



MINUTES

COUNCIL MEETING

16 JULY 2026

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SHIRE OF NORTHAMPTON

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

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:

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

The Shire President welcomed the Gallery and Temporary Chief Executive Officer, Kenn Donohoe and thanked Mr Kenn Donohoe for accepting the position while the Shire proceeds with applications for a permanent Chief Executive Officer.

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:

PRESENT:

Councillors

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

Staff

Mr Kenn Donohoe (Temporary Chief Executive Officer)
Mr Brian Robinson (Executive Manager of Community, Development and Regulation)
Mr Jamie Muir (Executive Manager Works and Technical Services)
Mrs Leanne Rowe (Manager Financial Services)
Ms Sonya Hasleby (Executive Support Officer)
Mrs Kaylene Roberts (Planning Officer)

Gallery

Mark Breadsell, Sharon Breadsell, Mia Maxfield

3.1 Apologies: Nil.

3.2 Leave Of Absence: Nil.

4. DECLARATIONS OF INTEREST:

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

Cr Chad Smith declared a financial interest in relation to Item 9.4.1 – Proposed Temporary Accommodation and Shipping Container at Lot 407 (No 97) Forrest Street, Northampton as he owns an accommodation business that includes facilities for caravans.

Cr Chad Smith declared a financial interest in relation to Item 9.4.7 – Proposed Alterations and Additions to Office Building at Lot 82 (No. 2) Kitson Circuit, Northampton as he is a business partner of Nutrien Agriculture Solutions.

Cr Liz Sudlow declared an impartiality interest in relation to Item 9.4.5 – Proposed Change of Use from a “Dwelling” to a “Holiday House” at Lot 1 (No. 52) Smith Street, Kalbarri – as she is friends with an owner of one of the other units within the strata.

5. PUBLIC QUESTION TIME:

5.1 Response to public questions taken on notice: Nil.

5.2 Public Question Time: Nil.

6. PRESENTATIONS:

6.1 Petitions: Nil.

6.2 Presentations: Nil.

6.3 Deputations: Mia Maxfield provided a deputation to Council in relation to Item 9.4.5 – Proposed Change of Use from Group Dwelling to Holiday House at Lot (No. 52) Smith Street, Kalbarri.

6.4 Councillor reports:

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

- 19/06/2026 – Met with West Australian Country Health Service (WACHS) staff, at their request, at Northampton Chambers to discuss concerns about medical services in Kalbarri.
- 22/06/2026 – Attended via Teams, a Rural Local Government Doctor Attraction and Retention Advocacy Session organised by the Local Government Rural Health Funding Alliance and chaired by Caroline Robinson. This was part of Australian Local Government Association (ALGA) 2026.
- 22/06/2026 – Meeting with Panaceum at Lester Ave, Geraldton to discuss medical situation.
- 30/06/2026 – Community Grant Advisory Committee Meeting at Northampton Chambers to discuss changes to review the program.

- 30/06/2026 – Attended past staff member, Leo Ryan’s funeral at Northampton Bowling Club and Northampton Cemetery.
- 01/07/2026 – Attended West Australian Local Government Association (WALGA) State Council Information Forum and Meeting at WALGA Office in Leederville.
- 06/07/2026 – Initial meeting with Temporary CEO, Kenn Donohoe.
- 07/07/2026 – Informal meeting with Kalbarri Development Association, to discuss their concerns about lack of medical services in Kalbarri.
- 07/07/2026 – Kalbarri Foreshore Committee Meeting at Allen Centre, Kalbarri.
- 14/07/2026 – Meeting with Kalbarri Development Association re Kalbarri medical concerns.
- Plus numerous phone calls regarding Medical services in Kalbarri.

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

- 22/06/2026 - Meeting with Panaceum at Lester Ave, Geraldton to discuss medical situation.
- 07/07/2026 – Informal meeting with Kalbarri Development Association, to discuss their concerns about lack of medical services in Kalbarri.
- 07/07/2026 – Kalbarri Foreshore Committee Meeting at Allen Centre, Kalbarri.
- 14/07/2026 – Meeting with Kalbarri Development Association re Kalbarri medical concerns.

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

- 07/07/2026 – Kalbarri Foreshore Committee Meeting at Allen Centre, Kalbarri.
- 09/07/2026 – Kalbarri Development Association meeting.

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

- 30/06/2026 – Community Grant Advisory Committee Meeting at Northampton Chambers to discuss changes to review the program.

Since the last Council meeting **Cr K Suckling** had nothing to report.

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

- 22/06/2026 - Meeting with Panaceum at Lester Ave, Geraldton to discuss medical situation.
- 22/06/2026 – Attended via Teams, a Rural Local Government Doctor Attraction and Retention Advocacy Session organised by the Local Government Rural Health Funding Alliance and chaired by Caroline Robinson. This was part of Australian Local Government Association (ALGA) 2026.
- 30/06/2026 – Community Grant Advisory Committee Meeting at Northampton Chambers to discuss changes to review the program.

6.5 Conference reports: Nil.

7. CONFIRMATION OF MINUTES:

MOVED: Suckling, R SECONDED: Suckling, K

07/26-123

That the Minutes of the Ordinary Meeting of the Council held on 18 June 2026 be confirmed.

MOTION CARRIED 6/0

FOR

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

AGAINST**8. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:**

Nil.

9. OFFICERS' REPORTS:

9.2.1	Monthly Financial Statements for the Period Ending 30 June 2026
9.2.2	Proposed June 2026 List of Accounts for Endorsement on 16 July 2026
9.3.1	Executive Manager of Community, Development & Regulation Activity Report April to June 2026
9.4.1	Proposed Temporary Accommodation and Shipping Container at Lot 407 (No 97) Forrest Street, Northampton
9.4.2	Delegated Planning Decisions for June 2026
9.4.3	Temporary Placement of a Shipping Container (12 months) on Lots 101 & 103 (No. 69) Robinson Street, Northampton
9.4.4	Proposed Survey Strata Title Subdivision on Lot 137 (No. 17) Mortimer Street, Kalbarri
9.4.5	Proposed Change of Use from a 'Dwelling' to a 'Holiday House' at Lot 1 (No. 52) Smith Street, Kalbarri
9.4.6	Proposed Change of Use from Group Dwelling to Holiday House - Lot 1 (No 35) Glass Street, Kalbarri
9.4.7	Proposed Alterations and Additions to Office Building at Lot 82 (No. 2) Kitson Circuit, Northampton
9.4.8	Request for Sponsorship under Youth Achievement Awards
9.5.1	Building Approvals Report June 2026
9.8.1	Proposed Review and Adoption of Crossover Policy
9.8.2	Road Widening, Intersection of Northampton Kalbarri Rd and Horrocks Rd (Main Roads WA identification), Port Gregory Rd

9.8.3	Executive Manager Works and Technical Services Activity Report April to June 2026
9.9.1	Unconfirmed Minutes of Kalbarri Foreshore Revitalisation Advisory Committee Meeting
9.9.2	Community Grant Advisory Committee Unconfirmed Minutes 30 June 2026

ATTACHMENT**9.2.1 Monthly Financial Statements for the Period Ending 30 June 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:	Kenn Donohoe
DATE OF REPORT:	6 July 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 June 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 June 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 above year-to-date budget by \$1,891,899 16.69%. Variance due to timing in receiving grants and contributions, and processing of assets as they are disposed, together with Financial Assistance Grants received in advance for 2026/27 \$2,583,270.

- Operating expenditure was below year-to-date budget by \$898,236 6.58% 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 \$11,619,168 (81.87%). Variance consistent with budgeted projects ongoing including the Kalbarri Foreshore and Beaches Revitalisation project \$7.8M budgeted to run over several years, capital road work projects (approximately \$4.6M) are continuing, and other budgeted projects withdrawn. As all projects progress corresponding funding can be claimed.
- Capital outflows were below year-to-date budget by \$16,604,163, 87.08%. Variance consistent with capital inflows, with much of the budgeted capital works to be carried forward to 2026/27.
- The 2025/26 rates of \$5,648,743 were raised on 29 August 2025. Period ending 30 June 2026, 95.3% of total rates levied have been collected, with \$279,091 arrears to be carried forward.
- The 2025/26 final position is being ascertained with the estimated net current asset position available for the 2026/27 Budget.

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 June 2026 as detailed in ATTACHMENT: 9.2.1(1).

COUNCIL RESOLUTION:

MOVED: Smith, C

SECONDED: Suckling, K

07/26-124

That Council receives the Monthly Financial Report for the period ending 30 June 2026 as detailed in ATTACHMENT: 9.2.1(1).

MOTION CARRIED 6/0

FOR

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

AGAINST

ATTACHMENT**9.2.2 Proposed June 2026 List of Accounts for Endorsement on 16 July 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:	Kenn Donohoe
DATE OF REPORT:	1 July 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A full list of June 2026 payments is submitted to Council on 16 July 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 EFT29352 to EFT29441 totalling \$1,145,088.06; Municipal Fund Cheques 22668 to 22672 totalling \$19,360.95; Direct Debit payments numbered GJ1213 to GJ1220 inclusive of credit cards; payroll and superannuation totalling \$342,173.52; and itemised fuel card purchases, be declared authorised expenditure as detailed in ATTACHMENT: 9.2.2 (1).

COUNCIL RESOLUTION:

MOVED: Suckling, R SECONDED: Suckling, K

07/26-125

That Council note Municipal EFT payments numbered EFT29352 to EFT29441 totalling \$1,145,088.06; Municipal Fund Cheques 22668 to 22672 totalling \$19,360.95; Direct Debit payments numbered GJ1213 to GJ1220 inclusive of credit cards; payroll and superannuation totalling \$342,173.52; and itemised fuel card purchases, be declared authorised expenditure as detailed in ATTACHMENT: 9.2.2 (1).

MOTION CARRIED 6/0

FOR

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

AGAINST

ATTACHMENT**9.3.1 Executive Manager of Community, Development & Regulation
Activity Report April to June 2026**

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	N/A
BUSINESS AREA:	Community, Development & Regulation
FILE REFERENCE:	N/A
LEGISLATION:	Various
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	26 June 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 April to June 2026.

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

ATTACHMENT: 9.3.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The purpose of this agenda item and the attached report is to inform Councillors of the activities of the Executive Manager 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 April to June 2026 period as shown at Attachment: 9.3.1 (1).

COUNCIL RESOLUTION:

MOVED: Smith, C

SECONDED: Pike, D

07/26-126

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

MOTION CARRIED 6/0

FOR

Cr L Sudlow

Cr R Burges

Cr D Pike

Cr K Suckling

Cr R Suckling

Cr C Smith

AGAINST

Cr Chad Smith declared an financial interest in relation to Item 9.4.1 – Proposed Temporary Accommodation and Shipping Container at Lot 407 (No 97) Forrest Street, Northampton as he owns an accommodation business that includes facilities for caravans and left the Chambers at 2:14 pm.

ATTACHMENT

9.4.1 Proposed Temporary Accommodation and Shipping Container at Lot 407 (No 97) Forrest Street, Northampton

PROPONENT	Ms EM Beer
OWNER	Ms EM Beer
LOCATION / ADDRESS:	Lot 407 (No 97) Forrest Street, Northampton
ZONE:	Residential
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.8.1.1 & A1495
LEGISLATION:	<i>Caravan Parks and Camping Grounds Act 1995 and Planning and Development Act 2005</i>
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	26 June 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The Shire has received an application Development Approval seeking to utilise a Caravan for the purposes of temporary accommodation and placement of a shipping container on the subject land, being a 1,014m² vacant residential lot located on the western side of Forrest Street three lots south of Essex Street, Northampton. A location plan is shown below.

Location Plan



The property, which is currently vacant slopes more than 3m downward from Forrest Street. On 24 June 2026, the landowners were granted a building permit relating to the construction of a single storey development on the subject land as an owner builder. The owners are now seeking approval for temporary accommodation and a 6m long shipping container to facilitate construction of the dwelling. An email submitted in support of the application indicates that the owners intend to provide temporary accommodation within “a basic 2-4 sleeper caravan”. The applicant has advised that they have water and power connected to the block.

Council is requested to determine the application given that approval to the application would be contrary to the Shire of Northampton’s current policy relating to Temporary Accommodation. A copy of the submitted plans and the email referred to above are shown attached.

ATTACHMENT: 9.4.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The provisions of Local Planning Scheme No 10 (LPS No 10) include the subject land within the Residential Zone, with an applicable density of R10. In order to assist Council in determining the application, the following comments and advice are offered:

Local Planning Scheme Provisions

Clause 8 of the General Site Provisions of LPS No 10 state that approval may be granted for temporary occupation of a caravan, or other vehicle, or structure on a lot, subject to the following:

- a) Approval only being granted where a building permit has been granted for the development of a habitable building in accordance with the Building Regulations;
- b) Unless otherwise approved, the time period not exceeding 12 months; and
- c) In determining an application for extension of a temporary approval, the local government being satisfied that a genuine effect has been made to complete the approved habitable building.

In this case, as a building permit has been obtained for construction of a home and the applicant has stated an intent to use a caravan for a maximum of 12 months, Council may consider the application.

Local Planning Policy – Caravans for Temporary Accommodation

The Shire’s Local Planning Policy – Caravans for Temporary Accommodation (the Policy) has the following objectives:

- 2.1 *To provide for an regulate the use of caravans for temporary accommodation purposes whilst building a residence;*

- 2.2 *To ensure that outbuildings are not used for habitable purposes;*
- 2.3 *To ensure that this type of temporary accommodation does not compromise the amenity of the area;*
- 2.4 *To ensure that an acceptable standard of development (by way of building and health compliance) is achieved.*

As outlined within clause 3.3.2 of the Policy *"It is considered that the use of caravans for temporary accommodation purposes in residential areas (even located within an outbuilding) could have a detrimental impact on the amenity of the area and would be contrary to resident's expectations for development in the locality."* The policy further states that on this basis, the use of caravans for temporary accommodation purposes in residential areas should not be approved."

The above provision is somewhat problematic in that the potential for impact on adjacent landowners is dependent on a number of factors including the size of the property. The current policy provisions do not take these factors into account, instead providing a simplistic broad-brush application of a restriction based on land zoning.

Relevant Past Decisions

At its Ordinary Meeting held on 15 May 2025, Council considered an application from a landowner of a 4426m² residential lot on Hampton Road who sought approval for temporary accommodation within a caravan for a period of 12 months. In that case Council resolved (Resolution 05/25-73) to approve a variation of the policy *"on the basis of the significant lot size in the Residential Zone"*.

Approval to the temporary accommodation was granted subject to the following conditions:

- i) *Obtaining a building permit for a dwelling on the lot prior to commencing to camp;*
- ii) *The commence construction of a residence within six months from the issue of a Building Permit;*
- iii) *For a period of 12 months from the approval decision, with a further extension of 12 months subject to the additional consideration of Council taking into account progress on the residence and any complaints or issues arising from the activity;*
- iv) *That the caravan in which is being used to camp on the land is maintained in such condition that it is not a hazard to safety or health;*
- v) *That the land is maintained in such condition that is suitable for camping, particularly in relation to:*
 - i. *Safety and Health; and*
 - ii. *Access to services;*
- vi) *The Shire of Northampton reserves the right to revoke this approval subject to following the statutory process contained within the legal provision;*

- vii) *Nobody other than the persons nominated in this approval have the right to camp on this property at any time this specific approval to camp applies; and*
- viii) *This approval to camp should be utilised in such a way as to minimise disturbance on neighbours such as noise, dust, odour, visual impacts and any other inappropriate disturbance.*

Approved Dwelling

In January 2026 conditional approval was granted under delegated authority for the construction of a four bedroom two bathroom dwelling on the property. Plans of the dwelling indicate that it will be constructed with a front setback of 7.5 metres to Forrest Street. A copy of the approved site plan is shown attached.

ATTACHMENT: 9.4.1 (2)

Whilst the applicant has not at this stage confirmed the proposed location of the caravan, the footprint of the proposed dwelling and associated effluent disposal system results in only two locations being possible, being:

- (a) Within the front setback allowing proximity to water and power; or
- (b) To the rear of the property, which would result in it not being possible to connect to the proposed effluent disposal system.

It is considered that it would not be appropriate to locate temporary accommodation within the front setback due to the potential for a detrimental impact on the streetscape. Location at the rear of the property would result in the temporary accommodation being in close proximity to the rear neighbours.

Caravan Parks and Camping Grounds Regulations 1997

In accordance with clause 11A *Caravan Parks and Camping Grounds Regulations 1997*, a person may apply in writing for approval to camp on land they own or have a legal right to occupy for a period of not more than 24 months. As prescribed by clause 11A(3) any approval is subject to the following conditions:

- (a) *That any caravan or camp in which the person is camping on the land is maintained in such a condition that it is not a hazard to safety or health;*
- (b) *That the land is maintained in such a condition that is suitable for camping, particularly in relation to:*
 - (i) *Safety and health;*
 - (ii) *Access to services;*
- (c) *Any other conditions specified by the local government in the approval.*

With respect to the current application, the applicant is seeking approval for up to 2-4 people to use a caravan for temporary accommodation on a lot that 1,014m² in area. This has potential to negatively impact on the amenity of the area due to the proximity of neighbours to the rear.

It should also be noted that there are two licensed caravan parks in relative close proximity to the site. It is considered that use of a caravan for temporary accommodation would be more appropriate within a licensed caravan park.

Proposed Shipping Container

The applicant has been advised that there is a need to make formal application for the Shire's development approval to the use of a shipping container. At the time of preparing this agenda item, an application was yet to be received. On receipt of the application, the proposal can be processed under delegated authority, having regard to the provisions of the Shire's Local Planning Policy – Shipping Containers.

Conclusion

The provisions of the Shire's Local Planning Policy - Caravans for Temporary Accommodation identify contain a presumption against the approval of such temporary accommodation within the Residential Zone. To date, Council has only varied the provisions of the policy for a property over 4,000m² due to the size of the property and ability to ensure a greater level of separation from adjacent residential development.

Given the above and the potential for a precedent to be set for the use of caravans for temporary accommodation on any lot within the Residential Zone, it is recommended that the application be refused.

STATUTORY ENVIRONMENT:

With respect to the application for temporary accommodation, the *Caravan Park and Camping Grounds Act 1995* and *Caravan Park and Camping Grounds Regulations 1997*.

A future application for the temporary location of a shipping container on-site will be determined in accordance with the *Planning and Development Act 2005* and provisions of the Shire's Local Planning Scheme No 10 and adopted Local Planning Policy.

POLICY / STRATEGIC IMPLICATIONS:

The applicable policy provisions are detailed in the comment section above.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Minor.

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

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

FINANCIAL IMPLICATIONS:

Nil.

SUSTAINABILITY:

Environmental: Should Council wish to approve the application, appropriate arrangements will need to be in place for the disposal of waste water associated with occupants of the caravan.

Economic: Nil.

Social: Whilst approval to the application would assist the applicant in construction of the home, there approved caravan parks within the townsites that could be used during periods where the applicant is undertaking work associated with the dwelling.

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council refuse the application for Temporary Accommodation on Lot 407 (97) Forrest Street, Northampton on the following grounds:

- a) Approval to the application as submitted would be contrary to the provisions of the Shire's Local Planning Policy – Caravans for Temporary Accommodation;
- b) The proposed temporary accommodation has potential to impact on the amenity of the adjacent residential properties and streetscape;
- c) There are approved caravan parks within relatively close proximity of the site that provide a more suitable location for use of a caravan for temporary accommodation; and
- d) Approval to the application would result in the creation of an undesirable precedent for the use of caravans for temporary accommodation on residential land within a townsites.

COUNCIL RESOLUTION:

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

07/26-127

That Council:

- A. Approve variation of Clause 3.3.2 of Local Planning Policy Caravans for Temporary Accommodation on the basis that the landowner has obtained a permit for the construction of a dwelling on the property; and**
- B. Under the *Caravan Parks and Camping Grounds Regulations 1997* r.11A grant approval for the landowner to camp in a fully self contained caravan for the purposes of Temporary Accommodation on Lot 407 (No 97) Forrest Street, Northampton subject to compliance with the following conditions:**
 - i) This approval is valid for a period of 12 months from the date of this decision and relates the use of a single caravan only. No other form of camping is permitted to occur on site;**
 - ii) This approval is for a maximum of four persons to be accommodated within the caravan only;**
 - iii) Construction of the residence is to substantially commence within six months from the date of this approval;**
 - iv) That the caravan to be used in camping on the land is maintained in such condition that it is not a hazard to safety or health;**
 - v) That the land is maintained in such condition that is suitable for camping, particularly in relation to:**
 - i. Safety and Health; and**
 - ii. Access to services;**
 - vi) All waste water associated with the activity being wholly contained within the caravan and disposed at an approved waste water disposal facility or through a connection to an approved on-site waste water facility to the satisfaction of the Shire of Northampton.**
 - vii) The activity hereby approved shall occur and be managed in a manner so as not to detrimentally impact on the amenity of the area or disturbance on neighbours through noise, dust, odour, visual impacts and any other inappropriate disturbance; and**
 - viii) The Shire of Northampton reserves the right to revoke this approval subject to following the statutory process contained within the legal provision.**

The reason is to approve with additional conditions with sympathy shown for financial hardship.

FOR

Cr R Burges
Cr K Suckling
Cr R Suckling

AGAINST

Cr L Sudlow
Cr D Pike

MOTION CARRIED 3/2

Councillor Smith returned to the Chambers at 2:19 pm.

ATTACHMENT**9.4.2 Delegated Planning Decisions for June 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:	29 June 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 Schemes) and adopted Local Planning Policies.

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

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

ATTACHMENT: 9.4.2 (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 May a total of eight (8) applications were determined under delegated authority and one (1) application was determined by Council.

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

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

	June 2025	June 2026
Delegated Decisions	3 - \$883,335 **0	8 - \$521,000 **2
Council Decisions	2 - \$38,000 **1	1 - \$700 **0
Total	5 - \$921,335	9 - \$521,700

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	28 - \$2,604,335.09 **7	22 - \$2,113,451 **7
Council Decisions	9 - \$509,412 **1 1 Refusal	17 - \$6,122,200 **1 1 Refusal
Total	37 - \$3,113,767.09	39 - \$8,235,651

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

STATUTORY ENVIRONMENT:

The *Local Government Act 1995* creates and gives powers to Local Governments. The Act then empowers the local government to delegate its powers 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 that include Local Planning Policy *Consultation for Planning Proposals*, which details the level and scope of advertising required for Applications for Development Approval.

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

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Insignificant.

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

FINANCIAL IMPLICATIONS:

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

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council receive the report on Delegated Development Approvals for June 2026 as detailed in ATTACHMENT: 9.4.2 (1).

COUNCIL RESOLUTION:

MOVED: Suckling, R SECONDED: Pike, D

07/26-128

That Council receive the report on Delegated Development Approvals for June 2026 as detailed in ATTACHMENT: 9.4.2 (1).

MOTION CARRIED 6/0

FOR

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

AGAINST

ATTACHMENT**9.4.3 Temporary Placement of a Shipping Container (12 months) on Lots 101 & 103 (No. 69) Robinson Street, Northampton**

PROPONENT	RJ Cooper
OWNER	RJ & GM Cooper
LOCATION / ADDRESS:	Lots 101 & 103 (No. 69) Robinson Street, Northampton
ZONE:	Residential (R10)
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.8.1.1; A978
LEGISLATION:	<i>Planning and Development Act 2005</i> <i>Local Government Act 1995</i>
AUTHOR:	Kaylene Roberts
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	29 June 2026
DECLARATION OF INTEREST:	The Shires Manager of Finance is related to the applicant but has taken no part in the assessment of the application or preparation of this agenda item.

BACKGROUND:

Council is asked to consider a development application for the permanent placement of a Shipping Container on Lots 101 & 103 (No. 69) Robinson Street, Northampton. A location plan is shown below.

Location Plan

The subject lots have a combined area of 1,578m², containing a dwelling, outbuilding and carport. The lots have not been formally amalgamated but are currently rated as one property.

The application is proposing the placement of a shipping container on the subject site for the purpose of additional storage. The proposed shipping container is 12m long, 2.4m in width and has a height of 2.5m and is proposed to be located on the Lot 103 which is currently vacant and is adjacent to the dwelling and will be setback 6m from Robinson Street, 1.0m from Guide Street and 32m from the rear boundary. A copy of the application is attached,

ATTACHMENT: 9.4.3 (1)

The application is referred to Council for determination as it is not consistent with the requirements of Local Planning Policy – Shipping Containers (the Policy) and as Shire Officers do not have the delegated authority to determine the application.

PUBLIC CONSULTATION UNDERTAKEN:

The application has not been referred to adjacent landowners on the basis that the proposed location is between the existing home and a secondary street. This location would result in negligible impact on the adjacent land.

COMMENT (Includes Options):

The property is zoned Residential with a density coding of R10 by the Scheme. 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 the Shipping Container Policy.

To guide Council on the 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 are not limited to:

- (a) *The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (b) *An 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; and*
- (n) *The amenity of the area.*

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

Zoning & Zone Objectives

The provisions of Local Planning Scheme No 10 (the Scheme) include the subject land within the Residential Zone, with an applicable density of R10 in accordance with the Residential Design Codes of Western Australia (R-Codes).

As set out in Part 3 of the Scheme, the objectives of the Residential Zone are:

- To provide for a range of housing and choice of residential densities to meet the needs of the community;
- To facilitate and encourage high quality design, built form and streetscaped throughout residential areas.
- To provide for a range of non-residential uses, which are compatible with and complementary to residential development.

As outlined in the balance of this agenda item, it is considered that the proposal as submitted is not consistent with the second objective stated above.

Shipping Container Policy

The objective of this Policy is to ensure an acceptable quality of development is achieved that does not detrimentally affect the amenity and streetscape of the locality and to establish guidelines for the assessment of proposals to place shipping containers or other similar re-locatable storage units on land within the Shire.

The Policy's definition is:

"A Shipping Container shall include other similar relocatable 'box-type' storage units. A shipping container modified for the purpose of human habitation is exempt from this policy but subject to the necessary approvals for a repurposed dwelling (e.g. R-Codes assessment)".

Clause 3.2.1 states that the placement of a shipping container on land other than industrial land or rural land requires the development approval of the local government as it is considered to fall within the definition of 'building' and therefore development under the Scheme. Further to this, clause 3.2.5 states that the permanent use and placement of shipping containers within Residential zoned areas is not supported.

In accordance with Policy Measures under clause 3.2 the location of shipping containers on Residential land will only be supported on a temporary basis. Additionally, that the local government will not support more than one (1) shipping container on a property and the container that exceeds 6.0m in length, 2.4m in width and 2.6m in height.

The shipping container is to be located to the side of the property and may have a moderate impact on the amenity of the street and approval for permanent location and use of the container has the potential to create an undesirable precedent for containers greater than 6 metres. Should Council wish to entertain approval, it is recommended that the approval be for temporary use, limited to a period of 12 months.

Repurposed & Second-hand Dwellings Policy

The objective of this Policy is to ensure that any development proposing to use a repurposed or second-hand building meets acceptable aesthetic and amenity requirements of the locality for which it is proposed and to ensure that any

repurposed or second-hand dwelling does not detract from an existing (or reasonably desired) streetscape.

To address the development guidelines, the shipping container should not detract from the amenity of the area, and it should be enclosed with walls and roof over and painted so that it takes on the appearance of a more standard outbuilding. The roof design should be the same as the existing dwelling on the property which has a gable roof. Council may wish to invite the applicant to revise their application consistent with these requirements.

Conclusion

The applicant is applying for permanent placement of a shipping container on the subject property. Whilst the container meets the height restrictions it does not meet the length requirements and permanent use of a Shipping Container is not supported.

The proposed development is not consistent with the amenity and intended character of the area, does not comply with the Shire's Local Planning Policies – Shipping Containers and Repurposed & Second-hand Dwellings. Given this and the potential for approval to create an undesirable precedent for similar development in the area, it is recommended that the application be refused.

STATUTORY ENVIRONMENT:

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

POLICY / STRATEGIC IMPLICATIONS:

As detailed in the Comment Section above.

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 development application fee in accordance with the Shire of Northampton's 2025/2026 Fees and Charges Schedule has been paid.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: The use of second-hand building materials in the form of a Shipping Container has potential to result in detrimental impacts on the amenity of residential streetscapes.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council refuse to grant planning approval to the proposed development on Lot 101 & 103 (No. 69) Robinson Street, Northampton as shown at Attachment: 9.4.3 (1) for the following reasons:

1. Approval to the application as submitted is inconsistent with the requirements of both Local Planning Policy – Shipping Containers and Local Planning Policy - Repurposed & Second-hand Dwellings in respect to the length of the Shipping Container;
2. Approval to the proposal as submitted would result in development of land in a manner not consistent with the existing and likely future amenity of the area and is likely to result in a detrimental impact on the amenity of the adjacent properties and streetscape; and
3. Approval to the application as submitted is likely to result in the creation of an undesirable precedent for the use of a shipping container more than 6m in length within the Residential Zone.

Advice to Applicant:

The applicant is invited to revise the application as submitted so as to incorporate a gable roof over the proposed container, consistent with the provisions of the Shire's Local Planning Policy – Repurposed and Second-hand Dwellings.

COUNCIL RESOLUTION:**MOVED: Smith, C****SECONDED: Pike, D****07/26-129**

That Council refuse to grant planning approval to the proposed development on Lot 101 & 103 (No. 69) Robinson Street, Northampton as shown at Attachment: 9.4.3 (1) for the following reasons:

- 1. Approval to the application as submitted is inconsistent with the requirements of both Local Planning Policy – Shipping Containers and Local Planning Policy - Repurposed & Second-hand Dwellings in respect to the length of the Shipping Container;**
- 2. Approval to the proposal as submitted would result in development of land in a manner not consistent with the existing and likely future amenity of the area and is likely to result in a detrimental impact on the amenity of the adjacent properties and streetscape; and**
- 3. Approval to the application as submitted is likely to result in the creation of an undesirable precedent for the use of a shipping container more than 6m in length within the Residential Zone.**

Advice to Applicant:

The applicant is invited to revise the application as submitted so as to incorporate a gable roof over the proposed container, consistent with the provisions of the Shire's Local Planning Policy – Repurposed and Second-hand Dwellings.

MOTION CARRIED 6/0**FOR**

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

AGAINST

ATTACHMENT**9.4.4 Proposed Survey Strata Title Subdivision on Lot 137 (No. 17) Mortimer Street, Kalbarri**

PROPONENT	Landwest Planning Consultants
OWNER	RM Smith
LOCATION / ADDRESS:	Lot 137 (No. 17) Mortimer Street, Kalbarri
ZONE:	Residential R50
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.6.4; A197
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Kaylene Roberts; Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	30 June 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The Western Australian Planning Commission is seeking Shire comment on an application for a Survey Strata Title Subdivision on Lot 137 (No. 17) Mortimer Street, Kalbarri. A copy of the location plan is shown below.

Location Plan

The subject land has an area of 994m² and currently contains a dwelling. The application is proposing to create two (2) residential lots, one being a vacant survey strata lot. A small portion of common property to reflect service arrangements for Western Power. A copy of the application is attached.

ATTACHMENT: 9.4.4 (1)

Council is asked to determine the application as Shire officers currently have no delegation to approve Survey Strata proposals.

PUBLIC CONSULTATION UNDERTAKEN:

No public consultation was undertaken.

COMMENT (Includes Options):

To assist Council in its consideration of the proposed two lot plus common property survey strata subdivision the following comments are provided:

Zoning

The provisions of the Shire's Local Planning Scheme No 11 (Kalbarri) include the subject land within in the Residential Zone, with an applicable density of R50. The subject property also has an addition use over the property – A1 as detailed below.

Additional Use – A1

The additional use relates to Tourist Development being a permissible use. This additional use relates to both sides of Mortimer Street as well as other adjacent streets. The conditions of the Additional Use state that the density and standards for development shall be as for the R50 code. Given these provisions there would be potential for both the existing and future buildings to be used for tourist accommodation.

Proposed Subdivision

As reflected at Attachment: 9.4.4 (1), proposed Lot 1 contains the existing dwelling and has an area of 558m² street frontage of 14.08m and a corner truncation of 8.53m at the intersection of Mortimer and Auger Streets. Proposed Lot B is a proposed as a vacant survey strata lot with an area of 404m², being accessed from Auger Street with a street frontage of 19.16m². The proposed Common Property will be 1m² in size and is situated within the corner of proposed Lot B.

Proposed Lot A will retain all the existing service connections. The existing aerial power supply will be converted to an underground source. Proposed Lot B will be vacant and will require an extension to the services to service the proposed lots. The common property has been set aside for the future Western Power pillar that will be shared between the two residential lots.

Conclusion

The applicant is seeking to create two residential lots on the subject site and after assessing the application against the Residential Design Codes 2024 (the R-Codes) and Local Planning Scheme No 11- Kalbarri, the application complies with all applicable requirements. It is therefore recommended that Council conditionally support the proposal.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015.

POLICY / STRATEGIC IMPLICATIONS:

Approval to the survey strata as proposed will result in the creation of an additional lot within the Kalbarri townsites' Tourism Development Precinct. This will facilitate additional construction and investment in Kalbarri, consistent with Desired Outcome 1.2 of the Shire of Northampton Strategic Community Plan 2025-2035, being:

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

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Insignificant given that the subdivision as proposed will be inconsequential.

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:

Subdivision of the land as proposed will result in the creation of an additional rateable property.

SUSTAINABILITY:

Environmental: Nil as the site is clear of vegetation and the land is suitable for on-site wastewater disposal.

Economic: Approval to the application will facilitate the landowner establishing a lot to retain for their use and development whilst allowing for the sale of the second parcel of land.

Social: Approval of the application as submitted will result in the future construction of an additional home in the community.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council advise Landwest Planning Consultants and the Western Australian Planning Commission that it supports the Survey Strata Subdivision at Lot 137 (No. 17) Mortimer Street, Kalbarri as shown at Attachment: 9.4.4 (1) subject to compliance with the following conditions:

- 1. Prior to the Western Australian Planning Commission's endorsement of a diagram or plan of survey (deposited plan) for the creation of the lot proposed by this application, the lot the subject of this application being created on a separate diagram or plan of survey (deposited plan) and the plan being endorsed by the Western Australian Planning Commission. (Western Australian Planning Commission).**
- 2. Arrangements being made with a licensed electricity network operator for the provision of an underground electricity distribution system that can supply electricity to each lot shown on the approved plan of subdivision. (Western Power).**
- 3. Arrangements being made with a licensed water provider for the provision of a suitable water supply service to each of the lot(s) shown on the approved plan of subdivision. (Water Corporation).**
- 4. Arrangements being made with the Water Corporation for the provision of a sewerage service to each of the lot(s) shown on the approved plan of subdivision. (Water Corporation).**

COUNCIL RESOLUTION:

MOVED: Suckling, R SECONDED: Burges, R

07/26-130

That Council advise Landwest Planning Consultants and the Western Australian Planning Commission that it supports the Survey Strata Subdivision at Lot 137 (No. 17) Mortimer Street, Kalbarri as shown at Attachment: 9.4.4 (1) subject to compliance with the following conditions:

- 1. Prior to the Western Australian Planning Commission's endorsement of a diagram or plan of survey (deposited plan) for the creation of the lot proposed by this application, the lot the subject of this application being created on a separate diagram or plan of survey (deposited plan) and the plan being endorsed by the Western Australian Planning Commission. (Western Australian Planning Commission).**

2. Arrangements being made with a licensed electricity network operator for the provision of an underground electricity distribution system that can supply electricity to each lot shown on the approved plan of subdivision. (Western Power).
3. Arrangements being made with a licensed water provider for the provision of a suitable water supply service to each of the lot(s) shown on the approved plan of subdivision. (Water Corporation).
4. Arrangements being made with the Water Corporation for the provision of a sewerage service to each of the lot(s) shown on the approved plan of subdivision. (Water Corporation).

MOTION CARRIED 6/0

FOR

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

AGAINST

Cr Liz Sudlow declared an impartiality interest in relation to item 9.4.5 – Proposed Change of Use from a “Dwelling” to a “Holiday House” at Lot 1 (No. 52) Smith Street, Kalbarri as she is friends with an owner of one of the other units within the strata.

ATTACHMENT

9.4.5 Proposed Change of Use from a 'Dwelling' to a 'Holiday House' at Lot 1 (No. 52) Smith Street, Kalbarri

PROPONENT	M Maxfield
OWNER	Salty Stays K8 Pty Ltd
LOCATION / ADDRESS:	Lot 1 (Unit 4, No. 52) Smith Street, Kalbarri
ZONE:	Mixed Residential (R50)
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.6.1.3: A4559
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Kaylene Roberts; Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	1 July 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council is requested to consider a development application for a change of use from a ‘Dwelling’ to a ‘Holiday House’ at Lot 1 (Unit 4, No. 52) Smith Street, Kalbarri. Copies of the submitted plans are attached whilst a location plan is shown below.

ATTACHMENT: 9.4.5 (1)

Location Plan



The subject strata lot has an area of 395m² and is part of a 4 unit development located on the corner of Wood Street and Smith Street. The existing development contains a communal swimming pool and BBQ area accessible for all occupiers of the units. The dwelling consists of four bedrooms with two bathrooms that was until recently used for permanent residential purposes. The applicant is seeking approval to a change of use to a Holiday House.

The key elements of the proposal are:

- The application is proposing the number of guests to be a maximum of eight (8) persons;
- The management of the property will be undertaken by a designated property manager being a family member that resides in Kalbarri;
- The cleaning of the property will be undertaken by the property manager;
- No signage is proposed for the Holiday House application;
- The implementation of the Emergency Evacuation Response Plan as submitted;
- Parking is available for two cars on-site; and
- Bookings for the Holiday House will be via the booking.com platform.

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

PUBLIC CONSULTATION UNDERTAKEN:

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

The application was advertised for a 21-day period to 6 adjacent landowners with 1 submission objecting to the proposal on various grounds. Whilst a copy of the submission is attached, its content is addressed in the comment section.

ATTACHMENT: 9.4.5 (2)

COMMENT (Includes Options):

To assist Council, the following comments are offered:

Zoning

The provisions of the Local Planning Scheme No. 11 – Kalbarri (the Scheme) include the subject land within the Residential zone being Mixed Residential and has a density of R50.

Land Use Permissibility

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

Matters to be Considered

In determining an application for planning approval, the local government is required to have regard to various matters outlined within *Clause 67 (2) of the Planning and Development (Local Planning Schemes) Regulations 2015*. The 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

Provided that holiday houses are managed appropriately, they can be consistent with 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 Requirements

Schedule 4 of the Scheme identifies that a minimum of 2 parking bays is required for each holiday house. The provisions of the Shire's Local Planning Policy – Holiday House provide further guidance on parking requirements.

Local Planning Policy - Holiday Houses

Clause 3.4.1 of the Local Planning Policy states that Holiday Houses should generally be restricted to a maximum number of 6 guests in order to protect the amenity of the residents in the vicinity, but that the *"maximum number of guests shall be assessed with reference to the size of the lot, number of bedrooms, the size of each bedroom and appropriate bathroom/toilet facilities"*.

The above said, Part 3.5 of the Policy states that for 'large' holiday houses (catering for between 8-12 guests), there is a presumption against their location in residential suburban locations and approval of such uses will only be considered on lots over 1,500m². As identified in the background section of this agenda item the strata property has an area of 395m². Approval to the application would therefore would not be consistent with Policy requirements.

With respect to carparking, Part 3.7 of the Policy outlines the following requirements that are applicable to this application:

- 3.7.2 *At a minimum, approval conditions should require the provision of two (2) on-site parking bays for up to 6 guests and a further two (2) parking bays for between 7 to 12 guests. Tandem parking will only be permitted for maximum of one vehicle behind another vehicle.*

3.7.3 It is common for holiday makers to have a boat, trailer, caravan etc and approval conditions should also require additional space to be allocated on-site for this purpose.

Proposed Parking

Whilst the application as submitted does not address parking, an assessment of the proposed location and existing home has identified the following:

- a) The dwelling has a double garage located under the main roof;
- b) The garage is however only setback 4m from the Smith Street frontage, meaning that a parked vehicle located outside of the garage cannot be wholly contained within the property;
- c) There is insufficient land available for the provision of 4 parking bays as required under the policy to cater for more than 6 guests;
- d) There is insufficient room for the parking of any boat trailer etc within the property as referred to in the policy;
- e) An examination of the approved plans details that the approval to the development was granted on the basis that the driveway was to be a maximum of 3.2 metres in width, ensuring that the driveway was kept clear of street drainage infrastructure and maintaining sight lines associated with the corner truncation; and
- f) As reflected on the location plan above, aerial photography confirms that the current driveway has been constructed with a width of 6 metres, extending to through the street truncation, representing a significant variation from the approved plans. As a result, vehicles movements are facilitated in much closer proximity to the intersection than normally would be permitted.

An excerpt from the approved plans is shown attached, demonstrating the extent of the driveway as approved.

ATTACHMENT: 9.4.5 (3)

Given that provision cannot be made for four car parking bays, nor the parking of any boat trailer etc, approval to the application would be contrary to the policy.

The submission received highlights the fact that as a corner property, any overflow parking would be highly visible and would place additional pressure on the surrounding streets. At times there have been vehicles with boats, trailers and other multiple vehicles onsite. The occupants of the unit use the road reserve as part of the parking.

Day to Day Management

The applicant/owner is not a resident of the Shire and has a local Property Manager being a family member who resides in Kalbarri, who 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. Should Council wish to grant approval to the application, a condition should be imposed, requiring this to be supplied prior to the commencement of the activity.

Guest Register

If approved, the applicant should be required to maintain a guest register of all guests. This register should be made available to an authorised officer from the Shire of Northampton on request.

Fire and Emergency Plan

The subject property is located within a designated bushfire prone area, and the applicant has submitted a Fire and Emergency Plan for the proposal. Should the application be approved, a condition should be imposed to require that the plan is kept on display in a common area of the Holiday House for access during an emergency.

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.

Submission Received

As stated above, there was one (1) submission received during the Public Consultation period, strongly objecting to the proposal. The objection relates to the following:

- The likely impact on adjoining residential amenity;
- Noise and disturbance affecting neighbouring shift workers;
- Inadequate provision for guest parking, boats and trailers;
- Traffic and safety concerns associated with the property's location opposite a childcare facility;
- The cumulative loss of permanent housing stock in Kalbarri; and
- The planning objective of protecting residential amenity within established neighbourhoods.

In support of their objections based on parking and vehicle storage, the objector has provided photographs of vehicles parking in close proximity to the intersection.

As reflected within the comments above, it is not physically possible for the parking of four vehicles to be wholly contained within the property. It is therefore recommended that the application to cater for 8 guests be refused.

Compliance with Approved Plans

The current owner did not establish the driveway as current, non-compliant driveway. Notwithstanding this, it is considered that:

- i) Approval would not have been granted to the driveway and crossover as constructed;
- ii) The parking of vehicles between the garage and street on that portion of the driveway which passes through the property truncation will impact on sightlines for vehicle approaching the intersection; and
- iii) To allow the driveway to remain as is will create an undesirable precedent.

For the above reasons it is recommended that the current landowner be required to modify the existing driveway, ensuring compliance with the Shire approved plans shown at Attachment: 9.4.5 (3).

Conclusion

The double garage under main roof is not appropriately setback to allow for four vehicles to be wholly contained within the property as required by the Shire's Local Planning Policy – Holiday Houses for proposals catering for more than 6 guests. Given this and the fact the size of the property is significantly less than the 1,500m² the Policy stipulates for Large Holiday Houses. Given this, it is recommended that the application be refused.

It is furthermore recommended that the existing driveway be modified to comply with the Shire approved plans, ensuring that the driveway is appropriately setback from the adjacent intersection and drainage infrastructure abutting the property. As the existing driveway was not established by the current owner, it is recommended that they should be granted 90 days to complete the modifications.

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: As highlighted by the submission received parking associated with the proposal has a strong potential to be problematic with approval for up to 8 guests likely to increase the demand on parking, potentially creating unsafe parking adjacent to the intersection.

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- In accordance with Local Planning Scheme No. 11 – Kalbarri REFUSE to grant planning approval for the proposed Holiday House at Lot 1**

(No. 52) Smith Street in accordance with the plans and specifications at Attachment: 9.4.5 (1), Kalbarri for the following reasons:

- a) The application as submitted does not comply with the parking requirements outlined under Local Planning Policy – Holiday Houses which requires a minimum of 4 parking bays where more than 6 guests are proposed;
 - b) Approval to the application as proposed would be contrary to the provisions of Local Planning Policy – Holiday Houses which state that applications catering for 7-12 should not be approved on lots less than 1,500m²;
 - c) Approval to the application is likely to result in detrimental impacts on the amenity of the area given the small size of the property and the inability to cater for more than two vehicles on-site;
 - d) Approval to the application would create an undesirable precedent for the approval of large holiday houses, contrary to the requirements of Local Planning Policy – Holiday Houses.
2. The applicant be invited to submit a revised application for a maximum of 6 guests, with a limitation on the number of associated vehicles to two, with no boat trailers or the like permitted;
 3. On receipt on any application in response to point 2 above, the revised proposal be readvertised for public comment;
 4. Those persons who lodged submissions be advised of points 1 to 3 above; and
 5. The Chief Executive Officer be requested to require modification of the current driveway to comply with the approved site plan as shown at Attachment: 9.4.5 (3) within 90 days of the date of this decision.

COUNCIL RESOLUTION:

MOVED: Suckling, R SECONDED: Smith, C

07/26-131

That Council:

A. In accordance with Local Planning Scheme No 11 grant Development Approval to the proposed change of use from a Dwelling to Holiday House at Lot 1 (No 4/52) Smith Street, Kalbarri in accordance with the plans and specifications shown at Attachment No 6.4.5(1), subject to compliance with 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.	Floor Plan of Premises	2 June 2026
2.	Holiday House Property Management Plan	2 June 2026
3.	Code of Conduct	2 June 2026
4.	Fire and Emergency Management Plan	2 June 2026
5.	Fire Evacuation Route	2 June 2026

2. Notwithstanding condition No 1 above, 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;
3. This approval is limited to guests arriving in a maximum of two vehicles with no boat trailers or the like permitted;
4. Guest parking associated with the use hereby approved shall be contained within the garage under main roof, which shall remain clear and available for that use at all times to the satisfaction of the Shire of Northampton;
5. All parking of vehicles associated with the guests to be wholly contained within the property boundary and the street verge area to be kept free of such vehicles;
6. Prior to the commencement of the approved use the applicant is to supply a copy of their Public Liability Insurance Certificate to the Shire of Northampton;
7. The use hereby approved shall be managed so as to not detrimentally impact on the amenity or use of the adjacent properties by reason of smoke, fumes, noise, vibration, odour, vapour, dust, wastewater, waste products or parking to the satisfaction of the Shire of Northampton;
8. 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;
9. The Holiday House is not to be occupied by any 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;
10. 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;
11. 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.

12. 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;

Advice to Applicant:

- a) The approved development must comply with all relevant provisions of the *Health (Miscellaneous Provisions) Act, 1911* and the *Building Act 2016*; and
 - b) The development the subject of this development approval is required to comply with the Shire of Northampton's Health Local Law.
- B. Those persons who previously lodged on the application be notified of Council's decision accordingly; and
- C. The Chief Executive Officer be requested to require modification of the current driveway to comply with the approved site plan as shown at Attachment 9.4.5(3) within 90 days of the date of this decision.

MOTION LOST 2/4

FOR

Cr R Suckling
Cr C Smith

AGAINST

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

COUNCIL RESOLUTION:

MOVED: Sudlow, L SECONDED: Burges, R

07/26-132

That Council:

1. In accordance with Local Planning Scheme No. 11 – Kalbarri **REFUSE** to grant planning approval for the proposed Holiday House at Lot 1 (No. 52) Smith Street in accordance with the plans and specifications at Attachment: 9.4.5 (1), Kalbarri for the following reasons:
 - a) The application as submitted does not comply with the parking requirements outlined under Local Planning Policy – Holiday

Houses which requires a minimum of 4 parking bays where more than 6 guests are proposed;

- b) Approval to the application as proposed would be contrary to the provisions of Local Planning Policy – Holiday Houses which state that applications catering for 7-12 should not be approved on lots less than 1,500m²;
 - c) Approval to the application is likely to result in detrimental impacts on the amenity of the area given the small size of the property and the inability to cater for more than two vehicles on-site;
 - d) Approval to the application would create an undesirable precedent for the approval of large holiday houses, contrary to the requirements of Local Planning Policy – Holiday Houses.
 - e) Smith St is RAV 4 rated road within the townsite.
2. The applicant be invited to submit a revised application for a maximum of 6 guests, with a limitation on the number of associated vehicles to two, with no boat trailers or the like permitted;
 3. On receipt on any application in response to point 2 above, the revised proposal be readvertised for public comment;
 4. Those persons who lodged submissions be advised of points 1 to 3 above; and
 5. The Chief Executive Officer be requested to require modification of the current driveway to comply with the approved site plan as shown at Attachment: 9.4.5 (3) within 90 days of the date of this decision

MOTION CARRIED 4/2

FOR

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

AGAINST

Cr R Suckling
Cr C Smith

ATTACHMENT APPENDIX

9.4.6 Proposed Change of Use from Group Dwelling to Holiday House - Lot 1 (No 35) Glass Street, Kalbarri

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

BACKGROUND:

At its April 2026 meeting Council was requested to determine application for a change of use to permit the operation of Holiday House catering for a maximum of 4 guests. Having regard to an objection received, Council resolved (Resolution 04/26-68) to refuse the application. An excerpt from the relevant minutes is shown appended, whilst further details regarding the decision are provided within the comment section overleaf.

APPENDIX: 9.4.6 (A)

Location Plan



Following an on-site meeting with the landowner, a request has been received for reconsideration of Council's decision and approval to an amended proposal. The applicant is now proposing to commence operation of a holiday house catering for a maximum of two guests, using a single parking bay located on-site whilst associated matters relating to the strata common property and parking are resolved. A copy of the email request and associated correspondence from the Body Corporate is shown attached.

ATTACHMENT: 9.4.6 (1)

Council is requested to determine the request as approval will involve a variation of standards prescribed under the applicable Local Planning Scheme.

PUBLIC CONSULTATION UNDERTAKEN:

The previous application was referred to 15 adjacent landowners for comment over a period of 21 days in accordance with Section 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and adopted Shire of Northampton Local Planning Policy – Consultation for Planning Proposals.

In response two submissions were received, one objecting to the proposal. The grounds of the objection were outlined within the previous agenda item as reflected at Appendix: 9.4.6 (A) and a further discussed within the comment section below.

COMMENT (Includes Options):

The provisions of Local Planning Scheme No 11 – Kalbarri (the Scheme) include the subject land within the Residential Zone with an applicable density of R50 in accordance with the provisions of the Residential Design Codes of Western Australia. To assist Council in determining the application, the following comments and advice are provided:

Previous Council Decision

The subject dwelling is one of 6 single storey dwellings facing Glass Street, being within a strata titled complex consisting of 20 existing dwellings and two vacant survey strata lots. Whilst the dwellings facing Glass Street and Tiki Court have individual crossovers, parking for the balance of the development are accessed via a central driveway.

In April 2026, Council was requested to consider an application for change of use to allow the use of the property for four (4) guests. The objection received highlighted concerns over:

- a) The limited on-site parking within the complex;
- b) Past changes made to the original driveway configuration, which was originally a one-way driveway extending from Tiki Court to Glass Street on the northern side of the subject property;
- c) The current central parking figuration not allowing for vehicles to turn around within the property, resulting in vehicles reversing out, including mining vehicles with reversing beepers; and

- d) The footpath on glass street often being blocked being blocked by cars not able to use the central parking area.

Examination of Shire records confirms that at some point the driveway to Glass Street was reduced to a pedestrian access way, with the previous owner of Lot 1 fencing the majority of the original driveway into their property. A search of Shire records has failed to identify any approvals having been granted for this modification.

Having regard to the information contained within the objection, Council resolved (Resolution 04/26-68) to refuse the application on the following grounds:

- a) *The application as submitted does not comply with the provision of two parking bays as required in accordance with Table 4 of the Local Planning Scheme;*
- b) *Approval to the application as submitted is likely to increase existing parking issues associated with the unit complex; and*
- c) *Approval to the proposal contrary to the requirement for provision of a minimum of two parking bays would result in the creation of an undesirable precedent.*

Council furthermore resolved to request the Chief Executive Officer to arrange for removal of the improvements located within the original driveway and re-instatement of the original driveway to Glass Street. The applicant has since removed a garden shed and they are working with the strata body to re-instate the original driveway and to return the original configuration of the central parking area to angled parking bays, significantly increasing the number of parking bays available. Correspondence from the Strata Manager confirms this as shown at Attachment: 9.4.6 (1).

Re-instatement of the original driveway and associated angled parking bays will take some time to achieve. In the interim, the applicant is seeking to commence short stay accommodation for a maximum of two guests, using a single parking bay within the property.

Land Use Classification

Consistent with past Shire practice, the land use is considered to consistent with the land use definition of 'Holiday House', which the Scheme defines as follows:

'Holiday House – means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast'

Land Use Permissibility

The provisions of the Scheme identify that a Holiday House is an "A" use within the Residential Zone. That is a use that is *"not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions"*.

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 item.

Consistency with Zone Objectives

Provided that the proposed Holiday house appropriately managed, the proposal could be consistent with the objectives of the Residential Zone, which include the provision for *“a range of non-residential uses, which are compatible with and complimentary to residential development.”*

Parking

Schedule 4 of the Scheme identifies that a minimum of two parking bays are usually required for the land use of Holiday House. With the applicant seeking to limit occupation of the unit to two people using one parking bay, approval to the application may only be granted through a variation of the parking requirement.

Variation of Standards

In accordance with clause 77D of the Deemed to Apply Provisions prescribed within Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, a local government may *“vary a minimum on-site parking requirement that applies to a development so that the minimum number of carparking spaces that must be provided as part of the development is a lower number.”*

As identified within the Scheme and the Shire’s Local Planning Policy – Holiday Houses, two parking bays allows for up to 6 guests. On this basis, a single parking bay is considered sufficient to cater for two guests using a single vehicle (not towing a boat or trailer). It may also be appropriate to allow two adult guests being accompanied by two children.

Fire and Emergency Management Plan

The property has been identified as not being within a designated bushfire prone area and the applicant has supplied a Fire and Emergency Management Plan. It is recommended that a condition be imposed on any approval to require

that the plan is kept on display in a common area with the Holiday House for access during an emergency.

Conclusion

As detailed above, it is considered that the provision of two (2) parking bays is sufficient to cater for two guests. Given this, the revised application detail is recommended for approval subject to conditions requiring:

- a) The property catering for a maximum of two adult guests and two children, using a single vehicle;
- b) Potential guests being advised prior to booking that only one parking bay is available and that parking of a trailer or boat is not permitted; and
- c) All parking being wholly contained within the property.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005.

POLICY / STRATEGIC IMPLICATIONS:

Approval to the amended application would be consistent with Desired Outcome 5.3 of the Shire of Northampton Strategic Community Plan 2025-2035, being:

5.3 Collaborating for our future

We benefit from a partnership approach to sustainable development characterised by effective advocacy and strong relationships.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Insignificant provided that the number of guests is restricted and all parking being contained within the property.

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 application fee was paid for the original application for development approval that was determined by Council at its April 2026 meeting.

SUSTAINABILITY:

Environmental: Nil.

Economic: Approval to the application will allow the property to be used for commercial short stay accommodation when not in use by the landowner.

Social: Approval to the application is unlikely to result in negative impacts on the adjacent land provided all parking is wholly contained within the property.

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 Strata Lot 1 (No. 35) Glass Street, subject to compliance with the following conditions:

1. This approval is limited to the Holiday House being occupied by a maximum of two adults and two children at any one time, with guests arriving in a single vehicle without boat and trailer;
2. A minimum of one carparking bay being provided within the Strata Lot to the satisfaction of the Shire of Northampton;
3. 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;
4. All parking of vehicles associated with the guests to be wholly contained within the property boundary and the street verge area to be kept free of such vehicles;
5. 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	10 March 2026
2	Code of Conduct	10 March 2026
3	Floor & Evacuation Plans	10 March 2026

6. 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;

7. Prior to the commencement of the approved use the applicant is to supply a copy of their Public Liability Insurance Certificate to the Shire of Northampton;
8. 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, wastewater, waste products or parking to the satisfaction of the Shire of Northampton;
9. 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;
10. The Holiday House is not to be occupied by any 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;
11. 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;
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) The applicant is advised that the Shire of Northampton is prepared to reconsider the limitation on guest numbers if and when an additional on-site parking bay is identified and available for the use of Strata Lot 1.
- B) Those persons who previously lodged submissions on the application be notified of Council's decision accordingly.

COUNCIL RESOLUTION:

MOVED: Suckling, K **SECONDED:** Burges, R
07/26-133

That Council:

A) In accordance with Local Planning Scheme No. 11 – Kalbarri grant planning approval for a Holiday House at Strata Lot 1 (No. 35) Glass Street, subject to compliance with the following conditions:

- 1. This approval is limited to the Holiday House being occupied by a maximum of two adults and two children at any one time, with guests arriving in a single vehicle without boat and trailer;**
- 2. A minimum of one carparking bay being provided within the Strata Lot to the satisfaction of the Shire of Northampton;**
- 3. 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;**
- 4. All parking of vehicles associated with the guests to be wholly contained within the property boundary and the street verge area to be kept free of such vehicles;**
- 5. 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	10 March 2026
2	Code of Conduct	10 March 2026
3	Floor & Evacuation Plans	10 March 2026

- 6. 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;**
- 7. Prior to the commencement of the approved use the applicant is to supply a copy of their Public Liability Insurance Certificate to the Shire of Northampton;**
- 8. 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, wastewater, waste products or parking to the satisfaction of the Shire of Northampton;**
- 9. 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;

10. The Holiday House is not to be occupied by any 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;
11. 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;
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) The applicant is advised that the Shire of Northampton is prepared to reconsider the limitation on guest numbers if and when an additional on-site parking bay is identified and available for the use of Strata Lot 1.
- B) Those persons who previously lodged submissions on the application be notified of Council's decision accordingly.**

MOTION CARRIED 6/0

FOR

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

AGAINST

Cr Chad Smith declared a financial interest in relation to item 9.4.7 – Proposed Alterations and Additions to Office Buildings at Lot 82 (No. 2) Kitson Circuit, Northampton and left the Chambers at 2:33 pm.

ATTACHMENT

9.4.7 Proposed Alterations and Additions to Office Building at Lot 82 (No. 2) Kitson Circuit, Northampton

PROPONENT OWNER	A Godfrey Nutrient Ag Solution (Landmark Operations Limited Northampton)
LOCATION / ADDRESS:	Lot 82 (No. 2) Kitson Circuit, Northampton
ZONE:	General (Light) Industry
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.8.2.1; A5038
LEGISLATION:	<i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>
AUTHOR:	Kaylene Roberts/Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	3 July 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The Council is in receipt of a development application for additions to and existing Office Building at Lot 82 (No. 2) Kitson Circuit, Northampton. The property is an Industrial lot located on the corner of Kitson Circuit and Seventh Avenue as shown on the location plan below.

Location Plan



With an area of 2,636m², the property is currently developed with a workshop and existing office/showroom. Approval is now being sought to a 68.4m² extension of the existing office with to provide a new reception area, shop display area and boardroom. The landowners are also proposing to refurbish the existing warehouse to accommodate an additional ablution facility for the amenity of staff.

The construction of the additions will be of steel framing on a concrete slab with a floor level to match the existing office. The materials to be used on the outside will include matching the existing Colorbond® cladding to the existing office/warehouse building.

Copies of the submitted plans are shown attached.

ATTACHMENT: 9.4.7 (1)

Council is requested to determine the application given that approval to the proposal will require a relaxation of standard setbacks and parking requirements.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

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 the Scheme and any other local planning scheme operating within the Scheme area;*
- (b) *An approved State Planning Policy;*
- (c) *Any policy of the Commission;*
- (g) *Any local planning policy for the Scheme area;*
- (n) *The amenity of the locality.*

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

Zoning

The provisions of Local Planning Scheme No. 10 (the Scheme) include the subject property within the General Industry zone. The objectives of this zone are:

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

The proposal as submitted is consistent with the above objectives.

Previous Approval

The existing development was granted Development Approval in November 2015 as “Industrial buildings for agricultural supplies, shop and office”. The approved plans detailed that a total of 13 parking bays were to be established in three locations. An accessible compliant parking bay was one of three bays to be located between the existing 72m² office/showroom and Kitson Circuit. A copy of the approved site plan is shown attached.

ATTACHMENT: 9.4.7 (2)

Carparking

As set out within clause 32(15)(a) of the Scheme, on-site car parking is required to be provided in accordance with Table 4 – Car Parking requirements, unless otherwise determined by the local government. Such carparking is required to be designed, constructed and maintained to the Shire’s satisfaction.

In the case of the proposed development, parking is required to be provided at the following levels, as specified within Table 4:

- a) Office – 1 parking bay per 40m²;
- b) Bulky Goods Showroom – 1 parking bay per 50m²; and
- c) Warehouse/Storage – 1 parking bay per 200m².

Whilst in normal circumstances a 68.4m² building extension as proposed would normally require the provision of an additional two parking bays, in this case a reduction of two parking bays is proposed. An assessment of the parking requirements for the existing and proposed development in its entirety has identified the development could be approved with a minimum of 8 parking bays. As 8 parking bays will be available following completion of the extension, parking complies with the Scheme provisions.

Notwithstanding that the resultant number of car parking bays would comply with the Scheme requirements, it is recommended a condition be imposed to require all parking associated with the development (including staff parking), be wholly contained within the property.

Setbacks

The Scheme identifies that within the General Industry Zone, development is normally required to be setback 9 metres from the street boundary. With a setback of just over 6.7m proposed, approval to the development may only be granted through a variation/relaxation of the applicable standard.

Variation of Site and Development Standards

In accordance with clause 34 of the Scheme, the Shire may approve an application for development approval that does not comply with the specified development requirements, if it is satisfied that:

- (a) Approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67 of the Deemed provisions; and*

- (b) The non-compliance with the additional site and development requirement will not have a significant adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.*

In this situation given the location of the development within the Northampton Light Industrial Area, it is considered that the resultant development will not have a significant adverse effect upon the occupiers of the likely future development of the locality.

Landscaping

Table 5 of the Scheme specifies that a minimum of 10% open space/landscaping is required for development within the General Industry Zone. With a lot area of 2,636m², a minimum of 263.6m² of open/space landscaping is required.

As reflected on the previously approved plans shown at Attachment: 9.4.7 (2), portion of the area now proposed for the office extension was previously approved as landscaping. Inspection of the site has identified that virtually no area of landscaping has been maintained, with the balance of the site being sealed with concrete. The area to be occupied by the building extension now consists of bare gravel.

To ensure compliance with the Scheme and to soften the appearance of the development as viewed from the street and adjacent area, it is recommended that a condition be imposed to require an appropriate level of landscaping to be re-established between the proposed building and both Kitson Circuit and Seventh Avenue in accordance with the original approved plans.

Boundary Issues

On an unrelated issue, it had been identified that development of land on Kitson Circuit has encroached on land to the rear forming part of Reserve 51541. Whilst this reserve is Crown land for which the Shire holds the management order, this situation be investigated further and:

- i) the improvements be removed from the reserve;
- ii) or the common boundary adjusted.

Shire officers will complete these investigations in due course.

Conclusion

Whilst the proposed development will result in a reduction of existing parking numbers identified on the original development approval, the resultant development will comply with parking requirements under the Shire's Local Planning Scheme No 10. Conditional approval is therefore recommended subject to the reinstatement of areas previously identified for landscaping.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015.

POLICY / STRATEGIC IMPLICATIONS:

Development approval would be consistent with the following recommendations of the Shire of Northampton's Strategic Community Plan 2025-2035:

1.1 Local and Thriving

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

Notwithstanding the above, the establishment of an appropriate level of landscaping should be required to ensure an appropriate level of visual amenity and streetscape. Approval to the application without requiring the re-establishment of landscaping will result in the creation of an undesirable precedent.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered to be Minor.

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

FINANCIAL IMPLICATIONS:

The required development application fee has been paid in accordance with the 2025/2026 Fees and Charges Schedule.

SUSTAINABILITY:

Environmental: Nil.

Economic: Conditional approval to the development as submitted will result in additional commercial investment within the Northampton Community.

Social: Landscaping is an essential tool to soften the visual appearance of development, reduce the impact of heat and improve the local streetscape.

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

That Council in accordance Local Planning Scheme No. 10 – Northampton grant planning approval to the proposed office extensions and alterations of the existing development on Lot 82 (No 2) Kitson Circuit, Northampton in accordance with the plans and specifications shown at Attachment: 9.4.7 (2), 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.	Proposed Site Plan	2 July 2026
2.	Proposed Floor Plan	2 July 2026

- 2. 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 constructed, drained, marked and thereafter be maintained to the satisfaction of the Shire of Northampton.**
- 3. 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.**
- 4. The proposed development shall be clad or coloured to complement the existing development to the satisfaction of the Shire of Northampton.**
- 5. A detailed proposal for the extension and upgrading of the existing landscaping on the subject property is to be submitted to and approved by Shire of Northampton prior to the commencement of any site works. The approved plans shall thereafter be implemented prior to occupation of the development hereby approved and maintained thereafter to the satisfaction of the Shire of Northampton.**

Advice to Applicant:

- 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) Car parking bays for disabled persons being provided in accordance with the Building Code of Australia and AS2890.1
- c) Access for people with disabilities must be provided at all times to the building and internally throughout the building in accordance with AS1428.1.

COUNCIL RESOLUTION:

MOVED: Suckling, K SECONDED: Pike, D

07/26-134

That Council in accordance Local Planning Scheme No. 10 – Northampton grant planning approval to the proposed office extensions and alterations of the existing development on Lot 82 (No 2) Kitson Circuit, Northampton in accordance with the plans and specifications shown at Attachment: 9.4.7 (2), 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.	Proposed Site Plan	2 July 2026
2.	Proposed Floor Plan	2 July 2026

2. 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 constructed, drained, marked and thereafter be maintained to the satisfaction of the Shire of Northampton.
3. 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.
4. The proposed development shall be clad or coloured to complement the existing development to the satisfaction of the Shire of Northampton.
5. A detailed proposal for the extension and upgrading of the existing landscaping on the subject property is to be submitted to and approved by Shire of Northampton prior to the commencement of any site works. The approved plans shall thereafter be implemented prior to occupation of the development hereby

approved and maintained thereafter to the satisfaction of the Shire of Northampton.

Advice to Applicant:

- 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) Car parking bays for disabled persons being provided in accordance with the Building Code of Australia and AS2890.1
- c) Access for people with disabilities must be provided at all times to the building and internally throughout the building in accordance with AS1428.1.

MOTION CARRIED 5/0

FOR

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

AGAINST

Councillor Smith returned to the Chambers at 2:34 pm.

ATTACHMENT**9.4.8 Request for Sponsorship under Youth Achievement Awards**

PROPONENT	G Simpson
OWNER	N/A
LOCATION / ADDRESS:	N/A
ZONE:	N/A
BUSINESS AREA:	Community, Development and Regulation
FILE REFERENCE:	2.1.3
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	3 July 2026
DECLARATION OF INTEREST:	One of the applicants' parent works for the Shire but has not participated in the assessment of the application or preparation of this agenda item.

BACKGROUND:

For many years, the Shire of Northampton has regularly awarded sporting and educational sponsorships for local youth. Past sporting sponsorships have generally been related to offering financial support for youth who reside in the Shire that have achieved selection to represent the State of Western Australian within their sport. Such representation has included, but not limited to, Australian Rules Football, Badminton, Netball and Surfing.

Local student Grady Simpson has been successful in obtaining a position in the Western Australia's State 14 years and under School Boys Australian Rules Football boys team. The team is scheduled to participate in the School Sport Australia National School Championship, which is scheduled to be held in Melbourne, Victoria. The Championship opening ceremony is on 25 July and concludes on 31 July.

An application has been received for sponsorship to the value of \$1,000. A copy of that application is shown attached.

ATTACHMENT: 9.4.8 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Representing the State of Western Australia in a sporting team often comes at significant cost for the participants family with travel required for training and selection programs, flights, accommodation and uniforms. These costs do not include associated items such as meals, the accompaniment of parents and/or

other family. To avoid a significant financial burden, it is common for families of participants to fund raise and/or seek sponsor ships.

In this case, as reflected within application shown at Attachment: 9.4.8 (1) demonstrates that the participants family have incurred costs associated with flights and accommodation etc of \$3,888.82 and the application seeks a shire contribution of \$1,000 to assist with these underlying costs.

Notable previous sporting sponsorships relating to local members of State AFL school boy championships include Australian Rules Footballer and two time Brownlow Medallist Patrick Cripps and Pro Surfer Shaun Howe.

Budget Allocation

It is noted that whilst the past three Shire of Northampton budgets have contained an allocation of \$2,000 for Youth Achievement Awards, no applications for sponsorships have been received or awarded.

Whilst the 2026/27 annual budget is yet to be adopted, the draft budget as prepared for Council consideration includes this same allocation. It is recommended that Council resolve to commit the requested funds of \$1,000 from the 2026/27 annual budget.

STATUTORY ENVIRONMENT:

Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS:

It is noted that at this stage the Shire of Northampton does not have a policy regarding the procedures or considerations associated with applications for youth sponsorship. In order to guide the assessment of future applications, it is recommended that a suitable policy be prepared for Council consideration and that such a policy include an invitation for the recipient to attend the next available Council meeting following the completion of the event to provide a briefing to Council on the outcome.

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:

As outlined within the comment section above.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: The offering of Youth Scholarships ensures the representation of the Shire of Northampton whilst reducing the financial burden on the participants family.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- 1. Award the applicant \$1,000 towards the costs to represent the State of Western Australian in the 14 year and under Australian Rules Football School Boys Championship 2026; and**
- 2. Invite the applicant to attend Council following completion of the competition to provide Councillors with a briefing of the competition performance and outcomes.**

COUNCIL RESOLUTION:

MOVED: Burges, R

SECONDED: Smith, C

07/26-135

That Council:

- 1. Award the applicant \$1,000 towards the costs to represent the State of Western Australian in the 14 year and under Australian Rules Football School Boys Championship 2026; and**

2. Invite the applicant to attend Council following completion of the competition to provide Councillors with a briefing of the competition performance and outcomes.

FOR

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

AGAINST

MOTION CARRIED 6/0

ATTACHMENT**9.5.1 Building Approvals Report June 2026**

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	Northampton and Kalbarri
BUSINESS AREA:	Building
FILE REFERENCE:	N/A
LEGISLATION:	<i>Local Government Act 1995</i> <i>Building Act 2011</i> <i>Building Regulations 2012</i>
AUTHOR:	Michaela Simpson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	1 July 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

This agenda item has been produced to assist Council understand the Building and Demolition Permits approved and issued for the period of 01 June 2026 to 30 June 2026. A spreadsheet summarising approvals is attached.

ATTACHMENT: 9.5.1 (1)

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

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

Nil.

COMMENT (Includes Options):

During June a total of 8 building related applications were received, and 9 permits were issued through the Shire of Northampton's Building Services team with a combined construction value of over \$1.44 million.

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

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

Table 1: Building Permit Applications for May 2025 and May 2026

	May 2025	May 2026
Applications Received	5	8
Permits Issued	10	9
Permits Total Value	\$1,555,738.70	\$1,440,837.72

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

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

	2025	2026
Applications Received	N/A	62
Permits Issued	59	55
Permits Total Value	\$5,243,121	\$6,951,750

No site inspections were undertaken for the month due to the Shire's Building Surveyor not being available. Building surveying services are currently being covered by a Building Surveying Contractor in the absence of the Building Surveyor, who is currently on leave.

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

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

COUNCIL RESOLUTION:

MOVED: Suckling, R SECONDED: Pike, D

07/26-136

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

MOTION CARRIED 6/0

FOR

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

AGAINST

ATTACHMENT**9.8.1 Proposed Review and Adoption of Crossover Policy**

PROPONENT	Shire of Northampton
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Works & Technical Services
FILE REFERENCE:	4.1.15
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Jamie Muir
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	26 June 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The Shire of Northampton currently does not have a formal policy governing the provision of financial assistance, standards or materials for the construction and renewal of property access crossovers. While crossover contributions have historically been administered through the Shire's Schedule of Fees and Charges and established operational practices, there is currently no documented policy that clearly outlines eligibility criteria, subsidy arrangements or the responsibilities of property owners.

The preparation of a Crossover Policy provides an opportunity to establish a transparent, equitable and consistent framework for the approval, construction and funding of crossovers throughout the Shire. The proposed policy aligns with contemporary local government practice and clearly defines the obligations of both the Shire and property owners.

The draft policy also recognises the differing needs of urban residential properties and rural properties by providing separate assistance arrangements that are appropriate to each circumstance.

PUBLIC CONSULTATION UNDERTAKEN:

As this policy relates to an administrative matter concerning the provision of Council assistance for property access crossovers, no formal public consultation has been undertaken.

The policy has been developed following a review of current operational practices, comparison with policies adopted by other Western Australian local governments, and consultation with relevant internal staff responsible for engineering, works and customer service.

COMMENT (Includes Options):

The proposed Crossover Policy establishes a clear and equitable process for the construction, replacement and renewal of crossovers within the Shire.

The key provisions of the policy include:

Residential Crossovers

- Property owners will be eligible for a subsidy equivalent to 50% of the cost of constructing a standard crossover, up to a maximum contribution of \$500, consistent with the Shire's adopted Fees and Charges.

Rural Crossovers

In lieu of a financial subsidy, and at the discretion of the Shire, assistance may be provided through the supply of:

- Five (5) m³ of gravel;
- Three (3) x 375 mm Class 4 Reinforced Concrete Pipes (RCP); and
- Two (2) x 375 mm concrete headwalls.
- Installation of all materials will remain the responsibility of the property owner.

Existing Crossovers

Existing crossovers may be eligible for assistance where they are:

- Completely reconstructed rather than repaired;
- At or beyond their intended design service life; and
- Upgraded to comply with current engineering standards.
- In these circumstances, assistance will be considered a renewal contribution rather than a first-time installation subsidy.

Transitional Arrangements

To ensure fairness during implementation, Council may consider reimbursement for compliant crossovers constructed within the previous twelve (12) months, subject to:

- Compliance with current engineering standards;
- Inspection and approval by the Shire; and
- Submission of satisfactory evidence of expenditure.

The policy provides improved consistency in decision making, clearly defines eligibility requirements, and reduces uncertainty for both applicants and Council officers.

STATUTORY ENVIRONMENT:

The proposed policy has been prepared having regard to:

- *Local Government Act 1995*;
- *Local Government (Functions and General) Regulations 1996*;
- *Road Traffic Act 1974*;
- Relevant Australian Standards relating to driveway and crossover construction; and

POLICY / STRATEGIC IMPLICATIONS: The proposed policy supports the Shire's strategic objectives by:

- Providing equitable and transparent customer service;
- Protecting Council's investment in road infrastructure;
- Promoting consistent engineering standards across the Shire;
- Supporting responsible asset management practices; and
- Providing clear guidance to residents and developers.

The policy will replace informal administrative practices with a documented Council position.

ORGANISATIONAL RISK MANAGEMENT:

The policy is considered to represent a Level 2 low, organisational risk and will improve governance through documented administrative processes.

The adoption of the policy will reduce organisational risk by:

- Ensuring consistent decision making;
- Clearly defining eligibility requirements and Council contributions;
- Reducing disputes regarding subsidy entitlement;
- Ensuring crossovers are constructed to acceptable engineering standards; and
- Protecting Council assets from poorly designed or constructed vehicle access points.

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 compliance	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:

Financial assistance provided under the policy will continue to be funded through Council's annual operating budget. Residential crossover subsidies will remain capped at the amount adopted annually within the Shire's Fees and Charges. The provision of materials for rural crossovers represents an in-kind contribution and is expected to be accommodated within existing operational budgets. The transitional reimbursement provision may result in a limited number of additional claims during the first year following adoption; however, the anticipated financial impact is expected to be minimal.

SUSTAINABILITY:

Environmental: Ensuring crossovers are constructed with appropriate drainage infrastructure to minimise erosion and protect the road reserve.

Economic: Providing equitable financial assistance to property owners while maintaining prudent management of Council resources.

Social: Providing fair and transparent access to Council assistance for all eligible ratepayers.

OFFICERS RECOMMENDATION

VOTING REQUIREMENTS: SIMPLE MAJORITY

That Council subject to inspection, compliance with current standards, and submission of satisfactory evidence of expenditure;

1. Authorises the Chief Executive Officer to administer the policy in accordance with its provisions.
2. Adopts the Shire of Northampton Crossover Policy as attached.
3. Approves the residential crossover subsidy at 50% of the cost of a standard crossover up to a maximum contribution of \$500, with the maximum contribution to be reviewed annually through the Schedule of Fees and Charges.
4. Approves the provision of rural crossover assistance, at the discretion of the Shire, through the supply of:
 - a. Five (5) m³ of gravel;
 - b. Three (3) x 375 mm Class 4 Reinforced Concrete Pipes; and
 - c. Two (2) x 375 mm concrete headwalls, with installation to be undertaken by the property owner.
5. Approves a transitional reimbursement provision for compliant crossovers constructed within the preceding twelve (12) months,

COUNCIL RESOLUTION**MOVED: Burges, R SECONDED: Suckling, R****07/26-137****That Council subject to inspection, compliance with current standards, and submission of satisfactory evidence of expenditure;**

- 1. Authorises the Chief Executive Officer to administer the policy in accordance with its provisions.**
- 2. Adopts the Shire of Northampton Crossover Policy as attached.**
- 3. Approves the residential crossover subsidy at 50% of the cost of a standard crossover up to a maximum contribution of \$500, with the maximum contribution to be reviewed annually through the Schedule of Fees and Charges.**
- 4. Approves the provision of rural crossover assistance, at the discretion of the Shire, through the supply of:**
 - a. Five (5) m³ of gravel;**
 - b. Three (3) x 375 mm Class 4 Reinforced Concrete Pipes; and**
 - c. Two (2) x 375 mm concrete headwalls, with installation to be undertaken by the property owner.**
- 5. Approves a transitional reimbursement provision for compliant crossovers constructed within the preceding twelve (12) months,**

MOTION CARRIED 6/0**FOR**

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

AGAINST

ATTACHMENT**9.8.2 Road Widening, Intersection of Northampton Kalbarri Rd and Horrocks Rd (Main Roads WA identification), Port Gregory Rd**

PROPONENT	Shire of Northampton
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Works & Technical Services
FILE REFERENCE:	12.1.6
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Jamie Muir
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	29 June 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Main Roads Western Australia (MRWA) has requested that the Shire of Northampton dedicate portions of land required for the upgrade of the intersection of Northampton Kalbarri Road and Horrocks Road.

The proposed works form part of an intersection improvement project to enhance road safety, traffic efficiency and vehicle movements at this location. To facilitate the project, land identified on Main Roads Land Dealing Plans **2660-041** and **2660-043** is required to be dedicated as road reserve.

Main Roads has advised that it has consulted with all affected landowners and stakeholders, and arrangements for the acquisition of the required land are being finalised.

In accordance with Section 56 of the *Land Administration Act 1997*, Council is required to resolve that the land be dedicated as road reserve before the dedication can proceed.

Following Council's resolution, Main Roads has requested that the Shire provide:

- A letter confirming Council's resolution to dedicate the land; and
- A copy of the relevant Council meeting minutes for its records.

Main Roads has confirmed that it will be responsible for all acquisition costs and any claims arising from the dedication process.

ATTACHMENT: 9.8.2 (1)

ATTACHMENT: 9.8.2 (2)

ATTACHMENT: 9.8.2 (3)

PUBLIC CONSULTATION UNDERTAKEN:

Consultation with affected landowners has been undertaken by Main Roads Western Australia as part of the land acquisition process. No additional public consultation has been undertaken by the Shire, as the matter relates to the

statutory dedication of land required for a State Government Road improvement project.

COMMENT (Includes Options):

The proposed road widening and intersection upgrade will improve safety and operational efficiency at the intersection of Northampton Kalbarri Road and Horrocks Road. Council's role in this matter is limited to resolving the dedication of the required land as road reserve under the *Land Administration Act 1997*. The acquisition of land, negotiations with landowners and associated costs remain the responsibility of Main Roads Western Australia.

The proposed dedication will enable Main Roads Western Australia to proceed with the intersection upgrade and complete the statutory processes required for the acquisition and dedication of the land as road reserve. Officers support the request, as it facilitates an important regional road safety improvement project without imposing any financial obligations on the Shire.

The proposed dedication will not adversely impact the Shire's future Horrocks Road widening project. On the contrary, the intersection upgrade will complement the Shire's planned works by providing a coordinated and integrated intersection design, resulting in improved functionality, consistency and long-term operational outcomes for the road network.

STATUTORY ENVIRONMENT:

The proposed dedication is undertaken pursuant to:

- **Section 56 of the *Land Administration Act 1997***, which provides for the dedication of land as a road by resolution of the local government.

POLICY / STRATEGIC IMPLICATIONS:

The proposal is consistent with Council's objectives of:

- Supporting improvements to the regional road network.
- Improving road safety for residents and visitors.
- Working collaboratively with Main Roads Western Australia and other government agencies to deliver transport infrastructure.

No existing Council policies are affected by the proposal.

ORGANISATIONAL RISK MANAGEMENT:

The organisational risk associated with this proposal is considered Minor 2.

Failure to support the dedication may delay a significant road safety improvement project being delivered by Main Roads Western Australia.

As Main Roads is responsible for all acquisition costs and associated claims, there is minimal financial or legal risk to the Shire.

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 compliance s	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:

There are no direct financial implications for the Shire.

Main Roads Western Australia has advised that it will be responsible for all costs associated with the acquisition of the land and any claims arising from the dedication.

SUSTAINABILITY:

Environmental: The proposed dedication of land to road reserve will facilitate intersection improvements designed to enhance road safety and traffic efficiency. Any environmental impacts associated with the construction works, including vegetation clearing and drainage, will be managed by Main Roads Western Australia in accordance with the relevant environmental approvals and statutory requirements.

Economic: The intersection upgrade will improve the efficiency of the local and regional road network, supporting the movement of freight, agricultural produce, tourists and local traffic. Improved traffic flow and reduced crash risk are expected to provide long-term economic benefits to the community and the region.

Social: The proposed works will improve safety for all road users by providing a safer and more functional intersection. The upgrade will enhance connectivity for residents, visitors and local businesses, contributing to improved accessibility and community wellbeing.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICERS RECOMMENDATION

That Council:

1. Pursuant to Section 56 of the *Land Administration Act 1997*, resolves to dedicate the land identified on Main Roads Land Dealing Plans 2660-041 and 2660-043 as road reserve.
2. Authorises the Chief Executive Officer to advise Main Roads Western Australia in writing that:

"Council, at its Ordinary Meeting held on 19 July 2026, resolved to dedicate the land the subject of Main Roads Land Dealing Plans 2660-041 and 2660-043 as a road pursuant to Section 56 of the Land Administration Act 1997."

3. Provides Main Roads Western Australia with a certified copy of the relevant Council resolution and meeting minutes.

COUNCIL RESOLUTION

**MOVED: Pike, D
07/26-138**

SECONDED: Suckling, K

That Council:

1. Pursuant to Section 56 of the *Land Administration Act 1997*, resolves to dedicate the land identified on Main Roads Land Dealing Plans 2660-041 and 2660-043 as road reserve.
2. Authorises the Chief Executive Officer to advise Main Roads Western Australia in writing that:

"Council, at its Ordinary Meeting held on 16 July 2026, resolved to dedicate the land the subject of Main Roads Land Dealing Plans 2660-041 and 2660-043 as a road pursuant to Section 56 of the Land Administration Act 1997."

3. Provides Main Roads Western Australia with a certified copy of the relevant Council resolution and meeting minutes.

MOTION CARRIED 6/0

FOR

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

AGAINST

ATTACHMENT**9.8.3 Executive Manager Works and Technical Services Activity Report April to June 2026**

PROPONENT	Executive Manager Works & Technical Services
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Works & Technical Services
FILE REFERENCE:	N/A
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Jamie Muir
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	29 June 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

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

A copy of the EMWTS Activity Report for April to June 2026 is attached.

ATTACHMENT: 9.8.3 (1)**PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

COMMENT (Includes Options):

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

STATUTORY ENVIRONMENT:

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

POLICY / STRATEGIC IMPLICATIONS:

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

ORGANISATIONAL RISK MANAGEMENT:

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

Nil.

SUSTAINABILITY:

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

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

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

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council receive the Executive Manager Works & Technical Services Activity Report April 2026 to June 2026 in accordance with ATTACHMENT: 9.8.3(1).

COUNCIL RESOLUTION:

MOVED: Smith, C

SECONDED: Suckling, R

07/26-139

That Council receive the Executive Manager Works & Technical Services Activity Report April 2026 to June 2026 in accordance with ATTACHMENT: 9.8.3(1).

MOTION CARRIED 6/0

FOR

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

AGAINST

ATTACHMENT APPENDIX

9.9.1 Unconfirmed Minutes of Kalbarri Foreshore Revitalisation Advisory Committee Meeting

PROPONENT OWNER	Shire of Northampton Crown Land (Shire holds Management Order)
LOCATION / ADDRESS:	Reserve 25307 and 26591 Grey Street, Kalbarri
ZONE:	Public Open Space
BUSINESS AREA:	Community, Development & Regulation
FILE REFERENCE:	13.2.1
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	26 June 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 Terms of Reference as adopted by Council is appended.

APPENDIX: 9.9.1 (A)

A meeting of the Advisory Committee was held on 9 June 2026 at the Allen Centre in Kalbarri. A copy of the unconfirmed minutes from that meeting is shown attached. Council is now requested to receive those minutes.

ATTACHMENT: 9.9.1 (1)**PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

COMMENT (Includes Options):

As reflected within Attachment: 9.9.1 (1), the consultants attended the committee via electronic means, guiding members of the Advisory Committee through the Draft Master Plan. A summary of the Masterplan refinements identified through the discussions and feedback is shown under Part 6 of the unconfirmed minutes.

Whilst members of the committee provided detailed feedback to the consultants throughout the consultant presentation, only one resolution was passed being to adopt the minutes from the Advisory Committee meeting held on 18 April 2026 as follows:

Resolution		Officer Recommendation
1.	The minutes from the Kalbarri Foreshore Advisory Committee held on 18 April 2025 be affirmed.	No further action is required.

The next meeting of the Advisory Committee is scheduled for 7 July 2025.

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:

The 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
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FINANCIAL IMPLICATIONS:

The funding allocation associated with the revitalisation is substantial, being \$8.1 million. This will allow a significant amount of improvement works and new facilities within Kalbarri Murchison River Foreshore Reserve. 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.

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.

SUSTAINABILITY:

Environmental: Opportunities exist for the redevelopment work on the 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: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council receive the unconfirmed minutes of the Kalbarri Foreshore Redevelopment Advisory Committee as shown at Attachment: 9.9.1 (1).

COUNCIL RESOLUTION:

MOVED: Burges, R SECONDED: Pike, D

07/26-140

That Council receive the unconfirmed minutes of the Kalbarri Foreshore Redevelopment Advisory Committee as shown at Attachment: 9.9.1 (1).

MOTION CARRIED 6/0

FOR

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

AGAINST

ATTACHMENT APPENDIX

9.9.2 Community Grant Advisory Committee Unconfirmed Minutes 30 June 2026

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	N/A
BUSINESS AREA:	Community, Development and 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:	1 July 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The Community Grants Advisory Committee is responsible for reviewing the Community Grants Program and assessing its effectiveness in meeting community needs. This includes monitoring emerging trends, identifying opportunities for improvement, and providing recommendations to ensure the program remains responsive, accessible, and aligned with the Council's strategic objectives and the community's evolving priorities.

A copy of the Advisory Committee's adopted Terms of Reference is appended.

APPENDIX: 9.9.2 (A)

At its most recent meeting held on 30 June 2026, the Committee was presented with a comprehensive and considered review of the current Community Grants Program, including its funding categories, assessment processes, eligibility criteria, and overall program outcomes. The review identified several opportunities to strengthen the program and enhance its capacity to support community-led initiatives and deliver meaningful community benefits and to respond to changing local needs and expectations. A copy of the Community Development Officer's briefing notes to the committee are shown attached.

ATTACHMENT: 9.9.2 (1)

The unconfirmed minutes from the 30 June 2026 meeting are attached. It is recommended that Council endorse the Committee recommendations with respect to a review of Community Grants Program framework to enable implementation of the proposed improvements and support the ongoing delivery of a contemporary, equitable, and outcomes-focused grants program.

ATTACHMENT: 9.9.2 (2)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

As reflected within the table below, the committee passed a total of 10 recommendations during the meeting, of which 9 require consideration and determination of Council.

Committee Recommendations		Officer Recommendation
1.	That the minutes of the Community Grants Advisory Committee held 11 May 2026 be received as a true and correct record.	No further action required.
2.	That the current policy be amended to reflect the following revised timelines for grant applications: a) Round 1 to open in August, close in September with review of grant applications to occur in October and an Agenda Item to be prepared for Council consideration in November; and b) Round 2 to open in February, closing in March with review of grant applications to occur during April and an Agenda Item to be prepared for Council consideration in May.	Refer to comment section below. It is recommended that the decision be supported.
3.	That the current policy be amended to remove the Community Champion Category due to associated governance risks.	That the recommendation be supported.
4.	That the Youth Category be amended to: a) Remove the lower age limit currently specific as 12 years old; and b) Include the ability for Seniors to allow apply for Senior specific projects and programs.	Refer to comment section below. It is recommended that the decision be supported.
5.	A new category of Community Infrastructure for community group/not-for-profit groups be created with a pool allocation of \$20,000 allow for up to 5 projects having a maximum value \$4,000 subject to the applicants having a valid lease, right to occupy, or shared use arrangement.	Refer to comment section below. It is recommended that the decision be supported.
6.	The category of Community Group – Financial Hardship be removed from the Policy	It is recommended that the decision be supported for those reasons outlined

		within the unconfirmed minutes.
7.	That a new category of Placemaking be created with an allocation of \$20,000 forming part of Round 2 of the grant program, being available to one organisation per financial year.	Refer to comment section below. It is recommended that the decision be supported.
8.	That the policy be amended to allow a new category of Partnership Grant using the following principles: a) Opens in Round 2 (Feb) and is available to one organisation per financial year; and b) A total pool up to \$10,000 plus 25 hours of Community Development Officer support.	Refer to comment section below. It is recommended that the decision be supported.
9.	That the current acquittal form is to be reviewed and simplified to improve usability and accessibility for applicants.	Adjustment of the acquittal process to be completed administratively.
10.	The Terms of Reference for the Community Grants Advisory Committee Terms be amended to reflect the resignation of the Chief Executive Officer Mr Andrew, appointment of Temporary Chief Executive Officer – Kenn Donohoe and appointment of Mr Brian Robinson as the proxy to this committee.	That the recommendation be supported.

As reflected in the unconfirmed minutes shown at Attachment: 9.9.2 (2), multiple other matters were discussed during the meeting, and several grant categories were adjusted to better reflect community needs. The following comments are provided to guide elected members on those matters requiring Council consideration.

Community Grants Policy

The current Community Grants Policy was adopted by Council at its 20 June 2024 meeting. The policy sets out the objectives, categories of grant funding and the processes associated with the timing, assessment and awarding of Community Grants. A copy of the policy as adopted by Council is appended.

APPENDIX: 9.9.2 (B)

Grant Categories

Currently the grant funding pool is split into two rounds, with round 1 allocating 60% of the funding pool, round two allocating 30% of the funding pool and the remaining 10% being held over by the Council for discretionary distribution at any time of the year. As reflected within the recommendations of the Community Grant Advisory Committee, it is proposed that these allocations be modified as outlined below.

1. Funding Pool

- a) That Round 1 and Round 2 allocations operate as a pooled funding model, distributed based on applications received.

- b) That allocations be determined under the Community Grants Advisory Committee, having regard to recommendations from the Community Development Officer.
- 2. Grant Timing: That grant rounds be updated to better align with community needs:
 - a) Round 1: February (open), March (close), April (assessment), May (outcomes)
 - b) Round 2: August (open), September (close), October (assessment), November (outcomes)
- 3. Category Amendments
 - a) That Category 1a be renamed to Community Infrastructure and Improvements, with an allocation pool of \$20,000 funding up to 5 projects each having a value of \$4,000.
 - b) That Category 1b – Community Group Financial Hardship be removed.
 - c) That Category 3 – Events remain unchanged.
 - d) That Category 4 – Skills and Capacity Building be modified to:
 - i. Remove the “Community Champion” category; and
 - ii. Alignment with revised program structure
- 4. Process Improvements
 - a) That the grant acquittal form be reviewed and simplified to improve usability and accessibility.

Additional Community Funding arrangements and framework

As reflected within the unconfirmed minutes, it is proposed that the following new Grant Streams be established:

- 5. Partnership Grant
 - a. Combining financial assistance with officer support to strengthen delivery capacity
 - b. Available in Round 2, limited to one organisation per financial year
 - c. Funding pool up to \$10,000 plus 25 hours of Community Development Officer support
- 6. Placemaking Grant
 - a. Supports community-led activation, beautification, and revitalisation of public spaces
 - b. Available in Round 2, limited to one organisation per financial year
 - c. Funding pool up to \$20,000 annually
 - d. Governed eligibility and compliance reflected in the Community Grant Policy 5.1
- 7. Community Infrastructure and revitalisation. That funding be available to community groups and not-for-profit organisations for projects improving community assets, including Shire-operated assets (in collaboration with leaseholders where applicable). That all applications must:
 - a. Align with lease conditions
 - b. Reflect shared responsibility arrangements
 - c. Demonstrate appropriate rights of use

Draft Revised Policy

In anticipation of Council supporting the recommendations of the Community Grants Advisory Committee, a revised policy has been prepared. A copy of the revised policy is attached for Council information and reference.

ATTACHMENT: 9.9.2 (4)

Draft Terms of Refence

A revised draft terms of reference has been prepared to reflect the Advisory Committee recommendations for modification of the committee composition, namely:

- i) Recognition of Mr Andrew Campbell resigning from the position of Chief Executive Officer;
- ii) Recognition of the appointment of the Shire's Temporary Chief Executive Officer; and
- iii) Appointment of Mr Brian Robinson as Proxy for the Chief Executive Officer.

A copy of the draft Terms of Refence is shown attached.

ATTACHMENT: 9.9.2 (3).

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 community grant requests for implementation through the Annual Budget process. While it meets the objective in the Shire of Northampton Strategic Plan 2025-2035.

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:

Whilst the distribution of grant funds within individual grant categories is proposed to be adjusted, there is no proposed increase in the total funding pool.

SUSTAINABILITY:

Environmental: Nil.

Economic: The Shire is committed to supporting sustainable economic growth through strategic planning, investment, and advocacy. By securing funding, maintaining an effective planning framework, and facilitating appropriate development opportunities, the Shire aims to strengthen local businesses, encourage diversification, enhance its appeal as a visitor destination, and support the long-term prosperity and wellbeing of the community.

Social: The Shire is committed to fostering a connected, inclusive, and healthy community where residents of all ages and abilities feel supported, safe, and able to thrive. Through the provision of community services, social programs, events, recreational opportunities, and partnerships, the Shire enhances wellbeing, strengthens social connections, and promotes quality of life.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Adopts the unconfirmed minutes of the Community Grants Advisory Committee Meeting held 30 June 2026.
2. Amends the Terms of Reference for the Community Grants Advisory Committee as shown at Attachment: 9.9.2 (3), in order to:
 - a) Recognise the resignation of Mr Andrew Campbell as Chief Executive Officer and the appointment of Temporary CEO Mr Kenn Donohoe; and
 - b) Appoint Mr Brian Robinson as proxy for the Chief Executive Officer; and
3. Adopt revised Council Policy – Community Grants Program as shown at Attachment: 9.9.2 (4).

COUNCIL RESOLUTION:**MOVED: Smith, C****SECONDED: Suckling, R****07/26-141****That Council:**

- 1. Adopts the unconfirmed minutes of the Community Grants Advisory Committee Meeting held 30 June 2026.**
- 2. Amends the Terms of Reference for the Community Grants Advisory Committee as shown at Attachment: 9.9.2 (3), in order to:**
 - a) Recognise the resignation of Mr Andrew Campbell as Chief Executive Officer and the appointment of Temporary CEO Mr Kenn Donohoe; and**
 - b) Appoint Mr Brian Robinson as proxy for the Chief Executive Officer; and**
- 3. Adopt revised Council Policy – Community Grants Program as shown at Attachment: 9.9.2 (4).**

MOTION CARRIED 6/0**FOR**

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

AGAINST

10. LATE REPORTS:

11. QUESTIONS FROM MEMBERS:

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

12. MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING

Nil.

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

Nil.

14. MEETING CLOSED TO THE PUBLIC:

14.1 Matters for which the meeting may be closed.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

MOVED: Suckling, R SECONDED: Suckling, K

07/26-142

That Council goes behind closed doors to consider:

Item L.1 as under Section 5.23(2) (d) it deals with legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

MOTION CARRIED 6/0

FOR

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

AGAINST

L.1 Kalbarri Doctors Surgery

PROPONENT	Medibloom Group Pty Ltd
OWNER	N/A
LOCATION / ADDRESS:	24 Hackney Street Kalbarri
ZONE:	Kalbarri Townsite
BUSINESS AREA:	N/A
FILE REFERENCE:	7.2.2
LEGISLATION:	N/A
AUTHOR:	Kenn Donohoe
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	15 July 2026
DECLARATION OF INTEREST:	Nil

MOVED: Suckling, K SECONDED: Suckling, R

07/26-143

That Council come from behind closed doors.

MOTION CARRIED 6/0

FOR

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

AGAINST

14.2 Public reading of resolutions that may be made public.

RESOLUTION WAS READ OUT

That Council authorises the Temporary Chief Executive Officer to issue a Notice to Remedy a Breach to Medibloom Group Pty Ltd in accordance with confidential legal advice as attached to this agenda.

15. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil.

16. CLOSURE:

There being no further business to discuss the Shire President thanked those in attendance and closed the meeting at 3.02pm.

SIGNED: 
Cr Liz Sudlow
Shire President

DATE: 20 August 2026