



AGENDA

COUNCIL MEETING

15 OCTOBER 2026

SHIRE OF NORTHAMPTON – COUNCIL MEETING AGENDA**15 OCTOBER 2026****NOTICE TO ALL COUNCILLORS**

An Ordinary Meeting of Council is called for Thursday 15 October 2026 commencing at 2:00 PM in the Council Chamber, Hampton Road, Northampton.



Kenn Donohoe
CHIEF EXECUTIVE OFFICER

7 October 2026

DISCLAIMER

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

SHIRE OF NORTHAMPTON**COUNCIL MEETING THURSDAY 15 OCTOBER 2026****TO BE HELD
IN THE COUNCIL CHAMBER, HAMPTON ROAD,
NORTHAMPTON****COMMENCING AT 2:00 PM****AGENDA**

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

Acknowledgement of Country

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

- 3. ATTENDANCE:**

- 3.1 Apologies:
- 3.2 Approved Leave of Absence:

- 4. DECLARATIONS OF INTEREST:**

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

- 5. PUBLIC QUESTION TIME:**

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

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

questions of Council must state their correct name and address as this will form part of the public record of this meeting]

6. PRESENTATIONS:

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

7. CONFIRMATION OF PREVIOUS MINUTES:

_____ / _____

That the Minutes of the Ordinary Meeting of the Council held on 21 September 2026, and the Minutes of the Special Meeting of the Council held on 7 October 2026 be confirmed.

8. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

9. OFFICERS' REPORTS:

MAJORITY	ITEM	COUNCIL OFFICERS' REPORTS	Page No.
OFFICE OF CEO			
	9.1	OFFICE OF CEO	
	9.1.1	Volunteer and Friends Group Insurance	6
BUSINESS DIRECTORATE			
	9.2	CORPORATE AND FINANCIAL SERVICES	
	9.2.1	Monthly Financial Report for the Period ending 31 August 2026	10
	9.2.2	Proposed September 2026 List of Accounts for Endorsement on 15 October 2026	13
	9.2.3	Request for In-kind Donation by Waiver of 2026/27 Fees and Charges - Northampton Tourist Bureau	16
	9.2.4	Proposed Amendment to the Shire of Northampton Schedule of Fees and Charges 2026/27	20
	9.2.5	Proposed Closure of Shire Administration Offices and Works Depots for 2026/27 Christmas Break	24
	9.3	COMMUNITY, DEVELOPMENT AND REGULATION	
	9.3.1	Proposed Budget Amendment to Recognise Senior Week Grant Funding	27
	9.4	PLANNING SERVICES	
	9.4.1	Proposed Change of Use for Shearers Quarters and Semi-Permanent Tents at Murchison House Station	31
	9.4.2	Proposed Cafe, Gift Shop and Boutique Brewery - Lot 830 (No 14) Bridgeman Road, Kalbarri	38
	9.4.3	Planning Decisions for September 2026	48

9.4.4	Proposed Overheight Outbuilding and Setback Reduction at Lot 12 (No. 13) Ralph Street, Kalbarri	51
9.4.5	Proposed Overheight and Oversize Outbuilding at Lot 22 (No. 1) Rake Place, Northampton	57
9.4.6	Proposed Dwelling Using Shipping Containers on Lot 38 (No. 10) Coral Boulevard, Kalbarri	65
9.5	BUILDING SERVICES	
9.5.1	Building Activity Report September 2026	73
9.6	ENVIRONMENTAL HEALTH SERVICES	
9.7	RANGER SERVICES	
WORKS AND SERVICES DIRECTORATE		
9.8	WORKS AND TECHNICAL SERVICES	
9.8.1	Executive Manager Works and Technical Services Activity Report July 2026 to September 2026	76
9.9	COMMITTEES	
9.9.1	Unconfirmed Minutes of Bush Fire Advisory Committee Meeting held on 1 September 2026	79
9.9.2	Unconfirmed Minutes of the Audit, Risk and Improvement Committee Held on 11 September 2026	83

9.1.1 Volunteer and Friends Group Insurance

PROPONENT	Local Government Insurance Service
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Shire of Northampton
ZONE:	Shire of Northampton
BUSINESS AREA:	Shire of Northampton
FILE REFERENCE:	10.2.6
LEGISLATION:	Local Government Act 1995
AUTHOR:	Kenn Donohoe
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	2 October 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

This report seeks Council consideration in relation to providing protections under the auspices of the Local Community Insurance Service (LCIS).

The current arrangements are no longer contemporary and leave volunteers and the Shire of Northampton exposed to financial risk should an accident/incident occur that requires insurance services.

PUBLIC CONSULTATION UNDERTAKEN:

Nil

COMMENT (Includes Options):

The Temporary Chief Executive Officer was asked; “what insurance cover volunteer friends and organisations of the Shire of Northampton has so to provide a Certificate of Currency to a community group(s)” that group had purportedly and historically reflected community service and community beautification on behalf of the Shire.

A check with Local Government Insurance Service (LGIS) indicates that the community groups may not have insurance protections under a Shire of Northampton coverage that traditionally the groups have been informed or assumed were covered. LGIS were unable to provide any form of currency certification. Further, if a group is operating outside of the control and supervision of the Shire, the group should obtain their own coverage.

Some community groups have historically been advised that if they keep a log of the work of who attended the event/activity they would be covered as Shire of Northampton volunteers. There does not appear to be any record of any issuance of conditions of service or eligibility criteria. LGIS have abnegated the process undertaken to date, as non-current, and asked the Shire of Northampton to consider other insurance classes that may provide clearer coverage for volunteers.

For a volunteer to be considered under the Shire's own policy the group must be operating under the Shire direction and agreeance to the specific work being undertaken.

Correspondence from LGIS member services is attached and outlines the opportunities for local community insurance services. This insurance to be sourced through the Local Community Insurance Service (LCIS) which while managed by the JLT Marsh Group supporting LGIS it is a different insurance service.

A decision to move to the LCIS, will allow 2 options. 1) The council advises the community group it will need to fund the insurance cost itself or, 2) The Council can pay the insurance service cost as a donation to the community group or a direct cost to the Shire itself.

Indicative costs assume a cost per association of \$650 per group for \$10 million in liability coverage. This cost could escalate based on the level of risk assumed by the community group.

The Temporary Chief Executive Officer has recommended that Council fund the donation to the community group as a payment outside of community grants in the first year. The Community Development team could then workshop and develop with Council a new donation stream that would fund community groups into the future and thus remain current with active groups and associations.

STATUTORY ENVIRONMENT:

Local Government Act 1995

POLICY / STRATEGIC IMPLICATIONS:

Support for community groups provides residents and visitors with an opportunity to feel socially connected within the community, whilst often providing community benefits and assisting the Shire in the management of its reserves. Ensuring that volunteers feel supported is consistent with the Desired Outcomes for "Our People" as outlined within the Shire of Northampton's Strategic Community Plan 2025-2035.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Major.

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

FINANCIAL IMPLICATIONS:

An assumed 10 community associations (without insurance through their sponsoring body) at an indicative amount of \$650 per association. \$6500.

SUSTAINABILITY:

Environmental:

Not applicable

Economic:

Not applicable

Social: The support of volunteers with the district is paramount. Not only does the formation and support of volunteerism support community cohesion and mental health. It also supports the financial position of the Shire of Northampton with their labour and effort.

VOTING REQUIREMENTS: SIMPLE MAJORITY
OFFICER RECOMMENDATION:

That Council;

- 1) Authorises the Temporary Chief Executive Officer to develop a community insurance fund through the Council's community development service area to eligible community groups.**
- 2) Requests the Temporary Chief Executive Officer in consultation with community groups and associations to prepare a list of volunteer groups that should be included on the Local Community Insurance Service register.**

ATTACHMENT**9.2.1 Monthly Financial Report for the Period ending 31 August 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:	28 August 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

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

The Monthly Financial Report for the period ending 31 August 2026 are detailed from page 1 to page 23 as attached.

ATTACHMENT: 9.2.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Monthly Financial Report for the period ending 31 August 2026 is attached to include the following information as required by legislation:

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

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

STATUTORY ENVIRONMENT:

Regulation 34 and 25 of the Local Government (Financial Management) Regulation 1996.

Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS:

Nil.

ORGANISATIONAL RISK MANAGEMENT:

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

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

FINANCIAL IMPLICATIONS:

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

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council receives the Monthly Financial Report for the period ending 31 August 2026 as detailed in ATTACHMENT: 9.2.1(1).

ATTACHMENTS

1	Monthly Financial Report for the Period ending 31 August 2026	23 Pages
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ATTACHMENT**9.2.2 Proposed September 2026 List of Accounts for Endorsement on 15 October 2026**

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Corporate and Financial Services
FILE REFERENCE:	1.1.1
LEGISLATION:	<i>Local Government (Financial Management) Regulation 1996, Local Government Act 1995</i>
AUTHOR:	Leanne Rowe
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	24 September 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A full list of September 2026 payments is submitted to Council on 15 October 2026 for consideration.

A copy of the Payment List is attached.

ATTACHMENT: 9.2.2 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Council is requested to endorse the payments as presented.

STATUTORY ENVIRONMENT:

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

POLICY / STRATEGIC IMPLICATIONS:

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

ORGANISATIONAL RISK MANAGEMENT:

The associated risk would be the failure to comply with *Local Government Act 1995 (Financial Management) Regulations 1996 Section 13 (1)* is considered moderate as the presentation of payments forms part of the Shire's due diligence to ensure payments are presented as required. Risk rating is considered Level 3 - Moderate.

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

FINANCIAL IMPLICATIONS:

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

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council note Municipal EFT payments numbered EFT29663 to EFT29800 totalling \$1,010,840.47; Municipal Fund Cheques 22684 to 22690 totalling \$31,946.51; Direct Debit payments numbered GJ0301 to GJ0307 inclusive of credit cards; payroll and superannuation totalling \$356,357.19 and itemised fuel card purchases, be declared authorised expenditure as detailed in ATTACHMENT: 9.2.2 (1).

ATTACHMENTS

- | | | |
|----------|--|--------------------|
| 1 | Proposed September 2026 List of Accounts for Endorsement on 15 October 2026 | 8
Pages |
|----------|--|--------------------|

ATTACHMENT**9.2.3 Request for In-kind Donation by Waiver of 2026/27 Fees and Charges - Northampton Tourist Bureau**

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:	24 September 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council adopted the Schedule of Fees and Charges 2026/27 as part of the annual budget process on 20 August 2026, resolution 08/26-148.

The purpose of this report is for Council to consider a request from the Northampton Tourist Bureau for an in-kind donation by waiving photocopying fees included in the Schedule of Fees and Charges 2026/27, as attached.

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

Nil.

COMMENT (Includes Options):

Northampton Tourist Bureau approached officers in the Northampton office to photocopy 100 A3 size Northampton Town maps that the Tourist Bureau give to customers promoting the town of Northampton. Northampton Tourist Bureau have a photocopier but is unable to copy A3 sizes.

In accordance with the Schedule of Fees and Charges 2026/27, 100 A3 colour photocopies (\$1.00 each) would amount to \$100.00.

The Northampton Tourist Bureau respectfully request Council consider an in-kind donation by waiving the fee.

During the preparation of this item, it is highlighted that there is no Delegation of Authority for the Chief Executive Officer to waive fees for not-for-profit community organisations. The CEO receives periodic requests from community organisations seeking relief from fees associated with the use of Council facilities, venues and services. Currently each request requires Council

consideration, resulting in administrative delays and inefficient use of Council resources.

Council is requested to consider granting delegated authority to the Chief Executive Officer to waive or reduce specified Council fees and charges, up to \$1000 per budget, for eligible not-for-profit organisations where a demonstrated community benefit exists.

STATUTORY ENVIRONMENT:

While the Local Government Act 1995 does not specifically provide for the waiver of fees and charges, Council has the authority under sections 6.16 and 6.17 to impose and amend fees and charges and may determine by resolution, to provide a fee concession, exemption or equivalent financial assistance in support of community objectives.

Local Government Act 1995 Section 6.16 and 6.17.

Section 6.16(1) of the Local Government Act 1995 authorises a local government to impose and recover fees and charges for goods and services provided by the local government. Section 6.16(3) provides that the fees and charges may be amended during a financial year by absolute majority decision of Council.

Section 6.17 requires Council to consider:

- the cost of providing the service;
- the importance of the service to the community, and
- the price at which the service could be provided by an alternative supplier,

when determining the level of a fee or charge.

Local Government Act 1995 Section 5.42 (1)

Section 5.42(1) allows Delegation of some powers and duties to CEO, by absolute majority.

POLICY / STRATEGIC IMPLICATIONS:

Council's adopted Fees & Charges Schedule 2026/27.

ORGANISATIONAL RISK MANAGEMENT:

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 proposed waiver would reduce Council revenue by \$100.00.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- 1. Approves the provision of this one-off photocopying service to the Northampton Tourist Bureau as an in-kind donation of \$100.00, by a waiver of the Schedule of Fees and Charges 2026/27;**
- 2. Delegate authority to the Chief Executive Officer, an amount up to \$1000 per budget, to waive or reduce specified Council fees and charges for eligible not-for-profit organisations where a demonstrated community benefit exists; and**
- 3. The delegation reflected in 2. to be included in the next draft delegation register.**

ATTACHMENTS

- | | | |
|----------|--|---------------------|
| 1 | Shire of Northampton Schedule of Fees and Charges
2026/27 | 13
Pages |
|----------|--|---------------------|

ATTACHMENT**9.2.4 Proposed Amendment to the Shire of Northampton Schedule of Fees and Charges 2026/27**

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:	24 September 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council adopted the Schedule of Fees and Charges 2026/27 as part of the annual budget process on 20 August 2026 (Resolution 08/26-148)

The purpose of this report is to consider and adopt amendments to the Schedule of Fees and Charges for the 2026/27 year.

Attached are a revised Schedule of Fees and Charges 2026/27.

ATTACHMENT: 9.2.4 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Following review of the adopted Schedule of Fees and Charges 2026/27, it was noted that the annual fees for use of Council oval reserves are past period amounts, and to ensure that fees remain current, it is recommended an amendment of fees be considered.

Fee Description	Adopted Fee (Budget) Including GST	Proposed Fee including GST
	\$	\$
Oval Reserves		
Northampton Agricultural Society	658.00	708.12
Northampton Football Club	2,674.00	2,875.77
Cricket Clubs	252.00	268.10
Education Department	3,687.00	3,965.21

The proposed amendments include:

- adjustment of included fees to reflect correct increase from past period figures; and
- removal of incorrect figures.

STATUTORY ENVIRONMENT:

Local Government Act 1995 Section 6.16, 6.17 and 6.19.

Section 6.16(1) of the Local Government Act 1995 authorises a local government to impose and recover fees and charges for goods and services provided by the local government. Section 6.16(3) provides that the fees and charges may be amended during a financial year by absolute majority decision of Council.

Section 6.17(1) requires Council to consider:

- the cost of providing the service;
- the importance of the service to the community, and
- the price at which the service could be provided by an alternative supplier,

When determining the level of a fee or charge.

Section 6.19 provides that if a local government wishes to impose fees or charges under Subdivision 2 after the annual budget has been adopted, it must, before introducing the fees or charges, give local public notice of:

- its intention to do so, and
- The date from which the fees or charges will be imposed.

POLICY / STRATEGIC IMPLICATIONS:

The amendments have been prepared in accordance with the *Local Government Act 1995* relevant legislation.

ORGANISATIONAL RISK MANAGEMENT:

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

FINANCIAL IMPLICATIONS:

The proposed fee amendments are anticipated to result in additional revenue/cost recovery and a minor increase in revenue for the 2027 Budget.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- 1. Adopts the amendments to the Schedule of Fees & Charges 2026/27 as detailed in attachment 1 pursuant to sections 6.16 and 6.17 of the Local Government Act;**
- 2. Authorises the Chief Executive Officer to update the Schedule of Fees and Charges 2026/27 accordingly, and**
- 3. Requests the Chief Executive Officer publicises by local public notice the amended Schedule of Fees and Charges 2026/27.**

ATTACHMENTS

- | | | |
|----------|--|--------------|
| 1 | Proposed Amendment to the Shire of Northampton Schedule of Fees and Charges 2026/27 | 13 |
| | | Pages |

9.2.5 Proposed Closure of Shire Administration Offices and Works Depots for 2026/27 Christmas Break

PROPONENT	Manager Corporate Services
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Corporate and Financial Services
FILE REFERENCE:	4.2.4
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Michelle Allen
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	2 October 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Each year the Shire of Northampton Administration Offices and Works Depots in Northampton and Kalbarri have been closed to the public between Christmas and New Year.

This is historically a quiet time of year and the proposal to close will impact all usual local government services including Department of Transport licensing.

The purpose of this report is for Council to formally consider the closure of the Administration Offices and Works Depots over the 2026/27 Christmas period from close of business on 23 December 2026 and reopening on 4 January 2027.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Whilst the closure will have a minor impact on services provided to the community, it is usual practice to close the administration and works depot buildings to allow staff to have a reasonable break over the end of year period. This said, certain staff including senior staff will be contactable to deal with emergency matters that can sometimes arise during the period. In addition to this a team will be available for usual facility maintenance for public ablutions, provision of Ranger services, and landfill sites. Bin collection services will also be maintained over this period.

The public holidays Christmas Day and New Years Day fall on a Friday this period and in line with previous years it is recommended that the Shire Administration Offices and Works Depots close for 5 business days. This approach has occurred in 2024 and 2025, and no complaints were received from the community about either of these closures.

Council should note that during any closure, employees are required to take leave entitlements to cover the 5 business days which will also assist in reducing the leave provision in line with recent and ongoing auditor recommendations.

It is recommended that Council endorse the closure of the Administration Offices and Works Depots in Northampton and Kalbarri from 23 December 2026 to 1 January 2027 (inclusive) reopening on 4 January 2027.

STATUTORY ENVIRONMENT:

Nil.

POLICY / STRATEGIC IMPLICATIONS:

Nil.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered minor primarily due to potential reputational impacts and the temporary interruption of administration services. The risk is mitigated by providing advance notice of the closure and ensuring emergency contact arrangements are available during the closure period.

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

FINANCIAL IMPLICATIONS:

Nil.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- 1. Approves the closure of the Administration Offices and Works Depots in Northampton and Kalbarri from 23 December 2026 to 1 January 2027 (inclusive), reopening 4 January 2027; and**
- 2. Requests the Temporary Chief Executive Officer to notify the community of this closure period prior to the closure of the Administration Offices and Work Depots for the 2026/27 Christmas break.**

9.3.1 Proposed Budget Amendment to Recognise Senior Week Grant Funding

PROPONENT	Shire of Northampton
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Kalbarri and Northampton
ZONE:	N/A
BUSINESS AREA:	Community Services
FILE REFERENCE:	1.1.1
LEGISLATION:	Local Government Act 1995
AUTHOR:	Cresta Viellaris
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	1 October 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The Shire's Community Development Officers have secured \$1,000 in Advocare grant funding to support a Seniors Week 2026 excursion. This initiative recognises the valuable contributions of Seniors within our community. The funding will provide transport and catering for 20 participants in the District, facilitating an organised bus trip to Geraldton for a guided tour of the Midwest Port.

Following the tour, each participant will be provided with a crayfish roll or similar lunch. The group will then visit the Northampton RSL to view historical displays and enjoy afternoon tea before returning to their respective towns. The excursion is scheduled for 10 November 2026.

Council is requested to amend the current budget to recognise the funding and associated expenditure resulting from the successful grant application totalling \$1,000.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Shire's Community Development Officers play a key role in identifying and making application for grant funding to undertake various community-based activities, events and programs that are consistent with the aspirations and objectives of the Shire of Northampton's Strategic Community Plan.

Key objectives of the excursion are to:

- Recognise and celebrate the contributions of Seniors in the Shire;
- Promote social connection and inclusion;
- Provide an educational and engaging experience; and
- Support healthy aging through shared activities.

All costs will be met by the grant funding received.

STATUTORY ENVIRONMENT:

The *Local Government Act 1995* establishes the statutory process to undertake budget amendments. Amending an adopted local government budget in Western Australia requires formal approval of Council by Absolute Majority in accordance with section 6.8 of the *Local Government Act 1995*.

POLICY / STRATEGIC IMPLICATIONS:

This initiative is consistent with the Community Aspiration, the Shire's Commitment and Desired Outcomes contained within the Our People theme in the Shire of Northampton's Strategic Community Plan 2025-2035.

Community Aspiration

Our Shire is home to strong, connected communities where people of all ages feel safe, included, and supported. We provide a diverse range of services, activities, events and experiences that bring people together, promoting opportunities for residents to thrive and visitors to enjoy. We benefit from good access to health, transport, and community services that enhance wellbeing and social connection. Our inclusive community spirit reflects our commitment to offering quality of life for everyone.

The Shire's Commitment

The Shire commits to fostering intergenerational, accessible support services and social opportunities that enhance liveability, wellbeing, and community cohesion. It will promote an inclusive and vibrant culture that celebrates diversity, strengthens connections, and supports the evolving needs of all residents

Desired Outcomes

3.1 Socially connected and included

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

3.2 Outstanding recreation and tourism experiences

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

3.3 Healthy and safe community

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

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Minor due to the level of funding involved.

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:

Amendment of the budget as proposed has nil impact given that the received funding meets all costs associated with program.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Identification and obtainment of suitable grant funding builds on the Shire's capacity to facilitate and/or hold events that positively contribute to education and the sense of inclusion and wellbeing of the community.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- 1. Acknowledge the receipt of \$1,000 from the Advocare Seniors Week grant; and**
- 2. Amend the 2026/2027 annual budget as follows:**

Budget Item	Adopted Budget	Amended Budget (ex GST)	Variation
Advocare Seniors Week Grant	\$0	(\$1,000)	(\$1,000)
Seniors Week Tour of Geraldton Port and Northampton RSL	\$0	\$1,000	\$1,000
Net (\$)	\$0	\$0	\$0

ATTACHMENT**9.4.1 Proposed Change of Use for Shearers Quarters and Semi-Permanent Tents at Murchison House Station**

PROPONENT	Shire of Northampton
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Lot 13 Ajana-Kalbarri Road, Kalbarri
ZONE:	Rural
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.6.1.3 & A3940
LEGISLATION:	<i>Planning and Development Act 2005</i> <i>Caravan Parks and Camping Grounds Act 1995</i>
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	21 August 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The Murchison House Station is a 350,000 acre pastoral station located to the north/north-east of the Kalbarri townsite. Lot 13, being a 20ha portion of the property, currently contains the historic Murchison House, a range of rural outbuildings including the original shearing shed, shearing quarters and a small caravan park operating under a non-conforming use right.

A location plan is shown below.

Location Plan

The Station owners are seeking approval to:

- a) Utilise the four existing Shearing Quarters for short term accommodation in association with the existing caravan park; and
- b) Establish four 6m semi-permanent tents to the southwest of the existing Shearing Shed.

With respect to the Shearing Quarters, this single 23m long, 10 metre wide building (including a verandah) has been used for storage and accommodation for staff and relatives. The accommodation block consists of 4 rooms that have been recently renovated, with each room providing accommodation for 2 people.

The four “bell tents” are to be erected within the existing camping area to the southwest of the historic shearing shed. The tents will be fully furnished and able to accommodate up to 4 people (2 adults and 2 children).

Correspondence submitted in support of the application identifies that the accommodation would be seasonally available from April to October. A copy of correspondence supporting the application is shown attached.

ATTACHMENT: 9.4.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

To assist Council in determining the application, the following advice and comments are provided:

Zoning

The provisions of the Shire’s Local Planning Scheme No 11 – Kalbarri (LPS No 11) include the subject land within the Rural Zone.

Land Use Classification

The proposed tents and short term accommodation are consistent with the land use definition of a Caravan Park. Further information on this land use definition and the uses that may be permitted is provided under the heading *Caravan Parks and Camping Grounds Regulations 1997* below.

Land Use Permissibility

The current provisions of LPS No 11 identify that a Caravan Park is a prohibited use within the Rural Zone. As prescribed by clause 3.3.6 of the Scheme, where a land use is identified as a prohibited use, *“the local government must refuse an application for development approval for that use in that zone unless:*

- a) *The development approval application related to land that is being used for a non-conforming use; and*
- b) *The local government considers that the proposed use of the land would be less detrimental than the non-conforming use.”*

Operation of the current caravan park continues under a non-conforming land use. Further information on the non-conforming use right is provided below.

Non-Conforming Land Use

LPS No 11 was gazetted in October 2017. As prescribed by Part 3.7 of the Scheme, the Scheme does not prevent:

- “a) The continued use of any land, or any structure or building on land, for the purpose of which it was being lawfully used immediately before commencement of this scheme.”*

With the existing licensed caravan park being established prior to gazettal of LPS No 11, the activity is permitted to continue as a non-conforming use right.

Caravan Parks and Camping Grounds Legislation

As prescribed by the *Caravan Parks and Camping Grounds Regulations 1997*, buildings within a caravan park may only be of the following types:

- A manager's house;
- Office;
- Restaurant;
- Shop;
- Recreational Facilities;
- A building classified as a Class 10a building under the Building Code; or
- Any other building approved.

With respect to the proposed use of the Shearing Quarters, it is considered that this use is consistent with chalets/cabins, which have been traditionally located within caravan parks. The construction of semi-permanent bell tents is also consistent with camping in a licensed caravan park.

Both the Shearing Quarters and the proposed semi-permanent bell tents will be serviced by existing ablution facilities that comply with the requirements of the *Caravan Parks and Camping Grounds Act 1995*.

Encroachment on Crown Reserve

During assessment of the application, it was identified that portion of the existing caravan park and camping grounds has encroached onto the adjacent crown reserve to the south-west of the homestead property. Reserve 12996 is currently vested with the Shire of Northampton for the purpose of “Parkland and Recreation”.

With the Management Order for Reserve 12996 including the power to lease for any term not exceeding 21 years, there is potential for the Shire to enter into a lease arrangement with the Station owners or require use of the reserve for portion of the caravan park to cease. However, given current discussions with the Department of Biodiversity, Conservation and Attractions over the future management and tenure of Reserve 12996, it is recommended that any decision over the use of Reserve 12996 should be deferred for the time being.

It should be noted that the use of part Reserve 12996 has been occurring for numerous years without compliance to the Local Government Act 1995.

STATUTORY ENVIRONMENT:

The primary legislation applicable to the application includes the *Planning and Development Act 2005*, the *Caravan Parks and Camping Grounds Act 1995* and the *Health (Miscellaneous Provisions) Act 1911*.

POLICY / STRATEGIC IMPLICATIONS:

Approval to the use of the Shearing Quarters for short stay accommodation and the proposed semi-permanent bell tents would be consistent with the following Desired Outcomes as outlined within 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 driving balanced and sustainable growth by embracing new opportunities for our economy, people and culture to thrive, whilst ensuring primary industries remain profitable into the future.

1.3 Attractive and popular

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

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Moderate given the value of the proposed development.

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 has been paid in accordance with the Shire's Schedule of Fees and Charges adopted as part of the Shire's 2026/27 annual budget.

SUSTAINABILITY:

Environmental: The proposal seeks approval to utilise an existing building (shearers quarters) and a cleared area adjacent to the historic shearing shed. Given this and the fact guests will utilise the existing ablution facilities, no environmental impacts are anticipated.

Economic: Approval to the application as submitted will allow the station owners additional income supporting the overall operation of station.

Social: The proposal will result in the provision of a form of accommodation not currently available within the vicinity of Kalbarri, providing visitors with the opportunity for a different form of accommodation and experience.

VOTING REQUIREMENTS: SIMPLE MAJORITY
OFFICER RECOMMENDATION:

That Council:

- A) in accordance with Local Planning Scheme No. 11 - Kalbarri grant planning approval for the change of use Shearers Quarters and semi-permanent tents at Lot 13 Ajana-Kalbarri Road, Kalbarri, in accordance with plans and specifications at Attachment: 9.4.1 (1), subject to compliance with the following conditions:**

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

Reference	Document Title	Date Received
1.	Application for Development Approval	6 August 2026
2.	Supporting Correspondence	6 August 2026
3.	Site Plan	6 August 2026

- 2. Prior to commencement of the use, the management plans, including emergency management arrangements, for the existing caravan park shall be updated to the satisfaction of the Shire of Northampton;**
- 3. 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;**
- 4. Any additional proposed signage for the business activity subject of this approval that are visible from outside of the property will require the further approval from the Shire of Northampton;**
- 5. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise;**
- 6. All stormwater and drainage runoff is to be retained on the subject property to the approval of the Shire of Northampton; and**
- 7. Any soils disturbed or deposited on site shall be stabilised to the approval of the Shire of Northampton.**

Advice Notes:

- a) Prior to the commencement of the operation of the accommodation hereby approved, the applicant is required to update the existing Caravan Park license and associated management plans in accordance with the requirements of the**

Caravan Parks and Camping Grounds Act 1995. The applicants are requested to liaise with the Shire's Environmental Health Officer over compliance with these requirements;

- b) 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);
 - c) If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect; and
 - d) The applicant is advised that compliance with any and all governmental legislation and regulations, including but not limited to *Health (Miscellaneous Provisions) Act 1911* and the National Construction Code of Australia is required.
 - e) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.
- B)** The applicants are advised that during assessment of the proposal, it was identified that portion of the existing caravan park operation is occurring within the adjacent Crown Reserve 12996 over which the Shire of Northampton holds the management order for the purposes of Parkland and Recreation with the power to lease for a period of 21 years;
- C)** That the future potential for the owners of Murchison House Station to lease portion of Reserve 12996, or to acquire that land from the State of Western Australia be considered as part of the future management of Reserve 12996; and
- D)** No action be taken with respect to the existing caravan park encroaching onto Reserve 12996 pending point C above for a period of 6 months.

ATTACHMENTS

- 1** Attachment No 1 - Copy of Supporting Documentation 7 Pages

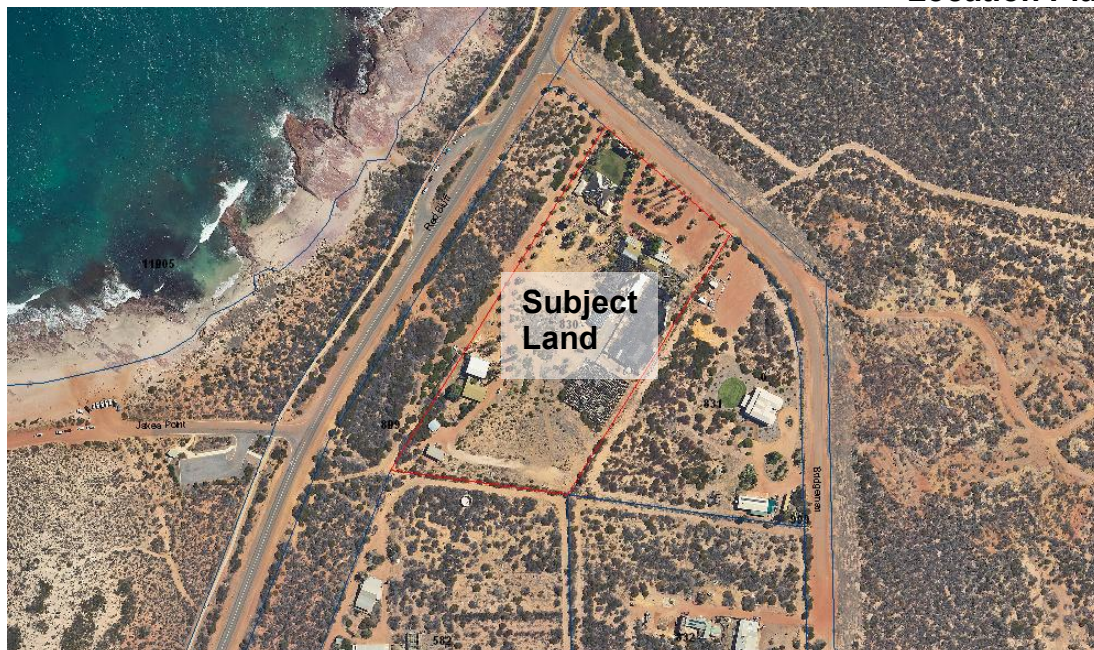
ATTACHMENT**9.4.2 Proposed Cafe, Gift Shop and Boutique Brewery - Lot 830 (No 14) Bridgeman Road, Kalbarri**

PROPONENT	Jetrio Pty Ltd
OWNER	Jetrio Pty Ltd
LOCATION / ADDRESS:	Lot 830 (No 14) Bridgeman Road, Kalbarri
ZONE:	Special Use Zone
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.6.1.3 & A138
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	22 September 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council is requested to determine an application for Development Approval for the re-establishment of tourist facilities at Lot 830 Bridgeman Road, Kalbarri.

Lot 830 is a 3.0113ha property located on the southern side of Bridgeman Road. As shown on the location plan below, Lot 830 is located to the east of Jacques (Jakes) Point and is separated from Red Bluff Road by a 50m wide crown reserve.

Location Plan

The property was previously developed and operated as Rainbow Jungle, a tourist attraction consisting of a bird park, open air cinema, and café. The existing development suffered significant damage and closed as a result of Tropical Cyclone Seroja in 2021. In 2023/24 parts of the development reopened

for a period, including the outdoor cinema known as “Cinema Parrotiso”. Operation of the outdoor cinema ceased in February 2024.

Following the completion of a detailed site, opportunities and constraint analysis, consultants developed a concept plan for the staged redevelopment of the site as a strategic tourist based development, potentially including tourist accommodation and function spaces. The owner of the property is now seeking to reopen the facility by completing Stage 1 of the redevelopment, comprising:

- i) A café, together with an outside seating area;
- ii) A gift shop;
- iii) An associated small boutique distillery;
- iv) Renovating the extensive gardens associated with the original Parrotiso Bird Park, including the Maze; and
- v) Formalisation of the carpark located abutting Bridgeman Road.

Copies of the submitted plans are shown attached.

ATTACHMENT: 9.4.2 (1)

Council is requested to determine the development given that:

- a) the distillery falls under the definition of a Brewery which is not a listed use within the zoning applicable to the property; and
- b) the landowner is proposing to maintain the use of a gravel surface carpark.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

In determining an application for Development Approval, clause 67(2) of the *Planning and Development Regulations* – Deemed to Apply provisions require that a local government has regard to various matters. These matters include, but are not limited to the:

- Aims and provisions of the Scheme;
- Requirements of Orderly and Proper Planning;
- Compatibility of the development with its setting;
- Amenity of the locality;
- Likely effect of the development on the natural environment or water resources;
- Adequacy of the proposed access and arrangements for parking, loading, and unloading of vehicles;
- Amount of traffic likely to be generated; and
- History of the site where the development is to be located.

To assist Council in determining the application, the following comments and advice are provided.

Zoning

The provisions of LPS No 11 include the subject land and immediately adjacent properties within Special Use Zone No 9. As identified at clause 3.6.1 of the Scheme, Schedule 3 sets out:

- a) *Special use zone for specified land that are in addition to the zones in the zoning table; and*
- b) *The classes of special use that are permissible in that zone; and*
- c) *The conditions that apply in respect of the special uses.*

Zone Objectives

Schedule 3 identifies that the objectives for Special Use Zone No 9 are:

- a) *To facilitate the co-ordinated redevelopment of the precinct for a Mixed Use Tourism purposes to provide for the broad accommodation and recreational needs of visitors and the recreation needs of residents;*
- b) *To facilitate shared vehicular and pedestrian access between access sites;*
- c) *To facilitate shared parking between sites; and*
- d) *To facilitate the release of surplus land within the George Grey Drive Road reserve for visitor and coach parking.*

As a facility meeting both the demands of tourists and residents, the proposal would be consistent with the objectives of the zone.

Land Use Classification

An examination of Local Planning Scheme No 11 – Kalbarri (LPS No 11), has identified that:

- a) the proposed land use of Café, is consistent with the definition of restaurant/café which LPS No 11 defines as *“premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including all premises that are licenced under the Liquor Control Act 1988”*;
- b) The Gift Shop is consistent with the land use definition relating to the wider term of “Shop”;
- c) A Distillery is consistent with the definition of a Brewery, being *“premises the subject of a producers licence authorising the production of beer, cider or spirits granted under the Liquor Control Act 1988”*; and
- d) The extensive landscaped gardens are consistent with the land use definition “Recreation – Private”.

In terms of the sale of spirits produced on-site, this activity could be considered to be consistent with the land use Liquor Store – Small, which LPS No 11 defines as *“premises the subject of a liquor store licence granted under the Liquor Control Act 1988 with a net lettable area of not more than 300m²”*. However, a Liquor Store would be permitted to sell alcohol from a range of sources, where the applicant is proposing the sale of alcohol produced on-site only. It is therefore recommended that the use be considered as incidental to the supply of alcohol produced on-site for the licensed café.

Land Use Permissibility

Schedule 3 of LPS No 11, identifies that the following uses are “D’ uses on the land. That is uses that are *“not permitted unless the local government has exercised its discretion by granting development approval.”*

<i>Caravan Park;</i>	<i>Motel;</i>
<i>Caretakers Dwelling;</i>	<i>Recreation – Private;</i>
<i>Cinema/Theatre;</i>	<i>Restaurant;</i>
<i>Educational Establishment;</i>	<i>Serviced Apartment;</i>
<i>Fast Food Outlet;</i>	<i>Shop; and</i>
<i>Holiday Accommodation;</i>	<i>Tourist Development</i>
<i>Industry – Cottage;</i>	

As outlined above a Restaurant/Café and Shop are uses that may be approved at the discretion of the local government. The extensive landscaped gardens, including the Maze which has now been re-established, are also permissible as recreation-private.

A distillery, classified as a brewery is however not a listed use within Schedule 3 of LPS No 11. Table 3 being the Zoning Table in LPS No 11 identifies that a Brewery is a “P” use (Permitted use) within the Centre Zone, a “D” use within the Commercial, Service Commercial, Mixed Use, General Industry and Tourist Zones. The use is however prohibited in other zones identified in Table 3.

Given the specific wording of clause 3.6.1 of the Scheme, Distillery and any associated retail sale of products produced on site cannot legally be approved as a stand-alone use. It is however open to Council to approve the uses as incidental to the primary activities being the licensed Café and Gift Shop.

Clarification of Incidental Use

The *Planning and Development Act 2005* defines an incidental use as one that is consequential to the predominant use. For example, an office on the same site as a warehouse that is used to manage a warehouse can be permitted despite an office being a prohibited use within the Industrial Zone.

With respect to the current application:

- i) The production of spirits on site for consumption on-site for patrons attending the Restaurant/Café would be considered incidental; and
- ii) The sale of alcohol produced on site for take-away consumption would only be considered incidental if for example the floor area used for display and sale within the proposed Gift Shop was restricted.

Should Council seek to grant conditional approval to the application, it is recommended that conditions be imposed to:

- a) Require the production and consumption of alcohol to be associated with the operation of a Restaurant/Café; and

- b) Restrict the display of alcohol for sale within the proposed shop to a maximum of 10% of the proposed shop area.

Carparking Requirements

Schedule 4 of LPS No 11 identifies the following carparking requirements that would be applicable to the proposed redevelopment:

Land Use	Parking Required	Proposed Area	Required Parking
Recreation - Private	1 per 4 seats	Refer to comment below	Refer to comments below
Restaurant/Café	1 per 4 seats of bar and eating area	Up to 1,950m ² of outdoor seating	Refer to comments below
Shop	1 per 20m ²	107.9m ²	6 bays

The submitted details do not indicate the number of seats that are to be provided on-site. Nor has any information been provided with respect to the maximum number of patrons that may be expected to attend the recreation areas on-site.

Given that it is difficult to predict the number of patrons and the fact numbers will vary significantly depending on the number of tourists within Kalbarri, it is recommended conditions be imposed to either restrict patronage numbers or require all carparking to be contained on-site. These options are further examined below.

Proposed Carparking

The applicant is proposing to formally establish 41 car bays consisting of two accessible bays, 32 standard car parking bays and 7 long vehicle bays to cater for caravans etc. Additionally, two bus parking bays are proposed abutting the eastern side boundary. Access to the parking area will be provided via a circular, two way driveway connecting to Bridgeman Road.

Based on LPS No 11 parking requirements, 41 car bays would normally cater for up to 164 people. With standard buses catering for 25-50 seats, it is anticipated that the two bus bays will cater for 50 to 100 patrons when in use. Additionally, it should be noted that some patrons may access the site by means other than a vehicle (ride/walk) and the long vehicle bays will be of a size that could cater for smaller buses.

As an alternative to limiting the patron numbers based on parking, a condition could be imposed to require all parking to be wholly contained within the site. This approach would allow some flexibility in patron numbers.

Proposed Carpark Surface

The previous business on-site was established with an informal car parking area of gravel construction. Whilst the applicant is proposing to formalise the arrangement of parking bays, they have indicated that they wish to retain the

gravel surface on internal driveways and carparking spaces in order to retain the informal nature of the development.

As neither the provisions of LPS No 11 nor Shire of Northampton Local Planning Policy stipulate a construction standard for carparking it is recommended that the use of a gravel surface be supported, as such construction is consistent with the sites previous use and it will retain the current amenity of the area. Notwithstanding this, the applicant will be required to ensure the accessible compliant parking bays and associated paths of egress are constructed in accordance with the requirements of Australian Standards.

It is recommended that the applicant be required to formally identify all parking bays on-site, ensure all bays are set aside for that use and to require drainage to be contained on-site to the satisfaction of the Shire.

Toilets

The existing development contains two sets of toilet facilities as detailed below:

Toilet Block No	Female	Accessible	Male
1	4 Water Closets	1	2 Water Closets & 2 urinals
2	1 Water Closet	1	1 Water Closet
Total	5 Water Closets	2	3 Water Closets & 2 urinals

The number and type of toilet facilities would be sufficient to cater for an event catering for 500 people.

Wastewater

The production of distilled alcohol can generate a significant amount of wastewater that may contain contaminants such as acids and nutrients such as nitrogen and phosphorus, residual solids, and residues from chemical cleansers. Such wastewater has the potential to result in undesirable impacts on groundwater and the wider environment. Larger distilleries that produce more than 350 kL are required to obtain a works approval from the Department of Water and Environmental Regulation.

The applicant has advised that in this case it is intended to produce approximately 50L of distilled alcohol per week (i.e. 2,600L per year). This volume of production would be considered incidental to the primary uses on the property and well below the threshold where a works approval would be required. The amount of resultant wastewater will depend on the amount of wastewater water reclamation/re-use.

Notwithstanding the above, details of the proposed wastewater disposal system are required to be approved. As the property already contains multiple wastewater disposal systems, this approval may only be granted by the Health Department of Western Australia.

Conclusion

The proposed redevelopment and reopening of the property as a tourist attraction is consistent with the past use of the property. The proposed uses of Café, Gift Shop and private recreation facilities including the extensive gardens and maze are consistent with the zoning of the property.

With the distillery and associated sale of alcohol being considered incidental to the primary use of the property, it is recommended that the application be conditionally approved.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Health (Miscellaneous Provisions) Act 1911, Food Act 2008, and Liquor Licensing Act 1988.

POLICY / STRATEGIC IMPLICATIONS:

Approval to a redeveloped Tourist Facility on the property as proposed would be consistent with the following Desired Outcomes as outlined within 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 driving balanced and sustainable growth by embracing new opportunities for our economy, people, and culture to thrive, whilst ensuring primary industries remain profitable into the future.

1.3 Attractive and popular

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

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered moderate due to the value of the works involved.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non-compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

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

FINANCIAL IMPLICATIONS:

The required application fee has been paid in accordance with the Shire's Schedule of Fees and Charges adopted as part of the 2026/27 annual budget.

SUSTAINABILITY:

Environmental: The potential for environmental impacts is limited provided that wastewater associated with the development is appropriately treated and disposed of.

Economic: Approval to the application as proposed will result in the currently defunct tourist attraction being revitalised adding to economic opportunities for both the landowner and the Kalbarri Community.

Social: Redevelopment and re-establishment of the tourist development as proposed will provide both visitors and residents with additional social opportunities within Kalbarri.

VOTING REQUIREMENTS: SIMPLE MAJORITY OFFICER RECOMMENDATION:

That Council in accordance with Local Planning Scheme No. 11 - Kalbarri grant planning approval for café, shop, recreation-private, distillery at Lot 830 (No 14) Bridgeman Road, Kalbarri, Kalbarri in accordance with plans and specifications at ATTACHMENT: 9.4.2 (1), subject to compliance with the following conditions:

- 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.	Conceptual Site Plan	1 September 2026
2.	Plan of proposed licensed area	1 September 2026
3.	Site Plan	22 September 2026
4.	Detailed Site Plan	22 September 2026
5.	Floor Plans	22 September 2026

2. Unless otherwise approved by the Shire of Northampton not more than 500 patrons shall be present on the property at any one time;
3. 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;
4. Unless otherwise approved by the Shire of Northampton, the volume of alcohol produced on-site shall not exceed an average of 50 litres of alcohol per week (i.e. 2,600 litres per annum);
5. The retail sale of alcohol produced on site shall be limited to 10m² within the proposed Gift Shop to the satisfaction of the Shire of Northampton;
6. Prior to the commencement of the proposed distillery use, a detailed wastewater management plan shall be developed to the satisfaction of the Shire of Northampton. Any additional wastewater system shall be approved by the Western Australian Department of Health;
7. Any proposed signage for the business activity subject of this approval that are visible from outside of the property will require the further approval from the Shire of Northampton;
8. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
9. All stormwater and drainage runoff is to be retained on the subject property to the approval of the Shire of Northampton;
10. Any soils disturbed or deposited on site shall be stabilised to the approval of the Shire of Northampton;
11. No goods or materials are to be stored in such a manner as to be visible from Bridgeman Road or Red Bluff Road;
12. All carparking associated with the development hereby approved shall be wholly contained within the property to the satisfaction of the Shire of Northampton;
13. 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:
 - a) be constructed, drained and marked to the satisfaction of the Shire of Northampton;
 - b) thereafter be maintained to the satisfaction of the Shire of Northampton;
 - c) be made available for such use at all times and not used for any other purpose; and
 - d) be properly formed to such levels that it can be used in accordance with the plan;

12. A minimum of 1 accessibility car bay shall be maintained on site at all times in accordance with the Australian Standard 2890.1 –2009 and connected to a continuous accessible path to the main entrance of the building or facility. The design and signage of the bay(s) and path(s) are to be in accordance with the Australian Standard 1428.1 – 2009; and
13. Prior to the commencement of operations on site, the existing crossovers to Bridgeman Road shall be upgraded to a sealed surface to the specification and satisfaction of the Shire of Northampton.

Advice Notes:

- a) This development approval is NOT a building permit. A building permit must be formally applied for and obtained from Building Services BEFORE the commencement of any site and/or development works. (Land clearing to facilitate development and BAL report is permitted).
- b) If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- c) That Section 39 & 40 (Liquor Licensing Act, 1988) 'Certificates of Local Planning Authority' will also need to be issued to facilitate the operation of any Approved 'Cellar Door Sales' Use.
- d) Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- e) The applicant is advised that compliance with any and all governmental legislation and regulations, including but not limited to *Health (Miscellaneous Provisions) Act 1911* and the National Construction Code of Australia is required.
- f) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

ATTACHMENTS

- 1 Attachment No 1 - Copy of Submitted Plans 5 Pages

ATTACHMENT**9.4.3 Planning Decisions for September 2026**

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

BACKGROUND:

To ensure the efficient and timely process of planning related applications, Council delegated authority to the Temporary 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 September 2026.

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

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

COMMENT (Includes Options):

During September a total of five (5) applications were determined under delegated authority, and four (4) applications were determined by Council.

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

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

	September 2025	September 2026
Delegated Decisions	5 - \$801,769.45 **1	5 - \$491,183 **3
Council Decisions	1 - \$7,000	4 - \$1,110,000 **2
Total	6 - \$808,769.45	9 - \$1,601,183

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	55 - \$4,057,714.45 **20	51 - \$3,106,129.45 **26
Council Decisions	14 - \$726,412 **2 2 Refusals	25 - \$7,437,200 **6 4 Refusals
Total	69 - \$4,781,126.45	76 - \$10,543,329.45

***includes administrative applications which are attributed to no value in Delegated and Council decisions and include 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 is determined under delegated authority has been processed and advertised, where require 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 September 2026 as detailed in ATTACHMENT: 9.4.3 (1).

ATTACHMENTS

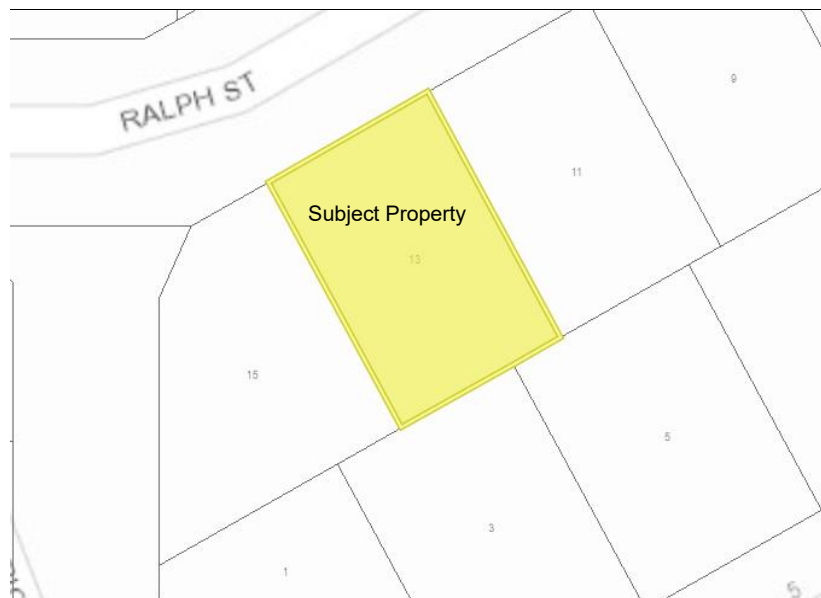
1 Attachment No. 1 - Planning Decisions for September 2026 1 Page

ATTACHMENT**9.4.4 Proposed Overheight Outbuilding and Setback Reduction at Lot 12 (No. 13) Ralph Street, Kalbarri**

PROPONENT	BA Ralph
OWNER	BA Ralph
LOCATION / ADDRESS:	Lot 12 (No. 13) Ralph Street, Kalbarri
ZONE:	Residential R17.5
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.6.1.1; A4593
LEGISLATION:	<i>Planning and Development Act 2005</i> <i>Local Government Act 1995</i>
AUTHOR:	Kaylene Roberts/Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	1 October 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council is asked to consider a development application for an oversize outbuilding and setback reduction at Lot 12 (No. 13) Ralph Street, Kalbarri. The subject property currently contains a single dwelling. A copy of the location plan is shown below.

LOCATION PLAN

The application is proposing the construction of a 7.5m by 18.0m (135m²) outbuilding with a wall height of 3.0m and an overall height of 3.679m which is proposed to be setback 1.0m from the rear boundary and sides. The outbuilding is to be constructed of steel framing with Colorbond® sheeting on the walls and roof. The colour of the outbuilding and roof have not been detailed within the application.

Copies of the submitted plans are shown attached.

ATTACHMENT: 9.4.4 (1)

Council is requested to consider the application as the proposed Outbuilding exceeds the maximum floor area permitted and Shire officers do not have the delegation to approve variations.

PUBLIC CONSULTATION UNDERTAKEN:

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

The application was advertised for a 14 day period to four (4) adjacent landowners with no submissions received during this period.

COMMENT (Includes Options):

The provisions of Local Planning Scheme No 11 (the Scheme) include the subject property within the Residential Zone with a density coding of R17.5. The proposed development is required to comply with the Scheme Requirements along with provisions relating to R17.5 under the State Planning Policy – Residential Design Codes Volume 1 (the R-Codes) and the Shire's Local Planning Policy - Outbuildings.

To guide Council in 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 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; and*
- (y) *Any submissions received on the application.*

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

Residential Design Codes (R-Codes)

The R-Codes specify that an 18m long, 3m high wall with no major openings is normally required to be setback 1.5m from a boundary. As the applicant is proposing a 1m setback to the rear boundary, a variation of the rear setback is

being sought. This variation was advertised to the adjoining landowner, who raised no concern to the proposed setback reduction to the rear boundary.

The proposed setback of 1m to the side boundaries complies with the setback requirements as identified by the R-Codes.

Relevant Scheme Provisions

Clause 4.8.19 (c) of the Scheme identifies that within areas having an identified density of R10 or greater, outbuildings that comply with the following development provisions is considered acceptable:

- a) A maximum floor area of 120m², or 20% of the aggregate site area, whichever is the lesser;
- b) A maximum wall height of 3m; and
- c) A total height of 4.5m measured from natural ground level.

As the proposed floor area exceeds the maximum area stated under clause 4.8.19 (c), approval may only be granted through a relaxation of the Scheme provisions.

Outbuilding Policy

The Policy states that the maximum standards for R10 and Higher density, the aggregate floor area is 120m² or 20% of the site area, whichever is lesser with a maximum wall height of 3.0m and a total maximum wall height of 4.5m measured from the ground level.

With the property having an area of 800m², 20% of the site area equates to 160m². With 120m² being the maximum area under the policy, the proposed 135m² floor area is 15m² or 12% over the maximum normally permitted. The proposed wall heights are consistent with the policy and Scheme requirements.

Variations to Site and Development Standards and Requirements

In accordance with clause 34 of the Scheme, approval may be granted to a development that does not comply with an additional site and development requirements, except for development in respect of which the R-Codes apply or variations to land use permissibility contained in the zoning table.

The local government may only approve an application for development approval under this clause if the local government is satisfied that:

“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.”

Impact on Amenity

In this instance the increased floor area of the outbuilding is 15m² over the aggregate floor area requirements of the Policy. The floor area of the proposed outbuilding will have a minimal impact on the adjacent neighbouring properties.

Given the above it is considered that approval to the application would not detrimentally impact on the amenity of the area.

Justification Letter

The applicant has submitted a letter of justification for the proposed oversize outbuilding, stating that the purpose of the larger shed is for storage of multiple motor vehicles, recreational activities such as camping gear, esky's, recreational lobster pots etc. and the need for secure storage from weather, theft, being a hazard and maintaining a clean home. The applicant has also stated that they have several vehicles that cannot be insured (or the insurance is limited) unless secure storage is provided.

The applicant has submitted by moving the outbuilding closer to the rear boundary, improved access and a greater separation from the dwelling will be achieved. A copy of the submitted correspondence is shown attached.

ATTACHMENT: 9.4.4 (2)

Conclusion

It is considered that the proposed outbuilding meets the objectives of the Scheme and the Policy. The location of the outbuilding will not detract from the streetscape and visual amenity of the neighbouring properties. Also, as no concerns were raised by the neighbouring landowners the proposed height and floor area of the outbuilding is considered to be in keeping with the community's expectations.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005; and

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

POLICY / STRATEGIC IMPLICATIONS:

Local Planning Policy – Outbuildings as discussed above.

ORGANISATIONAL RISK MANAGEMENT:

The Risk rating is considered Nil.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

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

FINANCIAL IMPLICATIONS:

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

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council in accordance with Local Planning Scheme No. 11 - Kalbarri grant planning approval for an Oversize Outbuilding with Reduced Setbacks at Lot 12 (No. 13) Ralph Street, Kalbarri in accordance with plans and specifications at Attachment: 9.4.4 (1), subject to compliance with the following conditions:

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

Reference	Document Title	Date Received
1.	Location Plan	23 July 2026
2.	Site Plan	23 July 2026
3.	Shed Location	23 July 2026
4.	Floor Plan	23 July 2026
5.	Front & Rear Elevations	23 July 2026
6.	Left & Right Elevations	23 July 2026

2. The proposed shed/outbuilding shall only be used for domestic purposes such as storage, garaging of vehicles or other approved purposes, excluding human habitation;
3. 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;

4. The proposed development shall be clad or coloured to complement either the surroundings in which it is located or adjoining developments to the satisfaction of the Shire of Northampton, but the use of reflective materials and colours is not permitted;
5. All stormwater and drainage runoff is to be retained on the subject property to the approval of the Shire of Northampton;
6. Any soils disturbed or deposited on site shall be stabilised to the approval of the Shire of Northampton; and
7. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.

Advice Notes:

- a) This development approval is NOT a building permit. A building permit must be formally applied for and obtained from Building Services BEFORE the commencement of any site and/or development works. (Land clearing to facilitate development and BAL report is permitted).
- b) If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- c) Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- d) The applicant is advised that prior to the commencement of works, a plan showing where the storm water system is located in relation to the proposed works.
- e) The applicant is advised that compliance with any and all governmental legislation and regulations, including but not limited to *Health (Miscellaneous Provisions) Act 1911* and the National Construction Code of Australia is required.
- f) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005 Part 14*. An application must be made within 28 days of determination.

ATTACHMENTS

- | | | |
|---|--|---------|
| 1 | Attachment No. 1 - Development Plans | 6 Pages |
| 2 | Attachment No. 2 - Supporting Correspondence | 2 Pages |

ATTACHMENT**9.4.5 Proposed Overheight and Oversize Outbuilding at Lot 22 (No. 1) Rake Place, Northampton**

PROPONENT	MI Global Construction Pty Ltd
OWNER	CMM Walker & K Evans
LOCATION / ADDRESS:	Lot 22 (No. 1) Rake Place, Northampton
ZONE:	Residential R10
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.8.1.1; A4890
LEGISLATION:	<i>Planning and Development Act 2005</i> <i>Local Government Act 1995</i>
AUTHOR:	Kaylene Roberts/Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	1 October 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council is asked to consider a development application for an oversize and over-height outbuilding at Lot 22 (No.1) Rake Place, Northampton. The property has an area of 1,003m² and is currently vacant. As reflected on the location plan below, the site is surrounded by streets on three sides.

LOCATION PLAN

The application is proposing a 16.0m by 8.0m (128m²) outbuilding with a 8.0 by 8.0m carport attached to the front. The outbuilding is proposed to have a wall height of 4.1m and an overall height of 4.94m. Plans submitted with the application show that the outbuilding is to be setback 1.0m from the western side boundary, 2.0m from the rear boundary, 23.0m from the front boundary

and 13.5m from the eastern side boundary. The steel framed outbuilding is to be constructed with Colorbond® sheeting to the roof and walls in a colour that will match the proposed dwelling.

The landowners have also submitted plans for a modular dwelling as part of the application and the applicant has stated that the dwelling is to be constructed prior to the outbuilding, once approval has been granted. A copy of the application is attached.

ATTACHMENT: 9.4.5 (1)

Council is requested to consider the application as the proposed outbuilding exceeds the maximum floor area and heights permitted, and Shire officers do not have delegation to approve development variations.

PUBLIC CONSULTATION UNDERTAKEN:

The application was not required to be advertised as the subject property is located on a corner lot with no adjacent landowners to the eastern side and the adjacent landowner to the west is the Shire of Northampton.

COMMENT (Includes Options):

The provisions of Local Planning Scheme No 10 (the Scheme) include the subject property within the Residential Zone with a density coding of R10. The proposed development is required to comply with the Scheme Requirements along with provisions relating to R10 under the State Planning Policy – Residential Design Codes Volume 1 (the R-Codes and the Shire's Local Planning Policy *Outbuildings*).

To guide Council in 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 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; and*
- (n) *The amenity of the locality.*

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

Residential Design Codes (R-Codes)

The outbuilding is proposed to be setback 2.0m from the rear boundary and 1.0m from the western side boundary. In accordance with the R-Codes 4.0m

high walls, 16m long walls with no major openings are normally required to be setback 1.6m. All other setbacks comply with the R-Code requirements.

Relevant Scheme Provisions

Clause 26(4) of the Scheme identifies that within areas having an identified density of R10 or greater, outbuildings that comply with the following development provisions is considered acceptable:

- a) A maximum floor area of 120m², or 20% of the aggregate site area, whichever is the lesser;
- b) A maximum wall height of 3m; and
- c) A total height of 4.5m measured from natural ground level.

As the proposed floor area and building height do not comply with the above requirements, approval may only be granted through a relaxation of the Scheme provisions.

Outbuilding Policy

The Policy states that the maximum standards for R10 and higher density the aggregate floor area is 120m² or 20% of the site area, whichever is lesser with a maximum wall height of 3.0m and a total maximum wall height of 4.5m measured from the ground level. In this case, the proposed outbuilding has a 4.1m wall height and an overall height of 4.94m, with a floor area of 128m² which is 6.7% over the normal maximum of 120m².

The proposed 64m² carport is compliant and is not considered to be part of the overall floor area of the outbuilding due to the fact that it is open on three sides.

Variations to Site and Development Standards and Requirements

In accordance with clause 34 of the Scheme, approval may be granted to a development that does not comply with an additional site and development requirements, except for development in respect of which the R-Codes apply or variations to land use permissibility contained in the zoning table.

The local government may only approve an application for development approval under this clause if the local government is satisfied that:

“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 case, the subject land is located below the level of the adjacent streets to the east and south, which will reduce the visual impact of the outbuilding as viewed from the east and south. With the proposed outbuilding being setback 20m from the front boundary, the development only has potential to impact on the adjacent property to the west, being No 3 Rake Place. The adjacent property being owned by the Shire of Northampton.

Adjacent to the proposed outbuilding, the existing dwelling on No 3 Rake Place has been established with a setback of 4.5m to the common boundary. Given this setback, a 0.6m reduction of the required setback for the outbuilding will not detrimentally impact on the development and/or use of No 3 Rake Place.

Impact on Amenity

In this instance the increased floor area of the outbuilding is 8m² over the aggregate floor area requirements of the Policy. The floor area of the proposed outbuilding will have a minimal impact on the adjacent neighbouring properties.

As outlined above it is considered that the outbuilding, if approved, will not detrimentally impact on the amenity of the area.

Rake Place – Design Guidelines

The objectives of the Design Guidelines is to encourage development that acknowledges the strong visual linkages to the neighbouring properties and rural setting in which it is located. The guidelines state that outbuildings and sheds shall be similar in appearance to the main dwelling, in regard to colour and roof pitch.

As reflected at Attachment: 9.4.5 (1), the submitted plans identify that both the outbuilding and proposed home will have a colourbond roof, with matching external wall cladding, although no colours have been specified. It is therefore recommended a condition be imposed to require the colour of outbuilding materials to be non-reflective and complimentary to the proposed home.

The Design Guidelines reflect the Scheme provisions relating to outbuildings, identifying a maximum floor area of 120m² in area or 20% aggregate of the site area, whichever is lesser, with a maximum wall height of 3.0m and a total maximum height of 4.5m measured from the natural ground level. As detailed above, the applicant is proposing a wall height of 4.1m, with a total height of 4.94m.

The design guidelines also state that variations to the design guidelines can be approved by the Shire following consultation with the adjoining landowners. As the Shire of Northampton is the adjoining landowner, and no detrimental impacts are anticipated, it is recommended that conditional approval be granted.

Outbuildings on Vacant Land

Clause 3.8 – Outbuildings on Vacant Residential, Rural Residential and Rural Smallholding Land states that the erection of an outbuilding on vacant residential, rural residential and rural smallholding zoned land shall not be approved unless certain requirements have been satisfied. These requirements are:

- a) Residence completed up to and including the pouring of a concrete house slab (although variation to this is permitted where the slabs for the residence and outbuilding are poured concurrently); or
- b) A building permit has been issued for the construction of the residence on the property with written evidence of a signed building contract with a

registered builder for the construction of the residence and a commitment date that is within 6 months by that builder for the construction of the residence.

As stated above, the landowners are not intending to construct the outbuilding until the dwelling has been completed.

If approval is granted, a condition is to be placed on any approval granted reflecting that a building permit must be issued prior to the outbuilding being constructed.

Supporting Documentation

The applicant has supplied supporting documentation for the variation of the Outbuilding Policy and Rake Place – Design Guidelines. The documentation supports the proposed variations to both the Policy and Guidelines relating to the oversize and over-height outbuilding with reference to the outbuilding on the adjacent Shire owned property, the impact on the amenity of the area, and conditions of approval.

The applicants are requesting the Shire exercise its discretion under the Rake Place – Design Guidelines as the Shire has already granted approval for an over-height outbuilding on the Shire owned land. A copy of the submitted correspondence is shown attached.

ATTACHMENT: 9.4.5 (2)

STATUTORY ENVIRONMENT:

Planning and Development Act 2005

Shire of Northampton Local Planning Scheme No. 10 - Northampton

POLICY / STRATEGIC IMPLICATIONS:

Local Planning Policy – Outbuildings and Rake Place – Design Guidelines as discussed above.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Nil.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

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

FINANCIAL IMPLICATIONS:

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

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council in accordance with Local Planning Scheme No. 10 - Northampton grant planning approval for an oversize and over-height outbuilding with reduced setbacks at Lot 22 (No. 1) Rake Place, Northampton in accordance with plans and specifications at ATTACHMENT: 9.4.5 (1), subject to the following conditions:

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

Reference	Document Title	Date Received
1.	Site Plan	16 September 2026
2.	Floor Plan – Proposed Dwelling	16 September 2026
3.	3D Views of Dwelling	16 September 2026
4.	Elevations A & B	16 September 2026
5.	Elevations C, D & C1 (Shed)	16 September 2026
6.	Floor Plan & Elevations of Shed	16 September 2026

- Construction of the proposed shed shall not commence until the a Building Permit has been obtained for the proposed residence to the satisfaction of the Shire of Northampton;

3. Construction of the proposed residence on the property is to substantially commence within 6 months of the date of the approval;
4. The proposed shed/outbuilding shall only be used for domestic purposes such as storage, garaging of vehicles or other approved purposes, excluding human habitation;
5. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and development approval for that use/addition;
6. The proposed development shall be clad and/or coloured in non-reflective materials to compliment the proposed dwelling to the satisfaction of the Shire of Northampton;
7. All stormwater and drainage runoff is to be retained on the subject property to the approval of the Shire of Northampton;
8. Any soils disturbed or deposited on site shall be stabilised to the approval of the Shire of Northampton; and
9. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.

Advice Notes:

- a) This development approval is NOT a building permit. A building permit must be formally applied for and obtained from Building Services BEFORE the commencement of any site and/or development works. (Land clearing to facilitate development and BAL report is permitted).
- b) If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- c) Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- d) The applicant is advised that compliance with any and all governmental legislation and regulations, including but not limited to *Health (Miscellaneous Provisions) Act 1911*, the National Construction Code of Australia and the relevant *Aboriginal Cultural Heritage Act*, is required at all times.
- e) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

ATTACHMENTS

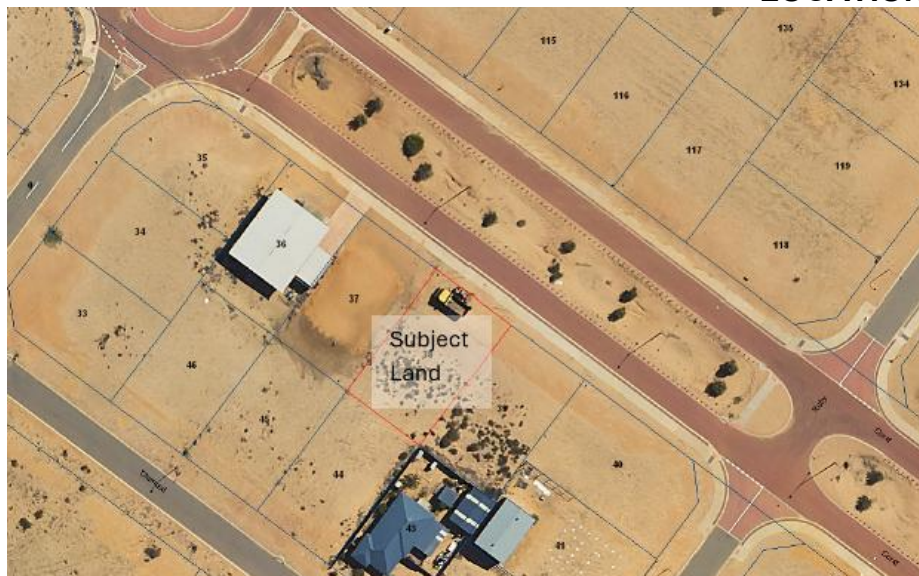
- 1** Attachment No. 1 - Development Plans 6 Pages
- 2** Attachment No. 2 - Supporting Documentation 3 Pages

ATTACHMENT**9.4.6 Proposed Dwelling Using Shipping Containers on Lot 38 (No. 10) Coral Boulevard, Kalbarri**

PROPONENT	E Allen
OWNER	TM James
LOCATION / ADDRESS:	Lot 38 (No. 10) Coral Boulevard, Kalbarri
ZONE:	Residential R20
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.6.1.1; A4438
LEGISLATION:	<i>Planning and Development Act 2005</i> <i>Local Government Act 1995</i>
AUTHOR:	Kaylene Roberts/Brian Robinson
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	2 October 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council is requested to consider a development application for a Shipping Container Dwelling on Lot 38 (No. 10) Coral Boulevard, Kalbarri. A copy of the location plan is shown below.

LOCATION PLAN

The subject property is a vacant residential lot in the Eco Flora Estate with an area of 548m². Similar sized residential properties are located to the sides of the property.

Approval is being sought for the construction of a single storey dwelling comprising two (2) shipping containers with a pitched roof over the two containers and a central courtyard between the two. Container 1 is proposed to consist of a bedroom, bathroom and kitchen, while container 2 will contain a laundry sink and power outlets. Both the shipping containers are new and will

be positioned with a roof structure over the two containers. The roof will have a total area of 12m by 11m (132m²) and will be constructed using galvanised steel purlins with colour steel plating in a grey colour.

The shipping containers will be placed parallel to the street, with a 2.5m wide verandah being setback 6m from the front boundary. The second container will be 6.1m behind the first container, with the gabled roof over connecting two containers. Plans submitted with the application show that the containers, verandah and roof-over being setback 4.5m from the northwest side boundary and 1.5m from the southern side boundary.

ATTACHMENT: 9.4.6 (1)

Council is requested to determine the application given as Shire officers do not have delegation to approve the application.

PUBLIC CONSULTATION UNDERTAKEN:

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

The application was advertised for a 14 day period to adjacent landowners with one comment being received in support of the application. The owner of the adjacent property advises that they have no objection to the proposal, and they would like to construct a retaining wall (at their cost) prior to any construction. A copy of the submission is attached.

ATTACHMENT: 9.4.6 (2)

COMMENT (Includes Options):

In determining an application for Development Approval, clause 67 (2) of the *Planning and Development (Local Planning Scheme) Regulations 2015 – Deemed to Apply provisions* requires that Council have regard to various matters including:

- a) The aims and provisions of the Scheme (including and planning codes that are read into the Scheme);
- b) Any approved State Planning Policy;
- c) Any Local Planning Policy adopted within the Scheme area.
- d) The compatibility of the development with its setting, including:
 - i) the desired future character of its setting
 - ii) the relationship of the development to development on adjoining land or other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.
 - iii) The amenity of the locality including the character of the locality.

To assist Council in determining the application, the following advice is provided:

Zoning

The provisions of the Shire's Local Planning Scheme No 11 (the Scheme) include the subject land within the Residential Zone, with an applicable density of R20 in accordance with the Residential Design Codes of Western Australia (R-Codes).

Zone Objectives

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

- 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.

The current design is considered to be consistent with these objectives.

Repurposed Dwelling Provisions

Clause 4.8.20 of the Scheme outlines that the local government may permit the erection or placement of a repurposed dwelling providing it is satisfied the building:

- (i) *Is in a satisfactory condition;*
- (ii) *Will not detrimentally affect the amenity of the area having regard to the zoning of the land and the use proposed for the building;*
- (iii) *Is permanent affixed to the ground; and*
- (iv) *The facades, colours and materials and design features of the building area appropriate to that prevailing or proposed in the vicinity.*

Further guidance on the amenity considerations and requirements to ensure an acceptable level of appearance and amenity are provided within Local Planning Policy – Repurposed and Second-Hand Dwellings. The provisions of the policy are detailed overleaf.

R-Codes

In accordance with clause 25 of the Scheme, the R-Codes Residential Design Codes of Western Australia are to be read as part of the Scheme. The application as submitted has been assessed against the requirements of the R-Codes, with the following being identified:

- The application as submitted complies with the street setback requirements applicable to a density of R20, being an average setback of 6m;
- The application also complies with setbacks from the side and rear boundaries;
- The application meets the deemed to apply provisions relating to street surveillance (clause 5.2.3) given the dwelling address the street with a clear definable entry to the dwelling visible from the street.

Further commentary on the appearance of the proposed dwelling is provided below.

Local Planning Policy – Repurposed & Second-hand Dwelling

The objectives of the Policy are to:

- 3.1 *To ensure that any development proposing to use a repurposed or second-hand building meets acceptable aesthetic and amenity requirements in the locality for which it is proposed.*
- 3.2 *To ensure that any repurposed or second-hand dwelling does not detract from an existing (or reasonably desired) streetscape.*
- 3.3 *To enable the local government to retain such monies (bonds) to ensure the desired standard of development is achieved.*

Consistent with the above objectives, the Policy outlines that conditions may be imposed to ensure the building presentation is of an acceptable standard to enhance the streetscape appearance. Such conditions may include (but are not limited to) the following:

- a) The need for additional setbacks over and above the prescribed minimum requirements and the need for screening via landscaping and/or boundary fencing;
- b) A bond/bank guarantee being equivalent to 20% of the estimated value of the approved works, to ensure the building presentation is of an acceptable standard, with a minimum amount of \$5,000. In this case the applicants have identified the development as having a cost of approximately \$200,000, which would require a bond of \$40,000;
- d) Upgrading, alterations or additional design features that will enhance the elevations and architectural detail of the proposed development (i.e. roof pitch, eaves, colours/materials and external treatments);
- e) The roof and/or walls being clad of non-reflective materials and be consistent or complimentary in colour with the surrounding natural landscape features or desired streetscape; and
- f) Require landscaping and constructed vehicle access to be established within a specified timeframe.

With respect to the submitted application, the proposed dwelling incorporates elements such as the proposed verandah which will enhance the elevations and architectural detail. Provided that landscaping is installed and the vehicle access is established in an appropriate timeframe, the application is consistent with the requirements of the policy.

Existing Streetscape

Development in the vicinity of the subject land is limited with many vacant properties in the area. Those properties that have been developed in the immediate area can generally be described as being of traditional dwelling construction/design, with gabled roofs.

As the submitted design will incorporate a gabled roof and a verandah on the front elevation, the development will be consistent with the existing

development. That said, no details have been provided with respect to landscaping of the front setback.

In accordance with Part 5.3.2 of the R-Codes, in order to meet the Deemed-to-Comply provisions, a single dwelling development is required to include a minimum of 1 tree and landscaping of the street setback area is required, with not more than 50% of this area to consist of impervious surfaces. To ensure compliance with these requirements, it is recommended that a condition be imposed to require the submission and approval of a revised site plan demonstrating compliance with Part 5.3.2 of the R-Codes.

Submission Received

As mentioned in the Public Comment section of the report, one submission was received in support of the application. They have stated that due to the unpredictable sand movement, they would like to see a retaining wall constructed so as to protect both properties. The author of the submission will meet the cost of the retaining wall, but their support is subject to the retaining wall being constructed first.

Whilst the intent of the adjacent landowner to construct a retaining wall is noted, it is not appropriate to delay the proposed development to allow the adjacent landowner to construct a retaining wall first. Shire Officers will advise the author of the submission accordingly and request that they liaise with the proponent over the timing of the retaining wall construction.

Conclusion

Whilst not using conventional construction materials, the application has been designed to meet the requirements of Shire of Northampton local planning policy and the Residential Design Codes of Western Australia. With the proposed range of materials, the erection of a verandah and the use of the gabled roof, the proposed development will be consistent with other developments in the vicinity of the property.

To ensure completion of the driveway access and landscaping in a timely manner, appropriate conditions of approval are recommended.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005.

POLICY / STRATEGIC IMPLICATIONS:

Repurposed buildings, including shipping containers are a necessary and acceptable part of the State's housing products, provided that appropriate design elements are incorporated to ensure such developments positively contribute to the streetscape and amenity of the area.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered to be moderate unless a positive contribution to the streetscape is achieved through timely construction of the vehicle access together with installation and ongoing maintenance of landscaping of the street setback.

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

FINANCIAL IMPLICATIONS:

The required application fee has been paid in accordance with Council's Schedule of Fees and Charges adopted as part of the 2026/2027 Annual Budget.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: It is appropriate for Council to enforce the requirements of the Scheme, Local Planning Policy and R-Codes to ensure a suitable standard of development that contributes positively to the streetscape will be landscaped to enhance the appearance of the development.

VOTING REQUIREMENTS: SIMPLE MAJORITY
OFFICER RECOMMENDATION:

That Council in accordance with Local Planning Scheme No. 11 – Kalbarri grant planning approval for the Proposed Use of Shipping Containers for Dwelling on Lot 38 (No. 10) Coral Boulevard, Kalbarri in accordance with the plans and specifications at ATTACHMENT: 9.4.6 (1), subject to the following conditions:

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

Reference	Document Title	Date Received
1.	Site Plan	3 August 2026
2.	Floor Plan – Container One	3 August 2026
3.	Elevations	3 August 2026
4.	Overview of Container	3 August 2026
5.	Photographs of the Shipping Containers	3 August 2026
6.	Proposed Cladding	3 August 2026

- 2. Notwithstanding condition No 1 above, prior to the application for a building permit, the applicant shall submit a revised site plan detailing landscaping within the front setback, including a minimum of one tree in accordance with Part 5.3.2 of the Residential Design Codes of Australia to the satisfaction of the Shire of Northampton;**
- 3. The landscaping identified in condition No 2 above shall be installed within 6 months of the practical completion of the development and from thereon maintained to the satisfaction of the Shire of Northampton;**
- 4. The proposed development shall be clad in accordance with the submitted plans prior to occupation of the development hereby approved. The use of reflective materials and colours is not permitted;**
- 5. All stormwater and drainage runoff is to be retained on the subject property to the satisfaction of the Shire of Northampton;**
- 6. Any soils disturbed or deposited on site shall be stabilised to the approval of the Shire of Northampton;**
- 7. Prior to occupation, a vehicle crossover between the subject land and Coral Boulevard is to be located, designed, constructed, sealed and drained to the specification of the Shire of Northampton; and**
- 8. The proposed internal driveway access as shown on the submitted site plan shall be completed to the satisfaction of the Shire of**

Northampton within 6 months of practical completion of the development hereby approved.

Advice Notes:

- a) The proponent is advised that this approval relates to the construction of a single storey development only and that the further approval of the Shire of Northampton will be required prior to any second storey being added to the development.
- b) 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).
- c) If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- d) Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- e) The applicant is advised that compliance with any and all governmental legislation and regulations, including but not limited to *Health (Miscellaneous Provisions) Act 1911* is required at all times.
- f) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

ATTACHMENTS

- 1 Attachment No. 1 - Development Plans 8 Pages
- 2 Attachment No. 2 - Submission Received 1 Page

ATTACHMENT**9.5.1 Building Activity Report September 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:	29 September 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

This agenda item has been produced to assist Council to understand the Building and Demolition Permits approved and issued for the period of 1 September 2026 to 30 September 2026. A spreadsheet summarising approvals is attached. **ATTACHMENT: 9.5.1 (1)**

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

ATTACHMENT: 9.5.1 (2)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

During September a total of 14 building related applications were received, and 16 permits were issued through the Shire of Northampton's Building Services team with a combined construction value of over \$558,230.

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

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

	September 2025	September 2026
Applications Received	12	14
Permits Issued	8	16
Permits Total Value	\$1,730,955	\$558,230

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	102
Permits Issued	74	78
Permits Total Value	\$7,585,057	\$11,347,479

In addition to the issue of building permits, 1 Pool Barrier Inspection was conducted.

STATUTORY ENVIRONMENT:

Building Act 2011.

POLICY / STRATEGIC IMPLICATIONS:

Nil.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered insignificant.

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

FINANCIAL IMPLICATIONS:

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

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

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

ATTACHMENTS

- | | | |
|----------|--|--------|
| 1 | Building Approvals Report September 2026 | 1 Page |
| 2 | Building Approvals Statistics September 2026 | 1 Page |

ATTACHMENT**9.8.1 Executive Manager Works and Technical Services Activity
Report July 2026 to September 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:	30 September 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

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

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

ATTACHMENT: (9.8.1(1))

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The attached report enables Council to monitor the activity of the EMWTS 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 and Technical Services Activity Report July 2026 to September 2026 in accordance with ATTACHMENT: 9.8.1(1).

ATTACHMENTS

- | | | |
|----------|--|--------------------|
| 1 | Executive Manager of Works and Technical Services July - September Activity Statement | 4
Pages |
|----------|--|--------------------|

ATTACHMENT APPENDIX

9.9.1 Unconfirmed Minutes of Bush Fire Advisory Committee Meeting held on 1 September 2026

PROPONENT	Shire of Northampton
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Community, Development & Regulation
FILE REFERENCE:	XXX
LEGISLATION:	<i>Local Government Act 1995; and Bush Fires Act 1954.</i>
AUTHOR:	Brian Robinson/Tatiana Vafiades
APPROVING OFFICER:	Brian Robinson
DATE OF REPORT:	2 October 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council is requested to consider the unconfirmed minutes from a meeting of the Shire's Bush Fire Advisory Committee (BFAC) held on 1 September 2026. A copy of the draft unconfirmed minutes are shown attached.

ATTACHMENT: 9.9.1 (1)

The Bush Fire Advisory Committee is an Advisory Committee of Council, formed in accordance with the requirements of Division 2 of the *Local Government Act* and Division 4 of the Shire of Northampton *Bush Fire Local Law 2017*. A copy of the adopted Terms of Reference, adopted by Council on 20 August 2026 are appended.

APPENDIX: 9.9.1 (A)

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

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

During the meeting, a total of 5 recommendations were passed by the Advisory Committee as reflected within the table below. Each of the recommendations passed relate to operational aspects of the Shire's Volunteer Bushfire Brigades and as such no decision of Council is required.

Committee Recommendation		Officer Comment
1.	The minutes from the BFAC meeting held on 22 May 2026 be confirmed.	Council should receive and note the unconfirmed

		minutes. No further action required.
2.	That the three available WAERN Radio's be fitted to the two DBFCO personal fire fighting appliance vehicles and a Lieutenant in Isseka BFB • Damien Harris • Scott Bridgeman • Mick O'Brien	Decision relates to operation of Volunteer Bush Fire Brigade. Council should receive and note the unconfirmed minutes. No further action required.
3.	Both DBCFO south and north be allocated one star link along with the following captains of the Brigades: • Scott Bridgeman • Damien Harris • Joe Wood • Wes Teakle • Kyle Carson • Chadd Gaby	Decision relates to operation of Volunteer Bush Fire Brigade. Council should receive and note the unconfirmed minutes. No further action required.
4.	That the Fire Break and Fuel Hazard Reduction variation form to be circulated as a document used for any variations to Fire Breaks.	Recommended Council receive and note the information.
5.	The "new Membership for BFB" form to be added to the Northampton Shire BFB procedures and Guidelines.	Recommended Council receive and note the information.

STATUTORY ENVIRONMENT:

Local Government Act 1995;

Bush Fires Act 1954; and

Shire of Northampton Bush Fire Local Law 2017.

POLICY / STRATEGIC IMPLICATIONS:

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

ORGANISATIONAL RISK MANAGEMENT:

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

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (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: Best practice management is required to minimise the potential for environmental impact as a result of fire.

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

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

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council receive and note the unconfirmed minutes of the Shire of Northampton Bush Fire Advisory Committee meeting held on 21 September 2026.

ATTACHMENTS

- | | | |
|----------|---|-------------|
| 1 | Attachment No 1 - Unconfirmed Minutes of BFAC Meeting held 1 September 2026 | 12
Pages |
|----------|---|-------------|

APPENDICES

- | | | |
|----------|---|---------|
| A | Appendix A - Current Terms of Reference | 2 Pages |
|----------|---|---------|

ATTACHMENT**9.9.2 Unconfirmed Minutes of the Audit, Risk and Improvement Committee Held on 11 September 2026**

PROPONENT	Chief Executive Officer
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
ZONE:	All
BUSINESS AREA:	Office of CEO
FILE REFERENCE:	1.1.3
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Leanne Rowe
APPROVING OFFICER:	Kenn Donohoe
DATE OF REPORT:	6 October 2026
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The purpose of this report is for Council to receive the unconfirmed minutes of the Audit, Risk and Improvement Committee for the meeting held 11 September 2026 and consider any recommendations arising.

ATTACHMENT: 9.9.2 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Audit, Risk and Improvement Committee made the following recommendations:

Committee Recommendation	Officer Comment
1. That the minutes of the Audit, Risk and Improvement Committee held on 11 September 2026 be received as a true and correct record.	Noted, for Council receipt.
2. That Council adopt the Compliance Audit Return as presented to the Audit Risk and Improvement Committee.	Compliance Audit Return adopted by Council 17 September 2026, motion 09/26-172
3. 1) Receives the Financial Management Review finding as undertaken by the substantive Chief Executive Officer and as considered and reviewed by the Audit Risk and Improvements Committee. 2) Requests the Temporary Chief Executive Officer schedule quadrimester meeting cycles for the	Council adopt the committee recommendations.

Audit Risk and Improvement Committee in the 2026/2027 financial year. 3) Develops a formal Audit Log of outstanding compliance, risk and financial improvement reviews for consideration and review at each meeting of the Audit Risk and Improvement Committee 4) Instructs the newly appointed Chief Executive Officer to undertake a review of the organisational structure via a suitably qualified external company/organisation to address resource and skills shortages identified within the agenda item.	
4. Receives the Interim Audit Report for the period ending 30 June 2026.	Council adopt the committee recommendation.

STATUTORY ENVIRONMENT:

The *Local Government Act 1995* and subsidiary legislation prescribe the statutory requirements that deal with audit and risk functions in Local Government organisations in Western Australia.

POLICY / STRATEGIC IMPLICATIONS:

The Audit, Risk and Improvement Committee is an important part of the operation of a local government organisation. It is essential that Council retains oversight of the business of the organisation and an Audit, Risk and Improvement Committee fulfils this obligation.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Level 4 – Major mainly based on non-compliance and reputation.

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 Audit, Risk and Improvement Committee and its activities are funded within existing budgets.

SUSTAINABILITY:

Environment: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Receive the minutes of the Audit, Risk and Improvement Committee held 11 September 2026; and
2. Adopts items 3 and 4, en bloc.

ATTACHMENTS

- 1 Unconfirmed Minutes of the Audit, Risk and Improvement Committee Held on 11 September 2026

4
Pages

10. LATE REPORTS:

11. QUESTIONS FROM MEMBERS:

11.1 Response to questions from members taken on notice.

11.2 Questions from members.

12. MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING:

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

14. APPLICATIONS FOR LEAVE OF ABSENCE:

15. CLOSURE:

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

