



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **SHIRE OF NORTHAM**

**NOTICE OF AN  
ORDINARY COUNCIL MEETING  
COMMENCING AT  
5:30 PM  
WEDNESDAY  
15 JUNE 2016**

**Councillors:**

**Please be advised that the next Ordinary Council Meeting will be held 15 June 2016. There will be a Forum meeting held in the Council Chambers on 8 June 2016 at 5:30 pm to discuss the contents of this agenda.**

**JASON WHITEAKER  
CHIEF EXECUTIVE OFFICER  
3 June 2016**

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

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**Notice and Agenda of the Ordinary Meeting of Council to be held in the Council Chambers on WEDNESDAY, 15 June 2016 at 5:30 pm.**

**DISCLAIMER**

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

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

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**1. OPENING AND WELCOME**

**2. DECLARATION OF INTEREST**

Item Name	Item No.	Name	Type of Interest	Nature of Interest

**3. ATTENDANCE**

**COUNCIL**

Councillors

S B Pollard  
T M Little  
D G Beresford  
J E Williams  
J Proud  
R W Tinetti  
C L Davidson  
U Rumjantsev  
C R Antonio  
D A Hughes

Chief Executive Officer  
Executive Manager Development Services  
Executive Manager Community Services  
Executive Manager Corporate Services  
Executive Assistant – CEO

J B Whiteaker  
C B Hunt  
R Rayson  
C Young  
A C Maxwell

**GALLERY**

**4. APOLOGIES**

Executive Manager Engineering Services

C D Kleynhans

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**5. LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Nil.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**8. PUBLIC QUESTION TIME**

Nil.

**9. PUBLIC STATEMENT TIME**

Nil.

**10. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

**11. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**11.1 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS**

**RECOMMENDATION**

That the minutes of the meeting held Wednesday, 18 May 2016 be confirmed as a true and correct record of that meeting

**11.2 RECEIPT OF NOTES OF THE COUNCIL FORUM MEETING**

**RECOMMENDATION**

That the notes of the Council Forum meeting held 8 June 2016 be received.

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**11.2 RECEIPT OF NOTES OF THE STRATEGIC COUNCIL MEETING**

**RECOMMENDATION**

That the notes of the Strategic Council meeting held 24 February 2016 be received.

**RECOMMENDATION**

That the notes of the Strategic Council meeting held 25 May 2016 be received.

**11.3 RECEIPT OF MINUTES OF THE BUSHFIRE ADVISORY COMMITTEE MEETING**

**RECOMMENDATION**

That Council receives the minutes of the Bushfire Advisory Committee Meeting held 31 May 2016.

**11.4 ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING**

**RECOMMENDATION**

That Council;

1. Endorse, as elected by the members of the Bushfire Advisory Committee that Garry Shepherdson be the Presiding Member for the Bushfire Advisory Committee for the following 12 months, or until the next BFAC AGM;
2. Endorses the BFAC Terms of Reference as attached to this agenda subject to the Northam and Wundowie Volunteer Fire Rescue Service (VFRS) being included as voting delegates;
3. Accepts the Shire of Northam Bush Fire Brigades Administration Manual as attached to this agenda with the following modifications:

**Part 3**

**3.12** That the minimum training standard to be an FCO be included only.

**6.3** Change Date to 20 February as ESL Grant closes on 11 March.

**1st Schedule - Part 2**

**2.8** Remove point 1.

**2.8** All reference to CBFCO be replaced with: - Brigade captain who will pass on to the CBFCO and CESM.

**1st Schedule -Part 3**

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- 3.3(e) Include CESM in notification
- 3.3(g) Change date to 'by the BFAC annual general meeting'.
- 3.7 Change date to 20 February as ESL Grant closes on 11 March.

**1st Schedule - Part 5**

That after any reference to the CBFCO, this be followed by an additional reference to the DCBFCO and CESM.

- 4. Endorse the creation of the Northam Central Bush Fire Brigade;
- 5. Endorse the creation of the Wundowie Bush Fire Brigade;
- 6. Forms a BFAC subcommittee to create a strategic plan to establish each brigade and bring them to an operational level;
- 7. Merge the Subcommittee of BFAC with the existing subcommittee established for the creation of the new brigades;
- 8. Endorse the 2016/17 Fire Break Order subject to the following amendments as presented in Attachment 2 of this report;
  - Section 1 – Rename to include land between 1 hectare to 10 hectares;
  - Section 1 - Remove point 7 relating to divisional breaks;
  - Section 2 – Rename to include land less than 1 hectare;
  - Add a new section after point 2 for 'Land over 10 hectares to only require 2 metre firebreaks; and
  - Section 4 – Remove point 6 relating to divisional breaks.
- 9. Invite all Elected Members and appointed FCO's to attend the next Fire Control Officer (FCO) meeting;
- 10. Formally correspond with DFES regarding the current status of the Risk to Resource (R2R) model;
- 11. Appoints the following Fire Control Officers for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards **prior to the commencement of the 2016/17 fire season:**

**Inkpen BFB:**

- Sim Kuiper
- Soren Neilson
- Clive Owen

**Bakers Hill BFB:**

- Ulo Rumjantsev
- Steve Gray
- Simon Peters
- Gordon Ashman (Weather Officer Only)

**Clackline BFB:**

- Matt Macqueen
- Sue Booker
- Matthew Letch

# SHIRE OF NORTHAM

## AGENDA

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- Blair Wilding
- Nick Tighe

### **Irishtown BFB:**

- Don French (Permit Only)
- Ross MacKenzie
- Rob Herzer
- David Russell
- Murray McGregor

### **Grass Valley BFB:**

- Garry Shepherdson
- Philip Lloyd
- Richard Marris (Permit Only)
- Alf Brown (Permit Only)
- Phil Gentle (Permit Only)&(Weather Officer)
- Paul Reynolds (Permit Only)

### **Southern Brook BFB:**

- Paul Antonio

### **Jennapullin BFB:**

- Aaron Smith
- Trevor Smith
- Brett Smith
- Lynton Smith (Weather Officer Only)

### **Northam Shire CESM**

- Daniel Hendriksen

### **Northam Fire & Rescue Service**

- Greg Montgomery

12. Modify the requirements to be a fully operational Active FCO to have undertaken the following DFES training modules in addition to having a minimum 3 years Fire Fighting Experience within the last 5 years –
  - i. Introduction to Fire Fighting;
  - ii. Bush Fire Firefighting;
  - iii. Structural Awareness; and
  - iv. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years.
13. Endorse that the requirements for a Permit issuing FCO or Fire Weather Officer only is to have undertaken the following DFES training modules–
  - i. FCO Course or a refresher within the last 10 years.
14. Appoints Greg Montgomery as a FCO for the Northam Townsite;

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- 15. Appoints Garry Shepherdson as the Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards **prior to the commencement of the 2016/17 fire season**;**
- 16. Appoints Matt Macqueen as the Deputy Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards **prior to the commencement of the 2016/17 fire season**;**
- 17. Receive the Community Emergency Services Manager Report as provided;  
and**
- 18. Note the Bushfire Control Officer Report as provided.**

The highlighted text above is being recommended in addition to the BFAC Recommendations.

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Shire of Northam  
*Heritage, Commerce and Lifestyle*

**SHIRE OF NORTHAM**

**MINUTES**

**BUSH FIRE ADVISORY COMMITTEE (BFAC)**

**ANNUAL GENERAL MEETING**

**HELD**

**TUESDAY**

**31 MAY 2016**

UNCONFIRMED

**SHIRE OF NORTHAM**  
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**SHIRE OF NORTHAM**  
**MINUTES**  
**BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016**

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**SHIRE OF NORTHAM**  
**MINUTES**  
**BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016**

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**Minutes of the Shire of Northam Bush Fire Advisory Committee meeting held in  
the Council Chambers on TUESDAY, 31 MAY 2016 at 5:30pm**

**DISCLAIMER**

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

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**SHIRE OF NORTHAM**  
**MINUTES**  
**BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016**

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**1. OPENING AND WELCOME**

The Presiding Member Mr G Shepherdson declared the meeting open at 5.35pm.

**2. DECLARATION OF INTEREST**

Nil.

**3. ATTENDANCE**

Bakers Hill Brigade	Steve Gray
Clackline/Muresk Brigade	Blair Wilding
Grass Valley Brigade	Angus Cooke
Inkpen Brigade	Murray Bow
Irishtown Brigade	Murray McGregor
Jennapullin Brigade	Aaron Smith
Southern Brook Brigade	Paul Antonio
Northam Volunteer Fire and Rescue Service	Greg Montgomery
Shire of Northam	Cr Terry Little
Shire of Northam	Cr Ulo Rumjantsev

**EXECUTIVE OFFICERS (NON-VOTING RIGHTS)**

Chief Bushfire Control Officer	Garry Shepherdson
Deputy Chief Bush fire Control Officer (East)	Rob Herzer
Shire Executive Manager Development Services	Chadd Hunt
Community Emergency Services Manager	Daniel Hendriksen

**OBSERVER**

Northam Volunteer Fire & Rescue Service	Paul DuBoulay
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**4. APOLOGIES**

Wundowie Fire & Rescue Service	Trevor Sangston
Deputy Chief Bush fire Control Officer (West)	Matt Macqueen
Irishtown Brigade	David Russell
Chief Executive Officer	Jason Whiteaker
Department of Fire and Emergency Services	Sven Anderson
Department of Parks & Wildlife	Michael Pasotti
Wundowie Volunteer Fire and Rescue Service	Shane Murphy

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**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.127**

**Moved: Paul Antonio**

**Seconded: Cr Ulo Rumjantsev**

**That the minutes of the meeting held Tuesday, 16 February 2016 be confirmed as a true and correct record of that meeting**

**CARRIED 10/0**

UNCONFIRMED

**SHIRE OF NORTHAM**  
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**SHIRE OF NORTHAM**  
**MINUTES**  
**BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016**

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**6. AGENDA ITEMS**

**6.1 ELECTION OF BUSH FIRE ADVISORY COMMITTEE CHAIRPERSON**

Name of Applicant:	Internal Staff Report
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil
Policy:	BFAC Terms of Reference / Bush Fire Act 1954
Voting:	Simple Majority

**PURPOSE**

To elect a Chair of BFAC as required under the existing BFAC Terms of Reference.

**BACKGROUND**

The current BFAC Terms of Reference states the following with respect to the appointment of the Chairperson:

*1.5.1 At the Annual General Meeting of the Committee in each year, the members of the committee shall elect one of their members to be chairperson.*

**STATUTORY REQUIREMENTS**

Section 1.5 Shire of Northam – BFAC Terms of Reference.

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

Objective C2: Provide services and processes to enhance public safety

Strategy C2.1: Provide community services to uphold public safety standards

Strategy C2.2: Support provision of emergency services

Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

**BUDGET IMPLICATIONS**

Minor, any required advertising costs associated with advertising is prescribed within the budget.

**OFFICER'S COMMENT**

Nil.

**SHIRE OF NORTHAM**  
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**SHIRE OF NORTHAM**  
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**BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016**

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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.128**

**Moved: Murray McGregor**  
**Seconded: Greg Montgomery**

**That Council endorse, as elected by the members of the Bushfire Advisory Committee that Garry Shepherdson be the Presiding Member for the Bushfire Advisory Committee for the following 12 months, or until the next BFAC AGM.**

**CARRIED 10/0**

In accordance with section 5.12 of the Local Government Act 1995, The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2.

Should the presiding member not be available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.

**OUTCOME**

Garry Shepherdson was nominated by Murray McGregor and Greg Montgomery. Mr Shepherdson accepted the nomination.

There were no further nominations.

Garry Shepherdson was declared as being elected as the Presiding Member for the Shire of Northam Bushfire Advisory Committee, and Mr Shepherdson took the Chair.

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**6.2 BFAC TERMS OF REFERENCE**

Name of Applicant:	Terms of Reference Working Group
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	Simple Majority

**PURPOSE**

For the Committee to receive an update and report in relation to the working group undertaking a review and recommendations of improvements of the Committee's Terms of Reference.

**BACKGROUND**

As per Council resolution by Council on 15<sup>th</sup> July 2015 (Minute No. BFAC 109), it was resolved that the Bush Fire Advisory Committee (BFAC) establish a working group consisting of the following members, David Russell, Garry Shepherdson, Mat Macqueen and Blair Wilding to review the terms of reference and make recommendations for the consideration at the next scheduled BFAC meeting.

Since that time members of the working party have met to discuss the Terms of Reference and have proposed a revised guideline which is attached to the Agenda. A member of the working group will be provided a report at the meeting on the draft Terms of Reference.

A copy of the current and proposed Terms of Reference is attached to the Agenda.

**STATUTORY REQUIREMENTS**

As the BFAC is a committee of Council the provisions of Local Government Act 1995 is required to be adhered to.

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

Objective C2:	Provide services and processes to enhance public safety
Strategy C2.1:	Provide community services to uphold public safety standards
Strategy C2.2:	Support provision of emergency services
Strategy C2.3:	Provide, monitor and improve adequate Bush Fire Protection provisions.

**BUDGET IMPLICATIONS**

Nil.

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**OFFICERS COMMENT**

The proposed Terms of Reference are generally supported. As Committee members will be aware the main changes include the removal of the Wundowie and Northam VFRS and one Councillor as voting members, removal of the Terms of Office and voting sections.

Staff also suggest that consideration be given to the CBFCO and DCBFCO's having voting rights on the Committee, irrespective if they are their individual brigade delegate.

**SUBCOMMITTEE / OFFICER RECOMMENDATION**

**That it be recommended to Council that it endorses the BFAC Terms of Reference as attached to this agenda.**

**COMMITTEE DECISION**

Minute No: BFAC.129

Moved: Paul Antonio

Seconded: Steve Gray

**That it be recommended to Council that it endorses the BFAC Terms of Reference as attached to this agenda subject to the Northam and Wundowie Volunteer Fire Rescue Service (VFRS) being included as voting delegates.**

**CARRIED 9/1**

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**SHIRE OF NORTHAM**  
**MINUTES**  
**BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016**

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**ATTACHMENT 1 – BFAC TERMS OF REFERENCE**

1

TERMS OF REFERENCE

SHIRE OF NORTHAM BUSH FIRE ADVISORY COMMITTEE

Bushfires Act 1954, 22 January 2016  
Section 67, Advisory committees

*A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.*

1. NAME

The name of the Committee shall be the Northam Bush Fire Advisory Committee hereinafter referred to in its abbreviated form as NBFAC.

2. DISTRICT

The NBFAC shall operate within the local government boundaries of the Shire of Northam.

3. VISION

**Our vision is for the Shire of Northam to have an efficient and responsive fire service and as a Committee to advise the Council of Northam on matters relating to Bush Fire.**

4. ESTABLISHMENT

The NBFAC is established pursuant to Section 5.8 of the *Local Government Act 1995* and Section 67 of the *Bush Fires Act 1954*.

5. OBJECTIVES

To make recommendations and advise Council on all matters relating to Bush Fire planning, control, management and rehabilitation.

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Northam.

Specifically the Committee will advise the local government all matters relating to:

- Preventing, controlling and extinguishing of bush fires
- The planning of the layout of fire-breaks in the district
- Prosecutions for breaches of the *Bush Fire Act 1954*
- The formation of bush fire brigades
- The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities

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2

- Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

**6. MEMBERSHIP**

- One (1) Shire of Northam Shire Councillor as member
- Community Emergency Services Manager as a non-voting member
- Chief Bush Fire Control Officer as non-voting member unless this person is also a brigade delegate
- Deputy Chief Bush Fire Control Officer Western Region as non-voting member unless this person is also a brigade delegate
- Deputy Chief Bush Fire Control Officer Eastern Region as non-voting member unless this person is also a brigade delegate
- One (1) delegate or Proxy representative from each of the registered Shire of Northam Volunteer Bush Fire Brigades as a member (see annexure A)
- Northam VFRS as a non-voting member
- Wundowie VFRS as a non-voting member

**Tenure of Membership**

Membership of the committee shall be in accordance with the Local Government Act 1995, section 5.11. and provisions of the Shire of Northam's Administration and Procedures Manual.

**7. ATTENDANCE BY GOVERNMENT AGENCIES**

The following are invited (non-voting) to attend meetings of the NBFAC:

- DFES Fire Services Manager
- DEC Conservation and Land Management Officer

**8. COMMITTEE**

**Chairperson**

The committee shall elect one of their number to be chairman thereof in accordance with the Local Government Act 1995, section 5.12

**Secretary**

A Shire staff officer will fulfil the role of Secretary (non-voting).

**9. MEETINGS**

**Annual General Meeting**

To be held before the end of May of each year

**Committee meetings**

Meetings shall be as determined by the NBFAC.

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

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**SHIRE OF NORTHAM**  
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**Quorum**

At least 50% of the members of the Committee.

**Agenda**

As determined by NBFAC members from time to time

*17.10 Committee Procedure 4208 GOVERNMENT GAZETTE, WA 16 September 2008 - Each Committee may, subject to the Act and Regulations, Standing Orders and any resolution made by the Council, regulate its own procedure.*

**Members interests to be disclosed**

Members of the Committee are bound by the provisions of the *Local Government Act 1995, Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.

*A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest — in a written notice given to the CEO before the meeting; or at the meeting immediately before the matter is discussed.*

**Voting**

Shall be in accordance with the *Local Government Act 1995, Section 5.21*.

*Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*

*Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*

*If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*

*If a member of a council or a committee specifically requests that there be recorded — his or her vote; or the vote of all members present, on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*

*A person who fails to comply with subsection (2) or (3) commits an offence.*

**Minutes**

Shall be in accordance with the *Local Government Act 1995, Section 5.22(1)*.

A copy of the unconfirmed minutes shall be forwarded to all NBFAC members within fourteen (14) days of the meeting for endorsement at the next meeting.

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NBFAC recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

**Who acts if no presiding member?**

In accordance with the provisions of the *Local Government Act 1995, Section 5.14.*

*If, in relation to the presiding member of a committee — the office of presiding member and the office of deputy presiding member are vacant; or the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

The person presiding at a meeting is to ensure that minutes are kept of the meeting's proceedings.

**Meetings shall be open to the public**

Meetings shall be open to the public pursuant to the *Local Government Act 1995, Section 5.23*

**Brigade reports**

**Each member brigade shall provide a brigade report to the meeting.**

**10. WORKING GROUPS**

The NBFAC may appoint any of its members to a working group to carry out specific tasks. A working group will undertake only those duties specified by the committee.

**11. DEPUTATIONS**

The NBFAC may invite any person or organization to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

**12. POWER OF COUNCIL**

Nothing herein contained shall restrict the powers of Council.

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Annexure A

Register of Northam Bush Fire Brigades

- . Bakers Hill Brigade
- . Clackline/Muresk Brigade
- . Grass Valley Brigade
- . Inkpen Brigade
- . Irishtown Brigade
- . Jennapullin Brigade
- . Southern Brook Brigade

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Greg Montgomery departed the Council Chambers at 6.15pm.

**6.3 BUSH FIRE BRIGADE ADMINISTRATION MANUAL**

Name of Applicant:	Procedures Manual Working Group
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	Simple Majority

**PURPOSE**

For the Committee to receive an update and report from working group on the review of the Bush Fires Administration Procedures Manual.

**BACKGROUND**

The BFAC and Council (Minute No: BFAC 103 AND 104 July 2015) resolved that a working group be established to review the Bush Fire Brigade Procedures Manual and was to include Committee members Garry Shepherdson, David Russell and Ulo Rumjantsev. It was requested that the working group report back to the next BFAC meeting. In addition the working party were to review and recommend updates to the VBFB Administration Procedures Manual prior to the next meeting.

A member of the working group will be providing a report at the meeting on the draft Bush Fire Brigades Administration Manual.

A copy of the current manual is attached to the Agenda.

**STATUTORY REQUIREMENTS**

Bush Fires Act 1954.  
Local Government Act 1995.

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

Objective C2: Provide services and processes to enhance public safety

Strategy C2.1: Provide community services to uphold public safety standards  
Strategy C2.2: Support provision of emergency services  
Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

**BUDGET IMPLICATIONS**

Nil.

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**OFFICER'S COMMENT**

Council officers have reviewed the Bush Fire Brigade Administration Procedures Manual and make the following comments-

Part 3

- 3.12 Suggestion is that the minimum training standard to be an FCO be included only.  
6.3 Change Date to 20 February as ESL Grant closes on 11 March.

1st Schedule - Part 2

- 2.5 Suggestion that all references to CBFCO be replaced with CESM  
2.8 Suggestion that reference to CBFCO be replaced with: - Brigade captain who will pass it on to the CBFCO and CESM.

1st Schedule -Part 3

- 3.3(e) Suggestion to include CESM in notification  
3.3 (g) Change date to by the BFAC annual general meeting.  
3.7 Suggestion to change date to 20 February as ESL Grant closes on 11 March.

1st Schedule - Part 5

Suggestion is that after any mention of CBFCO add DCBFCO and CESM.

**SUBCOMMITTEE RECOMMENDATION**

**That it be recommended to Council that it accepts the Shire of Northam's Bush fire Brigades Administration Manual as attached to this agenda.**

**OFFICER RECOMMENDATION**

**That it be recommended to Council that it accepts the Shire of Northam Bush Fire Brigades Administration Manual as attached to this agenda with the following modifications:**

**Part 3**

- 3.12 That the minimum training standard to be an FCO be included only.**  
**6.3 Change Date to 20 February as ESL Grant closes on 11 March.**

**1st Schedule - Part 2**

- 2.5 All references to CBFCO be replaced with CESM**  
**2.8 All reference to CBFCO be replaced with: - Brigade captain who will pass on to the CBFCO and CESM.**

**1st Schedule -Part 3**

- 3.3(e) Include CESM in notification**  
**3.3 (g) Change date to 'by the BFAC annual general meeting'.**  
**3.7 Change date to 20 February as ESL Grant closes on 11 March.**

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**1<sup>st</sup> Schedule - Part 5**

That after any reference to the CBFCO, this be followed by an additional reference to the DCBFCO and CESM

**COMMITTEE DECISION**

Minute No: BFAC.130

Moved: Murray Bow  
Seconded: Blair Wilding

That it be recommended to Council that it accepts the Shire of Northam Bush Fire Brigades Administration Manual as attached to this agenda with the following modifications:

**Part 3**

- 3.12 That the minimum training standard to be an FCO be included only.
- 6.3 Change Date to 20 February as ESL Grant closes on 11 March.

**1st Schedule - Part 2**

- 2.7 Remove point 1.
- 2.8 All reference to CBFCO be replaced with: - Brigade captain who will pass on to the CBFCO and CESM.

**1st Schedule -Part 3**

- 3.3(e) Include CESM in notification
- 3.3 (g) Change date to 'by the BFAC annual general meeting'.
- 3.7 Change date to 20 February as ESL Grant closes on 11 March.

**1st Schedule - Part 5**

That after any reference to the CBFCO, this be followed by an additional reference to the DCBFCO and CESM

**CARRIED 9/0**

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**ATTACHMENT 1 – BUSHFIRE BRIGADES ADMINISTRATION MANUAL**

Ver 0.4 Draft

**SHIRE OF NORTHAM**  
**BUSH FIRE BRIGADES ADMINISTRATION**  
**MANUAL**

**BUSH FIRE BRIGADES**

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**FIRST SCHEDULE**

**RULES FOR THE OPERATION OF BUSH FIRE BRIGADES**

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**Shire of Northam**  
**Bush Fire Brigades Administration Manual**

PART 1 - PRELIMINARY

**1.1 Citation**

This Manual may be cited as the Shire of Northam Bush Fire Brigades Administration Manual.

**1.2 Interpretation**

In this Manual unless the context otherwise requires –

“Act” means the *Bush Fires Act 1954*;

“Manual” means the Shire of Northam Bush Fire Brigades Administration Manual

“brigade area” is defined in clause 2.2(1)(b);

“brigade member” means a fire fighting member, auxiliary member, a cadet member, or an honorary life member of a bush fire brigade;

“brigade officer” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the Shire of Northam or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“Bush Fire Advisory Committee” is the Bush Fire Advisory Committee of the Shire of Northam Council;

“bush fire brigade” is defined in section 7 of the Act;

“CEO” means the chief executive officer of the *Shire of Northam*;

“Council” means the *Council of the Shire of Northam*;

“Department” means the Department of Fire and Emergency Services established by section 5 of the Fire and Emergency Services Act 1998;

“fire fighting member” is defined in clause 4.2;

“local government” means the Shire of Northam;

“normal brigade activities” are as set out in Section 35A of the Act;

“Regulations” means Regulations made under the Act; and

“Rules” means the Rules for the Operation of bush fire brigades set out in the First Schedule as varied from time-to-time.

“volunteer fire fighter” is as set out in Section 35A of the Act.

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In this Manual, unless the context otherwise requires, a reference to –

- a) a Captain;
- b) a First Lieutenant;
- c) a Second Lieutenant;
- d) any additional Lieutenants;
- e) a Training Officer;
- f) a Equipment Officer;
- g) a Secretary; and
- h) a Treasurer; or
- i) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

### **1.3 Application**

This Manual applies throughout the Shire of Northam from the date it is approved by Council and supersedes all previous bush fire brigade administration / procedure manuals.

### **1.4 Acknowledgement**

The Shire of Northam acknowledges that this Manual is based on the Western Australian Local Government Association's Model Bush Fire Brigade Local Laws as at March 2016.

## **PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES**

### *Division 1 – Establishment of a bush fire brigade*

#### **2.1 Establishment of a bush fire brigade**

1. The Shire of Northam may establish a bush fire brigade for the purpose of carrying out normal brigade activities in accordance with section 41 of the Bush Fires Act 1954.
2. A bush fire brigade is established on the date of the Shire of Northam's decision under subclause (1).

#### **2.2 Name and officers of bush fire brigade**

1. On establishing a bush fire brigade under clause 2.1(1) the Shire of Northam is to –
  - a) give a name to the bush fire brigade;
  - b) specify the area in which the bush fire brigade is primarily responsible for carrying out normal brigade activities (the "brigade area"); and
  - c) appoint some or all of the following –
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;
    - (iv) additional Lieutenants if the Shire of Northam considers it necessary;
    - (v) a Training Officer;
    - (vi) an Equipment Officer;
    - (vii) a Secretary; and
    - (viii) a Treasurer; or
    - (ix) a Secretary/Treasurer combined.

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2. When considering the appointment of persons to the positions in subclause (1)(c), the Council is to have regard to the qualifications and experience that may be required to fill each position.
3. A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
4. The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
5. If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the Shire of Northam is to appoint a person to fill the vacancy in accordance with subclause (2).

*Division 2 – Command at a fire*

**2.3 Ranks within the bush fire brigade**

The chain of command at a fire which is burning within the Shire of Northam will be as set out in Section 44 of the Act and in clause 3.2 of the First Schedule of this Manual.

*Division 3 – Application of Rules to a bush fire brigade*

**2.4 Rules**

1. The Rules apply to the operation of all bush fire brigades established by the Shire of Northam.
2. A bush fire brigade and each brigade member is to comply with the Rules.

*Division 4 – Dissolution of bush fire brigade*

**2.5 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the Shire of Northam may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, the Regulations, or the Rules in this Manual, or is not achieving the objectives for which it was established.

**2.6 New arrangement after dissolution**

If the Shire of Northam cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

**PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

*Division 1 – Local government responsibility*

**3.1 Local government responsible for structure**

The Shire of Northam is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

**3.2 Officers to be supplied with Act**

The Shire of Northam is to provide each brigade member with access to a copy of the Act, the Regulations, the Manual and any other written laws that may be relevant to the performance of a brigade member's functions, and any amendments that are made thereto from time-to-time.

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*Division 2 – Chief Bush Fire Control Officer*

**3.3 Role of Chief Bush Fire Control Officer**

Subject to any directions by the Shire of Northam, the CBFCO has responsibility for the general co-ordination of normal brigade activities carried out by members of bush fire brigades established by the Shire of Northam.

**3.4 Chief Bush Fire Control Officer may attend meetings**

The CBFCO or his or her nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the Shire of Northam at any meeting of a bush fire brigade.

**3.5 Duties of Chief Bush Fire Control Officer**

The duties of the CBFCO include –

- a) provide leadership to volunteer bush fire brigades;
- b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the Council;
- c) liaise with the Shire of Northam concerning fire prevention / suppression matters generally and directions to be issued by the Shire of Northam to bush fire control officers (including those who issue permits to burn), bush fire brigades or brigade officers; and
- d) ensure that lists of brigade members are maintained.

*Division 3 – Annual general meetings of bush fire brigades*

**3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting before the month of May each year.

**3.7 Nomination of brigade representatives to the Bush Fire Advisory Committee**

At the annual general meeting of a bush fire brigade, one senior brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the brigade representative for the brigade area; and another brigade member is to be nominated to serve as a proxy representative in the event that the brigade representative is not able to attend a Bush Fire Advisory Committee meeting.

**3.8 Nomination of bush fire control officers to the Bush Fire Advisory Committee**

At the annual general meeting of a bush fire brigade, brigade members are to be nominated to the Bush Fire Advisory Committee to serve as bush fire control officers for the brigade area.

**3.9 Minutes to be tabled before the Bush Fire Advisory Committee**

1. The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the CBFCO within one month after the meeting.
2. The CBFCO is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the Bush Fire Advisory Committee.

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*Division 4 – Bush Fire Advisory Committee*

**3.10 Functions of the Bush Fire Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the Shire of Northam.

**3.11 Bush Fire Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the Shire of Northam, the Bush Fire Advisory Committee is to nominate to the Council from the persons nominated by each bush fire brigade, persons for the position of a bush fire control officer(s) for each brigade area.

**3.12 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the Council is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

**3.13 Bush Fire Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the Council on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

**PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

**4.1 Types of membership of bush fire brigades**

The membership of a bush fire brigade may consist of all or some of the following –

- a) fire fighting members;
- b) auxiliary members;
- c) cadet members; and
- d) honorary life members.

**4.2 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal brigade activities.

**4.3 Auxiliary members**

Auxiliary members are those persons being at least 16 years of age who provide varied support to the brigades.

**4.4 Cadet members**

Cadet members are –

- a) to be aged 11 to 15 years;
- b) to be admitted to membership only with the consent of their parent or guardian;
- c) to be supervised by a fire fighting member when undertaking normal brigade activities;
- d) ineligible to vote at bush fire brigade meetings; and
- e) ineligible to stand for election to an office of the brigade.

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**4.5 Honorary life members**

The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.

**PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

**5.1 Rules for bush fire brigades**

The appointment, dismissal and management of brigade members by the bush fire brigade are determined in accordance with the Rules.

**PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

**6.1 Policies of local government**

The Shire of Northam may make policies under which it

- a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- b) keeps bush fire brigades informed of opportunities for funding from other bodies.

**6.2 Equipment in brigade area**

Not later than 31 March in each year, the bush fire brigade is to report to the Shire of Northam on the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

**6.3 Funding from local government budget**

A request to the Shire of Northam from the bush fire brigade for funding of protective clothing, equipment or appliances needs is to be received by the Shire of Northam by 31 March in order to be considered in the next following Shire of Northam budget, and is to be accompanied by the last years financial statement and a current statement of assets and liabilities of the bush fire brigade.

**6.4 Consideration in the local government budget**

The Shire of Northam may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

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**FIRST SCHEDULE**

**RULES FOR THE OPERATION OF BUSH FIRE BRIGADES**

**PART 1 - PRELIMINARY**

**1.1 Interpretation**

1. In these Rules, unless the context otherwise requires, where a term is used in these Rules and any defined in the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in that Act or the Regulations, as the case may be.
2. In these Rules, unless the context otherwise requires –  
“Committee” means the Committee of the bush fire brigade.
3. Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
4. Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

**PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE**

**2.1 Objects of bush fire brigade**

The objects of the bush fire brigade are to carry out –

- a) the normal brigade activities; and
- b) the functions of the bush fire brigade that are specified in the Act, the Regulations and this Manual.

**2.2 Committee to determine applications**

Applications for membership are to be determined by the Committee.

**2.3 Conditions of membership**

In relation to any type of membership, as described in Part 4 of the Manual, the bush fire brigade may establish policies pertaining to –

- a) the qualifications required;
- b) a requirement to serve a probationary period; and
- c) procedures to be employed by the Committee prior to approval of an application for membership.

The Committee is to act within the parameters of any such policy in determining applications for membership.

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**2.4 Applications for membership**

1. A new member is to complete a DFES volunteer nomination form and accept the conditions for membership.
2. Volunteer nomination forms are to be forwarded to the Captain.

**2.5 Decision on application for membership**

1. A minimum of two brigade officers, including the Captain, should decide whether to recommend the application to the CBFCCO.
2. The brigade officers considering the application may –
  - (a) recommend an application for membership unconditionally or subject to any conditions; or
  - (b) refuse to recommend an application for membership.
3. If an application for membership is refused, as soon as practicable after the decision is made, the Captain is to give written reasons for the refusal to the applicant and the advice that the applicant has the right to object to the Shire of Northam.
4. The CBFCCO considering the application may –
  - (a) approve an application for membership in accordance with the brigade recommendation;
  - (b) return an application for membership to the Captain for further consideration of any conditions that were /were not recommended by the brigade;or
  - (c) refuse to approve an application for membership.
5. If an application for membership is refused by the CBFCCO, as soon as practicable after the decision is made, he / she is to give written reasons for the refusal to the applicant and the advice that the applicant has the right to object to the Shire of Northam.

**2.6 DFES to be notified of registrations**

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department of Fire and Emergency Services within 14 days of a person being admitted to membership in the form required by the Department from time-to-time.

**2.7 Dual membership**

1. A member may be a member of another Shire of Northam bush fire brigade,
2. A member may not be a member of another brigade within the Shire of Northam unless they have the written permission of the CBFCCO. This permission may be conditional.

**2.8 Conditions of membership**

1. The conditions of membership shall refer to—
  - a) fire fighters;
  - b) auxiliary members;
  - c) cadets; and
  - d) honorary life members.
2. As a condition of membership, all members must comply with legislation that is relevant to their duties as a volunteer fire fighter.
3. Members must act in accordance with this Manual; relevant codes of conduct, policies and guidelines issued by the Shire of Northam; and the policies of their local brigade.

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4. Members must maintain the competency requirements that are relevant to their duties as a volunteer fire fighter.
5. Members who drive in the course of their duties as a volunteer fire fighter must maintain currency of the appropriate licenses to be able to operate brigade vehicles. Any traffic offence that results in a suspension or loss of licence must be reported to the CBFCA.

**2.9 Termination of membership**

1. Membership of the bush fire brigade terminates if the member –
  - a) dies;
  - b) gives written notice of resignation to the Secretary;
  - c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
  - d) is dismissed by the Committee; or
  - e) ceases to be a member or is taken to have resigned under subclause (1)(b).

**2.10 Suspension of membership**

1. Membership of the bush fire brigade member may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
2. The period of suspension shall be at the discretion of the Committee.
3. Upon the expiry of the period of suspension the Committee may:
  - a) extend the period of suspension;
  - b) terminate the membership; or
  - c) reinstate the membership.

**2.11 Existing liabilities to continue**

The resignation, or dismissal of a brigade member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

**2.12 Member has right of defence**

A brigade member is not to be dismissed under clause 2.9(1)(d) without being given the opportunity to meet with the Committee and answer any charges that might give grounds for dismissal.

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**2.13 Objection rights**

A person whose –

- a) application for membership is refused under clause 2.5(1)(b);
- b) membership is terminated under clause 2.9(1)(c), clause 2.9(1)(d), clause 2.9(1)(e), or clause 2.10(3)(b); or
- c) membership is suspended under clause 2.10(1);

has the right of objection to the Shire of Northam which may dispose of the objection by –

- a) dismissing the objection;
- b) varying the decision objected to; or
- c) revoking the decision objected to, with or without substituting for it another decision, or referring the matter, with or without directions, for another decision by the Committee.

**PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

**3.1 Chain of command during fire fighting activities**

1. Members of a bush fire brigade who take supreme control and charge of all operations at a fire that is burning within the Shire of Northam, must act in accordance with the powers and level of authority set out in Section 44 of the Act.
2. Where a bush fire control officer is present at a fire which is burning within the Shire of Northam and the members of a bush fire brigade have command of the fire under the Act, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.
3. Where a bush fire brigade is present at a fire that is burning within the Shire of Northam, if a bush fire control officer is not present, the Captain, or in his absence the next senior officer of the brigade, or in the absence of the Captain and all other officers of that brigade, any other member of the brigade can take charge of all operations until a bush fire control officer is in attendance.

**3.2 Captain**

1. Subject to subclause (2) below, the Captain is to preside at all meetings.
2. In the absence of the Captain, the meeting may elect another person to preside at the meeting.

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**3.3 Secretary**

1. The Secretary is to –
  - a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
  - b) answer all correspondence or direct it appropriately, and keep a record of the same;
  - c) prepare and send out all necessary notices of meetings;
  - d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
  - e) complete and forward an incident report form in the form required by the Department to the CBFCO and the Department within 14 days after attendance by the bush fire brigade at an incident.
  - f) maintain a register of all current brigade members that includes each brigade member's contact details and type of membership.
  - g) provide no later than 31 May in each year, a report to the CBFCO detailing the name, contact details and type of membership of each brigade member.
2. Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(c) within 14 days after the last day of attendance.

**3.4 Treasurer**

The Treasurer is to –

- a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- b) pay accounts as authorized by the Committee;
- c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- d) be the custodian of all monies of the bush fire brigade; and
- e) report on the financial position at meetings of the bush fire brigade or Committee.

**3.5 Equipment Officer**

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the Shire of Northam to the bush fire brigade (or of the bush fire brigade).

**3.6 Storage of equipment**

1. The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
2. If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

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**3.7 Equipment Officer to report**

The Equipment Officer is to provide, no later than 31 May of each year, a report to the Captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

**PART 4 – COMMITTEE**

**4.1 Management of bush fire brigade**

1. Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
2. Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - a) to recommend to the Bush Fire Advisory Committee amendments to these Rules;
  - b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
  - c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - d) to recommend to the Shire of Northam equipment which needs to be supplied by the Shire of Northam to the bush fire brigade;
  - e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform normal brigade activities;
  - f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
  - g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - h) deal with membership applications, grievances, disputes and disciplinary matters.

**4.2 Constitution of committee**

1. The Committee of the bush fire brigade may consist of the brigade officers as set out in clause 2.2 (1)(c).
2. The brigade officers are to –
  - a) be elected at the annual general meeting of the bush fire brigade;
  - b) hold office until the next annual general meeting; and
  - c) be eligible for re-election at the next annual general meeting.
3. Any brigade officer may be removed from office by a simple majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
4. The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

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**PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

**5.1 Ordinary meetings**

1. Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the CBFCCO, for the purpose of –
  - a) organising and checking equipment;
  - b) requisitioning new or replacement equipment;
  - c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - d) establishing new procedures in respect of any of the normal brigade activities; and
  - e) dealing with any general business.
2. In a notice given under subclause (1), the Secretary is to specify the business that is to be conducted at the meeting.
3. Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

**5.2 Special meetings**

1. The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
2. At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the CBFCCO.
3. In a notice given under subclause (2) the Secretary is to specify the business that is to be conducted at the meeting.
4. No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

**5.3 Annual general meeting**

1. At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the CBFCCO.
2. At the annual general meeting the bush fire brigade is to –
  - a) elect the brigade officers from among the brigade members;
  - b) consider the Captain's report on the year's activities;
  - c) adopt the annual financial statements;
  - d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
  - e) deal with any general business.
3. In a notice given under subclause (1), the Secretary is to specify the business that is to be conducted at the meeting.
4. Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

**5.4 Quorum**

1. Except for Committee meetings, the quorum for a meeting of the brigade is not less than 7 members in total, including at least 50% of the brigade's officers (whether present at the meeting or not).
2. No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

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**5.5 Voting**

Each brigade member is to have one vote; however in the event of an equality of votes, the Captain (or person presiding) is to cast a second vote.

**5.6 Nomination of candidates for brigade elections**

1. Any person accepting a nomination for a Committee position must be competent and qualified to perform the duties and responsibilities of that position.
2. A person can only be nominated by a brigade member.
3. A nomination must be endorsed by a second brigade member
4. Each member is only entitled to nominate one (1) person per position.
5. A nomination may be made in writing to be received by the Committee before the official close of nominations; or verbally at a general meeting of the brigade.
6. Nominees must sign or indicate acceptance of nomination.
7. Nominees for brigade officer positions must accept all requirements imposed by the brigade or legislation.
8. The Committee will assist and mentor new brigade officers in their new roles.
9. The CBFCO or a proxy may act in the position as returning officer during the election of office bearers at the AGM if requested by the brigade.

**5.7 Conduct of elections**

Positions should be determined by vote in the ascending order of preference -

Order	Officer	Term
1	President	1 year
2	Secretary	1 year
3	Treasurer	1 year
4	Brigade Captain	1 year
5	Lieutenants	1 year
6	Equipment officer(s)	1 year
7	FCO nominations only	1 year
8	CBFCO nominations only	1 year
9	Deputy CBFCO nominations only for the Eastern and Western regions of the Shire of Northam region	1 year
10	Other	1 year

The Bush Fire Advisory Committee will consider all nominations for the positions of Fire Control Officers based on the delegates nominated by the brigades and refer those nominations to the Council for approval.

**5.8 Auditor – Secretary / Treasurer**

The financial accounts of the brigade shall be presented at the annual general meeting by the Treasurer or Secretary / Treasurer, as the case may be.

The brigade may elect to have an independent Auditor appointed. If so then;

1. At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.

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2. The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

**PART 6 – MEETINGS OF COMMITTEE**

**6.1 Meetings of committee**

1. The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
2. The Captain or Secretary may convene a meeting of the Committee at any time.

**6.2 Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

**6.3 Voting**

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

**PART 7 – GENERAL ADMINISTRATION MATTERS**

**7.1 Funds**

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

**7.2 Financial year**

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

**7.3 Banking**

1. The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
2. If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

**7.3 Disclosure of Interests**

1. A brigade member must disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
2. If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.

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3. Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

**7.5 Disagreements**

1. Any disagreement between brigade members may be referred to either the Captain or to the Committee.
2. Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
3. The Council is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

**PART 8 – NOTICES AND PROXIES**

**8.1 Notices**

1. Notices of meetings of the bush fire brigade are to be in writing and sent by email or ordinary post to the registered email address or postal address of each brigade member.
2. Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by a simple majority) at a meeting of the Committee.
3. Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
4. Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
  - a) in writing;
  - b) unless otherwise specified, given to or by the Secretary;
  - c) given by personal delivery, email, post, or facsimile transmission;
  - d) taken to have been received, as the case may be, at the time of personal delivery or facsimile transmission, or 2 business days after emailing or posting.

**8.2 Proxies**

1. Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
2. A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
3. A proxy shall be valid for the number of votes to which the brigade member is entitled.
4. If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
5. A proxy shall be entitled to speak on behalf of the donor of the proxy.
6. All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
7. The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

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**“PROXY”**

[INSERT NAME] BUSH FIRE BRIGADE

[ANNUAL] [EXTRAORDINARY] GENERAL MEETING  
TO BE HELD ON [DATE]

I, \_\_\_\_\_,

Being a brigade member appoint \_\_\_\_\_

to be my proxy and vote on my behalf at the meeting of  
the bush fire brigade to be held on [insert date] and at any  
adjournment of it. The proxy shall vote as follows:

MOTION      FOR AGAINST ABSTAIN

1. ....

2. ....

If there is no instruction to the proxy as to the way to  
vote, the proxy shall exercise his or her discretion as to  
how to vote or whether to vote at all. In respect of any  
vote taken at the meeting on a matter that does not appear  
on the agenda, the proxy shall exercise his or her  
discretion as to the way he or she casts the vote or  
whether it is cast at all.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and  
returned to the Secretary of the bush fire brigade (or the  
presiding member) prior to the commencement of the  
meeting for which the proxy is valid.

Dated this      day of                      20 . . .

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**6.4 CREATION OF NEW BUSH FIRE BRIGADES**

Name of Applicant:	Bush Fire Advisory Committee Subcommittee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Garry Shepherdson, David Russell, BFAC Members
Officer Interest:	Nil.
Policy:	Nil.
Voting:	Simple Majority

**PURPOSE**

Preparedness for bush fires to ensure that the shires needs are met by preplanning for ongoing and future develop around the townships of Wundowie and Northam.

**BACKGROUND**

Council resolved at its meeting held on 16<sup>th</sup> March 2016 the following –

*That Council create a subcommittee to undertake a review of the existing and future structure of the Bush Fire Brigades as indicated within this report and requests that a further report be presented to BFAC with the findings of the review. The subcommittee is to consist of the following members;*

- Daniel Hendriksen;
- Ulo Rumjantsev;
- Greg Montgomery; and
- Rob Herzer.

The sub-committee has met and have made a number of recommendations in order to progress the review.

**STATUTORY REQUIREMENTS**

Nil.

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

Objective C2: Provide services and processes to enhance public safety

Strategy C2.1: Provide community services to uphold public safety standards

Strategy C2.2: Support provision of emergency services

Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

**BUDGET IMPLICATIONS**

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At this stage minimal expense is anticipated until such time as a formal position has been established.

**SUB-COMMITTEE COMMENT**

It is inevitable given the current and future development occurring within the western sector of the Shire that a review of the brigade within the Shire will be required. Also the concept of potentially creating additional brigades that may increase volunteer numbers is worthy of further investigations.

Local Brigades are coming under increasing pressure due to the lack of volunteers who are able to crew fire trucks particularly the heavier units that require drivers who have heavy vehicles licences. The factors around the diminishing volunteer base are well known and include a changing demographic, fly in-out / ageing population and generally a reluctance for people to volunteer.

The subcommittee has sent out correspondence to Northam SES, Northam VFRS and Wundowie VFRS giving them the opportunity to consider the option of dual registry. None of the brigades or units were interested in exploring this option. This is not being recommended for further investigation. The Committee also investigated the option of increasing the capacity of Bakers Hill/Clackline Muresk to undertake structural fire fighting can only be made by DFES.

The subcommittee would like to recommend the following actions to BFAC;

- Stage 1: That Northam Central Bush Fire Brigade and the Wundowie Bush Fire Brigade be created (At this stage in name only)
- Stage 2: Form a subcommittee to undertake further research and create a strategic plan on establishing these brigades to an operational level.

**OFFICER COMMENT**

In staff's opinion the proposed recommendation for the creation of two new Bush Fire Brigades requires additional research and investigations prior to being presented to Council for endorsement. It appears that the creation of the Wundowie Brigade is in response to the ongoing development in the western sector of the Shire and would be more of a risk to resource review in terms of how best to respond to current and future incidents in the area.

It appears that the Northam Brigade is primarily based on attracting new volunteer firefighters. In order to prove that the creation of the Northam brigade will meet this objective staff believe that further investigation into how this can be achieved would be required. This further information could include an assessment of the options for requirements for appliances, facilities and location for any new brigade. The concern that staff have is with respect to providing justification or evidence that how the creation of a new brigade will increase membership prior to presenting the full proposal to both Council and DFES. It is recommended that this additional work be completed and

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reported back through BFAC prior to Council making a formal determination on the creation of the two Brigades.

**OFFICER RECOMMENDATION**

That it be recommended to Council that it;

1. Notes the contents of this report and the proposed subcommittee recommendation; and
2. Request the Chief Executive Officer to prepare a detailed Feasibility Report on the proposed creation of both the Northam Central Bush Fire Brigade and Wundowie Bush Fire Brigade. The report is to be submitted to the BFAC prior to further consideration by Council.

**SUBCOMMITTEE RECOMMENDATION / COMMITTEE DECISION**

Minute No: BFAC.131

Moved: Cr Terry Little

Seconded: Cr Ulo Rumjantsev

That it be recommended to Council that it;

1. Endorse the creation of the Northam Central Bush Fire Brigade.
2. Endorse the creation of the Wundowie Bush Fire Brigade.
3. Forms a BFAC subcommittee to create a strategic plan to establish each brigade and bring them to an operational level.

**CARRIED 9/0**

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**6.5 CREATION OF NORTHAM CENTRAL BRIGADE**

Name of Applicant:	Bush Fire Advisory Committee Subcommittee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	David Russell, Daniel Hendriksen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	Simple Majority

**PURPOSE**

Preparedness for bush fires to ensure that the Shires needs are met by preplanning for ongoing and future develop around the township of Northam.

**BACKGROUND**

Council resolved at is meeting held on 26<sup>th</sup> March 2016 the following –

*That Council forms a subcommittee of BFAC, consisting of Daniel Hendriksen as the Shire representative and David Russell as the BFAC representative, to investigate and report on the prospect of establishing a Central Heavy Fast Reaction Bush Fire Brigade.*

Following this resolution the Subcommittee has met and is making a number of recommendations as included within this report.

**STATUTORY REQUIREMENTS**

Nil.

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

Objective C2: Provide services and processes to enhance public safety

Strategy C2.1: Provide community services to uphold public safety standards

Strategy C2.2: Support provision of emergency services

Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

**BUDGET IMPLICATIONS**

At this stage minimal expense is anticipated until such time as a formal position has been established.

**WORKING GROUP COMMENT**

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Local Brigades are coming under increasing pressure due to the lack of volunteers who are able to crew fire trucks particularly the heavier units that require drivers who have heavy vehicles licences. The factors around the diminishing volunteer base are well known and include a changing demographic, fly in-out / ageing population and generally a reluctance for people to volunteer.

It is recommended by the subcommittee that Northam Central Bush Fire Brigade be created and the rear of the council depot could be a possible location for a Bushfire Brigade Emergency Centre similar to Mundaring's Co-Location Centre or Toodyay Central fire station. The Depot location is considered optimal as it is in an industrial area where brigade operations will not affect neighbours.

It is further recommended that Council formally approach DFES with a recommendation to allocate funding for the building from the emergency service levy.

**OFFICERS COMMENTS**

Please refer to comments in previous item.

**SUBCOMMITTEE RECOMMENDATION**

**That it be recommended to Council that it;**

- 1. Endorse the creation of the Northam Central Bush Fire Brigade.**
- 2. Allocate a portion of land for an Emergency Service Centre.**
- 3. Approach DFES with proposal.**

**OFFICER RECOMMENDATION**

**That it be recommended to Council that it;**

- 1. Notes the contents of this report and the proposed subcommittee recommendation; and**
- 2. Request the Chief Executive Officer to prepare a detailed Feasibility Report on the proposed creation of both the Northam Central Bush Fire Brigade and Wundowie Bush Fire Brigade. The report is to be submitted to the BFAC prior to further consideration by Council.**

**COMMITTEE DECISION**

**Minute No: BFAC.132**

**Moved: Cr Terry Little**  
**Seconded: Cr Ulo Rumjantsev**

**That it be recommended to Council to merge the Subcommittee of BFAC with the existing subcommittee established for the creation of the new brigades.**

**CARRIED 9/0**

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Note: The Committee indicated that as the previous items recommending the creation of the brigades that a further resolution was not required.

Greg Montgomery returned to the Council Chambers at 6.43pm.

**6.6 FIREBREAK ORDER 2016/17**

Name of Applicant:	Bush Fire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	Nil.

**PURPOSE**

The Purpose of the Fire Break Notice is to provide the community with a set of guidelines that we as a council believe is required to reduce the risk of a Bush Fire on life and property.

**BACKGROUND**

These changes will bring The Shire of Northam Fire Break Notice into line with current practices and guidelines.

As with previous years, BFAC have been provided the opportunity to comment of the Shire of Northam Fire Break Order. A copy of the proposed Firebreak Order is attached to the Agenda.

**STATUTORY REQUIREMENTS**

Council are Responsible for the development and enforcement of Firebreak requirements in accordance with Section 33 of the *Bush Fires Act 1954* -

**33. *Local government may require occupier of land to plough or clear fire-break***

- (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things -

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- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;
- (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire, and the notice may require the owner or occupier to do so
- (c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
- (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

Objective C2:	Provide services and processes to enhance public safety
Strategy C2.1:	Provide community services to uphold public safety standards
Strategy C2.2:	Support provision of emergency services
Strategy C2.3:	Provide, monitor and improve adequate Bush Fire Protection provisions.

**OFFICER'S COMMENT**

As with previous years the BFAC is provided with an opportunity to provide feedback. The Firebreak Notice is first and foremost a Council document written to reduce fire risk in the area and to support the council officers that enforce it.

Attached is a copy of the 2016 / 2017 Firebreak Notice, which requires to be amended to align with the "Planning for Bush Fire Protection" document and to synchronise with the majority of local shires. Specifically the amendments to the firebreak are included as below:

- Firebreak widths are amended to 3 metres in width (currently only 2 metres in properties over 5Ha);
- Building protection zone of 20 metres (currently 20m low fuel area);

It is recognised that brigades utilise firebreaks in many areas as access for appliances and an overhead clearance of the current firebreaks is needed to ensure that appliance damage is minimised and fire-fighter safety is enhanced.

This notice allows Council staff further provisions to reduce the risk of fire, especially in the west end where the threat is higher.

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**RECOMMENDATION**

That it be recommended to Council that it endorse the 2016/17 Fire Break Order as attached.

**COMMITTEE DECISION**

Minute No: BFAC.133

Moved: Angus Cooke

Seconded: Steve Gray

That it be recommended to Council that it endorse the 2016/17 Fire Break Order subject to the following amendments as presented in Attachment 2 of this report;

- Section 1 – Rename to include land between 1 hectare to 10 hectares;
- Section 1 - Remove point 7 relating to divisional breaks;
- Section 2 – Rename to include land less than 1 hectare;
- Add a new section after point 2 for 'Land over 10 hectares to only require 2 metre firebreaks; and
- Section 4 – Remove point 6 relating to divisional breaks.

**CARRIED 9/1**

Cr Ulo Rumjantsev voted against the motion.

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**ATTACHMENT 1 – 2016/17 FIREBREAK ORDER**

**BUSH FIRES ACT 1954**

Firebreak and Fuel Load Notice

*Shire of Northam*

Pursuant to the powers contained in Section 33 of the *Bush Fires Act 1954* (as amended), notice is hereby given to all owners and occupiers of land within the Shire of Northam adopted the following requirements as a measure to assist in the control of bush fires, or preventing the spread or extension of a bush fire which may occur within the Shire.

All owners and/or occupiers of land within the Shire of Northam are required to carry out fire prevention work in accordance with this notice by 1 November each calendar year and maintained until 30 April the following calendar year, or within 14 days of becoming an owner or occupier of land if after that date, to comply with the requirements set out in this notice.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDER MAY RESULT WITH THE ISSUE OF AN INFRINGEMENT NOTICE PENALTY \$250.00 OR PROSECUTION IN A COURT OF LAW WITH A MAXIMUM PENALTY OF \$5,000 AND BE LIABLE WHETHER PROSECUTED OR NOT TO PAY THE COSTS OF PERFORMING THE WORK DIRECTED BY THE NOTICE.

**LAND CATEGORIES**

**1. Land with a building on it with an area greater than 10,000m<sup>2</sup>**

- Maintain a Building Protection Zone in line with the requirements of Section 3 of this notice.
- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres.
- On pastoral land grass must be maintained on the land to a height no greater than 10cm for a distance of 10m from any firebreak.
- Prune trees and shrubs, and remove dead flammable material around all structures
- Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.
- Land with an area greater than 80,000m<sup>2</sup> with a fuel loading of greater than 3 tonnes per hectare of natural bush requires a bare earth firebreak three (3) metres wide and a minimum of four (4) metres in height to divide the property into parcels with an area less than 80,000m<sup>2</sup> in size for each parcel.

**2. Land with a building on it with area less than 10,000m<sup>2</sup>**

- Maintain a Building Protection Zone in line with the requirements of Section 3 of this notice.
- Maintain all grass on the land to a height no greater than 10cm
- Ensure no tree crowns overhang a building
- Prune trees and shrubs, and remove dead flammable material within 1.5 metres around all buildings
- Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter
- Clear any obstructions (overhanging branches of trees) which may impede the travel of firefighting personnel and fire appliances.
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land

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**3. Building Protection Zones**

The Building Protection Zone for habitable buildings and related structures, as defined within this Notice, must meet the following requirements, unless varied under an approved 'Alternative Fire Management Arrangement' as defined within this Notice, and applies only within the boundaries of the lot on which the habitable building is situated

- Building Protection Zones for habitable buildings must extend a minimum of 20 metres out from any external walls of the building, attached structures, or adjacent structures within 6 metres of the habitable building.
- On sloping ground the Building Protection Zone distance shall increase at least 1 metre for every degree in slope on the sides of the habitable building that are exposed to down slope natural vegetation.
- Building Protection Zones must consist of non-flammable managed vegetation, reticulated lawns and gardens and other non-flammable features.
- All grass in Building Protection Zones must be maintained to or under 5cm in height.
- Fuel loads within Building Protection Zones must be maintained at 2 tonnes per hectare or lower.
- The crowns of trees must be separated to create a clear separation distance between adjoining or nearby tree crowns. The separation distance between tree crowns is not required to exceed 10 metres.
- A small group of trees within close proximity to one another may be treated as one crown provided the combined crowns do not exceed the area of a large or mature crown size for that species.
- Trees are to be low pruned (or under pruned) to at least a height of 2 metres from ground.
- No tree, or shrub over 2 metres high are to be within 2 metres of a habitable building.
- Trees and shrubs over 2 metres high must not be planted in groups close to the habitable building and there must be a gap of at least 3 times the height (at maturity) of the shrub away from the habitable building.
- There must be no tree crowns or branches hanging over habitable buildings.
- Paths and non-flammable features must be present immediately adjacent to the habitable building.
- Wood piles and flammable materials must be stored a safe distance from habitable buildings

**4. All vacant land**

- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres.
- If the land is an area less than 5,000m<sup>2</sup> maintain all grass on the land to a height no greater than 10cm
- If the land is an area greater than 5,000m<sup>2</sup> grass must be maintained on the land to a height no greater than 10cm for a distance of 10m from any firebreak.
- Prune trees and shrubs, and remove dead flammable material
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.
- Land with an area greater than 80,000m<sup>2</sup> with a fuel loading of greater than 3 tonnes per hectare of natural bush requires a bare earth firebreak three (3) metres wide and a minimum of four (4) metres in height to divide the property into parcels with an area less than 80,000m<sup>2</sup> in size for each parcel.

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**5. Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.**

- Remove all flammable matter within 10 metres of Fuel Depot and Storage Areas of where fuel drums whether containing fuel or not, fuel ramps or fuel dumps are located, Haystacks, Chaff Dumps, Stockpiled Flammable Materials, Stationary Machinery are stored.
- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres immediately adjacent to Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.

**6. Bushfire or Emergency Management Plans  
(Compliance is required throughout the year, every year)**

- All properties with a Bush Fire, Fire or Emergency Management Plan shall comply with the plan in its entirety.
- Any requirements identified in a Bush Fire, Fire or Emergency Management Plan are in addition to the requirements of this notice.

**7. Application to vary the Firebreak Requirements with Alternative Arrangements**

If it is considered impracticable for any reason whatsoever to implement any of the requirements of this Notice, you may apply in writing to the Shire of Northam by no later than the 7th October each year for permission to implement alternative measures. If permission is not granted in writing you must comply with the requirements of this notice.

**8. The Burning of Garden Refuse**

Pursuant to the powers contained in section 24G (2) of the *Bush Fires Act 1954*, the Shire of Northam prohibits the burning of all garden refuse within its district during the Prohibited Burning Times. This prohibition applies to all persons within the Shire's district.

- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited absolutely on all land within the district during the Prohibited Burning Time.
- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited on all land under 2000m<sup>2</sup> (square metres) in size during the Restricted Burning Time, without a Fire Permit issued under Regulation 15 of the *Bush Fires Act 1954*.
- During the Restricted Burning Time, residents of the Shire may burn the bush for fire mitigation purposes by following the conditions of a valid permit to burn.
- During the Restricted Burning Time, residents on land that is greater than 2,000m<sup>2</sup> in area it is permissible to undertake the burning of garden refuse (dry leaves, small branches, off cuts, etc.) in separate piles on the ground no larger than 1.0 m<sup>3</sup> between the hours of 18:00 (6pm) and 23:00 (11pm) by complying with all the conditions of section 24F (3) in the *Bush Fires Act 1954*.

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**9. Restricted and Prohibited Burning times**

- The "Prohibited Burning Time" means the 1 November each calendar year through until 21 February the following calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).
- The "Restricted Burning Time" means the 19 September through until 31 October and the 22 February through until 5 April each calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).

**10. Permits to burn**

Means a "Permit to Burn the Bush" as issued by an Authorised Officer under section 18 of the *Bush Fires Act 1954*.

- Applications for Permits are available from the Shire of Northam at no cost.
- You must comply with all conditions imposed by the Shire or an Authorised Officer in respect of any Permit issued by the Shire.
- Permits will not be valid on days of "very high", "severe", "extreme" or "catastrophic" fire danger.
- Permits may also be revoked if in the opinion of an authorised officer the conditions are not deemed suitable for prescribed burns.

**11. Harvest, Movement of Vehicles and Hot Works Bans**

All landowners, occupiers and contractors within the Shire are required to comply with these bans under the provisions of the *Bush Fires Act*.

A ban on harvesting, the movement of vehicles in paddocks (except for essential watering of stock) and certain activities in open areas can be imposed during the Restricted or Prohibited burning period when the weather conditions are or are forecast to be very high or above fire danger.

A harvest ban requires the cessation of all harvesting operations within the Shire of Northam. A vehicle movement ban does not permit the movement of vehicles on properties within the Shire of Northam except for the essential watering of stock in a diesel powered vehicle. A hot works ban is defined as a ban on the outdoor use of all welding, grinding and abrasive tools on properties within the Shire of Northam. Exemptions in accordance with Council Policy may be available. Further information is available by contacting Shire of Northam (08) 9622 6100.

A Harvest and Movement Ban will be advertised where possible on ABC Radio 531AM, Radio West 864 AM and the Shire of Northam Website. Ban updates can be obtained 24 / 7 from the Harvest Ban Phone Line on (08) 9621 1120 or via a free SMS service which is available upon request from the Shire of Northam (08) 9622 6100

**12. Additional Works**

In addition to the requirements noted above, regardless of land size and location, the Shire of Northam or its duly authorised officer may require you to undertake additional works on your property to improve access and or undertake further hazard removal and/or reduction works, where in the opinion of that authorised officer, it is to be necessary to prevent the outbreak and/or the spread of a bush fire.

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Take notice that pursuant to Section 33(4) of the *Bush Fires Act 1954*, where the owner and/or occupier of land fails or neglects to comply with the requisitions of this Notice within the times specified, the Shire of Northam may by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of this Notice which have not been complied with and pursuant to Section 33(5) of the *Bush Fires Act 1954*, the amount of any costs and expenses incurred may be recovered from you as the owner and or occupier of the land.

If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the *Bush Fires Act 1954*.

The Penalty for failing to comply with this Notice is a fine not exceeding \$5000 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this Notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

**DEFINITIONS**

**Act**

Means *Bush Fires Act 1954* (as amended).

**Authorised Officer**

Means an officer appointed as a Fire Control Officer.

**Building Protection Zone**

Means the area within a distance of 20 metres from a dwelling (As defined in the Residential Design Codes of WA and in AS 3959) that has a reduced bush fire fuel load, measured from the external walls within the boundaries of the lot on which the dwelling is situated.

**Firebreak**

Means a strip or area of trafficable ground, which is at least three (3) metres wide with a minimum height of four (4) metres; which is kept and maintained totally clear of all inflammable matter. Any living or dead trees, scrub or any other material encroaching within the minimum height of the firebreak must be pruned or removed. In Pastoral areas it is considered acceptable if a vehicle can travel through crop area with in 10m of the firebreak to traverse around low branches or limbs.

**Fire Management Plan**

Means a bushfire management plan, emergency management plan or an approved Bushfire attack level (BAL) assessment that has been developed and approved by the Shire of Kalamunda to reduce and mitigate fire hazards as part of a Town Planning Scheme, subdivision approval, development approval or a building permit.

**Habitable Buildings**

Means a dwelling, workplace, place of gathering or assembly, a building used for the storage or display of goods or produce for sale by wholesale in accordance with classes 1-9 of the Building Code of Australia. The term habitable building includes attached and adjacent structures like garages, carports, verandahs or similar roofed structures that are attached to, or within 6 metres of, the dwelling or primary building.

**Flammable Matter**

Means any dead or dry grass, vegetation, substance, object, thing or material that may catch fire and burn.

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**GENERAL ADVICE**

This notice gives the minimum requirements for fire control within the Shire of Northam and all residents and ratepayers are encouraged to be "Bushfire Ready" by undertake additional fire protection measures, creating a household "Bushfire Survival Plan" to ensure the safety of property and life. Further additional information to that contained in this notice can be obtained from the Are You Bushfire Ready website [www.areyouready.wa.gov.au](http://www.areyouready.wa.gov.au) or from the Shire of Northam website [www.northam.wa.gov.au](http://www.northam.wa.gov.au)

By order of the Council,

JASON WHITEAKER, Chief Executive Officer

UNCONFIRMED

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**ATTACHMENT 2 – REVISED**

**BUSH FIRES ACT 1954**

Firebreak and Fuel Load Notice

*Shire of Northam*

Pursuant to the powers contained in Section 33 of the *Bush Fires Act 1954* (as amended), notice is hereby given to all owners and occupiers of land within the Shire of Northam adopted the following requirements as a measure to assist in the control of bush fires, or preventing the spread or extension of a bush fire which may occur within the Shire.

All owners and/or occupiers of land within the Shire of Northam are required to carry out fire prevention work in accordance with this notice by 1 November each calendar year and maintained until 30 April the following calendar year, or within 14 days of becoming an owner or occupier of land if after that date, to comply with the requirements set out in this notice.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDER MAY RESULT WITH THE ISSUE OF AN INFRINGEMENT NOTICE PENALTY \$250.00 OR PROSECUTION IN A COURT OF LAW WITH A MAXIMUM PENALTY OF \$5,000 AND BE LIABLE WHETHER PROSECUTED OR NOT TO PAY THE COSTS OF PERFORMING THE WORK DIRECTED BY THE NOTICE.

**LAND CATEGORIES**

**1. Land with area less than 10,000m<sup>2</sup>**

- Land with a building on it must maintain a Building Protection Zone in line with the requirements of Section 3 of this notice.
- Maintain all grass on the land to a height no greater than 10cm
- Ensure no tree crowns overhang a building
- Prune trees and shrubs, and remove dead flammable material within 1.5 metres around all buildings
- Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter
- Clear any obstructions (overhanging branches of trees) which may impede the travel of firefighting personnel and fire appliances.
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land

**2. Land with an area greater than 10,000m<sup>2</sup> and less than 100,000m<sup>2</sup>**

- Land with a building on it must maintain a Building Protection Zone in line with the requirements of Section 3 of this notice.
- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres.
- On pastoral land grass must be maintained on the land to a height no greater than 10cm for a distance of 10m from any firebreak.
- Prune trees and shrubs, and remove dead flammable material around all structures
- Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

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**3. Land with an area greater than 100,000m<sup>2</sup>**

- Land with a building on it must maintain a Building Protection Zone in line with the requirements of Section 3 of this notice.
- Install bare earth firebreaks two (2) metres wide immediately inside and along all boundaries of land in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres.
- Prune trees and shrubs, and remove dead flammable material around all structures
- Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land

**4. Building Protection Zones**

The Building Protection Zone for habitable buildings and related structures, as defined within this Notice, must meet the following requirements, unless varied under an approved 'Alternative Fire Management Arrangement' as defined within this Notice, and applies only within the boundaries of the lot on which the habitable building is situated

- Building Protection Zones for habitable buildings must extend a minimum of 20 metres out from any external walls of the building, attached structures, or adjacent structures within 6 metres of the habitable building.
- On sloping ground the Building Protection Zone distance shall increase at least 1 metre for every degree in slope on the sides of the habitable building that are exposed to down slope natural vegetation.
- Building Protection Zones must consist of non-flammable managed vegetation, reticulated lawns and gardens and other non-flammable features.
- All grass in Building Protection Zones must be maintained to or under 5cm in height.
- Fuel loads within Building Protection Zones must be maintained at 2 tonnes per hectare or lower.
- The crowns of trees must be separated to create a clear separation distance between adjoining or nearby tree crowns. The separation distance between tree crowns is not required to exceed 10 metres.
- A small group of trees within close proximity to one another may be treated as one crown provided the combined crowns do not exceed the area of a large or mature crown size for that species.
- Trees are to be low pruned (or under pruned) to at least a height of 2 metres from ground.
- No tree, or shrub over 2 metres high are to be within 2 metres of a habitable building.
- Trees and shrubs over 2 metres high must not be planted in groups close to the habitable building and there must be a gap of at least 3 times the height (at maturity) of the shrub away from the habitable building.
- There must be no tree crowns or branches hanging over habitable buildings.
- Paths and non-flammable features must be present immediately adjacent to the habitable building.
- Wood piles and flammable materials must be stored a safe distance from habitable buildings
- Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter

**5. Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.**

- Remove all flammable matter within 10 metres of Fuel Depot and Storage Areas of where fuel drums whether containing fuel or not, fuel ramps or fuel dumps are located, Haystacks, Chaff Dumps, Stockpiled Flammable Materials, Stationary Machinery are stored.

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- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres immediately adjacent to Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.

**6. Bushfire or Emergency Management Plans**  
(Compliance is required throughout the year, every year)

- All properties with a Bush Fire, Fire or Emergency Management Plan shall comply with the plan in its entirety.
- Any requirements identified in a Bush Fire, Fire or Emergency Management Plan are in addition to the requirements of this notice.

**7. Application to vary the Firebreak Requirements with Alternative Arrangements**

If it is considered impracticable for any reason whatsoever to implement any of the requirements of this Notice, you may apply in writing to the Shire of Northam by no later than the 7th October each year for permission to implement alternative measures. If permission is not granted in writing you must comply with the requirements of this notice.

**8. The Burning of Garden Refuse**

Pursuant to the powers contained in section 24G (2) of the *Bush Fires Act 1954*, the Shire of Northam prohibits the burning of all garden refuse within its district during the Prohibited Burning Times. This prohibition applies to all persons within the Shire's district.

- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited absolutely on all land within the district during the Prohibited Burning Time.
- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited on all land under 2000m<sup>2</sup> (square metres) in size during the Restricted Burning Time, without a Fire Permit issued under Regulation 15 of the *Bush Fires Act 1954*.
- During the Restricted Burning Time, residents of the Shire may burn the bush for fire mitigation purposes by following the conditions of a valid permit to burn.
- During the Restricted Burning Time, residents on land that is greater than 2,000m<sup>2</sup> in area it is permissible to undertake the burning of garden refuse (dry leaves, small branches, off cuts, etc.) in separate piles on the ground no larger than 1.0 m<sup>2</sup> between the hours of 18:00 (6pm) and 23:00 (11pm) by complying with all the conditions of section 24F (3) in the *Bush Fires Act 1954*.

**9. Restricted and Prohibited Burning times**

- The "Prohibited Burning Time" means the 1 November each calendar year through until 21 February the following calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).

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- The "Restricted Burning Time" means the 19 September through until 31 October and the 22 February through until 5 April each calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).

**10. Permits to burn**

Means a "Permit to Burn the Bush" as issued by an Authorised Officer under section 18 of the *Bush Fires Act 1954*.

- Applications for Permits are available from the Shire of Northam at no cost.
- You must comply with all conditions imposed by the Shire or an Authorised Officer in respect of any Permit issued by the Shire.
- Permits will not be valid on days of "very high", "severe", "extreme" or "catastrophic" fire danger.
- Permits may also be revoked if in the opinion of an authorised officer the conditions are not deemed suitable for prescribed burns.

**11. Harvest, Movement of Vehicles and Hot Works Bans**

All persons within the Shire are required to comply with these bans under the provisions of the Bush Fires Act.

- A Harvest Ban requires the cessation of all harvesting operations within the Shire of Northam.
- A Vehicle Movement ban does not permit the movement of vehicles on properties within the Shire of Northam except for the essential watering of stock in a diesel powered vehicle.
- A Hot Works ban is defined as a ban on the outdoor use of all welding, grinding and abrasive tools on properties within the Shire of Northam. Exemptions in accordance with Council Policy may be available. Further information is available by contacting Shire of Northam (08) 9622 6100.

A Harvest Vehicle Movement and Hot works Ban will be advertised on the Shire of Northam Website or by 24 / 7 from the Harvest Ban Phone Line on (08) 9621 1120. Where possible on ABC Radio 531AM, Radio West 864 AM and. Ban updates can be obtained or via a free SMS service which is available upon request from the Shire of Northam (08) 9622 6100

**12. Additional Works**

In addition to the requirements noted above, regardless of land size and location, the Shire of Northam or its duly authorised officer may require you to undertake additional works on your property to improve access and or undertake further hazard removal and/or reduction works, where in the opinion of that authorised officer, it is to be necessary to prevent the outbreak and/or the spread of a bush fire.

Take notice that pursuant to Section 33(4) of the *Bush Fires Act 1954*, where the owner and/or occupier of land fails or neglects to comply with the requisitions of this Notice within the times specified, the Shire of Northam may by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of this Notice which have not been complied with and pursuant to Section 33(5) of the *Bush Fires Act 1954*, the amount of any costs and expenses incurred may be recovered from you as the owner and or occupier of the land.

If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the *Bush Fires Act 1954*.

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The Penalty for failing to comply with this Notice is a fine not exceeding \$5000 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this Notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

**DEFINITIONS**

**Act**

Means *Bush Fires Act 1954* (as amended).

**Authorised Officer**

Means an officer appointed as a Fire Control Officer.

**Building Protection Zone**

Means the area within a distance of 20 metres from a dwelling (As defined in the Residential Design Codes of WA and in AS 3959) that has a reduced bush fire fuel load, measured from the external walls within the boundaries of the lot on which the dwelling is situated.

**Firebreak**

Means a strip or area of trafficable ground, which is at least three (3) metres wide with a minimum height of four (4) metres, which is kept and maintained totally clear of all inflammable matter. Any living or dead trees, scrub or any other material encroaching within the minimum height of the firebreak must be pruned or removed. In Pastoral areas it is considered acceptable if a vehicle can travel through crop area within 10m of the firebreak to traverse around low branches or limbs.

**Fire Management Plan**

Means a bushfire management plan, emergency management plan or an approved Bushfire attack level (BAL) assessment that has been developed and approved by the Shire of Kalamunda to reduce and mitigate fire hazards as part of a Town Planning Scheme, subdivision approval, development approval or a building permit.

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**Habitable Buildings**

Means a dwelling, workplace, place of gathering or assembly, a building used for the storage or display of goods or produce for sale by wholesale in accordance with classes 1-9 of the Building Code of Australia. The term habitable building includes attached and adjacent structures like garages, carports, verandahs or similar roofed structures that are attached to, or within 6 metres of, the dwelling or primary building.

**Flammable Matter**

Means any dead or dry grass, vegetation, substance, object, thing or material that may catch fire and burn.

**GENERAL ADVICE**

This notice gives the minimum requirements for fire control within the Shire of Northam and all residents and ratepayers are encouraged to be "Bushfire Ready" by undertake additional fire protection measures, creating a household "Bushfire Survival Plan" to ensure the safety of property and life. Further additional information to that contained in this notice can be obtained from the Are You Bushfire Ready website [www.areyouready.wa.gov.au](http://www.areyouready.wa.gov.au) or from the Shire of Northam website [www.northam.wa.gov.au](http://www.northam.wa.gov.au)

All previous versions of this notice are hereby cancelled.

By order of the Council,

JASON WHITEAKER, Chief Executive Officer

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**6.7 ITEMS FROM FIRE CONTROL OFFICER MEETINGS**

Name of Applicant:	Bush Fire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Fire Control Officers
Officer Interest:	Nil.
Policy:	Nil.
Voting:	Simple Majority

**PURPOSE**

Items put up at the Fire Control Officers Meeting to be considered by the Bush Fire Advisory Committee

**BACKGROUND**

Fire Control Officers are appointed by council to manage fires with in the Shire of Northam. During the fire season they meet on a regular occasion to discuss issues relating to fire.

If the concern is of a nature that cannot be resolved at that level it is passed up to the Bush Fire Advisory Committee.

**STATUTORY REQUIREMENTS**

Nil.

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

Objective C2: Provide services and processes to enhance public safety

Strategy C2.1: Provide community services to uphold public safety standards

Strategy C2.2: Support provision of emergency services

Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

**BUDGET IMPLICATIONS**

Nil.

**OFFICER'S COMMENT**

From the latest FCO meeting the following matters have been raised for consideration at the BFAC Meeting-

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- ML (Clackline) An item that was missed off of the last FCO meeting. I would like to ask that we have a meeting with the FCO's and the Shire Councillors so that we can voice our concerns directly to them.

*Suggested Action* - The Purpose of the BFAC is to advise Council on Bush Fire related matters. It is recommended that all Councillor be invited to the next BFAC meeting.

- DR (Irishtown) Where is the Risk to Resource (R2R) model at? DFES have advised as soon as they know we will let you know. FCO's voted that the Council write a letter to DFES enquiring about the Risk to Resource (R2R) model.

*Suggested Action* – That Council formally write to DFES regarding the current

- Status of the Risk to Resource model.
- SB (Clackline Communications Officer) it seems that the scheduled (Sked) call time at 7:30am is not getting to the people who need the information, especially for the permit season. I therefore would ask the shire if it would be acceptable for sked to be at 8am, this seems to be a time that most people would be at their radios.

*Suggested Action* – Agreed to the suggested changes.

**RECOMMENDATION**

**That it be recommended to Council that it;**

- 1. Invite all Elected Members and appointed FCO's to attend the next BFAC meeting;**
- 2. Formally correspond with DFES regarding the current status of the Risk to Resource (R2R) model; and**
- 3. Endorse the time of the Radio broadcast by Brigades being changed to 8.00am.**

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**COMMITTEE DECISION**

Minute No: BFAC.134

Moved: Angus Cooke

Seconded: Aaron Smith

That it be recommended to Council that it;

1. Invite all Elected Members and appointed FCO's to attend the next Fire Control Officer (FCO) meeting; and
2. Formally correspond with DFES regarding the current status of the Risk to Resource (R2R) model.

**CARRIED 10/0**

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**6.8 NOMINATIONS FOR BUSH FIRE CONTROL OFFICERS 2016/17**

Name of Applicant:	Bush Fire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil.
Policy:	BFAC Terms of Reference / Bush Fire Act 1954
Voting:	Simple Majority

**PURPOSE**

For the committee to recommend to Council the appointment of Fire Control Officers (FCO) for the following 12 month period. In making this recommendation the committee is also requested to consider adopting a minimum criteria for persons to be appointed as a FCO.

It is also proposed that the Volunteer Bush Fire Brigade Administration Procedure Manual to be updated to include minimum standards of training required to be appointed as an FCO.

**BACKGROUND**

Council resolved at its meeting held on 15 July 2015 the following (in part)–

5. *Endorse that the minimum standard to be appointed a FCO include the recommendation to complete the following DFES training modules prior to 1st November 2015 and become a requirement in order to qualify to the position of Bushfire Control Officer for the 2016 and future fire seasons.*
- *Introduction to Fire Fighting*
  - *Bush Fire Fire fighting*
  - *Structural Awareness*
  - *Crew Leader/Advanced Firefighter and/or Sector Commander*
  - *FCO course or a refresher within the last 5 years*

The issue that both Council and the Committee need to deal with is that fact that a number of nominated FCO's do not meet the above criteria at the current time.

**STATUTORY REQUIREMENTS**

Section 38 (1) Bush Fire Act 1954 which states as follows

**38. Local government may appoint Bush fire control officer**

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its Bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush fire Control Officer and the Deputy Chief Bush fire Control Officer who

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shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other Bush fire control officers appointed by it.

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

- Objective C2: Provide services and processes to enhance public safety
- Strategy C2.1: Provide community services to uphold public safety standards
- Strategy C2.2: Support provision of emergency services
- Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

**BUDGET IMPLICATIONS**

Minor advertising costs associated.

**OFFICER'S COMMENT**

The nominations for FCO's that have been received are as follows-

Inkpen BFB:

- Sim Kuiper
- Soren Neilson
- Clive Owen

Bakers Hill BFB:

- Ulo Rumjantsev
- Steve Gray
- Simon Peters
- Gordon Ashman (Weather Officer Only)

Clackline BFB:

- Matt Macqueen
- Sue Booker
- Matthew Letch
- Blair Wilding
- Nick Tighe

Irishtown BFB:

- Don French (Permit Only)
- Ross MacKenzie
- Rob Herzer
- David Russell
- Murray McGregor

Grass Valley BFB:

- Garry Shepherdson

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- Philip Lloyd
- Richard Marris (Permit Only)
- Alf Brown (Permit Only)
- Phil Gentle (Permit Only)&(Weather Officer)
- Paul Reynolds (Permit Only)

Southern Brook BFB:

- Paul Antonio

Jennapullin BFB:

- Aaron Smith
- Trevor Smith
- Brett Smith
- Lynton Smith (Weather Officer Only)

Northam Shire CESM:

- Daniel Hendriksen

It is apparent from the nominations received that a number of Brigade members do not meet the minimum standards as prescribed by the current resolution of Council. Staff have previously advised Brigade Captains of which nominations have not met the minimum standards.

It is proposed that the Committee recommend to Council those nominations received on the proviso that prior to being officially appointed the individual must provide evidence that they comply with the stipulated training requirements. If the members cannot achieve that standard then they will not be eligible to hold that position.

It is further recommended by staff that the current requirement for the completion of the DFES FCO course be modified to a 10 year period (replacing the current 5 year requirement). It is also suggested that the requirement for a minimum of 3 years firefighting experience also be included.

It is recommended by staff that for the position of FCO (Permit Only) and Weather Officer the minimum training required for this role is to have completed DFES Fire Control Officers course within a 10 year period.

**RECOMMENDATION / MOTION**

**Moved: Angus Cooke**

**Seconded: Steve Gray**

**That it be recommended to Council that it;**

- 1. Appoints the following Fire Control Officers for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards:**

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**Inkpen BFB:**

- Sim Kuiper
- Soren Neilson
- Clive Owen

**Bakers Hill BFB:**

- Ulo Rumjantsev
- Steve Gray
- Simon Peters
- Gordon Ashman (Weather Officer Only)

**Clackline BFB:**

- Matt Macqueen
- Sue Booker
- Matthew Letch
- Blair Wilding
- Nick Tighe

**Irishtown BFB:**

- Don French (Permit Only)
- Ross MacKenzie
- Rob Herzer
- David Russell
- Murray McGregor

**Grass Valley BFB:**

- Garry Shepherdson
- Philip Lloyd
- Richard Marris (Permit Only)
- Alf Brown (Permit Only)
- Phil Gentle (Permit Only)&(Weather Officer)
- Paul Reynolds (Permit Only)

**Southern Brook BFB:**

- Paul Antonio

**Jennapullin BFB:**

- Aaron Smith
- Trevor Smith
- Brett Smith
- Lynton Smith (Weather Officer Only)

**Northam Shire CESM**

- Daniel Hendriksen

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2. Modify the requirements to be a fully operational Active FCO to have undertaken the following DFES training modules in addition to having a minimum 3 years Fire Fighting Experience within the last 5 years –
  - i. Introduction to Fire Fighting
  - ii. Bush Fire Firefighting
  - iii. Structural Awareness
  - iv. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years
  
3. Endorse that the requirements for a Permit issuing FCO or Fire Weather Officer only is to have undertaken the following DFES training modules–
  - i. FCO Course or a refresher within the last 10 years

**AMENDMENT TO MOTION**

Minute No: BFAC.135

Moved: Angus Cooke

Seconded: Cr Ulo Rumjantsev

That Greg Montgomery from the Northam Fire & Rescue Service be included under section 1 of the above motion.

CARRIED 10/0

**SUBSTANTIVE MOTION / COMMITTEE DECISION**

Minute No: BFAC.136

Moved: Angus Cooke

Seconded: Aaron Smith

That it be recommended to Council that it;

1. Appoints the following Fire Control Officers for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards:

**Inkpen BFB:**

- Sim Kuiper
- Soren Neilson
- Clive Owen

**Bakers Hill BFB:**

- Ulo Rumjantsev
- Steve Gray

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- Simon Peters
- Gordon Ashman (Weather Officer Only)

**Clackline BFB:**

- Matt Macqueen
- Sue Booker
- Matthew Letch
- Blair Wilding
- Nick Tighe

**Irishtown BFB:**

- Don French (Permit Only)
- Ross MacKenzie
- Rob Herzer
- David Russell
- Murray McGregor

**Grass Valley BFB:**

- Garry Shepherdson
- Philip Lloyd
- Richard Marris (Permit Only)
- Alf Brown (Permit Only)
- Phil Gentle (Permit Only)&(Weather Officer)
- Paul Reynolds (Permit Only)

**Southern Brook BFB:**

- Paul Antonio

**Jennapullin BFB:**

- Aaron Smith
- Trevor Smith
- Brett Smith
- Lynton Smith (Weather Officer Only)

**Northam Shire CESM**

- Daniel Hendriksen

**Northam Fire & Rescue Service**

- Greg Montgomery

2. Modify the requirements to be a fully operational Active FCO to have undertaken the following DFES training modules in addition to having a minimum 3 years Fire Fighting Experience within the last 5 years –
  - i. Introduction to Fire Fighting
  - ii. Bush Fire Firefighting
  - iii. Structural Awareness

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- iv. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years
3. Endorse that the requirements for a Permit issuing FCO or Fire Weather Officer only is to have undertaken the following DFES training modules–
- i. FCO Course or a refresher within the last 10 years

**CARRIED 10/0**

**COMMITTEE DECISION**

Minute No: BFAC.137

Moved: Angus Cooke

Seconded: Cr Ulo Rumjantsev

That it be recommended to Council that it appoints Greg Montgomery as a FCO for the Northam Townsite

**CARRIED 10-0**

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**6.9 NOMINATION FOR CHIEF BUSH FIRE CONTROL OFFICER AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS**

Name of Applicant:	Bush Fire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil.
Policy:	BFAC Terms of Reference / Bush Fire Act 1954
Voting:	Simple Majority

**PURPOSE**

For the committee to recommend to Council the appointment of Fire Control Officers (FCO) for the following 12 month period. In making this recommendation the committee is also requested to consider adopting a minimum criteria for persons to be appointed as a FCO.

It is also proposed that the Volunteer Bush Fire Brigade Administration Procedure Manual to be updated to include minimum standards of training required to be appointed as an FCO.

**BACKGROUND**

Nil.

**STATUTORY REQUIREMENTS**

S 1.5 Shire of Northam – BFAC Terms of Reference which states-

1.5.2 *Election of the local government officers at the Annual General Meeting  
Chief Bush fire Control Officer and Deputy Chief Bush Fire Control Office*

Section 38 (1) Bush Fire Act 1954 which states as follows

**38. Local government may appoint Bush fire control officer**

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush fire Control Officer and the Deputy Chief Bush fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other Bush fire control officers appointed by it.

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

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- Objective C2: Provide services and processes to enhance public safety
- Strategy C2.1: Provide community services to uphold public safety standards
- Strategy C2.2: Support provision of emergency services
- Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

**BUDGET IMPLICATIONS**

Minor advertising costs associated.

**OFFICER'S COMMENT**

BFAC is required to nominate CBFCO and the DCBFCO.

The nominations for Chief Bush Fire Control Officer are;

- Matt Macqueen
- Garry Shepherdson

The nominations for Deputy Chief Bush Fire Control Officer are;

- Matt Macqueen
- Garry Shepherdson
- Paul Reynolds

If either of the nominations are elected that do not have the required training it is recommended that the recommendation to Council be subject to undertaking the minimum prior to the beginning of the 2016 Restricted Fire Season.

It is also noted that historically Council and BFAC have appointed two DCBFCO's being for the East and West sectors of the Shire.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.138**

**Moved: Murray McGregor**

**Seconded: Cr Ulo Rumjantsev**

**That it be recommended to Council that it;**

- 1. Appoints Garry Shepherdson as the Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards.**

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- 2. Appoints Matt Macqueen as the Deputy Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards.**

**CARRIED 10/0**

**OUTCOME**

Garry Shepherdson and Matt Macqueen were nominated for the position of Chief Bushfire Control Officer (CBFCO).

An election was undertaken in accordance with the Local Government Act 1995, by secret ballot. The Executive Manager Development Services conducted the count and at the conclusion of the count the Executive Manager Development Services announced that Garry Shepherdson had received five (5) votes and Matt Macqueen had received five (5) votes.

In accordance with section 1.1 of the BFAC Terms of Reference the Presiding Member used his casting vote and announced that Mr Garry Shepherdson was the appointed as the CBFCO for the 2016/17 season.

There were three nominations for the position of Deputy Chief Bushfire Control Officer (DCBFCO), these were Matt Macqueen, Garry Shepherdson and Paul Reynolds. As Garry Shepherdson was appointed as the CBFCO an election was undertaken in accordance with the Local Government Act 1995, by secret ballot for Matt Macqueen and Paul Reynolds.

The Executive Manager Development Services conducted the count and at the conclusion of the count the Executive Manager Development Services announced that Matt Macqueen had received nine (9) votes and Paul Reynolds had received one (1) vote.

The Presiding member announced that that Mr Matt Macqueen was appointed as the DCBFCO for the 2016/17 period.

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**6.10 CESM REPORT**

Name of Applicant:	Daniel Hendriksen – CESM
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen - CESM
Officer Interest:	Nil.
Policy:	N/A
Voting:	Simple Majority

**PURPOSE**

For the Committee note the Community Emergency Services Manager Report as provided in the Officer's Comment of this item.

**BACKGROUND**

This report is prepared to inform members of the CESM's actions since the previous BFAC meeting.

**STATUTORY REQUIREMENTS**

N/A

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

Objective C2: Provide services and processes to enhance public safety

Strategy C2.1: Provide community services to uphold public safety standards

Strategy C2.2: Support provision of emergency services

Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

**BUDGET IMPLICATIONS**

Nil.

**OFFICER'S COMMENT**

Inkpen Fire Shed - is proceeding with the shell of the shed complete and the interior fit out beginning. The shed is projected to be complete by July 2016

Fire Mitigation – The Shire of Northam have contracted Fire Mitigation Services to complete some prescription burns of Shire reserves. The Brigades will be conduct individual burns themselves and for the large burns assisting FMS with the burns. Some burns will be completed this month.

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First Aid Kits – All First Aid kits will be serviced over the next couple of months if there are any concerns please let me know.

Corporate Email address and login – In preparation for eAcademy and possible other documents on line such as a Fire Permit List I have organised for each brigade to have a Shire of Northam Email address which I will distribute shortly.

Fire Permit System – At the FCO Meeting I gave a briefing and demo of the Google Maps Application that we will trial for the next "Restricted Period"

DFES Training Calendar 2016 update is out. I have emailed a copy on to all brigade captains and put a copy on the station's wall. Please speak to your brigades training officer for a copy.

Standpipes - The adaptor fitting a Male BIC to 38mm Male Camlock welded to a chain and to the existing BIC Hydrant. Will be rolled out across the shire. Some will be done as they are upgraded with RPZ's and BIC fittings.

Congratulations, to Neil Carrothers from Clackline, Gavin Petersen from Bakers Hills and Robert Herzer from Irishtown on taking out the award for volunteer of the month. Just a reminder to all captains to nominate a member each month to promote your volunteers.

CBFCO Vehicle - The CBFCO was handed to Garry Shephardson at the end of April. The vehicle is still a work in progress. It has now been fitted with a bullbar, spotlights, radios and decals and stripping. We are hoping that DFES will supply a kit with lights and sirens shortly to complete the vehicle.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.139**

**Moved: Cr Ulo Rumjantsev**

**Seconded: Aaron Smith**

**That it be recommended to Council that it receive the Community Emergency Services Manager Report as provided.**

**CARRIED 10/0**

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**6.11 CBFCO REPORT**

Name of Applicant:	Garry Shephardson
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Chief Bushfire Control Officer
Officer Interest:	Nil.
Policy:	N/A
Voting:	Simple Majority

**PURPOSE**

For the Committee note the Chief Bushfire Control Officer Report as provided at the meeting.

**BACKGROUND**

Items to be discussed include;

- Fires since previous meeting; and
- Summary/debrief of fire season.

**STATUTORY REQUIREMENTS**

N/A

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

Objective C2: Provide services and processes to enhance public safety

Strategy C2.1: Provide community services to uphold public safety standards

Strategy C2.2: Support provision of emergency services

Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

**BUDGET IMPLICATIONS**

Nil.

**OFFICER'S COMMENT**

N/A.

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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.140**

**Moved: Angus Cooke**  
**Seconded: Murray Bow**

**That it be recommended to Council that it note the Bushfire Control Officer Report as provided.**

**CARRIED 10/0**

UNCONFIRMED

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**6.12 BRIGADE OFFICE BEARERS**

Name of Applicant:	Daniel Hendriksen – CESM
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen - CESM
Officer Interest:	Nil.
Policy:	N/A
Voting:	Simple Majority

**PURPOSE**

For the Committee note the Officer Bearers of each brigade.

**BACKGROUND**

Brigades are required to nominate and vote on their office bearers once a year at the brigades AGM.

**STATUTORY REQUIREMENTS**

N/A

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

Objective C2: Provide services and processes to enhance public safety

Strategy C2.1: Provide community services to uphold public safety standards

Strategy C2.2: Support provision of emergency services

Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

**BUDGET IMPLICATIONS**

Nil.

**OFFICER'S COMMENT**

Congratulations to the Bush Fire Brigades Office Bearers for the 2016/17 Season.

<b>Inkpen BFB</b>	
Captain	Nic Dewar
Lieutenant 1	Soren Nielson
Lieutenant 2	Kees van Dalen
Lieutenant 3	Sim Kuiper
Apparatus Equipment Officer	Sim Kuiper
Secretary	Murray Bow
Treasurer	

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<b>Bakers Hill BFB</b>	
Captain	Ulo Rumjantsev
Lieutenant 1	Steve Gray
Lieutenant 2	Bryan Petersen
Lieutenant 3	Bryan Hadrill
Lieutenant 4	Bryan Alexander
Apparatus Equipment Officer	Tania Petersen
Secretary	Patricia Rumjantsev
Treasurer	Lisa Wiltshire

<b>Clackline BFB</b>	
Captain	Mathew Macqueen
Lieutenant 1	Glen Cox
Lieutenant 2	Liam Connolly
Lieutenant 3	Neil Carrothers
Apparatus Equipment Officer	Joe Marasco
Secretary	Jennifer Macqueen
Treasurer	Jennifer Macqueen
Training Officer	Gerry Strickland
Chairperson	Brian Hugessen
Comms Officer	Sue Brooker

<b>Irishtown BFB</b>	
Captain	David Russell
Lieutenant 1	Rob Herzer
Lieutenant 2	Murray McGregor
Apparatus Equipment Officer	Murray McGregor
Secretary	Glenn Steer

<b>Grass Valley BFB</b>	
Captain	Angus Cooke
Lieutenant 1	Philip Lloyd
Lieutenant 2	Paul Reynolds
Lieutenant 3	Simon Reynolds
Apparatus Equipment Officer	Simon Reynolds
Secretary	Wendy Dymond
Training Officer	Jim Smith
Treasurer	Richard Marris

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<b>Southern Brook BFB</b>	
Captain	Paul Antonio
Lieutenant 1	John Dwyer
Lieutenant 2	Nathan Lawrence
Secretary	Angela Fitzgerald

<b>Jennapullin BFB</b>	
President	Shane Smith
Captain	Aaron Smith
Lieutenant 1	Jayden Smith
Lieutenant 2	Ben Smith
Secretary	Aaron Smith

**RECOMMENDATION**

**That it be recommended to Council that it note the Brigade Officer Bearers for the 2016/17 period as listed above.**

**OUTCOME**

This report is provided as information outlining the Brigade Office Bearers for 2016/17.

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**7. OTHER BUSINESS FROM THE COMMITTEE**

General business raised by the Committee.

**8. DATE OF NEXT COMMITTEE MEETING**

The next Bush Fire Advisory meeting has been proposed to be held on 11 October 2016.

**9. DECLARATION OF CLOSURE**

There being no further business, the Presiding Officer, Mr Garry Shepherdson declared the meeting closed at 7.33pm.

"I certify that the Minutes of the Bushfire Advisory Committee meeting held on Tuesday, 31 May 2016 have been confirmed as a true and correct record."

\_\_\_\_\_ Presiding Member.

\_\_\_\_\_ Date

UNCOMPLETED

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**12. ANNOUNCEMENTS BY THE PRESIDING OFFICER WITHOUT DISCUSSION**

**12.1 PRESIDENTS REPORT – ORDINARY COUNCIL MEETING - WEDNESDAY 15 JUNE 2016**

<b><u>Visitations and Consultations:</u></b>	
19/5/16	Meet with WGNP management re: Health precinct development
20/5/16	Photo shoot re: old Railway Station heritage plan grant
20/5/16	Freshstart Spencers Brook "The Hill" facility official launch
22/5/16	Bakers Hill Progress Association thank you to Eddie Seskas
25/5/16	Shire Councillors quarterly strategic meeting
26/5/16	Local Emergency Management Arrangements (LEMA) workshop #2
30/5/16	Tour of Bakers Hill re: Gt. Eastern Highway redesign aspects etc.
30/5/16	Host visit by Shire of Bridgetown-Greenbushes Councillors and staff
31/5/16	Avonlink train working party meeting
2/6/16	ABC Regional Radio interview re: CCTV program
3/6/16	Guest speaker at REIWA Northam breakfast meeting
3/6/16	ABC Regional Radio re: Avonlink train cost recovery/patronage
8/6/16	Radiowest interview re: topical matters
13/6/16	AROC meeting in Toodyay
15/6/16	Radiowest interview re: topical matters
<b><u>Upcoming Events:</u></b>	
17/6/16	Southern Brook fire shed official opening
24/6/16	WALGA Zone meeting in Chittering
2/7/16	Federal Government election day
3/7/16	NAIDOC Week
4/7/16	Rotary Club changeover dinner
16/7/16	Northam Aero Club awards night dinner

**Strategic matters:**

**Northam Swimming Pool**

As a regional centre, the provision of a public swimming pool is a critical piece of community infrastructure. The town site of Wundowie also has a swimming pool that is well utilised by the local community but it too will require a substantial update in the next 3 or 4 years. The Shire Council is required to make a decision on exactly what style of aquatic facility is required for the future use of residents and where it should be located for the next half century. The Council is expected to make a decision by the end of this month so that applications for support funding can be initiated.

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Long Term Financial Plan (LTFP)

This document looks at the next 10 years from a financial perspective and is a mandated part of the Integrated Planning and Reporting Framework (IPRF) required by the State Government. It is currently under review as it was originally endorsed in 2013 and we are looking to bring current knowledge into the plan so that timeframes for major capital works better reflects the present realities.

**Operational matters:**

Dome cafe

I am advised that final concept plans have been received by the Shire officers detailing the works that are proposed to bring this building back to its former glory. I had been concerned that the lack of physical activity at the building may have indicated a change of plan but it seems that careful progress is envisioned with the owner wanting to get the project right from the outset.

Gt. Eastern Highway redesign through Bakers Hill

Councillors have received a briefing on the latest plan from Main Roads WA which was initiated some years ago to address the safety concerns identified by residents and visitors.

The 70kph speed limit and truck parking in an area where numbers of residents and visitors stop to attend to business creates a potentially dangerous situation. There are still concerns by Councillors as to whether the current plan addresses the fundamental safety aspects so workshops are proposed with residents with a view to the Shire making a further submission to Main Roads.

Drainage/Rural Roads maintenance

We remain committed to delivering long term solutions for the engineering problems identified by residents across the Shire. The CEO is working with staff and contractors to ensure the situation is improved as quickly as possible.

Old hospital demolition/new shopping centre development

Demolition works have now commenced with the single storey portion of the old hospital being the first part of the physical structure to go so this project is underway in earnest. The Optus communications tower should be the next obvious sign of the development continuing as planned.

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**13 REPORTS OF OFFICERS**

**13.1 ADMINISTRATION**

**13.1.1 2016 LOCAL GOVERNMENT WEEK & WA LOCAL GOVERNMENT ASSOCIATION ANNUAL GENERAL MEETING**

Name of Applicant:	Shire of Northam
Name of Owner:	Shire of Northam
File Ref:	1.6.5.5
Officer:	Jason Whiteaker / Alysha Maxwell
Officer Interest:	N/A
Policy:	G1.2 Attendance by Councillors and Partners at Conferences
Voting:	Simple Majority

**PURPOSE**

1. For Council to appoint its delegates to the 2016 WALGA Annual General Meeting; and
2. For Councillors to consider attendance to the 2016 WALGA Convention & Exhibition 3 – 5 August 2016.

**BACKGROUND**

The Annual General Meeting (AGM) for the WA Local Government Association (WALGA) will be held as part of the Annual Local Government Week on Wednesday, 3<sup>rd</sup> August 2016 in Perth at the Perth Convention Exhibition Centre.

The Council is provided with the opportunity to nominate up to two (2) voting delegates. Proxy voting is available if the nominated representative is unable to attend.

**STATUTORY REQUIREMENTS**

N/A

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN**

OBJECTIVE G1: Provide accountable and transparent leadership.

**BUDGET IMPLICATIONS**

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Council makes an annual allocation for Elected Member conferences and training which will be sufficient to accommodate the costs of Elected Member attendance to the conference and / or AGM. The costs will also extend to accommodation if required.

**OFFICER'S COMMENT**

Local Government Week will be held at the Perth Convention Exhibition Centre commencing on Wednesday, 3<sup>rd</sup> August 2016 and finishing on Friday, 5<sup>th</sup> August 2016. The information brochure has been included as Attachment 1 of this report.

Local Government Week also offers Elected Member training opportunities. Details of the various Local Government Week sessions and training opportunities are detailed in Attachment 2 of this report.

The Shire President and the Deputy President have previously represented Council as voting delegates for the WALGA Annual General Meeting.

All Councillors are encouraged to attend the State Annual Conference as an opportunity for professional development and a way of increasing awareness of issues facing local government and finding alternative solutions to local issues.

It is requested that Council note that Policy G1.2 details that the costs for Councillors shall be paid for the duration of the conference, including allowing Councillors to arrive the day before the start of the conference and depart the day following the close of the conference. In addition the Councillor shall meet directly, all attending partner's expenses at the conference other than for attendance at the official opening, welcoming address and conference dinner if applicable.

**RECOMMENDATION**

**That Council;**

- 1. Nominate the Shire President and Deputy Shire President as voting delegates at the 2016 WA Local Government Association Annual General Meeting; and**
- 2. Authorises interested individual Elected Members and partners, in accordance with the Shire of Northam Policy (G1.2), to attend Local Government Week 2016, requiring notification of attendance submitted to the Executive Assistant - CEO prior to 4.00pm on Tuesday 5 July 2016 to allow for the completion of online registrations.**

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**13.1.2 DELEGATED AUTHORITY REGISTER REVIEW**

Name of Applicant:	Shire of Northam
Name of Owner:	Shire of Northam
File Ref:	2.3.1.6
Officer:	Jason Whiteaker
Officer Interest:	Nil.
Policy:	N/A
Voting:	Absolute Majority

**PURPOSE**

For the Council to review the Shire of Northam's Delegated Authority Register.

**BACKGROUND**

The Chief Executive Officer is presenting this report in accordance with the requirements of section 5.46 of the Local Government Act 1995 every Council is to register and review its delegations to the Chief Executive Officer, at least once every financial year. The delegations were last reviewed in June 2015.

**STATUTORY REQUIREMENTS**

*Local Government Act 1995*

**5.46. Register of, and records relevant to, delegations to CEO and employees**

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

**5.16. Delegation of some powers and duties to certain committees**

- (1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.

*\* Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

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- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
- (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

**5.42. Delegation of some powers and duties to CEO**

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
  - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

**5.43. Limits on delegations to CEO**

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
  - (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

**5.44. CEO may delegate powers and duties to other employees**

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

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- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
- (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
  - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) — *conditions* includes qualifications, limitations or exceptions.

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN**

N/A

**BUDGET IMPLICATIONS**

Nil.

**OFFICER'S COMMENT**

The existing delegations register has been reviewed to ensure it is in compliance with the local government act requirements.

There have been only minor amendments which are detailed within attachment 1. A tracked changes version of the register has been provided in attachment 2 which also details the decisions made under delegated authority for the 2015/16 period.

**RECOMMENDATION**

**That Council;**

- 1. Endorse the revised 2016/17 Delegated Authority Register with the proposed amendments as detailed in Attachment 1 and Attachment 2 of this report; and**

**ABSOLUTE MAJORITY VOTE REQUIRED**

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**ATTACHMENT 1**

Delegation		Officer	Sub Delegated	Change
Explanation Notes		N/A	N/A	New addition to Register. This is intended to provide background, intent and purpose of the Register. This references which Section of the Act which grants the CEO Delegated Authority (and other officers if sub delegated). Some delegations referenced this however by removing this from each delegation and having at the beginning it is intended to ensure consistency and reduce duplications.
<b>Administration</b>				
A01	Common Seal	Chief Executive Officer	Nil.	No change.
A02	Power to Remove & Impound Goods	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Executive Manager Engineering Services</li> </ul>	No change.
A03	Disposing of Confiscated or Uncollected Goods	Chief Executive Officer	Nil.	No change.
A04	Approval of Camping Other than at a Caravan Park or Camping Ground	Chief Executive Officer	Executive Manager Development Services	No change.
A05	Authorised Officers – Appointment	Chief Executive Officer	Nil.	<ul style="list-style-type: none"> <li>• ‘Senior Planning Officer’ changed to ‘Manager Planning Services’.</li> <li>• Added reference to Cat Act 2011</li> <li>• Added ‘1978’ to Control of Vehicles (Off Road Areas) Act</li> </ul>
<b>Building</b>				
B01	Buildings – Grant or Refusal of Building Permits	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Senior Building Surveyor</li> <li>• Building and Project Supervisor</li> </ul>	Altered delegate heading as Section 5.42 of the Local Government Act 1995 details that a local government may delegate to the CEO any of its powers or the discharge of any of its duties. This delegation details that Shire officers are delegated this power where it should be delegated to the CEO who may then sub delegate to these officers.

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B02	Buildings – Grant or Refusal of Demolition Permits	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Senior Building Surveyor</li> <li>• Building and Project Supervisor</li> </ul>	Nil.	Altered delegate heading as Section 5.42 of the Local Government Act 1995 details that a local government may delegate to the CEO any of its powers or the discharge of any of its duties. This delegation details that Shire officers are delegated this power where it should be delegated to the CEO who may then sub delegate to these officers.
B03	Buildings – Further Grounds for Not Granting an Application	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Senior Building Surveyor</li> <li>• Building and Project Supervisor</li> </ul>	Nil.	Altered delegate heading as Section 5.42 of the Local Government Act 1995 details that a local government may delegate to the CEO any of its powers or the discharge of any of its duties. This delegation details that Shire officers are delegated this power where it should be delegated to the CEO who may then sub delegate to these officers.
B04	Buildings – Grant of Occupancy Permit, Building Approval Certificate	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Senior Building Surveyor</li> <li>• Building and Project Supervisor</li> </ul>	Nil.	Altered delegate heading as Section 5.42 of the Local Government Act 1995 details that a local government may delegate to the CEO any of its powers or the discharge of any of its duties. This delegation details that Shire officers are delegated this power where it should be delegated to the CEO who may then sub delegate to these officers.
B05	Buildings – Authorised Persons	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Senior Building Surveyor</li> <li>• Technical Officer</li> <li>• Building and Project Supervisor</li> </ul>	Nil.	Removed as this is covered by A05.
B06	Buildings – Building Orders	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> </ul>	Nil.	Altered delegate heading as Section 5.42 of the Local Government Act 1995 details that a local government may delegate to the CEO any of its powers or the discharge of any of its duties. This delegation details that the Executive Manager Development Services has been delegated this power where it should be delegated to the CEO who may then sub delegate to these officers.
B07	Buildings – Prosecutions	Chief Executive Officer	Nil.	No change.
B08	Recover the Charge Imposed for Private Swimming Pool Inspections	Chief Executive Officer	Executive Manager Corporate Services	No change.

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B09	Issue Permit to Deposit Material on or Excavate on or Adjacent Street	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Executive Manager Engineering Services</li> <li>• Building Surveyor</li> <li>• Building and Project Supervisor</li> </ul>	No change.
B10	Buildings - Extending the period of duration an Occupancy permit or a Building Approval Certificate	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Building Surveyor</li> <li>• Building and Project Supervisor</li> </ul>	Nil.	Section 5.42 of the Local Government Act 1995 details that a local government may delegate to the CEO any of its powers or the discharge of any of its duties. This delegation details that Shire officers are delegated this power where it should be delegated to the CEO who may then sub delegate to these officers.
B11	Buildings – Revoke Building Orders	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Building Surveyor</li> <li>• Building and Project Supervisor</li> </ul>	Nil.	Section 5.42 of the Local Government Act 1995 details that a local government may delegate to the CEO any of its powers or the discharge of any of its duties. This delegation details that Shire officers are delegated this power where it should be delegated to the CEO who may then sub delegate to these officers.
<b>Engineering</b>				
E01	Temporary Closure of Thoroughfares to Vehicles	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Executive Manager Engineering Services</li> </ul>	Added reference to; <ul style="list-style-type: none"> <li>• s3.51 Affected owners to be notified of certain proposals.</li> </ul>
E02	Events on Roads	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Executive Manager Engineering Services</li> </ul>	No Change.
E03	Gates across Public Thoroughfare	Chief Executive Officer	Executive Manager Engineering Services	No Change.
E04	Crossovers	Chief Executive Officer	Executive Manager Engineering Services	No Change.
E05	Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land	Chief Executive Officer	Executive Manager Engineering Services	No Change.

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E06	Public Thoroughfares – Public Access & Plans – s3.52 (within designated Town sites)	Chief Executive Officer	Executive Manager Engineering Services	No Change.
<b>Finance</b>				
F01	Creditors, Payment of	Chief Executive Officer	All Executive Managers.	No Change.
F02	Disposal of Council Property	Chief Executive Officer	Nil.	No Change.
F03	Recovery of Unpaid Debtors	Chief Executive Officer	Executive Manager Corporate Services	No Change.
F04	Inviting Tenders	Chief Executive Officer	Nil.	Adjusted awarding tenders from \$100,000 to \$150,000 to align with regulations and Council policy.
F05	Write Off / Waive Small Fees or Debts	Chief Executive Officer	Nil.	Formatted number value.
<b>Health</b>				
H01	Health Act & Health Local Law 2008 – (Deputy) – (Including Itinerant Food Vendors, Stallholders, Traders and Street Entertainers)	<ul style="list-style-type: none"> <li>Executive Manager Development Services</li> <li>Environmental Health Officer/s</li> </ul>	Nil.	Altered delegate headings as Section 5.42 of the Local Government Act 1995 details that a local government may delegate to the CEO any of its powers or the discharge of any of its duties. This delegation details that Shire officers are delegated this power where it should be delegated to the CEO who may then sub delegate to these officers.
H02	Food – Authorised Officers	<ul style="list-style-type: none"> <li>Executive Manager Development Services</li> <li>Environmental Health Officer/s</li> </ul>	Nil.	Removed as this is covered by A05.
H03	Food – Designated Officers, Infringement Issue	Environmental Health Officer/s.	Nil.	Removed as this is covered by A05.

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H04	Food – Designated Officers, Infringement Extensions, Cancellations & Receipting of Payments	Executive Manager Development Services.	Nil.	Altered delegate headings as Section 5.42 of the Local Government Act 1995 details that a local government may delegate to the CEO any of its powers or the discharge of any of its duties. This delegation details that Shire officers are delegated this power where it should be delegated to the CEO who may then sub delegate to these officers.
<b>Planning</b>				
P01	Instruct Legal Action	Chief Executive Officer	Executive Manager Development Services	Altered delegate headings.
P02	Development Applications Advertising	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	Altered delegate headings.
P03	Authority to Approve Requests for Short Term Parking	Chief Executive Officer	Nil.	Moved to 'Other' and is now No. 'O05'
P04	Planning Determinations	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	Altered numbering and delegate headings.
P05	Strata Titles – Certificate of Local Government	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	Altered numbering and delegate heading.
P06	Consent to the Lease of Common Property	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	Altered numbering and delegate heading as Section 5.42 of the Local Government Act 1995 details that a local government may delegate to the CEO any of its powers or the discharge of any of its duties. This delegation details that Shire officers are delegated this power where it should be delegated to the CEO who may then sub delegate to these officers.
P07	Advertising Signs	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	Altered numbering and delegate heading.

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P08	Approve Reduced Setbacks for Residential R15 & Residential R5 Zones Comprised Within 'Fairways Green' Estate	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	Deleted. This is now covered by P04.
P09	Approve Reduced Setbacks for 'Residential R10' Zone Incorporating Part of Mace Street, All of Tankard, Knight, Williams, Erica, Delmage, Piesse & Jellings Streets & Part of Burlong Road, Northam	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	Deleted. This is now covered by P04.
P10	Use of Sea Containers & Setbacks for Lots Less than one Hectare in the Rural & Residential Zones	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	Deleted. This is now covered by P04.
P11	Approve Development Applications within the 'Jacamar Heights' Estate	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	Deleted. This is now covered by P04.
P12	Illegal Development, Giving Written Direction	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	Altered numbering and delegate heading.

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P08	Amended Plans	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	<p>New delegation.  Amended Plans for approved Delegated Authorities are currently considered under P04 but is not expressly mentioned in P04. However, for the sake of <u>clarity and transparency</u>, there is a need to mention, qualify and quantify the circumstances/conditions under which such delegation should be exercised.</p>
P09	Conditions Related to Consultation	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	<p>New delegation.  This delegation is not entirely new. Refer P04 #10 and #16. Planning Officers, however, are of the view that the current circumstances/conditions for determining of applications for development where neighbour and agency consultation has occurred (and submissions received), should be qualified and quantified <u>for clarity and transparency</u>.</p>
P10	Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	<p>New delegation.  This delegation is not entirely new. Refer P04 #8. Officers have improved the wording of the current delegation (for <u>consistency and clarity</u>) by including a condition that any decision made under delegation should be consistent with the Scheme, relevant Local Planning Policies, and/or WAPC/State Planning Policies. It also provides a further “qualification” in that any delegated decision for a subdivision-referral which involves a net increase of more than 10 lots, should be consistent with a strategy, local structure plan, local development plan or other plan endorsed by Council, or which forms part of the Scheme and/or a Local Planning Policy and/or where the application is for amended plans that has been considered by Council within the last two years and the amendments are, in the opinion of the delegated officer, of a minor nature.</p>
P11	Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Manager Planning Services</li> </ul>	<p>New delegation.  The current delegations is silent in regards clearance of conditions of Development Approval, or conditions of Subdivision/Amalgamation or Strata Title Approval. This delegation has been included for <u>clarity and transparency</u>.</p>

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P12	Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997	Chief Executive Officer	<ul style="list-style-type: none"> <li>Executive Manager Development Services</li> <li>Manager Planning Services</li> </ul>	<p>New delegation.</p> <p>The current delegations is silent in regards to advice the Shire offers the Department of Lands regarding matters associated with the LAA. This delegation has been included for <u>clarity and transparency</u>.</p>
P13	Advising other Regulatory Authorities	Chief Executive Officer	<ul style="list-style-type: none"> <li>Executive Manager Development Services</li> <li>Manager Planning Services</li> </ul>	<p>New delegation.</p> <p>The current delegation is silent in regards to referral-requests from other regulatory authorities such as the EPA, DER, DPW, DoW, Water Corp, etc. This delegation has been included for <u>clarity and transparency</u>.</p>
P14	Appeals, Requests for Reconsideration	Chief Executive Officer	<ul style="list-style-type: none"> <li>Executive Manager Development Services</li> <li>Manager Planning Services</li> </ul>	<p>New delegation. Currently there is no delegation of authority in place that enables the CEO to respond to appeals made to the State Administrative Tribunal (SAT) or for a requests for reconsideration to the WAPC.</p> <p>This delegation has been included to <u>ensure the CEO has delegated authority from Council pursuant to Section 5.42 of the Local Government Act 1995 in order to respond to SAT appeals and requests for reconsideration, including appointment of Counsel.</u></p>
P15	Road Names	Chief Executive Officer	<ul style="list-style-type: none"> <li>Executive Manager Development Services</li> <li>Manager Planning Services</li> </ul>	<p>New delegation. Currently there is no delegation of authority in place that enables the CEO to advise the Geographic Names Committee to apply names previously endorsed by Council for inclusion on the Shire's Reserved List of Road Names.</p> <p>This delegation has been included to <u>ensure the CEO has delegated authority from Council pursuant to Section 5.42 of the Local Government Act 1995 in order to advise the Geographic Names Committee to apply names previously endorsed by Council for inclusion on the Shire's Reserved List of Road Names</u></p>
<b>Properties</b>				
PR01	Notice Requiring Certain Things to be done by the Owner or Occupier of Land	Chief Executive Officer	<ul style="list-style-type: none"> <li>Executive Manager Development Services</li> <li>Executive Manager Engineering Services</li> </ul>	Altered delegate heading.
PR02	Authority to Issue s39 & s40 Certificates	Chief Executive Officer	<ul style="list-style-type: none"> <li>Executive Manager Development Services</li> </ul>	Altered delegate heading.

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	Liquor Licensing Act 1988			
<b>Other</b>				
O01	Firebreak Order - Variation	Chief Executive Officer	Nil.	
O02	Burning, Prohibited (Variations)	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Shire President</li> <li>• Chief Bush Fire Control Officer</li> </ul>	Altered delegate headings.
O03	Offences - Bush Fires Act	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Development Services</li> <li>• Executive Manager Community Services</li> </ul>	Altered text relating to whom this is delegated to as Section 5.42 of the Local Government Act 1995 details that a local government may delegate to the CEO any of its powers or the discharge of any of its duties. This delegation details that Shire officers are delegated this power where it should be delegated to the CEO who may then sub delegate to these officers.
O04	Issuing of Licences, Approvals & Permits – Local Laws	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Executive Manager Corporate Services</li> <li>• Executive Manager Development Services</li> <li>• Executive Manager Community Services</li> <li>• Executive Manager Engineering Services</li> </ul>	Altered delegate headings.
O05	Authority to Approve Requests for Short Term Parking	Chief Executive Officer	Nil.	Previously P03.

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**ATTACHMENT 2**



**SHIRE OF NORTHAM**  
**2016/17**

**DELEGATED AUTHORITY REGISTER**

Amendments File Reference 2.3.1.6			
Meeting/Review Date	Resolution No	Delegation No	Revision No
20/10/2010	C.1313	Complete	4.0
20/07/2011	C.1543	Complete/Minor	4.1
21/12/2011	C.1665	Complete	4.2
19/04/2012	CEO	Minor	4.3
25/07/2012	CEO	Minor	4.4
08/08/2012	C.1754	Minor	4.5
18/01/2013	CEO	Minor	4.6
19/06/2013	C.2069	Complete	4.7
16/07/2014	C.2242	Complete	4.8
17/06/2015	C.2458	Minor	4.9
		<a href="#">Complete</a>	<a href="#">5.0</a>

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Revision: 4.9  
Amended: 17/06/2015

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# SHIRE OF NORTHAM

## AGENDA

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Delegated Authority Register

## EXPLANATION NOTES

### General

Section 5.42 of the Local Government Act 1995 allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if desired. The powers cannot, however, be further sub delegated.

The purpose of this document is to detail which authorities have been delegated by Council to the Chief Executive Officer. The document also indicates delegations which the Chief Executive Officer intends to delegate to other staff, however this is for information/indication purposes only and may change from time to time at the discretion of the Chief Executive Officer.

The register details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council.

### Transfer of Authority Due to Absence

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Where a named Officer holding a delegation, is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Executive Manager for the period of absence.

### Register of, and Records Relevant to, Delegations - Section 5.46

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

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# A

Delegations from  
Council to Chief Executive Officer  
(Other Officers, where appropriate)

**SHIRE OF NORTHAM**  
**AGENDA**  
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*Delegated Authority Register*

## ADMINISTRATION

<b>DELEGATION NUMBER</b>	-	<b>A01</b>
<b>LEGISLATIVE POWER</b>	-	Local Government Act 1995, s9.49A (2), s9.49A (4)
<b>DELEGATION SUBJECT</b>	-	<b>Common Seal</b>
<b>DELEGATE</b>	-	Chief Executive Officer
<b><u>SUB DELEGATE</u></b>	-	<u>Nil.</u>

The Chief Executive Officer is delegated authority to;

- Affix the common seal of the Shire of Northam to any document which has been authorised by Council either specifically or generally.
- Sign documents on behalf of the local government.

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**SEPARATE USAGE REGISTER KEPT BY CEO EPA**

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

- DELEGATION NUMBER** - **A02**
- LEGISLATIVE POWER** - Local Government Act 1995, s3.39, s3.40A, s3.42,s3.44, s3.46, 3.48
- DELEGATION SUBJECT** - **Power to Remove & Impound Goods**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to:

1. Authorise an employee in accordance with s3.39 and 3.40A to remove and impound any goods that are involved in a contravention that can lead to impounding.
2. Take appropriate action in respect to impounded non-perishable goods in accordance with s3.42.
3. Give notice in accordance with s3.44 to collect goods.
4. Refuse to allow goods to be collected until all costs have been paid in accordance with s3.46.
5. Take action to recover expenses in accordance with s3.48.

A02 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

- DELEGATION NUMBER** - **A03**
- LEGISLATIVE POWER - Local Government Act 1995, s3.47 & s3.58
- DELEGATION SUBJECT - **Disposing of Confiscated or Uncollected Goods**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Nil.

The Chief Executive Officer is delegated authority to dispose of, in accordance with s3.58, any vehicles, animals or goods that have been impounded/seized/confiscated under the provisions of s3.47.

In disposing said goods by way of auction or after calling public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations, the Chief Executive Officer is authorised pursuant to s5.43 (b) to accept any tender up to the value of \$20,000. Tenders for amounts exceeding \$20,000 shall be referred to the Council for consideration.

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A03 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

# SHIRE OF NORTHAM

## AGENDA

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*Delegated Authority Register*

- DELEGATION NUMBER** - **A04**
- LEGISLATIVE POWER** - Caravan Parks And Camping Grounds Regulations 1997, (Reg 11)
- DELEGATION SUBJECT** - **Approval of Camping Other than at a Caravan Park or Camping Ground**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services

The Chief Executive Officer is delegated authority to provide a written approval for a person to camp on land in accordance with regulation 11 (1) (a) for longer than 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, however not exceeding longer than 3 months in any period of 12 months

A04 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

<b>DELEGATION NUMBER</b>	-	<b>A05</b>
LEGISLATIVE POWER	-	Local Government Act 1995, s5.42 & s9.10
DELEGATION SUBJECT	-	<b>Authorised Officers – Appointment</b>
DELEGATE	-	Chief Executive Officer
<b><u>SUB DELEGATE</u></b>	-	<b><u>Nil.</u></b>

The Chief Executive Officer is delegated authority to appoint “authorised persons” and “[Designated Officers](#)” to perform functions under the Local Government Act, Regulations and Local Laws and other regulations and acts including but not limited to the following:

Local Government Act 1995;  
Local Government (Miscellaneous Provisions) Act 1960;  
Dog Act 1976 and Regulations there under;  
[Cat Act 2011 and Regulations there under](#);  
Control of Vehicles (Off Road Areas) Act [1978](#) and Regulations there under;  
Litter Act 1979 and Regulations there under;  
Planning & Development Act 2005.  
[Building Act 2011](#)  
[Food Act 2008](#)

**The following is a list of Authorised Officers:**

**Planning & Development Act 2005:**

Chief Executive Officer, Executive Manager Development Services; Manager Planning Services; Planning Officer/s

**Litter Officers:**

Chief Executive Officer; Executive Manager Corporate Services; Executive Manager Community Services; Executive Manager Development Services; Executive Manager Engineering Services; Environmental Health Officer/s; Ranger/s

**Dog Act Officers:**

Chief Executive Officer; Executive Manager Corporate Services; Executive Manager Engineering Services; Executive Manager Development Services; Executive Manager Community Services; Environmental Health Officer/s, Ranger/s, Building Surveyor/s

**Cat Act Officers:**

Chief Executive Officer, Executive Manager Development Services; Ranger/s

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

**Swimming Pool Inspections:**

Chief Executive Officer, Executive Manager Development Services; Building Surveyor/s;  
Ranger/s.

**Building Act 2011**

Chief Executive Officer, Executive Manager Development Services, Senior Building  
Surveyor, Building and Project Supervisor

[Food Act 2008](#)

[Chief Executive Officer, Executive Manager Development Services, Environmental  
Health Officers](#)

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

## BUILDING

DELEGATION NUMBER	- B01
LEGISLATIVE POWER	- Building Act 2011, s20
DELEGATION SUBJECT	- <b>Buildings – Grant or Refusal of Building Permits</b>
DELEGATE	- <del>Chief Executive Officer</del> <del>Executive Manager</del> <del>Development Services</del>  <del>Senior Building Surveyor</del>  <del>Building and Project Supervisor</del>
<u>SUB DELEGATE</u>	- <u>Executive Manager Development Services</u>  <u>Senior Building Surveyor</u>  <u>Building and Project Supervisor</u>

The ~~Executive Manager Development Services and Building Surveyors~~~~above~~~~Chief Executive Officers~~ of the Shire ~~of Northam are~~~~is~~ delegated authority to grant or refuse building permits, subject to the provisions of s20 Building Act 2011.

### Special Conditions or Guidelines

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

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**SEPARATE USAGE REGISTER KEPT BY SENIOR BUILDING SURVEYOR**

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

<b>DELEGATION NUMBER</b>	- <b>B02</b>
LEGISLATIVE POWER	- Building Act 2011, s21
DELEGATION SUBJECT	- <b>Buildings – Grant or Refusal of Demolition Permits</b>
DELEGATE	- <del>Chief Executive Officer</del> <del>Executive Manager</del> <del>Development Services</del>  <del>Senior Building Surveyor</del>  <del>Building and Project Supervisor</del>
<u>SUB DELEGATE</u>	- <u>Executive Manager Development Services</u>  <u>Senior Building Surveyor</u>  <u>Building and Project Supervisor</u>

The ~~Executive Manager Development Services and Building Surveyors of above Officers~~ Chief Executive Officer of the Shire of Northam ~~is~~ are delegated authority to grant or refuse demolition permits, subject to the provisions of s21 Building Act 2011.

**Special Conditions or Guidelines**

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

**Any buildings or structure on the Shire of Northam Municipal Inventory being referred to Council for decision.**

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**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

<b>B02 - Delegation Use</b>		
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>Name of Officer Exercising Delegation</b>
21/07/2015	Kelvedon Pty Ltd	Senior Building Surveyor
15/09/2015	Landex Pty Ltd	Senior Building Surveyor
24/09/2015	Department Of Housing	Senior Building Surveyor
5/10/2015	Deceased Estate Of Beatrice Olivian Maureen Fleming	Senior Building Surveyor
30/10/2015	John Danilkowicz Mosiejcyk	Senior Building Surveyor
13/11/2015	The Estate Of Johanna Lieda Balt	Senior Building Surveyor
12/01/2016	Wade Ashman	Senior Building Surveyor
10/07/2015	Dempster Superannuation Fund	Senior Building Surveyor
4/02/2016	Delanotte Super Pty Ltd	Senior Building Surveyor
11/02/2016	Windsor Knight Pty Ltd	Senior Building Surveyor
29/02/2016	D & T Webber	Senior Building Surveyor

# SHIRE OF NORTHAM

## AGENDA

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*Delegated Authority Register*

- DELEGATION NUMBER** - B03
- LEGISLATIVE POWER - Building Act 2011, s22
- DELEGATION SUBJECT - **Buildings – Further Grounds for Not Granting an Application**
- DELEGATE - ~~Chief Executive Officer~~~~Executive Manager Development Services~~  
~~Senior Building Surveyor~~  
~~Building and Project Supervisor~~
- SUB DELEGATE - Executive Manager Development Services  
Senior Building Surveyor  
Building and Project Supervisor

The Chief Executive Officer of the Shire of Northam is delegated authority to refuse building or demolition permits due to errors in information or documentation submitted, subject to the provisions of s22 Building Act 2011.

**Special Conditions or Guidelines**

**An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.**

**An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.**

B03 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

- DELEGATION NUMBER** - B04
- LEGISLATIVE POWER** - Building Act 2011, s58
- DELEGATION SUBJECT** - **Buildings – Grant of Occupancy Permit, Building Approval Certificate**
- DELEGATE** - ~~Chief Executive Officer Executive Manager Development Services~~  
~~Senior Building Surveyor~~  
~~Building and Project Supervisor~~
- SUB DELEGATE** - Executive Manager Development Services  
Senior Building Surveyor  
Building and Project Supervisor

The Chief Executive Officer of the Shire of Northam is delegated authority to grant, modify or refuse Occupancy Permits or Building Approval Certificates, subject to the provisions of s58 Building Act 2011.

**An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.**

**An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.**

B04 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
9/07/2015	WA Country Builders	Senior Building Surveyor
9/10/2015	Co-Operative Bulk Handling Ltd – Occupancy Permit	Senior Building Surveyor
8/12/2015	Australian Grain Technologies – Occupancy Permit	Senior Building Surveyor
17/12/2015	Shire Of Northam/Medical Centre –Occupancy Permit	Senior Building Surveyor

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

23/12/2015	Lauderdale Nominees Pty Ltd - Occupancy	Senior Building Surveyor
3/12/2015	Mr John Young – Building Approval Certificate Strata	Senior Building Surveyor
2/02/2016	RBD	Senior Building Surveyor
18/03/2016	Aust. Medical Procedures Research	Senior Building Surveyor
18/03/2016	Aust. Medical Procedures Research	Senior Building Surveyor
17/03/2016	Aust. Medical Procedures Research	Senior Building Surveyor
17/03/2016	Aust. Medical Procedures Research	Senior Building Surveyor
18/03/2016	Aust. Medical Procedures Research	Senior Building Surveyor

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

<del>DELEGATION NUMBER</del>	- <del>B05</del>
<del>LEGISLATIVE POWER</del>	- <del>Building Act 2011, s96</del>
<del>DELEGATION SUBJECT</del>	- <del>Buildings — Authorised Persons</del>
<del>DELEGATE</del>	- <del>Chief Executive Officer/Executive Manager Development Services</del>  <del>Building Surveyor</del>  <del>Technical Officer</del>  <del>Building and Project Supervisor</del>
<del>SUB-DELEGATE</del>	<del>Executive Manager Development Services</del>  <del>Senior Building Surveyor</del>  <del>Technical Officer</del>  <del>Building and Project Supervisor</del>

~~The Executive Manager Development Services and Building Surveyor/s of the Shire above Officers are appointed Authorised Persons for the purpose of the Building Act 2011 in relation to the buildings or incidental structures, subject to the provisions of Building Act 2011.~~

~~An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.~~

~~An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.~~

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~~SEPARATE USAGE REGISTER KEPT BY SENIOR BUILDING SURVEYOR~~

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

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*Delegated Authority Register*

- DELEGATION NUMBER** - B06
- LEGISLATIVE POWER** - Building Act 2011, s110
- DELEGATION SUBJECT** - **Buildings – Building Orders**
- DELEGATE** - Chief Executive Officer Executive Manager Development Services
- SUB DELEGATE - Executive Manager Development Services

~~The Executive Manager Development Services is~~ The above Officers of the Shire are Chief Executive Officer is delegated authority to issue Building Orders in relation to:

- Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the Building Act;
- Take specific action to prevent contravention of the Act;
- Finish an outward facing side of a wall;
- Buildings which are considered as being unsafe or not fit for human habitation.

Subject to the provisions of Building Act 2011.

**An Officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.**

**An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.**

B06 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

**DELEGATION NUMBER** - **B07**  
LEGISLATIVE POWER - Building Act 2011, s133  
DELEGATION SUBJECT - **Buildings – Prosecutions**  
DELEGATE - Chief Executive Officer  
SUB DELEGATE - Nil.

The Chief Executive Officer is delegated authority to commence prosecution for an offence against this Act, subject to the provisions of Building Act 2011.

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B07 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

<b>DELEGATION NUMBER</b>	- <b>B08</b>
LEGISLATIVE POWER	- Building Act 2011 Building Regulations 2012, r53 Local Government Act 1995, s5.42 & s9.10
DELEGATION SUBJECT	- <b>Recover the Charge Imposed for Private Swimming Pool Inspections</b>
DELEGATE	- Chief Executive Officer
<u>SUB DELEGATE</u>	- <u>Executive Manager Corporate Services</u>

The Chief Executive Officer is delegated authority to recover the amount of a charge imposed for the inspection of a private swimming pool in a court of competent jurisdiction, subject to Reg 53 of the Building Regulations 2012.

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**SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER CORPORATE SERVICES**

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

<b>DELEGATION NUMBER</b>	- B09
LEGISLATIVE POWER	Local Government (Uniform Local Provisions) Regulations 1996 r. 5, 6
DELEGATION SUBJECT	<b>Issue Permit to Deposit Material on or Excavate on or Adjacent Street</b>
DELEGATE	Chief Executive Officer
<u>SUB DELEGATE</u>	<u>Executive Manager Development Services</u> <u>Executive Manager Engineering Services</u> <u>Senior Building Surveyor</u> <u>Building and Project Supervisor</u>

The Chief Executive Officer is delegated authority to;

1. Serve written notice on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, require the person to cover the footpath during the period specified in the notice so as to:
  - (a) Prevent damage to the footpath; or
  - (b) Prevent inconvenience to the public or danger from falling materials.
2. Grant permission for a person to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare and impose such conditions as the CEO thinks fit on granting permission

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

<b>B09 - Delegation Use</b>		
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>Name of Officer Exercising Delegation</b>
1/07/2015	Cole Hazlewood	Senior Building Surveyor
27/08/2015	Red Ink Homes	Senior Building Surveyor
20/08/2015	Tampico Pty Ltd	Senior Building Surveyor
17/08/2015	WBS Group	Senior Building Surveyor
29/09/2015	WBS Group	Senior Building Surveyor
15/09/2015	Multicon Commercial – Car Wash	Senior Building Surveyor
2/10/2015	WBS Group	Senior Building Surveyor
13/10/2015	Gil Waller	Senior Building Surveyor
25/11/2015	John & Margaret Young	Senior Building Surveyor
11/02/2016	Wasterock Pty Ltd/Windsor Knight Pty Ltd	Senior Building Surveyor
10/02/2016	Northam Project Pty Ltd	Senior Building Surveyor
5/04/2016	Brian Klopper Architect	Senior Building Surveyor
22/04/2016	Rural Building Company	Senior Building Surveyor

# SHIRE OF NORTHAM

## AGENDA

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*Delegated Authority Register*

- DELEGATION NUMBER** - B10
- LEGISLATIVE POWER - Building Act 2011, s65
- DELEGATION SUBJECT - **Buildings - Extending the period of duration an Occupancy permit or a Building Approval Certificate**
- DELEGATE - Chief Executive Officer  
~~Executive Manager Development Services~~  
~~Building Surveyor~~  
~~Building and Project Supervisor~~
- SUB DELEGATE - Executive Manager Development Services  
Senior Building Surveyor  
Building and Project Supervisor

The Chief Executive Officer is Delegated Authority to extend the period of duration of an Occupancy permit or a Building Approval Certificate, subject to the provisions of s65 Building Act 2011.

B10 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

- DELEGATION NUMBER** - **B11**
- LEGISLATIVE POWER - Building Act 2011, s117
- DELEGATION SUBJECT - **Buildings – Revoke Building Orders**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Development Services  
Senior Building Surveyor  
Building and Project Supervisor

The Chief Executive Officer is Delegated Authority to Revoke Building Orders, subject to the provisions of s65 Building Act 2011.

B11 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

## ENGINEERING

DELEGATION NUMBER	- E01
LEGISLATIVE POWER	- Local Government Act 1995, s3.50 & s3.50A  Local Government (Functions and General) Regulations – Part 2 – Thoroughfares  Road Traffic Act 1974, s92 & s81D
DELEGATION SUBJECT	- <b>Temporary Closure of Thoroughfares to Vehicles</b>
DELEGATE	- Chief Executive Officer
<u>SUB DELEGATE</u>	- <u>Executive Manager Engineering Services</u> <u>Executive Manage Development Services</u>

The Chief Executive Officer is delegated authority to close any thoroughfare, wholly or partially, for a period of up to 4 weeks and give the necessary notices and take all appropriate actions to temporarily close any thoroughfare under its management for any period exceeding 4 weeks but not exceeding 3 months. The Chief Executive Officer, in exercising this delegated authority, shall observe the requirements of s3.50 and s3.50A of the Local Government Act.

Any proposal to close a thoroughfare for any period exceeding 3 months shall be referred to Council for determination.

*(Note: Not for the permanent closure of a road/road reserve: refer Land Administration Act)*

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

<b>E01 - Delegation Use</b>		
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>Name of Officer Exercising Delegation</b>
2/07/2015	Temporary Closure of Bridge 5029 on Spencers Brook Road - Unsafe	Clinton Kleynahs - EMES
13/08/2015	Closure of Christmas Road Grass Valley for Level Crossing Maintenance	Clinton Kleynahs - EMES
10/11/2015	Temporary Closure of Bridge 0614, Clydesdale Road Grass Valley for Bridge Replacement Works	Clinton Kleynahs - EMES
11/11/2015	Temporary Closure of Gairdner Street Bridge (Avon Bridge) for Western Power Works on 22/11/2015.	Clinton Kleynahs - EMES
25/02/2016	Temporary Closure of Inkpen Street Northam for the purpose of Driver training at the Northam High School on 22/3/2016	Clinton Kleynahs - EMES
17/02/2016	Temporary closure of Mount Ommaney Drive, Northam. Beavis Place, Minson Avenue Gordon Place, Nind Street and O'Hare Lane. Grey Street Fitzgerald Street Wellington Street Elizabeth Place to enable the Northam Motor Sports Festival to take place on 2/4/2016 and 3/4/2016.	Clinton Kleynahs - EMES
23/02/2016	Temporary closure of Gordon Place Northam for Northam Townsite Drainage Improvement works (Stage 2)	Clinton Kleynahs - EMES
7/04/2016	Temporary closure of Fitzgerald Street between Grey and Gairdner, Grey Street between Fitzgerald and Minson, and Minson Avenue between Grey and Fitzgerald Street for the Anzac Day Parade on 25/4/2016.	Clinton Kleynahs - EMES
6/04/2016	Temporary closure of Boronia Terrace Wundowie for 30m in front of Wundowie Town Hall for the Wundowie Iron Festival on 15/5/2016.	Clinton Kleynahs - EMES

# SHIRE OF NORTHAM

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*Delegated Authority Register*

- DELEGATION NUMBER** - **E02**
- LEGISLATIVE POWER** - Local Government Act 1995, s3.50 & s3.50A  
Road Traffic (Events on Roads) Regulations 1991  
Local Law – Activities on Thoroughfares and Trading in Thoroughfares and Public Places
- DELEGATION SUBJECT** - **Events on Roads**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Engineering Services  
Executive Manage Development Services

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of thoroughfares under its<sup>[JW1]</sup> management for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991. The Chief Executive Officer shall have regard to s3.50 & s3.50A of the Local Government Act 1995 and Council's Local Law.

<b>E02 - Delegation Use</b>		
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>Name of Officer Exercising Delegation</b>
24/06/2015	Annual Avon River Festival. Closure of Fitzgerald and Grey Street, Northam on 31 July 2015, 4.00pm to 9.00pm.	Jason Whiteaker - CEO

# SHIRE OF NORTHAM

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*Delegated Authority Register*

- DELEGATION NUMBER** - E03
- LEGISLATIVE POWER** - Local Government Act 1995, Sch 9.1, cl 5(1)  
Local Government (Uniform Local Provisions) Regulations 1996 Reg 9
- DELEGATION SUBJECT** - **Gates across Public Thoroughfare**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for permission to erect gates or other devices across public thoroughfares under Council control or management to enable traffic to pass across the public thoroughfare and prevent livestock from straying. This authority relates to all of the provisions of Regulation 9, Local Government (Uniform Local Provisions) Regulations 1996.

E03 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
23/10/2015	Christmas on Fitzgerald. Closure of Fitzgerald Street on Saturday 12th December 2015	Jason Whiteaker - CEO

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

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*Delegated Authority Register*

- DELEGATION NUMBER** - **E04**<sup>[JW2]</sup>
- LEGISLATIVE POWER** - Local Government Act 1995, Schedule 9.1,  
el-~~Clause~~ 7  
  
Local Government (Uniform Local Provisions)  
Regulations 1996 Regs 12 to 16 (Inclusive)
- DELEGATION SUBJECT** - **Crossovers**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant **subject to Council policy**.

The Chief Executive Officer is delegated authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land in accordance with the provisions of Schedule 9.1 Clause 7 of the Act.

This delegated authority relates to all of the provisions of Local Government (Uniform Local Provisions) Regulations 1996; Regulation numbers 12 to 16 inclusive.

E04 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

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*Delegated Authority Register*

- DELEGATION NUMBER** - E05
- LEGISLATIVE POWER - Local Government Act 1995, s3.51
- DELEGATION SUBJECT - **Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to give the required notices as specified in s3.51(3) and (4) before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

Further, the Chief Executive Officer is delegated authority to consider submissions received and proceed with the proposal if no objection is received.

E05 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

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*Delegated Authority Register*

- DELEGATION NUMBER** - E06
- LEGISLATIVE POWER - Local Government Act 1995, s3.52
- DELEGATION SUBJECT - **Public Thoroughfares – Public Access & Plans – s3.52 (within designated Town sites)**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to ensure that public thoroughfares are kept open for public use except if they are closed or have restricted use subject to:

1. In fixing or altering the level of, or the alignment of a public thoroughfare, ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided. *(Reference s3.52 (3)).*
2. Keeping plans of the levels and alignments of public thoroughfares that are under Council's control or management and make those plans available for public inspection. *(Reference s3.52 (4)).*

E06 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

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*Delegated Authority Register*

## FINANCE

DELEGATION NUMBER	- F01
LEGISLATIVE POWER	- Local Government Act 1995, s6.10 Local Government (Financial Management) Regulations 1996, Reg 12
DELEGATION SUBJECT	- <b>Creditors, Payment of</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to make payments from the Municipal fund or the Trust fund in accordance with the provisions of Local Government (Financial Management) Reg 12

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**SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER CORPORATE SERVICES**

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*Delegated Authority Register*

- DELEGATION NUMBER** - **F02**
- LEGISLATIVE POWER** - Local Government Act 1995, s3.58  
Local Government (Functions General) Regulations, Reg. 30
- DELEGATION SUBJECT** - **Disposal of Council Property**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Nil.

The Chief Executive Officer is delegated authority to dispose of property to the highest bidder, at public auction, public tender or by private treaty subject to the following limits:

- Land - to a value of \$5,000 in accordance with Local Government (Functions General) Regulations – Reg 30(2)(a) & (c);
- Other – to a value of \$20,000 in accordance with Local Government (Functions General) Regulations – Reg 30(3).

F02 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

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*Delegated Authority Register*

<b>DELEGATION NUMBER</b>	-	<b>F03</b>
<b>LEGISLATIVE POWER</b>	-	Local Government Act 1995 Recovery of Rates and Charges, s6.55 & s6.56
<b>DELEGATION SUBJECT</b>	-	<b>Recovery of Unpaid Debtors</b>
<b>DELEGATE</b>	-	Chief Executive Officer
<b>SUB DELEGATE</b>	-	Executive Manager Corporate Services

The Chief Executive Officer is delegated authority to recover outstanding rates and service charges and take the legal action necessary for recovery in accordance with the provisions of Part 6, Division 6, subdivisions 5 and 6 of the Local Government Act 1995.

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**SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER OF CORPORATE SERVICES**

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

<b>DELEGATION NUMBER</b>	-	<b>F04</b>
<b>LEGISLATIVE POWER</b>	-	Local Government Act 1995  Inviting of Tenders s3.57  Local Government (functions and general) Regulations cl. 14, 18, 20
<b>DELEGATION SUBJECT</b>	-	<b>Inviting Tenders</b>
<b>DELEGATE</b>	-	Chief Executive Officer
<b><u>SUB DELEGATE</u></b>	-	<u>Nil.</u>

The Chief Executive Officer is delegated authority to;

1. Invite tenders before for the local government to enter into a contract of a prescribed kind under which another person is to supply goods or services.
2. Determine an appropriate selection criteria based on one or more of the following criteria;
  - a. Price
  - b. Ongoing Operational costs
  - c. Quality
  - d. Timeliness of deliver
  - e. Fit purpose
  - f. Community benefit
  - g. Application of regional price preference in accordance with Council policy
  - h. Relevant experience
  - i. Reliability
3. Make minor variations to awarded tenders within the following parameters;
  - a. Cost to Council not to exceed available budget allocations
4. Make a determination to accept or reject tenders up to \$~~400~~150,000
5. Make determinations on purchases under \$250,000 for the supply of the goods or services obtained through the Council Purchasing Service of WALGA

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



*Delegated Authority Register*

<b>F04 - Delegation Use</b>		
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>Name of Officer Exercising Delegation</b>
22/08/2015	Advertisement of Tender 10 of 2015 (Replacement of Bridge 5029) in the West Australian.	Jason Whiteaker - CEO
27/06/2015	Advertisement of Tender 8 of 2015 (Supply and Delivery of a New or Used 12,000 – 15,000l Water Truck) in The West Australian.	Jason Whiteaker - CEO
29/08/2015	Advertisement of Tender 14 of 2015 (repairs to Bridge 0614 – Clydesdale Road) in the West Australian.	Jason Whiteaker - CEO
15/10/2015	Advertisement of Tender 18 of 2015 (Supply and Delivery of New Two-Way Tipper Truck) in the West Australian.	Jason Whiteaker - CEO
22/10/2015	Advertisement of Tender 19 of 2015 (Provision of Tree Pruning, Tree Removal and Associated Works) in the West Australian, Local Gazette and Avon Valley Advocate	Jason Whiteaker - CEO
29/10/2015	Advertisement of Tender 20 of 2015 (Replacement of Bridge 5029, Spencers Brook Road, Clackline) in the West Australian.	Jason Whiteaker - CEO
5/11/2015	Advertisement of Tender 21 of 2015 (Construction of Inkpen Fire Service Building) in the West Australian.	Jason Whiteaker - CEO
27/11/2015	Advertisement of Tender 22 of 2015 (Northam Townsite Drainage Stage 2) in the West Australian.	Jason Whiteaker - CEO
15/05/2015	Advertisement of Tender 13 of 2015 (Wundowie Skate Park) on the WALGA E-Quote Site. Award of Contract to Total Eden on 9/7/2015	Jason Whiteaker - CEO
1/09/2015	Advertisement of Tender 15 of 2015 (Architectural Design Services of Aboriginal and Environmental Interpretive Centre) Through WALGA	Jason Whiteaker - CEO
27/01/2016	Advertisement of Tender 17 of 2015 (Interpretive Design Services of Aboriginal and Environmental Interpretive Centre) Through WALGA	Jason Whiteaker - CEO
2/02/2016	Advertisement of Tender 1 of 2016 (Bernard Park Drainage Basin Improvements) in the West Australian.	Jason Whiteaker - CEO
2/02/2016	Advertisement of Tender 2 of 2016 (King Creek Drain Stage 3) in the West Australian.	Jason Whiteaker - CEO

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



*Delegated Authority Register*

- DELEGATION NUMBER** - **F05**
- LEGISLATIVE POWER** - Local Government Act 1995  
Local Government (functions and general)  
Regulations cl. 14, 18, 20
- DELEGATION SUBJECT** - **Write Off / Waive Small Fees or Debts**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - **Nil.**

The Chief Executive Officer is delegated authority to make a determination to waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government [subject to section 6.12(2)] – up to a maximum of \$500.00

F05 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
26/06/2015	Debtor: S130, Amount: \$314.56, Invoice: 12455. Write of debt/charges for Killara Respite Centre Services dating back to February 2014. Staff have attempted to locate/contact debtor through a number of measures, however have been unsuccessful. Record No: N6811.	Jason Whiteaker - CEO
26/06/2015	Assessment No: A12303, Amount: \$477.08 for interest and legal fees charged against the property in relation to outstanding rates. Postal address was incorrectly changed by staff causing this action/fees to occur, fees were requested to be written off due to it being staff error. Record No: N6812	Jason Whiteaker - CEO
15/10/2015	Assessment No: A16093 Amount \$42.15 for interest fees charged in relation to outstanding interim rates. Purchasers details were incorrectly updated resulting in interim remaining unpaid after due date.	Jason Whiteaker - CEO
15/12/2015	Debtor J38 Amount of \$220 of unpaid dog fees, dogs released without payment, Staff have tried with no success to receive payment. Lead to	Jason Whiteaker - CEO

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*Delegated Authority Register*

	believe customer will challenge the shire and refuse to pay.	
19/01/2016	Waiver of hire fees totalling \$320.00 for the Hospitality Room (Northam Recreation Centre) booked on 3 March 2016 by the Department of Local Governments, local government sector workshops.	Clinton Kleynhans - A/CEO
9/02/2016	Write off of \$31.45 related to standpipe charges (Debtor H79). Further details provided on Record: N7194.	Jason Whiteaker - CEO
9/02/2016	Write off of \$147.00 related to Killara charges (Debtor W144). Further details provided on Record: N7194.	Jason Whiteaker - CEO
9/02/2016	Write off of \$195.00 related to Killara charges (Debtor F49). Further details provided on Record: N7194.	Jason Whiteaker - CEO
9/02/2016	Write off of \$75.50 related to Killara charges (Debtor K43). Further details provided on Record: N7194.	Jason Whiteaker - CEO
6/05/2016	Waiver of hire fees totalling \$180.00 - RadioWest for the Kids Disco as part of the Give me 5 for Kids Fundraiser to be held at the Northam Recreation Centre on 16 June 2016.	Jason Whiteaker - CEO
13/05/2016	Discount of 25% up to a maximum of \$500.00 for bookings at the Northam Recreation Centre for the Wheatbelt District Police Office to provide training for Police Officers. Booking dates to be confirmed.	Jason Whiteaker - CEO

**SHIRE OF NORTHAM**  
**AGENDA**  
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*Delegated Authority Register*

## HEALTH

DELEGATION NUMBER	- H01
LEGISLATIVE POWER	- Health Act 1911 Health Local Laws 2008
DELEGATION SUBJECT	- <b>Health Act &amp; Health Local Law 2008 – (Deputy) – (Including Itinerant Food Vendors, Stallholders, Traders and Street Entertainers)</b>
DELEGATE	- <u>Chief Executive Officer</u>
<u>SUB DELEGATE</u>	<u>Executive Manager Development Services</u> <u>Environmental Health Officer/s</u>

~~In accordance with provisions of s26 of the Health Act, the Executive Manager Development Services is authorised~~  
~~The Chief Executive Officer is delegated authority to be act as~~ Council's "Deputy" pursuant to the Health Act and to exercise and discharge the following powers and functions, including:

1. Issue such Health Act and Health Local Law notices and orders as appropriate;
2. Determine applications for licenses and permits under the Health Act and Health Local Laws in accordance with relevant provisions.
3. Authorise Environmental Health Officers with the power to enter premises under s349 of the Health Act, to administer the provisions of the Fly Eradication Regulations and the Health Poultry Manure Regulations 2001 provided that the power to serve notice is exercised by the Executive Manager Development Services.

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**SEPARATE USAGE REGISTER KEPT BY ENVIRONMENTAL HEALTH OFFICER/S**

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

<b>DELEGATION NUMBER</b>	- <b>H02</b>
<b>LEGISLATIVE POWER</b>	- <b>Food Act 2008, s122</b>
<b>DELEGATION SUBJECT</b>	- <b>Food – Authorised Officers</b>
<b>DELEGATE</b>	- <del>Chief Executive Officer</del> Executive Manager Development Services - Environmental Health Officer/s
<b><u>SUB DELEGATE</u></b>	- <u>Executive Manager Development Services</u> - <u>Environmental Health Officer/s</u>

~~The above Officer are Executive Manager Development Services and Environmental Health Officer/s are appointed as Authorised Officers, pursuant to the Food Act 2008.~~

**Limitations**

~~Environmental Health Officer under the Health Act 1911 – All relevant sections of the Food Act 2008.~~

*Note: Council to appoint officers on an individual basis by name*

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**SEPARATE USAGE REGISTER KEPT BY ENVIRONMENTAL HEALTH OFFICER/S**

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

- DELEGATION NUMBER** - H03
- LEGISLATIVE POWER** - Food Act 2008, s126(13)
- DELEGATION SUBJECT** - ~~Food — Designated Officers, Infringement Issue~~
- DELEGATE** - ~~Chief Executive Officer~~ Environmental Health Officer/s
- SUB-DELEGATE** - ~~Environmental Health Officer/s~~

The Environmental Health Officer/s are appointed as Designated Officers for the issue of infringements for a prescribed offence under this Act, pursuant to the Food Act 2008 s126(2).

**Limitations**  
 Infringement issue only.

*Note: Council to appoint officers on an individual basis by name*

H03 – Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

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*Delegated Authority Register*

- DELEGATION NUMBER** - H04
- LEGISLATIVE POWER** - Food Act 2008, s126(13)
- DELEGATION SUBJECT** - ~~Food — Designated Officers, Infringement Extensions, Cancellations & Receipting of Payments~~
- DELEGATE** - ~~Chief Executive Officer~~ Executive Manager Development Services
- SUB-DELEGATE** Executive Manager Development Services

~~The above Officer are Executive Manager Development Services is appointed as Designated Officers for the receiving of payments, extensions and cancellation of Infringements for a prescribed offence under this Act, pursuant to the Food Act 2008 s126(3), s126(6) and s126(7).~~

**Limitations**

~~Infringement Receipting, Extensions & Cancellations only, unable to issue an Infringement~~

*Note: Council to appoint officers on an individual basis by name*

<b>H04—Delegation Use</b>		
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>Name of Officer Exercising Delegation</b>
Nil.		

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*Delegated Authority Register*

## PLANNING

- DELEGATION NUMBER** - P01
- LEGISLATIVE POWER** - Local Government Act 1995  
Planning and Development Act 2005, gazetted  
Local Planning Schemes, the Local  
Government (Miscellaneous Provisions) Act  
1960
- DELEGATION SUBJECT** - **Instruct Legal Action**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services

The Chief Executive Officer is delegated authority to instruct Council's Solicitors to take legal action in respect of any breach, contravention or offence under the Planning and Development Act 2005, gazetted Local Planning Schemes, the Local Government (Miscellaneous Provisions) Act 1960 and all subsidiary legislation made under those acts including signing and executing documents on behalf of the Shire.

P01 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
1/10/2015	Troy Davey & Rebecca Robles	Chadd Hunt - EMDS
1/10/2015	John Ashworth	Chadd Hunt - EMDS
10/03/2016	Damian Renshaw	Chadd Hunt - EMDS
19/05/2016	John Ashworth	Chadd Hunt - EMDS

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*Delegated Authority Register*

- DELEGATION NUMBER** - P02
- LEGISLATIVE POWER** - Local Planning Schemes No. 6
- DELEGATION SUBJECT** - **Development Applications - Advertising**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated authority to advertise development applications for public comment where the Chief Executive Officer considers such applications should have public comment prior to consideration by Council, and to make available from Council's file's, information regarding the development application so the public are in a position to make a proper assessment [in accordance with Council policy which may exist from time to time.](#)

P02 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
21/07/2015	Joanne Brookes - A2117	Chadd Hunt - EMDS
3/08/2015	J Clifton	Chadd Hunt - EMDS
14/08/2015	R Lawler	Chadd Hunt - EMDS
8/09/2015	John & Margaret Young	Chadd Hunt - EMDS
5/10/2015	Paul & Thy Godfrey	Chadd Hunt - EMDS
8/10/2015	Dunning Investment Pty Ltd	Chadd Hunt - EMDS
7/10/2015	Bryan Peter Lee	Chadd Hunt - EMDS
13/10/2015	Frank Donegan	Chadd Hunt - EMDS
2/10/2015	Michelle Blackhurst	Chadd Hunt - EMDS
16/10/2015	Michael Speciale	Chadd Hunt - EMDS
23/10/2015	Peter & Gail Goodlet	Chadd Hunt - EMDS
24/11/2015	Rob Galloway	Chadd Hunt - EMDS
24/11/2015	Anthony Gray	Chadd Hunt - EMDS
2/11/2015	Krystal Bikuan	Chadd Hunt - EMDS
1/12/2015	Brendon Chambers	Chadd Hunt - EMDS
24/11/2015	Dome Café Support Centre	Chadd Hunt - EMDS
18/11/2015	Northam District Motorcycle Club	Chadd Hunt - EMDS

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6/01/2016	Colin King	Kobus Nieuwoudt - MPS
9/02/2016	Phillip Webb	Kobus Nieuwoudt - MPS
11/02/2016	Michelle Donnellan	Kobus Nieuwoudt - MPS
16/02/2016	Andrew William Draffin	Kobus Nieuwoudt - MPS
2/03/2016	Australian Grain Technologies Pty Ltd	Kobus Nieuwoudt - MPS
2/03/2016	Esther Bliss	Kobus Nieuwoudt - MPS
2/03/2016	Kat Black	Kobus Nieuwoudt - MPS
4/03/2016	St John's Ambulance	Kobus Nieuwoudt - MPS
8/04/2016	Justin Steer	Kobus Nieuwoudt - MPS
7/04/2016	Joel Draffin	Kobus Nieuwoudt - MPS
30/03/2016	Ian Derby	Kobus Nieuwoudt - MPS
19/04/2016	Sandy Graham	Chadd Hunt - EMDS
21/04/2016	Justin Hardy, Tina Hardy & Richard Long	Chadd Hunt - EMDS
29/04/2016	Jade Soulos	Chadd Hunt - EMDS
12/05/2016	Vicky Taylor	Kobus Nieuwoudt - MPS

# SHIRE OF NORTHAM

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*Delegated Authority Register*

- DELEGATION NUMBER** - **P03**
- LEGISLATIVE POWER** - **Local Government Act 1995**
- DELEGATION SUBJECT** - **Authority to Approve Requests for Short Term Parking – Schedule 9.1**
- DELEGATE** - **Chief Executive Officer**

The Chief Executive Officer is delegated authority to approve requests for short term parking bays on Town Streets within the Shire.

<b>P03 – Delegation Use</b>		
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>Name of Officer Exercising Delegation</b>

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*Delegated Authority Register*

<b>DELEGATION NUMBER</b>	-	<b>P034</b>
LEGISLATIVE POWER	-	Local Planning Scheme No 6
DELEGATION SUBJECT	-	<b>Planning Determinations</b>
DELEGATE	-	Chief Executive Officer
<u>SUB DELEGATE</u>	-	<u>Executive Manager Development Services</u>
	-	<u>Manager Planning Services</u>

~~The Chief Executive Officer is delegated authority to determine matters relating to planning where they conform to Council Policy, the Local Planning Scheme and or Planning Codes as listed below:~~

- ~~1) Determination of development and subdivision applications and the issue of formal Council notices in accordance with the Local Planning Scheme and Council Policies, as outlined below.~~
- ~~2) Determination of planning applications for uses listed as 'P' and 'D' within the Local Planning Scheme provided the application conforms to all Scheme requirements and standards and any adopted policy of Council.~~
- ~~3) Determination of planning applications for uses listed as 'A' within the Local Planning Scheme providing no objections were received during the advertising period and conformity with all Scheme requirements and any adopted policy of Council.~~
- ~~4) Determination of planning applications involving the discretionary powers of the Residential Design Codes providing the consultation process outlined within the Codes is adhered to and no objections were received from surrounding landowners.~~
- ~~5) Refusal of planning applications where the proposed use is not permitted by the Local Planning Scheme or does not comply with the non-discretionary powers of the Residential Design Codes or a mandatory statutory requirement of the Schemes or adopted Council Policy.~~
- ~~6) Approve the application of building envelopes as required as a condition of WAPC subdivision approval.~~
- ~~7) Determination of applications to modify or relocated building envelopes.~~
- ~~8) Providing responses to subdivision applications referred from the WAPC where the application generally complies with the provisions of the relevant Local Planning Scheme and adopted Council Policy or an endorsed Subdivision Guide Plan.~~

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*Delegated Authority Register*

- ~~9) Providing responses to subdivision applications referred from the WAPC where the application requires Council to apply discretion under the Local Planning Scheme provided no objections were received during the advertising period and compliance with the objectives stated within the Local Planning Scheme.~~
- ~~10) Determination of applications for home occupations, home businesses and home offices subject to compliance with Council's adopted policy with respect to such applications. Any proposed home occupation which received objections during the public consultation will be referred to Council for determination.~~
- ~~11) Endorse submitted Deposited Plans for final clearance of subdivisions provided all conditions have been satisfactorily complied with and any adopted policy of Council.~~
- ~~12) Issuing of planning consents and vary setbacks where minor adjustments to building setbacks are in accordance with Council Policy, Local Planning Schemes and Residential Design Codes.~~
- ~~13) Applications for planning consent for extensions/alterations to nonconforming uses in accordance with Local Planning Scheme.~~
- ~~14) Granting of planning approval with or without conditions under Local Planning Scheme to development on a local reserve under the Scheme for the purpose for which it is reserved.~~
- ~~15) Granting of planning approval with or without conditions under Local Planning Scheme for land zoned Restricted, Additional or Special Use for the purpose specified.~~
- ~~16) Determination of applications outside of Council's adopted local planning policies and Scheme subject to no objections being received from adjoining landowners during the public consultation period, and subject to consideration being given to the objectives of the existing planning schemes.~~
- ~~17) Determination of clearance of planning conditions imposed by planning approvals.~~

**General Delegation**

The Chief Executive Officer, Pursuant to Clause 82, Part 10 of Schedule 2 of the *Deemed Provisions for Local Planning Schemes*, is delegated ~~on~~ authority to approve or refuse applications for development approval made under *Shire of Northam Local Planning Scheme No. 6* (the Scheme), with or without conditions subject to consistency with the Scheme, including giving due regard to relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

**Exclusions/Conditions**

**General Exclusions**

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1. Applications for development approval for development exceeding \$3M in value and/or a net increase of in excess of 10 dwellings and/or uses listed as 'P', 'D' or 'A' within the Scheme at variance with Scheme requirements and standards.

**Specific Exclusions and Exceptions for Minor Works etc.**

1. Subject to 7 below, with respect to applications for development approval for development other than advertising signage, domestic outbuildings, fencing and residential additions/alterations, any delegated decision must be consistent with, rather than giving due regard to, relevant Local Planning Policies.

2. Subject to 7 below, applications for development approval for development of land within a Local Reserve may only be approved under delegated authority where it is consistent with the purpose of the Reserve.

3. Subject to 7 below, applications for development approval for the types of land-use or development listed below may only be refused under delegated authority:

a) Animal Establishment in other than the 'Rural' Zone;

b) Equestrian Activity in other than the Rural Zone;

c) Hotel;

d) Industry - Extractive;

e) Industry – Mining in other than the 'Rural' Zone;

f) Liquor Store (small and large);

g) Motel in other than the 'Commercial' Zone;

h) Night Club;

i) Restricted Premises;

j) Tavern;

k) Telecommunications Infrastructure; and/or

l) Any other development associated with racing, gaming or the sale of liquor, other than where development is of a temporary nature (no more than 48 hours duration).

4. Subject to 7 below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that must be assessed under the provisions of Clauses 3.4.2 or 3.4.3 of the Scheme (uses not listed in the Zoning Table) may only be refused under delegated authority. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration prior to the undertaking of consultation, if consultation is considered necessary)[JW3]

5. Subject to 7 below, applications for development approval that must be assessed under the provisions of Part 3, Clauses 3.8 up to and including 3.12 of the Scheme (the 'non-conforming uses' provisions) may only be refused under delegated authority. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration).

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6. Subject to 7 below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that must be assessed under the provisions of Clause 4.13.7 of the Scheme (the 'Cash Payment in Lieu of the Provision of Car Parking' provisions) may only be refused under delegated authority. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration)
7. Subject to 8 below, the provisions of 1 - 6 above do not apply to applications for renewals of development approval, alterations and/or expansions affecting a maximum area of 10% of the existing development, or 200m<sup>2</sup> (in terms of floorspace or land area in use, as appropriate), whichever is the lesser, and which are associated with existing, lawful land-uses, wherein the application may be refused or approved, with or without conditions, under delegated authority.
8. Where a renewal of development approval is issued pursuant to 7 above, the term of any renewal shall not exceed 12 months, however, an unlimited number of renewals may be granted under delegated authority.

**An officer to whom this authority is delegated cannot approve plans in which he/she have an interest.**

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**SEPARATE USAGE REGISTER KEPT BY MANAGER PLANNING SERVICES**

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

- DELEGATION NUMBER** - **P045**
- LEGISLATIVE POWER** - Strata Titles Act 1985, s23
- DELEGATION SUBJECT** - **Strata Titles – Certificate of Local Government**
- DELEGATE** - Chief Executive Officer
  
- SUB DELEGATE** - Executive Manager Development Services  
Manager Planning Services

Under s23(4) of the Strata Titles Act 1985 the Chief Executive Officer is delegated to issue certificates relating to Strata Title developments confirming various obligations have been met under s23 of the Strata Titles Act 1985, **excluding modifications to existing buildings (s23(3) and s24).**

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<b>P045 - Delegation Use</b>		
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>Name of Officer Exercising Delegation</b>
Nil.		

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*Delegated Authority Register*

- DELEGATION NUMBER** - **P056**
- LEGISLATIVE POWER - Strata Titles Act 1985, s19(10)
- DELEGATION SUBJECT - **Consent to the Lease of Common Property**
- DELEGATE - Chief Executive Officer
- 
- SUB DELEGATE - Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated to give consent to the mortgage and/or lease of common property on Strata Plans where the provisions of the Act are met and in accordance with Council Policy.

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P056 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

# SHIRE OF NORTHAM

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*Delegated Authority Register*

- DELEGATION NUMBER** - **P067**
- LEGISLATIVE POWER - Local Planning Schemes No 6
- DELEGATION SUBJECT - **Advertising Signs**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE** - **Executive Manager Development Services**  
**Manager Planning Services**

The Chief Executive Officer is delegated authority to approve signs that require such approval and where appropriate the licensing of signs that comply with the Local Planning Schemes any Council Policy which may exist from time to time and ~~the~~ Local Laws of the Council.

#### **P067 - Delegation Use**

Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
5/11/2015	Shire of Northam / Northam Historical Society	Chadd Hunt - EMDS
10/11/2015	Jupiter Health and Medical Services Pty Ltd	Chadd Hunt - EMDS

# SHIRE OF NORTHAM

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*Delegated Authority Register*

- DELEGATION NUMBER** - P08
- LEGISLATIVE POWER** - Local Planning Scheme No 6  
cl 11.3—Delegation of Function
- DELEGATION SUBJECT** - **Approve Reduced Setbacks for Residential R15 & Residential R5 Zones Comprised Within 'Fairways Green' Estate**
- DELEGATE** - Chief Executive Officer

~~Council has issued delegated authority to the Chief Executive Officer to approve applications for reduced setbacks in relation to land designated 'Residential' contained within the 'Fairways Green' Estate subject to satisfaction of performance criteria outlined in the Residential Design Codes for the 'Residential R5' density coding.~~

~~The Chief Executive Officer in accordance with;~~

- ~~• Clause 82(1) of Division 2 (Delegations) of Schedule 2, Part 10 of the Planning and Development (Local Planning Schemes) Regulations 2015; and~~
- ~~• Clause 11.3.2 of Local Planning Scheme No 6~~

~~Has further delegated this task to:~~

- ~~• Executive Manager Development Services~~
- ~~• Manager Planning Services~~

<b>P08 – Delegation Use</b>		
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>Name of Officer Exercising Delegation</b>

# SHIRE OF NORTHAM

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*Delegated Authority Register*

- DELEGATION NUMBER** - **P09**
- LEGISLATIVE POWER** - Local Planning Scheme No 6  
cl 11.3 – Delegation of Function
- DELEGATION SUBJECT** - **Approve Reduced Setbacks for 'Residential R10' Zone Incorporating Part of Mace Street, All of Tankard, Knight, Williams, Erica, Delmage, Piesse & Jellings Streets & Part of Burlong Road, Northam**
- DELEGATE** - Chief Executive Officer

~~Council has issued delegated authority to the Chief Executive Officer to approve applications for reduced setbacks in relation to the collective land parcel designated 'Residential' subject to satisfaction of performance criteria outlined in the Residential Design Codes for the 'Residential R10' density coding and satisfaction of the Avon/Mortlock River Special Control Area provisions.~~

The Chief Executive Officer in accordance with;

- ~~• Clause 82(1) of Division 2 (Delegations) of Schedule 2, Part 10 of the Planning and Development (Local Planning Schemes) Regulations 2015; and~~
- ~~• Clause 11.3.2 of Local Planning Scheme No 6~~

Has further delegated this task to:

- ~~• Executive Manager Development Services~~
- ~~• Manager Planning Services~~

<b>P09 – Delegation Use</b>		
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>Name of Officer Exercising Delegation</b>
Click here to enter a date.	Click here to enter text.	

- DELEGATION NUMBER** - **P10**
- LEGISLATIVE POWER** - Local Planning Schemes No 6  
cl 11.3 – Delegation of Function

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- ~~DELEGATION SUBJECT~~ - ~~Use of Sea Containers & Setbacks for Lots Less than one Hectare in the Rural & Residential Zones~~
- ~~DELEGATE~~ - ~~Chief Executive Officer~~

~~Council has issued delegated authority to the Chief Executive Officer to approve applications for the use of sea containers provided the application complies with the provisions of the respective adopted local planning policies.~~

~~That Council, under the provisions of Clause 11.3 of Local Planning Scheme No 6 issue delegated Authority to the Chief Executive Officer to approve applications for setback variations under Clause 13 of the Local Planning Scheme No 3 Local Planning Policy.~~

~~The Chief Executive Officer in accordance with;~~

- ~~\* Clause 82(1) of Division 2 (Delegations) of Schedule 2, Part 10 of the Planning and Development (Local Planning Schemes) Regulations 2015; and~~
- ~~\* Clause 11.3.2 of Local Planning Scheme No 6~~

~~Has further delegated this task to:~~

- ~~\* Executive Manager Development Services~~
- ~~\* Manager Planning Services~~

<del>P10 – Delegation Use</del>		
<del>Date of Decision</del>	<del>Person/party impacted by decision</del>	<del>Name of Officer Exercising Delegation</del>

- ~~DELEGATION NUMBER~~ - ~~P11~~
- ~~LEGISLATIVE POWER~~ - ~~Local Government Act 1995, s5.45 & s5.46~~  
~~Local Planning Scheme No 6~~  
~~Local Planning Policy~~
- ~~DELEGATION SUBJECT~~ - ~~Approve Development Applications within the ‘Jacamar Heights’ Estate~~

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

~~DELEGATE - Chief Executive Officer~~

~~Council has issued delegated authority to the Chief Executive Officer to approve applications for development in relation to land designated 'Residential 2.5' contained within the 'Jacamar Heights' Estate subject to satisfaction of criteria outlined in Council's Local Planning Scheme No 6 for the 'Residential R2.5' zone.~~

~~The Chief Executive Officer in accordance with;~~

- ~~\* Clause 82(1) of Division 2 (Delegations) of Schedule 2, Part 10 of the Planning and Development (Local Planning Schemes) Regulations 2015; and~~
- ~~\* Clause 11.3.2 of Local Planning Scheme No 6~~

~~Has further delegated this task to:~~

- ~~\* Executive Manager Development Services~~
- ~~\* Manager Planning Services~~

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P11 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
1/07/2015	Steven Bignell	Chadd Hunt - EMDS
7/10/2015	Denise Daintith	Chadd Hunt - EMDS

**SHIRE OF NORTHAM**  
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*Delegated Authority Register*

- DELEGATION NUMBER** - **P0742**
- LEGISLATIVE POWER** - Local Government Act 1995, s5.42  
 Local Planning Scheme No 6  
 Local Planning Policy
- DELEGATION SUBJECT** - **Illegal Development, Giving Written Direction**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated authority to exercise the power under s5.42(1) of the Local Government Act 1995, to give an owner or developer a direction requiring them to comply under Section 214 of the Planning & Development Act, with the Local Planning Scheme, Policy or Planning requirement. The Chief Executive Officer should inform the owner if the developer is not the owner.

**P0742 - Delegation Use**

Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
2/10/2015	Damien Renshaw A11901	Chadd Hunt - EMDS
12/10/2015	Traci Lee Atkinson	Chadd Hunt - EMDS
12/04/2016	Brett Gundry A13432	Chadd Hunt - EMDS

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*Delegated Authority Register*

- DELEGATION NUMBER**            :    **P08**
- LEGISLATIVE POWER**           :    Local Government Act 1995, s5.42  
Local Planning Scheme No 6
- DELEGATION SUBJECT**           :    **Amended Plans**
- DELEGATE**                         :    Chief Executive Officer
- SUB DELEGATE**                   :    Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated authority to amended plans relating to applications determined by Council, where-

a) The amended plan, if submitted as a new application, could have been determined under delegated authority; and/or

b) The amended plans do not differ from the determined plans in any respect which generates a need to undertake consultation pursuant to Clause 64 of the Deemed Provisions for Local Planning Schemes and/or Part 4 (Neighbour Consultation) of the R-Codes; and/or

c) The amended plans do not differ from the determined plans in respect of the number of residential units or an increase in floorspace of more than 10% or 200m<sup>2</sup> (in terms of floorspace or land area in use, as appropriate) whichever is the lesser.

<b><u>P08 - Delegation Use</u></b>		
<b><u>Date of Decision</u></b>	<b><u>Person/party impacted by decision</u></b>	<b><u>Name of Officer Exercising Delegation</u></b>
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<u>DELEGATION NUMBER</u>	=	<u>P09</u>
<u>LEGISLATIVE POWER</u>	=	<u>Local Government Act 1995, s5.42</u> <u>Local Planning Scheme No 6</u>
<u>DELEGATION SUBJECT</u>	=	<u>Conditions Related to Consultation</u>
<u>DELEGATE</u>	=	<u>Chief Executive Officer</u>
<u>SUB DELEGATE</u>	=	<u>Executive Manager Development Services</u> <u>Manager Planning Services</u>

The Chief Executive Officer is delegated authority to determine applications for development approval that have been advertised for consultation purposes, in accordance with the provisions of Clause 64 of the Deemed Provisions for Local Planning Schemes and/or Part 4 of the R-Codes, if-

- a) No submissions were received, or only supportive submissions that do not request any change to the development were received; or
- b) Submissions that raise concerns with the proposed development were received and those concerns are, in the opinion of the delegated officer, clearly not material planning considerations;
- c) Submissions that raise concerns with the proposed development were received, and those concerns are material planning considerations, but;
  - i) Through liaison with the party or parties that lodged the submissions and/or amendments to the application and/or the application of conditions, the matters raised in the submissions can be resolved to the satisfaction of the delegated officer, the applicant, and the party or parties that lodged the submissions (the delegated officer must also ensure that the interests of fourth parties are protected and undertake further consultation if considered necessary), and
  - ii) Prior to approval of the application, the applicant and/or party or parties who lodged the submissions have provided written (including via fax or email) confirmation of their acceptance of the terms of the proposed delegated decision.

(Note: Should (a), (b) or (c) above not apply, or the delegated officer feel that the application should be refused, the application shall be reported to Council for consideration)

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<b><u>Date of Decision</u></b>	<b><u>Person/party impacted by decision</u></b>	<b><u>Name of Officer Exercising Delegation</u></b>
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*Delegated Authority Register*

- DELEGATION NUMBER** - **P10**
- LEGISLATIVE POWER** - **Local Government Act 1995, s5.42**
- DELEGATION SUBJECT** - **Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title**
- DELEGATE** - **Chief Executive Officer**
- SUB DELEGATE** - **Executive Manager Development Services**  
**Manager Planning Services**

The Chief Executive Officer is delegated authority to make recommendations to the WAPC with regards to applications referred to Council pursuant to Part 10 (Subdivision and development control) of the Planning and Development Act 2005, subject to consistency with the Scheme, relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

**Exclusions/Conditions**  
Applications that, were they approved by the WAPC, might result in a net increase of more than 10 lots, a recommendation to the WAPC may only be made under delegated authority if-

a) The application is consistent with a strategy, local structure plan, local development plan or other plan endorsed by Council, or which forms part of the Scheme and/or a Local Planning Policy; and/or

b) The application is for amended plans for an application that has been considered by Council within the last two years and the amendments are, in the opinion of the delegated officer, of a minor nature.

<b><u>P10 - Delegation Use</u></b>		
<b><u>Date of Decision</u></b>	<b><u>Person/party impacted by decision</u></b>	<b><u>Name of Officer Exercising Delegation</u></b>
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- DELEGATION NUMBER**            :    **P11**
- LEGISLATIVE POWER**         :    Local Government Act 1995, s5.42  
Deemed Provisions for Local Planning Schemes (Cl. 82)
- DELEGATION SUBJECT**         :    **Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval**
- DELEGATE**                         :    Chief Executive Officer
- SUB DELEGATE**                 :    Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated authority to, advise regarding clearance of conditions of development approval, and to advise the Western Australian Planning Commission with regards to the clearance of conditions set pursuant to Part 10 (Subdivision and development control) of the *Planning and Development Act 2005* and for which Council is nominated as a clearance agency, subject to consistency with the Scheme, Local Planning Policies, and the exclusions/conditions set out below.

**Exclusions/Conditions**

Nil.

<b><u>P11 - Delegation Use</u></b>		
<b><u>Date of Decision</u></b>	<b><u>Person/party impacted by decision</u></b>	<b><u>Name of Officer Exercising Delegation</u></b>
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*Delegated Authority Register*

- DELEGATION NUMBER**                    -    **P12**
- LEGISLATIVE POWER**               -    Local Government Act 1995, s5.42
- DELEGATION SUBJECT**               -    **Advice to the Department for Lands  
Regarding Matters Associated with the  
Land Administration Act 1997**
- DELEGATE**                               -    Chief Executive Officer
- SUB DELEGATE**                         -    Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated authority to advise the Department of Lands with respect to proposed changes of tenure, changed/new management orders, and/or granting or renewing of leases and/or licences relating to Crown Land.

**Exclusions/Conditions**

Nil.

<b><u>P12 - Delegation Use</u></b>		
<b><u>Date of Decision</u></b>	<b><u>Person/party impacted by decision</u></b>	<b><u>Name of Officer Exercising Delegation</u></b>
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- DELEGATION NUMBER**            -    **P13**
- LEGISLATIVE POWER**       -    Local Government Act 1995, s5.42
- DELEGATION SUBJECT**       -    **Advising other Regulatory Authorities**
- DELEGATE**                     -    Chief Executive Officer
- SUB DELEGATE**               -    Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated authority to advise other regulatory authorities (other than the Western Australian Planning Commission with respect to applications for subdivision) with respect to matters where planning-related advice is required subject to consistency with existing planning or other local government approvals, as appropriate, and the Scheme, relevant Local Planning Policies and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

**Exclusions/Conditions**

Nil.

<b><u>P13 - Delegation Use</u></b>		
<b><u>Date of Decision</u></b>	<b><u>Person/party impacted by decision</u></b>	<b><u>Name of Officer Exercising Delegation</u></b>
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- DELEGATION NUMBER** - **P14**
- LEGISLATIVE POWER** - **Local Government Act 1995, s5.42**
- DELEGATION SUBJECT** - **Appeals, Requests for Reconsideration**
- DELEGATE** - **Chief Executive Officer**
- SUB DELEGATE** - **Executive Manager Development Services**  
**Manager Planning Services**

The Chief Executive Officer is delegated authority to respond to appeals made to the State Administrative Tribunal (including appointment of Counsel), or requests for reconsideration lodged with the WAPC, subject to consistency with any resolution of Council relating to the matter subject of an appeal or request for reconsideration, the Scheme, Local Planning Policies (in the event of any inconsistency between the Scheme, Local Planning Policies and any resolution of Council relating to the matter subject of an appeal or request for reconsideration, then the resolution of Council shall prevail), and the exclusions/conditions set out below.

**Exclusions/Conditions**

Nil.

**P14 - Delegation Use**

<b><u>Date of Decision</u></b>	<b><u>Person/party impacted by decision</u></b>	<b><u>Name of Officer Exercising Delegation</u></b>
<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>
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## PROPERTIES

- DELEGATION NUMBER** - PR01
- LEGISLATIVE POWER** - Local Government Act 1995, s3.24
- DELEGATION SUBJECT** - **Notice Requiring Certain Things to be done by the Owner or Occupier of Land**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - [Executive Manager Development Services](#)  
[Executive Manager Engineering Services](#)

The Chief Executive Officer is delegated authority to exercise the power under s3.25 (1) of the Local Government Act 1995, to give an owner or occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1 of the Act. The Chief Executive Officer must inform the owner if the occupier is not the owner.

PR01 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
15/10/2016	Untidy Premises. D & L Evenis of 40 Lobelia Ave, Wundowie. Re-inspection due after 27/11/15	EMDS - Chadd Hunt
19/10/2015	Jeff Hull AVPM Pty Ltd	EMDS - Chadd Hunt

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- DELEGATION NUMBER** - **PR02**
- LEGISLATIVE POWER - Liquor Licensing Act 1988
- DELEGATION SUBJECT - **Authority to Issue s39 & s40 Certificates  
Liquor Licensing Act 1988**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Development Services

The Chief Executive Officer is delegated authority to issue s39 and s40 Certificates under the Liquor Licensing Act 1988.

PR02 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
30/10/2015	Nigel Poulton	Chadd Hunt - EMDS

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*Delegated Authority Register*

**OTHER**

- DELEGATION NUMBER** - **O01**
- LEGISLATIVE POWER** - Bush Fires Act 1954 – s33 – Firebreaks  
s48 - Delegations
- DELEGATION SUBJECT** - **Firebreak Order - Variation**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Nil.

The Chief Executive officer, in accordance with s48(1) of the Bush Fires Act 1954, delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land in consultation with the Chief Bush Fire Control Officer.

**s48(3) of the Bush Fires Act 1954 precludes sub delegation from the CEO to others**

O01 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
15/12/2015	P Griffin 99 Railway Rod Clackline A1959	Jason Whiteaker - CEO
15/12/2015	B Brooker 331 Leeder Rd Warranine A612	Jason Whiteaker - CEO
15/12/2015	S Keogh 37 Moondyne Rd Clackline A1959	Jason Whiteaker - CEO
15/12/2015	M Hendry 248 Bodeguero Way Wundowie A847	Jason Whiteaker - CEO
15/12/2015	M Hinkley 17 Railway Road Clackline A780	Jason Whiteaker - CEO
15/12/2015	L Curo 33 Hyde Drive Wundowie A1891	Jason Whiteaker - CEO
15/12/2015	R Lindroos 59 Hyde Drive Wundowie A1893	Jason Whiteaker - CEO
15/12/2015	P Flint 132 Kimberley Road Clackline A750	Jason Whiteaker - CEO

# SHIRE OF NORTHAM

## AGENDA

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*Delegated Authority Register*

- DELEGATION NUMBER** - **O02**
- LEGISLATIVE POWER** - Bush Fires Act 1954  
Delegated Authority, s17(10)  
Declaration of Restricted Burning Times, s18
- DELEGATION SUBJECT** - **Burning, Prohibited (Variations)**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Shire President } **Jointly**  
Chief Bush Fire Control Officer }

That pursuant to s17(10), the Shire President and the Chief Bush Fire Control Officer be delegated **jointly** the Council's powers and duties under the Bush Fires Act 1954, to vary the prohibited burning times and restricted burning times s17(7), and give notice of such s17.8, provided that the Officer in Charge of the Department of Environment and Conservation (DEC) is consulted with before the authority under this delegation is exercised in accordance with the provisions of s18 of the Bush Fires Act 1954.

O02 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

# SHIRE OF NORTHAM

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*Delegated Authority Register*

- DELEGATION NUMBER** - **O03**
- LEGISLATIVE POWER** - Bush Fires Act 1954, s59(3)
- DELEGATION SUBJECT** - **Offences - Bush Fires Act**
- DELEGATE** - Chief Executive Officer
  
- SUB DELEGATE** -      Executive Manager Development Services

In accordance with s59(3) of the Bush Fires Act 1954, the Chief Executive Officer ~~is~~ ~~Executive Manager Development Services and the Executive Manager Community Services are~~ delegated authority generally to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district and to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue of infringement notices by authorised Fire Control Officers in accordance with the provisions of s59A of the Act.

O03 - Delegation Use		
Date of Decision	Person/party impacted by decision	Name of Officer Exercising Delegation
Nil.		

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*Delegated Authority Register*

- DELEGATION NUMBER** - **O04**
- LEGISLATIVE POWER** - Local Government Act 1995, s9.10
- DELEGATION SUBJECT** - **Issuing of Licences, Approvals & Permits – Local Laws**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE**
- Executive Manager Corporate Services
  - Executive Manager Development Services
  - Executive Manager Community Services
  - Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for the issue and or renewal of licenses and permits that are provided for in Council local laws.

**O04 - Delegation Use**

<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>Name of Officer Exercising Delegation</b>
31/08/2015	S Della And C Jones	Chadd Hunt - EMDS
19/10/2015	Jonathan McNab	Chadd Hunt - EMDS
14/12/2015	L Glass 276 Malabaine Rd, Northam Multiple Dog Approval	Chadd Hunt - EMDS
18/01/2016	S Dawson 49 Hyde Drive, Wundowie	Chadd Hunt - EMDS
9/02/2016	T Reynolds 80 Suburban Road, Northam	Chadd Hunt - EMDS
31/03/2016	S & A Learner 323 Glenmore Drive, Bakers Hill Multiple Dog Application Approval	Chadd Hunt - EMDS
16/05/2016	B Johnson 319 Bodeguero Way, Wundowie Multiple Dog Application	Chadd Hunt - EMDS

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- DELEGATION NUMBER**            -   **O05**
- LEGISLATIVE POWER**           -   **Local Government Act 1995, Schedule 9.1**
- DELEGATION SUBJECT**           -   **Authority to Approve Requests for Short Term Parking**
- DELEGATE**                         -   **Chief Executive Officer**

The Chief Executive Officer is delegated authority to approve requests for short term parking bays on town Streets within the Shire.

<b><u>O03 - Delegation Use</u></b>		
<b><u>Date of Decision</u></b>	<b><u>Person/party impacted by decision</u></b>	<b><u>Name of Officer Exercising Delegation</u></b>
<a href="#"><u>Click here to enter a date.</u></a>	<a href="#"><u>Click here to enter text.</u></a>	<a href="#"><u>Choose an item.</u></a>
<a href="#"><u>Click here to enter a date.</u></a>	<a href="#"><u>Click here to enter text.</u></a>	<a href="#"><u>Choose an item.</u></a>
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*Delegated Authority Register*

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# **B**

## **Delegations from Council to Committees**

There are NO delegated responsibilities from Council to any of its Committees.

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*Delegated Authority Register*

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# C

## Delegations from Chief Executive Officer To Other Employees

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*Delegated Authority Register*

The following Delegations have been made by the Chief Executive Officer to:

**EXECUTIVE MANAGER CORPORATE SERVICES:**

- B08** Recover charges imposed for Private Swimming Pool inspections
- F01** Creditors, Payment of
- F03** Recovery of unpaid Debtors
- 004** Issuing of Licences, Approvals & Permits – Local Laws

**EXECUTIVE MANAGER DEVELOPMENT SERVICES**

- A02** Power to Remove and Impound Goods
- A04** Disposing of Confiscated or Uncollected Goods
- B01** Buildings – Grant or Refusal of Building Permits
- B02** Buildings – Grant or Refusal of Demolition Permits
- B03** Buildings – Further Grounds for Not Granting an Application
- B04** Buildings – Grant of Occupancy Permit, Building Approval Certificate
- ~~**B05** Buildings – Authorised Persons~~
- B06** Buildings – Building Orders
- B09** Issue Permit to Deposit Material on Street
- B10** Buildings – Extending the period of duration of an Occupancy permit or a Building Approval Certificate
- B11** Buildings – Revoke Building Orders
- E01** Temporary Closure of Thoroughfares to Vehicles
- ~~**E02** Events on Roads~~
- F01** Creditors, Payment of
- H01** Health Act & Health Local Law 2008 – (Deputy) – (Including Itinerant Food Vendors, Stallholders, Traders and Street Entertainers)
- ~~**H02** Food – Authorised Officers~~
- H04** Food – Designated Officers, Infringement Extensions, Cancellations & Receipting of Payments
- P01** Instruct Legal Action
- P02** Development Applications - Advertising
- ~~**P034** Planning Determinations~~
- ~~**P045** Strata Titles – Certificates of Local Government~~
- ~~**P056** Consent to the lease of Common Property~~
- ~~**P067** Advertising Signs~~
- ~~**P08** Approve Reduced Setbacks For Special Residential Zone Comprised Within 'Fairways Green' Estate~~
- ~~**P09** Approve Reduced Setbacks for Rural Residential Zone Incorporating~~

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- ~~P10~~ Part of Mace Street, All of Tankard, Knight, Williams, Erica, Delmage, Piesse & Jellings Streets & Part of Burlong Road, Northam
- ~~P11~~ Use of Sea Containers & Setbacks for Lots Less than one Hectare in the Agriculture—Local & Agriculture Regional Zones
- ~~P11~~ Approve Development Applications within the 'Jacamar Heights' Estate
- ~~P0712~~ Illegal Development, Giving Written Direction
- ~~P08~~ Amended Plans
- ~~P09~~ Conditions Related to Consultation
- ~~P10~~ Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
- ~~P11~~ Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
- ~~P12~~ Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997
- ~~P13~~ Advising other Regulatory Authorities
- ~~P14~~ Appeals, Requests for Reconsideration
- ~~P15~~ Road Names
- F01 Creditors, Payment of
- PR01 Notice Requiring Certain Things to be Done by the Owner or Occupier of Land
- PR02 Authority to Issue Section 39 & 40 Certificates Liquor Licensing Act 1988
- O03 Offences – Bush Fires Act
- O04 Issuing of Licences, Approvals & Permits – Local Laws

**EXECUTIVE MANAGER ENGINEERING SERVICES**

- A02 Disposing of Confiscated or Uncollected Goods
- B09 Issue Permit to Deposit Material on Street
- E01 Temporary Closure of Thoroughfares to Vehicles
- ~~E02~~ Events on Roads
- E03 Gates Across Public Thoroughfare
- E04 Crossovers
- E05 Public Thoroughfares – Fixing or Altering Levels, or Alignments, or Drainage onto Adjoining Land
- E06 Public Thoroughfares – Public Access & Plans s3.53 (within designated Townsites)
- ~~F01~~ Creditors, Payment of
- PR01 Notice Requiring Certain Things to be Done by the Owner or Occupier of Land

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**O04** Issuing of Licences, Approvals & Permits – Local Laws

**EXECUTIVE MANAGER COMMUNITY SERVICES**

**F01** Creditors, Payment of

**O04** Issuing of Licences, Approvals & Permits – Local Laws

**MANAGER PLANNING SERVICES**

**P01** Instruct Legal Action

**P02** Development Applications - Advertising

**P034** Planning Determinations

**P045** Strata Titles – Certificates of Local Government

**P067** Advertising Signs

~~**P08** Approve Reduced Setbacks For Special Residential Zone Comprised Within 'Fairways Green' Estate~~

~~**P09** Approve Reduced Setbacks for Rural Residential Zone Incorporating Part of Mace Street, All of Tankard, Knight, Williams, Erica, Delmage, Piesse & Jellings Streets & Part of Burlong Road, Northam~~

~~**P10** Use of Sea Containers & Setbacks for Lots Less than one Hectare in the Agriculture – Local & Agriculture Regional Zones~~

~~**P11** Approve Development Applications within the 'Jacamar Heights' Estate~~

**P0742** Illegal Development, Giving Written Direction

**P08** Amended Plans

**P09** Conditions Related to Consultation

**P10** Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title

**P11** Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval

**P12** Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997

**P13** Advising other Regulatory Authorities

**P14** Appeals, Requests for Reconsideration

**P15** Road Names

**ENVIRONMENTAL HEALTH OFFICER/S**

**H01** Health Act & Health Local Law 2008 – (Deputy) – (Including Itinerant Food Vendors, Stallholders, Traders and Street Entertainers)

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- ~~H02 Food – Authorised Officers~~
- ~~H03 Food – Designated Officers, Infringement Issue~~

**SENIOR BUILDING SURVEYOR**

- B01 Buildings – Grant or Refusal of Building Permits
- B02 Buildings – Grant or Refusal of Demolition Permits
- B03 Buildings – Further Grounds for Not Granting an Application
- B04 Buildings - Grant of Occupancy Permit, Building Approval Certificate
- ~~B05 Buildings – Authorised Persons~~
- B09 Issue Permit to Deposit Material on Street
- B10 Buildings – Extending the period of duration of an Occupancy permit or a Building Approval Certificate
- B11 Buildings – Revoke Building Orders

**BUILDING AND PROJECT SUPERVISOR**

- B01 Buildings – Grant or Refusal of Building Permits
- B02 Buildings – Grant or Refusal of Demolition Permits
- B03 Buildings – Further Grounds for Not Granting an Application
- B04 Buildings - Grant of Occupancy Permit, Building Approval Certificate
- ~~B05 Buildings – Authorised Persons~~
- B09 Issue Permit to Deposit Material on Street
- B10 Buildings – Extending the period of duration of an Occupancy permit or a Building Approval Certificate
- B11 Buildings – Revoke Building Orders

**TECHNICAL OFFICER**

- ~~B05 Buildings – Authorised Persons~~

SHIRE PRESIDENT  
CHIEF BUSH FIRE CONTROL OFFICER } Jointly

- O02 Burning, Prohibited (Variations)

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**13.1.3 SHIRE OF NORTHAM CORPORATE PLAN**

Name of Applicant:	Shire of Northam
Name of Owner:	Shire of Northam
File Ref:	2.3.1.1
Officer:	Jason Whiteaker – Chief Executive Officer
Officer Interest:	N/A
Policy:	N/A
Voting:	Absolute Majority

**PURPOSE**

For Council to give consideration to endorsing the 2016/17 – 2019/20 corporate business plan.

**BACKGROUND**

The corporate business plan is an internal business planning tool that translates Council priorities identified in its strategic community plan into operations within the resources available.

The plan details the services, operations and projects a local government will deliver within a defined period. It also includes the processes for delivering these and the costs associated.

The Council undertook a significant review of its corporate business plan in 2014 which resulted in significant alteration to the format and intent of the plan. The 2016 (current) review is therefore focused on minor adjustments.

**STATUTORY REQUIREMENTS**

A corporate business plan for a district is to —

- a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
- b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
- c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- d) A local government is to review the current corporate business plan for its district every year.

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- e) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- f) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

- g) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Regulations also require that 'significant' modifications made to the corporate business plan be detailed in the annual report of Council.

### **CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN**

The corporate business plan has been prepared and fully integrates with the Shire of Northam strategic community plan.

### **BUDGET IMPLICATIONS**

The corporate business plan will very much drive the annual budgeting process, as a consequence Management will be expected to review their upcoming yearly tasks and ensure they are satisfied the organisation has sufficient resource to deliver on established expectations. As this forms part of the normal budgeting process, Council will retain the right to support or not support funding requests to deliver specific actions.

### **OFFICER'S COMMENT**

The changes have been tracked in the provided appendix. In essence the recommended adjustments fall into the following categories;

- Adjustment to areas of responsibility/accountability resulting from staff structure adjustments and realignment
- Addition of 2019/20 year and associated actions
- Adjustment to project management framework
- Addition of actions which are to be undertaken in accordance with endorsed plan / strategies of Council

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**RECOMMENDATION**

**That Council;**

- 1. Endorse the 2016 Corporate Plan as amended and presented;**
- 2. Authorise the Chief Executive Officer to populate the Corporate Business Plan with 2016/17 budget figures, once the budget is endorsed by Council;**
- 3. Authorise the Chief Executive Officer to populate the Long Term Financial Plan (Plan) section after the 2016/17 Plan has been endorsed by Council;**
- 4. Authorises the Chief Executive Officer to populate the 2015/16 Key Performance Indicators section after June 30, 2016 and**
- 5. Requires the Chief Executive Officer to detail the alterations to Corporate Plan in the Annual Financial Report 2015/15 in accordance with 19CA of the Local Government (Administration) Regulations.**

**ABSOLUTE MAJORITY VOTE REQUIRED**

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**ATTACHMENT 1**

**SHIRE OF NORTHAM**  
**CORPORATE PLAN**  
**2016/17**

|

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<u>Version Control / Amendments</u>			
<u>File Reference 2.3.1.1</u>			
<u>Plan</u>	<u>Type/Review</u>	<u>Endorsed</u>	<u>Resolution No</u>
<u>2013/14</u>	<u>Adopted</u>	<u>26/06/2013</u>	<u>C.2071</u>
<u>2014/15</u>	<u>Major</u>	<u>19/03/2014</u>	<u>C.2161</u>
<u>2015/16</u>	<u>Minor</u>	<u>20/05/2015</u>	<u>C.2411</u>
<u>2016/17</u> <del>5/16</del>	<u>Minor</u>	<u>2016</u>	

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#### 1. Introduction

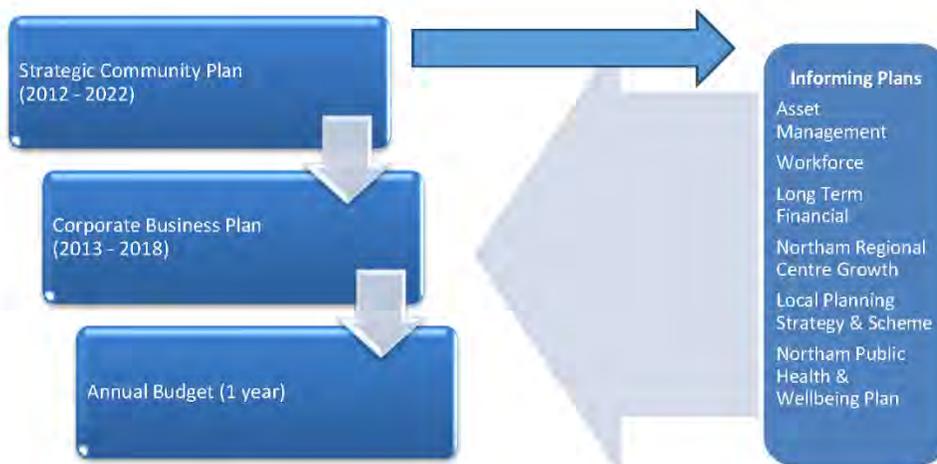
The *Corporate Business Plan* is the Shire of Northam's 5-year service and project delivery program. It is aligned to the strategic direction and priorities set within the *Strategic Community Plan 2012–2022*

All operational planning and reporting is driven by the *Corporate Business Plan 2013–2018*, which is reviewed annually as a precursor to the Annual Budgeting process of the Shire to ensure priorities are achievable and effectively timed.

Whilst the Shire recognises the importance of long term planning it is also cognisant of the importance flexibility and adaptability in acknowledgment of the fast paced environment in which we live and operate. As such it is critical that the *Corporate Business Plan* is read in this context and acknowledged by the reader that the Council needs to retain the ability to adjust to external and internal influences as they arise. The annual review process enables the Shire to frequently assess its progress and realign actions and tasks against the most currently available information.

#### 2. Planning Context

This document is part of a series of strategic and forward planning documents used by the Shire. The overall process is shown below.



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#### 3. Informing Documents & Plans

Document/Plan	Date Adopted
Avon Sub Regional Economic Strategy	February 2013
Shire of Northam bio Diversity Strategy	19 August 2015
Local Emergency Management Arrangements	16 March 2011
Local Emergency Management Recovery Plan	16 March 2011
Northam Land Rationalisation Strategy	20 March 2013
Northam Railway Station Improvement Plan	December 2014
Drainage Master Plan	June 2014
Northam Regional Centres Growth Plan; a. Social infrastructure Audit b. Physical Infrastructure Audit c. Northam office Accommodation Strategy d. Opportunities and Gaps Assessment e. Commercial Investment & employment Strategy f. Economic & Commercial Profile	19 September 2012
Bakers Hill Drainage Report	December 2009
Local Planning Scheme 6	21 March 2012
Local Planning Strategy	21 March 2012
Northam Town Centre Parking Strategy	21 December 2011
Laneway Strategy	20 March 2013
Minson Avenue Design Guidelines	17 August 2011
Northam Townsite Laneway Review	17 August 2011
Avon Regional Organisation of Councils Strategic Waste Management Plan 2015-2020	19 August 2015
Inkpen Waste facility Management Plan	2009
Old Quarry Road Waste Management Plan	2008
Bakers Hill Community Plan	2002
Grass Valley Community Plan	2002
Wundowie Community Plan	January 2003
Safety & Risk Management Plan	25 September 2014
Strategic Community Plan	18 June 2014
Corporate Business Plan	25 May 2015
Long term Financial Plan	17 July 2013
Integrated Workforce Plan 2013-2017	17 July 2013
Asset Management Plan – Roads, Footpaths, Drainage	17 July 2013
Shire of Northam's Local Bicycle Plan	16 May 2012
Northam Shire Alcohol & Other Drugs Management Plan	26 February 2016
Community Safety Plan	15 June 2011
Tracks Master Plan	17 February 2010
Recreation Facilities Development Plan	21 July 2009
Municipal Heritage Inventory	19 September 2012
Community Engagement Plan	12 October 2011
Bernard Park Masterplan	19 March 2014
Disability Access & Inclusion Plan	19 August 2015
Shire of Northam Records Keeping Plan	2013

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#### 4. Strategic Context

##### a. Our Vision for Northam (to be confirmed by Council)

*Shire of Northam is a vibrant growing community that is safe, caring and inclusive. We are recognised as a community that values our heritage, preserves our environment and promotes our commerce.*

In order to achieve this Vision, the Council will commit to display;

- **LEADERSHIP**
  - to recognise the community's expectations to provide leadership
- **RESPECT**
  - to respect differences in age, culture, values and opinion
- **TEAMWORK**
  - to achieve through the efforts of the team
- **EXCELLENCE**
  - to aspire to one standard
- **OPENNESS**
  - to engender trust through openness

##### b. Our Mission

*To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth.*

In order to achieve this Mission, the Organisation will commit to being;

- **SAFE**
  - focus on importance of safety in the organisation
- **OPEN**
  - engage in two way communication, with transparency and trust
- **ACCOUNTABLE**
  - know what you are responsible for, take ownership and deliver accordingly
- **RESPECTFUL**
  - demonstrate respect for other's skills, knowledge and differing value systems



*Our cultural change emblem which includes an acronym of the values and behaviours we want embedded in our culture will remind us to soar high in our aspirations and work together as an organisation to achieve them.*

##### c. Key Drivers

- Agricultural sector
- Transport and logistics
- Government agency and service sectors
- Location, commutable to and from Perth
- Strong infrastructure connections to Perth and mining centres
- Status as a regional centre and Super Town

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#### d. Challenges facing the Shire of Northam

The Shire of Northam faces a variety of challenges as it develops over the next 10 years. The critical challenges affecting the Shire have been identified through community engagement and the Strategic Community planning process. The Corporate Business Plan has been developed in consideration of these, which include;

- Difficulties attracting and retaining specialised labour to the area
- Economic development and, in particular, the development of a more balanced economy with diversity and choice in employment
- Increasing the engagement of youth through a range of programs and services
- Social and economic issues connected with drive in drive out (DIDO) and population transience
- Perception of Northam from outside of the community
- Ensuring a balanced housing stock attractive to current and potential residents
- Developing an active healthy community
- Crime and vandalism trends
- 

The development of this plan is based on the Shire's current knowledge. However, there are some critical uncertainties that the Shire has no control over, which may affect its planning, resourcing and implementation of the key initiatives described in this plan. Such critical uncertainties include:

- Growth planning funding gap
- Global financial conditions that may affect the resources industry and the Australian economy
- Change of State or Federal government policy
- Climatic/weather changes

#### e. Key Opportunities

- Realising the benefits of proximity to the City of Perth
- State Government recognition of Northam as having significant growth potential (Super Towns)
- Diversification of economy into the areas of transport and logistics, professional services, mining related manufacturing
- Developing a tourism market around the natural and manmade assets already existing in Northam, particularly around heritage tourism, recreational aviation and adventure tourism
- Further development of Northam as a health and educational service provider to the wider region
- Land development opportunities, particularly in the smaller communities such as Wundowie and Bakers Hill
- Current commercial interest in the community including the development of a new local shopping precinct, Dome Café, car wash facility.

#### f. Roles & Responsibilities

##### i. The role of the Elected Council;

##### Council

Council is responsible for setting our strategic direction, which the Shire's administration then implements. In fulfilling this role, Council oversees the Shire of Northam finance and resources, determines its policies, and ensures that the Shire is meeting its statutory and community responsibilities effectively and efficiently.

The Shire of Northam meets twice monthly, on the second Wednesday of the month for an Agenda review and third Wednesday of the month for Full Council, both meetings are open to the public. In addition to this the Council have a quarterly strategic meeting, providing the opportunity for

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the Elected Council and Executive to discuss high level strategic issues, opportunities and challenges which may be facing the community. All meetings of Shire of Northam and its committees are conducted in accordance with the Local Government Act. Meeting times and dates are published on the Northam website.

#### Shire President

The Local Government Act 1995 states that the role of the Shire President is to:

- preside at meetings in accordance with this Act;
- provide leadership and guidance to the community in the district;
- carry out civic and ceremonial duties on behalf of the local government;
- speak on behalf of the local government;
- perform such other functions as are given to the Mayor or president by this Act or any other written law; and
- liaise with the CEO on the local government's affairs and the performance of its functions.

#### Councillors

The Local Government Act 1995 states that the role of a Councillor is to:

- represent the interest of electors, ratepayers and residents of the district;
- provide leadership and guidance to the community in the district;
- facilitate communication between the community and the Council;
- participate in the local government's decision-making processes at Council and Committee Meetings; and
- perform such other functions as are given to a Councillor by the Local Government Act or any other written law.

#### **ii. The Council Executive**

The Local Government Act 1995 states that the role of the CEO is to:

- advise the council in relation to the functions of a local government under this Act and other written laws;
- ensure that advice and information is available to the council so that informed decisions can be made;
- cause council decisions to be implemented;
- manage the day to day operations of the local government;
- liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;
- speak on behalf of the local government if the president agrees;
- be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
- ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

# SHIRE OF NORTHAM

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### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

The following table provides further insight into the role of the various Departments within the Shire of Northam

#### CHIEF EXECUTIVE'S OFFICE

Service Area	Responsibility	Description	Outputs
Governance	Chief Executive Officer	Provide leadership to the organisation, liaise with all appropriate stakeholders, and ensure compliance within the legislative framework	<ul style="list-style-type: none"> <li>• Advocacy and lobbying</li> <li>• Staff Management</li> <li>• <a href="#">Coordinate staff newsletter</a></li> <li>• Compliance</li> <li>• Executive Team Leadership</li> <li>• Media liaisons</li> </ul>
Councillor Activity / Liaison	Chief Executive Officer	Provide support services for the Shire President, Elected Members and Full Council	<ul style="list-style-type: none"> <li>• Councillor liaison</li> <li>• Councillor induction and training</li> <li>• Committee meetings</li> <li>• Council meetings</li> <li>• Council agendas and minutes</li> <li>• Shire travel arrangements</li> </ul>
Regional Development	Chief Executive Officer	Provide input into projects and initiatives on a regional basis	<ul style="list-style-type: none"> <li>• Avon Regional Organisation of Councils (AROC)</li> <li>• Wheatbelt Regional Blueprint (WDC)</li> </ul>
Economic Development	Chief Executive Officer	Facilitate and promote economic development in the Shire	<ul style="list-style-type: none"> <li>• Economic Development Plan</li> <li>• <a href="#">Northam Development Plan</a></li> <li>• Advocacy for economic development</li> <li>• <a href="#">Funding submissions</a></li> </ul>
Human Resources	Human Resource Coordinator	Manage human resources policies, procedures and services for the organisation	<ul style="list-style-type: none"> <li>• Human resources administration</li> <li>• Recruitment, selection, induction and retention</li> <li>• Employee and Industrial relations</li> <li>• Staff training and development</li> <li>• Staff performance and appraisal systems</li> <li>• Human resources policies and procedures</li> <li>• Workforce Plan</li> </ul>
Occupational Health and Safety	Human Resource Coordinator	Manage occupational health and safety policies, procedures and services for the organisation	<ul style="list-style-type: none"> <li>• Occupational Health and Safety Plan</li> <li>• Occupational Health and Safety policies and procedures</li> <li>• Occupational Health and Safety Committee</li> <li>• Oversee minutes of Safety meetings and action plans</li> <li>• Occupational Health and Safety awareness and education</li> <li>• Accident investigation and incident reporting</li> <li>• Oversee and manage return to work programs</li> <li>• Provision of safety equipment</li> </ul>
Risk Management	Human Resource Coordinator	Provide risk management services for the Shire	<ul style="list-style-type: none"> <li>• Audit reports of Shire locations</li> <li>• Develop overall risk management policy for Council to endorse</li> <li>• Train staff and elected members to establish context for assessing potential risks</li> <li>• Define the organisations risk appetite, tolerance and likelihood guidelines</li> <li>• Identify, analyse, evaluate, treat, monitor and communicate risks associated with any activity, function or process in a way that will maximise the potential to achieve goals and objectives and minimise potential for harm or loss management services for the Shire</li> </ul>

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#### CORPORATE SERVICES

Service Area	Responsibility	Description	Outputs
Administration	Executive Manager Corporate Services	Provide and manage Corporate Services for the Shire	<ul style="list-style-type: none"> <li>• Compliance (Acts, Regulations and Local Laws)</li> <li>• Compliance Audit</li> <li>• Financial management of service area</li> <li>• Insurance management and review</li> <li>• Staff management and development</li> <li>• Purchasing and compliance</li> <li>• Complaints and dispute handling</li> <li>• Council elections</li> <li>• Management of leases associated with Shire controlled land &amp; facilities (including Airport)</li> <li>• Processing insurance claims</li> </ul>
Cemetery	Administration Officer	Administration of Cemetery	<ul style="list-style-type: none"> <li>• Compliance (Local Law, Act and Regulations)</li> <li>• Maintaining Burial Register</li> <li>• Liaison with Funeral Directors</li> </ul>
Customer Service	Executive Manager Corporate Services	Provide internal and external customer service for the Shire	<ul style="list-style-type: none"> <li>• Front counter service</li> <li>• Telephone service</li> <li>• Department of Transport Licensing</li> <li>• Charter &amp; processes</li> <li>• <a href="#">Information Statement</a></li> </ul>
Finance	Accountant	Provide financial services for the Shire	<ul style="list-style-type: none"> <li>• Payment of creditors</li> <li>• Invoicing and collection of charges</li> <li>• Managing and investing Shire funds</li> <li>• Payroll management</li> <li>• Rating and property management</li> <li>• Administering collection and remittance of Emergency Services Levy (ESL)</li> <li>• Management of the asset register</li> <li>• Financial management reports</li> <li>• Statutory reporting</li> <li>• Annual budget</li> <li>• Long Term Financial Plan</li> <li>• Financial audit</li> <li>• Audit Committee</li> </ul>
Information Technology	Executive Manager Corporate Services	Provide information and communication systems for the Shire	<ul style="list-style-type: none"> <li>• Maintenance and support</li> <li>• Security of critical applications and data</li> <li>• Telecommunications management</li> <li>• IT Contract management</li> <li>• Purchase of IT equipment</li> <li>• Licensing compliance</li> <li>• <a href="#">Website coordination</a></li> </ul>
Records Management	Senior Records Officer	Provide record management services for the Shire that meet compliance requirements.	<ul style="list-style-type: none"> <li>• Registration of incoming and outgoing correspondence</li> <li>• Distribution of incoming correspondence</li> <li>• Registration of building and planning applications</li> <li>• Filing, retrieving and archiving of files</li> <li>• Disposal of records according to legislation</li> <li>• Freedom of Information requests</li> </ul>

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#### COMMUNITY DEVELOPMENT

Service Area	Responsibility	Description	Outputs
Aquatic	Recreation Centre Manager	Provide and manage Northam and Wundowie town pools	<ul style="list-style-type: none"> <li>• Aquatic operations</li> <li>• Aquatic centres administration</li> <li>• Swim school</li> <li>• Fitness programs</li> <li>• Kiosks</li> <li>• <del>Contribute to the planning of maintenance (planned, building and grounds) of programs for Aquatic Centres</del></li> </ul>
Arts & Culture	Executive Manager Community Services	Provide appropriate services and facilities which recognise the importance of art & culture to the community	<ul style="list-style-type: none"> <li>• Art &amp; Culture Development</li> <li>• Managing Shire art collection</li> <li>• Coordinating Shire Arts Committee</li> </ul>
Community Events	Events Officer	Provide ongoing support to Council authorised events and activities in the Shire Provide a coordination role for all external events and support community groups in the application process	<ul style="list-style-type: none"> <li>• Youth Arts Projects</li> <li>• <del>Community Safety Expo</del></li> <li>• Christmas Decorations</li> <li>• <del>lighting of the tree etc.</del></li> <li>• Events and Festivals</li> <li>• <del>Coordinate (the Event) Approval process</del></li> </ul>
Community	Community Development Officer	Assist community groups and clubs to develop their organisation and deliver services to the community	<ul style="list-style-type: none"> <li>• Liaison with Culturally and Linguistically Diverse groups</li> <li>• Community Safety and Crime Prevention Plan</li> <li>• Alcohol Management Plan implementation</li> <li>• Liaison with government agencies and non-government organisations, Community small grants program</li> <li>• Review and Implement the Northam Disability Access &amp; Inclusion Plan</li> </ul>
Media and Communications	<del>Communications</del> Community Development Officer	Manage the Shire's internal and external communication, <del>and public and media relations</del>	<ul style="list-style-type: none"> <li>• Official media releases</li> <li>• Assisting with Shire staff communication</li> <li>• Oversee Shire's corporate communication policy</li> <li>• Monthly newsletter update</li> <li>• Oversee Shire style guide</li> <li>• <del>Coordinate Staff newsletter</del></li> <li>• <del>Coordinate Website</del></li> <li>• Oversee Social Media usage</li> <li>• <del>Coordinate Elected Members update</del></li> <li>• <del>Oversee website content ensure up to date and relevant</del></li> </ul>
Library	Library Manager	Provide library and information services in Northam & Wundowie	<ul style="list-style-type: none"> <li>• Library administration</li> <li>• Collection management</li> <li>• Lending services</li> <li>• Reference and information</li> <li>• Local history collection</li> <li>• Northam and Wundowie library management</li> <li>• Community education programs</li> <li>• Public computer access</li> </ul>
Tourism and Promotion	Visitor Centre Manager	To contribute to the marketing of Northam Shire as a tourism destination and provide services to assist Visitors to the area	<ul style="list-style-type: none"> <li>• Manage the Visitor Centre / servicing</li> <li>• Contribute to marketing and promotion of the region</li> <li>• Contribute to the marketing and promotion of the Shire</li> </ul>
Recreation	Recreation Manager	Manage Recreation Services	<ul style="list-style-type: none"> <li>• <del>Utilisation of the Recreation centre</del></li> <li>• Manage activation of e recreation reserves (bookings, payments, events etc)</li> </ul>

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			<ul style="list-style-type: none"> <li>Provision of <a href="#">community recreation activities</a></li> <li><a href="#">fitness activities</a></li> <li>Liaise with stakeholder agencies</li> <li>Recreation centres management</li> <li><a href="#">Liaise/coordinate with sporting groups/clubs</a></li> <li><a href="#">Reserves and facility bookings</a> management</li> </ul>
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Service Area	Responsibility	Description	Outputs
Youth	Community Development Officer	Provide opportunities to recognise achievements and facilitate the engagement of youth within the community	<ul style="list-style-type: none"> <li>Consultation with youth groups</li> <li>National Youth Week</li> <li>Youth sponsorship</li> <li>Liaison with government agencies and non-government organisations</li> </ul>
Respite	Killara Centre Manager	Provide respite opportunity to the Shire of Northam Community	<ul style="list-style-type: none"> <li>Manage Killara facility</li> <li>Work with other respite service providers</li> </ul>
Aged	Executive Manager Community Services	Provide opportunities to recognise achievements and facilitate the engagement of the aged within the community	<ul style="list-style-type: none"> <li>Recognising and responding to the needs of the aged community</li> <li>Providing services and facilities which are relevant and accessible to the aged</li> </ul>
Grants Management	Community Development Officer	To identify and facilitate the securing and management of grants both to and from the Shire of Northam	<ul style="list-style-type: none"> <li>Opportunity identification</li> <li>Application facilitation</li> <li>Acquittal facilitation</li> <li>Process oversight</li> </ul>

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### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

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#### DEVELOPMENT SERVICES

Service Area	Responsibility	Description	Outputs
Statutory Land Use Planning	<del>Senior Manager</del> Planner	Provide development control in accordance with the Local Planning Scheme #6	<ul style="list-style-type: none"> <li>• Assessment of development applications</li> <li>• Planning and Development Act administration</li> <li>• Sub-division process management</li> <li>• State Administrative Tribunal reviews response</li> <li>• Provision of advice to customers and internal stakeholders on planning matters</li> <li>• Local Planning Scheme amendments</li> <li>• Structure Planning</li> <li>• Local planning policies</li> <li>• Compliance with local planning scheme requirements</li> <li>• Liaison and referral to relevant government agencies</li> </ul>
Strategic Planning	<del>Senior Manager</del> Planner	Manage all matters that relate to strategic land use planning, primarily with respect to land use planning for the future development of the Shire	<ul style="list-style-type: none"> <li>• Review and implement the Local Planning Strategy</li> <li>• Develop and review planning strategic documents</li> <li>• Input to State planning legislation and policy.</li> <li>• Provide strategic planning advice to customers.</li> <li>• Review precinct plans including structure plans and design guidelines</li> <li>• Shire Land holdings management</li> </ul>
Building Services	Senior Building Surveyor	<u>Manage building services to ensure overall compliance with all statutory building related legislation, codes and standards</u> <u>Provide and manage building regulatory control work within in the Shire</u>	<ul style="list-style-type: none"> <li>• Certified and uncertified building permits.</li> <li>• Building control including compliance with <u>Building legislation, Local Laws &amp; Policies</u></li> <li>• Applications for <u>built</u> strata subdivisions response.</li> <li>• Inspections and issue of certificates where appropriate</li> <li>• Occupancy permits &amp; <u>building approval certificates</u></li> <li>• Building statistics to the Australian Bureau of Statistics, Valuer Generals Office, <u>Building Commission</u> and BCITF</li> <li>• Advice to customers on statutory building matters</li> <li>• 4-yearly swimming pool inspections</li> <li>• <u>Plan search requests</u></li> </ul>

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### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

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#### DEVELOPMENT SERVICES (cont...)

Service Area	Responsibility	Description	Outputs
Building maintenance	Building & Project Supervisor	Maintain Council buildings to an acceptable standard	<ul style="list-style-type: none"> <li>• Building Asset Management Plan</li> <li>• Scheduled and unscheduled maintenance to buildings, playgrounds, CCTV, town clock and park furniture</li> <li>• Upgrades to Council buildings</li> <li>• Building Project management</li> <li>• Design of building modifications</li> <li>• Liaise with stakeholders</li> <li>• Supervision of contractors</li> <li>• Preparation and management of tenders and contracts               <ul style="list-style-type: none"> <li>• Assist with preparation of specifications for grant applications</li> <li>• Identify and implement energy saving opportunities</li> </ul> </li> <li>• Carry out minor repairs of buildings</li> <li>• Manage provision of service utilities to new building infrastructure</li> </ul>
Environmental Health	Senior Environmental Health Officer	<p>Manage health services to ensure overall compliance with all statutory environmental health related legislation, codes and standards</p> <p>Manage all matters that relate to strategic environmental health planning for the future development of the community as identified.</p>	<ul style="list-style-type: none"> <li>• Food Businesses Approvals and Assessment</li> <li>• Food Sampling (Legal and LHAAC Coordinated)</li> <li>• Approval of Skin Penetration Premises</li> <li>• Sampling and Assessment of aquatic facilities.</li> <li>• Sampling and Assessment of Reclaimed Waste Water Reuse Scheme</li> <li>• Lodging House Inspection and Registration</li> <li>• Vector Investigation</li> <li>• Health Promotion</li> <li>• Registration of Offensive Trades</li> <li>• Issue permits for stallholders, street traders, morgues, stable licences and portable signs</li> <li>• Onsite Effluent Disposal Systems</li> <li>• Advise on Environmental Health related matters</li> <li>• Public Building Approvals and Assessments</li> <li>• Section 39 Liquor Licencing Approvals</li> <li>• Public Event Assessment, Permits and Monitoring</li> <li>• Unsightly Land/ Hoarding</li> <li>• Complaints (noise, noxious odours, poultry, dust)</li> <li>• Liaison with DER &amp; Industry regards lead levels in community</li> </ul>
Environment	Senior Environmental Health Officer	Provide natural environmental services for the Shire and wider community	<ul style="list-style-type: none"> <li>• Investigate and recommend appropriate action on Shire controlled contaminated sites</li> <li>• Environmental compliance and complaints</li> </ul>

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			<ul style="list-style-type: none"><li>• Environmental assessment and clearances for development</li><li>• Environmental strategies</li><li>• Avon River Town Pool</li><li>• Implement Biodiversity Strategy</li></ul>
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#### DEVELOPMENT SERVICES (cont...)

Service Area	Responsibility	Description	Outputs
Emergency	Community Emergency Services Coordinator	Coordinate emergency management services to provide safety and security to the local community	<ul style="list-style-type: none"> <li>• Emergency management</li> <li>• Liaison with government agencies and non-government organisations</li> <li>• Compliance with relevant legislation, policies, codes, regulations</li> <li>• Development and ongoing review of Emergency Management Plans</li> <li>• Training in emergency management practices and response</li> <li>• Local &amp; District emergency management committee</li> <li>• Education programs</li> <li>• Monitoring and informing of emergencies</li> <li>• Local recovery plans</li> <li>• Bushfire mitigation plans</li> </ul>
Ranger	Ranger Coordinator	Administer Ranger Services in accordance with state and local legislation to ensure compliance and safety of the local community	<ul style="list-style-type: none"> <li>• Animal control</li> <li>• Parking management</li> <li>• Permits issued under Local Laws</li> <li>• Local Law enforcement</li> <li>• Litter control</li> <li>• <a href="#">White Swan colony management</a></li> <li>• Liaison with government agencies and non-government organisations</li> <li>• Assist with provision of bushfire mitigation and management</li> <li>• Implementation of community education programs</li> </ul>
Landfill operations	Senior Environmental Health Officer / Waste Management Coordinator	Provide and manage landfill operations	<ul style="list-style-type: none"> <li>• Manage Contracts for Old Quarry Road and Inkpen Road Waste Management Facilities</li> <li>• Waste Management Business Planning and Operations</li> <li>• Monthly Invoicing and Customer Management</li> <li>• Strategic Site Management and Consultant Liaison</li> <li>• Site Licence Renewals and Compliance</li> <li>• Ground Water Bore Monitoring and Sampling</li> <li>• Annual DER Licence and Quarterly DER Levy Reporting</li> <li>• Assessment of Contaminated Waste Disposals</li> <li>• Management of controlled waste disposal</li> </ul>
Waste collection & Recycling services	Senior Environmental Health Officer / Waste Management Coordinator	Provide and manage waste collection and recycling services for the Shire	<ul style="list-style-type: none"> <li>• Manage contracted waste and recycling services for Domestic and Commercial Collection</li> <li>• Contract Renewals and Implementation</li> <li>• Strategic Waste Management Plan Implementation</li> <li>• Waste and Recycling Promotion</li> <li>• New Services and Master List Maintenance</li> <li>• Complaints and Missed Bins</li> </ul>

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### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

#### ENGINEERING SERVICES

Service Area	Responsibility	Description	Outputs
Engineering Services Administration	Executive Manager Engineering Services	Manage and administer Engineering services for the Shire	<ul style="list-style-type: none"> <li>Compliance (Local Laws, Acts, and Regulations)</li> <li>Directorate financial management and reporting</li> <li>Staff management</li> <li>Procurement and probity</li> <li>Regional Road Group membership</li> <li>Complaints and dispute resolution</li> <li>Policy review</li> <li>Staff development</li> </ul>
<u>Infrastructure Design</u>	<u>Asset Manager</u>	<u>Manage and co-ordinate internal engineering design</u>	<ul style="list-style-type: none"> <li><u>Development of standard drawings</u></li> <li><u>Design of minor infrastructure improvement projects</u></li> <li><u>Development and maintenance of mapped asset infrastructure</u></li> </ul>
Asset Management	Assets Manager	Manage the Shire's assets in accordance with asset management principles	<ul style="list-style-type: none"> <li>Asset Management framework</li> <li>Development of Asset Management Plans across all asset classes</li> <li>Funding submission applications</li> <li>Project renewal modelling</li> <li>Asset Management reports</li> <li>Preventative maintenance planning</li> <li>Asset information systems management</li> <li>Asset management information recording.</li> <li>Data collection and analysis</li> </ul>
Engineering Operations	Operations Manager	Provide construction and maintenance services for the Shire's roads, drainage, and pathways networks	<ul style="list-style-type: none"> <li>Depot management</li> <li>Roads and laneways construction and maintenance</li> <li>Pathways construction and maintenance</li> <li>Risk assessments</li> <li>Drainage construction and maintenance</li> <li>Street &amp; footpath sweeping</li> <li>Private Works</li> </ul>
Plant and Fleet Services	Executive Manager Engineering Services	Manage, maintain and upgrade the Shire's plant, equipment, and fleet	<ul style="list-style-type: none"> <li>Plant and equipment maintenance</li> <li>Vehicle fleet management</li> <li>Vehicle fleet planning</li> <li>Procurement of plant, equipment, and fleet.</li> </ul>
<u>Cemetery</u>	<u>Executive Manager Engineering Services</u>	<u>Manage the maintenance of Northam Cemetery</u>	<ul style="list-style-type: none"> <li><u>Maintain Facility</u></li> <li><u>Upgrade civil infrastructure</u></li> </ul>
Airport	Executive Manager Engineering Services	Manage the <u>maintenance of Northam Aerodrome</u>	<ul style="list-style-type: none"> <li>Maintain Facility</li> <li>Upgrade <u>civil</u> infrastructure</li> </ul>
Parks, Gardens & Reserves	Operations Manager	Maintain the Shire's parks, gardens and reserves	<ul style="list-style-type: none"> <li>Parks maintenance</li> <li>Ovals maintenance</li> <li>Gardens maintenance</li> <li>Litter control</li> <li>Cemetery Maintenance</li> <li>Street Verge maintenance</li> </ul>

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5. Actions linked to Strategic Community Plan and Services

## GOVERNANCE

TO LEAD OUR COMMUNITY WITH OPENNESS, EFFICIENCY AND PROFICIENCY						
Objective - G1 Provide accountable and transparent leadership						
Estimated 2015/16 Objective Budget	Operating Expenditure \$1,201,997	Operating Revenue \$54,800	Capital Expenditure \$55,000	Capital Revenue \$18,500		
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18
G1.1 Continue to develop Council's policy framework to guide decision making	Review Local Planning Policies	Local Planning Scheme 6 and Strategy	Statutory Land Use Planning	•	•	•
	Review Governance Policy	Council Policy Manual	Governance		•	•
	Review Community support policy	Council Policy Manual	Community Events	•	•	•
	Review Finance policies	Council Policy Manual	Finance		•	•
	Review Human Resource policies	Council Policy Manual	Human Resources		•	•
	Review Works (engineering) policies	Council Policy Manual	Engineering Services Administration		•	•
	<del>Review Planning policies</del>	<del>Council Policy Manual</del>	<del>Statutory Land Use Planning</del>			•
	Review Health policies	Council Policy Manual	Environmental Health		•	•
	Review Building policies	Council Policy Manual	Building	•	•	•
	Review Administration policies	Council Policy Manual	Administration		•	•
G1.2 Integrate Planning, resources and reporting	Review Strategic Community Plan	LG Act	Strategy		•	•
	Review Corporate Business Plan	Strategic Community Plan	Strategy	•	•	•
	Review Long Term Financial Plan	Corporate Business Plan	Finance	•	•	•
	Review Workforce Plan	Corporate Business Plan	Human Resources	•	•	•
	Review Asset Management Strategy	Corporate Business Plan	Strategy	•	•	•
	Monitor <del>revise</del> and implement the Northam Regional Centre Growth Plan, incorporating the Northam Development Plan, to encourage population growth in the Shire	Northam Regional Centre Growth Plan	Economic Development	•	•	•
<a href="#">Review Northam Growth Plan Implementation Schedule</a>	<a href="#">Northam Regional Centre Growth Plan</a>	<a href="#">Economic Development</a>		•	•	

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G1.3 Enhance Open and interactive communication between Council and the Community	Develop and implement a communications plan for the Shire.		Media & Communications	•	•	•	•	•	•
	Implement a framework for regular community meetings		Governance	•	•	•	•	•	•
	Undertake Community Survey			•		•		•	

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TO LEAD OUR COMMUNITY WITH OPENNESS, EFFICIENCY AND PROFICIENCY									
Objective - G2 - Improve organisational capability and capacity									
Estimated 2015/16 Objective Budget	Operating Expenditure \$17,182	Operating Revenue \$10,537	Capital Expenditure \$Nil	Capital Revenue Nil					
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
G2.1 Receptive to local government structural reform opportunities to enhance Northam as a regional sub centre	Active Membership of the Avon Regional Organisation of Councils (AROC)	Strategic Community Plan	Regional Development	•	•	•	•	•	•
	Partner with the Wheatbelt Development Commission on identified regional initiatives	Strategic Community Plan	Regional Development	•	•	•	•	•	•
G2.2 Increase capacity through the application of the integrated planning process	Review Council Building Asset Management Plan.	Asset Management Strategy	Asset Management	•	•	•	•		
	Review Council Road Asset Management Plan.	Asset Management Strategy	Asset Management	•			•		
	Review Council Footpath Asset Management Plan.	Asset Management Strategy	Asset Management	•			•		
	<del>Develop</del> Review Council Drainage Asset Management Plan.	Asset Management Strategy	Asset Management	•	•			•	
	Develop Council Parks & Reserves Asset Management Plan.	Asset Management Strategy	Asset Management		•			•	

# SHIRE OF NORTHAM

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### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

TO LEAD OUR COMMUNITY WITH OPENNESS, EFFICIENCY AND PROFICIENCY						
Objective - G2 - Improve organisational capability and capacity cont.						
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18
G2.3 - Operate/Manage organisation in a sustainable manner	Provide management and leadership to the organisation and stakeholders	Corporate Plan	CEO & Executive Management	•	•	•
	Review Council Insurance coverage		Administration	•	•	•
	Manage the Shire's plant, equipment and vehicle fleet.		Plant and Fleet	•	•	•
	Review <del>and implement</del> the Plant Replacement Strategy.		Plant and Fleet	•	•	•
	Review the Council Community grant contributions and processes		Community	•	•	•
	Manage and administer the Shire's financial systems and procedures.		Finance	•	•	•
	Review the Shire's rates strategy.		Finance			•
	Review UV to GRV rating for rural residential properties under 5 hectares		Finance		•	
	Manage and implement Fair Value of assets to meet legislative requirements		Finance	•		
	Oversee the ongoing maintenance and support services for Shire systems and applications.		Information Technology	•	•	•
	Ensure telecommunications of the Council are met at an adequate standard.		Community	•	•	•
	Develop and implement an IT Strategy for the Shire.		Information Technology	•	•	•
	Provide records management systems and services while maintaining compliance with relevant legislation.		Records	•	•	•
	Review current method of electronic management of records, with a focus registering electronic mail.		Records		•	•
	Ensure latest retention and disposal guidelines are met		Records	•	•	•
Administer and review of the Shire's Record Keeping Plan.		Records	•	•	•	

**TO LEAD OUR COMMUNITY WITH OPENNESS, EFFICIENCY AND PROFICIENCY**

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

Objective G3 - Provide efficient and effective corporate management						
Estimated 2015/16 Objective Budget	Operating Expenditure \$604,623	Operating Revenue \$11,006,605	Capital Expenditure \$150,000	Capital Revenue Nil		
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18
G3.1 Provide responsive high level customer service	Manage customer services through use and maintenance of appropriate systems and processes.		Customer Service	•	•	•
	Develop/review Northam Customer Services Charter		Customer Service		•	•
	Develop & Implement an organisational wide process for dealing with/responding to customer requests/complaints		Customer Service	•	•	•
	Provision of Department of Transport licensing services for the community		Customer Service	•	•	•
G3.2 Provide flexible and attractive working conditions in a supportive work environment	Review the provision of the Department of Transport licensing services by the Shire		Administration	•		
	Provide occupational health & safety advice and fit for work support to Shire of Northam staff	OSH Policy, Injury Management Manual	Human Resources	•	•	•
	Review attraction & retention strategy	Workforce Plan	Human Resources	•	•	•
	Create a staff development framework	Workforce Plan	Human Resources	•		
	Review adequacy of Administration Building		Building Services	•		

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

**COMMUNITY**

C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY									
Objective C1 - Create an environment that provides for a caring and healthy community									
Estimated 2015/16 Objective Budget	Operating Expenditure \$3,914,636	Operating Revenue \$2,769,386	Capital Expenditure \$1,444,740	Capital Revenue \$171,380					
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
C1.1 Provide quality regulatory services	<a href="#">Review Parking Local Law</a>	<a href="#">Local Law</a>	<a href="#">Ranger</a>		•				
	Implement Council parking strategy and local laws	Town Centre Parking Strategy	Ranger	•	•	•	•	•	•
	Ensure compliance with and advocate for responsible animal (dog/cat) ownership/management requirements	Dog/Cat Act	Ranger	•	•	•	•	•	•
	<a href="#">Review of Cat Local Law and Dog Local Law</a>	<a href="#">Local Law</a>	<a href="#">Ranger</a>		•				
	Review Town Centre Parking Strategy ( <a href="#">Carry Forward</a> )	Town Centre Parking Strategy	Strategic Planning	•			•		
	Administer the documentation and compliance of leases for Shire buildings	Lease Policy	Administration	•	•	•	•	•	•
	Investigate building complaints and compliance issues.	Building Act/ <a href="#">Code</a>	Building	•	•	•	•	•	•
	Manage issuing of certified and un-certified Building Permits and Approvals	Building Act/ <a href="#">Code</a>	Building	•	•	•	•	•	•
	Manage the cemetery administration through use and maintenance of appropriate systems and processes.		Cemetery	•	•	•	•	•	•
	Investigate the availability for public access of online cemetery records		Cemetery	•	•				
	Investigate and assess complaints relating to nuisance and public safety	Health <a href="#">Local Law Act</a>	Environmental Health	•	•	•	•	•	•
	Undertake assessment of swimming pool fencing compliance	Building Act/ <a href="#">Code</a>	Building	•	•	•	•	•	•
	<a href="#">Review fencing local law</a>	<a href="#">Local Law</a>	<a href="#">Building</a>		•				
	Develop & Implement a program of regular food premises inspections	<a href="#">Health Act Food Act 2008</a>	Environmental Health	•	•	•	•	•	•
Develop program to ensure residential housing is aesthetically acceptable throughout the community	<a href="#">Health Act 1911</a>	Environmental Health	•	•	•	•	•	•	

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY						
Objective C1 - Create an environment that provides for a caring and healthy community						
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18
C1.2 - Advocate for appropriate and accessible health services	Ongoing development of Avon Health & Emergency Services Precinct	Avon Health & Emergency Services Precinct business case	Economic Development	•	•	•
	Develop education precinct master plan	Northam Regional Centre Growth Plan	Strategic Planning		•	
C1.3 - Advocate for the provision of greater choice of educational services within the community	Review current educational services and develop actions to create additional value	Northam Regional Centre Growth Plan	Strategic Planning	•	•	•
	<del>Review Shire's After School and Vacation Care programs</del>		Recreation			
C1.4 - Facilitate provision of appropriate child care facilities	Investigate resource audit of child care facilities and services within Shire		Community	•	•	
	Review the Shire of Northam Disability access and inclusion plan	Disability Services Act	Community	•		•
C1.5 - Facilitate provision of services for aged persons and people with disabilities	Implement the Wheatbelt Integrated Aged Care Plan		Community	•	•	•
	Manage the Killara Adult Day Care and Respite Services		Respite	•	•	•
	Implement the Aged Care WAAFI (WA Assessment Framework Interface) to promote collaboration with other service providers within the Avon region		Respite	•	•	•
	Review and monitor the financial sustainability for the Killara facility		Finance	•	•	•
	Partner with community groups providing services to the aged and people with disabilities		Community	•	•	•
	Review and implement strategies in the HACC Quality Assurance Policy & guidelines as required		Respite	•	•	•
	Maintain Senior Citizens Centre (Memorial Hall)	Memorial Hall Deed	Building Maintenance	•	•	•
	Manage & Maintain Kuringal Village (8units)	Community Housing Guidelines	Building Maintenance	•	•	•
	Investigate opportunities for expansion of community aged care units		Community	•	•	•

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY						
Objective C1 - Create an environment that provides for a caring and healthy community						
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18
C1.6 - Provide an environment that enhances growth, development and retention of youth	Facilitate development of Wundowie Youth /Skate Park	Wundowie Community Plan	Youth	•		
	Facilitate development of the Northam Youth Space/Skate Park	Northam Regional Centre Growth Plan	Youth	•	•	
	Develop and implement an Annual Calendar of events in conjunction with identified stakeholders		Community	•	•	•
	Identify and support Local Service providers to deliver Youth programs		Youth	•	•	•
C1.7 - Provide an environment that enhances and builds on the liveability of the Shire	Develop a POS Strategy that <a href="#">demonstrates an optimal level (identifies existing areas of POS or PPS (undeveloped and developed) in relation to current and future development developable land within designated Shire Presets including timeframes for proposed development/rationalisation</a>	Northam Development Plan	Strategic Planning		•	
	Update and Implement the Shire of Northam Community Infrastructure Plan( <a href="#">CARRY FORWARD</a> )	Northam Community Infrastructure Plan	Strategic Planning	•	•	
	Undertake Parks/Playgrounds Audit		<a href="#">Building Parks, Gardens and Reserves</a>		•	•
	Review Developer Contribution Policy( <a href="#">CARRY FORWARD</a> )	Local Planning Scheme #6	Strategic Planning	•	•	
	Develop & implement Parks & Playground upgrade plan		Parks, Gardens and Reserves	•	•	•

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY									
Objective C2 - Provide services and processes to enhance public safety									
Estimated 2015/16 Objective Budget	Operating Expenditure \$163,135	Operating Revenue \$26,020	Capital Expenditure \$24,200	Capital Revenue \$Nil					
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
C2.1 - Provide community services to uphold public safety standards	Review and implement the Shire of Northam Community Safety and Crime Prevention Plan <a href="#">2011-2016-2020+5</a>	Community Safety & Crime Prevention Plan 2011-2015	Community	•	•	•	•	•	•
	Provide a proactive approach to responsible animal (dog, cat) ownership and management within the community		Ranger	•	•	•	•	•	•
	Develop/implement community education program on animal management requirements		Ranger	•	•	•	•	•	•
	<del>Develop</del> <u>Continue to implement</u> Community Alcohol Management Plan		Community	•	•	•	•	•	•
	Monitor and maintain the Shire's CCTV network	Community Crime Prevention Plan	Building Services	•	•	•	•	•	•
	Develop/implement environmental health programs	Public Health Planning Guide 2011	Environmental Health	•	•	•	•	•	•
	Establish and implement a Public Health & Wellbeing Plan.	Public Health Bill	Environmental Health	•	•	•	•	•	•
	Assessment and approval of stallholders, portable signs, effluent disposal systems, temporary accommodation and public events	Health Act & Regulations, Food Act, Local Laws,	Environmental Health	•	•	•	•	•	•
	<u>Review Health Local Law</u>	<u>Health Local Law</u>			•				
	Regular inspections of commercial establishments - food premises, lodging houses, offensive trades, caravan parks, stallholders, swimming pools	Health Act, Food Act, Local Laws	Environmental Health	•	•	•	•	•	•
Monitoring and sampling of food and water outlets including commercial food businesses, swimming pools and wastewater reuse scheme	Health Act, Food Act	Environmental Health	•	•	•	•	•	•	

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY						
Objective C2 - Provide services and processes to enhance public safety						
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18
C2.2 - Support provision of emergency services	Develop and Conduct an emergency exercise for the LEMC annually	Local Emergency Management Arrangements	Emergency	•	•	•
	Develop & coordinate delivery of community Emergency Services	Local Emergency Management Arrangements	Emergency	•	•	•
	Provide Recovery Support to Emergency Services		Environmental Health	•	•	•
	Encourage safe & effective bushfire mitigation management on non-Council controlled Reserve Landland		Emergency	•	•	•
	Develop, implement and conduct bushfire mitigation on (shire controlled) land in conjunction with BFB's and residents	Local Emergency Management Arrangements	Emergency	•	•	•
	Maintain Emergency services Directory for the Shire of Northam		Emergency	•	•	•
	Lobby to maintain adequate police services		Governance	•	•	•
C2.3 - Provide, monitor and improve adequate bushfire protection provisions	Support local bushfire brigades in bushfire management	Bushfire Management Plan	Emergency	•	•	•
	Support the bushfire brigades in the maintenance and acquiring of suitable plant and equipment	Bushfire Management Plan	Emergency	•	•	•
	Provide training and support to BFB volunteers to perform firefighting operations to acceptable standard	Bushfire Management Plan	Emergency	•	•	•
	Inspect and report on properties with regard to fire breaks and fire control		Ranger	•	•	•
	Review Bushfire <del>Community Engagement Management</del> Plan	Bushfire <del>Community Engagement Management</del> Plan	Emergency		•	•

**SHIRE OF NORTHAM**  
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**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

<b>C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY</b>									
<b>Objective C3 - Provide active and passive recreation facilities and services</b>									
Estimated 2015/16 Budget	Operating Expenditure \$3,071,469	Operating Revenue \$695,179	Capital Expenditure \$1,487,487	Capital Revenue \$479,974					
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
C3.1 - Develop, maintain and support appropriate recreation facilities throughout the Shire	<del>Develop</del> <del>Implement</del> a recreation facilities master plan for the Shire of Northam, in the context of current and previously archived plans	Northam Recreation Facilities Plan, Northam Trails Master Plan 1999, Tracks Master Plan 2010	Recreation	•	•	•	•	•	•
	Manage the Northam & Bakers Hill Recreation Centres		Recreation	•	•	•	•	•	•
	Manage the Shire Swimming Pool facilities in Northam & Wundowie		Recreation	•	•	•	•	•	•
	Develop a 6 monthly program of active recreational activities for the Shire of Northam		Recreation	•	•	•	•		
	Review the Recreation Centre (aquatic facility) concept plan and develop funding strategy	Northam Regional Centre Growth Plan	Recreation	•	•		•		
C3.2 - Partner with stakeholders to achieve greater community participation in recreational facilities and services	<del>Identify and implement</del> a program around active ageing		Recreation	•	•	•	•	•	•
	Assist local sporting clubs to develop their governance and expand their participation levels	Service Area of Sport and Recreation Club Development Program Plan	Recreation	•	•	•	•	•	•
	Implement annual program of events in partnership with Inclusion WA		Recreation	•	•	•	•	•	•
	<del>Maintain and support the Northam Recreation Centre Facility Management Group</del>		Recreation	•	•	•	•	•	•

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY									
Objective C4 - Protect and promote the Shire's diverse culture and heritage									
Estimated 2015/16 Objective Budget	Operating Expenditure \$874,205	Operating Revenue \$2,171,255	Capital Expenditure \$2,298,025	Capital Revenue \$Nil					
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
C4.1 - Facilitate the preservation of heritage buildings and significant sites	Review Municipal Heritage Inventory <a href="#">and develop Heritage List</a>	Heritage Act	Planning	•	•	•			
C4.2 - Encourage development sympathetic to heritage sites and values	Manage development within Mitchell Avenue on Avon Special Control Area	Local Planning Scheme 6	Development Services	•	•	•	•	•	•
	Develop Northam Heritage Design Guidelines for Fitzgerald & Gordon St areas		Strategic Planning	•	•				
	Adopt Heritage Policy to guide development of privately owned buildings <a href="#">(refer c4.1 above)</a>	Municipal Inventory, Local Planning Scheme	Strategic Planning	•	•	•			
C4.3 - Facilitate the promotion of the community's heritage assets	Support Community groups to assist them raise their profiles and obtain grant funding to develop their infrastructure		Community	•	•	•	•	•	•
	Develop a plan to identify and market Northam's heritage assets.	Municipal Inventory/Northam Development Plan	Tourism and Promotion	•	•				
C4.3 - Understand and acknowledge Aboriginal and European heritage through the provision of interpretive venues, materials and activities	Facilitate and promote interpretative initiatives		Community	•	•	•	•	•	•
	<del>Develop concept and viability of</del> Construct Northam Aboriginal interpretive Centre	Northam Interpretive Centre Business Case	Community	•	•	•			
	Develop <a href="#">Indigenous Inclusion/Reconciliation Action plan</a>		<del>Governance</del> Community	•	•				
C4.4 - Support provision of facilities and services for arts and cultural programs	Develop, implement and review policy and procedures relating to Library Services.		Library	•					
	Deliver a supportive library service		Library	•	•	•	•	•	•
	Manage and maintain the Shire's Art Collection		Arts & Culture	•	•	•	•	•	•

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

**ECONOMY**

<b>E - A PROSPEROUS COMMUNITY SUPPORTED BY DIVERSE AND SUSTAINABLE INDUSTRY AND COMMERCE</b>						
<b>Objective E1 - Support business and investment opportunities</b>						
Estimated 2015/16 Objective Budget	Operating Expenditure \$120,000	Operating Revenue \$Nil	Capital Expenditure \$63,293	Capital Revenue \$Nil		
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18
E1.1 Promote new commercial and industrial development through appropriate zoning of land, provision of sustainable infrastructure and efficient & effective business approval processes	Lobby Land Corp to undertake Avon Industrial Park Stage 3 development, if existing Industrial Park at 80% capacity	Northam Regional Centre Growth Plan	Economic Development	•	•	•
	<a href="#">LIA Capacity Assessment (key infrastructure requirements)</a>	<a href="#">Northam Regional Centre Growth Plan (Page 153)</a>	<a href="#">Strategic Planning</a>			•
E1.2 - Support the identification, protection and control of the mineral resources industry through careful development and planning	Review Local Planning Strategy to acknowledge mineral resources in and adjacent to the Shire of Northam	Local Planning Strategy	Strategic Planning			•
	Develop incentives for relocation of existing businesses to established industrial area, physical improvements to sites, encourage private investment		Economic Development	•	•	•
E1.3 - Support sustainable business and commerce initiatives	Actively pursue the NBN Co to provide broadband into Northam		Economic Development	•	•	•
	Encourage increase in professional services to the community		Economic Development	•	•	•
	<a href="#">Assess opportunities in equestrian development area</a>	<a href="#">Northam Regional Centre Growth Plan (Page 153)</a>	<a href="#">Strategic Planning</a>			•
E1.4 - Enhance the aesthetic environment to support business opportunities	<a href="#">Review / develop town / community master plans</a>		<a href="#">Strategic Planning</a>	•		•
	Apply Minson Avenue Design Guidelines to assist activate the area from Avon to Peel Terrace bridges, <a href="#">Encourage demonstration building along Minson Ave and promote detailed/precinct concept plan.</a>	Minson Avenue Design Guidelines/Growth Plan <a href="#">(Page 160)</a>	Statutory Planning	•	•	•
	<a href="#">Adopt/Implement Bernard Park Master Plan</a>	Northam Regional Centre Growth Plan	Strategic Planning		•	•
	Continue the development of Bernard Park as central focus of the CBD	Northam Regional Centre Growth Plan	Parks, Gardens and Reserves	•	•	•



**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

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<b>E - A PROSPEROUS COMMUNITY SUPPORTED BY DIVERSE AND SUSTAINABLE INDUSTRY AND COMMERCE</b>						
<b>Objective E1 - Support business and investment opportunities</b>						
<b>Strategic Initiative</b>	<b>Actions and Projects</b>	<b>Informing Plan/Legislation</b>	<b>Service Area</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
E1.5 - Proactively market the region's business opportunities and attractive lifestyle	Develop and Implement a marketing strategy focused on business development	Northam Regional Centre Growth Plan & Northam Development Plan	Economic Development	•	•	•
	Develop and Implement a marketing strategy for the Avon Industrial Park	Industrial Skilled Labour Force Attraction in the Avon Valley	Economic Development			•

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

<b>E - A PROSPEROUS COMMUNITY SUPPORTED BY DIVERSE AND SUSTAINABLE INDUSTRY AND COMMERCE</b>									
<b>Objective E2 - Facilitate further development of regional tourism</b>									
Estimated 2015/16 Objective Budget	Operating Expenditure \$859,680	Operating Revenue \$136,050	Capital Expenditure \$Nil	Capital Revenue \$Nil					
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
E2.1 - Provide relevant tourism information and marketing services	Manage the Northam Visitor Centre		Tourism and promotion	•	•	•	•	•	•
	Develop a Northam <a href="#">tourism marketing strategy plan</a> (focusing on the Shire's natural, social & built environments) in the context of the Avon marketing strategy		Tourism and promotion	•					
E2.2 - Support a coordinated approach for regional tourism promotion and management	Attend and contribute to the Avon Valley Tourism Committee		Tourism and promotion	•	•	•	•		
	Contribute to the development and review of a regional marketing strategy		Tourism and promotion	•	•	•	•		
E2.3 - Provide and support local festivals and tourist events	<del>Develop an</del> <a href="#">Review</a> events package to assist and guide local event and festival providers		Community Events			•		•	
	Develop a policy to guide Council in the support of various local events and festivals		Community Events						
	Advocate for AFL football match at Henry Street Oval (NAB cup, WAFL, AFL intra club)		Recreation	•	•	•	•	•	•
	Develop Shire of Northam Events Plan		Community Events	•	•	•	•	•	•
	Support monthly local markets		Community Events	•	•	•	•	•	•
	<del>Identify and Develop initiatives to e</del> ncourage small business to operate 7 days		Economic Development	•	•	•	•	•	•

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

NATURAL ENVIRONMENT

N - AN ENVIRONMENTALLY AWARE AND PRO-ACTIVE COMMUNITY									
Objective N1 - Mitigate the Shire of Northam's carbon footprint, reducing waste and greenhouse gas production									
Estimated 2015/16 Objective Budget	Operating Expenditure \$2,091,009	Operating Revenue \$2,288,488	Capital Expenditure \$186,520	Capital Revenue \$Nil					
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
N1.1 - Manage waste disposal in an environmentally sensitive manner that meets the needs of a growing population	Review and implement the regional waste management strategy initiatives.	Strategic Waste Minimisation Plan	Waste Management	•	•	•	•	•	•
	Provide general rubbish bin kerbside collections, skip bin verge & street bin service.	Strategic Waste Minimisation Plan	Waste Management	•	•	•	•	•	•
	Review Waste Local Law				•				
	Contract manage waste facilities, to process general waste, inert waste, and liquid waste and green waste operations and access in accordance with regulations and licence conditions.	Old Quarry Road & Inkpen Road Waste Management Plans	Waste Management		•	•	•	•	•
	Update Landfill Sites Waste Management Plans	Waste Management Plans	Waste Management		•	•			•
	Review Operation of Waste Disposal Local Laws <del>W-3016/17</del> <a href="#">Formalise Contract for Inkpen Waste Management Facility</a>	<a href="#">Local Law</a> <a href="#">Waste Management Plan</a>	<a href="#">Waste Management</a> <a href="#">Waste Management</a>		•				
N1.2 - Increase community awareness of the impact of waste issues on the environment	Investigate and enforce compliance regards unlawful activities that are detrimental to the environment	Health Act	Environmental Health	•	•	•	•	•	•
	Develop community awareness campaign	Strategic Waste Minimisation Plan	Waste Management	•	•				
N1.3 - Encourage the use of recycling materials and create a Towards Zero culture amongst the community	Provide kerbside and drop-off recycling facilities to reduce waste to landfill	Strategic Waste Minimisation Plan	Waste collection and recycling services	•	•	•	•	•	•
N1.4 - Provide community leadership and transition to energy efficient operational practices	Identify opportunities to implement energy efficiency into Council facilities and operations	Building Act <del>&amp;</del> <a href="#">Building Code of Australia</a>	Building Services	•	•	•	•	•	•
N1.5 - Develop an understanding and position on climate change for the Shire of Northam	Develop a climate change adaptation position and potential strategy	WALGA Climate Change Management Toolkit	Environment	•	•	•	•		

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

N - AN ENVIRONMENTALLY AWARE AND PRO-ACTIVE COMMUNITY									
Objective N2 - Enhance the health and integrity of the natural environment									
Estimated 2015/16 Objective Budget	Operating Expenditure \$483,987	Operating Revenue \$29,400	Capital Expenditure \$Nil	Capital Revenue \$Nil					
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
N2.1 - Identify vulnerable environments or areas in need of protection	Identify and remediate Shire of Northam controlled contaminated sites	Contaminated Sites Act	Environment	•	•	•	•	•	•
	<a href="#">Review Pest Plant Local Law</a>		Environment		•				
	<del>Develop</del> <a href="#">Implement</a> Shire of Northam Biodiversity Strategy in liaison with Wheatbelt NRM	Local Government Biodiversity Planning Guidelines	Environment	•	•	•	•	•	•
N2.2 - Protect the integrity of the ecosystem of our rivers and waterways	Develop / Endorse management plan for the Avon River Town Pool	Proposed Avon Town Pool Management Plan	Environment						
	Implement strategies to improve the health and aesthetics of the Avon River Town Pool	Northam Town Pool Water Quality Management Plan 2013 Northam Regional Centre Growth Plan	Environment	•	•	•	•	•	•
N2.3 - Employ risk management strategies and measures to protect natural assets from natural disasters, including fire and flood	Review Local Emergency Management Arrangements(CARRY FORWARD)	Emergency Management Act 2005	Emergency Services	•			•		•
	Identify opportunities for buffer zones to protect the natural environment against development	Local Planning Strategy / Scheme	Strategic <a href="#">Land use</a> Planning	•	•			•	
	Support protection of existing & remnant vegetation and revegetation along waterways	Local Planning Scheme Special Control Area Strategies	Environment	•	•	•	•	•	•
	Encourage and support community environmental projects	Environmental Protection Act	Environment	•	•	•	•	•	•

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

N - AN ENVIRONMENTALLY AWARE AND PRO-ACTIVE COMMUNITY									
Objective N3 - Management and protection of water resources									
Estimated 2015/16 Objective Budget	Operating Expenditure \$356,035	Operating Revenue \$Nil	Capital Expenditure \$241,123	Capital Revenue \$223,600					
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
N3.1 - Pursue opportunities to use treated effluent water on public open space & as an emergency water supply	Liaise with Water Corporation in regards to need for waste water treatment plant upgrade		Environment	•					
	<a href="#">Investigate the upgrading of existing water reuse system for use by the Shire of Northam and possible expansion for other users</a>		Environment		•	•			
N3.2 - Promote and support initiatives to reduce water consumption	Introduction of water-wise programs at the swimming pools & recreation centre		Recreation	•	•	•	•	•	•
	Identify opportunities to implement water efficiency into Council facilities and operations	Department of Water Policy 1.02	Environment	•	•	•	•	•	•
	Commit to water saving initiative program such as ICLEI – Local Governments for Sustainability –	ICLEI Guidelines	Environment	•	•				
N3.3 - Encourage property owners (residential and commercial) to install water recovery & recycling systems	Investigate incentives to encourage water reuse systems	Department of Health Grey Water Guidelines	Environment	•	•				

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

#### INFRASTRUCTURE AND RESOURCES

R - SUSTAINABLE AND EFFICIENT STRATEGIC AND URBAN TRANSPORT, UTILITIES AND COMMUNICATIONS						
INFRASTRUCTURE						
Objective R1 - Provide and support an effective and efficient transport network						
Estimated 2015/16 Objective Budget	Operating Expenditure \$4,658,476	Operating Revenue \$2,150,424	Capital Expenditure \$8,110,596	Capital Revenue \$994,706		
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18
R1.1 - Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community	Lobby to retain the Avon Link Rail Service with improved scheduling	Northam Regional Centre Growth Plan	Governance	•	•	•
	Input into revised/appropriate Avon Link Rail Service	Northam Regional Centre Growth Plan	Governance	•	•	•
	<del>Develop plan to encourage</del> Encourage strong connectivity between Train Station and CBD	Northam Regional Centre Growth Plan	Strategic Planning	•	•	•
	Develop a local bus service business case (noting importance of other services such as Taxi) <del>(CARRY FORWARD)</del>	Northam Regional Centre Growth Plan	Strategic Planning	•	•	•
	Maintain Roads within the Shire		Engineering Operations	•	•	•
	Lobby for the upgrading of Newcastle Road Bridge	Northam Regional Centre Growth Plan	Engineering Services Administration	•	•	•
	Implementing the Northam Bike & Footpath Plan.	<a href="#">Northam Local Bicycle Plan</a>	Engineering Services / Administration	•	•	•
	Lobby for the development of the 'orange route' Great Eastern Highway		Engineering Services Administration	•	•	•
	Input into the Avon Regional Roads Group		Engineering Services Administration	•	•	•
	Advocate for the Bakers Hill Great Eastern Highway redesign works		Engineering Services Administration	•	•	•
R1.2 - Maintain an efficient, safe and quality road network	<del>Develop</del> Review 25 year road construction program	Asset Management Plan	Asset Management	•	•	•
	Develop road maintenance plan	Asset Management Plan	Engineering Operations	•	•	•
	Deliver Annual construction program	5 year Construction Program	Engineering Operations	•	•	•
	Develop <del>and implement</del> drainage maintenance plan	Asset Management Plan	Asset Management	•	•	•
	Develop 25 year footpath construction program	Asset Management Plan	Asset Management	•	•	•
	Deliver footpath program	Operational Plan	Asset Management	•	•	•
<del>Develop</del> Implement footpath maintenance plan	Asset Management Plan	Engineering Operations	•	•	•	

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<b>R - SUSTAINABLE AND EFFICIENT STRATEGIC AND URBAN TRANSPORT, UTILITIES AND COMMUNICATIONS INFRASTRUCTURE</b>							
<b>Objective R1 - Provide and support an effective and efficient transport network</b>							
<b>Strategic Initiative</b>	<b>Actions and Projects</b>	<b>Informing Plan/Legislation</b>	<b>Service Area</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
R1.3 - Improve and encourage utilisation of existing airport facilities and associated air services	Manage the Shire's Airport and maintenance	Airport master plan	Airport	•	•	•	•
	Manage the leasing of airport infrastructure	Airport Lease / Policy / Structure Plan	Administration	•	•	•	•
	Review Airport Master Plan		Strategic Planning	•			•

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PUBLIC REALM & BUILT ENVIRONMENT

P - An economically efficient infrastructure for industry and households designed for efficient use of energy, water, materials and transport. Providing an orderly and adequate supply of land along with increased choice in housing						
Objective P1 - Promote a diverse mix of development opportunities throughout the Shire						
Estimated 2015/16 Objective Budget	Operating Expenditure \$643,949	Operating Revenue \$124,500	Capital Expenditure \$35,000	Capital Revenue \$Nil		
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18
P1.1 - Ensure Council land use planning is in place and reflective of established objectives	Review Local Planning Strategy	Planning & Development Act	Strategic Planning	•	•	
	Review Local Planning Scheme 6	Planning & Development Act	Strategic Planning			•
	Process development and DAP applications in accordance with LPS 6	Planning & Development Act	Statutory Planning	•	•	•
	Manage and implement local planning policies.	Local Planning Scheme No.6	Statutory Planning	•	•	•
	Undertake compliance proceedings on development	Local Planning Scheme No.6	Statutory Planning	•	•	•
	Facilitate planning for West Northam redevelopment precinct	Northam Regional Centre Growth Plan	Strategic Planning	•	•	•
	Guide / control the development and use of agricultural land in the Shire and minimise potential for land use conflict as identified in the precincts contained within the LPS	Local Planning Strategy	Statutory Planning	•	•	•
	<a href="#">Review Extractive Industries Local Law</a>		Statutory Planning		•	
	Facilitate clean-up of disused commercial & residential properties	Northam Regional Centre Growth Plan	Environmental	•	•	•
P1.2 - Provide a proactive and supportive service to (potential) land developers	Process development and DAP applications in accordance with LPS 6	Local Planning Scheme	Statutory Planning	•	•	•
	Undertake compliance proceedings on development	Local Planning Policies	Statutory Planning	•	•	•
	Input into subdivision applications	Local Planning Strategy	Statutory Planning	•	•	•

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P - An economically efficient infrastructure for industry and households designed for efficient use of energy, water, materials and transport. Providing an orderly and adequate supply of land along with increased choice in housing									
Objective P2 - Accessible and legible communities									
Estimated 2015/16 Objective Budget	Operating Expenditure \$70,500	Operating Revenue \$237,678	Capital Expenditure \$29,647	Capital Revenue \$Nil					
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
P2.1 - Enhance entries into the various town sites	Develop town entry master plan for Mitchell Avenue		Strategic Planning	•					
	Develop town entry master plan for Newcastle Road		Strategic Planning	•	-				
	Develop town entry master plan for Yilgarn Avenue		Strategic Planning		•				
	Develop town entry master plan for Goomalling Road		Strategic Planning	•	-				
	Partner Main Roads WA to develop the Bakers Hill Great Eastern highway traffic management improvements		Engineering Services Administration	•	•	•	•	•	
	Develop town entry master plan for Spencer Brook Road		Strategic Planning			•			
	Develop town entry master plan for York Road		Strategic Planning			•			
P2.2 - Undertake Urban & CBD renewal projects	Develop and market Victoria Oval redevelopment plan	Northam Regional Centre Growth Plan	Strategic Planning	•	•				
	Develop plan to improve walkable connectivity to Central Business Area from Train Station	Northam Regional Centre Growth Plan	Strategic Planning	•	•				
	Develop street scaping plan for the CBD, focusing on connectivity (parking and path networks)	Northam Regional Centre Growth Plan	Strategic Planning	•					
	Develop Urban renewal/regeneration plans for identified areas	Northam Regional Centre Growth Plan	Strategic Planning	•	-				
	Review and the Wundowie Community Master Plan	Wundowie Community Master Plan	Strategic Planning	•	-				
	Review the Bakers Hill Community Master Plan	Bakers Hill Community Master Plan	Strategic Planning		•				
	Review the Grass Valley Community Master Plan	Grass Valley Community Master Plan	Strategic Planning		•				
Consider re-alignment of Beavis Place	Northam Regional Centres Growth Plan (commercial and government office accommodation strategy) Page 34	Engineering		•	•				

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#### 6. Priority Projects

The Shire of Northam has a significant number and range of priority projects which have been identified through its various planning processes. The priorities have been split into two distinct categories. The first category focusing on projects which will be programmed into the annual budgeting process with revenue for the project either coming entirely from the Council, is already confirmed, or likely to be confirmed by a third party. While the Council reserves the right to make a final determination as to the delivery of these projects during its annual budget process, it can be assumed that the projects will be delivered. The second category identifies projects which are more strategic and aspirational in their nature and are projects that the Council will be endeavouring to focus on and deliver, however will require a significant financial contribution from a third party which has yet to be confirmed. The nature of these projects is that they have significantly more risk in terms of deliverability within identified timeframes than those which identified in category one.

#### g. Priority Projects

Project Description	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
<b>GOVERNANCE</b>								
<b>COMMUNITY</b>								
Killara Stage 3 refurbishment	80,000							
Northam Youth Space				859,411				
Playground/Open Space Improvements	30,000	30,675	31,442	32,228	33,034			
George Nuich Playground Shade		100,000						
Bernard Park Water Playground	278,000	224,951						
Northam Interpretive Centre**	384,367		1,500,000	3,000,000				
Jubilee Oval reticulation and cricket wicket	30,000							
Wundowie Oval lighting	40,000							
Wundowie Skate Park		153,375						
Wundowie – Bakers Pipeline	890,000							
Wundowie Sports Pavilion					1,651,681			1,651,681
Wundowie Swimming Pool refurbishments			TBA				700,000	
Victoria Oval Development			TBA					
Northam Swimming Pool refurbishments				1,500,000	2,700,000			
Recreation Centre expansion (aquatic)±				150,000				
Old Northam Railway Station improvements	150,000							
Bakers Hill Oval reticulation	453,750							
Bakers Hill Tennis Court Development	93,000							
Bakers Hill Pavilion Upgrade						1,300,000		
Bert Hawke Lighting	20,000							
Henry Street Oval Development (AFL)	50,000							
Avon Health Precinct	1,138,775							
<b>ECONOMY</b>								
Industrial Development**				1,611,396	8,258,405	11,286,487		
<b>NATURAL ENVIRONMENT</b>								
Northam Town Pool Aerators	94,373							

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Northam Town Pool improvements/ dredging**		<u>1,890,102</u>	<u>52,429</u>	<u>1,000,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
<del>Northam Town Pool floating islands</del>	<del>105,997</del>							
Northam Waste Water extension – race course (DeF)**	TBA							

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a. Priority Projects (cont...)

Project Description	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
<b>INFRASTRUCTURE &amp; RESOURCES</b>								
Storm Water drainage improvements – Urban	250,000	258,813	<del>268,324</del> 305,000	<del>278,185</del> 311,800	<del>288,204</del> 322,750	<del>298,583</del> 333,500	349,000	363,000
Storm Water drainage improvements – Rural	50,000	55,000	<del>60</del> 106,000	<del>65</del> 150,000	<del>70</del> 150,000	<del>75</del> 150,000	100,000	50,000
<u>Carlin Valley – Drainage Improvements</u>				<u>250,000</u>				
<u>Koojeda Heights – Drainage Improvements</u>				<u>250,000</u>				
<del>Jubilee Playground Upgrade</del>	<del>87,000</del>	<del>20,450</del>						
Northam Town Centre drainage**	131,872		1,717,273					
Bernard Park drainage improvements	<del>442,804</del>		<u>346,621</u>					
<del>Wundowie Storm Water reuse**</del>		<del>1,072,914</del>						
Bernard Park Drainage improvements**		<del>931,725</del>	<u>510,000</u>	<u>931,725</u>				
Hillman Creek drainage improvements**	65,936	828,200		<u>531,043</u>				
Bert Hawke Drainage	60,000		<del>41,923</del>	<u>40,000</u>				
<u>Bert Hawke Lighting</u>				<u>20,000</u>				
<b>PUBLIC REALM &amp; BUILT ENVIRONMENT</b>								
Administration Building Redevelopment			<del>2,044,723</del>	<del>2,044,723</del> 337,500	<u>2,500,000</u>			
Northam Works Depot Operations Centre*			<del>1,500,000</del>	<del>1,533,750</del>	<u>1,500,000</u>	<u>1,533,750</u>		
<del>Fitzgerald Street Mall redevelopment</del>		<del>100,000</del>						

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CBD Street scaping development				<u>75,000</u>	<u>50,000</u>	<u>50,000</u>	<u>25,000</u>	<u>25,000</u>
State Government Shared office Accommodation**		TBA						
CBD Revitalisation / Mixed Use **	1,953,975	<del>22,563,302</del>	<del>14,787,245</del>	<u>14,787,245</u>			<u>32,563,302</u>	
<del>Underground Power*</del>	<del>7,500</del>							
Urban Renewal**			<del>10,205,509</del>	<u>10,205,500</u>				
Urban Renewal – West Northam**			<del>1,611,396</del>				<u>1,611,500</u>	
New Living Project**				2,312,353	2,370,162			
<b>*Funds available only for assessment / reporting no works</b>								
<b>**external funds required to allow project to proceed</b>								
<b>***not Council project, contribution may be required</b>								

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#### 7. Organisational Context

##### h. Project Management

Project management forms an integral part of the management of the Shire of Northam. We are not only committed to focusing on delivering projects within budgets established by Council, but we have a strong focus on delivering projects safely, within established timeframes and which deliver established outcomes.

This will be achieved through a range of initiatives which include:

##### Training

Staff who are required to manage or contribute to the management of projects will be provided basic project management training through a recognised training provider.

##### Reporting

Executive Managers will be required to report the progress of major projects to the Chief Executive Officer at agreed timeframes.

##### Risk Management

Executive Managers will ensure the risk matrix illustrated below is applied.

In order to assess projects and determine the level and complexity of project management required, the following framework will be applied. In many cases, projects will have elements in a number of the project categories (major, project, works). In this circumstance, the classification should reflect a conservative approach, that is, if in doubt projects are to be scaled to the higher level.

##### I. Project Classification

Criteria	Major Project	Project	Works
Scope of Work	Complex	Defined	Simple/well known
Budget	Above \$250k	Above \$50k to \$250k	Up to \$50k
Timing	> 10 weeks	2 – 10 weeks	<u>less than 2 weeks</u>

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#### II. Project Delivery

Criteria	Major Project	Project	Works
<b>Project Planning</b>	Detailed Gantt chart required utilizing MS-Project (or similar). Detailed working or engineering designs and plans required to be signed off prior to commencement by Chief Executive Officer.	Schedule of timeframes required. Detailed working or engineering designs and plans required to be signed off prior to commencement by Executive Manager.	Preliminary planning required. Detailed working or engineering designs and plans may be required generally, but are required for capital road works.
<b>Risk Management</b>	<b>High Risk</b> Complex analysis and mitigation management formalised in writing and registered on project file. Will require the assistance of Regional Risk Co-ordinator.	<b>Medium Risk</b> Initial analysis and priority mitigation monitored in project meeting reports. May require the assistance of Regional Risk Co-ordinator at discretion of Executive Manager.	<b>Low risk</b> Monitored by responsible officer. JSA required <u>or reference to risk register.</u>
<b>Range of Personnel, including Sub-Contractors</b>	High level of competence in PM required. Executive Manager to project manage or external project manager appointed with authority of CEO. Project Team to be established, which must include a minimum of two Executive Managers.	Sound level of competence in areas of technical and project management. Generally managed by Senior Officer, Manager or Executive Manager.	Managed by works supervisor, manager, or other member of staff authorised by Executive Manager.
<b>Level of Communications</b>	High - detailed reporting and data management to CEO on fortnightly cycles. Reports to include progress against Gantt Chart and against financial budget.	<del>Monthly reporting to the CEO against timeframes and budget.</del> <u>Weekly reporting to Executive Manager, or as otherwise agreed</u>	Exception reporting to the CEO (i.e. if perceived issue arising).
<b>Contract (if required)</b>	<u>Consideration to be given to complex, contract developed development &amp; or vetted by legal representative.</u>	Standard Contracts in accordance with WALGA template for single supplier contracts, else refer works schedule requirements.	Purchase Order and standard contracts in accordance with WALGA templates at discretion of Executive Manager.
<b>Authorisation</b>	Formal CEO sign off to commence required after presentation of project planning, may require common seal.	Executive Manager authorization to commence required <u>(may require Council approval for tenders).</u>	Official Council order considered sufficient sign off.
<b>Data Management</b>	All documents, including planning and internal documents required to be registered on file created specifically for project in question. At completion of project, summary of financial outcomes required.	All documents, including planning and internal documents require registration. Reference made to job number or chart of account number established within Synergy for future reference.	Synergy financial system records along with Notes taken and registered in accordance with standard records management practices.
<b>Financial</b>	Specific Chart of Account or Job Number Required. Detailed budgets to be prepared and supporting documentation to be placed on file. Budget should include breakdown by nature and type.	Either specific Chart of Account Number or Job Number required. Planning and other supporting documents to be placed on file.	Either specific Chart of Account Number or Job Number required.
<b>Compliance &amp; Quality Control</b>	<u>Detailed management plans to be developed identifying HOLD points through various stages of the project in accordance with contract specifics</u>	<u>Inspection Test Plans to be developed and implemented identifying HOLD points in accordance with standards and specifications</u>	<u>Basic checklists to be maintained as directed by Executive Manager</u>

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#### III. Risk Management

Risks should be identified or categorised into one of the following general areas and analysed by determining how they might affect the success of the project. Generally the impact of a risk will realise one or any combination of the following consequences:

- Project outcomes (benefits) are delayed or reduced
- Project output quality is reduced
- Timeframes are extended
- Costs are increased
- Occupational Health & Safety protocols breached

#### Risk Management Definitions

Term	Definition
Risk	The effect of uncertainty on objectives (may be positive, negative or a deviation from what is expected)
Consequence	Outcome of an event or change in circumstances affecting the achievement of objectives
Likelihood	The chance of something happening
Event	An occurrence or existence of a particular set of circumstances
Hazard	Object or activity which may cause a risk (now referred to as a 'risk source') - interaction with the risk source is required to create a risk
Risk Management	Coordinated activities to direct and control an organisation in regard to risk

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#### Consequence

Level Description	Financial Impacts	Health & Safety	Reputation	Service Interruption	Compliance	Property	Environment
<b>Insignificant (1)</b>	<\$10,000	Medical type injuries	Unsubstantiated, low impact, low profile, or no news item	No material service interruption	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response
<b>Minor (2)</b>	\$10,001 - \$25,000	Lost Time Injury <30 days	Low impact, low news item	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
<b>Medium (3)</b>	\$25,001 - \$250,000	Lost time Injury >30 Days.	Substantiated, public embarrassment, moderate impact, moderate news profile	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
<b>High (4)</b>	\$250,001 - \$650,000	Long term disability / multiple injuries	Substantiated, public embarrassment, high impact news profile, third party actions	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
<b>Extreme (5)</b>	> \$650,000	Death or permanent disablement	Substantiated, public embarrassment, very high multiple impacts, high, widespread multiple news profile, third party actions	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact

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#### Likelihood

Description	Examples	Frequency
Almost Certain (A)	The event is expected to occur	More than once per year
Likely (B)	The event will probably occur	At least once per year
Possible (C)	The event could occur	At least once in five years
Unlikely (D)	The event could occur but probably won't	At least once in ten years
Rare (E)	The event is not expected to occur	Less than once in 20 years

#### Level of Risk

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

- E EXTREME RISK:** Immediate action required by Executive Management
- H HIGH RISK:** Senior Management attention required
- M MODERATE RISK:** Management by specific monitoring or response procedures
- L LOW RISK:** Manage by routine procedures, unlikely to need specific application of resources

Mitigation of risks involves the identification of actions to reduce the likelihood that a threat will occur (preventative action) and/or reduce the impact of a threat that does occur (contingency action). This strategy also involves identifying the stage of the project when the action should be undertaken, either prior to the start of or during the project.

Risk mitigation strategies to reduce the chance that a risk will be realised and/or reduce the seriousness of a risk if it is realised should be developed. Written mitigation strategies will usually only be prepared and/or deployed for projects classified as Major, however mitigation strategies may be prepared for projects and works at the discretion of the Executive Manager.

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#### i. Asset Management Planning

The Shire of Northam adopted an asset management plan in 2013 to cover the following asset classes;

Key Performance Indicator	Calculation	Standards	Current Performance	Basic Standard Achieved
Asset consumption ratio (ACR)	Depreciated replacement cost of assets (written down value) divided by current replacement costs of depreciable assets.	Standard is not met if ratio data cannot be identified or ratio is less than 50%. Basic standard is met if ratio data can be identified and ratio is 50% or greater. Advanced standard is met if this ratio is between 60% and 75%.	51%	Yes
Asset sustainability ratio (ASR)	Capital expenditure on replacement or renewal of assets divided by the depreciation expense.	Standard is not met if ratio data cannot be identified or ratio is less than 90%. Basic standard is met if ratio data can be calculated and ratio is 90% or greater. Advanced standard is met if this ratio is between 90% and 110%.	134%	Yes
Asset renewal funding ratio	Net present value of planned capital expenditure based on current Departmental guidance on renewals over ten years divided by the net present value of the required capital expenditures on renewals over the same period.	Standard is not met if ratio data cannot be identified or ratio is less than 75%. Basic standard is met if ratio data can be identified and ratio is between 75% and 95%. Advanced standard is met if this ratio is between 95% and 105% and the ASR falls within the range 90% to 110% and ACR falls within the range of 50% to 75%.	88%	Yes

#### Property Plant and Equipment

- Land
- Buildings
- Plant and Equipment

#### Infrastructure

- Roads
- Bridges
- Footpaths and cycleways\*
- Drainage\*
- Parks, open space and streetscapes
- Other Infrastructure\*

Key elements of the plan and are:

- Levels of service – specifies the services and levels of service to be provided by council.
- Future demand – how this will impact on future service delivery and how this is to be met.
- Life cycle management – how Council will manage its existing and future assets to provide the required services
- Financial summary – what funds are required to provide the required services.
- Asset management practices
- Monitoring – how the plan will be monitored to ensure it is meeting Council's objectives.
- Asset management improvement plan

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#### **j. Workforce Planning**

The Shire is a significant employer within the Local Government Area, employing 122 people in full time, part time and casual positions. The Shire is in an enviable position of being identified as a regional SuperTown opening up numerous opportunities for local infrastructure and redevelopment. Although infrastructure development continues across the region, the Shire as an organisation, has the ongoing challenge of delivering strong governance and sustainable service provision in an ever-changing and highly complex environment.

With the recent development of the new Strategic Community Plan 2012 – 2022, Council now has clear direction from the community and a mandate to lead. To activate the Strategic Community Plan, the newly developed Corporate Business Plan takes effect and aligns the resources of the Shire to ensure implementation occurs. Assessing the capabilities and capacity of the workforce to deliver upon the community's goals and objectives is the first step of implementation and the Integrated Workforce Plan 2013 – 2017 (IWP) is igniting that process.

The Shire of Northam is situated in the Wheatbelt Region of Western Australia which bears unique regional factors with one of those being the issue of recruiting and retaining skilled and experienced employees. The Shire reflects this issue in several ways with the current employee attrition rate of 34% p.a.

The Shire values its workforce and through the development of the Community Strategic Plan 2012-2022, the IWP is a tangible commitment to building workforce capability and capacity and ensuring that the right people are in the right place at the right time;

*“to deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth”.*  
*Strategic Community Plan 2012-2022 Mission Statement.*

The challenge for the Shire is to maintain the focus on the traditional ‘roads, rates and rubbish’ functions whilst realigning the structure of the business to the new community vision, along with a more robust, systemised and integrated approach to service delivery. Improving internal communications whilst planning and developing procedural excellence will ensure the Shire can meet community and Council expectations.

The IWP highlights key workforce risks and challenges and recommends actions that can mitigate the risk of service delivery interruptions. Workplace culture plays a big part in this challenge and through a structured and well managed strategy, the Shire can ensure that a confident, skilled, professional and accountable workforce will be sustained long into the future.

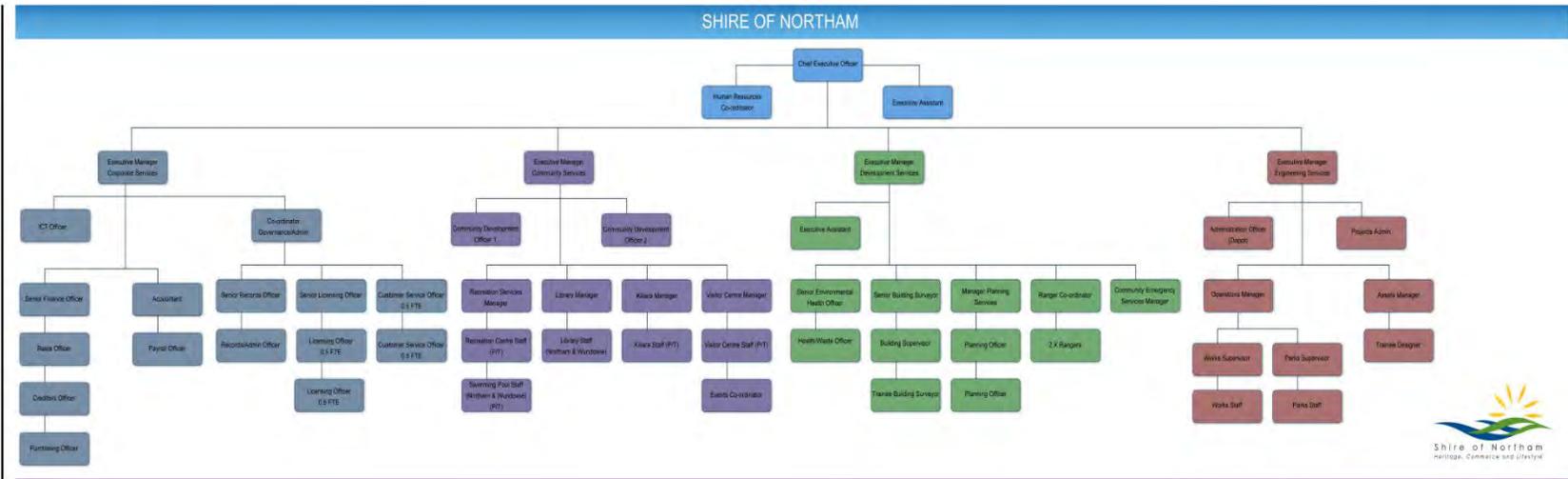
The IWP is one of continuous improvement and long term commitment. The Shire does not have the discretionary funds or capacity to resolve and address all challenges immediately. What the Shire does have is a united and clear community vision, strong Council leadership, effective management and a long term commitment to its greatest asset – its people, who will continue to develop, thrive and deliver.

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### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

**i. Organisational Structure**



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#### **k. Long Term Financial Planning**

The Shire of Northam endorsed a long term financial plan in 2012/13.

This plan has been prepared to support the strategic planning process for the Shire. The plan addresses the operating and capital needs placed on the Shire over the next 10 years.

The plan will be reviewed every 12 months to reflect the prevailing economic conditions and changing community needs placed on the Shire. In compiling this long term plan consideration has been given to the economic drivers that will influence the future cost of providing facilities and services. The values disclosed in this plan therefore represent estimated future prices and costs.

This long-term strategic financial plan is set against economic uncertainty. The plan addresses operating and capital renewal of the period 2013/14 and concluding in 2022/23. The changing economic circumstances have meant that projections for growth and therefore community demand as facilities and services are subject to how the Australian and State economies recover from the current position.

This plan represents a financial solution to meeting the competing demands of services and facilities to the community. There are numerous ways that will enable the Shire to achieve its objectives. This plan balances the funding needs of renewal and new infrastructure assets, existing services against rating expectations, reasonable fees, debt\leverage and the use of accumulated funds held in reserve accounts. Australia's real GDP is forecast to grow 3.0% in 2012-13 and 2.75% 2013-14. Federal Government Budget forecasts for 2014/15 to 2016/17 estimate GDP to be at 3.0% per annum.

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The following financial projections have been taken from the Councils Long Term Financial Plan, Developed in the context of the Strategic Community Plan and Corporate Business Plan deliverables.

Ref	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Operating Revenues</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
General rate revenue	8,004,143	8,462,508	8,807,657	9,173,811	9,554,773	9,949,442	10,360,239	10,782,139	11,215,402	11,666,752
Operating grants/subsidies/contributions	4,734,498	4,889,984	5,063,076	5,242,657	5,428,053	5,619,894	5,820,482	6,027,786	6,240,329	6,460,354
Fees and Charges	3,177,753	3,342,159	3,454,094	3,569,921	3,687,587	3,808,843	3,943,022	4,081,173	4,221,982	4,367,384
Interest earnings	477,315	559,214	546,457	575,690	613,814	653,401	621,568	636,245	680,601	720,956
Other Operating Revenue	337,795	331,240	351,637	365,260	358,267	365,812	374,588	379,769	398,988	402,705
Operating revenues	16,731,504	17,579,105	18,222,921	18,927,339	19,642,494	20,397,392	21,119,899	21,907,112	22,757,302	23,618,151
<b>Operating Expenses</b>										
Employee costs	(6,538,146)	(6,693,132)	(6,858,468)	(7,027,905)	(7,198,084)	(7,372,384)	(7,568,608)	(7,770,032)	(7,976,733)	(8,188,934)
Material and Contracts	(6,367,854)	(6,548,951)	(6,762,961)	(6,964,610)	(7,167,220)	(7,381,086)	(7,622,017)	(7,872,301)	(8,116,600)	(8,376,172)
Utilities (gas elect water)	(659,267)	(674,758)	(691,291)	(708,228)	(725,231)	(742,642)	(762,254)	(782,385)	(803,047)	(824,256)
Insurance	(552,346)	(565,326)	(579,175)	(593,365)	(607,612)	(622,199)	(638,634)	(655,500)	(672,812)	(690,583)
Interest	(284,881)	(256,587)	(268,975)	(232,945)	(209,843)	(218,681)	(207,146)	(235,066)	(207,915)	(179,169)
Other expenses	(429,731)	(440,056)	(452,323)	(463,807)	(475,270)	(487,332)	(501,043)	(514,904)	(529,187)	(543,931)
Operating Expenses	(14,832,225)	(15,178,810)	(15,613,193)	(15,990,860)	(16,383,260)	(16,824,324)	(17,299,702)	(17,830,188)	(18,306,294)	(18,803,045)
Profit(Loss) - normal operations	1,899,279	2,400,295	2,609,728	2,936,479	3,259,234	3,573,068	3,820,197	4,076,924	4,451,008	4,815,106
Net operating demand	1,899,279	2,400,295	2,609,728	2,936,479	3,259,234	3,573,068	3,820,197	4,076,924	4,451,008	4,815,106
<b>Capital Transactions</b>										
Non-operating grants/contributions	4,056,104	22,025,267	45,696,727	29,876,179	12,602,126	15,943,946	10,964,864	861,279	767,905	680,977
Proceeds from Sale of Non-Current Assets	1,896,420	1,909,411	2,166,398	512,962	365,944	403,325	354,979	652,349	302,603	686,243
Land	0	0	0	0	0	0	0	0	0	0
Capital Outlays on Property Plant & Equipment	(4,079,033)	(5,708,156)	(3,905,077)	(2,656,928)	(2,747,867)	(2,627,503)	(12,138,701)	(2,098,767)	(1,198,051)	(2,086,568)
Capital Outlays on Infrastructure	(5,597,766)	(20,957,646)	(47,157,753)	(30,127,815)	(13,053,251)	(16,530,596)	(4,638,233)	(2,834,716)	(2,951,837)	(2,825,651)
Net Capital	(3,724,275)	(2,731,124)	(3,199,705)	(2,395,602)	(2,833,048)	(2,810,828)	(5,457,091)	(3,419,855)	(3,079,380)	(3,494,999)
<b>Reserve Transactions</b>										
Transfers (to) Reserves	(1,002,151)	(760,936)	(786,503)	(1,112,128)	(1,339,054)	(1,013,128)	(916,157)	(1,033,562)	(1,217,726)	(1,538,573)
Transfers from Reserves	1,069,216	603,785	1,913,225	838,614	571,243	370,758	1,891,451	854,698	351,305	752,265
Net Transfers (to)/From Reserves	67,065	(157,151)	1,126,722	(273,514)	(767,811)	(642,370)	975,294	(178,864)	(866,421)	(786,308)
<b>Debt Management</b>										
Proceeds from New Debentures	0	922,670	0	286,440	935,950	353,770	1,156,870	0	0	0
Repayment of Debentures	(445,082)	(473,376)	(577,690)	(590,554)	(633,210)	(499,581)	(503,690)	(483,534)	(510,685)	(539,431)
Proceeds from Self Supporting Loans	38,686	38,686	40,945	36,751	38,885	25,941	8,420	5,329	5,478	5,632
Net Debt	(406,396)	(487,980)	(536,745)	(267,363)	341,625	(119,870)	661,600	(478,205)	(505,207)	(533,799)
1 July Surplus/(Deficit)	2,164,327	0	0	0	0	0	0	0	0	0
LESS 30 June Surplus/(Deficit)	0	0	0	0	0	0	0	0	0	0
<b>Budget (Deficit)/Surplus</b>	2,164,327	0	0	0	0	0	0	0	0	0

The following financial indicators have been determined as outcomes of the long term financial planning process.

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OPERATING RESULTS	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Operating Surplus Ratio</b>										
operating revenue minus operating expense	(1,370,021)	(1,273,605)	(1,869,072)	(2,104,421)	(2,055,166)	(2,060,432)	(2,073,403)	(1,960,476)	(1,699,592)	(1,474,494)
own source operating revenue	11,997,006	12,689,121	13,159,845	13,684,682	14,214,441	14,777,498	15,298,417	15,879,326	16,516,973	17,157,797
Operating Surplus Ratio	-11.4%	-10.0%	-14.2%	-15.4%	-14.5%	-13.9%	-13.6%	-12.3%	-10.3%	-8.6%
Base: 0% to 15.0% Advanced: greater than 15.0%										
<b>Gross Operating Surplus Ratio</b>										
Profit(Loss) - normal operations	2,686,083	20,751,662	43,827,655	27,771,758	10,546,960	13,883,514	8,891,461	(1,099,197)	(931,687)	(793,517)
Operating revenues from normal operations	20,787,608	39,604,372	63,919,648	48,803,518	32,244,620	36,341,338	32,084,763	22,768,391	23,525,207	24,299,128
Gross Operating Surplus Ratio	12.9%	52.4%	68.6%	56.9%	32.7%	38.2%	27.7%	-4.8%	-4.0%	-3.3%
Base: 0% to 15.0% Advanced: greater than 15.0%										
<b>Funding Ratio</b>										
operating revenue minus operating expense	1,899,279	2,400,295	2,609,728	2,936,479	3,259,234	3,573,068	3,820,197	4,076,924	4,451,008	4,815,106
LG Revenues	16,731,504	17,579,105	18,222,921	18,927,339	19,642,494	20,397,392	21,119,899	21,907,112	22,757,302	23,618,151
Funding Ratio	11.4%	13.7%	14.3%	15.5%	16.6%	17.5%	18.1%	18.6%	19.6%	20.4%
Base: 20.0% to 30.0% Advanced: greater than 30.0%										
<b>Own Source Revenue Coverage Ratio</b>										
own source operating revenue	11,997,006	12,689,121	13,159,845	13,684,682	14,214,441	14,777,498	15,298,417	15,879,326	16,516,973	17,157,797
operating expenditure	18,101,525	18,852,710	20,091,993	21,031,760	21,697,660	22,457,824	23,193,302	23,867,588	24,456,894	25,092,645
Own Source Revenue Coverage Ratio	66.3%	67.3%	65.5%	65.1%	65.5%	65.8%	66.0%	66.5%	67.5%	68.4%
Base: 40% to 60% Advanced: greater than 60%										

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#### 8. Monitoring and Reporting

The implementation of the Corporate Business Plan will be monitored monthly and reported corporately on an annual basis through progress of action and project delivery against targets and year to date expenditure against budget. In addition, performance will be monitored and reported against corporate or operational key performance indicators. The tables below outlines the Shire's corporate key performance indicators. Where necessary, additional performance measures will be progressively developed and implemented across the organisation during 2013-2014.

#### Human Resources

Performance Area	Key Performance Indicator	Formula	Target	14/15 Actual	13/14 Actual
<b>Safe Working Environment</b>					
Workplace Safety	Lost Time Injury Frequency Rate	$\frac{\text{Number of lost time injuries} \times 1,000,000}{\text{Total hours worked}}$	<15	0.00	17.72
Occupational Health and Safety Management	Percentage compliance with AS/NZS 4801:2001 requirements	Average percentage compliance over 10 sections through an independent audit *formal assessment by LGIS to be undertaken	> 76%	28%	28%
<b>Appropriately Skilled Workforce</b>					
Professional Development	Percentage employee satisfaction with professional development opportunities	Average percentage satisfaction across all Departments determined through Tri- Annual Workforce Systems Processes People Audit	>60%	N/A	N/A
<b>Retention of Valued Staff</b>					
Staff Turnover	Staff turnover rate	$\frac{\text{Number of staff separations}^*}{\text{Total number of staff}}$ (less casual and Council instigated)	<20%	19%	26%

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#### Financial Management

Performance Indicator	Definition	Formula	Target	15/16 Actual	14/15 Actual	13/14 Actual
Budget Management	Percentage variance in actual year to date expenditure (operating or capital) versus budgeted expenditure	$\frac{\text{Actual Expenditure} - \text{Budgeted Expenditure}}{\text{Budgeted Expenditure}} \times 100$	<10%		-25.22%	-22.43%
Current Ratio	This is a modified commercial ratio designed to focus on the liquidity position of a local government that has arisen from past year's transactions	$\frac{\text{Current Assets MINUS Restricted Assets}}{\text{Current Liabilities MINUS Liabilities Associated with Restricted Assets}}$	1:1 (100% or greater)		155%	156%
Debt Service Ratio	This ratio is the measurement of a local government's ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan	Annual Operating Surplus BEFORE Interest and Depreciation Principal and Interest	>4			2.9
Creditor Processing	Percentage of Council creditors paid within 35 days	$\frac{\text{Number Creditors Paid} \leq 35 \text{ days}}{\text{Total Number Creditors}} \times 100$	≥90%			N/A

#### Governance

Performance Indicator	Definition	Formula	Target	15/16 Actual	14/15 Actual	13/14 Actual
Corporate Plan Achievement	Percentage of identified Corporate Actions achieved	$\frac{\text{Corporate Actions undertaken in current year}}{\text{Total Number of Corporate Actions}}$	100%			94.5%
Project Delivery	Percentage of Major Projects delivered	$\frac{\text{Number of Major Projects Delivered in current year}}{\text{Total Number of Major Projects Identified in Corporate Plan}}$	100%		38% completed 38% underway, however not fully completed	52%

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#### Compliance

Performance Indicator	Definition	Formula	Target	15/16 Actual	14/15 Actual	13/14 Actual
<b>Statutory Planning</b>						
Building <u>Permit</u> Processing	Average Building <u>Permit</u> processing time	Building <u>Permit</u> process times to be measured by the official date received and official date <u>Permit</u> issued	≤20 days			
Development Application Processing	Average Development Application processing times	<u>Total days to process development applications</u> Total number of development applications Development application process times measured by the official date received and official date approval issued, less any official hold periods recorded	≤30 days (delegated decisions)  ≤40 days (non-delegated decisions)			35 day overall average
<b>Local Government Compliance</b>						
Compliance Auditing	Percentage of elements identified within the annual Department of Local Government Audit Return identified as being complied with by the Shire of Northam	<u># of Audit elements complied with x 100</u> Total number Audit elements Compliance audit for the period 1 <sup>st</sup> January to 31 <sup>st</sup> December against the requirements of the Compliance Audit Return	≥90%		94.8%	89.8%

As the Corporate Business Plan is integrated with and delivers on the Strategic Community Plan, monitoring and reporting of outcome performance through the strategic key performance indicators is also important in determining the effectiveness of the Shire's services and projects.

All elements of the Corporate Business Plan will be reviewed and amended as required each year prior to the annual budget process. This enables the corresponding year of the Corporate Business Plan and Long Term Financial Plan to accurately inform the annual budget.

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**13.2. DEVELOPMENT SERVICES**

**13.2.1 POLICY - TRADING ON THOROUGHFARES AND PUBLIC PLACES**

Name of Applicant:	Internal Report
Name of Owner:	Shire of Northam
File Ref:	4.1.2.1
Officer:	Chadd Hunt / Gill Mansfield
Officer Interest:	Nil
Policy:	Local Government Act 1995 Activities on Thoroughfares and Public Places and Trading Local Law 2008
Voting:	Simple Majority

**PURPOSE**

The purpose of this report is for Council to adopt the attached draft policy which will provide guidance to staff and applicants in interpretation of the stallholders and traders provisions of the *Thoroughfares and Public Places and Trading Local Law 2008*.

**BACKGROUND**

Council on 19 August 2015, resolved (minute no. C.2513) to request the Chief Executive Officer to draft a policy to provide guidance to applicants and staff in relation to stalls and trading in a public place.

The draft policy was presented to Council on 16 March 2016 and it was resolved (minute no. C.2665) that the policy be referred for community consultation and any comments be referred back to Council for discussion and determination.

Subsequently public comment was sought on the draft via the Shire's web page and through two notices in the Hills Gazette on 22 & 29 April and The Advocate on 27 April & 4 May 2016 requesting written feedback by 6 May 2016. No feedback or comment has been received by the Shire.

Therefore attached is the draft policy for Council discussion and determination.

**STATUTORY REQUIREMENTS**

The *Activities on Thoroughfares and Public Places and Trading Local Law 2008*, clause 6.1 defines:-

*“stall holder” as a person in charge of a stall;*

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*“stall” as a moveable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire”;*

*“trading” as including (inter alia) –*

- (b) displaying goods in any public place for the purpose of –*
  - (i) offering them for sale or hire;*
  - (ii) inviting offers for their sale or hire;*
  - (iii) soliciting orders for them; or*
  - (iv) carrying out any other transaction in relation to them; and*
- (c) going from place to place, whether or not public places, and*
  - (i) offering the goods for sale or hire*

*“public place” as including –*

- (a) any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property; and*
- (b) local government property.*

**CONFORMITY WITH COMMUNITY STRATEGIC PLAN / CORPORATE PLAN**

OBJECTIVE C2: Provide services and processes to enhance public safety.

STRATEGY C2.1: Provide community services to uphold public safety standards.

**BUDGET IMPLICATIONS**

Nil.

**OFFICER’S COMMENT**

Council’s current local law states that in determining an application for a permit the local government is to have regard to relevant policies, desirability of the proposed activity, location, National Competition Principles and such other relevant matters.

This policy therefore seeks to provide guidance by clearly limiting commercial stall holder activity to approved events, sporting functions and approved markets whilst maintaining the ability of community organisations to raise funds through wood raffles etc at approved locations.

This policy indicates that generally the Shire does not support Itinerant Trading on Shire roads especially if such goods and services are currently available in town. However any such application will be considered by Council and in determining any such application

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the Shire will give consideration to limiting the number of permits to be issued, public safety, public access, benefits to the community, implications for existing businesses and amenity of the main street and any other matters deemed to be applicable.

Although Itinerant Trading as mentioned above is not generally supported (as it is on roadways) it is acknowledged that regular mobile trading (non-food) and mobile showrooms (non-food) selling wares at private premises in industrial / commercial areas is common business practice. It is suggested therefore that the Shire will not regulate these non-food regular trading activities due to the difficulties of enforcement of this type of trader vs delivery of pre-ordered goods (which are exempt by local law). However it is suggested that the Shire will regulate food business Itinerant Trading applications.

**RECOMMENDATION**

**The attached draft policy on trading on thoroughfares and in public places be adopted by Council as a policy to assist in interpretation of the relevant provisions of the *Activities on Thoroughfares and Public Places and Trading Local Law 2008***

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*Shire of Northam Planning Policy Manual (Section I)  
Policy  
H6.1 Trading on Thoroughfares & Public Places*

## DEVELOPMENT SERVICES

### H6.1 Trading on Thoroughfares & Public Places

<i>Responsible Department</i>	Development Services
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	2018
<i>Related Shire Documents</i>	N/A
<i>Related Legislation</i>	Thoroughfares and Public Places and Trading Local Law 2008

#### OBJECTIVE

To provide guidance to Shire Officers and the Community in interpretation of the local law for determining applications for a permit to conduct a stall or trade in thoroughfares and public places.

#### SCOPE

N/A

#### POLICY

#### STALLHOLDERS

##### Definitions

**Stall:** A stall is either a moveable, mobile or temporarily fixed structure, stand or table from which goods or services are sold hired or offered for sale, but does not include delivery of pre-ordered goods and services.

**Stallholder:** A stallholder is the person in charge of a stall.

**Community:** Community purposes is defined as:-

- An organisation registered as a charity with the Australian Charities and Not-for-Profit Commission (ACNC); or
- A Sporting or Recreational Organisation based in the Shire of Northam.

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Shire of Northam Planning Policy Manual (Section 1)  
Policy  
H6.1 Trading on Thoroughfares & Public Places

- Commercial:** Commercial purposes is defined as:-
- A stall generally operated in the pursuit of profits and is not registered with the ACNC.
- Community Commercial:** community commercial purposes is defined as:-
- A general stall (ie: non-food) operated by a commercial business contracted to or engaged and paid by a community organisation to raise funds or membership for a community organisation.
- Public Place:** a public place includes the following:-
- Any place or thoroughfare which the public are allowed to use whether or not the thoroughfare or place is on private property (*this does not include premises used as a retail shop*); and
  - Local government controlled or owned land and property.
- Potentially Hazardous Food (PHF):** Is defined in Food Safety Standard 3.2.2. A PHF is food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms.
- Risk Rating:** Risk rating of food stalls is conducted by the Shire's Environmental Health Officers in accordance with Department of Health Guidelines, but generally:-
- High Risk includes food service for vulnerable persons such as nursing homes, hospitals, child care centres, off site caterers;
  - Medium Risk includes the sale of Potentially Hazardous Foods (PHF). Examples are cream, custards, casseroles, gravy, soups, stews, eggs, cheese, noodles, salad dressings, chicken & meat;
  - Low Risk includes pre-packaged shelf stable food such as confectionary and cool drinks.
- Food Stall:** Is a stall that sells food (*the sale of food is defined in the Food Act 2008*) and is classed as either:-
- A Mobile Food Stall which consists of a purposely fitted mobile vehicle or trailer, the vehicle registration is noted on the Food Business Registration Certificate or Verification of Notification. A Mobile Food Stall can be classified as a Low or Medium Risk Food Business; or
  - A Temporary Food Stall which operates from a marques or a table which is rated as a Low Risk Food Business or is a food stall used to raise funds for a Community purpose selling only pre-packaged

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Shire of Northam Planning Policy Manual (Section I)  
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H6.1 Trading on Thoroughfares & Public Places

Non-PHF or PHF which is consumed immediately after being cooked.

**General Stall:** Is any stall other than a Food Stall.

#### Types of Stalls

A stall is operated either for COMMUNITY or COMMERCIAL purposes.  
A stall is defined as either a FOOD or GENERAL STALL.

#### Application Process

A COMMUNITY FOOD STALL which sells only Non-PHF or PHF which is consumed immediately after cooking (eg: sausage sizzle) must complete a Food Stallholders Application form (Appendix 2) but no fees are required. This form is to be submitted to the Shire, at least 2 weeks prior to the event, together with a Certificate of Currency for Public Liability insurance and if applicable a copy of registration with the ACNC. The location of a Community Food Stall is flexible (eg: raising funds sausage sizzle outside Mitre 10) but must be approved by the Shire before commencing.

A Community Food Stall selling Potentially Hazardous Food (PHF) which is not immediately consumed after cooking (eg: precooking fish, curries and keeping warm in a Bain Marie) is required to be a registered food business under the *Food Act 2008*, fees apply and a purposely built vehicle trailer is required.

A COMMUNITY GENERAL STALL is required to obtain a permit from the Shire to have the stall on public land. A Stallholders Application form (appendix 1) is to be completed and submitted to the Shire, however no fees are required. The application is to include a copy of a current Certificate of Currency for public liability insurance and if applicable a copy of registration with the ACNC.

A COMMUNITY COMMERCIAL STALL is permitted to operate from approved flexible locations as per a Community Stall. A Stallholders Application form is to be submitted to the Shire for approval together with a copy of a current Certificate of Currency for Public Liability Insurance and applicable fees.

A COMMERCIAL FOOD STALL is permitted at approved events, approved markets and sporting fixtures and is required to be a registered food business under the *Food Act 2008*. The Certificate of Registration must include the food stall as being approved and also nominate the vehicle registration number. A Food Stall Application form (appendix 1) is to be completed and submitted to the Shire as Notification under the *Food Act 2008* together with fees and a copy of a current a Certificate of Food Business Registration.

A Commercial Food Stall, assessed as being a medium or high risk food business (eg: PHF which is stored in a bain-marie) is required to have a purposefully fitted out and approved Food Business Mobile Vehicle or Trailer.

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*Shire of Northam Planning Policy Manual (Section 1)  
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H6.1 Trading on Thoroughfares & Public Places*

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A COMMERCIAL GENERAL STALL is permitted at approved events, approved markets and sporting fixtures. A Stallholders permit is required from the Shire and fees are applicable. A Stallholders Application form (appendix 1) together with a Certificate of Currency for public liability insurance is to be submitted to the Shire for approval. Fees can be minimised if the event organiser obtains a Blanket General Stallholders permit.

#### Consideration of Application

The Shire supports Community and Commercial Stallholders and recognises that stalls not only provide a significant opportunity for community and sporting organisations to raise funds but both Community and Commercial provide a service which attracts tourism to the Shire and provides the local community with choice. The Shire therefore not only supports stallholders to be located at approved events, sporting fixtures and markets but extends this support for Community purposes to include other locations and waive permit fees. Some larger national or international not for profit organisations engage commercial fund raising contractors to raise awareness and membership for their cause, such as Red Cross and Greenpeace and to this end the Shire has a flexible approach in relation to location of these stalls.

All of these permits are issued by the Health Services section of the Shire directly without any need to refer applications to a Council meeting.

#### Location of Stalls

A COMMERCIAL STALL permit will be considered only if the stall is part of a registered event, approved markets or at a sporting event that the organisers have agreed upon the applicant's inclusion.

A COMMUNITY STALL permit will be considered if the stall is part of a registered event, approved community markets or a sporting event. Consideration will also be given to flexible locations outside of the permitted events if raising funds for the community organisation through a sausage sizzle, sale of pre-packaged drinks or a wood raffle or the like. Location considerations include access, authorisation of land owner and public safety.

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*Shire of Northam Planning Policy Manual (Section 1)  
Policy  
H6.1 Trading on Thoroughfares & Public Places*

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#### **STREET TRADING**

##### Definitions

**Street Trading:** Includes a trader going from place to place, conducting a sale or offering for sale or hire or the soliciting of goods or services, whether or not in a public place.

Street trading does not include the delivery of pre-ordered goods or services to the purchaser.

**Public Place:** A public place includes the following:-

- Any place or thoroughfare permitted to be used by the public, including private property, but excludes an appropriately zoned retail business.
- Local government controlled or owned property.

**Street Trader:** Is a person who carries on street trading from a vehicle whether itinerant or regular.

**Itinerant Trader:** An itinerant trader is a street trader who trades from a vehicle on public roads, stopping in various locations only long enough to conduct a sale. An itinerant trader may be a food or non-food trader. Mr Whippy is an example of an itinerant trader.

**Regular Trader:** A regular trader is a street trader who trades from a vehicle which accesses various private commercial or industrial properties on a regular basis in an attempt to obtain a sale. A regular trader may be a food or non-food trader. Food on the Move, which is a mobile food business selling food for morning tea & lunch in the Industrial Areas in Northam is an example as well as Snap-on-Tools selling tools from a mobile showroom in Commercial and Industrial areas.

##### Types of Street Traders

A street trader is either an ITINERANT or REGULAR trader.  
A street trader may be a FOOD or NON FOOD trader.

##### Application Process

ITINERANT FOOD TRADER: a person proposing to operate as an Itinerant Food Trader is to:-

- Make application to the Shire for Council's consideration. The application is to include comment in relation to the matters upon which the Council will consider

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as defined in the application form. In determining an application the Shire will take into consideration, the following:

- Compliance with this policy;
  - The desirability of the proposed activity;
  - The location of the proposed activity;
  - Such other matters as considered relevant.
- Food Business Registration (*Food Act 2008*) with the local government in which the food businesses resides. The Registration Certificate must include the food vehicle as being approved for the purpose, identify vehicle registration number and the food business address;
  - Certificate of Currency for Public Liability Insurance.
  - If approved by Council resolution a Trading Permit will be issued with conditions (*Activities on Thoroughfares and Public Places and Trading Local Law 2008*);

ITINERANT NON-FOOD TRADER: a person proposing to operate as an Itinerant non-food Trader is to:-

- Make application to the Shire for Council's consideration. The application is to include comment in relation to the matters upon which the Council will consider as defined in the application form. In determining an application the Shire will take into consideration, the following:
  - Compliance with this policy;
  - The desirability of the proposed activity;
  - The location of the proposed activity;
  - Such other matters as considered relevant.
- Certificate of Currency for Public Liability Insurance.
- If approved by Council resolution a Trading Permit will be issued with conditions (*Activities on Thoroughfares and Public Places and Trading Local Law 2008*);

REGULAR FOOD TRADER: a person proposing to operate as a Regular Food Trader is to:-

- Make application to the Shire for Council's consideration. The application is to include comment in relation to the matters upon which the Council will consider as defined in the application form. In determining an application the Shire will take into consideration, the following:
  - Compliance with this policy;
  - The desirability of the proposed activity;
  - The location of the proposed activity;
  - Such other matters as considered relevant.

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- Food Business Registration (*Food Act 2008*) with the local government in which the food businesses resides. The Registration Certificate must include the food vehicle as being approved for the purpose, identify vehicle registration number and the food business address (depending on the food business activities (ie: risk rating) a permanent fixed food business premises may also be required);
- Certificate of Currency for Public Liability Insurance.
- If approved by Council resolution a Trading Permit will be issued with conditions (*Activities on Thoroughfares and Public Places and Trading Local Law 2008*);
- **REGULAR NON-FOOD TRADER:** The policy recognises the convenience to business and the community in regular trading activities and also recognises the difficulties in enforcement of this type of trader vs delivery of pre-ordered goods. To this end the draft policy permits non-food regular trading on private properties.

#### Consideration of Application

Generally street trading is not supported by the Shire where there are potential conflicts with existing businesses. However if you believe there are extenuating or compelling circumstances that the Council should be made aware of the Council will consider an application and make a determination by resolution at a Council Meeting. In determining an application the Shire will take into consideration, the following:

- Compliance with this policy;
- The desirability of the proposed activity;
- The location of the proposed activity;
- Such other matters as considered relevant.

It is therefore important that your application addresses all these matters.

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**13.2.2 PUBLIC HEALTH PLAN**

Name of Applicant:	Nil
Name of Owner:	Shire of Northam
File Ref:	2.3.3.2
Officer:	Gill Mansfield /Chadd Hunt
Officer Interest:	N/A
Policy:	Nil.
Voting:	Simple majority

**PURPOSE**

The purpose of this report is to seek Council endorsement of the attached Northam Public Health & Wellbeing Plan (NPH&WP) and to advise of anticipated changes to the *Health Act 1911* following the second reading of the Public Health Bill in parliament on 3 December 2015.

**BACKGROUND**

Funds were allocated in the 2014/2015 budget for the development of a Public Health Plan. Council staff together with a consultant from Stoneham and Associates has been developing the plan following consultation with the community, interest groups, staff and other government organisations. A series of workshops were conducted and from these six priority areas were identified, being;

1. Obesity, healthy food options & keeping active
2. Mental health
3. Drugs
4. Environmental health protection
5. Community safety
6. Ageing population

This plan acknowledges a number of other Council plans, strategies or guidelines which also have an important role in contributing to the health and wellbeing of the Northam community.

**STATUTORY IMPACTS**

N/A at present.

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

Public Health and Wellbeing Plan is identified in the Corporate Plan as an Informing Plan.

OBJECTIVE C2: Provide services and processes to enhance public safety

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STRATEGY C2.1: Provide community services to uphold public safety standards

ACTION: Establish and implement a Public Health & Wellbeing Plan

**FINANCIAL IMPLICATIONS**

There will be some graphics and publishing costs. Project costs will be considered as part of the annual budget process.

**OFFICER'S COMMENT**

According to the Public Health Bill the new Public Health Act, when gazetted will require State Government to develop a State Public Health Plan and all local governments will be required to develop a local public health plan identifying public health needs of the district and include;

- An examination of data relating to health status and health determinants;
- Establish objectives and policy priorities for the promotion and protection of public health; and
- Describe the development and delivery of public health services in the district.

The Shires proactive approach to the development and implementation of this plan, prior to a legislative requirement to do so is commendable. The Plan is believed to be the first Public Health Plan to be developed in the Wheatbelt district although a number of plans have been developed in metro areas.

**RECOMMENDATION**

**It is recommended that Council adopt the attached Northam Public Health and Wellbeing Plan 2016 – 2019 as an Informing Plan to the Corporate Plan.**

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**ATTACHMENT 1**



**HEALTH & WELL BEING PLAN**  
**2016 - 2019**

**Acknowledgements (inside front cover)**

This Public Health Plan was developed by Stoneham and Associates Public Health Consulting in conjunction with the Shire staff, local residents and stakeholders.

Stoneham and Associates: 0421113580

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#### **Acknowledgement of Country**

The Shire of Northam acknowledges the Kaartdijin Noongar people as the Traditional Owners of the country within the Council's boundaries. Today they remain the custodians of the cultural heritage of this land. The Shire also acknowledges that many Aboriginal and Torres Strait Islander people have lived, worked and contributed to the cultural heritage of the Northam region.

#### **Message from the Shire President**

The Shire of Northam is committed to creating and maintaining environments that promote good public health outcomes within the community, including addressing behaviours, where possible, that impact on these factors. The World Health Organisation defines health as *"a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity"*. Our health and wellbeing is influenced by the places we live, whether we have a job, the friendships we treasure and most importantly the choices we make as individuals to lead as much of a healthy life as possible by eating fresh fruit and vegetables, exercising, engaging in community and preventing harm from alcohol and drugs.

All levels of government across Australia are responsible for a range of health initiatives, from medical & counselling assistance to managing the physical, biological and chemical hazards that directly impact on people's health. At the local level however the Shire has a statutory responsibility for addressing environmental health in the Shire of Northam through the administration of legislation, community education and provision of services and infrastructure. The Shire also has a leadership and advocacy role evident in this plan.

For the first time the Northam Public Health & Wellbeing Plan 2016-2019, a strategic document, has been developed. This plan identifies actions which link Shire services and activities and other strategic Shire plans to six priority issues which were defined by community and community agencies during consultation and workshops. Although an immense challenge this plan gives us a chance to create communities that incorporate healthy and safe lifestyles. The Shire encourages each community member to make healthy and safe choices in every day decisions in life and maybe by working together we can achieve positive health and wellbeing outcomes for our community.

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**Steve Pollard**

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#### Introduction

The Shire of Northam believes that the health and wellbeing of our community is paramount. We take a holistic view of health which is influenced by the connections between our social, cultural, economic and physical environments. Within those environments Council, often in partnership with the community or with other agencies, can and does create and maintain positive health and wellbeing outcomes.

Council also defines its role and its efforts in health and wellbeing as providing high level public value. That is, when we build footpaths to improve our travel, or ensure restaurants are safe and clean, provide safe and healthy public facilities or develop recreation or social opportunities, we are providing increased physical, social, cultural, economic and environmental benefits for the community. These benefits improve the overall health and wellbeing and just as importantly, build the perception by the community that what we do matters.

The Shire of Northam's Public Health Plan seeks to improve the health and wellbeing of all who live in, work in and visit the Shire. The aim of this Plan is to start with a consolidated approach to the provision of health and wellbeing services. The Council already does a tremendous amount of activity to improve community health including environmental health services, planning services, recreational services and community engagement services. However, the Council acknowledges that in some cases, our approach is not joined up and could be provided in a more coordinated manner. This Public Health Plan will provide Council with a strong leadership role in the health and wellbeing of the Shire's population, particularly by:

- adopting a leadership and advocacy role in population health planning;
- having a whole-of-Council approach to delivering health and wellbeing initiatives;
- developing active external partnerships; and
- engaging Councillors and other influential community leaders and members to lead the way by adopting a healthy and fulfilling lifestyle.

Broad priorities, goals and strategies have been developed that Council, in partnership with relevant stakeholders, will undertake to maintain and improve good health and wellbeing.

The Shire understands that it is best able to influence the health and wellbeing of our community through leadership, advocacy, strategic planning, service delivery and health promotion. This Plan will enable Council to respond to emerging trends and issues or changes to policy and legislation in the public health arena.

The development of this Plan has been comprehensive and has included:

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- an analysis of health data and the local policy environment
- development of a community profile
- research and consultation with the community through discussion groups and surveys
- consultation with Shire staff and Elected Members, and
- consultation with key stakeholders.

Through this process, six priority action areas have been developed that will guide Council departments, local service providers, community organisations and businesses and will provide a framework for health planning in the Shire. Council recognises that it is not possible to address every actual or potential public health issue affecting a local government area. However, efforts will be more effective through successful partnerships and by addressing areas of greatest need through priorities, goals and strategies.

#### **Taking a Broad Approach to Public Health**

The Shire of Northam's Plan is a three year strategic plan providing a framework to improve the health wellbeing of its community.

This local Plan aims to identify actions to prevent or minimise public health risks, as well as promote and advance health and wellbeing for all people living in the community.

Acting at a community level, the Shire contributes to health and wellbeing in many ways including urban planning, the provision of public open space, connecting communities, ensuring high levels of hygiene in food premises, the provision of paths and many other strategies that enable residents to actively participate and enjoy their local communities. However, the Shire also addresses environmental determinants of health including any external agent (biological, chemical, physical, social, or cultural) that can be causally linked to a change in health status. The Public Health Bill acknowledges the holistic view of health and requires the integration of environmental and social factors that affect health and wellbeing and allow it to prosper. These factors are broad and include socio-economic status, employment, education, housing, social support, access to health and other services, transport, food security and community safety. The Shire, through the development of this Plan, recognises that working to address all of these factors using a holistic approach will have the greatest impact on health and wellbeing.

This concept is illustrated below.



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The public health objectives and policy priorities for the promotion and protection of public health and the development and delivery of public health services were developed during a consultative workshop. Priority setting processes were directed by evidence and a set of criteria to create the public health priorities.

#### Strong Evidence

Indicates a strategy is supported by a pattern of evidence from peer reviewed journals, state or nationally agreed Plans (e.g. ANPHA; enHealth, WA Health Promotion Strategic Plan).

#### Emerging Evidence

Indicates strategies are supported by an emerging pattern of research.

#### Best Practice

Indicates strategies without a formal evidenc base, yet theory, common understandings of behaviour and experience from existing practice indicate these measures will likely increase health and wellbeing.

#### The Shire's role in the provision of public health and wellbeing services

The Shire of Northam provides for a diverse range of health and wellbeing needs of the community through all of its service areas, many of which are statutory responsibilities.

Council's responsibilities for health can be classified into the following three areas:

- Health protection (regulation of tobacco, alcohol, immunisation, food safety, control of insects and vectors, pollution/waste, noise)
- Public health emergency management (disaster planning, response and recovery, pandemic planning)
- Health improvement/development (promoting healthy lifestyles, opportunities for social connection and decision making, arts, culture and recreational participation)

The Shire has responsibilities under more than 40 different West Australian Acts, including land use planning, building control, public health services, food, domestic animal control, litter control, parking and roads and traffic. The Shire has been providing a diverse range of public health activities for many years, with some of these activities being spread across

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Departments. This Plan consolidates these activities and brings them together under the one umbrella of public health, as well as providing a range of stretch or new objectives to meet the public health needs of residents.

#### Priority Issues

Based on the data and consultation gathered during the initial phases of the Public Health Plan, the following priority issues were identified.



Obesity, healthy food options & keeping active



Mental health



Drugs



Environmental health protection



Community safety



Ageing population

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#### The Northam Policy Context

##### Vision

*"Shire of Northam is a vibrant growing community that is safe, caring and inclusive. We are recognised as a community that values our heritage, preserves our environment and promotes our commerce."*

The Shire of Northam Public Health Plan has been prepared within a broader strategic planning framework that incorporates the Council's Community Strategic Plan. The Shire's commitment to the future of all its six towns is reflected in the community Strategic Plan, which outlines a vision, strategies, initiatives and proposed outcomes for the coming decades. The Plan aims to meet our community needs while also addressing the expectations of State Government - requiring all local government authorities to develop a strategy and planning document that reflects community and local government aspirations and priorities over a period of 10+ years.

With close links to the Strategic Community Plan which reflects the aspirations of the community to assist the Shire to plan for the future, this Public Health Plan will link a range of supporting documents to ensure that it remains sustainable as it moves into the future. The Corporate Business Plan details the actions, services, operations and projects that the Shire will deliver. This is a living document that will be regularly reviewed to ensure services remain relevant, appropriate and attainable within the financial, physical and human constraints in which Council operates. The process for development is illustrated below and the Public Health Plan would be classified under "Other Local Plans."



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The following clearly identifies the links between public health and many of the objectives in the Community Strategic Plan. The most obvious links are with social, environment and health. However, taking a social determinates of health approach, where all factors that influence health and wellbeing are considered, the linkages are far wider. The key objectives in the Community Strategic Plan that relate to public health are:

*C1 – Creating an environment that provides for a caring and healthy community*

*C2 – Providing services and processes to enhance public safety*

*C3 – Providing active and passive recreational facilities and services*

*C4 – Protecting and promoting the Shire’s diverse culture and heritage*

*N1 – Mitigating the Shire’s carbon footprint, reducing waste and greenhouse gas production*

*N3 – Managing and protecting water resources*

*R1 – Providing and supporting an effective and efficient transport network*

*P1 – Providing a mix of development opportunities across the Shire*

*G1 – Providing accountable and transparent leadership*

#### **Other Shire of Northam and Regional Plans**

A number of other Council plans, strategies or guidelines also have an important role in contributing to the health and wellbeing of the Northam community. Some include the SuperTowns report, the Wheatbelt Youth Strategy, Council’s Community Strategic Plan, Community Engagement Plan, their DAIP and the environmental health action plan.

#### **Who is the Northam community?**

The population of the Shire is 10 557. Of these 49.3% are male and 50.7% female. Aboriginal and Torres Strait Islander people make up 5.6% of the population and this is above the WA average of 3.1%. The median age of people in Northam is 39 years as compared with the state average of 36 years.<sup>1</sup> Northam has higher than state averages in the age groups 5-14 years and 50 to over 85 years. Talking to the locals, it is generally felt that the younger population of the Shire resides in Northam with the older population remaining on rural properties. ABS indicates that 65% of the population reside in Northam.<sup>1</sup>

Aboriginal and Torres Strait Islander people make up 5.6% of the population and this is above the WA average of 3.1%. Aboriginal children and young people equals 10 per cent of Northam’s population of 0 to 17 year-olds.<sup>1</sup>

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Socio-Economic Indexes for Areas (SEIFA) Index of Relative Socio-Economic Disadvantage scores are calculated by the ABS from responses to the Census. It has been shown that more disadvantaged areas have higher proportions of reported ill health or risk factors for ill health<sup>1</sup>. A score below 1000 indicates an area is relatively disadvantaged. The Shire of Northam's SEIFA score is 947.<sup>1</sup>

Northam has a higher than state average of people undertaking secondary school (government)(12.4%) when compared with the WA average (9.4%). However the percentage of people studying for a tertiary degree is lower in Northam (3.5%) as compared with the WA average (13.5%). The AEDI data indicates that 40.3% of Northam children aged under 5 years were developmentally vulnerable on one or more domains, with nearly half of the children ranked in the bottom 10%.<sup>3</sup>

There is a much higher than state average in the employment categories of Labourers (Northam = 13.9%; WA = 9.7%) and Machinery Operators/Drivers (Northam = 9.5%; WA = 7.6%).<sup>1</sup>

In 2011, Northam was named a Super Town which earmarked it and aimed to assist the region in providing affordable, quality housing and a growing and diverse range of job opportunities, as well as improved services. One of the aims of the SuperTown program is to achieve a population of 20,000 in the townsite of Northam and 50,000 in the Avon Region.<sup>4</sup> Northam is the site of the Yongah Hill Immigration Detention Centre, which accommodates up to 600 people.

#### **Implications for public health planning**

The Northam region has a large rural related workforce, a growing migrant population and an ageing population. These population sub-groups will place added pressures on the public health services offered and need to be considered in any planning.

Northam has a higher than state average for Aboriginal population (5.6%), with many younger Aboriginal people. This needs to be considered when planning services and events.

With a growing migrant population, the Shire may need to consider additional strategies to assist including assistance with English Proficiency, Skills Acquisition, access to information, assistance to access low cost housing options, employment and education, specialised and culturally acceptable health services and organising events to reduce racism and discrimination.

With a large percentage of Northam's young children being assessed to be vulnerable in measures of developmental wellbeing such as mental health and obesity, the Shire needs to consider strategies for early intervention or preventive measures throughout the Public Health Plan.

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#### GOAL

Enable a community that embraces active lifestyles and good nutrition, within an environment that supports healthy lifestyle choices

#### STRATEGIES

Promote and develop sustainable, active transport modes, encouraging more active transport through linked up trail and cycle networks

Promote LiveLighter campaigns

Distribute information to residents on what activities and facilities are available to reduce obesity

Support community gardens projects

Develop and implement a healthy catering policy for all Council functions and meeting

Advocate to improve access to affordable fruit and vegetables

Support the promotion of nutrition education to the community

Investigate the feasibility of an indoor pool – hydrotherapy pool and offer more pool based activities

Promote the use of cycling as a healthy option for the community

Encourage Shire staff to participate in physical activities

#### PRIORITY ONE: Preventing Obesity and Increasing Healthy Food Options

##### Rationale

Eating well and being physically active is important to maintaining and protecting health.

Good nutrition in the early years is closely related to optimal growth, good education outcomes and health throughout life. Barriers to nutritious food choices across age groups are the increasing access to and consumption of inexpensive, energy dense, nutrient-poor food, a changing food culture including the lack of cooking and gardening skills, less time spent preparing and sharing food, increased television viewing times and less time spent with support networks such as family and friends.

Although the distance from major urban centres means that fresh food and produce in the Avon region can be generally easy to access, there are limited local options to support a grow and buy local produce market. Accessing fresh and low cost quality produce can be a problem in the outlying communities.

##### Importance for Northam

More than four in five adults (85.6%) and two in five children (41.9%) did not eat the recommended daily serves of vegetables.<sup>2</sup>

Nearly half (45.4%) the adults and one in three children (29.5%) did not eat the recommended daily serves of fruit.<sup>2</sup>

One in three adults (33.1%) and 8.1% of children reported height and weight measurements that classified them as obese.<sup>2</sup>

Wheatbelt adults had a significantly higher prevalence of insufficient physical activity, high blood pressure and obesity compared with the State.<sup>2</sup>

A survey of 483 Northam residents identified that staying active was the number one activity that would make them happy.<sup>6</sup>

The Northam people identified poor access to fresh fruit and vegetable (32.14%) and the need to get people active (29.8%) as the third and fourth most important public health issues in the Shire.<sup>5</sup>

Over a third of the community (35%) suggested providing access to fresh food markets and gardens to improve health and wellbeing.<sup>5</sup>

#### SoN and Regional Policy links

- SuperTown Priorities
- SoN Planning Scheme
- SoN Bike Plan

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#### GOAL

To increase social connection and mental health wellbeing within the Northam community

#### STRATEGIES

Embrace the Act Belong Commit philosophy

Increase participation of residents in community engagement opportunities

Partner with organisations specialising in mental health to identify possible interventions or strategies the Shire could contribute to

Promote existing mental health services and community groups that address mental health issues or determinants

Advocate for clinical services to visit or relocate to the Shire on a regular basis

Support innovative youth services and activities

Promote volunteering in the community

Promote cross cultural and multicultural events

#### PRIORITY TWO: Mental Health Promotion and Connected Communities

##### Rationale

Social connectedness refers to interactions of people with others in their community, together with the opportunity to make decisions about things that involve them. This interaction provides a feeling of belonging. Confident and connected communities support social and economic development, have fewer social problems and higher levels of community participation.

Improved mental health and wellbeing is associated with many health and wellbeing outcomes including improved physical health and life expectancy, better educational achievement, employment rates and reduced risky behaviours, such as smoking and alcohol misuse.

##### Important for Northam

Nearly 1 in 10 Wheatbelt adults reported high or very high psychological distress, while 3.6% reported lack of control over their life in general.<sup>2</sup>

Wheatbelt data indicate that there are higher rates of male youth suicide than the state average.<sup>2</sup>

A survey of 483 residents identified that strengthening community spirit was one of the major strategies to make people feel good about where they live.<sup>6</sup>

23% of residents identified the sense of community as the fourth most valued reason to love in the Shire.<sup>5</sup>

50% of residents said the Shire could do more to promote connections between the multicultural and mainstream residents.<sup>5</sup>

Mental health ranked as the top priority issues for Northam stakeholders, with 33% nominating it as the number one priority issue.<sup>5</sup>

Aboriginal residents have reported higher levels of psychological stress than non-Aboriginals on a national level.

SoN or Regional Policy links  
Wheatbelt Youth Strategy 2012-2017  
SoN Community Engagement Plan

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#### GOAL

To actively reduce harm from alcohol, drugs and solvents to all residents using a partnership approach

#### STRATEGIES

Support the Northam Alcohol Accord

Continue to actively promote smoke free playgrounds and public spaces

Promote responsible alcohol consumption and smoke free strategies at community events and to sporting clubs

Work with community, police, residents, local businesses and other stakeholders to implement the AODMP including community specific strategies and initiatives to improve safety, prevent crime and anti-social behaviour associated with alcohol and drug use

Offer QUIT courses to staff for free,

#### **PRIORITY THREE: Preventing harm from alcohol and drug use**

##### **Rationale**

Environments such as drinking settings, community attitudes and the drinking culture have a strong influence on the way people drink. Local governments can support the creation of environments that promote responsible drinking practices and a safer community. Alcohol and drug associated anti-social behaviours such as graffiti, vandalism and criminal damage are costly to Councils and include clean-up and repair costs relating to the maintenance of public space and property.

The *Tobacco Products Control Act 2006* requires Councils to promote and enforce smoke free public places, as smoking is a well-established risk factor for many chronic conditions and premature death.

A Northam Alcohol and Drug Management Plan articulates what will happen at a local level to create change in the identified issues associated with alcohol and other drugs in the Shire of Northam and is administered by Holyoake.

##### **Importance for Northam**

Nearly half the adults (44.8%) who drank alcohol drank at risk for long-term harm.<sup>2</sup>

In 2009/10 more than half of Aboriginal Wheatbelt women smoked during pregnancy.<sup>2</sup>

Between 2006 and 2010 there was a significantly higher hospitalisation rate due to alcohol, tobacco and other drug use by Wheatbelt residents compared with the State.<sup>2</sup>

The community survey identified drugs (63%) and alcohol (36%) as the 2 top public health issues. In addition, 54% of the residents said that addressing alcohol and drugs was the number one strategy needed to improve public health in Northam.<sup>5</sup>

#### **SoN and Regional Policy links**

Community Safety and Crime Prevention Plan 2014-2016  
Alcohol and Other Drug Management Plan

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#### GOAL

To maintain and promote public health and wellbeing for all of the community using a risk based approach, by building community capacity and by acknowledging that the local environment contributes to community wellbeing

#### STRATEGIES

Manage the food business risk classification processes focusing on education and competence of food handlers to reduce risk

Investigate the introduction of a Mosquito Control Program

Promote public health & safety in public places & during events

Educate the community to better endure predicted climate changes, including extreme weather events

Support the conservation and restoration of Indigenous flora and fauna species and ecosystems

Minimise community nuisance and public health issues through development and implementation of relevant policies, local laws & legislation and by building community capacity

Provide a co-ordinated & resourced solid waste collection & solid and liquid waste disposal service in an environmentally considerate compliant manner to protect the public health of the community now and into the future

#### **PRIORITY FOUR – Environmental Health Protection**

##### **Rationale**

Environmental health is one of the most longstanding and obvious local government functions with a health impact. Today local governments' services include not only environmental health but also street services, such as cleaning and litter collection, waste collection and recycling, green space management, air quality, and issues arising from climate change. In fact, they cover a significant part of what we now class under the headings of sustainability and quality of life.

In partnership with this new approach to environmental health, lies the more traditional regulatory services which have a significant role to play in ensuring that the environment in which we live, work and play enhances our health, creates healthy workplaces, reduces alcohol and tobacco related harm, maintains acceptable standards of housing, improves air quality, food standards and safety, and ensures consumers have access to safe, properly functioning products.

##### **Importance for Northam**

Environmental health aims to prevent or control disease, injury, and disability related to the interactions between people and their environment.

Current demand for water in the Wheatbelt is generally being met, however it is anticipated that water demand will increase as a result of population growth, particularly in the Avon Arc and coastal areas.<sup>8</sup> Opportunities to improve water supply, storage and harvesting need to be investigated to address this increased demand.

Despite some areas where real improvements have occurred, Indigenous people do not have equal access to environmental health services and information.

SoN Policy and Regional links:

EH Action Plan

Biodiversity Plan

Policies – motorbikes, asbestos, untidy premises, stallholders

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#### GOAL

Facilitate a process where the continued development of age friendly communities is paramount in Northam

#### STRATEGIES

Investigate the development and promotion of age-friendly housing

Review the findings from the Wheatbelt Creating Age-Friendly Communities in Small Towns Pilot Project to identify any replicable projects.

Advocate for and provide more aged physical activity opportunities

Promote and organise intergenerational activities – link with technology, adopt a grandparent, Story times, intergenerational community garden, etc.

Acknowledge and support our aging population

#### PRIORITY FIVE – AGEING POPULATION

##### Rationale

Increased life expectancy, good health, greater financial flexibility and overall independence are enabling older people to embrace and redefine the ageing experience, with many opting for regional Australia as the venue of choice to spend their later years.

Age-friendly built environments can make neighbourhoods more liveable for all ages, reduce costs associated with health and aged care and yield a range of social and economic benefits by extending and expanding seniors' contribution to community life.

Local Government planning for an ageing community is imperative to ensure the appropriate social and physical infrastructure is in place to accommodate the needs of this demographic.

##### Importance for Northam

The proportion of older people aged 65+ in Northam is 15% and this proportion is steadily increasing.

There is already significant pressure on aged care infrastructure and services in the Wheatbelt and this will continue to increase according to population projections that suggest by 2026 one in four people in this region will be over the age of 65.<sup>7</sup>

With an increasing ageing population in the Shire, there are many untapped opportunities to utilise the wealth of knowledge and experience of the growing retired or semi-retired population.

Wheatbelt data indicates that between 2006 and 2009 a significantly lower proportion of older Wheatbelt residents reported receiving their annual flu and five yearly pneumonia vaccinations compared with the State.<sup>2</sup>

SoN and Regional Policy links  
Active Wheatbelt Creating Age-Friendly Communities in  
Small Towns Ageing in the Bush  
DAIP

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**GOAL**

To have a safe and secure community

**STRATEGIES**

Promote and implement the Community Safety & Crime Prevention Plan

**PRIORITY SIX – Creating a safe community**

The Shire of Northam endorsed a Community Safety and Crime Prevention Plan 2015 – 2017. The Public Health Plan recognises and endorses all strategies and key messages within the Plan. The Shire of Northam is committed to a whole of local government approach to both community safety and public health and the synergies between the two areas are clear.

Addressing and advocating for improved community safety was identified as the third most important role that the Shire could play in protecting and enhancing the community's health (33%).<sup>5</sup>

SoN and Regional Policy links

Community Safety and Crime Prevention Plan  
2015-2018

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**ATTACHMENT 2**

**DRAFT – IMPEMETATION PLAN FOR PUBLIC HEALTH PLAN**  
*(\* Denotes depending on budget allocation)*

**Priority 1: Preventing obesity and increasing healthy options**

**Goal: Enable a community that embraces active lifestyles and good nutrition, within an environment that supports health lifestyle choices**

<b>No.</b>	<b>Strategy</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timing</b>
1	Promote and develop sustainable, active transport modes, encouraging more active transport through linked up trail and cycle networks	1.1.1 Continue to liaise with the Trails Master Plan to ensure alignment with trail and cycle paths 1.1.2 Investigate adding destination and distance signage to trails and cycle paths 1.1.3 Promote existing paths through local media and SoN website 1.1.4 Consider opportunities to promote the Kep track as a setting for community events e.g. Rotary Team Challenge	Community Services & Engineering Services	
2	Promote Live Lighter campaigns	1.2.1 Create a SoN healthy living webpage 1.2.2 Position Live Lighter brand and website link on the SoN website in the Healthy Living section 1.2.3 Talk with Live Lighter team annually to plan any joint campaigns throughout the coming year	Development Services	
3	Distribute information to residents on what Council activities and facilities are available to help reduce obesity	1.3.1 Work with the ActiveSmart team to access the list of existing activities and POS in the SoN and place on the SoN Healthy living webpage	Community Services/Development Services	

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4	Support community gardens projects*	1.4.1 Monitor how the library community garden progresses 1.4.2 Consider various models of community gardens that have demonstrated high levels of community engagement	Community Services	
5	Develop and implement a healthy catering policy for all Council functions and meetings.	1.5.1 Draft and adopt healthy catering policy and ensure local suppliers can provide healthier foods.	Development Services	
6	Advocate to improve access to affordable fruit and vegetables	1.6.1 gain consensus on the gaps and needs with local stakeholders 1.6.2 Use a range of advocacy strategies to ensure this issue is placed on numerous political agendas	Executive	
7	Support the promotion of nutrition education to the community	Assist with, and provide opportunities for, other agencies in the promotion of nutrition education	Community Services	
8	Investigate the feasibility of an indoor pool-hydrotherapy pool and offer more pool based activities	1.8.1 Continue with community consultation regarding the refurbishment of the SoN pool	Community Services	
9	Promote the use of cycling as a healthy option for the community	1.9.1 Support and promote cycling as a healthy option 1.9.2 Investigate participation in annual Bike Week celebration	Community Services	

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10	Encourage Shire staff to participate in physical activities	1.10.1 Continue with existing staff events and activities 1.10.2 Gain media exposure to ensure the community know that the Shire staff are committed to a healthy lifestyle and are practicing what they preach 1.10.3 Look for new opportunities for staff to participate in healthy activities as a group to promote connections and healthy lifestyles 1.10.4 Include updates on the SoN Healthy Living webpage	CEO Services	
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**Priority 2: Mental Health Promotion and Connected Communities**

**Goal: To increase social connection and mental health wellbeing within the Northam community**

No.	Strategy	Action	Responsibility	Time
1	Embrace the Act Belong Commit philosophy	2.1.1 Continue to work with and apply for ABC funding 2.1.2 Place the ABC branding and web link on the SoN Healthy Living webpage	Community Services	
2	Increase participation of residents in community engagement opportunities	2.2.1 Review SoN Community Engagement strategies 2.2.2 Plan and conduct the Avon River Festival	Community Services	
3	Partner with organisations specialising in mental health to identify possible interventions or strategies the Shire could contribute to	2.3.1 Contact local service providers to see if such a list already exists 2.3.2 Consider opportunities for the SoN to partner with any mental health programs that focus on the prevention of mental health onset rather than treatment	Community Services	

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4	Promote existing mental health services and community groups that address mental health issues or determinants	2.4.1 Place a list of all mental health prevention services on the SoN Healthy Living webpage	Community Services	
5	Advocate for clinical services to visit or relocate to the shire on a regular basis	2.5.1 Gain consensus on the gaps and needs with local stakeholders 2.5.2 Use a range of advocacy strategies to ensure this issue is placed on numerous political agendas 2.5.3 Support existing programs such as Beyond Blue	Community Services	
6	Support innovative youth services and activities	2.6.1 Continue to liaise and work with these centres to ensure diversionary activities and other events that engage and retain young people are provided 2.6.2 Promote these activities on the SoN Healthy Living webpage	Community Services	
7	Promote volunteering in the community	2.7.1 Engage with Volunteering WA to actively promote the importance of volunteering to small communities 2.7.2 Assist Volunteering WA in promoting the annual Volunteers recognition awards to community members 2.7.3 Promote winners on the SoN Healthy Living webpage	Community Services Community Services/Development Services	
8	Promote cross cultural and multicultural events	2.8.1 Investigate opportunities to promote cross cultural activities including one off promotional events e.g. multicultural week with more sustained programs that really engage and connect the communities within the Shire	Community Services	

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**Priority 3: Preventing harm from alcohol and drug use**

**Goal: To actively reduce harm from alcohol, drugs and solvents to all residents using a partnership approach**

No.	Strategy	Action	Responsibility	Time
1	Support the Northam Alcohol Accord	3.1.1 Identify training needs/opportunities for committee members and local key stakeholders to increase their understanding of AOD area. 3.1.2 Promotion of existing AOD services in Northam	Community Services	
2	Continue to actively promote smoke free playgrounds and public spaces	3.2.1 Apply for funding from ACOSH to install smoke free signage in playgrounds 3.2.2 Purchase portable smoke free flags to use at appropriate events	Community Services	
3	Promote responsible alcohol consumption and smoke free strategies at community events and to sporting clubs	3.3.1 Revisit the no alcohol in public places policy and reaffirm Council's position in this matter 3.3.2 Advise all residents of the outcome of this decision, develop policies to allow extraordinary licenses (e.g. wedding in park, etc.) if required 3.3.3 Promote the policy on the SoN Healthy Living webpage 3.3.4 Review current Shire events package and include AOD harm ministration strategies 3.3.5 Purchase teardrop flag signage for use at events	Community Services	

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4	Work with community, police, residents, local businesses and other stakeholders to implement the AODMP including community specific strategies and initiatives to improve safety, prevent crime and antisocial behaviour associated with alcohol and drug use.	4.4.1 Engage and liaise with Northam Good sports officer (GSO), an officer from the Department of Sport and Recreation (ODSR) and Committee overseeing Alcohol and Other Drug Management Plan 4.4.2 Engage and establish a working relationship with local youth providers to disseminate information on drugs	Community Services	
5	Offer QUIT smoking courses to Council staff for free	4.5.2 Continue Shire of Northam Staff Development Program.	CEO Services	

**Priority 4: Environmental Health**

**Goal: To maintain and promote public health and wellbeing for all of the community using a risk based approach, by building community capacity and by acknowledging that the local environment contributes to community wellbeing**

No.	Strategy	Actions	Responsibility	Time
1	Manage the food business risk classification processes focusing on education and competence of food handlers to reduce risk	4.1.1 Ensure all food businesses servicing vulnerable persons submit Food Safety Plans as required by the Food Standards Code 4.1.2 Promote all food business operators to undergo food safety training. 4.1.3 Investigate reward options for FoodSafe Food Businesses	Development Services	
2	Investigate the introduction of a Mosquito Control Program*	4.2.1 Undertake a feasibility study for funding for a Mosquito Management Program which focuses on mosquito surveillance, identification, control treatments and community education.* 4.2.2 Upskill EHO's in WA mosquito management through attendance at a training course and CLAG meetings.	Development Services	

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3	Promote public health & safety in public places & during events	<p>4.3.1 Provide a point of contact and co-ordination of all Shire department requirements for organisers of external events.</p> <p>4.3.2 Support community/sporting groups to develop a Management Plan which includes risk management, emergency management for their annual events.</p> <p>4.3.3 EHO to risk assess event applications make determination and inspect high risk events</p>	Community Services & Development Services	
4	Educate the community to better endure predicted climate changes, including extreme weather events	<p>4.4.1 Develop a climate change adaptation position and potential strategy</p> <p>4.4.2 Develop a community education program</p>	Development Services	
5	Support the conservation & restoration of indigenous flora and fauna species and ecosystems	<p>4.5.1 Include in the development of a Shire of Northam Biodiversity Strategy in liaison with Wheatbelt NRM</p> <p>4.5.2 Construct the Aboriginal &amp; Environmental Interpretive Centre</p>	Development Services & Community Services	
6	Minimise community nuisance & public health issues through development and implementation of relevant policies, local laws & legislation and by building community capacity	<p>4.6.1 Review health local laws and policies in line with the new Public Health Bill requirements</p> <p>4.6.2 Develop and implement community information in relation to changes</p>	Development Services	

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7	Provide a co-ordinated & resourced solid waste collection & solid & liquid waste disposal service in an environmentally considerate compliant manner to protect the public health of the community now and into the future	4.7.1 Review Waste Management Plans (WMP) for Inkpen and Old Quarry landfill sites 4.7.2 Review Asbestos Management Plan for Inkpen Landfill 4.7.3 Undertake landfill volumetric surveys for Inkpen and Old Quarry sites 4.7.4 Undertake cell development in accordance with the reviewed WMP 4.7.5 Remove sludge to landfill & reline septic pond. 4.7.6 Provide timely reports to DER as per license requirements. 4.7.7 Implement initiatives of the regional waste management strategy. 4.7.8 Manage contract for waste collection and landfill operation	Development Services	
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**Priority 5: Aging population**

**Goal: Facilitate a process where the continued development of age friendly communities is paramount in Northam**

No.	Strategy	Action	Responsibility	Time
1	Investigate the development and promotion of age friendly housing	5.1.1 Continue to identify housing needs for the ageing population 5.1.2 Continue to advocate for the need to provide all types of housing to suit the different needs of ageing residents 5.1.3 Continue to talk with the community to provide information on how this strategy is progressing 5.1.4 Support the creation of age friendly communities to provide seniors with appropriate infrastructure and access to essential services 5.1.5 Apply for Royalties for Regions funding for aged care facilities	Development Services	

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2	Review the findings from the Wheatbelt Creating Age-Friendly Communities in Small Towns Pilot Project to identify any replicable projects	5.2.1 Implement the SilverSports program for seniors 5.2.2 Ensure a wide range of physical activity options are available and promoted to seniors as many do not wish to play sport 5.2.3 Promote physical activity options for ageing residents as social opportunities 5.2.4 Promote all physical activity options and schemes on the Healthy Living webpage	Community Services  Development Services	
3	Advocate for and provide more aged physical activity opportunities	5.3.1 Gain consensus on the gaps and needs with local stakeholders 5.3.2 Use a range of advocacy strategies to ensure this Issue is placed on numerous political agendas	Community Services	
4	Promote and organise intergenerational activities – link with technology, adopt a grandparent, story times, intergenerational community garden, etc	5.4.1 Access interested multicultural residents via consultation with existing groups, through the school newsletters, in local paper, on Council website and ask them to nominate their specialist skills 5.4.2 Work with a small number of these interested people to pilot a range of cross cultural workshops, sessions, or similar activities.	Community Services	
5	Acknowledge and support our aging population	5.5.1 Implement the Silver Sports program for seniors 5.5.2 Ensure a wide range of physical activity options are available and promoted to seniors as many do not wish to play sport 5.5.3 Promote physical activity options for ageing residents as social opportunities 5.5.4 Place all physical activity options and schemes are promoted on the Healthy Living webpage 5.5.5 Advocate for improved health services – both clinical and preventive to cater to the aging population	Community Services  Development Services	

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**Priority 6: Creating a safe community**

**Goal: To have a safe and secure community**

<b>No.</b>	<b>Strategy</b>	<b>Action</b>	<b>Responsibility</b>	<b>Time</b>
1	Promote and implement the Community Safety & Crime Prevention Plan	Actions as per the Community Safety & Crime Prevention Plan	Various	

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**13.2.3 CONSIDERATION OF SUBMISSIONS AND FINAL ADOPTION OF DRAFT REVIEWED NORTHAM AIRPORT MASTER PLAN (JUNE 2015)**

Name of Applicant:	N/A
Name of Owner:	Shire of Northam
File Ref:	A12838
Officer:	Chadd Hunt / Kobus Nieuwoudt
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple Majority

**PURPOSE**

For Council to consider the submissions received pursuant to advertising of the draft reviewed Northam Airport Management Plan ('the Plan') and to consider adopting it without modification.

**BACKGROUND**

At the Ordinary Council Meeting held on 16 March 2016 Council resolved under Item 13.3.1 (Minute No. C.2659) as follows:

*That Council;*

- 1. Receive, for public advertising, the draft reviewed Northam Airport Master Plan (June 2015) that formed the subject of Attachment 1 of this report for a period of 42 days; and*
- 2. Request that the draft reviewed Airport Master Plan (June 2015) be re-presented to Council at the conclusion of the public advertising period for consideration of submissions and final adoption.*

Part 2 of Council's resolution has been completed and the Plan is hereby re-presented to Council for consideration of submissions and final adoption.

**PUBLIC CONSULTATION**

The Plan was advertised for a period of 42 days from 6<sup>th</sup> April 2016 until 19<sup>th</sup> May 2016 as follows:

- Writing to 50 airport hangar owners/renters, including the Northam Aero Club, and inviting comments;
- Writing to 46 nearby property owners and inviting comments;
- Placement of a notice in The Advocate on Wednesday 6 April 2016;
- Displaying a public notice with a link to the draft Plan on the Shire's website and inviting comments for a period of 42 days; and
- Displaying a hardcopy of the Plan and public notice in the foyer area of Council's administration centre for a period of 42 days.

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A public submission period of 42 days ended on Thursday 19<sup>th</sup> May 2016. A total of three (3) submissions were received during the submission period, two (2) from the public and one (1) submission from Main Roads WA.

**Submissions Received** (Also refer **Attachment 1** – Schedule of Submissions)

1. *Phil Chinnery on behalf of Adam Garforth & Jacqueline Chinnery of Lot 140 No.120 Withers Street, Northam*

Mr Chinnery advises that at 4.3.2 on page 80 of the Plan, the comment is made that the runway strip should be 30m longer at both ends and this is recommended at page 81.

The submission further advises that the extra 60m could easily be achieved by the extension of the runway over Withers Street and the adjoining lot 104, being part of 120 Withers street. The intention of the owners is to subdivide the land into 2 lots both with frontages to Withers street. The existing house lot is proposed to have an area of approx. 2.5 hectares and the other lot as vacant land of 2 hectares. The current zoning of Rural Residential allows subdivision of 1 to 4 hectare lots.

Advises a concept subdivision plan was submitted to the Manager of Planning Services on 18/01/2016 and should be read in conjunction to his comments.

In relation to the objectives of the draft Airport plan and recommendation of runway extension, consideration could be given to the acquisition of the necessary portion of lot 140 at an agreed Market Value and prior to subdivision and offered for sale on the open market. On this basis the Shire of Northam is offered the first right of refusal to acquire the required portion of 120 Withers street in order to cater for the recommended runway strip extension.

2. *Main Roads WA*

Main Roads have determined that from the information provided that the proposal will not have an adverse impact on the MRWA network and therefore advises no objection to the proposal.

3. *Mr Daniel Reilly, owner of Lot 111 Withers Street, Northam*

Mr Reilly advises that his property adjoins the airfield immediately across the Mortlock River ford some 30 metres from the entrance to the Airport and approximately 150 metres from the airstrip. The eastern end of his property (adjacent to the race course) is partly under the flight path.

Mr Reilly congratulates the Shire on their draft review of the original Master Plan and finds it a useful upgrade, realistic and clear, albeit possibly a little conservative as future agricultural demand is looking very positive and opportunities will arise rapidly if the infrastructure and local support exists.

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Notes that the map Figure 2 at page 10 incorrectly identifies the Mortlock North River as the grey line and advises that it is actually the railway. Mr Reilly suggest there is some value in re-assessing land usage for this lot.

Mr Reilly further contend that Lot 111 is the ideal location for light industry support of aviation. Mr Reilly advises that Lot 111's immediate proximity to the airfield and flat contours would provide ample space for storage sheds, hangars, workshops, caretaker's residence, and/or a host of opportunities like integrated air freight and light aircraft construction and testing and instrumentation servicing etc. Finally, Mr Reilly advises that he would welcome the ability to service the airfield from the property and, if commercially viable, may be able to facilitate investor interest.

**CONFORMITY WITH COMMUNITY STRATEGIC PLAN**

OBJECTIVE C1: Create an environment that provides for a caring and healthy community

STRATEGY C1.7: Provide an environment that enhances and builds on the liveability of the Shire.

**BUDGET IMPLICATIONS**

The cost of preparing the review of the Northam Airport Master Plan was budgeted for and expended in the 2014/15 Financial Year.

**OFFICER'S COMMENT**

Council Officers have made comments in relation to the submissions received in the attached schedule of submissions.

With respect to the adjoining property it is open to Council to explore potential acquisition of a portion of the land for the purpose of extending the current runway. Should Council believe that extending the runway and modifying the current access to the Airport is warranted then now would be an opportune time to do so prior to further development occurring in the area.

Similarly with regard to the neighbouring property the strategic planning documents do not support the use of the land for the purposes proposed.

The recommendation is to endorse the Airport Master Plan without modification.

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**RECOMMENDATION**

**That Council;**

- 1. Endorse the Northam Airport Master Plan as advertised.**
- 2. Take no further action with respect to Mr Chinnery's offer of 'first right of refusal' to acquire portion of Lot 104 (120) Withers street in order to cater for the runway strip extension.**
- 3. Take no further action with respect to the use of the adjoining property at Lot 111 for associated Airport Activities.**

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**ATTACHMENT 1**

<b>Shire of Northam Local Planning Scheme No.6 Airport Master Plan Schedule of Submissions</b>				
<b>Number</b>	<b>Name</b>	<b>Summary of Submission</b>	<b>Key Themes Identified in Submission</b>	<b>Officers Comment</b>
1	Phil Chinnery on behalf of Adam Garforth & Jacqueline Chinnery Lot 140 No.120 Withers Street, Northam	<p>I act for the owners of 120 Withers street Northam (authority attached) and submit the following comments in respect to the Northam Airport Master Plan.</p> <p>At 4.3.2 (page 80) the comment is made that the runway strip should be 30M longer at both ends and this is recommended at page 81.</p> <p>To this end, the extra 60M could easily be achieved by the extension of the runway over Withers street and the adjoining lot 104P2805 being part of 120 Withers street. The intention of the owners is to subdivide the land into 2 lots both with frontages to Withers street.</p> <p>The existing house lot is proposed to have an area of approx. 2.5 hectares and the other lot as Vacant Land of 2 hectares. The current zoning of Rural Residential allows subdivision of 1 to 4 hectare lots. A subdivision and concept plan was submitted to Mr. Nieuwoudt on 18/01/2016 and could be read in conjunction to these comments.</p> <p>In relation to the objectives of the draft Airport plan and recommendation of runway extension, consideration could be given to the acquisition of the necessary portion of lot 104 at an agreed Market Value and prior to subdivision and offered</p>	<i>Suggestion.</i>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted. Lot 104 Withers Street is zoned 'Rural Residential' subject to the conditions for that subdivision (RR26) outlined in Schedule 7 of the Scheme. The minimum lot size for RR26 is 2.0 ha. Lot 104, being 4.5606ha in size, is, hypothetically, capable of being subdivided into 2 parcels. It is open to Council to explore potential acquisition of a portion of the land for the purpose of extending the current runway. It is, however,</p>

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		for sale on the open market. On this basis the shire of Northam is offered the first right of refusal to acquire the required portion of 120 Withers street in order to cater for the recommended runway strip extension.		recommended Council not accept the submitter's 'first right of refusal' to acquire the said portion of Lot 104 (120) Withers Street at this stage because adopting MOS 139 Code 1 standards for the runway is not mandatory.  <b>Modification of the draft Plan not required.</b>
2	Main Roads Western Australia	Main Roads have determined that from the information provided that the proposal will not have an adverse impact on the MRWA network and therefore advises no objection to the proposal.	<i>No objection</i>	Noted.
3	Daniel Reilly Lot 111 Withers Street, Northam	I appreciate the invitation to comment on the draft plan, particularly because my property, Lot 111 Withers Street, adjoins the airfield along the Mortlock River.  Indeed the residence on this property is located immediate across the Mortlock River ford (less than 30 metres from the entrance to the Airport and probably no more than 150 metres from the airstrip). The eastern end of Lot 111 (adjacent to the race course) appears partly under the flight path as well. We are regularly over passed by balloons, helicopters and the occasional low flying aircraft.  Consequently, I think my property is one of the most affected of all surrounding properties by any decisions to vary the airfield's operations.	<i>Suggestion</i>	Noted.  Noted.  Noted.

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		<p>It may be of interest to know I have a strong background in aviation - serving as an Aviation Captain in the Royal Australian Navy full time up until recently and although I 'retired' in January, I have been appointed as the Chair of the Air Safe Board for the Royal Australian Navy as a Reservist in continuation. I am a professional Aeronautical Engineer and a Fellow of Engineers Australia, and studied Air Transport Management in the UK (MScATM) and hold an MBA. I have also established and run a medium sized aviation related enterprise (150 personnel) for over 10 years. Needless to say, I have a reasonable understanding of airport, flying operations and associated commercial activities.</p> <p>If I may, I would like to make a few observations about the Master Plan.</p> <p>Firstly I must congratulate the Planning Department on their Draft Review of the original Master Plan for the Northam Airport. I found it a useful upgrade, realistic and clear, albeit possibly a little conservative (not a bad thing by the way given current fiscal constraints) as future agricultural demand is looking very positive and opportunities will arise rapidly if the infrastructure and local support exists.</p> <p>I note however that the map Figure 2 at page 10, which appears to be central to dispositioning likely future land usage, incorrectly identifies the Mortlock Nth River as the grey line - this is actually the railway. My property (Lot 111 Withers) runs the airport side of that line with the boundary including part of the Mortlock. That is, I believe the property falls within the town boundary, sandwiched between</p>		<p>Noted.</p> <p>Noted.</p> <p>Figure 2 on page 10 of the draft Plan is an extract from an old Scheme Map. The map is not incorrect as the grey line correctly depicts the railway reserve. The Mortlock River is not depicted on the map and is located generally in the area between the red symbols, that area being the flood prone area.</p>
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		<p>intense production farming, stock or equine activities might be successful (airport, train and the adjoining factory noise levels and salt and chemically polluted river water have already proved problematic in the past for stock, particularly horses).</p> <p>If you visit the property you will note the multitude of buildings associated with the fodder production factory area on the other side of the rail (the Martin's property) directly across from Lot 111's residence. This coupled with the airfield operations and the trains make for a less than tranquil location; indeed it is quasi-industrial as it stands. Other than the residence on Lot 111, the nearest residences are approximately 500 metres away (the Martins farmhouse and Lot 112) or on the other side of the airfield.</p> <p>Consequently, I contend this block is the ideal location for light industry support of aviation. Its immediate proximity to the airfield and flat contours would provide ample space for storage sheds, hangars, workshops, caretaker's residence, and/or a host of opportunities like integrated air freight and light aircraft construction and testing and instrumentation servicing etc. The property has power, scheme water and telecommunications (it has not got town sewer) and is clearly bounded by and would provide potential access to rail. Such use would be well screened behind the river line of trees and would have little increased impact on adjoining properties. Importantly, this strip would provide a low likelihood of development objection and if developed correctly may even have lower environmental impact than currently afforded by its rural use (chemicals etc). I for one would welcome</p>		<p>Noted. The land is zoned Rural Residential by Local Planning Scheme No. 6. The Strategic Land Use Plan in the Shire's Local Planning Strategy depict the land as "Landscape Protection" and thus not suitable for airport-related development.  <b>Modification of the draft Plan not required.</b></p> <p>Noted.</p>
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		<p>the ability to service the airfield from the property and if commercially viable may be able to facilitate investor interest.</p> <p>If you think this proposal has merit, I would be more than happy to offer a site visit or simply to discuss this further.</p>		
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**ATTACHMENT 2**



**Northam Airport  
Master Plan**

Prepared for  
**Shire of Northam**

Revision	Date
0 - <b>DRAFT</b>	June 2015

**AMS** Aerodrome Management Services Pty Ltd



Design - Engineering - Construction - Electrical - Management - Inspections - Training - Security

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## 1 Introduction

### 1.1 Overview of the Airport

The Northam Airport is owned by the Shire of Northam and is operated and maintained by the Northam Aero Club. The aerodrome site is located on Withers Street, Northam, approximately 3.5 kilometres north-east of the Northam town site and approximately 90km east of the Perth metropolitan area, Western Australia.

The airport is classified as an Aeroplane Landing Area (ALA), has a single bi-directional runway oriented north-west, south-east and has the designation 14/32. The runway is sealed with a length of 1248 metres and a width of 15 metres. Permanently displaced runway thresholds at both ends reduce the Landing Distance Available to 975 metres.

A parallel 7.5m wide taxiway is located on the eastern side of the runway, is approximately 620 metres long and connects the northern end of the runway to the main aircraft parking area. There are multiple private hangars adjacent to the apron area used for aircraft storage.

The main Stakeholder in the airport is the Northam Aero Club, which has over one hundred members, a number of club buildings and aircraft available for hire or pilot training.

### 1.2 Purpose and Objectives of the Master Plan

The town of Northam currently has a population of approximately 7,000 however the vision and objective of the Shire is to increase the population towards 20,000. An Airport Master plan was first commissioned by the Shire in mid-2006 to enable balanced development of the airport site. New initiatives for on-airport development have necessitated a review of that document.

The airport is seen as a potential major contributor in attracting new residents, visitors and tourists to the area and a number of both aviation and non-aviation related residential, commercial and recreational opportunities lie in the land surrounding the aerodrome.

Conventionally, the objectives behind each Airport Master Plan vary according to each unique aerodrome location and circumstances, however in general, master planning for airports can have several purposes which can be divided into on-airport and off-airport objectives. It is important that both are considered to ensure practical and compatible development of the airport and surrounding land.

On-airport objectives of a Master Plan usually revolve around:

- Maintaining the ability for aircraft to continue to operate safely and unrestricted;
- Enabling the airport to expand in response to the demand;
- Providing the opportunity to increase airport revenue;
- Highlighting the significance of the airport in the local community;
- Ensuring compliance with industry standards and regulations; and
- Safeguarding the airport's longer-term plans.

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Off-airport planning is also critical in safeguarding the long term future of an airport by aiming to minimise incompatible land uses in the locality of the airport. Elements usually considered:

- Aircraft noise impacts;
- Obstacles in the protected operational airspace of the airport;
- Local lighting causing the potential to distract pilots in the vicinity of the airport;
- Wildlife;
- Public safety; and
- Effects on the wind and turbulent air from nearby developments close to the aerodrome operational areas.

An increase in population for the Shire of Northam, will undoubtedly see an increase in demand for civil aviation activities at the Northam Airport and the purpose of this Master Plan is to establish a framework for the future development of the airport. This will ensure the Shire achieves its strategic objectives and capitalises on the commercial potential provided by the airport.

This document is aimed at providing the foundation for more detailed feasibility studies of infrastructure planning and design, land use planning, social impacts and environmental impacts associated with developing the airport and accomplishing the Shire's vision for the region.

### 1.3 Report Structure

There are two main sections that make up this Master Plan report structure. The section immediately following describes the historical and background information, current situation (including aviation demand, existing facilities and surrounding land), opportunities that exist and the critical planning parameters outlined for incorporation into the Master Plan.

The second main section of the report is the Airport Master Plan itself and includes a land use plan, facilities development plan (including movement area planning and aviation support facilities) and an airport safeguarding plan which highlights elements such as the airspace protection areas and aircraft noise.



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#### BACKGROUND INFORMATION

### 2 Master Plan Context

#### 2.1 Historical Background

The members of the Northam Aero Club (NAC) were the chief instigators for establishing a permanent aerodrome site in the Northam area. The present site was approved for flight training and aviation purposes in 1969, by the then Department of Civil Aviation. Over the years since the airport's establishment, the NAC have been primarily responsible for the improvements and developments to the aerodrome site.

The Northam Airport was officially opened by the Regional Director of the Department of Civil Aviation on the 14th November, 1971. A little over eight years later, runway lights were commissioned on the 12th April, 1980, and in 1983, Pilot Activated Lighting (PAL) was installed to allow remote activation of the runway lights from the air.

Several upgrades have been made to the airfield pavements, with each project improving the longitudinal and transverse geometry of the operational areas. In 2001, following funding from the Regional Airports Development Scheme (RADS) and loans from the local authorities, the NAC was able to seal the runway, using a bitumen spray seal. A further successful RADS application in 2006 allowed the application of the existing Asphalt surfacing to the airfield pavements.

During the development of the aerodrome, several industries and infrastructure have been established at the site. Aircraft maintenance and Avgas refuelling is available from Northam Air Services (NAS), who have a substantial workshop, agricultural aviation services operate along with emergency medical and fire-fighting services when the needs arise.

In 2015, the airport site continues to develop with newly constructed hangars, allowing additional private General Aviation aircraft storage with lots available for future structures.

#### 2.2 Regional Context

The Northam airport is located within the Shire of Northam local government area which covers approximately 1,443 km<sup>2</sup>. The overall shire population is currently around 10,500 people. Situated in the Avon region of the Western Australian Wheatbelt, the airport plays a significant role for agricultural, commercial, recreational and emergency services activities in the region. The airport is the only public aerodrome in the Shire of Northam and its location to the east of the Darling Scarp, means that it can be a possible alternative for smaller air traffic heading to Perth or Jandakot airports when meteorological conditions are not favourable on the Swan Coastal Plain. Other smaller private aerodromes exist within the Shire, including a Department of Defence airstrip approximately 5 km to the south west of the Northam town site, however none have the same level of facilities.

Some of the surrounding Shires in the Avon region also have well-established aerodromes, such as York and Cunderdin with the latter most notably the home of the Gliding Club of Western Australia.

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The presence of Northam Air Services at the airfield is a significant lure for many country-based private aviators who, in need of aircraft servicing and maintenance, fly their aircraft to Northam rather than entering the busy and demanding controlled airspace in the Perth metropolitan area.

The airport also offers a suitable en route refuelling stop for a large number of General Aviation aircraft, in particular regular visitors are from the Singapore Airlines and China Southern Airline pilot training schools which are established at Jandakot and Merredin Airports.

Due to the strategic location of the airport close to Perth, it offers great potential as an alternative airport base for metropolitan residents who require hangar sites for aircraft storage and runway access.

#### 2.3 Socio-Economic Context

The Shire of Northam area has about 10,500 residents, which is the largest population the area has ever hosted. The population has been gradually increasing for the last 30 years since the mid-1980s from about 9,300. At the 2011 Australian Census, the Northam town had 6,580 people at a median age of 38. The vision for the region is to expand the population towards 20,000 and make Northam a 'Super Town', with the strategy outlined in the Northam Regional Centre Growth Plan document.

The Shire area's demography is characterised by an older rural population surrounding a younger populace in the town itself. The local economy is focussed on grain growing, sheep and cattle production, agricultural services, tourism and tertiary education. The town has a modern regional hospital, library, aged care facilities and several education and recreational establishments. There are two high schools in the town; St Joseph's and Northam Senior High and two higher education facilities; the CY O' Connor College of TAFE and Muresk Institute.

The Australian Bureau of Statistics records that there were 2,830 people who reported being in the labour force in the 2011 Census, of which 57.2% were employed full time, 28.5% were employed part-time and 7.2% were unemployed. The most common occupations included Technicians and Trades Workers (17.1%), Clerical and Administrative (15.0%), Professionals (13.3%), Labourers (13.2%) and Community and Personal Service Workers (11.4%).

The Northam Airport has a number of unique qualities for airports located in Australia's south west corner. It is located very close to Northam town centre, is very well connected to the road network, favourable meteorological conditions for tourism based aviation such as hot-air ballooning, a fuel and maintenance facility and ample aircraft storage options and opportunities. Combined with a vibrant and active community, the potential for development through a planned process is great.

#### 2.4 Regulatory Context

The relevant civil aviation regulations in Australia are administered by the Civil Aviation Safety Authority (CASA). The Civil Aviation Safety Regulations (CASR) 1998 and in particular Part 139 specifies the requirements for aerodromes used in air transport operations, in accordance with the International Civil Aviation Organisation (ICAO) Annex 14 – Aerodromes. The Manual of Standards (MOS) – Part 139 – Aerodromes is made pursuant to CASR Part 139. The MOS document sets out the

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detailed standards, physical characteristics and operating procedures for aerodromes engaged in air transport operations in Australia.

There are four categories of aerodromes recognised under CASR Part 139: Certified, Registered, Aeroplane Landing Area “Certain Other” and Aeroplane Landing Area (ALA). As there are no regular air transport operations conducted from the site, the Northam airport currently sits within the ALA category shown in the far right column in the table below.

**Table 2.1 – Categories of Aerodromes**

Type of Aerodrome	Certified	Registered	“Certain Other” ALA	ALA
Minimum Requirement	Aircraft >30 seats	Up to 30 seats	Aircraft >9 but not >30 seats	All other aerodromes
Operating Documentation	Aerodrome Manual	Optional	Aircraft Operator Requirements	Optional
Record Keeping Requirements	As per Aerodrome Manual	AS Per CASR 139	As Per CASR 139	Optional
Final Responsibility	Aerodrome Operator	Aerodrome Operator	Aircraft Operator / Pilot	Aircraft Operator / Pilot
Reporting System	NOTAM System	NOTAM System	Aircraft Operator System	Aircraft Operator System
Physical Standards	MOS 139	MOS 139	MOS 139	CAAP 92
Operating Standards	CASR 139 & MOS 139	CASR 139 & MOS 139	CASR 139 & Aircraft Operator Requirements	CAAP 92
Safety Management System	Yes	No	No	No
Aerodrome Manual	Yes	No	No	No
Is a trained reporting officer required	Yes	Yes	Yes	Recommended (AC139-13(0))
Annual Technical Inspection	Yes	No	No	No
Aerodrome Safety Inspection	No	Yes (between 9 and 30 seats)	Yes	No
Annual Electrical Technical Inspection	Yes	No	No	No
Are details included in ERSA	Yes	Yes	No	No

The ALA category is the smallest type of aerodrome (but the largest in number around Australia) used by aircraft weighing less than 5,700kg. As shown in the table above, aerodromes of this type are not required to meet the requirements set out in MOS. Additional documentation known as Civil Aviation Advisory Publications (CAAPs) are available and as the name suggests are only advisory documents and can be regarded as guidelines more than regulations. CAAP 92-1(1) sets out the guidelines for Aeroplane Landing Areas and are the standards that the Northam airport, to date, has been developed to. The Royal Flying Doctor Service (RFDS) have their own airfield standards, however the guidelines contained within CAAP 92 also represent a minimum standard for RFDS aircraft movements.



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Figure 1 below represents the CAAP 92 basic guidelines for ALAs with operations during the hours of darkness.

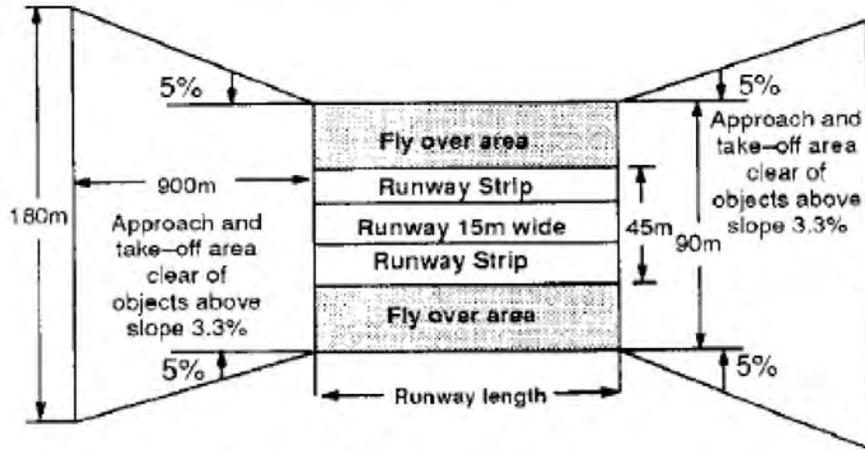


Figure 1 – CAAP 92-1(1) – Guidelines for dimensions of ALAs with night operations.

Consultation with members of the Northam Aero Club indicate that certification or registration of the Northam Airfield is not aspired to unless the use of the airfield changes dramatically. A fully staffed airfield is required at these stages and together with upgrades and maintenance to the required physical standards, this would be a substantial financial encumbrance to the Shire of Northam and Northam Aero Club.

Registered aerodromes in the South West Land Division of Western Australia include Bunbury, Cunderdin and Manjimup.

Certified aerodromes include Perth, Jandakot, Albany, Busselton, Ravensthorpe and Esperance.



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#### 2.5 Policy Context

The Northam Airport features as an important part of the Local Government Planning Strategies and the need to appropriately plan the surrounding land uses in order to secure the aerodrome's future. It is paramount that land use conflict associated with incompatible land uses and potential aircraft noise be avoided.

The site is considered an important part of the Shire's transport network and there is an identified need to consider options for capitalising on the investment already made in the aerodrome by increasing the services offered and air traffic volumes.

The airport land has been declared as an airport for public purposes under the Shire of Northam's Local Planning Scheme No. 6 (July 2013). Figure 2 below shows the airport site coloured yellow with rural residential zoning surrounding the southern two thirds and rural zoning surrounding the northern third. The Mortlock River is shown in grey and the Great Eastern Highway show in blue.



Figure 2: Extract from Local Planning Scheme Map No. 9

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#### 2.6 Previous Airport Master Plan

A previous Master Plan for Northam Airport was completed in June 2006. This is a thorough document, which has information and points which are still valid nearly ten years later.

The previous documents covered the required descriptions of existing aerodrome facilities, aviation activity (including trends and demand), movement area planning, building area planning and external planning requirements associated with the development of the Northam Airport.

In terms of movement area planning in the previous document, a 28 hangar development was proposed on the opposite side of the runway to the existing Hangars and Aero Club buildings. This development, has yet not been constructed and is still proposed in this updated Master Plan, albeit with an updated general arrangement as preferred by the Shire of Northam. Other Hangar sites to the north of the existing line of hangars and apron were proposed. A few structures have been built, and many lots remain vacant.

Other aspects of the previous Master Plan have not been adhered to with respect to the proposed developments. On the previous building area development plan, an area known as "General Aviation Commercial" is located to the rear of the existing hangars and Northam Air Services Workshop. Rather than Commercial developments, this area has been divided into lots with several private hangars constructed. The area between these new hangars and the pre-existing structures now forms a shared aircraft taxiway and vehicular access road.

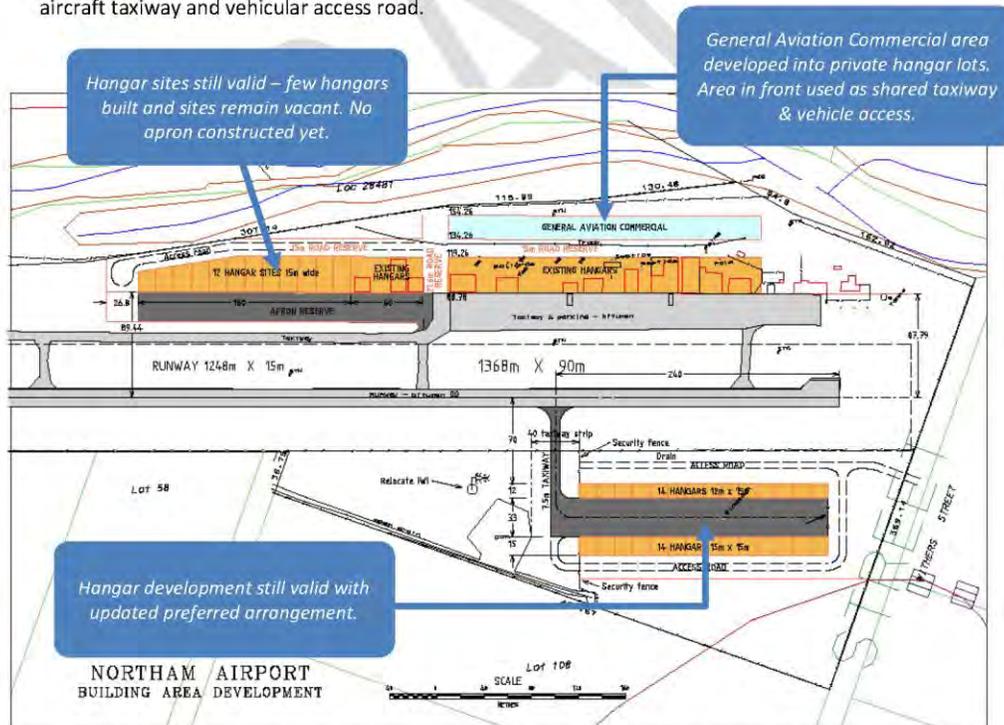


Figure 3: Building Area Development Plan from Northam Master Plan – June 2006

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#### 2.7 Key Stakeholders

There are numerous stakeholders in the Northam Airport, with the key interested parties being the Owner (Shire of Northam) and Manager/Operator (Northam Aero Club). In addition, there are several organisations who have a commercial interest in the airport and depend on it for continued business operations. The emergency services also use the airport on a fairly regular basis as needs arise and indeed the Department of Parks and Wildlife (DPAW) have fixed infrastructure at Northam for fire-fighting purposes. Finally, there are local residents who have a heightened interest in the aerodrome, who have plans to develop private aviation assets on adjacent land and connect them to the existing aerodrome facilities. Some of the stakeholders have been consulted during the production of this document in order to gain a well-rounded understanding of the current situation and ascertain general opinion on the most suitable way of planning for the airport's future.

##### 2.7.1 Shire of Northam

As the owner of Northam airport, the local government holds the key to the continued success of the aerodrome, with regards to efficient development of the site itself and the necessity of compatible surrounding land uses. The facility is seen as an important feature in the drive to a threefold increase to the population of Northam. Consultation with the Shire highlighted the desire for the potential hangar development on the southern side of the runway and a second parallel taxiway on that same southern side.

##### 2.7.2 Northam Aero Club

Without the Northam Aero Club, the airport would not exist in its present location or condition today. The NAC operates and maintains the airport to ensure ongoing safe aircraft operations and has funded many of the upgrades that have brought the site to its current condition as an all-weather airstrip. Consultation with prominent members of the NAC has resulted in a range of topics that contribute to the improvement of this Master Plan.

The NAC was founded in 1968 and now has around 120 members. The club owns one Cessna 172 aircraft, used for private hire to members and flight training packages.

#### Northam Aero Club's Aim:

*"TO CREATE AND FOSTER AN INTEREST IN AVIATION IN THE MINDS OF PEOPLE LIVING IN BOTH COUNTRY AND METROPOLITAN REGIONS AND TO PROVIDE AN ENVIRONMENT IN WHICH FRIENDSHIPS AMONG THOSE INTERESTED IN AVIATION CAN THRIVE"*

The airport's current status as an Aeroplane Landing Area appears to be the preferred category for the users of the aerodrome and it should continue to operate with its current runway as a recreational and general aviation airport. The financial outlay and ongoing costs to bring the aerodrome to a registered standard would be a considerable encumbrance to both the Shire and the NAC.

The potential hangar development on the southern side of the runway would almost certainly be supported by the NAC. There is a possibility that the NAC will establish new club rooms and hangars in the future and the possibility to construct them alongside this expansion, could go hand-in-hand with attracting new interest in Northam's aviation facilities.

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A large amount of other information has been gathered from consultation with the NAC, and is discussed in the relevant sections later in the document.

#### 2.7.3 Northam Air Services

Northam Air Services gave valuable information on their operations and in particular, the approximate amount of Avgas that is sold on an annual basis.

#### 2.7.4 RFDS and DPAW

The RFDS operates flights into Northam when medical emergencies mean that patients need to be transferred elsewhere. The RFDS Western Operations currently operates a fleet of 14 Pilatus PC12 aircraft. The Maximum Take-off Weight (MTOW) of the PC12 is around 4,700 kg.

The Department of Parks and Wildlife also use the airfield for aerial fire-fighting when required. The DPAW have also installed a number of water tanks and fast-fill delivery system adjacent to the Aero Club building. This enables rapid re-filling of the water bombers. Whilst the infrastructure is owned by DPAW, the Department of Fire and Emergency Services (DFES) and State Emergency Services (SES) operate the facility during bush fires. Again the strategic location of Northam airport plays a key role during fire-fighting operations as it, on occasion, is quicker for water bombers to fly to Northam for re-filling rather than negotiate the busy metropolitan area around Jandakot, even if the fire location is closer to Jandakot. Feedback from DPAW and DFES indicates that the current infrastructure meets their requirements and have no intention to increase their presence at Northam Airport in the next few years.



RFDS Pilatus PC12

Air Tractor Water Bomber

#### 2.7.5 Local Residents

There currently exists a small number of residential zoned lots immediately adjacent to the south west perimeter of the airport land. These three lots are seen as possible sites that could be developed into residential/aviation mixed uses from their present existence as grassy fields. Indeed there is already one well-advanced proposal from a resident who intends to build both a house and a hangar on the northern-most of the three sites. Development of those sites should be included within this master plan to ensure compatible growth of the airport infrastructure whether funded by the Shire, Aero Club or privately.

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#### 2.8 State Aviation Strategy

In early 2015, the State Government of Western Australia released the first ever Western Australian State Aviation Strategy with the overall aim of supporting the economic and social development of Western Australia through the delivery of affordable, efficient and safe aviation services and infrastructure. Generally, civil aviation operations are principally the jurisdiction of the Federal Government; however, the rapid growth of the WA aviation sector means that the risk of air services and airports not being able to keep up with demand is too great and therefore the State Government is taking a more active role in the aviation sector.

Whilst much of the focus of the first State Aviation Strategy focusses on the State's Metropolitan, Major Regional and Minor Regional airports that offer passenger-carrying commercial flights, there is meaningful relevance to Northam Airport within its current classification as an Aeroplane Landing Area and its importance within the local community.

Some significant points in the State Aviation Strategy are presented below:

- ✦ Section 8.3 *Regional Airport Planning* – “There is no requirement on any local government owner of a regional airport to develop a master plan. Airport planning at a regional level is entirely at the discretion of the local airport owners.”

*“For smaller regional airports that have limited revenue and rely on council subsidy, a basic master plan could provide guidance on the efficient use of scarce resources.”*

- ✦ Section 8.10 *Airport Planning Action* – “To improve airport planning across WA, the State Government will consider existing land-use planning controls for land around airports to ensure airports are not constrained by inappropriate development (such as noise sensitive developments)”.

- ✦ Section 13.3 *Tourism Aviation Objectives* – “The State's primary tourism aviation objectives are to facilitate economic, social, cultural, trade and industrial development and increase competitiveness, viability and profitability of the WA visitor economy”.

- ✦ Section 16.2 *Aviation Training in Western Australia, Findings* – “There are opportunities to improve and develop aviation training in WA, building on the State's strong track record and its inherent advantages of open skies and good flying weather”.

The Northam Airport Master Plan will seek to align the relevant points from the State Aviation Strategy with the future development of the Northam Airport to ensure the best possible outcome for the community as a whole.

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**2.9 Wheatbelt Regional Planning and Infrastructure Framework**

The WA Planning Commission has produced a planning framework for the Wheatbelt with the purpose of establishing a regional vision, a basis for decision-making and introduces a number of planning initiatives.

The Northam Airport is noted as a 'priority regional airport' for the Wheatbelt in the framework and the regions relative proximity to Perth, clear skies and other favourable conditions make it an option for an expanded aviation sector.

Tourism is potential area of substantial growth especially in the day trip market, with marketing of assets to visitors a good opportunity to increase local knowledge.

A real strength of Northam Airport is the extensive existing infrastructure that contributes to the 'liveable community' that Northam is and continues to develop. The key points from the planning framework are also considered for the Northam Airport Master Plan.

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### 3 Current Situation

This section highlights the existing circumstances at the airport, including established facilities and activities along with the local geography.

#### 3.1 Site Description

The property is located parallel to the Mortlock River within the 1:100 year flood plain. Whilst much of the land surrounding the airport is zoned as residential, the site boundary is presently not subject to residential development pressure.

The runway approaches are not currently under threat, mainly due to the permanently displaced runway thresholds. The Great Eastern Highway passes under the northern (Runway 14) approach; there are residential properties and the Northam Racecourse beneath the southern (Runway 32) approach. The Mortlock River sits to the east of the aerodrome and flows in a north to south direction.

Primary access to the airfield is via Withers Street. This road connects to the town centre via Taylor and Fitzgerald Streets. As noted in the previous sections, the local zoning of the land around the airport is mainly a mixture of rural residential and rural. Some of these adjacent lots have existing dwellings whereas others are vacant.

#### 3.2 Existing Activities

There are no statistical records kept to determine the annual aircraft movements at Northam. Previous estimations by the airfield operator put the figure at around 8,000 movements per year. Data collection is useful in future funding applications and to develop new partnerships for future ventures such as training.



Activity can be broken into three key General Aviation groups; specifically flying training, RFDS and itinerant GA (general public including the Northam Aero Club). The flying activity at the aerodrome is dominated by private pilots associated with the Aero Club with other ad hoc recreational, private and business activity flights respectively making up an unknown portion of the annual movements. Generally weekend flying activity generates the peak of aircraft movements. With the airports close proximity to the Perth metropolitan area, the airport is easily accessible by road and many NAC members live outside of the immediate local area. Once again, the ideal location of Northam and the desire for many private aviators who want to avoid the congested air space over the City means that the airport is very attractive for storing and operating light aircraft.

#### Advantages of Learning to Fly at Northam (NAC Website):

- "INTO THE TRAINING AREA QUICKER THAN MAJOR CITY AIRPORTS, WHICH MEANS CHEAPER COSTS;
- NO LANDING OR AIR SERVICE CHARGES LEVIED AT THE NORTHAM AIRFIELD;
- NO HEAVY TRAFFIC WITH CONSEQUENT DELAYS;
- COMPETITIVE AIRCRAFT HIRE RATES; AND
- PROFESSIONAL ONE ON ONE TRAINING."

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NAC's Cessna 172P – VH-PGL

The NAC also operates their own flying school from Northam, which is conducted by the Club's instructors under the Royal Aero Club of WA's Air Operator's Certificate (AOC). The Royal Aero Club of WA is based at Jandakot. The NAC operates one VH registered Cessna 172P which is available for pilot training and hire.

General aviation aircraft movements of a more itinerant nature are generated primarily by cross-country flying training conducted the pilot training schools established elsewhere such as from Jandakot, RAAF Pearce and Merredin. The Northam airfield is regularly used as a refuelling stop by student pilots from the China Southern Airlines WA Flying College (CSWAFC). The CSWAFC operates two bases in Western Australia, Jandakot and Merredin. With fuel available, Northam is perfectly located between the two and a significant portion of the fuel sales come from CSWAFC.

Fixed base operator Northam Air Services, with the capability to conduct aircraft maintenance, is a most valuable asset for the airport that attracts aircraft from the immediate and wider catchment for service work and gives the airport a strong identity just as does flying training through the NAC.

Commercial aerial agriculture organisation Taurus Aviation operates from the aerodrome with two registered aircraft and specialises in crop spraying.



Aircraft registered in Beverley, WA at Northam Air Services for maintenance works.

Other notable aircraft that have arrived at Northam in the past include C130 Hercules, de Havilland Canada DHC-4 Caribou, Hawker Siddeley HS 748, Cessna Citation II and Citation X.

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The aerodrome has a rich history of ballooning with the Western Australian Balloon and Airship Club currently based at the site as a recreational club. Commercial tourist organisation Windward adventures also operates at Northam offering hot air balloon flights over the surrounding Avon valley. On the Australian aircraft register, there are currently 30 Manned Free Balloons that are registered in Northam.

Northam was, in June 2002, the launch site for the legendary Steve Fossett who was the first person to successfully fly solo around the world in a balloon. The successful attempt was Fossett's sixth effort at the feat and completed the 20,626 mile flight in his balloon Spirit of Freedom.



Steve Fossett's Spirit of Freedom Launch at Northam Airfield – 19<sup>th</sup> June 2002.

The depth of ballooning history and knowledge in Northam has been further cemented by the award of the 2015 Australian National Ballooning Championships by the Australian Balloon Federation. The championships are set to be held in Northam in late August and early September 2015. The Championships were also held previously in Northam in 1981 and 1984 and organised by the Northam Aero Club. For 2015's event, around 30 balloons are expected to take part and approximately 15,000 people anticipated to travel to Northam to take part in the festivities. The Northam airport, of course, will take a central role in this major aviation event.



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#### 3.3 Existing Facilities

The Northam airport's single bi-directional runway is oriented north-west, south-east and has the designation 14/32. The runway is surfaced with asphalt has a length of 1248 metres and a width of 15 metres. Permanently displaced runway thresholds at both ends reduce the Landing Distance Available to 975 metres. The take-off declared distances available are dependent on clearances in the take-off slopes and are subject to survey assessment from a suitably qualified person. It appears no declared distances are currently available for the runway.

There is a parallel 7.5m wide taxiway on the runway's eastern side, but located outside of the 90m wide runway strip and provides access from the northern end of the runway through to the main aircraft parking apron. There are three other stub taxiways that connect the runway at various distances along its length to the apron and parallel taxiway. The main apron is sealed and positioned from the front of the NAC Club Rooms and extends north to the parallel taxiway. The width of the apron varies from around 25 to 30 metres.

The runway has mains-powered runway edge lights for night operations and night flying training. The longitudinal spacing of the runway edge lights is 90 metres. Only the stub taxiway at the southern end of the runway is equipped with taxiway edge lights. The lights are equipped with a Pilot Activated Airfield Lighting Control (PAALC) on VHF frequency 124.2. There is an illuminated primary wind direction indicator at the southern end of the runway and off to the western side.



View facing north-west along runway. Faded threshold markings for Runway 32.

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View facing north-west from the southern taxiway. Runway threshold and taxiway edge lighting.



View facing south-west from edge of runway strip. Illuminated Wind Direction Indicator in field where horses are also kept.

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**1. DPAW Water Tanks and Filling Station**  
Located adjacent to the Northam Aero Club rooms, the filling station allows rapid re-fill of water bombers for fire-fighting purposes. The facility is maintained by the Northam Aero Club.



**2. Northam Aero Club Building**  
Located at the southern end of the apron and incorporates social facilities such as a barbeque and bar

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#### 3. Toilet Block

Located out the back of the Aero Club buildings with a brick construction.

**4. Aero Club Hangar**  
Used for flight briefings and storage of the Club's Cessna 172P aircraft. The hangar is in fair to good condition and central to the NAC's activities.



#### 5. Avgas Fuel Facility

Underground tank with a capacity of 8,000 litres. Owned by Northam Air Services for fuel sales during the week. Approximate annual sales is 150,000 litres. There are no card facilities to purchase fuels after hours.

**6. Windward Adventures Hangar**  
A corrugated metal hangar which houses the balloons and commercial activities of Windward Adventures.



#### 7. Northam Air Services Workshop

Privately owned aircraft maintenance business. Attracts aircraft from far and wide.

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Several private hangars (approx. 13) are established on a building line 90 metres from and parallel to the runway centreline. There are a further 7 private hangars set back behind the front row on a building line 135 metres from and parallel to the runway centreline. All of the hangar site have sealed road access and connections to power.



View facing north-west along the line of 7 private hangars behind the main apron.

### 3.4 Airport Management

In mid-2006, members of the two former Northam councils established an Airport Committee which included councillors, council staff and members of Northam Aero Club. One of the chief responsibilities of the Committee was to consider the future management of the Northam Airport. A number of other issues required to be considered including the eventual surrender of the head lease by the NAC, development of a management agreement that the council would enter into with an onsite manager and the development of a draft set of rules that were to apply to the use of the airport site.

The committee was in place until June 2007 and the amalgamation of the two councils into the newly formed Shire of Northam. Prior to this point the Committee had agreed on the selection of the Northam Aero Club as the initial onsite manager of the airport.

Following the emergence of the newly formed Shire of Northam in mid-2007, the implementation of the above matters was assigned to a new Working Party comprised of council staff and NAC members. The aim of this effort was to allocate certain responsibilities to the Shire as owner of the airport land. The Shire would become responsible for all capital works on the site, planning future development of the site, management of all legal agreements with hangar site lessees, development of an annual operations budget, the application of council rates and the billing of rental charges on each lessee.

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In August 2008, the Airport Working Party reported to the Shire on its progress with the matters of airport management, legal agreements, budget, capital works, rate options and rental charges to be applied to the site. The lease of the airport land to the NAC expired on 31 December 2011. At this point the full responsibility of the site was passed to the Shire. This in turn nullified all of the hangar sub-leases and subsequently the sub-lessees were required to negotiate new leases with the Shire. In order to better determine the rental for each airport sub-lease, the Airport Working Party firstly estimated the annual cost of the operation of the airport which for the 2008/2009 financial year was just over \$43,000. The council subsequently determined by resolution that commencing in 2008 the hangar lease sites would be rented at full market value. Annual increases set at the CPI for Perth would follow for the next four years before another full market review and four subsequent years of CPI increases.

Other issues that were highlighted to be addressed by the Shire when the NAC relinquished the head-lease included:

- Establish local laws governing use and management of the airport, enabling legal enforcement of behaviours;
- Undertake an environmental audit on the site, focussing on prevention of pollution to the adjacent waterways;
- Investigate ways that the Shire can determine who is using the airport runways to enable sharing of maintenance and repair costs;
- Investigate options to ensure the airport manager is accredited and trained to perform the role;
- Develop a long term strategy for the development of additional hangar sites and commercial development; and
- Develop a long term financial plan for capital works and future maintenance on the airfield pavements.

### 3.5 Utility Services

Mains power at the airport is above ground and its point of entry is off Withers Street. The supply power line was upgraded to three-phase in 2010. A sub meter is fitted to each hangar site which is currently read every six months by the NAC and accounts rendered for power used.

There is scheme water available to the airport lease sites. Telecommunication services extend to the airport. The movement area is drained by open unlined shallow drains. All runoff discharges to the eastern end of the aerodrome property either around or through the airport property towards the Mortlock River.

### 3.6 Rescue and Fire Fighting Services

The airport currently has no fire vehicle, with emergencies serviced by the local Northam voluntary fire service brigade. There is one fire hose in front of the NAC Clubrooms, but no firefighting hydrants among the hangar sites. There is an established airport emergency plan produced by the Northam Aero Club and available on their website. The plan highlights the recognised emergency access routes to the airfield and also the closest alternative aerodromes.

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#### NORTHAM AIRPORT MASTER PLAN

### 4 Critical Airport Planning Parameters

#### 4.1 Forecast of Future Operations

##### 4.1.1 General Aviation

General Aviation (GA) is defined by the type of aircraft or flying activity and is made up of many groups and individuals with a common interest in the operation of smaller aircraft. Usually, general aviation can be described as all non-scheduled flying activities other than flying activities performed by major Australian airlines.

Aircraft which are registered with a "VH-" prefix are done so with the Civil Aviation Safety Authority and handles commercially produced and amateur built aircraft, manned balloons, helicopters and gliders. Nearly 80% of VH registered aircraft in Western Australia have a Maximum Take-off Weight of 2,000kg or less.

The Bureau of Infrastructure, Transport and Regional Economics (BITRE) publishes an annual statistical report on General Aviation activity in Australia. The latest report released in February 2015 summarises the GA activity for the year 2012. Activity in the General Aviation sector fell in 2012, with a decrease in flying hours of 3.8 per cent to 1.7 million hours. The decreases in flying hours in General Aviation were recorded in Agriculture (11.3%), Business (9.9%), Aerial Work (7.0%), Training (6.7%), and Private flying (2.0%).

The overall number of aircraft registered also decreased in 2012. The number of fixed wing, single engine aircraft decreased by 1.7%, however this type of aircraft accounts for 67.9% of all General Aviation registered aircraft.

Hot-air balloons and airship registrations in Australia increased by 0.3% in 2012 to 355 aircraft.

This decline in General Aviation activity is not an anomaly. The activity has been in gradual decline since around 2007, which can be seen in Figure 4 below. There is good reason for the decline as outlined in the following section.

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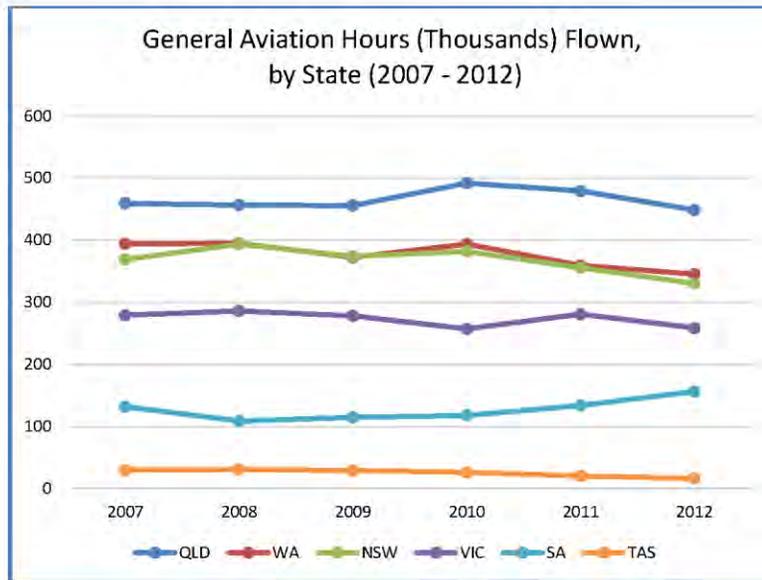


Figure 4 – General Aviation Hours (Thousands) Flown in Australia 2007 – 2012.  
(Source – BITRE General Aviation Activity Statistical Report 2012).

#### 4.1.2 Light Sport Aircraft

In 2006, CASA introduced a new category of aircraft called Light Sport Aircraft (LSA). These are small, simple to operate aircraft which can be purchased ready-to-fly from a manufacturer or can be built from a kit. An LSA is defined as an aircraft, other than a helicopter that has:

- A Maximum Take-off Weight of 600kg (for land planes), 650kg (seaplanes), or 560kg (lighter-than-air aircraft);
- Maximum of two seats including the pilot;
- Fixed landing gear and a single non-turbine engine fitted with a propeller; and
- Non-pressurised cabin.

LSA was created to enable people to fly purely for pleasure without the substantial regulations that exist in General Aviation. LSA aircraft are certified to be airworthy by the manufacturer rather than a regulatory organisation, such as CASA. These types of aircraft are registered with another organisation Recreational Aviation Australia (RA-Aus) which has over 10,000 members, most of whom hold recreational pilot's licences.

A full Private Pilot Licence (PPL) is not required to fly a LSA, but rather a Recreational Licence. A recreational licence costs around half that of a PPL and is thus attracting many aspiring pilots. A recreational licence also has many restrictions. Pilots with a recreational licence are not allowed to:

- Fly in controlled airspace
- Fly on instruments and in cloud
- Fly aircraft with more than two seats
- Fly acrobatics
- Fly at night

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In addition, the costs of hiring a LSA are around \$150 - \$180 per hour as opposed to a VH registered single engine aircraft, which costs around \$210 - \$280 per hour.

In 2012, LSA aircraft flew a total of 195.2 thousand hours, which is an increase over the year previous by 29.5%. Hours flown in gliders also increased by 51.2%. The number of hours flown in this type of aircraft have been increasing steadily since the inception of the category in 2006. This increase can be seen across the country in Figure 5 below.

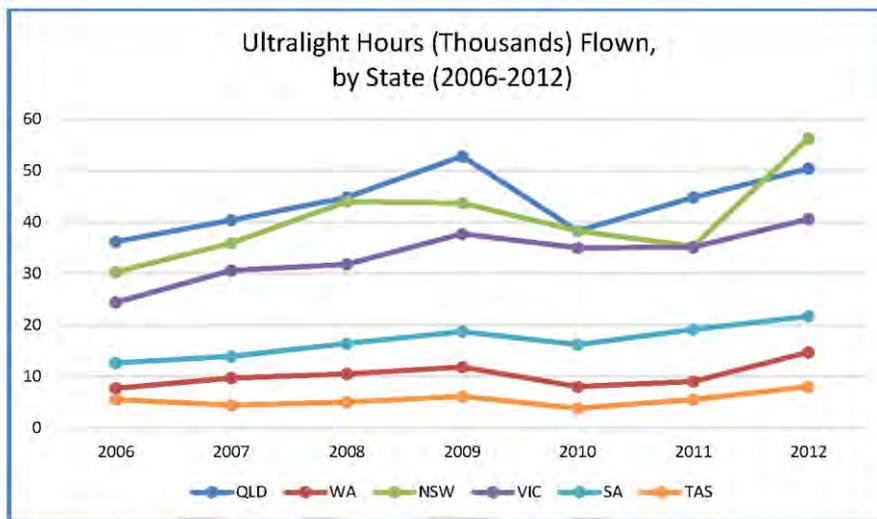


Figure 5 – Ultralight Operations Hours (Thousands) Flown in Australia 2006 – 2012.  
(Source – BITRE General Aviation Activity Statistical Reports 2006 to 2012).

From the available statistics, it appears that General Aviation is in a slow decline, whereas a trend towards Light Sport Aircraft is emerging as a less expensive and more accessible way to fly for the recreational pilots and hobbyists.

Most importantly for Northam airport, the location and existing physical characteristics of the aerodrome are suitable for both categories of aircraft analysed above and thus rests in a strong position for whichever trend proves dominant in the longer term.

#### 4.1.3 Aviation Capacity

Adopting a current level of general aviation movement activity, estimated at 8,000 per year, it is feasible to reach double this amount of activity if Light Sport Aircraft operations at the airport are embraced in full. Whilst this may create additional touch-and-go movements, the existing curfew of 2100 local time for termination of circuit training and the retention of right-hand circuits on Runway 32 both help to avoid complaints from residents regarding aircraft noise.

The Federal Aviation Administration (FAA) estimates that the annual capacity for a general aviation aerodrome with a single runway arrangement, where 90% or more of all aircraft using the airport are below 5,700 kg, is around 150,000 movements. In addition if there are less than 200 locally based

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general aviation aircraft then the 150,000 movements would most probably be unachievable.

Research by the Bureau of Transport Economics in 1982, which evaluated the FAA's previous work on airport capacity, identified that an airport's capacity is directly related to the service rate or hourly capacity of its runway system when there is continuous demand for its service. An airport's ultimate capacity depends on:

1. The capacity of the runway, which is also influenced by other physical characteristics such as parallel taxiways and other stub taxiways at various lengths along the runway allowing more opportunities for aircraft to exit the runway as soon as possible; and
2. Operational aspects such as aircraft safety, weather conditions noise abatement policies (such as a curfew) and overall aircraft traffic mix.

Given the information above, the Northam Airport currently has the ultimate capacity in its current configuration to accommodate a much higher number of aircraft movements. Therefore a number of opportunities exist to try and attract additional users to the airport from a range of aviation groups including:

- Construction of additional hangars for increased GA and LSA aircraft storage;
- A major pilot training and flying school;
- Additional commercial enterprises such as aircraft maintenance workshops;
- Recreational fly-ins for air-shows, aircraft displays and aviation events; and
- Airparks.

#### 4.2 Aerodrome Reference Code System

Northam airport is a General Aviation aerodrome serving the needs of mostly private air operators. The aerodrome is not certified or registered by the Civil Aviation Safety Authority, it is classified as an Aeroplane Landing Area. All fixed base and fly-in aircraft that regularly use the airport have a Maximum Take-off Weight below 5,700 kg.

The aerodrome appears in the En Route Supplement Australia (ERSA) with a shaded background. The ERSA is published by Airservices Australia every 12 weeks and contains vital information on aerodromes around the country for use in flight planning and for pilots to refer to during flight.

With regards to future developments at Northam Airport, it is important that CASA standards are adopted for planning purposes. Australia is a signatory to the Chicago Convention on Civil Aviation. The standards for aerodromes in Australia are established from the International Civil Aviation Organisation (ICAO) Annex 14 Aerodrome standards with some modifications for Australian airports and conditions.

Australian regulations governing aviation and aerodromes standards are contained within CASA's Manual of Standards (MOS) Part 139 Aerodromes. This document is supplemented by a range of Civil Aviation Advisory Publications and Civil Aviation Orders. Northam airport has been constructed to the standards outlined in CAAP 92-1(1) Guidelines for Aeroplane Landing Areas, which is suitable for the operations currently taking place. CAAP 92 however does not set out geometrical standards for physical characteristics such as Taxiway widths and aprons. For planning purposes, the standards outlined in MOS 139 should be adopted to compensate for this gap in the published ALA standards

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when upgrading the airport. The physical characteristics of MOS 139 would need to be met if registration of the aerodrome were to be required.

One of the most important elements of MOS 139 is the Aerodrome Reference Code (ARC) system which specifies the standards for individual aerodrome facilities which are suitable for use by aeroplanes within in a range of performance and sizes. The Code is composed of two elements. Element 1 is a number related to the aeroplane reference field length. Element 2 is a letter related to the aeroplane wingspan and outer main gear wheel span. A critical or design aircraft is determined from the two elements of the ARC and then the aerodrome facilities are designed and built to meet those characteristics. Table 4.2.1 below taken from MOS 139 indicates the aircraft characteristics that determine the Aerodrome Reference Code.

**Table 4.2.1 – Aerodrome Reference Code extracted from MOS 139 – Aerodromes**

Aerodrome Reference Code (ARC)				
Code Element 1		Code Element 2		
Code Number	Aeroplane Reference Field Length (ARFL)	Code Letter	Wing Span	Outer Main Gear Wheel Span (OMGWS)
1	Less than 800m	A	Up to but not including 15m	Up to but not including 4.5m
2	800m up to but not including 1200m	B	15m up to but not including 24m	4.5m up to but not including 6m
3	1200m up to but not including 1800m	C	24m up to but not including 36m	6m up to but not including 9m
4	1800m and over	D	36m up to but not including 52m	9m up to but not including 14m
		E	52m up to but not including 65m	9m up to but not including 14m
		F	65m up to but not including 80m	14m up to but not including 16m

From the ARC tables, it is evident that the existing aircraft based at Northam are in the Code 1A category. There have been occasions when Northam has accommodated larger aircraft however for the purposes of planning and development, consistent with the opportunities that are available, then it would be practical to adopt Code 1A standards for aerodrome upgrades.

The technical data of a selected range of aircraft types have been considered, all of which are currently in service in Western Australia and all of which are located or have potential to locate and/or operate from Northam Airport. Table 4.2.2 below outlines these aeroplane characteristics.

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**Table 4.2.2 – Aircraft Types and Reference Codes**

Aeroplane Type	ARC	Aeroplane Characteristics					
		ARFL (m)	Wing span (m)	OMGWS (m)	Length (m)	MTOW (kg)	Tyre Pressure (kPa)
Cessna 172	1A	272	10.9	2.7	8.2	1066	200
Cessna 206	1A	274	10.9	2.6	8.6	1639	289
Cirrus SR22	1A	472	11.7	2.8	7.9	1542	427
Beechcraft Bonanza	1A	583	10.4	2.9	8.4	1656	276
Beechcraft Baron	1A	401	11.5	3.1	9.1	2449	392
Piper Navajo	1A	639	12.4	4.3	9.9	2950	414

Comparing MOS 139 Code 1A standards with the ALA standards contained within CAAP 92, there are a few differences, which Northam Airport already has implemented since the completion of the previous Master Plan in 2006. These basic differences are as below:

**Table 4.2.3 – Differences between MOS Code 1A, CAAP ALA Standards and Northam**

Standard	MOS - Code 1A	CAAP - ALA	Northam
Runway Width	18m	15m	15m
Runway Longitudinal Slope	Max 2%	Max 2%	Unknown - requires survey
Runway Strip Graded & Marked Width	80m	45m	80m
Transitional Surfaces	Clear of obstacles above 20% slope	Clear of obstacles above 20% slope	Requires survey, but large trees just outside of runway strip
Approach Slope	Clear of obstacles above 3.33% slope out to 2500m	Clear of obstacles above 3.33% slope out to 900m	Requires survey to determine
Taxiway Width	7.5m	Not Specified	7.5m

The majority of aircraft operating into and out of Northam will be comfortable with the current physical characteristics, nevertheless it is recommended that when considering upgrades the MOS Code 1A standards are adopted and would be essential if the aerodrome were to be registered in the future.

#### 4.3 Aircraft Movement Area

##### 4.3.1 Runway

The existing runway 14/32 has a marked length of 975 metres between the runway thresholds. The full effective runway pavement for operational take-off run available is 1248 metres. In relation to runway length, MOS 139 states “The length of a runway must be adequate to meet the operational

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requirements of the aeroplanes for which the runway is intended". The "operational requirements" of aeroplanes may be determined by the aircraft manufacturer, aircraft type, performance, fuel and payload uplift and meteorological conditions such as ambient air temperature, wind speed and wind direction.

There doesn't seem to be any recent records of an Aerodrome Safety Inspection (ASI), which is recommended to determine the actual take-off and approach gradients and calculation of the other declared distances associated with the runway. These declared distances could be published as a Runway Distance Supplement (RDS) alongside the ERSA entry for Northam to give visiting pilots, especially those unfamiliar with the airport, even more information on the aerodrome for flight planning purposes.

The existing runway paint markings, whilst appearing suitable are very faint and should a re-mark should be considered in the short term. For planning purposes, a re-mark should be scheduled every few years to ensure the marking remain bright and clear to pilots.

The runway is currently 15m wide which is suitable for the current classification of the aerodrome. If any upgrades to the surface were desirable within the next planning period, then the width could be increased to 18m. This small increase would align the runway with MOS 139 Code 1 requirements.

#### **Recommendations –**

Carry out an Aerodrome Safety Inspection (ASI) to allow take-off and approach slopes to be surveyed and Declared Distances to be calculated. The ASI will also highlight any other safety issues such as obstacles that may infringe the transitional surface, e.g. trees and vegetation.

Once an ASI has been carried out, a Runway Distance Supplement (RDS) could be published alongside the existing ERSA entry for Northam.

Programme to have the runway markings re-painted every few years as they become faded.

#### **4.3.2 Runway Strip**

The runway itself is centrally located within a runway strip. The areas either side of the runway should be smooth and firm in order to reduce the risk of damage to an aircraft in the event of running off the runway pavement. The flyover areas are additional obstacle free areas on either side of the runway strip that are not necessarily graded or trafficable but can be included to make up the overall runway strip width and also provides obstacle free airspace for aircraft flying over the area during take-off and landing.

The previous Airport Master Plan recommended demarcation of the runway strip edge with markers to MOS 139 standards (80m width). In July 2010, white cones markers were installed at the aerodrome as per this recommendation. MOS 139 standards also state that for Code 1 runways the runway strip must be 30m longer than the runway at both ends and as such the marker cones should be 30m out from the runway threshold markings. The ALA standards outlined in the CAAP do not require the cones to be offset from the runway thresholds. Therefore at this point there is a mix of the two standards (MOS 139 and CAAP 92(1)-1) being employed with regards to the runway edge cones.

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The flyover area should be maintained to ensure that no obstacles infringe an inclined slope of 1:5 (20%) originating from the edge of the marked runway strip. Any vegetation that infringes the slope, should be lopped or removed. Again an Aerodrome Safety Inspection would be able to outline any infringements that exist.

Any grass on the runway strip should also be regularly cut-short to ensure a smooth a possible ride for aircraft that leave the runway.

#### **Recommendations –**

The runway strip width has been marked to MOS 139 Code 1 standards (80m wide), but not for length which requires the runway strip to 30m longer than the runway at both ends. If MOS 139 standards are to be adopted, then the cones should be repositioned accordingly.

Have the vegetation at the sides of the runway strip surveyed to determine any infringement that may exist and lopping required.



View facing north-west along the airport perimeter fence. The runway strip edge cones can be seen. Trees may infringe the transitional surface and should be assessed by survey to ensure the flyover areas are clear.

#### **4.3.3 Taxiways**

The existing taxiways at Northam are 7.5m wide in accordance with MOS 139 Code A standards. If the potential of Northam airport is realised and the number of aircraft movements increases annually, there will be the demand for increased aircraft storage and movement areas. Any taxiways that are constructed should be done so to Code A standards and thus be 7.5m wide. An additional hangar

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development is proposed on the west side of the runway at the southern end. These hangars sites will require connecting to the runway by appropriate taxiways.

A parallel taxiway, mirroring the existing one on the eastern side of the runway could be constructed to allow aircraft to taxi to the northern end of the runway without having to cross. Due to the overall width of the runway strip being 90m and close to the airport perimeter fence, a parallel taxiway of this nature would require to be positioned outside of the current fence. To allow for future upgrade of the aerodrome to Code 2 standards or if a non-precision instrument approach were to be implemented, the separation distance between the centreline of the parallel taxiway and the centreline of the runway is recommended to be 52.5m

Adjacent residential land on the western side of the aerodrome would require re-zoning to incorporate the parallel taxiway into airport land. Those adjacent residential blocks will then have the opportunity to create an airpark type scenario, where private hangars could be built and connected to that parallel taxiway. In fact one of the landowners on the northern-most block is already in the planning stages of constructing his own hangar.

The development plan addresses this development option.

#### **Recommendations –**

Future parallel taxiways on the western side of the runway should have a separation distance of 52.5m between the centrelines of the runway and taxiway.

#### **4.3.4 Apron**

The standards for apron construction require apron parking areas to be located so that aeroplanes parked on it do not infringe an obstacle limitation surface, in particular the transitional surface.

The previous master plan proposed additional apron area to the north of the existing apron on the east side of the runway. This proposed apron has not been built, rather the new hangars have been connected to the existing parallel taxiway with individual taxiways. This originally proposed apron expansion is still valid and has been retained on the development plan to provide additional public parking for itinerant and visiting aircraft.

Additional apron area is also proposed on the west side of the runway to create more brand new aircraft storage options, potentially attracting new users to the airport. The large open area could be used to host aviation related events, such as recreational fly-ins and aircraft displays. Adequate parking is essential for future growth and be the key to that growth. The land is already zoned for airport use but is currently used to keep horses. The existing Illuminated Wind Direction Indicator is also located on this parcel of land and will require repositioning when the apron area is constructed.

The development plan shows that nineteen additional hangar blocks of 15 metres frontage could be created on the western side of the runway. The standards require apron parking areas to be located at a distance offset from the runway strip such that buildings, taxiing aircraft and parked aircraft do not infringe the 1:5 transitional surface that arises from the edge of the runway strip. Therefore the proposed hangars on the western side of the runway, are proposed to be at least 30m outside of the

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runway strip to allow the nearest hangar to be a maximum of 6m high. Height limits would increase for the hangars which are set further back from the runway strip.

#### 4.3.5 Wind Direction Indicator and Signal Circle

The Northam airport currently has two wind direction indicators; a primary illuminated white windsock at the south-western end and a yellow secondary windsock at the north-western end. If the proposed additional apron area is to be developed on the western side of the runway, then the existing illuminated wind direction indicator will require to be repositioned. A suitable location would be to the north of the existing location away from the proposed apron and hangar developments. The illuminated windsock assembly is about 10m high and thus the new location would require to be set back approximately 50m from the runway strip to ensure that it doesn't infringe into the transitional surface.

To enhance the visibility of the wind direction indicator it must be positioned centrally in a blackened circular area 15 metres in diameter and bounded by either a ring of 15 white cones or a white painted annulus 1.2m in width.

Further, CASA standards require a signal circle, consisting of a blackened circular area 9 metres in diameter and bounded by either a ring of 6 white cones or a white painted annulus 1.0m in width. The signal circle must be located not more than 15m from the primary wind direction indicator.

The signal circle is used to display ground signals when certain operational circumstances prevail. For example total aerodrome unserviceability or closure must be displayed by a signal consisting of two white stripes not less than 0.9m wide and 6m long placed in the form of a cross in the signal circle. This signal would be required if there was an incident on the runway meaning it cannot be used.

Other relevant signals which may be useful at Northam include restricted operations and glider operations signals, both of which have a unique appearance within the signal circle.

The use of ground signals is a visual statement of operational status at the time, to a pilot on arrival. This advice and other matters that could affect serviceability, such as infringed approach and take-off areas, animal hazards or a damaged windsock should be preferably be notified to pilots prior to departure.

#### **Recommendations –**

As the Northam airport is not registered, a reporting system where pilots can be informed of any changes to the aerodrome serviceability status should be established. A signal circle should be established not more than 15 metres from the primary wind direction indicator.

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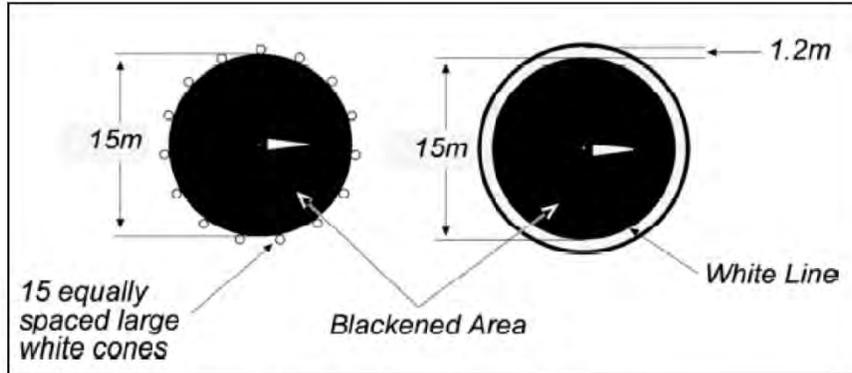


Figure 6: Options for Primary Wind Direction Indicator

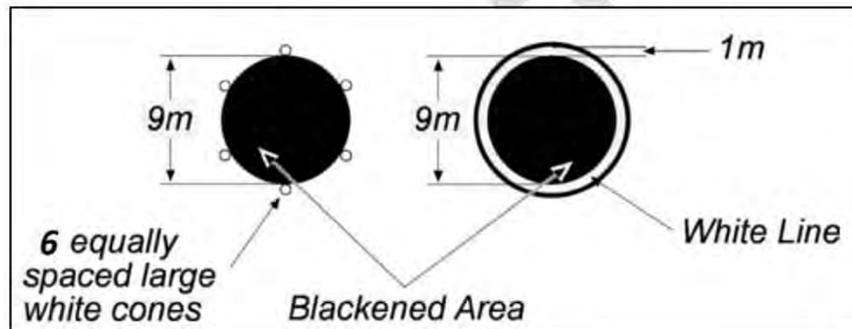


Figure 7: Options for Signal Circle

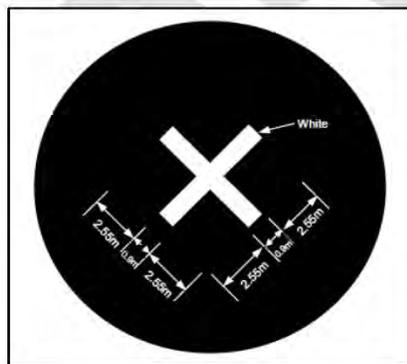


Figure 8: Total Unserviceability Signal

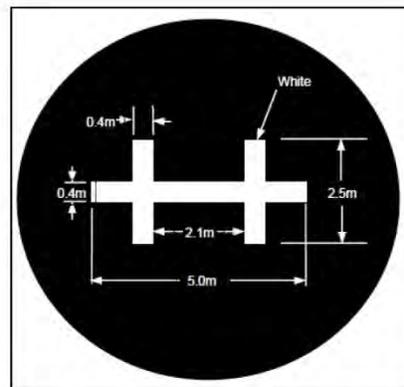


Figure 9: Glider Operations Signal

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#### 4.3.6 Runway Lights

Fixed airfield ground lights are installed on runway 14/32 at a longitudinal spacing of 90 metres and offset from the runway centreline by 15 metres either side. The individual lights are mounted on concrete blocks. As the concrete blocks are situated within the runway strip, they should sit flush with the surrounding ground. Some of the blocks protrude above the surface and some re-grading of the surrounding area should be carried out to ensure a smooth surface.

The airfield lighting system is capable of activation using Pilot Activated Lighting (PAL) frequency 124.2 MHz and has frequency response.

A secondary or standby power supply using a small diesel generator that could automatically activate should mains power be lost would provide the ideal back up. Portable lighting, either battery operated or using flares is the other option when mains power is unserviceable.

#### **Recommendations –**

Smooth the areas around the concrete blocks upon which the runway edge lights sit to ensure they are flush.

In order to gain knowledge on the current condition of the electrical circuits at the airport (and thus the remaining expected life), it is recommended to carry out an aerodrome electrical technical inspection. An inspection of this nature will provide details on the insulation resistance of the circuitry and the compliance of the system to both MOS 139 and the AS 3000 – Electrical Installations.



Concrete blocks should be flush with the surrounding area on the Runway Strip.

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#### 4.4 Pavement Strength

The runway at Northam airport has undergone several upgrades over the decades. The two latest runway upgrades, completed in 2001 and 2006 respectively involved firstly chip sealing the runway and later, applying an asphalt surfacing. An asphalt surfacing typically provides maintenance free service for upwards of 15 years. The light-weight nature of aircraft operations at Northam possibly means that the asphalt will last a longer than conventional asphalts on larger airports.

No destructive testing or sampling was undertaken as part of the Master Plan as it was deemed unnecessary and the pavement should last for many more years so long as water is not allowed to ingress into the underlying pavement materials.

#### *Recommendations –*

In the years to come, as the asphalt gets older, it will be prudent to conduct an annual pavement inspection by a suitably qualified person to ensure that there are no significant cracks or depressions appearing in the runway, taxiways or apron surfacing that will allow water to enter the underlying base course.

#### 4.5 Aviation Support and Landside Facilities

The Northam Aero Club facilities provide a focal point for the public with ablutions, phone access and drinking water and shelter from the elements being the basic comfort needs of an itinerant pilot.

Where scheduled service flights are operating a passenger terminal will be found. However, at those airports used only by a collective of general aviation users then the provision of common user facilities to meet the needs of local and itinerant pilots is appropriate.

The existing landside building area site occupied by Northam Aero Club is considered adequate for expansion and redevelopment over time to meet this public focus point, assuming the club retains its presence.

Uncontrolled access to the airside area (beyond the building line) is not to be encouraged under CASA registration provisions to promote safety and best practices. Fences, gates and signage to limit unauthorised access airside are all in the interests of best practice and safety. Current vehicle access routes do not advise where cars are to park or halt to avoid unauthorized access. Under the development proposal future road construction is recommended to be confined to the identified road reserves.

The airport has mains power and water to the site as these are essential engineering services to businesses on an airport. An upgrade of the electrical distribution on the airport to meet three phase demand and increased demand has been mooted but a load demand assessment is required taking due account of ultimate facility development.

The provision of power to proposed new development sites will be an essential requirement to attract tenants to the sites and ensure airport business growth.

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Similarly, main pressure water supply is highly desirable versus the requirement for individual catchment installation for water supply and should be distributed to new sites.

The staged upgrade of both power and water supply in conjunction with future building area development is recommended.

#### 4.6 Security Requirements

Fences exist on all boundaries of the Northam airport in various condition and consideration should be given to upgrading the perimeter fence when the proposed developments go ahead. Rural stock-type fencing is deemed adequate for the airport, unless there exists a significant Kangaroo hazard, meaning appropriate roo-proof fencing should be considered. The current status of the aerodrome as an ALA with no regular public transport flights means that formal security standards are not required to be followed to inhibit unlawful interference at the airport.

Safety to aircraft should still remain paramount to aerodrome operations and some restriction to airside access should be implemented. Currently, there is nothing preventing public vehicle access to the airside area of the airport, which although rare, could present a potential hazard to aircraft operations. Some action should be taken or procedures set in place to ensure gates can be locked or investment could be made into an automatic vehicle gate and swipe cards issued to the relevant people who require airside access. Temporary swipe cards could be made available for itinerant pilots who want to leave the airside area.

#### 4.7 Airspace Protection Surfaces

The airport's Obstacle Limitation Surfaces (OLS's) depict the aerial surfaces that need to be protected from infringement by obstacles (buildings, terrain, vegetation etc.) for the safe operation of aircraft.

The OLS plans reveal an order of penetration by existing terrain, which is important information to have when designing departure and approach path procedures for Northam airport and promulgating aircraft circling minima.

For the purposes of the airport master plan, the OLS plan prepared for the airport is based on code 2 non-instrument standards which could be adopted as the 'ultimate' OLS for the aerodrome site and establishes aspiring standards of safety.

The significant consideration to external land use planning is the restriction of structures that may be proposed to be erected within the take-off/approach splays and OLS generally.

#### **Recommendations –**

To determine and maintain accurate take-off/approach gradients and calculation of the declared distances available, an annual aerodrome technical inspection including survey should be undertaken. This will outline any new or changing obstacles, such as vegetation that affect the aerodrome's OLS. Obstacles that infringe, that cannot be removed should then be marked by an aviation obstacle light.

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Any permanent obstacles (if they exist) that infringe in the aerodrome's OLS should be published on the Northam ERSA entry to give pilots knowledge of the airport prior to arrival. An aerodrome survey will establish any existing obstacles.

#### 4.8 Aircraft Noise

Northam airport is an important public infrastructure facility for the Avon Valley and Central Wheatbelt communities and the community expect the operation of this facility will not inhibit development or their lifestyle.

The Northam Airport Master Plan sets out to determine, at an early stage of the airport's life cycle, the ultimate form to which it is envisaged to develop. A design standard has been selected and the ultimate level of aircraft movement can at least be expected to double with capacity at the airport far beyond that.

In addition it is recommended to have a process to examine building heights of new structures proposed for erection around the airport encompassing the extent of the airport's OLS surfaces, as depicted by the plans. Aircraft noise is an important community and environmental consideration in the immediate proximity of the Northam airport.

As with the management of building height control and the implementation of planning regulations for appropriate zoning it is possible to manage development to avoid aircraft noise from becoming an issue. The highest noise sensitive areas at any airport are located on the immediate 'straight-in' approach/departure paths for the runway.

The Northam Aero Club have adopted fly neighbourly procedures to limit aircraft activity over the town. Right hand circuits on runway 32 are promoted as special procedures to minimize the potential to cause the community concern. There is also a curfew in place for repetitive circuit training at 2100 hours (local time) each evening.

Present traffic levels are inadequate to empirically determine and show a noise impact by the Australian Noise Exposure Concept (ANEC) extending to external property. This is due to the weighting given to light aircraft versus jet movements and the fact that operations conducted by day have less noise weighting than night operations.

Further, it has become better appreciated in recent times that the ANEC for an airport, read in conjunction with Australian Standard AS 2021 "Acoustics - Aircraft Noise Intrusion – Building Siting and Construction" is only a planning guide and not the ultimate noise management tool.

It is more advisable to be cognisant that training aircraft do have to circuit the airport runway some 1.0-1.5 km out from the runway to intersect the approach centreline and conduct a landing or "touch and go" and by implementing compatible land zoning of the surrounding airport land, out to at least 1.5 km from the parallel and ends of the runway, if possible, then this can provide the greatest mechanism to 'protect' the airport.

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#### **Recommendations –**

Advertisement, within the local community, of the adopted fly neighbourly procedures would ensure local residents know that airport operations are restricted and tailored to the local environment. This is beneficial in promoting the airport through community relations and securing the long term future of the airport at the existing site.

## **5 Opportunities**

### **5.1 Aircraft Storage**

Northam airport already has a number of private aircraft storage hangars utilised by aircraft owners. There is space to expand on this already successful scenario especially because storage space of personal aircraft is at a premium in the Perth metropolitan area. The Jandakot Airport Master Plan 2014 states that 13,500 square metres of aircraft hangar space could be constructed with the next five years. With Jandakot being an air-traffic controlled airport, this means that the proposed hangar space is not available to Light Sports Aircraft pilots, who are not permitted to enter controlled airspace.

With the trend for recreational flyers in Australian aviation seemingly moving towards Light Sports Aircraft, Northam's location again is highly appealing to those residents from the Perth Metropolitan area who would like to store an aircraft within easy reach of the city.

As the Northam Airport is owned by the Shire, there is a strong case for developing additional aircraft storage. There is the potential to have additional revenue streams from leasing the space where the aircraft owner may erect a hangar. Then in future lease may be transferred and the hangar removed or the lease sells it to the new lease as part of the transfer of lease. The sites could be serviced with water, power, sewerage and therefore attract a higher rent. Alternatively the Shire may opt to construct a series of secure hangars either independently or as a public/private partnership in order to convince new tenants to become involved at the airport.

For the Northam Airport Master Plan, on the western side of the runway a building area development proposal creates subdivided blocks suitable for multiple hangar site development. Some 18 hangar sites with 15 metre wide frontages can be created or more if smaller dimensions are adopted or common walls between hangars are utilised. The actual building characteristics can be reviewed following demand assessment but for planning purposes notional sizes have been adopted.

The 18 hangar sites can be located around the perimeter for an expansive apron area measuring approximately 185m x 90m. This area, used for General Aviation aircraft parking can be the assembly point of recreational fly-ins, air-shows and aircraft displays. The Northam Aero Club may even consider moving their club rooms over to this western side of the runway and establish new facilities, hangars and training rooms for their operations. This may in turn spike interest from peripheral users of the airport and encourage aspiring pilots to take their flying lessons at Northam from brand new training facilities.

The land to the western side of the runway is currently underutilised with the illuminated wind direction indicator located here and horses being kept in the paddock. Relocation of the windsock will

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be required and open drainage channels could be constructed to channel run-off towards the Mortlock River.

The site earthworks, apron formation including surfacing and utility installations can be undertaken as first stage and building hangars as stage two with demand for hangars determining the extent and timeline of such constructions. The apron area can be connected to the runway by the proposed parallel taxiway on the western side of the runway, which could also be constructed in a staged approach and demand requires from increasing new occupancy.

This site can be directly accessed from Withers Street, with the creation of suitable access roads and this presents advantages for independent access and also independent aggregation of aircraft and operator type, such as Light Sports Aircraft.

#### 5.2 Pilot Training

Commercial Pilot Training is readily available in Western Australia for both domestic and international cadets. At present, Jandakot airport supports two international airlines' pilot training schools. The Singapore Airlines Flying College and the China Southern Western Australian Flying College.

The training schools provide the airport operator with significant commercial income and thus support the airport's operational and development costs. Flow on business extends to aircraft service industries, employment for training personnel and instructors, administrative staff and general support associated with the schools.

Supplementary economic activities are increased aviation fuel sales, local servicing and maintenance of the school, construction activity and expenditure in the local economy by cadets and instructors. The flow-on effect extends to airports such as Northam, where aircraft from the China Southern Flying College regularly stop to refuel.

In the mid-1990's China Southern WA Flying College established a satellite training facility at Merredin Aerodrome. The Shire of Merredin leased their then defunct airport to China Southern for \$1 for a period of 100 years. The partnership in the years since has been successful with major investment providing upgraded facilities at the airport, including sealed runways, control tower, firefighting system, classrooms and an automatic weather station. Other local economic benefits include employing approximately 30 local staff, construction of accommodation facilities in town, local catering contracts and maintenance contracts. The overall training facility has the capacity to accommodate up to 300 students at any one time to complete their initial Commercial Pilot's License in single-engine Grob aircraft before going back to Jandakot to advance to multi-engine and jet aircraft.

Singapore Airlines Flying College does not have a satellite training facility in regional Western Australia. The greatest risk to rural programs is the attraction and retention of flying instructors. Instructors and their families require education, health care, recreational facilities and good quality housing. A close distance to the city is required to transport students and provide greater options for time off. Northam has all of these pre-requisites.

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Clearly, the Merredin venture has been successful for both the local economy and the State. Attracting a major airline is a triumph and is a possible option for Northam Airport and the regional benefit resulting from a primary or satellite training facility being established is significant.

#### 5.3 Aircraft Maintenance and Fuel

An existing key commercial enterprise at the Northam Airport is the presence of Northam Air Services. Up until the end of 2012 the average age of active fixed wing VH-registered aircraft was 27.7 years, which was an increase from 2011 (27.0 years). With the aging nature of general aviation aircraft the need for continued expanded aircraft maintenance operations at Northam are vital for the commercial development opportunities at the airport.

VH aircraft are registered with CASA, are heavily regulated and must be maintained by CASA Licensed Aircraft Maintenance Engineers (LAMEs). At present, there is also a severe shortage of LAMEs in many parts of Australia and this continues to be a high demand service. The role of Jandakot Airport as a major aviation training facility was further enhanced in 2010 when Polytechnic West redeveloped its Aerospace Training Centre. The Aerospace Training Centre provides courses in engineering and aircraft maintenance, ground and cabin crew operations, and airport management, increasing the chances of local talent being able to be recruited for expanded aircraft maintenance operations at Northam.

The present siting of the Avgas fuel facilities with dispensing cabinet on the apron building line and all tank and pump equipment landside is the most efficient use of land.

Its position is acceptable and its retention encouraged. However, any fuel storage development/upgrade should comply with the siting requirements from hangars and buildings to be compliant with AS 1940-1993 'The Storage and Handling of Flammable and Combustible Liquids'. For instance a 20,000 litre facility must have 9 metre clearance yet an 8,000 litre (existing) must have 6.5 metre clearance.

Fuel facility upgrade may be driven by fixed base operations of say firefighting water bomber aircraft or by local flying traffic demand and increased hours of availability through automation of supply say by swipe card installation.

Aviation turbine fuel (AVTUR) is not currently available at Northam although there seems to be a demand for it. The local operator Taurus Aviation uses about 90,000 litres per year for its aerial agricultural operations and refuelling is currently undertaken through fuel drums which are stored in the hangar. A small above ground tank around 20,000 litres capacity would probably be of great benefit in attracting even more permanent and itinerant users to the airport.

#### 5.4 Recreational Fly-ins

Northam is a famous destination, both locally and nationally, with a good range of annual events on the calendar. A very popular event in Western Australia is the Avon Descent, which is held around the start of August each year, with the start line for the race being in the centre of Northam in Bernard Park. The addition of the National Ballooning Championships coming to Northam in late-August 2015

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also highlights the fact that Northam is an attractive destination for significant recreational events.

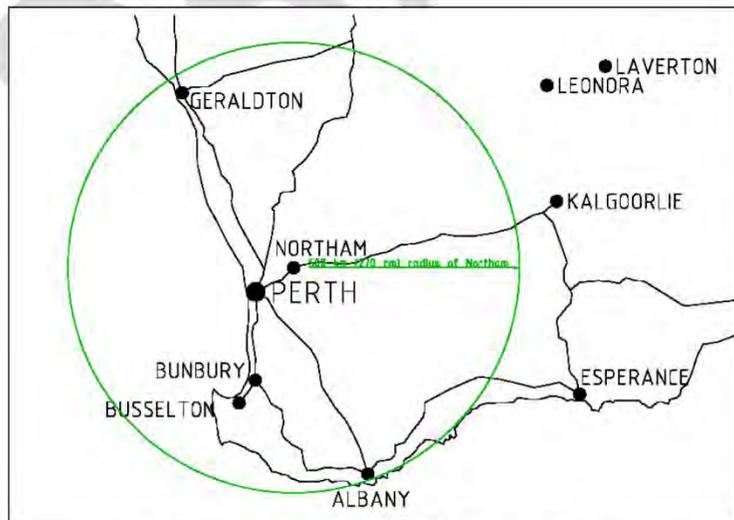


There is opportunity to introduce recreational fly-ins and air-shows at Northam airport to attract more people to visit the airport site. Furthermore, fly-ins could be arranged and advertised to coincide with significant event occurrences in town when peak numbers of visitors are in the local area.

A fly-in is a pre-arranged gathering of aircraft, pilots and passengers for recreational and social purposes. They can be formally or informally organised members of the public may or may not be invited and they can be aimed at specific aircraft classes such as a certain aircraft model, vintage and warbird aeroplanes.

There are a number of fly-in events organised locally and throughout Australia, for example the annual AUSFLY event is held in Narromine, NSW, which attracts many aircraft types. Other events can be centralised around fundraising for worthy causes such as the Royal Flying Doctor Service, with aerial acrobatics displays, music events and food stalls.

Northam is located ideally to attract recreational flyers from the regional areas both to the north and south of the Perth metropolitan area with a comfortable flying distance from most other aerodromes in the south-west land division. Vivaly, Northam Airport already has an ERSA entry and provides crucial information for recreation fly-ins.



500 km (270 nautical miles) radius from Northam.

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#### **Recommendations –**

Explore the potential to introduce aviation related events hosted at the Northam Airport in order to attract the local public and recreational pilots from further afield. Signature events could be organised to coincide with other town events to take advantage of peak visitor numbers and maximise exposure.

#### **5.5 Airparks**

Airparks are high-end developments located adjacent to airports and generally within the airport reserve, they are 'fly-in' communities. An airpark is a residential location that consists of residences with attached hangars. Each residence includes a hangar with lot owners having direct access through taxiways to the runway.

The airpark concept was pioneered in the United States of America and there are now several locations in Australia under development, with Temora in New South Wales being an example of a so-far successful undertaking. Temora is owned by the Shire of Temora and includes both residential and commercial lots. Features of the airpark include:

- Residential lots from 800 to 1250 square metres from \$65,000;
- Commercial lots from 1250 to 298,000 square metres;
- Runway is 2040 metres long and 30 metres wide;
- Owner design and build unique residential homes; and
- Fuel available on site.

All 38 lots offered in Stage One at Temora have been sold, along with 28 out of 32 lots offered in Stage Two. Stage Three is already being planned.

Here in Western Australia, Airparks have been under consideration in Serpentine, Esperance, Margaret River, Denmark, Wagin and Jurien Bay.

While the development of an airpark is not within the scope of this Master Plan, the preference for Northam Airport is to remain as a mainly recreational general aviation airport and therefore airparks present a very appealing option for the future and could be explored further. In addition to being strategically compatible, airparks have the opportunity to generate revenue through land sales and annual rates and fees.

The location of Northam Airport in the heart of the Avon Valley away from the busy and controlled metropolitan airspace is the ideal site for an airpark development both from an airport operator and consumer point of view. Aside from the fact that Northam itself is a very appealing destination location the airport is central in a region with a high level of existing and increased general aviation activity of all kinds.

As highlighted in Section 4.1.3 *Aviation Capacity* above, the Northam airport in its current configuration is able to support a significant amount of additional aircraft movements on an annual basis. An airpark development is not expected to drastically increase the current number of aircraft movements, especially due to the limited space available within airport land that is available for the development of airpark lots.

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Artist Impression of a Residential Airpark Taxiway – Source: Website of Evans Head Airport, NSW.

#### 5.6 Other Revenue Opportunities

There are a number of other revenue opportunities that are available to Northam Airport. They are by no means the limits of revenue opportunities but appear to fit well within the strategic context of the airport.

By encouraging aircraft activity and the commercial use of sites it is possible to maximise the potential financial return from operating the airport as a business. For airports situated in small regional centres, such as Northam, the dominant airport business income is derived from aircraft user activity and demand for on airport commercial sites is typically comparatively low.

The regional airports with scheduled passenger services have a distinct edge over centres that only support general aviation as they have the ability to charge passenger levies and landing fees with sustained regularity.

In Northam airport's case the operation is presently at nil or little cost to the owners as the Northam Aero club takes full responsibility for all management activities.

The Shire of Northam has a strong community commitment to the ongoing development of the airport and are more capable of generating the capital to ensure timely upgrade of facility infrastructure occurs. This is on the basis that grant funds are accessible through State and Federal sources more readily in the public domain versus the private.

Itinerant use of the airport by student pilots conducting navigation exercises cannot generate income as use of the airspace is free. Yet almost all flying schools within a 200 km range of Northam will at some stage seek the use of the airport for their students as a part of a matrix of aerodromes that combine to form suitable flight planned navigation routes.

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A mechanism for cost recovery should be contemplated but it cannot and should not be attempted to be 100% cost recovered as the traffic levels are just not sustainable for this to occur. Charges for use of the infrastructure can be imposed and are accepted by the aviation industry provided that they are fair and reasonable. Charges on fixed base operators is normally structured as an annual fee per aircraft plus a site lease charge where an area of land has been allocated to the operator. Again charges must be fair and reasonable and typically a Land Valuer will be engaged to recommend an appropriate rate.

Itinerants are potentially charged on a movement or similar basis but it is the growth in the airport business development that must be the focus. To grow demand will grow revenue. The Northam Aero Club are active in their pursuit of new students which directly generates potential for additional aircraft and growth of other service industries on the ground at Northam airport. The airport's catchment for aircraft owners and pilots extends to the Perth metropolitan regional and in particular the hills and northern suburbs that have significant surface travel times to Jandakot airport.

Having suitable areas available for the development of hangars, public apron parking and a flying training school are all hall mark business initiatives to stimulate future expansion.

General aviation business is a competitive market and those airport operators that have developed sites ready to be allocated and have a policy of support to develop when approaches are made by private and business developers are more likely to be the winners. Equally the availability and ease of connection to engineering services such as power, water and telephone are important considerations.

Capital outlay of course must be matched by reasonable return on investment and the criteria will vary for rate of return. However, the operational income from the business would be expected to equal the operational expenditure and meet major recurrent costs such as runway reseals and upgrades.

This master plan provides guidance for the structured development at the airport. However, it is not able to accurately forecast timing of aviation growth that would warrant the infrastructure development referred to by the master plan. In saying this, the financial strength of the airport as a business must be kept in mind and every opportunity taken to make use of support grants to offset the limited capital available for development of the airport.

#### ***Recommendations –***

Investigate further the potential to implement landing fees at the Airport, particularly for itinerant aircraft such as those from local flying schools. A method to record the aircraft registrations and produce invoices would need to be cost-effective to make the venture worthwhile.

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- Northam Aero Club Website (2015) - <http://www.northamaeroclub.com/>.
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- Written and verbal stakeholder submissions including Shire of Northam, Northam Aero Club, Aircraft Owners, Residents and Northam Air Services.
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- Western Australian Planning Commission (2014) – Wheatbelt Regional Planning and Infrastructure Framework.
- Australian Bureau of Statistics Website (2015) - <http://www.abs.gov.au/>.
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- Evans Head Airpark Website (2015) - <http://www.evansheadairpark.com.au/>.

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

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## **APPENDICES**

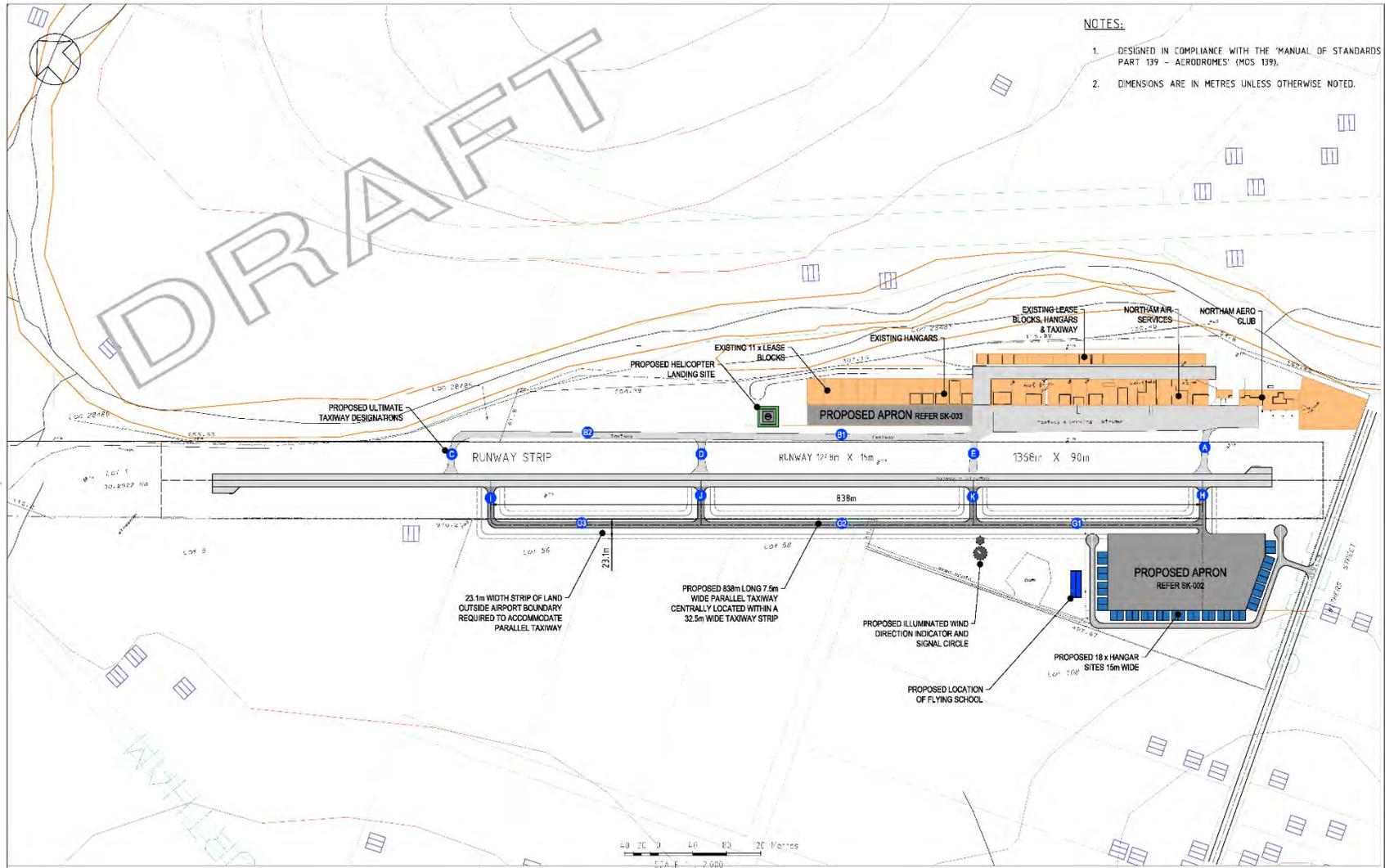
### **Master Plan Drawings**

- 1. YNTM-SK-001 – Development Plan**
- 2. YNTM-SK-002 – Building Area Development – Western Side**
- 3. YNTM-SK-003 – Building Area Development – Eastern Side**
- 4. YNTM-SK-004 – Obstacle Limitation Surfaces – Outer Surfaces**
- 5. YNTM-SK-005 – Obstacle Limitation Surfaces – Transitional**

# SHIRE OF NORTHAM

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YNTM-SK-001 BUILDING AREA DEVELOPMENT - WEST SIDE RFI		The document contains Aerodrome Management Services Pty Ltd copyright and is registered here for electronic use. The information shall not be reprinted for any other use and permission for necessary reproduction and distribution shall be sought from the copyright owner. The user agrees and warrants that the copyright owner shall be notified for any use of this information.		 <b>AMS</b> Aerodrome Management Services Pty Ltd 50 West Street Perth WA 6000		CLIENT  Shire of Northam		DRAWN BY: A.S. 16/02/15 DESIGNED BY: J.G. 27/02/15 CHECKED BY: J.G. 27/02/15 ORIGINATOR: COMPANY: APPROVED:		TITLE NORTHAM AERODROME (YNTM) WESTERN AUSTRALIA MASTER PLAN DEVELOPMENT PLAN		SCALE 1:2,000 @ A1 DRAWING NO. YNTM-SK-001 REV D	
D 24/06/15 LEASE BLOCKS AMENDED, HES ADDED, LABELS UPDATED	C 08/05/15 ISSUED FOR COMMENT	B 30/04/15 ISSUED FOR COMMENT	A 27/02/15 ISSUED FOR COMMENT	REV DATE AMENDMENTS	DRG NO.	REFERENCE DRAWING							

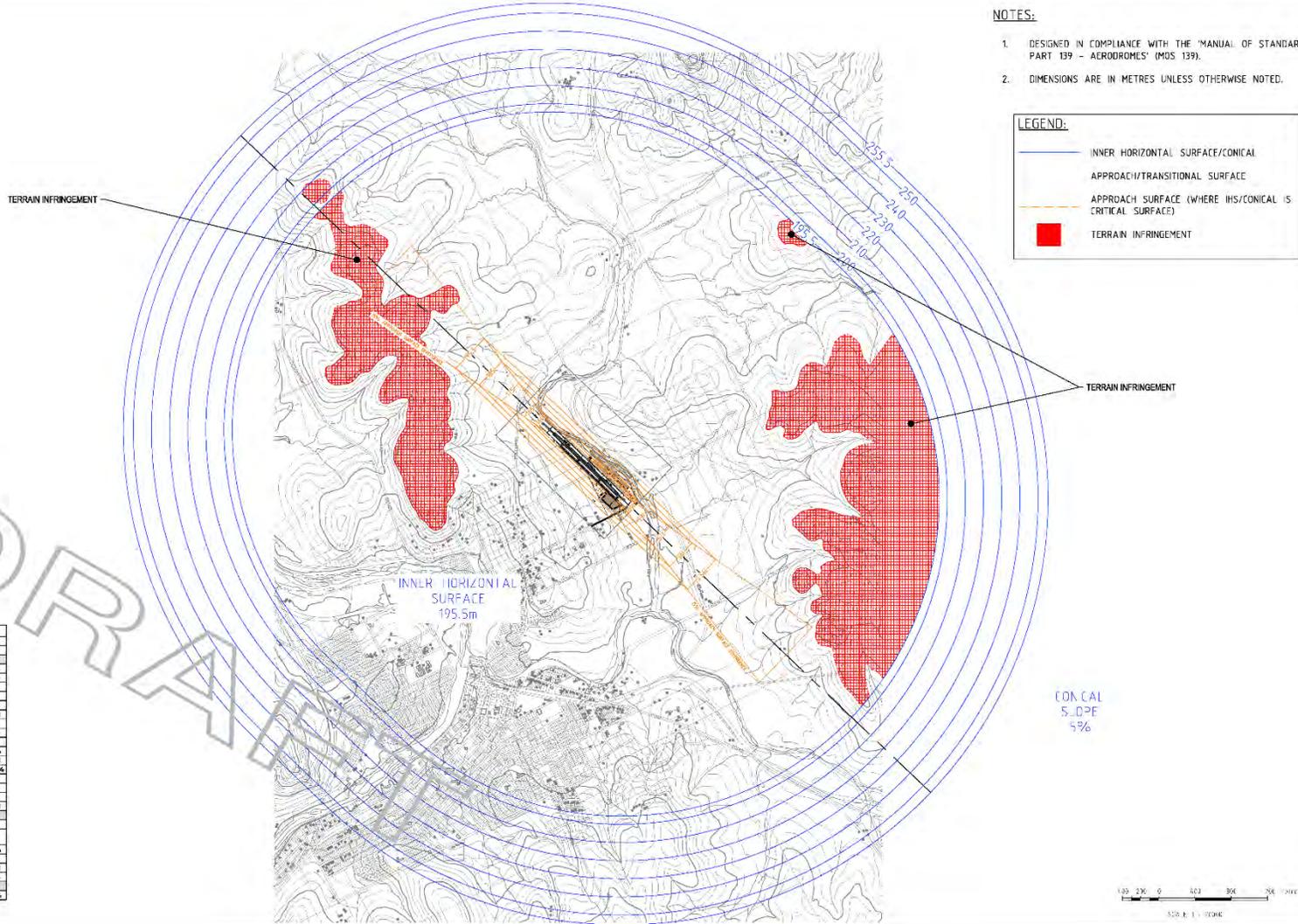




# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



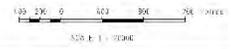
- NOTES:**
- DESIGNED IN COMPLIANCE WITH THE 'MANUAL OF STANDARDS PART 139 - AERODROMES' (MOS 139).
  - DIMENSIONS ARE IN METRES UNLESS OTHERWISE NOTED.

**LEGEND:**

- INNER HORIZONTAL SURFACE/CONICAL
- APPROACH/TRANSITIONAL SURFACE
- APPROACH SURFACE (WHERE IHS/CONICAL IS CRITICAL SURFACE)
- TERRAIN INFRINGEMENT

O.L.S. & DIMENSIONS	
NON-PROCESSED INSTRUMENT	
CODE NO. 1 AND 2	
APPROACH	
CONICAL	
SLOPE	5%
HEIGHT (M)	40
INNER HORIZONTAL	
HEIGHT (M)	45
RADIUS (M)	195.5
APPROACH	
INNER EDGE LENGTH (M)	30
DISTANCE FROM THRESHOLD (M)	40
DIVERGENCE FAIR SIDE	10%
FIRST SECTION LENGTH (M)	250
SLOPE	3.25%
SECOND SECTION LENGTH (M)	—
SLOPE	—
HORIZONTAL SECTION LENGTH (M)	—
TOTAL LENGTH (M)	250
FAKE-OFF	
INNER EDGE LENGTH (M)	30
MINIMUM DISTANCE OF INNER EDGE FROM RUNWAY END (M)	40
FAIR SIDE DIVERGENCE (EACH SIDE)	10%
FINAL WIDTH (M)	50
OVERALL LENGTH (M)	250
SLOPE	4%
TRANSITIONAL	
SLOPE	20%

CONICAL  
SLOPE  
5%

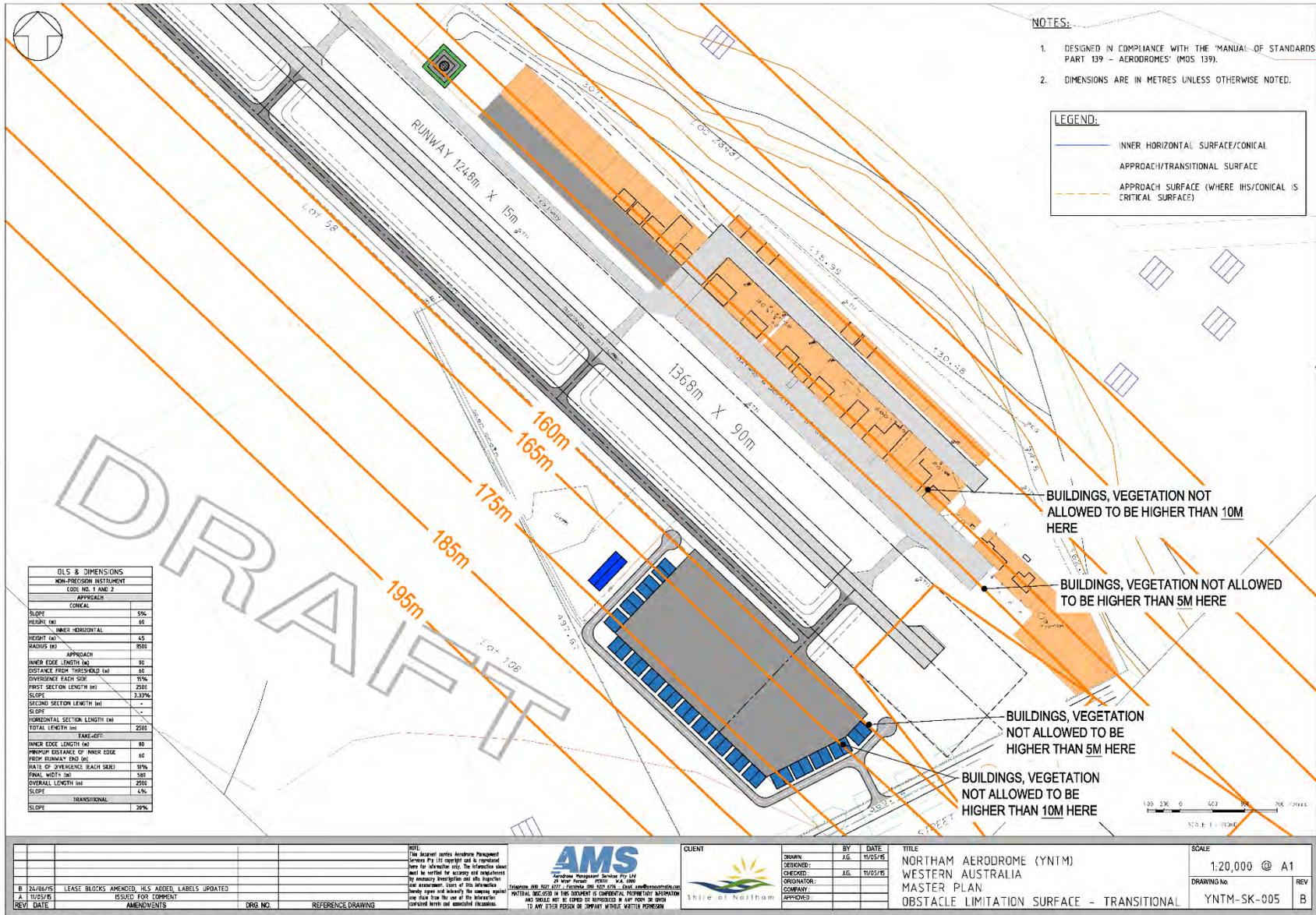


<p><b>AMS</b> Aerodrome Management Services Pty Ltd 20 West Street Perth WA 6000 Telephone: 08 9227 4127 - Facsimile: 08 9227 4278 - Email: <a href="mailto:ams@amsaerodrome.com.au">ams@amsaerodrome.com.au</a></p>				<p>CLIENT </p>		<p>BY DATE DRAWN: J.G. 15/05/15 DESIGNED: J.G. 15/05/15 CHECKED: J.G. 15/05/15 COORDINATOR: COMPANY: APPROVED:</p>													
<p>NOTE: This document contains Aerodrome Management Services Pty Ltd copyright and is reproduced here for information only. The information must not be used for any other purpose without the written consent of Aerodrome Management Services Pty Ltd.</p>				<p>TITLE NORTHAM AERODROME (YNTM) WESTERN AUSTRALIA MASTER PLAN OBSTACLE LIMITATION SURFACE - OVERALL</p>		<p>SCALE 1:20,000 @ A1 DRAWING No. YNTM-SK-004 REV B</p>													
<p>REVISIONS</p> <table border="1"> <thead> <tr> <th>REV</th> <th>DATE</th> <th>ISSUED FOR COMMENT</th> <th>AMENDMENTS</th> </tr> </thead> <tbody> <tr> <td>B</td> <td>24/08/15</td> <td>LEASE BLOCKS AMENDED - H.S. ADDED</td> <td></td> </tr> <tr> <td>A</td> <td>11/05/15</td> <td>ISSUED FOR COMMENT</td> <td></td> </tr> </tbody> </table>		REV	DATE	ISSUED FOR COMMENT	AMENDMENTS	B	24/08/15	LEASE BLOCKS AMENDED - H.S. ADDED		A	11/05/15	ISSUED FOR COMMENT		<p>DWG. NO.</p>		<p>REFERENCE DRAWING</p>		<p>FILE NO. 5:\Marketing\Northam\Drawings\YNTM-SK-004.dwg 24-08-15 - 11:56 AM</p>	
REV	DATE	ISSUED FOR COMMENT	AMENDMENTS																
B	24/08/15	LEASE BLOCKS AMENDED - H.S. ADDED																	
A	11/05/15	ISSUED FOR COMMENT																	

# SHIRE OF NORTHAM

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### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



- NOTES:**
- DESIGNED IN COMPLIANCE WITH THE 'MANUAL OF STANDARDS PART 139 - AERODROMES' (MOS 139).
  - DIMENSIONS ARE IN METRES UNLESS OTHERWISE NOTED.

**LEGEND:**

	INNER HORIZONTAL SURFACE/CONICAL
	APPROACH/TRANSITIONAL SURFACE
	APPROACH SURFACE (WHERE HIS/CONICAL IS CRITICAL SURFACE)

**CLS & DIMENSIONS**  
NON-PRECISION INSTRUMENT

CODE NO. 1 AND 2	
APPROACH	
SLOPE	5%
HEIGHT (M)	60
CONICAL	
INNER HORIZONTAL	
HEIGHT (M)	45
RADIUS (M)	2500
APPROACH	
INNER EDGE LENGTH (M)	60
DISTANCE FROM THRESHOLD (M)	60
DIVERGENCE EACH SIDE	19%
FIRST SECTION LENGTH (M)	250
SLOPE	3.33%
SECOND SECTION LENGTH (M)	-
SLOPE	-
HORIZONTAL SECTION LENGTH (M)	-
TOTAL LENGTH (M)	2500
TRANSITIONAL	
INNER EDGE LENGTH (M)	60
MINIMUM DISTANCE OF INNER EDGE FROM RUNWAY END (M)	60
RATE OF DIVERGENCE EACH SIDE	19%
FINAL WIDTH (M)	580
OVERALL LENGTH (M)	2500
SLOPE	4.5%
TRANSITIONAL	
SLOPE	20%

REV	DATE	AMENDMENTS	DRG. NO.	REFERENCE DRAWING
B	24/06/15	LEASE BLOCKS AMENDED, HLS ADDED, LABELS UPDATED		
A	11/05/15	ISSUED FOR COMMENT		

**AMS**  
Aerodrome Management Services Pty Ltd  
100 Northam Road, Northam, WA 6401  
Tel: 08 9321 6777, Fax: 08 9321 6776, Email: info@amsaerodrome.com.au

**CLIENT:** Shire of Northam

**TITLE:** NORTHAM AERODROME (YNTM) WESTERN AUSTRALIA MASTER PLAN  
OBSTACLE LIMITATION SURFACE - TRANSITIONAL

DESIGNED:	A.G.	11/05/15
CHECKED:	A.G.	11/05/15
ORIGINATOR:		
COMPANY:		
APPROVED:		

SCALE:	1:20,000 @ A1
DRAWING No:	YNTM-SK-005
REV:	B

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**13.2.4 APPLICATION FOR DEVELOPMENT APPROVAL FOR SINGLE HOUSE AT LOT 309 (3) CHIPPING RISE, NORTHAM – PROPOSED R-CODES VARIATION**

Name of Applicant:	Wendy Dowell
Name of Owner:	Joel Draffin
File Ref:	A15104
Officer:	Chadd Hunt / Kobus Nieuwoudt
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple Majority

**PURPOSE**

For Council to consider an application for Single House Codes Variation under the provisions of the *Residential Design Codes of Western Australia* ('the R-Codes') for a reduced rear setback and an over height retaining wall on the southern boundary at Lot 309 (3) Chipping Rise, Northam.

The Application is recommended for conditional approval.

**BACKGROUND**

Site and Surrounds

Lot 309 (3) Chipping Rise, Northam (hereafter referred to as 'the site') is located off Wood Drive in the residential subdivision immediately to the north of the Northam Country Club. A location plan is attached (**Attachment 1**).

The site is zoned 'Residential R15' under the Shire's Local Planning Scheme No.6 with a total area of 746m<sup>2</sup>. The site slopes considerably from the front right-hand side to rear left-hand side as viewed from Chipping Rise. Site measurements show the fall to be 2.4m.

There is an existing residence to the north side which has a limestone block retaining wall on the common boundary. The height of this retaining wall varies from approximately 0.6m to 1.8m at the right-hand side rear corner. This retaining wall has a 1.8m high colorbond fence installed on top of it.

There is also an existing residence to the south side of the site which adjoins the rear half of Lot 309. The floor level of this residence is 1.96m lower than the floor level of the proposed house. The ground level at the rear of the adjoining property has been cut and has a retaining wall approximately 0.6m high. This property (Lot 306 (36) Wood Drive, Northam) fronts onto Wood Drive.

Outline of Development Application

The application proposes to construct a 245m<sup>2</sup> single storey residence setback 6m from the street boundary. Side setbacks vary between 1.010m and 1.2m on the northern

**SHIRE OF NORTHAM**  
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boundary and between 1.0m and 1.5m on the southern boundary. The rear setback is 4.5m in lieu of 6m permitted by the R-Codes. Refer Site Plan (**Attachment 2**).

The proposal is to construct a limestone block retaining wall to the perimeter of the property (with a 1.8m high dividing fence on top of the said retaining wall). The finished floor level has been determined to be 0.6m below the front left-hand side. The applicant advises this is the lowest it can be set without undermining the structural integrity of the existing retaining wall to the north of the site. This means that the proposed retaining wall varies in height to a maximum of 1.8m at the back left-hand corner of the block at the common boundary with the Wood Drive residence.

Refer **Attachment 3** for proposed floor plan and elevation plans of the proposed residence including the proposed retaining wall on the southern and western perimeter of the site.

#### Planning assessment

The application has been assessed against the relevant requirements of the:-

- Residential Design Codes;
- Shire of Northam Local Planning Scheme No.6 (the Scheme); and
- The relevant guidelines of Local Planning Policy No. 2 - Site Construction, General Development and Subdivision Guidelines (LPP2).

The assessment shows the proposal is entirely consistent with all of the relevant provisions of the Scheme and LPP2 including the nominated *deemed-to-comply* requirements set out under Part 5 of the R-Codes, but does not fully comply with the deemed-to-comply requirements nominated under Clause 5.1.3 – ‘Lot boundary setback’, Clause 5.3.7 – ‘Site Works’ and Clause 5.3.8 – ‘Retaining Walls’.

Under Part 2 Clause 2.4 and 2.5 of the R-Codes, where a proposal does not meet the *deemed-to-comply* provision/s of the R-Codes and addresses *design principle/s*, the decision-maker (Shire of Northam) is required to exercise judgement to determine the proposal.

#### **STATUTORY REQUIREMENTS**

Single houses assessed under the R-Codes are exempt from Development Approval under Clause 61 (1) (c) of the *Deemed Provisions for Local Planning Schemes*. Consequently, Council is only required to consider the extent that the development varies the Residential Design Codes, in this case, the following elements:

- Clause 5.1.3 – ‘Lot boundary setback’;
- Clause 5.3.7 – ‘Site Works’; and
- Clause 5.3.8 – ‘Retaining Walls’

#### **PUBLIC CONSULTATION**

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The application was advertised in accordance with Clause 64 of the Deemed Provisions for Local Planning Schemes (*Planning and Development (Local Planning Schemes) Regulations 2015*) by serving notice of the proposed development on the owners and occupiers of adjacent properties inviting comments for a period of 14 days from 8 April 2016 until 22 April 2016.

The Shire received two (2) submissions during the advertising period from the owners of 4 Bunker Way and 36B Wood Drive, Northam. The submissions have been summarised in the table below.

No.	Date Received	From	Comments Made	Shire Response
1	13 April 2016	Carol & Frank Leeder (owners of Lot 305 (4) Bunker Way)	No objection. Advises they are "not affected".	Noted. <b>No modification of proposal required.</b>
2	13 April 2016	John Young (owner of Lot 307 (36A & 36B) Wood Drive)	<p>Advises the residence at No. 36B Wood Drive (his property) has been built approx. 0.6m below the natural ground level.</p> <p>As the proposed retaining wall is 1.8m high plus 1.8m high colorbond privacy fence on the retaining wall, the overall height would be approx. 4.2m, therefore seriously affecting solar access to the rear of his property and in particular to the outdoor alfresco area under the main roof.</p>	<p>Noted.</p> <p>Noted. A technical assessment of the proposal against the relevant provisions of the R-Codes shows overshadowing to be less than the 25% overshadowing permitted to adjoining properties coded R25 and lower. Because the proposed development does not exceed the overshadowing limits permitted by the R-Codes (therefore compliant with the relevant <i>deemed-to-comply</i> provisions of the R-Codes), <b>there is no requirement to modify the proposal.</b></p>

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**CONFORMITY WITH COMMUNITY STRATEGIC PLAN**

OBJECTIVE C1: Create an environment that provides for a caring and healthy community

STRATEGY C1.7: Provide an environment that enhances and builds on the liveability of the Shire.

**BUDGET IMPLICATIONS**

There are no financial/budgetary implications for the Shire of the recommendations of this report.

The applicant has paid the statutory fees prescribed by the *Planning and Development Regulations 2009*.

**OFFICER'S COMMENT**

As stated under 'Background' section ('planning assessment' section) of this report, where a proposal does not meet the relevant *deemed-to-comply* provision/s of the R-Codes and addresses the corresponding *design principle/s*, the Shire is required to exercise judgement to determine the proposal. The officer's assessment shows the proposal does not meet the *deemed-to-comply* provisions of the R-Codes of:

- Clause 5.1.3 – 'Lot boundary setback';
- Clause 5.3.7 – 'Site Works'; and
- Clause 5.3.8 – 'Retaining Walls'

Each clause is discussed below under separate headings.

*Clause 5.1.3 – Lot boundary setback (subclause C3.1)*

This element of the R-Codes state, among other things, that buildings are required to be set back from lot boundaries in accordance with Table 1, Tables 2a and 2b of the R-Codes. The rear setback for properties coded R15 is 6m.

The corresponding *design-principle* (subclause P3.1) for this element states as follows:  
"Buildings set back from lot boundaries so as to:

- *reduce impacts of building bulk on adjoining properties;*
- *provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and*
- *minimise the extent of overlooking and resultant loss of privacy on adjoining properties."*

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**Response:** The assessing officer has evaluated the proposal against the above-mentioned design principle and is of the view that the development proposal will not reduce impacts of building bulk on the adjoining property at Lot 305 (refer Location Plan – Attachment 1), will not significantly impact direct sun and ventilation on the site and adjoining properties (to both Lot 305 and Lot 307), and will not affect loss of privacy on adjoining properties.

In order to further reduce building bulk on the property at Lot 307 (refer Mr John Young's submission), it is recommended the height of the proposed dividing fence to be erected on the boundary abutting Lot 307 is reduced from 1.8m to a maximum permissible height of 1.5m with vertical screening to be provided on the southern side of the proposed alfresco so as to avoid overlooking the existing alfresco area under the main roof of the building at Lot 307.

Clause 5.3.7 – Site Works

This element of the R-Codes state that:

- Excavation or filling within a site and behind a street setback line is limited by compliance with building height limits and building setback requirements (subclause C7.2); and
- Subject to subclause C7.2 above, all excavation or filling behind a street setback line and within 1m of a lot boundary, should exceed not more than 0.5m above the natural ground level at the lot boundary except where otherwise stated in the scheme, local planning policy, local structure plan or local development plan.

The corresponding *design-principle* (subclause P7.1) for this element states as follows:

*“Where excavation/fill is necessary, all finished levels respecting the natural ground level at the lot boundary of the site and as viewed from the street.”*

**Response:** The assessing officer has evaluated the proposal against the above-mentioned design principle and is of the view that, given the fall (slope) of the land, there is no practicable alternative to reduce/prevent the degree of filling on the southern boundary.

Clause 5.3.8 – Retaining Walls

This element of the R-Codes state that:

Retaining walls are required to be set back from lot boundaries in accordance with the setback provisions of the R-Codes (read with Table 1 of the R-Codes); and

Where a retaining wall less than 0.5m high is required on a lot boundary, it may be located up to the lot boundary or within 1m of the lot boundary to allow for an area assigned to landscaping, subject to the provisions of the R-Codes (read with Table 1 of the R-Codes).

The corresponding *design-principle* (subclause P8) for this element states as follows:

**SHIRE OF NORTHAM**  
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*“Retaining walls that result in land which can be effectively used for the benefit of residents and do not detrimentally affect adjoining properties and are designed, engineered and landscaped having due regard to clauses 5.3.7 and 5.4.1.”*

Note: Clause 5.4.1 of the R-Codes relates to visual privacy.

**Response:** As per the response provided for Clause 5.1.3 here-above, the assessing officer is generally satisfied that, if the height of the proposed dividing fence on the boundary abutting Lot 307 is reduced from 1.8m to a maximum permissible height of 1.5m and vertical screening is provided on the southern side of the proposed alfresco to avoid overlooking the existing alfresco area under the main roof of the building at Lot 307, then the proposal would meet the intent and requirements of *design-principle* P8.

Conclusion

The proposal generally accords with the R-Codes (*‘deemed-to-comply’* requirements including the *‘design principles’* where appropriate), the relevant provisions of the *Shire of Northam Local Planning Scheme No.6* and the relevant provisions of LPP2.

The proposal to develop a Single House on Lot 309 (3) Chipping Rise, Northam is accordingly supported by the Shire’s Planning Services Department and recommended for conditional approval.

**RECOMMENDATION**

**That Council resolves to grant development approval for the proposed Single House at Lot 309 (3) Chipping Rise, Northam, in accordance with the plans submitted with the Application for Development Approval, subject to the following conditions:**

**General Conditions**

- 1. The development hereby permitted must substantially commence within two years from the date of this decision letter.**
- 2. Prior to commencement of development, amended plans to the satisfaction of the local government must be submitted to and approved by the local government. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
  - a) A reduction in the height of the retaining wall abutting Lot 307 Wood Drive, Northam by 0.375m;**
  - b) The maximum height of the dividing fence between Lot 309 Chipping Rise and Lot 307 Wood Drive at 1.5m; and****

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c) Application of vertical screening to 75% on the southern façade of the alfresco area so as to avoid directly overlooking the active habitable space of the adjacent dwelling at Lot 307 Wood Drive.

3. Stormwater shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.

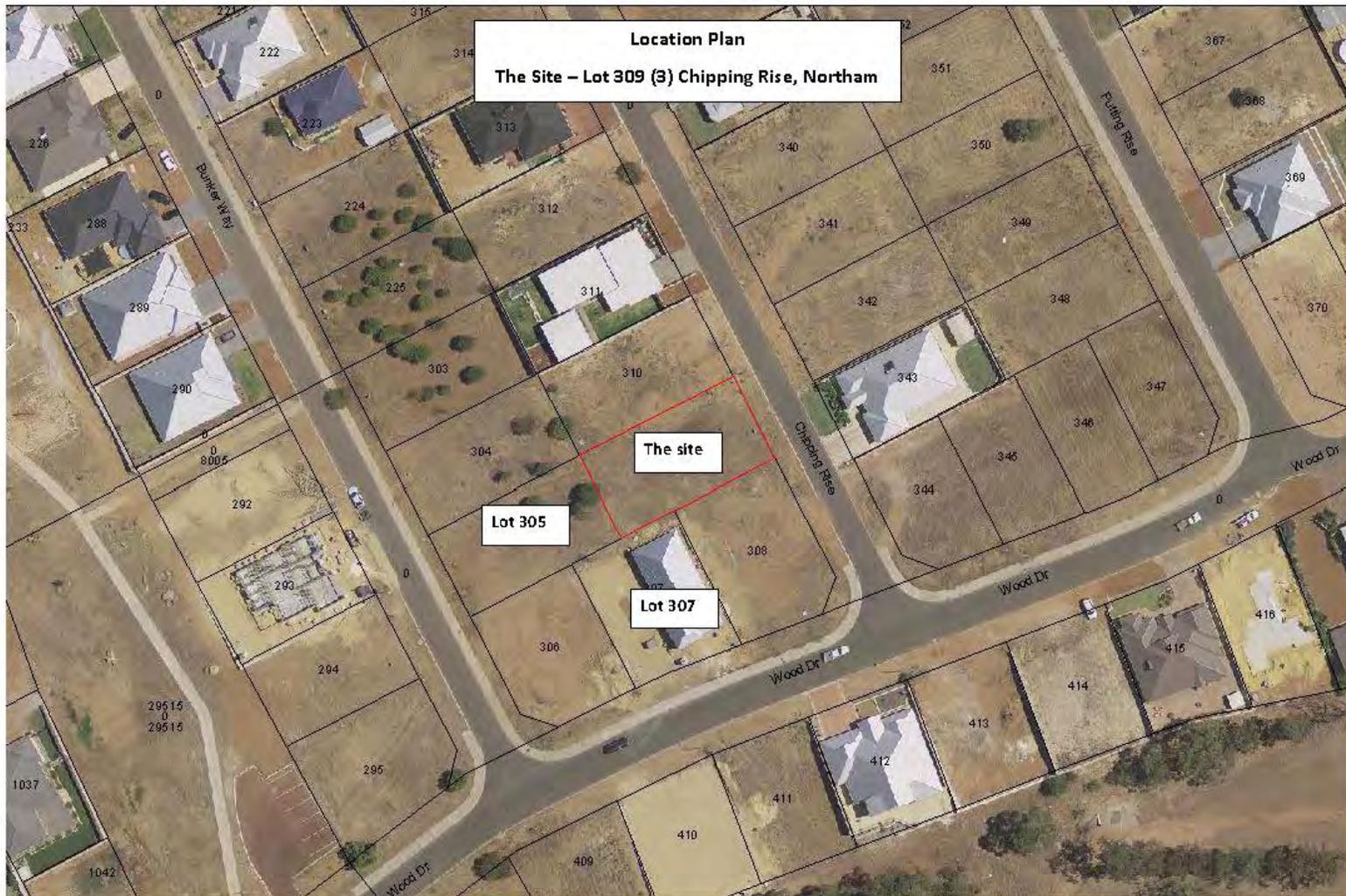
**Conditions to be met prior to occupation of development**

4. Prior to the occupation of the development, vehicle crossover(s) shall be constructed to the specification and satisfaction of the local government.

**SHIRE OF NORTHAM**  
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**ATTACHMENT 1**

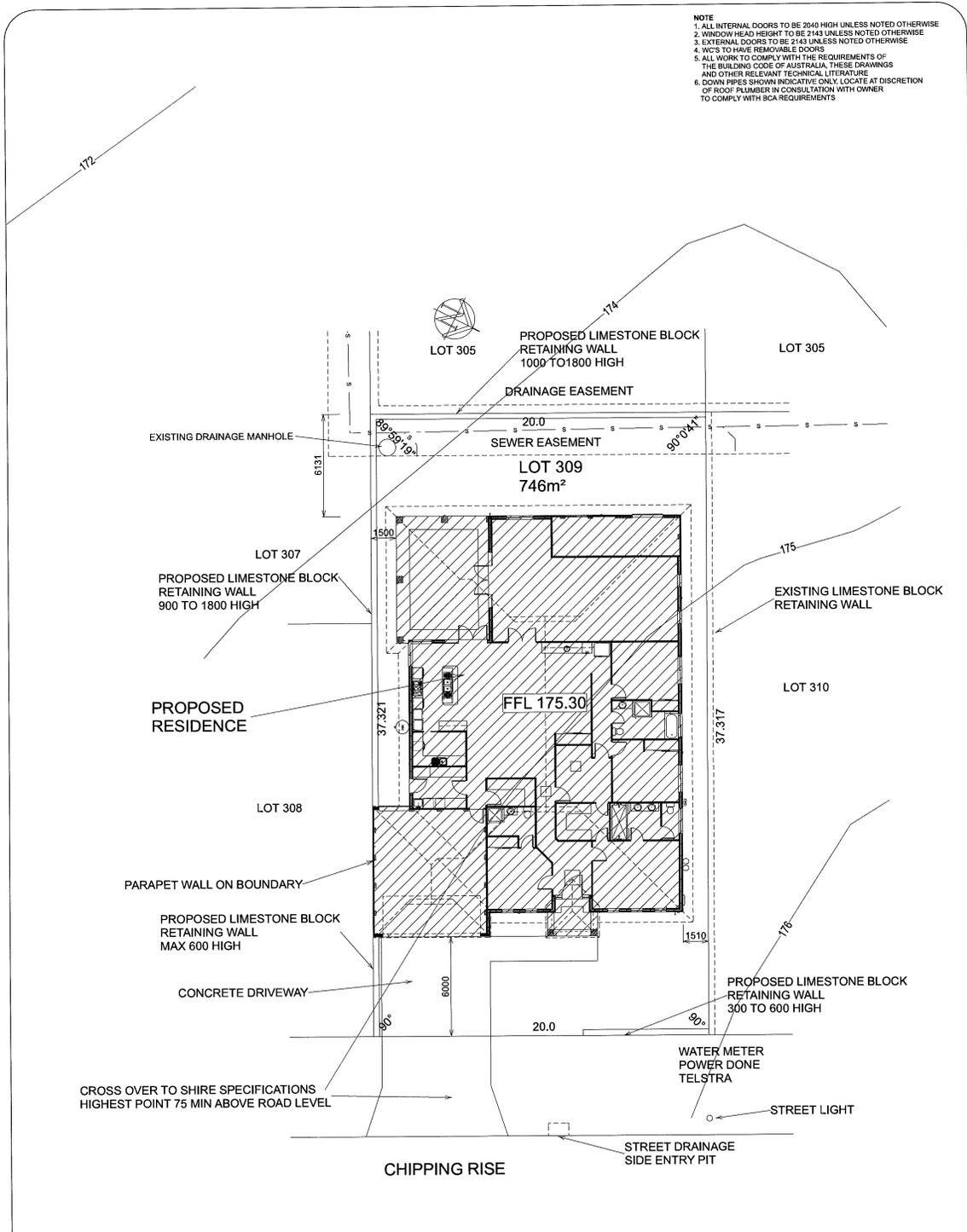


# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

## ATTACHMENT 2



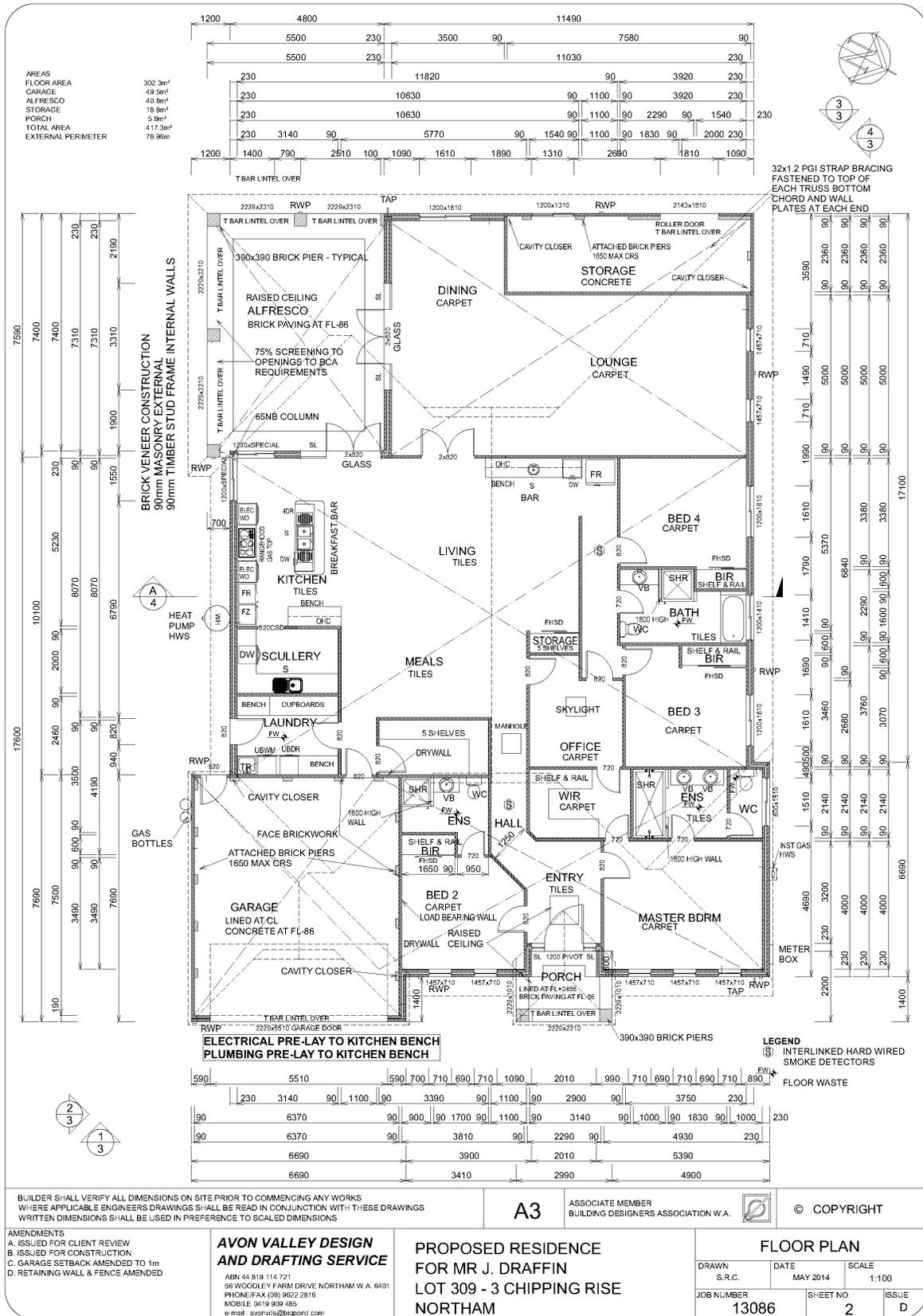
BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE DRAWINGS WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS		A3	ASSOCIATE MEMBER BUILDING DESIGNERS ASSOCIATION W.A.	© COPYRIGHT								
AMENDMENTS A. ISSUED FOR CLIENT REVIEW	<b>AVON VALLEY DESIGN AND DRAFTING SERVICE</b> <small>ABN 44 819 114 721 56 WOODLEY FARM DRIVE NORTHAM W.A. 6401 PHONE/FAX (08) 9522 2816 MOBILE 0419 908 485 e-mail : avonvds@bigpond.com</small>	<b>PROPOSED RESIDENCE FOR MR J. DRAFFIN LOT 309 - 3 CHIPPING RISE NORTHAM</b>		<b>SITE PLAN</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 25%;">DRAWN S.R.C.</td> <td style="width: 25%;">DATE MAY 2014</td> <td style="width: 25%;">SCALE 1:200</td> <td style="width: 25%;"></td> </tr> <tr> <td>JOB NUMBER 13086</td> <td>SHEET NO 1</td> <td>ISSUE A</td> <td></td> </tr> </table>	DRAWN S.R.C.	DATE MAY 2014	SCALE 1:200		JOB NUMBER 13086	SHEET NO 1	ISSUE A	
DRAWN S.R.C.	DATE MAY 2014	SCALE 1:200										
JOB NUMBER 13086	SHEET NO 1	ISSUE A										
NOT FOR CONSTRUCTION		PRINTED: 16:00:20 AM 26/07/2016 VERSION: 06										

# SHIRE OF NORTHAM

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### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

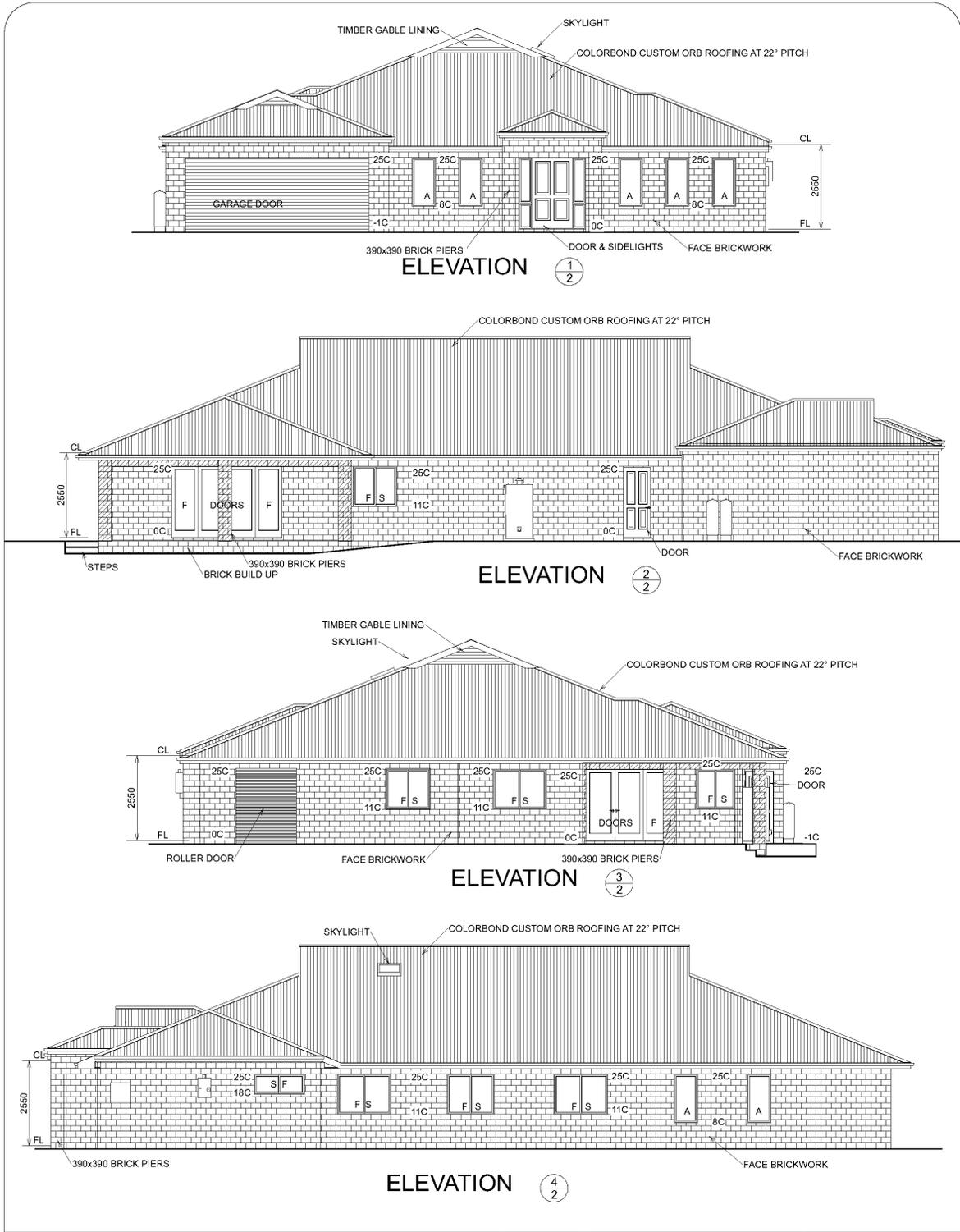
### ATTACHMENT 3



# SHIRE OF NORTHAM

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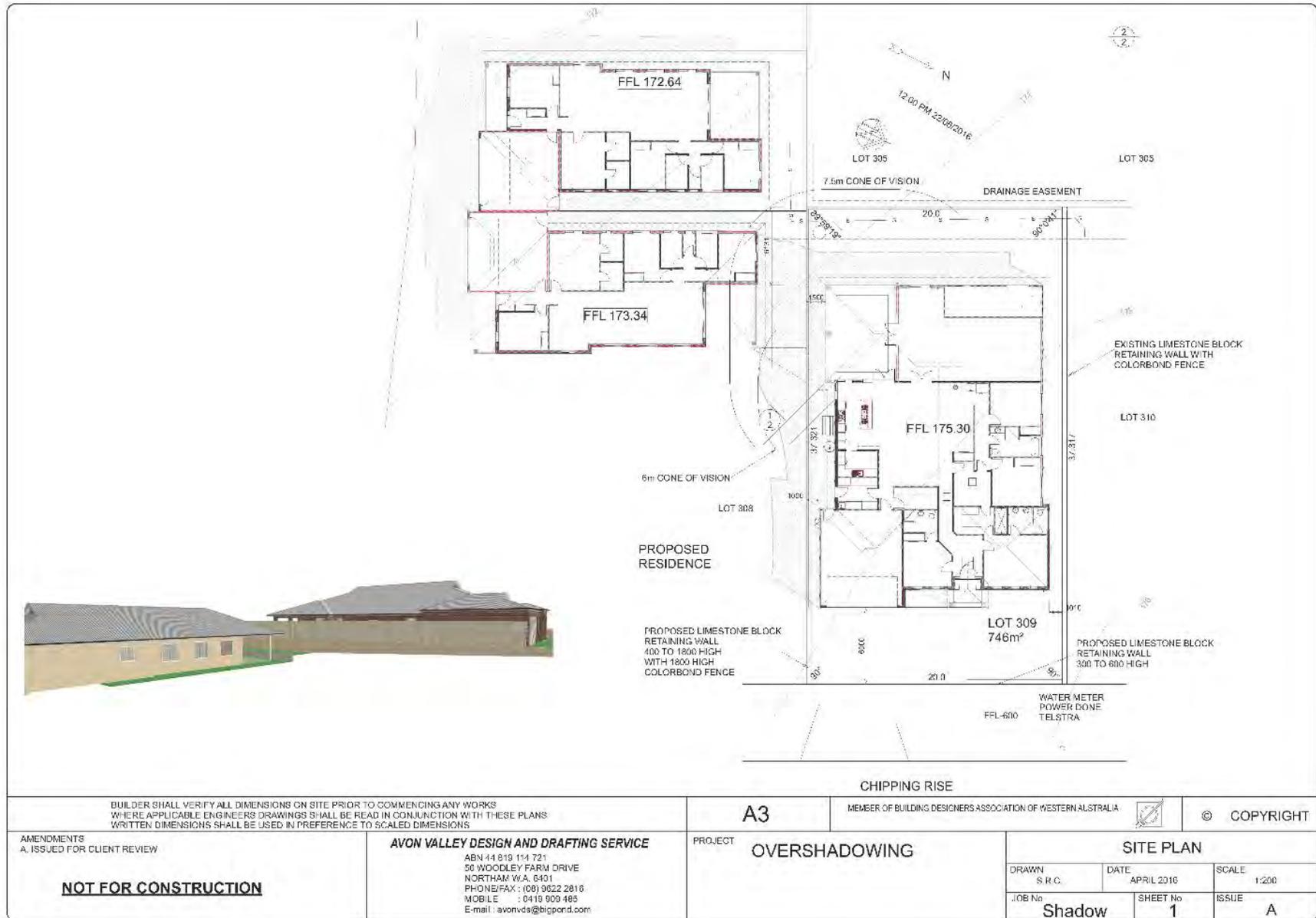
BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE DRAWINGS WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS	<b>A3</b>	ASSOCIATE MEMBER BUILDING DESIGNERS ASSOCIATION W.A.		© COPYRIGHT												
<b>AMENDMENTS</b> A. ISSUED FOR CLIENT REVIEW B. ISSUED FOR CONSTRUCTION C. GARAGE SETBACK AMENDED TO 1m D. RETAINING WALL & FENCE AMENDED	<b>AVON VALLEY DESIGN AND DRAFTING SERVICE</b> <small>ABN 44 819 114 721 58 WOODLEY FARM DRIVE NORTHAM W.A. 6401 PHONE/FAX (08) 9622 2816 MOBILE 0419 909 485 e-mail avonvds@bigpond.com</small>	<b>PROPOSED RESIDENCE FOR MR J. DRAFFIN LOT 309 - 3 CHIPPING RISE NORTHAM</b>		<b>ELEVATIONS</b> <table style="width: 100%; font-size: x-small;"> <tr> <td>DRAWN</td> <td>S.R.C.</td> <td>DATE</td> <td>MAY 2014</td> <td>SCALE</td> <td>1:100</td> </tr> <tr> <td>JOB NUMBER</td> <td>13086</td> <td>SHEET NO</td> <td>3</td> <td>ISSUE</td> <td>D</td> </tr> </table>	DRAWN	S.R.C.	DATE	MAY 2014	SCALE	1:100	JOB NUMBER	13086	SHEET NO	3	ISSUE	D
DRAWN	S.R.C.	DATE	MAY 2014	SCALE	1:100											
JOB NUMBER	13086	SHEET NO	3	ISSUE	D											

PRINTED 10:17:00 AM 16/05/2016 VERSION V3

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS  
 WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE PLANS  
 WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS

**A3**

MEMBER OF BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA

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AMENDMENTS  
 A. ISSUED FOR CLIENT REVIEW

**AVON VALLEY DESIGN AND DRAFTING SERVICE**

ABN 44 819 114 721  
 56 WOODLEY FARM DRIVE  
 NORTHAM W.A. 6401  
 PHONE/FAX : (08) 9622 2816  
 MOBILE : 0419 909 485  
 E-mail : avonvds@bigpond.com

PROJECT

**OVERSHADOWING**

**ELEVATIONS**

DRAWN S.R.C.	DATE APRIL 2016	SCALE 1:100
JOB No <b>Shadow</b>	SHEET No <b>2</b>	ISSUE <b>A</b>

**NOT FOR CONSTRUCTION**

PRINT # 0 44 97 43 6095516 VERSION X7

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

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**13.3. CORPORATE SERVICES**

**13.3.1 ACCOUNTS AND STATEMENTS OF ACCOUNTS – 31 MAY 2016**

Name of Applicant:	Internal Report
Name of Owner:	N/A
File Ref:	2.1.3.4
Officer:	Kathy Scholz / Colin Young
Officer Interest:	Nil
Policy	Nil
Voting	Simple Majority

**PURPOSE**

The Accounts due and submitted to the Ordinary Council Meeting 15 June 2016 are attached.

**RECOMMENDATION**

That Council endorse the payments for the period 1 May 2016 to 31 May 2016, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

<b>Municipal Bank Vouchers 34488 to 34507</b>	<b>\$ 88,376.65</b>
<b>Trust Bank Vouchers 1955 to 1958</b>	<b>\$ 11,721.27</b>
<b>Municipal Bank Electronic Fund Transfer EFT22959 to EFT23106 and EFT23111 to EFT23239</b>	<b>\$ 817,892.76</b>
<b>Trust Bank Electronic Fund Transfer EFT23107 to EFT23110</b>	<b>\$ 11,705.82</b>
<b>Direct Debit Fund Transfer 9839.1 to 9839.1 and 9843.1 to 9843.17 and 9856.1 to 9856.2 and 9861 to 9861.1 and 9910.1 to 9910.18</b>	<b>\$ 63,273.05</b>
<b>Municipal Bank Electronic Fund Transfer Payroll 03/05/2016</b>	<b>\$ 213,028.06</b>
<b>Municipal Bank Electronic Fund Transfer Payroll 06/05/2016</b>	<b>\$ 1,371.33</b>
<b>Municipal Bank Electronic Fund Transfer Payroll 19/05/2016</b>	<b>\$ 194,950.45</b>
<b>Municipal Bank Electronic Fund Transfer Payroll 20/05/2016</b>	<b>\$ 2,345.54</b>
<b>TOTAL</b>	<b>\$1,404,159.68</b>

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

<b>LIST OF ACCOUNTS DUE &amp; SUBMITTED TO COUNCIL APRIL 2016</b>				
<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
1955	18/05/2016	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BUILDING FEES COLLECTED FOR BSL FOR THE MONTH OF APRIL 2016.	- 2,622.19
1956	18/05/2016	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BUILDING FEE COLLECTED FOR BCITF FOR THE MONTH OF MARCH 2016 & APRIL 2016.	- 7,097.63
1957	18/05/2016	CARINA WARD	CAT TRAP BOND - RETURN	- 56.00
1958	18/05/2016	SHIRE OF NORTHAM	PURCHASE KITCHEN & BATHROOM ITEMS FOR COTTAGE #40114 & MONTHLY BUILDING COMMISSION FEE CHARGED FOR THE COLLECTION OF BSL FOR THE MONTH OF MARCH & APRIL 2016.	- 1,945.45
			<b>TOTAL TRUST CHEQUES</b>	<b>- 11,721.27</b>
EFT22959	06/05/2016	AG IMPLEMENTS NORTHAM PTY LTD	200LT SPRAY UNIT TO SUIT TRAY OF GATOR & MOWER BLADES FOR VARIOUS MOWERS	- 3,444.14
EFT22960	06/05/2016	AGENCY HOLDINGS T/AS BILBY BADGES	NAME BADGES FOR STAFF.	- 39.64
EFT22961	06/05/2016	AUSTRALIAN INSTITUTE OF MANAGEMENT WESTERN AUSTRALIA	CORPORATE MEMBERSHIP (01/04/2016 - 31/3/2017).	- 1,980.00
EFT22962	06/05/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	- 25.80
EFT22963	06/05/2016	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK ENDING 3/5/2016.	- 62,218.00
EFT22964	06/05/2016	AV-SEC SECURITY SERVICES	SECURITY MONITORING AT VARIOUS SHIRE BUILDINGS.	- 211.10
EFT22965	06/05/2016	AVON TELECOMS PTY LTD	FIX DATA POINT & PHONE LINE FOR NEW DESK, REPLACE NETWORK CABLES IN PUBLIC COMPUTER AT WUNDOWIE LIBRARY.	- 396.00
EFT22966	06/05/2016	AVON VALLEY GLASS	REPLACE WINDSCREEN IN SHIRE VEHICLES	- 640.00
EFT22967	06/05/2016	AVON VALLEY MOWER & CHAINSAW CENTRE	REPAIRS TO PARKS & GARDENS EQUIPMENT	- 130.00
EFT22968	06/05/2016	AVON VALLEY NISSAN	PURCHASE OF NEW MITSUBISHI TRITON & SERVICE OF NISSAN DAULIS	- 41,466.51
EFT22969	06/05/2016	BAKERS HILL VETERINARY HOSPITAL	GRANT CAT STERILISATION	- 1,050.00
EFT22970	06/05/2016	BEAUREPAIRES	PUNCTURE REPAIR TO FORKLIFT FRONT TYRE PN1405	- 178.28
EFT22971	06/05/2016	BLACKWELL PLUMBING PTY LTD	NORTHAM RAILWAY MUSEUM. REINSTATE DISCONNECTED TAP AT END OF PLATFORM.	- 148.50
EFT22972	06/05/2016	BLOOMY'S FLORIST	WREATH FOR ANZAC DAY - BAKERS HILL, WUNDOWIE AND GRASS VALLEY.	- 180.00
EFT22973	06/05/2016	C.Y.O'CONNOR INSTITUTE	TRAINING FOR STAFF FOR CERTIFICATE 3 IN AGED CARE.	- 146.67
EFT22974	06/05/2016	CENTRAL MOBILE MECHANICAL REPAIRS	REPAIRS TO SHIRE VEHICLES.	- 687.72
EFT22975	06/05/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	- 726.60

**SHIRE OF NORTHAM**  
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EFT22976	06/05/2016	CHRIS DAVIDSON	COUNCILLOR PAYMENTS APRIL 2016.	- 1,726.55
EFT22977	06/05/2016	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS APRIL 2016.	- 1,992.95
EFT22978	06/05/2016	COLIN DUNCAN GRANT	CLEANING OF SES BUILDING FOR MONTH OF APRIL 2016.	- 110.00
EFT22979	06/05/2016	COUNTRY COPIERS NORTHAM	STATIONERY ORDERS FOR VARIOUS SHIRE BUILDINGS	- 4,511.62
EFT22980	06/05/2016	COURIER AUSTRALIA	FREIGHT CHARGES FOR LIBRARY FOR P/E 22/04/2016.	- 35.15
EFT22981	06/05/2016	COVS PARTS PTY LTD	VARIOUS PARTS FOR DEPOT & DEPOT.	- 391.99
EFT22982	06/05/2016	DENIS GRAHAM BERESFORD	COUNCILLOR PAYMENTS APRIL 2016.	- 1,726.55
EFT22983	06/05/2016	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS APRIL 2016.	- 1,726.55
EFT22984	06/05/2016	ELITE CHAMPION MMA	KIDSPORT FOR FALICITY MOORE & ELISABETH JOYCE.	- 400.00
EFT22985	06/05/2016	FULTON HOGAN INDUSTRIES PTY LTD	1T BULKA BAG OF BLACK COLDMIX TO BE PICKED UP BY SHIRE OF NORTHAM	- 704.00
EFT22986	06/05/2016	GIDGEGANNUP NETBALL CLUB	KIDSPORT VOUCHERS FOR TIAHNI CURRIE.	- 175.00
EFT22987	06/05/2016	GRAFTON ELECTRICS	REPLACE BURNT OUT SOFT STARTER TO MAIN PUMP AT NORTHAM POOL.	- 2,481.60
EFT22988	06/05/2016	HEARTLANDS VETERINARY HOSPITAL TOODYAY	EUTHANASIA OF CAT AND DISPOSAL OF BODY	- 62.00
EFT22989	06/05/2016	HOST AUTO REPAIRS	INVESTIGATE AND QUOTE LOCKED REAR WHEELS ON RANGER SERVICES UTE PN1305 - N4057	- 217.80
EFT22990	06/05/2016	HOUSE OF SHARDAY	STOCK PURCHASES FOR VISITORS CENTRE.	- 245.14
EFT22991	06/05/2016	JOHN PROUD	COUNCILLOR PAYMENTS APRIL 2016.	- 1,726.55
EFT22992	06/05/2016	JULIE ELLEN WILLIAMS	COUNCILLOR PAYMENTS APRIL 2016.	- 1,726.55
EFT22993	06/05/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	GRAVEL CARTING FROM CARTER ROAD & HIRE OF EXCAVATOR	- 14,487.00
EFT22994	06/05/2016	KEVIN JOHN LANGILLE	REIMBURSEMENT FOR HEPATITIS A & B VACCINE.	- 80.00
EFT22995	06/05/2016	KOMATSU AUSTRALIA PTY LTD	250HR SERVICE TO KOMATSU LOADER AT INKPEN TIP. INVESTIGATE HYDRAULIC LEAK.	- 1,772.14
EFT22996	06/05/2016	LED SIGNS	SUPPLY 2 ANTENNAS FOR SCOREBOARD AT REC CENTRE.	- 132.00
EFT22997	06/05/2016	MALATESTA ROAD PAVING & HOT MIX	SPRAY AND SPREAD 14/7MM TWO COAT SEAL ON DUMBARTON ROAD.	- 80,478.35
EFT22998	06/05/2016	MCLEODS BARRISTERS & SOLICITORS	LEGAL COST IN RELATION TO 97 LOCKYER AVE, NORTHAM - UNLAWFUL	- 1,032.24
EFT22999	06/05/2016	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR REC CENTRE.	- 152.75
EFT23000	06/05/2016	MILMAR DISTRIBUTORS	EPTOS & RECEIPT ROLLS FOR TILLS.	- 250.80
EFT23001	06/05/2016	MILTON BROOKS	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL.	- 130.00
EFT23002	06/05/2016	MM ELECTRICAL MERCHANDISING	RELAY FOR CONTROLLER	- 49.50
EFT23003	06/05/2016	MOORE STEPHENS (WA) PTY LTD	SUPPLY OF THE 2015/2016 LOCAL GOVERNMENT RATES COMPARISON REPORT.	- 209.00

**SHIRE OF NORTHAM**  
**AGENDA**  
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EFT23004	06/05/2016	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE WINDSCREEN IN ISUZU TRUCK PN1509 - N11142.	-	433.50
EFT23005	06/05/2016	NORTHAM BETTA HOME LIVING	HRGTFF 3505 350 L HISENSE T.M FRIDGE - POUND	-	719.00
EFT23006	06/05/2016	NORTHAM CENTRAL NEWSAGENCY	PAPER DELIVERIES FOR THE PERIOD 1/03/16 - 1/04/16 - KILLARA.	-	44.80
EFT23007	06/05/2016	NORTHAM JUNIOR FOOTBALL ASSOCIATION	KIDSPORT VOUCHERS FOR FOOTBALL.	-	3,515.00
EFT23008	06/05/2016	NORTHAM MAZDA	NEW MAZDA BT50 UTE COMPLETE WITH NEW MAZDA BT-50 4X2 SINGLE CAB.	-	16,359.90
EFT23009	06/05/2016	NORTHAM MITRE 10 SOLUTIONS	TAPE MEASURE & KEY CUTTING FOR SHIRE ADMIN BUILDING.	-	30.65
EFT23010	06/05/2016	NORTHAM SCOUT GROUP	KIDSPORT FUNDING	-	800.00
EFT23011	06/05/2016	NORTHAM TOYOTA	50000KM SERVICE OF ISUZU MUX PN1404 - N10721	-	189.26
EFT23012	06/05/2016	NORTHAM VETERINARY CENTRE	4 X SWAN VACCINATIONS AND HEALTH CHECK - BLOOD TESTS & 3 X DOG EUTHANASE - DOG ATTACK AND 2 X EXTREMELY AGGRESSIVE.	-	798.55
EFT23013	06/05/2016	NORTHAM WADO RYU KARATE CLUB	KIDSPORT FUNDING	-	400.00
EFT23014	06/05/2016	NORTHWEST SHEDMASTERS PTY LTD T/AS NWSM GARAGE DOORS	SERVICE ROLLER DOORS AND REPROGRAM & SUPPLY REMOTES.	-	1,317.00
EFT23015	06/05/2016	OFFICEWORKS SUPERSTORES PTY LTD	LABELS FOR KILLARA	-	38.48
EFT23016	06/05/2016	ORBERWILL PTY LTD T/A THE DIGITAL IMAGINEERS COMPANY	2.5 MINUTE SLOT ON WA WEEKENDER (DISCOUNTED RATE)	-	3,294.50
EFT23017	06/05/2016	OXTER SERVICES	CEMETERY INVOICING FOR THE FORTNIGHT ENDING 15/4/2016 & CLEANING PRODUCTS.	-	1,458.67
EFT23018	06/05/2016	PANTHERS BASKETBALL CLUB INC	KIDSPORT	-	70.00
EFT23019	06/05/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER & SOFTWARE UPGRADES IN VARIOUS BUILDINGS.	-	1,742.50
EFT23020	06/05/2016	PERTH HILLS UNITED FOOTBALL CLUB	KIDSPORTS VOUCHERS	-	200.00
EFT23021	06/05/2016	PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	-	1,109.40
EFT23022	06/05/2016	POLLARD FAMILY SUPERANNUATION FUND T/A POLLARD ENTERPRISES PTY LTD	COUNCILLOR PAYMENTS APRIL 2016	-	2,500.00
EFT23023	06/05/2016	PROFESSIONAL LOCKSERVICE	SUPPLY KEYS FOR KURINGAL VILLAGE DAY TO DAY MTCE.	-	90.20
EFT23024	06/05/2016	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SUBSCRIPTION FOR APRIL 2016.	-	1,122.00
EFT23025	06/05/2016	QUAD SERVICES PTY LTD	CLEANING AT VARIOUS SHIRE BUILDINGS - APRIL 2016.	-	3,697.13
EFT23026	06/05/2016	QUIN'S GOURMET BUTCHERS	ASSORTED MEATS FOR KILLARA KITCHEN - INV#48	-	479.40
EFT23027	06/05/2016	ROAD SIGNS AUSTRALIA	SIGNAGE FOR SPRAYING IN PROGRESS & MOWING IN PROGRESS.	-	597.30

**SHIRE OF NORTHAM**  
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EFT23028	06/05/2016	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS APRIL 2016.	- 1,726.55
EFT23029	06/05/2016	SKATEBOARDING WA	SWA ANNUAL PROGRAMS WUNDOWIE SKATEPARK 13TH APRIL 2016.	- 880.00
EFT23030	06/05/2016	ST JOHN AMBULANCE AUSTRALIA	FIRST AID TRAINING FOR STAFF	- 480.00
EFT23031	06/05/2016	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS APRIL 2016.	- 2,779.55
EFT23032	06/05/2016	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS APRIL 2016	- 2,916.04
EFT23033	06/05/2016	THE FARM SHOP	FENCE POSTS & STOCKLOCK - FOR PRIVATE WORKS.	- 901.49
EFT23034	06/05/2016	THE GIRLS BRIGADE 3RD GREENWOOD	KIDSPORT VOUCHERS	- 200.00
EFT23035	06/05/2016	THE PAPER COMPANY OF AUSTRALIA	x 250 REAMS A4 COPYMATE TRUTONE PHOTOCOPY PAPER	- 1,640.10
EFT23036	06/05/2016	THE RIGGING SHED	TEST & TAG RIGGING CHAINS.	- 753.50
EFT23037	06/05/2016	THE WORKWEAR GROUP	UNIFORM FOR STAFF.	- 897.05
EFT23038	06/05/2016	TYREPOWER	REPAIRS TO VARIOUS SHIRE VEHICLES	- 433.56
EFT23039	06/05/2016	ULO RUMJANTSEV	COUNCILLOR PAYMENTS APRIL 2016.	- 1,978.15
EFT23040	06/05/2016	VALLEY FORD	37,500KM SERVICE TO FORD RANGER UTE (N11120)	- 343.00
EFT23041	06/05/2016	VISIT MERCHANDISE	STOCK PURCHASES FOR VISITORS CENTRE.	- 132.00
EFT23042	06/05/2016	WUNDOWIE SPRINGS PTY LTD WUNDOWIE ONE STOP	CATERING COSTS FOR SAUSAGE SIZZLE MATERIALS - WUNDOWIE SKATEPARK SCHOOL HOLIDAY ACTIVITY 13 APRIL 2016	- 311.10
EFT23043	13/05/2016	WUNDOWIE PROGRESS ASSOCIATION	COUNCIL SUPPORT FOR WUNDOWIE IRON FESTIVAL 2016	- 13,000.00
EFT23044	16/05/2016	BALLANTYNES JEWELLERS	NIB FOUNTAIN PEN - FAREWELL GIFT FOR ROY DJANEGARA	- 199.00
EFT23045	16/05/2016	AG IMPLEMENTS NORTHAM PTY LTD	BLE6447 ATOM EDGER BLADES	- 62.77
EFT23046	16/05/2016	AUSTRAL WINDSCREENS AND TINTING	FIT WINDSCREEN TO VE COMMODORE THAT FLICKED UP AFTER ROAD WORKS.	- 265.00
EFT23047	16/05/2016	AUSTRALIA POST	POSTAGE FOR KILLARA, LIBRARY, & SHIRE ADMIN FOR MONTH OF APRIL 2016.	- 6,040.05
EFT23048	16/05/2016	AUSTRALIAN OFFICE	WHITE WINDOW FACE ENVELOPES.	- 255.17
EFT23049	16/05/2016	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT	- 1,792.00
EFT23050	16/05/2016	AVON PAPER SHRED	EMPTYING OF SHREDDER BIN - ADMIN	- 55.00
EFT23051	16/05/2016	AVON TELECOMS PTY LTD	SUPPLY & INSTALL 1 ADDITIONAL LG ARIA PHONE FOR SHIRE ADMIN & SECURITY MONITORING AT VARIOUS SHIRE BUILDINGS	- 718.00
EFT23052	16/05/2016	AVON VALLEY CONTRACTORS	HIRE OF LOW LOADER TO PICKUP BACKHOE FROM CJD & DELIVER TO TAMMA ROAD.	- 1,188.00
EFT23053	16/05/2016	AVON VALLEY MOWER & CHAINSAW CENTRE	REPAIRS TO WHIPPER SNIPPERS & EDGERS.	- 439.60
EFT23054	16/05/2016	AVON VALLEY NISSAN	LOAN VEHICLE FOR 14 DAYS WHILE WAITING DELIVERY OF NEW VEHICLE & SERVICE & REPAIR SHIRE VEHICLES.	- 755.00

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EFT23055	16/05/2016	BLACKWELL PLUMBING PTY LTD	REPAIR LEAKING SINK TO THE DISABLED TOILET AT BERT HAWKE PAVILLION.	- 282.90
EFT23056	16/05/2016	CENTRAL MOBILE MECHANICAL REPAIRS	CALL OUT TO ATTEND BROKEN DOWN EWP ON FITGERALD STREET & REPLACE HYDRAULICS MOTOR.	- 2,321.22
EFT23057	16/05/2016	CJD EQUIPMENT PTY LTD	REPAIRS TO PN0908 BACKHOE.	- 1,391.86
EFT23058	16/05/2016	CLACKLINE FENCING CONTRACTORS	MAY STREET PARK NORTHAM - REPAIR, STRAIGHTEN & REPLACE (WHERE NEEDED) EXISTING ROLLED TOP WELDMESH FENCING ALONG CHIDLOW STREET AS PER QUOTE# Q_NSC.MAYSTREETPARK.NORTHAM.2016 REPAIRS TO VEHICLE IMPOUND YARD FENCING.	- 1,520.00
EFT23059	16/05/2016	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEVELOPMENT SERVICES & LIBRARY FOR P/E 29/4/2016.	- 73.69
EFT23060	16/05/2016	COVS PARTS PTY LTD	BAG OF RAGS FOR DEPOT.	- 61.45
EFT23061	16/05/2016	DEBORAH L MOODY	SITTING FEES - ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE 01/01/2016 TO 30/06/2016.	- 300.00
EFT23062	16/05/2016	DIRECT COMMUNICATIONS	SUPPLY & INSTALLATION OF TWO WAY RADIO'S.	- 1,100.55
EFT23063	16/05/2016	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR APRIL 2016.	- 20,892.60
EFT23064	16/05/2016	ELDERS LIMITED	4 X 20L DRUMS OF GLYSOPHATE	- 435.60
EFT23065	16/05/2016	FIRE AND SAFETY WA	SILVEX PLUS CLASS A BUSHFIRE FOAM 20LT & OLIVER 66360 WILDLAND FIRE BOOT SIZE 12..	- 3,367.34
EFT23066	16/05/2016	GEOFF WAY PTY LTD	RATES REFUND FOR ASSESSMENT A14018 4 ELIZABETH PLACE NORTHAM WA 6401	- 3,264.36
EFT23067	16/05/2016	GRAFTON ELECTRICS	REPAIRS TO VARIOUS SHIRE BUILDINGS.	- 6,179.80
EFT23068	16/05/2016	HANNAGANS HEARTH HOUSE	SES REPAIRS TO PLUMBING REPLACE DAMAGED TROUGH.	- 858.00
EFT23069	16/05/2016	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	RELIEF BUILDING SURVEYOR FOR P/E 01/05/2016.	- 1,754.54
EFT23070	16/05/2016	HILLS CONCRETE PRODUCTS	HEADWALLS & RUBBER RINGS.	- 440.00
EFT23071	16/05/2016	HISCO	BLUE PLASTIC OVERSHOE COVERS	- 9.50
EFT23072	16/05/2016	HOST AUTO REPAIRS	INSPECT VEHICLE FOR DAMAGE CAUSED BY FENCING WIRE ENTANGLEMENT. INVESTIGATE COMPONENTS REQUIRING REPLACEMENT. REPLACE BOTH HANDBRAKE CABLES & ALL NECESSARY COMPONENTS DUE TO DAMAGE INFLECTED. REPLACE DAMAGED FUEL TANK & TYRE. TEST OPERATION & MAKE ANY NECESSARY ADJUSTMENTS INCLUDING PARTS LISTED AS PER ESTIMATE #18847 FOR RANGER SERVICES UTE NISSAN NAVARA N4057.	- 2,553.75

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EFT23073	16/05/2016	HOUSE OF SHARDAY	STOCK PURCHASES FOR VISITORS CENTRE.	-	92.26
EFT23074	16/05/2016	INVISION SIGNS AND DESIGNS	MACHINE EMBROIDERY ON CUSTOMER SUPPLIED HATS.	-	308.55
EFT23075	16/05/2016	JASON SIGNMAKERS	SUPPLY & FIT DFES EVP TO HOLDEN COLORADO - CBFCO VEHICLE LOGO & STRIPPING	-	934.67
EFT23076	16/05/2016	JAYLON ENVIRONMENTAL SYSTEMS PTY LTD	SUPPLY AND INSTALL 1.5MM HDPE LINER 40X 50M NORTHAM SEPTAGE POND.	-	22,170.50
EFT23077	16/05/2016	JULIE FLORENCE JENKINSON	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION.	-	61.80
EFT23078	16/05/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	HIRE OF LOW LOADER TO SHIFT 1 X MULTI TYRE ROLLER FROM DEPOT TO JENNAPULLAN RD.	-	412.50
EFT23079	16/05/2016	KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR THE REC CENTRE.	-	325.06
EFT23080	16/05/2016	LANDGATE	RURAL UV GENERAL REVALUATION 2015/2016.	-	12,769.20
EFT23081	16/05/2016	LANDMARK	XTO24 BOOMLESS SPRAY NOZZLES	-	176.51
EFT23082	16/05/2016	MALCOLM FRENCH	STOCK PURCHASES FOR VISITORS CENTRE.	-	81.00
EFT23083	16/05/2016	MICHAEL J DUGGAN	CONTRIBUTION TO BOOK PUBLISHING EXPENSES AS PER COUNCIL RESOLUTION C.2628 JANUARY 2016	-	1,000.00
EFT23084	16/05/2016	NAVMAN WIRELESS PTY LTD	NAVMAN SUBSCRIPTION FEE FOR 15/4/2016 TO 14/5/2016.	-	527.78
EFT23085	16/05/2016	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FROM APRIL 2016.	-	663.30
EFT23086	16/05/2016	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE WINDSCREEN IN TOYOTA HI-ACE BUS PN0820 - KILLARA 4.	-	330.00
EFT23087	16/05/2016	NORTHAM CENTRAL NEWSAGENCY	NEWSPAPERS & MAGAZINES FOR LIBRARY & ADMIN 01/07/2015 TO 01/08/2015.	-	225.50
EFT23089	16/05/2016	NORTHAM JUNIOR FOOTBALL ASSOCIATION	KIDSPORTS VOUCHERS	-	3,010.00
EFT23090	16/05/2016	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	COMMUNITY GRANT 2015/2016 - SENIORS CITIZENS BOWLS BUS & OUTINGS GRANT.	-	2,750.00
EFT23092	16/05/2016	NORTHAM VETERINARY CENTRE	DOG EUTHANASE 22/04/2016	-	77.18
EFT23093	16/05/2016	RIVERGUM VALLEY LAVENDER	STOCK PURCHASES FOR THE VISITORS CENTRE.	-	107.90
EFT23094	16/05/2016	ROADS2000	1T RED OXIDE (HOTMIX)	-	188.76
EFT23095	16/05/2016	ROBYN ANNE HOLLIS	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION.	-	61.80
EFT23096	16/05/2016	SOUVENIRS AUSTRALIA PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	-	269.66
EFT23097	16/05/2016	SPECIALISED TREE SERVICE	ERRECT ANZAC BANNERS & THEN REMOVE AFTER THE EVENT ON FITZGERALD ST.	-	240.00
EFT23098	16/05/2016	STATE HERITAGE OFFICE	016 HERITAGE MANAGEMENT AND PLANNING SEMINAR 28TH & 29TH APRIL KALGOORLIE	-	440.00

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EFT23099	16/05/2016	SUBWAY NORTHAM	LUNCH FOR STATE LIBRARY TRAINING PARTICIPANTS.	- 110.20
EFT23100	16/05/2016	SUPERCIVIL	SUPPLY & LAY KERBING AT CHIDLOW STREET	- 18,522.90
EFT23101	16/05/2016	THE FARM SHOP	ENERGY TURF 20KG.	- 1,345.19
EFT23102	16/05/2016	THYLACINE DESIGN & PROJECT MANAGEMENT	PROGRESS CLAIM FOR VARIATION #01 - ADDITIONAL TRAVEL ON 16TH TO 18TH MARCH 2016 TO NORTHAM WA.	- 7,025.59
EFT23103	16/05/2016	TRISLEY'S HYDRAULIC SERVICES PTY LTD	SERVICE WORK AT WUNDOWIE POOL.	- 566.50
EFT23104	16/05/2016	WA CONTRACT RANGER SERVICES	CAT POUND MONTH OF APRIL 2016	- 330.00
EFT23105	16/05/2016	WBS GROUP PTY LTD	SUPPLY AND CONSTRUCT INKPEN FIRE SERVICES BUILDING AS PER CONTRACT 21 OF 2015.	- 35,681.42
EFT23106	16/05/2016	WHEATBELT SAFETYWEAR	SAFETY BOOTS FOR KEVIN LANGILLE.	- 150.00
			<b>SUB-TOTAL EFT MUNICIPAL</b>	<b>- 472,314.55</b>
EFT23107	18/05/2016	CARRUTHERS TERESA	REFUND OF BOND ON LESSER HALL BOOKING #2242.	- 500.00
EFT23108	18/05/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	RELEASE OF RETENSION MONIES IN RELATION TO CONTRACT 8 OF 2014 - TOWN DRAINAGE IMPROVEMENTS.	- 9,905.82
EFT23109	18/05/2016	LORITZ CIRCUS PTY LTD	REFUND OF BOND ON SUBURBAN ROAD FOR CIRCUS 26/4/2016 - 01/05/2015.	- 800.00
EFT23110	18/05/2016	NITA A BUDAS	REFUND OF BOND ON HOSPITALITY ROOM \$500 RECEIPT NO 7130 -	- 500.00
			<b>TOTAL TRUST EFT</b>	<b>- 11,705.82</b>
EFT23111	19/05/2016	SUSAN ELIZABETH SCHMIDT	RATES REFUND FOR ASSESSMENT A15739 41 FAIRWAY BEND NORTHAM 6401	- 780.00
EFT23112	20/05/2016	ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	DOG POLES & LEASHES.	- 626.10
EFT23113	20/05/2016	AFPT FIBREFURN	LID ASSEMBLY WITH LEAF STRAINER.	- 146.50
EFT23114	20/05/2016	ALAN'S AUTO ELECTRICS	CBFCO VEHICLE - SPOTLIGHTS AND FITTING & CESH VEHICLE - MOUNT AND WIRE BLUE RED LIGHTS TO BULLBAR.	- 924.50
EFT23115	20/05/2016	ALLVEHICLES (NORTHAM RADIATOR SPECIALISTS & AVON 4WD CENTRE)	CBFCO VEHICLE - BLACK COMMERCIAL BULL BAR SUIT HOLDEN COLARADO 2012.	- 2,075.00
EFT23116	20/05/2016	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS - CHECK ALL PLUMBING.	- 568.70
EFT23117	20/05/2016	ANL LIGHTING AUSTRALIA PTY LTD	LIBRARY. REPLACEMENT LED COLOURED LIGHTS	- 834.58
EFT23118	20/05/2016	ARBORWEST TREE FARM	SUPPLY 10 X 100 LITRE CHINESE TALLOW TREES FOR NORTHAM CBD UPGRADE.	- 2,145.00
EFT23119	20/05/2016	AUS RECORD	STATIONERY FOR RECORDS.	- 245.30
EFT23120	20/05/2016	AUSTRALIAN INSTITUTE OF MANAGEMENT WESTERN AUSTRALIA	COURSE FEES FOR BSB51615 DIPLOMA OF QUALITY AUDITING FOR SUSAN CONNELL.	- 2,380.00
EFT23121	20/05/2016	AUSTRALIAN INSTITUTE OF TECHNOLOGY TRANSFER	SAFETY REP COURSE FOR OSH REPS	- 3,775.00

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EFT23122	20/05/2016	AUSTRALIAN OFFICE	4000 SECRETIVE WINDOW FACED ENVELOPES - SHIRE OF NORTHAM LOGO (140034)	- 143.79
EFT23123	20/05/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	- 25.80
EFT23124	20/05/2016	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END: 6/5/2015 INTERIM PAY \$263.00 & PAYG PAY RUN WEEK END 17/5/2016 \$53,110.00.	- 53,373.00
EFT23125	20/05/2016	AUTOPRO NORTHAM	VEHICLE SUN SHADES & MOTORCYCLE RAMPS & GIFT VOUCHER FOR EMPLOYEE OF THE MONTH.	- 382.27
EFT23126	20/05/2016	AVON A PARTY	AMUSEMENT RIDES FOR 2016 WUNDOWIE IRON FESTIVAL 15/05/2016 FROM 10AM - 4PM INCLUDING STAFF	- 1,990.00
EFT23127	20/05/2016	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT 26/4/2016 TO 8/5/2016.	- 1,568.00
EFT23128	20/05/2016	AVON FIBRE TECH	PAINT ROUNDABOUT AS INSTRUCTED BY JOHN RUTHERFORD	- 550.00
EFT23129	20/05/2016	AVON SKIP BINS	HIRE OF SKIP BIN FOR KILLARA SHED	- 350.00
EFT23130	20/05/2016	AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	- 174.10
EFT23131	20/05/2016	AVON WASTE	COMMERCIAL & DOMESTIC RUBBISH COLLECTION FOR THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 29/04/2016 & BINS FOR FLYING 50'S & REPLACEMENT COST OF 3 BINS.	- 79,924.39
EFT23132	20/05/2016	BEAUREPAIRES	REPAIRS TO VARIOUS SHIRE BUILDINGS	- 428.10
EFT23133	20/05/2016	BLACKWELL PLUMBING PTY LTD	STANDPIPE REPAIR & REFIT.	- 4,334.00
EFT23134	20/05/2016	BOUNCY FUN CASTLES	HIRE OF BOUNCY CASTLE & OPERATOR AT THE WUNDOWIE IRON FESTIVAL.	- 950.00
EFT23135	20/05/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	- 726.60
EFT23136	20/05/2016	CLACKLINE FENCING CONTRACTORS	REPAIR FENCING ON ST GEORGE STREET BAKERS HILL	- 940.00
EFT23137	20/05/2016	COURIER AUSTRALIA	FREIGHT CHARGE FOR DEVELOPMENT SERVICES.	- 13.05
EFT23138	20/05/2016	DAIMLER TRUCKS PERTH	5,000KM SERVICE MITSUBISHI FUSO 2 WAY TIPPER TRUCK N11187.	- 1,227.45
EFT23139	20/05/2016	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	AIRBRUSH TATTOOS X 6HRS AT WUNDOWIE IRON FESTIVAL.	- 660.00
EFT23140	20/05/2016	DRACO AIR PTY LTD	REPAIR WATER LEAKING IN CEILING ABOVE TOILET AT SES BUILDING.	- 132.00
EFT23141	20/05/2016	EASTERN HILLS SAWS & MOWERS	BR 600 Z BACKPACK BLOWER.	- 799.20
EFT23142	20/05/2016	ECOMIST SWAN	SERVICE NATURAL INSECT CONTROLS YEARLY - KILLARA	- 187.00
EFT23143	20/05/2016	FAIRFAX BUSINESS MEDIA	ADS IN SENIOR TRAVEL FEATURES- APRIL 2016	- 218.08
EFT23144	20/05/2016	FLAT OUT FREIGHT	PICK UP SIGNS FROM PERTH SAFETY PRODUCTS AND DELIVER TO SHIRE DEPOT	- 62.15

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EFT23145	20/05/2016	FM SURVEYS	MARK OUT SPENCERS BROOK ROAD UP NEAR JENNAPULLIN ROAD AS PER DRAWINGS SUPPLIED BY THE SHIRE OF NORTHAM.	- 1,100.00
EFT23146	20/05/2016	GGJ CONSULTANTS	RENEWAL OF SUPPORT SUBSCRIPTION FOR THE GGJ POLICIES & PROCEDURES MANUAL EXPIRES 27 APRIL 2017.	- 425.00
EFT23147	20/05/2016	GLENN STUART BEVERIDGE	REPAIRS TO VARIOUS SHIRE BUILDINGS	- 3,828.00
EFT23148	20/05/2016	GRAFTON ELECTRICS	REPAIRS TO VARIOUS SHIRE BUILDINGS	- 5,994.20
EFT23149	20/05/2016	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	RELIEF BUILDING SURVEYOR P/E 8/5/2016.	- 2,248.02
EFT23150	20/05/2016	HOST AUTO REPAIRS	SUPPLY AND FIT MIRRORS TO JOHN DEERE GATOR XUV	- 150.40
EFT23151	20/05/2016	IMMACU SWEEP	STREET SWEEPING OF TOWN CENTRE FOOTPATHS & SWEEPING GULLY EDUCATION SERVICES.	- 15,582.60
EFT23152	20/05/2016	INSTANT WEIGHING	HIRE OF TRADE APPROVED COMPULOAD DIGITAL SCALE.	- 1,760.00
EFT23153	20/05/2016	JAYNE MCINNES	CLEANING SENIORS HALL MEMORIAL RSL FROM 17/3/2016 TO 12/5/2016.	- 1,400.00
EFT23154	20/05/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	GRAVEL CARTING FROM CHITTY ROAD PIT TO MALABAIN ROAD FOR THE MAINTENANCE GRADER RESHEETING OF THIS ROAD & SUPPLY 1 SIDE TIPPER SEMI TO HAUL SOIL FROM WUNDOWIE.	- 5,544.00
EFT23155	20/05/2016	KLEENHEAT GAS	GAS BOTTLE HIRE FOR SHIRE ADMIN.	- 34.65
EFT23156	20/05/2016	LANDGATE	ANNUAL ACCESS LICENCE RENEWAL 1175/15-16 & ADDITIONS TO GRV AREA AS REQUESTED BY DLGC - (DEC 2015 & MARCH 2016)	- 2,244.02
EFT23157	20/05/2016	LANDMARK	GAS BOTTLE FOR FORKLIFT	- 57.74
EFT23158	20/05/2016	LUPTONS LIQUID WASTE	PUMP OUT GREASE TRAP - KILLARA DAY CENTRE	- 360.00
EFT23159	20/05/2016	MALATESTA ROAD PAVING & HOT MIX	SPRAY & SPREAD 14/7MM TWO COAT SEAL MILHINCH STREET - 1610M2.	- 18,294.77
EFT23160	20/05/2016	MARKETFORCE	ADVERTISING IN NEWSPAPERS	- 2,370.23
EFT23161	20/05/2016	MISTY RIDGE PLANT FARM	TOWNSITE REPLACEMENT PLANTS (WUNDOWIE)	- 342.50
EFT23162	20/05/2016	NOMIKOS PANTELEIMON ATSAS	RATES REFUND FOR ASSESSMENT A10963 1 FORWARD STREET NORTHAM 6401	- 944.30
EFT23163	20/05/2016	NORTHAM CENTRAL NEWSAGENCY	DELIVERIES OF NEWS PAPERS AVON ADVOCATE AND WEST AUSTRALIAN 04/04/2016-29/04/2016	- 38.40
EFT23164	20/05/2016	NORTHAM FEED & HIRE	ANIMAL FOOD FOR SWANS & POUND	- 243.70
EFT23165	20/05/2016	NORTHAM LIQUOR BARONS	STOCK PURCHASES FOR COUNCIL CHAMBERS.	- 455.82
EFT23166	20/05/2016	NORTHAM TOYOTA	60000KM SERVICE TO RAV 4 PN1403 - N9467	- 348.68
EFT23167	20/05/2016	OXTER SERVICES	CEMETERY INVOICING FOR THE FORTNIGHT ENDING 29/4/2016 & SANITARY ITEMS FOR DEPOT	- 1,903.37

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EFT23168	20/05/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER UPGRADES TO SHIRE COMPUTERS.	- 1,920.00
EFT23169	20/05/2016	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET, NORTHAM STATEMENT NO 2080298 - ACCOUNT NO: 601148.	- 184.52
EFT23170	20/05/2016	PFD FOOD SERVICES PTY LTD	ASSORTED GOODS FOR KILLARA KITCHEN	- 345.85
EFT23171	20/05/2016	PORTNER PRESS PTY LTD	EMPLOYMENT LAW UPDATE 3 OF 2016.	- 97.00
EFT23172	20/05/2016	PR POWER PTY LTD	RENTAL OF GENERATOR FOR ADMIN POWER OUTAGE - DUE TO WESTERN POWER.	- 517.44
EFT23173	20/05/2016	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA (TRANS WA)	TRAIN TICKETS FROM 01/4/2016 TO 30/4/2016.	- 213.99
EFT23174	20/05/2016	QUEST YALVERTON KALGOORLIE	ACCOMMODATION FOR ATTENDANCE AT HERTITAGE MANAGEMENT AND PLANNING SEMINAR 28 APRIL 2016	- 155.00
EFT23175	20/05/2016	RETAIL DECISIONS (COLES)	COLES EXPENSES FOR APRIL 2016 FOR CARDHOLDERS -	- 2,425.63
EFT23176	20/05/2016	ROPSWEST	EXCESS DUE ON INSURANCE CLAIM 633505202 ON 2010 CATERPILLAR 226B SKID STEER 1CAX990.	- 1,000.00
EFT23177	20/05/2016	SLAV'S CLEANING SERVICE	CLEANING OF SHIRE BUILDINGS FOR APRIL 2016.	- 8,576.01
EFT23178	20/05/2016	THE WORKWEAR GROUP	UNIFORM FOR STAFF	- 430.00
EFT23179	20/05/2016	TYREPOWER	PUNCTURE REPAIR TO TRAILER TYRE ON PN0005 - N5380	- 33.00
EFT23180	20/05/2016	VISIT MERCHANDISE	STOCK PURCHASES ON VISITORS CENTRE.	- 376.10
EFT23181	20/05/2016	VODAFONE	SES BUILDING & FIRE BRIGADES PHONE ACCOUNT - 01/05/2016 TO 31/05/2016.	- 89.10
EFT23182	20/05/2016	WA FARM TREES	ASSORTED ADVANCED TREES.	- 660.00
EFT23183	20/05/2016	WALKABOUT FASHION ACCESSORIES	STOCK PURCHASES FOR VISITORS CENTRE.	- 183.59
EFT23184	20/05/2016	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR MICK AHEARN.	- 150.00
EFT23185	20/05/2016	WILD-CARD.ORG	STOCK PURCHASES FOR VISITORS CENTRE.	- 138.05
EFT23186	20/05/2016	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL SUPPLIED FOR THE MONTH OF APRIL 2016.	- 993.68
EFT23187	27/05/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 221 INTEREST PAYMENT - AIRSTRIP UPGRADE	- 6,951.22
EFT23188	27/05/2016	26TH (WA) EASTERN HILLS COMPANY OF THE BOYS BRIGADE	KIDSPORT FUNDING FOR CHRISTOPHER LARDNER	- 200.00
EFT23189	27/05/2016	A COUNTRY PRACTICE	5 X CAT STERILISATIONS ON CAT GRANT	- 750.00
EFT23190	27/05/2016	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	417001 FOLLOWER PLATE	- 214.50
EFT23191	27/05/2016	AVON SPICE CAFE	CATERING FOR ORDINARY COUNCIL MEETING 18 MAY 2016	- 374.00

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EFT23192	27/05/2016	BAKERS HILL VETERINARY HOSPITAL	CAT STERILISATION - GRANT	-	150.00
EFT23193	27/05/2016	BEAUREPAIRES	PUNCTURE REPAIR TO TRAILER PN1414 - 1TQM574.	-	26.27
EFT23194	27/05/2016	CANNON HYGIENE AUSTRALIA PTY LTD	SANITARY UNIT MONTHLY SERVICE FOR VISITORS CENTRE.	-	253.06
EFT23196	27/05/2016	CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING	-	170.00
EFT23197	27/05/2016	COUNTRY COPIERS NORTHAM	SERVICE OF COPIER AT REC CENTRE.	-	1,118.67
EFT23198	27/05/2016	CROSSLAND & HARDY PTY LTD	SURVEY AND PLAN OF OLD QUARRY ROAD LANDFILL SITE STORM WATER DRAINAGE CHANNELS AS PER ATTACHED MAP. BLUE ON MAP (1:80) AND GREEN (1:28) AND WHERE THERE IS SIGNIFICANT ROCK SHEETING THE SURVEY LINE SHOULD BE MOVED UP OR DOWN AS NECESSARY AS LONG AS THE LINE DOES NOT FALL BELOW THE PINK (1:42) ON THE MAP.SPACING OF PEG TO BE AT APPROX 20M INTERVALS.	-	4,323.00
EFT23199	27/05/2016	CUNDERDIN COMMUNITY RESOURCE CENTRE INC	LOST LIBRARY BOOK -"THE SILVER DOOR" BY EMILY RODDA"	-	17.50
EFT23200	27/05/2016	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	FACE PAINTING FOR NORTHAM MOTORSPORT FESTIVAL	-	594.00
EFT23201	27/05/2016	DUN & BRADSTREET AUSTRALIA	LEGAL FEES.	-	21,052.06
EFT23202	27/05/2016	E FIRE & SAFETY	MAINTENANCE OF ALL FIRE EQUIPMENT IN VARIOUS SHIRE BUILDINGS	-	2,374.68
EFT23203	27/05/2016	FAIRFAX BUSINESS MEDIA	ADS IN SENIOR TRAVEL FEATURES-MARCH 2016.	-	218.08
EFT23204	27/05/2016	FE TECHNOLOGIES PTY LTD	ANNUAL MAINTENANCE FOR JUNE 2016 TO MAY 2017.	-	1,210.00
EFT23206	27/05/2016	GLENN STUART BEVERIDGE	REPAIRS TO VARIOUS SHIRE BUILDINGS	-	902.00
EFT23207	27/05/2016	GREENWARD CONSULTING	HERITAGE CONSULTANT ADVICE AND ATTENDANCE AT COMMUNITY FORUM HELD 27/4/16.	-	1,253.00
EFT23208	27/05/2016	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	RELIEF BUILDING SURVEYOR FOR P/E 15/5/2016.	-	2,631.82
EFT23209	27/05/2016	IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS & SWEEPING & GULLY EDUCATION SERVICES FOR PERIOD 11/4/2016 TO 16/4/2016.	-	3,895.65
EFT23210	27/05/2016	INDEPENDENT VALUERS OF WESTERN AUSTRALIA	INDEPENDENT VALUATION - 174 FITZGERALD STREET,	-	1,443.75
EFT23211	27/05/2016	INVISION SIGNS AND DESIGNS	WUNDOWIE LIBRARY PULL UP BANNER	-	170.00
EFT23212	27/05/2016	IREDALE PEDERSEN HOOK ARCHITECTS	ARCHITECTURAL DESIGN SERVICES FOR ABORIGINAL & ENVIRONMENTAL INTERPPRETIVE CENTRE FROM 1/12/2015 TO 31/1/2016.	-	19,646.00
EFT23213	27/05/2016	JMG BUILDING SURVEYORS	ADDITIONAL DILAPIDATION SURVEYS - OLD HOSPITAL REDEVELOPMENT	-	5,940.00

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EFT23214	27/05/2016	KLEENWEST DISTRIBUTORS	FUNNELS - FOR KILLARA.	- 14.52
EFT23215	27/05/2016	METTLER-TOLEDO LIMITED	ANNUAL CALABRATION OF 70T WEIGHBRIDGE AT THE SHIRE OF NORTHAM OLD QUARRY ROAD WASTE MANAGEMENT FACILITY. CALIBRATION BE UNDERTAKEN ON WEDNESDAY 11 MAY 2016 AT APPROX 9.00AM.	- 2,194.50
EFT23216	27/05/2016	NEXT-TEL	TELSTRA TOUGH MAX & SMASUNG GALAXY S5	- 539.00
EFT23217	27/05/2016	NORTHAM MITRE 10 SOLUTIONS	VARIOUS HARDWARE SUPPLIES.	- 1,869.19
EFT23218	27/05/2016	NORTHAM TOWING SERVICE	IMPOUNDED VEHICLE TOW DAEWOO CHARLES STREET,	- 88.00
EFT23219	27/05/2016	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY FOR KILLARA	- 367.56
EFT23220	27/05/2016	OXTER SERVICES	PLINTH FOR PLAQUE NEXT TO HUGO THROSSELL STATUE & INSTALLATION & CEMETERY INVOICING FOR THE FORTNIGHT ENDING 13TH MAY 2016 & CLEANING SUPPLIES FOR VARIOUS SHIRE BUILDINGS.	- 7,670.17
EFT23221	27/05/2016	PARKS AND LEISURE AUSTRALIA	PARKS AND LEISURE AUSTRALIA STATE CONFERENCE 16TH AND 17TH OF JUNE 2016	- 715.00
EFT23222	27/05/2016	PRESTIGE ALARMS	24 HOUR MONITORING OF SECURITY SYSTEM AT NORTHAM ADMIN.	- 115.00
EFT23223	27/05/2016	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER (50 LICENCES) - MAY 2016.	- 1,122.00
EFT23224	27/05/2016	RF INDUSTRIES PTY LTD	1 X X10DR STANDARD MIC PACK INC:X-PONDER 1 X IF CABLE - TAIT SUITS DB15 RADIO	- 551.11
EFT23225	27/05/2016	SACRED HEART SCHOOL	KIDSPORT FUNDING	- 154.00
EFT23226	27/05/2016	STATE WIDE TURF SERVICES	OVER SOW HENRY STREET OVAL WITH RYE SEED.	- 1,800.00
EFT23227	27/05/2016	STERIHEALTH SERVICES PTY LTD	STEEL WALL SAFE SERVICE 6-20 UNITS.	- 236.08
EFT23228	27/05/2016	SWAN DISTRICTS FOOTBALL CLUB	KIDSPORT FUNDING	- 200.00
EFT23229	27/05/2016	THE GIRLS BRIGADE 3RD GREENWOOD	KIDSPORT FUNDING	- 200.00
EFT23230	27/05/2016	THE GLASTONBURY COMPANY	2 COPIES OF BOOKS ENIGMA 1960.	- 49.90
EFT23231	27/05/2016	THE RIVERSIDE HOTEL	ACCOMMODATION FOR BUILDING CONTRACTOR - FOR 27TH APRIL, 3RD, 4TH, 10TH, 11TH, 17TH & 18TH MAY 2016.	- 770.00
EFT23232	27/05/2016	THE WORKWEAR GROUP	UNIFORMS FOR BRENDON RUTTER	- 122.65
EFT23233	27/05/2016	TRISLEY'S HYDRAULIC SERVICES PTY LTD	EMERGENCY REPAIRS TO RECIRCULATION PUMP NORTHAM POOL	- 791.56
EFT23234	27/05/2016	TYRECYCLE PTY LTD	TYRE RECYCLING AT OLD QUARRY LANDFILL.	- 403.99
EFT23235	27/05/2016	TYREPOWER	REPLACE TYRE ON BOBCAT TRAILER PN1214 - 1TNU484	- 120.41

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EFT23236	27/05/2016	VALLEY FORD	45000KM SERVICE ON FORD TERRITORY PN1402 - N3333	-	454.40
EFT23237	27/05/2016	VALLEY MOUNTAIN ENTERPRISES PTY LTD	REFUND AS BUILDER (REDINK HOMES) HAS ALREADY DONE APPLICATION FOR SEPTIC - APPROVAL NUMBER 15-15/16.	-	236.00
EFT23238	27/05/2016	VISIT MERCHANDISE	STOCK PURCHASES FOR VISITORS CENTRE.	-	878.89
EFT23239	27/05/2016	WHEATBELT SAFETYWEAR	10 X GLOVES FOR TURTLE TRAPPING & SUPPLY PPE EQUIPMENT FOR PARKS & GARDENS.	-	216.00
			<b>SUB-TOTAL EFT MUNICIPAL</b>	-	<b>345,578.21</b>
34488	06/05/2016	KYLE OVENS	RETURN FEES PAID TWICE BUILDING APP 16073 - R#91228 & R#91259.	-	384.00
34489	06/05/2016	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	PAYROLL DEDUCTIONS	-	20.50
34490	06/05/2016	LUCY'S TEAROOMS	CATERING FOR COUNCIL MEETING ON 16/4/2016 & CATERING FOR THE OSH MEETING 31/3/2016. .	-	391.00
34491	06/05/2016	PETTY CASH	PETTY CASH REIMBURSEMENT FOR SHIRE ADMIN FOR PERIOD JANUARY TO APRIL 2016.	-	431.45
34492	06/05/2016	SHIRE OF NORTHAM	REGISTRATION UNTIL 31 JULY 2016 N11075 - PN1411 TOYOTA HILUX.	-	65.20
34493	06/05/2016	SYNERGY	ELECTRICITY FOR VARIOUS SHIRE BUILDINGS	-	6,260.35
34494	06/05/2016	WATER CORPORATION	WATER FOR VARIOUS SHIRE BUILDINGS	-	1,941.90
34495	16/05/2016	SYNERGY	ELECTRICITY FOR VARIOUS SHIRE BUILDINGS	-	25,631.75
34496	16/05/2016	TELSTRA CORPORATION	VARIOUS PHONE ACCOUNTS	-	4,686.30
34497	16/05/2016	WATER CORPORATION	WATER FOR VARIOUS SHIRE BUILDINGS	-	3,508.43
34498	20/05/2016	JASON TERENCE CLIFTON	CROSSOVER REBATE FOR LOT 22 (6) ENTANCE AVE NORTHAM A15451.	-	600.00
34499	20/05/2016	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	PAYROLL DEDUCTIONS	-	20.50
34500	20/05/2016	MICRO BORTOLOZZO	REFUND FOR CANCELLATION OF FOOD STALL APPLICATION FEE FOR RIVER FESTIVAL.	-	135.00
34501	20/05/2016	NORTHAM TAVERN	GIFTVOUCHER FOR THE VOLUNTEER BUSH FIRE BRIGADE MEMBER FOR THE MONTH OF MARCH 2016 - ROB HERZER.	-	150.00
34502	20/05/2016	SYNERGY	ELECTRICITY ACCOUNT FOR VARIOUS SHIRE OFFICES FOR PERIOD	-	13,792.51
34503	20/05/2016	WATER CORPORATION	WATER FOR VARIOUS SHIRE BUILDINGS	-	12,655.18
34504	27/05/2016	SHIRE OF GINGIN	MEETING PROCEDURES AND DEBATING TRAINING - CR CHRIS ANTONIO ON 1 MARCH 2016	-	110.55
34505	27/05/2016	SYNERGY	ELECTRICITY FOR VARIOUS SHIRE BUILDINGS	-	978.50
34506	27/05/2016	TELSTRA CORPORATION	VARIOUS PHONE ACCOUNTS	-	5,177.03
34507	27/05/2016	WATER CORPORATION	WATER FOR VARIOUS SHIRE BUILDINGS	-	11,436.50

**SHIRE OF NORTHAM**  
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			<b>TOTAL CHEQUES MUNICIPAL</b>	<b>- 88,376.65</b>
DD9839.1	03/05/2016	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT RECREATION CENTRE MAY 2016	- 1,067.00
DD9843.1	03/05/2016	WA SUPER	PAYROLL DEDUCTIONS	- 23,607.76
DD9843.2	03/05/2016	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	- 408.82
DD9843.3	03/05/2016	AMG UNIVERSAL SUPER	SUPERANNUATION CONTRIBUTIONS	- 345.49
DD9843.4	03/05/2016	QSUPER	SUPERANNUATION CONTRIBUTIONS	- 180.20
DD9843.5	03/05/2016	CHRISTIAN SUPER	SUPERANNUATION CONTRIBUTIONS	- 87.15
DD9843.6	03/05/2016	BENDIGO SMART START SUPER	SUPERANNUATION CONTRIBUTIONS	- 180.20
DD9843.7	03/05/2016	LOCAL GOVERNMENT SUPER	SUPERANNUATION CONTRIBUTIONS	- 218.24
DD9843.8	03/05/2016	VISION SUPER	SUPERANNUATION CONTRIBUTIONS	- 181.33
DD9843.9	03/05/2016	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	- 269.20
DD9856.1	03/05/2016	WA SUPER	SUPERANNUATION CONTRIBUTIONS	- 227.20
DD9856.2	06/05/2016	WA SUPER	PAYROLL DEDUCTIONS	- 87.95
DD9861.1	09/05/2016	BANKWEST	EMDS - MASTERCARD 22/3/16 TO 20/4/16	- 108.00
DD9861.1	09/05/2016	BANKWEST	EMES - MASTERCARD 22/3/16 TO 20/4/16	- 246.78
DD9861.1	09/05/2016	BANKWEST	CEO - MASTERCARD 22/3/16 TO 20/4/16	- 278.49
DD9861.1	09/05/2016	BANKWEST	EMCS - MASTERCARD 22/3/16 TO 20/4/16	- 1,757.14
DD9910.1	17/05/2016	WA SUPER	PAYROLL DEDUCTIONS	- 22,992.77
DD9910.2	17/05/2016	EWRAP SUPER	SUPERANNUATION CONTRIBUTIONS	- 147.99
DD9910.3	17/05/2016	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	- 408.12
DD9910.4	17/05/2016	AMG UNIVERSAL SUPER	SUPERANNUATION CONTRIBUTIONS	- 345.42
DD9910.5	17/05/2016	QSUPER	SUPERANNUATION CONTRIBUTIONS	- 180.80
DD9910.6	17/05/2016	CHRISTIAN SUPER	SUPERANNUATION CONTRIBUTIONS	- 12.99
DD9910.7	17/05/2016	BENDIGO SMART START SUPER	SUPERANNUATION CONTRIBUTIONS	- 181.30
DD9910.8	17/05/2016	LOCAL GOVERNMENT SUPER	SUPERANNUATION CONTRIBUTIONS	- 218.24
DD9910.9	17/05/2016	VISION SUPER	SUPERANNUATION CONTRIBUTIONS	- 181.30
DD9918.1	17/05/2016	WA SUPER	SUPERANNUATION CONTRIBUTIONS	- 238.78
DD9843.10	03/05/2016	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	- 1,861.16
DD9843.11	03/05/2016	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	- 478.64
DD9843.12	03/05/2016	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	- 187.13
DD9843.13	03/05/2016	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	- 244.42
DD9843.14	03/05/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	- 541.79
DD9843.15	03/05/2016	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	SUPERANNUATION CONTRIBUTIONS	- 278.36
DD9843.16	03/05/2016	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	- 493.74
DD9843.17	03/05/2016	EWRAP SUPER	SUPERANNUATION CONTRIBUTIONS	- 143.06
DD9910.10	17/05/2016	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	- 269.20
DD9910.11	17/05/2016	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	- 62.97
DD9910.12	17/05/2016	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	- 1,600.76

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

DD9910.13	17/05/2016	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	-	552.50
DD9910.14	17/05/2016	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-	334.11
DD9910.15	17/05/2016	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	-	244.42
DD9910.16	17/05/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-	541.79
DD9910.17	17/05/2016	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	SUPERANNUATION CONTRIBUTIONS	-	281.35
DD9910.18	17/05/2016	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	-	493.74
			<b>TOTAL DIRECT DEBITS</b>	-	<b>62,767.80</b>
PAYROLL	03/05/2016	SHIRE OF NORTHAM MAIN PAY RUN	SHIRE OF NORTHAM EMPLOYEES PAYROLL	-	213,028.06
PAYROLL	06/05/2016	SHIRE OF NORTHAM INTERIM PAY RUN	SHIRE OF NORTHAM EMPLOYEES PAYROLL	-	1,371.33
PAYROLL	19/05/2016	SHIRE OF NORTHAM MAIN PAY RUN	SHIRE OF NORTHAM EMPLOYEES PAYROLL	-	194,950.45
PAYROLL	20/05/2016	SHIRE OF NORTHAM INTERIM PAY RUN	SHIRE OF NORTHAM EMPLOYEES PAYROLL	-	2,345.54
			<b>TOTAL PAYROLL</b>	-	<b>411,695.38</b>
			<b>TOTAL CHEQUES TRUST</b>	-\$	<b>11,721.27</b>
			<b>TOTAL EFT TRUST</b>	-\$	<b>11,705.82</b>
			<b>TOTAL EFT MUNICIPAL</b>	-\$	<b>817,892.76</b>
			<b>TOTAL CHEQUES MUNICIPAL</b>	-\$	<b>88,376.65</b>
			<b>TOTAL DIRECT DEBITS</b>	-\$	<b>62,767.80</b>
			<b>TOTAL PAYROLL</b>	-\$	<b>411,695.38</b>
			<b>TOTAL</b>	-\$	<b>1,404,159.68</b>

**SHIRE OF NORTHAM**  
**AGENDA**  
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The payment of cheque numbers 34488 to 34507 from Municipal Fund (dated 1<sup>st</sup> May 2016 to 31<sup>st</sup> May 2016), the payment of trust cheque numbers 1955 to 1958 from the Trust Fund and the payment of Electronic Funds Transfer numbers EFT22959 to EFT23106 and EFT23111 to EFT23239 (dated 1<sup>st</sup> May 2016 to 31<sup>st</sup> May 2016),. EFT Trust Fund EFT23107 to EFT23110 and Direct Debits 9839.1 to 9839.1 and 9843.1 to 9843.17 and 9856.1 to 9856.2 and 9861 to 9861.1 and 9910.1 to 9910.18 and have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42)

Municipal Bank Vouchers 34488 to 34507	\$ 88,376.65
Trust Bank Vouchers 1955 to 1958	\$ 11,721.27
Municipal Bank Electronic Fund Transfer EFT22959 to EFT23106 and EFT23111 to EFT23239	\$ 817,892.76
Trust Bank Electronic Fund Transfer EFT23107 to EFT23110	\$ 11,705.82
Direct Debit Fund Transfer 9839.1 to 9839.1 and 9843.1 to 9843.17 and 9856.1 to 9856.2 and 9861 to 9861.1 and 9910.1 to 9910.18	\$ 63,273.05
Municipal Bank Electronic Fund Transfer Payroll 03/05/2016	\$ 213,028.06
Municipal Bank Electronic Fund Transfer Payroll 06/05/2016	\$ 1,371.33
Municipal Bank Electronic Fund Transfer Payroll 19/05/2016	\$ 194,950.45
Municipal Bank Electronic Fund Transfer Payroll 20/05/2016	\$ 2,345.54
TOTAL	\$1,404,159.68

**CERTIFICATION OF THE PRESIDENT**

I hereby certify that this schedule of account covering Vouchers and Electronic Funds Transfer payments as per above and totalling \$1,404,159.68 was submitted to the Ordinary Meeting of Council on Wednesday, 15 June 2016.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

**CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER**

This schedule of accounts paid covering Vouchers and Electronic Funds Transfer payments as per above and totalling \$1,404,159.68 was submitted to each member of the Council on Wednesday, 15 June 2016, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

\_\_\_\_\_ CHIEF EXECUTIVE OFFICER

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

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**13.3.2 FINANCIAL STATEMENTS TO 30 APRIL 2016**

Name of Applicant:	Internal Report
File Ref:	2.1.3.4
Officer:	Zoe Macdonald / Colin Young
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple Majority

**PURPOSE**

The Statement of Financial Activity for the period ending 30 April 2016 is included as a separate attachment to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves;
- Net Current Assets;
- Rating Information;
- Trust Funds;
- Operating Statements;
- Balance Sheet;
- Financial Ratio;
- Budget to Actual Material Variance; and
- Bank Reconciliation

**RECOMMENDATION**

**That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended 30 April 2016.**

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

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**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 30 APRIL 2016**

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# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



#### SHIRE OF NORTHAM STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 APRIL 2016

	NOTE	15/16 Budget \$	Ytd Budget \$	Ytd Actual \$	Variations Actuals to Budget \$	Variations Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>	8					
Governance		72,153	66,763	72,781	6,018	9.01%
General Purpose Funding Other		2,229,224	1,668,042	1,470,078	(197,964)	(11.87%)
General Purpose Funding Rates		8,582,323	8,616,323	8,635,593	19,270	0.22%
Law, Order, Public Safety		1,113,262	330,230	326,462	(3,768)	(1.14%)
Health		50,000	41,660	40,008	(1,652)	(3.97%)
Education and Welfare		1,352,833	1,127,320	1,272,069	144,749	12.84%
Housing		46,465	38,700	29,827	(8,873)	(22.93%)
Community Amenities		2,513,390	2,357,486	2,371,057	13,561	0.58%
Recreation and Culture		3,075,744	2,421,530	518,389	(1,903,161)	(78.59%)
Transport		2,294,267	1,455,489	1,484,064	28,575	1.96%
Economic Services		563,651	475,812	387,358	(88,454)	(18.59%)
Other Property and Services		84,348	77,788	90,832	13,044	16.77%
<b>Total Operating Revenue</b>		<b>21,977,860</b>	<b>18,677,153</b>	<b>18,698,500</b>	<b>(1,978,653)</b>	<b>(10.59%)</b>
<b>Expenses</b>	8					
Governance		(1,255,590)	(981,751)	(937,241)	54,510	5.50%
General Purpose Funding		(364,868)	(212,670)	(209,628)	3,042	1.43%
Law, Order, Public Safety		(1,173,368)	(945,018)	(862,642)	82,376	8.72%
Health		(308,419)	(242,802)	(293,867)	(51,265)	(21.13%)
Education and Welfare		(1,502,295)	(1,256,039)	(1,122,571)	133,468	10.63%
Housing		(105,856)	(88,647)	(77,021)	11,626	13.12%
Community Amenities		(3,438,827)	(2,654,471)	(2,130,819)	523,852	19.73%
Recreation & Culture		(5,001,938)	(4,155,061)	(3,950,768)	204,293	4.92%
Transport		(7,831,220)	(6,461,121)	(6,598,033)	(136,912)	(2.12%)
Economic Services		(2,036,106)	(1,675,795)	(1,447,790)	228,005	13.61%
Other Property and Services		(93,608)	(83,496)	(235,906)	(142,410)	(152.32%)
<b>Total Operating Expenses</b>		<b>(23,112,085)</b>	<b>(18,776,671)</b>	<b>(17,866,085)</b>	<b>910,586</b>	<b>4.85%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals	2	144,029	120,024	81,607	(38,417)	32.01%
Movement in Accrued Interest		0	0	0	0	0.00%
Movement in Accrued Salaries and Wages		0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0.00%
Movement in Employee Benefit Provisions		0	1,658,401	(164,682)	(1,823,083)	0.00%
Depreciation on Assets		6,977,994		6,186,191	6,186,191	0.00%
<b>Non Operating Items</b>						
Purchase Land Held for Resale	1	0		0	0	0.00%
Purchase Land and Buildings	1	(3,476,168)	(2,252,371)	(143,768)	2,108,603	93.62%
Purchase Plant and Equipment	1	(1,194,897)	(1,018,283)	(893,189)	125,094	12.28%
Purchase Furniture and Equipment	1	(10,483)	0	0	0	0.00%
Purchase Bush Fire Equipment	1	(480,000)	(383,330)	0	383,330	100.00%
Purchase Playground Equipment	1	0	0	0	0	0.00%
Purchase Infrastructure Assets - Roads	1	(3,360,383)	(2,871,557)	(1,396,156)	1,475,401	51.38%
Purchase Infrastructure Assets - Bridges	1	(532,512)	(272,512)	(441,142)	(168,630)	(61.88%)
Purchase Infrastructure Assets - Footpaths	1	(567,315)	(464,370)	(570,945)	(106,575)	(22.95%)
Purchase Infrastructure Assets - Drainage	1	(2,282,624)	(2,014,535)	(451,214)	1,563,321	77.60%
Purchase Infrastructure Assets - Parks & Ovals	1	(649,284)	(541,000)	(440,919)	100,081	18.50%
Purchase Infrastructure Assets - Streetscape	1	(264,371)	(211,960)	(176,025)	35,935	18.95%
Purchase Infrastructure Assets - Other	1	(451,519)	(384,461)	(230,699)	153,782	39.99%
Proceeds from Disposal of Assets	2	344,642	287,202	151,283	(135,919)	47.33%
Repayment of Debentures	3	(210,154)	(175,100)	(204,189)	(29,089)	(16.61%)
Proceeds from New Debentures	3	0	0	0	0	0.00%
Advances to Community Groups		0	0	0	0	0.00%
Self-Supporting Loan Principal Income	3	30,099	25,083	30,099	5,016	(20.00%)
Transfers to Restricted Assets (Reserves)	4	(1,063,385)	(1,063,385)	(104,260)	959,125	90.20%
Transfers from Restricted Asset (Reserves)	4	2,240,871	2,240,871	0	(2,240,871)	100.00%
Transfers from Restricted Asset (Other)		0	0	0	0	0.00%
<b>ADD Net Current Assets July 1 B/Fwd</b>	5	<b>5,919,675</b>	<b>5,906,402</b>	<b>5,906,402</b>	<b>0</b>	<b>0.00%</b>
<b>LESS Year End Adjustment - Killara</b>		<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>LESS Net Current Assets Year to Date</b>	5	<b>0</b>	<b>0</b>	<b>6,146,778</b>	<b>6,146,778</b>	<b>0.00%</b>
<b>Surplus</b>		<b>0</b>	<b>(1,514,399)</b>	<b>(175,989)</b>	<b>1,338,430</b>	<b>(88.38%)</b>

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

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

1. ACQUISITION OF ASSETS	15/16 Budget \$	Ytd Actual \$
The following assets have been acquired during the period under review:		
<b><u>By Program</u></b>		
<b>Governance</b>		
CEO Vehicle	55,000	0
Admin Building	23,431	
<b>Law, Order &amp; Public Safety</b>		
CESM Vehicle	31,454	36,588
Brigade Appliance -3.4 Grass Valley	335,000	0
Brigade Appliance - Light Tanker Irishtown BFB	125,000	0
Inkpen Fireshed	280,851	49,055
Clackline/Muresk Fire Shed	51,975	40,225
Electronic Conversion of Standpipe	12,500	0
Ranger Vehicle	45,000	40,725
Ranger Vehicle	25,000	33,740
Dog Pound	10,000	0
CCTV - Fitzgerald St & Peel Tce	24,200	25,310
<b>Health</b>		
Snr EHO Vehicle	35,000	0
<b>Education &amp; Welfare</b>		
NRCP Vehicle	33,889	31,454
Fluffy Ducks Patio & Power Relocation	10,455	0
Land & Buildings - Respite Centre Construction	19,852	20,256
Kuringal Village Long Term Mtc	24,890	0
<b>Community Amenities</b>		
Gate House - Inkpen Landfill	20,000	0
Urban Drainage	1,824,747	97,292
Town Centre Drainage Southern Investment Funding		1,626
Aerators - Supertowns	241,123	80,744
Snr EHO Vehicle	35,000	40,271
Avon Mall Streetscaping	148,138	48,731
Cemetery Drainage	12,769	0
Cemetery Lot Development	18,600	0

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

1. ACQUISITION OF ASSETS (Continued)	15/16 Budget \$	2016 Actual \$
<u>By Program (Continued)</u>		
<b>Recreation and Culture</b>		
Land & Building - Replace Balcony	178,200	0
Northam Pool Bowl Tiles	14,000	18,961
Filter - Wundowie Pool	24,600	0
Rec Centre Air Conditioning	505,000	13,400
Rec Centre Additional Exit Doors	25,000	2,500
Bakers Hill Golf & Tennis - Kitchen	60,365	0
EMComms Vehicle	40,000	39,482
Playground Improvements	263,964	235,602
Play Equipment Wundowie	9,796	0
Install Cricket Pitch - Jubilee Oval	27,000	13,360
Henry Street Oval Fencing WAFL Grant	3,223	0
Free Standing Stackable Seating	3,580	0
BMX Lighting	20,000	0
Bert Hawke Drainage	40,000	0
Bert Hawke Lighting	20,000	0
Wundowie Skate Park	194,032	171,948
Henry Street Oval Drainage	6,780	0
Playground POS Improvements		
Parks Seating & Play Equipment	40,000	5,757
Retic Wundowie Oval	20,889	14,252
Drink Fountain - Rec Centre	5,500	5,679
Library Furniture & Equipment	10,483	0
Railway Precinct Upgrade	49,284	0
AVVVA - Building Renewal	42,000	0
AVVVA - Kitchen Refurbishment	36,365	0
Aboriginal & Environmental Building	2,100,000	17,082
Carpark/ Drop Zone Old Railway Station	70,376	84,262

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

1. ACQUISITION OF ASSETS (Continued)	15/16 Budget \$	2016 Actual \$
<b><u>By Program (Continued)</u></b>		
<b>Transport</b>		
Northam Depot Relocation Feasibility	10,000	0
Footpath Construction	557,315	570,945
Rural Drainage	106,570	37,033
GEH Deproclamation Funds	60,726	4,855
Southern Brook Road RRG 15/16	249,244	150,147
Jennapullin Road RRG 15/16	82,067	77,228
Roadworks - General Construction	596,917	313,353
Bridge Construction	532,512	441,142
Roadworks - Roads to Recovery	1,168,217	468,510
Roadworks - Supplementary Funding	237,917	110,637
Laneway Land Acquisition	28,500	1,250
Roadworks - Blackspot Funding	223,556	6,669
Infra Development - Super Towns	14,962	0
Roadworks - Gravel Sheeting	619,203	213,176
Kerb Renewal	107,574	38,907
Culvert Renewal	46,018	12,674
Footpath Renewal		
Plant & Equipment - Road Plant Purchases	834,554	647,421
<b>Economic Services</b>		
Christmas Decorations	17,436	17,064
Information Bays	35,857	43,032
Signs Tower - GEH	10,000	0
Building Services Plant & Equipment	60,000	23,509
Bakers Hill & Wundowie Water Project	315,289	315,262
Car Park Medical Centre	80,791	82,941
	<u>13,249,536</u>	<u>4,744,057</u>

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**

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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

1. ACQUISITION OF ASSETS (Continued)	15/16 Budget \$	2016 Actual \$
<b><u>By Class</u></b>		
Land and Buildings	3,476,168	143,768
Plant and Equipment	1,194,897	893,189
Furniture and Equipment	10,483	0
Bush Fire Equipment	460,000	0
Infrastructure Assets - Roads	3,360,383	1,396,156
Infrastructure Assets - Footpaths	557,315	570,945
Infrastructure Assets - Bridges & Culverts	532,512	441,142
Infrastructure Assets - Drainage	2,292,624	451,214
Infrastructure Assets - Parks & Ovals	649,264	440,919
Infrastructure Assets - Streetscape	264,371	176,025
Infrastructure Assets - Other	451,519	230,699
	13,249,536	4,744,057

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

#### 2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$
<b>Governance</b>						
PN1315 CEO Vehicle (N4082) MV1315	46,647	0.00	29,000	0.00	(17,647)	0.00
<b>Law, Order, Public Safety</b>						
PN1315 CESM Vehicle (N4056) MV1303	25,001	23,134	10,000	9,091	(15,001)	(14,043)
PN1223 Ranger Vehicle (N4021) MV1228	20,019	0.00	10,000	0.00	(10,019)	0.00
PN1304 Ranger Vehicle (N4057) MV1304	21,552	0.00	10,000	0.00	(11,552)	0.00
<b>Health</b>						
PN1215 SEHO Vehicle (N10734) MV1218	15,995	0.00	13,000	0.00	(2,995)	0.00
<b>Community Amenities</b>						
PN1208 Snr Planner Vehicle (N10714) MV1208	12,000	12,000.00	12,000	8,192.50	0	(3,807.50)
PN1301 SV6 Commodore Sedan (N4030) MV1302	24,726	23,101	20,000	17,727	(4,726)	(5,374)
<b>Recreation &amp; Culture</b>						
PN1306 EMComMS Vehicle (N4092) MV1305	29,437	27,550	20,000	21,364	(9,437)	(6,186)
<b>Transport</b>						
PN0812 Wundowie Truck (N3647) 9216	25,000	25,000.00	31,045	20,909.09	6,045	(4,090.91)
PN1201 Flocon (N008) MV1201 & MV1202	90,751	0.00	73,427	0.00	(17,324)	0.00
P5029 Quad Bike (N5173) 9029	7,417	0.00	7,276	0.00	(141)	0.00
PN0905 Ride on Mower (N3779) 9240	22,169	6,834.04	8,211	1,500.00	(13,958)	(5,334.04)
P5017 Dynapac Vibrating Roller (N9166) 9017	3,794	20,586.62	3,047	7,000.00	(747)	(13,586.62)
PN1009 Two Way Tip Truck (N3885) RP1009	111,342	94,684.98	50,000	65,500.00	(61,342)	(29,184.98)
PN1205 Reticulation Utility (N10709) MV1206	8,635	0.00	12,636	0.00	4,001	0.00
Flail Mower Wundowie	0	0.00	5,000	0.00	5,000	0.00
<b>Other Economic Services</b>						
PN1221 Building Mtc Vehicle (N10728) MV1213	11,752	0.00	10,000	0.00	(1,752)	0.00
PN1219 Snr Building Surveyor Vehicle (N3433) MV1224	12,434	0.00	20,000	0.00	7,566	0.00
	<b>488,671</b>	<b>232,890</b>	<b>344,642</b>	<b>151,283</b>	<b>(144,029)</b>	<b>(81,607)</b>

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

#### 2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$
<b>Plant &amp; Equipment</b>						
PN1315 CEO Vehicle (N4082) MV1315	46,647	0	29,000	0	(17,647)	0
PN1315 CESM Vehicle (N4056) MV1303	25,001	23,134	10,000	9,091	(15,001)	(14,043)
PN1223 Ranger Vehicle (N4021) MV1228	20,019	0	10,000	0	(10,019)	0
PN1304 Ranger Vehicle (N4057) MV1304	21,552	0	10,000	0	(11,552)	0
PN1215 SEHO Vehicle (N10734) MV1218	15,995	0	13,000	0	(2,995)	0
PN1208 Snr Planner Vehicle (N10714) MV1208	12,000	12,000	12,000	8,193	0	(3,808)
PN1306 EMCommS Vehicle (N4092) MV1305	29,437	27,550	20,000	21,364	(9,437)	(6,186)
PN0812 Wundowie Truck (N3647) 9216	25,000	25,000	31,045	20,909	6,045	(4,091)
PN1201 Flocon (N008) MV1201 & MV1202	90,751	0	73,427	0	(17,324)	0
P5029 Quad Bike (N5173) 9029	7,417	0	7,276	0	(141)	0
PN0905 Ride on Mower (N3779) 9240	22,169	6,834	8,211	1,500	(13,958)	(5,334)
P5017 Dynapac Vibrating Roller (N9166) 9017	3,794	20,587	3,047	7,000	(747)	(13,587)
PN1009 Two Way Tip Truck (N3885) RP1009	111,342	94,685	50,000	65,500	(61,342)	(29,185)
PN1205 Reticulation Utility (N10709) MV1206	8,635	0	12,636	0	4,001	0
Flail Mower Wundowie	0	0	5,000	0	5,000	0
PN1301 SV6 Commodore Sedan (N4030) MV1302	24,726	23,101	20,000	17,727	(4,726.00)	(5,374)
PN1221 Building Mtc Vehicle (N10728) MV1213	11,752	0	10,000	0	(1,752)	0
PN1219 Snr Building Surveyor Vehicle (N3433) MV1224	12,434	0	20,000	0	7,566	0
	488,671	232,890	344,642	151,283	(144,029)	(81,607)

#### Summary

Profit on Asset Disposals  
Loss on Asset Disposals

15/16 Budget \$	Ytd Actual \$
22,612	0
(166,641)	(81,607)
<u>(144,029)</u>	<u>(81,607)</u>

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

### 3. INFORMATION ON BORROWINGS

#### (a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$
<b>Recreation &amp; Culture</b>									
Loan 208 - Northam Country Club **	25,270	0	0	4,919	4,919	20,351	20,351	1,938	1,862
Loan 219 - Northam Bowling Club **	94,923	0	0	25,180	25,180	69,743	69,743	5,752	5,482
Loan 223 - Recreation Facilities	579,122	0	0	102,423	102,423	476,699	476,699	37,485	35,736
Loan 224 - Recreation Facilities	976,294	0	0	36,236	36,236	940,058	940,058	69,264	66,077
<b>Transport</b>									
Loan 221 - Airstrip Upgrade	37,519	0	0	11,749	5,784	25,770	31,735	2,435	1,320
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	798,785	0	0	29,647	29,547	769,138	769,138	56,671	54,063
	2,511,913	0	0	210,154	204,189	2,301,759	2,307,724	173,545	164,540

**Note:** \*\* indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.

Loan 221 - No longer a self supporting loan to Northam Aero Club now financed by general purpose revenue.

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

	15/16 Budget				Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>4. RESERVES - CASH BACKED</b>										
Aged Accomodation Reserve	255,465	6,324	15,900	(59,770)	217,919	255,465	4,324	-	-	259,789
Employee Liability Reserve	494,602	12,213	-	(35,500)	471,315	494,602	8,372	-	-	502,974
Housing Reserve	242,782	5,995	-	-	248,777	242,782	4,110	-	-	246,892
Reticalation Schema Reserve	48,750	1,204	-40,000	-	89,954	48,750	825	-	-	49,575
Office Equipment Reserve	122,458	3,024	-	-	125,482	122,458	2,073	-	-	124,531
Plant & Equipment Reserve	600,754	15,999	588,965	(678,212)	527,506	600,754	10,169	-	-	610,923
Recreation Reserve	18,131	448	-	(18,579)	-	18,131	307	-	-	18,438
Road & Bridgeworks Reserve	547,453	13,479	10,000	(459,692)	111,240	547,453	9,267	-	-	556,720
Refuse Site Reserve	228,756	5,649	150,105	(20,000)	364,510	228,756	3,872	-	-	232,627
Regional Development Reserve	873,646	21,573	-	(80,000)	815,219	873,646	14,788	-	-	888,434
Speedway Reserve	134,968	3,333	-	-	138,301	134,967	2,285	-	-	137,252
Community Bus Replacement Reserve	31,139	769	-	-	31,908	31,138	527	-	-	31,665
Septage Pond Reserve	324,006	8,001	26,415	-	358,422	324,006	5,484	-	-	329,490
Killara Reserve	154,372	7,000	-	(30,000)	131,372	168,620	2,854	-	-	171,474
Stormwater Drainage Projects Reserve	27,441	1,067	-	-	28,508	27,441	465	-	-	27,906
Recreation and Community Facilities Reserve	810,813	20,022	-	(431,296)	399,539	810,814	13,725	-	-	824,539
Administration Office Reserve	671,050	16,570	-	(23,431)	664,189	671,050	11,359	-	-	682,409
Council Buildings & Amenities Reserve	130,203	3,215	-	(100,000)	33,418	130,204	2,204	-	-	132,408
River Town Pool Dredging Reserve	283,686	7,005	-	(223,600)	67,091	283,686	4,802	-	-	288,488
Parking Facilities Construction Reserve	123,582	3,586	75,000	(80,791)	121,377	123,583	2,092	-	-	125,675
Art Collection Reserve	21,219	524	-	-	21,743	21,219	359	-	-	21,578
<b>Total Cash Backed Reserves</b>	<b>6,145,276</b>	<b>157,000</b>	<b>906,385</b>	<b>(2,240,871)</b>	<b>4,967,790</b>	<b>6,159,524</b>	<b>104,262</b>	<b>-</b>	<b>-</b>	<b>6,263,786</b>
<b>Total Interest</b>							<b>104,262</b>			

All of the above reserve accounts are to be supported by money held in financial institutions.

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

#### 4 RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

##### **Aged Accommodation Reserve**

Provision of future capital works requirements for aged units at Kuringal Village, Wundowie, and other sites within the Shire of Northam.

##### **Employee Liability Reserve**

Provision for employees future liability commitments, ie annual leave, long service leave requirements and negotiated gratuities and sickness payouts.

##### **Housing Reserve**

Reserve established for future construction of Community Housing in Wundowie.

##### **Reticulation Scheme Reserve**

Provision for future replacement/upgrading of water reuse and reticulation infrastructure. Funds not expected to be used in a set period as further transfer to the reserve account are expected as funds are utilised.

##### **Office Equipment Reserve**

Acquisition and upgrading of Council offices, furniture, computers and general equipment. Funds not expected to be used in a set period as further transfer to the reserve account are expected as funds are utilised.

##### **Plant & Equipment Reserve**

Acquisition and upgrading of Council works plant and general equipment in accordance with plant replacement program. Funds not expected to be used in a set period as further transfer to the reserve account are expected as funds are utilised.

##### **Recreation Reserve**

Purpose - Development and improvement of recreation and sporting facilities within the Shire of Northam. It is anticipated that this reserve will be fully utilised in 2015/16.

##### **Road & Bridgeworks Reserve**

Provision for upgrading of road and bridge infrastructure within the Shire of Northam. Funds not expected to be used in a set period as further transfer to the reserve account are expected as funds are utilised.

##### **Refuse Site Reserve**

Purpose - Development of Refuse Sites and related infrastructure and equipment, including provision for future replacement facility and/or site. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

##### **Regional Development Reserve**

Purpose - To provide for future projects whereby a broader range of development ideas may be required to be encouraged on a regional basis, in consultation with other stakeholders and/or Local Governments. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

##### **Speedway Reserve**

Purpose - To provide funds for possible future rehabilitation works required at the Northam Speedway site on Fox Road Northam. No date has been specified for the use of this Reserve.

##### **Community Bus Replacement Reserve**

Purpose - To provide funds for future replacement of the Shire of Northam Community Buses. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

#### RESERVES (Continued)

##### Septic Pond Reserve

Purpose - To provide for funds for future upgrades and maintenance to septic ponds and related infrastructure. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

##### Killara Reserve

Purpose - To provide a fund for surplus funds from Killara Operations and a restricted cash for and unspent Killara Grants. No date has been specified for the use of this Reserve.

##### Storm Water Drainage Projects Reserve

Purpose - To provide funds for stormwater drainage projects. No date has been specified for the use of this Reserve. 17400

##### Recreation and Community Facilities Reserve

Purpose - To provide fund for Recreation and Public Facilities within the Shire of Northam. No date has been specified for the use of this Reserve, 2% of net rates levied each year set aside for the provision of recreation and sport facilities.

##### Administration Office Reserve

Purpose - To provide a fund for the expansion or relocation of the Shire of Northam Administration Centre. No date has been specified for the use of this Reserve.

##### Council Buildings & Amenities Reserve

Purpose - Provision for maintenance and upgrading of Council buildings and amenities. Funds not expected to be used in a set period as further transfer to the reserve account are anticipated.

##### River Town Pool Dredging Reserve

Purpose - Provision for dredging and maintenance of the River Town Pool. Funds not expected to be used in a set period as further transfers to the reserve account are anticipated.

##### Parking Facilities Construction Reserve

Purpose - Provision for future car parking facilities. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

##### Art Collection Reserve

Purpose - Provision for the care and maintenance of the Shire of Northam's art collection, including acquisitions and disposal. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

	15/16 Budget	Ytd Actual	2014/2015 Financial Report
	\$	\$	\$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	3,566,930	3,118,600
Cash - Restricted Unspent Grants	0	1,662,935	2,107,310
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	5,250,600	6,263,785	6,159,524
Self Supporting Loan		0	(5,322)
Sundry Debtors	1,141,850	186,128	1,277,154
Rates - Current	0	1,607,203	1,136,116
Pensioners Rates Rebate	0	17,104	16,222
Provision for Doubtful Debts	0	(124,729)	(124,729)
GST Receivable	0	0	175,694
Accrued Income/Prepayments	0	0	11,693
Inventories	10,000	0	30,222
	<u>6,602,450</u>	<u>13,179,356</u>	<u>13,902,483</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(2,159,557)	(551,087)	(1,207,536)
Rates Income in Advance	0	(134,673)	0
GST Payable	0	0	(104,067)
Accrued Salaries & Wages	0	0	0
Accrued Interest on Debentures	0	(35,862)	(35,862)
Payroll Creditors	0	0	(202,109)
Accrued Expenditure	0	0	0
Withholding Tax Payable	0	0	0
Payg Payable	0	96,358	(26,147)
Loan Liability	0	(54,707)	(210,153)
Provision for Annual Leave	0	(407,029)	(534,837)
Provision for Long Service Leave	0	(290,731)	(320,601)
Other Payables	0	0	0
	<u>(2,159,557)</u>	<u>(1,377,731)</u>	<u>(2,641,312)</u>
<b>NET CURRENT ASSET POSITION</b>	4,442,893	11,801,625	11,261,171
Less: Cash - Reserves - Restricted	(5,250,600)	(6,263,785)	(6,159,524)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add: Current Loan Liability	223,416	5,964	210,153
Add: Leave Liability Reserve	488,315	502,974	494,602
Add: Budgetted Leave	100,000	100,000	100,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u>4,024</u>	<u>6,146,778</u>	<u>5,906,402</u>

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

#### 6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Ytd Total Revenue \$	15/16 Budget \$
<b>General Rate</b>								
00 Non-Rateable	0.0000	700	3,343,912	0	(1,743)	0	(1,743)	0
01 GRV-Townsites Residential	10.5571	2,988	37,552,380	3,964,443	2,717	0	3,967,160	3,981,043
02 GRV-Northam Commercial/Indu	11.6252	248	11,255,466	1,308,470	0	0	1,308,470	1,309,570
05 Agricultural Local	0.5679	519	160,924,000	913,888	82,236	195	996,320	918,988
06 Agricultural Regional	0.4706	208	111,632,000	525,340	0	0	525,340	530,440
07 Rural Small Holdings	0.6474	546	95,829,000	620,397	0	0	620,397	623,497
<b>Sub-Totals</b>		5,209	420,536,758	7,332,538	83,210	195	7,415,943	7,363,538
<b>Minimum Rates</b>								
01 GRV-Northam Town Gen	865	914	4,211,349	791,475	0	0	791,475	790,610
02 GRV-Northam Town Diff	865	48	185,998	41,520	0	0	41,520	41,520
05 Agricultural Local	865	136	11,523,418	117,640	0	0	117,640	117,640
06 Agricultural Regional	865	205	23,189,539	177,325	0	0	177,325	177,325
07 Rural Small Holdings	865	106	13,223,000	91,690	0	0	91,690	91,690
<b>Sub-Totals</b>		1,409	52,333,304	1,219,650	0	0	1,219,650	1,218,785
							8,635,593	8,582,323
Ex-Gratia Rates							0	12,900
Excess Rate Receipts							(158,077)	0
<b>Totals</b>				8,552,188	83,210	195	8,477,516	8,595,223

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016**



**SHIRE OF NORTHAM**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDING 30 APRIL 2016**

**7. TRUST FUNDS**

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail		Balance 01-Jul-15 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Town Hall Bond	1	1,500	3,800	(3,500)	1,800
Lesser Hall Bond	2	900	2,000	(1,500)	1,400
Nomination Deposits	4	0	640	(640)	0
Library Deposits & Income	5	0	0	0	0
POS - Cash in Lieu	6	338,929	7,220	0	346,149
Bonds - Building	7	34,500	1,000	0	35,500
Crossovers - Bond	9	86,392	0	0	86,392
Recreation Centre Bond	11	400	3,000	(2,000)	1,400
Bert Hawke Pavillion	12	0	800	0	800
Facilities - Bonds	18	200	0	0	200
Footpath/Kerbing Deposit	22	96,500	17,500	(17,500)	96,500
Retentions	26	169,175	30,637	(73,182)	126,630
Sundry Trust	27	13,310	0	0	13,310
Building & Construction (BCITF)	29	0	42,578	(41,386)	1,192
Builders Reg Board Levy	30	0	38,599	(35,867)	2,732
Standpipe Key	31	6,900	550	(150)	7,300
Resited Dwellings	32	37,200	782	0	37,982
Deposits-Extractive Industries	33	261,548	5,777	0	267,325
Other	34	15,747	1,206	(1,597)	15,356
Other - Rental Bond	35	200	0	(200)	0
Bonds - Animal Traps	36	130	0	(167)	(37)
Storm Damage Donations	38	175	0	0	175
		<b>1,063,706</b>	<b>156,089</b>	<b>(177,689)</b>	<b>1,042,106</b>

**SHIRE OF NORTHAM**  
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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

8. OPERATING STATEMENT

	15/16 Budget \$	Ytd Budget	Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>					
Rates	8,657,223	8,630,053	8,481,725	(148,328)	-2%
Operating Grants Subsidies and Contributions	3,408,645	2,705,445	3,120,982	415,537	15%
Fees and Charges	3,670,091	3,331,497	3,201,062	(130,435)	-4%
Service Charges	0	0	0	0	
Interest Earnings	385,500	321,240	282,843	(38,397)	-12%
Other Revenue	772,953	665,049	506,673	(158,376)	-24%
<b>TOTAL OPERATING REVENUE</b>	<b>16,894,412</b>	<b>15,653,284</b>	<b>15,593,286</b>	<b>(59,998)</b>	<b>0%</b>
<b>OPERATING EXPENSES</b>					
Employee Costs	(7,002,731)	(5,787,292)	(5,509,835)	277,457	5%
Materials and Contracts	(6,981,182)	(5,304,722)	(4,222,103)	1,082,619	20%
Utility Charges	(762,396)	634,680	(700,256)	(1,334,936)	210%
Depreciation of Non Current Assets	(6,897,607)	(5,744,838)	(6,115,417)	(370,579)	-6%
Interest Expenses	(173,545)	(144,590)	(164,540)	(19,950)	-14%
Insurance Expenses	(432,268)	(430,078)	(446,328)	(16,250)	-4%
Other Expenditure	(695,725)	(589,130)	(605,298)	(16,168)	-3%
<b>TOTAL OPERATING EXPENSE</b>	<b>(22,945,454)</b>	<b>(17,365,970)</b>	<b>(17,763,778)</b>	<b>(397,808)</b>	<b>2%</b>
Non Operating Grants Subsidies and Contributions	5,060,836	3,005,039	1,075,877	(1,929,162)	64%
Profit on Asset Disposals	22,612	18,830	8,636	(10,194)	54%
Loss on Asset Disposals	(166,641)	(141,340)	(81,607)	59,733	42%
		17,400			
<b>RESULTING FROM OPERATIONS</b>	<b>(1,134,235)</b>	<b>1,169,843</b>	<b>(1,167,585)</b>	<b>(2,337,428)</b>	<b>-200%</b>

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

#### 9. BALANCE SHEET

	Ytd Actual \$	2014/2015 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	11,493,650	11,385,434
Receivables	1,685,706	2,633,780
Inventories	0	30,221
<b>TOTAL CURRENT ASSETS</b>	<b>13,179,356</b>	<b>14,049,435</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	400,038	435,458
Inventories	0	0
Land and Buildings	16,575,350	16,574,100
Property, Plant and Equipment	40,408,970	40,558,374
Infrastructure	189,099,749	190,623,664
<b>TOTAL NON-CURRENT ASSETS</b>	<b>246,484,107</b>	<b>248,191,596</b>
<b>TOTAL ASSETS</b>	<b>259,663,463</b>	<b>262,241,031</b>
<b>CURRENT LIABILITIES</b>		
Payables	678,604	1,722,670
Interest-bearing Liabilities	5,964	207,198
Provisions	690,756	855,439
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,375,324</b>	<b>2,785,307</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	2,301,760	2,301,760
Provisions	158,484	158,484
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,460,244</b>	<b>2,460,244</b>
<b>TOTAL LIABILITIES</b>	<b>1,375,324</b>	<b>5,245,551</b>
<b>NET ASSETS</b>	<b>258,288,139</b>	<b>256,995,480</b>
<b>EQUITY</b>		
Retained Surplus	78,643,997	79,915,843
Reserves - Cash Backed	6,263,785	6,159,524
Reserves - Asset Revaluation	170,920,113	170,920,113
<b>TOTAL EQUITY</b>	<b>255,827,895</b>	<b>256,995,480</b>

**SHIRE OF NORTHAM**  
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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

10. FINANCIAL RATIO

	2016 YTD	2015	2014	2013
Current Ratio	6.02	2.08	1.43	1.82

The above rates are calculated as follows:

Current Ratio equals 
$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2016**

<u>Operating</u>	NOTE	15/16 Budget \$	Ytd Budget \$	Ytd Actual \$	Variances Actuals to Budget Ytd \$	Variances Actual Budget to Ytd %	
<b>Revenues/Sources</b>	8						
Governance		72,153	66,763	72,781	6,018	9.01%	Funding towards Business Continuity Plan
General Purpose Funding Other		2,229,224	1,668,042	1,470,078	(197,964)	(11.87%)	Grants Commission Funding timing
General Purpose Funding Rates		8,582,323	8,616,323	8,635,693	19,270	0.22%	Additional Fees
Law, Order, Public Safety		1,113,262	330,230	326,462	(3,768)	(1.14%)	
Health		50,000	41,860	40,008	(1,852)	(3.97%)	
Education and Welfare		1,352,833	1,127,320	1,272,069	144,749	12.84%	Additional HACC & NRCP Funding
Housing		46,465	38,700	29,827	(8,873)	(22.93%)	Unoccupied Rental Swimming Pool
Community Amenities		2,513,390	2,357,496	2,371,057	13,561	0.58%	Additional Planning Fees
Recreation and Culture		3,075,744	2,421,530	518,369	(1,903,161)	(78.59%)	Timing on grant income AVVA, Lotterieswest NSRF Fundine Delay to 2016/17, Kitchen Refurbishment Bakers Hill Golf & Tennis Club
Transport		2,294,267	1,455,489	1,484,064	28,575	1.96%	Timing on grant income MRWA
Economic Services		563,851	475,812	387,358	(88,454)	(18.59%)	Additional revenue for the Avon Festival, water charges Racing Club
Other Property and Services		84,348	77,788	90,832	13,044	16.77%	Fuel Rebates greater than budgeted
		<u>21,977,860</u>	<u>18,677,153</u>	<u>16,698,500</u>	<u>(1,978,653)</u>	<u>(10.59%)</u>	
<b>(Expenses)/(Applications)</b>	8						
Governance		(1,255,590)	(991,751)	(937,241)	54,510	5.50%	Lower salaries, training, consultants and advertising fees
General Purpose Funding		(364,868)	(212,670)	(209,628)	3,042	1.43%	
Law, Order, Public Safety		(1,173,368)	(945,018)	(862,642)	82,376	8.72%	Lower salaries, fire prevention and fire break costs
Health		(308,419)	(242,602)	(293,867)	(51,265)	(21.13%)	Internal jnl allocation to Community Amenities
Education and Welfare		(1,502,295)	(1,256,039)	(1,122,571)	133,468	10.63%	Timing of Community sponsorship, higher depreciation charges
Housing		(105,856)	(88,647)	(77,021)	11,626	13.12%	Lower maintenance costs and admin allocation expenses
Community Amenities		(3,438,827)	(2,654,471)	(2,130,619)	523,852	19.73%	Timing Contractor Services for both rubbish collection & site maintenance, unspent septage pond works
Recreation & Culture		(5,001,838)	(4,155,061)	(3,950,768)	204,293	4.92%	Lower than budget plant cost allocations. Aboriginal Environmental Study is in progress
Transport		(7,831,220)	(6,481,121)	(6,598,033)	(136,912)	(2.12%)	Additional depreciation expenses
Economic Services		(2,036,106)	(1,675,795)	(1,447,790)	228,005	13.61%	Building Services Officer vacancy, delayed spending on Council properties, lower retic maintenance, depreciation costs and festival and events expenditure are all under budget
Other Property and Services		(93,608)	(93,496)	(235,906)	(142,410)	(152.32%)	Internal jnl for recovery to be done
		<u>(23,112,095)</u>	<u>(18,776,671)</u>	<u>(17,866,085)</u>	<u>910,586</u>	<u>(4.85%)</u>	
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	2	144,029	120,024	81,807	(38,417)	32.01%	Timing of Asset disposals
Movement in Employee Benefit Provisions		0	0	(184,682)	(184,682)	0.00%	
Depreciation on Assets		6,977,994	5,233,419	6,186,191	952,772	(18.21%)	Fair Valuation increased the value of the assets and thus annual depreciation charges.

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016



**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2016**

<u>Operating</u>	NOTE	15/16 Budget \$	Ytd Budget \$	Ytd Actual \$	Variance Actuals to Budget Ytd \$	Variance Actual Budget to Ytd %	
<b>Capital Revenue and (Expenditure)</b>							
Purchase Land and Buildings	1	(3,476,168)	(2,252,371)	(143,768)	2,108,603	93.62%	Timing on building works
Purchase Plant and Equipment	1	(1,194,897)	(1,018,283)	(893,189)	125,094	12.28%	Timing on plant purchases
Purchase Furniture and Equipment	1	(10,483)	0	0	0	0.00%	
Purchase Bush Fire Equipment	1	(480,000)	(383,330)	0	383,330	100.00%	Timing unknown for supply by DFES
Purchase Infrastructure Assets - Roads	1	(3,380,383)	(2,871,557)	(1,396,156)	1,475,401	51.38%	Timing on budget allocations
Purchase Infrastructure Assets - Bridges	1	(532,512)	(272,512)	(441,142)	(168,630)	(61.88%)	Spencers Brook & Clydesdale Road Bridge work
Purchase Infrastructure Assets - Footpaths	1	(557,315)	(464,370)	(570,945)	(106,575)	(22.95%)	Timing on budget allocations
Purchase Infrastructure Assets - Drainage	1	(2,292,624)	(2,014,535)	(451,214)	1,563,321	77.60%	Timing on budget allocations
Purchase Infrastructure Assets - Parks & Ovals	1	(649,264)	(541,000)	(440,919)	100,081	18.50%	Timing on budget allocations
Purchase Infrastructure Assets - Streetscape	1	(264,371)	(211,960)	(176,025)	35,935	16.95%	Timing on budget allocations
Purchase Infrastructure Assets - Other	1	(451,519)	(384,461)	(230,699)	153,762	39.99%	Timing on budget allocations
Proceeds from Disposal of Assets	2	344,642	287,202	151,283	(135,919)	47.33%	Assets not disposed of
Repayment of Debentures	3	(210,154)	(175,100)	(204,189)	(29,089)	(16.61%)	
Self-Supporting Loan Principal Income	3	30,099	25,083	30,099	5,016	(20.00%)	
Transfers to Restricted Assets (Reserves)	4	(1,063,385)	(1,063,385)	(104,281)	959,124	90.20%	
Transfers from Restricted Asset (Reserves)	4	2,240,871	2,240,871	0	(2,240,871)	100.00%	
Transfers from Restricted Asset (Other)		0	0	0	0	0.00%	
ADD Net Current Assets July 1 B/Fwd	5	5,919,675	5,906,402	5,906,402	0	0.00%	
LESS Year End Adjustment - Killara		-	0		0		
LESS Net Current Assets Year to Date	5	0	0	6,146,778	6,146,778	0.00%	
<b>Surplus</b>	6	0	2,060,619	(175,970)	(2,236,589)	(108.54%)	

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

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

#### 1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

##### (a) Basis of Accounting

The financial report is a general purpose financial report which has been prepared in accordance with applicable Australian Accounting Standards and the Local Government Act 1995 (as amended) and accompanying regulations (as amended). The report has also been prepared on the accrual basis under the convention of historical cost accounting.

##### (b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 7.

##### (c) 2009/10 Actual Balances

Balances shown in this budget as 2009/10 Actual are as forecast at the time of budget preparation and are subject to final adjustments.

##### (d) Rounding Off Figures

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

##### (e) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

##### (f) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

##### (g) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

##### (h) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectibility of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

#### FOR THE PERIOD ENDING 30 APRIL 2016

#### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### (i) Inventories

###### **General**

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

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

###### **Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred during that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

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

##### (j) Fixed Assets

###### **Initial Recognition**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed includes the cost of all materials, direct labour and variable and fixed overheads.

###### **Revaluation**

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on a basis to reflect the already consumed or expired future economic benefits.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ significantly from that determined using fair value at reporting date.

###### **Land under Roads**

Land under roads is excluded from infrastructure in accordance with the transition arrangements available under AASB 1045 and in accordance with legislative requirements.

In Western Australia, all land under roads is Crown Land, the responsibility of managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government, (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst this treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2016

#### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### (k) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	50 years
Furniture and Equipment	5 years
Computer Hardware/Software	4 years
Tools	4 years
Cars	20 years
Utilities	4 years
Heavy Vehicles-	
-Trucks	5 years
-Graders, Loaders, & Heavy Equipment	10 years
Other Plant and Equipment	10 years
Sealed Roads and Streets	
Construction-Road Reconstruction	50 years
original surfacing and major re-surfacing	
- bituminous seals	15 years
- asphalt surfaces	20 years
Car Parks (Sealed)	40 years
Unsealed Gravel Roads	
construction/road base/sub grade	50 years
gravel sheet/resheet	10 years
Reserves/Playground Equipment	10 years
Bridges & Culverts	
-timber	50 years
-concrete	100 years
Footpaths	
-insitu concrete and slabs	40 years
-asphalt, bitumen surfaces	20 years
Kerbing	
- concrete	40 years
Street lighting	25 years
Sewerage piping	60 years
Water supply piping	60 years
Parks & Reserves	50 years
Main Drains & Water Retarding Basins	85 years

##### (l) Investments and Other Financial Assets

###### **Classification**

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

###### *(i) Financial assets at fair value through profit and loss*

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

###### *(ii) Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the balance sheet.

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

#### FOR THE PERIOD ENDING 30 APRIL 2016

#### (1) Investments and Other Financial Assets (Continued)

##### *Classification (Continued)*

##### *(iii) Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. If Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

##### *(iv) Available-for-sale financial assets*

Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

##### *Recognition and derecognition*

Regular purchases and sales of financial assets are recognised on trade-date – the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the income statement as gains and losses from investment securities.

##### *Subsequent measurement*

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the income statement within other income or other expenses in the period in which they arise. Dividend income from financial assets at fair value through profit and loss is recognised in the income statement as part of revenue from continuing operations when Council's right to receive payments is established. Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.

##### *Impairment*

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss-measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit or loss – is removed from equity and recognised in the income statement. Impairment losses recognised in the income statement on equity instruments classified as available-for-sale are not reversed through the income statement.

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 15 JUNE 2016

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

#### FOR THE PERIOD ENDING 30 APRIL 2016

#### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### (m) Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

##### (n) Impairment

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting the budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2009.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

##### (o) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

##### (p) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 APRIL 2016

##### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### (p) Employee Benefits (Continued)

###### (i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

###### (ii) Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

##### (q) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

###### **Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

##### (r) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

##### (s) Superannuation

The Council contributes to the Local Government Superannuation Scheme and the Occupational Superannuation Fund. Both Funds are defined contribution schemes.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent a cash refund or a reduction in the future payments is available.

##### (t) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

#### FOR THE PERIOD ENDING 30 APRIL 2016

#### 2. STATEMENT OF OBJECTIVE

The Shire of Northam is dedicated to providing high quality services to the community through the various service orientated programs which it has established.

##### **GOVERNANCE**

Administration and operation of facilities and services to members of Council, other costs that relate tasks of assisting elected members and rate payers on matters which do not concern specific Council services.

##### **GENERAL PURPOSE FUNDING**

Rates, general purpose government grants and interest revenue.

##### **LAW, ORDER, PUBLIC SAFETY**

Supervision of various local laws, fire prevention, emergency services and animal control.

##### **HEALTH**

Food quality and pest control, immunisation services and inspection of abattoirs.

##### **EDUCATION AND WELFARE**

Assistance to playgroups and other voluntary services.

##### **HOUSING**

Maintenance of rental housing (including aged accommodation).

##### **COMMUNITY AMENITIES**

Rubbish collection services, operation of tips, noise control, administration of town planning scheme, maintenance of cemeteries, community and environmental services.

##### **RECREATION AND CULTURE**

Maintenance of community halls and facilities, the Wundowie swimming pool, Wundowie library and various reserve, parks and recreation grounds.

##### **TRANSPORT**

Construction and maintenance of roads, bridges, drainage works, footpaths, parking facilities, traffic and street cleaning. Licensing transactions on behalf of the Department of Transport.

##### **ECONOMIC SERVICES**

The regulation and provision of tourism, area promotion, building control, saleyards, noxious weed control, plant nursery and standpipes.

##### **OTHER PROPERTY & SERVICES**

Private works operations, plant repairs and operations costs.

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**13.3.3 HOCKEY AND CRICKET LICENCE AGREEMENTS – BERT HAWKE PAVILION**

Name of Applicant:	Northam Cricket & Avon Hockey Association Licence
Name of Owner:	Shire of Northam
File Ref:	A13091
Officer:	Cheryl Greenough
Officer Interest:	N/A
Policy:	B7.11 Management of Council Property Leases
Voting:	Simple Majority

**PURPOSE**

For Council to approve a Licence Agreement between the Shire of Northam, the Northam Cricket Association and the Avon Hockey Association for a portion of Lot 50 Frederick Street and Lot 50 & Lot 1 Suburban Road Northam otherwise known as Bert Hawke Pavilion and Grounds.

**BACKGROUND**

Council has conducted a licence agreement with both Association for the property since 26 July 2004. The latest agreement commenced on 1 September 2010 and expired 31 August 2015

A Management Licence is offered where the tenant (Licensee) has management rights only and the property is shared with several other clubs who also require a management licence. The electricity and water usage is split between both clubs.

**STATUTORY IMPACTS**

Policy B7.11 Management of Council Property s 2.0 Not-for-profit Lease.

*Local Government (Functions and General) Regulations 1996*

30. *Dispositions of property excluded from Act s. 3.58*  
(2) *A disposition of land is an exempt disposition if —*  
(B) *the land is disposed of to a body, whether incorporated or not —*  
(i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature;*

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

OBJECTIVE C3: Provide active and passive recreation facilities and services.

STRATEGY C3.2: Partner with stakeholders to achieve greater community participation in recreational facilities and services

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**FINANCIAL IMPLICATIONS**

The Shire will be responsible for most of the maintenance of the building and the insurance which has been catered for in the Budget. The Clubs are responsible for legal fees relating to the execution of the licence agreements.

**OFFICER'S COMMENT**

The proposal is for both groups to have a 'licence' for the clubrooms and the kitchen, and to have 'use' of the change rooms and the oval. The previous licence was for a five (5) year period and it is suggested that this licence agreement should again be for a five (5) year period with a five (5) year renewal option at the discretion of the Shire.

The licence fee will be \$395.15 plus CPI calculated annually on 1 September 2016. The following items are to be contained in the Schedule:

The Premises:

The Club rooms and kitchen together with the use of the changerooms on the land as shown with red outline with the following fixtures and fittings –

- Air Conditioner – split system
- Westinghouse double oven
- Chef top and four hotplates
- 10 tables (joint ownership)
- 100 chairs
- 2 Wormald fire extinguishers

Use of Premises: Club room and kitchen facilities

Insurance by Licensee:

Public Liability not less than ten million dollars (\$10,000,000.00) for any one event.  
Contents and Equipment.

Option to Renew: 5 year option at the discretion of the Licensor

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**RECOMMENDATION**

**That Council:**

- 1. Approve the signing of a Licencing Agreement between the Shire of Northam, the Northam Cricket Association and the Avon Hockey Association for a portion of Lot 50 Frederick Street and Lot 50 & Lot 1 Suburban Road Northam otherwise known as Bert Hawke Pavilion and Grounds for \$400.00 per annum plus CPI rounded to the nearest \$5.00.**
- 2. Requires that the following items be included in the Schedule:**
  - a. The Premises:**

**The Club rooms and kitchen together with the use of the changerooms on the land as shown with red outline with the following fixtures and fittings –**

    - Air Conditioner – split system**
    - Westinghouse double oven**
    - Chef top and four hotplates**
    - 10 tables (joint ownership)**
    - 100 chairs**
    - 2 Wormald fire extinguishers**
  - b. Use of Premises: Club room and kitchen facilities**
  - c. Insurance by Licensee: Contents and Equipment; and**
  - d. Public Liability not less than ten million dollars (\$10,000,000.00) for any one event.**
- 3. Requires that the Cricket Association is to pay all outgoings between 1 October to 31 March.**
- 4. Requires that the Avon Hockey Association to pay all outgoings between 1 April to 30 September.**
- 5. Signs the licence for a period of 5 years with a 5 year option to renew at the discretion of the Council.**
- 6. Requires that all legal fees relating to the execution of the licence are to be paid by both clubs.**

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**13.3.4 WA RANGER SERVICES – LEASE AGREEMENT FOR FORMER POUND**

Name of Applicant:	A1 Wheatbelt Dog Rescue
Name of Owner:	WA Contract Ranger Services
File Ref:	A15887
Officer:	Cheryl Greenough
Officer Interest:	N/A
Policy:	B7.11 Management of Council Property Leases
Voting:	Simple Majority

**PURPOSE**

For Council to approve a lease agreement between the Shire of Northam and A1 Wheatbelt Dog Rescue for 2 years with an option for a 2 year extension.

**BACKGROUND**

Correspondence has been received from WA Contract Ranger Services requesting Council consideration for their subsidiary A1 Wheatbelt Dog Rescue to lease the former dog pound. A1 Wheatbelt Dog Rescue as of June 2016 will be a registered charitable organisation.

The old pound would house dogs that have come in to their possession for one reason or another and need a new home. No dogs would be housed on these premises unless they were surrendered or have passed the statutory holding period.

Initially all dogs impounded by WA Contract Ranger Services would be housed at the respective Local Government they were picked up in or at the Shire of York or the Shire of Beverley pounds where WA Contract Ranger Services have a contract in place for the use of the facility.

The Shire of Northam has previously allowed other parties such as HAART and SAFE to use the facilities and although there have been occasional issues with re-homing agencies in the past, it is considered that there are suitable processes in place to ensure that the arrangement provides mutual benefit to the Shire and the community.

**STATUTORY IMPACTS**

Policy B7.11 Management of Council Property s 2.0 Not-for-profit Lease.

*Local Government (Functions and General) Regulations 1996*

30. *Dispositions of property excluded from Act s. 3.58*  
(2) *A disposition of land is an exempt disposition if —*  
(B) *the land is disposed of to a body, whether incorporated or not —*

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- (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature;*

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

OBJECTIVE: Create an environment that provides for a caring and healthy community.

**FINANCIAL IMPLICATIONS**

There are no financial implications for the Shire. As A1 Wheatbelt Dog rescue is a community organisation it is exempt from the required advertising under s3.58 (3) of the *Local Government Act 1995*.

**OFFICER'S COMMENT**

The former Dog Pound on portion Reserve 51213, part of Lot 469, Crown Land Title Volume 3158 Folio 778, Old Quarry Road, Northam, includes general access to the common area.

Since SAFE and HAART are no longer operating, Staff support the proposal for an animal re-homing agency to assist the Ranger Department with re-homing animals that are not claimed following the statutory impounding period.

The former pound would be manned by volunteers from A1 Wheatbelt Dog Rescue and occasionally staffed from WA Contract ranger Services. The Shire is not expected to provide any staffing.

It is suggested that the lease term is relatively short 2 years with an option to renew for a further 2 years, to ensure that the arrangement continues to function well.

The proposed terms of the lease would be consistent with the Shire of Northam's Policy B7.11 Not for Profit Lease:

- Peppercorn rent (\$1 per annum payable on demand)
- Lessee to reimburse Shire for Building Insurance
- Lessee responsible for all outgoings
- Lessee responsible for costs for lease documentation
- Lessee to provide contents and public liability insurance

**RECOMMENDATION**

**That Council Approve a lease agreement for the Former Dog Pound located on a portion of Lot 470 Old Quarry Road, Northam between the Shire of Northam and A1 Wheatbelt Dog Rescue in line with the Shire's Policy B7.11 subject to providing supporting evidence in respect to being registered as a charitable organisation.**

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**13.3.5 WUNDOWIE MEN'S SHED LEASE AGREEMENT**

Name of Applicant:	Wundowie Men's Shed
Name of Owner:	Shire of Northam
File Ref:	A1589
Officer:	Cheryl Greenough
Officer Interest:	N/A
Policy:	B7.11 Management of Council Property Leases
Voting:	Simple Majority

**PURPOSE**

For Council to consider a new lease agreement between the Shire of Northam and the Wundowie Men's Shed located on Lot 312 on Deposited Plan 170516 and being the whole of the land contained in Crown land Title LR3018 Folio 36 and known as Lot 312 Boronia Avenue, Wundowie in line with Policy B7.11 for a period of 5 years with 2x 5 year options.

**BACKGROUND**

The Wundowie Men's Shed is a community-based, non-profit, non-commercial organisation that is accessible to all men and whose primary activity is the provision of a safe, friendly and healing environment where men are able to work on meaningful projects at their own pace in their own time in the company of other men. A major objective is to advance the well-being and health of their male members and to encourage social inclusion.

The Wundowie Men's Shed first commenced a lease with the shire in 2011 for a period of 5 years and have proved to be excellent tenants. They have turned the building into a well-founded working environment whose membership is continually growing whilst providing a staple environment for men to work in.

**STATUTORY IMPACTS**

Policy B7.11 Management of Council Property s 2.0 Not-for-profit Lease.

*Local Government (Functions and General) Regulations 1996*

30. *Dispositions of property excluded from Act s. 3.58*  
(2) *A disposition of land is an exempt disposition if —*  
(B) *the land is disposed of to a body, whether incorporated or not —*  
(i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature;*

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

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OBJECTIVE: Create an environment that provides for a caring and healthy community.

**FINANCIAL IMPLICATIONS**

Historically, the Men's Shed groups do not pay rental equivalent to building insurance, and the Australian Men's Shed Inc. pays for all building and Public Liability insurance.

**OFFICER'S COMMENT**

Although the Men's Shed don't pay any substantial rental they provide an invaluable community service. The men have provided various improvements to the Town of Wundowie such as work for the local football club and the tennis club. They help the Progress Associations in various different ways such as building seats and in particular for the Clackline Progress Association the Men's Shed worked on repairing the rail carriage.

The Men's Shed were heavily involved with the Iron Festival which is held annually. They have repaired playground equipment, skate park rails, and made trophies for the Northam Chamber of Commerce, as well as repairing steps and doors for the ageing community.

They have moved a bus shelter, built bins and bike racks for the Shire, repaired the Shire cement mixer as well as repairing oval gates for the Shire.

**RECOMMENDATION**

**That Council approve a 5 year lease agreement for Lot 312 Boronia Ave, Wundowie between the Shire of Northam and the Wundowie Men's Shed with 2 x 5 year extensions in line with the requirements of the Shire of Northam Policy B7.11 section 2 with the exclusion of section 2.1 *"The Shire levy an annual administration rent which is the equivalent amount of the building insurance applicable to the building and is reviewed annually."***

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**13.4. COMMUNITY SERVICES**

Nil.

**13.5. ENGINEERING SERVICES**

**14. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**14.1 INFORMATION BOARD – 2016/17 BUDGET CONSIDERATION**

**MOTION**

**Moved: Cr Davidson**

**Seconded: Cr Antonio**

**The CEO be requested to obtain costing's to be included in the 2016/17 Budget Considerations List, for the supply and installation of an information board (to replicate the information board located on Mitchel Avenue) to be potentially located at multiple locations throughout the Shire of Northam.**

**BACKGROUND**

Cr Davidson has identified El Caballo as a possible location for the placement of a Shire/ Major events sign. Installing a major events sign at the corner of Bodeguero Way and Great Eastern Hwy, in front of the old coach house which we could have lit by means of solar power. The sign could be slide panels like Toodyay has, or even remote changeable LED via mobile service Comms as there is mobile signal there.

The rest bay 100m further up is another great opportunity to showcase the Avon region with our neighbours, Toodyay and York shires as this bay is in constant use and we could capitalise on this with a tourist highway stop, allowing visitors passing through or weekend day trip tourists to take brochures relating to local businesses and upcoming events. As you can see El Caballo has put a lot of effort into advertising on the highway and we should be looking to follow their lead in promoting the Avon region, as I tell everyone these days the mining boom is long gone and it is back to traditional business.

If we fail to catch this market of weekend highway tourists it is a big percentage we are missing out on.

The concept is to obtain one quote however during the budget consideration process Council may look at multiple locations.

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**14.2 GREAT EASTERN HIGHWAY UPGRADES – BETWEEN THE LAKES AND NORTHAM**

That Council write to the Minister for Transport requesting urgent action to upgrade Great Eastern Highway between the Lakes and Northam, with particular attention to the following;

1. High death and injury rates on this section of highway.
2. Realignment of the road between the Acacia Prison turn off and the Woorloo Prison turn off.
3. Realignment of the road between the Wundowie turn off and Coates Road.
4. Lack of overtaking lanes between El Caballo and Bakers Hill.

**15. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**15.1. Elected Members**

Nil.

**15.2. Officers**

Nil.

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**RECOMMENDATION**

That Council meet behind closed doors to consider agenda item 16.1 – 140 Chidlow Street (East) Northam in accordance with section 12.5 of the Shire of Northam Standing Orders Local Law 2008 and Section 5.23 of the Local Government Act 1995.

**16. CONFIDENTIAL ITEMS**

**16.1 140 CHIDLOW STREET (EAST) NORTHAM**

Name of Applicant:	Mr John Ashworth
Name of Owner:	Boardline Pty Ltd
File Ref:	A10384
Officer:	Jason Whiteaker
Officer Interest:	N/A
Policy:	N/A
Voting:	Simple Majority

**PURPOSE**

For Council to agree to cease the sale of 140 Chidlow Street process.

**17. DECLARATION OF CLOSURE**