



# MINUTES

## COUNCIL MEETING

16 APRIL 2026

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## SHIRE OF NORTHAMPTON

Minutes of the Ordinary Meeting of Council held in the Council Chamber, Hampton Road, Northampton, Thursday, 16 April 2026.

### 1. **DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:**

The Shire President declared the meeting open at **2.00pm**.

### 2. **ANNOUNCEMENTS BY THE PRESIDENT:**

#### Acknowledgement of Country

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

The President announced that she had received a resignation from Deputy President, Cr Tim Hay as he had sold his business and moved out of the Shire of Northampton. Cr Liz Sudlow thanked Cr Tim Hay for his service to council since 2017 and taking on the role of Deputy President in 2025. Cr Liz Sudlow requested the CEO conduct an election to fill the role of Deputy Shire President.

#### Election of Deputy Shire President

Andrew Campbell called for nominations for Deputy President for a term concluding in October 2027.

Cr Karl Suckling nominated Cr Richard Burges, accepted.

There were no further nominations and therefore Cr Richard Burges was declared Deputy President for the Northampton Shire Council and was sworn in.

### 3. **ATTENDANCE:**

#### **PRESENT:**

#### **Councillors**

Cr Liz Sudlow (Shire President)  
 Cr Richard Burges (Deputy President)  
 Cr Des Pike  
 Cr Karl Suckling  
 Cr Roslyn Suckling  
 Cr Chad Smith

**Staff**

Mr Andrew Campbell (Chief Executive Officer)  
 Mr Jamie Muir (Executive Manager Works and Technical Services)  
 Mrs Leanne Rowe (Manager Financial Services)  
 Mrs Kaylene Roberts (Planning Officer)  
 Ms Sonya Hasleby (Executive Support Officer)

**Gallery**

Scott McKillop and Brandyn Breadsell.

3.1 Apologies: Nil.

3.2 Leave Of Absence: Nil.

**4. DECLARATIONS OF INTEREST:**

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

Cr Richard Burges declared an impartiality interest in relation to item 9.4.4 – Proposed Change of Use from a Dwelling to a Holiday House at Lot 1 (No. 35) Glass Street, Kalbarri – as one of his relatives owns a unit in the complex.

**5. PUBLIC QUESTION TIME:**

5.1 Response to public questions taken on notice: Nil.

5.2 Public Question Time:

Brandyn Breadsell asked if Council would be willing to consider Item 9.4.4 – Proposed Change of Use from a Dwelling to a Holiday House at Lot 1 (No. 35) Glass Street, Kalbarri if he could use shire land for an extra parking bay.

Andrew Campbell advised Council that they could make a determination on the report provided, could defer the Item to a Council meeting at a later date, or the proponent could withdraw the application, revise it and then resubmit for consideration.

**6. PRESENTATIONS:**

6.1 Petitions: Nil.

6.2 Presentations: Nil.

6.3 Deputations:

Scott McKillop – 9.6.1 – Request for Reconsideration – Proposed Mobile Food Vehicle – Kalbarri Burger Van.

Scott McKillop discussed his business and asked Council to review it's current Mobile Food Business Policy to allow additional locations to be used.

#### 6.4 Councillor reports:

Since the last Council meeting **Cr L Sudlow** reported on their attendance at:

- 13/03/2026 – Mid West Regional Road Group Meeting via Teams.
- 27/03/2026 – Local Emergency Planning Meeting for Cyclone Narelle at the Northampton Chambers.
- 27/03/2026 – Incident Support Group Operational Area Group Meeting (Exmouth to Geraldton) via Teams to prepare for Cyclone Narelle.
- 27/03/2026 – WALGA Fuel Security Meeting with Fuel Security State Controller, Rob Cossart.
- 31/03/2026 - Teams meeting to plan for final preparations for Story Harvest Event with Community Development Officer's Andrea Teakle, Cresta Viellaris along with local historians, Sue White and Helen McQuie.
- 09/04/2026 – Setup at Northampton Community Centre tables/chairs and boards for Story Harvest Event 10-11.30am.
- 09/04/2026 – Audit Entry Meeting via Teams.
- 11/04/2026 – Setup at Northampton Community Centre for Story Harvest Event 8.30 -11.30am.
- 11/04/2026 – Attended and gave presentation at Shire of Northampton Story Harvest Event.
- 13/04/2026 – Met with Ms Kirrilee Warr MLA, Member for Geraldton and Andrew Campbell.

Since the last Council meeting **Cr R Burges** reported on their attendance at:

- 30/03/2026 – Emergency Evacuation Centre presentation held in Kalbarri.
- 11/04/2026 – Story Harvest Event held at the Northampton Community Centre.

Since the last Council meeting **Cr D Pike** reported on their attendance at:

- 30/03/2026 – Emergency Evacuation Centre presentation held in Kalbarri.

Since the last Council meeting **Cr C Smith** reported on their attendance at:

- 26/03/2026 – Emergency preparation meeting for Cyclone Narelle held in Northampton Council Chambers.
- 02/04/2026 – Midwest Development Commission/Northern Agri Research Development Extension and Adoption collaboration.
- 11/04/2026 – Story Harvest Event held at the Northampton Community Centre.

Since the last Council meeting **Cr K Suckling** reported on their attendance at:

- 23/03/2026 – Bushfire Advisory Committee Meeting held at the Northampton Council Chambers.
- 25/03/2026 – Northampton Community Centre AGM.
- 26/03/2026 – Emergency preparation meeting for Cyclone Narelle held in Northampton Council Chambers.
- 09/04/2026 – Northampton Community Centre meeting.
- 13/04/2026 – Mid West Regional Road Group

Since the last Council meeting **Cr R Suckling** reported on their attendance at:

- 11/04/2026 – Story Harvest Event held at the Northampton Community Centre.

6.5 Conference reports: Nil.

## 7. CONFIRMATION OF MINUTES:

**MOVED: Suckling, R      SECONDED: Smith, C**

**04/26-59**

**That the Minutes of the Ordinary Meeting of the Council held on 19 March 2026 be confirmed.**

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

## 8. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil.

## 9. OFFICERS' REPORTS:

|       |                                                                                                                         |
|-------|-------------------------------------------------------------------------------------------------------------------------|
| 9.1.1 | Proposed Shire of Northampton Customer Service Charter                                                                  |
| 9.2.1 | Outcome of Public Notice - Proposed Disposal of Property being Lot 6 (No. 78) Robinson Street, Northampton              |
| 9.2.2 | Proposed Budget Amendment - Replacement Air Conditioning at 3 Rake Place, Northampton                                   |
| 9.2.3 | Monthly Financial Statements for the Period Ending 31 March 2026                                                        |
| 9.2.4 | Proposed March 2026 List of Accounts for Endorsement on 16 April 2026                                                   |
| 9.4.1 | Proposed Northampton Mens Shed and Cash for Cans Facilities on a Portion of Lot 84 (No. 69) Seventh Avenue, Northampton |
| 9.4.2 | Proposed Grouped Dwelling on Lot 4 (No. 2) Seakist Retreat, Kalbarri                                                    |
| 9.4.3 | Planning Decisions for March 2026                                                                                       |
| 9.4.4 | Proposed Change of Use from a Dwelling to a Holiday House at Lot 1 (No. 35) Glass Street, Kalbarri                      |
| 9.5.1 | Building Approvals Report March 2026                                                                                    |
| 9.6.1 | Request for Reconsideration - Proposed Mobile Food Vehicle - Kalbarri Burger Van                                        |

|       |                                                                                                                                   |
|-------|-----------------------------------------------------------------------------------------------------------------------------------|
| 9.8.1 | Executive Manager Works and Technical Services Activity Report January to March 2026                                              |
| 9.8.2 | Proposed Closure and Amalgamation of a Portion of an Unconstructed Road Reserve Adjoining Lot 42, (48) Gwalla Street, Northampton |
| 9.8.3 | Proposed Request for Quotation, Prime Mover, through the WALGA Preferred Supplier Program.                                        |
| 9.9.1 | Unconfirmed Minutes of the Road Infrastructure and Plant Advisory Committee Meeting Held 13 March 2026                            |
| 9.9.2 | Unconfirmed Minutes from Bush Fire Advisory Committee Meeting held on 23 March 2026                                               |

**ATTACHMENT****9.1.1 Proposed Shire of Northampton Customer Service Charter**

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>PROPONENT</b>                | Shire of Northampton             |
| <b>OWNER</b>                    | Shire of Northampton             |
| <b>LOCATION / ADDRESS:</b>      | Whole of Shire                   |
| <b>ZONE:</b>                    | All                              |
| <b>BUSINESS AREA:</b>           | Office of CEO                    |
| <b>FILE REFERENCE:</b>          | 4.2.4                            |
| <b>LEGISLATION:</b>             | <i>Local Government Act 1995</i> |
| <b>AUTHOR:</b>                  | Andrew Campbell                  |
| <b>APPROVING OFFICER:</b>       | Andrew Campbell                  |
| <b>DATE OF REPORT:</b>          | 18 March 2026                    |
| <b>DECLARATION OF INTEREST:</b> | Nil                              |

**BACKGROUND:**

As part of the Chief Executive Officer annual performance review, Council set the following Key Performance Indicator (KPI).

***KPI 4: “Develop a Customer Charter in negotiations with Council with KPI’s that are monitored and reported on.”***

The Chief Executive Officer produced a draft Customer Service Charter and provided it to Councillors for consideration during the Information Briefing Session requesting feedback by close of business 10 April 2026.

A copy of the draft Customer Service Charter is contained in the attachment.

**ATTACHMENT: 9.1.1 (1)**

**PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

**COMMENT (Includes Options):**

In the feedback request to Councillors, they were specifically asked to provide the following information back to the Chief Executive Officer by the deadline.

1. Do you wish to have a further workshop to negotiate and refine the detail of the draft Customer Service Charter before it is presented formally to Council for decision;
2. Do you have any specific feedback on the content; and
3. Are the complaint generated Key Performance Indicators a sufficient mechanism for Council oversight.

At the time of finalising this agenda report on 8 April 2026, no Councillors had provided feedback. Given that the feedback period closes on 10 April 2026, if

submissions are received an alternate agenda item may be required to address matters that arise from submissions.

#### **STATUTORY ENVIRONMENT:**

The Customer Service Charter reflects normal operational activity under the *Local Government Act 1995*.

#### **POLICY / STRATEGIC IMPLICATIONS:**

The Customer Service Charter highlights the Shire of Northampton's commitment to customer service.

#### **ORGANISATIONAL RISK MANAGEMENT:**

Risk rating is considered insignificant.

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

#### **FINANCIAL IMPLICATIONS:**

Nil.

#### **SUSTAINABILITY:**

Environmental: Nil.

Economic: Nil.

Social: The Customer Service Charter highlights the Shire of Northampton's commitment to customer service.

**VOTING REQUIREMENTS: SIMPLE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council endorse the Customer Service Charter in accordance with ATTACHMENT: 9.1.1 (1).**

**COUNCIL RESOLUTION:**

**MOVED: Sudlow, L      SECONDED: Suckling, K**

**04/26-60**

**That Council defer Item 9.1.1 Proposed Shire of Northampton Customer Service Charter to the Council meeting held 21<sup>st</sup> May 2026 to incorporate further Council feedback.**

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

## ATTACHMENT APPENDIX

### 9.2.1 Outcome of Public Notice - Proposed Disposal of Property being Lot 6 (No. 78) Robinson Street, Northampton

|                                 |                                                                         |
|---------------------------------|-------------------------------------------------------------------------|
| <b>PROPONENT OWNER</b>          | Daphne Jean Harris                                                      |
| <b>LOCATION / ADDRESS:</b>      | Shire of Northampton<br>Lot 6 (No. 78) Robinson Street,<br>Northampton  |
| <b>ZONE:</b>                    | Residential R10                                                         |
| <b>BUSINESS AREA:</b>           | Corporate and Financial Services                                        |
| <b>FILE REFERENCE:</b>          | 10.8.2.4                                                                |
| <b>LEGISLATION:</b>             | <i>Land Administration Act 1997</i><br><i>Local Government Act 1995</i> |
| <b>AUTHOR:</b>                  | Michelle Allen                                                          |
| <b>APPROVING OFFICER:</b>       | Andrew Campbell                                                         |
| <b>DATE OF REPORT:</b>          | 25 March 2026                                                           |
| <b>DECLARATION OF INTEREST:</b> | Nil                                                                     |

#### BACKGROUND:

The Shire of Northampton currently owns freehold residential property on Robinson Street, Northampton.

78 Robinson Street is a 1,004 m<sup>2</sup> lot located among other residential properties, within walking distance of community amenities and the town centre. The property features a three-bedroom, one-bathroom house with a single lock-up garage and open living areas.

Council at its meeting held on 19 March 2026 considered application to dispose of the property.

Council resolution 03/26-43 resolved to approve the application subject to section 3.58 of the *Local Government Act 1995* as follows:

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

- 1. Subject to point 3, agree to dispose of property Lot 6 (No. 78) Robinson Street, Northampton to Daphne Jean Harris.**
- 2. Undertakes a Local Public Notice process to advise that the Shire of Northampton is proposing to dispose of Lot 6 (No. 78) Robinson Street, Northampton to Daphne Jean Harris for the sum of \$350,000.**
- 3. Make final determination of the matter after considering any public submissions made arising from point 2 above at the Council meeting on 16 April 2026.**

The purpose of the report is to present the outcome of public notice advertised in accordance with section 3.58 of the *Local Government Act 1995* and to seek Council's determination whether to proceed with the proposed disposal of property to Daphne Jean Harris.

### **PUBLIC CONSULTATION UNDERTAKEN:**

In accordance with section 3.58 of the *Local Government Act 1995*, publication of the local public notice for a period of 14 days was conducted between 20 March and 10 April 2026.

#### Public Notice

Local Public Notice was provided in the following ways:

- Published on the Shire's website;
- Published on social media platforms;
- Posted to the Shire of Northampton and Kalbarri Local Community Noticeboards; and
- Published in local community newsletters, Northampton News and Kalbarri Town Talk.

#### **ATTACHMENT: 9.2.1 (1)**

#### Submission and responses

Advertising closes on 10 April 2026 and, at the time of writing this report (8 April) no submissions or responses had been received by Shire Officers.

### **COMMENT (Includes Options):**

The purpose of the report is to present the outcome of public notice advertised in accordance with the *Local Government Act 1995* and to seek Council's determination whether to proceed with the proposed disposal of property at Lot 6 (No. 78) Robinson Street, Northampton to Daphne Jean Harris.

### **STATUTORY ENVIRONMENT:**

*Local Government Act 1995* – Section 3.58 Disposing of Property.

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

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

### **POLICY / STRATEGIC IMPLICATIONS:**

Shire of Northampton Strategic Community Plan 2025 - 2035

The proposed disposal of Lot 6 (No. 78) Robinson Street, Northampton will be in accordance with Council Policy 4.1 *Disposal of Shire of Northampton Property*.

Council Policy 2.8 *Authority to Execute Documents on Behalf of Council* requires matters concerning the disposal Shire property to be put before Council. For reference, Council Policy 4.1 and Council Policy 2.8 are appended.

#### APPENDIX: 9.2.1 (A)

#### APPENDIX: 9.2.1 (B)

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

#### ORGANISATIONAL RISK MANAGEMENT:

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

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

#### FINANCIAL IMPLICATIONS:

Accepting an offer to purchase land provides the Shire with immediate financial gain through sale proceeds, while also offering certainty if the offer is unconditional. Whilst transaction costs will be incurred including valuation,

administrative and settlement fees, overall, the sale will convert a fixed asset into liquid funds to implement initiatives as planned in the approved budget.

#### **SUSTAINABILITY:**

Environmental: Sale of property allows for planning and managed development that incorporates sustainable practices, reduces environmental risks and supports responsible land use.

Economic: Sale of property combined with reinvestment into a new property, can strengthen the local economy by supporting property value growth, encouraging investment and contributing to a more sustainable and productive asset base within the local government area.

Social: The transition of the property to new ownership, along with reinvestment into a new residence, supports ongoing renewal within the community, contributing positively to neighbourhood character, amenity and long-term liveability.

#### **VOTING REQUIREMENTS:                      SIMPLE MAJORITY**

#### **OFFICER RECOMMENDATION:**

That Council, pursuant to section 3.58 (3) of the *Local Government Act 1995*, and following the publication of local public notice of intention to dispose of property on 19 March 2026, resolves to dispose of Lot 6 (No. 78) Robinson Street, Northampton being the whole of the land being Lot 6 on Diagram 42861 contained in Certificate of Title volume 1431 Folio 262 by way of sale, and:

1. Subject to no submissions or objections having been received within the public notice period which closed on 10 April 2026;
2. Accepts the offer from Daphne Jean Harris to purchase Lot 6 (No. 78) Robinson Street, Northampton for the sum of \$350,000; and
3. Authorises the Chief Executive Officer to negotiate, execute and complete the Contract of Sale and any associated documentation necessary to give effect to this resolution.

#### **COUNCIL RESOLUTION:**

**MOVED:** Suckling, R      **SECONDED:** Smith, C

**04/26-61**

That Council, pursuant to section 3.58 (3) of the *Local Government Act 1995*, and following the publication of local public notice of intention to dispose of property on 19 March 2026, resolves to dispose of Lot 6 (No. 78) Robinson Street, Northampton being the whole of the land being Lot 6 on Diagram 42861 contained in Certificate of Title volume 1431 Folio 262 by way of sale, and:

1. Subject to no submissions or objections having been received within the public notice period which closed on 10 April 2026;
2. Accepts the offer from Daphne Jean Harris to purchase Lot 6 (No. 78) Robinson Street, Northampton for the sum of \$350,000; and
3. Authorises the Chief Executive Officer to negotiate, execute and complete the Contract of Sale and any associated documentation necessary to give effect to this resolution.

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
 Cr R Burges  
 Cr D Pike  
 Cr K Suckling  
 Cr R Suckling  
 Cr C Smith

**AGAINST**

### 9.2.2 Proposed Budget Amendment - Replacement Air Conditioning at 3 Rake Place, Northampton

|                                 |                                                                                               |
|---------------------------------|-----------------------------------------------------------------------------------------------|
| <b>PROPONENT</b>                | Shire of Northampton                                                                          |
| <b>OWNER</b>                    | Shire of Northampton                                                                          |
| <b>LOCATION / ADDRESS:</b>      | 3 Rake Place, Northampton                                                                     |
| <b>ZONE:</b>                    | Residential                                                                                   |
| <b>BUSINESS AREA:</b>           | Corporate Services                                                                            |
| <b>FILE REFERENCE:</b>          | 1.1.2                                                                                         |
| <b>LEGISLATION:</b>             | <i>Local Government Act 1995</i>                                                              |
| <b>AUTHOR:</b>                  | Brian Robinson                                                                                |
| <b>APPROVING OFFICER:</b>       | Brian Robinson                                                                                |
| <b>DATE OF REPORT:</b>          | 1 April 2026                                                                                  |
| <b>DECLARATION OF INTEREST:</b> | The CEO resides in this Shire of Northampton owned house as part of a contract of employment. |

#### **BACKGROUND:**

The subject property is developed with a single dwelling being used as the Chief Executive Officers housing as part of an employment contract. Over the weekend of the 14/15 March 2026 the primary air conditioning unit failed.

Subsequent inspection by contractors identified that the two main circuit boards had suffered terminal rodent damage. As rodent damage was the cause of the failure, the Shire's insurer declined an insurance claim as damage caused by rodents is specifically excluded in the insurance policy.

Quotes were obtained to repair or replace the unit, which indicated the options were:

- a) Repair of the unit for a cost of \$2,300 (ex GST); or
- b) Replace the unit for a cost of \$4,913 (ex GST) (Daikin); or
- c) Replace the unit for a cost of \$4,774 (ex GST) (Rinnai).

As the unit was originally installed nearly 10 years ago at the time of construction, its ongoing performance could not be guaranteed. Furthermore, the contractor could not guarantee that further damage had not occurred to other components of the system. It was not recommended the repair option was undertaken.

As the Shire's insurer has denied the claim on the basis that the damage was caused by rodents, the cost of repairing or replacing the air conditioner must be borne by the Shire. However insufficient funds remained within the Shire's Annual Budget allocation for staff housing repairs.

In order to prevent delays in proceeding with securing and installing a new air conditioner, approval was sought from the Shire President and granted to

proceed with urgent “out of budget” expenditure in accordance with the *Local Government Act 1995*. Council is now requested to acknowledge the emergency expenditure approval and consider formal amendment of the budget.

**PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

**COMMENT (Includes Options):**

As unplanned expenditure, the funds would normally be sourced from the budget allocation for sundry works on Shire owned housing. Within the Shire’s 2025/26 adopted budget, Council made an allowance of \$15,000 for such sundry expenses.

This financial year, expenditure was required to address a number of issues with Shire owned homes at Salomit Place and Bateman Street after they were vacated by the Shire’s Building Surveyor and the Northampton Doctor. Essential and overdue works were required to be undertaken to ensure the premises were suitable for new occupants. These works together with some minor expenditure on other properties has resulted in approximately \$883 remaining after the contractor callout for the air conditioning.

The Shire President requested two quotes from different suppliers be received before expenditure was committed for the replacement. The difference in the quotes of \$139 was not considered material and the Daikin unit was procured on the basis of features and performance reputation over the Rinnai unit.

It is therefore recommended that Council amend the 2025/26 budget to source \$4,913 (ex GST) funding for a new air conditioner from the Housing and Building Reserve which after the transfer will have a balance remaining of \$44,070 projected as at 30 June 2026.

**STATUTORY ENVIRONMENT:**

*Local Government Act 1995.*

**POLICY / STRATEGIC IMPLICATIONS:**

Replacement of the existing air conditioning unit will ensure that air conditioning is available to regulate home temperatures over the longer term.

**ORGANISATIONAL RISK MANAGEMENT:**

Risk rating is considered Insignificant.

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

### FINANCIAL IMPLICATIONS:

The purchase of a new Daikin air conditioning unit is \$4,913 (ex GST).

### SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: The ability to regulate temperature in Shire owned housing is essential to ensure a suitable standard of staff housing.

### VOTING REQUIREMENTS:

**ABSOLUTE MAJORITY**

### OFFICER RECOMMENDATION:

**That Council:**

- Note the emergency expenditure authorisation by the Shire President for the replacement of the air conditioning unit at 3 Rake Place, Northampton in accordance with the *Local Government Act 1995*; and**

**2. Amend the 2025/26 annual budget as follows:**

| <b>Budget Item</b>                                           | <b>Adopted Budget</b> | <b>Amended Budget (ex GST)</b> | <b>Variation</b> |
|--------------------------------------------------------------|-----------------------|--------------------------------|------------------|
| <b>Transfer from Building and Housing Reserve for</b>        | <b>(\$38,000)</b>     | <b>(\$42,913)</b>              | <b>(\$4,913)</b> |
| <b>Replacement Air Conditioning Unit – Lot 23 Rake Place</b> | <b>\$0</b>            | <b>\$4,913</b>                 | <b>\$4,913</b>   |
| <b>Net</b>                                                   | <b>\$0</b>            | <b>\$0</b>                     | <b>\$0</b>       |

**COUNCIL RESOLUTION:**

**MOVED:** Burges, R      **SECONDED:** Pike, D

**04/26-62**

**That Council:**

1. Note the emergency expenditure authorisation by the Shire President for the replacement of the air conditioning unit at 3 Rake Place, Northampton in accordance with the *Local Government Act 1995*; and

**2. Amend the 2025/26 annual budget as follows:**

| <b>Budget Item</b>                                           | <b>Adopted Budget</b> | <b>Amended Budget (ex GST)</b> | <b>Variation</b> |
|--------------------------------------------------------------|-----------------------|--------------------------------|------------------|
| <b>Transfer from Building and Housing Reserve for</b>        | <b>(\$38,000)</b>     | <b>(\$42,913)</b>              | <b>(\$4,913)</b> |
| <b>Replacement Air Conditioning Unit – Lot 23 Rake Place</b> | <b>\$0</b>            | <b>\$4,913</b>                 | <b>\$4,913</b>   |
| <b>Net</b>                                                   | <b>\$0</b>            | <b>\$0</b>                     | <b>\$0</b>       |

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

**ATTACHMENT****9.2.3 Monthly Financial Statements for the Period Ending 31 March 2026**

|                                 |                                                                                           |
|---------------------------------|-------------------------------------------------------------------------------------------|
| <b>PROPONENT</b>                | Shire of Northampton                                                                      |
| <b>OWNER</b>                    | N/A                                                                                       |
| <b>LOCATION / ADDRESS:</b>      | Whole of Shire                                                                            |
| <b>ZONE:</b>                    | All                                                                                       |
| <b>BUSINESS AREA:</b>           | Corporate and Financial Services                                                          |
| <b>FILE REFERENCE:</b>          | 1.1.1                                                                                     |
| <b>LEGISLATION:</b>             | <i>Local Government (Financial Management) Regulation 1996, Local Government Act 1995</i> |
| <b>AUTHOR:</b>                  | Leanne Rowe                                                                               |
| <b>APPROVING OFFICER:</b>       | Andrew Campbell                                                                           |
| <b>DATE OF REPORT:</b>          | 2 April 2026                                                                              |
| <b>DECLARATION OF INTEREST:</b> | Nil                                                                                       |

**BACKGROUND:**

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

The Monthly Statements of Financial Activity for the period ending 31 March 2026 are detailed from page 1 to page 24 per the attached Monthly Financial Report.

A copy of the Monthly Financial Report is attached.

**ATTACHMENT: 9.2.3 (1)****PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

**COMMENT (Includes Options):**

A summary of the 31 March 2026 financial position is comprised of the following which are variances between year-to-date budget and actual figures from the Statement of Financial Activity (page 2).

- Total operating revenue was below year-to-date budget by \$1,129,354 (10.90%). Variance due to timing in receiving grants and contributions, and processing of assets as they are disposed.

- Operating expenditure was below year-to-date budget by \$396,678 3.80% due to timing as the year progresses with budgeted works and overall efficient financial management within tight budget constraints.
- Capital inflows were below year-to-date budget by \$9,029,009 (87.43%), as the year progresses funding will be received and recognised.
- Capital outflows were below year-to-date budget by \$12,989,994, 91.80%, as capital projects progress the variance will reconcile.
- The 2025/26 rates of \$5,648,743 were raised on 29 August 2025.

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

### STATUTORY ENVIRONMENT:

*Local Government (Financial Management) Regulation 1996.*

*Local Government Act 1995.*

### POLICY / STRATEGIC IMPLICATIONS:

Nil.

### ORGANISATIONAL RISK MANAGEMENT:

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

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

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

**FINANCIAL IMPLICATIONS:**

As noted in comment section above.

**SUSTAINABILITY:**

Environmental: Nil.

Economic: Nil.

Social: Nil.

**VOTING REQUIREMENTS:**

**SIMPLE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council receives the Monthly Financial Report for the period ending 31 March 2026 in accordance with ATTACHMENT: 9.2.3(1).**

**COUNCIL RESOLUTION:**

**MOVED: Smith, C**

**SECONDED: Suckling, R**

**04/26-63**

**That Council receives the Monthly Financial Report for the period ending 31 March 2026 in accordance with ATTACHMENT: 9.2.3(1).**

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

**ATTACHMENT****9.2.4 Proposed March 2026 List of Accounts for Endorsement on 16 April 2026**

|                                 |                                                                                           |
|---------------------------------|-------------------------------------------------------------------------------------------|
| <b>PROPONENT</b>                | Shire of Northampton                                                                      |
| <b>OWNER</b>                    | N/A                                                                                       |
| <b>LOCATION / ADDRESS:</b>      | Whole of Shire                                                                            |
| <b>ZONE:</b>                    | All                                                                                       |
| <b>BUSINESS AREA:</b>           | Corporate and Financial Services                                                          |
| <b>FILE REFERENCE:</b>          | 1.1.1                                                                                     |
| <b>LEGISLATION:</b>             | <i>Local Government (Financial Management) Regulation 1996, Local Government Act 1995</i> |
| <b>AUTHOR:</b>                  | Leanne Rowe                                                                               |
| <b>APPROVING OFFICER:</b>       | Andrew Campbell                                                                           |
| <b>DATE OF REPORT:</b>          | 2 April 2026                                                                              |
| <b>DECLARATION OF INTEREST:</b> | Nil                                                                                       |

**BACKGROUND:**

A full list of March 2026 payments is submitted to Council on 16 April 2026 for consideration.

A copy of the Payment List is attached.

**ATTACHMENT: 9.2.4 (1)**

**PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

**COMMENT (Includes Options):**

Council is requested to endorse the payments as presented.

**STATUTORY ENVIRONMENT:**

*Local Government (Financial Management) Regulation 1996 Section 13.*  
*Local Government Act 1995 Section 6.10.*

**POLICY / STRATEGIC IMPLICATIONS:**

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

**ORGANISATIONAL RISK MANAGEMENT:**

The associated risk would be the failure to comply with *Local Government Act 1995 (Financial Management) Regulations 1996 Section 13 (1)* is considered moderate as the presentation of payments forms part of the Shires due

diligence to ensure payments are presented as required. Risk rating is considered Level 3 - Moderate.

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

#### FINANCIAL IMPLICATIONS:

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

#### SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

#### VOTING REQUIREMENTS:

**SIMPLE MAJORITY**

#### OFFICER RECOMMENDATION:

**That Council note Municipal EFT payments numbered EFT28996 to EFT29093 totalling \$449,939.38; Municipal Fund Cheques 22652 to 22656 inclusive totalling \$511.65; Direct Debit payments numbered GJ0908 to GJ0915 inclusive, payroll and superannuation totalling \$307,348.71; and itemised fuel card purchases, be declared authorised expenditure in accordance with ATTACHMENT: 9.2.4 (1).**

**COUNCIL RESOLUTION:****MOVED: Suckling, R      SECONDED: Suckling, K****04/26-64**

**That Council note Municipal EFT payments numbered EFT28996 to EFT29093 totalling \$449,939.38; Municipal Fund Cheques 22652 to 22656 inclusive totalling \$511.65; Direct Debit payments numbered GJ0908 to GJ0915 inclusive, payroll and superannuation totalling \$307,348.71; and itemised fuel card purchases, be declared authorised expenditure in accordance with ATTACHMENT: 9.2.4 (1).**

**MOTION CARRIED 6/0****FOR**

Cr L Sudlow  
 Cr R Burges  
 Cr D Pike  
 Cr K Suckling  
 Cr R Suckling  
 Cr C Smith

**AGAINST**

**ATTACHMENT****9.4.1 Proposed Northampton Mens Shed and Cash for Cans Facilities on a Portion of Lot 84 (No. 69) Seventh Avenue, Northampton**

|                                 |                                                                                                                                                                           |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROPONENT</b>                | Northampton Men's Shed Inc.                                                                                                                                               |
| <b>OWNER</b>                    | Shire of Northampton                                                                                                                                                      |
| <b>LOCATION / ADDRESS:</b>      | Lot 84 (No. 69) Seventh Avenue, Northampton                                                                                                                               |
| <b>ZONE:</b>                    | General Industry                                                                                                                                                          |
| <b>BUSINESS AREA:</b>           | Planning Service                                                                                                                                                          |
| <b>FILE REFERENCE:</b>          | A5040; 10.8.1.2                                                                                                                                                           |
| <b>LEGISLATION:</b>             | <i>Planning and Development Act 2005</i><br><i>Local Government Act 2005</i>                                                                                              |
| <b>AUTHOR:</b>                  | Kaylene Roberts; Brian Robinson                                                                                                                                           |
| <b>APPROVING OFFICER:</b>       | Brian Robinson                                                                                                                                                            |
| <b>DATE OF REPORT:</b>          | 25 March 2026                                                                                                                                                             |
| <b>DECLARATION OF INTEREST:</b> | The Shire's Manager Parks and Gardens and Planning Officer currently occupy a Shire home on Fitzgerald Street adjacent to the existing Men's Shed/Cash for Cans facility. |

**BACKGROUND:**

The Shire of Northampton is in receipt of a development application from the Northampton's Men's Shed Inc. for the relocation of the Men's Shed and Containers for Change activities to a portion of Lot 84 (No. 69) Seventh Avenue, Northampton.

Lot 84, which contains the Shire of Northampton Works Depot, has a total area of 18,925 m<sup>2</sup> as shown in Figure 1. The portion proposed for relocation is expected to utilise an area of approximately 3,500 m<sup>2</sup>, as shown in Figure 2. This portion of the site currently contains an outbuilding, being a double garage with a lean-to on the eastern end, open drainage and numerous trees and shrubs, abutting the depot access driveway and the north-eastern side boundary.



**Figure 1 – Lot 84 Seventh Avenue, Northampton**



**Figure 2 – Portion of Lot 84 Seventh Avenue, Northampton**

The applicants are proposing to relocate the Northampton Men's Shed and the Containers for Change activities from the existing Northampton Railway Station Precinct located in Mary Street. A copy of the submitted plans and associated notes are shown attached.

**ATTACHMENT: 9.4.1 (1)**

As reflected on the submitted plans shown at Attachment: 9.4.1 (1), the applicants are proposing to develop the site as follows:

- a) Retain the existing outbuilding, but not the associated lean to;
- b) Construct a new 19.6m by 16m (313.6m<sup>2</sup>) shed with a wall height of 4.2m and an overall height of 5.76m – to be used for the Containers for Change activity;
- c) Construct a new 24m by 16m (384m<sup>2</sup>) shed with a wall height of 4.2m and ridge height of 5.76m – to be used for Men's Shed activities; and

- d) Construct a unisex accessible compliant toilet for the use of both the Men's shed members and members of the public attending the site.

Further details regarding the proposed development including access, amenities, parking, setbacks, drainage and services are provided within the Comment section of this agenda item.

The application is being presented to Council as Shire officers do not have the delegation to approve the application.

**PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

**COMMENT (Includes Options):**

The property is zoned General Industry under Local Planning Scheme No. 10 – Northampton (the Scheme). To assist Council in determination of the application, the following comments are offered:

Matters to be Considered

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

- (a) *The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (m) *The compatibility of the development with it's setting, including*
  - (i) *the compatibility of the development with the desired future character of its setting and*
  - (ii) *The relationship of the development to development on adjoining land or other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) *the amenity of the locality, including the following:*
  - (i) *the environmental impacts of the development;*
  - (ii) *the character of the locality; and*
  - (iii) *social impacts of the development.*
- (p) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (s) *the adequacy of-*
  - (i) *the proposed means of access to and egress from the site; and*
  - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*

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

### Zone Objectives

As outlined within the Scheme, the objectives of the General Industry Zone are:

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

Given the potential noise associated with Men Shed activities and the Cash for Cans program, the proposal is consistent with the objectives of the Zone.

### Setback Requirements

The development requirements for minimum setbacks for the General Industry zoning are as follows:

#### *Minimum Setback:*

|               |    |
|---------------|----|
| Front/Street  | 9m |
| Side and Rear | 5m |

The submitted development plans comply with the setback requirements.

### Landscaping

Clause 32(19) of the Scheme identifies that a minimum of 10% open space landscaping is required within the General Industry Zone.

Although the submitted plans do not specifically address landscaping, they indicate that significantly more than 10% of the site will remain open space. The associated concept plan notes shown at Attachment: 9.4.1 (1) also state that *“Native vegetation, wherever possible, will be retained. Additional native species will be planted along the fence line adjoining the Council Works Depot and along the 7<sup>th</sup> Avenue frontage”*.

Appropriate conditions are proposed to ensure that the applicants adhere to the undertaking to plant additional native species abutting the Depot access and Seventh Avenue boundaries.

### Carparking Requirements

Scheme No. 10 stipulates for industry uses, including light industry, parking is required to be provided at a rate of not less than 1 per 50m<sup>2</sup>. With two sheds proposing to have a combined floor area of 697.6m<sup>2</sup>, a total of 14 parking bays would normally be required.

The submitted Concept Plan identifies a total of five parking bays proposed adjacent to the rear shed (Men's Shed) at the back of the property. An additional six parking bays are proposed adjacent to the Containers for Change shed. These comprise four perpendicular parking bays located on the western

side of the shed, and two tandem bays situated between the shed and Seventh Avenue.

Although the submitted plans only detail 11 of the normally required 14 parking bays, it is noted that:

- a) A 3.6m wide open lean to is to be constructed at the rear of the shed to facilitate depositing of containers for change;
- b) A dedicated truck parking area is proposed on the western side of the Containers for Change Shed;
- c) An area on the eastern side of the entrance driveway could be utilised for additional 3 parallel parking bays if required; and
- d) It is likely that the two proposed activities are to have different peak periods. For example, Men's Shed meetings or functions are not likely to occur when the Containers for Change program is operating.

All proposed parking bays exceed the minimum size requirements specified by the Scheme, ensuring they can accommodate vehicles of all domestic sizes. However, the plans do not specifically identify an accessible compliant parking bay.

A minimum of 1 accessible compliant car bay shall be maintained on site at all times in accordance with the Australian Standard 2890.1 – 2009 and connected to a continuous accessible path to the main entrance of the building or facility. The design of the bay(s) and path(s) are to be in accordance with the Australian Standard 1428.1 – 2009. It is recommended an appropriate condition be imposed should approval be granted.

#### Access

Access is proposed as a one-way system with the entry being via a 4.8m wide crossover. The exit driveway is proposed with a width of 6m. Both crossovers will connect with Seventh Avenue. Being a significant local road catering for industrial and domestic traffic, Seventh Avenue is suitable to cater for any increase in traffic volumes.

As detailed in the submitted concept plan notes, shown at Attachment: 9.4.1 (1), the applicants are proposing that all trafficable areas will be constructed utilising stabilised gravel. As the provisions of the Scheme do not specify a required surface treatment, the use of stabilised gravel for internal access ways and parking is considered acceptable.

#### Crossovers

In accordance with the Shire's Management Policy 6.6, all crossovers in urban areas are to be constructed to Council approved specifications, being paved utilising sprayed bitumen, bituminous concrete, insitu concrete, paving bricks or blocks. It is recommended that an appropriate condition is imposed to require the proposed crossovers to Seventh Avenue to be of sealed construction.

Provided that a suitable construction standard is achieved, the Policy also outlines that the Shire will contribute a maximum of \$500 towards the cost of a single standard crossover.

#### Toilet Requirements

The submitted plans indicate two potential locations for an accessible toilet. Details submitted in support of the application indicate a preference for the toilet to be located toward the rear of the property utilising the existing effluent disposal system. Shire Officers have no preference as to the location, only a requirement that an accessible compliant facility with associated compliant access be established. An appropriately conditioned approval requiring a toilet facility is recommended.

#### Visual Amenity

Given the property's location within the Northampton Industrial Area, the proposed shed appearance and height are consistent with the visual character of the area. Provided non-reflective materials are used, it is considered the development will positively contribute to the streetscape once appropriate vehicle crossovers and landscaping have been established.

With respect to the associated storage of materials, clause 32 of the Scheme requires that except for trade displays, areas used for the storage of materials associated with an industrial or commercial use shall be screened from view from any public place. Whilst it is considered that existing vegetation and future landscaping will screen most of the property, it is recommended an appropriate condition be imposed reflecting the requirement for storage areas to be screened.

#### Amenity

Whilst normal Men's Shed activities may result in noise, this noise is consistent with noises typically associated with an industrial area.

Activities associated with the Containers for Change service are highly likely to result in the creation of noise. Whilst this noise cannot be avoided, actions can be taken to minimise the impact on adjacent premises. Such actions include the orientation of the development and its openings.

In this case, the roller doors facilitating access to the Containers for Change program are located on the northwest and southeastern ends of the building. An additional roller door is located on the southwestern side toward the front of the building.

To the southeast of the development is the Shire Works Depot and to the northwest is a vacant Crown Reserve, vested with Water Corporation. With land to the southwest developed for a range of industrial uses, the potential for noise impacts is limited.

The above said, there are three homes located in proximity of the site as described below:

1. On Lot 72 to the east, being a property owned in freehold by the Shire;
2. On Lot 70 on the northern side of Seventh Avenue, being a 2.75ha property with a front setback approximately 55m. The home being approximately 125m west from the subject land; and
3. On Lot 20 to the northeast of Lot 70. The home being setback 100m from the front boundary and approximately 125m to the east of the Containers for Change Shed.

Given the limited hours of operation of the Containers for Change service and separation distance and industrial traffic associated with the existing Shire Depot and other industrial uses, it is considered any noise impacts will be minimal. That said, an appropriate condition should be imposed on any approval to ensure that the development is managed to minimise potential noise impacts.

It should also be noted that the existing Containers for Change facility, located in the Northampton Railway Station Precinct, abuts multiple homes, including Pioneer Lodge. Whilst there is no record of complaints, the operations of the Containers for Change activity impacts on the amenity of what is an otherwise residential area.

#### Tenure

Should Council approve the development as proposed, Shire Officers will commence the process of establishing a formal lease to the Men's Shed. It would be appropriate for the lease and the associated terms to be finalised prior to the commencement of development on the site.

#### Funding

Whilst funding of the development is not a valid planning consideration, it should be noted that the relocation of the Northampton Men's Shed, and the Containers for Change Program are dependent on available funding. An item regarding the Men's Shed funding request and future funding options will be presented to Council for consideration in coming months.

#### Conclusion

As detailed in the Comment section above, the development as proposed generally complies with the provisions and requirements of the Scheme. Whilst the applicant has not provided any specific details regarding landscaping or the standard crossover and parking construction, it is recommended that approval be granted subject to appropriate conditions.

#### **STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005 and the Shire of Northampton Local Planning Scheme No. 10 – Northampton.*

#### **POLICY / STRATEGIC IMPLICATIONS:**

Nil.

#### **ORGANISATIONAL RISK MANAGEMENT:**

Risk rating is considered to be Moderate.

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

### FINANCIAL IMPLICATIONS:

The appropriate planning fee has been waived as the Shire are the landowners.

### SUSTAINABILITY:

Environmental: Native vegetation, wherever possible will be retained while additional native species will be planted along the adjoining fence of the Council Works Depot and along the street frontage of Seventh Avenue.

Economic: Nil.

Social: Nil.

### VOTING REQUIREMENTS:

### SIMPLE MAJORITY

### OFFICER RECOMMENDATION:

That Council:

1. In accordance with Local Planning Scheme No. 10 – Northampton grant planning approval for new Northampton Men's Shed and Cash for Cans Facility on Lot 84 (No. 69) Seventh Avenue, Northampton in accordance with plans and specifications at ATTACHMENT: 9.4.1 (1), subject to the following conditions:

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

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

| Reference | Document Title         | Date         |
|-----------|------------------------|--------------|
| 1.        | Site Plan & Shed Plans | 9 March 2026 |
| 2.        | Concept Plan Note      | 9 March 2026 |

- b) Notwithstanding condition No. 1 above, prior to the issue of a building permit, the plans hereby approved shall be modified to the satisfaction of the Shire of Northampton to provide for 1 accessible car bay in accordance with Australian Standard 2890.1 – 2009;
- c) Prior to the occupation or use of the development hereby approved, the area set aside for the parking of vehicles, together with associated access lanes as delineated on the endorsed plans shall:
  - i) Be constructed, drained and marked to the satisfaction of the Council prior to the commencement of the use hereby permitted;
  - ii) Thereafter be maintained to the satisfaction of the Council;
  - iii) Be made available for such use at all times and not used for any other purpose; and
  - iv) Be properly formed to such levels that it can be used in accordance with the plan.
- d) Prior to the commencement of construction, a detailed proposal for the extension and upgrading of the existing landscaping on the subject property is to be prepared, submitted to and approved by the Shire of Northampton;
- e) The landscaping plan approved in association with condition No. d) above, must be fully implemented within the first available planting season after the initial occupation of the development, and maintained thereafter, to the satisfaction of the Shire of Northampton;
- f) Any additions to or change of use of any part of the building or land (not the subject of this approval) requires further application and development approval for that use/addition;
- g) All stormwater and drainage runoff is to be retained on the subject property or be provided with stormwater drainage connections to the drainage system in the area at the developers cost to the satisfaction of the Shire of Northampton;
- h) The proposed development shall be clad or coloured to complement either the surroundings in which it is located or adjoining developments to the satisfaction of the Shire of Northampton, but the use of reflective materials and colours is not permitted;

- i) The use hereby approved must be managed so as not to create safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission) of smoke, fumes, noise, vibration, odour, vapour, dust, wastewater, waste products or other pollutants to the satisfaction of the Shire of Northampton;
- j) The crossovers to Seventh Avenue to be constructed, paved using sprayed bitumen, bituminous concrete, insitu concrete, paving bricks or blocks; and
- k) All storage associated with the use hereby approved shall be screened from public view to the satisfaction of the Shire of Northampton.

**Advice Note:**

- i) This development approval is NOT a building permit. A building permit must be formally applied for and obtained from Building Services BEFORE the commencement of any site and/or development works. (Land clearing to facilitate development and BAL report is permitted);
  - ii) If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect;
  - iii) Where an approval has lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained;
  - iv) Further to condition No. 2 (b), the applicant is advised that in accordance with the Australian Standard 2890.1 – 2009 the accessible parking bay must be connected to a continuous accessible path to the main entrance of the building or facility. The design and signed of the bay(s) and path(s) are to be in accordance with the Australian Standard 1428.1 – 2009; and
  - v) The applicant is advised that compliance with all governmental legislation and regulations, including but not limited to *Health (Miscellaneous Provisions) Act, 1911*, the National Construction Code of Australia and the relevant *Aboriginal Cultural Heritage Act*, is required at all times.
  - vi) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.
2. Prior to commencement of development, a detailed report shall be prepared for Council consideration outlining proposed funding strategies for the relocation of the Northampton Mens Shed Inc. and Containers for Change operations. The report shall include, but not be limited to, potential funding sources, staging, and implementation timeframes;

3. Subject to Council's endorsement of a funding strategy in point 2, the Shire's Chief Executive Officer is requested to prepare a draft lease for Council consideration over approximately 3,500m<sup>2</sup> being a portion of Lot 84 (No. 69) Seventh Avenue, Northampton to be granted to the Northampton Men's Shed Inc.; and
4. The applicants be advised that the Shire of Northampton's approval of the proposed development in point 1 above, and the request for preparation of a draft lease in accordance point 3 should not be construed as a financial commitment, as funding arrangements for the development have yet to be determined.

#### **COUNCIL RESOLUTION:**

**MOVED: Pike, D**

**SECONDED: Suckling, K**

**04/26-65**

**That Council:**

1. In accordance with Local Planning Scheme No. 10 – Northampton grant planning approval for new Northampton Men's Shed and Cash for Cans Facility on Lot 84 (No. 69) Seventh Avenue, Northampton in accordance with plans and specifications at ATTACHMENT: 9.4.1 (1), subject to the following conditions:

- a) The development hereby approved is to be carried out generally in accordance with the plans and specifications submitted with the application and these shall not be altered and/or modified without the prior knowledge and written consent of the Shire of Northampton;

| Reference | Document Title         | Date         |
|-----------|------------------------|--------------|
| 1.        | Site Plan & Shed Plans | 9 March 2026 |
| 2.        | Concept Plan Note      | 9 March 2026 |

- b) Notwithstanding condition No. 1 above, prior to the issue of a building permit, the plans hereby approved shall be modified to the satisfaction of the Shire of Northampton to provide for 1 accessible car bay in accordance with Australian Standard 2890.1 – 2009;
- c) Prior to the occupation or use of the development hereby approved, the area set aside for the parking of vehicles, together with associated access lanes as delineated on the endorsed plans shall:
  - i) Be constructed, drained and marked to the satisfaction of the Council prior to the commencement of the use hereby permitted;

- ii) Thereafter be maintained to the satisfaction of the Council;
  - iii) Be made available for such use at all times and not used for any other purpose; and
  - iv) Be properly formed to such levels that it can be used in accordance with the plan.
- d) Prior to the commencement of construction, a detailed proposal for the extension and upgrading of the existing landscaping on the subject property is to be prepared, submitted to and approved by the Shire of Northampton;
  - e) The landscaping plan approved in association with condition No. d) above, must be fully implemented within the first available planting season after the initial occupation of the development, and maintained thereafter, to the satisfaction of the Shire of Northampton;
  - f) Any additions to or change of use of any part of the building or land (not the subject of this approval) requires further application and development approval for that use/addition;
  - g) All stormwater and drainage runoff is to be retained on the subject property or be provided with stormwater drainage connections to the drainage system in the area at the developers cost to the satisfaction of the Shire of Northampton;
  - h) The proposed development shall be clad or coloured to complement either the surroundings in which it is located or adjoining developments to the satisfaction of the Shire of Northampton, but the use of reflective materials and colours is not permitted;
  - i) The use hereby approved must be managed so as not to create safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission) of smoke, fumes, noise, vibration, odour, vapour, dust, wastewater, waste products or other pollutants to the satisfaction of the Shire of Northampton;
  - j) The crossovers to Seventh Avenue to be constructed, paved using sprayed bitumen, bituminous concrete, insitu concrete, paving bricks or blocks; and
  - k) All storage associated with the use hereby approved shall be screened from public view to the satisfaction of the Shire of Northampton.

**Advice Note:**

- i) This development approval is NOT a building permit. A building permit must be formally applied for and obtained from Building Services BEFORE the commencement of any site and/or

- development works. (Land clearing to facilitate development and BAL report is permitted);
- ii) If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect;
  - iii) Where an approval has lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained;
  - iv) Further to condition No. 2 (b), the applicant is advised that in accordance with the Australian Standard 2890.1 – 2009 the accessible parking bay must be connected to a continuous accessible path to the main entrance of the building or facility. The design and signed of the bay(s) and path(s) are to be in accordance with the Australian Standard 1428.1 – 2009; and
  - v) The applicant is advised that compliance with all governmental legislation and regulations, including but not limited to *Health (Miscellaneous Provisions) Act, 1911*, the National Construction Code of Australia and the relevant *Aboriginal Cultural Heritage Act*, is required at all times.
  - vi) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.
2. Prior to commencement of development, a detailed report shall be prepared for Council consideration outlining proposed funding strategies for the relocation of the Northampton Mens Shed Inc. and Containers for Change operations. The report shall include, but not be limited to, potential funding sources, staging, and implementation timeframes;
  3. Subject to Council's endorsement of a funding strategy in point 2, the Shire's Chief Executive Officer is requested to prepare a draft lease for Council consideration over approximately 3,500m<sup>2</sup> being a portion of Lot 84 (No. 69) Seventh Avenue, Northampton to be granted to the Northampton Men's Shed Inc.; and
  4. The applicants be advised that the Shire of Northampton's approval of the proposed development in point 1 above, and the request for preparation of a draft lease in accordance point 3 should not be construed as a financial commitment, as funding arrangements for the development have yet to be determined.

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

**ATTACHMENT****9.4.2 Proposed Grouped Dwelling on Lot 4 (No. 2) Seakist Retreat, Kalbarri**

|                                 |                                                                              |
|---------------------------------|------------------------------------------------------------------------------|
| <b>PROPONENT</b>                | S Gorman                                                                     |
| <b>OWNER</b>                    | KM Stratti                                                                   |
| <b>LOCATION / ADDRESS:</b>      | Lot 4 (No. 2) Seakist Retreat, Kalbarri                                      |
| <b>ZONE:</b>                    | Residential R40                                                              |
| <b>BUSINESS AREA:</b>           | Planning Services                                                            |
| <b>FILE REFERENCE:</b>          | A3581; 10.6.1.1                                                              |
| <b>LEGISLATION:</b>             | <i>Planning and Development Act 2005</i><br><i>Local Government Act 2005</i> |
| <b>AUTHOR:</b>                  | Kaylene Roberts/Brian Robinson                                               |
| <b>APPROVING OFFICER:</b>       | Brian Robinson                                                               |
| <b>DATE OF REPORT:</b>          | 26 March 2026                                                                |
| <b>DECLARATION OF INTEREST:</b> | Nil                                                                          |

**BACKGROUND:**

Council is requested to consider a development application for a Grouped Dwelling development consisting of four, two-bedroom dwellings on Lot 4 (No. 2) Seakist Retreat, Kalbarri. Copies of the submitted plans are attached.

**ATTACHMENT: 9.4.2 (1)****Location Plan**

Lot 4 has an area of 1,101m<sup>2</sup> and is currently vacant. The application is proposing the construction of 4 single units each containing 2 bedrooms, 1 bathroom, open plan living/kitchen/dining as well as an outdoor area and storage unit, and a laundry within the open plan. Each dwelling has one car parking space.

The application is referred to Council for determination as objections to the proposal were received.

**PUBLIC CONSULTATION UNDERTAKEN:**

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

The application was advertised for a 21 day period to 13 adjacent landowners with 2 submissions being received with both objecting to the proposal. Whilst copies of the submissions are attached, the contents are addressed in the comment section below.

**ATTACHMENT: 9.4.2 (2)**

**COMMENT (Includes Options):**

To assist Council, the following comments are offered:

Zoning

The provisions of Local Planning Scheme No 11 – Kalbarri (the Scheme) include the subject land within the Residential Zone, with an identified density of R40 as per the Scheme and Residential Design Codes of Western Australia (the R-Codes).

Land Use Permissibility

In accordance with the R-Codes, a group dwelling is defined as meaning “*a dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above or below another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling in a strata titles scheme with common property.*”

A Grouped Dwelling is a “D” land use within the Residential Zone. That is a use that is not permitted unless the local government has exercised its discretion by granting development approval.

Matters to be Considered

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

- (a) *The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (b) *Any approved State Planning Policy;*
- (c) *Any policy of the Commission;*
- (f) *Any local planning strategy for this Scheme endorsed by the Commission;*
- (g) *Any local planning policy for the Scheme area;*

- (n) *The amenity of the area; and*
- (y) *Any submissions received on the application.*

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

#### Consistency with Zoning

As outlined in clause 3.1 of the Scheme, the objectives of the Residential Zone include:

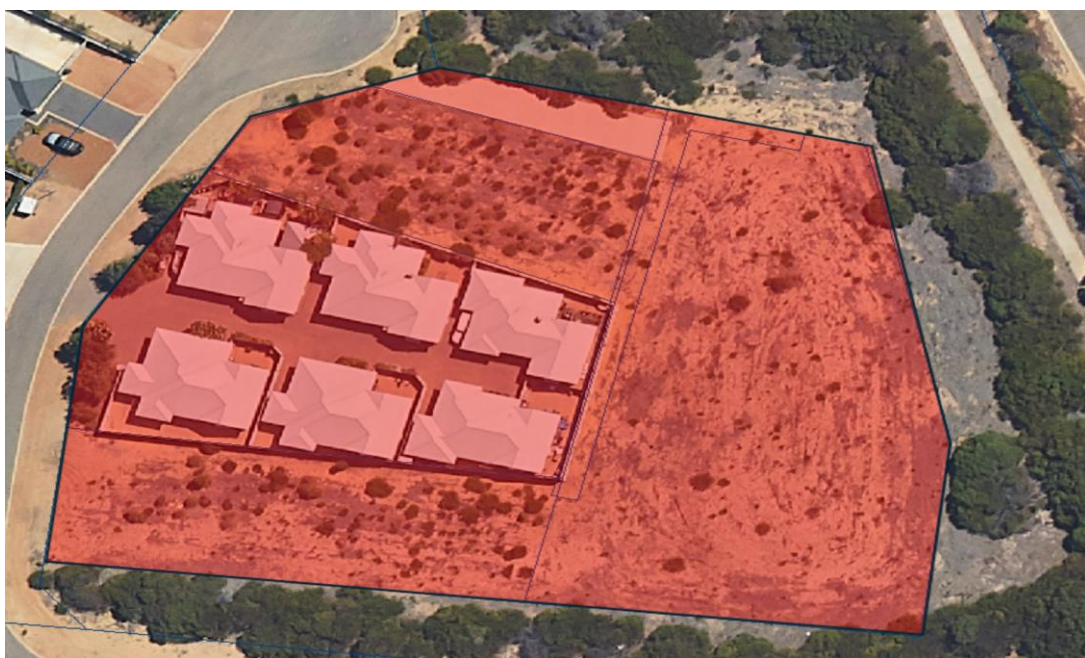
- To provide for a range of housing and a choice of residential densities to meet the needs of the community; and
- To facilitate and encourage high quality design, built form and streetscapes throughout residential areas;

As a residential development, the proposal is consistent with the objectives of the Zone.

#### Proposed Density

As identified under the heading Zoning, the site is identified with the permitted density of R40 in accordance with the R-Codes where an average site area of 220m<sup>2</sup> per grouped dwelling is required. In this case, the subject land has an area of 1,101m<sup>2</sup>. Given this the property may be developed with up to four grouped dwellings, provided the development complies with other standards and requirements of the R-Codes, the Scheme and State Planning Policies.

As detailed in the balance of this agenda item, objections have been received against the proposed development density. It should however be noted that the 4 lots highlighted below have been zoned Residential (R40) to facilitate grouped housing since gazettal of Amendment No 20 to Local Planning Scheme No 4 (in July 1992).



### Setbacks

The R-Codes identify that development with an R40 density is required to provide a minimum front setback of 4m. This setback may be reduced by up to 50%, providing an average setback of 4m is maintained.

As reflected at Attachment: 9.4.2 (1) the applicants are proposing the dwelling units will be setback 4.27m. Whilst 2.39m by 2.15m external store is proposed with a setback of 3m, the average setback is maintained. The development therefore complies with front setback requirements. The proposal also complies with side and rear setback requirements.

### Car Parking

In accordance with Part C - clause 2.3, each grouped dwelling being at a density of R30 or greater is required to be provided with a minimum of 1 parking bay for each two-bedroom dwelling. No visitor parking is required.

The applicants are proposing that each unit is to be provided with one carparking bay, being 4.2m wide by 7.075m deep. These dimensions exceed Australian standards in order to facilitate cars entering and leaving in forward gear. No visitor parking is proposed.

Although the proposed parking arrangements comply with the R-Code requirements, it is noted that the verge abutting the property would only provide for limited parking. For this reason, it is recommended that a condition be imposed to limit dwellings to a single vehicle, allowing the adjacent verge to be available for some visitor parking.

### Bushfire Prone Area

The Department of Fire and Emergency Services (DFES) bushfire mapping identifies the subject site as being Bush Fire Prone given the vegetation located adjacent to the site. A Bushfire Attack Level (BAL) Assessment was undertaken by an accredited Bushfire Assessor where it was identified that the BAL rating for the property is BAL FZ. A copy of the report is attached.

## **ATTACHMENT: 9.4.2 (3)**

### Submissions Received

As stated above, 2 submissions were received during the Public Consultation period and have stated they both object to the proposal as presented.

The first submission objects to the proposed development, citing concerns that the number of dwellings on the relatively small lot may lead to overcrowding. The submitter also raises concerns that the development could disturb their tranquillity and potentially reduce the re-sale value of their property. Additional issues include the presence of large trees, which may cause litter or damage fences through root growth, and the potential noise associated with up to 16 new residents living adjacent to their property.

The second submission also objects to the proposed development, citing the following concerns: Seakist Retreat is a very short street with only one

access/egress point, and the addition of four dwellings to the existing 13 would generate a total of 17 lots of vehicle movements, which is considered excessive and detrimental to the street's aesthetics. The submitter also raises safety concerns, noting that the development could create a dangerous traffic hazard for both vehicles and pedestrians, with road noise deemed unacceptable. Additionally, the proposed driveway is located extremely close to the corner of Seakist Retreat and Nanda Drive, further increasing the risk of traffic incidents.

#### Response to Submissions Received

It is noted that the subject land was designated for grouped housing well before the submitters purchased their properties. As the R40 density coding was publicly available at that time, the potential for development at this density should have been reasonably anticipated. Accordingly, objections to development at the maximum permitted density cannot be supported.

As detailed above, the grouped housing properties were identified and zoned prior to the subdivision of the land. Subdivision occurred with roads constructed in accordance with all normal requirements and took into account the existence of the future group housing properties. Given this the standard of road construction is suitable to cater for the additional traffic that will result from all grouped housing sites being developed.

The Shire's Executive Manager of Works and Services has confirmed that the road and associated intersection are suitable to cater for the resultant traffic.

With respect to the objections to potential large trees overhanging the fence in future, the provision for and planting of trees are required in order to meet the requirements of the R-Codes, which seek to increase landscaping and tree canopies in residential area.

#### Conclusion

The application as submitted complies with all provisions of Local Planning Scheme No 11 and the Residential Design Codes of Western Australia.

#### **STATUTORY ENVIRONMENT:**

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

#### **POLICY / STRATEGIC IMPLICATIONS:**

Development of the land in accordance with a maximum density of R40 is consistent with zoning and the original subdivision guide plan that we established in 1992. Provision of two-bedroom dwellings will ensure a range of dwelling sizes are available in the Kalbarri Community.

#### **ORGANISATIONAL RISK MANAGEMENT:**

Risk rating is considered to be Insignificant.

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

### FINANCIAL IMPLICATIONS:

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

### SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

### VOTING REQUIREMENTS: SIMPLE MAJORITY

### OFFICER RECOMMENDATION:

That Council in accordance with Local Planning Scheme No. 11 – Kalbarri grant planning approval for Proposed Grouped Dwelling – Single on Lot 4 (No. 2) Seakist Retreat, Kalbarri in accordance with plans and specifications at ATTACHMENT: 9.4.2 (1), subject to the following conditions:

1. The development hereby approved is to be carried out generally in accordance with the plans and specifications submitted with the application and these shall not be altered and/or modified without the prior knowledge and written consent of the Shire of Northampton.

| Reference | Document Title        | Date Received   |
|-----------|-----------------------|-----------------|
| 1.        | Location Plan         | 5 February 2026 |
| 2.        | Site Plan             | 5 February 2026 |
| 3.        | Floor Plan            | 5 February 2026 |
| 4.        | Elevations            | 5 February 2026 |
| 5.        | BAL Assessment Report | 5 February 2026 |

2. Any additions to or change of use of any part of the building or land (not the subject of this approval) requires the further application and development approval for that use/addition;
3. Any soils disturbed or deposited onsite shall be stabilised to the approval of the Shire of Northampton;
4. All stormwater and drainage runoff is to be retained on the subject property and disposed of to the satisfaction and approval of the Shire of Northampton;
5. The proposed development shall be clad or coloured to complement either the surroundings in which it is located or adjoining developments to the satisfaction of the Shire of Northampton, but the use of reflective materials and colours is not permitted;
6. Installation of crossing places and verge gradients shall be to the standards and specifications of the Shire of Northampton;
7. The proposed access, driveway, 4 car parking bays and the associated pathways as shown on the attached approved plans dated 5 February 2026, shall be constructed and drained to the satisfaction of the Shire of Northampton and from thereon maintained on site at all times;
8. The occupants of each dwelling unit are to be restricted to one car, given that only one parking bay is to be provided per dwelling and the fact limited verge parking is available adjacent to the site;
9. Any lighting installed on the build, yard areas or car parking areas shall be located and designed in a manner that ensures:
  - (a) all illumination is confined within the boundaries of the property; and
  - (b) there shall not be any glare nuisance caused to adjoining residents or passing traffic, to the approval of the Shire of Northampton;
10. Bin storage and clothes drying areas shall be provided and appropriately screened such that they are not visible from the view from the street/s to the approval of the local government; and
11. All habitable buildings are to be constructed in accordance with the Australian Standard 3959 "Construction of Buildings in Bushfire Prone Areas" to the satisfaction of the Shire of Northampton.

**Advice Notes:**

- a) This development approval is NOT a building permit. A building permit must be formally applied for and obtained from Building Services BEFORE the commencement of any site and/or development works. (Land clearing to facilitate development and BAL report is permitted).
- b) If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- c) With regards to Condition No. 6, it is advised that the Applicant should liaise with the Shire of Northampton's Manager of Works and Technical Services to determine crossover and verge gradient.
- d) Assessment of the application was based on the use of the dwelling for residential purposes and any changes to this (e.g. for tourist/holiday accommodation) requires further application and development approval for that use. It should not be assumed that approval will be granted to holiday house, given that the provisions of Local Planning Scheme No 11 specify that each holiday house requires two parking bays.
- e) Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- f) The applicant is advised that compliance with any and all governmental legislation and regulations, including but not limited to *Health (Miscellaneous Provisions) Act 1911* and the National Construction Code of Australia.
- g) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

**COUNCIL RESOLUTION:**

**MOVED:** Suckling, R      **SECONDED:** Smith, C

**04/26-66**

That Council in accordance with Local Planning Scheme No. 11 – Kalbarri grant planning approval for Proposed Grouped Dwelling – Single on Lot 4 (No. 2) Seakist Retreat, Kalbarri in accordance with plans and specifications at ATTACHMENT: 9.4.2 (1), subject to the following conditions:

1. The development hereby approved is to be carried out generally in accordance with the plans and specifications submitted with the

application and these shall not be altered and/or modified without the prior knowledge and written consent of the Shire of Northampton.

| Reference | Document Title        | Date Received   |
|-----------|-----------------------|-----------------|
| 1.        | Location Plan         | 5 February 2026 |
| 2.        | Site Plan             | 5 February 2026 |
| 3.        | Floor Plan            | 5 February 2026 |
| 4.        | Elevations            | 5 February 2026 |
| 5.        | BAL Assessment Report | 5 February 2026 |

2. Any additions to or change of use of any part of the building or land (not the subject of this approval) requires the further application and development approval for that use/addition;
3. Any soils disturbed or deposited onsite shall be stabilised to the approval of the Shire of Northampton;
4. All stormwater and drainage runoff is to be retained on the subject property and disposed of to the satisfaction and approval of the Shire of Northampton;
5. The proposed development shall be clad or coloured to complement either the surroundings in which it is located or adjoining developments to the satisfaction of the Shire of Northampton, but the use of reflective materials and colours is not permitted;
6. Installation of crossing places and verge gradients shall be to the standards and specifications of the Shire of Northampton;
7. The proposed access, driveway, 4 car parking bays and the associated pathways as shown on the attached approved plans dated 5 February 2026, shall be constructed and drained to the satisfaction of the Shire of Northampton and from thereon maintained on site at all times;
8. The occupants of each dwelling unit are to be restricted to one car, given that only one parking bay is to be provided per dwelling and the fact limited verge parking is available adjacent to the site;
9. Any lighting installed on the build, yard areas or car parking areas shall be located and designed in a manner that ensures:
  - (a) all illumination is confined within the boundaries of the property; and
  - (b) there shall not be any glare nuisance caused to adjoining residents or passing traffic, to the approval of the Shire of Northampton;
10. Bin storage and clothes drying areas shall be provided and appropriately screened such that they are not visible from the

view from the street/s to the approval of the local government;  
and

11. All habitable buildings are to be constructed in accordance with the Australian Standard 3959 "Construction of Buildings in Bushfire Prone Areas" to the satisfaction of the Shire of Northampton.

**Advice Notes:**

- a) This development approval is NOT a building permit. A building permit must be formally applied for and obtained from Building Services BEFORE the commencement of any site and/or development works. (Land clearing to facilitate development and BAL report is permitted).
- b) If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- c) With regards to Condition No. 6, it is advised that the Applicant should liaise with the Shire of Northampton's Manager of Works and Technical Services to determine crossover and verge gradient.
- d) Assessment of the application was based on the use of the dwelling for residential purposes and any changes to this (e.g. for tourist/holiday accommodation) requires further application and development approval for that use. It should not be assumed that approval will be granted to holiday house, given that the provisions of Local Planning Scheme No 11 specify that each holiday house requires two parking bays.
- e) Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- f) The applicant is advised that compliance with any and all governmental legislation and regulations, including but not limited to *Health (Miscellaneous Provisions) Act 1911* and the National Construction Code of Australia.
- g) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

**MOTION CARRIED 5/1**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

Cr D Pike

**ATTACHMENT****9.4.3 Planning Decisions for March 2026**

|                                 |                                                                              |
|---------------------------------|------------------------------------------------------------------------------|
| <b>PROPONENT</b>                | Shire of Northampton                                                         |
| <b>OWNER</b>                    | Various                                                                      |
| <b>LOCATION / ADDRESS:</b>      | Various                                                                      |
| <b>ZONE:</b>                    | Various                                                                      |
| <b>BUSINESS AREA:</b>           | Planning Services                                                            |
| <b>FILE REFERENCE:</b>          | 10.4.1                                                                       |
| <b>LEGISLATION:</b>             | <i>Planning and Development Act 2005</i><br><i>Local Government Act 2005</i> |
| <b>AUTHOR:</b>                  | Kaylene Roberts                                                              |
| <b>APPROVING OFFICER:</b>       | Brian Robinson                                                               |
| <b>DATE OF REPORT:</b>          | 2 April 2026                                                                 |
| <b>DECLARATION OF INTEREST:</b> | Nil                                                                          |

**BACKGROUND:**

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

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

A register of Delegated Development Approvals, detail those decisions made under delegated authority in March 2026.

**ATTACHMENT: 9.4.3 (1)****PUBLIC CONSULTATION UNDERTAKEN:**

Where required, applications were advertised in accordance with the Schemes and Council's adopted Local Planning Policy as detailed in the Policy/Strategic Implications overleaf.

**COMMENT (Includes Options):**

During March a total of two (2) applications were determined under delegated authority, and two (2) applications determined by Council.

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

**Table 1: Planning Decisions made in March 2025 and March 2026**

|                     | March 2025           | March 2026             |
|---------------------|----------------------|------------------------|
| Delegated Decisions | 2 - \$250,000<br>**1 | 2 - \$34,000           |
| Council Decisions   | 7 - \$401,412<br>**4 | 2 - \$2,500,000        |
| <b>Total</b>        | <b>9 - \$651,412</b> | <b>4 - \$2,534,000</b> |

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

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

|                     | YTD 2025                          | YTD 2026                |
|---------------------|-----------------------------------|-------------------------|
| Delegated Decisions | 15 - \$1,112,921<br>**4           | 11 - \$345,900<br>**3   |
| Council Decisions   | 7 - \$401,412<br>**4<br>1 Refusal | 10 - \$3,765,500<br>**3 |
| <b>Total</b>        | <b>22 - \$1,514,333</b>           | <b>21 - \$4,111,400</b> |

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

### **STATUTORY ENVIRONMENT:**

The *Local Government Act 1995* creates and gives powers to Local Governments. The Act then empowers the local government to delegate its powers to the CEO and committees, which gives the CEO authorisation to exercise its power on behalf of the local government.

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

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

### **POLICY / STRATEGIC IMPLICATIONS:**

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

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

**ORGANISATIONAL RISK MANAGEMENT:**

Risk rating is considered Nil.

**FINANCIAL IMPLICATIONS:**

The required planning fees have been paid for all applications for Development Approval process under delegated authority.

**SUSTAINABILITY:**

Environmental: Nil.

Economic: Nil.

Social: Nil.

**VOTING REQUIREMENTS:**

**SIMPLE MAJORITY**

**OFFICER RECOMMENDATION:**

That Council receive the report on Delegated Development Approvals as detailed in ATTACHMENT: 9.4.3 (1).

**COUNCIL RESOLUTION:**

**MOVED: Suckling, K**

**SECONDED: Smith, C**

**04/26-67**

That Council receive the report on Delegated Development Approvals as detailed in ATTACHMENT: 9.4.3 (1).

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

Cr Richard Burges declared an Impartiality interest in Item 9.4.4 Proposed Change of Use from a Dwelling to a Holiday House at Lot 1 (No. 35) Glass Street, Kalbarri as one of his relatives owns a unit within the complex.

## ATTACHMENT

### 9.4.4 Proposed Change of Use from a Dwelling to a Holiday House at Lot 1 (No. 35) Glass Street, Kalbarri

|                                 |                                          |
|---------------------------------|------------------------------------------|
| <b>PROPONENT</b>                | B Breadsell                              |
| <b>OWNER</b>                    | B Breadsell                              |
| <b>LOCATION / ADDRESS:</b>      | Lot 1 (No. 35) Glass Street, Kalbarri    |
| <b>ZONE:</b>                    | Residential R50                          |
| <b>BUSINESS AREA:</b>           | Planning Services                        |
| <b>FILE REFERENCE:</b>          | 10.6.1.3; A3877                          |
| <b>LEGISLATION:</b>             | <i>Planning and Development Act 2005</i> |
| <b>AUTHOR:</b>                  | Kaylene Roberts                          |
| <b>APPROVING OFFICER:</b>       | Brian Robinson                           |
| <b>DATE OF REPORT:</b>          | 2 April 2026                             |
| <b>DECLARATION OF INTEREST:</b> | Nil                                      |

#### BACKGROUND:

Council is requested to consider a development application for a change of use from a 'Dwelling' to 'Holiday House' at Lot 1 (No. 35) Glass Street, Kalbarri. Copies of the submitted plans are attached.

**ATTACHMENT: 9.4.4 (1)**

**Location Plan**



The subject strata development currently consists of 6 units facing Glass Street, 2 units facing Tiki Court and a two-storey building containing 12 units that use the internal driveway. The application is proposing to use existing Strata Lot 1 at the north of the development facing Glass Street for the purposes of Holiday Accommodation.

The key elements of the proposal are:

- The application is proposing the number of guests to be a maximum of four (4) persons;
- The management of the property will be undertaken by a designated property manager;
- The cleaning of the property will be undertaken by the property manager;
- No signage is proposed for the Holiday House application;
- The implementation of the Emergency Evacuation Response Plan as submitted;
- Parking is available for one car abutting the strata property; and
- Bookings for the Holiday Accommodation will be through the Air BNB website.

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

#### **PUBLIC CONSULTATION UNDERTAKEN:**

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

The application was advertised for a 21-day period to 15 adjacent landowners with 2 submissions being received and 1 submission being an objection to the application. Whilst a copy of the submissions are attached, its content is addressed in the comment.

#### **ATTACHMENT: 9.4.4 (2)**

#### **COMMENT (Includes Options):**

To assist Council, the following comments are offered:

##### Zoning

The provisions of Local Planning Scheme No 11 – Kalbarri (the Scheme) includes the Scheme include the subject land within the Residential Zone, with an identified density of R50.

##### Land Use Classification

The provisions of the Scheme allow two forms of holiday accommodation utilising dwellings. These uses are defined as follows:

**‘holiday accommodation’**, means two or more dwellings on one lot being used to provide short term accommodation for persons other than the owner of the lot.

**‘holiday house’** means a single dwelling on one lot used to provide short term accommodation.

For reasons outlined below, the application has been assessed as a holiday house.

#### Land Use Permissibility

As “holiday accommodation” is an “X” use in the Residential Zone, meaning that the land use is prohibited.

A Holiday House is an “A” use in the Residential Zone. That is a use which is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the Deemed to Apply provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

#### Matters to be Considered

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

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

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

#### Consistency with Zoning

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

#### Parking

Schedule 4 of the Scheme identifies that a minimum of 2 parking bays is required for each holiday house. With only 1 parking bay located adjacent to the unit, approval of the application may only be granted through a relaxation of the Scheme.

Given access and parking issues associated with the existing development, as highlighted in the balance of this agenda item, a relaxation of parking requirements is not recommended.

#### Driveway Access

One of the two submissions received raises concerns regarding limited on-site parking and changes made to the original driveway configuration. The site was previously designed with two driveways that allowed the internal driveway to connect through to Glass Street. The submitter notes that this access arrangement was altered by a previous owner of Unit 1, who installed a shed that now obstructs the original internal connection.

An examination of Council records confirms that, at the time of the Strata's establishment, the common property extended from Tiki Court through to Glass Street. A copy of the Strata Plan, previously submitted in support of an application for a patio associated with Strata Lot 1, is attached for reference.

#### **ATTACHMENT: 9.4.4 (3)**

The existence of a driveway that connected from Tiki Court back to Glass Street is confirmed by historic aerial photography that shows the driveway connecting to Glass Street north of Strata Lot 1. Current aerial photography shows that this driveway has effectively been reduced to pedestrian access with the majority of the old driveway fenced to form an extension of Strata lot 1. A detailed search of Council records has failed to identify any approvals having been granted for this modification, nor modification of the Strata.

Given the current driveway design off Tiki Court and the design of the associated parallel parking bays, vehicles are largely prohibited from exiting in forward gear. It is strongly recommended that the fencing and shed associated with strata lot 1 be removed and the original driveway to Glass Street reinstated to ensure compliance parking is provided for the complex.

#### Day to Day Management

The applicant/owner has a local Property Manager that will be available 24 hours a day to deal with any issues that may arise.

#### Public Liability Insurance

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

#### Guest Register

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

### Fire and Emergency Management Plan

The property has been identified as not being within a designated bushfire prone area and the applicant has supplied a Fire and Emergency Management Plan. It is recommended that a condition be imposed on any approval to require that the plan is kept on display in a common area with the Holiday House for access during an emergency.

### Health (Miscellaneous Provisions) Act, 1911

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

### Submissions Received

As stated above, there were two (2) submissions received during the Public Consultation period.

The first submission did not object or support the development.

The second submission objects to the development based on the amount of traffic entering and leaving the complex with only one way in and out making the street busy, noisy, and congested with traffic. Not enough parking is available in the complex with boats, buses, extra cars, visitor cars and caravans parking on the verge and in the street as well as blocking the pathway/walkway entry to the street. Tiki Cove is a cul-de-sac with other dwellings located on the street.

The main concern about the complex is the driveway configuration and being a large complex a two-way entry and exit driveway is required with the old entry point reinstated or another driveway/entry installed from Glass Street. As detailed within the Comment section of this agenda item, there is a need for the original driveway connection to Glass Street to be re-instated.

It is noted that the author of the second submission has stated that this is a short stay accommodation complex. However, according to Shire records the accommodation units were approved as dwellings and there are no records of approval being given to short stay accommodation, appearing to indicate that the previous use was occurring without approval.

### Conclusion

The proposed short stay accommodation is located within a complex approved for permanent accommodation, with only 1 parking bay allocated per unit. Given existing parking and access issues, it is recommended that the application be refused.

It is furthermore recommended that re-instatement of the driveway to Glass Street be pursued to ensure current parking returns to a state where vehicles may enter and leave in forward gear.

**STATUTORY ENVIRONMENT:**

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

**POLICY / STRATEGIC IMPLICATIONS:**

The application has been assessed in accordance with the provisions of Local Planning Policy – Holiday Houses.

**ORGANISATIONAL RISK MANAGEMENT:**

Should approval be granted to the land use as proposed, there is potential for existing parking issues associated with the unit complex to be exacerbated.

**FINANCIAL IMPLICATIONS:**

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

**SUSTAINABILITY:**

Environmental: Nil.

Economic: The proposal if approved by Council will allow the proponent to increase activity and potentially increase the economic return of the property.

Social: As highlighted by the submission received parking associated with the unit complex is currently restricted and problematic. Approval to the application is likely to increase the demand for parking.

**VOTING REQUIREMENTS:**

**SIMPLE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council:**

1. In accordance with Local Planning Scheme No. 11 – Kalbarri refuse to grant planning approval for the proposed Holiday House at Lot 1 (No. 35) Glass Street in accordance with the plans and specifications at ATTACHMENT: 9.4.4 (1), Kalbarri for the following reasons:
  - a) The application as submitted does not comply with the provision of two parking bays as required in accordance with Table 4 of the Local Planning Scheme;
  - b) Approval to the application as submitted is likely to increase existing parking issues associated with the unit complex; and
  - c) Approval to the proposal contrary to the requirement for provision of a minimum of two parking bays would result in the creation of an undesirable precedent.
2. Subject to confirmation that the Strata Plan for Unit 1 has not been modified to include the previous driveway access to Glass Street, the Chief Executive Officer be requested to arrange for improvements located within common property adjacent to Strata Lot 1 to be removed and the previous driveway to Glass Street be re-instated.

**COUNCIL RESOLUTION:****MOVED: Pike, D****SECONDED: Suckling, K****04/26-68****That Council:**

1. In accordance with Local Planning Scheme No. 11 – Kalbarri refuse to grant planning approval for the proposed Holiday House at Lot 1 (No. 35) Glass Street in accordance with the plans and specifications at ATTACHMENT: 9.4.4 (1), Kalbarri for the following reasons:
  - a) The application as submitted does not comply with the provision of two parking bays as required in accordance with Table 4 of the Local Planning Scheme;
  - b) Approval to the application as submitted is likely to increase existing parking issues associated with the unit complex; and
  - c) Approval to the proposal contrary to the requirement for provision of a minimum of two parking bays would result in the creation of an undesirable precedent.
2. Subject to confirmation that the Strata Plan for Unit 1 has not been modified to include the previous driveway access to Glass Street, the Chief Executive Officer be requested to arrange for improvements located within common property adjacent to Strata Lot 1 to be removed and the previous driveway to Glass Street be re-instated.

**MOTION CARRIED 6/0****FOR**

Cr L Sudlow  
 Cr R Burges  
 Cr D Pike  
 Cr K Suckling  
 Cr R Suckling  
 Cr C Smith

**AGAINST**

**ATTACHMENT****9.5.1 Building Approvals Report March 2026**

|                                 |                                                                                                    |
|---------------------------------|----------------------------------------------------------------------------------------------------|
| <b>PROPONENT</b>                | Shire of Northampton                                                                               |
| <b>OWNER</b>                    | N/A                                                                                                |
| <b>LOCATION / ADDRESS:</b>      | Whole of Shire                                                                                     |
| <b>ZONE:</b>                    | Various                                                                                            |
| <b>BUSINESS AREA:</b>           | Building                                                                                           |
| <b>FILE REFERENCE:</b>          | N/A                                                                                                |
| <b>LEGISLATION:</b>             | <i>Local Government Act 1995</i><br><i>Building Act 2011</i><br><i>Building Registrations 2012</i> |
| <b>AUTHOR:</b>                  | Michaela Simpson                                                                                   |
| <b>APPROVING OFFICER:</b>       | Brian Robinson                                                                                     |
| <b>DATE OF REPORT:</b>          | 31 March 2026                                                                                      |
| <b>DECLARATION OF INTEREST:</b> | Nil                                                                                                |

**BACKGROUND:**

This report has been produced to provide Council with an overview of the Building and Demolition Permits approved and issued for the period of 1 March 2026 to 31 March 2026. A spreadsheet summarising approvals is attached.

**ATTACHMENT: 9.5.1 (1)**

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

**ATTACHMENT: 9.5.1 (2)****PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

**COMMENT (Includes Options):**

During March a total of 15 building related applications were received, and 12 permits were issued through the Shire of Northampton's Building Services team with a combined construction value of over \$1.9 million.

**Table 1** shows a comparison between March 2026 and March 2025.

**Table 1: Building Permit Applications for March 2025 and March 2026**

|                              | <b>March 2025</b> | <b>March 2026</b> |
|------------------------------|-------------------|-------------------|
| <b>Applications Received</b> | N/A               | 15                |
| <b>Permits Issued</b>        | 9                 | 12                |
| <b>Permits Total Value</b>   | \$143,839         | \$1,900,000       |

**Table 2** overleaf provides a summary of permits issued in the year date in 2026 compared to 2025.

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

|                              | 2025        | 2026        |
|------------------------------|-------------|-------------|
| <b>Applications Received</b> | N/A         | 28          |
| <b>Permits Issued</b>        | 22          | 29          |
| <b>Permits Total Value</b>   | \$2,188,841 | \$4,456,438 |

In addition to the issuing of permits, approximately 45 enquiries were received by the Building Surveyor. These enquiries were not related to current building permit applications being processed by the Shire.

No site inspections were undertaken for the month other than a pool barrier inspection due to the availability of the Building Surveyor.

#### **STATUTORY ENVIRONMENT:**

Nil.

#### **POLICY / STRATEGIC IMPLICATIONS:**

Nil.

#### **ORGANISATIONAL RISK MANAGEMENT:**

Risk rating is considered insignificant.

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

**FINANCIAL IMPLICATIONS:**

The required building fees have been paid for all Building and Demolition applications processed under delegated authority.

**SUSTAINABILITY:**

Environmental: Nil.

Economic: Nil.

Social: Nil.

**VOTING REQUIREMENTS:                      SIMPLE MAJORITY**

**OFFICER RECOMMENDATION:**

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

**COUNCIL RESOLUTION:**

**MOVED: Smith, C                      SECONDED: Suckling, R**

**04/26-69**

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

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

**ATTACHMENT  
APPENDIX**

**9.6.1 Request for Reconsideration - Proposed Mobile Food Vehicle - Kalbarri Burger Van**

|                                 |                                                             |
|---------------------------------|-------------------------------------------------------------|
| <b>PROPONENT OWNER</b>          | S & B McKillop<br>Crown Land (Shire holds Management Order) |
| <b>LOCATION / ADDRESS:</b>      | Part Reserve 25307 Grey Street, Kalbarri                    |
| <b>ZONE:</b>                    | Local Recreation                                            |
| <b>BUSINESS AREA:</b>           | Community, Development & Regulation                         |
| <b>FILE REFERENCE:</b>          | 7.1.9                                                       |
| <b>LEGISLATION:</b>             | <i>Local Government Act 1995</i>                            |
| <b>AUTHOR:</b>                  | Brian Robinson                                              |
| <b>APPROVING OFFICER:</b>       | Brian Robinson                                              |
| <b>DATE OF REPORT:</b>          | 2 April 2026                                                |
| <b>DECLARATION OF INTEREST:</b> | Nil                                                         |

**BACKGROUND:**

At its Ordinary Meeting held on 20 November 2025, Council was requested to consider an application which was seeking approval to operate a mobile food van, being the “Kalbarri Burger Van” within Kalbarri. Initially approval was being sought to operate from Sally’s Tree, Corner of Grey and Clotworthy Street and Chinaman’s Beach during the following hours:

- i) Thursday and Friday – 4pm to 9pm; and
- ii) Saturday and Sunday – 11am to 2pm and 4pm to 9pm.

Council resolved (Resolution 11/25-163) to grant approval subject to compliance with 13 conditions for operation of the mobile food vehicle at the following locations:

- a) *At the Kalbarri Land Backed Wharf;*
- b) *The carpark located adjacent to the intersection of Clotworthy Street and Grey Street; and*
- c) *Red Bluff Road (Site D) as contained within Local Planning Policy – Mobile Food Vehicles.*

Consistent with Council’s adopted Policy on Mobile Food Vehicles, condition No 2 was restricted to hours outside of the normal operating hours of food premises located within 500m of the site that sell like products. An excerpt of Council minutes relating to the item is appended.

**APPENDIX: 9.6.1 (A)**

The applicant has lodged an email, effectively requesting that Council vary the requirements, or allow the van to operate at an alternative location. Whilst the contents of the request are addressed in the comment section below, a copy of the email request is shown attached.

**ATTACHMENT: 9.6.1 (1)**

**PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

**COMMENT (Includes Options):**

Prior to the commencement of operations of the Burger Van, a representative of the owners of the Seafood Shack (located opposite the land backed wharf) contacted Shire Officers to object to the operation of the Van due to competition with their business that sells burgers in addition to seafood. With the business already impacted by the west coast demersal fishing ban, the owners expressed concern over further impact on their business.

In response the Shires Environmental Health Officer made contact with the applicants to ensure that they were aware that operation from the Land Backed Wharf or the Clotworthy Carpark during the normal opening hours of the Seafood Shack would be contrary to condition No 2 of the Shire's approval.

The applicants have in response, requested reconsideration of the condition, or approval to operate from alternative locations. To assist Council in determining the request, the following comments are offered:

Sale of Like Products

The Seafood Shack's advertised menu identifies a total of 8 burgers under a heading "Gourmet Burgers". The applicants submit that they prepare "*Artisan style burgers not generic burgers*" and that "*there are only two burgers (beef and veggie) that might be similar in ingredients but not in pricing. Note our chicken and fish are crumbed and not grilled, we do not sell Bacon and egg rolls, blt or steak sandwiches. Our burgers are more costly and thus not comparable.*"

As outlined within Shire Policy and Condition No 2, the mobile food van (s) are not to operate within 500m of a business selling "like products". Whilst the burgers offered by the Seafood Shack and the Kalbarri Burger Van are not identical products, they may reasonably be considered "like products" on the basis that both are classified as burgers.

As the Seafood Shack operates during the proposed advertised operating hours of the Kalbarri Burger Van, the applicant would be in breach of Condition No. 2 if they were to proceed with those approved hours.

Existing Mobile Food Vans

The applicants have questioned why coffee vans are allowed to operate near cafes in areas not part of Council Policy. It is understood that following Cyclone Seroja, many of the existing businesses were unable to trade due to damage to their premises or staff simply not being available. For this reason, the Shire

approved several mobile food vehicles to operate on a temporary approval process, providing a service to residents and visitors alike, which would have not otherwise be available.

Approved Mobile Food Vehicles were therefore complementing existing businesses. Since that time however, previous and new businesses are now operating along Grey Street abutting the foreshore.

#### Potential New Locations

As highlighted by the applicant, the Murchison River foreshore abuts the Kalbarri townsite for a distance of approximately 2km. Applying a 500m radius to those businesses selling burgers results in only one section of foreshore not being outside of those radii. That area is Chinaman's Beach in the vicinity of the Chinaman's Beach toilet block.

#### Policy Review

During the Council Briefing Session held prior to the Ordinary meeting on 16 March, Councillors expressed a desire for the Mobile Food Vehicle Policy and the identified locations to be reviewed.

Given the circumstances in this case, it may be appropriate for Council to approve the operation of the Kalbarri Burger Van for a trial period at Chinaman's Beach. It is recommended that a 3-month temporary approval would be appropriate, allowing time for the Shire to formally review the policy.

#### Chinaman's Beach Location

Following Cyclone Seroja, damage to the Chinaman's Beach area, including the loss of the majority of carparking, it was not considered appropriate for mobile food vans to operate in that location. With rehabilitation works now completed, additional bitumen parking has been established abutting Chinaman's point.

To ensure that a mobile food van does not occupy parking bays that would otherwise be available to members of the public, it is considered that the most appropriate location would be on the grass area abutting the existing Toilet Block.

#### Conclusion

Whilst Council's policy on mobile food vehicles clearly states operation of a mobile food vehicle within 500m of premises selling like products, it was not identified at the time that there was in fact a business within 500m selling burgers.

In order to allow the applicants to operate whilst a formal review of Council's Mobile Food Vehicle Policy is undertaken, it is recommended that they be given approval to operate from the grass area abutting the Chinaman's Beach toilet block. That approval being subject to the previously imposed conditions and approved hours of operation.

**STATUTORY ENVIRONMENT:**

In accordance with the Shire of Northampton Activities in Thoroughfares and Public Places and Trading Local Law 2017, a permit is required prior to a mobile food van trading within the Shire.

**POLICY / STRATEGIC IMPLICATIONS:**

Council adopted the current Mobile Food Vehicle Policy at its Ordinary Meeting held on 19 February 2026. A copy of that policy is appended.

**APPENDIX: 9.6.1 (A)****ORGANISATIONAL RISK MANAGEMENT:**

A relaxation of the current 500m separation rule from existing business selling like products, independent of a Policy review, has the potential for reputational damage. The risk rating associated with is considered Moderate.

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

**FINANCIAL IMPLICATIONS:**

Nil.

**SUSTAINABILITY:**

Environmental: Appropriate conditions of approval are required to ensure that the operation of a mobile food vehicle does not impact on the environmental or aesthetic aspects of an area.

Economic: Approval to the application will provide an economic opportunity to the applicant.

Social: By granting a temporary approval as proposed, there will be an opportunity to test the appropriateness of the Chinaman's Beach area for the operation of mobile food vans, whilst complying with the policy separation requirements and will allow the applicants an opportunity to operate whilst a policy review is undertaken.

**VOTING REQUIREMENTS:                      SIMPLE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council, notwithstanding Resolution 11/25-163 relating to the Kalbarri Food Van, grant permission for the Kalbarri Food Van to operate from the grass area at Chinaman's Beach adjacent to the toilet block on Reserve 25307 for a trial of 3 months subject to compliance with conditions 2 to 13 and the associated advice notes identified within that resolution.**

**COUNCIL RESOLUTION:**

**MOVED: Pike, D**

**SECONDED: Suckling, R**

**04/26-70**

**That Council, notwithstanding Resolution 11/25-163 relating to the Kalbarri Food Van, grant permission for the Kalbarri Food Van to operate from the grass area at Chinaman's Beach adjacent to the toilet block on Reserve 25307 for a trial of 3 months subject to compliance with conditions 2 to 13 and the associated advice notes identified within that resolution.**

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

**ATTACHMENT****9.8.1 Executive Manager Works and Technical Services Activity Report January to March 2026**

|                                 |                                              |
|---------------------------------|----------------------------------------------|
| <b>PROPONENT</b>                | Executive Manager Works & Technical Services |
| <b>OWNER</b>                    | N/A                                          |
| <b>LOCATION / ADDRESS:</b>      | Whole of Shire                               |
| <b>ZONE:</b>                    | All                                          |
| <b>BUSINESS AREA:</b>           | Works & Technical Services                   |
| <b>FILE REFERENCE:</b>          | N/A                                          |
| <b>LEGISLATION:</b>             | <i>Local Government Act 1995</i>             |
| <b>AUTHOR:</b>                  | Tina Souroup; Jamie Muir                     |
| <b>APPROVING OFFICER:</b>       | Andrew Campbell                              |
| <b>DATE OF REPORT:</b>          | 27 March 2026                                |
| <b>DECLARATION OF INTEREST:</b> | Nil                                          |

**BACKGROUND:**

This report has been prepared to provide Council with an overview of the activities undertaken by the Manager of Works and Technical Services (EMWTS) for the period January to March 2026.

A copy of the EMWTS Activity Report for January to March 2026 is attached.

**ATTACHMENT: 9.8.1 (1)****PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

**COMMENT (Includes Options):**

The attached report enables Council to monitor the activity of the EMTS across the quarter and query any relevant matter as required.

**STATUTORY ENVIRONMENT:**

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

**POLICY / STRATEGIC IMPLICATIONS:**

Maintaining an open and transparent dialogue between the EMWTS and Council is considered highly beneficial in maintaining a functional local government organisation.

**ORGANISATIONAL RISK MANAGEMENT:**

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

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

**FINANCIAL IMPLICATIONS:**

Nil.

**SUSTAINABILITY:**

Environmental: Activities of the EMWTS are focused to minimise environmental impact through responsible resource use, protection of natural assets, and incorporation of climate-resilient design in infrastructure works.

Economic: the EMWTS supports delivery of financially sustainable outcomes by applying whole-of-life asset management, ensuring efficient use of funding, and supporting local economic activity where practicable.

Social: The EMWTS plays a key role in enhancing community wellbeing by delivering safe, accessible infrastructure and maintaining effective engagement with residents and stakeholders.

**VOTING REQUIREMENTS:**

**SIMPLE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council receive the Executive Manager Works & Technical Services Activity Report January 2026 to March 2026 in accordance with ATTACHMENT: 9.8.1(1).**

**COUNCIL RESOLUTION:**

**MOVED:** Suckling, R      **SECONDED:** Suckling, K

**04/26-71**

**That Council receive the Executive Manager Works & Technical Services Activity Report January 2026 to March 2026 in accordance with ATTACHMENT: 9.8.1(1).**

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

## ATTACHMENT

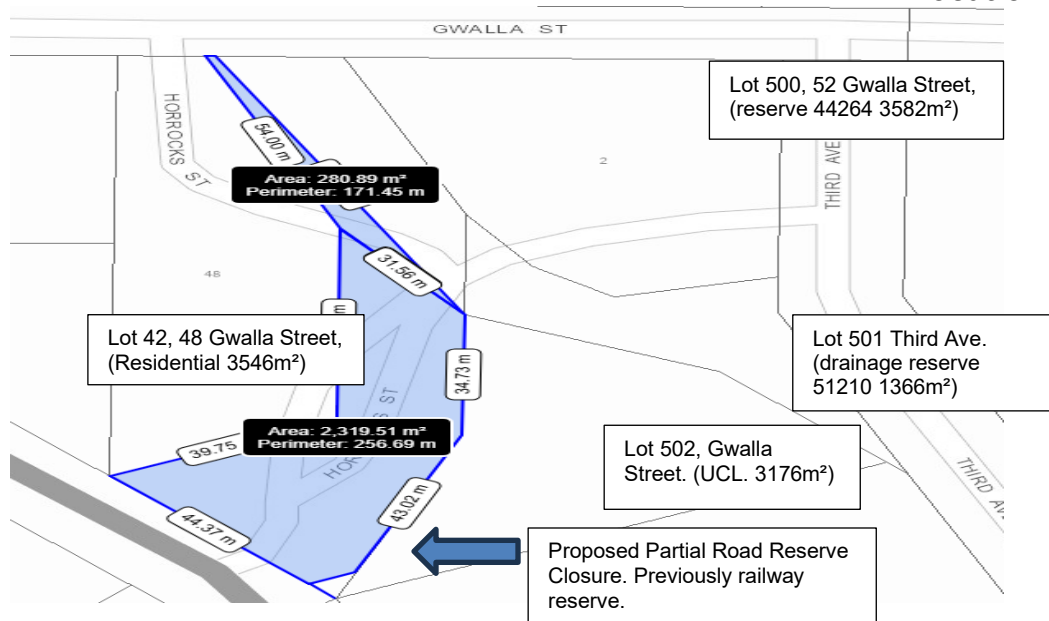
### 9.8.2 Proposed Closure and Amalgamation of a Portion of an Unconstructed Road Reserve Adjoining Lot 42, (48) Gwalla Street, Northampton

|                                 |                                                                         |
|---------------------------------|-------------------------------------------------------------------------|
| <b>PROPONENT</b>                | Guy Shepherd                                                            |
| <b>OWNER</b>                    | Shire of Northampton                                                    |
| <b>LOCATION / ADDRESS:</b>      | Gwalla Street, Northampton                                              |
| <b>ZONE:</b>                    | Road Reserve                                                            |
| <b>BUSINESS AREA:</b>           | Office of the Executive Manager of Works and Technical Services         |
| <b>FILE REFERENCE:</b>          | 12.1.3.4                                                                |
| <b>LEGISLATION:</b>             | <i>Local Government Act 1995</i><br><i>Land Administration Act 1997</i> |
| <b>AUTHOR:</b>                  | Tina Souroup                                                            |
| <b>APPROVING OFFICER:</b>       | Jamie Muir                                                              |
| <b>DATE OF REPORT:</b>          | 27 March 2026                                                           |
| <b>DECLARATION OF INTEREST:</b> | Nil                                                                     |

#### BACKGROUND:

Council has received a request to close a portion of an unconstructed road reserve in the vicinity of Gwalla Street, Hampton Road, and Third Ave, Northampton. The subject road reserve adjoins Lot 42, (48) Gwalla Street owned by the proponent, Lot 500, (52) Gwalla Street, Lot 501 Third Ave, owned by Shire of Northampton, Lot 502, Horrocks Street, owned by State of Western Australia. The proponent has advised that, should the road reserve be closed, the land will be retained and managed as bushland.

#### Location Plan



The purpose of this agenda item is to determine Council support for the partial closure and amalgamation of the unconstructed road reserve and authorisation to initiate a public consultation process in accordance with the *Land Administration Act 1997*.

**ATTACHMENT: 9.8.2 (1)**

**PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

**COMMENT (Includes Options):**

At present, the proposed partial closure of the road reserve would result in landlocked access to one of the aforementioned lots. However, the proponent has indicated an intention to retain a 6-metre-wide frontage to the adjoining property to ensure ongoing access as required.

On this basis, it is recommended that Council support the partial closure of the unconstructed road reserve and its subsequent amalgamation into Lot 42, 48 Gwalla Street, Northampton. The amalgamation process will require the proponent to liaise with the Department of Planning, Lands and Heritage (DPLH) to determine and agree upon the purchase price of the land.

If supported, the proposal will be subject to public advertising in accordance with the *Land Administration Act 1997* and the *Local Government Act 1995*. This will include direct consultation with adjoining landowners and relevant government agencies.

Subject to no objections being received during the public consultation period, the proposed road reserve closure will be referred to DPLH for final determination. Accordingly, it is recommended that Council indemnify the Minister for Lands against any claims for compensation that may arise as a result of the proposed road closure.

**STATUTORY ENVIRONMENT:**

To enable the partial closure of a public road, the *Land Administration Act 1997* prescribes a public consultation period of 35 days followed by a resolution of the Council after which, the proposal is submitted to DPLH.

The *Local Government Act 1995* requires public notice for partial or whole road closure.

**POLICY / STRATEGIC IMPLICATIONS:**

Closure and amalgamating the unrequired road reserve serves to reduce the overall land management potential burden on the organisation. The road reserve area to be closed through this proposal is approximately 2600m<sup>2</sup>.

**ORGANISATIONAL RISK MANAGEMENT:**

Prior to Council initiating the road closure process, there is an obligation to ensure that the proposal will not result in land lock issues nor additional cost imposed by the Shire. This has been dealt with in the recommendations.

Risk rating is considered Level 1 Insignificant, as this is an information report only.

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

### FINANCIAL IMPLICATIONS:

Nil, there are no direct financial implications for the Shire. The progression of the proposed road closure is conditional upon the proponent meeting all associated costs, including survey and statutory fees. The applicable Shire processing fee will be invoiced to, and paid in full by, the proponent.

### SUSTAINABILITY:

Environmental: Nil.

Economic: Reducing the number of unconstructed road reserves within the Shire that provide no strategic importance reduces unnecessary land administration activities by the Shire.

Social: Nil.

**VOTING REQUIREMENTS:                      SIMPLE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council:**

1. Advise the applicant that it is prepared to support the partial closure of the unconstructed road reserve Horrocks Street, Northampton, subject to no objections received in response to the public consultation period detailed in point 2 below;
2. Approve the undertaking of public consultation process regarding the proposed partial closure of unconstructed road reserve Horrocks Street, Northampton and subsequent amalgamation into adjacent Lot 42, (48) Gwalla Street, Northampton in accordance with the requirements of the *Land Administration Act 1997*, for a period of 35 days;
3. Subject to no objections being received in response to the advertising referred to in point 2 above, grant delegated authority to the Chief Executive Officer to forward a request to the Minister of Lands for approval to close the partial road reserve in accordance with section 58 of the *Land Administration Act 1997*;
4. Indemnify the Minister of Lands against any claim for compensation resulting from the proposed partial road closure, and;
5. Be provided with a new agenda report should any objection be received as a result of the public consultation.

**COUNCIL RESOLUTION:**

**MOVED: Smith, C**

**SECONDED: Burges, R**

**04/26-72**

**That Council:**

1. Advise the applicant that it is prepared to support the partial closure of the unconstructed road reserve Horrocks Street, Northampton, subject to no objections received in response to the public consultation period detailed in point 2 below;
2. Approve the undertaking of public consultation process regarding the proposed partial closure of unconstructed road reserve Horrocks Street, Northampton and subsequent amalgamation into adjacent Lot 42, (48) Gwalla Street, Northampton in accordance with the requirements of the *Land Administration Act 1997*, for a period of 35 days;
3. Subject to no objections being received in response to the advertising referred to in point 2 above, grant delegated authority to the Chief Executive Officer to forward a request to the Minister

of Lands for approval to close the partial road reserve in accordance with section 58 of the *Land Administration Act 1997*;

4. Indemnify the Minister of Lands against any claim for compensation resulting from the proposed partial road closure, and:
5. Be provided with a new agenda report should any objection be received as a result of the public consultation.

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

### 9.8.3 Proposed Request for Quotation, Prime Mover, through the WALGA Preferred Supplier Program.

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>PROPONENT</b>                | Shire of Northampton             |
| <b>OWNER</b>                    | N/A                              |
| <b>LOCATION / ADDRESS:</b>      | Whole of Shire                   |
| <b>ZONE:</b>                    | All                              |
| <b>BUSINESS AREA:</b>           | Works and Technical Services     |
| <b>FILE REFERENCE:</b>          | N/A                              |
| <b>LEGISLATION:</b>             | <i>Local Government Act 1995</i> |
| <b>AUTHOR:</b>                  | Jamie Muir                       |
| <b>APPROVING OFFICER:</b>       | Andrew Campbell                  |
| <b>DATE OF REPORT:</b>          | 30 March 2026                    |
| <b>DECLARATION OF INTEREST:</b> | Nil                              |

#### **BACKGROUND:**

At the December Ordinary Council Meeting (OCM), Council resolved to proceed with the procurement of a new prime mover and lead trailer to support the Shire's operational requirements, with a budget allocation of \$550,000 (ex GST). As part of this resolution, Council also endorsed the trade-in of the existing six-wheel truck and trailer combination, with an estimated trade-in value of \$80,000 (ex GST).

#### **COUNCIL RESOLUTION:**

**MOVED:** Suckling, K      **SECONDED:** Suckling, R

**10/25-01**

**That Council:**

1. Agree to procure a new prime mover and lead trailer for a total indicative cost of \$550,000 (ex GST);
2. Agree to trade the existing older 6 wheel truck and trailer combination for an indicate revenue of \$80,000 (ex GST);
3. Exercise the power to borrow by loaning up to \$330,000 (ex GST) to fund the purchase of a new prime mover following statutory advertising processes;
4. Fund a new lead trailer from the RIPAC Plant Replacement fund (4214.99) in the 2025/26 Annual Budget;
5. Fund the 2025/26 principal and interest repayments from the RIPAC Plant Replacement account (4214.99) in the 2025/26 Annual Budget; and
6. Retain \$138,639 in the Plant Replacement Reserve to be utilised for future acquisition and replacement of plant and machinery.

**MOTION CARRIED 6/0**

**PUBLIC CONSULTATION UNDERTAKEN:**

No public consultation was undertaken in relation to this matter, as the procurement of plant and equipment is considered an operational matter.

**COMMENT (Includes Options):**

The procurement of a new prime mover and lead trailer is required to ensure the Shire maintains a reliable and efficient fleet capable of delivering its core capital infrastructure construction and maintenance functions. The existing six-wheel truck and trailer combination has reached the end of its economic service life, evidenced by increasing maintenance costs and declining operational reliability. Replacement with a modern unit is expected to improve operational efficiency, reduce downtime, and enhance safety outcomes. The procurement process was undertaken through the WALGA Preferred Supplier Program, ensuring compliance with relevant procurement requirements while providing an efficient and streamlined approach. The Request for Quotation (RFQ) was issued on 25 February 2026 and closed on 18 March 2026. Three suppliers—Bunbury Trucks, Daimler Trucks, and Volvo Trucks, were invited to submit quotations; however, only one submission was received, from Daimler Trucks. The submission has been evaluated and is considered compliant and fit for purpose, meeting the Shire's operational requirements.

The December Ordinary Council Meeting (OCM) resolved to dispose of the existing six-wheel truck and trailer combination, with an indicative revenue expectation of \$80,000 (ex GST). Daimler has subsequently offered a trade-in value of \$13,636 (ex GST), for the six-wheel truck, excluding the trailer. Following consultation with Smith Broughton Auctioneers, it is anticipated that a sale price of approximately \$50,000 (ex GST), could be achieved through their online auction platform. This will partially offset the overall capital expenditure, in accordance with the 2025-26 budget.

**STATUTORY ENVIRONMENT:**

This procurement has been undertaken in accordance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996. The use of the WALGA Preferred Supplier Program satisfies the legislative requirements for tendering, as it is a recognised purchasing arrangement available to local governments.

**POLICY / STRATEGIC IMPLICATIONS:**

The procurement process is consistent with the Shire's Purchasing Policy and relevant statutory obligations. No adverse policy implications have been identified.

**ORGANISATIONAL RISK MANAGEMENT:**

Risk rating is considered Moderate, the replacement of ageing plant reduces the risk of operational failure, unplanned downtime, and increased maintenance expenditure. Failure to replace the existing vehicle presents a risk to service delivery, workplace safety, and budget overruns associated with ongoing

repairs. Utilising the WALGA Preferred Supplier Program also mitigates procurement risk by ensuring pre-qualified suppliers and compliant processes.

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

### FINANCIAL IMPLICATIONS:

The total cost of the prime mover and lead trailer is within the approved budget allocation of \$550,000 (ex GST). The procurement of a tri-axle side tipper is being undertaken concurrently under a separate Request for Quotation process, with an anticipated cost of \$150,000 (ex GST). Funding for these acquisitions was endorsed via a budget amendment at the December Ordinary Meeting of Council and is incorporated within the Shire's adopted budget.

### SUSTAINABILITY:

**Environmental:** The new vehicle is expected to deliver improved fuel efficiency and reduced emissions compared to the existing unit, contributing to lower environmental impact.

**Economic:** Investment in modern plant will reduce whole-of-life costs through improved reliability, lower maintenance requirements, and increased operational efficiency.

**Social:** Upgrading the fleet enhances operator safety and comfort, contributing to improved staff wellbeing and safer working conditions.

**VOTING REQUIREMENTS: SIMPLE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council;**

- 1. Accept the quotation submitted by Daimler Trucks for the supply of a prime mover in accordance with the WALGA Preferred Supplier Program, for a total cost of \$300,461 (ex GST);**
- 2. Approve disposal of the existing six-wheel truck and trailer combination, though the Smith and Broughton online auction platform.**

**COUNCIL RESOLUTION:**

**MOVED: Burges, R      SECONDED: Pike, D**

**04/26-73**

**That Council;**

- 1. Accept the quotation submitted by Daimler Trucks for the supply of a prime mover in accordance with the WALGA Preferred Supplier Program, for a total cost of \$300,461 (ex GST);**
- 2. Approve disposal of the existing six-wheel truck and trailer combination, though the Smith and Broughton online auction platform.**

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

**ATTACHMENT****9.9.1 Unconfirmed Minutes of the Road Infrastructure and Plant Advisory Committee Meeting Held 13 March 2026**

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>PROPONENT</b>                | Shire of Northampton             |
| <b>OWNER</b>                    | Shire of Northampton             |
| <b>LOCATION / ADDRESS:</b>      | Whole of Shire                   |
| <b>ZONE:</b>                    | All                              |
| <b>BUSINESS AREA:</b>           | Works and Technical Services     |
| <b>FILE REFERENCE:</b>          | 12.1.3                           |
| <b>LEGISLATION:</b>             | <i>Local Government Act 1995</i> |
| <b>AUTHOR:</b>                  | Tina Souroup                     |
| <b>APPROVING OFFICER:</b>       | Jamie Muir                       |
| <b>DATE OF REPORT:</b>          | 25 March 2026                    |
| <b>DECLARATION OF INTEREST:</b> | Nil                              |

**BACKGROUND:**

A meeting of the Road Infrastructure and Plant Advisory Committee (RIPAC) was held on 13 March 2026 in the Council Chambers, Northampton.

The purpose of this report is for Council to receive the minutes of the meeting, as shown attached.

**ATTACHMENT: 9.9.1 (1)**

**PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

**COMMENT (Includes Options):**

The primary purpose of the RIPAC meeting held on 13 March 2026 was to enable the Committee to review and assess the proposed heavy fleet plant replacement program for 2025/26, together with a high-level overview of the 2025/26 Program of Works.

There was no recommendation made by RIPAC to Council.

**STATUTORY ENVIRONMENT:**

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

**POLICY / STRATEGIC IMPLICATIONS:**

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

**ORGANISATIONAL RISK MANAGEMENT:**

Risk rating is considered Level 1 - Insignificant.

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

**FINANCIAL IMPLICATIONS:**

Nil.

**SUSTAINABILITY:**

Environmental: Nil.

Economic: Nil.

Social: Nil.

**VOTING REQUIREMENTS:**

**SIMPLE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council receive the unconfirmed minutes of the Road Infrastructure and Plant Advisory Committee held on 13 March 2026 in accordance with ATTACHMENT: 9.9.1 (1).**

**COUNCIL RESOLUTION:****MOVED: Smith, C****SECONDED: Suckling, K****04/26-74**

**That Council receive the unconfirmed minutes of the Road Infrastructure and Plant Advisory Committee held on 13 March 2026 in accordance with ATTACHMENT: 9.9.1 (1).**

**MOTION CARRIED 6/0****FOR**

Cr L Sudlow

Cr R Burges

Cr D Pike

Cr K Suckling

Cr R Suckling

Cr C Smith

**AGAINST**

**ATTACHMENT****9.9.2 Unconfirmed Minutes from Bush Fire Advisory Committee Meeting held on 23 March 2026**

|                                 |                                                                     |
|---------------------------------|---------------------------------------------------------------------|
| <b>PROPONENT</b>                | Shire of Northampton                                                |
| <b>OWNER</b>                    | N/A                                                                 |
| <b>LOCATION / ADDRESS:</b>      | Whole of Shire                                                      |
| <b>ZONE:</b>                    | N/A                                                                 |
| <b>BUSINESS AREA:</b>           | Community, Development and Regulation                               |
| <b>FILE REFERENCE:</b>          | 5.1.2                                                               |
| <b>LEGISLATION:</b>             | <i>Local Government Act 1995</i><br><i>Bush Fires Act 1954 (WA)</i> |
| <b>AUTHOR:</b>                  | Brian Robinson                                                      |
| <b>APPROVING OFFICER:</b>       | Brian Robinson                                                      |
| <b>DATE OF REPORT:</b>          | 2 April 2026                                                        |
| <b>DECLARATION OF INTEREST:</b> | Nil                                                                 |

**BACKGROUND:**

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

**ATTACHMENT: 9.9.2 (1)****ATTACHMENT: 9.9.2 (2)****ATTACHMENT: 9.9.2 (3)****ATTACHMENT: 9.9.2 (4)**

The Bush Fire Advisory Committee is an Advisory Committee of Council, formed in accordance with the requirements of Division 2 of the *Local Government Act* and Division 4 of the Shire of Northampton *Bush Fire Local Law 2017*.

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

**PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

**COMMENT (Includes Options):**

A total of four recommendations were passed by the committee as set out in the table below:

| <b>Committee Recommendation</b> |                                                                                    | <b>Officer Comment</b>                       |
|---------------------------------|------------------------------------------------------------------------------------|----------------------------------------------|
| <b>1.</b>                       | <b>The minutes from the BFAC meeting held on 30 September 2025 be confirmed.</b>   | <b>No Action required.</b>                   |
| <b>2.</b>                       | <b>The Committee supports the use of Local Government Small Commitment Fund to</b> | <b>That the recommendation be supported.</b> |

|           |                                                                                                                                                                                                                                       |                                                                                                                                                                      |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <b>purchase 7 or 8 Starlink units which includes the first-year subscription.</b>                                                                                                                                                     |                                                                                                                                                                      |
| <b>3.</b> | <b>The Committee request the Shire implement requirements for new homes not connected to reticulated water supplies to have a water tank(s) with fire fighting couplings to ensure that water may be used in the event of a fire.</b> | <b>A discussion paper will be prepared for Council consideration at the May 2026 meeting.</b>                                                                        |
| <b>4.</b> | <b>The Committee recommends the two Fire Mitigation Plans be merged into one document to include all areas of the Shire, with focus on the individual townsites of Northampton, Horrocks, Port Gregory and Kalbarri.</b>              | <b>Shire Officers are in the process of merging the two documents which will then be circulated to BFAC members for comment prior to being presented to Council.</b> |
| <b>5.</b> | <b>That requirements of Harvest and Vehicle Movement Bans be strictly enforced, No means No.</b>                                                                                                                                      | <b>That the recommendation be supported.</b>                                                                                                                         |

#### Starlink Communication Devices

The Shire is in receipt of a small election grant promise of \$20,000 which the State of Western Australia identified was for a trailer mounted communication device. The Committee has determined that for a number of reasons, the purchase and use of satellite communication devices as detailed within the draft unconfirmed minutes.

This recommendation is supported and will be dealt with administratively.

#### **ATTACHMENT: 9.9.2 (5)**

#### Access to Domestic Water Supplies for Fire Fighting

In order to ensure an increase accessibility to water supplies for fire fighting, the Committee is requesting that the Shire implement requirements for new homes not connected to reticulated water supplies to have appropriate coupling connections to allow the water tank to be drawn on as a supply of water for fire fighting purposes.

It is common practice to apply these requirements in Western Australia, using planning legislation such as a Local Planning Scheme or Local Planning Policy. A discussion paper will be brought before Council at its May 2026 meeting to facilitate Council discussion on the matter.

#### Fire Mitigation Plans

Prior to their recent resignation, the Bushfire Risk Management Officer prepared two mitigation plans. One of these plans relating to the townsite of Kalbarri and one for the balance of the Shire.

In accordance with the recommendation of BFAC Shire Officers will merge the two draft Fire Mitigation Plans before circulating the plan for comment. Once comments have been obtained, an agenda item will be prepared for Council consideration.

### Harvest and Vehicle Movement Bans

As reflected within the minutes, discussion occurred around the preference of some property owners to have an exemption process in place for harvest movement bans to assist in harvest vehicle movements. The Committee has resolved that the requirements of Harvest and Vehicle Movement Bans should be strictly enforced, ensuring that no off-road vehicle movements occur when bans are in place.

### **STATUTORY ENVIRONMENT:**

*Local Government Act 1995;*

*Bushfires Act 1954;* and

Shire of Northampton Bush Fire Local Law 2017.

### **POLICY / STRATEGIC IMPLICATIONS:**

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

### **ORGANISATIONAL RISK MANAGEMENT:**

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

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

**FINANCIAL IMPLICATIONS:**

As outlined within the Comment Section above.

**SUSTAINABILITY:**

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

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

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

**VOTING REQUIREMENTS:**

**SIMPLE MAJORITY**

**OFFICER RECOMMENDATION:**

That Council receive and note the Unconfirmed Minutes from the Shire of Northampton Bush Fire Advisory Committee held on 23 March 2026 as shown at Attachment: 9.9.2 (1) and await further information and or agenda items for consideration of the following matters:

1. Access to domestic water tanks as a source of water for fire fighting where reticulated water supplies are not available; and
2. Fire Mitigation Plans relating to the Shire of Northampton.

**COUNCIL RESOLUTION:**

**MOVED: Smith, C**

**SECONDED: Suckling, K**

**04/26-75**

That Council receive and note the Unconfirmed Minutes from the Shire of Northampton Bush Fire Advisory Committee held on 23 March 2026 as shown at Attachment: 9.9.2 (1) and await further information and or agenda items for consideration of the following matters:

1. Access to domestic water tanks as a source of water for fire fighting where reticulated water supplies are not available; and
2. Fire Mitigation Plans relating to the Shire of Northampton.

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

## 10. LATE REPORTS:

### 10.1 Appointment of Independent Presiding Member of the Audit Risk and Improvement Committee Beyond 30 April 2026

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>PROPONENT</b>                | Shire of Northampton             |
| <b>OWNER</b>                    | N/A                              |
| <b>LOCATION / ADDRESS:</b>      | Whole of Shire                   |
| <b>ZONE:</b>                    | All                              |
| <b>BUSINESS AREA:</b>           | Office of CEO                    |
| <b>FILE REFERENCE:</b>          | 1.1.3                            |
| <b>LEGISLATION:</b>             | <i>Local Government Act 1995</i> |
| <b>AUTHOR:</b>                  | Andrew Campbell                  |
| <b>APPROVING OFFICER:</b>       | Andrew Campbell                  |
| <b>DATE OF REPORT:</b>          | 9 April 2026                     |
| <b>DECLARATION OF INTEREST:</b> | Nil                              |

#### **BACKGROUND:**

Effective 1 January 2026 all Western Australian Local Government's were required to create Audit, Risk and Improvement Committees (ARIC) with an Independent Presiding Member.

The Shire of Northampton met this requirement and appointed Mr Jamie Criddle to this role until 30 April 2026. In reciprocation, the author of this report became the Independent Presiding Member of the Shire of Chapman Valley's ARIC.

The purpose of this report is for Council to consider the further appointment of Mr Criddle beyond 30 April 2026 and determine a Deputy Presiding Member for ARIC from the current ARIC membership.

#### **PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

#### **COMMENT (Includes Options):**

The date of 30 April 2026 was established as a trial to determine whether the appointment of reciprocating Chief Executive Officers to the respective ARIC's as Independent Presiding Members would work. It is considered that the appointments have been effective and have been beneficial due to the knowledge of Local Government business brought to the ARIC's by the Chief Executive Officers from adjoining Local Governments. It is proposed to extend the appointment of Mr Jamie Criddle for the full term of the Audit Risk and Improvement Committee being 15 October 2027.

It is recommended that a Deputy Presiding Member for ARIC should be appointed to ensure business can still be completed in the absence of the

Independent Presiding Member. This person can be appointed from the existing membership which includes Cr Sudlow, Cr Hay, Cr R Suckling and Cr Burges.

### STATUTORY ENVIRONMENT:

ARIC is established under the *Local Government Act 1995*.

### POLICY / STRATEGIC IMPLICATIONS:

The appointment of an Independent Presiding Member to ARIC is a statutory requirement.

### ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Moderate due to compliance matters.

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

### FINANCIAL IMPLICATIONS:

There is no direct cost to the Shire of Northampton from the appointment of Mr Criddle.

### SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

**VOTING REQUIREMENTS: ABSOLUTE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council:**

- 1. Appoint Mr Jamie Criddle as the Independent Presiding Member of the Audit, Risk and Improvement Committee until 15 October 2027; and**
- 2. Appoint Cr \_\_\_\_\_ as the Deputy Presiding Member of the Audit, Risk and Improvement Committee until 15 October 2027.**

**COUNCIL RESOLUTION:**

**MOVED: Suckling, K      SECONDED: Pike, D**

**04/26-76**

**That Council:**

- 1. Appoint Mr Jamie Criddle as the Independent Presiding Member of the Audit, Risk and Improvement Committee until 15 October 2027; and**
- 2. Appoint Cr Roslyn Suckling as the Deputy Presiding Member of the Audit, Risk and Improvement Committee until 15 October 2027.**

**MOTION CARRIED 6/0**

**FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

## ATTACHMENT APPENDIX

### 10.2      Review of the Code of Conduct for Council Members, Committee Members and Candidates 2025

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>PROPONENT</b>                | Shire of Northampton             |
| <b>OWNER</b>                    | Shire of Northampton             |
| <b>LOCATION / ADDRESS:</b>      | Whole of Shire                   |
| <b>ZONE:</b>                    | All                              |
| <b>BUSINESS AREA:</b>           | Office of CEO                    |
| <b>FILE REFERENCE:</b>          | 4.1.15                           |
| <b>LEGISLATION:</b>             | <i>Local Government Act 1995</i> |
| <b>AUTHOR:</b>                  | Andrew Campbell                  |
| <b>APPROVING OFFICER:</b>       | Andrew Campbell                  |
| <b>DATE OF REPORT:</b>          | 9 April 2026                     |
| <b>DECLARATION OF INTEREST:</b> | Nil                              |

#### **BACKGROUND:**

With the recent introduction of the Local Government Inspectorate in Western Australia, there is a requirement to update the Code of Conduct for Council Members, Committee Members and Candidates to reflect the new requirements. This is the purpose of this agenda report.

#### **PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

#### **COMMENT (Includes Options):**

Proposed changes to the Code of Conduct for Council Members, Committee Members and Candidates 2025 reflect the new requirements as provided by legislation. The Code of Conduct for Council Members, Committee Members and Candidates 2026 include the following differences only:

1. Addition of Clauses 11(4),(5)&(6);
2. Addition of entire Clause 14A;
3. Addition of entire Clause 14B;
4. Addition of Clause 15(3); and
5. Changes to the legislation references in the Notes under Division 4.

The Code of Conduct for Council Members, Committee Members and Candidates 2026 is provided in the attachment.

**ATTACHMENT: 10.2 (1)**

For reference the Code of Conduct for Council Members, Committee Members and Candidates 2025 is provided in the appendix.

**APPENDIX: 10.2 (A)****STATUTORY ENVIRONMENT:**

Under the *Local Government (Model Code of Conduct) Regulations 2021*, the Shire of Northampton is required to have a Code of Conduct for Council Members, Committee Members and Candidates.

**POLICY / STRATEGIC IMPLICATIONS:**

Not only is a Code of Conduct for Council Members, Committee Members and Candidates a statutory requirement, it also provides the fundamental basis for strong ethics and governance within a local government organisation.

There are no direct policy implications attached to this report.

**ORGANISATIONAL RISK MANAGEMENT:**

The associated risk would be the failure to comply with the requirements of the *Local Government Act 1995* in relation to a Code of Conduct for Council Members, Committee Members and Candidates could result in reputational damage, financial impacts and potentially service interruption. Risk rating is considered Level 3 – Moderate.

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

**FINANCIAL IMPLICATIONS:**

Nil.

**SUSTAINABILITY:**Environmental: Nil.Economic: Nil.Social: Nil.**VOTING REQUIREMENTS:                      SIMPLE MAJORITY****OFFICER RECOMMENDATION:**

**That Council adopt the Code of Conduct for Council Members, Committee Members and Candidates 2026 in accordance with ATTACHMENT: (1).**

**COUNCIL RESOLUTION:**

**MOVED: Suckling, R              SECONDED: Smith, C**

**04/26-77**

**That Council adopt the Code of Conduct for Council Members, Committee Members and Candidates 2026 in accordance with ATTACHMENT: (1).**

**MOTION CARRIED 6/0****FOR**

Cr L Sudlow  
Cr R Burges  
Cr D Pike  
Cr K Suckling  
Cr R Suckling  
Cr C Smith

**AGAINST**

**11. QUESTIONS FROM MEMBERS:**

11.1 Response to questions from members taken on notice: Nil.

11.2 Questions from members: Nil.

**12. MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING**

Nil.

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

Nil.

**14. APPLICATIONS FOR LEAVE OF ABSENCE:**

Nil.

**15. CLOSURE:**

There being no further business to discuss the Shire President thanked those in attendance and closed the meeting at 2.56pm.

**SIGNED:**



**Cr Liz Sudlow  
Shire President**

**DATE: 21 May 2026**