge		257,746	0	0	(9,468)	(19,123)	248,278	238,623	(1,266)	(11,715)
		257,746	0	0	(9,468)	(19,123)	248,278	238,623	(1,266)	(11,715)
Total		**1,355,132**	**0**	**0**	**(26,792)**	**(155,164)**	**1,328,340**	**1,199,968**	**1,570**	**(83,025)**
Current borrowings		155,165					128,374			
Non-current borrowings		1,499,969					1,499,969			
		1,655,134					**1,628,343**			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

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

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

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2026	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2026
		$	$	$	$	$
Other liabilities						
Contract liabilities		315,433	0			315,433
Capital grant/contributions liabilities		2,012,323	0	0	0	2,012,323
Total other liabilities		2,327,756	0	0	0	2,327,756
Employee Related Provisions						
Provision for annual leave		287,739	0	0	0	287,739
Provision for long service leave		312,734	0	0	0	312,734
Annual leave oncosts		34,529	0	0	0	34,529
LSL oncosts		37,528	0	0	0	37,528
Total Provisions		672,530	0	0	0	672,530
Total other current liabilities		**3,000,286**	**0**	**0**	**0**	**3,000,286**

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability: Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2026	Current Liability 31 Oct 2026	Grants, subsidies and contributions revenue: Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
GRANTS COMMISSION - GENERAL				0		418,473	104,618	104,584
GRANTS COMMISSION - ROADS				0		227,344	56,836	36,149
GRANT - ECONOMIC DEVELOPMENT				0		615,000	205,000	150,000
EMERGENCY SERVICES LEVY				0		111,000	37,000	59,005
GRANT BUSHFIRE RISK PLANNING COORDINATOR (DFES)				0		116,584	38,860	0
GRANT REVENUE				0		200,000	66,664	25,650
GRANTS				0		15,000	5,000	0
- MRD MAINTENANCE				0		264,283	264,283	285,605
GRANT REVENUE (GST F)				0		10,000	3,332	0
GRANT - REVENUE (INC GST)				0		-	-	1,000
	0	**0**	**0**	**0**	**0**	**1,977,684**	**781,593**	**661,992**
Contributions								
CONTRIBUTIONS				0		8,000	2,664	14,785
OTHER SHIRE LSL CONTRIBUTION				0		-	-	0
OTHER SHIRE LSL CONTRIB.				0		-	-	0
REBATES AND COMMISSIONS				0		26,000	8,664	14,785
LEGAL CHARGES RATES (NO GST)				0		5,000	1,664	0
RATE EQUIVALENT PAYMENTS				0		23,500	-	3,325
REIMBURSMENTS				0		121,185	40,392	47,567
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - PIONEER LODGE				0		11,715	3,904	5,993
CONTRIBUTIONS				0		-	-	8,973
RESIDENTIAL RENTAL				0		-	-	0
CONTRIBUTIONS				0		-	-	18
REIMBURSMENTS - HOUSING OTHER				0		7,500	2,500	879
CONTRIBUTIONS				0		25,000	8,332	13,664
REIMBURSE (ADVERTISING/PLANNING COMMISSION)				0		5,000	1,664	0
BUS HIRE				0		-	-	0
GRANTS - BEN SIGNS/KALBARRI FORESHORE REVITALISATION PROJECT				0		-	-	0
REIMBURSEMENTS				0		6,000	2,000	1,266
REIMBURSEMENTS				0		2,500	832	0
REIMBURSEMENTS- REC. CTRE/GOLF CLUB				0		5,000	1,664	2,635
REIMBURSEMENTS				0		-	-	0
REIMBURSEMENT/CONTRIBUTION				0				0
PT GREGORY SPEC AREA RATE				0		1,000	332	1,000
CONTRIBUTIONS/REIMBURSEMENTS				0		31,883	10,624	0
CONTRIBUTION (INC STREET LIGHTING)				0		3,750	1,248	0
TOURISM AND AREA PROMOTION FUNDING	119,892			119,892		72,183	24,060	0
LEASE FEES - HALF WAY BAY COTTAGES				0		16,000	5,332	16,500
BUILDING REIMBURSEMENTS				0		900	300	247
REIMBURSMENTS				0		10,000	3,332	276
LIA (KITSON CIRCUIT) UNITS ANNUAL RENT				0		-	-	0
REIMB. - WORKERS COMPENS.				0		20,000	6,664	0
DFES/DFRAWA INCOME	195,541		0	195,541		66,350	22,116	0
INSURANCE CLAIMS - VEHICLES				0		2,000	664	63,164
				0		-	-	0
				0				
	315,433	**0**	**0**	**315,433**	**0**	**573,474**	**183,284**	**198,596**

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2026	Current Liability 31 Oct 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
GRANTS - BEN SIGNS/KALBARRI FORESHORE REVITALISATION PROJECT				0		7,946,819	2,648,936	0
ROADS TO RECOVERY FUNDING	133,983		0	133,983		1,849,000	616,332	0
BLACKSPOT & MASSACTION FUNDING	1,957,799		0	1,957,799		7,310,122	2,436,704	0
REGIONAL ROAD GROUP FUNDING	33,102		0	33,102		450,000	150,000	120,000
DRFRA AGRN1143 & 1150 ROADS RAINFALL EVENT				0		0	0	(893,343)
GRANTS				0		50,000	16,664	0
	2,124,884	**0**	**0**	**2,124,884**	**0**	**17,605,941**	**5,868,636**	**(773,343)**

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

15 BONDS & DEPOSITS

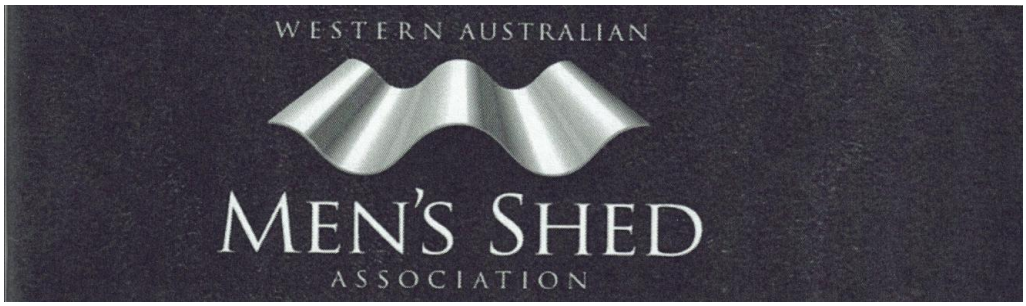
Description	Opening Balance 1 July 2026	Amount Received	Amount Paid	Closing Balance 31 Oct 2026
	$	$	$	$
Transportable House Bonds	(3,000)	0	0	**(3,000)**
Footpath Bonds	31,402	5,000	(4,000)	**32,402**
Nomination Deposits	0	300	0	**300**
Building Levies (BCITF & BRB)	6,869	8,910	(8,919)	**6,860**
Community Bus Bond	6,450	200	(400)	**6,250**
Unclaimed Monies - Rates	7,453	0	0	**7,453**
RSL Hall Key Bond	680	500	(250)	**930**
Special Series Plates	9,025	670	(9,475)	**220**
Northampton Child Care Association	24,027	137	0	**24,164**
Horrocks Memorial Wall	1,838	0	(165)	**1,673**
One Life	793	0	0	**793**
Rubbish Tip Key Bond	1,834	0	(400)	**1,434**
RSL - Kalbarri Memorial	31,883	0	0	**31,883**
DOT - Department of Transport	(0)	78,346	(78,347)	**(1)**
Rates - Overpaid	30,761	0	0	**30,761**
Miscellaneous Deposits	240	0	0	**240**
Retentions	67,792	46,477	0	**114,269**
Nton Friends of the Cemetery	1,416	100	0	**1,516**
	219,464	**140,639**	**(101,955)**	**258,148**

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

16 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			$	$	$	$
Budget adoption						
State Library Grant - Encouraging Promising Practices - Bird is the Work	09/26-187	Operating revenue		1,422		1,422
State Library Grant - Digital and Technology Inclusion - Kalbarri Library Lego STEM Club	09/26-187	Operating revenue		4,760		6,182
Encouraging Promising Practices Bird Watching Program	09/26-187	Operating expenses			(1,422)	4,760
Kalbarri Library Lego STEM Club	09/26-187	Operating expenses			(4,760)	0
Advocare Seniors Week Grant	10-26-211	Operating revenue		1,000		1,000
Seniors Week Tour of Geraldton Port and Northampton RSL	10-26-211	Operating expenses			(1,000)	0
				7,182	**(7,182)**	**0**



Northampton Men's Shed
Historic Railway Precint
67 Mary Street
NORTHAMPTON WA 6535
email: nmscontainers423@gmail.com

09/11/2026

To Northampton Shire Councillors
Shire of Northampton

The Northampton Men's Shed wish to confirm their interest in taking a lease on **Unit 1** Kitson Cct. Northampton, to be used for the purpose of a Men's Shed.

Our terms are as follows

Willing to pay an annual lease totalling $2,500.00
The $2,500.00 per annum should be adequate as our terms in the current premises are a peppercorn lease, where rates for water and electricity are included.

Information required by the Shire is as follows:

Incorporation Number A1021088W
Letterhead as per above
ABN 75 946 188 696

Our currentt lease is perpetual and will require both parties agreeing to terminate this agreement.

This interest is only offered with the intention of acquiring Unit 2 Kitson Cct, Northampton, for the space required for the current operations.

Yours faithfully
M. Meagher
Secretary
NMS
0429 667 778

From: Michelle Allen
Sent: Friday, 6 November 2026 7:55 AM
To: 'Northampton Men's Shed 6535' <nmscontainers423@gmail.com>; russellh@heatonco.com.au
Subject: RE: Men's Shed

Hello Marg and Russell

Thank you for the two letters.
We note your offer of an annual lease fee of $2,500 for each unit (Unit 1 and Unit 2) and wish to highlight that this amount is below the market rental value determined through a recent independent valuation undertaken on behalf of the Shire.

We also acknowledge that you may not currently be responsible for water and electricity costs at the existing premises, however, these newer premises are not directly comparable and the existing arrangements do not necessarily provide an appropriate basis for comparison with the Shire's proposed lease terms.

In accordance with the Shire's Property Leasing policy (which is enclosed), lessees are responsible for payment of utility costs, including water and electricity, in addition to the agreed annual lease fee.

We will provide a copy of your requests as part of the Agenda Report that is to go to Council.

Shire of Northampton
Unique, Diverse, Proud

Michelle Allen
Manager Corporate Services
A: PO Box 61 Northampton WA 6535
P: (08) 9934 1202
E: michelle.allen@northampton.wa.gov.au
(Please note - I work Tuesday to Friday)

Disclaimer by the Shire of Northampton. This email is private and confidential, if you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire unless this is clearly indicated. You should scan this email and any attachments for viruses. The Shire accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email

From: Northampton Men's Shed <nmscontainers423@gmail.com>
Sent: Friday, 6 November 2026 11:50 AM
To: Michelle Allen <michelle.allen@northampton.wa.gov.au>
Subject: Re: Men's Shed

Hello Michelle

Thank you for the update. Please read the following with the view that we are not being antagonistic or combative. Our intentions are simply to convey our point of view, coming from the position of not really understanding the machinations of councils and how they work, or the thinking behind their decision making. Emails are notoriously bad for not conveying intent.

We would like to point out that the amount that we offered for the lease of the sheds was based entirely on the suggested value made to us, in person, by the CEO (at the time) of the Shire. You were present when this discussion took place. In fact, at that time I specifically questioned whether that was the amount for each shed, or a combined total for both sheds and the answer was that $5000, being equivalent to what the Kalbarri Men's Shed lease is, is a fair consideration for both sheds combined.

We understand that this may not match the amount that the valuation has determined but, we were acting on the information available to us (the CEO's verbal statement) and we, to this day, are not privy to the valuer's figures. In other words, we are flying blind.

Even though the Men's Shed has the propensity for significant earnings through the auspices of the Containers for Change contract, we are still a not-for-profit organisation. Our war chest will be severely depleted once we have installed the equipment that our members want in the new shed and, as you may have noticed, we have dramatically increased our outlays in the form of donations to worthy causes during 2026 - a practice that we are eager to continue.

This is on top of the significant payments to ten community groups, for whom our stewardship of the containers scheme has resulted in a combined total of $30,000 of income. In a nutshell, we provide social-linkage, fundraising and community engagement which should be a consideration when determining a fair lease for the sheds in question.

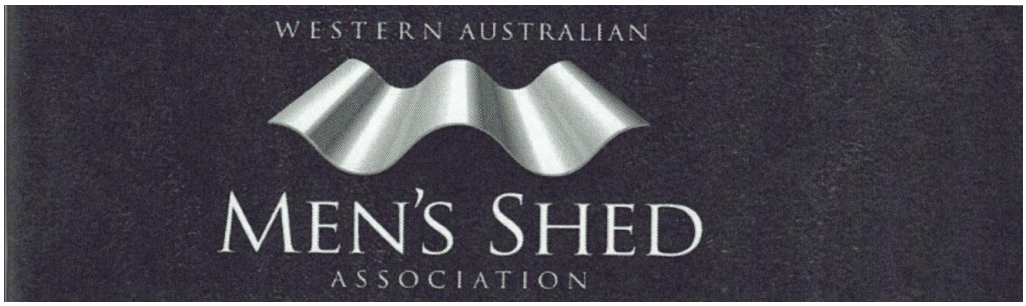
The bottom line is that, when discussing and determining what our offer should be for these leases, the consensus of the members present was that "If it all gets too hard, we're happy to stay where we are." Under the terms of our current lease, this is quite feasible.

As far as the responsibility for utilities and maintenance of the premises is concerned, whilst there was considerable reluctance on the part of the membership at being saddled with these additional imposts, given the terms of our current lease, there was a general acceptance that if push comes to shove we can agree to these fees and charges. The matter of electricity charges has invoked some discussed with regard to

the Men's Shed paying to have solar power and batteries installed and, as such, feedback from Council as to whether permission would be granted to undertake such modifications would be appreciated.

Kind regards

Russ Heaton



Northampton Men's Shed
Historic Railway Precint
67 Mary Street
NORTHAMPTON WA 6535
email: nmscontainers423@gmail.com

09/11/2026

To Northampton Shire Councillors
Shire of Northampton

The Northampton Men's Shed wish to confirm their interest in taking a lease on **Unit 2** Kitson Cct. Northampton for the purpose of using this as the centre for the Container for Change program.

Our terms are as follows

Willing to pay an annual lease totalling $2,500.00
The $2,500.00 per annum should be adequate as our terms in the current premises are a peppercorn lease, where rates for water and electricity are included.

Information required by the Shire is as follows:

Incorporation Number A1021088W
Letterhead as per above
ABN 75 946 188 696

Our currentt lease is perpetual and will require both parties agreeing to terminate this agreement.

This interest is only offered with the intention of acquiring Unit 1 Kitson Cct, Northampton, for the space required for the current operations.

Yours faithfully
M. Meagher
Secretary
NMS
0429 667 778

From: Michelle Allen
Sent: Friday, 6 November 2026 7:55 AM
To: 'Northampton Men's Shed 6535' <nmscontainers423@gmail.com>; russellh@heatonco.com.au
Subject: RE: Men's Shed

Hello Marg and Russell

Thank you for the two letters.
We note your offer of an annual lease fee of $2,500 for each unit (Unit 1 and Unit 2) and wish to highlight that this amount is below the market rental value determined through a recent independent valuation undertaken on behalf of the Shire.

We also acknowledge that you may not currently be responsible for water and electricity costs at the existing premises, however, these newer premises are not directly comparable and the existing arrangements do not necessarily provide an appropriate basis for comparison with the Shire's proposed lease terms.

In accordance with the Shire's Property Leasing policy (which is enclosed), lessees are responsible for payment of utility costs, including water and electricity, in addition to the agreed annual lease fee.

We will provide a copy of your requests as part of the Agenda Report that is to go to Council.

Shire of Northampton
Unique, Diverse, Proud

Michelle Allen
Manager Corporate Services
A: PO Box 61 Northampton WA 6535
P: (08) 9934 1202
E: michelle.allen@northampton.wa.gov.au
(Please note - I work Tuesday to Friday)

Disclaimer by the Shire of Northampton. This email is private and confidential, if you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire unless this is clearly indicated. You should scan this email and any attachments for viruses. The Shire accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email

From: Northampton Men's Shed <nmscontainers423@gmail.com>
Sent: Friday, 6 November 2026 11:50 AM
To: Michelle Allen <michelle.allen@northampton.wa.gov.au>
Subject: Re: Men's Shed

Hello Michelle

Thank you for the update. Please read the following with the view that we are not being antagonistic or combative. Our intentions are simply to convey our point of view, coming from the position of not really understanding the machinations of councils and how they work, or the thinking behind their decision making. Emails are notoriously bad for not conveying intent.

We would like to point out that the amount that we offered for the lease of the sheds was based entirely on the suggested value made to us, in person, by the CEO (at the time) of the Shire. You were present when this discussion took place. In fact, at that time I specifically questioned whether that was the amount for each shed, or a combined total for both sheds and the answer was that $5000, being equivalent to what the Kalbarri Men's Shed lease is, is a fair consideration for both sheds combined.

We understand that this may not match the amount that the valuation has determined but, we were acting on the information available to us (the CEO's verbal statement) and we, to this day, are not privy to the valuer's figures. In other words, we are flying blind.

Even though the Men's Shed has the propensity for significant earnings through the auspices of the Containers for Change contract, we are still a not-for-profit organisation. Our war chest will be severely depleted once we have installed the equipment that our members want in the new shed and, as you may have noticed, we have dramatically increased our outlays in the form of donations to worthy causes during 2026 - a practice that we are eager to continue.

This is on top of the significant payments to ten community groups, for whom our stewardship of the containers scheme has resulted in a combined total of $30,000 of income. In a nutshell, we provide social-linkage, fundraising and community engagement which should be a consideration when determining a fair lease for the sheds in question.

The bottom line is that, when discussing and determining what our offer should be for these leases, the consensus of the members present was that "If it all gets too hard, we're happy to stay where we are." Under the terms of our current lease, this is quite feasible.

As far as the responsibility for utilities and maintenance of the premises is concerned, whilst there was considerable reluctance on the part of the membership at being saddled with these additional imposts, given the terms of our current lease, there was a general acceptance that if push comes to shove we can agree to these fees and charges. The matter of electricity charges has invoked some discussed with regard to

the Men's Shed paying to have solar power and batteries installed and, as such, feedback from Council as to whether permission would be granted to undertake such modifications would be appreciated.

Kind regards

Russ Heaton

Corporate Policy
1.9
Communication Agreement between Council and the CEO

Purpose

The purpose of this agreement is to:

- Provide guidelines for Elected Members when requesting information relevant to performing their role and functions, from the Shire of Northampton's (the Shire) CEO.
- Provide guidelines for the Shire's CEO in providing information to Elected Members to assist them to perform their role and functions.
- Ensure all Elected Members are equally informed regarding queries, issues and any concerns raised particularly on matters requiring a Council decision.

Background

Effective communication between the Shire of Northampton's Council (Elected Members) and the Chief Executive Officer (CEO) is essential to supporting clear roles, responsibilities and decision-making within the local government. The need for a structured approach to communication is reinforced by the legislative framework governing local government in Western Australia.

The Communications Agreement has been developed with regard to the *Local Government Act 1995* (the Act), including the respective roles and functions of the Council, Shire President and Councillors, and the *Local Government Amendment Act 2024*. It also reflects the intent of the draft *Local Government Amendment Regulations (2025)*, which propose that each local government establish a communications agreement between the Council and CEO.

The agreement is intended to provide a clear framework for respectful, consistent and effective communication between the Council and CEO, supporting good governance and contributing to the effective operation of the Shire.

Objectives

The objectives of this Communications Agreement are to:

a) Support Elected Members to effectively perform their roles and functions in accordance with the *Local Government Act 1995* (the Act) and any other written law.
b) Establish clear expectations for how Elected Members communicate and engage with the CEO and Shire employees.
c) Ensure formal communication and information requests between Elected Members and Shire employees are appropriately managed and authorised by the CEO, except where otherwise provided for in this agreement.
d) Ensure requests for assistance or information made by Elected Members are relevant to and support the proper performance of their roles and functions under the Act or any other written law.
e) Promote communication that is respectful, timely, professional and appropriate.

f) Promote transparency, efficiency, accountability and good governance through effective communication and information sharing.

Area of Application

This Communications Agreement applies to the Shire President, Elected Members, the CEO and Shire employees in relation to communication, information requests and administrative assistance connected with the performance of their respective roles and functions.

This agreement applies to communications and interactions between Elected Members and the CEO and between Elected Members and Shire employees where those interactions relate to Council business, the provision of information or administrative support.

The agreement is intended to provide a consistent framework for communication and information sharing while recognising the distinct roles and responsibilities of Council, the Shire President, Elected Members and the CEO under the *Local Government Act 1995* and other relevant legislation.

The agreement does not limit an elected member's statutory rights or responsibilities nor does it affect the CEO's responsibility for the day-to-day administration and operations of the Shire.

Policy Measures

Communication Channels

The Shire's administration will use appropriate communication channels to provide Elected Members with information and support them to effectively perform their roles and functions under the Act and any other relevant legislation. These channels currently include:

- A regular Elected Member information Bulletin – *Friday Facts.*
- Dedicated email channel for councillor requests and complaints.

Requests for Administrative Assistance

Elected Members may seek administrative assistance from the CEO where the assistance is necessary or relevant to the performance of their roles and functions.

Requests for administrative assistance must not involve directing Town employees or making operational decisions.

Administrative assistance may include, but is not limited to:

a) general governance advice, including declarations of interests;
b) declarations of gifts received;

c) reimbursement claims;
d) travel arrangements;
e) management of event invitations, including Citizenship Ceremonies;
f) training and conference requests;
g) support in relation to Council meetings;
h) IT support; and
i) support for attendance at external meetings relevant to an elected member's role.

The Shire President may liaise directly with the Executive Support Officer to the CEO regarding administrative matters of a minor nature.

Councillor requests for administrative assistance must be submitted by email to councillor.enquiries@northampton.wa.gov.au. Verbal requests made directly to Shire employees, or requests sent to individual employee inboxes, may not be actioned.

All Elected Member requests will be received and acknowledged. A response will be provided within two business days. Where a response cannot be provided within this timeframe, an interim response outlining the status of the request and expected timeframe will be provided.

Requests for Information

Section 5.92 of the Act provides that an Elected Member is entitled to access information held by the Shire that is relevant to the performance of their role and functions under the Act or any other relevant legislation.

To promote transparency, consistency and integrity in the management of elected member requests, requests for information must be relevant to the performance of an elected member's functions under sections 2.7, 2.8, 2.9 and 2.10 of the Act.

For the purposes of this agreement, a request for information is a request that requires a response or action and may include seeking further information, asking a question or seeking clarification on an issue.

Requests for information will be managed as follows:

a) The Shire president may liaise directly with the Executive Support Officer to the CEO regarding requests for information of a minor nature.
b) Councillor requests must be submitted by email to councillor.enquiries@northampton.wa.gov.au. Verbal requests made directly to Shire employees, or requests sent to individual employee inboxes, may not be actioned.
c) All Elected Member requests for information will be recorded, assigned a reference number and referred to the CEO, who will authorise an appropriate Shire employee to prepare the response.

d) A response will be provided within two business days. Where this timeframe cannot be met, an interim response outlining the actions being undertaken and the anticipated timeframe for completion will be provided.
e) Final responses will be provided collectively to all Elected Members through councillor.enquiries@northampton.wa.gov.au.
f) Following submission of a request, the requesting Elected Member may discuss the request with the CEO, either verbally or in writing, for the purpose of clarifying or addressing matters relating to the response. Where additional information is provided during this process, that information will also be provided to all Elected Members.
g) The CEO may arrange a briefing, meeting or discussion in relation to a final response where the CEO considers this necessary or appropriate.

Confidentiality

Elected Members must submit requests that are considered confidential directly to the CEO using their name-based email address, @northampton.wa.gov.au, clearly identifying that the request is confidential and providing the reason for the request to be treated confidentially.

Confidential matters may include complaints or matters involving personal or sensitive information.

Where the CEO agrees that a request should be treated as confidential, the response will not be distributed to all Elected Members.

Limitations on Requests

Elected Members must only request information or assistance that is relevant to the performance of their roles and functions under the Act or any other relevant legislation.

Information or assistance requested outside the scope of this agreement may not be provided.

Only Shire employees authorised by the CEO may respond to requests made by Elected Members under this agreement.

Information that is not held by the Shire, or that cannot reasonably be obtained by the Shire, may not be provided.

The CEO may determine that preparing or providing requested information may divert a substantial and unreasonable portion of the Shire's resources away from its other functions and decline a request. Elected Members are not permitted to give direct instructions to Shire employees.

Neither the CEO nor any other Shire employee is required to respond to a request for administrative support or information outside of regular hours.

Exclusions

This agreement does not apply to:

- Deliberations at Council or Committee meetings.
- Questions Taken on Notice during formal meetings.
- Matters relating to media generated enquiries or the provision of Shire related information to media. Council Policy *1.2 Communications with the Media* outlines the role of Shire President, as the Shire's principal spokesperson and that of the CEO, responsible for the administration and coordination of the Shire's communications.

Compliance

- Elected Members, the CEO and Shire employees must comply with this agreement.
- Any breaches of this agreement may be addressed through dispute resolution and/or under respective Codes of Conduct.

Dispute resolution

1. This agreement includes provisions for resolving disagreements related to:

    a) Requests for assistance regarding administrative matters, and
    b) Requests for information.

2. The process to resolve disagreements is as follows:

    a) In the event of a communication breakdown or disagreement regarding a request or response, the matter should first be discussed between the Shire President and CEO for resolution.
    b) Councillors are encouraged to discuss any communication breakdown or disagreement under this agreement with the Shire President in the first instance.
    c) Shire employees are encouraged to discuss any communication breakdown or disagreement under this agreement with the CEO in the first instance.
    d) If the final response to a request includes a refusal to provide some or all the information requested, the requesting member may notify the CEO in writing that there is a disagreement regarding the final response.
    e) Collectively, and in agreement, the Shire President and CEO may seek external assistance to facilitate resolution, particularly in cases involving persistent or complex disputes. The Shire's procurement processes will be followed if external assistance is required.

Corporate Policy
1.9
Communication Agreement between Council and the CEO

Review

This agreement will be reviewed following the next scheduled ordinary Local Government election in 2028 or earlier where legislative, regulatory or operation changes require the agreement to be reviewed.

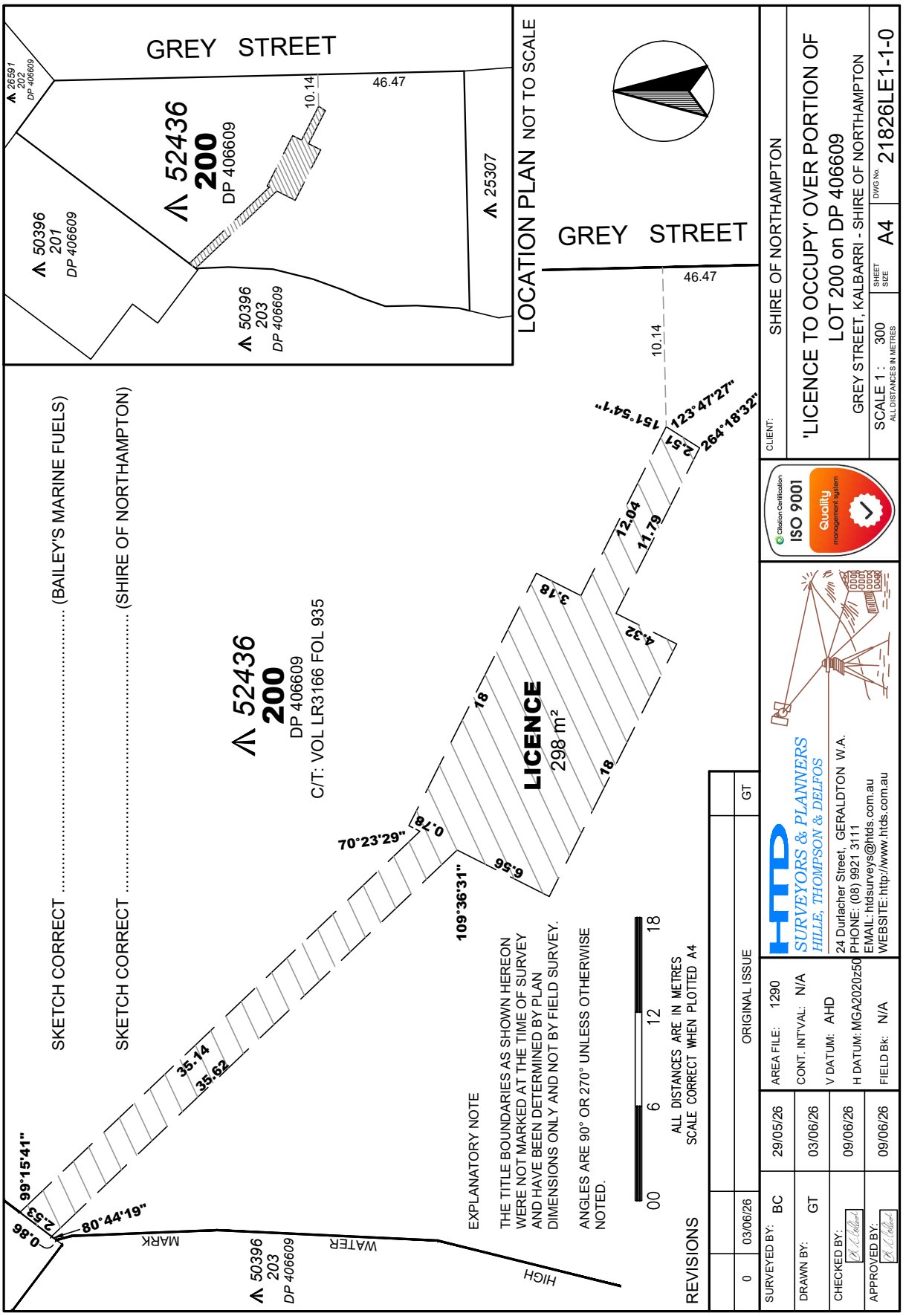
Administration

This policy will be administered by the Office of CEO.

Adoption and Date Due for Revision

ADOPTED 19 NOVEMBER 2026
NEXT DUE FOR REVIEW 2028 (or earlier if required)

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


GREY STREET
LOCATION PLAN NOT TO SCALE
52436
200
DP 406609
50396
201
DP 406609
50396
203
DP 406609
25307
26591
202
DP 406609
46.47
10.14
GREY STREET
SKETCH CORRECT ..... (BAILEY'S MARINE FUELS)
SKETCH CORRECT ..... (SHIRE OF NORTHAMPTON)
C/T: VOL LR3166 FOL 935
LICENCE
298 m²
99°15'41"
2.53
0.86
80°44'19"
35.14
35.62
70°23'29"
0.78
109°36'31"
6.56
18
18
3.18
4.32
12.04
11.79
151°54'1"
2.54
123°47'27"
264°18'32"
MARK
WATER
HIGH
EXPLANATORY NOTE
THE TITLE BOUNDARIES AS SHOWN HEREON WERE NOT MARKED AT THE TIME OF SURVEY AND HAVE BEEN DETERMINED BY PLAN DIMENSIONS ONLY AND NOT BY FIELD SURVEY.
ANGLES ARE 90° OR 270° UNLESS OTHERWISE NOTED.
0 6 12 18
ALL DISTANCES ARE IN METRES
SCALE CORRECT WHEN PLOTTED A4
REVISIONS
0 03/06/26 ORIGINAL ISSUE GT
SURVEYED BY: BC 29/05/26
DRAWN BY: GT 03/06/26
CHECKED BY: 09/06/26
APPROVED BY: 09/06/26
AREA FILE: 1290
CONT. INTVAL: N/A
V DATUM: AHD
H DATUM: MGA2020z50
FIELD BK: N/A
HTD
SURVEYORS & PLANNERS
HILLE, THOMPSON & DELFOS
24 Durlacher Street, GERALDTON W.A.
PHONE: (08) 9921 3111
EMAIL: htdsurveys@htds.com.au
WEBSITE: http://www.htds.com.au
Global Certification ISO 9001 Quality management system
CLIENT:
SHIRE OF NORTHAMPTON
'LICENCE TO OCCUPY' OVER PORTION OF LOT 200 on DP 406609
GREY STREET, KALBARRI - SHIRE OF NORTHAMPTON
SCALE 1 : 300
ALL DISTANCES IN METRES
SHEET SIZE A4
DWG No. 21826LE1-1-0

Executive Manager Community, Development and Regulation Activity Report

July to September 2026

Activity for the period

- Undertook detailed analysis of Short Term Rental Accommodation and prepared discussion paper for Council consideration;
- Assisted the Shire's Community Development Officers in finalising minutes from the Community Grants Advisory Committee meeting held on 30 June 2026, together with the associated agenda item to 16 July 2026 Council meeting;
- Review of draft documentation relating to Kalbarri Foreshore Revitalisation Master Plan;
- Facilitated and attended the Kalbarri Foreshore Revitalisation Advisory Committee meeting held on 7 July 2026;
- Participated in meetings of the District Emergency Management Committee;
- Participated in several meetings and workshops relating to the finalisation of the 2026/27 annual budget;
- Attended on-line training – Strengthening Integrity in Local Government;
- Completed 5 agenda items for July Council meeting, 8 items for August and 2 items for September;
- Participated in agenda review and finalisation for July, August and September;
- Attended Council meetings held on 16 July, 20 August and 21 September 2026;
- Participated in Exeuctive Leadership Team workshop with Moore Australia on 30 July 2026;
- Along with the Temporary Chief Executive Officer, attended several briefing sessions and workshops with consultants appointed to prepare the Northampton Economic Development Precinct Project;
- Took leave for part day on 27 July 2026, 28 August, 31 August;
- Along with the Shire's Temporary CEO and the Community Emergency Services Manage attended a meeting with between the Shire, Northampton Bushfire Brigade Advisory Committee members and Department of Fire and Emergency Services representatives on 27 July 2026;
- Attended Midwest Development Commission workshop on Major Procurement in Geraldton;
- Represented the Shire of Northampton at the Chiverton House Management Committee meeting held on 19 August 2026;
- Attended Executive Leadership Team meetings as convened by the Temporary Chief Executive Officer;
- Represented the Shire of Northampton for a preliminary hearing and mediation hearing held on 21 August 2026 in relating to appeal CC453/2026 relating to the Shire Order for landowner at 104 Stephen Street to reduce the number of dogs to three dogs

registered against the property;

- Responded to numerous emails from the landowner at 104 Stephen Street regarding dog registration and unauthorised land use (Animal Establishment);
- Attended the Shire's Bush Fire Advisory Committee meeting held on 1 September 2026;
- Collected replacement Shire vehicle after accident on 24 July resulted in the allocated vehicle being written off, due to actions of another driver on North West Coastal Highway;
- Attended two training sessions on 23 September 2026 relating to "Managing Difficult Behaviours" and "Workplace behaviours";
- Authorised numerous payroll and payment runs throughout the period.
- Finalised revision of Local Planning Scheme Amendment document relating to Nature Based Camping and relodged with Western Australian Planning Commission for approval to commence advertising;
- Prepared items for inclusion in Shire Bulletin's relating to topical issued associated with the Community, Development and Regulation Directorate;
- Attended various other meetings with staff, applicants and potential developers.

Planning

- Took time in lieu on 9 and 10 July, half day RDO on 22 July together with an RDO on 7 August, half RDO on 24 September and RDO on 25 September;
- Prepared a total of 4 agenda items for July Council meeting, 4 agenda items for August meeting and 5 agenda items for the June Council meeting;
- Processed applications under delegated authority – as already reported to Council:
  - 15 development applications, including 12 administrative applications were processed and approved in July;
  - 6 development applications, including 4 administrative applications in August;
  - 5 development applications, 2 having a total value of $491,183 and 3 being administrative with no value.
- Attended Ordinary Council meetings in July, August and September;
- Responded to numerous planning enquiries at Shire Administration Office, via telephone and email;
- Continued review of registered vs unauthorised Short-Term Residential Accommodation land use;
- Identified planning framework and any potential planning issues associated Property

Orders and Requisitions Enquiries relating to settlements associated with land sales in the Shire; and

- Attended various meetings with ratepayers, applicants and other members of the public.

Building

- Building Administration Officer Assist took leave from 27 July to 17 August 2026;
- Building Surveyor – Jon Trotter took leave from 3 August to 18 September and worked restricted hours during recovery from illness;
- Contract Building Services assisted in the processing applications on behalf of the Shire during the Building Surveyor's absence;
- A total of 8 building permits were issued for work in the Shire of Northampton in April with a value of $1,440,837.72, 8 permits with a value of $828,050 in August and 16 permits in September with a total value of $558,230.
- A total of 34 applications for building permits were received for the quarter;
- Issued Building Permits on behalf of the Shire of Mingenew as previously reported to Council;
- Completed Building Services Levy Remittance for June, July and August 2026;
- Identified building compliance any potential building issues associated Property Orders and Requisitions Enquiries relating to settlements associated with land sales in the Shire; and
- In associated with the Executive Manager commenced building maintenance and capital works program in accordance with the 2026/27 adopted budget.

Environmental Health

- Took annual leave from 28 August to 14 September;
- Completed various administrative duties associated with the management of the Shire's refuse sites and refuse collection contracts;
- Processed numerous temporary food stall licenses for various events in Northampton, Kalbarri and Horrocks.
- Liaised with members of the public over effluent disposal requirements and food premises, processing applications as required;
- Research to identify any potential environmental health issues associated with Property Orders and Requisitions Enquiries, being related to the settlement of properties within the Shire;

- Completed statutory applications as required.

Rangers

- Rob McKenzie took RDO's 30 and 31 July;
- Conducted regular inspections of the Kalbarri Airport as Airport Reporting Officer;
- Conducted regular patrols within the Northampton, Horrocks, Port Gregory and Kalbarri communities with a focus on Unauthorised Camping and Dogs;

Community Services

- Processed multiple applications for events including, but not limited to the Kalbarri Moster Ball, Northampton Agricultural Show, Kalbarri -vs- Shark Bay football game and the WA Junior Surfing Titles after the original plans to hold them Geraldton were impacted by surf conditions;
- Organised/Facilitated and manned Shire Stall at the Northampton Agricultural Show on Saturday 12 September 2026;
- Progressed development of the Shire of Northampton Dual Use Path Plan;
- Participated in survey regarding the Mid-West 2050 Cycling Strategy;
- Prepared illegal camping brochure for distribution in order to educate those trying to 'free camp' within the Shire, particularly Kalbarri;
- Obtains grants for the following events/activities, then either conducting or facilitating the activity:
  - Cyber Safety Workshop for regional not-for-profit groups on 19 August;
  - Commenced Tech Tuesdays (computer literacy assistance);
  - The Kalbarri Library Lego Club over the September school holiday period; and
  - Community Impact Incubators, governance training funded by Lotteries West.
- Acquitted State Library grants for Kalbarri Library Conducted Community Grants Committee workshop on the Community Grants program categories, subsequently obtaining Council approval to revised categories and preparing application and acquittal forms to simplify application process;
- Commenced the Round 1 Community Grants Program;
- Prepared various items for the July, August and September Shire bulletin;
- Liaised with numerous community groups and individuals over Community Grants Funding and events.

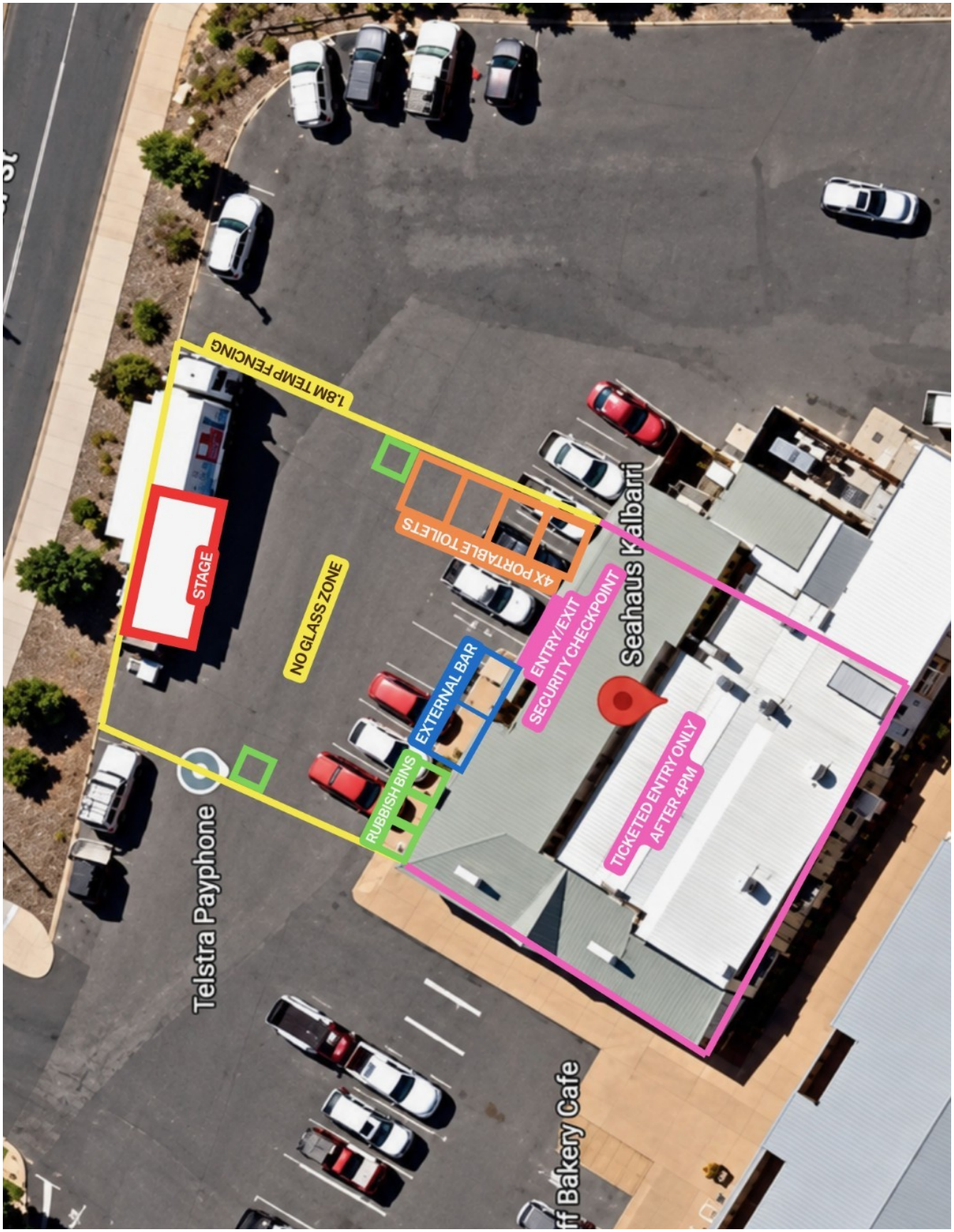
Staff Movements

- Mr Brock Lucev resigned from the position of Shire Ranger; and

- Ms Tatiana Vafiades resigned from the position of Chief Bush Fire Control Officer.

Director Focus for the upcoming period

- Complete the production of a revised Kalbarri Foreshore Master Plan in consultation with the consultants and Kalbarri Foreshore Revitalisation Advisory Committee and obtain approval to the same.
- With the assistance of the Shire's Planning Officer finalise the review of the Shire's Local Planning Policy and advertise the Local Planning Policy Manual;
- Completion of reticulated sewerage connection for Wood Street property and complete all other minor works to facilitate occupation of the modular dwelling;
- With the assistance of the Shire's Community Services Officers, complete a review of the Shire's Disability Access and Inclusion Plan to ensure compliance; and
- Assist the incoming CEO as required.


1.8M TEMP FENCING
STAGE
NO GLASS ZONE
4X PORTABLE TOILETS
EXTERNAL BAR
ENTRY/EXIT
SECURITY CHECKPOINT
RUBBISH BINS
TICKETED ENTRY ONLY
AFTER 4PM
Seahaus Kalbarri
Telstra Payphone
ff Bakery Cafe

LETTER OF SUPPORT

Proposed Live Music Event – May/June 2027

Date:

To Whom It May Concern,

Re: Letter of Support for Proposed Live Music Event in the Car Park in front of the Seahaus Kalbarri

On behalf of **High Tide Resort Lifestyle**, I would like to express our support for the proposed live music event in the car park in front of the Seahaus Kalbarri, planned for May or June 2027.

We understand the proposed event will feature live entertainment by Australian artist Boo Seeka, with a potential pre-act, and aims to bring the local community together through music and entertainment.

As a local business, we believe well-managed events can contribute positively to the area and provide opportunities for businesses and the wider community to benefit.

We support the proposal to use the car park in front of the Seahaus as a potential event location, subject to the relevant approvals, appropriate event management, traffic and parking arrangements, noise management and other necessary requirements.

Should further information be required, please do not hesitate to contact us.

Yours sincerely,

Name: ____Jamie-lee Loffler_____

Position/Title: __Owner_____

Business Name: _HighTide, Resort and Lifestyle_____

Business Address: _shop 1, 10 Porter street Kalbarri_____

Phone: ___0408486261_____

Email: __hightide.kalbarri@gmail.com_____

Signature: _____

Seahaus Kalbarri Admin

From: Greg Morgan <kalbnews@bigpond.com>
Sent: Saturday, 24 October 2026 3:30 PM
To: Seahaus Kalbarri Admin
Subject: Re: Live Music Event - 13th of June 2027 - Boo Seeka

Hi Isabel

All good from us. Definitely willing to support it and any you do in the future.

Greg
Sent from my iPhone

> On 24 Oct 2026, at 1:19 pm, Seahaus Kalbarri Admin <admin@seahauskalbarri.com.au> wrote:
>
> Hi Simone & Greg,
>
> I hope you are doing well.
>
> I don't think we have met in person yet, but Stuart and I are the new owners of the former Gilgai Tavern, now Seahaus Kalbarri. I popped in yesterday to chat with you guys about a live music event we are planning, but one of your staff members told me you had just returned to Perth, so I am reaching out by email.
>
> The reason I am reaching out is that Australian artist Boo Seeka and his management have asked us whether we'd be keen to host him in Kalbarri for the release of his new album and his tour up the coast of WA. I am not sure if you know him, but he's got quite the following in Australia and is starting to tour internationally as well, so we are quite stoked and keen to bring him to Kalbarri.
>
> We are thinking of setting up a stage in the car park in front of the Seahaus (rough drawing attached) and fencing this area off for the event, though we will not block any access. At this stage, the date for the event is set for Sunday, the 13th of June 2027. Since the newsagency is a business in the area affected by this event, I was wondering if you would be willing to provide a letter of support for this event. I am currently gathering these until the end of next week, as the use of the car park is pending council approval in November.
>
> Please let me know your thoughts and whether you are willing to support this event. I am also available any time for a phone chat if you have any questions.
>
> Cheers,
> Isabel
>
> <image001.png>

1

<Boo Seeka_Car Park Seahaus.png>

LETTER OF SUPPORT

Proposed Live Music Event – May/June 2027

Date:

To Whom It May Concern,

Re: Letter of Support for Proposed Live Music Event in the Car Park in front of the Seahaus Kalbarri

On behalf of **the Kalbarri Surf Shop**, I would like to express our support for the proposed live music event in the car park in front of the Seahaus Kalbarri, planned for May or June 2027.

We understand the proposed event will feature live entertainment by Australian artist Boo Seeka, with a potential pre-act, and aims to bring the local community together through music and entertainment.

As a local business, we believe well-managed events can contribute positively to the area and provide opportunities for businesses and the wider community to benefit.

We support the proposal to use the car park in front of the Seahaus as a potential event location, subject to the relevant approvals, appropriate event management, traffic and parking arrangements, noise management and other necessary requirements.

Should further information be required, please do not hesitate to contact us.

Yours sincerely,

Name: ____Jamie-lee Loffler_____

Position/Title: __Manager_____

Business Name: _Kalbarri Surf Shop_____

Business Address: _shop 6, 10 Porter street Kalbarri_____

Phone: ___0408486261_____

Email: __kalbarrisurfshop@bigpond.com_____

Signature: _____

LETTER OF SUPPORT

Proposed Live Music Event – June 2027

Date:

To Whom It May Concern,

Re: Letter of Support for Proposed Live Music Event in the Car Park in front of the Seahaus Kalbarri

On behalf of MURCHISON LAUNDRY, I would like to express our support for the proposed live music event in the car park in front of the Seahaus Kalbarri, planned for June 2027.

We understand the proposed event will feature live entertainment by Australian artist Boo Seeka, with a potential pre-act, and aims to bring the local community together through music and entertainment.

As a local business, we believe well-managed events can contribute positively to the area and provide opportunities for businesses and the wider community to benefit.

We support the proposal to use the car park in front of the Seahaus as a potential event location, subject to the relevant approvals, appropriate event management, traffic and parking arrangements, noise management and other necessary requirements.

Should further information be required, please do not hesitate to contact us.

Yours sincerely,

Name: STEVE MCKENZIE

Position/Title: OWNER

Business Name: MURCHISON LAUNDRY

Business Address: 57 HACKNEY ST

Phone: 0417 914 749

Email: MYCOASTDOMAIL.COM

Signature:

LETTER OF SUPPORT

Proposed Live Music Event – May/June 2027

Date:

To Whom It May Concern,

Re: Letter of Support for Proposed Live Music Event in the Car Park in front of the Seahaus Kalbarri

On behalf of , I would like to express our support for the proposed live music event in the car park in front of the Seahaus Kalbarri, planned for May or June 2027.

We understand the proposed event will feature live entertainment by Australian artist Boo Seeka, with a potential pre-act, and aims to bring the local community together through music and entertainment.

As a local business, we believe well-managed events can contribute positively to the area and provide opportunities for businesses and the wider community to benefit.

We support the proposal to use of the car park in front of the Seahaus as a potential event location, subject to the relevant approvals, appropriate event management, traffic and parking arrangements, noise management and other necessary requirements.

Should further information be required, please do not hesitate to contact us.

Yours sincerely,

Name: JAY TYRER

Position/Title: OWNER

Business Name: Butcher SHOP

Business Address: SHOP 2 PORTER STREET

Phone: 0429941200

Email: JAYTYRER157@GMAIL.COM

Signature:

LETTER OF SUPPORT

Proposed Live Music Event – June 2027

Date: 29/10/2026.

To Whom It May Concern,

Re: Letter of Support for Proposed Live Music Event in the Car Park in front of the Seahaus Kalbarri

On behalf of Upstairs Restaurant, I would like to express our support for the proposed live music event in the car park in front of the Seahaus Kalbarri, planned for June 2027.

We understand the proposed event will feature live entertainment by Australian artist Boo Seeka, with a potential pre-act, and aims to bring the local community together through music and entertainment.

As a local business, we believe well-managed events can contribute positively to the area and provide opportunities for businesses and the wider community to benefit.

We support the proposal to use the car park in front of the Seahaus as a potential event location, subject to the relevant approvals, appropriate event management, traffic and parking arrangements, noise management and other necessary requirements.

Should further information be required, please do not hesitate to contact us.

Yours sincerely,

Name: Honor Ash

Position/Title: owner

Business Name: Upstairs Restaurant

Business Address: Shop 3/10 porter street Kalbarri WA

Phone: 0405 685 903

Email: upstairsrestaurant@westnet.com.au

Signature:

LETTER OF SUPPORT

Proposed Live Music Event – June 2027

Date: 29/10/2026

To Whom It May Concern,

Re: Letter of Support for Proposed Live Music Event in the Car Park in front of the Seahaus Kalbarri

On behalf of Red Bluff Bakery Cafe, I would like to express our support for the proposed live music event in the car park in front of the Seahaus Kalbarri, planned for June 2027.

We understand the proposed event will feature live entertainment by Australian artist Boo Seeka, with a potential pre-act, and aims to bring the local community together through music and entertainment.

As a local business, we believe well-managed events can contribute positively to the area and provide opportunities for businesses and the wider community to benefit.

We support the proposal to use the car park in front of the Seahaus as a potential event location, subject to the relevant approvals, appropriate event management, traffic and parking arrangements, noise management and other necessary requirements.

Should further information be required, please do not hesitate to contact us.

Yours sincerely,

Name: Vanessa Nguyen

Position/Title: Owner

Business Name: RED BLUFF BAKERY CAFE

Business Address: 4/10 PORTER ST KALBARRI WA

Phone: 0413155356

Email: redbluffbakerycafe@gmail.com

Signature:

LETTER OF SUPPORT

Proposed Live Music Event – June 2027

Date: 29 October 2026

To Whom It May Concern,

Re: Letter of Support for Proposed Live Music Event in the Car Park in front of the Seahaus Kalbarri

On behalf of Golden Wok Kalbarri , I would like to express our support for the proposed live music event in the car park in front of the Seahaus Kalbarri, planned for June 2027.

We understand the proposed event will feature live entertainment by Australian artist Boo Seeka, with a potential pre-act, and aims to bring the local community together through music and entertainment.

As a local business, we believe well-managed events can contribute positively to the area and provide opportunities for businesses and the wider community to benefit.

We support the proposal to use the car park in front of the Seahaus as a potential event location, subject to the relevant approvals, appropriate event management, traffic and parking arrangements, noise management and other necessary requirements.

Should further information be required, please do not hesitate to contact us.

Yours sincerely,

Name: EK YING HENG

Position/Title: Manager

Business Name: Golden Wok

Business Address: UNIT 1 51 Hackney St, Kalbarri 6536 WA.

Phone: 0402931888

Email: goldenwokkalbarri@gmail.com

Signature: eloying

Send us your logo to add here

Memorandum of Understanding
TEN4TEN Shire of Northampton Partnership

Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative partnership between the Parties to improve health and wellbeing in Northampton through the TEN4TEN initiative. The Parties commit to working together to support community-led priority setting, preventive health activities, health screening, research, workforce development and sustainable improvements in local health services.

TEN4TEN is intended to build community capability and sustainable partnerships, with research serving as a tool to support community priorities.

The Parties acknowledge that the Northampton Community Advisory Group provides community advice on the TEN4TEN project. Project priorities, interpretation of findings and future directions will be informed by this advice, ensuring that TEN4TEN remains community-led, culturally appropriate and responsive to local priorities. The Community Advisory Group provides an important link between the community, the CHRI Consumer Advisory Group and the broader TEN4TEN governance framework.

Information about the Northampton Community Advisory Group is available www.chri.au/NRCUP (Password: TBA)

Shared Principles

- Community-led decision making
- Respect for Aboriginal and other cultures
- Transparency and reciprocity
- Evidence-informed practice
- Co-design and continuous improvement
- Long-term commitment

Data and Knowledge Sharing

- Data managed according to ethics, governance and community expectations.
- Community-friendly reports shared.

DRAFT

Send us your logo to add here

Governance

- Northampton Community Advisory Group advises the project.
- CHRI coordinates implementation.
- New partners may join by agreement.

Roles and Responsibilities

Partner	Responsibilities
Shire of Northampton	Promote participant recruitment; assist with identifying a venue for health assessment week; assist with health screening days; participate in the Northampton Community Advisory Group; access to employ local staff to support implementation of project (and invoice CHRI/UNSW at cost).
Science for All	Establish the STARDiT report; assist community participation.
Northampton Community Advisory Group	Provide advice to CHRI about the TEN4TEN project and identify community priorities. Chaired by…
Ian Potter Foundation	Initial funding.
CHRI, UNSW	Coordinate health screening; ensure ethics compliance; support the Northampton Community Advisory Group; fund local staff; seek funding for community priorities; share data; facilitate community priority setting; establish and maintain the community data website.

Signatories

Shire of Northampton

Name	
Position	
Signature	
Date	
Date	

DRAFT

PLANNING DECISIONS OCTOBER 2026

2026-080	P CONTESSI	LOT 378 (No. 62) GREY STREET, KALBARRI	SIGNAGE	6 October 2026	**
2026-070	BA RALPH	LOT 12 (No. 13) RALPH STREET, KALBARRI	OVERSIZE OUTBUILDING & SETBACK REDUCTION (R-CODE VARIATION)	15 October 2026 Council Decision	$36,450
2026-081	MI GLOBAL CONSTRUCTION PTY LTD	LOT 22 (No. 1) RAKE PLACE, NORTHAMPTON	OVERHEIGHT AND OVERSIZE OUTBUILDING	15 October 2026 Council Decision	$442,498.15
2026-082	E ALLEN	LOT 38 (No. 10) CORAL BOULEVARFD	DWELLING USING SHIPPING CONTAINERS	15 October 2026 Council Decision	$200,000
2026-083	JETRIO PTY LTD	LOT 830 (No. 14) BRIDGEMAN ROAD, KALBARRI	CAFÉ, GIFT SHOP AND BOUTIQUE BREWERY	15 October 2026 Council Decision	$50,000
2026-085	BJ & T PARKHURST	LOT 272 (No. 81) EXPLORER AVENUE, KALBARRI	CHANGE OF USE FROM A DWELLING TO A HOLIDAY HOUSE	30 October 2026	**
2026-087	CG CARRUTH & BJ SPARKHALL	LOT 13 AJANA-KALBARRI ROAD, KALBARRI	CHANGE OF USE FOR SHEARERS QUARTERS AND SEMI PERMANENT TENTS	15 October 2026 Council Decision	**
2026-088	S VAN VIERSEN	LOT12 (UNIT16/22) GREY STREET, KALBARRI	CHANGE OF USE FROM A 'DWELLING' TO 'HOLIDAY HOUSE'	30 October 2026	**

SHIRE RESPONSE TO SUBDIVISION APPLICATIONS OCTOBER 2026

14 Sept 2026	203879	Able Planning & Project Management	Referral	Lot 4 (1374) Horrocks Rd, Sandy Gully	Amalgamation/Boundary Realignment (2 Lots)	D 20 Oct 2026	10.9.2 / A2466
17 Sept 2026	203917	Hille Thompson & Delfos	Referral	Lots 2, 3 & 300 (No. 152) Hampton Rd, Northampton	Amalgamation (3 lots)	D 16 Oct 2026	10.8.2 / A2548
29 Sept 2026	1517-26 (Survey Strata)	Kalbarri Developments Pty Ltd	Referral	Lot 9 (No. 49) Ralph St, Kalbarri	4 Lot Subdivision	D 16 Oct 2026	10.6.4 / A4693

EXTRACTION MANAGEMENT PLAN
Location; Lot 75, Sandy Gully – Yellow Sand Extraction Pit
Owner; Mr Andrew Teakle
Extraction Material; Yellow Sand
Purpose: For supply of yellow sand material into local market.

1. Overview of Extraction Management Plan
The attached information and associated plans are the 'Extraction Management Plan' for the extraction of yellow sand. The area of extraction and associated operations is for Lot 119 Suckling Road, Sandy Gully.

The 'Extraction Management Plan' is based on a 10-year lifespan from date of approval. The plan includes all elements required under the 'Shire of Northampton's Development Approval' checklist.

2. Property Boundaries & Orientation
- Lot boundaries shown with surveyed dimensions (as per attached)
- North point indicated on the plan (Plans are north orientated)
- Extraction area located centrally within the lot, set back from all boundaries
- Minimum setback distances:
  - **Front boundary (Suckling Road):***280M*
  - **Side boundaries:** *220m WEST to 740m EAST*
  - **Rear boundary:** *330*m SOUTH

3. Extraction Area
- Defined open-cut sand pit
- Approximate area:120m long, 75m wide. *8870m2 (0.889* hectare/s)
- Overburden/Spoil (at minimum 150mm depth) to be stockpiled on the north and south boundaries outside of the defined pit area/s.
- Maximum excavation area to be 5.0m from existing surface levels.
- Excavation pit sides (internal or at extraction area boundaries) to be battered 1:1 slope. In addition, bunding at the top of the batter via use of stockpile or overburden material (at excavation boundary) to be used to identify/protect any excavation area. No access areas permitted between batter slopes and bund areas.
- No permanent buildings proposed within extraction area.

4. Access & Vehicle Movement
- Access to extraction area Lot 75 Sandy Gully, entirely on Suckling Road once departed from Northampton to Horrocks Road.
- Access to extraction area Lot 75 Sandy Gully from Suckling Road is via existing farm access roads. (See attached plan/s)
- Entry/exit point onto Suckling Road via existing access. Access gates via 2 x steel gates. Gates to be locked (padlocked) with signage to prevent entry ('Private property – No entry')
- Extraction site in full to be fenced. Fencing of extraction site to included stockproof fence 15m outside of the extraction site area with steel gates x 2
- Truck turning area to allow for long vehicles to be able to turn within extraction area with no reversing.
- Internal haul route Lot 75 Sandy Gully from Suckling Road to extraction site loading area to be 2-way.
- Advance warning signage. Temporary Symbolic "Trucks Entering" signage to be placed on Suckling Road 150m either side of access point when access is in use. Signage to be installed in accordance with local government regulations.

- Vehicle use and movements for the site limited to; Agricultural implements, standard truck configurations, loader, dozer, excavator, bobcat, light vehicle inc utilities and trailers.
- Vehicle use implementing the transporting of yellow sand from the site in the interest of dust suppression for both private roads and local government roads shall implement the use of covers in accordance with regulations surrounding secure loading.
- Transport of extracted material at all times to adhere to Main Roads WA RAV regulations.
- Local Government Road conditions to be monitored for condition modifications that may include but not limited to weather conditions including Local government road closures. Changes to road use including school bus operations etc.
- Any damage to local Government Infrastructure shall be reported immediately to the Shire of Northampton on 9934 1202.

5. Operational Infrastructure

- Loading area for trucks/loaders
- Turning areas for tucks/loaders.
- Designated area for service vehicles and general parking. Area to have separated area away from loading and vehicle turning area/s.
- Machinery parking/laydown area loading including loading ramp
- Fencing of extraction site to included stockproof fence 15m outside of the extraction site area with steel gates x 2
- Perimeter bunding via use of overburden/spoil on the north and south boundaries outside of the defined pit area/s. Ie outside but immediately adjacent to the extraction area. Any other extraction areas that do not have a level approach into the extraction site shall have a bund and/or fence installed to prevent any fall areas.
- Stormwater control to be installed to minimise any stormwater/groundwater leaving the extraction site area, bunding or shallow ponds to be installed to achieve this.
- Operation work hours are Monday to Saturday 7.00am to 6.00pm, Sunday 8.00am to 5.00pm.
- Operation inductions for all personnel to be completed. Including but not limited to current driver's license. Site familiarity, Driver induction on safe rural road operation.

ENVIRONMENTAL IMPACT

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

Vegetation & Flora
- Minimal vegetation clearing required.
- Clearing areas (overburden/spoil stockpiling) to be restricted to the immediate work area plus reasonable additional area/s for foreseeable future works.
- Extraction area is exclusively previous farm cropping area and as such no threatened flora.
- All topsoil/overburden/spoil stockpiled and to remain onsite for rehabilitation works.
- Regrowth vegetation retained where possible
- No known threatened flora species recorded on the site

Fauna
- No significant habitat loss
- No impact on migratory species

Dust & Air Quality
- Water cart suppression if required
- Stockpiles shaped to minimise dust.
- Covered loads prior to transport

Noise
- Well-maintained machinery
- No blasting or crushing
- Rural noise levels maintained

Stormwater & Erosion
- Extraction is graded to prevent uncontrolled runoff
- Perimeter bunding installed where required
- No off-site discharge into neighbours' properties
- Erosion managed through staged extraction and rehabilitation

Rehabilitation
- Progressive rehabilitation throughout the operation
- Recontouring of works area
- Topsoil respread
- Ripping and seeding with pasture species
- Final landform consistent with surrounding rural landscape

TRAFFIC IMPACT SUMMARY

Overview
The proposed extractive industry 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.

Existing Road Network
- **Primary Access:** Northampton to Horrocks Road/Suckling Road
- **Road Type:** Rural unsealed local road
- **Current Use:** Agricultural vehicles, local residential traffic, occasional heavy vehicles
- **Condition:** unsealed sections typical of rural Shire roads; adequate width for truck passage

Proposed Vehicle Movements
- **Truck Movements:** *1-8* loaded truck departures as required of the contactor
- **Light Vehicles:** 1–2 staff vehicles
- **Peak Periods:** No peak-hour concentration; movements spread across operating hours
- **Operating Hours:** 7:00am – 6:00pm, Monday–Saturday, Sunday 8am – 5 Pm.

Access & Safety
- Existing farm track upgraded to meet heavy vehicle requirements
- Sightlines at entry/exit point meet rural safety standards
- Trucks will enter and exit at low speeds
- No requirement for intersection upgrades
- All loads covered to prevent spillage

Impact Assessment
- Traffic increase is minor relative to rural road capacity
- No significant impact on road safety or congestion
- No sensitive land uses (schools, shops, high pedestrian areas) along haul route
- If required, a formal Traffic Impact Statement can be provided, but current scale does not trigger mandatory TIS thresholds

Mitigation Measures
- Dust suppression on access track
- Signage at entry point ("Trucks Entering")
- Driver induction on safe rural road operation
- Monitoring of road condition with Shire notification if maintenance is required

clearing of existing vegetation and the management of the remaining vegetation	
o) Description of the measures to be taken in screening the excavation site, or otherwise minimising adverse visual impacts, from nearby thoroughfares or other areas	*NOT APPLICABLE. – Proposed area previous land use. Visual impact minimal*
p) Management techniques to address potential conflict with surrounding land uses and protection of environment attributes, including reporting mechanisms for conflicts.	*Potential conflicts, verbal or in writing. 1. Applicant to maintain a written log/record of reports/communications received plus action taken including investigation of the issue and any communication between parties involved including but not limited to method of resolution. 2. Restriction of area to public via locked gate and signage*

3.4.3 Additional information that may be required:

APPLICANT ACKNOWLEDGES THIS MAY BE REQUESTED UPON REVIEW.

THE APPLICANT INDICATES THE PROPOSED OPERATION IS OF A RELATIVELY MINOR NATURE BEING A YELLOW SAND ONLY EXTRACTION AND NOT AN INTENSIVE HARD ROCK QUARRY.

a) Should Council determine that the proposed extractive industry has the potential to, or is likely to, create adjoining landowner impacts, such as noise, dust, vibration, lightspill, odour or environmental impacts, then further information may be required to support the development application, including but not limited to the following:

i. Baseline data to be provided for wind, noise, dust and/or environmental data at specified locations;

ii. Vibration abatement and control measure details; and

iii. Timing, frequency and duration of blasting/crushing/excavation activities; Shire of Northampton – Local Planning Policy 2018

b) Additional information in relation to the storage of chemicals or other potential contaminants on site relevant to the extractive industry;

c) A Visual Impact Assessment where the proposed extractive industry has the potential to, or is likely to, create visual intrusion impacts upon adjacent landholdings, major roads or places of heritage, cultural or landscape significance.

d) Should the extractive industry be located within a radius of 5,000m from a place listed upon the Shire's Municipal Heritage Inventory, or 1,000m from a dwelling or other physical infrastructure, AND Council determines that the proposed extractive industry has the potential to, or is likely to, create physical or visual impacts upon that place/site, then further information may be required, as per the following:

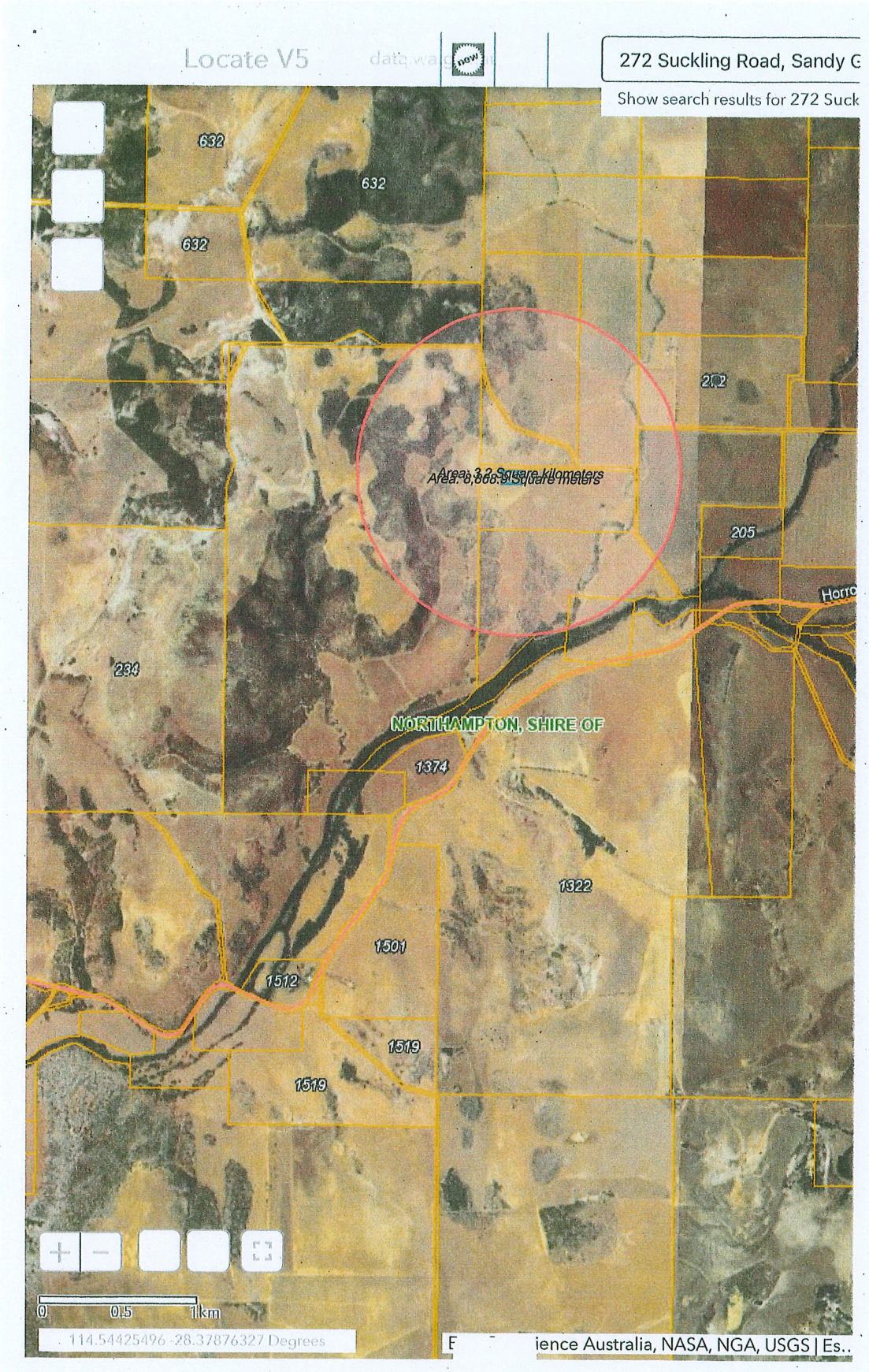
i. A structural review of the heritage place (including associated buildings and heritage assets), dwelling or other physical structure to be undertaken prior to the commencement of the extractive industry;

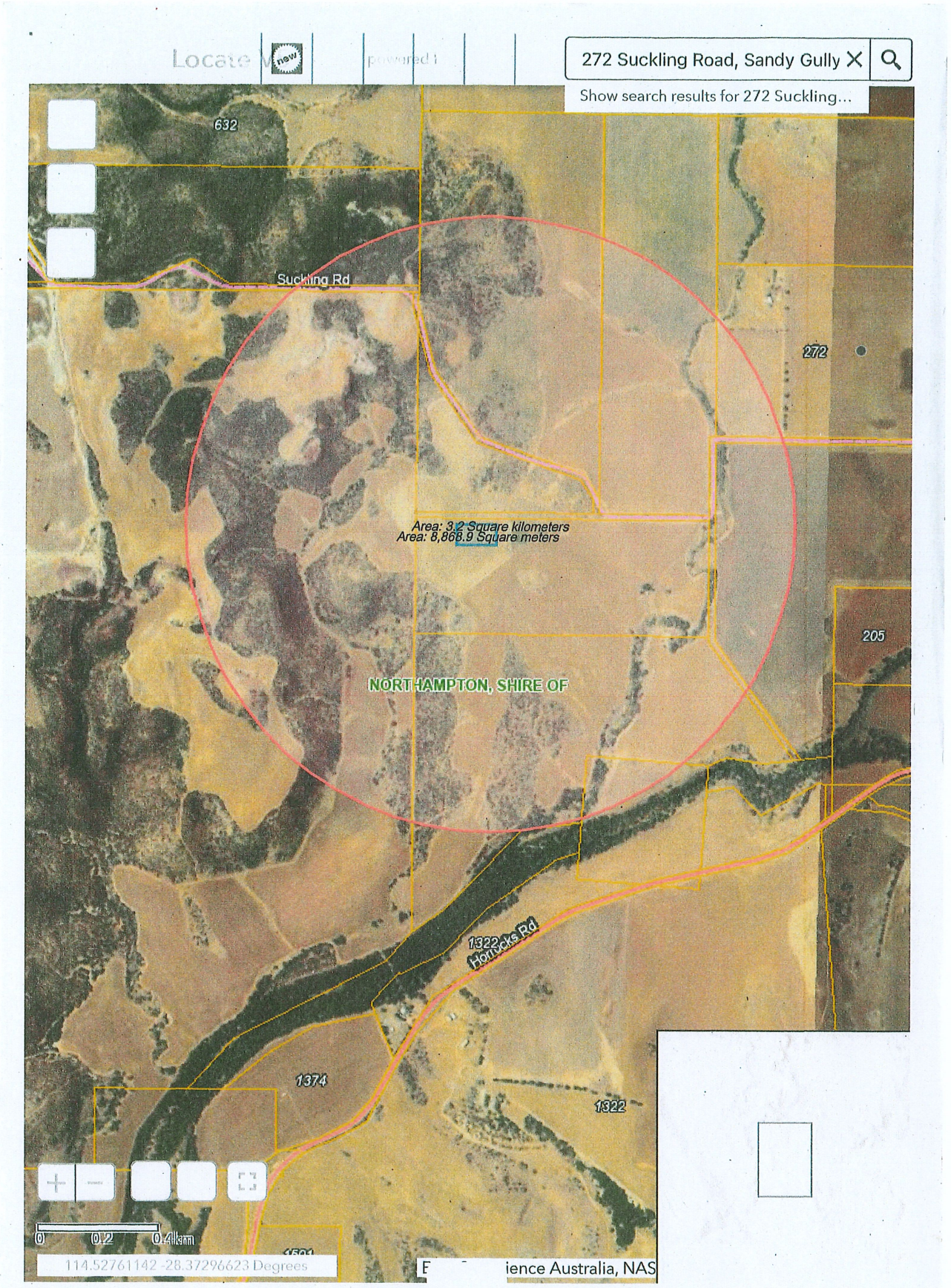
ii. Ongoing structural reviews of those places to be undertaken so as to determine the level of impact (if any) of the extractive industry upon those places, with the frequency of those reviews to be determined by the local government, taking into account the type of extractive industry, the mechanism of impact and the distance of the works from the heritage place; and

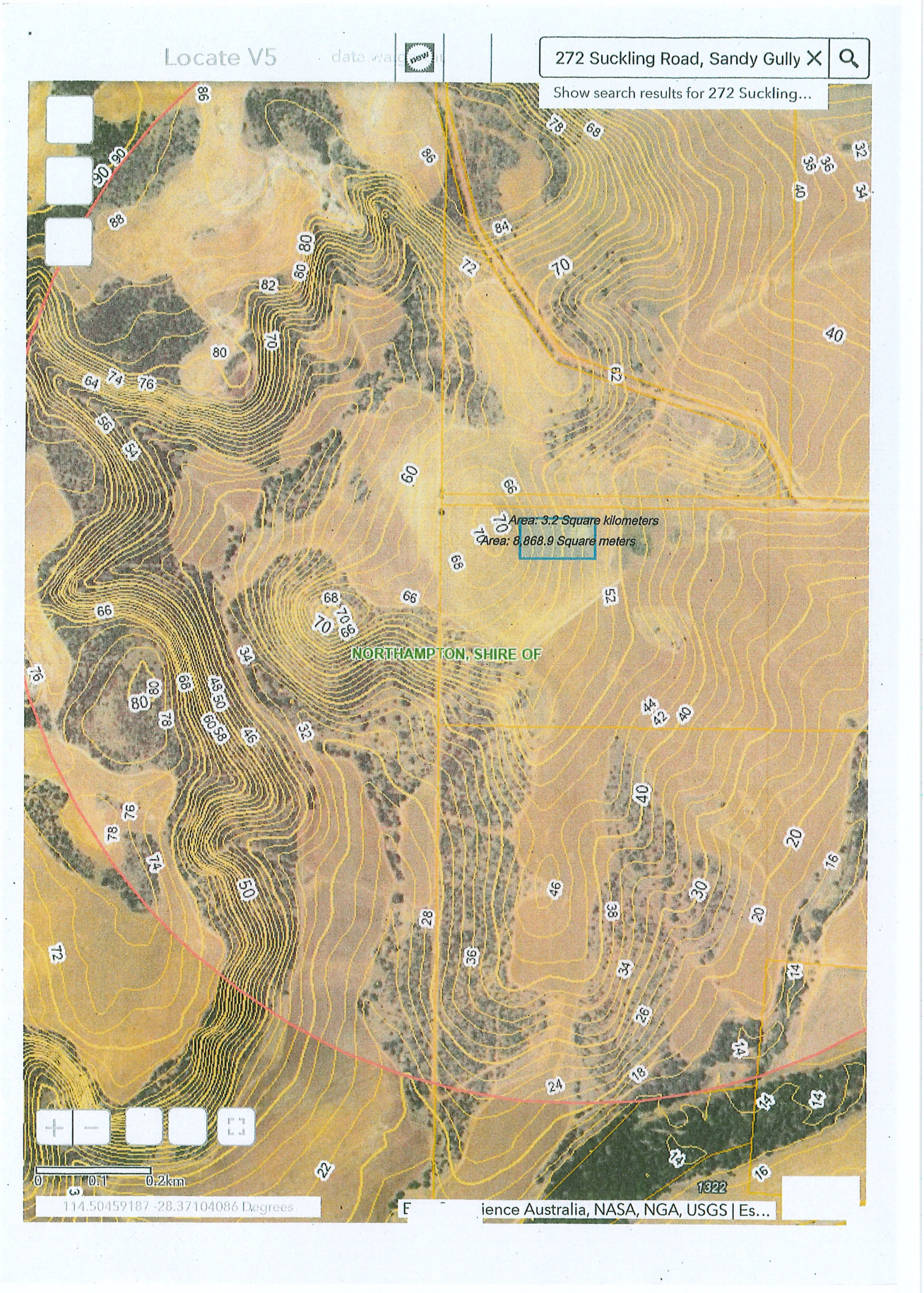
iii. The requirement for the cessation of works, and the process for remediation, to restore those heritage places, should an impact or impacts be found and be attributed to the extractive industry operations.

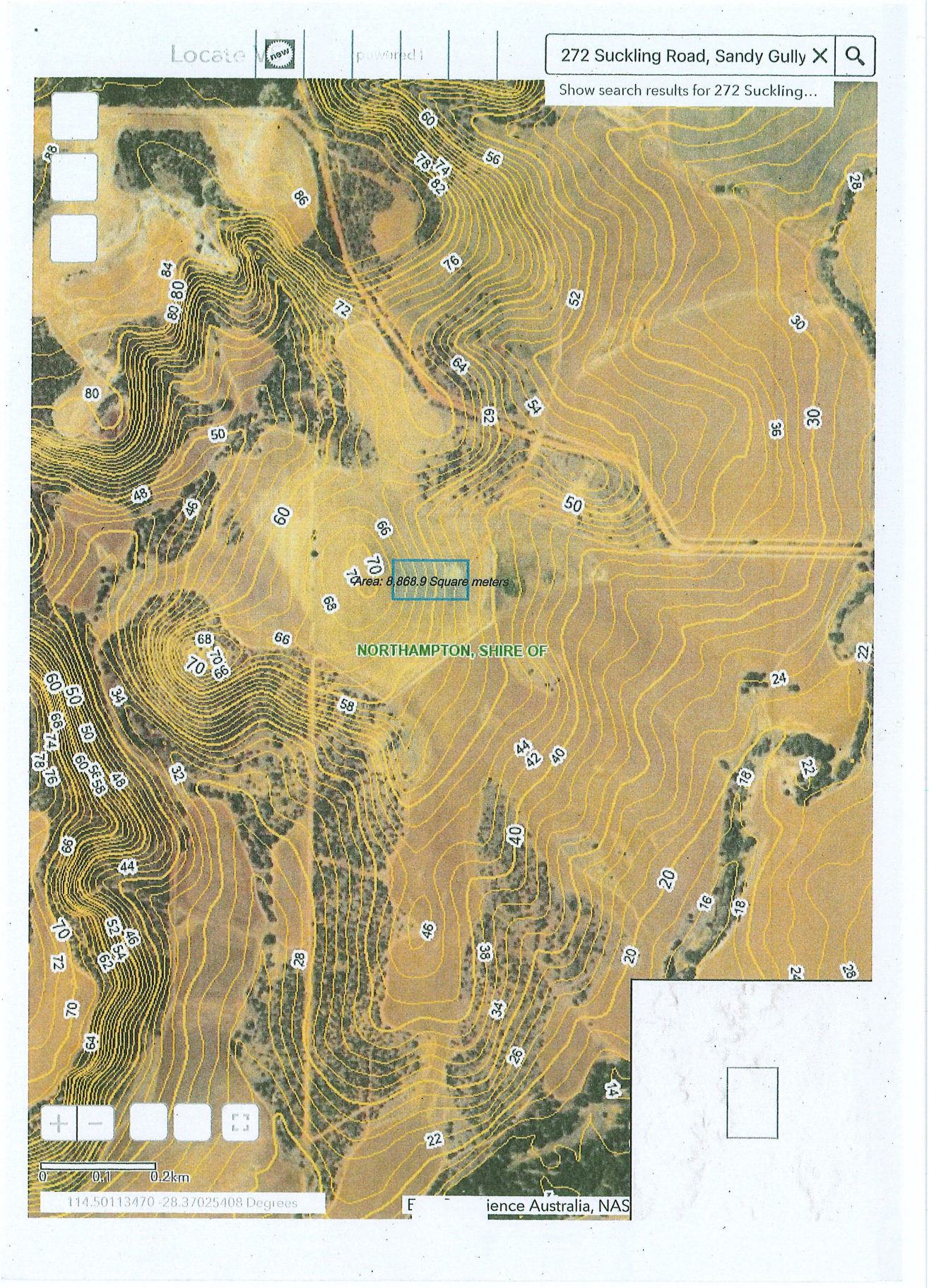
3.4.4 A rehabilitation and decommissioning plan indicating:

a) The objectives of the program, having due regard to the nature of the surrounding area and the proposed end-use of the excavation site;	*Rehabilitation program – Upon extent of extraction from the worked area the stockpiled spoil/overburden to be pushed/placed over the applicable and adjacent extraction area. Works to consider seasonal timing and not to be undertaken at times that may induce sand drift or blow. No other planting to be undertaken, however seeding of the area to match original land use shall be undertaken if regeneration of original seedbank is not successful.*
b) Whether restoration and reinstatement of the excavation site is to be undertaken progressively or upon completion of excavation operations;	*Reinstatement works to be undertaken in stages to match extraction progress.*
c) How any face is to be made safe and batters sloped;	*Pit faces to be protected by spoil/overburden banks plus batter slope of 1:1 into pit area. No access between batter slope and spoil/overburden banks to be permitted*
d) The method by which topsoil is to be replaced and revegetated	*Spoil/Overburden to be pushed back into the extraction area by mechanical means.*
e) The numbers and types of trees and shrubs to be planted and other landscaping features to be developed;	*NOT APPLICABLE Existing spoil material only and additional seeding only if germination of spoil not achieved.*
f) How rehabilitated areas are to be maintained	*Monitor only to ensure area regrowth. Additional seeding only if germination of spoil not achieved.*
g) The program for the removal of buildings, plant, waste and final site clean up	NOT APPLICABLE.


Locate V5
272 Suckling Road, Sandy G
Show search results for 272 Suck
632
632
632
202
Area: 3.2 Square kilometers
Area: 8,866.3 Square meters
205
234
NORTHAMPTON, SHIRE OF
1374
1322
1501
1512
1519
1519
0
0.5
1km
114.54425496 -28.37876327 Degrees
ience Australia, NASA, NGA, USGS | Es..

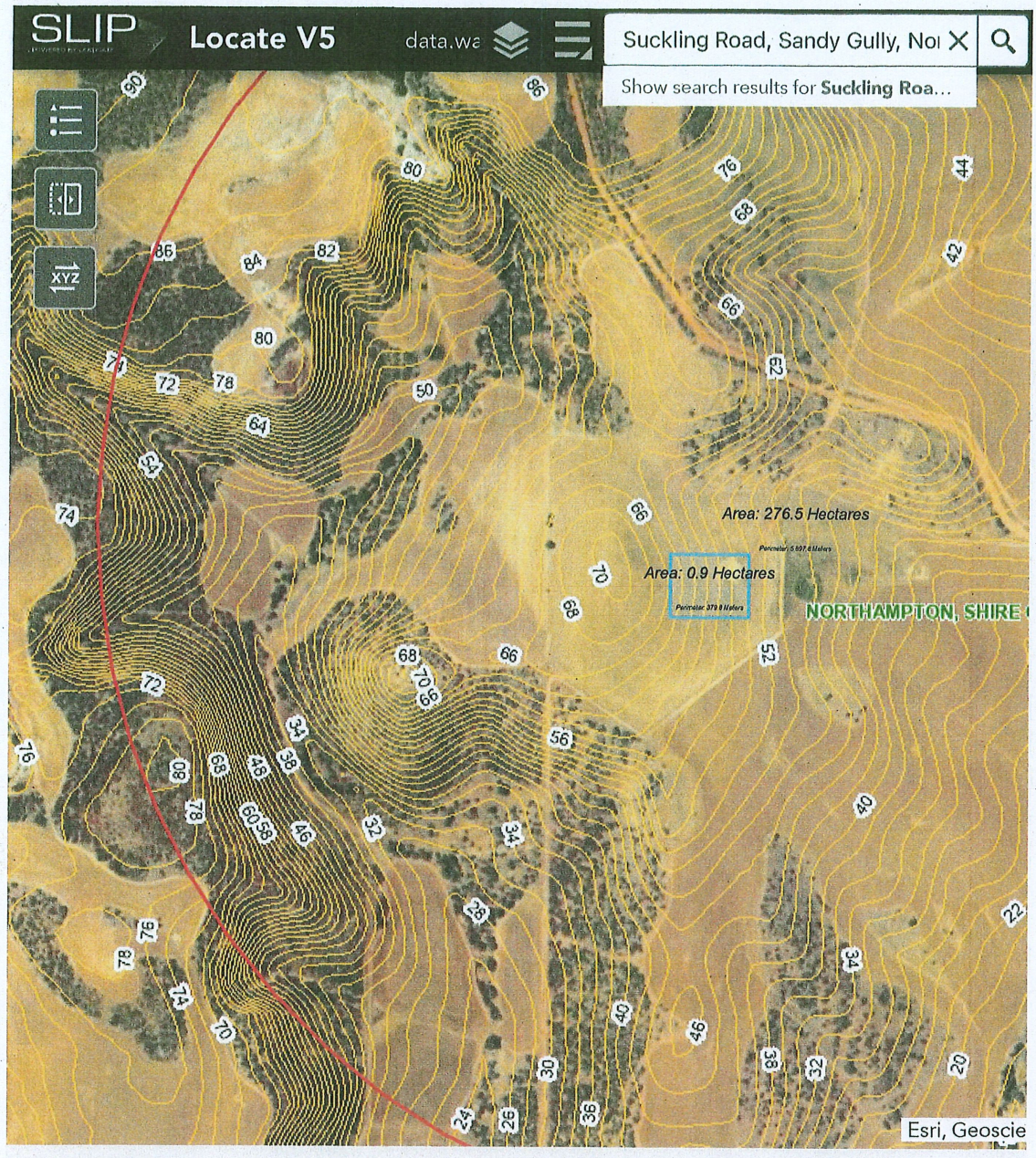

Locate
272 Suckling Road, Sandy Gully
Show search results for 272 Suckling...
632
Suckling Rd
272
Area: 3.2 Square kilometers
Area: 8,868.9 Square meters
205
NORTHAMPTON, SHIRE OF
1322
Hotlycks Rd
1374
1322
0 0.2 0.4km
114.52761142 -28.37296623 Degrees


Locate V5
272 Suckling Road, Sandy Gully
Show search results for 272 Suckling...
Area: 3.2 Square kilometers
Area: 8,868.9 Square meters
NORTHAMPTON, SHIRE OF
0 0.1 0.2km
114.50459187 -28.37104086 Degrees
1322


Locate
272 Suckling Road, Sandy Gully
Show search results for 272 Suckling...
Area: 8,868.9 Square meters
NORTHAMPTON, SHIRE OF
0 0.1 0.2km
114.50113470 -28.37025408 Degrees


Locate V5
272 Suckling Road, Sandy Gully
Show search results for 272 Suckling...
Area: 3.2 Square kilometers
Area: 8,868.9 Square meters
NORTHAMPTON, SHIRE OF
0 50 100m
114.50074878 -28.36665119 Degrees


272 Suckling Road, Sandy Gully
Show search results for 272 Suckling...
Area: 8,868.9 Square meters
NORTHAMPTON, SHIRE OF
114.50290919 -28.36747105 Degrees


SLIP
Locate V5
data.wa
Suckling Road, Sandy Gully, Nor
Show search results for Suckling Roa...
Area: 276.5 Hectares
Area: 0.9 Hectares
NORTHAMPTON, SHIRE
Esri, Geoscie
0 0.1 0.2km
114.50121485 -28.36625123 Degrees
https://maps.slip.wa.gov.au/landgate/locate/
8/6/2026, 10:44 am
Page 1 of 1


Stirling

POSTED ICR38067 A4827 10.8.1.2

Kaylene Roberts

From: Karen McKeough <karen.mckeough@dwer.wa.gov.au>
Sent: Tuesday, 6 October 2026 4:00 PM
To: Kaylene Roberts
Subject: RE: Extractive Industry Applicaiton

OFFICIAL

Dear Kaylene,

Thank you for providing the extractive industry proposal for the Department of Water and Environmental Regulation (DWER) to consider.

DWER has identified that the proposed activity has the potential for impact on environment and water resource values. Key issues and recommendations are provided below, and these matters should be addressed.

Stormwater management
The proposed sand pit site is on a hillside that slopes down towards a non-perennial waterway which is a tributary to the Bowes River. DWER recommends that bunding around the active pit is installed to prevent any runoff from the extraction site. DWER best practice guidelines for basic raw material extraction are provided for the applicants information. WQPN-15-Basic-raw-materials-extraction.pdf

Native vegetation regulations
The Environmental impact assessment provided by the applicant states that minimal vegetation clearing will be required. The applicant should be advised that under section 51C of the *Environmental Protection Act 1986* (EP Act), clearing of native vegetation is an offence unless:

- it is undertaken under the authority of a clearing permit,
- it is done after the person has received notice under Section 51DA(5) that a clearing permit is not required,
- the clearing is subject to an exemption.

Exemptions for clearing that are a requirement of written law, or authorised under certain statutory processes, are contained in Schedule 6 of the EP Act. Exemptions for low impact routine land management practices outside of environmentally sensitive areas (ESAs) are contained in the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (the Clearing Regulations). Information on exempt activities and application forms are available here Native vegetation clearing permit forms | Western Australian Government (www.wa.gov.au)
If further clarification is required, please contact the Department's Native Vegetation Regulation section by email admin.nvp@dwer.wa.gov.au or by telephone 6364 7098.

Environmental regulation
DWER regulates emissions and discharges from the operation of prescribed premises through a works approval and licensing process under Part V of the Environmental Protection Act 1986 (EP Act).
The provided documents state that this is an extractive industry with no crushing or blasting, however it is not clear if any screening of material will occur. Should screening of the sand be undertaken, the applicant is advised that activities such as crushing and screening during extractive industry operations, may cause the premises to become prescribed for the purposes of Part V Division 3 of the *Environmental Protection Act* (EP Act). This will occur if the proposed crushing and screening equipment has a design

capacity (when operated 24/7 or at a capacity limited by a planning approval) that meets or exceeds the specified production or design capacity of the relevant category under Schedule 1 of the *Environmental Protection Regulations 1986*.

70	Screening etc. of material: premises on which material extracted from the ground is screened, washed, crushed, ground, milled, sized or separated.	More than 5 000 but less than 50 000 tonnes per year

The applicant is therefore advised that they may meet the requirement for Prescribed Premises and as such require a works approval to construct/install the equipment (mobile or otherwise) and a licence or registration to operate. It should be noted that planning approvals may influence DWER's determination of production or design capacity, where an approval has the effect of restricting capacity (such as constraining hours of operation).
The purpose of a works approval is to allow DWER to assess the environmental acceptability of a proposal's potential to cause emissions and discharges during construction and operation. Note that any works approval or licence issued under Part V of the EP Act will only regulate emissions associated with the crushing and screening operation (such as dust, noise and contaminated stormwater). It does not extend to the environmental impacts of extracting the material from the ground or transport off-site. DWER has no record of this premises and has not received any applications relating to this proposal. The applicant is therefore advised to refer to the information and Industry Regulation Guide to Licensing available at http://www.der.wa.gov.au/our-work/licences-and-works-approvals and / or if they have queries relating to works approvals and licences to contact DWER at info@dwer.wa.gov.au or 6364 7000.

DWER should be notified of any modifications to the extractive industry proposal that may have implications on aspects of environment and/or water management, to enable the implications to be assessed.

Please contact me if you require any further information on these comments.

Yours sincerely,

SUN RIVER CHALETS, 116 NANDA DRIVE, KALBARRI WA 6536 - Strata Plan 15653

To:
Brian Robinson
Executive Manager
Community Development & Regulation
Shire of Northampton
PO Box 61
Northampton WA 6535

20 October 2026

RE: REQUEST TO AMEND LOCAL PLANNING SCHEME NO. 11 – SCHEDULE 3, SPECIAL USE ZONE SU6 TO "GROUPED DWELLING" – 'D' USE

Dear Brian,

Thank you for your time and initial guidance in this matter. I now write under the direction of the owners of Sun River Chalets, 116 Nanda Drive, Kalbarri, to formally request that the Shire of Northampton consider initiating an amendment to Local Planning Scheme No. 11 – Kalbarri Townsite, Schedule 3: Special Use Zones, in relation to Special Use Zone SU6.

As discussed, Schedule 3 currently identifies SU6 as applying to Lots 473, 474 and part Lot 500 Nanda Drive and lists the following permitted ("P") uses:

- Caravan Park; and
- Holiday Accommodation.

We respectfully request that Schedule 3 be amended to include:

"Grouped Dwelling" – 'D' Use within the Special Uses applicable to SU6.

Background and justification

Sun River Chalets is a long-established strata development at 116 Nanda Drive comprising 22 stand-alone dwellings.

Although the original development was established for holiday accommodation purposes, the character and use of the development has changed substantially over its approximately 40-year history. The chalets are now, and have been for some time, occupied as permanent residences rather than operating as a conventional short-stay holiday accommodation development.

This is not a proposal to construct a new grouped dwelling development. Rather, the proposed amendment would provide an appropriate contemporary planning framework for an existing, established development whose actual use has evolved over many years.

The owners are also progressing the conversion of the existing strata scheme to a survey-strata scheme. As part of that process, we are seeking to regularise the planning and strata arrangements so that they more accurately reflect the existing physical development and residential use of the property.

We consider classification of Grouped Dwelling as a "D" use within SU6 to be an appropriate and balanced planning outcome.

SUN RIVER CHALETS, 116 NANDA DRIVE, KALBARRI WA 6536 - Strata Plan 15653

Existing circumstances

We ask the Shire to take into consideration that:

- Sun River Chalets has existed for approximately 40 years;
- the development already comprises 22 physically separate dwellings;
- the dwellings do not share common walls;
- the development is already strata titled;
- the individual dwellings are established and occupied;
- the proposal does not seek to increase the existing number of dwellings;
- the owners are seeking to modernise the strata arrangements through conversion to survey-strata; and
- recognising Grouped Dwelling as a discretionary use would provide a planning mechanism to regulate the long-established residential nature of the development.

Importantly, the proposed amendment would retain Council's discretion to consider matters such as residential amenity, access, servicing, parking, bushfire requirements and other relevant planning considerations through the development approval process.

Request

We therefore respectfully request that the Shire of Northampton:

1. Consider initiating an amendment to Local Planning Scheme No. 11, Schedule 3 – Special Use Zone SU6, to include “Grouped Dwelling” as a “D” use;

2. Advise the owners of the appropriate process and supporting documentation required to progress the amendment; and

3. Where possible, allow plans, surveys and supporting documentation being prepared as part of the proposed survey-strata conversion to also support the planning scheme amendment, to minimise unnecessary duplication and expense.

The owners of Sun River Chalets are committed to working constructively with the Shire to resolve the historic planning and strata circumstances applying to the property and establish an appropriate framework for its continued residential use.

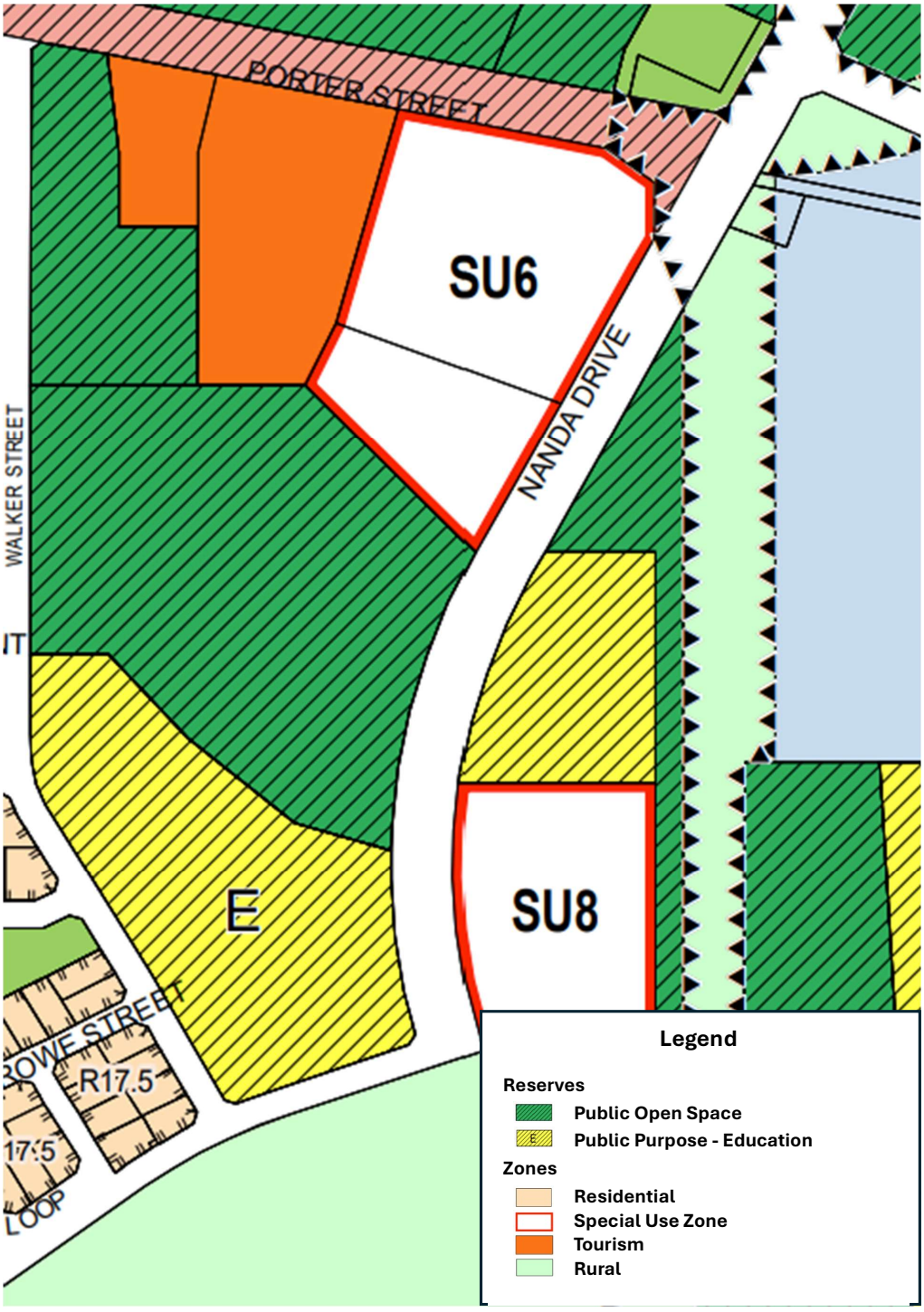
We would welcome the opportunity to meet with the Shire's planning officers to discuss the proposal before undertaking further expenditure on the planning and survey-strata processes.

Thank you for your consideration of this request.

Yours faithfully,

Caroline Burt
Secretary Treasurer
Sun River Chalets
📍 116 Nanda Drive Kalbarri WA 6536
🛍 Post Office Box 451 Kalbarri WA 6536
✉

Excerpt from Map 2 – Local Planning Scheme No 11 (Kalbarri)



Brian Robinson

From: [redacted]
Sent: Monday, September 14, 2026 12:17 PM
To: Brian Robinson
Cc: Ross Weaver
Subject: Cricket gear storage shed
Attachments: IMG_3900.PNG; IMG_3901.JPG; IMG_3902.JPG; IMG_3903.JPG

Hello Brian

As you may be aware I am involved with the Kalbarri Cricket Club as the Junior Development Coordinator and umpire. Both the senior and junior teams train at the cricket nets in Kalbarri and our gear is kept in the storage shed near the Sport and Recreation building. We would like to move the gear closer to the nets. This shed is currently shared by several other sporting groups so removing our gear would give these groups more space in the shed which is often very full.

We have been given a small steel storage container (please see photos attached) with the dimensions approx. 2 metres wide x 2 metres high x 2.4 metres long. The container needs some minor repairs which the Club will undertake.

We would like to place the container at the rear of the nets as indicated in the attached photo. We have discussed the idea with the Sport and Rec committee and they are in favour of our proposal. Would the Shire give our Club approval to place the shed in this location?

Regards

Ric Davey
Junior Development Coordinator
Kalbarri Cricket Club.
[redacted]




Sale
9937 0400
raywhitekalbarri.com



SHIRE OF NORTHAMPTON - BUILDING APPROVALS - OCTOBER 2026					
Approval Date	**App. No.**	**Builder**	**Property Address**	**Type of Building**	**Value**
26/10/2026	26090	Owner Builder	Lot 8 (No. 1) Topaz Bend, Kalbarri	Retaining Wall	$ 5,000.00
22/10/2026	26093	Owner Builder	(No. 13) Rowe Street, Kalbarri	Shed	$ 36,450.00
9/10/2026	26098	Owner Builder	Lot 77 (No. 106) Mitchell Street, Horrocks	Retaining Wall	$ 12,000.00
6/10/2026	26101	Aussie Shed Group	Lot 7890 Hatch Road, Bowes	Shed	$ 129,830.00
16/10/2026	26102	Murray River North T/A TR Homes	140 Yambuna Road East, Ogilvie	Modular dwelling	$ 554,382.00
8/10/2026	26112	Owner Builder	Lot 98 (No. 17) Darwinia Drive, Kalbarri	Shed	$ 35,000.00
6/10/2026	26113	Owner Builder	Lot 6 (No. 4) Mariner Crescent, Kalbarri	Shed	$ 49,000.00
8/10/2026	26120	Geraldton Creative Landscapes and Pools	Lot 80 (No. 14) Tern Way, Kalbarri	Swimming Pool	$ 29,500.00
5/10/2026	26125	Murray River North T/A TR Homes	Lot 6 (No. 4) Mariner Crescent, Kalbarri	Single-storey dwelling	$ 744,891.00
16/10/2026	26129	Norwest Building Group	Lot 36 (No. 4138) North West Coastal Highway, Isseka	Storage Shed	$ 53,630.00
8/10/2026	26130	Owner Builder	Lot 2 (No. 2) Darwinia Drive, Kalbarri	Variation to BA26097 - Shed	$ 1,000.00
26/10/2026	26131	Owner Builder	Lot 36 (No. 146) Harvey Road, East Bowes	Shed	$ 20,000.00
23/10/2026	26133	Modularis Pty Ltd TA Modular WA	Lot 9000 Second Avenue, Northampton	Modular dwelling and verandah	$ 393,795.00
26/10/2026	26138	Michael Maxfield	Lot 9000 Browne Boulevard, Kalbarri	House Demolition	$ 10,000.00
SHIRE OF MINGENEW - BUILDING APPROVALS - OCTOBER 2026					
23/10/2026	26M137	Ellett Construction Services	Lot 106 (P186521) Midlands Road, Mingenew	Occupancy Permit - Building Permit 26M051	-
26/10/2026	26M143	Auspan Building Systems	Lot 43 (302) Willis Road, Yandanooka	Shed	$ 374,990.00

ATTACHMENT: 9.5.1 (2)

BUILDING APPROVAL STATISTICS - OCTOBER 2026

APPROVAL TYPES	NUMBER APPROVED	CONSTRUCTION VALUE
Building Permits -		
Uncertified		
· Dwelling		
· Shed/Garage	7	$324,910.00
· Patio/Deck/Solar		
· Carport		
· Retaining Wall	2	$17,000.00
· Swimming Pool	1	$29,500.00
TOTAL	**10**	**$371,410.00**
Certified		
· Dwelling	3	$1,693,068.00
· Shed		
· Patio		
· Carport		
· Retaining Wall		
· Swimming Pool		
· Commercial/Industrial		
TOTAL	**3**	**$1,693,068.00**
TOTAL BUILDING PERMITS	**13**	**$2,064,478.00**
Demolition Permits -		
· Residential	1	$10,000.00
· Commercial/Industrial		
TOTAL	**1**	**$10,000.00**
Occupancy Permit/Building Approval Certificates		**$-**
TOTAL APPROVALS	**14**	**$2,074,478.00**
SERVICE TYPES	**NUMBER ISSUED**	**BILLING AMOUNT**
Certification Services		
Shire of Mingenew-		
* Certificate of Design Compliance & Draft Building Permit		
* Draft Permit	**2**	
TOTAL	**2**	



Seashore Engineering

Horrocks Beach – Interim Coastal Adaptation



Seashore Engineering
November 2026

Report SE202_01_R02

For: Shire of Northampton

Seashore Engineering

Executive Summary

Horrocks is a small coastal settlement located on the shore of Horrocks Lagoon, 20 km west of Northampton. There is a sheltered lagoon to the lee of a shore-parallel calcarenite reef. The storm event of 31 May 2026 resulted in significant coastal erosion and infrastructure damage at Horrocks Beach within the Shire of Northampton.

Preliminary assessments by the Shire indicated that between 2 and 5 metres of the primary dune system was lost in several locations, resulting in impacts to pedestrian pathways, beach access infrastructure and foreshore parking areas. The event also caused substantial damage to the Horrocks Jetty (Figure 1.1, Figure 1.2).

Seashore Engineering were engaged by the Shire in July 2026 to assess interim coastal adaptation measures following the storm. A site inspection was undertaken on 18-19th August 2026 including a basic visual assessment of the jetty condition.

Coastline movements illustrate the erosive nature of the coast with median erosion rates in the order of 0.3m/yr for the salient at Glance Cove, to a coastline with relatively stability south of the jetty.

Storm characteristics of the May 31 storm included a peak total wave height of 5.8m at the Geraldton offshore wave buoy, relatively long period swell of 13-15 seconds and north westerly seas in the order of 3m swinging round to the WSW during the day. This event was the second highest wave height recorded at Geraldton between March 2023 and June 2026. Peak water level of 1.74mCD at Geraldton boat harbour (0.5m above HAT) was within 0.1m of a previous assessment of the 25yrARI event.

A detail survey of Horrocks Beach and foreshore areas was undertaken by Quantum Surveys for the Shire of Northampton on 29th August 2026. The survey has allowed analysis of volume changes (erosion/accretion) at Horrock beach between a previous DTMI Lidar survey in 2016 and 2026 (i.e. 10 years of change).

The largest change along the wider foreshore is associated with erosion of the foredunes and migration of the salient north of the main beach access, opposite houses along Glance Cove. Net erosion of 6590m^3 is evident. At the GSC Seawall, erosion limited to lowering of the beach adjacent to the seawall.

Adjacent to the jetty, and immediately south of the seawall erosion of foredune and upper beach of 1,890m^3 is evident. Limited accretion of lower beach suggests material has migrated offshore or along the beach. Between the jetty and the southern access ramp erosion of foredune and upper beach of 1,520m^3 is evident. Accretion of material on the lower beach (1320m^3) suggests beach profile adjustment (i.e. eroded material from the dunes has deposited on the adjacent beach areas).

Whilst the interval between these surveys is 10 years, aerial photography indicated this volume change is primarily associated with erosion in May 2026.

Nourishment of 250m of foredune from the GSC seawall to the south beach access ramp could require in the order of 2,000m^3 . Based on the latest survey, this concept for sand nourishment can be refined as follows:

- In the order of 1,000m^3 imported sand to reinstate the eroded dune at the Jetty Beach, behind the shade shelters (100m x 10m x 1m).
- In the order of 1,000m^3 of dune nourishment between the jetty and the southern access ramp, using a combination of imported sand and beach scraping from below the high water mark (150m x 4.5m x 1.5m).

Desing drawings should be developed for sand nourishment using material from the Whitecliff Rd sand pit and beach scraping for interim coastal adaptation, and reinstatement of beach access structures. Medium and longer term coastal adaptation measures are also considered in the report.

Seashore Engineering

Contents

1. Introduction 1
1.1. Shire Damage Assessment (June 2026) 2
2. Coastal Setting 4
2.1. Background 4
2.2. Longer Term Coastal Behaviour 6
3. May 2026 Storm 9
4. Site Inspection (August 2026) 12
4.1. foreshore North of GSC Seawall 12
4.2. GSC Seawall 13
4.3. Jetty Beach 14
4.4. Jetty to Southern Access Ramp 15
4.5. Southern Access Ramp to Rocky Point 15
4.6. Sand Sources (Sand Pit and Port Gregory) 16
5. Interim Coastal Adaptation 18
6. Survey Analysis 20
7. Recommendations 23

Seashore Engineering

List of Figures

Figure 1.1 Coastal erosion impacts at Horrocks Beach from 31 May 2026 storm including foredune erosion near jetty (left), beach access stair damage (center) and exposure of building rubble in foredune (right). (June 2026) 1
Figure 1.2 - Erosion of beach launching ramps (left and center) and damage to timber jetty (right) from storm (June 2026). 1
Figure 2.1- UAV Imagery of foreshore at southern end of Horrocks lagoon (August 2026) 4
Figure 2.2– Historic Beach Shacks along Foreshore at Horrocks, since removed (Source: January Belles) 5
Figure 2.3- Foredune Erosion in severe Storms in August 2007 (left) and May 2009 (right). Source: Reg Reynolds 5
Figure 2.4- GSC Sewall Construction and Foreshore Regrading c2011. Source: Reg Reynolds 5
Figure 2.5 – Historic Aerial Photography (1976 to 2024) 6
Figure 2.6– Coastline Movements (1943 to 2024) 7
Figure 2.7 - Horrocks Beach Annual Shoreline Movement from Satellite Imagery (DEA Shorelines) 1988 to 2025. 8
Figure 3.1– Storm Coastal Hazard Warning (left), Observed MSLP chart (center) and erosion (right) 9
Figure 3.2 - Geraldton Waves (2023 – 2026) 11
Figure 3.3 - Geraldton Water Levels (1999 to 2026) 11
Figure 3.4 - Geraldton Waves (28/5 to 04/06/2026) 11
Figure 4.1 - Foreshore North of GSC Seawall including UAV image (top), foredune breaching (lower left) and steep dunes suggesting recent erosion (lower right). 12
Figure 4.2 - GSC Seawall UAV looking north (top), along beach (lower left) and return at southern end (lower right). 13
Figure 4.3 - Jetty Beach including shade sheltered and beach access ramp 14
Figure 4.4 - Erosion of Foredune exposing rock and rubble (left), damaging beach access stairs (center) and resulting in minimal buffer to concrete path and beach parking. 15
Figure 4.5 - Access Ramp and beach to at the southern end of the lagoon. 15
Figure 4.6 - Sand Sources at Horrocks sand pit (left) and Port Gregory (right) 16
Figure 4.7 - Comparison of native beach sand at Horrocks (left) compared to Horrocks Sand Pit (center) and Port Gregory (right). 16
Figure 4.8 - Sand Grading Curves for Horrocks beach, Horrocks Sand Pit and Port Gregory 17
Figure 5.1- Sand Nourishment and Beach Scraping Concepts 19
Figure 5.2 - Jetty Beach where there is a 10m dune buffer to the path and carpark (upper) and further south (lower) where conceptually beach carparking could be setback and a dune buffer reinstated, subject to the extent of building rubble in the foredune. 19
Figure 6.1 Horrock Beach Survey Analysis 2016 to 2026 21
Figure 6.2 Jetty Beach Aerials (2015, 2019, 2024 and 2026) 22
Figure 6.3 Jetty Beach Survey (2016 to 2026) 22
Figure 6.4 Jetty to Southern Access Ramp Survey (2016 to 2026) 22

List of Tables

Table 3-1: Geraldton Tidal Planes and Extreme Water Level ARIs. 10

Seashore Engineering

Limitations of this Report

This report and the work undertaken for its preparation, is presented for the use of the client in accordance with the agreement between the Client and Seashore Engineering.

It has not been prepared for use by parties other than the client. Seashore Engineering does not accept any responsibility for the use of the information in the report by other parties.
This report and work have been completed with a level of skill, care and diligence exercised by a professional engineering member of Engineers Australia.

This report and work undertaken is the intellectual property of Seashore Engineering. This report may not be uploaded or used as input into any third party or AI platform. If explicit written permission is given, Seashore Engineering does not accept any responsibility for the use and distribution of the information in the report through AI platforms by other parties or the client."

Document Control

Index	Author	Date	Review	Date	Comment
Rev A	S.Barr	29.09.2026	H.Davis	29.09.2026	Draft Issue to Shire
Rev B	S Barr	04.11.2026	H Davis	05.11.2026	Revised to include survey analysis
Rev O					[Final Revision]

Seashore Engineering

1. Introduction

The storm event of 31 May 2026 resulted in significant coastal erosion and infrastructure damage within the Shire of Northampton, particularly at Horrocks Beach. Preliminary assessments by the Shire indicated that between 2 and 5 metres of the primary dune system was lost in several locations, resulting in impacts to pedestrian pathways, beach access infrastructure and foreshore parking areas. The event also caused substantial damage to the Horrocks Jetty (Figure 1.1, Figure 1.2).

Seashore Engineering were engaged by the Shire in July 2026 to assess interim coastal adaptation measures following the storm. The scope included review of storm metocean data, damage reports and longer term coastal behaviour. A site inspection was undertaken on 18-19th August 2026 including a basic visual assessment of the jetty condition. A draft report was issued by Seashore Engineering to the Shire in September 2026.

The Shire engaged a surveyor to undertake a UAV survey of the beach on 26th September 2026. This data was provided to Seashore in October 2026, and analysis of this data is included in this report.



Figure 1.1 Coastal erosion impacts at Horrocks Beach from 31 May 2026 storm including foredune erosion near jetty (left), beach access stair damage (center) and exposure of building rubble in foredune (right). (June 2026)



Figure 1.2 - Erosion of beach launching ramps (left and center) and damage to timber jetty (right) from storm (June 2026).

1.1. SHIRE DAMAGE ASSESSMENT (JUNE 2026)

The Shire of Northampton undertook and assessment of damage to the dunes and foreshore assets at Horrocks Beach immediately following the storm. The Shires Executive Manager Works and Technical Services inspected the damage and noted the following.

"The Shire experienced significant coastal erosion and infrastructure damage as a result of elevated sea levels, large swell conditions and storm-driven wave action associated with the storm event. The most significant impacts occurred at Horrocks Beach, where substantial erosion of the primary dune system was recorded. Preliminary assessments indicate that between approximately 3 and 10 metres of dune face recession occurred in several locations along the foreshore reserve.

The storm event also caused significant structural damage to the Horrocks Jetty, with wave action resulting in damage to decking, supporting members and associated infrastructure.

Horrocks Beach Coastal Erosion Impacts

The storm event resulted in widespread erosion of the primary dune system along sections of the Horrocks foreshore. Impacts observed by the Shire included:

- Loss of approximately 3–10 metres of frontal dune width in several locations.
- Significant beach narrowing and scarping of the dune face.
- Exposure of dune vegetation root systems.
- Loss of protective dune buffers previously providing protection to public infrastructure.
- Increased vulnerability of coastal assets to future storm events.
- Based on preliminary visual inspections, it is estimated that several hundred cubic metres of sand have been removed from the active beach and dune system.

Public Infrastructure Impacts

The Shire noted the storm event caused direct impacts to several Shire-owned assets, including:

- Pedestrian Infrastructure: Damage to pedestrian pathways adjacent to the foreshore. Undermining of path edges due to dune recession. Undermining of path edges due to dune recession. Damage to beach access stairways and associated retaining structures.
- Car Parking Areas: Erosion encroaching toward foreshore parking areas. Reduction in setback distances between infrastructure and the dune edge. Potential future risk to parking infrastructure if further erosion occurs.
- Coastal Access Infrastructure: Damage to beach access points. Destabilisation of dune access paths. Loss of protective sand around access structures.

- Horrocks Jetty: The Horrocks Jetty sustained significant storm damage. Preliminary observations include damage to jetty decking, damage to structural components from wave loading and debris impacts, safety concerns requiring restricted public access and further engineering assessment."

Seashore Engineering

2. Coastal Setting

2.1. BACKGROUND

Horrocks is a small coastal settlement located on the shore of Horrocks Lagoon, 20 km west of Northampton. There is a sheltered lagoon to the lee of a shore-parallel calcarenite reef. The main beach fronts the settlement with Three Mile Beach to the north. Horrocks beach is sheltered curving 2.5 km long beach which has formed to the lee of a 5 km long attached northwest-trending reef, with the beach curving to the north to form a lagoon which widens to 500 m. Waves break heavily on the reef, with low waves to calm conditions at the shore and a reflective beach. A gap in the reef towards the northern end of the beach is used by the fishing boats and also permits low waves to reach the shore along the northern section. The town backs the southern end of the beach, with vegetated foredunes to the north grading into active transgressive dunes (Short 2006).



Figure 2.1- UAV Imagery of foreshore at southern end of Horrocks lagoon (August 2026)

Horrocks townsite was freeholded from a Lands Department leasehold holiday cottage. The freeholding, removal of many cottages in the 1970's and subsequent establishment of recreational facilities on a foreshore subject to cyclic erosion has resulted in a coastal management issue. Horrocks beach is within an inshore basin, fronted by reef, which provides shelter from unattenuated ocean waves except under storm conditions, when storms are from the NW or during periods of higher mean sea level. Sand is shifted along the broader foreshore within the basin. A geosynthetic sand container seawall was installed in 2011 to protect the pavilion, toilet block and park from erosion, along with regrading of the slope of the foreshore south of the jetty for safety (Seashore Coastal Hotspots).



Figure 2.2– Historic Beach Shacks along Foreshore at Horrocks, since removed (Source: January Belles)



Figure 2.3- Foredune Erosion in severe Storms in August 2007 (left) and May 2009 (right). Source: Reg Reynolds



Figure 2.4- GSC Sewall Construction and Foreshore Regrading c2011. Source: Reg Reynolds

2.2. LONGER TERM COASTAL BEHAVIOUR

A brief assessment of longer term coastal behaviour at Horrocks beach has been undertaken based on historic coastal vegetation lines over 81 years of aerial photography (1943-2024) and interpreted annual shoreline positions from 37 years satellite imagery (1988 – 2025).

Aerial photography from 1976 shows large dune blowouts south of Horrocks, an established townsite and relatively large salient north of the beach access and numerous vessels moored in the lagoon. Progressive development of the foreshore is evident over the years and the sheltering to the shoreline provided by reefs offshore of the lagoon. Coastline movements illustrate the erosive nature of the coast with median erosion rates in the order of 0.3m/yr for the salient at Glance Cove, to a coastline with relatively stability south of the jetty. Higher variability is evident between successive years of photography based on storm activity, with erosion of more than 15m, typically followed by a period of recovery.

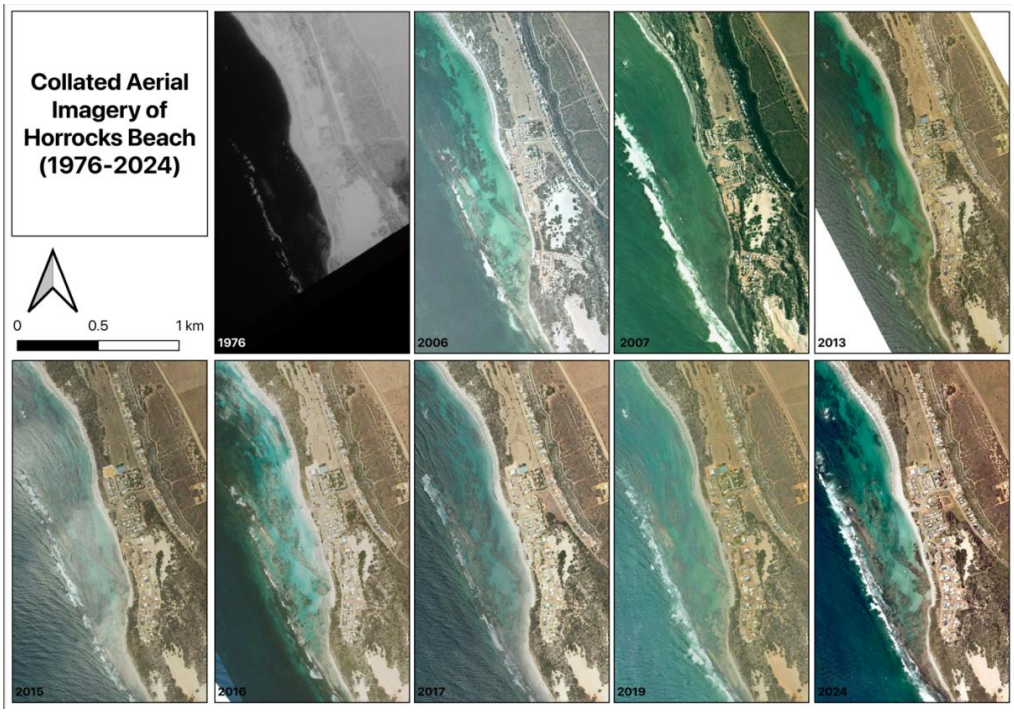


Figure 2.5 – Historic Aerial Photography (1976 to 2024)

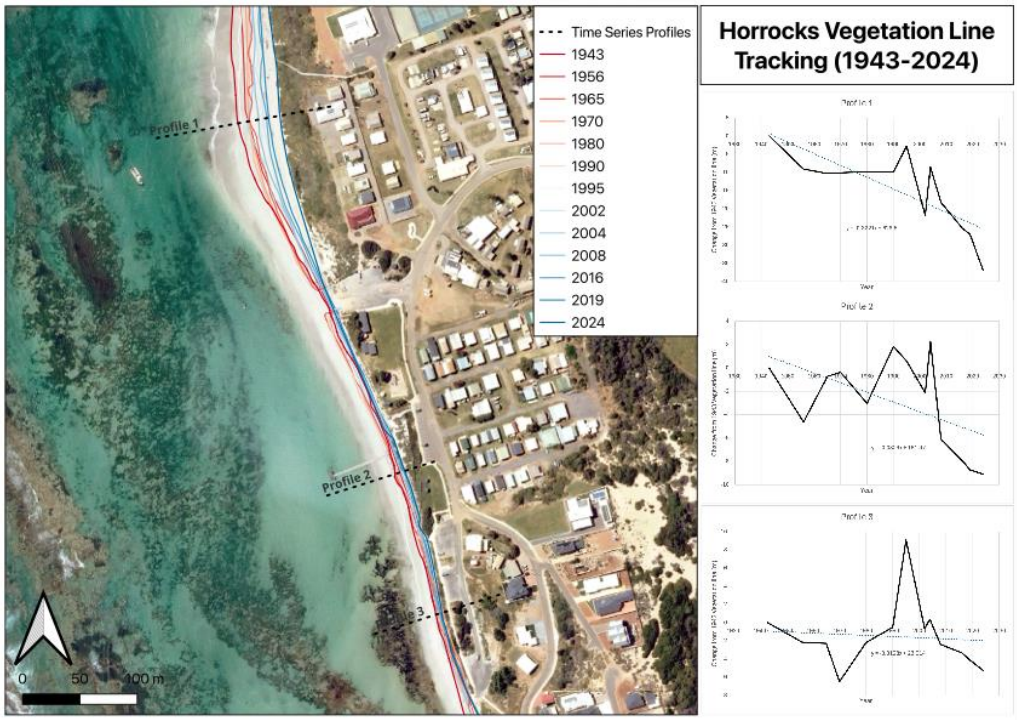


Figure 2.6– Coastline Movements (1943 to 2024*)*

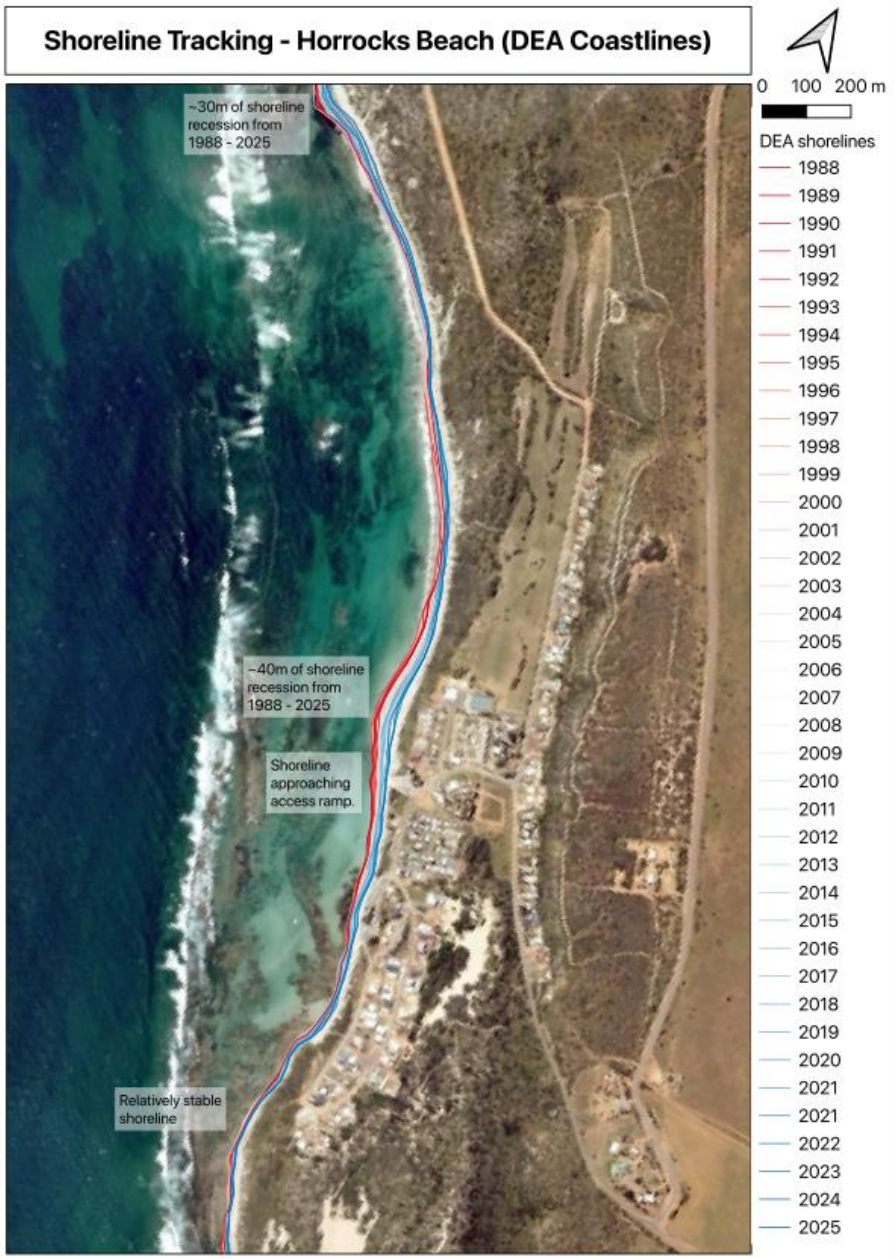


Figure 2.7 - Horrocks Beach Annual Shoreline Movement from Satellite Imagery (DEA Shorelines) 1988 to 2025.

3. May 2026 Storm

Prior to the storm, the Bureau of Meteorology noted that "*An unusually strong low pressure system and cold front are approaching southern Western Australia, with severe weather expected from this evening (31/05) through to Monday (01/06). What makes this low pressure system uncommon is its depth. Pressure is forecast to fall to around 980 hPa as the low approaches tomorrow. The last time this occurred was in May 2020*"

A Coastal Hazard Warning for abnormally high tides and damaging survey in the days preceding the storm event from Kalbarri through to Esperance. Minimum pressure observed during the event was 976hPA, equivalent to a Category 2 Tropical Cyclone.

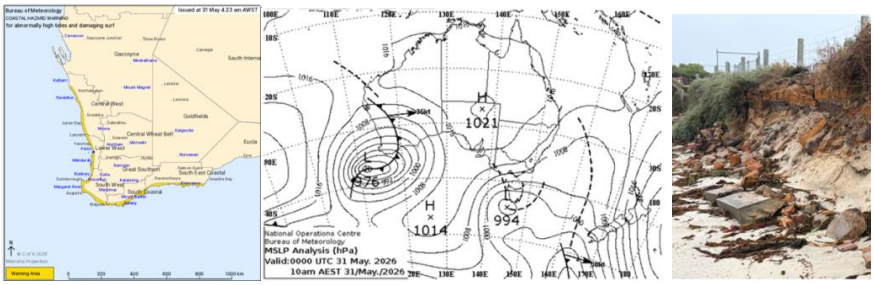


Figure 3.1– Storm Coastal Hazard Warning (left), Observed MSLP chart (center) and erosion (right)

Following the event, DTMI noted that the **31 May 2026 storm event** produced exceptional coastal and ocean conditions across south-west Western Australia. Long-term tide and wave monitoring data showed that the event resulted in:

- A new maximum observed tide level at Two Rocks, Perth - Barrack Street and Bremer Bay
- Near-record tide levels at Fremantle Fishing Boat Harbour
- New maximum significant wave height records at Rottnest, Mandurah and Cape Naturaliste.
- Very high water levels during the event at Department tide gauges at Geraldton, Jurien Bay, Mandurah, Dawesville, Bunbury and Busselton**.**

These observations indicate that the storm tide impacts extended beyond the Perth metropolitan area, with elevated coastal water levels recorded across a broad section of the Western Australian coastline. Together, the observations demonstrate the severity of the event in the Perth metropolitan area and its wider influence on coastal water levels across Western Australia.

Storm characteristics included:

- Peak total wave height of 5.81m at the Geraldton offshore wave buoy at 05:20am on 01 June 2026.
- Relatively long period swell of 13-15 seconds.
- North westerly seas in the order of 3m swinging round to the WSW during the day.
- Second highest wave height recorded at Geraldton between March 2023 and June 2026.
- Peak water level of 1.74mCD at Geraldton boat harbour at 08:30 31 May (0.5m above HAT). This was within 0.1m of the 25yrARI event for Geraldton based on WA Statewide inundation assessment.

Table 3-1: Geraldton Tidal Planes and Extreme Water Level ARIs.

Tide	LAT	MLLW	MSL	MHHW	HAT	25yrARI	100yrARI
Water Level (mCD)	0.07	0.27	0.64	1.01	1.26	1.85	2.15
Water Level (mAHD)	-0.48	-0.28	0.09	0.46	0.71	1.3	1.6

Note: Chart Datum (LAT Geraldton 2007) = - 0.55mAHD

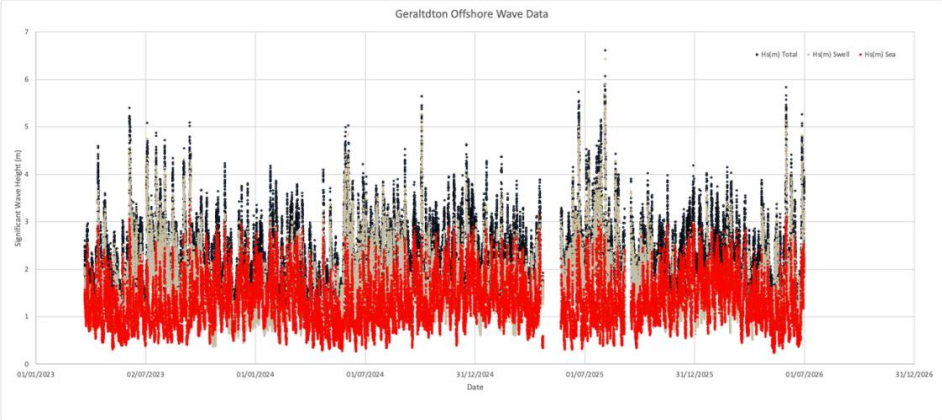


Figure 3.2 - Geraldton Waves (2023 – 2026)

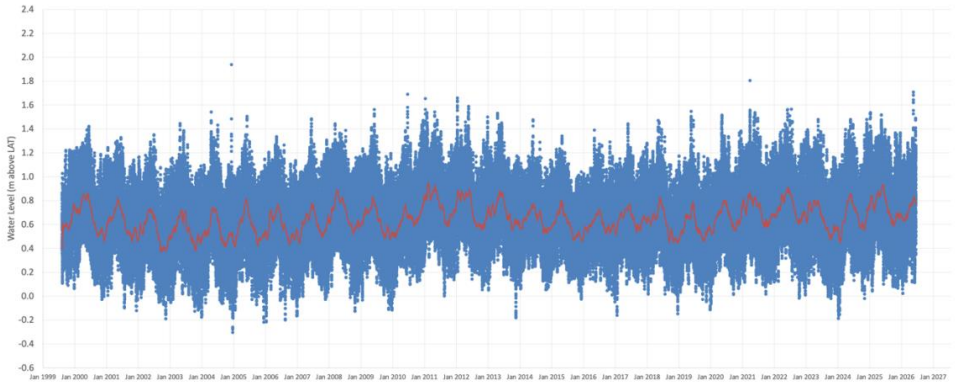


Figure 3.3 - Geraldton Water Levels (1999 to 2026)

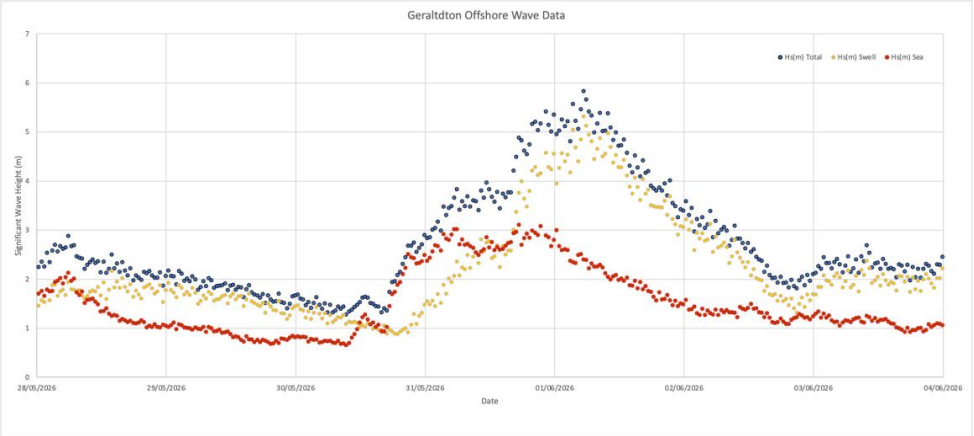


Figure 3.4 - Geraldton Waves (28/5 to 04/06/2026)

Seashore Engineering

4. Site Inspection (August 2026)

A site inspection of Horrocks beach was undertaken by Seashore Engineering with the Shire of Northampton over 2 days from 18-19 August 2026. General observations of the coastal and potential adaptation options are outlined.

4.1. FORESHORE NORTH OF GSC SEAWALL

The foreshore has steep eroding dunes associated salient migration to the north. There is a gravel beach access ramp immediately north of the geotextile sand container (GSC) seawall typically used for launching small boats into the sheltered lagoon. Erosion is evident associated with both coastal processes and runoff. Breaching of the foredune adjacent to Glance Cove was evident.



Figure 4.1 - Foreshore North of GSC Seawall including UAV image (top), foredune breaching (lower left) and steep dunes suggesting recent erosion (lower right).

4.2. GSC SEAWALL

The GSC seawall was in reasonable condition and provided protection to assets behind the wall during the storm. Generally, there were three rows of GSC above the beach, with the top two rows a single layer. The structure is higher in the southern corner (5 rows above beach level) and wraps around at the beach access. Some damage to individual GSCs was evident and many were not completely filled (either during construction or due to progressive loss of sand over time). There was a sandy beach adjacent to the seawall, with end erosion of the foredune evident to the south in particular.



Figure 4.2 - GSC Seawall UAV looking north (top), along beach (lower left) and return at southern end (lower right).

4.3. JETTY BEACH

The Jetty Beach had a steep erosion scarp associated with the storm. There remained a reasonable 10m dune buffer to the parkland behind the beach with the 5m wide upper dune heavily vegetated and the swales and foredune sparsely vegetation with spinifex species. There had been a gradual natural regrading of the 1.0-1.5m erosion scarp. The foredune had eroded about 10m behind the front of the shade shelters, with a 10-15m wide beach at mid-tide. No damage was evident to the shade shelters; however, the jetty was closed with damage to the decking and nearshore piles. Minor scour was evident at the seaward end of the access ramp.



Figure 4.3 - Jetty Beach including shade sheltered and beach access ramp

4.4. JETTY TO SOUTHERN ACCESS RAMP

The foredunes south of the jetty to the southern gravel access ramp have been subject to severe erosion, with a 1.5-2.0m vertical erosion scarp exposure of rocks and building rubble along the many areas of the foredune. Damage has occurred to a beach access stair where the erosion undermined the concrete access path, and a 2.5m section of a stormwater outlet pipe had been damaged. In one area the carpark is immediately adjacent to the top of the erosion scarp with minimal resilience or setback to future erosion.

Minor recovery of the 5m wide beach berm was evident due to wave over wash with a 15m wide beach at mid-tide.



Figure 4.4 - Erosion of Foredune exposing rock and rubble (left), damaging beach access stairs (center) and resulting in minimal buffer to concrete path and beach parking.

4.5. SOUTHERN ACCESS RAMP TO ROCKY POINT

There is a high vegetated foredune at the southern end of the lagoon where limited erosion was evident. There are no public foreshore assets in this area with reasonable development setbacks.



Figure 4.5 - Access Ramp and beach to at the southern end of the lagoon.

4.6. SAND SOURCES (SAND PIT AND PORT GREGORY)

Two potential sand sources for beach nourishment were inspected with the Shire of Northampton. There is a sand pit along Whitecliff Rd at the back of large dune blowouts north of town. This has suitable material, reasonable access for operations and is within a few kilometres of Horrocks.

Port Gregory is about 35m north of Horrocks. The timber wharf has been overwhelmed with sand associated with local accretion of sand lobe. Large volumes of material are available from the beach and nearshore however haul distances to Horrocks are longer. The volume of material removed for nourishment would not be of scale to have a beneficial impact on vessel wharf access.

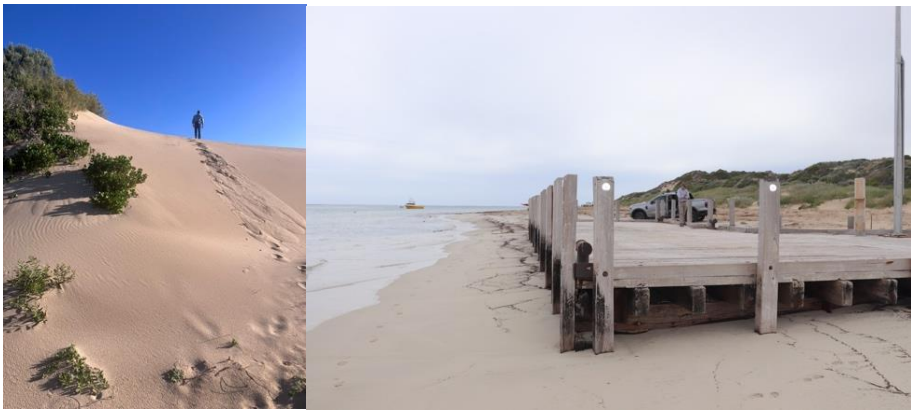


Figure 4.6 - Sand Sources at Horrocks sand pit (left) and Port Gregory (right)

A comparison material shows the Horrocks Beach material has a grey colour whilst the material from the sand pit has a red hue and Port Gregory is probably a closer colour match. Sand samples were taken from three sites by the Shire and analysed for particle size distribution by a lab in Geraldton. The beach material at Horrocks Jetty is relatively fine grain sand (d_{50} = 0.3mm). Material from Port Gregory beach is marginally coarser (d_{50} = 0.32mm), whilst material from the sand pit sample was coarser (d_{50} ~ 0.32mm).



Figure 4.7 - Comparison of native beach sand at Horrocks (left) compared to Horrocks Sand Pit (center) and Port Gregory (right).

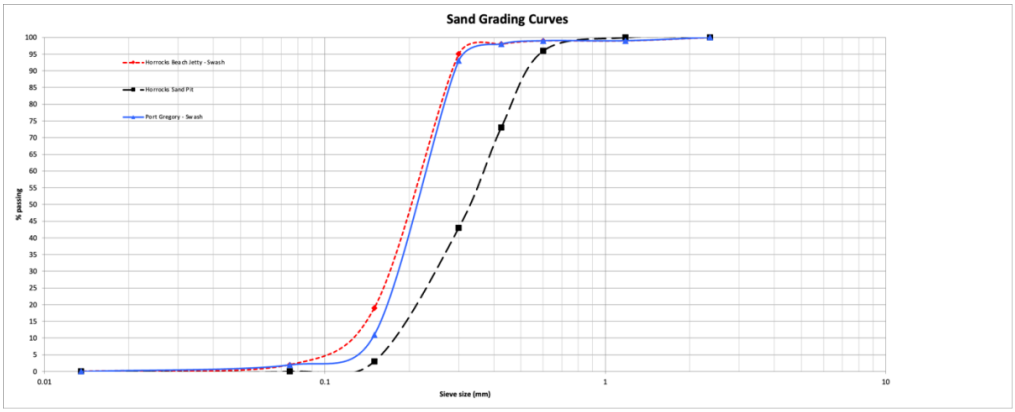


Figure 4.8 - Sand Grading Curves for Horrocks beach, Horrocks Sand Pit and Port Gregory

5. Interim Coastal Adaptation

The impacts of foredune erosion along Horrocks Beach from the 31st of May storm was evident during the inspection in August 2026. Interim coastal adaptation requires a number of issues to be consideration by the Shire including:

- Breaching of low foredune adjacent to Glance Cove, in an area subject to high variability and ongoing erosion.
- Maintenance of reinstated gravel beach access ramps to the north and south. These ramps provide reasonable beach access to 4WD vehicles. Observed scour of the reinstated northern access was largely associated with stormwater drainage.
- There has been limited storm damage to the GSC seawall. Seawall Condition is largely associated with the quality of construction and age. Minor tears to bags should be repaired.
- Erosion south of the seawall at the jetty beach is evident and related to end erosion from the seawall to the north, however the 10m vegetated foredune provided a reasonable erosion buffer to future events.
- Erosion of the foredune between the jetty and the southern beach access has exposed rocks and building rubble associated with relocated shacks and requires immediate attention. Buffers to the concrete path and one section of the carpark to future storm events are negligible. Beach scraping or beach nourishment is required in the short term.
- Beach access stairs south of jetty require a new supported access platform that extents back to the path with some form of abutment, prior to renourishment of the eroded dune. Minor modifications and additional support may be required to the existing stairs.
- Dune nourishment should be shaped to allow stormwater to continue to drain from the stormwater outlet. Extension and support may be required at a later date.

A beach nourishment design can be readily developed from recent survey. Based on the site inspection, nourishment of 250m of foredune from the GSC seawall to the south beach access ramp could require in the order of 2,000m^3 of imported sand to reinstate a 5m wide foredune.

Additionally, material should also be imported to reinstate the beaches and foredune at Glance Cove. Beach scraping is also an alternate that would require relocating material from the beach at low tide to the foredune.

In the medium term, the Shire should consider a larger exercise to assess the extent of building rubble and rock in the foredunes south of the jetty and the capacity to setback the coastal path and a small area of parking to provide a consistent natural erosion buffer along the main foreshore.

Extension of the GSC seawall to the south would provide a higher degree of protection. However, this is a larger project that requires design and funding. Interim coastal adaption measures outlined above allow reinstatement of beach amenity for summer, and reasonable erosion buffers for the following winter.

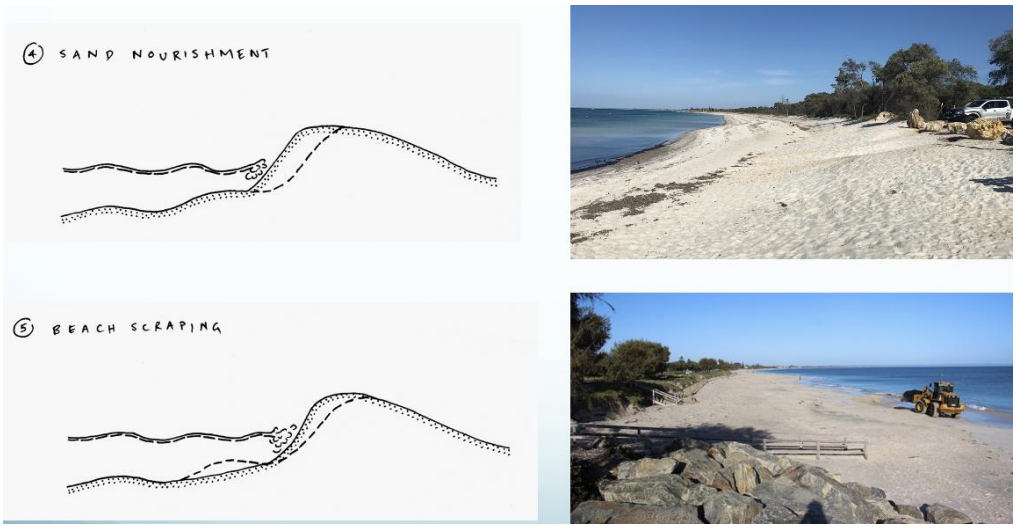


Figure 5.1- Sand Nourishment and Beach Scraping Concepts



Figure 5.2 - Jetty Beach where there is a 10m dune buffer to the path and carpark (upper) and further south (lower) where conceptually beach carparking could be setback and a dune buffer reinstated, subject to the extent of building rubble in the foredune.

6. Survey Analysis

A detail survey of Horrocks Beach and foreshore areas was undertaken by Quantum Surveys for the Shire of Northampton on 29th August 2026. This survey data was issue to Seashore Engineering in October 2026 following processing. The survey allows:

- Analysis of volume changes (erosion/accretion) between a previous DTMI Lidar survey in 2016 and 2026 (i.e. 10 years of change).
- Designs for coastal adaptation works to be developed in the future (i.e. sand nourishment or beach scraping).

Survey analysis for the wider area from the southern headland to Glace Cove is shown in Figure 6.1. The following is noted:

- Foreshore North of GSC Seawall (Area 01): The largest change along the wider foreshore is associated with erosion of the foredunes and migration of the salient north of the main beach access, opposite houses along Glance Cove. Net change of 6590m^3 erosion is evident.
- GSC Seawall (Area 2): Erosion limited to lowering of the beach adjacent to the seawall.
- Jetty Beach (Area 3): Erosion of foredune and upper beach of 1,890m^3. Limited accretion of lower beach suggests material has migrated offshore or along the beach.
- Jetty to Southern Access Ramp (Area 4): Erosion of foredune and upper beach of 1,520m^3. Accretion of material on the lower beach (1320m3) suggests beach profile adjustment (i.e. eroded material from the dunes has deposited on the adjacent beach areas).
- Southern Access Ramp to Rocky Point (Area 5): Net erosion in the order of 2,800m^3 however foredunes are relatively high and wide.

Whilst the interval between these surveys is 10 years, this volume change is likely to be heavily influenced by erosion in May 2026. Comparison of aerial photography from 2015, 2019 and 2024 suggest very limited erosion in the foredunes adjacent to the jetty. However, 10m of erosion is evident between 2024 and 2026 (Figure 6.2).

Beach profile analysis suggest erosion at the Jetty Beach is over a relatively wide area of the foredune and back of the beach, with limited accretion on the lower beach. Erosion scarps are relatively modest (Figure 6.3). Dune reinstatement would require import of sand (sand nourishment).

Extensive erosion is evident in the survey from the Jetty through the Southern Access Ramp, consistent with observations during the site inspection. A vertical erosion scarps in the order of 1.4m is evident. The toe of the erosion scarp is 1.8mAHD (approx. 1m above HAT) and the crest and path at 3.2mAHD. Accretion is evident on the beach below 0.5mAHD (MHHW). This provides a potential sand source for dune reinstatement is material on the lower beach can be access at a lower tide.

Nourishment of 250m of foredune from the GSC seawall to the south beach access ramp could require in the order of 2,000m^3 of imported sand to reinstate a 5m wide foredune (refer Section 5). Based on the latest survey, the concept design could be refined as follows:

- In the order of 1,000m^3 imported sand to reinstate the eroded dune at the Jetty Beach, behind the shade shelters (100m x 10m x 1m).
- In the order of 1,000m^3 of dune nourishment between the jetty and the southern access ramp, using a combination of imported sand and beach scraping from below the high water mark (150m x 4.5m x 1.5m).



Figure 6.1 Horrock Beach Survey Analysis 2016 to 2026



Figure 6.2 Jetty Beach Aerials (2015, 2019, 2024 and 2026)

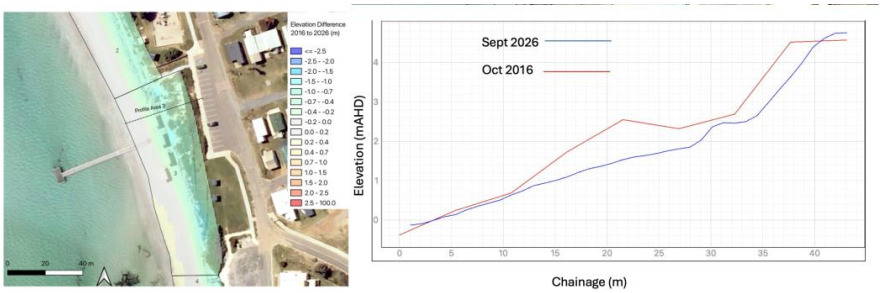


Figure 6.3 Jetty Beach Survey (2016 to 2026)

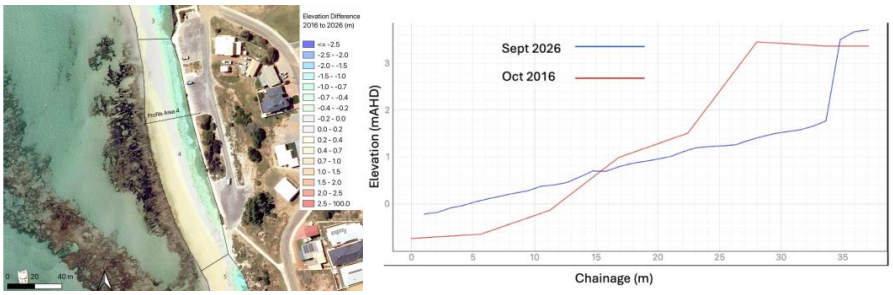


Figure 6.4 Jetty to Southern Access Ramp Survey (2016 to 2026)

7. Recommendations

The following is recommended:

1. Beach Nourishment: Design interim beach scraping or sand nourishment works from the jetty to the southern beach access ramp based on in the order of 2,000m^3 of sand. Surveys (beach profiles) should be undertaken to monitor performance.
2. Sand Source: Material sampled from the Shire's Whitecliff Rd sand pit has a suitable grain size for nourishment however variability should be monitored as areas of finer wind-blown dune sand may be encountered. This sand pit is very close to Horrocks Beach which limits haulage requirements. Marginal difference in colour could be managed with either a trial nourishment to assess the contrast with native material, and/or mixing with local material during placement (i.e. beach scraping).
3. Survey: Analyse beach survey to assess erosion volumes and inform interim coastal adaptation and nourishment design.
4. GSC Seawall: Undertake immediate repairs to damaged GSCs.
5. Medium Term Coastal Adaptation: Assess extent of rock/rubble behind dunes south of jetty and capacity to remove, setback parking and reinstate a dune buffer.
6. Beach Access Structures: Reinstate beach access structures at existing locations in coordination with beach nourishment works.
7. Longer Term Coastal Adaptation: Assess design options for extension of coastal protection from the existing GSC seawall to the southern Access ramp, with consideration of both GSCs rock armoured revetment options.

OFFICIAL

Minutes of LEMC Meeting held 21 October 2026

Shire of Northampton Local Emergency Management Committee Meeting

Location: **Shire of Northampton, Kalbarri Shire Chambers**

Time: **13:05 PM Meeting Open**

***Emergency Management Act 2005* (Section 39) - Functions of local emergency management committees:**
(a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.
(b) to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and
(c) to carry out other emergency management activities as direct by the SEMC or prescribed by the regulations.

1. Opening and Welcome

Acknowledgement of Country

We would like to respectfully acknowledge the Nanda 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.

2. Attendance and Apologies

Tatiana Vafiades- Shire of Northampton	Ranelle Clarke- DFES
Tim Dalwood- DFES	Jo Bettesworth- DFES
Mia Williams- BOM	James Ashley- BOM
Cam Bell- DFES	Travis Glass- Kalbarri VFRS
Rex Leters- SJA	Steve Cable- Kalbarri SES
Mark Teale- DFES	Tim Daly- DBCA
Graham Page- GMA	Pam Roffey- Department of Communities
Stephen Clarke- WAPOL Kalbarri	Katya Dharmananda- Red Cross
Di Brulles- Red Cross	Cresta Viellaris- Shire of Northampton

Andrea Teakle- Shire of Northampton	Brian Robinson- Shire of Northampton
Chad Smith- Shire of Northampton	Di Sith- WHACS Northampton
Di Geiger- WHAS Kalbarri	Marion Massam- DPIRD
Nic Chadbourne- SJA	Aj Geary- Department of Communities

Apologies:

Matt Johnson

3. Disclosure of interests:

Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the Chair prior to the meeting to determine the appropriate way to manage the conflict.

NIL

4. Confirmation of Previous Minutes

Moved: Mark Teale **Seconded: Di Geiger**

That the minutes of the previous meeting held on 26 May 2026 be adopted.

Motion Carried Unanimously

5. Review of Action list and business arising

5.1 RFDS Airstrip Update:

Ms Vafiades read aloud an email from Sandy Standen regarding training. The shire Has not received any feedback from CASA yet regarding training Requirements or ither options for AROs. It is Expected that this will take some time as it will be a specific training package that will need to be devolved and clariid if this is even possible.

5.2 Terms of Reference:

At its 16 June 2026 meeting, the shire of Northampton council adopted the revised terms of reference as recommended by LEMC at the 26 of May 2026.

5.3 LEMA/ Recovery Plan:
The Local Emergency Management Arrangements (LEMA) are due for updating in 2027. A review of the LEMA has identified that there are several evacuation centres identified within the document that would not be used in an emergency situation.

OFFICIAL

Moved: Tatiana Vafiades **Seconded: Nic Chadbourne**

That the following buildings, listed as evacuation centres in the current LEMA, be removed from the document as part of the 2027 review/update, as these premises would not be utilised in an Emergency Situation:

a) **Anglican Church Kalbarri;**
b) **St John's Ambulance Kalbarri; and**
c) **Northampton Hospital.**

Motion Carried: Unanimously

5.4 Disaster Relief Cache:

Tatiana Vafiades and Aj Geary, still in discussions and will keep addressing going forward.

5.5 Department of Trasport Emergency Fuel:

Tatiana Vafiades has been trying to contact John Drummonds since our first LEMC after TC Narelle, has been unsuccessful at this stage to find out the protocol and how much storage Department of Transport has of fuel at Kalbarri Warf and if in an Emergency Event if would be able to be utilised.

5.6 Refuel Generator Back up:

Tatiana Vafiades read out an update from Nathan Chapman Midwest regional Manager from Refuel WA regarding the need for and electrician to attend the site and upgrade the electrical switch boards to allow a generator to be plugged in, in the event the site loses power. The estimated cost would be $2500- $3000 Per site for the electronics and change over switches to be installed and Nathan is waiting direction from his manager to see if this is an option for refuel to do.

5.7 Starlink Community Registry

Tatiana has commenced this. The feed back from the community has been limited. Majority do not wish to register their details but would consider it if there was an emergency immanent like a cyclone etc. But it is on the VPN for access.

5.8 Mine Capabilities:

Graham Page GMA garnet addresses the room. Australian Garnet has shut down and gone into car and maintenance as GMA was going to go into an MOU with Australian Garnet to form a fire fighting agreement as Australian Garnet had the supplies. Unfortunately, GMA has no capabilities to help support the Shire as all their water tankers are not road licensed and same applies to there machinery therefore cannot leave site.

Moved: Graham Page	**Seconded: Mark Teale**
The action item relating to forming a fire fighting agreement with Australian Garnet and GMA be removed from the action list moving forward.	
	Motion Carried Unanimously

6. Presentations

6.1 Bureau of Meteorology- Mia Williams

- November/December higher than average rainfall – linked to TC's to the north..
- Early 2026 – TC Mitchel and TC Narrelle brought higher rainfall over last summer.
- Not as much rainfall over winter…. Not a lot of moisture in soil.
- El-Nino – Higher ocean temp's – stronger el nino system. Doesn't necessarily impact on WA – more eastern states. Local effects on what rainfall is received. Predicting warmer sea surface temperature, impacting on storm events.
- Shire positioned just on west SW wetter signal? Looking at a higher chance of thunderstorms, damaging wind gusts, thunderstorms, looking at increased temperature as well.
- May have a few less TC's but focus should not be on less… numbers a less, still has risk of being in hot spot, due to warmer sea surface temperatures.
- BoM products – cyclone track maps, Primary message – don't focus on the central track. Centre could be anywhere in confidence cone. Category – normal operations likelihood of being "1 up/down" for category.

Q: Cr Smith do you feel forecasting better. A: Accuracy is increasing – reviewed each year over winter. The "Cones" have been reduced in size significantly, reflecting greater ability to predict. Graphs presented to demonstrate.

6.2 Cam Bell DFES Public information- Emegency WA app and public information update.

- Onboarding WAPOL, DTMI and DBCA – new features this year was "planning tool"
- Shareable and triggers prompt when entered "watch zone".
- 460,115 users but only 18,124 plans across app and website.
- Shire of Northampton 1487 registered for watch app?

Steve cable – need to for local input. Response: are using local through IMT? Messaging/warnings earlier for areas with less experience.

Steve Cable – alert level lifting was delayed. Need greater response from Western Power. DFES – Mark never going to rapid response due to need to liaise with agencies. Going through channels before lifting.

OFFICIAL

7. General Business

7.1 Department of Communities- Northampton Shire- review of Evacuation centres.

Pam Roffey Address room about the updates and need for information specifically wind ratings for evacuation centre and buildings listed. Also asked for any hazards regarding the buildings whether they are at risk from bushfire etc. went around the room and address hazards. Tatiana to follow up with Pam after meeting to complete.

Moved: Pam Roffey **Seconded: Travis Glass**

Evacuation centres within the Shire of Northampton be reviewed, examining wind ratings and other hazards such as the threat of bushfire.

Carried: Unanimously

7.2 Telstra Generator outages:

Steve Cable addressed room, questioning, why Telstra still haven't allowed certain people to allow us as a Shire to be able to fill generators on a Telstra site to help with Telstra telecommunications. Tatiana and Ranelle addressed question as it has been raised at DEMC and Telstra are looking at their legislative requirements and processes to allow this. Aj Geary also stated that Telstra have trials for this currently in the wheatbelt.

8. Agency Updates Including Issues, Post Incident or Exercise Reports

- **Steve Clark – WAPOL Kalbarri** BAU
- **Dianna Geiger** – Nil.
- **Nic Chadborne** – BAU
- **Department Community** – ERS training staff in region. Can be offered to LG's as well. Commenced reviews. AJ – make statement not available at this time.
- **Di Smith** – BAU
- **Graeme Page** – Employing additional staff for WHS at GMA
- **DBCA – Tim Daley** see attached report.
- **Mark Teale DFES –** See attached report, also 2.4 Rural high season appliance will be given to Northampton Shire for placement at one of the brigades for high season.
- **Steve Cable SES Kalbarri** – display night on foreshore and show and tell for public and to demonstrate interagency co-operation which will be a great evening and great community engagement. Emergency WA app assistance, Department of Communities will also be there with a Sausage sizzle put on my DFES.
- **Red Cross- Julie** – Also attending event this evening on the foreshore and expressed emergency ready focus for the community and what red cross can

offer Education wise for the community with range of programs, including pillowcase (school kids' program).

- **Travis Glass- Kalbarri VFRS** –Looking to review communication plans in the next few weeks coming into high threat season and make sure all joint services are across the procedures and channels to help in an incident and joint agency.
- **Jo Bettesworth DFES** – Community events start around 4. DFES high alert mid-November – High season Troop carrier to be added to personnel carrier SES fleet for the short term. Kalbarri has supplies for high season also cache in Geraldton.
- **Tatiana Vafiades**- have had multiple successful courses for Rural fire awareness, one specific to ladies and the environment they are in and extra knowledge for them at home and with kids. Have had a lot of people complete online as well. Mark Teale has helped support these courses and running more BSA and Fire fighting skills this weekend in Northampton and have a fair few members able to participate, which is wonderful to see and very encouraging.
  The Northampton Shire has been successful in securing a Grant from DWERS for 4 strategic water tanks to be placed around the shire to help support the Bish Fire Brigades, hopefully will be installed by March 2027.
  Last Friday a rural school engagement day was held which was hugely successful for the rural schools. We focused on preparedness for the kids and engaging them and asking them to interact with their families to put a plan in place if they have not already done so. They got to see the appliances and St johns ambulance- Nic Chadbourne was there and did a display and talked the children through what to do in an emergency involving an ambulance and basic first aid principles.

Next Meeting(s)

LEMC calendar

Date	Activity	Venue	Comment
26/05/26	LEMC Meeting	Northampton Shire Chambers	
21/10/26	LEMC Meeting	Kalbarri Shire Chambers	
18/03/2027	LEMC Meeting	Northampton Shire Chambers	

9. Meeting Closure

The Chair closed the meeting at 14:37 PM.

SHIRE OF NORTHAMPTON MINUTES
Community Grants Advisory Committee held in the Shire Chamber, Northampton, 10:30 am, 26 October 2026

---

1. DECLARATION OF OPENING OF MEETING BY THE CHAIRPERSON
Shire President Sudlow declared the meeting open at 10:40 am

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

3. ATTENDANCE / APOLOGIES
Members
Cr Liz Sudlow – Shire President
Cr Chad Smith
Cr Roslyn Suckling
Kenn Donohoe (Chief Executive Officer)

Apologies
Cr Richard Burges – Deputy President
Cr Des Pike

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

4. DECLARATIONS OF FINANCIAL INTERESTS
The following Councillors declared "Impartiality Interests" in matters contained within the agenda:

Cr Liz Sudlow
- Member of Northampton Community Centre
- Member of Alma Sandy Gully Bush Fire Brigade

Cr Roslyn Suckling
- Botanic Line – Executive Team
- Member of Horrocks Community Centre
- Member of Northampton Community Centre
- Member of Alma Sandy Gully Bush Fire Brigade

Cr Chad Smith

- Member of Northampton Community Centre
- Member of Alma Sandy Gully Bush Fire Brigade

5. CONFIRMATION OF MINUTES OF MEETING HELD 30 JUNE 2026

Moved: Cr Smith **Seconded Cr Suckling**

"That the minutes of the Community Grants Advisory Committee held 30 June 2026 be received as a true and correct record."

Carried 4-0

For: Cr's Sudlow, Suckling, Smith and Mr Donohoe
Against: Nil

6. CONSIDERATION OF COMMUNITY GRANT APPLICATIONS ROUND 1 – 2026/27

The Shire received 14 grant applications totalling $54,000 across Community Infrastructure, Community Events and Seniors and Youth categories. The Council resolves to allocate $ 35,000 from the current grant round.

CONSIDERATION OF COMMUNITY GRANT APPLICATIONS ROUND 1 – 2026/27

Moved: Cr Chad Smith **Seconded: Cr Roslyn Suckling**

The Shire of Northampton Community Grants Round 1 – 2026/27 Category 1 is awarded to the following organisations and groups:

Awarded To	Project	Amount	Special Conditions
Alma Sandy Gully Bush Fire Brigade	Infrastructure, reinstate public toilets at Alma Old School	$4,000	Nil
Northampton Creative Obsession	Roof Repairs to art gallery	$2,000	Nill
Northampton Botanic line	Beautification of the line, revegetation work, garden beds and signage	$2,000	Nill
Reinstate Railway Line	Completion of works stage	$2,000	Nil

	2/3 of the project		
	Total	**$10,000**	

Carried 4-0

For: Cr Sudlow, Cr Suckling, Cr Smith and Mr Donohoe
Against: Nil

Moved: Cr Liz Sudlow **Seconded: Cr Chad Smith**

The Shire of Northampton Community Grants Round 1 – 2026/27 Category 2 are awarded to the following organisations and groups:

Rams Basketball	Reduce juniors' fees	$1,000	Must be for juniors' fee reductions
Mission Australia	Seniors Week Event. Celebrating Grandparents supporting Grandchildren	$1,000	Nil
Kalbarri Development Association	Laneway Christmas community event focused on children and families	$2,000	Nil
	Total	**$4,000**	

Carried 4-0

For: Cr Sudlow, Cr Suckling, Cr Smith and Mr Donohoe
Against: Nil

Moved: Cr Roslyn Suckling **Seconded: Chad Smith**

The Shire of Northampton Community Grants Round 1 – 2026/27 Category 3 are awarded to the following organisations and groups:

Josh Kennedy Foundation	Youth Week Event - 2027	$4,000	Nil
Northampton Lions Club partnership with Community Champion.	Table Tennis competitions to promote friendship.	$2,000	Nil
Kalbarri Offshore Angling Club	40th annual fishing competition	$4,000	Nil
Kalbarri Development Association	Australia Day Event on the Kalbarri foreshore	$4,000	Nil
Kalbarri Development Association	Regional skating competition	$4,000	Nil
Horrocks Community Centre	Whole community event for New Year's eve	$3,000	Nil
	Total	**$21,000**	

Carried 4-0

For: Cr Sudlow, Cr Suckling, Cr Smith and Mr Donohoe
Against: Nil

7. GENERAL BUSINESS

That Council advised that

That Council noted and endorsed the following funding and grant program arrangements:

1. That ongoing funding for the Hollomby Foundation - Geraldton University Centre be provided through the Shire's Annual Budget process, and not through the Community Grant Fund program. **RECOMMENDATION: Shire of Northampton to create a 3-year partnership agreement to be reviewed prior to annual budget allocations.**
2. That the Shire of Northampton Sporting and Non-Sporting Achievement Scholarship Program be increased to $2,000 per application, be administered outside of the Community Grant Fund, and that all scholarship applications be submitted to Council for consideration and approval.
3. Council noted that an allocation of **$4,000** was included in the 2024/25 budget to support the **Northampton Bowling Club** in pursuing funding through the Sports Lights Club Program. The funding body has since undertaken a two-year review of the program and advised that it is expected to reopen in 2027, with eligibility extended to all clubs in the Midwest region. Any application submitted by the Northampton Bowling Club will be required to be lodged as a new application. Council agreed to consult with the Club to determine its interest in pursuing a future funding application.
4. That Council note that, should Ten4Ten be successful in securing the relevant program funding, the organisation may seek financial support from the Shire of Northampton to assist with the delivery of the program.

8. DATE FOR NEXT MEETING

TBA.

9. CLOSURE

There being no further business, the Chairperson closed the meeting at 12:20 pm

Shire of Northampton
Unique, Diverse, Proud

APPENDICES

COUNCIL MEETING

19 November 2026

Council Policy
1.3
Standards for CEO Recruitment, Performance and Termination

Purpose

The purpose of this policy is for the Shire of Northampton to ensure it conforms with statutory requirements relating to the Chief Executive Officer.

Policy Measures

Division 1 — Preliminary provisions

1. Citation

These are the *Shire of Northampton Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, which governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Northampton;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards, which are also used in the Act, have the same meaning as they have in the Act, unless the contrary intention appears.

Council Policy
1.3
Standards for CEO Recruitment, Performance and Termination

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

Council Policy
1.3
Standards for CEO Recruitment, Performance and Termination

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or

(b) if the person advises the local government they unable to access the website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

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.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(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.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

Council Policy
1.3
Standards for CEO Recruitment, Performance and Termination

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 —

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the ***incumbent CEO***) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether the period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether the process was carried out before, on or after commencement day;

and

(b) the incumbent CEO has notified the local government they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the

position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure 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, the recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the ***performance issues***) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

Administration

This policy will be administered by the Office of CEO.

Council Policy
1.3
Standards for CEO Recruitment, Performance and Termination

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

The Administration of this Policy is by Office of CEO.

Corporate Policy
2.4
Tendering Policy

Purpose

The purpose of this policy is to ensure the Shire of Northampton complies with the tendering requirements of the *Local Government Act 1995*.

Policy Measures

Index

1. Objectives
2. Approval for procurement
3. Probity officer
4. Tender register
5. Exemptions
6. Calling for tenders
7. Tender criteria
8. Advertising tenders
9. Tender documentation
10. Addendum to tender documentation
11. Tender closing
12. Tender opening
13. No tenders received
14. Tender evaluation
15. Canvassing
16. Presentation to Council
17. Notification to successful and unsuccessful tenderers
18. Contract documentation
19. Minor Variations
20. Panel of Pre-qualified Suppliers
21. Records management

1. Objectives

i. To provide compliance with the Local Government Act, 1995 and the *Local Government (Functions and General) Regulations, 1996*.
ii. To deliver a best practice approach and procedures to tendering for the Shire of Northampton.
iii. To ensure consistency for all tendering activities.

To the extent that this Policy is silent, Corporate Policy 2.3 – Purchasing Policy applies.

Corporate Policy
2.4
Tendering Policy

2. Approval for procurement

Prior to any formal action occurring:

a. Council, or if delegated, the Chief Executive Officer must issue approval reflecting a conscious decision to call tenders for that particular procurement / disposal (for the purposes of this provision, relevant purchasing activities as approved by the Annual Budget are considered to be the approval of Council);

b. The Chief Executive Officer must designate the employee or consultant responsible for the preparation of the tender specifications; and

c. the responsible employee or Chief Executive Officer must ensure that the anticipated expenditure is approved either as part of the adopted budget or by a resolution of the Council carried by an absolute majority. Tenders should not be called if it is believed insufficient funds are available to cover the expenditure.

3. Probity officer

In order to foster a tendering environment which is consistent, and independent, the Chief Executive Officer is the probity officer responsible for all tenders. The Chief Executive Officer may delegate this function to an employee. The probity officer is responsible for:

a. The maintenance of the tender register;

b. Issuing of tender numbers;

c. Review of the tender documentation for completeness (note the probity officer is not responsible to review tender specifications);

d. Management of tender closing including ensuring tenders submitted electronically or by facsimile prior to the closing date/time are secured;

e. Management of tender opening;

f. Acknowledgement of tenders received;

g. Acknowledgement of tenders awarded, unsuccessful; and

h. Contract documentation.

4. Tender register

A tender register must be kept detailing certain information pertaining to the tender process. The register may be inspected by any member of the public.

The tender register is to include the following:

a. Summary of tender procedures followed;

b. Notification of the approval to proceed to tender;

c. Copy of the tender advertisement;

d. List of tenders received;

e. Identification of the Council minute number approving the successful tenderer;

f. Amount awarded to the successful tenderer.

Tender submissions are not to be kept on the tender register file. Submissions should be placed on the records file for that particular tender.

5. Exemptions

Public tenders do not have to be invited where:

a. It is obtained from expenditure authorised in an emergency **[Reg11(2)(a)]**;

b. Goods or services are obtained through WALGA Purchasing Service **[Reg 11(2)(b)]**;

c. Public tenders were invited within last 6 months but no tender was submitted that met tender specifications **[Reg 11(2)(c)]**;

d. The contract is entered into by auction after being expressly authorised by a resolution from Council **[Reg 11(2)(d)]**;

e. Goods or Services are supplied by State, Federal, another local government or a regional local government **[Reg 11(2)(e)]**;

f. The Shire of Northampton has good reason to believe that because of the nature of goods / service it is unlikely there will be more than one potential supplier **[Reg 11(2)(f)]**. Note: Every endeavour to find alternative sources must be made and documentation supporting this determination is to be approved by the Chief Executive Officer and is required to be placed on the tender register file. The application of this exemption should only occur in limited cases as usually there is more than one supplier capable of providing most goods or services; and

g. The contract is for petrol, oil or other liquid or gas used for internal combustion engines **[Reg 11(2)(g)]**.

6. Calling for tenders

If the value of goods or services to be procured is anticipated to be $250,000 (ex GST) or more then tenders must be called.

In determining the anticipated value of the procurement, the expected payments over the life of the contract (including any option periods) is to be value by which the tender threshold is measured against.

The source of funding for the tender of goods or services is irrelevant.

Corporate Policy
2.4
Tendering Policy

The Shire of Northampton may wish to call tenders for goods or services whose value is anticipated to be less than $250,000. In these circumstances, the provision of this policy is to apply to such tenders.

Anti-avoidance - Procurement shall not be broken up into two or more contracts of a similar nature for the purpose of splitting the value of the contracts below the tender threshold level of $250,000.

7. Tender Criteria

Before tenders are publicly invited, the criteria for determining which tender should be accepted must be decided, documented and must be included in the tender documentation.

Tender criteria should be generic in nature and should clearly address both qualitative and price aspects. Weighting as to importance of each criteria and basis of evaluation should also be included.

The following simple yet effective assessment matrix is to be applied to each stated criteria in the tender documentation.

Essential tender criteria must be established that is applicable to all tenders and which is required to be met. Tenders that are not compliant will be identified as non-conforming and may only be included for tender assessment at the discretion of the Chief Executive Officer.

Qualitative Criteria (example total of 60%)

Criteria	Priority	Weighting	Evaluation basis	Assessed rating	Total Qualitative Score
A	High	30%	Specify for each criteria	Refer below for each criteria	Weighting x Assessed rating for each
B	Medium	20%			
C	Low	10%			
Total		**60%**			**Sum A-C**

Price Consideration (example total of 40%)

Criteria	Priority	Weighting	Evaluation basis	Assessed rating	Total Price Score
Tendered sum	High	40%	Specify	Refer below	Weighting x Assessed rating

Total Score

	Criteria	Weighting	Total Score
A	Qualitative	60%	Total qualitative score
B	Price	40%	Total price score
Total		**100%**	**Sum A+B**

Corporate Policy
2.4
Tendering Policy

Assessed Rating Factor

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

The tender with the highest overall total score, may be deemed the most advantageous tender unless other extenuating circumstances exist. If two or more tenders receive the same overall total score, then the lowest price shall be selected and recommended to Council.

An evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase. An evaluation panel must contain a minimum of 2 people.

8. Advertising of Tenders

All tenders shall be advertised as follows:

a. Statewide Public Notice in the local government tenders section of "The West Australian" newspaper in either Saturday's or Wednesday's edition;

b. on the Shire of Northampton's web page;

c. Locally in the Geraldton Guardian and/or Mid West Times only where staff are aware that goods and services can be obtained within the region;

If considered worthwhile and cost effective, tenders may, at the discretion of the Chief Executive Officer, also be advertised in either:

a. Other public internet tender publications; or

Corporate Policy
2.4
Tendering Policy

b. In the tender section of the other publications.

All tenders must remain open for at least 14 full days after the date the tender is first advertised.

As illustrated below, tender advertisements shall clearly state:

a. the tender number;
b. a brief description of the goods or services required;
c. particulars identifying a person from who more detailed tender information may be obtained;
d. information as to where and how tenders may be submitted;
e. the date and time of closure of tenders; and
f. the Chief Executive Officers name.

<SHIRE OF NORTHAMPTON BANNER>
_____ Tender XX/ XX

The Shire of Northampton is seeking tenders for the supply and delivery of _____ & trade in or outright purchase of _____

Details of the tender are available from the Shire of Northampton by phoning 08 99341202 or from the Shire's web site www.northampton.wa.gov.au

Specification or trade details can be obtained from XXXXXX on 08 XXXX XXXX. Further detailed information please contact XXXXXXXX on 08 XXX XXXX.

Late tenders will not be accepted. The lowest or any tender will not necessarily be accepted. Tenderers canvassing staff will be disqualified.

Tenders should be marked "Tender XX /XX "_____" and delivered to the tender box, Shire of Northampton, 199 Hampton Road, Northampton or posted to PO Box 61 Northampton WA 6535 or emailed at XXXX@northampton.wa.gov.au

Tenders close at Time Day Year.

XXXX
Chief Executive Officer

The Chief Executive Officer is to approve all proposed tender advertisements prior to their placement.The costs of advertising the tender, together with all direct costs of the tender process, are to be allocated against the job to which the tender relates.

Corporate Policy
2.4
Tendering Policy

9. Tender Documentation

The tender documentation should provide detailed information regarding the tender including, specifications and other conditions for the supply of goods or services, the requirements for submission and the assessment criteria.

Tender documentation will contain the following components:

Cover	Summary sheet
Section 1	Principals Request
Section 2	Conditions of Tender
Section 3	Specifications and Special Conditions of Contract
Section 4	Tenderers Offer
Section 5	Price Schedule
Section 6	General Conditions of Contract (relevant to procurement)

Specifications and Special Conditions of Contract are to be prepared by the responsible officer designated in clause 2.

Tender documentation Specifications and Special Conditions of Contract is to be approved by the Chief Executive Officer for the responsible employee and tender documentation completeness is to be approved by the Probity Officer prior to advertisement.

It is essential that details are recorded of all potential tenderers who obtained a copy of the tender documentation from any Shire of Northampton source. This is essential if clarifications, addendums or further communication is required prior to the close of tenders, so that all potential tenderers have equal access to this information in order for the Shire of Northampton not to compromise due process.

Tenderers who wish to discuss the tender with the responsible officer may clarify information supplied however canvassing other than what is exempted by this policy shall not be permitted.

10. Addendum to tender documentation

If there is additional information which could be perceived to be substantial in nature, then this information must be sent to all potential tenderers who have received tender documents by way of an addendum to the tender documents. At no point may an officer disclose any information to a tenderer that would prejudice that or other tenderers.

11. Tender Closing

The probity officer responsible shall check that all mailed or e-mailed tenders have been placed in the tender box before the specified tender closing time.

The probity officer shall ensure that at the closing time on the specified day, that the tender box is closed, removed from public access and shall remain locked and under the custody of the probity officer until tender opening.

A tender that is not received (in full) by the advertised tender deadline shall be rejected.

12. Tender Opening

Tender opening shall normally be 30 minutes after the tender deadline to confirm all tenders received by the deadline have been collected (ie a tender e-mailed just prior to the deadline will need to be printed and placed in the tender box). No tenders are to be removed from the tender box prior to the stated opening.

Tenders are to be opened in accordance with the nominated time and place. Members of the public have a right to attend the opening of the tenders.

Tenders are to be opened in the presence of the probity officer and at least one other nominated person (being either Shire employee or Shire appointed third party such as a consultant).

Upon opening, tenders must be read out loud stating the company or person tendering. Unless otherwise stated in the tender advertisement or the request for tender documentation in order to protect “commercial in confidence”, the disclosure of price information shall occur at tender opening.

Immediately after opening, the tenderers offer form and price schedule shall be date stamped and initialled by at least two officers present at the opening. The probity officer shall then record each tender submission into the Tender Register.

After opening:

a. the probity officer shall keep a copy of the tenderers offer and price schedule;

b. The original tender submissions shall be placed on the relevant tender file; and

c. The responsible officer shall be entitled to keep a copy of the tenderers submissions for the purposes of evaluation.

13. No tenders received

Where tenders have been invited however no compliant submissions have been received, Council may choose to either, readvertise without amendment, readvertise following a restructure or amend to the tender or alternatively, proceed to direct procurement from any selected supplier subject to the following:

a. the provision of Council Policy 2.3 – Purchasing policy are applied (other than for the anticipated sum);
b. the specifications for the goods or services remains unchanged; and
c. the procurement is arranged within 6 months of the closing date of the lapsed tender.

14. Tender Assessment

The assessment process is not easy, is often subject to challenge requiring that great care be exercised.

Rejected tenders are not required to be evaluated.

Tenders that have not been rejected shall be assessed by the tender evaluation panel by means of written evaluation against the predetermined criteria to determine which tender is the most advantageous.

Non-conforming tenders may be included in the assessment process at the discretion of the Chief Executive Officer.

It should be noted that there is a degree of subjectivity in the assessment process (when assessing on more than price) and that officers should, wherever possible, be clear in their documentation supporting the basis of their assessment.

Any applicable Regional Price Preference applicable under Corporate Policy 2.5 Regional Price Preference is to be applied at the time tenders are assessed.

15. Canvassing

Canvassing in relation to this policy is defined as where a tenderer or their representative undertakes to discuss any part of their submitted tender, another submitted tender or the tender request generally with a Councillor or employee for the purposes of trying to influence the decision making process in the award of that tender.

Canvassing of Shire employees is forbidden. The employee shall immediately report any attempt (other than appropriate canvassing as stated below) to influence a tender decision, through canvassing by a tenderer or their representative, to the Chief Executive Officer. If the Chief Executive Officer determines that the canvassing was an obvious and significant attempt to influence the tender process, that tender may be immediately excluded by the total discretion the Chief Executive Officer.

The appropriate method of canvassing by tenderers is via the following mechanisms:

a) Addressing Councillors during the Deputations / Public Question time during the Council meeting where the tender is presented to Council for determination; or
b) A submission in writing that will be provided to all present Councillors on the day of the Council meeting where the tender is presented to Council for determination.

Employees seeking clarification or further information from a tenderer is not considered to be canvassing.

16. Presentation to Council

An agenda item by the designated officer shall be submitted to Council at the earliest possible Council meeting.

The agenda item shall contain a summary of the tender evaluation including:

a. Background on tender, including budget allocation and/or Council resolution to go to tender.
b. Comments including when tenders were called, advertised, closed etc.
c. Assessment criteria specified and a schedule containing for each tenderer:
    i. Assessment of each criteria including price considerations;
    ii. Total rating (according to assessment criteria); and
    iii. Statement of conformance, and if not conforming, give details as to why it was non-conforming.
d. Comment then to include the highest conforming tender, statement as to the recommended tenderer and reason why that was the successful one (particularly if not lowest price).
e. Statutory, Financial, Policy and Sustainability implications to be addressed as needed.
f. Recommendation as to the tender submission considered most advantageous to the Shire of Northampton.

The probity officer shall record the details and total value of the awarded tender in the Tender Register.

17. Notification to Successful and Unsuccessful Tenderers

The probity officer shall notify each tenderer in writing of the outcome of the tender following the Council resolution. Notification shall include:

a. The name of the successful tenderer; and
b. The total value of consideration of the winning tender.

Corporate Policy
2.4
Tendering Policy

18. Contract documentation

The probity officer shall arrange for contract relating to the tender to be drawn up and signed by both parties.

19. Minor variations

The Shire of Northampton may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the tendered goods or services including any "minor variations" required, subject to such minor variations not altering the nature of the goods or services procured, nor materially altering the specifications or structure provided for by the initial tender.

For the purposes of guidance, a variation which would result in an increase in the total consideration of 10% or greater would not be considered minor, whereas a variation of up to 5% would be considered minor. Variations between 5% and 10% would need to be considered on their individual merits.

20. Panels of Pre-qualified Suppliers

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of pre-qualified Suppliers may be created where the majority of the following factors apply:

- The Shire of Northampton determines that a range of similar goods and services are required to be purchased on a continuing basis;
- There are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- The purchase activity under the intended Panel is assessed as being of a low to medium risk;
- The Panel is streamline and will improve procurement processes; and
- The Shire of Northampton has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

<u>Establishing a Panel</u>
Should the Shire of Northampton determine that a panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996.*

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of one (1) year and for a maximum length of time deemed appropriate by the Shire.

Corporate Policy
2.4
Tendering Policy

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a panel is to be established, the Shire will endeavour to appoint at least two (2) suppliers to each category, on the basis that best value for money is demonstrated.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and when establishing the Panel.

Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire of Northampton intends to:

a) Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 9.4; and/or
b) Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; and/or
c) Purchase goods and services on a rotational basis from each pre-qualified supplier and endeavour to provide an even amount of work amongst pre-qualified suppliers.

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

i. Each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; and/or
ii. Service requests that are not possible to obtain a fixed price may be rotated between pre-qualified supplier(s) to obtain the most advantageous result for the Shire of Northampton which may take into account the existing familiarity with a suppliers previous work on a specific Shire of Northampton asset; and/or
iii. Should the list of panel members be exhausted with no panel member accepting the offer to provide goods/services under the Panel, the Shire of Northampton may then invite suppliers that are not on the panel to provide goods/services in line with the purchasing thresholds as listed in the policy 2.3 Purchasing Policy.

Corporate Policy
2.4
Tendering Policy

In every instance, a contract must not be formed with a pre-qualified suppliers for an item of work beyond 12 months, which includes options to extend the contract.

Purchasing from the Panel
The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire of Northampton's electronic records system.

21. Records management

All records associated with the tender process must be recorded and retained in accordance with the Shire of Northampton's Records Policy and the State Records Act.

The following documentation should be held on the relevant tender file in central records:

a. Tender documentation;
b. Tender submissions;
c. Internal documentation including evaluations;
d. Enquiry and response documentation;
e. Notification and award documentation;
f. Contract documentation; and
g. Panel documentation.

Administration

This policy will be administered by the Office of the CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

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

Corporate Policy
2.14
Property Leasing

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

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

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

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

Policy Measures

1. Council approval is required for each new lease, the lease agreement is then finalised with standard lease conditions to the satisfaction of the Chief Executive Officer. Lessee requests to exercise renewal options included in the lease do not require further Council approval.

2. Lease preparation fees are to be met by the Lessee, either in accordance with the annual fees and charges adopted by Council and/or the recouping of outgoing expenses. Leases bound by the *Commercial Tenancy (Retail Shops) Agreements Act 1985* are an exception and will not be charged lease preparation fees in accordance with section 14(b) of the Act.

3. Lessees may elect for the lease to be registered on the land title at their expense.

4. Terms and conditions for Commercial leases are to be negotiated on a case by case basis taking into consideration:
   a) current market conditions;
   b) existing condition of the property;
   c) Shire outgoing expenses;
   d) annual lease fee to be set by Council based on a market value established by the Valuer General's Office;
   e) annual lease fee to be reviewed annually with Consumer Price Index (CPI) adjustments and at the end of each term by a market valuation; and
   f) minimum five year lease term where the *Commercial Tenancy (Retail Shops) Agreements Act 1985* applies.



Corporate Policy
2.14
Property Leasing

5. Leases to government authorities and some service providers are to be negotiated on a case by case basis.

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

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

Leases to Community Associations

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

Buildings and improvements owned or managed by the Shire and leased to a community association.	$10 per annum, payable on demand (equivalent to a peppercorn rental) for organisations with a minimal income earning capacity. $200 per annum for organisations that have licensed premises with potential to earn income.	Five years, with a five year renewal option.	See following Maintenance Responsibilities Schedule. Minor variations to this schedule may occur, due to the nature of the lease and existing condition of the building, to the satisfaction of the Chief Executive Officer. Full responsibility for maintenance, insurance and all expenses related to assets and improvements owned by the Lessee. Terms and conditions of the lease also apply to associated assets outside of the lease area.*

* Improvements/Assets outside of a lease area including, but not limited to, utility connections, plumbing, waste pipes, drains, septic systems, light poles, signage, football goal posts, football dugouts, oval lights, scoreboards, oval fencing and like improvements and assets.

Corporate Policy
2.14
Property Leasing

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

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

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

The Shire will:

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

Definitions:

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

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

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

Maintenance Item		Lessee Responsibility	Shire Responsibility
1	Appliances, fixtures and fittings (existing; eg: air conditioner and heating units)	• Maintenance in accordance with manufacturer's standards. • Clean and change filters as required. • Service and repair when required.	• Renewal and upgrade as determined by Council.
2	Appliances, fixtures and fittings (Lessee installed)	• Full responsibility. • Shire approval required prior to installation.	• No responsibility.

Corporate Policy
2.14
Property Leasing

Maintenance Item		Lessee Responsibility	Shire Responsibility
3	Building External	• Keep in a clean and tidy state at all times. • Maintenance.	• Renewal and upgrade as determined by Council.
4	Cleaning	• Keep all areas in a clean and hygienic state at all times, including walls, ceilings, windows, floors, fixtures and fittings. • Compliance with the Health Act and Health Local Law.	• No responsibility.
5	Doors and security screens	• Maintenance. • Renewable due to foreseeable misuse.	• Renewal and upgrade as determined by Council.
6	Doors (automatic)	• Servicing, twice per year by an approved person. • Maintenance.	• Renewal and upgrade as determined by Council.
7	Electrical wiring and fittings	• Maintenance and renewal of all electrical fittings, such as power points, light switches, light fittings and globes.	• Maintenance and renewal of building wiring from main supply to switchboard and to fittings.
8	Fire extinguishers and all fire equipment	• Annual costs associated with inspection, servicing, maintenance and refilling.	• Arrange annual servicing to all fire equipment – recoup cost from Lessee. • Renewal and upgrade as determined by Council.
9	Floor surfaces and coverings	• Regular cleaning and maintenance in accordance with the requirements of the type of the surface/covering. • Carpets to be professionally cleaned when required. • In food premises the food handling areas are to comply with the Food Act and to meet the relevant Food Safety Standard.	• Renewal and upgrade as determined by Council.
10	Food handling areas and equipment	• Maintenance. • Renewal due to misuse or neglect. • Compliance with legislation, including Food Act 2008, Food Regulations 2009, Food Standards Code and Health Local Law. • Benches, cupboards and other fittings must be cleaned and maintained in a sound working condition at all times. • Ovens, refrigerators, fans, hot water systems and other appliances and equipment to be cleaned and maintained in accordance with manufacturer standards and legislation. • Full responsibility for Lessee owned appliances, including compliance with legislation. • Shire approval required prior to installation of additional fittings, alterations and appliances.	• Renewal and upgrade as determined by Council.
11	Gardens and Surrounds	• Mow grass, prune, weed, water and maintain gardens. • Maintenance of improvements, such as fences and footpaths. • Maintenance of reticulation where installed. • Shire approval required prior to removal of trees, planting new trees or new species.	• Maintain trees to a safe standard. • Renewal and upgrade of improvements as determined by Council.

Corporate Policy
2.14
Property Leasing

Maintenance Item		Lessee Responsibility	Shire Responsibility
12	Gutters and downpipes	• Clean as needed, minimum once per year.	• Maintenance, renewal and upgrade as determined by Council.
13	Keys, Locks and Door Hardware	• Responsible for keys issued by Shire. • Maintenance of locks and hardware. • Cost of additional keys requested by Lessee. • Cost of replacement locks, keys and hardware due to loss or misuse.	• Purchase and install all locks. • Renewal and upgrade as determined by Council. • Recoup costs from Lessee when applicable.
14	Painting	• Internal and External painting, minimum once during each 10 years or at end of lease. • Paint and colour to be approved by Shire.	• No responsibility.
15	Pest Control	• All areas are to be kept in a clean and hygienic state, free from pests and vermin. • Maintenance and renewal of assets attributable to neglect of pest control.	• No responsibility. • Recoup costs from Lessee if inspection or treatment is arranged by Shire. • Termite inspections, annually unless otherwise agreed. Conducted by a licensed pest control operator with certification to be provided. • Treatment for termites when required.
16	Plumbing and fixtures	• Maintenance, ensure all taps and water outlets are in good working order. • Renewal of minor fixtures and fittings, such as taps. • Shire approval required prior to installation of new plumbing and fixtures.	• Renewal and upgrade as determined by Council.
17	Plumbing waste pipes and drains	• Clear and repair if blocked. • Maintenance and cleaning of grease traps. • Maintenance and renewal due to misuse.	• Maintenance, renewal and upgrade as determined by Council.
18	Roof	• No responsibility except in the event of misuse or damage by the Lessee.	• Maintenance, renewal and upgrade as determined by Council.
19	Septic Systems	• Septic system pump outs on a regular basis according to use.	• Maintenance, renewal and upgrade as determined by Council.

20	Skylights	• No responsibility except in the event of misuse or damage.	• Maintenance, renewal and upgrade as determined by Council.
Maintenance Item		**Lessee Responsibility**	**Shire Responsibility**
21	Utilities	• Connection, disconnection, rates/service charges, rental, usage charges, maintenance, service, testing and other expenses associated with water, electricity, gas and telephone services.	• No responsibility. • Recoup utility expenses from Lessee when applicable.
22	Vandalism	• Removal and repair of minor vandalism; up to the value of $300 per incident. • Minor vandalism to be removed within 48 hours of discovery.	• Repairs required due to major vandalism not attributed to the actions of the Lessee or any agent or visitor of the Lessee, as determined per incident and above $300. Recoup $300 per incident from Lessee.
23	Walls and Ceilings	• Renewal if damaged due to misuse, negligence and unapproved modifications.	• Maintenance, renewal and upgrade as determined by Council.
24	Windows/Glass	• Replace broken glass, except when broken as a result of vandalism and cost is greater than $300.	• Replace glass broken as a result of an act of vandalism, when the cost of repairs is greater than $300. Recoup $300 per incident from Lessee.
25	Window treatments, where fitted	• Maintenance.	• Renewal and upgrade as determined by Council.

Administration

This policy will be administered by the Office of CEO.

Adoption and Date Due for Revision

ADOPTED 18 JULY 2024
MODIFIED 20 FEBRUARY 2025

NEXT DUE FOR REVIEW 20 FEBRUARY 2030

The Administration of this Policy is by Office of CEO.

Corporate Policy
2.8
Authority to Execute Documents on Behalf of Council

Purpose

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

Policy Measures

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

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

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

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

Administration

This policy will be administered by the Office of CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

Corporate Policy
2.8
Authority to Execute Documents on Behalf of Council

The Administration of this Policy is by Office of CEO.

Commercial, Recreational Tourism Activity

Local Planning Policy

Version 4

Scheme Provisions:	Other References:	Special procedural considerations:
LPS #11 3.2 Zoning Table LPS #10 4.1 Zoning and Development Table	Shire of Northampton Local Planning Scheme No. 10 Shire of Northampton Local Planning Scheme No. 11 Planning and Development Act 2005 Council Policy - 9.2 Requirements for Licence Agreements to Use Crown Reserves for Commercial, Recreational and Tourism Activities. Shire of Northampton Local Law "Activities in Thoroughfares in Public Places and Trading"	

1.0 CITATION

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

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

2.0 OBJECTIVE

2.1 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 applications.

3.0 POLICY STATEMENT

3.1 Background

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

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

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

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

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

3.2 APPLICATION OF POLICY

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

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

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

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

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

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

3.3 MATTERS TO BE CONSIDERED IN ASSESSING & DETERMINING APPLICATIONS

3.3.1 General

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

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

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

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

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

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

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

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

3.3.2 Land-Based Activities

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

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

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

3.3.2.4 Hire sites adjacent to foreshore areas must be related to the hire of beach-related equipment. A range of complementary operations may be permitted in the same vicinity if there are sufficient facilities and impacts are minor.

3.3.2.5 Beach site activities are not to damage, or lead to degradation of, coastal or other natural environment. All applications for beach sites are to be assessed to ensure that community demands outweigh commercial demands. Passive and informal recreation use of the beach will be the dominant use.

3.3.2.6 All activities are to demonstrate that they will not create a public nuisance to adjacent residential areas in context of noise, traffic, etc. and not create a conflict with the main beachgoers.

3.3.3 Water-Based Activities

3.3.3.1 Permission will be given to the use of the beach area for guided tours/hiring of water based equipment, provided the applicant is prepared to comply with the terms of any licence of the relevant authority of the water body.

3.3.3.2 The activities are not to dominate the main informal water-based activity, conflict with the designated water based activity or create a public danger.

3.3.3.3 All activities must be located adjacent to constructed public carpark areas and public conveniences.

3.3.3.4 The activity is not to damage, or lead to the degradation of, the coastal or marine environment.

3.3.3.5 All activities are not to create a public nuisance to nearby residents, or affect residential amenity and is not to create public nuisance to other regular water-based activities.

3.3.3.6 In the case of jet ski hire activity and other motorised craft, signage shall give adequate notice of warning that the particular area is not suitable for informal recreation use.

3.3.4 Information from the Applicant

In assessing and determining applications, Council will be guided by the following selection criteria:

(a) Demonstrated successful experience in the activity to a high professional standard;
(b) Demonstrated history and experience or environmentally acceptable operations;
(c) Demonstrated appropriate level of knowledge and understanding of local conditions, natural and cultural history, ecological process and possible constraints;
(d) Demonstrated experience in meeting Agreement conditions, including the prompt payment of fees;
(e) Demonstrated ability to provide appropriate safety requirements and duty of care responsibilities;
(f) Demonstrated capability to promote interpretive and educational information that ensures clients are receiving instructions in minimal impact techniques, environmental protection and ethics of appropriate behaviour; and
(g) Demonstrated $20 million public liability insurance cover.
(h) Public liability insurance cover must be held in Australia.

3.4 SPECIFIC RESTRICTIONS

3.4.1 Signage & Structures

3.4.1.1 Council may permit the use of a maximum of 1 temporary sandwich board sign or similar in the immediate vicinity of an approved activity/hire site for the purposes of marking the location of the activity. All other advertising signs are subject to a separate application for development approval in accordance with the Local Planning Scheme.

3.4.1.2 The use of bunting, fencing, sheds or other similar structures for activities is generally not supported.

3.4.2 Activities & Locations

3.4.2.1 Based on experience of the impacts of previous/similar activities (within or outside the Shire), the fragile nature of certain areas, and/or the dominant public use of certain areas, Council is of the view that certain activities should not be supported in certain areas and also that a restriction on the number of certain activities in certain areas should be prescribed.

3.4.2.2 These restrictions are attached to this policy and are based on knowledge and experience at this time and may be amended from time to time by Council as further knowledge and experience is accumulated.

3.5 APPLICATIONS FOR APPROVAL

3.5.1 All applications shall be in writing on the form prescribed in the Local Planning Scheme and are to be accompanied by the appropriate application fee.

3.5.2 Applicants should address the criteria as outlined in Clause 4.4 and provide Council with the following information:

(a) Previous relevant experience of the applicant(s);
(b) Full details of type of service to be operated;
(c) Preferred location of operation (with alternatives);
(d) Diagram of layout of service when in operation showing location of equipment, trailers, signs, operators table etc;
(e) Hours and dates of operation;
(f) Method of operation, eg. hourly hire, 15 minute rides, day trips, and proposed charges to clients;
(g) Type and numbers of equipment to be hired/used including details of make, age, special features etc;
(h) All of the intended safety measures – ie. marker buoys, rescue boats, sign etc;
(i) A cover note or similar statement from an insurance company indicating a willingness to promote insurance coverage (minimum $20 million public liability coverage required);
(j) Any on-site storage requirements (if permitted);
(k) Intended signage (may require Council's additional separate approval); and
(l) Any additional information specific to the individual service to be provided.

3.6 PROCESSING OF APPLICATIONS

3.6.1 Where the land is NOT under the care, control and management of the local government, the consent of the owner (ie. the crown via the Department of Planning Lands and Heritage - State Lands) is required to process the application.

3.6.2 All applications will be advertised in accordance with the 'Deemed Provisions' of the *Planning and Development (Local Planning Schemes) Regulations* 2015 prior to final determination by Council.

3.6.3 Applications will be referred to any relevant statutory authorities as determined by Council.

3.6.4 All applications will be considered with respect to the matters as are relevant to the site and the proposed activity.

3.6.5 Successful applicants will be advised in writing that prior to commencement of the activity, they must enter into an Agreement with Council and pay the relevant costs.

3.7 **FEES** (GST inclusive)

3.7.1 **Application for Development Approval**

3.7.1.1 New applications - $747 (comprising $147 plus Level D consultation fees of $600)

Renewal applications (for existing approved operators) with no modifications - $447 (comprising $147 plus Level C consultation fees of $300)

3.7.1.2 This fee excludes advertising costs (eg. advert in newspaper, sign on site etc.) which are charged separately.

4.0 RESPONSIBILITY	The Chief Executive Officer as per the Delegations Policy and Register.		
5.0 ADOPTION	First Drafted	22 October 2004	
	First Adopted	17 December 2004	Minute 12.9.3
	Last Modified	19 October 2012	
	Last Adopted	19 December 2012	Minute 12.8.2
	V2 16 June 2014	Advertising / Final Adoption	Minute 6.8.1
	V3 15 June 2018	Advertising / Final Adoption	Minute 6.9.1
	V4 19 July 2019	Update Attachment 1	Minute 7.10.3

(Attachment 1) SPECIFIC LOCATION & ACTIVITY RESTRICTIONS

Location	Restriction
Reserve 25307 "Chinaman's Beach" Kalbarri	NO commercial recreational tourism activity PERMITTED.
Reserve 12996, 25307 & 26591 "Murchison River Foreshore" Kalbarri	Jet Skis & Houseboats are NOT PERMITTED. No further approvals will be issued other than for the following: • BBQ Pontoon Hire – 1 Agreement (maximum 2 pontoons); and • River Boat Cruise – maximum of 2 boats; (Current Agreement is one boat – 35 passengers & 2 crew)
Reserve 12996 & 26591 "Paradise Flats" Kalbarri	No further approvals will be issued other than for the following: • Horse Riding Tours – 1 Agreement (maximum of 45 horses); (Current agreement is 18 horses including staff horses) • 4 Wheel Bike Tours – 1 Agreement (maximum of 7 bikes); • Canoe Safaris – 1 Agreement (maximum of 14 canoes). Including 1x guided vessel and 3x 4wd trucks and 2 x trailers • Land-based fishing tours – no current Agreement
Reserve 12996 South (from Nanny Goat Well to Murchison House Station)	• Canoe Tours – 1 Agreement 6 three seater canoes, 2x 4wd and 1x trailer
Reserve 12996 (North) – the area of land immediately adjacent to and north of the Murchison River	• Skydive Kalbarri – no current Agreement. • Wilderness Canoe – 1 Agreement (emergency access track only). 6 three seater canoes, 2x 4wd and 1x trailer
Reserve 25307 "Sally's Tree carpark" and "Northern carpark" & 34550 Red Bluff Road, Kalbarri	• Coffee Van – 1x Itinerant Food Van

UCL & Reserve 35206 "Halfway Bay, Lucky Bay & Wagoe" Yallabatharra (No power to lease)	No further approvals will be issued other than for the following: • Sandboarding Tours – 1 Agreement (maximum of 30 sandboards); and • Quad Bike Tours – 1 Agreement (maximum of 14 bikes, includes sandboarding and fishing)
UCL, Port Gregory Townsite, Lucky Bay and Hutt River mouth	No further approvals will be issued other than for the following: • Pink Lake and Lucky Bay Sight-seeing tours – 1 Agreement (maximum 1 x 6 seater vehicle)

Corporate Policy
2.14
Property Leasing

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

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

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

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

Policy Measures

1. Council approval is required for each new lease, the lease agreement is then finalised with standard lease conditions to the satisfaction of the Chief Executive Officer. Lessee requests to exercise renewal options included in the lease do not require further Council approval.

2. Lease preparation fees are to be met by the Lessee, either in accordance with the annual fees and charges adopted by Council and/or the recouping of outgoing expenses. Leases bound by the *Commercial Tenancy (Retail Shops) Agreements Act 1985* are an exception and will not be charged lease preparation fees in accordance with section 14(b) of the Act.

3. Lessees may elect for the lease to be registered on the land title at their expense.

4. Terms and conditions for Commercial leases are to be negotiated on a case by case basis taking into consideration:
   a) current market conditions;
   b) existing condition of the property;
   c) Shire outgoing expenses;
   d) annual lease fee to be set by Council based on a market value established by the Valuer General's Office;
   e) annual lease fee to be reviewed annually with Consumer Price Index (CPI) adjustments and at the end of each term by a market valuation; and
   f) minimum five year lease term where the *Commercial Tenancy (Retail Shops) Agreements Act 1985* applies.



Corporate Policy
2.14
Property Leasing

5. Leases to government authorities and some service providers are to be negotiated on a case by case basis.

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

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

Leases to Community Associations

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

Buildings and improvements owned or managed by the Shire and leased to a community association.	$10 per annum, payable on demand (equivalent to a peppercorn rental) for organisations with a minimal income earning capacity. $200 per annum for organisations that have licensed premises with potential to earn income.	Five years, with a five year renewal option.	See following Maintenance Responsibilities Schedule. Minor variations to this schedule may occur, due to the nature of the lease and existing condition of the building, to the satisfaction of the Chief Executive Officer. Full responsibility for maintenance, insurance and all expenses related to assets and improvements owned by the Lessee. Terms and conditions of the lease also apply to associated assets outside of the lease area.*

* Improvements/Assets outside of a lease area including, but not limited to, utility connections, plumbing, waste pipes, drains, septic systems, light poles, signage, football goal posts, football dugouts, oval lights, scoreboards, oval fencing and like improvements and assets.

Corporate Policy
2.14
Property Leasing

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

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

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

The Shire will:

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

Definitions:

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

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

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

Maintenance Item		Lessee Responsibility	Shire Responsibility
1	Appliances, fixtures and fittings (existing; eg: air conditioner and heating units)	• Maintenance in accordance with manufacturer's standards. • Clean and change filters as required. • Service and repair when required.	• Renewal and upgrade as determined by Council.
2	Appliances, fixtures and fittings (Lessee installed)	• Full responsibility. • Shire approval required prior to installation.	• No responsibility.

Corporate Policy
2.14
Property Leasing

Maintenance Item		Lessee Responsibility	Shire Responsibility
3	Building External	• Keep in a clean and tidy state at all times. • Maintenance.	• Renewal and upgrade as determined by Council.
4	Cleaning	• Keep all areas in a clean and hygienic state at all times, including walls, ceilings, windows, floors, fixtures and fittings. • Compliance with the Health Act and Health Local Law.	• No responsibility.
5	Doors and security screens	• Maintenance. • Renewable due to foreseeable misuse.	• Renewal and upgrade as determined by Council.
6	Doors (automatic)	• Servicing, twice per year by an approved person. • Maintenance.	• Renewal and upgrade as determined by Council.
7	Electrical wiring and fittings	• Maintenance and renewal of all electrical fittings, such as power points, light switches, light fittings and globes.	• Maintenance and renewal of building wiring from main supply to switchboard and to fittings.
8	Fire extinguishers and all fire equipment	• Annual costs associated with inspection, servicing, maintenance and refilling.	• Arrange annual servicing to all fire equipment – recoup cost from Lessee. • Renewal and upgrade as determined by Council.
9	Floor surfaces and coverings	• Regular cleaning and maintenance in accordance with the requirements of the type of the surface/covering. • Carpets to be professionally cleaned when required. • In food premises the food handling areas are to comply with the Food Act and to meet the relevant Food Safety Standard.	• Renewal and upgrade as determined by Council.
10	Food handling areas and equipment	• Maintenance. • Renewal due to misuse or neglect. • Compliance with legislation, including Food Act 2008, Food Regulations 2009, Food Standards Code and Health Local Law. • Benches, cupboards and other fittings must be cleaned and maintained in a sound working condition at all times. • Ovens, refrigerators, fans, hot water systems and other appliances and equipment to be cleaned and maintained in accordance with manufacturer standards and legislation. • Full responsibility for Lessee owned appliances, including compliance with legislation. • Shire approval required prior to installation of additional fittings, alterations and appliances.	• Renewal and upgrade as determined by Council.
11	Gardens and Surrounds	• Mow grass, prune, weed, water and maintain gardens. • Maintenance of improvements, such as fences and footpaths. • Maintenance of reticulation where installed. • Shire approval required prior to removal of trees, planting new trees or new species.	• Maintain trees to a safe standard. • Renewal and upgrade of improvements as determined by Council.

Corporate Policy
2.14
Property Leasing

Maintenance Item		Lessee Responsibility	Shire Responsibility
12	Gutters and downpipes	• Clean as needed, minimum once per year.	• Maintenance, renewal and upgrade as determined by Council.
13	Keys, Locks and Door Hardware	• Responsible for keys issued by Shire. • Maintenance of locks and hardware. • Cost of additional keys requested by Lessee. • Cost of replacement locks, keys and hardware due to loss or misuse.	• Purchase and install all locks. • Renewal and upgrade as determined by Council. • Recoup costs from Lessee when applicable.
14	Painting	• Internal and External painting, minimum once during each 10 years or at end of lease. • Paint and colour to be approved by Shire.	• No responsibility.
15	Pest Control	• All areas are to be kept in a clean and hygienic state, free from pests and vermin. • Maintenance and renewal of assets attributable to neglect of pest control.	• No responsibility. • Recoup costs from Lessee if inspection or treatment is arranged by Shire. • Termite inspections, annually unless otherwise agreed. Conducted by a licensed pest control operator with certification to be provided. • Treatment for termites when required.
16	Plumbing and fixtures	• Maintenance, ensure all taps and water outlets are in good working order. • Renewal of minor fixtures and fittings, such as taps. • Shire approval required prior to installation of new plumbing and fixtures.	• Renewal and upgrade as determined by Council.
17	Plumbing waste pipes and drains	• Clear and repair if blocked. • Maintenance and cleaning of grease traps. • Maintenance and renewal due to misuse.	• Maintenance, renewal and upgrade as determined by Council.
18	Roof	• No responsibility except in the event of misuse or damage by the Lessee.	• Maintenance, renewal and upgrade as determined by Council.
19	Septic Systems	• Septic system pump outs on a regular basis according to use.	• Maintenance, renewal and upgrade as determined by Council.

20	Skylights	• No responsibility except in the event of misuse or damage.	• Maintenance, renewal and upgrade as determined by Council.
Maintenance Item		**Lessee Responsibility**	**Shire Responsibility**
21	Utilities	• Connection, disconnection, rates/service charges, rental, usage charges, maintenance, service, testing and other expenses associated with water, electricity, gas and telephone services.	• No responsibility. • Recoup utility expenses from Lessee when applicable.
22	Vandalism	• Removal and repair of minor vandalism; up to the value of $300 per incident. • Minor vandalism to be removed within 48 hours of discovery.	• Repairs required due to major vandalism not attributed to the actions of the Lessee or any agent or visitor of the Lessee, as determined per incident and above $300. Recoup $300 per incident from Lessee.
23	Walls and Ceilings	• Renewal if damaged due to misuse, negligence and unapproved modifications.	• Maintenance, renewal and upgrade as determined by Council.
24	Windows/Glass	• Replace broken glass, except when broken as a result of vandalism and cost is greater than $300.	• Replace glass broken as a result of an act of vandalism, when the cost of repairs is greater than $300. Recoup $300 per incident from Lessee.
25	Window treatments, where fitted	• Maintenance.	• Renewal and upgrade as determined by Council.

Administration

This policy will be administered by the Office of CEO.

Adoption and Date Due for Revision

ADOPTED 18 JULY 2024
MODIFIED 20 FEBRUARY 2025

NEXT DUE FOR REVIEW 20 FEBRUARY 2030

The Administration of this Policy is by Office of CEO.

TEN4TEN: HEALTHIER TINY TOWNS

Healthier tiny towns, shaped by local communities

What is TEN4TEN?

TEN4TEN is a national initiative working with ten small rural and remote communities over ten years to improve health and access to care. Led by the Co-design Health Research and Innovation (CHRI) team at UNSW Sydney, TEN4TEN works alongside communities to understand what matters locally and develop practical solutions that fit each town.

How does TEN4TEN work?

TEN4TEN starts by listening. We meet with local residents, health and community services, councils, community organisations and other local leaders to understand community priorities, what is already working well, and where there may be opportunities to strengthen health and access to care.

Any future activities are developed with the community from the outset. TEN4TEN is not a one-size-fits-all program: each community helps decide its priorities, what activities are useful and how they should be implemented.

What could TEN4TEN support?

- Prevention, health checks and early detection
- Better access to health services
- Digital health, telehealth and stronger care pathways
- Community health navigation and care coordination
- Local workforce and community capacity
- Community wellbeing initiatives

What would participation involve?

TEN4TEN aims to build on local strengths and existing services rather than duplicate or replace what is already happening. Communities help shape priorities, activities and implementation, with an emphasis on long-term partnership, shared decision-making and practical solutions that can be sustained locally.

What happens first?

The first step is simply a conversation. If there is local interest, the TEN4TEN team may visit the community to meet with local people, health services, Council and community organisations. Together, we explore whether TEN4TEN is a good fit and what a partnership might look like.

Local priorities. Local solutions. Long-term partnership.

UNSW SYDNEY

www.chri.au/ten4ten

Environmental Health Services
8.1
Mobile Food Vehicles Policy

Purpose

The propose of this policy is to complement the provisions of Part 6 of the Shire of Northampton Activities in Thoroughfares and Public Places and Trading Local Law 2017 (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 underutilised 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 practise safe food handling in accordance with the Food Act 2008.

Interpretation/Definitions

For the purpose of this policy, the following definitions apply:

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

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

All other terms shall have the meaning as defined within the local law.

Policy Measures

1.0 Application of Policy

The provisions of this policy apply only to mobile food vehicles proposing to operate within the Shire of Northampton under a Stallholders Permit in accordance with the local law. The provisions of the Policy do not apply to:

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; nor
d) The trading of a mobile food vehicle on private land (Note: The Shire's prior Development Approval may be required).

2.0 Location and Siting

The following location requirements apply to all applications for approval of a mobile food vehicle under a stallholders permit:

a) mobile food vehicle permit holders are only permitted to trade in an approved location, which is to be at least 50m from an established food or beverage business and 500m from a business selling the same, or similar, food product during that business' trading

hours;
b) mobile food vehicles are only permitted to trade at the locations detailed on their permits; and
c) mobile food vehicles and any associated temporary fixtures must be located so as not to obstruct pedestrian flow or vehicular traffic.

3.0 Approved Locations

Subject to compliance with clause 3.1 above, the Shire of Northampton may consider approving up to up two (2) applications for Stallholder permits to operate from the following locations at any time:

Northampton
- Hampton Gardens carparking area (Site A);

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

Kalbarri
- Reserve 52436, adjacent to the Kalbarri Land-Backed Wharf (Site C);
- The carpark on Reserve 25307 on Grey Street, opposite Clotworthy Street (Site D); and
- Red Bluff Beach Road (Site E).

4.0 Prohibited Locations

Unless being part of a Shire of Northampton approved event, stall holders shall not be approved to operate on Reserve 25307 adjacent to Sallys Tree & the Marine Rescue/RSL precinct due to the limited parking area available to service the wide range of activities that occur in the area (e.g. boat launching, beach access and adventure playground), and the proximity of existing food premises located adjacent to the Grey Street/Porter Street intersection.

5.0 Conditions of Approval

In granting a stallholders permit to a mobile food vehicle operating within the district, conditions shall be imposed to address the following:

a) Those matters outlined within clauses 6.6 and 6.8 of the local law;
b) Compliance with the Food Act 2008;
c) The stallholder/mobile food vehicle operator shall maintain the mobile food vehicle and the surrounding area to a high standard and in accordance with the following requirements:
   I) When trading at an approved location the trade area must be cleaned frequently;
   Ii) No waste or litter from the vehicle may be disposed of into Shire of Northampton's rubbish bins. Mobile food vehicle operators must provide adequately sized bins for patrons use and remove all rubbish from the approved location at the end of trade;
   Iii) A holding tank for wastewater must be located beneath the vehicle; and
   Iv) Wastewater, solid waste, litter or any other pollutant must not be placed on the site or allowed to enter the stormwater system, and must be disposed of appropriately and in compliance with relevant legislation and local government requirements.
d) A mobile food vehicle may only be permitted to have temporary fixtures such as tables, chairs, signs and umbrellas and in accordance with the following conditions:
   i) The prior approval of the Shire being obtained for the number and location of such fixtures so as to ensure pedestrian flow or vehicular traffic is not obstructed;
   ii) The fixtures are to be of a temporary nature and removed from the site at the end of trade each day; and
   iii) All temporary fixtures are to be sturdy and made of quality materials without sharp edges or other features likely to cause harm.

e) The prohibition of amplified noise;
f) Mobile food vehicles to be provided within their own water and power supply unless otherwise approved by Council. The use of generators on Reserve 52436 will not be permitted except in emergency situations (e.g. outages).
g) Where generators are to be used, the generator must not have a manufacturer specified operational volume greater than 75dB and must at all times comply with the assigned noise levels specified under the Environmental Protection (Noise) Regulations 1997.
h) All advertising is to be fitted to the mobile food vehicle with the exception of one temporary A-frame sign (not exceeding 1m² on any side) and one tear drop banner, which are to be located as close as practicable, and not exceeding 75m, from the location of the mobile food vehicle. All signage locations require the prior approval of the Shire of Northampton.
i) The mobile food vehicle and all other associated material including temporary fixtures and signage are to be removed from the site outside of the approved trading hours.
j) The permit not being transferrable.

6.0 Approval Process

Applications for a mobile food vehicle stall holders permit must be accompanied by the following:
a) A completed mobile food vehicle permit application as shown at attachment No 2 to this policy;
b) A site plan detailing the proposed location (s), including any temporary fixtures and signage, along with the internal layout of the mobile food vehicle;
c) A current Certificate of Currency (Public and Product Liability Insurance) for a minimum of $20,000,000;
d) A copy of the manufacturers specifications for any generators to be used; and
e) A copy of a current Food Registration Certificate where the mobile food vehicle is houses and/or where the majority of the food preparation activities are occurring; and
f) Payment of the fees and charges as prescribed in the Shire of Northampton annual schedule of fees and charges as adopted.

7.0 Permit Renewal and Cancellation
a) A permit may be cancelled or amended at the discretion of the Shire of Northampton in the event the permit holder fails to comply with the permit conditions;
b) Applications for renewal must comply with the details and requirements outlined in clause 6.0 and must be submitted at least 1 month prior to the expiry of the existing permit.

Administration

This policy will be administered by the Shire's Executive Manager of Community, Development and Regulation and the Principal Environmental Health Officer.

Adoption and Date Due for Revision

ADOPTED 19 February 2026
NEXT DUE FOR REVIEW February 2030

The Administration of this Policy is by the Shire's Executive Manager of Development and Regulation and Principal Environmental Health Officer.

Appendix 1. Possible mobile food vehicle trading locations (subject to final siting approval by the Shire of Northampton)
Site A – Carparking area Hampton Gardens, Northampton



Site B – Carparking area upon Lot 202, Horrocks.



Sites C & D – Land Backed Wharf,



Site E – Red Bluff Beach Road, Kalbarri



Appendix 2. Mobile food vehicle permit application form

Application Form - Permit to Operate a Mobile Food Vehicle

Applicant Details

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

I agree that the information and plans provided with this application may be made available by the local government for public viewing in connection with the application. Yes ☐ No ☐

Signature:_____ Date:_____

Vehicle Details

Vehicle Registration:	Vehicle Colour:
Vehicle Make/Model:	

Proposed Trading Days/Dates

Proposed Trading Times

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

Northampton:
[ ] Hampton Gardens carparking area (Site A)

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

Kalbarri:
[ ] Reserve 52436, adjacent to the Land-Backed Wharf (Site C)
[ ] Carpark in Reserve 25307 Grey Street opposite Clotworthy Street (Site D)
[ ] Red Bluff Beach Road (Site E)

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

_____

_____

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

Proposed Goods to be Sold:

Power and use of Generators

Do you intend to use a generator to supply power to your mobile

food vehicle? [ ] No

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

_____

_____

Permit Type/Fees
Please select the preferred permit type.

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

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

The following non-refundable application fees will also be payable upon submission of first application:

- For applications upon Sites A, B, C, D or E: an application fee of $50
- For applications to use sites other than Sites A – E: an application fee of $297, plus advertising expenses

*Note: The above application fees also apply for renewals where previous permit has expired.

Attachments

A current Certificate of Currency for your public liability insurance, minimum $20 million.

A floor plan detailing the internal layout of the mobile food vehicle, including dimensions and fittings.

Photographs of the external façades of the mobile food vehicle.

A site plan for any proposed trading locations, detailing the location of the vehicle in relation to other site features, infrastructure and lot boundaries.

A site plan showing the location of the stored vehicle, outside of trading hours, detailing the distance from lot boundaries and other site features and buildings etc.

A current copy of the Applicant's Food Registration Certificate.

A copy of the manufacturer's specifications for any generators proposed to be used.

Starting Date of Permit

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

LOCAL EMERGENCY MANAGEMENT COMMITTEE

Terms of Reference

Status:	**Advisory Committee** Established under the Emergency Management Act 2005
Members:	**Voting Members as detailed below (Total 14)** Shire of Northampton – Cr Chad Smith (Chairperson) Chief Bush Fire Control Officer Department of Communities Department of Biodiversity, Conservation & Attractions Department of Fire and Emergency Services – Mark Teale Kalbarri Fire and Rescue Kalbarri Health Service Kalbarri State Emergency Service Kalbarri Marine Rescue Northampton Fire and Rescue Service St John Ambulance WA Police Service – Northampton WA Police Service – Kalbarri WA Country Health Service Northampton Hospital **Non-Voting Representatives** from: Bureau of Meteorology Department of Primary Industries & Regional Development Other Department of Fire and Emergency Services Officers DEMC / SEMC Kalbarri Visitors Centre GMA Garnet Australian Garnet Mine **Proxies**: Shire President (Proxy for Chair) Executive Manager of Community, Development & Regulation (Deputy Chair) Deputy Chief Bush Fire Control Officers (1 as proxy for Chief) St John's Ambulance
Quorum:	At least 50% of the Voting Membership
Term of Appointment:	To 21 October 2027
Officer Responsible:	Executive Manager of Community, Development & Regulation
Meetings:	2 Meetings per year. (The Chairman or Shire Chief Executive Officer may call supplementary meetings when required).
Reporting:	Direct to Council and Mid-West Region DEMC
Delegated Power:	*Emergency Management Act 2005; and* Local Government Act 1995
Area of Operation:	Shire of Northampton

AIM OF COMMITTEE

The Aim of the LEMC is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency.

COMMITTEE FUNCTIONS

The functions of the Northampton LEMC are as set down in Section 39 of the Emergency Management Act 2005:

(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.

COMMITTEE OBJECTIVES

Consistent with the functions of the Committee, the Committee objectives are as follows:

- Develop local emergency management arrangements (LEMA) that are practical to all stakeholders and service agencies.
- Ensure that LEMA are contemporary and relevant to the community and addresses all possible risks and scenarios.
- Participate in inter-local government relations to further emergency management cooperation within the emergency management district.
- Build resilience and engage with the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- Participate in interagency training exercises that improve the capabilities and knowledge of the LEMC, local stakeholders, and hazard management agencies.
- Exercise the LEMA to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

DUTIES AND RESPONSIBILITIES

Advise and assist the Shire of Northampton in ensuring that local emergency management arrangements are established for its district.

- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
- Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- Prepare and submit an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

MEMBERSHIP

Membership notes:

- Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.
- Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- New members may join the LEMC via resolution of the committee.

MEETING MANAGEMENT

1.0 Chairperson

The Chairperson is to be an elected member of the Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Chairperson.

2.0 Executive Officer

The LEMC Executive Officer is the Executive Manager of Community, Development and Regulation.

3.0 Minutes/Agenda's

The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting. A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.

Copies of the meeting minutes will be made available to Council by way of information at the next available Council meeting after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

4.0 Schedule

Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. The schedule will be advised by the Chairperson. The schedule will be advised by the Executive Officer, based around the 2nd or 3rd Thursday of each quarter March, June, September and December).

Additional meeting will be convened if an as required at the discretion of the Chairperson.

5.0 Authority

The LEMC does not have the authority or power to commit the Shire of Northampton or any association, organisation, group or individual to expenditure or allocation of resources.

Council approval is required to alter these Terms of Reference.

Local Emergency Management Committee

MEMBERS 2025-2027 (Updated October 2025)

Member – Voting	Organisation	Member - Proxy
Cr Liz Sudlow	Shire of Northampton - Shire President	Cr Tim Hay
Mr Brian Robinson	Shire of Northampton – Executive Manager of Community, Development and Regulation	NA
Ms Tatiana Vafiades	Chief Bush Fire Control Officer	Mr Scott Bridgeman Mr Damien Harris Mr Brock Lucev
Mr Greg O'Reilly	Department of Biodiversity, Conservation & Attractions	TBA
Ms Cally Meynell	Kalbarri Health Service	TBA
Mr Travis Glass	Kalbarri Fire & Rescue Service	TBA
Mr Grant Ward	Kalbarri Marine Rescue	TBA
Mr Steve Cable	Kalbarri State Emergency Service	TBA
Ms Dianne Smith	Northampton Health Service	MJ Morrell
Ms Jules Leighton	Police Service - Northampton	TBA
Mr Adrian Warring	Police Service – Kalbarri	TBA
Mr Scott Rintoul	Northampton Fire and Rescue Service	TBA
Nic Chadborne	St John's Ambulance	

NON VOTING Representatives

Name	Organisation
	DEMC / SEMC
Mr Mark Teale	Department of Fire and Emergency Services
Ranelle Clarke	Department of Fire and Emergency Services
Natalie Moir	Kalbarri Visitors Centre
Mr Geary	Department of Communities District Emergency Services Officer
Mr	Department of Primary Industries & Regional Development
	Bureau of Metorology

Community Development
5.1 Community Grants Program

Purpose

Council has established a Community Grants Advisory Committee to oversee the distribution of funding for community based purposes. Funding for the program will be sourced from both the Shire and external sources where available.

The allocation of community funds will be distributed in two rounds occurring after Council has set its annual budget.

The first round will open annually in August with funds to be distributed following the Council meeting to be held in November. The second round will open in February, with funds to be distributed following the Council meeting in May.

The award of funding for each round is at the absolute discretion of the Council and will focus on the following categories:

1. Events that benefit the district;
2. Youth and Senior initiatives;
3. Community Infrastructure and Improvements where applicants have a valid lease, right to occupy or shared use arrangement;
4. Placemaking Grants for small scale infrastructure, activation and beautification projects; and
5. A Partnership Grant to assist community groups with limited capacity with both funding and practical support to ensure projects that are achievavle, well-managed and impactful.

Placemaking and Partnership Grants will form Part of Round 2, with the balance of the grant funding to be treated as a single pool that may allocated within either grant Round 1 or Round 2. A total of $4,000 will be held over by the Council for discretionary distribution at any time of the year. Funding is capped to maximum amounts and co-contributions will be viewed favourably but are not essential.
*Note: The Shire of Northampton reserves the right to amend these amounts at any time and at its total discretion.

Proposals relating maintenance or upgrades to Shire building infrastructure, tourist based contributions (other than events) and other ordinary Shire business will generally be excluded. These matters will be considered as part of Council's normal annual budget process.

Policy Objectives

The objectives of the Community Grants Program are:

1. To support the community to improve liveability, support, connectedness and participation by evolving the sense of community;
2. To improve visitation and liveability by supporting community led events;

3. To encourage the social activation of youth and seniors in the district;
4. To provide seed funding or co-contribution financial support for the community to make funding applications;
5. To provide an open, transparent and equitable mechanism for Council to distribute community grants; and
6. To grow the funding pool for the Community Grants Program through sourcing additional funds through external sources.

Policy Measures
GLOSSARY OF TERMS

For the purposes of the Community Fund Program, the terms listed below are understood to have the following meanings:

auspicing organisation	An incorporated organisation with a current ABN which agrees to works with a non-incorporated community group to receive hold & disburse grant funds on behalf of the non-incorporated group. The auspicing organisation will be responsible for the management of grant funds according to all conditions of the grant, and for the eventual acquittal of those funds (working closely with the community group to achieve this.)
community champion	A person who coordinates, facilitates and/or manages skills and capacity building projects for Shire communities.
community group	A group of people working together to pursue a common interest. Generally, almost all members of a community group will be participating in a volunteer capacity (i.e. not as a part of their paid work duties). A community group may have a formal governance structure or may be a less structured group.
incorporated association	An organisation that has been incorporated under the *Associations Incorporation Act*. Such an organisation has a formally adopted constitution and is governed by an elected committee.
not-for-profit group	A group or organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. Any profit made by the group or organisation goes back into its operation to carry out its purposes and is not distributed to any of its members.
umbrella organisation	An organisation (of sound capacity) which provides support to smaller community groups such as assistance in grant writing, auspicing grant funds or other support including office accommodation and administrative assistance. In the Community Fund Program an umbrella group may support its community groups in

	their application for funds but still apply for funds themselves as long as the funds in the different applications are not for the same purpose, project or event.
youth	Young people between the ages of 12 and 25 years inclusive.
youth group or youth project	A group or project catering to the needs of young people between the ages of 12 and 25 years inclusive.

CONDITIONS OF THE COMMUNITY FUND PROGRAM

The following conditions are applicable across ALL categories of the Community Grants Program:

a. The Community Fund Program will be opened to the public in August (round 1) and February (Round 2) each year.

b. Applicants should be notified of their success or otherwise in November (Round 1) and May (Round 2) each year.

c. The region in which the activities supported by funds can be carried out is the district of the Shire of Northampton and the benefits of the activities supported by funds shall be directed predominantly to residents of the Shire of Northampton.

d. Generally, schools are not eligible for funding under this program, however proposed school-based projects which have a strong broader community benefit may be considered. Prospective applicants should approach the Shire in the first instance to discuss eligibility and if eligible the proposal would be required to be submitted as a General Community Group & Projects grant application.

e. Category Funding will be guided by the following table comprising four distinct categories. The amounts listed are maximum amounts available per project or financial support, but this should not be viewed as a guarantee of that level of funding.

Application category	Applications shall not exceed (ex. GST) (without the consent of Council)
Cat 1 Community Group Infrastructure and Improvements (Total pool of $20,000)	$4,000
Cat 2 Youth and Community Youth or Senior Groups (Total pool of $8,000)	$2,000
Cat 3 Events (Total Pool of $38,000)	
Cat 3a Events with broader target area	$5,000
Cat 3b Events with a more limited target area	$4,000

Cat 3c Events which are new and emerging	$3,000
Cat 3d One-off events celebrating a significant anniversary	$3,000
Cat 4 Placemaking Grant (Total pool $20,000)	$20,000
Cat 5 Partnership Grant (Total pool of $10,000)	$10,000 plus 25 hours officer support

f. Fund allocation will be guided by the principle of fairness and equity in terms of both applicants, activities and location.

g. Funds will be paid only to incorporated associations which have a current ABN. Groups which are not incorporated are able to apply for funding but must nominate in their application the name and ABN of an auspicing organisation or umbrella group which will receive the funds on their behalf if the application is successful. (The auspicing organisation or umbrella group may not necessarily be subject to Condition h. at the discretion of the Community Grants Advisory Committee).

h. Only one application per group will be considered for funding in each funding round for each category group 1(a/b), 2, and 4 unless otherwise approved by Council after recommendation of the Community Grants Advisory Committee. Category 3(a/b/c&d) applications may be considered for multiple event applications.

i. Grants will be paid in advance upon on receipt of a tax invoice.

j. The proposed project or event must take place, be completed and acquitted within a year of when that funding is made available. (example – if funding is awarded in November of one year the project must be finalised before November of the following year).

k. Prior approval of the Shire must be sought for any substantial change of proposal after funding is awarded.

l. All funded groups and organisations will be required to acknowledge the support of the Shire of Northampton in any promotional or publicity material.

m. Every endeavour will be made by grant recipients to support local business and services when expending the allocated grant monies.

n. Payments of grants may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met, or satisfactory progress has not been achieved.

o. The Shire may use the project information provided by funded groups and organisations for promotional and networking purposes.

p. Full disclosure of any other Council contribution (cash or in-kind) towards the project such as traffic management plans and civic receptions is required as part of any Community Grant Program application.

q. Applicants must illustrate that reasonable effort has been made to secure funding from alternative sources including other funding bodies, sponsorships, membership or registration fees, fundraising activities or other commercial activities such as ticket or product sales in any application made to the Community Grants Program.

r. Acquittal of all granted monies must be completed and submitted using an acquittal process provided by the Shire by no later than twelve months from the notification of grant success.

s. Failure of a group or an auspicing organisation or group to comply with the conditions set out above may result in the Community Grants Advisory Committee restricting or prohibiting access to future Community Grant Program rounds.

CATEGORY 1 – COMMUNITY INFRASTRUCTURE AND IMPROVEMENTS
Community groups and not-for-profit organisations may apply for funding for projects and activities that support improvements to community assets. This includes Shire-operated assets undertaken in collaboration with leaseholders where applicable. Such activities/infrastructure could improve playground upgrades, shade structures and accessibility improvements where the group or organisation has a valid lease, right to occupy or shared use arrangement.

The Community Grants Advisory Committee will assess each application and recommend to Council to grant funds to projects that are deemed to have merit and are prioritised by the assessment process.

All of the conditions of the Community Fund Program apply to the General Community Groups & Projects category.

CATEGORY 2 - YOUTH AND COMMUNITY YOUTH OR SENIOR GROUPS
The Shire of Northampton recognises the strategic importance of supporting youth activity and development throughout the Shire.

Youth and youth groups can, and are encouraged to, submit their application in partnership with an auspicing incorporated or umbrella group before the closing dates. For the purposes of the Community Grants Program:

'Youth' are defined as young people under the age 25 years; and
'Seniors' are defined as people over 65.

All of the conditions of the Community Fund Program apply to the Youth Groups category.

CATEGORY 3 - EVENTS
There are four sub-categories of events; each is treated separately in the Community Fund Program:

- **Category 3a events** have a broader target area which may include state,

interstate and international visitors; and

- **Category 3b events** have a more limited target area including Mid West regions.
- **Category 3c events** are new and emerging events seeking to establish themselves on the Shire's annual events calendar.
- **Category 3d events** are events that celebrate significant one-off milestones or anniversaries in a community.

Category 3a Events
Council recognises the opportunity and economic benefit in supporting events that will market and promote the Shire to a target population residing well beyond the Mid West region.

All of the conditions of the Community Fund Program apply to category 3a events.

In ADDITION to conditions a. to s. there are extra conditions specific to category 3a events which:

t. Demonstrate strong ties to broad scale marketing and promotional outcomes.
u. Demonstrate that the target group is much broader than the Mid West region.

Category 3b Events
Council recognises the social benefit in supporting events that will promote a particular theme or activity to a target audience from within the Shire and extending to the Mid West region.

All of the conditions of the Community Fund Program apply to category 3b events.

Category 3c Events
Council recognises the potential for increased social and economic opportunity in supporting new and emerging events which are endeavouring to become established on the Shire's annual events calendar.

All of the conditions of the Community Fund Program apply to category 3c events.

Category 3d Events
The Shire recognises one-off events such as a milestone anniversary that forms a celebration in the community. The Community Grants Advisory Committee will determine applications in this category based on merit including considerations of community importance, community reach and community involvement.

All of the conditions of the Community Fund Program apply to category 3d events.

CATEGORY 4 – PLACEMAKING
The Shire supports Place Making to facilitate space activation and building on community identity and connection. The annual grant for placemaking will be available to one organisation per financial year. The Community Grants Advisory Committee will determine applications in this category based on merit including considerations of community importance, community reach and community involvement.

Community Development
5.1 Community Grants Program

All of the conditions of the Community Fund Program apply to applications in this category.

CATEGORY 5 – Partnership Grants
The purpose of this grant is to assist Community Groups with great ideas, but limited capacity, providing support with project planning, approvals, logistics, promotion and advice. Partnership Grants will consist of a maximum financial contribution of $10,000 plus 25 hours of support from Shire's Community Development Officers.

All of the conditions of the Community Fund Program apply to category 4 applications.

Administration

This policy will be administered by the Community, Development and Regulation Division.

Adoption and Date Due for Revision

ADOPTED 20 June 2024
REVIEWED 19 July 2026

NEXT DUE FOR REVIEW 20 June 2029

The Administration of this Policy is by Community, Development and Regulation Division.