



AGENDA

COUNCIL MEETING

21 MAY 2026

SHIRE OF NORTHAMPTON – COUNCIL MEETING AGENDA**21 MAY 2026****NOTICE TO ALL COUNCILLORS**

An Ordinary Meeting of Council is called for Thursday 21 May 2026 commencing at 2:00 PM in the Allen Centre, Kalbarri.



**Andrew Campbell
CHIEF EXECUTIVE OFFICER**

14 May 2026

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Northampton for any act, omission, statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Northampton disclaims any liability for any loss whatsoever and howsoever caused arising out of a reliance by any person or legal entity on any such act, omission, statement or intimation occurring during Council/Committee meetings, discussions or any decision recorded in the unconfirmed minutes of Council or Committee's of Council. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that persons or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for licence, any statement, limitation or approval made by a member or officer of the Shire of Northampton during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Northampton. The Shire of Northampton warns that anyone who has lodged an application with the Shire of Northampton must obtain and should only rely on Written Confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Northampton in respect of the application.

SHIRE OF NORTHAMPTON

COUNCIL MEETING THURSDAY 21 MAY 2026

TO BE HELD
IN THE ALLEN CENTRE, KALBARRI

COMMENCING AT 2:00 PM

AGENDA

1. **DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:**
2. **ANNOUNCEMENTS BY THE PRESIDENT:**

Acknowledgement of Country

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

3. **ATTENDANCE:**
 - 3.1 Apologies:
 - 3.2 Approved Leave of Absence:

4. **DECLARATIONS OF INTEREST:**

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

5. **PUBLIC QUESTION TIME:**

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

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

6. PRESENTATIONS:

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

7. CONFIRMATION OF PREVIOUS MINUTES:

_____ / _____

That the Minutes of the Ordinary Meeting of the Council held on 16 April 2026 be confirmed.

8. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:**9. OFFICERS' REPORTS:**

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9.1.1 Proposed Election Method for the 2026 Extraordinary Local Government Election

PROPONENT OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	All
FILE REFERENCE:	4.1.2
LEGISLATION:	Office of CEO
AUTHOR:	Andrew Campbell
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	4 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Deputy Shire President, Councillor Tim Hay tendered his resignation effective 15 April 2026 therefore creating a Councillor vacancy.

The purpose of this report is to determine the election method to fill the vacancy through an Extraordinary Election.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Shire President Liz Sudlow was consulted on this matter and has endorsed the proposed approach to hold an Extraordinary Election by Postal Vote undertaken by, and at a time convenient to, the Western Australian Electoral Commission (WAEC). The WAEC have now responded with the date being Thursday 24 September 2026.

In 2023 and 2025 the Shire of Northampton successfully utilised WAEC to conduct a Postal election process. Whilst there was no actual election required in 2025 as all positions were filled unopposed, WAEC coordinated the process from start to end.

The 2025 Ordinary Election was quoted at a cost of \$21,821 (ex GST) however as there were equal candidates to vacancies, all candidates were elected unopposed, and no actual election occurred. WAEC billable costs from the process were \$5,046 (ex GST). Even under recent Local Government Reforms, and the time until the next Ordinary Election, an Extraordinary Election will be required to be held.

The WAEC was also contacted for a quote to conduct a Postal election. The quote received was \$22,000 (ex GST).

STATUTORY ENVIRONMENT:

s.4.61 of the Local Government Act 1995 applies to methods permitted to conduct Local Government elections.

POLICY / STRATEGIC IMPLICATIONS:

Due to the level of complexity and costs of conducting “in person” elections, it is recommended that WAEC conduct a Postal election for the Shire of Northampton as they have for the previous two Ordinary Elections.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Moderate due to compliance related matters.

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 cost of conducting the 2026 Extraordinary Election is anticipated to be in the order of \$22,000 (ex GST). Given the timing resulting from the election process, this funding will not be required until the 2026/27 financial year.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- 1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2026 Extraordinary Election, together with any other elections or polls which may be required; and**
- 2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election.**
- 3. Acknowledge the Extraordinary Election conducted by the Western Australian Electoral Commission will be on Thursday 24 September 2026; and**
- 4. Set aside \$22,000 (ex GST) in the 2026/27 budget to fund the Extraordinary Election.**

ATTACHMENT**9.1.2 Review of Councillor Attendance Fees, Allowances and Expenses 2026/27**

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Office of CEO
FILE REFERENCE:	4.1.1
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Andrew Campbell
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	4 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* provide for Councillors to receive certain payments and sets minimum and maximum amounts which can be paid. Attendance Fees, Allowances and Expenses available include:

- Meeting attendance fees (or alternatively annual attendance Fees);
- Local Government allowance for the President and Deputy President;
- Information Technology and Communication allowance;
- Travel and Accommodation expense allowance;
- Travel reimbursement;
- Telecommunications reimbursement;
- Child Care reimbursement; and
- Other prescribed reimbursements approved by Council.

In 2013, the Salary and Allowances Tribunal (“SAT”) were empowered to annually determine payments for Attendance Fees, Allowances and Expenses for Councillors plus ranges for Chief Executive Officer Total Reward Packages by prescribing four distinct Band classifications for every Local Government operating in Western Australia. SAT recently undertook the annual review with the latest SAT determination being made on 2 April 2026, effective from 1 July 2026. The Shire of Northampton is a Band 3 Local Government.

Elected Member Attendance Fees and Annual Allowance ranges were increased by **3.5%** following the latest determination. A copy of the SAT determination is attached.

ATTACHMENT: 9.1.2 (1)

In 2025/26 Councillors received the following payments as per the decision of Council on 21 May 2025:

Allowances and Fees for Councillors for 2024/2025 as per the following rates:

Annual Attendance Fee

Councillors	\$8,615
President	\$14,352

Annual Allowances

Shire President	\$16,560
Deputy Shire President	\$4,140

<u>ICT expenses allowance</u>	\$500
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The purpose of this report is for Council to determine Councillor Fees, Allowances and Expenses to be paid in the 2026/27 financial year.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Local Governments are split into four distinct Bands across Western Australia with Band 1 being the largest through to Band 4 being the smallest. The Shire of Northampton is Band 3.

The difficulty with the SAT determination for Attendance Fees, Allowances and Expenses is that it is based on possible payments within a prescribed Band range and as such Councillors are required to make their own payment decisions on an annual basis.

FEES

Attendance fees

Attendance fees are an automatic right with Councillors entitled to be paid an attendance fee under Section 5.98 of the *Local Government Act 1995* for each meeting as follows:

Band 3	Council Meetings		Committee & Prescribed	Other Meetings
	Minimum	Maximum	Minimum	Maximum
Councillor	\$233	\$482	\$114	\$244
President	\$233	\$735	\$114	\$244

[Note: Prescribed meetings include Northern Country Zone meetings, Regional Road Group meetings, a meeting attending at the request of a Minister, or a meeting where the Council member is a delegate appointed by the Local Government].

An alternative, however, is available under section 5.99 of the *Local Government Act 1995*, allowing Council to determine to pay an annual attendance fee in lieu of a fee for each individual meeting attended. The permissible range of annual fees in 2026/27 are:

Band 3	Minimum	Maximum
Councillor	\$8,917	\$18,977
President	\$8,917	\$29,379

From an administration perspective, attendance fees based on a “per meeting” attendance is time consuming and not the most effective use of administrative resources. The alternate annual attendance fee is a much more simplistic approach to paying “per meeting” attendance fees and is preferred by the administration.

It has been argued in the sector previously that Councillors should not be rewarded for non-attendance at meetings via the annual attendance fees method. However, it can be counter argued that the job of a Councillor is not just to attend Council, Committee and other prescribed meetings, but the role extends well beyond that outside of those forums and that should be recognised financially. Some Councillors will even forego paid work for attendance at various organisational related activities.

In 2025/26 Council opted to pay an annual attendance fee in lieu of a fee for each individual meeting attended. Based on the current situation Council budgeted \$58,240 for attendance fees in 2025/26 equating to payments of approximately:

	Council Meetings	Total
Councillors x 7	\$8,615	\$60,305
President	\$14,352	\$14,352
		\$74,657

Officer Recommendation:

That Council agree to pay the attendance fee method to the annual attendance fee from the with payments to be indexed by 3.5% from 2025/26 (noting Councillor numbers have been reduced from 7 to 6) in accordance with the following table:

	All Meetings	TOTAL
Councillors x 6	\$8,917	\$53,502
President	\$14,854	\$14,854
		\$68,356

ALLOWANCES

Shire President's and Deputy Shire President's Local Government Allowance
Section 5.98 of the *Local Government Act 1995* entitles the President to receive an annual "Local Government Allowance" to compensate for the additional workload for leadership, statutory function, ceremonial, and civic duties.

Section 5.98A of the *Local Government Act 1995* provides Council with discretion to pay an additional annual "Local Government Allowance" to the Deputy President to the amount of 25% of that payable to the President.

An alternative to the prescribed limits however is available under the *Local Government Act 1995* allowing Council to determine to pay local government Allowances based on the prior year's operating revenue. The maximum amount payable, for the President, shall not exceed the lesser of the maximum annual prescribed allowance, or 0.2% of the local government's operating revenue. It is not recommended to use of the operating method calculation due to significant fluctuation in grant revenue from year to year.

Band 3	SAT Minimum	SAT Maximum	Operating Revenue Maximum	Existing Payment
President	\$1,193	\$42,837	\$38,988	\$16,560
Deputy President	\$288	\$10,347	\$9,747	\$4,140

[Note: the 2025/26 budgeted operating revenue was \$19,493,897 and 0.2% equates to \$38,988]

The 2025/26 payments to the Shire President and Deputy Shire President were as follows:

Shire President	\$16,560
Deputy Shire President	\$4,140
TOTAL	\$20,700

Under the 2026/27 allowances allocated by Council, the allowance payment to the Deputy Shire President can not exceed 25% of what is paid in the allowance to the Shire President. Both allowance payments from 2025/26 sit within the SAT determined range and it is recommended a 3.5% increase in the allowances in accordance with the determination is applied.

Officer Recommendation:

That Council pay the 2026/27 allowance to the Shire President and Deputy Shire President to the amount outlined in the table:

Shire President	\$17,140
Deputy Shire President	\$4,285
TOTAL	\$21,425

Information Communication and Technology (ICT) Annual Allowance

An ICT annual allowance may be paid in lieu of reimbursement for telephone, facsimile and other communication expenses (such as call charges) as follows:

	Minimum	Maximum
Councillor	\$500	\$3,500
President	\$500	\$3,500

In 2025/26 Councillors and the Shire President were paid \$500 as part of an annual ICT allowance and it is recommended this is maintained.

Officer Recommendation:

That Council pay the 2026/27 Information Communication Technology allowance to the Shire President and Councillors to the amount outlined in the table:

Shire President	\$500
Councillors x 6	\$500 (\$3,000 total)
TOTAL	\$3,500

Travel and Accommodation Annual Allowance

Regulation 34AB allows Council to determine to pay an annual travel and accommodation allowance rather than actual reimbursement up to \$100. This annual allowance amount is considered to be very low especially given the large land area of the Shire district and the need for regular travel by Councillors.

Officer Recommendation:

That Council endorse the reimbursement in accordance with actual costs in the case of approved accommodation and travel costs in line with the applicable rate in the relevant Local Government Award.

REIMBURSABLE EXPENSES

Rental charges for one telephone and one facsimile machine (Regulation 31(1)(a))

Reimbursement of actual cost incurred for rental of one phone and one fax.

Officer Recommendation:

It is recommended that an annual ICT Allowance be paid in lieu of reimbursements for telephone and facsimile.

Child Care Reimbursement (Regulation 31(1)(b))

Reimbursement of child care fees incurred is an automatic right for the actual amount paid to a maximum of \$35 per hour.

Officer Recommendation:

It is recommended that allowable Child Care expenses be reimbursed to the amount allowable of \$35 per hour as incurred.

Travel costs for attendance at Council or committee meetings (Regulation 31(1)(b))

Actual cost for travel from the members place of residence or work to the meeting and back is eligible for reimbursement in accordance with the relevant Local Government Award.

Officer Recommendation:

That Council endorse the reimbursement in accordance with actual travel costs to Council or Committee meetings in line with the applicable rate in the relevant Local Government Award.

Child Care and Travel costs in completing required training (Regulation 31(1)(c))**Officer Recommendation:**

That Council endorse the reimbursement in accordance with actual child care or travel costs for Councillors attending required training in line with the applicable rate in the relevant Local Government Award.

Other prescribed costs approved by Council (Regulation 32(1))

In addition to the above expenses for which reimbursement can apply, the Council can approve reimbursement for other specific expenses within the provisions of Regulation 32.

As per the indicated officer recommendations above, this matter is presented to Council for consideration.

STATUTORY ENVIRONMENT:

Part 5 Division 8 of the *Local Government Act 1995*.

Local Government (Administration) Regulations 1996.

Salaries and Allowances Act 1975.

POLICY / STRATEGIC IMPLICATIONS:

The setting of Councillor Fees and Allowances is a sensitive matter for the Council to consider and a policy position would be considered beneficial in such circumstances. However, it is up to Council to make their own decision as to where they should sit within the prescribed Band range and make an informed determination every financial year.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Moderate mainly resulting from reputational risk. Countering this is the need to ensure Councillors are provided with some financial reward to offset the work and time that is expected of them.

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 proposed officer recommendations will result in a \$6,349 decrease in expense for 2026/27 (primarily due to one less Councillor) as follows:

	2025/26	2026/27	Increase (Decrease)
Annual Attendance Fee (Councillors)	\$60,278	\$53,202	(\$7,076)
Annual Attendance Fee (President)	\$14,352	\$14,854	\$502
Per Meeting Allowance (Councillors)	\$0	\$0	\$0
Per Meeting Allowance (Shire President)	\$0	\$0	\$0
Local Government Allowance (Shire President)	\$16,560	\$17,140	\$580
Local Government Allowance (Deputy Shire President)	\$4,140	\$4,285	\$145
ICT Allowance (All)	\$4,000	\$3,500	(\$500)
Travel Reimbursement (All)	At Cost	At Cost	At Cost
Total Funding Required	\$99,330	\$92,981	(\$6,349)

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council for the 2026/27 financial year:

- 1. Pay all Councillors an Annual Attendance Fee, in lieu of “per meeting” Fees, being \$8,917 for Councillors and \$14,854 for the Shire President;**
- 2. Pay the Shire President a Local Government Allowance of \$17,140;**
- 3. Pay the Deputy Shire President a Local Government Allowance of \$4,285;**
- 4. Pay the Shire President and all Councillors an Information Communication and Technology Allowance of \$500;**
- 5. Not pay Councillors an annual Travel and Accommodation Allowance;**
- 6. Require all approved claims for Child Care be paid, to the extent permissible, on a reimbursement basis as incurred;**
- 7. Require all approved claims for travel and accommodation be paid, to the extent permissible, on a reimbursement basis as incurred; and**
- 8. Require all Attendance Fees and Allowances be paid in two equal instalments throughout the course of the 2026/27 financial year.**

ATTACHMENTS

1	2026 Salary and Allowances Tribunal Local Government Determination	39 Pages
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ATTACHMENT**9.1.3 Chief Executive Officer Activity Report January to March 2026**

PROPONENT	Chief Executive Officer
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Office of CEO
FILE REFERENCE:	N/A
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Andrew Campbell
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	5 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

This report has been produced to assist Council understand the activity of the Chief Executive Officer (CEO) for the quarterly period of January 2026 to March 2026.

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

ATTACHMENT: 9.1.3 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

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

STATUTORY ENVIRONMENT:

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

POLICY / STRATEGIC IMPLICATIONS:

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

ORGANISATIONAL RISK MANAGEMENT:

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

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

FINANCIAL IMPLICATIONS:

Nil.

SUSTAINABILITY:

Environmental: Activities of the CEO often deal with environmental related matters both from a compliance perspective and an improvement perspective.

Economic: Part of the CEO's role is to improve local economies and often a number of activities are associated with economic development initiatives and opportunities.

Social: The CEO plays a key role in the development of community via community leadership, infrastructure provision and community support.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council receive the Chief Executive Officer Activity Report January to March 2026 in accordance with ATTACHMENT: 9.1.3(1).

ATTACHMENTS

1 January to March 2026 Quarterly Report 3 Pages

ATTACHMENT**9.2.1 Monthly Financial Statements for the Period Ending 30 April 2026**

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

BACKGROUND:

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

The Monthly Statements of Financial Activity for the period ending 30 April 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: 9.2.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

A summary of the 30 April 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 \$926,963 (8.78%). 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 \$905,469 7.87% 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 \$10,284,441 (89.70%), as the year progresses funding will be received and recognised.
- Capital outflows were below year-to-date budget by \$14,621,237, 92.60%, 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 (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:

As noted in comment section above.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council receives the Monthly Financial Report for the period ending 30 April 2026 in accordance with ATTACHMENT: 9.2.1(1).

ATTACHMENTS

1	Monthly Financial Statements for the Period Ending 30 April 2026	24 Pages
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ATTACHMENT**9.2.2 Proposed April 2026 List of Accounts for Endorsement on 21 May 2026**

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Corporate and Financial Services
FILE REFERENCE:	1.1.1
LEGISLATION:	<i>Local Government (Financial Management) Regulation 1996, Local Government Act 1995</i>
AUTHOR:	Leanne Rowe
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	23 April 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A full list of April 2026 payments is submitted to Council on 21 May 2026 for consideration.

A copy of the Payment List is attached.

ATTACHMENT: 9.2.2 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Council is requested to endorse the payments as presented.

STATUTORY ENVIRONMENT:

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

POLICY / STRATEGIC IMPLICATIONS:

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

ORGANISATIONAL RISK MANAGEMENT:

The associated risk would be the failure to comply with *Local Government Act 1995 (Financial Management) Regulations 1996 Section 13 (1)* is considered moderate as the presentation of payments forms part of the 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 EFT29094 to EFT29209 totalling \$572,580.28; Municipal Fund Cheques 22657 to 22658 inclusive totalling \$16,762.96; Direct Debit payments numbered GJ1009 to GJ1016 inclusive, payroll and superannuation totalling \$319,341.92; and itemised fuel card purchases, be declared authorised expenditure in accordance with ATTACHMENT: 9.2.2 (1).

ATTACHMENTS

- | | |
|---|---------|
| 1 Proposed April 2026 List of Accounts for Endorsement on 21 May 2026 | 8 Pages |
|---|---------|

9.3.1 Donated Items from the Principality of Hutt River

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	N/A
BUSINESS AREA:	Community, Development & Regulation
FILE REFERENCE:	11.4.1
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Andrea Teakle/Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	5 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The former Hutt River Province holds a unique place in the social and cultural history of the Northampton Shire and the Mid West region. Over several decades, it attracted national and international attention, contributing to regional identity, tourism and storytelling.

As part of the Story Harvest Event, held on 11 April 2026, the owners and custodians of Hutt River artefacts provided a number of historically significant items relating to the Hutt River Province for display. They have now offered to donate those items for display within the Shire of Northampton on the condition that the Shire:

- Publicly display the items;
- Preserve them appropriately;
- Interpret and communicate their historical significance; and
- Ensure ongoing public access and educational value.

The purpose of this report is to seek Council's acceptance of the donation and endorsement for the donation and Historical Story Boards to be loaned by appropriate established organisation(s) to display these items for public benefit.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The following collection of Hutt River Province artefacts has been generously donated by Richard and Lyn Casley:

<ul style="list-style-type: none"> • 1 × Hutt River Passport • 1 × Hutt River Merit Award • 1 × Hutt River Medal • 2 x \$1 and \$2 bank notes 	<ul style="list-style-type: none"> • 3 × postage stamp packs • 5 × postcards • 1 × official envelope • 2 x 50 cents, 20 cents and 10 cents
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These items hold significant local historical and cultural value and contribute to the broader storytelling of the Northampton Shire and surrounding region.

Interpretive storyboards relating to the history of Northampton were funded through a grant secured by the Shire of Northampton from the Foundation for Rural & Regional Renewal (FRRR). While the storyboards were designed by the Shire of Northampton's Community Development Officer - Cresta Viellaris, the intellectual property associated with their content is retained by Sue White, Helen McQuie, Graeme Casley and Liz Sudlow, who have granted permission for the content to be shared publicly as part of display and interpretation activities.

The following organisations have formally expressed interest in displaying the Hutt River artefacts and associated storyboards within their facilities:

- Northampton Tourism Association; and
- Chiverton House Museum, Northampton.

Additionally, it is expected that there will be opportunity for the items to be displayed at the Shire of Northampton Administration Offices and Libraries. Other potential locations may also arise in the future.

It is recommended that the items be made available to all interested community organisations on a rotational basis, commencing with the Northampton Tourist Association for a three month period. Responsibility for care, security, insurance, and day-to-day management of the items during display periods would rest with the respective organisations.

STATUTORY ENVIRONMENT:

Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS:

Nil.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered moderate given the historic and cultural value of the donated items.

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 profiles, third party actions	Extensive damage requiring a prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:

Other than minor administrative oversight there are minimal financial implications for acceptance the donation and management role.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Acceptance of the donation represents a positive outcome for heritage preservation, community access and cultural storytelling within the Shire of Northampton.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **Accept the donation of the following items associated with the Hutt River Province:**
 - 1 × Hutt River Passport
 - 1 × Hutt River Merit Award
 - 1 × Hutt River Medal
 - 2 of \$1 & \$2, Hutt River Province bank notes
 - 3 × postage stamp packs
 - 5 × postcards
 - 1 × official envelope
 - 2 x Hutt River Province 50 cents, 20 cents and 10 cents notes
2. **Request the Chief Executive Officer arrange for correspondence to be forwarded to Mr Richard Casley and Ms Lyn Casley thanking them for their donation; and**
3. **Endorses the loan of the items listed in point 1 above, together with relevant story boards produced for the Story Harvest Event to relevant community organisations for display, commencing with the Northampton Visitor Association for a period of 3 months.**

ATTACHMENT**9.3.2 Executive Manager of Community, Development and Regulation Activity Report - January to March 2026**

PROPONENT OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
ZONE:	N/A
BUSINESS AREA:	Community, Development and Regulation
FILE REFERENCE:	N/A
LEGISLATION:	Various
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	6 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

This agenda item has been prepared to assist Councillors in their understanding of the activities undertaken by the Executive Manager of Community, Development and Regulation and the business area for the months of January to March 2026.

A copy of a report detailing the activities of the Executive Manager and their Department over the period is shown attached.

ATTACHMENT: 9.3.2 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The purpose of this agenda item and the attached report is to inform Councillors of the activities of the Executive Manager of Community, Development and Regulation and the employees under their supervision for the period.

STATUTORY ENVIRONMENT:

Various Legislation is applicable to the activities undertaken by the Executive Manager and the employees under their supervision.

POLICY / STRATEGIC IMPLICATIONS:

Nil.

ORGANISATIONAL RISK MANAGEMENT:

Open dialogue between the Council and Executive Management is important and failure to do so could result in a considerable degree of risk to the organisation. 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:

All activities undertaken were in accordance with the Shire of Northampton's adopted budget and/or budget variations as passed by absolute majority of Council.

SUSTAINABILITY:

Environmental: Activities of the Executive Manager often deal with environmental related matters both from a development assessment and compliance perspective.

Economic: Matters dealt with by the Executive Manager often have economic development considerations or outcomes.

Social: The Executive Manager plays a key role in the development of community via community leadership, infrastructure and community support.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council receive the Quarterly Activity Report from the Executive Manager Community, Development and Regulation for the January to March 2026 period as shown ATTACHMENT: 9.3.2 (1).

ATTACHMENTS

- 1 Attachment No 1 EMCDR Report for Jan to March 2026 6 Pages

ATTACHMENT

9.4.1 Delegated Planning Decisions for April 2026

PROPONENT	Shire of Northampton
OWNER	Various
LOCATION / ADDRESS:	Various
ZONE:	Various
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.4.1
LEGISLATION:	<i>Planning and Development Act 2005</i> <i>Local Government Act 1995</i>
AUTHOR:	Kaylene Roberts
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	1 May 2026
DECLARATION OF INTEREST:	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 April 2026.

ATTACHMENT: 9.4.1 (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 April a total of two (2) applications were determined under delegated authority, three (3) applications determined by Council.

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

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

	April 2025	April 2026
Delegated Decisions	7 - \$459,349.09 **3	2 **
Council Decisions	1 Refusal (\$20,000)	3 - \$1,300,000* Incl 1 Refusal
Total	8 - \$45(9,349.09	*4 - \$1,300,000

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	21 - \$1,572,270.09 **6	13 - \$345,900 **5
Council Decisions	7 - \$401,412 **6 1 Refusal	13 - \$5,065,500 **3 1 Refusal
Total	28 - \$1,973,682.09	26 - \$5,411,400

** 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.

There was also one (1) subdivision referred to the Shire for comment in the month of April 2026. The application relating to a two (2) lot residential subdivision was determined under delegation. Further information is provided attached.

ATTACHMENT: 9.4.1 (2)**STATUTORY ENVIRONMENT:**

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

Nil.

FINANCIAL IMPLICATIONS:

The required planning fees have been paid for all applications for Development Approval.

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: 9.4.1 (1).

ATTACHMENTS

- | | | |
|----------|--|--------|
| 1 | Attachment No. 1 - Planning Decisions April 2026 | 1 Page |
| 2 | Attachment No. 2 - Subdivision Register | 1 Page |

ATTACHMENT

9.4.2 Proposed Shelter - Horrocks Golf Course, Horrocks

PROPONENT OWNER	Horrocks Community Centre Inc. Shire of Northampton
LOCATION / ADDRESS:	Lot 9503 North Court, Horrocks
ZONE:	Local Scheme Reserve – Public Open Space
BUSINESS AREA:	Community, Development & Regulation
FILE REFERENCE:	10.2.7 & A4932
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	4 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Lot 9503 is a freehold parcel of land with an area of 66.0431ha. As reflected on the location plan below, the property extends from the coastal foreshore reserve, wrapping around to the rear of the properties on the eastern side of Mitchell Street. Portion of the property is developed with the Horrocks Golf Course, which is leased to the Horrocks Community Centre Inc.

Location Plan

Approval is sought to construct a timber framed open sided shelter being 3.1m wide and 2.1m deep with a skillion roof approximately 15m northeast of the green on hole number 4. Plans submitted in support of the application show

that the shelter is proposed with a 2.6m height facing west, with a rear height of approximately 2.4m. It is proposed that a single bench seat will be installed toward the rear of the shelter. The purpose of the shelter is to provide a rest point and lookout associated with the golf course.

Copies of the submitted location plan and shelter detail are shown attached.

ATTACHMENT: 9.4.2 (1)

The applicant has also been accompanied by a request that Council waive the normal application fee of \$147. A request for the waving of the application fee may only be granted by Council through an absolute majority decision.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Clause 67(2) of the Deemed to Apply provisions contained within the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines those matters which local government must have due regard to when determining an application for Development Approval. With respect to this application, the following considerations are relevant:

- (a) The aims and provisions of the Scheme;
- (j) In the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
- (m) The compatibility of the development with its 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 on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (r) The suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosions, land degradation or any other risk.

To assist Council in assessing the application against these criteria, the following comments are offered:

Local Planning Scheme Reservation

The provisions of Local Planning Scheme No 10 (the Scheme) reserve the land for the purpose of Public Open Space (POS). As outlined in Table 1 of the Scheme, the objectives of a POS Reservation are:

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

As passive recreation infrastructure, the proposed development is consistent with the objectives of the POS Reservation.

Land Use Compatibility

Except for the golf course, land abutting the proposed location is vacant vegetated land. The proposal is therefore compatible with the character and future intent of the area.

Risk

Land to the east and north of the green associated with hole 4 contains native vegetation and slopes upward toward the east.

Department of Fire and Emergency Services mapping identifies that the subject land is “Bushfire Prone”. As a non-habitable structure, there are no issues with construction of the shelter in the proposed location. It must however be acknowledged that there is potential for destruction by fire should a bushfire occur on adjacent land.

To minimise the potential for damage it is recommended that a 3m wide firebreak is established and maintained around the shelter.

Lease

The Shire leases portion of Lot 9503 and an adjacent Crown Reserve (Reserve 29151) to the Horrocks Community Centre Inc. The purpose of the lease for the purposes of “*Public Recreation and Community Purposes*”. A plan detailing the area of the lease is shown attached.

ATTACHMENT: 9.4.2 (2)

During preparation of this agenda item, it was identified that the eastern edge of Hole No 4 of the Horrocks Golf Course has been constructed outside of the lease area. A plan detailing the approximate location of the lease boundary is shown attached.

ATTACHMENT: 9.4.2 (3)

As the proposed shelter is also located outside of the northeastern extent of the current lease, it is recommended that an adjustment to the lease boundary be required. As there are no competing land uses adjacent to the golf course as constructed, adjustment of the lease is supported by the Shire administration.

Given that the need to adjust the lease comes about to accommodate the proposal and due to hole four, as constructed by the Horrocks Community Centre Inc and its volunteers not being contained within the lease, it is recommended all costs be met by the Horrocks Community Centre Inc.

Request to Waive Application Fees

The Shire’s 2025/2026 Schedule of Fees and Charges were adopted by Council at its Ordinary Meeting held on 19 June 2025 and were incorporated into the Shire’s annual budget. In accordance with clause 6.12 of the *Local Government Act 1995*, a local government may waive or grant a concession

relating to fees payable. A resolution to waive fees may only be granted by Absolute Majority.

It is common practice in Western Australia for fees to be waived development application fees for not-for-profit organisations and community groups, with the ability to waive fees being reflected in Clause 14 of the *Planning and Development (Local Government Planning Fees Regulations 2000)*. As Council policy does not currently provide any guidance on the waiving of development application fees, it is proposed to address the waiving of fees as part of the current review of Council's Local Planning Policies.

STATUTORY ENVIRONMENT:

Local Government Act 1995 and Planning and Development Act 2005.

POLICY / STRATEGIC IMPLICATIONS:

The application as submitted is consistent with the Our People - Community Aspiration as reflected in the Shire of Northampton's Strategic Community Plan 2025-2035 as it will complement the existing active recreational pursuit of Golf, whilst also providing another passive recreational opportunity for both residents and visitors alike.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Minor.

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

FINANCIAL IMPLICATIONS:

As reflected within this agenda item, the applicants have requested that the application fee of \$147 be waived. Construction and ongoing maintenance would be the applicants' responsibilities under an amended lease.

SUSTAINABILITY:

Environmental: Environmental Impacts are limited to the clearing of a minor area which has previously been disturbed.

Economic: Nil.

Social: The shelter as proposed will provide a rest opportunity for golf players, as well as vantage point for both residents and visitors alike.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. In accordance with the authority granted by clause 6.12 of the *Local Government Act 1995* waive the application fee of \$147 as contained in the Shire of Northampton adopted Schedule of Fees and Charges at it relates to the proposed Shelter on Lot 9503 Mitchell Street, Horrocks on the basis that the applicant is a recognised not-for-profit organisation operating on Shire land;
2. Acknowledge that portion of the fairway of Hole No 4 of the Horrocks Golf Course, as constructed, and the proposed Shelter Location are located outside of the current lease area;
3. Require the applicant to enter an amended lease, prepared at the cost of the applicant, with a revised lease area to ensure all areas of Hole No 4 and the proposed Shelter location are wholly contained within the lease area;
4. Authorise the Chief Executive Officer to enter into and execute the revised lease documentation referred to in point No 3 above, at the applicants cost; and
5. Subject to compliance with point No 3 and 4 above, request the Shire's Chief Executive Officer grant conditional approval to the proposed Shelter on Lot 9503 Mitchell Street Horrocks subject to standard conditions, including but not limited to, a requirement for the applicant to establish and maintain a 3 metre wide firebreak around the proposed Shelter following the completion of construction.

ATTACHMENTS

- | | | |
|----------|--|---------|
| 1 | Attachment No 1 - Proposed Location Plan and Construction Drawings | 2 Pages |
| 2 | Attachment No 2 - Copy of Horrocks Community Centre Lease Area | 1 Page |
| 3 | Attachment No 3 - Aerial Plan showing approximate location of lease boundary | 1 Page |

**ATTACHMENT
APPENDIX**

9.4.3 Proposed Swimming Pool and Chalets - Lots 588 (Reserve 37445) and 589 Grey Street, Kalbarri

PROPONENT OWNER	Resolve Group Pty Ltd Crown Land – Management Order held by Shire of Northampton
LOCATION / ADDRESS:	Lot 588 (Reserve 37445) & Lot 589 (Reserve 25448) Grey Street, Kalbarri
ZONE:	Special Use Zone No 5
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.6.1.3 & A3
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	5 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The Shire of Northampton holds Management Orders for Lots 588 (Reserve 37445) and Lot 589 (Reserve 25448) for the purposes of Caravan Park and Camping with an authority to lease for a period of not exceeding 21 years. Both Lot 588 (1427m²) and Lot 589 (4029m²) are leased to Tasman Tourism Pty Ltd and are developed for portion of the Tasman Holiday Parks – Kalbarri.

As reflected on the location plan below, both properties are developed with caravan/camping sites accessed via an internal bitumen driveway network.

Location Plan



Approval is sought for a two stage redevelopment of Lot 588 and the access through Lot 589, being described as follows:

Stage 1

Construction of a swimming pool, relocation the existing internal access and rationalisation of the remaining land to create four caravan and camping sites. The proposed 4.45m by 11.49m swimming pool adjacent to Grey Street, together with a building containing associated infrastructure, a first aid room and a Unisex Accessible compliant toilet.

A replacement retaining wall of approximately 600mm is proposed with a 1.2m tubular fence above. The retaining wall is proposed to be separated from the front boundary by proposed landscape buffer. Vegetation is proposed within the buffer between the park sites and Grey Street. It is proposed that park signage will be incorporated into the wall adjacent to the swimming pool.

Stage 2

Redevelopment of the 3 caravan/camping sites fronting Grey Street (created in Stage 1) with three two bedroom chalets and associated parking.

Whilst further information on the proposed development is provided in the Comment section below, copies of the submitted plans are attached.

ATTACHMENT: 9.4.3 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Clause 67(2) of the Deemed to Apply Provisions under *Planning and Development (Local Planning Scheme) Regulations 2015* prescribe a range of matters to be considered by local government in determining applications for Development Approval. Those matters relevant to the subject application are as follows:

- (a) The aims and provisions of the Scheme;
- (b) The requirements of orderly and proper planning including any proposed local planning scheme or amendment to the Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other planning and instrument that the local government is seriously considering adopting or approving;
- (c) The compatibility of the design with its 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 on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;

- (t) The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety; and
- (w) The history of the site where the development is to be located.

The following comments and advice are provided to assist Council in determining the application.

Zoning

The provisions of Local Planning Scheme No 11 – Kalbarri (the Scheme) include the subject land within Special Use Zone No 5. As outlined with part 3.6 of the Scheme, the use and development of land within the Special Use Zone is required to comply with provisions outlined in Schedule 3 of the Scheme.

The provisions of the Scheme also include the land within Special Control Area No 2 – Town Centre (SCA 2). Scheme provisions applicable to SCA 2 are detailed overleaf.

Special Use Zone Provisions

Schedule 3 of the Scheme details the following three conditions for Special Use Area No 5:

1. *As determined by the local government in accordance with the Scheme, Special Control Area 2 and the Use and Development Provisions of the Kalbarri Townsite Local Planning Strategy for the land.*
2. *The Local Government shall require the preparation of a Local Development Plan for the land demonstrating the manner in which the proposed development integrates with Grey Street and adjoining lands to the east and south; and*
3. *Provision of a 20m wide road reserve free of cost to the local government through the land for the southerly extension of Mortimer Street to the Grey Street Diversion consistent with the Kalbarri Townsite Local Planning Strategy.*

Current Land Use

The land is currently developed with portion of the Tasman Holiday Parks – Kalbarri Caravan Park. As outlined within Schedule 3 of the Scheme, a Caravan Park is a “Permitted Use” within Special Use Zone No 5. That is a use which is permitted if it complies with any relevant development standards or requirements of the Scheme.

The caravan park currently contains a mix of caravan/camping sites and cabins.

Proposed Land Use

In accordance with Schedule 7 of the *Caravan Park and Camping Grounds Regulations 1997*, a range of buildings are permitted within an approved Caravan Park. These uses include:

- (g) recreational facilities; and

- (j) any other building approved.

With it being common for caravan parks within the Shire to contain “cabins” or “chalets”, it is open to Council to approve both stages of the proposed development under the land use classification of a Caravan Park. Relevant provisions of the *Caravan Parks and Camping Grounds Regulations 1997* are addressed in the balance of this agenda item.

Provisions of SCA 2

Table 5 of the Scheme outlines those Scheme provisions applicable to Special Control Areas in Kalbarri. The following purpose and objectives for SCA 2 are outlined in Table as it relates to the Kalbarri Town Centre:

- *To facilitate the redevelopment of the Kalbarri Town Centre to provide for the needs of visitors and residents in a safe and pedestrian friendly family orientated environment;*
- *To facilitate the redevelopment of Grey Street between Porter Street and Wood Street as a predominantly pedestrian precinct;*
- *To facilitate the release of surplus land within the Grey Street road reserve into adjoining development sites;*
- *To facilitate the reservation of Gabba Gabba Creek for Recreation and Conservation;*
- *To facilitate the reservation and construction of the Grey Street diversion; and*
- *To ensure all development will accord with the objectives and guidelines established for the Special Control Area in the Kalbarri Townsite Local Planning Strategy.*

On the basis that the current application represents a minor redevelopment of an existing land use, the majority of the purpose and objectives of SCA2 are not considered relevant for reasons outlined in the balance of this agenda item.

Kalbarri Townsite Strategy

Council initially adopted the Kalbarri Townsite Strategy (KTS) for final approval in July 2010 and adopted amendments relating to the Brownes Farm Structure Plan in February 2016. The KTS was used to inform the preparation and Scheme provisions contained in LPS No 11 – Kalbarri, which was gazetted in October 2017.

Scheme provisions within Table 5 and Schedule 3 of the Scheme identify that there is a need to have regard to both the Scheme and the KTS when determining applications for development approval.

For the Town Centre, strategic designs and most of the Strategy provisions within the KTS are based around the concept of closing Grey Street between Porter Street and Wood Street to create a pedestrian mall. To facilitate this closure, the KTS identifies the need to extend Mortimer Street southward to connect with a new road network to be within what is currently the town oval precinct. A copy of that design is appended.

APPENDIX: 9.4.3 (A)

The above said, on page 15 of the KTS, it is clearly stated that:

“The KTS does not envisage the need for closure in the near future, nor does the KTS promote such. Consideration of closure should ultimately be driven by traffic, safety and pedestrian/foreshore amenity considerations.

It is likely that various traffic calming/pedestrian crossing measures would be progressively required in the interim period as traffic volumes increase. Detailed planning and criteria for consideration of the timing of any closure should be addressed as part of detailed planning for the Town Centre Precinct.”

As timing of any potential closure has not progressed, it is considered that those provisions of the Strategy and LPS No 11 should not be applied now.

Kalbarri Foreshore Revitalisation Project

A review of the Kalbarri Foreshore Master Plan is currently underway. As part of that review, potential improvements to Grey Street are being considered to improve pedestrian and traffic management.

Setbacks

The provisions of the Scheme do not identify any setback requirements for development applicable to the subject land, or other land within the Special Use Zone. The KTS recommends a minimum setback of 3m to Wood Street, with no setback requirements to Grey Street. The proposed development complies with this requirement.

Caravan Park and Camping Grounds Regulations

The application has been assessed against the requirements of the Regulations and has found to be compliant with setbacks, traffic management and other requirements.

Amenity

The development as proposed will ultimately consist of a swimming pool area and three single storey cabins. Whilst a slight larger limestone retaining wall will replace the existing rock wall, this will facilitate levelling off the area and installation of the swimming pool.

It is considered that improvements to the area as proposed will increase the amenity of the development for guests and of the property as viewed from Grey Street.

State Planning Policy 3.7 – Planning for Bushfire

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

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

The submitted plans address the requirements of SPP 3.7 and associated guidelines, the applicants have submitted a Bushfire Management Plan (BMP) and Bushfire Emergency Plan which were prepared by a suitably qualified consultant.

The submitted BMP has identified that the Bushfire Attack Level (BAL) ratings for each of the cabins as being BAL – 12.5. This level complies with the requirements of SPP 3.7.

Conclusion

The application as submitted represents a staged minor redevelopment of an existing portion of a caravan park that will result in improved recreational facilities and an increase in accommodation options. Conditional approval is recommended.

STATUTORY ENVIRONMENT:

Applicable legislation includes the *Planning and Development Act 2005*, *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Ground Regulations*.

POLICY / STRATEGIC IMPLICATIONS:

Approval to the application is consistent with the following desired outcomes of the Shire of Northampton's Strategic Community Plan 2025-2035:

1.3 Attractive and popular

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

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

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

FINANCIAL IMPLICATIONS:

The required application fee has been paid in accordance with the Shire of Northampton's Schedule of Fees and Charges as adopted within the 2025/2026 Annual Budget.

SUSTAINABILITY:

Environmental: No environmental impacts are anticipated given the site is already developed for a caravan park.

Economic: Approval to the application as submitted will allow the park owners to stage redevelopment of the area, increasing recreational opportunities for guests. The ultimate establishment of three two bedroom cabins/chalets will increase the range of accommodation options on site and allow the park owners to maximise income.

Social: Completion of the development as proposed on a prime portion of the caravan park which has extensive views of the Murchison River will provide guests with a further range of accommodation and recreational options.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- A) Not apply those provisions of Local Planning Scheme No 11 and the Kalbarri Townsite Strategy relating to the closure of Grey Street and associated modifications to the local road network given that timing of any such works is yet to be considered or programmed;**
- B) In accordance with clause 68 of the Deemed to Apply provisions contained within the Planning and Development (Local Planning Scheme) Regulations 2015, grant approval to the proposed staged redevelopment of part Lot 588 (Reserve 37445) & part Lot 589 (Reserve 25448) Grey Street, Kalbarri as shown in the plans contained at Attachment: 9.4.3 (1), subject to compliance with 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.	Application for Development Approval	28 April 2026
2.	Supporting Correspondence	13 April 2026
3.	Pool Precinct Locality Plan	13 April 2026
4.	Pool Precinct Part Site Plan Stage 1	13 April 2026
5.	Pool Precinct Part Site Plan Stage 2	13 April 2026
6.	Swept Path Analysis	13 April 2026
7.	Type A Cabin Plans	13 April 2026
8.	Type B Accessible Compliance Cabin Plans	13 April 2026
9.	Pool Pump Room Place	13 April 2026
10.	Bushfire Management Plan	13 April 2026
11.	Bushfire Emergency Plan	13 April 2026

2. The development hereby approved shall be connected to the Water Corporations reticulated sewerage system;
3. Unless otherwise approved by Council, no person shall stay for any period longer than 3 months in any 12 month period;
4. All stormwater and drainage runoff is to be retained on the subject property or to be provided with stormwater drainage connections to the drainage system in the area at the developers cost to the satisfaction of the Shire of Northampton;
5. Any soils disturbed or deposited onto the land shall be stabilised to the satisfaction of the Shire of Northampton;
6. Prior to the occupation or use of the development hereby approved, the area set aside for the parking of vehicles, together with the associated access lanes as delineated on the endorsed plan shall:
 - i) be constructed, drained and marked;
 - ii) thereafter be maintained to the satisfaction of the Council;
 - iii) be made available for such use at all times and not used for any other purpose; and
 - iv) be properly formed to such levels that it can be used in accordance with the plan;
7. Prior to lodging an application for a building permit, a detailed landscaping and reticulation plan for the subject site and/or the

road verge(s) must be submitted to and approved to the satisfaction of the Shire of Northampton, and must include the following:

- i) The location, number and type of existing and proposed trees and shrubs including planter and/or tree pit sizes and planting density;
 - ii) Any lawns to be established;
 - iii) Any trees/shrubs to be removed;
 - iv) Any existing and/or natural landscaped areas to be retained;
 - v) Those areas to be updated, reticulated or irrigated;
 - vi) Verge treatments;
 - vii) Evidence that the proposed landscaping will not, at maturity, negatively impact the development or adjoining properties; and
 - viii) Location and type of fencing and/or paving to be installed.
8. The landscaping detailed within the approved landscaping plan shall be established within 60 days of the practical completion of the development and from thereon maintained to the satisfaction of the Shire of Northampton;
 9. A schedule of colour and texture of the building materials, demonstrating that the proposed development complements the surrounding area, must be submitted to and approved by the Shire of Northampton, prior to lodging an application for a building permit. The development must be finished, and thereafter maintained, in accordance with the scheduled provided to and approved by the Shire of Northampton, prior to occupation of the development; and
 10. Unless otherwise approved by the Shire of Northampton, the requirements of the approved Bushfire Management Plan shall be met prior to commencement of the use hereby approved and from there on in maintained to the satisfaction of the Shire of Northampton.

Advice Notes:

- (i) This Development approval is NOT a building permit. A building permit must be formally applied for and obtained from Building Services BEFORE the commencement of any site and/or development works. (Land clearing to facilitate development and BAL report is permitted);
- (ii) The approved development must comply with all relevant provisions of the *Health (Miscellaneous Provisions) Act, 1911* (as Amended) and the National Construction Code;
- (iii) Installation and operation of the Swimming Pool hereby approved is required to comply with AS1926.1-2012 (Safety Barriers), Health (Swimming Pools) Regulations 1964 and Aquatic Facilities Regulations 2007.

- (iv) Prior to occupation of the development hereby approved, the applicants license under the Caravan Parks and Camping Grounds Regulations shall be modified to reflect the proposed modifications.

ATTACHMENTS

- 1 Attachment No 1 - Copy of Submitted Plans 7 Pages

APPENDICES

- A Appendix A - Kalbarri Townsite Local Planning Strategy Design for Town Centre 1 Page

**ATTACHMENT
APPENDIX**

**9.4.4 Request for Comment - Proposed Renewal of Section 91
Licence for Murchison Green Hydrogen Project Feasibility
Investigations**

PROPONENTS	Department of Planning, Lands and Heritage Murchison Green Hydrogen Renewables Pty Ltd
OWNER	Crown Land (Pastoral Lease)
LOCATION / ADDRESS:	Part Lot 944, Part Lot 1544, Lot 105 and unallocated Crown Land
ZONE:	Rural
BUSINESS AREA:	Community, Development and Regulation
FILE REFERENCE:	10.9.9
LEGISLATION:	<i>Land Administration Act 1997</i>
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	6 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

To facilitate land use investigations associated with the Murchison Green Hydrogen Project, the Minister for Lands previously granted a two (2) year licence to Murchison Green Hydrogen Renewables Pty Ltd for the following land north of the Murchison River:

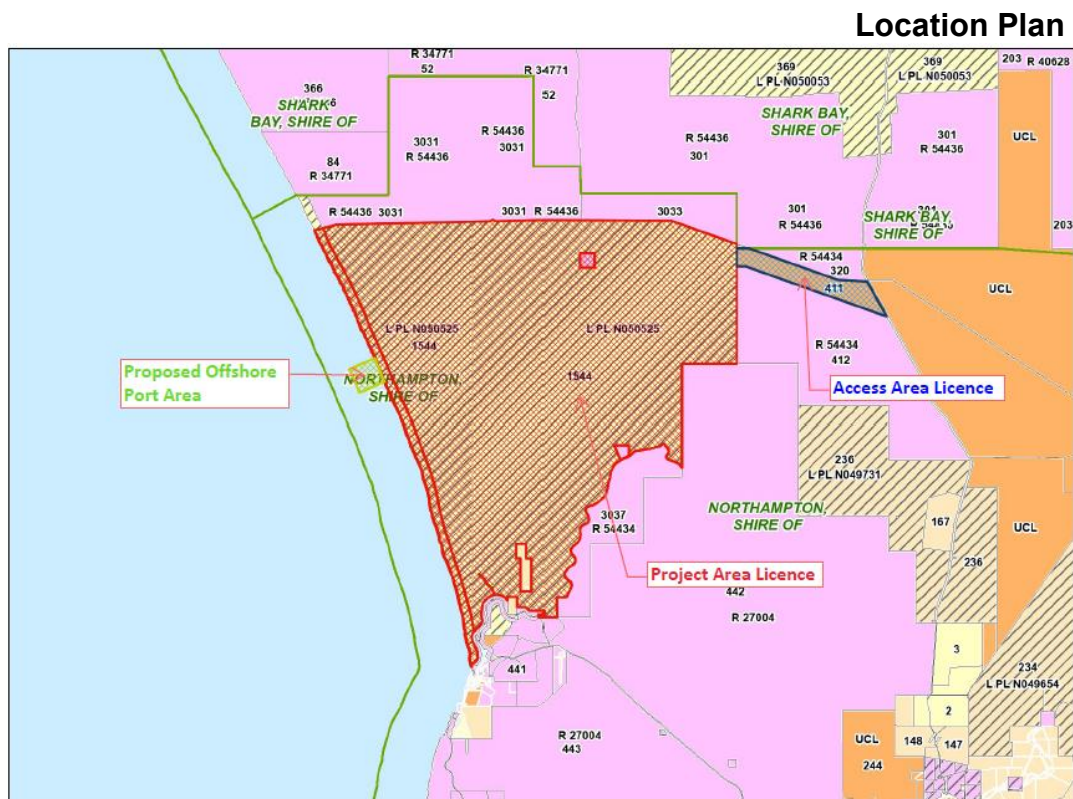
- Lot 1544 on Deposited Plan 74340 (LR 3163-264) - portion of Murchison House Station (PL N050525);
- Lot 944 on Deposited Plan 74339 (LR 3163-265) - portion of Murchison House Station (PL N050525);
- Lot 105 on Deposited Plan 413318 (LR 3168-777 - Unmanaged Reserve 1056;
- Unnumbered Unallocated Crown Land (**UCL**) PINs 679469 and 11814411; and
- Unallocated Crown Land Lot 411 on Deposited Plan 427375.

The purpose of the Section 91 licence is for *“Investigatory works including environmental and cultural heritage surveys, soil sampling and geotechnical engineering investigations of ground conditions and temporary installation of wind and solar monitoring equipment and other assessment activities associated with the future development of a renewable energy and green hydrogen project (or similar)”*.

The Department of Planning, Lands and Heritage are now seeking comments from the Shire on a proposed two (2) year extension of those licences. A plan

detailing the locations is shown below, whilst a copy of the email received is shown attached.

ATTACHMENT: 9.4.4 (1)



In 2024 the Shire was requested to provide comment on the proposed Section 91 licence. Given the land use investigations were required to support the proposed Local Planning Scheme Amendment as previously requested by Murchison Green Hydrogen, Shire officers responded to the request, advising that the Shire had no objection to the licence, but noting the following:

- a) *Murchison House Station – Outbuildings and Graveyard are of State Heritage significance, being identified as Place No 05522 on the State Heritage Register. Portion of the site, being the Shearing Shed is located within the southern most extent of the proposed licenced area;*
- b) *The Shark Bay Heritage Area is located in relatively close proximity to the north of the proposed licence area;*
- c) *The provisions of the Shire of Northampton’s Local Planning Scheme No 10 includes the land within the Rural Zone;*
- d) *Prior Development Approval and/or Local Planning Scheme Amendment will be required prior to any resultant development proceeding; and*
- e) *The Shire’s comment of no objection should not be construed as support of any Scheme Amendment or application for Development Approval that may result.*

Council is now requested to consider the Department of Planning, Lands and Heritage request for extension of the licences by a further two years.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

To assist Council in commenting on the proposed licences, the following further background, comments and advice are offered:

The Project

As elected members are aware, Murchison Green Hydrogen is the proponent of a large scale development approximately 20km north of the Kalbarri townsite. The project, being developed by Copenhagen Infrastructure Partners, relates to the production, conversion, storage and export of renewable green energy including green hydrogen and green ammonia.

Information currently shown on the Murchison Renewables website indicates that the project will use up to 445 wind turbines and up to 7,000 hectares of solar panel arrays to power the green hydrogen/ammonia plant.

Scheme Amendment Status

During 2024, Council was requested to consider initiating and adopting a Scheme Amendment for the purposes of advertising in order to rezone a 3,881ha area of land from "Rural" to "General Industry". This area is to be reduced following completion of design works.

The last occasion Council was requested to consider initiating the amendment for advertising purposes was at its August 2024 meeting, whereby by way of summary, Council resolved to defer adoption of the amendment pending a number of modifications to the amendment documentation. Council furthermore resolved to advise that it was not prepared to consider adoption until a modified Deed of Agreement has been executed by both parties. An excerpt from the relevant minutes detailing Council's full decision is shown Appended.

APPENDIX: 9.4.4 (A)Environmental Impact Assessment

Murchison Hydrogen Renewables Pty Ltd referred the proposal to the Environmental Protection Authority (EPA) for assessment in May 2021. In response the EPA determined that the application would subject to a Public Environmental Review (PER) in accordance with the proponent prepared Environmental Scoping Document. A copy of the EPA decision is shown attached, and a copy of the Environmental Scoping Document can be provided to Councillors on request.

ATTACHMENT: 9.4.4 (2)

In response to refinements in the facilities design and footprint, the EPA issued a "Notice of Decision to Amend a Referred Proposal" in January 2025. The amendments to the proposal include, but are not limited to:

- a) An increase in the development envelope by 3,671 ha;
- b) A reduction in the number of wind turbines from 700 to 522;

- c) An increase in the size of the disturbance footprint of 0.7ha per turbine (from 0.2ha to 0.9) ha;
- d) Relocation of the proposed plant area further inland, with an associated increase in temporary clearing for onshore pipeline of 31.5ha; and
- e) An increased distance from the shoreline to the export facility.

A copy of that decision is also attached for elected members information and reference.

ATTACHMENT: 9.4.4 (3)

The Australian Government (Federal) are also assessing the proposal under the *Environmental Protection and Biodiversity Act 1999*.

Information on the Murchison Renewables website indicates that it is planned to submit both the Environmental Review Document (Federal) and Public Environmental Review Document (State) in 2026. The Public Environmental Review process will involve a public consultation process in accordance with the *Environmental Protection Act 1986*.

Supporting Investigations

In order to develop proposals for amendments to Local Planning Scheme(s) and/or significant land development proposals, various on-site land investigations are required to inform design and the assessment of environmental impacts under relevant legislation.

For the Murchison Green Hydrogen Project, these investigations would be numerous and include, but not be limited to:

- a) Flora and Fauna surveys;
- b) Environmental Impact studies;
- c) Geotechnical surveys, including soil sampling;
- d) Ethnographic and Cultural Heritage surveys;
- e) Temporary wind and solar monitoring equipment; and
- f) Oceanic and tidal surveys.

Conclusion

Given modifications to the design elements and footprint as reflected at Attachment: 9.4.4 (3), it would be expected that further site investigations and assessments would be required. Given this, it is recommended that Council raise no objection to the two year extension of the licences as proposed.

It is however recommended that Council re-iterate the advice previously provided by Shire Officers as summarised within the Background Section of this agenda item.

STATUTORY ENVIRONMENT:

In accordance with Section 91 of the *Land Administration Act 1997* may grant a licence in respect of Crown Land for any purpose.

POLICY / STRATEGIC IMPLICATIONS:

The Shire of Northampton's Strategic Community Plan 2025-2035 contains the following desired outcomes in relation to "Our Environment":

2.1 A healthy ecosystem

The interconnected biodiversity of our flora and fauna is protected and nurtured.

2.2 A protected landscape

Our Shire balances human wealth and pleasure with protection of our coastlines, riverbeds and other natural landscape and marine features.

2.3 Nature-based aesthetic appeal

The natural beauty of our Shire is conserved for our residents and to attract visitors.

Extension of the licences by a further two year period will ensure that environmental and required studies are completed prior to the lodgement of the Public Environmental Review documentation. Findings from investigations under the proposed licence will inform documents relating to design, environmental and cultural impacts, allowing a future assessment against the desired outcomes detailed above.

ORGANISATIONAL RISK MANAGEMENT:

The risk rating associated with supporting the licence is considered Minor given the purpose and limited length of the lease.

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
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FINANCIAL IMPLICATIONS:

Nil.

SUSTAINABILITY:

Environmental: Detailed site investigations are required to inform design, environmental and cultural impact assessments associated with the proposal.

Economic: There are no economic implications associated with the lease as proposed.

Social: There are no social implications associated with the lease as proposed.

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That the Department of Planning, Lands and Heritage be advised that Council raises no objection to the proposed renewal of the Section 91 *Land Administration Act 1997* Licences for the Murchison Green Hydrogen project for a further period of two years, noting that:

- a) Murchison House Station – Outbuildings and Graveyard are of State Heritage significance, being identified as Place No 05522 on the State Heritage Register. Portion of the site, being the Shearing Shed is located within the southern most extent of the proposed licenced area;
- b) The Shark Bay Heritage Area is located in relatively close proximity to the north of the proposed licence area;
- c) The provisions of the Shire of Northampton’s Local Planning Scheme No’s 10 and 11 includes the land within the Rural Zone;
- d) Prior Development Approval and/or Local Planning Scheme Amendment will be required prior to any resultant development proceeding; and
- e) The Shire’s comment of no objection should not be construed as support of any Scheme Amendment or application for Development Approval that may result.

ATTACHMENTS

- | | | |
|---|---|----------|
| 1 | Attachment No 1 - Copy of DPLH Email requesting comment | 2 Pages |
| 2 | Attachment No 2 - EPA decision to require Public Environmental Review | 2 Pages |
| 3 | Attachment No 3 - EPA Decision to Amend Proposal During Assessment | 16 Pages |

APPENDICES

A Appendix A - Excerpt from August 2024 Minutes 16 Pages

ATTACHMENT

9.4.5 Proposed Retrospective Approval for Retaining Walls at Lot 89 (No.111) Wannerenooka Road, Northampton

PROPONENT	CL Dalglish
OWNER	JA & CL Dalglish
LOCATION / ADDRESS:	Lot 89 (No. 111) Wannerenooka Rd, Northampton
ZONE:	Residential R10
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.8.1.1; A975
LEGISLATION:	<i>Planning and Development Act 2005</i> <i>Local Government Act 1995</i>
AUTHOR:	Kaylene Roberts/Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	8 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The subject land is a 4,290m² residential property located on the corner of Wannerenooka Road and Erwood Road. Generally speaking, the property contains a significant slope upward from both road frontages, with the lowest point being in the northwestern corner of the property.

Location Plan



Approved was granted to the construction of a three bedroom modular home in April 2025, which the owners have recently completed. A copy of the approved plans are shown attached.

ATTACHMENT: 9.4.5 (1)

An application has now been received for approval to four retaining walls being described as follows:

- a) A "Terraforce" stackable block retaining wall having a total length of 35m and a maximum height of 900mm above natural ground level;
- b) A limestone block wall using 350mm x 350mm x 1m blocks being parallel to the eastern side boundary with a setback of 3m. The wall being 24m in length with a maximum height of 1.1m;
- c) A limestone block wall parallel to the rear of the home, being 23m in length and 700mm high. The wall being approximately 3m behind the home; and
- d) A second retaining wall, also parallel to the rear of the home, being approximately 8m south of the retaining wall described in point c) above. This retaining wall also being 23m in length, but with a maximum height of 1.1m.

A copy of the submitted plans is shown attached. Shire Officers have annotated the plan to assist in identification of each retaining wall.

ATTACHMENT: 9.4.5 (2)

During assessment of the application, it was identified that retaining walls a) and c) have in fact already been completed without the required approval or building permit. Additionally, the portion of retaining wall b) has been constructed from wall c) northward. Retaining wall d) and the balance of retaining wall b) have yet to be constructed.

With most of the retaining walls already constructed, the application is now retrospective in nature. Council is requested to determine the application as Shire Officers do not have delegated authority to determine retrospective applications.

PUBLIC CONSULTATION UNDERTAKEN:

The application was not required to be advertised as the applicant owns the adjoining properties.

COMMENT (Includes Options):

To guide Council on determination of the application, the following comments are offered:

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 of this Scheme endorsed by the Commission;
- (g) Any local planning policy for the Scheme area; and
- (n) The amenity of the locality.

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

Scheme Assessment

The property is zoned Residential under the Shire's Local Planning Scheme No. 10 – Northampton (the Scheme) with a density coding of R10. The proposed development is required to comply with the requirements relating to R10 under the State Planning Policy Residential Design Codes Volume 1 (the R-Codes) and Scheme No. 10.

Site Works

As reflected at Attachment: 9.4.5 (1), the site plan for the approved dwelling indicated that a level area was to be established on site using a balanced cut and fill approach, with soil being slopped downward to the north and west, and banking upward to the south. The plans included a note that retaining walls on the boundary would be by the owner (if required). The plans did not reflect any intention to establish retaining walls to the front or rear of the dwelling.

Site Works Requirements

In accordance with clause 5.3.7 of the R-Codes, within the street setback, retaining walls and fill not more than 0.5m above or below the natural ground level satisfy the deemed-to-comply provisions. Site works and retaining walls located behind the street setback meet the deemed to comply provisions where required setbacks are met.

With respect to the submitted application, the retaining wall A to the north and west of the dwelling exceeds 0.5m. Similarly, that portion of retaining wall B that projects forward of the dwelling also required prior planning approval and an assessment against the following R-Code design principles:

- P7.1 Development that considers and responds to the natural features of the site and requires minimal excavation/fill.*
- P7.2 Where excavation/fill is necessary, all finished levels respecting the natural ground level at the lot boundary as viewed from the street.*
- P7.3 Retaining walls that result in land which can be effectively used for the benefit of residents and do not detrimentally affect adjoining properties and are design, engineered and landscaped having regard to clause 5.4.1.*

An assessment of retaining wall A and that part of retaining wall B forward of the dwelling. As the assessment concludes that the walls are consistent with the above design principles, conditional approval is recommended.

The assessment also identified that the balance of retaining wall B and proposed retaining walls C and D are consistent with the requirements of the Deemed to Comply provisions of the R-Codes – clause 5.3.7. As prescribed by the Deemed to Apply provisions of the *Planning and Development (Local Planning Schemes) Regulations 2017*, residential development that complies with the Deemed to Comply provisions of the R-Codes is exempt from the need to obtain prior planning approval. Given this, retaining walls C & D do not require prior Development Approval, nor does that portion of retaining wall B located behind the setback line.

Visual Privacy

Clause 5.4.1 of the R-Codes outlines the need to address visual privacy where outdoor living spaces are created with a floor level of more than 0.5m above the natural ground level. With respect to the current application, it is noted that:

- a) Although retaining wall A results in an outdoor area more than 0.5m above natural ground level, these areas are orientated toward Wannerenooka Road and Erwood Road, so no overlooking of private property results; and
- b) The balance of the retaining walls effectively create outdoor areas that are below the natural ground level.

On the above basis, no issues relating to potential overlooking result.

Retrospective Nature of Works

As stated above, the application before Council is retrospective in nature, with the applicant has already constructed a retaining wall without the necessary planning approval in place. Applications for retrospective approval may be approved in accordance with the *Planning and Development Act 2015*. They are however subject to fees equivalent to the normally required fee, plus way of penalty, twice that fee.

It should be noted that the granting of retrospective approval does not prohibit legal action being undertaken for contravention of the Scheme.

Building Act 2011

In addition to obtaining Development Approval (where required), prior to the construction of retaining walls more than 500mm high, a Building Permit is required to be obtained. Additionally retaining walls over 600mm require structural certification.

A search of Council records indicates that a Building Permit was not sought prior to the landowners constructing retaining walls A and C, and a significant portion of retaining wall B. As a result, the existing retaining walls have been constructed in contravention of the Building Act 2011.

Potential Legal Action

Notwithstanding that the proposed retaining walls comply with the requirements of the R-Codes, prior Development Approval was required to be obtained for

retaining walls A and B in accordance with clause 60 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Where development occurs without the prior consent of the local authority, an offence has been committed under Clause 218 of the *Planning and Development Act 2005*. Where an offence has occurred, the following options are available to Council.

- a) Take no action;
- b) Issue a modified penalty of \$500; or
- c) Commence legal action for a breach, seeking a more substantial penalty.

On this occasion legal action is not recommended due to the costs associated with prosecution and the potential level of fine to be imposed by the courts. Notwithstanding this, as the applicant/owner constructed the retaining walls without the prior development approval, it is appropriate that a modified penalty of \$500 be imposed.

Conclusion

The now existing retaining wall and proposed retaining walls will not have a detrimental impact on the surrounding area given that they effectively support outdoor living areas with lower floor levels. It is therefore recommended that the application as submitted be conditionally approved.

Given the works undertaken to date have occurred without the prior approval or a Building Permit, it is recommended a modified penalty of \$500 be issued in addition to retrospective application fees.

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 Nil.

FINANCIAL IMPLICATIONS:

A development application fee has been paid in accordance with the Shire of Northampton's Fees and Charges Schedule but will need to follow up the balance of the retrospective fee.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

A. In accordance with Local Planning Scheme No. 10 - Northampton grant Development Approval in accordance with the plans and specifications at ATTACHMENT: 9.4.5 (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.	Site Plan	30 April 2026
2.	Retaining Wall Plans	30 April 2026

- 2. 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;**
- 3. All stormwater and drainage run off is to be retained on the subject property to the approval of the Shire of Northampton; and**
- 4. Any soils disturbed or deposited on site shall be stabilised to the approval 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) Any retaining walls more than 500mm in height required in connection with development shall be so constructed as to accord with plans and specifications prepared by a practising structural engineer to the satisfaction of the Shire of Northampton and details and particulars of the certified plans and specifications shall be provided to Shire of Northampton as part of any application for a building permit.**
- c) The applicant is advised that a retrospective application fee is to be paid prior to the issue of this development approval.**
- d) The applicant is advised that compliance with any and all governmental legislation and regulations, including but not limited *Health (Miscellaneous Provisions) Act, 1911*, the**

National Construction Code of Australia and the relevant *Aboriginal Cultural Heritage Act*, is required at all times.

- e) **If the applicant 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 to be made within 28 days of determination.**
- B. Require the payment of the balance of the application fees for the processing of a retrospective Development Approval, prior to the issue of the approval outlined in point A above; and**
- C. Request the Chief Executive Officer issue a modified penalty of \$500 for breach of Local Planning Scheme No. 10 with respect to the retrospective works being the subject of Point A above, without the required prior development approval being obtained.**

ATTACHMENTS

- 1 Attachment No 1 - Approved Dwelling Site Plan 1 Page**
- 2 Attachment No 2 - Plans of proposed retaining walls 3 Pages**

ATTACHMENT

9.4.6 Change of Use from a "Dwelling" to "Holiday House" at Lot 161 (No 13) Smith Street, Kalbarri

PROPONENT	T & L Reimann
OWNER	L Reimann
LOCATION / ADDRESS:	Lot 161 (No. 13) Smith Street, Kalbarri
ZONE:	Residential R30
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.6.1.1; A5262
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	13 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council is in receipt of a development application for a Change of Use from a 'Dwelling' to a 'Holiday House' at Lot 161 (No. 13) Smith Street, Kalbarri. Copies of the submitted site plan and management details are attached.

ATTACHMENT: 9.4.6 (1)

Location Plan



The subject land has an area of 1,012m² and currently contains a two storey dwelling and outbuilding. The dwelling contains 5 bedrooms, laundry, toilet, bathroom, open plan kitchen, dining and lounge. The dwelling also has a balcony to the top storey. The application proposes the use of the dwelling for the purpose of a Holiday House. No new construction is proposed.

As reflected on the Location Plan the property was originally subdivided into three strata lots in 2007. The strata boundaries shown on the Location Plan

are not current as the owners have subsequently made application to terminate the Survey Strata scheme in 2022, returning the property to its original form. Shire Officers have confirmed that the strata subdivision has been terminated.

Key elements of the proposal are:

- The application is proposing the number of guests to be a maximum of fourteen (14) 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;
- The implementation of the Emergency Evacuation Response Plan as submitted;
- Parking is available for cars on-site; and
- Bookings for the Holiday House will be a via booking.com platform.

The application is referred to Council for determination as there have been two objections 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 14 day period to thirteen (13) adjacent landowners. Two (2) submissions were received, both objecting to the proposal. Whilst a copy of the submissions are attached (refer attachment No 2 and 3), the contents are addressed in the comment section below.

ATTACHMENT: 9.4.6 (2) & (3)

COMMENT (Includes Options):

To assist Council, the following comments are offered:

Zoning

The provisions of Local Planning Scheme No 11 (the Scheme) include the subject land within the Residential Zone, with an identified density of R30 as per the Residential Design Codes (the R-Codes).

Land Use Classification

The application as received seeks approval to a “*holiday let, managed by Contessi Kalbarri.*” As a holiday let is not a land use classified by the Scheme, a land use classification must be identified and applied.

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

'holiday house' means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast. Given the above, only a single dwelling can be converted to a holiday house, with the R-Codes defining a dwelling as follows:

Dwelling – a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

Given the R-Codes definition of a dwelling, holiday houses cannot be approved for short stay purposes by more than 6 persons who do not comprise a single family. Where short stay accommodation is intended to be provided for more than 6 persons in a residential area, the most appropriate land use definition is that of "Residential Building", which the R-Codes define as follows:

Residential Building – a building or portion of a building together with rooms and outbuildings separate from such building, but incidental thereto; such building, being used or intended, adapted or designed to be used for the purpose of human habitation:

- Temporarily by two or more persons; or
- Permanently by seven or more persons which do not comprised a single family, but does not include a hospital, sanatorium, a prison, a hotel, a motel or a residential school.

Land Use Permissibility

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

A Residential Building is not currently a listed use within the Shire's Local Planning Scheme No 11.

Use not Listed

As set out in clause 3.3.4 of the Scheme, where a use "is not specifically referred to in the zone table and that cannot reasonably be determined as falling within a use class referred to in the zoning table", Council may determine if the use:

- a) Is consistent with the objective of the zone and therefore a use that may conditionally approved; or
- b) May be consistent with the objective of the zone and give notice of any application prior to it being considered; or
- c) Determine that the use is not consistent with the objectives of a particular zone.

It is recommended that Council determine applications for approval to Residential Buildings as uses that may be consistent with the Residential Zone.

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. The submitted site plan shows proposed parking to either side of the dwelling as well as between the dwelling and the outbuilding at the rear. The applicant has stated that the property could accommodate 6 plus cars.

Whilst it is recognised that the property could accommodate up to six vehicles, proposals for carparking bays within driveways leading to additional parking should not be accepted. Such driveways need to remain clear to ensure the ingress and egress of the vehicles.

Also, the property only has one legal crossover at this time. To facilitate vehicles entering and leaving in forward gear, approval for a second crossover is required.

The submissions received highlight via photographs, previous use of short stay accommodation (managed by the previous owner) resulted parking within the driveways and significant levels of verge parking. With adequate room on-site to accommodate all reasonable parking requirements, it is recommended conditions be applied to ensure driveways remain clear and that all parking is to be contained on-site.

Day to Day Management

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

Public Liability Insurance

The applicant has not supplied a copy of their 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 authorised officer from the Shire of Northampton on request. A relevant condition has been included within the officer recommendation.

Fire and Emergency Plan

Whilst the property is not designated as being in a bushfire prone area, 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 of 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.

Lodging House

Should approval be granted for short stay accommodation for more than six (6) persons, the applicant will also need to apply for prior approval to a "Lodging House" under the Shire's Health Local Laws 2007. Advice to this effect has been included in the Officer Recommendation below.

Submissions Received

As stated above, there were two (2) submissions received during the Public Consultation period with both strongly objecting to the proposal.

The first submitter has re-submitted an objection from a previous application for holiday accommodation in 2007. The objections relate to the following;

- Applicant applied for 12 persons but approval for 6 granted. Property was continually rented up until a few years ago.
- The submission states that on occasions there were up to 20 persons staying at the property;
- No regard for parking in front of the property's boundary line.
- Being elderly residents and have put up with it for 15 years.
- It is a residential zone and a 5 bedroom holiday house does not suit the residential amenity;

- Large balcony needs privacy screening on both north and south sides.

The second submitter have stated that strongly object to the proposal and they reiterate the comments presented from the first submitter.

Shire officers have undertaken a search of Council records and found that there have been no complaints received from the submitter/s with regards to the above comments. Nevertheless it must be noted that prior situations involved a different owner/applicant. To ensure any impacts on adjacent properties, it is recommended that:

- a) A condition be imposed to require all parking associated with the activity to be wholly contained within the subject land;
- b) A condition be imposed to require that the activity is managed so as to ensure detrimental impacts occur; and
- c) A condition allowing review of the decision and occupancy numbers should formal complaints be received.

With respect to screening of the balcony, it is recommended that fixed screens be required to be installed to both the north side and south side of the dwellings existing balcony. The screens should be a minimum height of 1.65m. This requirement is consistent with current standards of the Residential Design Codes of Australia.

Conclusion

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

STATUTORY ENVIRONMENT:

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

POLICY / STRATEGIC IMPLICATIONS:

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

ORGANISATIONAL RISK MANAGEMENT:

The risk is assessed as being minor given that should approval be granted to the land use as proposed, there is a potential for impacts to occur on the amenity of adjacent properties through noise or parking issues. Appropriate management of the property and land use is required to avoid un-necessary impacts.

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

SUSTAINABILITY:

Environmental: Nil.

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

Social: Without appropriate management and restriction on occupancy numbers, the proposal if approved may have a negative impact on the amenity of neighbouring properties, particularly with reference to car parking.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- A) in accordance with Local Planning Scheme No. 11 – Kalbarri grant planning approval for a Holiday House at Lot 161 (No. 13) Smith Street, Kalbarri in accordance with the plans and specifications at Attachment: 9.4.6 (1), subject to the following conditions:

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

Reference	Document Title	Date
1	Property Management Plan	24 March 2026
2	Code of Conduct	24 March 2026
3	Floor & Evacuation Plans	24 March 2026
4	Emergency Evacuation Management Plan	24 March 2026
5	Car Parking Plan	24 March 2026

2. The development approval expires on 30 June 2027, after which the use shall cease unless an application to renew this use submitted prior to the expiration of the period seeking approval for the Holiday House is to be continued for a further period of 12 months has been submitted and approved by the Shire of Northampton;
3. Prior to the commencement of the approved use:
- a) the applicant is to supply a copy of their Public Liability Insurance Certificate to the Shire of Northampton within 2 months of the date of the approval being issued;
 - b) the landowners shall ensure that fixed screening to a minimum height of 1.65m is installed on the northern and southern sides of the existing balcony and from thereon in maintained. Such screening to comply with the requirements of the Residential Design Codes of Western Australia;
4. The use hereby approved shall be managed so as to not detrimentally impact on the amenity or use of the adjacent properties by reason of smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or parking to the satisfaction of the Shire of Northampton;
5. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and development approval for that use/addition;
6. The Holiday House is not to be occupied by a person for more than three (3) months within any twelve (12) month period. In this regard, the Property Manager is to maintain a register of guests and the duration of their occupation to the satisfaction of the Shire of Northampton;
7. The Holiday House hereby approved is limited to a maximum of six (6) persons who are known to each other in the premises at any one time to the satisfaction of the Shire of Northampton;
8. The Fire and Emergency Management Plan, incorporating the contact details of the Property Manager, is to be displayed within the Holiday House at all times;

9. The area set aside for the parking of vehicles, together with the associated access lanes as shown on the endorsed plan shall be maintained to the satisfaction of the shire and shall be made available for such use at all times and are not used for any other purpose;
10. Parking on the access driveways is not permitted so as to ensure the free movement of vehicles entering and leaving parking located at the rear of the premises;
11. All parking of vehicles including boats and trailers associated with the guests to be wholly contained within the property boundary and the street verge area to be kept free of such vehicles;
12. Prior to the occupation of the development, a second vehicle crossover between the subject land and Smith Street is to be located, designed, constructed, sealed and drained to the specification and satisfaction of the Shire of Northampton; and
13. The Shire of Northampton reserves the right to review this approval and occupancy numbers should substantiated complaints be received as a result of activities associated with the use hereby approved.

Advice Notes:

- a) The approved development must comply with all relevant provisions of the *Health (Miscellaneous Provisions) Act, 1911* and the *Building Act 2016*;
- b) The development the subject of this development approval is required to comply with the Shire of Northampton's Health Local Law;
- c) Please note the use of the building in a manner proposed requires the installation of additional smoke alarms and emergency lighting for a Class 1b building as detailed in the Building Code of Australia, Part 3.7.2, Smoke alarms;
- d) Council may consider an application for change of use to a "Residential Building" in order to allow more than 6 guests. A Residential Building is not a listed use within the Shire's Local Planning Scheme No 11, but may be consistent with the objectives of the Residential Zone;
- e) Prior to any occupancy above six (6) persons of the Holiday House will require secondary approval as a 'Lodging House' pursuant to the Shire of Northampton Health Local Law;
- f) 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;
- 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; and

- h) It is recommended that the applicant make application for a second vehicle crossover between the subject land and Smith Street which is to be located, designed, constructed, sealed and drained to the specification and satisfaction of the Shire of Northampton.
2. The objectives be notified of Council's decision and the conditions imposed.

ATTACHMENTS

- | | | |
|---|---|----------|
| 1 | Attachment No. 1 - Plans and Management Plans | 9 Pages |
| 2 | Attachment No. 2 - Submission A | 16 Pages |
| 3 | Attachment No. 3 - Submission B | 1 Page |

ATTACHMENTS

- | | | |
|---|---|----------|
| 1 | Attachment No 1 - Copy of Submitted Management Plan and Plans | 9 Pages |
| 2 | Attachment No 2 - Objection No 1 | 16 Pages |
| 3 | Attachment No 3 - Objection No 2 | 1 Page |

ATTACHMENT

9.5.1 Building Approvals Report April 2026

PROPONENT OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
ZONE:	Various
BUSINESS AREA:	Building
FILE REFERENCE:	N/A
LEGISLATION:	<i>Local Government Act 1995</i> <i>Building Act 2011</i> <i>Building Registrations 2012</i>
AUTHOR:	Michaela Simpson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	6 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

This report had been produced to provide Council with an overview of the Building and Demolition Permits approved and issued for the period of 1 April 2026 to 30 April 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 April a total of 13 building related applications were received, and 11 permits were issued through the Shire of Northampton's Building Services team with a combined construction value of over \$1.05 million.

Table 1 shows a comparison between April 2026 and April 2025.

	March 2025	March 2026
Applications Received	N/A	13
Permits Issued	17	11
Permits Total Value	\$1,498,542.88	\$1,054,475.00

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

	2025	2026
Applications Received	N/A	41
Permits Issued	39	40
Permits Total Value	\$1,498,542.88	\$1,054,475.00

Approximately 25 enquiries were received by the Building Surveyor. These enquiries were not related to current building permit applications being processed by the Shire.

Only 1 Pool Barrier Inspection was conducted. No other site visits (including structure inspections, verge inspections, site consultations and preliminary inspections) were conducted due to the Building Surveyor experiencing current health issues.

Building surveying services will be covered by a Building Surveying Contractor for approximately the next 4-6 weeks as the Shire Building surveyor undergoes procedures and recovery for health issues.

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 (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
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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 April 2026 in accordance with ATTACHMENT: 9.5.1 (1) and ATTACHMENT: 9.5.1 (2).

ATTACHMENTS

- 1 Building Approvals Report April 2026 1 Page
- 2 Building Approval Statistics April 2026 1 Page

ATTACHMENT**9.6.1 Kalbarri Open Air Music Festival 1 & 2 May 2026 - Sound Level Meter Readings**

PROPONENT	Music on Murray (also known as Jamart Sound Lounge)
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Kalbarri Sport & Recreation Centre & Oval
ZONE:	All
BUSINESS AREA:	Environmental Health
FILE REFERENCE:	11.1.10 & 11.1.2
LEGISLATION:	<i>Local Government Act 1995 & Environmental Protection (Noise) Regulations 1997</i>
AUTHOR:	Wendy Dallywater
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	6 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council resolved (09/25-135) to grant conditional approval to the Kalbarri Open Air Music Festival to be held 1 and 2 May 2026 at its Ordinary Meeting held on 18 September 2025, subject to submission and approval of Event Management and Noise Management Plans. A copy of the subsequently approved Noise Management Plan and a site plan or noise reading equipment are shown attached.

ATTACHMENT: 9.6.1 (1)**ATTACHMENT: 9.6.1 (2)**

At the February 2025 Council Meeting it was decided that the Shire should take noise level readings of the Kalbarri Open Air Music Festival to ensure that the organisers complied with their Noise Management Plan for the event. This was done and reported to Council. Noise level readings were taken during the 2-day event held on 1 & 2 May 2026.

An Officer Report on the sound levels taken over the two days is attached for Councillor information and reference.

ATTACHMENT: 9.6.1 (3)**PUBLIC CONSULTATION UNDERTAKEN:**

Post event feedback was sought from the four adjacent accommodation businesses. Details regarding the responses received are provided within the comment section below.

COMMENT (Includes Options):**Sound Level Readings –**

A Brüel & Kjaer sound level meter (SLM) was sourced from the Department of Water & Environmental Regulation's Noise Branch at no cost to the Shire for

Shire staff to monitor the noise levels during the 2-days of the music festival. The organisers had their own SLM which they used to take readings during the event.

The organiser's Noise Management Plan states that the noise readings will not be greater than 90dBA at 80m from the stage. The Shire's noise readings indicate compliance with this level.

Post Event Consultation

On Wednesday 6 May 2026 nearby accommodation businesses (4 businesses) were emailed to confirm if they had received any complaints regarding the music festival. The following is a summary of the responses received:

1. Kalbarri Tudor Holiday Park received two complaints regarding noise levels on Friday night, with one customer asking to move to another site further away from Porter Street for the Saturday night as their child had difficulties sleeping. The proprietor stated a few guests made a comment about the type of music;
2. Kalbarri Palm Resort received a few questions from people checking in. They also question whether this type of festival is well-suited to Kalbarri;
3. Kalbarri Motor Motel advised that they had no complaints over the weekend; and
4. Kalbarri Edge Resort advised that they received a handful of complaints over the 2 days, all being around the volume of music and language. Volume increased as did the use of offensive language during the day. On a positive note, they observed that the concert finished at 10pm and attendees dispersed quickly.

Copies of these emails are attached for Council's information.

Conclusion

The noise level measurements taken over the 2-day event were compliant with the Event Noise Management Plan which the Shire approved for this once a year event.

The festival concluded at 10:00pm each day. Spectators left the venue by approximately 10:20pm each day.

It was also noted that the Annual Kalbarri Sports Fishing Classic event was also held on 1st to 3rd May 2026.

ATTACHMENT: 9.6.1 (4)

STATUTORY ENVIRONMENT:

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

POLICY / STRATEGIC IMPLICATIONS:

The holding of events is consistent with the following key outcomes and objectives as outlined within the Shire of Northampton Strategic Community Plan 2025-2035:

Our People –

Community and individual wellbeing and social connectedness, including availability and access to essential and lifestyle services.

Desired Outcomes

3.1 Socially connected and included

We feel supported to live well and prosper together, whatever our age or diversity of needs.

3.2 Outstanding recreation and tourism experiences

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

3.3 Healthy and safe community

We feel safe in our Shire and have reliable access to services that support our health and wellbeing.

ORGANISATIONAL RISK MANAGEMENT:

The associated risk relating to the follow-up of the 2026 Kalbarri Open Air Music Festival and the possible holding of the event in 2027 has and will result in impacts on the community. Risk rating is considered Level 2 - Minor.

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

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

Nil.

SUSTAINABILITY:

Environmental: Nil.

Economic: The 2026 Kalbarri Open Air Music Festival resulted in increased business for accommodation businesses and food outlets, and it provided the Kalbarri Sport & Recreation Committee a means of raising funds.

Social: It was a social event for locals as well as visitors who want to see live music events. There was a temporary impact on the amenity of the area through increased noise from bands playing and patrons leaving the event area, but this was limited due to the set finish time for the event each day and the organiser's Noise Management Plan.

VOTING REQUIREMENTS: SIMPLE MAJORITY**OFFICER RECOMMENDATION:**

That Council:

- 1. Receive the Officer report shown at Attachment: 9.6.1 (3) and note that the event was compliant with approved Event Noise Management Plan; and**
- 2. Acknowledge that Shire officers will take no further action regarding the complaints received following the holding of the 2026 Kalbarri Open Air Music Festival.**

ATTACHMENTS

- | | | |
|----------|---|---------|
| 1 | Attachment 1 - KOA 2026 Organisers Event Noise Management Plan | 1 Page |
| 2 | Attachment 2 - KOA 2026 Site Plans for Sound Level Readings | 2 Pages |
| 3 | Attachment 3 - Shire Officer Report to Council Sound Level Meter Readings KOA Music Festival 1 & 2 May 2026 | 3 Pages |
| 4 | Attachment 4 - Copies of email comments received post event | 6 Pages |

**ATTACHMENT
APPENDIX**

9.6.2 Proposed Adoption of Draft Public Health Plan Following Public Consultation Period

PROPONENT	Shire of Northampton
OWNER	All
LOCATION / ADDRESS:	Whole of Shire
ZONE:	Various
BUSINESS AREA:	Environmental Health Services
FILE REFERENCE:	7.1.3
LEGISLATION:	<i>Public Health Act 2016</i>
AUTHOR:	Wendy Dallywater/Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	7 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

At the December 2025 Ordinary Council Meeting Council resolved (Resolution 12/25-189) to –

1. Adopt the draft Shire of Northampton Local Public Health Plan for the purpose of advertising and consultation with relevant stakeholders over a 60 day period; and
2. Await the preparation of a further agenda item for Council consideration following completion of the public consultation process.

A copy of the Draft Local Public Health Plan as adopted for advertising purposes is shown Appended.

APPENDIX: 9.6.2 (A)

With the advertising period now closed, Council is requested to consider adoption of the Draft Public Health Plan having consideration to the comments received.

PUBLIC CONSULTATION UNDERTAKEN:

A public consultation survey form was created, and a copy of the Draft Public Health Plan and the survey form were posted on the Shire's website and on local Facebook Pages seeking comments from the public on the Draft Plan. A copy of the survey is shown attached.

ATTACHMENT: 9.6.2 (1)

A copy of the Draft Plan and survey form were forwarded under covering letter to identified organisations and people who may be interested in providing comment back to the Shire. The advertising period was from 2 to 27 April 2026. A copy of the covering letter is shown attached.

ATTACHMENT: 9.6.2 (2)

The survey form was able to be completed online and automatically feed into a summary spreadsheet which ensured that the respondent remained anonymous.

The Shire received three completed survey forms with the consultation period. The content of the submissions is discussed in the comment section below.

COMMENT (Includes Options):

The responses were generally not supportive of the information contained in the Draft Plan. However no further comments which would/may have indicated what they did not like or what they thought should were provided.

By way of summary, the submissions received indicated that further recreation choices were required to encourage healthy lifestyle choices, supporting the prioritisation of public exercise equipment, current local and regional health services are not sufficient, and improvements are required to ensure road networks, parks and buildings are accessible.

The Draft Local Health Plan supports a range of objectives and outcomes that can be used to achieve improvements in the health and lifestyles of the community. One such objective being to “*Provide adequate recreation facilities and encourage healthy life choices*”. It is considered that survey responses expressing concern regarding the need for improvements to infrastructure and continued advocacy for local and regional health services are adequately reflected in the Draft Plan.

Two submissions also indicated the Current Health Plan does not represent a comprehensive approach taken by Council towards community health. As no further commentary was provided as to how the plan could be improved, it is recommended that the Draft Plan should be adopted as a final document. Once adopted the document will be forwarded to the Department of Health WA as required by the provisions of the *Public Health act 2016*.

STATUTORY ENVIRONMENT:

The provisions of the *Public Health Act 2016* require each local government to adopt a Public Health Plan for its community for implementation by 4 June 2026.

Local public health plans are required to be reviewed each year and may be amended at any time. In accordance with clause 45(6) of the *Public Health Act 2016*, local public health plans are required to be replaced every five years.

POLICY / STRATEGIC IMPLICATIONS:

The Shire of Northampton’s Strategic Community Plan 2025 – 2035 contains numerous recommendations relating to the health of the community. The desired outcomes include, but are not limited to:

3.1 Socially connected and included

We feel supported to live well and prosper together, whatever our age or diversity of needs.

3.3 Healthy and safe community

We feel safe in our Shire and have reliable access to services that support our health and wellbeing.

Outcomes from the Local Public Health Plan will need to be considered when the Shire undertakes the next review of the Strategic Community Plan.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating associated with a failure to finalise a local public health plan is considered Major.

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:

Costs associated with the Shire's Draft Public Health Plan can be wholly contained within the 2025-26 annual budget as adopted by Council given that the document will be finalised utilising internal resources.

SUSTAINABILITY:

Environmental: A healthy environment contributes to the wellbeing of the community.

Economic: Implementation of the public health plan will involve costs that must be considered as part of future budget preparations.

Social: The content and recommendation of the public health plan will have a direct impact on the social fabric and wellbeing of the community.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Acknowledge the public submissions received and detailed within this agenda item.
2. Adopt the 2026 Local Public Health Plan for the Shire of Northampton as shown at APPENDIX: 9.6.2 (A) without modification;
3. The 2026 Local Public Health Plan be made available to the public in accordance with clause 46 of the *Public Health Act 2016*; and
4. Request the Chief Executive Officer forward a copy of the Shire of Northampton's adopted Local Public Health Plan to the Department of Health WA in accordance with clause 47 of the *Public Health Act 2016*.

ATTACHMENTS

- | | | |
|---|--|------------|
| 1 | Attachment 1 Draft Public Health Plan Survey Form | 2
Pages |
| 2 | Attachment 2 Draft Public Health Plan Covering Letter for Public Survey Form | 1 Page |

APPENDICES

- | | | |
|---|--|----------|
| A | Appendix A - Draft Public Health Plan for Public Comment | 13 Pages |
|---|--|----------|

9.8.1 Proposed Request for Quotation (RFQ), Ogilvie Road East Sealing, through the WALGA Preferred Supplier Program.

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Works and Technical Services
FILE REFERENCE:	N/A
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Jamie Muir
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	23 April 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Ogilvie Road East is a key rural transport corridor within the Shire, providing an important link for local agricultural activities, particularly the movement of grain and livestock associated with the region's cropping and sheep industries. The road is heavily utilised by farm machinery and heavy vehicles, especially during peak harvest and stock transport periods, and plays a critical role in supporting the local economy.

The Shire has identified the progressive upgrading and sealing of Ogilvie Road East as a priority infrastructure project to improve safety, reduce maintenance requirements, and enhance transport efficiency for primary producers. The current unsealed condition results in ongoing grading and resheeting costs, increased susceptibility to damage during wet weather, and dust impacts affecting road users and adjoining landholders.

Council has previously committed to improving Ogilvie Road East and has successfully secured Regional Road Group (RRG) funding for Stage 1 of the project. Stage 1 comprises approximately 6 kilometres of bitumen sealing and represents the initial phase of a staged upgrade program. Stage 2 of the works is planned for delivery in the 2026–27 financial year, subject to future funding allocations.

The proposed bitumen sealing works for Stage 1 are estimated at \$462,000, based on current market rates and recent comparable projects. Approval is now sought to allocate the required funding to enable delivery of this stage and progress the Shire's commitment to upgrading this important rural road network.

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 process was conducted in accordance with the WALGA Preferred Supplier Program, ensuring compliance with applicable procurement requirements while facilitating an efficient and streamlined approach. A Request for Quotation (RFQ) was issued on 30 March 2026 and closed on 6 April 2026. Nine pre-qualified suppliers were invited to submit quotations, with six submissions received by the closing date.

Six (6) quotations were received as follows:

- a. WA Sprayseal (WAS)
- b. CORPS (Karratha Asphalt)
- c. Colas
- d. Boral
- e. Bitutek
- f. Fulton Hogan

The compliant quotations were evaluated by 3 Shire officers, based on the Company's submitted response to the evaluation criteria as described in the RFQ documents. A copy of the evaluation matrix is available upon request.

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.

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 project has an approved budget of \$1,240,000, funded through a combination of Regional Road Group (RRG), Roads to Recovery (R2R), and Council contributions. Works are approximately 75% complete, with expenditure to date of \$385,000. The remaining budget allocation is considered sufficient to complete the project, noting that expenditure will increase significantly during the sealing phase. Ongoing financial management will be required to ensure delivery within the approved budget.

SUSTAINABILITY:

Environmental: Bitumen sealing works will minimise environmental impacts through compliance with relevant management requirements, including dust, noise, and waste control. Works will remain within the existing road reserve, maintaining drainage and limiting vegetation clearing. Efficient plant and construction methods will reduce fuel use and emissions, with local material sourcing used where practical.

Economic: The project is a strategic investment that improves transport efficiency and reduces long-term maintenance costs. Sealing will decrease ongoing grading requirements, delivering operational savings. Procurement through the WALGA Preferred Supplier Program ensures value for money, while supporting regional economic activity through contractor and supplier engagement.

Social: The works will improve road safety, accessibility, and user comfort for residents, freight operators, and visitors. Reduced dust will benefit nearby landholders and air quality. Improved connectivity will support access to services and strengthen regional links, with traffic management in place to minimise disruption during construction.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council accept the quotation submitted by Fulton Hogan for the provision of bitumen surfacing services on Ogilvie Road, in accordance with the WALGA Preferred Supplier Program, for the lump sum amount of \$435,260 (ex GST).

**ATTACHMENT
APPENDIX**

**9.9.1 Unconfirmed Minutes of Kalbarri Foreshore Redevelopment
Advisory Committee Meeting held on 28 April 2026**

PROPONENT	Shire of Northampton
OWNER	Crown Land (Shire holds Management Order)
LOCATION / ADDRESS:	Reserve 25307 and 26591 Grey Street, Kalbarri
ZONE:	Public Open Space
BUSINESS AREA:	Community, Development and Regulation
FILE REFERENCE:	13.2.1
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	10 May 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The Kalbarri Foreshore Redevelopment Advisory Committee is an Advisory Committee of Council, formed in accordance with Division 2 of the *Local Government Act 1995* with the following functions:

1. *To assist Shire Officers in the refinement and detailed designs for conceptual elements contained within the Kalbarri Foreshore Masterplan as prepared by the Mid-West Development Commission and Tourism Western Australia;*
2. *To assist in the identification of priorities in respect of the Foreshore Redevelopment;*
3. *Make recommendations to Council on potential developments and commercial opportunities not identified within the Kalbarri Foreshore Masterplan;*
4. *Assist co-ordination of community participation in public consultation processes; and*
5. *Communicate and inform the member organisations and local community about the proposed project, its elements and timeframes for work.*

A copy of the Advisory Committee's current Terms of Reference as adopted by Council is appended.

APPENDIX: 9.9.1 (A)

A meeting of the Advisory Committee was held on 28 April 2026 at the Allen Centre in Kalbarri. Council is now requested to receive those minutes and the motions passed at the meeting. A copy of the unconfirmed minutes is shown attached.

ATTACHMENT: 9.9.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):Decisions of the Advisory Committee Meeting

A total of 3 resolutions were passed at the meeting as summarised below. Two of the resolutions require further consideration of Council.

Table 1

Resolution		Officer Recommendation
1.	The minutes from the Kalbarri Foreshore Advisory Committee held on 1 December 2025 be affirmed.	No further action is required.
2.	That Tony Wilton be appointed to the Committee as the male Nanda Representative and the Terms of Reference be amended accordingly.	Recommendation supported, refer to comments below.
3.	The Shire complete a consultation process to survey the residents of Kalbarri to determine whether 4wd access should continue in the area.	Recommendation supported, refer to comments below.

Terms of Reference

As reflected in the table above, it is recommended that the Terms of Reference be amended to reflect Mr Tony Wilton as male Nanda representative.

With the resignation of Councillor Tim Hay, it is also necessary to amend the Terms of Reference, reflecting that Mr Hay will no longer be a member of the Advisory Committee. Options available to Council include:

- Appointing the current proxy Councillor Cr Suckling as Cr Hay's replacement; or
- Simply removing Cr Hay's position from the committee, reducing the number of committee members by 1 (one).

A new draft Terms of Reference has been prepared on the basis that the Proxy member Cr Karl Suckling will be appointed as the replacement Council representative. A copy of the draft is shown attached.

ATTACHMENT: 9.9.1 (2)Proposed Survey on Vehicle Use

Vehicle access to the Murchison River beach is currently liable via a ramp from the Grey Street parking located to the south of the Auger Street/Grey Street intersection. The bitumen ramp facilitates 4wd access to beach areas extending from north of the Kalbarri Boat hire to the beach opposite Clotworthy Street.

Vehicles currently have unlimited access to the area. This has resulted in numerous 4wd paths being taken, including over dunes, damaging the rivers riparian vegetation as reflected in the aerial of the northern section of the beach, opposite the IGA shown below.

River beach area opposite Kalbarri IGA



Riparian vegetation plays a significant role in riverine environments, providing a buffer between land and water. Riparian vegetation stabilises riverbanks, preventing erosion, providing shade and habitat. Several members of the Advisory Committee expressed the views that the majority of 4wd vehicles accessing this area were visitors to the area.

There is also anecdotal evidence of conflicts between vehicles and other activities such as dog exercise.

Options to repair and consolidate the existing riparian vegetation include:

- a) Restricting access to dedicated tracks; or
- b) Closing the area to vehicles.

As reflected in Table 1, the Committee has resolved to recommend that the Shire survey Kalbarri Residents to determine if 4wd activity should continue in the area. It is recommended that Council proceed with a survey of residents with comment reflected on the above two options.

STATUTORY ENVIRONMENT:

Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS:

The Murchison River Foreshore plays a significant role in connecting the Kalbarri Community and Tourists with the Murchison River and wider coastal environment. Comprehensive improvements to the Foreshore Reserve and level of facilities provided are consistent with the following desired outcomes of the Shire of Northampton Strategic Community Plan 2025-2035:

1.1 Local and Thriving

We feel supported to work and grow out businesses in the Shire and are confident in the Shire's willingness to make appropriate commercial investment to fill unmet needs for future development.

1.2 Diverse and prosperous

We are diving balanced and sustainable growth by embracing new opportunities for our economy, people, culture to thrive, whilst ensuring primary industries remain profitable in the future.

1.3 Attractive and Popular

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

2.1 A healthy ecosystem

The interconnected biodiversity of our flora and fauna is protected and nurtured.

2.2 A protected landscape

Our Shire balances human wealth and pleasure with protection of our coastlines, riverbeds, and other natural landscape and marine features.

2.3 Nature-based aesthetic appeal

The natural beauty of our Shire is conserved for our residents and to attract visitors.

1.2 Outstanding recreation and tourism experiences

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

4.1 Fit for purpose infrastructure

Our buildings and other physical assets enhance functionality, experience and ambience. Where appropriate and beneficial to the community, we are supporting the development of light commercial areas.

4.3 We can move around effectively

A comprehensive strategy is driving effective management of roads, drainage, paths and parking facilities, ensuring maintenance and improvement of infrastructure is meeting increasing transport demands.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Major given the potential for substantial reputational damage should the project or its potential impacts fail to be appropriately managed or fail to be delivered in a timely co-ordinated manner as required by the grant.

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 funding allocation of \$8.1 million is substantial and will allow a significant amount of improvement works and new facilities within the Kalbarri Foreshore Reserves. However, there is potential for further funding to be obtained, consolidating the opportunities for improvement works. For example, the Shire has made allocations toward certain works (i.e. the RSL memorial), and it may be possible to obtain community grants through Lotteries West for works on improving accessibility and facilities for youth and/or disadvantaged sections of the community.

It should however be noted that with an increased level of facilities, it is expected that maintenance requirements will increase with additional staff resources and maintenance funding required in the short to medium term. Shire

Officers will explore additional opportunities for ongoing funding of maintenance, utilising the project works.

SUSTAINABILITY:

Environmental: Opportunities exist for the redevelopment work on Kalbarri Foreshore to provide environmental outcomes such as increased shade, increased areas of native vegetation and reduced water usage.

Economic: A revitalised foreshore precinct will result in a higher standard of facilities, providing additional drawcards for tourists. Opportunities exist to consolidate, and potential expand existing income generating commercial activities and tourist facilities.

Social: The Kalbarri Foreshore provides for a wide range of both active and passive recreational opportunities. The foreshore is an integral part of the community fabric and tourist experience.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **Receive the unconfirmed minutes of the Kalbarri Foreshore Redevelopment Advisory Committee as shown at ATTACHMENT: 9.9.1 (1);**
2. **Adopt the amended Terms of Reference for the Kalbarri Foreshore Advisory Committee as shown at ATTACHMENT: 9.9.1 (2) in order to:**
 - a) **Appoint Mr Tony Wilton as the male representative of the Nhanda Peoples as a voting member;**
 - b) **Remove Cr Tim Hay as Council representative on the basis that he has resigned from the position of Shire Councillor;**
 - c) **Appoint the current Councillor Proxy – Cr Karl Suckling to Councillor Representative.**
3. **Request that the Chief Executive Officer undertake a survey of Kalbarri residents over a period of 21 days. The Survey is to outline the need for repair/consolidation of Murchison River riparian vegetation and seek comment on the following two options with respect to future vehicular access to the Murchison River foreshore via the existing vehicle ramp off the Shire Carpark located off Grey Street south of Auger Street:**
 - **Restricting access to identified vehicle tracks; or**
 - **Closing the area to vehicles.**

ATTACHMENTS

- 1 Attachment No 1 - Unconfirmed Minutes from 28 April 2026 8 Pages
- 2 Attachment No 2 - Revised Draft Terms of Reference 2 Pages

APPENDICES

- A Appendix A - Adopted Terms of Reference 2 Pages

ATTACHMENT**9.9.2 Unconfirmed Minutes of Community Grant Advisory Committee
11 May 2026**

PROPONENT OWNER	Shire of Northampton
LOCATION / ADDRESS:	Shire of Northampton
ZONE:	Whole of Shire
BUSINESS AREA:	Northampton
FILE REFERENCE:	Community, Development and Regulation
LEGISLATION:	11.1.2
AUTHOR:	Local Government Act 1995
APPROVING OFFICER:	Andrea Teakle & Cresta Viellaris
DATE OF REPORT:	Brian Robinson
DECLARATION OF INTEREST:	11 May 2026
	Nil

BACKGROUND:

The primary purpose of the Community Grants Advisory Committee (the Committee) is to review current applicants for Round 2, 2025/26 which closed on 31 March 2026.

The Committee met on 11 May 2026 to review and make recommendations on the list of applicants for Round 2, 2025/26. A copy of the unconfirmed minutes from that meeting is shown attached.

ATTACHMENT: 9.9.2 (1)

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

PUBLIC CONSULTATION UNDERTAKEN:

Nil

COMMENT (Includes Options):

As reflected at Attachment: 9.9.2 (1) the Community Grants Committee passed the following recommendations. Council consideration of resolution 2 is required.

Committee Recommendation		Officer Comment
1.	That the minutes of the Community Grants Advisory Committee held 2 October 2025 be received as a true and correct record.	No further action required.
2.	The Council awarded a total of 8 grants for Round 2 of the 2025/26 Community Grants financial year, totalling \$28,000	The recommendation be supported. A detailed breakdown of the granted to be awarded is reflected in Attachment: 9.9.2 (1) and outlined below.

As reflected above, the Advisory Committee has recommended that 8 grants be awarded from Round 2 of the Community Grant Program for the 2025/26 financial year. The grants recommended for approval are:

1. Kalbarri Development Association for Community Gala Event	\$4,000
2. Kalbarri Arts & Crafts 50 th Anniversary & Exhibition	\$3,000
3. Kalbarri Golf Club, Youth Clinic	\$3,000
4. Northampton Lions Club Senior luncheon	\$4,000
5. Northampton Motor & Machinery, First Responder Ready	\$3,000
6. Northampton District High School P&C	\$3,000
7. Northampton Bowling Club Roller Shutters	\$4,000
8. Horrocks Community Centre, Golf Club ride on lawn mower	\$4,000
Total	\$28,000

As the grant applications are consistent with the Shire's Community Grant Program criteria and budget, the Advisory Committee recommendation is supported. This would leave a balance of \$19,305 in the 2025/26 Community Grants Program.

In addition to passing the above resolutions, the Committee discussed the following two grant applications:

- a) Northampton Old School Community Initiative (NOSCI) balcony rails. The grant application highlights that existing safety rails are failing and in need of maintenance. As a maintenance item, the Committee considered the works should be included in the Shire of Northampton maintenance program and not funded from the Community Grants budget;
- b) The Northampton Football Club dugouts should also be considered a maintenance item if the Shire has ownership.

The Committees' view with respect to the NOSCI balcony rails is supported. As landowner, the Shire retains responsibility to ensure that safety infrastructure remains effective.

With respect to replacement of the football dugouts, further investigation has indicated that there are no formal ownership arrangements, and the Northampton Football Club should be assigned carriage of the assets as they

are the predominant user and most likely established the current asset in the first instance. On this basis it is recommended that \$4,000 be allocated from the 2025/26 grant program for the dugout replacement request.

If all recommendations are agreed, this will leave a balance of \$15,305 within the 2025/26 Community Grants program budget allocation. This amount includes \$10,000 not included in the grant round but retained as discretionary funding. The Shire's Community Development Officers are currently examining potential uses for the remaining funds and will be presenting an item for Council's consideration in June 2026.

STATUTORY ENVIRONMENT:

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

POLICY / STRATEGIC IMPLICATIONS:

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

ORGANISATIONAL RISK MANAGEMENT:

The risk rating is considered Minor given the level of grant funds allocated.

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

FINANCIAL IMPLICATIONS:

The Shire of Northampton has budgeted sufficient funds for this matter in the 2025/26 budget.

SUSTAINABILITY:

Environmental: Nil

Economic: Nil

Social: Nil

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council

1. Receive and note the unconfirmed minutes of the Community Grants Advisory Committee held on 11 May 2026 as shown at Attachment: 9.9.2 (1);
2. Award the following grants under the Shire of Northampton Community Grants Round 2 program for 2025/26:

Community Group		Project	Grant Amount
1	Kalbarri Development Association	Community Gala Event	\$4,000
2	Kalbarri Arts & Crafts	50 th Anniversary & Exhibition	\$3,000
3	Kalbarri Golf Club	Youth Clinic skills development	\$3,000
4	Northampton Lions Club	Senior luncheon	\$4,000
5	Northampton Motor & Machinery	First Responder Ready	\$3,000
6	P&C, Northampton District High School	Greenhouse & Hydroponic package	\$3,000
7	Northampton Bowling Club	Roller shutter for security within the club rooms	\$4,000
8	Horrocks Community Centre	Golf Club ride on lawn mower	\$4,000
9	Northampton Football Club	Replacement team dugouts located at Northampton Oval	\$4,000
		Total	\$32,000

3. Northampton Old School Community Initiative (NOSCI) balcony rails to be included in the Shire of Northampton maintenance budget item to replace the current railing;
4. Advise the Northampton Football Club that by accepting the grant funds, they accept ownership of the football dugout infrastructure;
5. Northampton Bowling Club lights project approved funds of \$4,000 from the October 2025 Council meeting are to be held over by the Shire until such time as they resubmit their application under the CSRFF program; and
6. Acknowledge that the 2025/26 Community Grants program has a remaining budget of \$15,305 and await an agenda item for Council consideration of potential allocations at the June 2026 meeting.

ATTACHMENTS

- | | | |
|---|--|------------|
| 1 | Unconfirmed Minutes of the Community Grant Advisory
Community Grant Advisory Committee held 11 May 2026 | 4
Pages |
|---|--|------------|

10. LATE REPORTS:

11. QUESTIONS FROM MEMBERS:

11.1 Response to questions from members taken on notice.

11.2 Questions from members.

12. MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING:

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

14. MEETING CLOSED TO PUBLIC:

14.1 Matters for which the meeting may be closed

14.1.1 Chief Executive Officer - Endorsement of Recruitment Process

PROPONENT OWNER	Not Applicable
LOCATION / ADDRESS:	Shire of Northampton
ZONE:	
BUSINESS AREA:	Corporate and Financial Services
FILE REFERENCE:	17.1
LEGISLATION:	<i>Local Government (Administration) Regulations 1996</i>
AUTHOR:	Michelle Allen
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	12 May 2026
DECLARATION OF INTEREST:	Approving Officer - Impartiality

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council goes behind closed doors to consider:

Item 14.1.1 as under Section 5.23(2) (a) it deals with a matter affecting an employee or employees.

14.2 Public reading of resolutions that may be made public.

15. APPLICATIONS FOR LEAVE OF ABSENCE:

16. CLOSURE:

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