



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Agenda**

### **Ordinary Council Meeting**

**25 January 2017**



**NOTICE PAPER**  
**Ordinary Council Meeting**  
**25 January 2017**

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 25 January 2017 at 5:30pm.

There will be a Forum meeting held in the Council Chambers on 18 January 2017 at 5:30 pm to discuss the contents of this agenda.

Yours faithfully



**Ross Rayson**  
**Acting Chief Executive Officer**

## DISCLAIMER

This agenda has yet to be dealt with by the Council. The Recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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## 1. DECLARATION OF OPENING

## 2. ATTENDANCE

### Council:

Shire President  
Councillors

S B Pollard  
D G Beresford  
J Proud  
R W Tinetti  
C L Davidson  
U Rumjantsev  
C R Antonio  
D A Hughes

### Staff:

Acting Chief Executive Officer  
Executive Manager Engineering Services  
Executive Manager Corporate Services  
Executive Assistant – CEO

C B Hunt  
C D Kleynhans  
C Young  
A C Maxwell

### 2.1 APOLOGIES

Chief Executive Officer  
Executive Manager Community Services

J B Whiteaker  
R Rayson

### 2.2 APPROVED LEAVE OF ABSENCE

Cr J Williams has been granted leave of absence from 22 December 2016 until 30 January 2017 (inclusive).

Cr Terry Little has been granted leave of absence from 2 January 2017 to 20 January 2017 (inclusive).

## 3. DISCLOSURE OF INTERESTS

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

#### 4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

<b>Visitations and Consultations:</b>	
6/1/17	Triple M radio interview with Verity Hughes
9/1/17	Draft Transport Asset Management Plans workshop
9/1/17	ABC News interview re: Detention Centre planned upgrades
11/1/17	Mia Davies funding announcements for Ballooning and Pool
11/1/17	ABC Regional Radio interview re: Ballooning and YHIDC
13/1/17	WA Today interview re: Avonlink Train service
20/1/17	Triple M radio interview with Verity Hughes
25/1/17	Youth Precinct consultation session
<b>Upcoming Events:</b>	
26/1/17	Australia Day activities including Citizenship Ceremony
2/2/17	Business After Hours event
Early February	Shire Long Term Financial Plan workshop
6/2/17	AROC meeting in Toodyay
8/2/17	Community Strategic Plan workshop for Councillors
10/2/17	Regional Capitals Alliance meeting in Perth
17/2/17	WALGA Avon Midlands Zone meeting

#### **Operational matters:**

##### Australia Day 2017

Plans are well advanced for the annual celebrations across the Shire. Most of our towns are holding the traditional morning breakfast events and the Shire is delivering a twilight event from 5pm in Bernard Park. The swan compound drainage improvements have been completed and there will be a small ceremony to open the new site officially.

##### National Hot Air Ballooning Championships

Northam has been chosen to again host the National Hot Air Ballooning Championships in September. This follows on from the successful 2015 Championships and is a credit to the organisers that the championships have returned to the Shire so soon. I am hoping for a good turnout by spectators as we build on the success of these events.

**Strategic matters:**

Long Term Financial Plan

The next iteration of this 10 year plan has been circulated to Councillors in draft form to enable us to review the basic tenets of the plan. A workshop is proposed for early February so that any queries can be addressed before the plan is put up for adoption in February.

Strategic Community Plan

The consultants have been appointed to undertake the required review of this key plan and Councillors will be having a workshop in February to ensure the next iteration of this plan is meeting the needs of our stakeholders.

Transport Asset Management Plans

Councillors attended a workshop with staff to examine proposed management plans for our transport assets being Roads, Footpaths, Bridges/Culverts and Drainage/Surface Water Channels. The underlying focus of the plan is on preserving our existing transport assets rather than facilitating a continuous expansion of the existing networks. Service levels have been established for unsealed roads but not for any other class of asset at this stage.

Youth Precinct

The Shire has appointed consultants Convic to undertake community consultation sessions on behalf of the Shire to select a precinct space and determine the activities that should occur in that space.

Four possible sites in Northam are under consideration including Bernard Park, Purslowe Park, Jubilee Oval precinct and the current Clarke Street site.

## 5. PUBLIC QUESTION/STATEMENT TIME

### 5.1 PUBLIC QUESTIONS

### 5.2 PUBLIC STATEMENTS

## 6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

## 7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 7.1 PETITIONS

Nil.

### 7.2 PRESENTATIONS

Nil.

### 7.3 DEPUTATIONS

Nil.

## 8. APPLICATION FOR LEAVE OF ABSENCE

### RECOMMENDATION

That Council grant Cr R W Tinetti leave of absence from 11 February 2017 to 25 February 2017 inclusive.

## 9. CONFIRMATION OF MINUTES

### 9.1 ORDINARY COUNCIL MEETING HELD 21 DECEMBER 2016

### RECOMMENDATION

That the minutes of the Ordinary Council meeting held Wednesday, 21 December 2016 be confirmed as a true and correct record of that meeting.

## 9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD ON 18 JANUARY 2017

### RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 18 January 2017.

## 10. ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

## 11. REPORTS OF COMMITTEE MEETINGS

### 11.1 AUDIT COMMITTEE

#### Receipt of Minutes:

### RECOMMENDATION

That Council receive the minutes of the Audit Committee Meeting held on 21 December 2016.

#### Adoption of Recommendations:

### RECOMMENDATION

That Council;

1. Adopt the 2016 Chief Executive Officer Report, undertaken by AMD Chartered Accountants for the systems and procedures relating to;
  - Risk Management
  - Internal Controls
  - Legislative Compliance
  
2. In accordance with the provisions of Section 5.10(1)(a) of the Local Government Act 1995 appoints by name those Four Councillors who are to comprise the Committee, being:
  - Shire President – Steven Pollard
  - Deputy Shire President – Terry Little
  - Councillor – Chris Antonio
  - Councillor – Cr Proud

**RECOMMENDATION**

**That Council by Absolute Majority;**

1. **Adopt the Shire of Northam 'Terms of Reference – Audit Committee' as presented with the following changes.**
  - **Point 3 – Reduce membership from 'all elected members' to 'four elected members'**
  - **Point 4 – Meetings: remove 'at least annually' and replace with 'quarterly'**

**ABSOLUTE MAJORITY VOTE REQUIRED**

**Attachment 1**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Audit Committee Meeting**

**21 December 2016**

Audit Committee Meeting Minutes  
21 December 2016



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Audit Committee Meeting Minutes  
21 December 2016



**1. DECLARATION OF OPENING**

The Shire President, Cr S B Pollard declared the meeting open at 4:29pm.

**2. ATTENDANCE**

**Committee:**

Councillors

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

**Staff:**

Chief Executive Officer  
Executive Manager Corporate Services  
Executive Assistant - CEO

J B Whiteaker  
C J Young  
A C Maxwell

**2.1 APOLOGIES**

Councillors

R W Tinetti  
U Rumjantsev

**2.2 APPROVED LEAVE OF ABSENCE**

Nil.

**3. DISCLOSURE OF INTERESTS**

Nil.

Audit Committee Meeting Minutes  
21 December 2016



**4. CONFIRMATION OF MINUTES 2 NOVEMBER 2016**

**4.1 COMMITTEE MEETING HELD 2 NOVEMBER 2016**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.069

Moved: Cr Antonio

Seconded: Cr Proud

That the minutes of the Audit Committee meeting held 2 November 2016 be confirmed as a true and correct record of that meeting.

**CARRIED 8/0**

Audit Committee Meeting Minutes  
21 December 2016



## 5. COMMITTEE REPORTS

### 5.1 REGULATION 17 RISK REVIEW REPORT

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

For the Audit Committee to receive the Regulation 17 Review report that was conducted on behalf of the Chief Executive Officer by AMD Chartered Accountants between the 31 October and the 2 November 2016.

#### ATTACHMENTS

Attachment 1 Regulation 17 Report

#### BACKGROUND / DETAILS

Section 17 of the Local Government (Audit) Regulations requires the Chief Executive Officer to review the appropriateness and effectiveness of the Council's systems and procedures as they relate to the following areas;

- Risk management
- Internal controls, and
- Legislative compliance

Council engaged AMD Chartered Accountants to carry out the review and supply Council with a report of the findings.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective: G2 Improve organisational capability and capacity

Strategy: G2.3 Operate in a financially sustainable manner

##### Financial / Resource Implications

The cost \$9,800 will be allocated to account 04042132 consultants.

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21 December 2016



### Legislative Compliance

Local Government (Audit) Regulations 1996 Section 17 sets out the following:

17. CEO to review certain systems and procedures
  - (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
    - (a) risk management; and
    - (b) internal control; and
    - (c) legislative compliance.
  - (2) The review may relate to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
  - (3) The CEO is to report to the audit committee the results of that review.

### Policy Implications

Nil.

### Stake Holder Engagement / Consultation

Executive Management,

### Risk Implications

If a Risk Assessment was not carried out, Council may not be aware of any current risks identified.

### OFFICER'S COMMENT

In assessing the Council's risk management, internal controls and legislative compliance a risk based approach has been applied. Appended to the agenda is a risk assessment which has been undertaken by AMD Chartered Accountants to assert identifiable risks from the following areas;

- Risk management
- Internal controls, and
- Legislative compliance

The assessment undertaken looked at potential causes of risk to Council within each of these areas, the key controls which currently exist to mitigate the risk, an assessment of the quality of the controls and an overall assessment of the risk rating for the area. Additionally the assessment looked at the key indicators currently in place to ensure we are monitoring the controls and a risk tolerance level, which implies the organisations appetite for risk in each of the areas. Finally the report / assessment undertaken identified the actions required to improve areas which are deemed inadequate or requiring attention.

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There are a number of areas highlighted within the report that have been assessed as requiring either updating or improvement. These are clearly identified within the appended report, along with the necessary strategies to bring these up to an acceptable standard.

Each of the areas that require improvement will receive attention to ensure that adequate controls/documentation are in place into the future.

The report also highlights positive outcomes, where the auditors have assessed the Shire as proactive in the management risk, internal controls and legislative compliance.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.070**

**Moved: Cr Hughes**

**Seconded: Cr Little**

**That Council adopt the 2016 Chief Executive Officer Report, undertaken by AMD Chartered Accountants for the systems and procedures relating to;**

- **Risk Management**
- **Internal Controls**
- **Legislative Compliance**

**CARRIED 8/0**

## Attachment 1



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Unit 1, 28-30 Wellington Street,  
Bunbury, WA 6230  
PO Box 1306, Bunbury, WA 6231

14 December 2016

Mr J Whiteaker  
Chief Executive Officer  
Shire of Northam  
PO Box 613  
NORTHAM WA 6401

Dear Jason

### AGREED UPON PROCEDURE – LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 REGULATION 17 REVIEW

Pursuant to our Proposal dated 12 September 2016, we have performed the procedures agreed with you to report factual findings for the purpose of assisting you in complying with the Local Government (Audit) Regulations 1996 Regulation 17 Review.

The Shire of Northam is responsible for the adequacy or otherwise of procedures agreed to be performed by us. The Shire of Northam is responsible for determining whether the factual findings provided by us, in combination with any other information obtained, provide a reasonable basis for any conclusions which you or other intended users wish to draw on the review.

Our responsibility is to report factual findings obtained from conducting the procedures agreed. We have complied with ethical requirements equivalent to those applicable to Other Assurance Engagements.

Information acquired by us in the course of our engagement is subject to strict ethical and confidentiality requirements and will not be disclosed by us to other parties except as required or allowed for by law or professional standards, or with your express consent.

#### 1.0 SCOPE OF REVIEW

In accordance with our Proposal, we performed the following procedures and hereby report to you the factual findings resulting from our review, incorporating the following:

##### 1.1 Terms of Reference – Risk Management

As part of our review in respect to risk management, we performed the following procedures:

- Assessed whether the Local Government has an effective risk management system and that material operating risks to the Local Government are appropriately considered.
- Assessed whether the Local Government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;

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- Assessed the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:
  - Potential non-compliance with legislation, regulations and standards and local government's policies;
  - Important accounting judgements or estimates that prove to be wrong;
  - Litigation and claims;
  - Misconduct, fraud and theft; and
  - Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Ensured the Audit Committee obtained regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessed the adequacy of Local Government processes to manage insurable risks and ensured the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewed the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessed whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessed the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Assessed Audit Committee meeting practices ensuring periodically meeting with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment; and
- Ascertained whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented and communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

**1.2 Terms of Reference – Internal Controls**

As part of our review in respect to internal controls, we performed the following procedures:

- Review of segregation of roles and functions, processing and authorisation controls;
- Review of documented policies and procedures;
- Assessed approval of documents, letters and financial records;
- Assessed management internal reviews undertaken in respect to comparison of internal data with external sources of information;
- Assessed security controls in respect to physical access to assets and records;
- Assessed security controls in respect to computer applications and information systems (general and application IT controls);
- Assessed access limits placed on data files and systems;
- Assessed whether the maintenance and review of financial control accounts and trial balances is regular and appropriate;
- Assessed key management internal reviews undertaken in respect to comparison and analysis of financial results with budgeted amounts;
- Assessed key management internal reviews undertaken in respect to the arithmetical accuracy and content of records;
- Assessed controls in respect to purchasing and payment of accounts;
- Assessed reporting, review and approval of financial payment and reconciliations; and
- Assessed physical cash and inventory count records when compared to accounting records

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**1.3 Terms of Reference – Legislative Compliance**

As part of our review in respect to legislative compliance, we performed the following procedures:

- Assessed internal monitoring of compliance with legislation and regulations;
- Assessed the local government's completion of the annual Compliance Audit Return and reporting the results of that review to the Audit Committee and Council;
- Assessed communications between key management and the Audit Committee to ensure the Audit Committee is informed in respect to the effectiveness of the local government's compliance and recommendations for changes as required;
- Reviewed the local government's procedures in respect to receiving, retaining and handling complaints, including confidential and anonymous employee complaints;
- Reviewed key managements internal review processes in respect to the identification of adverse trends and management plans to address these;
- Reviewed management disclosures in financial reports of the effect of significant compliance issues (if any);
- Ensured the internal and / or external audit contracts include an assessment of compliance and ethics risks in the development of the audit plan and in the conduct of audit projects, and report compliance and ethical issues to the Audit Committee; and
- Reviewed the Audit Committee's processes and procedures in respect to compliance with legislative and regulatory compliance ensuring no misuse of position through adequate disclosure of conflicts of interest.

Our assessment and review of the areas above were undertaken on a sample basis. As the above procedures do not constitute either an audit in accordance with Australian Auditing Standards or a review in accordance with Australian Auditing Standards applicable to review engagements, we do not express any assurance opinion on the areas outlined above. Had we performed additional procedures or had we performed an audit in accordance with Australian Auditing Standards or a review in accordance with Australian Auditing Standards applicable to review engagements, other matters might have come to our attention that would have been reported to you.

**2.0 FINDINGS AND RECOMMENDATIONS ARISING FROM REVIEW**

**2.1 General Comments**

In accordance with Section 2.4 "Scope of Review" included within our Regulation 17 Review proposal, this is an exception based report, however we would like to take this opportunity to highlight some of our positive observations and actions already implemented whilst conducting the review:

**Risk Management**

- Council has a Risk Management Framework in place incorporating the Risk Management Policy, guidance set out in the Corporate Business Plan, Risk Dashboard and a number of other supporting policies and procedures.
- The development and implementation of the Business Continuity Plan in March 2016, including the subsequent desktop testing of the plan which resulting in a list of actions the Shire is currently working through.
- The Workplace Guidelines launched and rolled out to employees on 21 September 2016. The guidelines is an all-encompassing document which incorporates relevant human resources policies and procedures, training and occupational safety and health policies and procedures. All employees are required to confirm their understanding of the guidelines.
- Over the last 18 months the Shire of Northam has been documenting and implementing a number of key processes in Promapp. At the time of our onsite visit, the Shire of Northam had 38 processes had been finalised in Promapp with a many more processes still in development or awaiting review.

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- The Insurance Register had recently been developed and implemented by the Governance Officer, and updating of the Lease Register

Internal Controls

- All key accounts are reconciled on a monthly basis with evidence that these reconciliations had been independently reviewed. No unreconciled differences were noted from our sample reviewed.
- Explanations are sought and provided for variances +/- 10% or \$10,000 between actuals and budget on a monthly basis. It was observed that the CEO reviews these variances almost on weekly basis and will seek explanations where deemed relevant.
- It appeared that the physical security currently in place at the Shire locations is adequate and that discussions with the Building Supervisor indicated that the protection of the Shire's assets including further enhancements was front of mind.
- The sample of BAS and FBT returns completed by the Shire indicated that these were lodged with the ATO on time and that there was evidence that these returns were independently reviewed.
- All purchases tested had undergone the appropriate procurement process correlating to the purchasing threshold.
- The Tender's Register was up to date and the Tender's Checklist form was populated for each tender.

Legislative Compliance

- There was evidence of timely communication of relevant information to Council, for example:
  - Monthly financial activity including variations of +/- 10% or \$10,000 between actuals and budget has been communicated to Council in a timely manner;
  - The mid-year budget was submitted to Council within 30 days of presentation to the Audit Committee and then subsequently submitted within 30 days to Local Government; and
  - The 2015 Compliance Audit Return was adopted by Council on 16 March 2016 and was subsequently submitted to Local Government on 23 March 2016.
- In relation to the Councillor annual and primary returns, these were all maintained in a file with a schedule of communications for each Councillor in order for the CEO's Executive Assistant to appropriately manage. All annual and primary returns submissions for the Councillors for the period reviewed were submitted in the correct timeframe.

Taking the above into consideration including our comparison of the Shire of Northam to various other regional Councils where we have completed Regulation 17 reviews, we identified that the Shire of Northam appears proactive in taking the necessary steps to ensure appropriate risk management, internal controls and legislative compliance policies and practices are in place, subject to recommendations raised by us.

**2.2 Findings and Recommendations**

Our findings on each of the three areas are detailed in the attached appendices as follows:

- Appendix A – Risk Management;
- Appendix B – Internal Controls; and
- Appendix C – Legislative Compliance.

Findings reported by us are on an exceptions basis, and do not take into account various areas where we confirmed compliance, and various appropriate internal controls tested during our review which were determined to operate effectively.

Overall our review indicates the Shire of Northam team is proactive in managing risk, internal controls and legislative compliance subject to the findings attached.

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**3.0 OTHER MATTERS**

We would like to express our appreciation to Colin, Zoe and the team for the assistance provided to us in completing our review.

Should there be any matters outlined within the appendix of our report requiring clarification we would be pleased to discuss further. We would be pleased to meet with the Audit Committee should we be requested to.

This report relates only to procedures and items specified above and do not extend to any financial report of Shire of Northam taken as a whole.

Yours sincerely  
**AMD Chartered Accountants**



**TIM PARTRIDGE FCA**  
Director

APPENDIX A

SHIRE OF NORTHAM

RISK MANAGEMENT

- Assessed whether the Local Government has an effective risk management system and that material operating risks to the Local Government are appropriately considered.
- Assessed whether the Local Government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- Assessed the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:
  - Potential non-compliance with legislation, regulations and standards and local government's policies;
  - Important accounting judgements or estimates that prove to be wrong;
  - Litigation and claims;
  - Misconduct, fraud and theft; and
  - Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Ensured the Audit Committee obtained regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessed the adequacy of Local Government processes to manage insurable risks and ensured the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewed the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessed whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessed the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Assessed Audit Committee meeting practices ensuring periodically meeting with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment; and
- Ascertained whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

APPENDIX A  
SHIRE OF NORTHAM  
RISK MANAGEMENT

FINDINGS:

1	Finding	Finding Rating	Implication	Recommendation	Management Comment
	<p>Shire of Northam have not developed an organisational-wide risk register which identifies risks, assesses the impact of the risk and identifies controls to mitigate risk.</p> <p>We would expect the organisational risk register to encompass each business unit incorporating the following categories for each business unit:</p> <ul style="list-style-type: none"> <li>• Operational;</li> <li>• Strategic;</li> <li>• Finance;</li> <li>• Technological; and</li> <li>• Compliance risks (also refer Appendix C)</li> </ul> <p>While we acknowledge Shire of Northam has developed a Risk Management Framework, Risk Dashboard and many individual policies and operational procedures, the risk identification process is the first step to effective risk management.</p> <p>In addition, we noted Shire of Northam's Risk policies and procedures do not include:</p> <ul style="list-style-type: none"> <li>(a) Litigation/Claims Policy;</li> <li>(b) Fraud Control Policy; and</li> <li>(c) Whistleblower/Public Interest Disclosure (PID) Policy (allowing anonymous reporting and to be available on the Shire's website to ensure external parties can report).</li> </ul>	Medium	Lack of documentation in place to evidence risks have been identified.	<p>We recommend the Shire of Northam develop an organisational risk register. This should include conducting a comprehensive risk identification process to identify potential Shire of Northam risks within each business unit and incorporating the following categories:</p> <ul style="list-style-type: none"> <li>(a) Operational;</li> <li>(b) Strategic;</li> <li>(c) Finance;</li> <li>(d) Technological; and</li> <li>(e) Compliance risks.</li> </ul> <p>The risk register should identify the risk, analyse the risk by determining the likelihood, consequence and current controls in respect to each identified risk; evaluate the risk by deciding whether the risk is to be treated/controlled, reassessed or accepted and determine the action to be taken to treat or control each risk.</p>	<p>A current register exists even though it is not as extensive as that suggested, the risk register will be updated in the future as recommended.</p> <p>Agree, the three identified policies will be developed.</p>

Audit Committee Meeting Minutes  
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	Finding	Finding Rating	Implication	Recommendation	Management Comment
				The risk register should also be monitored and reviewed on a regular basis to ensure up to date and integrates with existing Shire of Northam Risk Management Framework policies and procedures.	
2	We noted at the time of our on-site visit the following plans are currently under review and require finalisation:  (a) Landfill Site Waste Management Plan; (b) Local Emergency Response Plan; (c) Bushfire Management Plan; (d) Asset Management Plan; and (e) Long Term Financial Management Plan.	Medium	Risk of significant delays and business interruption in the event of unforeseen circumstances in respect to Northam Community and District operations.  Risk of the plan being out of date and non-compliance with the plan.	Once the plans have been completed, we recommend they are endorsed and communicated to all staff, implemented and monitored on a regular basis including testing the plans to ensure that in the event of a disaster, appropriate actions can be taken.	Noted, all plans are expected to be finalized and adopted early 2017, current plans in place reduce the risk until the reviews are completed.
3	We noted that the following from the sample of lease agreements tested:  (a) Lease agreement for Northam Aero Club Management is not signed and the details on the lease register are out of the date;  (b) Lease register not updated to reflect the lease agreement terms for Northam Airport – Hangar 13; and  (c) The commencement date in the lease register for Blackberry Close Bakers Hill differs to that reflected in the lease agreement.	Medium	Risk the Shire is exposed to risks due to lessee non-compliance with lease terms.	We recommend a sample lessee compliance check be completed to ensure lessees are complying with stated lease terms, including obtaining documentation to support adequate insurance is maintained by the lessee. This could be completed on a rolling basis over several years to ensure all lessees are contacted at least once within the lease term.	(a) As discussed with the Auditor, the lease agreement for Northam Aero Club is not yet signed because it is with them (Aero Club) for their approval and signing. (b) Register for Hangar 13 has been updated. (c) The reason is that the original lease commenced in 2004 and went for 5 years, a new lease was initiated 1/7/2009 for two years with 4x2year options to renew. The lease register is currently being updated so this will be rectified.

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	Finding	Finding Rating	Implication	Recommendation	Management Comment
					The Governance officer is the designated officer with the responsibility for ensuring compliance and random checks are done several times a year to ensure compliance.
4	<p>While the "Declaration of Interest" step was added to the Purchasing Process in Promapppos; the Projects and Contracts Administration Officer and Procurement Officer attending the WALGA procurement training in August 2016, there is no centrally maintained register that records any disclosed Councilor and staff conflicts of interests.</p> <p><i>We acknowledge the Shire of Northam records those interests disclosed at the Council and Committee meetings in the Register of Financial Interest. However this register does not currently record any conflicts (whether perceived or actual) disclosed outside these meetings.</i></p>	Medium	Risk that a Councilor/staff have a perceived/actual conflict of interest which is not recorded and managed appropriately by the Council.	We recommend that the Shire of Northam design and implement a conflict of interest register. This register should be monitored to ensure that all conflicts (whether perceived/actual) are disclosed. All conflicts of interest should be managed accordingly by the Shire.	Noted, management will investigate the establishment of a central register
5	Our inquiries of the Human Resources Officer identified that the Shire of Northam does not maintain a central Contractor/Sub-contractor Insurance Register and that the responsibility for checking insurances currently rests with the Responsible Officer who has arranged the Contract.	Medium	Risk that the Contractors/Sub-contractors insurances expire whilst providing the service to the Shire and that this is not identified in a timely manner.	We recommend that the Shire designs and implements a central Contractor/Sub-contractor Insurance Register which is maintained by one or two individual to ensure that all insurances are up to date.	Noted and will implement.
6	Our inquiries indicated Shire of Northam has no documented policy or procedure in respect to personally owned IT devices including laptops, smartphones, tablets, thumb drives etc.	Medium	Risk that existing procedures and practices in respect to personally owned devices are not formally documented.	In accordance with the Department of Local Government IT Framework (best practice guidelines), we recommend policies and procedures outlining the terms and conditions in respect to the use of personally owned devices and access be documented, approved, implemented and monitored on an ongoing basis.	Noted, a policy will be developed and implemented.

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	Finding	Finding Rating	Implication	Recommendation	Management Comment
7	While our inquiries indicate that the Shire of Northam's prior period Audit Regulation 17 Risk Report (being the risk dashboard) was presented to the Audit Committee, an updated risk report is not provided to the Audit Committee / Council on a regular basis.	Low	Lack of communication with those charged with governance.	Once the development of the organisation risk register (as noted at number 1 above) is completed, we recommend this register and / or risk dashboard is tabled at Audit Committee and subsequent Council meetings on a periodic basis.	Notes, currently in the process of reviewing the functions for the Audit committee.
8	We note Shire of Northam does not currently hold Cybercrime insurance.	Low	Risk of being uninsured against cybercrime.	We recommend Council investigate obtaining cybercrime insurance.	Insurance coverage is reviewed annually in consultation with the council Insurance Company (LGS), in the past this has not been identified as a 'high' risk area, will investigate as part of the annual insurance review.
9	We noted the Shire of Northam Insurance Register does not currently record the date insurance claims are submitted to the Shire of Northam, to ensure insurance claims are subsequently lodged and followed up in a timely manner after an incident.	Low	Untimely recovery of costs associated with insurance events.	We recommend insurance claims be lodged on a timely basis after incidents occur (we suggest no longer than one month) and the date the claim is submitted to the Shire be recorded in the insurance claims register.	Noted.
10	Our review identified that the:  (a) Community Engagement Plan was last endorsed on 12 October 2011; and (b) Management of Council Property Leases was last reviewed on 16 October 2013.	Low	Risk that outdated documents are being referenced by Council staff.	We recommend all Council plans, policies and procedures are reviewed and updated regularly. We also recommend that reviews of policies and procedures include ensuring all references to legislation / guidelines are current and if legislation / guidelines have changed, the policy is updated to reflect those changes.	Plans and policies are monitored and reviewed (as required) internally on a regular basis.

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	Finding	Finding Rating	Implication	Recommendation	Management Comment
11	Our inquiries of the Executive Manager, Corporate Services indicated that there is currently no Council signature specimen list in place.	Low	Risk that someone without the appropriate delegated authority signs a document approving a Contract, transaction etc. which could be enforceable by another party.	We recommend that the Shire of Norrham develops a signature specimen list for all those with delegated authority.	A signature register is currently being developed.
12	Our inquiries of the Projects and Contracts Administration Officer identified that Council has not developed any probity plan(s) or Statement of Purchasing Ethics requiring acknowledgement by third parties.	Low	Risk of the third party not acting in accordance with the Shire's policies and procedures.	We recommend that the Shire develops and implements a Statement of Purchasing Ethics which sets out the way the third party conducts business with the Shire.  Terms and conditions included within supplier contracts would require suppliers to comply with Council's Statement of Purchasing Ethics.	Will investigate the implementation.
13	We noted that there is currently no process documented in Promapp which covers the following: <ul style="list-style-type: none"> <li>• Receiving of goods/services;</li> <li>• Matching of purchase order to invoice;</li> <li>• Invoice verification; and</li> <li>• Invoice authorisation ready for payment.</li> </ul>	Low	Lack of a formalised documented processes.	We recommend that the Shire designs and implements in Promapp an all-encompassing purchasing process which includes the following (in addition to the current Purchasing Process documented in Promapp): <ul style="list-style-type: none"> <li>• Receiving of goods/services;</li> <li>• Matching of purchase order to invoice;</li> <li>• Invoice verification and authorisation</li> </ul>	Staff are currently in the process of developing a procedure with the Promapp system for creditor payments this will cover the identified areas.

APPENDIX B

SHIRE OF NORTHAM

INTERNAL CONTROLS

- Reviewed segregation of roles and functions, processing and authorisation controls;
- Reviewed documented policies and procedures;
- Assessed approval of documents, letters and financial records;
- Assessed management internal reviews undertaken in respect to comparison of internal data with external sources of information;
- Assessed security controls in respect to physical access to assets and records;
- Assessed security controls in respect to computer applications and information systems (general and application IT controls);
- Assessed access limits placed on data files and systems;
- Assessed whether the maintenance and review of financial control accounts and trial balances is regular and appropriate;
- Assessed key management internal reviews undertaken in respect to comparison and analysis of financial results with budgeted amounts;
- Assessed key management internal reviews undertaken in respect to the arithmetical accuracy and content of records;
- Assessed controls in respect to purchasing and payment of accounts;
- Assessed reporting, review and approval of financial payment and reconciliations; and
- Assessed physical cash and inventory count records when compared to accounting records

**APPENDIX B**  
**SHIRE OF NORTHAM**  
**INTERNAL CONTROLS**

**FINDINGS:**

	Finding	Finding Rating	Implication	Recommendation	Management Comment
1	<p>Our inquiries of the Executive Manager, Corporate Services identified that the Shire of Northam does not currently have a formal documented IT Disaster Recovery Plan in place.</p> <p><i>We acknowledge that IT Disaster Recovery is briefly commented on in the Business Continuity Plan and that by coincidence the Shire put to test the recovery of the Shire's back-up due to an incident that occurred on 22 September 2016.</i></p>	Medium	Risk of significant delays and business interruption in the event of unforeseen circumstances in respect to Council organisational business.	<p>We recommend the IT Disaster Recovery Plan be developed and implemented by the Shire of Northam.</p> <p>Once the plan has been completed, we recommend it is endorsed and communicated to all staff, implemented and monitored on a regular basis including testing the plan to ensure that in the event of a disaster, appropriate actions can be taken.</p>	Staff are currently looking to develop an IT disaster recovery plan.

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	Finding	Finding Rating	Implication	Recommendation	Management Comment
2	We noted there is a Contractor Induction process in place. However, testing identified no evidence that the contractor had attended/completed the Contractor Induction process.	Medium	Risk of non-compliance with stated policies, procedures including relevant health and safety requirements.	We recommend contractors be required to complete some level of induction (the level of induction completed should be determined based on the risks associated with the service or product provided) and the induction process be formally documented as evidence of attendance.	A current register exists even though it is not as extensive as that suggested, the risk register will be updated in the future as recommended.
3	Our inquiries of the Executive Manager, Corporate Services indicated that the Shire of Northam does not currently have an ICT Framework in place.	Medium	Risk that existing procedures and practices in respect to information and communication technology are not formally documented.	We recommend the ICT Framework be developed to ensure procedures and practices in respect to information and communication technology is documented and presented to Council for review and adoption. The framework should be monitored on a pre-determined basis to ensure compliance with stated policies and procedures. As part of the development of the ICT framework, we suggest consideration be given to: <ul style="list-style-type: none"> <li>• A formal cost v benefit analysis or feasibility study be completed prior to major ITC projects, including post implementation reviews;</li> <li>• KPI's are set for the IT process and regular monitoring against KPI be performed, including user satisfaction reviews;</li> <li>• Confidentiality clause be included in key service level</li> </ul>	Currently investigating available options.

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	Finding	Finding Rating	Implication	Recommendation	Management Comment
				agreements with external suppliers, and <ul style="list-style-type: none"> <li>Review of external service level agreements be completed against targets included within those agreements.</li> </ul>	
4	Our inquiries of Council's Building Supervisor indicated the Shire of Northam does not currently have a signed contract in place with the external security companies used for monitoring and call-outs.	Medium	Risk of the Shire of Northam locations not being protected from break-ins, vandalism etc.	We recommend that contracts are in place with all third parties engaged to provide said security services.	Staff will develop an agreement.
5	Our inquiries of the Executive Manager, Corporate Services indicated there is no ongoing security awareness program in respect to IT.	Low	Risk of security breaches due to changing security environment.	We recommend an ongoing security awareness program be developed to ensure security needs of the Shire is updated as required (for example due to IT infrastructure or application changes) and to prevent any security breaches from occurring.  This could be incorporated as part of Shire of Northam's overall Risk Management Framework.	Staff to investigate.  While there is no formal program the Council IT Officer regularly sends notifications in regards to 'cyber alerts' and other potential IT related issues.
6	Our inquiries of the Executive Manager, Corporate Services identified that the Shire of Northam computers do not currently automatically log out when left dormant for a period of time.  <i>We acknowledge that the licensing computers at the front counter does automatically log out when left dormant.</i>	Low	Risk of someone else using the computer to access information that they do not currently have authority to view and/or amend details in order to receive some benefit etc.	We recommend that the Shire of Northam implements a policy where all Shire owned computers are automatically logged out after five minutes of being dormant (or as considered appropriate time limit).	Staff to investigate and implement.

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	Finding	Finding Rating	Implication	Recommendation	Management Comment
7	Our inquiries of the Governance Officer identified that there is currently no cash handling policies and procedures in place.	Low	Risk that cash is not being handled appropriately by staff.	We recommend that cash handling policies and procedures are developed and implemented.  Once developed, these policies and procedures should be reviewed and approved by Council and then communicated to all staff that handles the Shire's cash.	Staff are verbally informed of the procedures, these however are not written, and staff will look at developing a written procedure.
8	We note that there is currently no independent review of the general journal adjustments posted to Synergy Soft.	Low	Risk that errors will not be identified in a timely manner.	We recommend that all general journal adjustment journals are independently reviewed and physically signed off by the reviewer as evidence of this review.	The measure will be implemented.
9	We note that that credit card statements were not signed off to evidence review as required by policy HR 2.7 Credit Card Use.	Low	Risk that fraud or errors will not be identified in a timely manner.	We recommend that all credit card statements are signed off by the reviewer as evidence of this review, as per stated policy.	Credit Cards are independently reviewed by Finance Officer, Accountant, Exec Manager of Corporate Services and finally the Credit Card Holder. It is noted however that the reviewing persons do not sign to indicate the review has been completed. This has been corrected.  It is also noted that that all credit card payments are itemised and presented to Council monthly for review.

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	Finding	Finding Rating	Implication	Recommendation	Management Comment
10	We note that the Vehicle Management Policy was currently under review at the time of our on-site visit.	Low	Risk of inappropriate usage of the Shire's fuel cards.	We recommend that the Vehicle Management Policy is finalised and approved by Council. This policy should detail limits and permissible usage.  Once endorsed, the policy should be communicated to all staff, implemented and monitored on a regular basis including testing fuel card usage is in accordance with the policy.	Policy expected to be adopted early 2017.
11	Our testing identified instances where the purchase order was raised post receiving the invoice. This finding was raised previously when the Financial Management System Review was performed (report issued in June 2016) and we acknowledge that there have been no unexplainable instances of this occurring post the issuance of the report.	Low	Risk of non-compliance with policies and procedures.  Risk of fraud or error not being identified in a timely manner.	We recommend purchase orders are raised and approved prior to the goods/services being incurred by the Shire.	Noted.
12	While best practice methods are used in respect to procurement practices, our testing identified one instance where a Purchasing Procedures Checklist was not attached to the payment documentation for All-ways Foods (invoice number 20368).	Low	Risk of non-compliance with policies and procedures.	We recommend that the Purchasing Procedures Checklist is completed, signed off and attached to all payment documentation in accordance with stated policy.	Noted.
13	While best practice methods are used in respect to tendering processes, our testing identified that Tender Checklist form was not signed off by the senior checking officer for tender 1 of 2016.	Low	Risk of non-compliance with policies and procedures.	We recommend that the Tender Checklist is reviewed and signed off by the senior checking officer once the tender process has been completed, in accordance with stated policy.	All staff involved have been reminded of the importance of following procedures.

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APPENDIX C

SHIRE OF NORTHAM

LEGISLATIVE COMPLIANCE

- Assessed internal monitoring of compliance with legislation and regulations;
- Assessed the local government's completion of the annual Compliance Audit Return and reporting the results of that review to the Audit Committee and Council;
- Assessed communications between key management and the Audit Committee to ensure the Audit Committee is informed in respect to the effectiveness of the local government's compliance and recommendations for changes as required;
- Reviewed the local government's procedures in respect to receiving, retaining and handling complaints, including confidential and anonymous employee complaints;
- Reviewed key managements internal review processes in respect to the identification of adverse trends and management plans to address these;
- Reviewed management disclosures in financial reports of the effect of significant compliance issues (if any);
- Ensured the internal and / or external audit contracts include an assessment of compliance and ethics risks in the development of the audit plan and in the conduct of audit projects, and report compliance and ethical issues to the Audit Committee; and
- Reviewed the Audit Committee's processes and procedures in respect to compliance with legislative and regulatory compliance ensuring no misuse of position through adequate disclosure of conflicts of interest.

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APPENDIX C  
 SHIRE OF NORTHAM  
 LEGISLATIVE COMPLIANCE

FINDINGS:

	Finding	Finding Rating	Implication	Recommendation	Management Comment
1	<p>Our inquiries indicated Shire of Northam does not have a documented legislative compliance manual which is linked to each business unit risk management assessment.</p> <p>While we understand the Chief Executive Officer and Executive Managers Annual Delivery Plan sets out key compliance milestones, however there does not appear to be an overall compliance manual which identifies the legislation (as the first step) and follows the process from this initial point, to risk management.</p>	Medium	Risk of non-compliance with all legislative requirements.	<p>We recommend a compliance manual linked to each business unit risk management assessment be completed and implemented.</p> <p>We would expect the manual to be divided into each business unit section (as identified within the organisation structure) and to:</p> <ul style="list-style-type: none"> <li>Identify relevant legislation to that business unit (for example the Health Act 1911 or the Planning and Development Act 2005 or the Dog Act 1976);</li> <li>Identify key relevant sections within each legislation and note within the compliance manual;</li> <li>Who is responsible for ensuring controls in place to ensure compliance with each identified legislation section;</li> <li>The mechanism in place to ensure compliance, for example a policy or procedure (this component of</li> </ul>	Noted.

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Finding	Finding Rating	Implication	Recommendation	Management Comment
			the compliance manual would link each relevant section of legislation to a policy, procedure, person or other control). <ul style="list-style-type: none"> <li>• Regular testing of compliance, for example if the mechanism for compliance is a policy, regular review and spot checking (internal audit) of that policy; any</li> <li>• Key milestone / reporting dates applicable to that legislative section and how compliance is met.</li> </ul> Once the compliance manual is implemented, we recommend a standing agenda item be added to the Audit Committee meeting agenda to assess the effectiveness of compliance through the review and assessment of the compliance manual.	
2 We noted two Audit and Risk Management Committee meetings were held during the year.	Medium	Risk of governance and oversight responsibilities not being met.	Local Government Operational Guideline Number 09 – Audit in Local Government outlines it is best practice for the Audit Committee to meet on at least a quarterly basis.	Noted and agreed that the committee should be meeting on more regular basis.

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	Finding	Finding Rating	Implication	Recommendation	Management Comment
3	<p>Our inquiries of the Chief Executive Officer identified the current Internal Audit Framework incorporates the:</p> <ul style="list-style-type: none"> <li>(a) Financial Management System Review (conducted every four years, last conducted for the period 1 July 2015 to 30 April 2016);</li> <li>(b) Regulation 17 Review (conducted every two years, the current review for the period 1 July 2015 to 30 October 2016); and</li> <li>(c) DLGC Better Practice Review (conducted every four years, last conducted the end of 2015).</li> </ul>	Medium	Risk that internal controls are not being adhered to.	We recommend that Council consider conducting relevant internal audits in the years between Financial Management System reviews and Regulation 17 reviews.	Currently developing a framework for internal audits.

UNCONFIRMED

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## 5.2 REVIEW TERMS OF REFERENCE

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Absolute Majority

### BRIEF

For the Audit Committee to review and endorse the Terms of Reference.

### ATTACHMENTS

Attachment 1 Terms of Reference.

### BACKGROUND / DETAILS

The role of the audit committee is to support Council in its endeavours to provide effective corporate governance and fulfil its responsibilities in relation to directing and controlling the affairs of the local government. The essential role for an audit committee is oversight for all matters that relate to the conduct of audits. An audit committee cannot be given a management task where the Act and Regulations make the Chief Executive Officer specifically responsible.

At the Ordinary Meeting of Council held on the 14 October 2016, Council Resolved as follows;

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COUNCIL DECISION

Minute No: C.2547

Moved: Cr Beresford

Seconded: Cr Little

That Council by Absolute Majority;

1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes an Audit Committee;
2. In accordance with the provisions of Section 5.10(1)(a) of the Local Government Act 1995 appoints by name those Councillors who are to comprise the Committee, being:
  - Whole of Council
3. That Council adopts the Shire of Northam 'Terms of Reference – Audit Committee' as presented.

CARRIED 10/0  
BY ABSOLUTE MAJORITY

CONSIDERATIONS

**Strategic Community / Corporate Business Plan**

Objective G1: Provide accountable and transparent leadership.

Objective G2: Improve organisational capability and capacity.

Strategy G2.3: Operate in a financially sustainable manner.

**Financial / Resource Implications**

Nil.

**Legislative Compliance**

*Local Government Act 1995 Section 7.1A. Audit committee*

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed\*by the local government and at least 3 of the members, and the majority of the members, are to be council members.

*\* Absolute majority required.*

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- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

*Local Government Act 1995 Section 7.12A. Duties of local government with respect to audits*

- (1) A local government is to do everything in its power to —
  - (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and
  - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.

*Local Government Act 1995 Section 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.

*Local Government Act 1995 Section 5.17. Limits on delegation of powers and duties to certain committees*

- (1) A local government can delegate —
  - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
    - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
    - (ii) any other power or duty that is prescribed;

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- (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
  - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
    - (i) the local government's property; or
    - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

*Local Government Act 1995 Section 5.11(2)(b). Committee membership, tenure of*

- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*

*Local Government Act 1995 section 5.10. Committee members, appointment of*

- (1) A committee is to have as its members —
- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* Absolute majority required.

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act

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can only be exercised on the decision of an absolute majority of the local government.

*Interpretations Act Section 52.* Power to appoint includes power to remove, suspend, appoint acting officer etc.

- (1) Where a written law confers a power or imposes a duty upon a person to make an appointment to an office or position, including an acting appointment, the person having such power or duty shall also have the power —
  - (a) to remove or suspend a person so appointed to an office or position, and to reappoint or reinstate, any person appointed in exercise of such power or duty;

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Nil.

**Risk Implications**

Nil.

**OFFICER'S COMMENT**

Previously Council has chosen to have all Elected Members on the Audit Committee. It is suggested the committee review this position with the view of developing a smaller 'Committee' which would then report through to Council on matters. It is considered that four to five would be an adequate number.

As noted in the recent regulation 17 review it is recommended that Council ensures a best practice approach and holds at least three Audit Committee meetings per annum as stated in the Local Government Operational Guideline Number 9, Staff are recommending that an audit committee be held once per quarter.

Audit Committee Meeting Minutes  
21 December 2016



**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.071

Moved: Cr Hughes  
Seconded: Cr Antonio

That Council by Absolute Majority;

1. Adopt the Shire of Northam 'Terms of Reference – Audit Committee' as presented with the following changes.
  - Point 3 – Reduce membership from 'all elected members' to 'four elected members'
  - Point 4 – Meetings: remove 'at least annually' and replace with 'quarterly'

CARRIED 8/0

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.072

Moved: Cr Beresford  
Seconded: Cr Williams

That Council, in accordance with the provisions of Section 5.10(1)(a) of the Local Government Act 1995 appoints by name those Four Councillors who are to comprise the Committee, being:

Shire President – Steven Pollard  
Deputy Shire President – Terry Little  
Councillor – Chris Antonio  
Councillor – Cr Proud

CARRIED 8/0

## Attachment 1

*Audit Committee Terms of Reference 2015 to 2017*

### TERMS OF REFERENCE SHIRE OF NORTHAM AUDIT COMMITTEE

#### 1. Objectives of Audit Committee

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- the enhancement of the credibility and objectivity of external financial reporting;
- compliance with laws and regulations as well as use of best practise guidelines relative to auditing;
- the provision of an effective means of communication between the external auditor, the CEO and the Council.

#### 2. Powers of the Audit Committee

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

*Audit Committee Terms of Reference 2015 to 2017*

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**3. Membership**

The committee shall consist of all elected members. All members shall have full voting rights.

The CEO and employees are not members of the committee.

The CEO and or their nominee is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

**4. Meetings**

The committee shall meet at least annually.

Additional meetings shall be convened at the discretion of the presiding person.

**5. Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

**6. Duties and Responsibilities**

The duties and responsibilities of the committee will be -

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council –
  - a list of those matters to be audited; and
  - the scope to be undertaken.
- d) Recommend to Council the person or persons to be appointed as auditor.
- e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –

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*Audit Committee Terms of Reference 2015 to 2017*

- the objectives of the audit;
  - the scope of the audit;
  - a plan of the audit;
  - details of the remuneration and expenses to be paid to the auditor; and
  - the method to be used by the local government to communicate with, and supply information to, the auditor.
- f) Meet with the auditor once in each year.
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
- assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - ensure that audits are conducted successfully and expeditiously.
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
- determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters.
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- j) Review the scope of the audit plan and program and its effectiveness.
- k) Address issues brought to the attention of the committee that are within the parameters of the committee's terms of reference.
- l) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.

**7. Guiding Principals**

The guiding principles are in accordance with the Local Government Operational Guidelines (No 9) for Audit Committees in Local Government – Their appointment, function and responsibilities.

*Audit Committee Terms of Reference 2015 to 2017*

**8. Tenure of Membership**

Shall be in accordance with the Local Government Act, section 5.11.

**9. Delegated Authority Of**

The authority to meet with the Auditor of the local government at least once in every year, pursuant to Section 7.12A(2) the Local Government Act 1995.

**10. Committee**

**10.1 Chairperson**

The members shall appoint the Chairperson.

**10.2 Secretary**

A Shire employee will fulfil the role of non-voting Secretary.

**Standing Ex-Officio Members**

Nil.

**10.4 Quorum**

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be six (6) voting members.

**10.5 Voting**

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

**10.6 Minutes**

Shall be in accordance with the Local Government Act, Section 5.22.

**10.7 Who Acts If No Presiding Member**

Shall be in accordance with the Local Government Act, Section 5.14.

**10.8 Meetings**

Meetings shall be generally open to the public pursuant to Section 5.23 of the Local Government Act and include question time for members of the pursuant to Section 5.24 of the Local Government Act.

**10.9 Members Interests to be Disclosed**

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

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**6. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

Nil.

**7. DATE OF NEXT MEETING**

To be confirmed.

**8. DECLARATION OF CLOSURE**

There being no further business the Presiding Officer declared the meeting closed at 4:48pm.

"I certify that the Minutes of the Audit Committee meeting held on Wednesday, 21 December 2016 have been confirmed as a true and correct record."

\_\_\_\_\_ Presiding Officer

\_\_\_\_\_ Date

**12. OFFICER REPORTS**

**12.1 CEO'S Office**

Nil.

## 12.2 ENGINEERING SERVICES

### 12.2.1 Transport Asset Management Plan

<b>Address:</b>	Shire of Northam
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	6.1.2.8
<b>Reporting Officer:</b>	Geordas Thariyath Asset Manager
<b>Responsible Officer:</b>	Clinton Kleynhans Executive Manager Engineering
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

The proposed Shire of Northam's Transport Asset Management Plan (AMP) documents the asset management practices, processes and strategies that the Shire need to apply to ensure that transport assets are fit-for-purpose and maintained to the agreed service levels that are balanced against long term resource availability.

The AMP covers Roads, Car Parks, Street Furniture, Crossovers, Aerodrome, Bridges, Culverts and Drainage.

#### ATTACHMENTS

Attachment 1: Transport Asset Management Plan

#### BACKGROUND / DETAILS

This Asset Management Plan (AMP) is the first to be produced for the Shire's transport network and seeks to outline the activities and programmes that the Shire will carry out over the next 12 years. In addition, this AMP details the service levels the Shire shall provide to the community and the resources required to deliver them. While the document is comprehensive, it is also considered ongoing work in progress.

The key elements of infrastructure asset management are:

- Taking a life cycle approach;
- Developing cost-effective management strategies for the long term;
- Providing a defined level of service and monitoring performance;
- Understanding and meeting the demands of growth through demand management and infrastructure investment;
- Managing risks associated with asset failures;
- Sustainable use of physical resources; and

- Continuous improvement in asset management practices.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective R1: Provide and support an effective and efficient transport network.

Strategy 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.

Strategy R1.2: Maintain an efficient, safe and quality road network.

### Financial / Resource Implications

The plan will provide guidance on the next 12 year project expenditure needs for the Shire.

### Legislative Compliance

All local governments are currently required to produce a plan for the future under S5.56 (1) of the Local Government Act 1995. Regulations have been made under S5.56(2) of the Act to briefly outline the minimum requirements to achieve this. Asset management is critical to meeting local government strategic goals and forms part of the Integrated Planning and Reporting process.

### Policy Implications

W5.7 Asset Management Policy.

### Stake Holder Engagement / Consultation

Will form part of the Engineering process.

### Risk Implications

There are no risk implications for Council in relation to the recommendations of this report.

## OFFICER'S COMMENT

This Asset Management Plan has specifically targeted the Transport asset classes will supersede the previous version adopted by Council in 2013.

The remaining asset classes (Building, Parks & Gardens) will be covered in separate Asset Management Plans which will be developed in the near future.

**RECOMMENDATION**

**That Council resolve to adopt the proposed Shire of Northam Transport Asset Management Plan.**

## Attachment 1



## Transport Asset Management Plan



DOCUMENT CONTROL			
Document No.	ES-TAMP	Current Version	1
Date Endorsed	25.1.17	Next Review	25.1.20

Version	Changes	Date
1	Initial release	25.1.17

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## 1 Executive Summary

The Shire of Northam (the Shire) supports and maintains a range of assets to provide an integrated and efficient transport service for the community. This service includes infrastructure such as roads, paths, bridges, surface water channels, drainage, car parks, street furniture as well as an aerodrome.

This Asset Management Plan (AMP) is the first to be produced specifically for the Shire's transport network and seeks to outline the activities and programmes that the Shire will carry out over the next 15 years. In addition, this AMP details the service levels the Shire shall provide to the community and the resources required to deliver them. While the document is comprehensive, it is also considered a *first-cut* AMP. Therefore, there are a number of actions that have been highlighted that will improve its accuracy and implementation over time. Readers of this AMP must understand its limitations and the assumptions made before acting on any information contained within.

Overall, this AMP has determined that, while the Shire's transport network is performing reasonably well, there is a strong need to improve a number of fundamental asset management practices. Issues which are currently of key focus that require action over the short term include:

- Developing an accurate inventory for all transport assets
- Developing and implementing cyclical safety, maintenance and condition inspection programmes for all transport assets
- Developing and implementing condition based works programmes
- Undertaking accurate valuations for all transport assets using known quantities and reliable unit rates
- Securing appropriate resources to further develop the Shire's asset management programmes and activities
- Monitoring the transport network's performance against the required service levels
- Monitoring asset usage levels in order to determine whether asset rationalisation is required
- Developing a capital project evaluation procedure aligned to the Shire's Strategic Community Plan and Long Term Financial Plan.

## 2 Background and Objectives

### 2.1 Purpose

This document is an Asset Management Plan (AMP) for the Shire of Northam's (the Shire's) transport network. This AMP documents the asset management practices, processes and strategies that the Shire need to apply to ensure that transport assets are fit-for-purpose and maintained to the agreed service levels that are balanced against long term resource availability.

### 2.2 Focus

This AMP focuses on the asset groups outlined in Table 2.1 that support the Shire's transport based services.

Asset Group	Component	Quantity	Unit	Current Replacement Cost	Depreciated Replacement Cost
Roads	Subgrade Structure	4,747,142	m <sup>2</sup>	\$21,697,055	\$21,134,617
	Pavement Structure	4,747,142	m <sup>2</sup>	\$57,518,806	\$30,008,805
	Surface Structure	2,744,059	m <sup>2</sup>	\$51,049,584	\$28,360,165
Paths	Paths	64,186	m <sup>2</sup>	\$6,243,159	\$4,484,319
Surface Water Channels	Kerbing	192,450	m	\$12,489,250	\$11,124,694
	Open Drains	133,590	m	\$970,448	\$416,877
Drainage	Culverts/Pits	12,482	m	\$7,072,551	\$5,783,389
Bridges	Bridges	34	nr	\$31,850,054	\$31,430,329
Car Parks	Car Parks	-	-	NA	NA
Street Furniture	Advisory Signs	852	nr	NA	NA
	Regulatory Signs	363	nr	NA	NA
Aerodrome	Aerodrome	-	-	\$1,055,000	\$981,301
<b>Total</b>				<b>\$189,945,907</b>	<b>\$133,724,496</b>

Table 2.1: Transport Asset Groups (figures at June 30, 2016)

### 2.3 Corporate Document Relationships

This AMP integrates with a number of the Shire's other plans and is a key informing document of the Shire's integrated planning and reporting framework, as illustrated in Figure 2.1. The principal documents that link to this AMP include the:

- Strategic Community Plan
- Corporate Business Plan
- Long Term Financial Plan
- Capital Works Plan
- Annual Budget

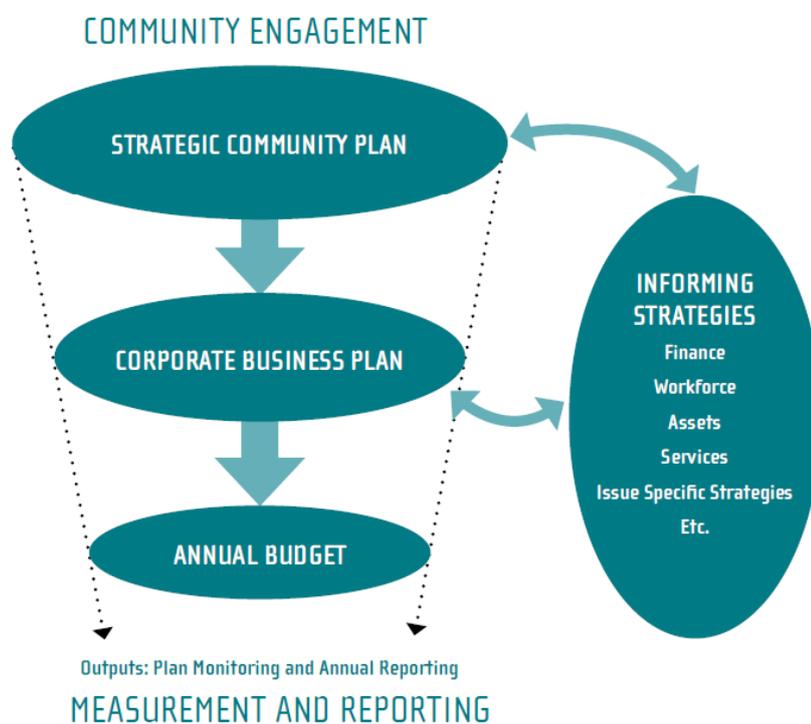


Figure 2.1: Integrated Planning and Reporting Framework

### 2.4 Target Audience

The principal audience of this AMP is the Shire of Northam Council, Chief Executive Officer, Executive Team as well as regular users of the Shire's transport network.

### 2.5 Time Period and Next Review Data

This AMP covers a period of 14 years and shall be next reviewed by 1 July 2017.

## 2.6 Stakeholders

The organisations and people listed in Table 2.2 are key stakeholders of this AMP and the service levels detailed in Section 3 support the interests of these key stakeholders. Additionally, an analysis of possible stakeholders and service levels is, as well as the process used to select the final service levels is attached in **Appendix C – Stakeholders and Service Levels**.

Stakeholder	Key in AMP Development?	Key AMP Audience?
Shire of Northam Council		✓
Shire of Northam Staff	✓	✓
Motorists		✓
Residents & Landowners		✓
Emergency Services		✓
Cyclists		✓
Pedestrians		✓
Main Roads Western Australia		✓
Local Businesses		✓
Pilots		✓

Table 2.2: Stakeholder Relationships

### 3 Service Levels

#### 3.1 Service Level Introduction

The Shire's assets purely exist to support the provision of one or more services. Consequently, the quality and features of these services is a major influence in regards to asset management decisions. The service requirements of all major stakeholders are considered in Appendix C – Stakeholders and Service Levels. From this, key service levels have been adopted as the basis of performance measures.

#### 3.2 Organisational Drivers and Objectives

##### 3.2.1 Strategic Community Plan

In order to identify organisational drivers and objectives that may affect service levels, the Shire's Strategic Community Plan (2012 – 2022) has been considered. The Shire's vision is that:

*"The 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 Shire's Strategic Community Plan contains a number of themes, strategies and actions. All actions that are identified must then be considered and incorporated into this AMP. Those that align with the transport network are outlined in Table 3.1.

Theme	Objective	Strategy
Community	C1 – Create an environment that provides for a caring and healthy community	C1.5 – Facilitate provision of services for aged persons and people with disabilities C1.7 – Provide an environment that enhances and builds on the liveability of the Shire
Economic	E1 – Support business and investment opportunities	E1.1 – Promote new commercial and industrial development through appropriate zoning of land, provision of suitable infrastructure, and efficient and effective business approval process E1.4 – Enhance the aesthetic environment to support business opportunities

Theme	Objective	Strategy
Natural Environment	N1 – Mitigate the Shire of Northam's carbon footprint, reducing waste and green-house gas production	N1.3 – Encourage the use of recycled materials and create a Towards Zero Waste culture amongst the community
	N3 – Management and protection of water resources	N3.1 – Pursue opportunities to use treated effluent water on public open space and as an emergency water supply
Infrastructure & Resources	R1 – Provide and support an effective and efficient transport network	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 R1.2 – Maintain an efficient, safe and quality road network R1.3 – Improve and encourage utilisation of existing airport facilities and associated air services

Table 3.1: Strategic Community Plan Actions Aligned to the Transport Network

### 3.2.2 Asset Management Policy and Strategy

The Shire's Asset Management Policy will be adopted by Council in December 2016, which provides clear direction in the administration and management of all Council's assets. It provides a framework for achieving Council's strategic vision and objectives, delivering sustainable service outcomes at an appropriate level of service.

### 3.3 Customer Research and Expectations

Based on the community perceptions 2015, conducted by Catalyse Research & Strategy on behalf of the Shire, the following expectations from the community were identified:

- Improving the maintenance of rural and unsealed roads including fixing pot holes,
- Clearing vegetation and gravel road grading;
- General road maintenance of sealed roads across the Shire could be improved;
- Sealing gravel roads;
- Improving and upgrading bridges;
- Drainage improvements;
- There is concern that some areas are unsafe for pedestrians, particularly seniors and children who are forced to walk on the road or gravel footpaths that become dangerous when wet.

- Residents suggest improving maintenance of existing footpaths by cleaning debris away and clearing them of weeds.
- There could also be opportunities to improve the network of footpaths and cycleways to create a more connected community.

### 3.4 Legislation and Standards

The Shire has to meet many legislative requirements, including Australian and State Legislation as well as State Regulations. Many of these requirements are drivers for minimum service levels. A list of relevant legislation can be found in Appendix A – Service Levels.

### 3.5 Function of Transport Assets

In addition to meeting legislative requirements and standards as part of the Shire's business context, consideration must also be given to the overall function of the transport network in setting the Shire's service levels. In order to develop a functional statement for the Shire's transport assets, the previously discussed corporate documents were considered. Taking into account all drivers, the following statement has been developed:

*The Shire will seek to sustainably (environmentally, financially and socially) provide a safe, appropriately utilised and integrated transport network of a practicable standard, that is accessible to users of all abilities and that enhances the Shire's aesthetic appeal.*

### 3.6 Service Level Targets and Performance

The service level targets that the Shire shall provide and their corresponding performance measures are outlined Appendix A – Service Levels of this document. At this point the asset plan development a basic approach to establishing service levels has been adopted with the view of expanding the identified levels as the plan develops over coming years.

## 4 Future Demand

This section summarises the factors likely to affect the Shire's demand for transport assets in the near future. Full details of historical and future demand factors have been thoroughly discussed in Appendix G – Future Demand.

### 4.1 Historical Demand

Whilst historical trends and crucial evidence in demand are not always a solid indication of what may happen in the future, they often help asset managers and practitioners form an overall view of how future demand trends are likely to be influenced over time.

#### 4.1.1 Road Demand

An analysis of census data from the Australian Bureau of Statistics (ABS) between 2006 and 2011 shows that, between these years, there has been a marginal increase in vehicle ownership from 3,558 to 3,775. This represents an increase within the Shire of 6.1% (or 1.2% per annum). Correspondingly, the statistics indicate that the demand for the Shire's road network is currently rising as the number of dwellings with registered motor vehicles increases and the number of dwellings with no motor vehicles decreases.

An analysis of census data from the ABS between 2001 and 2011 shows that, between these years, there has been an increase in the number of people travelling to work from 4,031 to 4,465. This represents an increase within the Shire of 10.8% (or 1.1% per annum). Similarly, the statistics indicate that the demand for the Shire's road network is currently increasing as the number of people travelling to work increases.

An analysis of census data from the ABS between 2001 and 2011 shows that, between these years, there has been an increase in the total population from 9,724 to 10,557. This represents an increase within the Shire of 8.6% (or 0.9% per annum). Likewise, the statistics indicate that the demand for the Shire's road network is currently increasing as the total population is rising.

An analysis of data from Tourism Western Australia (TWA) between 2010 and 2014 shows that, between these years, there has been a notable increase in the number of visitors coming in and out of Western Australia from 691,700 to 826,700. This represents an increase within Western Australia of 19.5% (or 4.9% per annum). Of these visitors, 61% head to what TWA call the 'Experience Perth' region (where the Shire is actually situated). Correspondingly, the statistics indicate that the demand for the Shire's transport network is currently increasing as the estimated number of visitors coming in and out of the Shire increases.

#### 4.1.2 Path Demand

Generally, most local government authorities do not have a clear understanding of the asset usage levels of their path network. In all likelihood, this position has arisen as industry professionals commonly accept that virtually no paths within Western Australia reach their capacity. This stance is most probably also true of the Shire.

The largest decreases in population can be seen in the 15 – 19, 20 – 24, 25 – 34 and 35 – 44 age groups while the largest increases in population can be seen in the 55 – 64, 65 – 74, 75 – 84, and 85 + age groups. As such, the Shire's demographic profile is somewhat representative of an ageing population. This shift in demographics may suggest that although the demand for the Shire's transport network is increasing, it may have changed slightly in its utilisation. For instance, an older population is likely to become increasingly reliant on the Shire's public transport system and path network. Therefore, greater emphasis may need to be fed into constructing and maintaining asset types of this nature.

#### 4.1.3 Car Park Demand

Indicative population forecasts for the Shire predict approximately 26 percent growth in the next 20 years. This forecast equates to an approximate increase of 2,860 people across the Shire, or approximately 1,820 people within the Northam town site alone.

Recent census data for the Shire has identified a total population of 10,557 and if the current average annual growth rate (AAGR) of 4.05 percent was maintained the population could reach 50,000 by 2030. A more modest AAGR of 2.8 to 2.9 percent however, has been adopted in the *Northam Development Plan*.

This anticipated growth will therefore have a resultant on the need to increase infrastructure, including an increase in demand on car parking infrastructure as Northam consolidates itself as the Regional Centre of the Wheatbelt.

#### 4.1.4 Drainage Demand

An analysis of climate data from the Australian Bureau of Meteorology (ABOM) between 1877 and 2013 shows that, between these years, annual rainfall has remained reasonably consistent. That said, placing a trendline through the data reveals that there has been a slight decrease in the annual rainfall within the Shire. Nonetheless, the statistics indicate that the demand for the Shire's drainage infrastructure is unlikely to significantly change over the life of this AMP. However, a large influence on historical culvert and pit demand is through changes to the road network itself, and aging assets. As new roads have been built or removed, culverts and pits have also been built or removed in relation to the roads.

In recent years numerous subdivisions have been identified as having insufficiently designed drainage systems. This has required significant funding to address these issues as a long term strategy.

#### 4.1.5 Surface Water Channel Demand

Similarly, the statistics indicate that the demand for the Shire's surface water channel infrastructure is unlikely to significantly change over the life of this AMP. However, a large influence on historical surface water channel infrastructure is through changes to the road network itself. As new roads have been built or removed, kerbing and open / table drains have also been built or removed in association with the roads.

#### 4.1.6 Street Furniture Demand

Although no historical demand information is available for street furniture assets, there has been a significant shift in focus to cater to disabled and aged persons access.

#### 4.1.7 Aerodrome Demand

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 general aviation aircraft then the 150,000 movements would most probably be unachievable.

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.

#### 4.2 Future Demand Drivers

To facilitate the process of identifying the possible future demand drivers of the Shire's transport services, six categories have been established within this AMP, including political, economic, social, technological, legal and environmental demand drivers. These demand drivers are discussed in Table 4.1 and their overall effect on the transport network is summarised in each category.

Future Demand Driver	Overall Effect
Political	<ul style="list-style-type: none"> <li>• Changes and revisions to the Shire's Local Planning Scheme have the potential to change current land-use patterns and can therefore heavily influence the demand for transport services. At present, it is believed that only major changes in land-use (such as in the development of expanded industrial, residential and commercial areas) would have a substantial impact on demand. No significant demand is forecasted over the life of this AMP due to changes in the Local Planning Scheme.</li> <li>• In theory, the introduction of more formal asset management and financial practices would provide the Shire with greater ability to change service levels, while also providing the opportunity to ensure that financial sustainability is met. Nonetheless, it is likely that it will take the Shire a number of years to reach this informed position and as such, the exact effect to which council policy influences future demand cannot currently be properly determined.</li> <li>• Overall Effect: Over the short term, there is potential demand to increase the level of available resources to improve and sustain the Shire's asset management practices. Over the long term, there may be additional demand to increase renewal spending on transport infrastructure.</li> </ul>



Future Demand Driver	Overall Effect
Economic	<ul style="list-style-type: none"> <li>• There has been a significant increase in average petroleum and diesel retail prices in Western Australia in recent years. Therefore it is relatively safe to assume that fuel prices will continue to gradually increase over the life of this AMP. Consequently, transportation will become increasingly more expensive, yet given the Shire's geographical location, demand is unlikely to significantly change.</li> <li>• There has been a considerable increase in the Road Construction and Maintenance Price Index (RCMPI) in Australia of approximately 3.7% per annum. The largest contributor to this change was an increase in the price of site-based labour and diesel fuel. The statistics indicate that the RCMPI will continue to gradually increase over the life of this AMP. As a result, the cost of road construction and maintenance will become increasingly more expensive and it can be anticipated that the construction and maintenance of the Shire's transport assets will require an increasing portion of the Shire's overall budgetary resources.</li> <li>• While the long term sustainability of the Shire, as well as the broader economic outlook remains ambiguous, it is relatively safe to assume that no significant transport demand change is likely to come to fruition due to economic effects.</li> <li>• Overall Effect: The provision and maintenance of transport infrastructure is likely to become increasingly more expensive over the long term due to the rising fuel, material and construction costs. As such, rising costs may influence the community's transport habits, transport modes and / or transport frequency. The Shire's financial sustainability over the long term remains unclear.</li> </ul>

Future Demand Driver	Overall Effect
Social	<ul style="list-style-type: none"> <li>• The Shire's population is currently tracking closest in line with the population forecast of Band A produced by the Western Australian Planning Commission (WAPC). This projection estimates that the population of the Shire will increase up to 13,430 people by 2026. If this forecast holds true, it could be expected that the demand for the Shire's transport network will increase substantially to meet the required service levels.</li> <li>• There has been a shift in the Shire's demographic profile towards an ageing population. Given that the Shire's population is projected to increase notably over the next decade, it is relatively safe to assume that the median age will increase too. Therefore, the Shire may need to ensure that robust path networks are established and that effective defect identification and correction processes are put in place to reduce harmful risks to the community.</li> <li>• Based on the local planning strategy, more than 1000 lots have been subdivided in the rural area. This creates a great demand for wider roads and footpaths to the rural residential community.</li> <li>• <b>Overall Effect: The significant increase in population will have a considerable impact on transport demand. The shift in demographics will also influence demand such that the requirements of an ageing population and rural residential community are met.</b></li> </ul>
Technological	<ul style="list-style-type: none"> <li>• No significant change in transport demand in the Shire is likely to occur over the life of this AMP as a result of improvements in road construction technology.</li> <li>• Through the Shire's subscription to the Western Australian Local Government Association (WALGA) ROMAN II systems, there is significant opportunity to improve long term pavement management efficiency through enhanced functions such as <i>works programming</i>. The Shire will be able to monitor the performance and condition of its transport assets to a more accurate and timely degree, ensuring the Shire provides more consistent levels of service, at a more efficient cost.</li> <li>• While the Shire's levels of waste material are currently thought to be low, there would be merit in establishing a simple set of guidelines to help plan and manage the recycling or reuse of road materials.</li> <li>• <b>Overall Effect: Opportunities exist to maintain and manage the Shire's transport network with a heavier focus on efficiency and sustainability. Planning for the future reuse and recycling of materials is also possible.</b></li> </ul>

Future Demand Driver	Overall Effect
Legal	<ul style="list-style-type: none"> <li>A relatively large portion of claims typically arise from incidents on the Shire's path networks. Regardless of the outcome of these claims, the Shire should be committed to improving and enhancing its asset management practices so as to limit its own liability and to remove the potential for accidents to occur (and hence, protect users). A key practice which could reduce this risk would be in the development of a cyclical safety and maintenance inspection programme to proactively identify defects and hazards.</li> <li><b>Overall Effect: An increase in the development and implementation of formalised safety and maintenance inspection programmes is required.</b></li> </ul>
Environmental	<ul style="list-style-type: none"> <li>Substantial change in the transport network is unlikely – given the nature of the Shire's size and geographical location. However, it is possible for the transport network to move towards a state of increasingly environmental sustainability. In doing so, the Shire would need to identify, assess and implement key initiatives over the life of this AMP that work towards sustainable asset management.</li> <li><b>Overall Effect: Clearer decision-making is required around the actual need for particular transport assets. An increase in environmentally sustainable construction and maintenance techniques and practices that work towards sustainable asset management is needed.</b></li> </ul>

Table 4.1: Future Demand Drivers



### 4.3 Summary

Even though a range of historical and future demand factors have been investigated, the Shire does not have (nor have they prepared) a long term forecast for the demand of future transport services in terms of key quantitative measures. While there is obviously merit in collecting quantitative information (such as traffic counts), it is highly unlikely that any transport infrastructure will exceed its physical capacity within the life of this AMP as a result of the Shire's geographical location. The research indicates that the key areas in demand are likely to be:

- An increased demand for skilled labour (both internal and external) and financial resources to:
  - Improve asset management practices and systems (software)
  - Fund increased construction and maintenance costs
  - Implement environmentally sustainable initiatives
  - Bridge possible gaps in infrastructure renewal funding
- Changing demand for services and hence changing requirements due to:
  - An ageing population

In order to quantify and meet these challenges that these major demand factors may pose, the following improvement actions have been listed:

- Quantify and budget for the approximate annual cost for the additional asset management resources;
- Establish a simple set of guidelines to help plan and manage the recycling or reuse of road materials;
- Investigate the implementation and application of condition monitoring and pavement management systems and technologies that can help to reduce long term costs;
- Identify, assess and implement key initiatives that work towards sustainable asset management;
- Develop a cyclical safety and maintenance inspection programme to proactively identify defects and hazards;
- Monitor actual transport asset usage levels and develop a framework within which asset rationalisation and / or service level downgrading can be considered.

## 5 Risk Management

The Shire's Risk Management Policy is focused on achieving best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations and members of the public.

The current Corporate Risk Register is a compilation of risks that have been identified by the Executive Management Team which will be filtered through to operational level to assess specific risks identified with transport assets.

## 6 Life Cycle Management Plan

Best practice asset management is achieved by adopting a life cycle approach which uses transparent, informed decision-making processes. Life cycle planning is a key asset management concept that takes into account the whole-of-life implications of acquiring, operating, maintaining and disposing of built assets. The use of life cycle planning builds confidence in asset management decisions, particularly those related to the optimum timing for replacements and upgrades.

The Life Cycle Management Plan details how the Shire plans to manage and operate its transport network at the service levels previously outlined in Appendix A. In addition, the Life Cycle Management Plan specifically details the current condition of the Shire's individual transport asset groups.

### 6.1 Background Data

#### 6.1.1 Work Category Definitions

This AMP generally considers work within the six areas of activity outlined in Table 6.1.

Activity	Definition
Operation	Continuously required expenditure which enables an asset to provide benefits to the community such as mowing, street sweeping, electricity costs etc.
Maintenance	Regular repair works to prevent deterioration of an asset's capability, such as minor repairs, servicing etc.
Renewal	Works to replace an existing asset which is worn, poorly functioning or dated with an asset of equivalent capacity or performance. For example, the renewal of an internal wall in a building, the renewal of an engine in a grader, the resurfacing of a road (resealing) or the replacement of a girder in a bridge.
Upgrade	The significant upgrade of an asset to produce a higher service level, such as the widening (or dualling) of a road, the extension of a building, the installation of reticulation in a dry park etc.
New Work	The creation of a new asset, in a location where that asset type has not existed before.
Disposal	The process of removing and disposing of an asset upon the end of its useful life. For the purpose of this AMP, this is only considered when an asset is not replaced.

Table 6.1: Work Category Definitions

### 6.1.2 Life Cycle Costing Basis

The financial projections within the Life Cycle Management Plan have adopted Life Cycle Costing (LCC) principles. LCC is a vital asset management tool that takes into consideration all life cycle costs associated with an asset, from its conception and design through to its eventual disposal. This concept is demonstrated in Figure 6.1. LCC is an essential tool in trying to understand the true cost of an infrastructure asset.



Figure 6.1: Asset Life Cycle

### 6.1.3 Transport Network Physical Parameters

The Shire's transport network is one of its largest asset groups in terms of value and community impact. The overall physical parameters and values of its components currently covered by this AMP are shown in and the network's current replacement cost in Figure 6.2

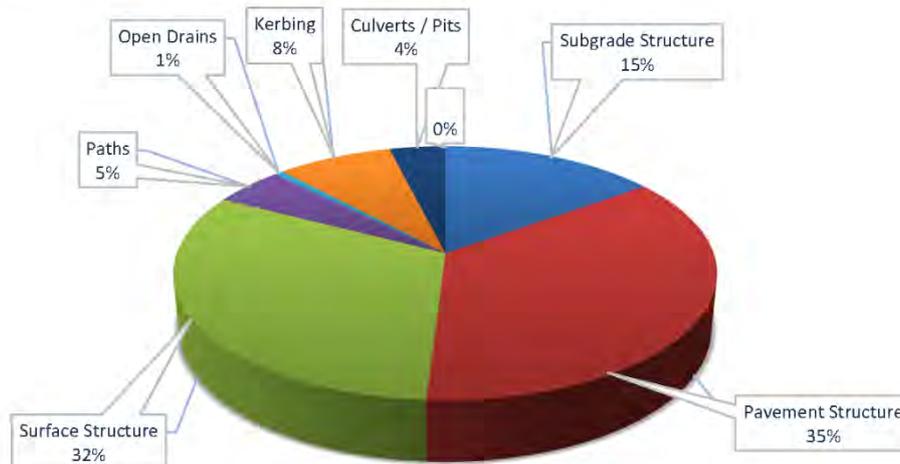


Figure 6.2: Transport Network Current Replacement Costs

## 6.2 Asset Life Cycle Management – Roads

### 6.2.1 Asset Inventory

A breakdown of the Shire's road network by construction type and road hierarchy is shown in Table 6.2 and 6.3 respectively. The data was extracted from the Shire's RAMM database in November 2016.

Hierarchy	Length (m)	Area (m <sup>2</sup> )
Regional Distributor Roads	59,480	441,487
Local Distributor Roads	74,030	431,202
Access Roads	638,425	3,950,289
<b>Total</b>	<b>771,935</b>	<b>4,822,978</b>

Table 6.2: Road Inventory Data – Hierarchy (RAMM)

Surface length and area quantities for the Shire's road network are outlined in Table 6.3.

Surface Material	Length (m)	Area (m <sup>2</sup> )	Area (%)	Target treatment length per year (kms)
Asphalt	23,690	186,655	3.87%	0.95
Brick Paving	110	1,707	0.04%	0.00
Cement Concrete	470	2,458	0.05%	0.02
Primer Seal	1,510	9,574	0.20%	0.06
Single Seal	432,455	2590226.5	53.71%	17.30
Double Seal	10,332	69,850	1.45%	0.41
Unsealed	303,368	1,962,507	40.69%	
<b>Total</b>	<b>771,935</b>	<b>4,822,978</b>	<b>100%</b>	

Table 6.3: Road Inventory Data – Surface Material (RAMM)

### 6.2.2 Asset Condition

The condition of the Shire's road network was last assessed in February 2016. The results of this survey are shown in the Table 6.4.

Defects	Ratings	Distribution of Defects
Local Defects (Pothole)	1 Not Affected	99.24%
	2 Affected 0-5%	0.68%
	3 Affected 5-10%	0.04%
	4 Affected 10-20%	0.02%
	5 Affected Greater 20%	0.02%
Patches Extent	1 Not Affected	88.02%
	2 Affected 0-5%	5.58%
	3 Affected 5-10%	3.13%
	4 Affected 10-20%	2.02%
	5 Affected Greater 20%	1.25%
Crack Type	1 None	39.33%
	2 Crocodile	2.22%
	3 Longitudinal	40.87%
	4 Longitudinal & Transverse	5.81%
	5 Transverse	11.76%
Crack Severity	1 None	39.33%
	2 Slight. <2mm	36.91%
	3 Moderate 2-5mm	16.71%
	4 Extreme >5mm	7.05%
Crack Extent	1 Not Affected	39.33%
	2 Affected 0-1%	53.16%
	3 Affected 1-5%	1.21%
	4 Affected 5-15%	0.41%
	5 Affected Greater 15%	5.88%

Table 6.4: Road Inventory Data – Surface Material (RAMM)

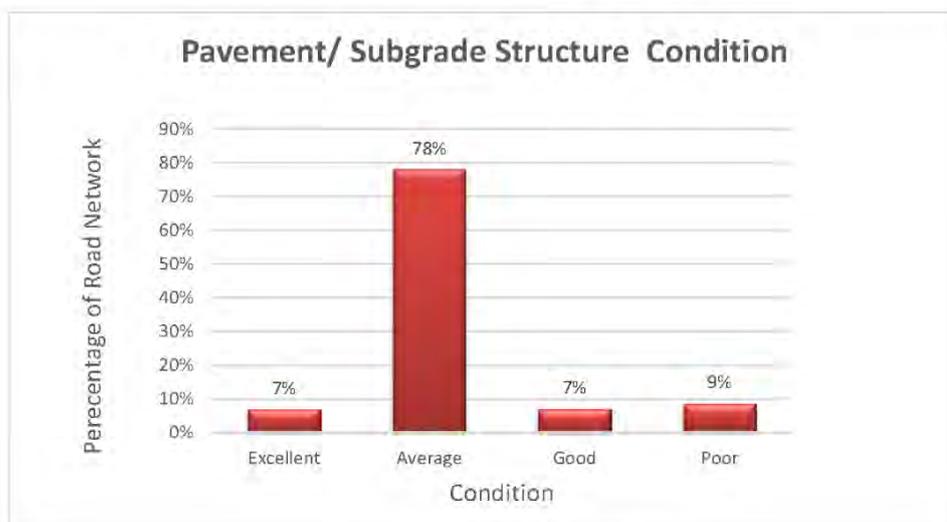
The review of the pavement performance condition of the sealed road network, indicates that for the most part the network is in a good condition with some minor deficiency in defect, roughness, rutting and texture. An increased risk of accidents can be associated with the pavement roughness and rut depth conditions when the roughness of a road section has sharply changed. A similar effect is anticipated when sharp bend or lack of sight distance at intersections, though a geometric analysis was not undertaken.

Cracking of the pavement surface is an important road deterioration, particularly when the water ingress is involved. As is well known, further pavement failures are often manifested due to moisture impacts, as pavement strength is closely related to the moisture condition. The survey result indicates that 60% of

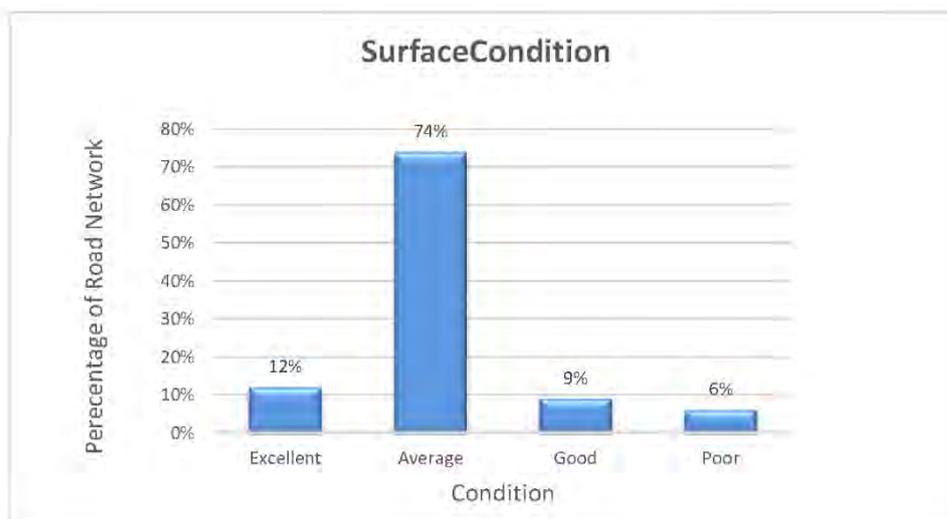
the network has cracking effects which is relatively high. Further analysis of the network on cracking results is required to establish an appropriate surface treatment.

The results of the survey show that the overall conditions of unsealed road network indicate average conditions in regards to visual assessment results. However there are some areas which require appropriate treatments in order to meet the required serviceability.

The assessment of the condition survey information has determined the overall condition of the road network assets can be summarised as depicted in Tables 6.5 and 6.6.



**Table 6.5: Pavement Structure Condition**



**Table 6.6: Pavement Structure Condition**

### 6.2.3 Asset Valuation

Every three years, the Shire should undertake and review a valuation of all of its infrastructure assets. Historical road valuation results for current and depreciated replacement costs are shown in Table 6.7 and Table 6.8 respectively. Valuation figures were extracted from either the Shire's RAMM database or the Shire's previous annual reports. In addition, the unit rates and useful lives applied in the most recent valuation are outlined in Table 6.9.

Year	Subgrade	Pavement	Surface	Total
2016	\$21,697,055	\$57,518,806	\$51,049,584	\$130,265,445
2015	\$23,689,159	\$56,853,982	\$50,122,863	\$130,666,004
2014	\$5,684,454	\$52,553,381	\$6,607,857	\$64,845,692

Table 6.7: Road Current Replacement Costs

Year	Subgrade	Pavement	Surface	Total
2016	\$21,134,617	\$30,008,805	\$28,360,165	\$79,503,587
2015	\$21,134,617	\$30,299,974	\$27,143,580	\$78,578,171
2014	\$5,684,454	\$18,932,356	\$2,380,480	\$26,997,290

Table 6.8: Road Depreciated Replacement Costs

Road Component	Description	Unit	Rate	Useful Life (Years)
				RAMM
Surface Structure	Asphalt	m <sup>2</sup>	\$25.97	25
	Concrete	m <sup>2</sup>	\$83.03	50
	Brick	m <sup>2</sup>	\$200.00	50
	Single Seal	m <sup>2</sup>	\$6.82	15
	Double Seal	m <sup>2</sup>	\$12.47	20
	Prime Seal	m <sup>2</sup>	\$4.00	1
	Slurry	m <sup>2</sup>	\$36.00	15
	Unsealed	m <sup>2</sup>	\$13.89	0
Pavement Structure	Access	m <sup>2</sup>	\$12.00	100
	Local Distributor	m <sup>2</sup>	\$12.00	100
	Regional Distributor	m <sup>2</sup>	\$12.00	100
Subgrade Structure	Urban	m <sup>2</sup>	\$4.50	90
	Undulating	m <sup>2</sup>	\$4.50	90
	Hilly	m <sup>2</sup>	\$4.50	90

Table 6.9: Road Unit Rates and Useful Lives

#### 6.2.4 Operation and Maintenance Plan

Operation activities and costs are those which are required to run an asset (e.g. electrical charges for street lighting and costs for sweeping roads). Maintenance is the regular on-going work that is necessary to keep an asset operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again (e.g. filling potholes, patching localised pavement failures etc.)

##### 6.2.4.1 Historical Expenditure

The Shire's past expenses on road operation and maintenance activities is outlined in Table 6.10. While current levels of expenditure are considered adequate to meet the required service levels, future versions of this AMP need to be able to link the required expenditure with the required service levels. As such, this task has been listed as an improvement action.

Financial Year	Operation Expenditure	Maintenance Expenditure
2015 / 2016	\$454,554	\$984,078 (*)
2014 / 2015	\$410,538	\$1,278,805
2013 / 2014	\$413,798	\$1,249,905
2012 / 2013	\$370,071	\$1,077,230

Table 6.10: Historical Road Operation and Maintenance Expenditure

(\*) Reduction in cost due to capitalisation of various works.

#### 6.2.4.2 Maintenance Response and Prioritisation

At present, the assessment and prioritisation of maintenance activities is undertaken by operational staff using their experience and judgement. An improvement task has been listed for the Shire to develop a formal framework and process aligned to service levels.

#### 6.2.4.3 Standards and Specifications

Operation and maintenance work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.2.4.4 Projected Expenditure

Considering that the Shire's transport network is not expected to substantially increase or decrease in size over the life of this AMP, operation and maintenance costs are expected to generally change in line with inflation levels.

The Shire's projected operation and maintenance expenditure on the road network is outlined in Table 6.11. Figures have generally been inflated annually by 4%, with the exception of street lighting charges, which have been inflated by 3% per annum (in acknowledgement of future cost increases likely higher than CPI).

The Shire's operation and maintenance is funded from the operating budget as well as grants where available.

Road Expenditure Summary	Operation	Maintenance
2015/16	\$454,554	\$985,889
2016/17	\$475,813	\$1,278,365 (*)
2017/18	\$487,708	\$1,310,324
2018/19	\$543,436	\$1,343,082
2019/20	\$512,398	\$1,376,659
2020/21	\$525,208	\$1,411,076
2021/22	\$585,139	\$1,446,353
2022/23	\$551,797	\$1,482,511
2023/24	\$565,592	\$1,519,574
2024/25	\$630,042	\$1,557,564
2025/26	\$594,225	\$1,596,503
2026/27	\$609,081	\$1,636,415
2027/28	\$678,391	\$1,677,326
2028/29	\$639,915	\$1,719,259

Table 6.11: Projected Road Operation and Maintenance Expenditure (2015 / 2016 – 2028 / 2029)

(\*) Figures have increased in 2016/17 due to appointment of additional crew

#### 6.2.5 Renewal / Replacement Plan

Renewal expenditure is major work which does not increase an asset's design capacity or performance, but restores, rehabilitates, replaces or renews its original service potential. Work that goes beyond restoring an asset to original service potential is considered upgrade or new work expenditure.

##### 6.2.5.1 Historical Expenditure

The Shire's past expenditure on road renewal activities is outlined in Table 6.12

Financial Year	Renewal Expenditure
2015 / 2016	\$2,120,853
2014 / 2015	\$1,677,687
2013 / 2014	\$1,103,616
2012 / 2013	\$1,014,916

Table 6.12: Historical Road Renewal Expenditure (2012 / 2013 – 2015 / 2016)

##### 6.2.5.2 Renewal Selection

The Shire has implemented a condition based inspection process which periodically surveys the entire road network to determine current condition. This coupled with Council focuses and area specific needs is what drives the prioritisation of the long term programs

Renewal is undertaken using low-cost methods where practical. The aim of low-cost renewal is to restore the service potential or future economic benefits of an asset by renewing the asset at a cost less than that of the asset's replacement cost.

### 6.2.5.3 Renewal Standards

Renewal work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

### 6.2.5.4 Projected Expenditure

In determining road network needs, repair treatments are typically defined as either resurfacing, rehabilitation or reconstruction.

Resurfacing is replacing the wearing layer only, where a road has good surface shape.

Rehabilitation is typically a road which requires surface correction as a result of various contributing factors. Shape has been lost however not to the point where a reconstruction is required.

Reconstruction of road is where rutting / roughness are so severe that a complete reconstruction is required, these are low priority as the damage is now beyond preservation (resurface) or repair (rehabilitation).

For the purpose of predicting future expenditure needs, three funding scenarios were considered which had previously been modelled by Opus International Consultants in 2012. The three scenarios, allowed for various annual budget allocation of funds and consequently different effects on the overall condition of the network. The effect of each scenario on the predicted future condition provides an indication of the long term forecast on the network.

The first scenario allows for \$1M to be spent annually, focusing the majority (95%) of it on chip seal resurfacing, asphalt overlays and granular re-sheeting. The remaining 5% is spent on road reconstruction.

The predicted network condition of scenario 1 is that the extent of cracking across the road network will gradually increase to the point where resurface treatments will eventually require a rehabilitation or ultimately a reconstruction.

Couple this with the roads that have already been triggered as a reconstruction in the early years of the 12 year program the end outcome will result in a road network requiring extensive investment to repair.

<i>Scenario 1</i>					
\$	1,000,000	95%	30%	Chip Seal	\$ 300,000.00
			30%	Asphalt overlay	\$ 300,000.00
			35%	Gravel Re-sheet	\$ 350,000.00
		5%	5%	reconstruction	\$ 50,000.00
Totals		100%			\$ 1,000,000.00

Scenario 1 M / Year Expenditure

The second scenario is budgeted for \$1.6M per annum and allows for 65% of road reconstruction and unsealed road reshaping while 35% is allocated to chip seal resurfacing, asphalt overlays and granular re-sheeting.

The predicted network condition of scenario 2 is there will be a gradual increase of road condition. Roads which have extensive cracking will be prioritised in the initial years to preserve the current

condition, followed by rehabilitation and reconstruction works to address roads reaching their extent of their useful life.

<b>Scenario 2</b>					
\$	1,600,000	65%	65%	Reconstruction	\$ 1,040,000.00
		35%	10%	Chip Seal	\$ 160,000.00
			15%	Asphalt overlay	\$ 240,000.00
			10%	Gravel Re-sheet	\$ 160,000.00
Totals		100%			\$ 1,600,000.00

Scenario 1.6M / Year Expenditure

The third scenario includes a total annual amount spent of \$3.2M, with an average of \$1.76M invested each year on road reconstruction and unsealed road reshaping. The remaining \$1.44M is spent on chip seal resurfacing, asphalt overlay and granular re-sheeting.

<b>Scenario 3</b>					
\$	3,200,000	55%	55%	Reconstruction	\$ 1,760,000.00
			0%	gravel re-shape	\$ -
		45%	15%	Chip Seal	\$ 480,000.00
			17%	Asphalt overlay	\$ 544,000.00
			13%	Gravel Re-sheet	\$ 416,000.00
Totals		100%	100%		\$ 3,200,000.00

Scenario 3.2M / Year Expenditure

Similar to scenario 2, scenario 3 will result in an improved network condition which can be achieved by target resurfacing (high priority) in the first 4 years in order to preserve the asset with a constant focus on rehabilitation works (medium priority) over the 12 years. Reconstruction works being the lowest priority will be the focus from year 5 onwards.

Scenario 3 is the preferred model as this achieves road network condition improvement in a shorter timeframe reducing deferred maintenance.

The analysis of the network condition data does not take into account areas of focus by Council, such as widening of roads. This will result in minor variations in the breakdown of treatment types each year. The Shire's projected renewal expenditure on the road network is outlined in Table 6.13. It should be noted these predicted costs are at the current market rates and have no allowance for inflation of rates.

Treatment Type	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Reconstruction	\$ -	\$ 0	\$ 0	\$ 0	\$ 1,774,112.95	\$ 1,708,318.60
Re-gravel	\$ 391,560.00	\$ 406,110.00	\$ 441,720.00	\$ 434,883.00	\$ 475,500.00	\$ 430,320.00
Rehabilitation	\$ 475,438.09	\$ 421,874.29	\$ 456,308.03	\$ 477,138.50	\$ 336,645.08	\$ 220,914.54
Resurface	\$ 2,273,245.05	\$ 2,312,836.82	\$ 2,211,680.67	\$ 2,110,831.43	\$ 546,320.06	\$ 718,110.27
<b>Total</b>	<b>\$ 3,140,243</b>	<b>\$ 3,140,821</b>	<b>\$ 3,109,709</b>	<b>\$ 3,022,853</b>	<b>\$ 3,132,578</b>	<b>\$ 3,077,663</b>

Treatment Type	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Reconstruction	\$ 1,818,602.35	\$ 1,783,334.80	\$ 1,730,497.05	\$ 1,828,444.10	\$ 1,565,676.25	\$ 1,033,908.00
Re-gravel	\$ 320,868.00	\$ 551,850.00	\$ 587,226.00	\$ 426,960.00	\$ 451,500.00	\$ 477,000.00
Rehabilitation	\$ 259,459.20	\$ 219,987.90	\$ 209,349.36	\$ 199,120.68	\$ 682,198.20	\$ 1,097,834.76
Resurface	\$ 634,209.23	\$ 555,715.20	\$ 721,923.21	\$ 569,709.84	\$ 535,697.70	\$ 406,723.81
<b>Total</b>	<b>\$ 3,033,139</b>	<b>\$ 3,110,888</b>	<b>\$ 3,248,996</b>	<b>\$ 3,024,235</b>	<b>\$ 3,235,072</b>	<b>\$ 3,015,467</b>

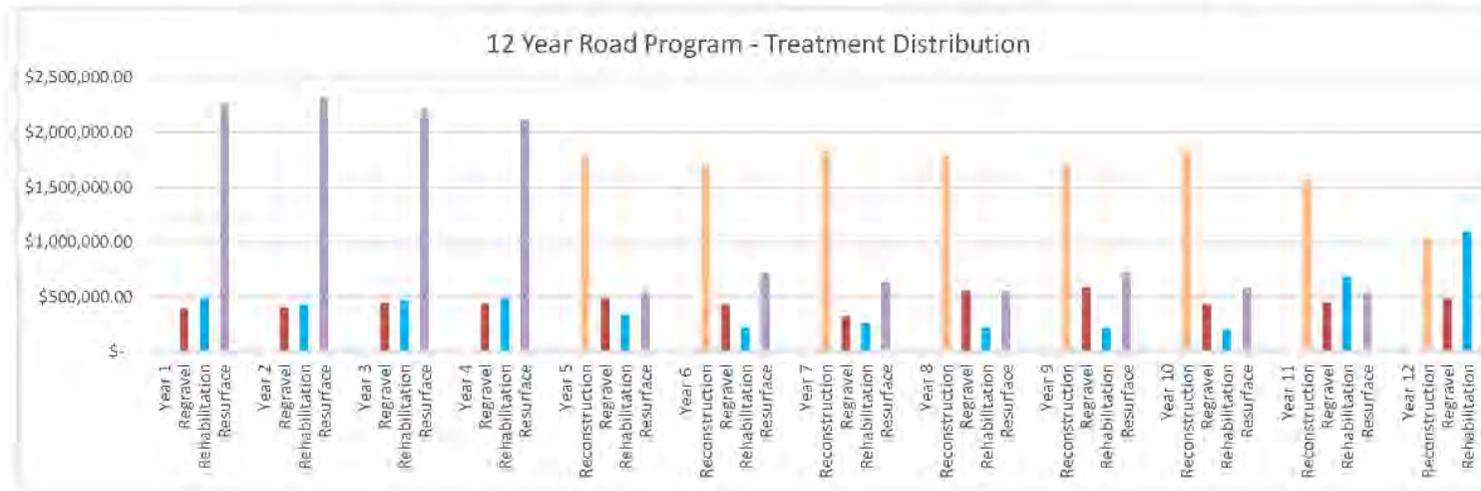


Table 6.13 Projected Road Renewal Expenditure (2017 / 2018 – 2028 / 2029)

#### 6.2.6 Acquisition / Upgrade Plan

New work (or upgrade work) is work that creates a new asset that did not previously exist, or work which upgrades or improves the existing asset beyond its original design capacity or performance. New work may result from population growth or the social and environmental needs of the community. Assets may also be acquired by the Shire at no cost from land development.

#### 6.2.7 Historical Expenditure

The Shire's past expenditure on road acquisition / upgrade activities is outlined in Table 6.14.

Financial Year	Upgrade Expenditure	New Expenditure
2015 / 2016	\$134,184	\$0
2014 / 2015	\$475,461	\$0
2013 / 2014	\$285,229	\$0
2012 / 2013	\$981,671	\$0

Table 6.14: Historical Road Acquisition / Upgrade Expenditure (2012 / 2013 – 2015 / 2016)

##### 6.2.7.1 Selection Criteria

New assets and the upgrade of existing assets are identified from various sources, including councillor and community requests, proposals identified by strategic plans and partnerships with other organisations. Candidate proposals are first examined to verify the need for the new asset or upgrade, and to develop a preliminary estimate. Proposals are then prioritised by the Shire, based upon the asset's perceived need and available funds. The development and implementation of a process that quantifies project alignment with the Shire's Strategic Community Plan would have clear merit, but does not currently exist. Consequently, the development of such a process that evaluates projects using weighted multi-criteria analysis has been listed as an improvement action.

##### 6.2.7.2 Standards and Specifications

Upgrade and new work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

##### 6.2.7.3 Projected Expenditure

The Shire's projected new work and upgrade expenditure on the road network is outlined in Table 6.15. The Shire's new work and upgrade work is to be funded from capital works programmes and grants where possible.

Road Expenditure Summary	Upgrade	New
2015/16	\$134,184 (*)	\$0
2016/17	\$441,285 (**)	\$0
2017/18	\$0	\$0
2018/19	\$0	\$0
2019/20	\$0	\$0
2020/21	\$0	\$0
2021/22	\$0	\$0
2022/23	\$0	\$0
2023/24	\$0	\$0
2024/25	\$0	\$0
2025/26	\$0	\$0
2026/27	\$0	\$0
2027/28	\$0	\$0
2028/29	\$0	\$0

Table 6.15: Projected Road Acquisition / Upgrade Expenditure (2015 / 2016 – 2028 / 2029)

(\*) Sealing of Gumtree Road, Bakers Hill

(\*\*) Sealing of various roads - Bakers Hill Town Site Improvement Project

### 6.3 Asset Life Cycle Management – Paths

#### 6.3.1 Asset Inventory

A breakdown of the Shire's path network by material type is shown in Table 6.16. The data was extracted from the Shire's RAMM database in November 2016.

Material Type	Length (m)	Area (m <sup>2</sup> )	Area (%)	Target treatment length per year (m)
Concrete Slabs	31,349	52,792	46.80%	1567.45
Concrete Paver	689	1,061	0.94%	34.45
Brick Paving	1,890	5,110	4.53%	37.8
Black Asphalt	8,609	17303	15.34%	172.18
Red Asphalt	12,710	29947	26.55%	254.2
Bituminous Seal	3,593	5,995	5.31%	71.86
Gravel	350	590	0.52%	
	59,190	112,798	100%	

Table 6.16: Path Inventory Data (RAMM)

### 6.3.2 Asset Condition

The condition of the Shire’s path network was last visually assessed in 2016. The current condition profile of the Shire’s path network is illustrated in Figure 6.3. Typically, assets in a condition rating of poor (4) or very poor (5) are nearing the end of their useful life and should hence appear on a long term works programme for renewal. However, given the age of the condition ratings in the RAMM database, the data is presumably unreliable. Consequently, the development and implementation of a cyclical inspection programme has been listed as an improvement action.

In any case, 2,316 m<sup>2</sup> of the Shire’s 112,796 m<sup>2</sup> path network has been recorded as being in either a Poor (4) or Very Poor (5) condition rating. This represents 5.0% of the network and is a decent quantity of potential renewal work.

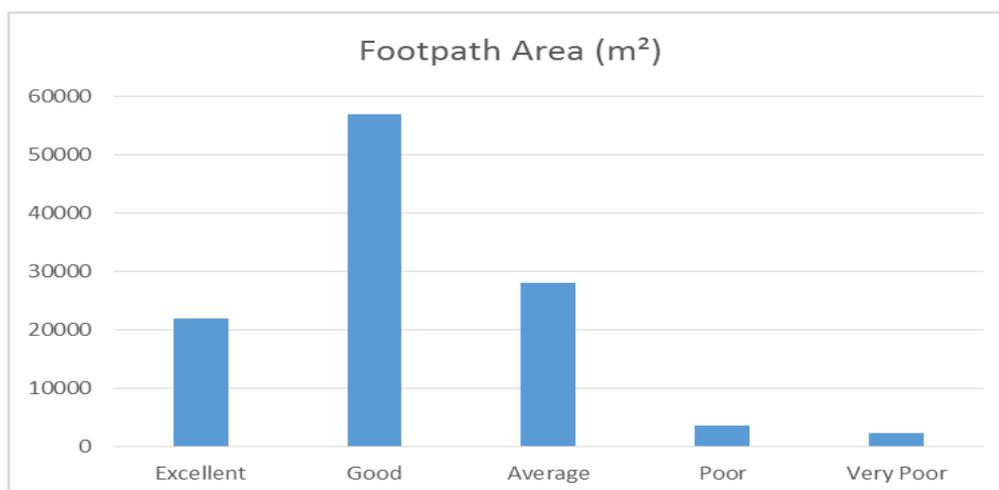


Figure 6.3: Path Condition Profile (RAMM)

### 6.3.3 Asset Valuation

Every three years, the Shire should undertake and review a valuation of all of its infrastructure assets. Historical footpath valuation results for current and depreciated replacement costs are shown in Table 6.17 and Table 6.18 respectively. Valuation figures were extracted from either the Shire’s RAMM database or the Shire’s previous annual reports. In addition, the unit rates and useful lives applied in the most recent valuation are outlined in Table 6.19.

Year	Footpath	Total
2016	\$6,243,159	\$6,243,159(*)
2015	\$7,707,252	\$7,707,252
2014	\$7,111,758	\$7,111,758

Table 6.17: Footpath Current Replacement Costs

(\*) Reduction in cost due to traffic Management performed by SoN

Year	Footpath	Total
2016	\$4,484,319	\$4,484,319
2015	\$3,983,776	\$3,983,776
2014	\$3,396,789	\$3,396,789

Table 6.18: Footpath Depreciated Replacement Costs

Path Material	Unit	Rate	Useful Life (Years)
			RAMM
Concrete Slabs	m <sup>2</sup>	\$50.00	20
Brick	m <sup>2</sup>	\$200	50
Cement Concrete	m <sup>2</sup>	\$83.00	50
Bituminous Seal	m <sup>2</sup>	N/A	N/A
Asphalt	m <sup>2</sup>	\$66.41	50
All Other	m <sup>2</sup>	\$30.00	30

Table 6.19: Path Unit Rates and Useful Lives

#### 6.3.4 Operation and Maintenance Plan

Operation activities and costs are those which are required to run an asset (e.g. electrical charges for street lighting and costs for sweeping roads). Maintenance is the regular on-going work that is necessary to keep an asset operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again (e.g. filling potholes, patching localised pavement failures etc.).

##### 6.3.4.1 Historical Expenditure

The Shire's past expenditure on path operation and maintenance activities is outlined in Table 6.20.

Financial Year	Operation Expenditure	Maintenance Expenditure
2015 / 2016	\$64,170	\$7,400
2014 / 2015	\$73,711	\$3,610
2013 / 2014	\$74,518	\$1,911
2012 / 2013	\$74,416	\$1,322

Table 6.20: Historical Path Operation and Maintenance Expenditure (2012 / 2013 – 2015 / 2016)

#### 6.3.4.2 Maintenance Response and Prioritisation

At present, the assessment and prioritisation of maintenance activities is undertaken by operational staff using their experience and judgement. An improvement task has been listed for the Shire to develop a formal framework and process aligned to service levels.

#### 6.3.4.3 Standards and Specifications

Operation and maintenance work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.3.4.4 Projected Expenditure

The Shire's path network is expected to grow over the life of this AMP as new paths will be built to accommodate the Shire's ageing population. Via the long term works programme, additional budget amounts allow for additional operation and maintenance costs. The Shire's projected operation and maintenance expenditure on the path network is outlined in Table 6.21. The Shire's operation and maintenance is funded from the operating budget as well as grants where available.

Path Expenditure Summary	Operation	Maintenance
2015/16	\$64,170	\$7,400
2016/17	\$67,000	\$5,870
2017/18	\$68,675	\$10,000
2018/19	\$70,392	\$10,250
2019/20	\$72,152	\$10,506
2020/21	\$73,955	\$10,769
2021/22	\$75,804	\$11,038
2022/23	\$77,699	\$11,314
2023/24	\$79,642	\$11,597
2024/25	\$81,633	\$11,887
2025/26	\$83,674	\$12,184
2026/27	\$85,766	\$12,489
2027/28	\$87,910	\$12,801
2028/29	\$90,108	\$13,121

Table 6.21: Projected Path Operation and Maintenance Expenditure (2015 / 2016 – 2028 / 2029)

#### 6.3.5 Renewal / Replacement Plan

Renewal expenditure is major work which does not increase an asset's design capacity or performance, but restores, rehabilitates, replaces or renews its original service potential. Work that goes beyond restoring an asset to original service potential is considered upgrade or new work expenditure.

##### 6.3.5.1 Historical Expenditure

The Shire's past expenditure on path renewal activities is outlined in Table 6.22.

Financial Year	Renewal Expenditure
2015 / 2016	\$30,818
2014 / 2015	\$82,352
2013 / 2014	\$59,393
2012 / 2013	\$42,050

Table 6.22: Historical Path Renewal Expenditure (2012 / 2013 – 2015 / 2016)

#### 6.3.5.2 Renewal Selection

At present, paths that require renewal are identified by either customer request or through staff inspections. Using their experience and judgement, staff can then prioritise renewal works as necessary. There would be a clear benefit in moving towards a condition based regime whereby each path is assessed and those found to be in a poor condition are programmed for renewal. As such, the development and implementation of a cyclical inspection programme has been listed as an improvement action.

Renewal is undertaken using *low-cost* methods where practical. The aim of low-cost renewal is to restore the service potential or future economic benefits of an asset by renewing the asset at a cost less than that of the asset's replacement cost.

#### 6.3.5.3 Renewal Standards

Renewal work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.3.5.4 Projected Expenditure

The Shire's projected renewal expenditure on the path network is outlined in Table 6.23. Further refinement of the inventory data is required in order to improve the accuracy of future annual depreciation projections. Additionally, the development of a condition based long term capital works plan is required, and as such, has been listed as an improvement action.

The Shire's renewals are funded from capital works programmes and grants where available.

Path Expenditure Summary	Renewal
2015/16	\$30,818
2016/17	\$200,000 (*)
2017/18	\$205,000
2018/19	\$210,125
2019/20	\$215,378
2020/21	\$220,763
2021/22	\$226,282
2022/23	\$231,939
2023/24	\$237,737
2024/25	\$243,681
2025/26	\$249,773
2026/27	\$256,017
2027/28	\$262,417
2028/29	\$268,978

Table 6.23: Projected Path Renewal Expenditure (2015 / 2016 – 2028 / 2029)

(\*) Focus to be on renewing the existing path network

### 6.3.6 Acquisition / Upgrade Plan

New work (or upgrade work) is work that creates a new asset that did not previously exist, or work which upgrades or improves the existing asset beyond its original design capacity or performance. New work may result from population growth or the social and environmental needs of the community. Assets may also be acquired by the Shire at no cost from land development.

#### 6.3.6.1 Historical Expenditure

The Shire's past expenditure on path acquisition / upgrade activities is outlined in Table 6.24.

Financial Year	Upgrade Expenditure	New Expenditure
2015 / 2016	\$0	\$594,018
2014 / 2015	\$0	\$337,924
2013 / 2014	\$0	\$127,038
2012 / 2013	\$0	\$177,285

Table 6.24: Historical Path Acquisition / Upgrade Expenditure (2012 / 2013 – 2015 / 2016)

#### 6.3.6.2 Selection Criteria

New assets and the upgrade of existing assets are identified from various sources, including councillor and community requests, proposals identified by strategic plans and partnerships with other organisations. Candidate proposals are first examined to verify the need for the new asset or upgrade, and to develop a preliminary estimate. Proposals are then prioritised by the Shire, based upon the asset's perceived need and available funds. The development and implementation of a process that

quantifies project alignment with the Shire's Strategic Community Plan would have clear merit, but does not currently exist. Consequently, the development of such a process that evaluates projects using weighted multi-criteria analysis has been listed as an improvement action.

#### 6.3.6.3 Standards and Specifications

Upgrade and new work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.3.6.4 Projected Expenditure

The Shire's projected new work and upgrade expenditure on the path network is outlined in 6.25.

Path Expenditure Summary	Upgrade	New
2015/16	\$0	\$594,018
2016/17	\$0	\$420,051
2017/18	\$50,000	\$216,586
2018/19	\$51,250	\$102,500 (*)
2019/20	\$52,531	\$105,063
2020/21	\$53,845	\$107,689
2021/22	\$55,191	\$110,381
2022/23	\$56,570	\$113,141
2023/24	\$57,985	\$115,969
2024/25	\$59,434	\$118,869
2025/26	\$60,920	\$121,840
2026/27	\$62,443	\$124,886
2027/28	\$64,004	\$128,008
2028/29	\$65,604	\$131,209

Table 6.25: Planned Path Acquisition / Upgrade Expenditure (2015 / 2016 – 2029 / 2030)

(\*) 2018 / 2019 the predicted expenditure will reduce allowing a stronger focus on path renewal.

The Shire's new work and upgrade work is to be funded from municipal funds and grants where possible.

## 6.4 Asset Life Cycle Management – Bridges & Culverts

### 6.4.1 Asset Inventory

A breakdown of the Shire's bridge portfolio is shown in Table 6.26. The data was extracted from the Shire's RAMM database in July 2015.

Bridge No.	ROUTE_NAME	CROSSING_NAME	FUNCTION	LENGTH	WIDTH
9223	Avon Footbridge	Avon River	Pedestrian Bridge	117	1.2
5298	Beering Rd	Mortlock River North	Road Bridge	11	8.4
5066A	Carter Rd	Mortlock River	Road Bridge	13.5	7.8
4665	Chitibin Rd	Mortlock River	Road Bridge	13.38	4.74
0614	Clydesdale Rd	Morrell Bridge	Road Bridge	13.72	8.1
0615	Clydesdale Rd	Mitchinson Bridge- Grass Valley	Road Bridge	15.4	8.16
0616	Clydesdale Rd	Unknown	Road Bridge	13.7	8.12
0610	Eadine Rd	Nanamullen Brook	Road Bridge	12.2	8.5
4124	Frenches Rd	Mortlock R( North Branch )	Road Bridge	29	4.64
4108	Grass Valley South Rd	Mortlock River	Road Bridge	25.43	7.86
4109	Irishtown Rd	Wongamine Creek	Road Bridge	37.9	7.8
4114	Katrine Rd	Wongamine Creek ( Lockyers Brg )	Road Bridge	24	7.4
4116A	Katrine Rd	Avon River	Road Bridge	19	6.31
0608	Lockyer Rd	Clackline Bdg ( Clackline Brk )	Road Bridge	123.6	8.98
4654	Muluckine Rd	Mortlock River ( Mortlock Bdg )	Road Bridge	34.78	7.83
4102	Old Spencers Rd	Spencers Brook	Road Bridge	6.87	5.66
4103	Old Spencers Rd	Clackline Brook	Road Bridge	7.5	8
4399	Old York Rd	Mortlock R. Northam Ts.	Road Bridge	76.1	12.45
4126A	O'Neill Rd	Southern Brook	Road Bridge	8.6	8.8
0612	Peel Tce	Avon River- Peel Terrace	Road Bridge	133.85	10.05
4121	Spencers Brook Rd	Corolin Brook	Road Bridge	18.55	7.85
4815	Spencers Brook Rd	Avon River	Road Bridge	95.5	7.4
5029	Spencers Brook Rd	Warranine Brook	Road Bridge	6.1	8.6
4112	Trimmer Rd	Spencers Brook ( Hailstone Bdg )	Road Bridge	24.35	5.93
4113	Trimmer Rd	Spencers Brook Tributary	Road Bridge	4.1	6.1
4101	Unknown Rd	Corolin Brook- Bypassed By 4121	Pedestrian Bridge	7.19	5.79
4117	Wongamine Rd	Wongamine Brook	Road Bridge	10.23	6.02
0613	Yilgarn Av	Mortlock River- Sth. Branch	Road Bridge	65.8	8.32
5065	Bodeguero Way	Coates Gully	Road Bridge	13	6.73
9119	Footbridge - Muresk	Avon River	Pedestrian Bridge	120	1.2

Table 6.26: Bridge Inventory (RAMM)

#### 6.4.2 Asset Condition

The condition of the Shire's bridges have been inspected by Roadswest in 2015 / 2016 financial year to determine condition ratings or maintenance defects. Since then, internal staff have received formal training to perform the required Level 1 inspections internally. It should be noted that all road bridges

within Western Australia are inspected by Main Roads Western Australia (MRWA) for structural defects on a cyclical basis (Level 2 inspections).

#### 6.4.3 Asset Valuation

Every three years, the Shire should undertake and review a valuation of all of its infrastructure assets. The most recent valuations were performed by Griffin, using up-to-date unit rates and known bridge quantities.

#### 6.4.4 Operation and Maintenance Plan

Operation activities and costs are those which are required to run an asset (e.g. electrical charges for street lighting and costs for sweeping roads). Maintenance is the regular on-going work that is necessary to keep an asset operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again (e.g. filling potholes, patching localised pavement failures etc.).

##### 6.4.4.1 Historical Expenditure

The Shire's past expenditure on bridge operation and maintenance activities is outlined in Table 6.27.

Financial Year	Operation Expenditure	Maintenance Expenditure
2015/2016	\$0	\$35,592
2014 / 2015	\$0	\$32,163
2013 / 2014	\$0	\$15,807
2012 / 2013	\$0	\$36,625

Table 6.27: Historical Bridge Operation and Maintenance Expenditure (2012 / 2013 – 2015 / 2016)

##### 6.4.4.2 Maintenance Response and Prioritisation

At present, the assessment and prioritisation of maintenance activities is undertaken by operational staff using their experience and judgement. An improvement task has been listed for the Shire to develop a formal framework and process aligned to service levels.

##### 6.4.4.3 Standards and Specifications

Operation and maintenance work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

##### 6.4.4.4 Projected Expenditure

Future bridge operation and maintenance expenditure is expected to trend in line with the value of the asset stock. However, producing an accurate forecast is difficult with limited input data. Initial nominal amounts have been allowed for the development and implementation of a cyclical inspection programme. The results from this regime will help drive improvements to the expenditure projections. The Shire's projected operation and maintenance expenditure on bridges is outlined in Table 6.28. The

Shire's operation and maintenance is funded from the operating budget as well as grants where available.

Bridges / Culverts	Operation	Maintenance
2015/16	\$17,180	\$37,167
2016/17	\$17,180	\$52,268
2017/18	\$0	\$53,575
2018/19	\$0	\$54,914
2019/20	\$0	\$56,287
2020/21	\$0	\$57,694
2021/22	\$0	\$59,136
2022/23	\$0	\$60,615
2023/24	\$0	\$62,130
2024/25	\$0	\$63,683
2025/26	\$0	\$65,276
2026/27	\$0	\$66,907
2027/28	\$0	\$68,580
2028/29	\$0	\$70,295

Table 6.28: Projected Bridge Operation and Maintenance Expenditure (2015 / 2016 – 2028 / 2029)

#### 6.4.5 Renewal / Replacement Plan

Renewal expenditure is major work which does not increase an asset's design capacity or performance, but restores, rehabilitates, replaces or renews its original service potential. Work that goes beyond restoring an asset to original service potential is considered upgrade or new work expenditure.

##### 6.4.5.1 Historical Expenditure

The Shire's past expenditure on bridge/ culvert renewal activities is outlined in Table 6.29.

Financial Year	Renewal Expenditure
2015 / 2016	\$13,274
2014 / 2015	\$17,839
2013 / 2014	\$15,364
2012 / 2013	\$101,694

Table 6.29: Historical Bridge Renewal Expenditure (2012 / 2013 – 2015 / 2016)

##### 6.4.5.2 Renewal Selection

Major bridge renewal requirements are currently identified by MRWA as a result of their structural inspections. Typically, these works are then scheduled, funded and managed by MRWA on behalf of the Shire.

Renewal is undertaken using low-cost methods where practical. The aim of low-cost renewal is to restore the service potential or future economic benefits of an asset by renewing the asset at a cost less than that of the asset's replacement cost.

#### 6.4.5.3 Renewal Standards

Renewal work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.4.5.4 Projected Expenditure

It is assumed that all bridge renewal will be grant funded. As such, no expenditure forecast has been developed for the Shire's bridges.

#### 6.4.6 Acquisition / Upgrade Plan

New work (or upgrade work) is work that creates a new asset that did not previously exist, or work which upgrades or improves the existing asset beyond its original design capacity or performance. New work may result from population growth or the social and environmental needs of the community. Assets may also be acquired by the Shire at no cost from land development.

##### 6.4.6.1 Historical Expenditure

The Shire's past expenditure on bridge acquisition / upgrade activities is outlined in Table 6.30.

Financial Year	Upgrade Expenditure	New Expenditure
2015 / 2016	\$474,054	\$0
2014 / 2015	\$0	\$0
2013 / 2014	\$146,000	\$0
2012 / 2013	\$500,000	\$0

Table 6.30: Historical Bridge Acquisition / Upgrade Expenditure (2012 / 2013 – 2015 / 2016)

##### 6.4.6.2 Selection Criteria

New assets and the upgrade of existing assets are identified from various sources, including councillor and community requests, proposals identified by strategic plans and partnerships with other organisations. Candidate proposals are first examined to verify the need for the new asset or upgrade, and to develop a preliminary estimate. Proposals are then prioritised by the Shire, based upon the asset's perceived need and available funds. The development and implementation of a process that quantifies project alignment with the Shire's Strategic Community Plan would have clear merit, but does not currently exist. Consequently, the development of such a process that evaluates projects using weighted multi-criteria analysis has been listed as an improvement action.

##### 6.4.6.3 Standards and Specifications

Upgrade and new work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.4.6.4 Projected Expenditure

The Shire's projected new work and upgrade expenditure on bridges is outlined in Table 6.31

Bridges / Culverts	Upgrade	New
2015/16	\$474,054	\$0
2016/17	\$0	\$0
2017/18	\$115,000	\$25,000
2018/19	\$12,521,625 (*)	\$25,625
2019/20	\$926,266	\$26,266
2020/21	\$26,922	\$26,922
2021/22	\$27,595	\$27,595
2022/23	\$28,285	\$28,285
2023/24	\$28,992	\$28,992
2024/25	\$29,717	\$29,717
2025/26	\$30,460	\$30,460
2026/27	\$31,222	\$31,222
2027/28	\$32,002	\$32,002
2028/29	\$32,802	\$32,802

Table 6.31: Projected Bridge Acquisition / Upgrade Expenditure (2015 / 2016 – 2028 / 2029)

(\*) Figure reflects gifted Avon Bridge

The Shire's new work and upgrade work is to be funded from municipal funds and grants where possible.

### 6.5 Asset Life Cycle Management – Drainage

A breakdown of the Shire's drainage network is shown in Table 6.32 and Table 6.33. The data was extracted from the Shire's RAMM database in July 2015.

#### 6.5.1 Asset Inventory

Culvert Type	Number	Length (m)
Arch	1	9
Box	168	1,544
Circular	1,101	10,813
Multiple Circular	1	8
All Other	12	108
<b>Total</b>	<b>1,283</b>	<b>12,482</b>

Table 6.32: Culvert Inventory Data (RAMM)

Pit Type	Number
Grated Pit	585
Double Grated Pit	26
Side Entry Pit	215
Unknown	3
<b>Total</b>	<b>829</b>

Table 6.33: Pit Inventory Data (RAMM)

### 6.5.2 Asset Condition

The condition of the Shire's drainage network has not formally been inspected to determine condition ratings or maintenance defects. Consequently, the development and implementation of a cyclical inspection programme has been listed as an improvement action.

### 6.5.3 Asset Valuation

Every three years, the Shire should undertake and review a valuation of all of its infrastructure assets. Historical drainage valuation results for current and depreciated replacement costs are shown in Table 6.34 and Table 6.35 respectively. Valuation figures were extracted from either the Shire's RAMM database or the Shire's previous annual reports. In addition, the unit rates and useful lives applied in the most recent valuation are outlined in Table 6.36.

Year	Drainage Culverts/Pits	Total
2016	\$7,072,551	\$7,072,551
2015	\$6,123,763	\$6,123,763
2014	\$10,200,149	\$10,200,149

Table 6.34: Drainage Current Replacement Costs

Year	Drainage Culverts/Pits	Total
2016	\$5,783,389	\$5,783,389
2015	\$4,891,835	\$4,891,835
2014	\$5,249,297	\$5,249,297

Table 6.35: Drainage Depreciated Replacement Costs

Drainage Component	Description	Unit	Rate	Useful Life (Years)
				RAMM
Culverts	Piped Crossings	ea	\$7,500	50
Pits	Side Entry	ea	\$6,500	50

	Grated	ea	\$6,500	50
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Table 6.36: Drainage Unit Rates and Useful Lives

#### 6.5.4 Operation and Maintenance Plan

Operation activities and costs are those which are required to run an asset (e.g. electrical charges for street lighting and costs for sweeping roads). Maintenance is the regular on-going work that is necessary to keep an asset operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again (e.g. filling potholes, patching localised pavement failures etc.).

##### 6.5.4.1 Historical Expenditure

The Shire's past expenditure on drainage operation and maintenance activities is outlined in Table 6.37.

Financial Year	Operation Expenditure	Maintenance Expenditure
2015/2016	\$0	\$68,703
2014 / 2015	\$0	\$64,872
2013 / 2014	\$0	\$25,330
2012 / 2013	\$0	\$30,626

Table 6.37: Historical Drainage Operation and Maintenance Expenditure (2012 / 2013 – 2015 / 2016)

##### 6.5.4.2 Maintenance Response and Prioritisation

At present, the assessment and prioritisation of maintenance activities is undertaken by operational staff using their experience and judgement. An improvement task has been listed for the Shire to develop a formal framework and process aligned to service levels.

##### 6.5.4.3 Standards and Specifications

Operation and maintenance work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

##### 6.5.4.4 Projected Expenditure

Future drainage operation and maintenance expenditure is expected to trend in line with the value of the asset stock. However, producing an accurate forecast is difficult with limited input data. Initial nominal amounts have been allowed for the development and implementation of a cyclical inspection programme. The results from this regime will help drive improvements to the expenditure projections. The Shire's projected operation and maintenance expenditure on the drainage network is outlined in Table 6.38. The Shire's operation and maintenance is funded from the operating budget as well as grants where available.

Drainage Expenditure Summary	Operation	Maintenance
------------------------------	-----------	-------------

2012/13	\$0	\$30,626
2013/14	\$0	\$25,330
2014/15	\$0	\$64,872
2015/16	\$0	\$68,703
2016/17	\$0	\$106,570(*)
2017/18	\$0	\$119,234
2018/19	\$0	\$122,215
2019/20	\$0	\$125,270
2020/21	\$0	\$128,402
2021/22	\$0	\$131,612
2022/23	\$0	\$134,903
2023/24	\$0	\$138,275
2024/25	\$0	\$141,732
2025/26	\$0	\$145,275
2026/27	\$0	\$148,907
2027/28	\$0	\$152,630
2028/29	\$0	\$156,446

Table 6.38: Projected Drainage Operation and Maintenance Expenditure (2015 / 2016 – 2028 / 2029)

(\*) Increase in cost due to drainage focus

#### 6.5.5 Renewal / Replacement Plan

Renewal expenditure is major work which does not increase an asset's design capacity or performance, but restores, rehabilitates, replaces or renews its original service potential. Work that goes beyond restoring an asset to original service potential is considered upgrade or new work expenditure.

##### 6.5.5.1 Historical Expenditure

The Shire's past expenditure on drainage renewal activities is outlined in Table 6.39.

Financial Year	Renewal Expenditure
2015 / 2016	\$423,118 (*)
2014 / 2015	\$0
2013 / 2014	\$0
2012 / 2013	\$0

Table 6.39: Historical Drainage Renewal Expenditure (2012 / 2013 – 2015 / 2016)

(\*) Wundowie Stormwater & Rural Drainage

##### 6.5.5.2 Renewal Selection

At present, culverts that require renewal are identified by either customer request or through staff inspections. Using their experience and judgement, staff can then prioritise renewal works as necessary. There would be a clear benefit in moving towards a condition based regime whereby each culvert is assessed and those found to be in a poor condition are programmed for renewal. As such, the

development and implementation of a cyclical inspection programme has been listed as an improvement action.

Renewal is undertaken using *low-cost* methods where practical. The aim of low-cost renewal is to restore the service potential or future economic benefits of an asset by renewing the asset at a cost less than that of the asset's replacement cost.

#### 6.5.5.3 Renewal Standards

Renewal work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.5.5.4 Projected Expenditure

The Shire's projected renewal expenditure on the drainage network is outlined in Table 6.40. Further refinement of the inventory data is required in order to improve the accuracy of future annual depreciation projections. Additionally, the development of a condition based long term capital works plan is required, and as such, has been listed as an improvement action.

The Shire's renewals are funded from capital works programmes and grants where available.

Drainage Expenditure Summary	Renewal
2015/16	\$423,118
2016/17	\$564,645
2017/18	\$578,761
2018/19	\$593,230
2019/20	\$608,061
2020/21	\$623,262
2021/22	\$638,844
2022/23	\$654,815
2023/24	\$671,185
2024/25	\$687,965
2025/26	\$705,164
2026/27	\$722,793
2027/28	\$740,863
2028/29	\$759,385

Table 6.40: Projected Drainage Renewal Expenditure (2015 / 2016 – 2028 / 2029)

#### 6.5.6 Acquisition / Upgrade Plan

New work (or upgrade work) is work that creates a new asset that did not previously exist, or work which upgrades or improves the existing asset beyond its original design capacity or performance. New work may result from population growth or the social and environmental needs of the community. Assets may also be acquired by the Shire at no cost from land development.

New subdivisions with large area, clay soil & hilly terrain in Bakers Hill & Wundowie region demands drainage structures such as basins, drop structures and rock protected open drains. Recent short term heavy rains which damaged existing drainage structures demands for larger crossover culverts.

#### 6.5.6.1 Historical Expenditure

The Shire's past expenditure on drainage acquisition / upgrade activities is outlined in Table 6.41.

Financial Year	Upgrade Expenditure	New Expenditure
2015 / 2016	\$507,079	\$0
2014 / 2015	\$387,074	\$0
2013 / 2014	\$270,042	\$0
2012 / 2013	\$1,654,825	\$0

Table 6.41: Historical Drainage Acquisition / Upgrade Expenditure (2012 / 2013 – 2015 / 2016)

#### 6.5.6.2 Selection Criteria

New assets and the upgrade of existing assets are identified from various sources, including councillor and community requests, proposals identified by strategic plans and partnerships with other organisations. Candidate proposals are first examined to verify the need for the new asset or upgrade, and to develop a preliminary estimate. Proposals are then prioritised by the Shire, based upon the asset's perceived need and available funds. The development and implementation of a process that quantifies project alignment with the Shire's Strategic Community Plan would have clear merit, but does not currently exist. Consequently, the development of such a process that evaluates projects using weighted multi-criteria analysis has been listed as an improvement action.

#### 6.5.6.3 Standards and Specifications

Upgrade and new work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.5.6.4 Projected Expenditure

The Shire's projected new work and upgrade expenditure on the drainage network is outlined in Table 6.42. The Shire's new work and upgrade work is to be funded from municipal funds and grants where possible.

Drainage Expenditure Summary	Upgrade	New
2012/13	\$1,654,825	\$0
2013/14	\$270,042	\$0
2014/15	\$387,074	\$0
2015/16	\$507,079	\$0
2016/17	\$1,623,169 (*)	\$0
2017/18	\$250,000	\$100,000
2018/19	\$256,250	\$102,500

2019/20	\$262,656	\$105,063
2020/21	\$269,223	\$107,689
2021/22	\$275,953	\$110,381
2022/23	\$282,852	\$113,141
2023/24	\$289,923	\$115,969
2024/25	\$297,171	\$118,869
2025/26	\$304,601	\$121,840
2026/27	\$312,216	\$124,886
2027/28	\$320,021	\$128,008
2028/29	\$328,022	\$131,209

Table 6.42: Projected Drainage Acquisition / Upgrade Expenditure (2015 / 2016 – 2028 / 2029)

(\*) Includes funded works

## 6.6 Asset Life Cycle Management – Surface Water Channels

### 6.6.1 Asset Inventory

A breakdown of the Shire's surface water channel portfolio is shown in Table 6.43. The data was extracted from the Shire's RAMM database in November 2016.

Surface Water Channel Type	Length (m)	Length (%)
Kerb – Barrier	47,410	8.34%
Kerb – Semi-Barrier	34,330	6.04%
Kerb – Mountable	85,360	15.01%
Kerb – Semi-Mountable	25,350	4.46%
Open Drain	45,360	7.98%
Table Drain	197,252	34.69%
Underground Pipe	133,590	23.49%
<b>Total</b>	<b>568,652</b>	<b>100%</b>

Table 6.43: Surface Water Channel Inventory Data (RAMM)

### 6.6.2 Asset Condition

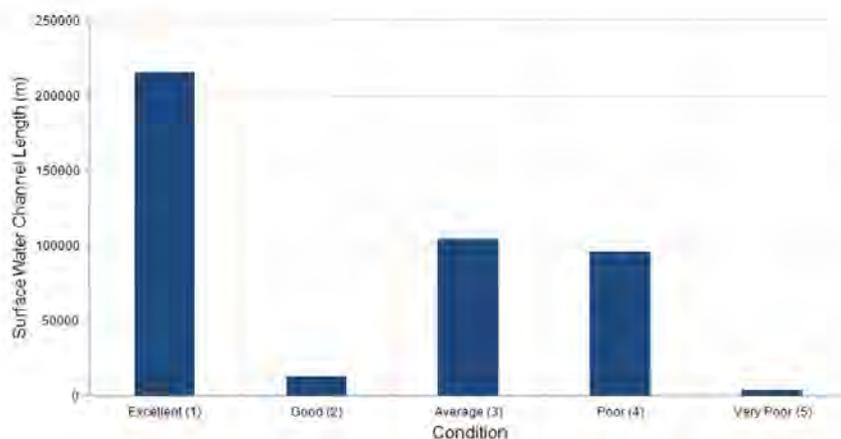
The condition of the Shire's surface water channels were last visually assessed in 2008 and 2012. The current condition ratings of the Shire's surface water channels are illustrated in Figure 6.4. Typically, assets in a condition rating of Poor (4) or Very Poor (5) are nearing the end of their useful life and should hence appear on a long term works programme for renewal. However, given the age of the condition ratings in the RAMM database, the data is presumably unreliable. Consequently, the development and implementation of a cyclical inspection programme has been listed as an improvement action.

The condition of the Shire’s road network was last visually assessed in 2016. During this survey conditions of kerb are also visually assessed. The results of this survey are shown in the table below;

**Visual assessment results of Kerbs of sealed road network**

Defects	Ratings	Distribution of Defects
Left Kerb Condition	1 Adequate	18.87%
	5 Inadequate	1.38%
	No Kerb	79.75%
Right Kerb Condition	1 Adequate	19.57%
	5 Inadequate	0.49%
	No Kerb	79.93%

Nonetheless, 99.58 km of the Shire’s 568.652 km surface water channel portfolio has been recorded as being in either a Poor (4) or Very Poor (5) condition rating. This represents 17.51% of the inventory and is therefore a significant quantity of potential renewal work.



**Figure 6.4: Surface Water Channel Condition Profile**

### 6.6.3 Asset Valuation

Every three years, the Shire should undertake and review a valuation of all of its infrastructure assets. Historical surface water channel valuation results for current and depreciated replacement costs are shown in Table 6.44 and Table 6.45 respectively. Valuation figures were extracted from either the Shire’s

RAMM database or the Shire's previous annual reports. In addition, the unit rates and useful lives applied in the most recent valuation are outlined in Table 6.46.

Year	Kerbing	Channel	Total
2016	\$12,489,250	\$909,795	\$13,399,045
2015	\$12,586,916	\$970,448	\$13,557,364
2014	Unknown	Unknown	Unknown

Table 6.44: Surface Water Channel Current Replacement Costs

Year	Kerbing	Channel	Total
2016	\$11,124,694	\$416,877	\$11,541,571
2015	\$11,232,636	\$420,922	\$11,653,558
2014	Unknown	Unknown	Unknown

Table 6.45: Surface Water Channel Depreciated Replacement Costs

Surface Water Channel Component	Description	Unit	Rate	Useful Life (Years)
				RAMM
Kerbing	Barrier	m	\$66.52	25
	Semi-Barrier	m	\$66.52	25
	Mountable	m	\$64.02	25
	Semi-Mountable	m	\$64.02	25
All Other	Table Drain	m	\$3.75	5
	Open Drain	m	\$3.75	5
	All Other	m	\$3.75	5

Table 6.46: Surface Water Channel Unit Rates and Useful Lives

#### 6.6.4 Operation and Maintenance Plan

Operation activities and costs are those which are required to run an asset (e.g. electrical charges for street lighting and costs for sweeping roads). Maintenance is the regular on-going work that is necessary to keep an asset operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again (e.g. filling potholes, patching localised pavement failures etc.).

##### 6.6.4.1 Historical Expenditure

The Shire's past expenditure on surface water channel operation and maintenance activities is outlined in Table 6.47.

Financial Year	Operation Expenditure	Maintenance Expenditure
2015/2016	\$0	\$0
2014 / 2015	\$0	\$45,213
2013 / 2014	\$0	\$20,204
2012 / 2013	\$0	\$19,970

Table 6.47: Surface Water Channel Operation and Maintenance Expenditure (2012 / 2013 – 2015 / 2016)

##### 6.6.4.2 Maintenance Response and Prioritisation

At present, the assessment and prioritisation of maintenance activities is undertaken by operational staff using their experience and judgement. An improvement task has been listed for the Shire to develop a formal framework and process aligned to service levels.

#### 6.6.4.3 Standards and Specifications

Operation and maintenance work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.6.4.4 Projected Expenditure

Future surface water channel operation and maintenance expenditure is expected to trend in line with the value of the asset stock. Considering that the Shire's surface water channel portfolio is not expected to substantially increase or decrease in size over the life of this AMP, operation and maintenance costs are expected to generally change in line with inflation levels.

The Shire's projected operation and maintenance expenditure on the surface water channel portfolio is outlined in Table 6.48. Figures have generally been inflated annually by 4%.

The Shire's operation and maintenance is funded from the operating budget as well as grants where available.

Financial Year	Operation Expenditure	Maintenance Expenditure
2015/16	\$0	\$0
2016/17	\$0	\$0
2017/18	\$0	\$0
2018/19	\$0	\$10,000
2019/20	\$0	\$10,250
2020/21	\$0	\$10,506
2021/22	\$0	\$10,769
2022/23	\$0	\$11,038
2023/24	\$0	\$11,314
2024/25	\$0	\$11,597
2025/26	\$0	\$11,887
2026/27	\$0	\$12,184
2027/28	\$0	\$12,489
2028/29	\$0	\$12,801

Table 6.48: Projected Surface Water Channel Operation and Maintenance Expenditure  
(2015 / 2016 – 2028 / 2029)

#### 6.6.5 Renewal / Replacement Plan

Renewal expenditure is major work which does not increase an asset's design capacity or performance, but restores, rehabilitates, replaces or renews its original service potential. Work that goes beyond restoring an asset to original service potential is considered upgrade or new work expenditure.

#### 6.6.5.1 Historical Expenditure

The Shire's past expenditure on surface water channel renewal activities is outlined in Table 6.49.

Financial Year	Renewal Expenditure
2015 / 2016	\$50,762
2014 / 2015	\$45,213
2013 / 2014	\$20,204
2012 / 2013	\$19,970

Table 6.49: Historical Surface Water Channel Renewal Expenditure (2012 / 2013 – 2015 / 2016)

*Note: These figures exclude kerb replacement in roads capital works program*

#### 6.6.5.2 Renewal Selection

At present, surface water channels that require renewal are identified by either customer request or through staff inspections. Using their experience and judgement, staff can then prioritise renewal works as necessary. There would be a clear benefit in moving towards a condition based regime whereby each surface water channel is assessed and those found to be in a poor condition are programmed for renewal. As such, the development and implementation of a cyclical inspection programme has been listed as an improvement action.

Renewal is undertaken using *low-cost* methods where practical. The aim of low-cost renewal is to restore the service potential or future economic benefits of an asset by renewing the asset at a cost less than that of the asset's replacement cost.

#### 6.6.5.3 Renewal Standards

Renewal work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.6.5.4 Projected Expenditure

The Shire's projected renewal expenditure on surface water channels is outlined in Table 6.50. Further refinement of the inventory data is required in order to improve the accuracy of future annual depreciation projections. Additionally, the development of a condition based long term capital works plan is required, and as such, has been listed as an improvement action.

The Shire's renewals are funded from capital works programmes and grants where available.

Financial Year	Renewal Expenditure
2015 / 2016	\$50,762
2016 / 2017	\$125,000
2017 / 2018	\$100,000
2018 / 2019	\$102,500
2019 / 2020	\$105,063
2020 / 2021	\$107,689
2021 / 2022	\$110,381
2022 / 2023	\$113,141
2023 / 2024	\$115,969
2024 / 2025	\$118,869
2025 / 2026	\$121,840
2026 / 2027	\$124,886
2027 / 2028	\$128,008
2028 / 2029	\$131,209

Table 6.50: Projected Surface Water Channel Renewal Expenditure (2015 / 2016 – 2028 / 2029)

#### 6.6.6 Acquisition / Upgrade Plan

New work (or upgrade work) is work that creates a new asset that did not previously exist, or work which upgrades or improves the existing asset beyond its original design capacity or performance. New work may result from population growth or the social and environmental needs of the community. Assets may also be acquired by the Shire at no cost from land development.

##### 6.6.6.1 Historical Expenditure

The Shire's past expenditure on surface water channel acquisition / upgrade activities is have historically been captured as renewal.

##### 6.6.6.2 Selection Criteria

New assets and the upgrade of existing assets are identified from various sources, including councillor and community requests, proposals identified by strategic plans and partnerships with other organisations. Candidate proposals are first examined to verify the need for the new asset or upgrade, and to develop a preliminary estimate. Proposals are then prioritised by the Shire, based upon the asset's perceived need and available funds. The development and implementation of a process that quantifies project alignment with the Shire's Strategic Community Plan would have clear merit, but does not currently exist. Consequently, the development of such a process that evaluates projects using weighted multi-criteria analysis has been listed as an improvement action.

##### 6.6.6.3 Standards and Specifications

Upgrade and new work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.6.6.4 Projected Expenditure

The Shire's currently does not have a program identifying the projected costs for acquisition / upgrade of surface water channels as these costs are typically included in road projects which are only detailed prior to annual budget adoption.

### 6.7 Asset Life Cycle Management – Street Furniture

#### 6.7.1 Asset Inventory

At present, the Shire does not have a complete street furniture inventory. However, data is held on advisory and regulatory road signs within RAMM. A breakdown of the Shire's street furniture portfolio is shown in Table 6.51. The data was extracted from the Shire's RAMM database in July 2015.

Street Furniture Type	Number
Advisory Signs	852
Regulatory Signs	363
<b>Total</b>	<b>1215</b>

Table 6.51: Street Furniture Inventory (RAMM)

*Note: Street Furniture will also include street lights, street name tags which are not currently quantified.*

#### 6.7.2 Asset Condition

The condition of the Shire's street furniture is currently unknown. Consequently, the development and implementation of a cyclical inspection programme has been listed as an improvement action.

#### 6.7.3 Asset Valuation

Every three years, the Shire should undertake and review a valuation of all of its infrastructure assets. However, no formal valuation of the Shire's street furniture portfolio, using up-to-date unit rates and known quantities has been undertaken within the Shire's RAMM database. As such, the preparation of a new valuation process for the Shire's street furniture portfolio has been listed as an improvement action.

#### 6.7.4 Operation and Maintenance Plan

Operation activities and costs are those which are required to run an asset (e.g. electrical charges for street lighting and costs for sweeping roads). Maintenance is the regular on-going work that is necessary to keep an asset operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again (e.g. filling potholes, patching localised pavement failures etc.).

#### 6.7.4.1 Historical Expenditure

The Shire's past expenditure on street furniture operation and maintenance activities is shown in Table 6.52.

Financial Year	Operation Expenditure	Maintenance Expenditure
2015 / 2016	\$277,898	\$11,805
2014 / 2015	\$214,266	\$9,701
2013 / 2014	\$236,485	\$7,813
2012 / 2013	\$233,454	\$15,745

Table 6.52: Historical Street Furniture Operation and Maintenance Expenditure (2012 / 2013 – 2015 / 2016)

#### 6.7.4.2 Maintenance Response and Prioritisation

At present, the assessment and prioritisation of maintenance activities is undertaken by operational staff using their experience and judgement. An improvement task has been listed for the Shire to develop a formal framework and process aligned to service levels.

#### 6.7.4.3 Standards and Specifications

Operation and maintenance work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.7.4.4 Projected Expenditure

Future street furniture operation and maintenance expenditure is expected to trend in line with the value of the asset stock. Considering that the Shire's street furniture portfolio is not expected to substantially increase or decrease in size over the life of this AMP, operation and maintenance costs are expected to generally change in line with inflation levels. The Shire's projected operation and maintenance expenditure on street furniture is outlined in Table 6.53. Figures have generally been inflated annually by 4%.

The Shire's operation and maintenance is funded from the operating budget as well as grants where available.

Street Furniture Expenditure Summary	Operation	Maintenance
2015/16	\$277,898	\$11,805
2016/17	\$309,727	\$19,275
2017/18	\$319,019	\$19,757
2018/19	\$350,921	\$20,251
2019/20	\$386,013	\$20,757
2020/21	\$424,614	\$21,276
2021/22	\$467,075	\$21,808
2022/23	\$513,783	\$22,353
2023/24	\$565,161	\$22,912
2024/25	\$621,677	\$23,485
2025/26	\$683,845	\$24,072
2026/27	\$752,230	\$24,674
2027/28	\$827,453	\$25,290
2028/29	\$910,198	\$25,923

Table 6.53: Projected Street Furniture Operation and Maintenance Expenditure (2015 / 2016 – 2029 / 2030)

#### 6.7.5 Renewal / Replacement Plan

Renewal expenditure is major work which does not increase an asset's design capacity or performance, but restores, rehabilitates, replaces or renews its original service potential. Work that goes beyond restoring an asset to original service potential is considered upgrade or new work expenditure.

##### 6.7.5.1 Historical Expenditure

The Shire has historically not identified these costs. As such this is an area identified for improvement.

##### 6.7.5.2 Renewal Selection

At present, street furniture that requires renewal is identified by either customer request or through staff inspections. Using their experience and judgement, staff can then prioritise renewal works as necessary. There would be a clear benefit in moving towards a condition based regime whereby street furniture is assessed and those found to be in a poor condition are programmed for renewal. As such, the development and implementation of a cyclical inspection programme has been listed as an improvement action.

Renewal is undertaken using low-cost methods where practical. The aim of low-cost renewal is to restore the service potential or future economic benefits of an asset by renewing the asset at a cost less than that of the asset's replacement cost.

##### 6.7.5.3 Renewal Standards

Renewal work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.7.5.4 Projected Expenditure

The Shire's projected renewal expenditure on street furniture is outlined in Table 6.54. Further refinement of the inventory data is required in order to improve the accuracy of future annual depreciation projections. Additionally, the development of a condition based long term capital works plan is required, and as such, has been listed as an improvement action.

Street Furniture Expenditure Summary	Renewal
2015/16	\$0
2016/17	\$10,000
2017/18	\$10,250
2018/19	\$10,506
2019/20	\$10,769
2020/21	\$11,038
2021/22	\$11,314
2022/23	\$11,597
2023/24	\$11,887
2024/25	\$12,184
2025/26	\$12,489
2026/27	\$12,801
2027/28	\$13,121
2028/29	\$13,449

Table 6.54: Projected Street Furniture Renewal Expenditure (2015 / 2016 – 2029 / 2030)

#### 6.7.6 Acquisition / Upgrade Plan

New work (or upgrade work) is work that creates a new asset that did not previously exist, or work which upgrades or improves the existing asset beyond its original design capacity or performance. New work may result from population growth or the social and environmental needs of the community. Assets may also be acquired by the Shire at no cost from land development.

##### 6.7.6.1 Historical Expenditure

The Shire's past expenditure on street furniture acquisition / upgrade activities is outlined in Table 6.55.

Street Furniture Expenditure Summary	Upgrade
2015/16	\$0
2016/17	\$0
2017/18	\$50,000
2018/19	\$51,250
2019/20	\$52,531
2020/21	\$53,845
2021/22	\$55,191
2022/23	\$56,570
2023/24	\$57,985
2024/25	\$59,434
2025/26	\$60,920
2026/27	\$62,443
2027/28	\$64,004
2028/29	\$65,604

Table 6.55: Historical Street Furniture Acquisition / Upgrade Expenditure (2012 / 2013 – 2015 / 2016)

#### 6.7.6.2 Selection Criteria

Due to the relatively low capital cost associated with street furniture, a formal multi-criteria selection process is not required. The provision of street furniture usually occurs in order to meet a clear need or standard requirement.

#### 6.7.6.3 Standards and Specifications

Upgrade and new work is carried out in accordance with the relevant standards and specifications listed in Appendix A – Service Levels.

#### 6.7.6.4 Projected Expenditure

The Shire's projected new work and upgrade expenditure on street furniture is outlined in Table 6.56. Due to a lack of inventory data, it is currently not possible to produce a forecast of required upgrade and new work expenditure on street furniture. The development of this forecast has been listed as an improvement action.

The Shire's new work and upgrade work is to be funded from municipal funds and grants where possible.

Street Furniture Expenditure Summary	New
2015/16	\$0
2016/17	\$0
2017/18	\$10,000
2018/19	\$10,250
2019/20	\$10,506
2020/21	\$10,769
2021/22	\$11,038
2022/23	\$11,314
2023/24	\$11,597
2024/25	\$11,887
2025/26	\$12,184
2026/27	\$12,489
2027/28	\$12,801
2028/29	\$13,121

Table 6.56: Projected Street Furniture Acquisition / Upgrade Expenditure (2015 / 2016 – 2029 / 2030)

#### 6.8 Assed Life Cycle Management – Aerodrome

Management strategies for the Aerodrome is addressed in the Airport Management Plan.

## 7 Financial

This section contains the financial requirements resulting from all of the related information presented in the previous sections of this AMP. The financial projections shall be improved as further information becomes available on desired service levels as well as current and projected future asset performance.

All projected monetary figures in the following sections are expressed in terms of real dollars, using a 2015 – 2016 base year and an annual inflation rate of 4% (with the exception of street lighting charges, which have been inflated annually by 10%). Historical figures are expressed in their respective real values.

### 7.1 Projected Expenditure

The projected capital and maintenance expenditure required for the transport asset classes over the next 12 years is outlined in Table 7.1 & Table 7.2.

Asset Group	2015 / 2016	2016 / 2017	2017 / 2018	2018 / 2019	2019 / 2020	2020 / 2021	2021 / 2022
Roads	\$3,695,480	\$5,730,007	\$5,207,400	\$5,303,193	\$5,281,516	\$5,248,955	\$5,461,133
Paths	\$696,406	\$692,921	\$550,261	\$444,517	\$455,630	\$467,021	\$478,696
Bridges	\$526,826	\$69,448	\$193,575	\$12,602,164 (*)	\$1,008,818	\$111,539	\$114,327
Drainage	\$1,013,749	\$2,344,384 (**)	\$1,149,245	\$1,177,977	\$1,207,426	\$1,237,612	\$1,268,552
Crossovers	\$4,445	\$6,500	\$11,663	\$11,954	\$12,253	\$12,559	\$12,873
Car Parks	\$226,818	\$53,481	\$54,818	\$56,188	\$57,593	\$59,033	\$60,509
Aerodrome	\$45,328	\$46,364	\$247,523	\$48,711	\$49,929	\$51,177	\$52,457
Street Furniture	\$289,703	\$339,002	\$409,026	\$443,178	\$480,576	\$521,542	\$566,426
Required Funds	\$ 6,498,755	\$ 9,282,107	\$ 7,823,511	\$ 20,087,881	\$ 8,553,741	\$ 7,709,437	\$ 8,014,973

Table 7.1: Required Transport Asset Expenditure (2015 / 2016 – 2021 / 2022)

(\*) Figure include gifted Avon Bridge

(\*\*) Figure includes funded drainage works

Asset Group	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	2026 / 2027	2027 / 2028	2028 / 2029
Roads	\$5,416,462	\$5,430,408	\$5,618,399	\$5,767,626	\$5,605,831	\$5,935,292	\$5,727,756
Paths	\$490,663	\$502,930	\$515,503	\$528,391	\$541,601	\$555,141	\$569,019
Bridges	\$117,185	\$120,115	\$123,118	\$126,196	\$129,351	\$132,584	\$135,899
Drainage	\$1,300,266	\$1,332,772	\$1,366,092	\$1,400,244	\$1,435,250	\$1,471,131	\$1,507,910
Crossovers	\$13,195	\$13,525	\$13,863	\$14,210	\$14,565	\$14,929	\$15,302
Car Parks	\$62,022	\$63,572	\$65,161	\$66,790	\$68,460	\$70,172	\$71,926
Aerodrome	\$53,768	\$55,112	\$56,490	\$57,902	\$59,350	\$60,834	\$62,354
Street Furniture	\$615,618	\$669,542	\$728,667	\$793,510	\$864,636	\$942,669	\$1,028,295
Required Funds	\$ 8,069,178	\$ 8,187,976	\$ 8,487,293	\$ 8,754,869	\$ 8,719,043	\$ 9,182,751	\$ 9,118,461

Table 7.2: Required Transport Asset Expenditure (2022 / 2023 – 2028 / 2029)

## 7.2 Key Assumptions Made in Financial Forecasts

This section details the key assumptions that have been made in presenting the information contained in this AMP and in the projected forecasts for required expenditure, asset values and depreciation expenses. Understanding the assumptions made in the preceding financial forecasts enables readers to comprehend the levels of confidence in the data behind them.

The key assumptions made in this AMP include:

- Transport assets will remain in Council ownership throughout the period covered by this AMP, unless specifically detailed otherwise in Section 6.
- Any standards, acts and regulations associated with the transport assets will remain essentially the same over the life of this AMP
- Expenditure projections have been inflated annually by 2.5% with the exception of street lighting charges which have been inflated annually by 3%
- Operation and maintenance costs are based on historical expenditure trends which are not necessarily an accurate indicator of future need, nor are they tied to actual activities
- Renewal programmes have been based on either historical costs or annual depreciation rates
- Future versions of this AMP will shift towards condition based works programming and resourcing methods
- Inventory information used in calculations is the latest available at hand, but consideration of the overall data confidence levels is critical when using this AMP
- Unit rates and assumed useful lives for the transport assets are the Shire's figures but do not necessarily represent actual asset performance
- Historical expenditure reports split by activity may contain costs which were actually spent on different activities

The accuracy of future financial forecasts may be improved in future revisions of this AMP by the following actions:

- Reviewing and aligning unit rates and assumed useful lives for all transport assets
- Improving the accuracy and data confidence of transport asset inventories where they are low
- Ensuring that accurate valuations of all asset types are produced periodically.
- Implementing condition based works programming with the associated funding requirement projections
- Ensuring that all future upgrade, new and disposal projects (with funding expenditure and revenue projections) are fully documented.

### 7.3 Integrated Planning and Reporting Key Performance Indicators

The Shire operates its business processes in-line with the Western Australian Department of Local Government's Integrated Planning and Reporting Advisory Standard. Asset Management performance is measured by the application of three Key Performance Indicators (KPIs). The performance of the Shire's transport network against each KPI is outlined in Table 7.3.

KPI	Performance	Comment
Asset Consumption Ratio (ACR)	98%	Target band is between 50% and 75%
Asset Sustainability Ratio (ASR)	91%	Target band is between 90% and 110%
Asset Renewal Funding Ratio (ARFR)	98%	Target band is between 90% and 100%

Table 7.3: Integrated Planning and Reporting KPIs

## 8 Asset Management Practices

### 8.1 Asset Management Systems

The Shire currently relies on the ROMAN II pavement management system to hold inventory information on its transport assets. The system has the capability to manage all of the Shire's transport assets as well as the different tasks which may need to be undertaken. Maintenance of the ROMAN II system resides with the Asset Manager. Any changes which have been identified as needing to occur to the asset management system by this AMP are included in Section 9.

### 8.2 Information Flow Requirements and Processes

The key information flows *into* this AMP are:

- Council strategic and operational plans
- Asset inventories
- Valuation reports
- Current service levels, expenditures, service deficiencies and service risks
- Projections of various factors affecting future demand for services and assets owned by Council
- Future capital works programmes
- Financial asset values

The key points from this AMP are:

- The resulting budget and long term financial plan expenditure projections
- Financial sustainability indicators of Council's asset base gap
- The asset management improvement programme

These will impact the Long Term Financial Plan, Corporate Business Plan and Annual Budget.

### 8.3 Legislation, Standards, Policies and Guidelines

Standards, guidelines and policy documents referenced in this AMP are listed in Appendix A – Service Levels.

## 9 Plan Improvement and Monitoring

Keeping track of improvement activities ensures a strategic approach is undertaken in continuous development, including the prioritisation of activities. Furthermore, plan improvement and monitoring allows the Shire to reflect back on what worked well, and what didn't. This section outlines how well the AMP is used as an effective and integrated tool within the Shire's business processes and details the future tasks required to improve its accuracy and robustness.

### 9.1 Performance Measures

The effectiveness of the AMP can be measured in a couple of ways:

- The degree to which the required cash flows identified in this AMP are incorporated into the Shire's Long Term Financial Plan

- The degree to which 1 – 5 year detailed works programmes, budgets, business plans and organisational structures take into account the *global* works programme trends provided by the AMP

Suitable measures to continuously monitor the performance of this AMP will be developed after such time when the Shire's Corporate Integrated Planning reaches a suitable maturity and robustness.

## 9.2 Improvement Plan

The Improvement Plan generated from this AMP is outlined in Table 9.1.

Task Number	Task	Responsibility	Resources Required	Timeline
1	Investigate the resources required to carry out the asset management programme and determine suitable / available sources.	AM	Nil	1 Year
2	Engage with stakeholders to determine the expected service needs.	EMES, AM	Community Surveys	Ongoing
3	Develop and implement a safety and maintenance defect inspection programme for all transport assets with associated intervention levels.	EMES, AM	TBC	1 Year
4	Develop and implement a cyclical condition inspection programme for all transport assets, with associated renewal triggers.	AM	Out source	Annually
5	Develop a capital project evaluation procedure weighted against the goals of the Strategic Community Plan.	EMES, AM	SCP	Annually
6	Develop guidelines on transport asset material reuse and recycling options.	AM	Internal Staff	2 Year
7	Investigate and cost options for new technologies which may help to reduce long term costs (e.g. long life materials).	AM	Internal Staff	2 Years

Task Number	Task	Responsibility	Resources Required	Timeline
8	Develop and implement a periodic transport asset valuation procedure.	AM, EMES, EMCS	Internal Staff	6 Months
9	Monitor the current levels of transport asset usage and develop a framework within which asset rationalisation and / or service level downgrading / rationalisation can be considered.	AM, CMES	Internal Staff	Annually
10	Amend the general ledger structure so that all expenditure is recorded by asset and activity type.	EMCS	Finance Dept.	Annually

Table 9.1: Improvement Plan

### 9.3 Monitoring and Review Procedures

This AMP shall be reviewed during the preparation for the annual budget and shall be amended to recognise any changes in levels of service and / or the resources available to provide those services as a result of the budget decision process.

### Appendix A – Service Levels

**Service Activity:** Gravel Road Grading

**Service Statement:** *Gravel Roads are to be maintained to a fit for purpose condition for all road users.*

**Relationship to Strategic Corporate Plan:** Infrastructure & Resources

Sub-Service Activity 1			
Task	Service Level	Frequency	Performance Criteria
Grading - General Roads	Roads to receive at least a light grade as required.	1 / year	Less than 50 requests per year for un-programmed works
Sub-Service Activity 2			
Task	Service Level	Frequency	Performance Criteria
Grading - RAV Routes	Corrugations to be kept to a minimum.	2 / year or as required	Less than 10 requests per year for un-programmed works
Sub-Service Activity 3			
Task	Service Level	Frequency	Performance Criteria
Grading - School Bus Routes	Roads to be in a safe condition for school buses.	3 / year or as required	Less than 5 requests per year for un-programmed works

**Service Activity: Road Sweeping**

**Service Statement: *To maintain roads free of debris and material build up***

**Relationship to Strategic Corporate Plan: Infrastructure & Resources**

<b>Sub-Service Activity 1</b>			
<i>Task</i>	<i>Service Level</i>	<i>Frequency</i>	<i>Performance Criteria</i>
Sweeping of Roads	To sweep all roads within town sites	Quarterly	All roads within Northam, Wundowie, Bakers Hill and Grass Valley to be swept 4 times per year. CBD roads and footpaths to be swept 3 times per week.

Service Activity: **Drainage Pit / Gully Cleaning**  
 Service Statement: *To maintain an effective drainage structures within the Shire*  
 Relationship to Strategic Corporate Plan: Infrastructure & Resources

Sub-Service Activity 1			
Task	Service Level	Frequency	Performance Criteria
Drainage Structure Education	All drainage pits to be cleaned to an effective operational state	Annually	100% of all drainage pits / Gullies to be cleaned out every year.

## Appendix B – Legislation Acts and Regulations

This section provides details on all legislation, standards, policies and guidelines which should be considered as part of the management practices of the Shire's transport assets.

Legislation / Standard / Organisation	Requirement / Document
Local Government Act 1995	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a Long Term Financial Plan supported by Asset Management Plans for sustainable service delivery.
Civil Liability Amendment Act 2003	In 2001, the High Court of Australia abolished the Common Law Rule exempting Highway Authorities from liability for the non-repair of roads (or non-feasance 'failure to perform an act'). A level of protection for road authorities from failure to carry out work was subsequently restored under Civil Liability Amendment Act 2003. Under subsection (2) of section 5Z of Part 1C of the Civil Liability Amendment Act 2003; "...a roads authority is not liable in proceedings to which this Part applies for harm arising from a failure of the authority to carry out work, unless at the time of failure the authority had actual knowledge of the particular risk that caused the harm."
Environmental Protection Act 1986	The Act's key objective is to simply protect the environment of the State and sets out a host of regulations and requirements to achieve its goal. Requires a permit and flora survey prior to vegetation removal, relates to the prevention of pollution – either to land air or water. Defines two types of harm – material environmental harm or serious environmental harm.
Environment Protection Act (unauthorised discharges) Regulations 2004	States that pesticide cannot be discharged into the environment.
Aboriginal Heritage Act 1972	Regulations and requirements that the Shire must comply with relating to aboriginal heritage.
Aboriginal Heritage Regulations 1974	Preservation of the community places and objects used by traditional owners.

Legislation / Standard / Organisation	Requirement / Document
Native Title Act 1999	Regulations and requirements that the Shire must comply with in relation to the use of land.
Land Administration Act 1997	Parameters for control and vesting of road reserves.
Dangerous Goods Safety Act 2004	Relates to the safe storage, handling and transport of dangerous goods.
Poisons Act 1964	Regulates the possession and use of poisons.
Health Act 1911	Relates to the handling and disposal of hazardous materials.
Wildlife Conservation Act 1950	Provides for the conservation and protection of native flora and fauna.
Health (Pesticides) Regulations 1956	Regulates the possession and use of pesticides.
Road Traffic Act 1974	The Road Traffic Act 1974 covers several key areas relevant to Local Authorities. Section 81 gives Local Authorities the power to effect road closures, both temporary and permanent. Sections 84 and 85 empower LA's to recover costs for certain damages to road reserve assets from the owner of the vehicle found to cause the damage. Other sections also set out the regulations for unauthorised parking and vehicles types, requirements and uses on roads.
Main Roads Act 1930	The Main Roads Act 1930 set out the framework by which Main Roads and the Commissioner operate and the regulations and requirements that the Shire must comply with in relation to use of roads. The Act focuses heavily on the function of Main Roads but also links with several key areas of Local Government. The act sets out Main Roads right of delegation of power to Local Government, ability to proclaim roads highways and main roads and power to make relevant regulations. MRWA must also consult relevant LG bodies prior to the improvement of any roads. Local Government must also comply with information requests from MRWA.

Legislation / Standard / Organisation	Requirement / Document
Dividing Fences Act	Local Government exempt from 50 / 50 contribution for dividing fences abutting public open space.
Occupational Health and Safety Act 1984	The Occupational Health and Safety Act is concerned with protecting the safety, health and welfare of people engaged in work or employment. Full consideration and application of the Act should be given in order to identify, manage and reduce or mitigate the risk of harm to the Shire's employees.
OSH Regulations 1996	The guidelines for employees and employers to undertake within the work environment
Disability Discrimination Act 1992	<p>The Federal Disability Discrimination Act 1992 (D.D.A.) provides protection for everyone in Australia against discrimination based on disability. It encourages everyone to be involved in implementing the Act and to share in the overall benefits to the community and the economy that flow from participation by the widest range of people.</p> <p>Disability discrimination happens when people with a disability are treated less fairly than people without a disability. Disability discrimination also occurs when people are treated less fairly because they are relatives, friends, carers, co-workers or associates of a person with a disability.</p>
Disability Services Act 1993	An Act for the establishment of the Disability Services Commission and the Ministerial Advisory Council on Disability, for the furtherance of principles applicable to people with disabilities, for the funding and provision of services to such people that meet certain objectives, for the resolution of complaints by such people, and for related purposes.

Legislation / Standard / Organisation	Requirement / Document
Disability Services Regulations 2004	Current amendments to Disability Services Act (1993)
Disability Standards for Accessible Public Transport 2002	The Disability Standards for Accessible Public Transport 2002 set out the minimum accessibility requirements that providers and operators of public transport must comply with, as well as ensuring that access to transport is consistently improved. The transport standards recognise that access to public transport enables people with disabilities, their families and their carers to fully participate in community life and also benefits many older Australians and parents with infants in prams.
AustRoads Guidelines	<p>Guidelines include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• Guide to Road Design – Part 4A: Unsignalised and signalised intersections</li> <li>• Guide to Road Safety – Part 8: Treatment of Crash Locations</li> <li>• Guide to Road Transport Planning</li> <li>• Guide to Traffic Management – Part 12: Traffic Impacts of Development</li> <li>• Guideline for Freight Routes in Urban and Rural Areas</li> <li>• Revision of Guide to Traffic Engineering Practice – Part 8: Traffic Control Devices</li> </ul>
WA Department of Planning	<ul style="list-style-type: none"> <li>• Liveable Neighbourhoods Edition 2 – Sustainable Cities Initiative</li> </ul>
Institute of Public Works Engineering Australasia	<ul style="list-style-type: none"> <li>• Local Government Guidelines for Subdivisional Development - Edition 2</li> <li>• Complete Streets – Guidelines for Urban Street Design (IPWEAQ)</li> </ul>
Main Roads WA	<ul style="list-style-type: none"> <li>• Traffic Management for Works on Roads – Code of Practice</li> <li>• Standard Contract Drawings</li> <li>• Guideline Drawings</li> <li>• Presentation Drawings</li> <li>• Geometric Design</li> <li>• Roundabouts</li> <li>• Temporary Alignments in Urban Areas</li> <li>• Driveways / Crossovers</li> </ul>

Legislation / Standard / Organisation	Requirement / Document
Other Standards and Regulations	Other relevant documents include, but are not limited to: <ul style="list-style-type: none"> <li>• AS / NZS 4360: 1995 Risk Management</li> <li>• All other relevant State and Federal Acts &amp; Regulations</li> <li>• All Local Laws and relevant policies of the organisation</li> </ul>
Shire of Northam	<ul style="list-style-type: none"> <li>• Workplace Guidelines</li> <li>• Asset Management Policy – Pending</li> <li>• Property Access and Crossover Policy</li> <li>• Accounting Policy</li> <li>• Regional Price Preference Policy</li> <li>• Purchasing and Tender Policy</li> </ul>

Table A.1: Legislative Requirements / Standards / Policies / Guidelines



## Appendix C – Stakeholders and Service Levels

### Asset Management Plan Stakeholders

An analysis of the Shire's transport network revealed that there are a number of key stakeholder groups to take into account for this AMP. These stakeholders are illustrated in Figure B.1. While there may be other minor stakeholders, they have not specifically been considered in this AMP.

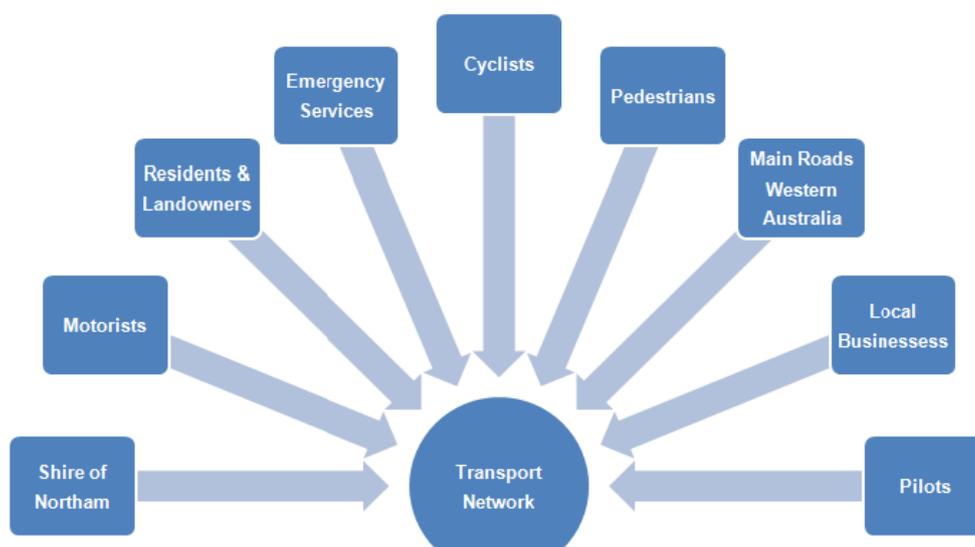


Figure C.1: Key Stakeholders of the Transport Network

#### Shire of Northam (Council and Staff)

The Council are the owners and maintainers of the Shire's transport network. Council are responsible for balancing service level provision against cost. This AMP contains relevant information around which the Council are able to make long term strategic decisions.

The CEO and staff are responsible for the day to day and long term operation of the Shire's transport network (in addition to being direct users and even residents). The CEO and staff are able to utilise this AMP for a range of business activities such as financial, performance, risk and works management.

#### Motorists

Motorists include both business and private vehicles, but exclude emergency services. Consisting of both locals and visitors, motorists are prime end users of the Shire's transport network. Motorists are unlikely to be interested in this AMP, but are heavily reliant on the transport service provided.

#### Residents and Landowners

While residents and landowners may be users of the Shire's transport network, they would also be interested in how the network may affect local town aesthetics, services and even property values.

Although ratepayers may be interested in the financial and capital work aspects within this AMP, they would primarily be interested in the service levels provided and at what cost.

#### Emergency Services

Emergency services such as Northam Police, Northam Fire Brigade, Royal Flying Doctor Service (RFDS), St John Ambulance and Department of Fire and Emergency Services (DFES) would represent a small portion of overall vehicle movements within the Shire's transport network. Emergency Services would typically only be interested in a narrow service outcome, which is that the network is accessible and available in order to travel to and from their point of base to an emergency. Emergency Services would not be interested in other features (e.g. transport asset aesthetics).

#### Cyclists

While cyclists are unlikely to be interested in this AMP, they would expect a certain basic service level from the Shire's transport network. Cyclists may well be interested in key features such as accessibility and safety, in particular dual use paths.

#### Pedestrians

Pedestrians are key end users of the Shire's transport network, but are unlikely to be interested in this AMP. Consisting of a range of users of different physical and mental abilities, pedestrians would be particularly interested in the Shire's path network. Taking this into careful consideration is important while developing appropriate service levels.

#### Main Roads Western Australia

Main Roads Western Australia (MRWA) – a passive stakeholder – are unlikely to be interested in this AMP, but would require the Shire to maintain and provide infrastructure to certain standards, maintain minimum data levels (e.g. an accurate road asset inventory) and so on.

#### Local Businesses

Many (but not all) local businesses and farmers would support, and rely on both local and passing trade travelling along the Shire's transport network. These local businesses would require this trade supply to be uninterrupted, and that sufficient parking is available. Consequently, many local businesses would be interested in the majority of the transport asset functions, as well as their overall aesthetic appeal.

#### Pilots

The Shire operates an aerodrome which may be used by both private and commercial operators, as well as emergency services such as the RFDS and aerial fire-fighting. Although pilots and their organisations would not be interested in this AMP, they would be interested in key features such as accessibility, availability and safety.

#### Process for Developing Potential Service Levels

In developing service levels for the Shire's transport network, the framework set out in the International Infrastructure Management Manual (International Edition 2011) (IIMM) has generally been applied. The process broadly applies the following steps:

- Identify service attributes important to stakeholders
- Define the stakeholder service levels the Shire delivers
- Develop performance measures
- Consult with stakeholders
- Make service level based decisions

#### Identifying Service Attributes Important to Stakeholders

Stakeholders were identified before being segmented into groups, as illustrated in Figure B.1. Individual stakeholder groups have different interests and may seek different service outcomes. These interests and service outcomes were identified internally by taking on the position of each stakeholder group.

#### Define the Customer Service Levels the Shire Delivers

Using the values developed, key drivers and service levels were selected. These then provided the basis from which Table B.1 was produced. Typically, service levels which were frequently occurring or that were *needed* (as opposed to *wanted*) were selected.

#### Develop Performance Measures

Performance measures for each service level were developed using the *SMART* rule. That is, Specific, Measurable, Achievable, Relevant and Timebound. Where possible, ratios (percentages) were also used in the final measurement in order to accommodate possible changes in the base data.

#### Consult With Customers

The Shire programs regular community workshops in key town sites enabling the public to provide feedback on expected service levels. This will continue to happen on an annual basis.

#### Make Service Level Based Decisions

Once the Shire has reached a point whereby it has confidence in both the required stakeholder service levels and transport network performance, informed strategic decisions can be made.

#### Stakeholder Key Service Attributes

Each key stakeholder was considered in regards to what they value and expect from the Shire's transport network. These needs and wants were captured and have been outlined in Table B.1. Those which are frequently occurring and those which are needed, were then chosen to form the basis of the service levels of this AMP.

Stakeholder	Specific Needs / Wants	Need / Want	Service Attribute
Shire (Council & Staff)	Infrastructure managed to meet all applicable statutory regulations	Need	Compliance
	Infrastructure managed in a financially sustainable manner	Need	Financial Sustainability
	Infrastructure managed in an environmentally sustainable manner	Want	Environmental Sustainability
	Infrastructure maintained so as to minimise the Shire's and users' risk exposure	Want	Safety
	Infrastructure is accessible to all legal users	Want	Accessibility
	Users are satisfied with the transport network	Want	Stakeholder Satisfaction
Motorists	Transport network is accessible (i.e. it goes where I want)	Want	Accessibility
	Transport network is available (i.e. it's open for use)	Want	Availability
	Transport network is of a good quality	Want	Quality
	Transport network is safe	Want	Safety
	Infrastructure managed in a financially sustainable manner	Want	Financial Sustainability
Residents & Landowners	Infrastructure adds to the aesthetic appeal of towns	Want	Aesthetics
	Transport network is accessible (i.e. it goes to my property)	Want	Accessibility
	Consultation occurs on major transport infrastructure projects	Want	Consultation
	Infrastructure managed in a financially sustainable manner	Want	Financial Efficiency
	Infrastructure is well maintained and to a high standard	Want	Quality
	Infrastructure maintained in a safe condition so as to minimise the Shire's and users' risk exposure	Want	Safety

Stakeholder	Specific Needs / Wants	Need / Want	Service Attribute
Emergency Services	Transport network is accessible (i.e. it goes where we need it to)	Need	Accessibility
	Transport network is available (i.e. its open for use)	Need	Availability
	Transport network is of a good quality (e.g. good condition so as not to hinder response times)	Want	Quality
	Transport network is safe	Want	Safety
Cyclists	Transport network is accessible (i.e. it goes where I want)	Want	Accessibility
	Transport network is available (i.e. its open for use)	Want	Availability
	Transport network is of a good quality	Want	Quality
	Transport network is safe	Want	Safety
Pedestrians	Transport network is accessible (i.e. it goes where I want)	Want	Accessibility
	Transport network is available (i.e. its open for use)	Want	Availability
	Transport network is of a good quality	Want	Quality
	Transport network is safe	Want	Safety
	Infrastructure managed in an environmentally sustainable manner	Want	Environmental Sustainability
	Infrastructure meets applicable standards and regulations for impaired users (e.g. tactile markings)	Need	Compliance
Main Roads Western Australia	Infrastructure meets applicable standards, regulations, acts, reporting requirements etc.	Need	Compliance

Stakeholder	Specific Needs / Wants	Need / Want	Service Attribute
Local Businesses	Transport network is accessible (including parking)	Want	Accessibility
	Transport network is available	Want	Availability
	Infrastructure is well maintained and to a high standard	Want	Quality
	Infrastructure adds to the aesthetic appeal of towns	Want	Aesthetics
	Transport network is well signed	Want	Signage
Pilots	Aerodrome is open when required	Need	Availability
	Aircraft parking and hangar space is available	Want	Accessibility
	Aerodrome is maintained in a safe condition	Need	Safety
	Fuel supplies are available at aerodrome	Want	Fuel Availability
	Cost of using aerodrome is comparable to similar aerodromes	Want	Financial Efficiency
	Aerodrome meets Civil Aviation Safety Authority (CASA) regulation requirements	Want	Compliance

Table B.1: Stakeholder Service Levels

**Appendix D – Functional Road Hierarchy Criteria**

Criteria & Activity	District Distributor A	District Distributor B	Regional Distributor	Local Distributor	Local Access
<b>Primary Criteria</b>					
Location	Only built up area.	Only built up area.	Only non built up area.	All of Western Australia.	All of Western Australia.
Degree of Connectivity	High. Connects to Primary and / or other Distributor roads.	High. Connects to Primary and / or other Distributor roads.	High. Connects to Primary and / or other Distributor roads.	Medium. Minor network role, connects to Distributor roads and Access roads.	Low. Provided mainly for property access.
Predominant Purpose	High capacity traffic movements between industrial, commercial and residential areas.	Reduced capacity but high traffic volumes travelling between industrial, commercial and residential areas.	Roads linking significant destinations and designed for efficient movement of people and goods between and within regions.	Movement of traffic within local areas and connect access roads to higher order Distributors.	Provision of vehicle access to abutting properties.

Criteria & Activity	District Distributor A	District Distributor B	Regional Distributor	Local Distributor	Local Access
<b>Secondary Criteria</b>					
Indicative Traffic Volume (AADT)	Above 8,000 vehicles per day (v/d).	Above 6,000 v/d.	Greater than 100 v/d	Built up area – Maximum desirable volume 6,000 v/d. Non built up area – up to 100 v/d.	Built up area – Maximum desirable volume 3,000 v/d. Non built up area – up to 75 v/d.
Recommended Operating Speed	60 – 80 km/h.	60 – 70 km/h.	50 – 110 km/h (depending on design characteristics).	Built up area – 50 – 60 km/h (desired speed). Non built up area – 60 – 110 km/h (depending on design characteristics).	Built up area – 50 km/h (desired speed). Non built up area – 50 – 110 km/h (depending on design characteristics).
Heavy Vehicles permitted	Yes.	Yes.	Yes.	Yes, but preferably only to service properties.	Only to service properties.
Intersection Treatments	Controlled with appropriate measures e.g. traffic signals.	Controlled with appropriate Local Area Traffic Management.	Controlled with measures such as signing and line marking of intersections.	Controlled with minor Local Area Traffic Management or measures such as signing.	Self-controlling with minor measures.

Criteria & Activity	District Distributor A	District Distributor B	Regional Distributor	Local Distributor	Local Access
Frontage Access	Prefer not to have residential access. Limited commercial access, generally via service roads.	Residential and commercial access due to its historic status. Prefer to limit when and where possible.	Prefer not to have property access. Limited commercial access, generally via lesser roads.	Yes, for property and commercial access due to its historic status. Prefer to limit whenever possible. Side entry is preferred.	Yes.
Pedestrians	With positive measures for control and safety e.g. pedestrian signals.	With appropriate measures for control and safety e.g. median / island refuges.	Measures for control and safety such as careful siting of school bus stops and rest areas.	With minor safety measures where necessary.	Yes.
Buses	Yes.	Yes.	Yes.	Yes.	If necessary.
On-Road Parking	Generally no. Clearways where necessary.	Not preferred. Clearways where necessary.	No – emergency parking on shoulders – encourage parking in-off road rest areas where possible.	Built up area – yes, where sufficient width and sight distance allow safe passing. Non built up area – no, emergency parking on shoulders.	Yes, where sufficient width and sight distance allow safe passing.

Criteria & Activity	District Distributor A	District Distributor B	Regional Distributor	Local Distributor	Local Access
Signs & Line Marking	Centrelines, speed signs, guide and service signs.	Centrelines, speed signs, guide and service signs.	Centrelines, speed signs and guide signs.	Speed and guide signs.	Urban areas – generally not applicable. Rural areas – guide signs.
Rest Areas / Parking Bays	Not applicable.	Not applicable.	Parking Bays / Rest Areas. Desired at 60 km spacing.	Not applicable	Not applicable.

Table C.1: Western Australian Functional Road Hierarchy

## **Appendix E – Safety and Maintenance Inspection Guidelines**

### **Background**

To be developed in future versions of this AMP.

### **Inspection Process**

To be defined.

## Appendix F – Condition Inspection Methodology

### Portfolio Asset Condition Rating Scale

The Shire undertakes condition inspections of many infrastructure assets in order to determine their remaining useful life and to prioritise future capital works. Carrying out regular inspections allows the Shire to understand the rate at which assets are deteriorating. From here, the Shire can then monitor how effective maintenance and renewal activities are in extending the life of its infrastructure assets.

In assessing the condition of its infrastructure assets, the Shire has adopted a 1 – 5 rating scale, allowing the overall condition of various asset classes to be compared. The rating scale is outlined in Table E.1, along with a description of what each rating means.

Grade	Condition	Description
1	Very Good	A new or near new asset, or an asset recently rehabilitated back to its new condition, with no visible signs of deterioration. The asset or component will have no drop in its level of service.
2	Good	An asset in excellent overall condition. There would be only a very slight condition decline but it would be obvious that the asset was no longer in new condition.
3	Average	An asset in fair overall condition deterioration in condition would be obvious and there would be some serviceability loss.
4	Poor	An asset in fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance costs would be rising.
5	Very Poor	An asset in poor to unserviceable overall condition. The deterioration would be quite severe and would be starting to limit the serviceability of the asset. Maintenance costs would be high.

Table E.1: Condition Rating Measures

The Shire aims to minimise the number of assets that are rated as Very Poor (5), unless assets are in this state as part of a specific management program (i.e. part of an asset decommission plan).

## Appendix G – Future Demand

### Background

An essential role of any local government is to provide and maintain services for its community and its stakeholders. Amidst a range of different services, the Shire supports its transport network through the provision of infrastructure, including roads, paths, surface water channels, drainage, carparks, street furniture and an aerodrome. In addition, a crucial process of any organisation's asset management practices is to predict the future demand for these services. Doing so allows practitioners to plan ahead and make the best decisions possible (with the limited resources available) in order to meet the requirements of the future.

This section of the AMP not only looks at the Shire's historical levels of transport demand, but investigates the possible demand drivers of the future. Whilst the future demand levels of the Shire's transport services are arguably the more important focus, trends and crucial evidence can be uncovered from examining what has already happened and what is currently happening. That said, it should be made clear that – as with any demand forecasting – prediction is rarely ever 100% accurate. Given that this is the Shire's first AMP, a broad approach has been adopted to investigate future demand drivers, with the aim of identifying those factors most likely to have the greatest impact on demand over the life of this AMP.

### Historical Demand

Generally, demand for services is measured by how many customers use the assets. However, aside from the road network, the Shire has not historically monitored individual transport asset usage levels. As such, reviewing the level of monitoring of current transport asset usage has been listed as an improvement action.

To ascertain historical influences on transport demand, a number of demand sources have been considered in this AMP and are discussed as follows.

It is also worth noting that the Shire of Northam and the Town of Northam were, in former times, two separate entities of local government, up until their eventual amalgamation in 2007 (now called the Shire of Northam). As such, this amalgamation has been taken into account and the following statistics have been amended where necessary.

### Motor Vehicle Ownership

An analysis of census data from the Australian Bureau of Statistics (ABS) between 2006 and 2011 shows that, between these years, there has been a marginal increase in motor vehicle ownership from 3,558 to 3,775 dwellings (Figure G.1). This represents an increase within the Shire of 6.1% (or 1.2% per annum).

The statistics indicate that the demand for the Shire's transport network is currently rising as the number of dwellings with registered motor vehicles increases and the number of dwellings with no motor vehicles decreases. Overall, the largest increases can be seen in the number of dwellings with 2, 3 and 4 +

registered motor vehicles, with a minor decrease in the number of dwellings with 1 registered motor vehicle.

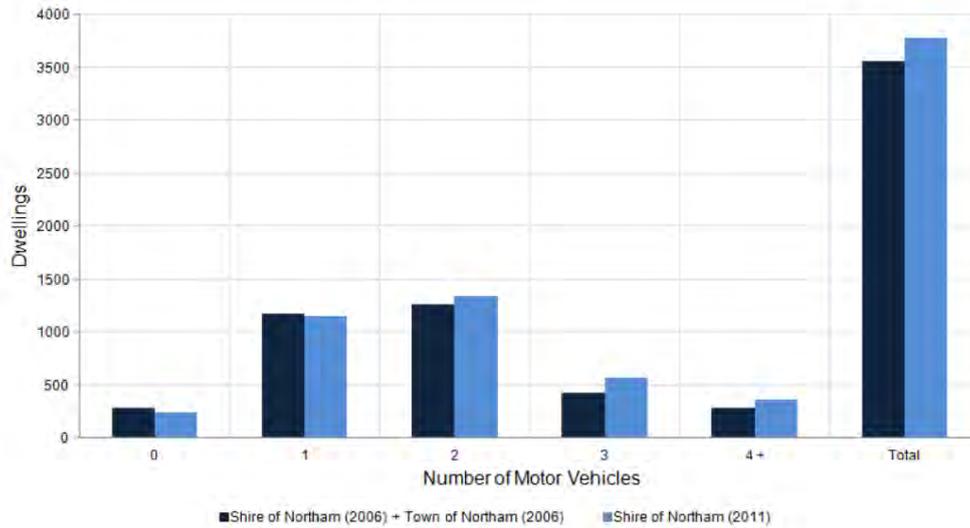


Figure G.1: Number of Motor Vehicles

#### Method of Travel to Work

Although the Shire is not prone to peak congestion periods like those which would be experienced within the more urbanised areas of the Perth Metropolitan Area, there is value in understanding which methods of transport people primarily favour. An analysis of census data from the ABS between 2001 and 2011 shows that, between these years, there has been an increase in the number of people travelling to work

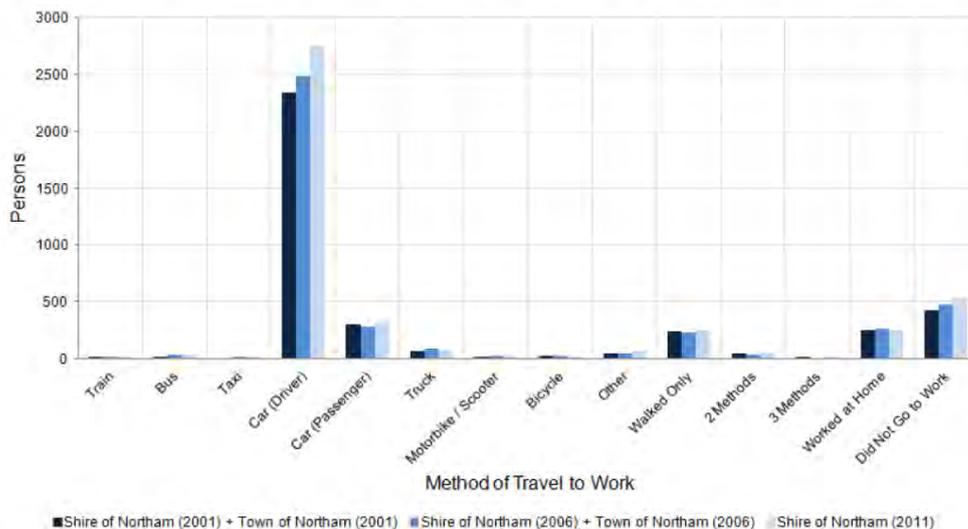


Figure G.2: Shire of Northam – Method of Travel to Work (Australian Bureau of Statistics)

from 4,031 to 4,465 (Figure G.2). This represents an increase within the Shire of 10.8% (or 1.1% per annum).

The statistics indicate that the demand for the Shire's transport network is currently increasing as the number of people travelling to work increases. Overall, increases can be seen in the number of people travelling to work by car (as both driver *and* passenger), bus and motorbike / scooter. Additionally, an increase can also be seen in the number of people not going to work.

### Population Change

A key factor in planning for future transport demand is population change. An analysis of census data from ABS between 2001 and 2011 shows that, between these years, there has been an increase in the total population from 9,724 to 10,557 (Figure G.3). This represents an increase within the Shire of 8.6% (or 0.9% per annum).

The statistics indicate that the demand for the Shire's transport network is currently increasing as the total population is growing. As such, the population growth supports the need for the Shire to upgrade and / or construct additional transport assets and increase the service levels it provides to the community and its stakeholders.

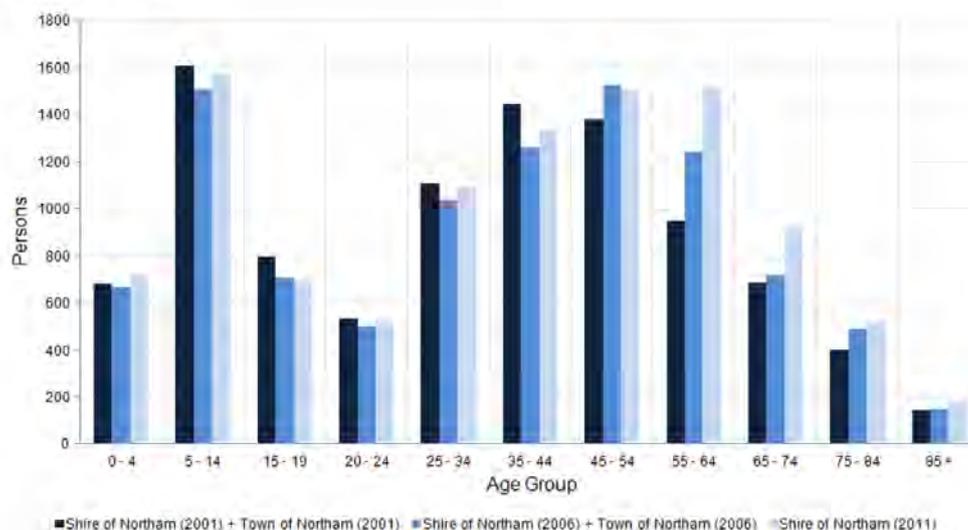


Figure G.3: Shire of Northam – Population (Australian Bureau of Statistics)

### Demographic Change

Interestingly enough, Figure G.3 also shows a change in the Shire's demographic profile. The largest decreases in population can be seen in the 15 – 19, 20 – 24, 25 – 34 and 35 – 44 age groups while the largest increases in population can be seen in the 55 – 64, 65 – 74, 75 – 84, and 85 + age groups. As such, the demographic profile is somewhat representative of an ageing population. This shift in demographics may suggest that although the demand for the Shire's transport network is increasing, it may have changed slightly in its utilisation. For instance, an older population is likely to become

increasingly reliant on the Shire's public transport system and path network. Therefore, greater emphasis may need to be fed into constructing and maintaining asset types of this nature.

#### Tourist and Estimated Visitors Change

In addition, transport demand can also be affected by tourism and the number of visitors that are coming in and out of the Shire. An analysis of data from Tourism Western Australia (TWA) between 2010 and 2014 shows that, between these years, there has been a notable increase in the number of visitors coming in and out of Western Australia from 691,700 to 826,700 (Figure G.4). This represents an increase within Western Australia of 19.5% (or 4.9% per annum).

Of these visitors, 61% head to what TWA call the 'Experience Perth' region (where the Shire is actually situated). Correspondingly, the statistics indicate that the demand for the Shire's transport network is

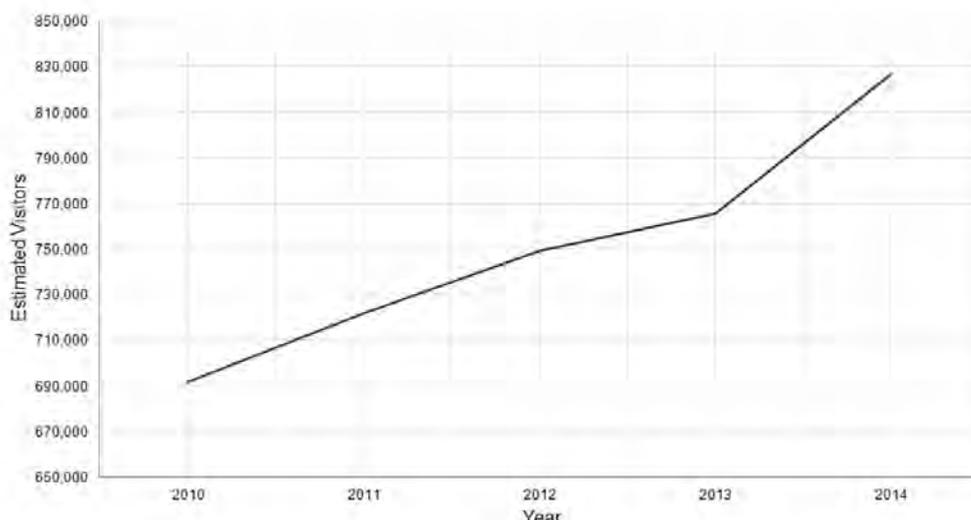


Figure G.4: Western Australia – Estimated Visitors (Tourism Western Australia)

currently increasing as the estimated number of visitors coming in and out of the Shire increases.

#### Rainfall / Climate Change

Taking into consideration historical annual rainfall data may help provide an indication of climate change as well as highlighting how frequently water may be flowing through drainage assets such as culverts. The increased frequency and intensity of extreme rainfall events is likely to affect the capacity and maintenance of the Shire's potable water, stormwater and wastewater infrastructure. Significant damage to infrastructure and the environment is likely to arise (as well as consequential costs) if the existing drainage assets cannot cope with these new patterns.

An analysis of climate data from the Australian Bureau of Meteorology (ABOM) between 1877 and 2013 shows that, between these years, annual rainfall has remained reasonably consistent. That said, placing a trendline through the data reveals that there has been a slight decrease in the annual rainfall within the Shire (Figure G.5). Nonetheless, the statistics indicate that the demand for the Shire's transport network

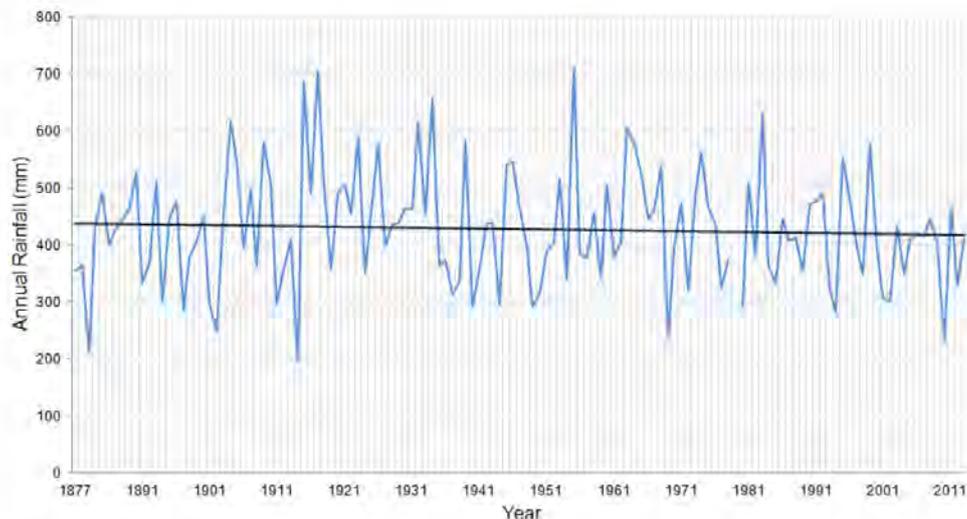


Figure G.5: Shire of Northam – Annual Rainfall (Australian Bureau of Meteorology)

is unlikely to significantly change over the life of this AMP.

### Future Demand Drivers

To facilitate the process of identifying possible future demand drivers of the Shire's transport services, six categories have been established within this AMP, including political, economic, social, technological, legal and environmental demand drivers. Not only do future demand drivers influence the actual asset usage levels, but they may also require the provision of additional future resources in order to meet specific needs or goals. The future demand drivers are discussed below and their overall effect on the transport network is summarised in each category.

#### Political Demand

##### Town Planning Scheme

Changes and revisions to the Shire's Town Planning Scheme have the potential to change current land-use patterns and can therefore heavily influence the demand for transport services. At present, it is believed that only major changes in land-use (such as in the development of expanded industrial, residential and commercial areas) would have a substantial impact on demand. As and when such changes occur, consideration should be given to the consequences on future demand of the transport network. No significant demand is forecasted over the life of this AMP due to changes in the Town Planning Scheme.

### Council Policy

Even though historical data indicates that the demand for the Shire's transport network is currently increasing, council policy can play a big part in influencing future demand. If, for example, the Shire provides different service levels (whether they be higher or lower) than those which are currently being provided. In theory, the introduction of more formal asset management and financial practices would provide the Shire with greater ability to change service levels, while also providing the opportunity to ensure that financial sustainability is met. Nonetheless, it is likely that it will take the Shire a number of years to reach this informed position and as such, the exact effect to which council policy influences future demand cannot currently be properly determined.

**Overall Effect: Over the short term, there is potential demand to increase the level of available resources to improve and sustain the Shire's asset management practices. Over the long term, there may be additional demand to increase renewal spending on transport infrastructure.**

### Economic Demand

#### Energy Costs and Availability

Since vehicles which utilise the Shire's transport network rely on energy, a direct link exists between energy availability, cost and network use.

An analysis of fuel data from the Australian Institute of Petroleum (AIP) between 2002 and 2014 shows that, between these years, there has been a significant increase in the average petroleum retail price in Western Australia from 90.95 c/L to 149.64 c/L (Figure G.6). This represents an increase within Western Australia of 49.6% (or 4.1% per annum). Similarly, there has been a steady increase in the average diesel retail price in Western Australia from 135.93 c/L to 159.69 c/L (Figure G.7). This represents an increase within Western Australia of 17.5% (or 2.5% per annum).

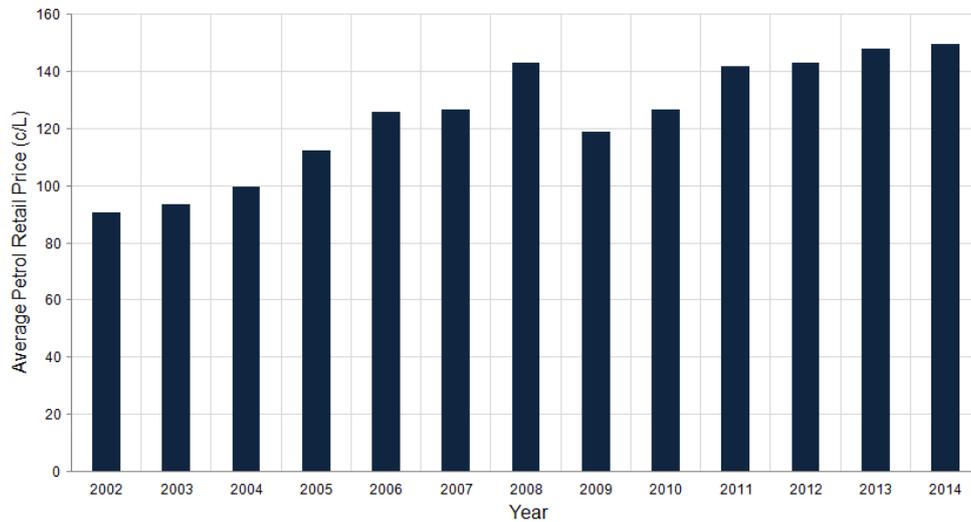


Figure G.6: Western Australia – Average Petrol Retail Price (Australian Institute of Petroleum)

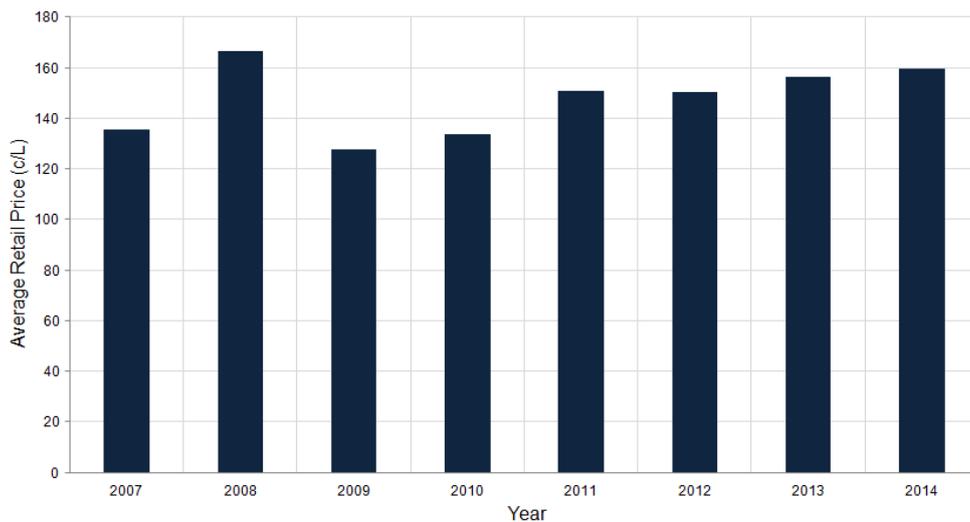


Figure G.7: Western Australia – Average Diesel Retail Price (Australian Institute of Petroleum)

While long term prices are impossible to predict, it is relatively safe to assume (due to the industrialisation of countries such as China and India) that fuel prices will continue to gradually increase above the Consumer Price Index (CPI) over the life of this AMP. Consequently, transportation will become increasingly more expensive – and while a net effect of this may be a decrease in motor vehicle use within the Shire, it is difficult to see this occurring as viable transport alternatives do not currently exist.



### Material Costs and Availability

The Bureau of Infrastructure, Transport and Regional Economics (BITRE) is a government department that provides economic analysis, research and statistics on infrastructure, transport and regional development issues. Amidst the range of publications it generates, the BITRE releases a Road Construction and Maintenance Price Index (RCMPI). The RCMPI is an input-price index. It is used to measure the rate of change in the prices of goods and services, which are purchased by suppliers of road construction and maintenance services. It is intended to reflect trends in prices of major input components of road construction and maintenance.

An analysis of data from the BITRE between 2005 and 2014 shows that, between these years, there has been a substantial increase in the RCMPI in Australia from 76.76 to 101.99 (Figure G.8). This represents an increase within Australia of 32.9% (or 3.7% per annum). The largest contributor to this change was an increase in the prices of site-based labour and diesel fuel.

The statistics indicate that the RCMPI will continue to gradually increase over the life of this AMP. As a result, the cost of road construction and maintenance will become increasingly more expensive and it can be anticipated that the construction and maintenance of the Shire's transport assets will require an increasing portion of the Shire's overall budgetary resources.

### Economic Position

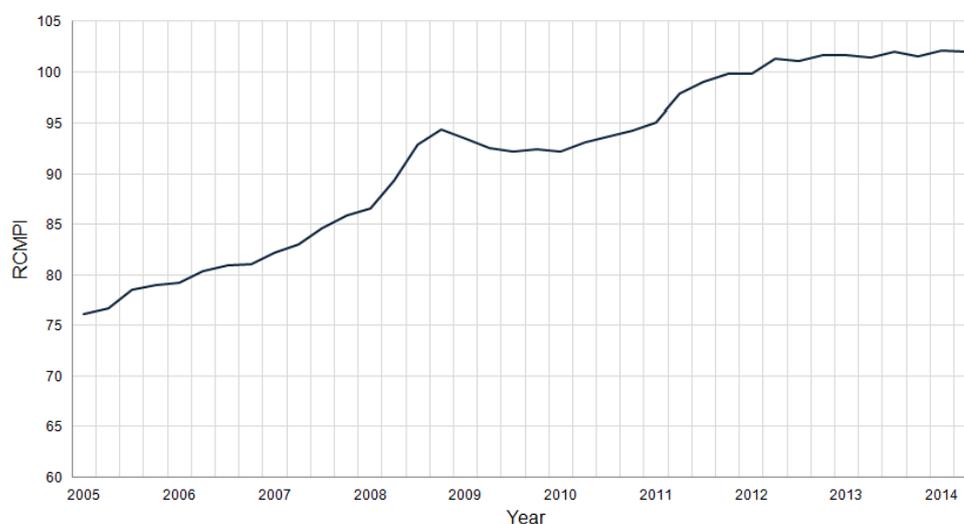


Figure G.8: Australia – RCMPI (Bureau of Infrastructure, Transport and Regional Economics)

Since the Global Financial Crisis (GFC), the global economy has debatably operated in an uncertain and unstable environment. The International Money Fund (IMF) is an international organisation of 188 countries, working to foster global monetary cooperation, secure financial stability, facilitate international trade, and promote high employment and sustainable economic growth around the world. The IMF releases a World Economic Outlook (WEO) Update usually twice a year, presenting economists' analyses of global economic developments during the near and medium term. The IMF's April 2015

WEO Update states "Global growth remains moderate, with uneven prospects across the main countries and regions. It is projected to be 3.5% in 2015, in line with forecasts in the January 2015 WEO Update. Relative to last year, the outlook for advanced economies is improving, while growth in emerging market and developing economies is projected to be lower, primarily reflecting weaker prospects for some large emerging market economies and oil-exporting countries."

While the long term outlook remains ambiguous, it is relatively safe to assume that no significant transport demand change is likely to come to fruition due to economic effects.

#### **Council Financial Sustainability**

There has been a moderate level of publicity and investigation in recent years into the long term sustainability of local government authorities in Western Australia. At present, the Shire's community funding scheme aims to strengthen and enhance the social wellbeing, development and sustainability of the community. It provides a range of competitive and non-competitive grant and sponsorship categories to assist in the delivery of projects, events and activities throughout the Shire. However, the financial resources of the Shire are limited and therefore, financial decisions made annually need to be in the context of the long term financial viability of the Shire. In any case, the financial sustainability of the Shire will be determined over the coming months as various aspects of its asset management framework and outputs from the AMP are meshed with its Long Term Financial Plan (LTFP).

**Overall Effect: The provision and maintenance of transport infrastructure is likely to become increasingly expensive over the long term due to the rising fuel, material and construction costs. Consequently, rising costs may influence the community's transport habits, transport modes and transport frequency.**

#### **Social Demand**

##### **Population Forecast**

Based upon historical trends, the Western Australian Department for Planning (WADP), in conjunction with the Western Australian Planning Commission (WAPC) have produced population forecasts for Western Australian local government authorities from 2011 to 2026. The forecasts represent the best estimate of future population size if trends in fertility, mortality and migration continue. The analysis of random fluctuations contained in past data is used to create *bands* of population projections – with Band A being the most pessimistic forecast and Band E being the most optimistic (Figure G.9).

After analysing the census data from the ABS between 2001 and 2011, the Shire is currently tracking closest in line with the population projection of Band A. This projection estimates that the population of the Shire will increase up to 13,430 people by 2026. While this is the most pessimistic prediction produced by the WAPC, it still represents a significant increase over the next decade. If this forecast holds true, it could be expected that the demand for the Shire's transport network will increase substantially to meet the required service levels. That said, the Shire will need to monitor actual population change in order to determine whether growth continues to occur.

### Demographics

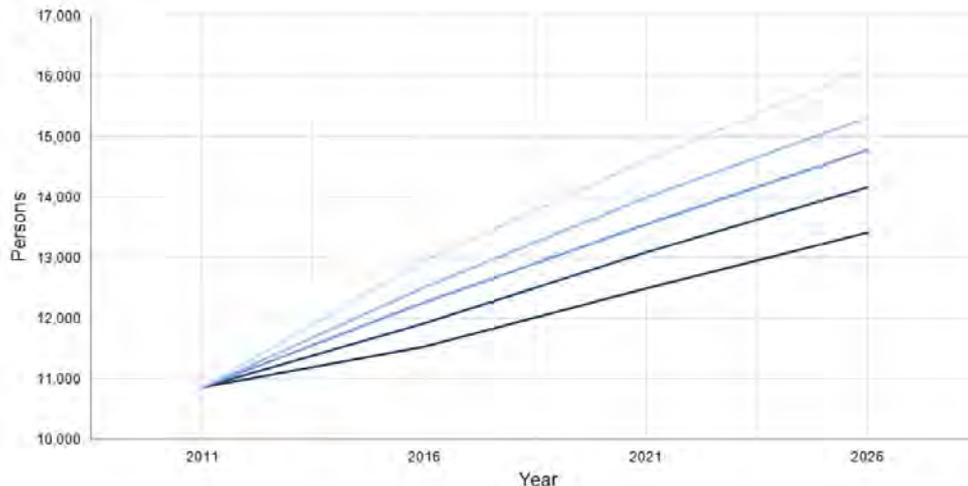


Figure G.9: Shire of Northam – Population Forecast (Western Australian Planning Commission)

An analysis of census data from the ABS between 2001 and 2011 showed that, between these years, there has been a shift in the Shire's demographic profile towards an aging population (Figure G.3). Given that the Shire's population is projected to increase notably over the next decade, it is relatively safe to assume that the median age will increase too. Therefore, the Shire may need to ensure that robust path networks are established and maintained and that effective defect identification and correction processes are put in place to reduce harmful risks to the community.

#### Method of Travel

An analysis of census data from the ABS between 2001 and 2011 showed that, between these years, there has been an increase in the number of people travelling to work within the Shire (Figure G.2). Given that the Shire's population is projected to increase notably over the next decade (Figure G.9), it is likely that this number will continue to grow and that the demand for the Shire's transport network will continue to increase over the life of this AMP.

**Overall Effect: The significant increase in population will have a considerable impact on transport demand. The shift in demographics will also influence demand such that the needs of an ageing population are met.**

#### Technological Demand

##### Road Construction Technology

Modern road construction techniques have been improved over the years with the use of new construction materials, specialised knowledge and new innovations in equipment and machinery. However, although road pavement and sealing construction technology is constantly evolving and improving – and given the long useful life of typical roads in Western Australia – it is not expected to

significantly change anytime soon. As a result, no significant change in transport demand in the Shire is likely to occur over the life of this AMP as a result of improvements in road construction technology.

#### Condition Monitoring and Pavement Management Systems

Due to the Shire's subscription to the Western Australian Local Government Association (WALGA) ROMAN II products, there is now significant opportunity to improve long term pavement management efficiency through enhanced functions such as *works programming*. In addition, developments in condition monitoring technologies such as automated assessment may also be utilised within the timeframe of this AMP. The main outcome of these systems and technologies is that the Shire will be able to monitor the performance and condition of its transport assets to a more accurate and timely degree. This ensures that the Shire provides more consistent levels of service, at a more efficient cost. Nonetheless, a clearer strategy of the Shire's actual application of these systems and technologies is yet to be devised, and as such, has been listed as an improvement action.

#### Material Recycling / Reuse

The last decade has seen a significant expansion in the availability and quality of recycled materials for use in road construction. As road pavement materials predominantly consist of crushed rock aggregate, there is significant opportunity to utilise alternative materials incorporating recycled products. While the Shire's levels of waste material are currently thought to be low, there would be merit in establishing a simple set of guidelines to help plan and manage the recycling or reuse of road materials. Hence, this has been listed as an improvement action.

**Overall Effect: Opportunities exist to maintain and manage the Shire's transport network with a heavier focus on efficiency and sustainability. Planning for the future reuse and recycling of materials is also possible.**

#### Legal Demand

##### Litigation

As evidence from the Shire's insurer suggests, there is a frequent occurrence of claims related to transport assets – although the majority invariably involve minor claim values. In any case, a relatively large portion of claims typically arise from incidents on the Shire's path networks. Regardless of the outcome of these claims, the Shire has a duty of care to the community and all other users of the transport network. As such, the Shire should be committed to improving and enhancing its asset management practices so as to limit its own liability and to remove the potential for accidents to occur (and hence, protect users). A key practice which could reduce this risk would be in the development of a cyclical safety and maintenance inspection programme to proactively identify defects and hazards. Therefore, this has been listed as an improvement action.

**Overall Effect: An increase in the development and implementation of formalised safety and maintenance inspection programmes is required.**

### Environmental Demand

#### Environmental Awareness

It is widely acknowledged that climate change will have a broad-ranging impact on economies and financial markets over the coming decades. In recent times, community awareness of environmental issues, including climate change, has resulted in changes to habits and broader government legislation. As a result, it is likely that infrastructure managers will have to ensure that assets are maintained at increasingly environmentally sustainable levels over the life of this AMP. Practitioners not only have to question whether particular assets are necessary, but ensure that the maximum life is obtained from the assets that are required. In addition, infrastructure managers need to ensure that construction and maintenance techniques reduce and avoid the use of virgin materials wherever possible.

Substantial change in the transport network is unlikely – given the nature of the Shire's size and geographical location. However, it is possible for the transport network to move towards a state of increasingly environmental sustainability. In doing so, the Shire would need to identify, assess and implement key initiatives over the life of this AMP that work towards sustainable asset management.

**Overall Effect: Clearer decision-making is required around the actual need for particular transport assets. An increase in environmentally sustainable construction and maintenance techniques and practices that work towards sustainable asset management is needed.**

## Appendix H – Capital Works Programme

A condition based capital works programme will be developed for the Shire's transport network in future versions of this AMP.

## Appendix I – Funding Sources

There are several funding sources available to the Shire in order to operate, maintain, renew, upgrade and build the transport network. These sources include, but are not limited to, the following:

- Council's own resources.
- Regional Road Group (RRG) Grants
- Roads to Recovery
- Federal and State Road Grants
- Federal and State Blackspot Funding
- Developer / Private Contributions
- Developer Funded Infrastructure
- Country Local Government Fund
- Grain Freight Route

## Appendix J – Risk Management Analysis

### Risk Context

The risk analysis only applies to management activities undertaken on the Shire's transport network. It does not seek to identify physical risks on the transport network itself. In lieu of a corporate risk policy and objectives, the following statement defines what an *acceptable* level of risk is in regards to transport infrastructure.

Through risk management, the Shire of Northam aims to:

- Protect the quality of the transport network
- Protect users of transport assets
- Protect the Shire of Northam's assets and public image
- Reduce the Shire of Northam's exposure to risk
- Promote effective financial and asset management practices

This shall be achieved through:

- Identifying, decreasing the likelihood, and mitigating the consequences of risk within the constraints of sensible commercial objectives and practices
- Applying risk-based practices to the management of transport assets and associated decision-making
- Maintaining safe and reliable plant, equipment and infrastructure
- Preparing appropriate contingencies
- Reviewing the risk profile of the transport network at appropriate intervals and when circumstances dictate
- Maintaining an up-to-date Transport Asset Management Plan

### Risk Criteria

The criteria outlined in Table I.1, Table I.2 and Table I.3 have been applied as part of the Shire's risk analysis.

Description	Examples	Frequency
<b>Almost Certain (A)</b>	The event is expected to occur	More than once per year
<b>Likely (B)</b>	The event will probably occur	At least once per year
<b>Possible (C)</b>	The event could occur	At least once in five years
<b>Unlikely (D)</b>	The event could occur but probably won't	At least once in ten years
<b>Rare (E)</b>	The event is not expected to occur	Less than once in 20 years

Table I.1: Likelihood Levels

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
<b>Almost Certain (5)</b>	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
<b>Likely (4)</b>	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
<b>Possible (3)</b>	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
<b>Unlikely (2)</b>	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
<b>Rare (1)</b>	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Table I.2: Risk Matrix

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, non-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

Table I.3: Consequence Scale

Risk Analysis

Reference	Risk	Event	Cause	Consequence	Existing Controls	Effectiveness of Existing Controls	Likelihood	Consequence	Level of Risk	Risk Priority	Treat Risk (Y / N)	Further Action
1	AMP service levels have not been adopted by Council	Funding required to meet service levels may not be allocated	Council allocate funding elsewhere	Assets(s) condition may deteriorate with time, exposing users to potential harm (HS&E)	AMP and LTFP	High	2	3	M	6	N	
2	AMP is not supported by Council	Funding and management decisions made in isolation of AMP	AMP is not adopted, Council do not understand asset management principles	Assets(s) incorrectly managed, resulting in potential for increased risk as well as sub-optimal whole of life costs (E)	AMP	Moderate	2	3	M	8	N	
3	No formal condition rating procedure	Condition data held of poor quality unable to predict renewal needs	No formal inspection procedure	Assets(s) become unsafe and / or are replaced at sub-optimum times (HS&E)	Periodical inspection	Moderate	2	3	M	6	N	
4	No formal safety and maintenance inspection procedure exists	Assets are inspected periodically / reactively or not at all	No formal inspection procedure	Assets(s) become unsafe, maintenance issues allowed to exacerbate (HS&E)	Ad-hoc inspections	Low	4	4	VH	16	Y	Develop safety and maintenance inspection procedure
5	Poor maintenance management	Maintenance items are corrected ad-hoc	No formal maintenance management strategy exists	Maintenance items are not corrected in a timely fashion, critical infrastructure not functional (HS&E)	Reactive maintenance regime	Moderate	3	3	M	9	N	
6	Unplanned closures are not formally recorded and service levels cannot be monitored	Assets closed due to unplanned reasons are not documented	Lack of procedure	Service level not monitored, performance unknown (L)	None	N/A	4	2	M	8	Y	Monitor all service levels, develop procedure for recording asset closures
7	Shire unable to resource asset management programme	Formalised asset management programme may not be resourced by the Shire	Lack of financial and / or staff resources	Shire breaches legislation (L)	AMP and LTFP	Moderate	3	3	M	9	N	
8	No corporate risk management framework or policy	Shire has no corporate risk management framework or policy	Lack of policy	Risk failed to be identified and managed in a coordinated manner (L)	None	N/A	3	4	H	12	Y	Develop and apply corporate risk management framework and policy
9	Asset inventories are inaccurate	Asset inventories are inaccurate	Lack of resource and expertise	AMP inaccurate, risks unidentified, assets(s) mismanaged (E)	AMP and LTFP	Moderate	4	3	H	12	Y	Update all asset inventories
10	Asset valuations are inaccurate	Asset valuations are inaccurate	Lack of resource and expertise	Valuations inaccurate, renewal needs unplanned for, under-insured (E)	AMP and LTFP	Moderate	3	4	H	12	Y	Update all asset inventories
11	No long term works programme	Shire does not have a condition based long term works programme	Lack of formal condition rating procedure	Works programme is short term, potentially reactive and cost inefficient (E)	AMP and LTFP	Low	4	3	H	12	Y	Develop programmes after improvements made to inventory and condition rating data
12	No capital project evaluation procedure	Shire does not have a capital project evaluation procedure aligned to the Community Strategic Plan	Lack of procedure	Projects are not prioritised, hence do not optimally support Strategic Community Plan outcomes, making outcomes harder to achieve (E)	None	N/A	4	4	VH	16	Y	Develop procedure and test

Table I.4: Risk Analysis

### 12.2.2 Two Year Draft Road Program (2017/ 18 & 2018/ 19)

<b>Address:</b>	Shire of Northam
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	6.1.2.8
<b>Reporting Officer:</b>	Geordas Thariyath Asset Manager
<b>Responsible Officer:</b>	Clinton Kleynhans Executive Manager Engineering Services
<b>Voting Requirement</b>	Absolute Majority

#### BRIEF

For Council to review and endorse the proposed 2 Year Road Program for 2017/18 and 2018/19 annual budgets.

#### ATTACHMENTS

- Attachment 1: Draft Road Program 2017/ 18 (Year 1)
- Attachment 2: Locality Maps (Year 1)
- Attachment 3: Consideration List
- Attachment 4: Locality Maps (Consideration List)
- Attachment 5: Draft Road Program 2018/ 19 (Year 2)

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#### BACKGROUND / DETAILS

In development of the proposed 2- Year road program, consideration was given to the condition data which was surveyed by an independent consultant in February 2016. Roads were ranked into the following categories.

Roads that are ranked “High” exhibit surface cracking within the 8% to 14% range. This will trigger a resurface treatment aimed at preserving the road surface before damage is done to the underlying granular layers due to water ingress.

Roads that are ranked “Medium” exhibit surface cracking within the 15% to 25% range. This will trigger a rehabilitation treatment. Typically these roads require some surface correction due to rutting of the wearing surface.

Roads that are ranked “Low” exhibit surface cracking within 26% to 100% range. This will trigger a reconstruction treatment. Typically these roads require significant surface correction as the extent of cracking has been so significant water has penetrated the seal over time causing deformation of the granular pavement structure.

Following an initial desktop assessment of identified roads, staff have inspected the roads to validate the findings with minor changes made in consideration of focus roads, area appropriate treatments, joining recent year's resurfaced sections as well as grouping or extending projects to improve value for money through reduced mobilisation and demobilisation costs.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective R1: Provide and support an effective and efficient transport network.

Strategy 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.

Strategy R1.2: Maintain an efficient, safe and quality road network.

### Financial / Resource Implications

The detailed costing's presented for the 2017/18 program is based on projects primarily being delivered by internal crews and having a maximum labour component value of approximately \$230,000.

Costing's for the proposed 2018 /19 program are estimates only, which once the draft program is endorsed by Council staff will then have the opportunity to cost them in detail prior to the adoption of the 2018/19 Annual Budget.

### Legislative Compliance

Nil.

### Policy Implications

Nil.

### Stake Holder Engagement / Consultation

N/A.

### Risk Implications

Nil.

## OFFICER'S COMMENT

In determining the proposed roads the following guidelines and selection criteria were used;

1. Funded Projects – Projects that have funding approved by external sources are given highest priority in the annual works program. These projects are typically road widening/ reconstruction works which are performed by internal crews due to cost effectiveness. These roads are

subject to the heaviest class of vehicles and have a more rapid rate of deterioration and maintenance issues if not addressed.

2. Existing Surface Condition – Roads which exhibit the highest levels of surface defects (cracking) reaching the extent of their useful life prior to a rehabilitation treatment being warranted.
3. External Requests and Internal Advice – Council staff have also utilised external requests from ratepayers as an indicator to pressure points within the Shire. These requests are being assessed against other projects identified through RAMM and considered to warrant works being undertaken.

Similarly internal requests/suggestions have also been incorporated into the program, these emanate from staff who utilise their knowledge and experience to identify projects worthy of consideration.

4. Haulage routes for restricted access vehicles (RAV) – Existing RAV routes are considered when selecting roads in terms of opportunity to extend remaining un-widened sections that don't score well in funding submissions due to lower volume traffic. These locations should be considered a part of the council funded projects.

At this point in time a listing of site specific gravel road re-sheets has not been included in the proposed program due to the rapid change of gravel surface conditions. Rather, a provisional sum of \$400,000 will be allowed for in the annual budget which will be scoped in detail by staff and presented back to Council after budget adoption. Endorsement of the proposed gravel re-sheet projects at a later stage will minimise potential change in surface condition between program adoption and program delivery.

A consideration list has been compiled itemising roads that have been requested by various stakeholders to be included in the annual program. Should Council wish to substitute any of the proposed roads with those listed on the consideration list, the following roads would be only those eligible for substitution, as all other roads are tied to grant funding:

<u>Road</u>	<u>Ranking</u>
Fermoy Ave	13
Yilgarn Ave	23
Rockett St	25
Cecil Rd	62
Jennapullin Rd (0.88 to 2.1 SLK)	199 (also an ICS request)
Rushton Cr	436

**RECOMMENDATION**

**That Council;**

- 1. Review both the proposed draft 2017/2018 Road Program and consideration list and endorse the following final 2017/2018 Road Program for inclusion in the 2017/ 2018 Annual Draft Budget;**

<b>Road Name</b>	<b>Start</b>	<b>End</b>
Fermoy Avenue	0	200
Yilgarn Avenue	2,820	3,170
Rockett Street	0	220
Cecil Road	10	140
Jennapullin Road	580	880
Jennapullin Road	880	2,100
Irishtown Road	7,650	7,960
Irishtown Road	0	1,000
Spencers Brook Road	2,900	5,400
Rushton Crescent	0	240
Spencers Brook Road	14,600	16,400
Spencers Brook Road	11,900	14,600
Katrine Road	90	1,870
Spencers Brook Road	7,400	8,200
Spencers Brook Road	16,400	17,400
Carter Road	6,700	7,500
Mitchell Avenue	1,700	4,100
Gravel Re-Sheets – Various locations to be confirmed		
Bryant Street	300	400
Stoke Avenue	150	270

- 2. In the event that the pending funded projects are unsuccessful, authorise the Chief Executive Officer to bring forward the highest ranked projects from the 2018/19 proposed program to substitute within budget parameters;**
- 3. Endorse the proposed draft 2018/2019 Road Program for inclusion in the 2018/2019 Draft Annual Budget.**

**ABSOLUTE MAJORITY VOTE REQUIRED**

Attachment 1

No	Road Name	Start	End	From	To	Length	Width	New Width	Treatment Cost	Year	COMMENTS	Material	Labour (Construction + TM)	TM Labour Component	Plant	TOTAL	
<b>PROPOSED DRAFT ROAD PROGRAM 2017/2018 (Year 1)</b>										1							
13	FERMOY AVENUE	0	200	Lance St	May St	200	6.6	6.6	\$ 117,716	1	Deferred from the 16/17 Program	\$ 107,725.96	\$ 9,312.14	\$ 5,983.95	\$ 678.00	\$ 117,716.10	SON Labour
23	YILGARN AVENUE	2820	3170	300m w of GEH		350	7	7	\$ 160,351	1	Pavement failures	\$ 139,492.00	\$ 19,565.42	\$ 19,565.42	\$ 1,293.60	\$ 160,351.02	SON labour traffic management only
25	ROCKETT STREET	0	220	Habgood St	Morrell St	220	6.6	6.6	\$ 144,245	1		\$ 144,245.16	\$ -	\$ -	\$ -	\$ 144,245.16	Road Closure
62	CECIL ROAD	10	140	Newcastle St	Robinson St	130	6.4	6.4	\$ 51,058	1		\$ 51,057.84	\$ -	\$ -	\$ -	\$ 51,057.84	
199	JENNAPULLIN ROAD	580	880	Clydesdale Rd	300m Nth	300	4.7	7	\$ 71,179	1	RRG Funding secured	\$ 45,466.00	\$ 15,326.24	\$ 5,076.90	\$ 10,387.03	\$ 71,179.27	SON Labour
199	JENNAPULLIN ROAD	880	2100	300m nth of Clyde	Grass Valley N Rd	1220	4.7	7	\$ 233,396	1		\$ 174,370.40	\$ 35,818.78	\$ -	\$ 23,206.60	\$ 233,395.78	SON Labour
279	IRISHTOWN ROAD	7650	7960	W of Dumbarton	E of Dumbarton	310	7	8	\$ 87,117	1	RRG Funding secured	\$ 62,410.00	\$ 11,640.25	\$ 2,513.07	\$ 13,066.40	\$ 87,116.65	SON Labour
296	IRISHTOWN ROAD	0	1000	Katrine Rd	GEK On ramp	1000	7	8	\$ 107,841	1	RRG Funding secured	\$ 81,200.00	\$ 13,574.23	\$ 2,898.74	\$ 13,066.40	\$ 107,840.63	SON Labour
417	SPENCERS BROOK ROAD	2900	5400	no close road	no close road	2500	8.3	8.3	\$ 158,547	1	RRG Funding secured	\$ 135,551.00	\$ 8,320.49	\$ 8,320.49	\$ 14,675.22	\$ 158,546.71	(2nd Coat Seal) SON labour traffic management only
436	RUSHTON CRESCENT	0	240	Newcastle Rd	Newcastle Rd	240	6.8	6.8	\$ 96,394	1	Deferred from the 16/17 Program	\$ 86,820.56	\$ 8,926.41	\$ 8,926.41	\$ 646.80	\$ 96,393.77	SON labour traffic management only
452	SPENCERS BROOK ROAD	14600	16400	no close road	no close road	1800	7.7	8.3	\$ 227,985	1	RRG Funding secured	\$ 205,992.00	\$ 8,926.41	\$ 2,189.60	\$ 13,066.40	\$ 227,984.81	SON Labour
706	SPENCERS BROOK ROAD	11900	14600	no close road	no close road	2700	7.7	8.3	\$ 349,064	1	GRANT APPROVAL PENDING - Black Spot	\$ 278,130.80	\$ 44,800.07	\$ 8,758.41	\$ 26,132.80	\$ 349,063.67	SON Labour
524	KATRINE ROAD	90	1870	Moore St	Irish Town Rd	1780	7.5	8	\$ 200,170	1	Commodity Grant Approved	\$ 176,333.00	\$ 12,607.72	\$ 2,699.68	\$ 11,229.28	\$ 200,170.00	SON Labour
44	SPENCERS BROOK ROAD	7400	8200	Bridge	no close road	800	7	8.3	\$ 141,672	1	GRANT APPROVAL PENDING-Black Spot	\$ 136,720.00	\$ 4,305.12	\$ 4,305.12	\$ 646.80	\$ 141,671.92	SON Labour
448	SPENCERS BROOK ROAD	16400	17400	no close road	no close road	1000	7	8.3	\$ 203,391	1	GRANT APPROVAL PENDING-Black spot	\$ 134,698.00	\$ 42,560.07	\$ 8,320.49	\$ 26,132.80	\$ 203,390.87	SON Labour
365	CARTER ROAD	6700	7500	no close road	500M East of Broamin	800	3.8	7	\$ 172,699	1	Commodity Grant Approved	\$ 122,104.00	\$ 25,109.17	\$ 5,100.78	\$ 25,486.00	\$ 172,699.17	SON Labour
Blackspot	Mitchel Ave	1700	4100	Mount Ommaney	GEH	2400			\$ 143,696	1	GRANT APPROVAL PENDING	\$ 80,204.61	\$ 47,428.99	\$ 11,641.39	\$ 16,062.40	\$ 143,696.00	SON Drainage crew labour only
	Gravel Re-Sheets								\$ 400,000	1	Various Locations - TBC	\$ 400,000.00	\$ -	\$ -	\$ -	\$ 400,000.00	
Request	BRYANT STREET	300	400	Stirling St	Culdesac	100	6.5		\$ 47,952		sealing of unconstructed road	\$ 47,952.00	\$ -	\$ -	\$ -	\$ 47,952.00	
Request	Stoke Avenue	150	270	Mervyn Street	Culdesac	120	6.1		\$ 57,925		sealing of unconstructed road	\$ 57,924.84	\$ -	\$ -	\$ -	\$ 57,924.84	
									\$ 3,172,396	1		\$ 2,668,398.17	\$ 308,221.51	\$ 96,300.44	\$ 195,776.53	\$ 3,172,396.20	
										1		Grant Labour	\$ 270,417.54	\$ 61,824.66	(TM only)		
										1		Construction Labour Only (Grant)	\$ 208,592.87				
										1		Total Const. Labour	\$ 211,921.07				

## Attachment 2

### Fermoy Avenue (SLK0.58-0.88) – Northam



Road Hierarchy:	Local Road
RAV Route (Y/N):	No
Bus Route (Y/N):	Yes
Shire Focus (RRG):	No
Trigger source:	RAMM
Ranking:	23
Proposed Works:	Asphalt Overlay
Associated Works:	remove / replace kerb
Treatment Cost:	\$117,716

Existing issues: Pavement failures, potholing cracking and stripping of seal.



Other comments: These works will continue from 16 / 17 programmed works on Lance Street

**Yilgarn Avenue – Northam**



Other comments:



Road Hierarchy:	Regional Distributor
RAV Route (Y/N):	Yes
Bus Route (Y/N):	Yes
Shire Focus (RRG):	No
Trigger source:	RAMM
Ranking:	23
Proposed Works:	Mill & Replace
Associated Works:	Nil
Treatment Cost:	\$160,351

Existing Issues: Crocodile cracking, pavement failures, potholes.

**Rockett Street – Northam**



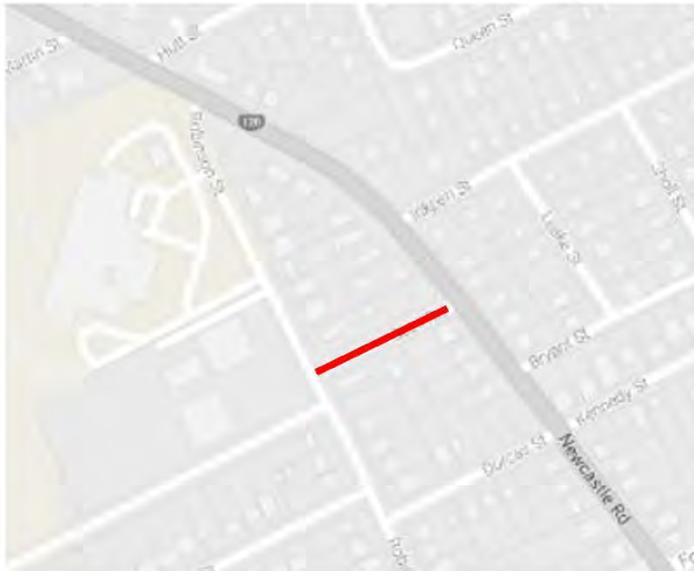
Road Hierarchy:	Local Road
RAV Route (Y/N):	No
Bus Route (Y/N):	No
Shire Focus (RRG):	No
Trigger source:	RAMM
Ranking:	25
Proposed Works:	Asphalt Overlay
Associated Works:	remove / replace kerb
Treatment Cost:	\$144,245

Existing issues: cracking and fatigue of pavement



Other comments:

Cecil Road – Northam

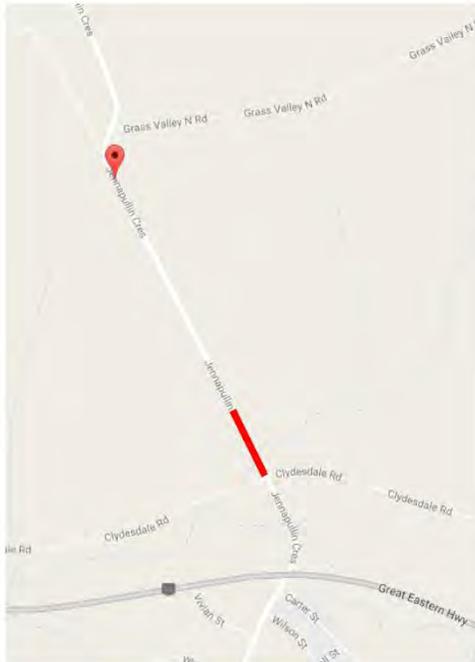


Road Hierarchy:	LOCAL ROAD
RAV Route (Y/N):	No
Bus Route (Y/N):	No
Shire Focus (RRG):	No
Trigger source:	RAMM
Ranking:	62
Proposed Works:	Asphalt Overlay
Associated Works:	remove / replace kerbing
Treatment Cost:	\$51,058

Existing issues: Cracking and stripping of seal

Other comments:

**Jennapullin Road (SLK0.58-0.88) – Grass Valley**



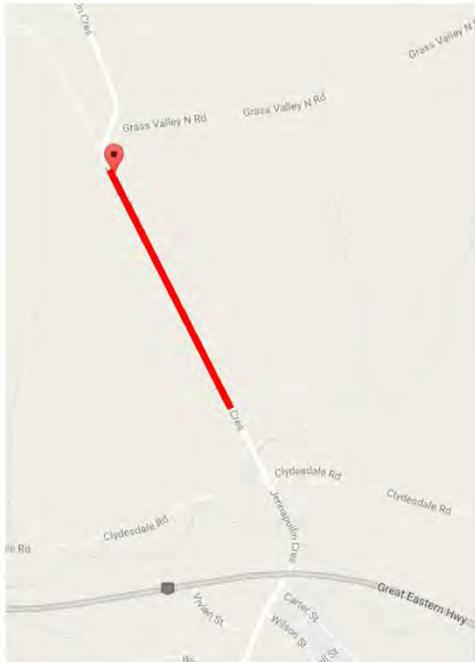
Road Hierarchy:	Local Distributor
RAV Route (Y/N):	YES
Bus Route (Y/N):	YES
Shire Focus (RRG):	RRG Funding Secured
Trigger source:	RAMM, Complaints from residents
Ranking:	199
Proposed Works:	Widen to 7m and spray seal.
Associated Works:	Culvert Extension
Treatment Cost :	\$71,179

Other comments:



Existing issues:  
 Surface Age

**Jennapulin Road (SLK0.88-2.10)**



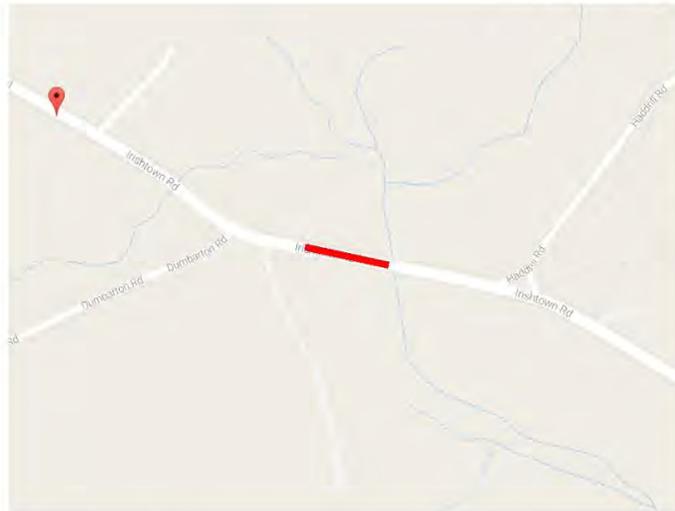
Road Hierarchy:	LOCAL DISTRIBUTOR
RAV Route (Y/N):	YES
Bus Route (Y/N):	YES
Shire Focus (RRG):	YES
Trigger source:	RAMM, Complaints from residents
Ranking:	199
Proposed Works:	Widening to 7m and Spray seal
Associated Works:	Drainage & Culvert extensions
Treatment Cost:	\$233,396

Other comments:



Existing issues:  
 Surface Age, Cracking

**IRISH TOWN ROAD (SLK7.65-7.75) – IRISH TOWN**



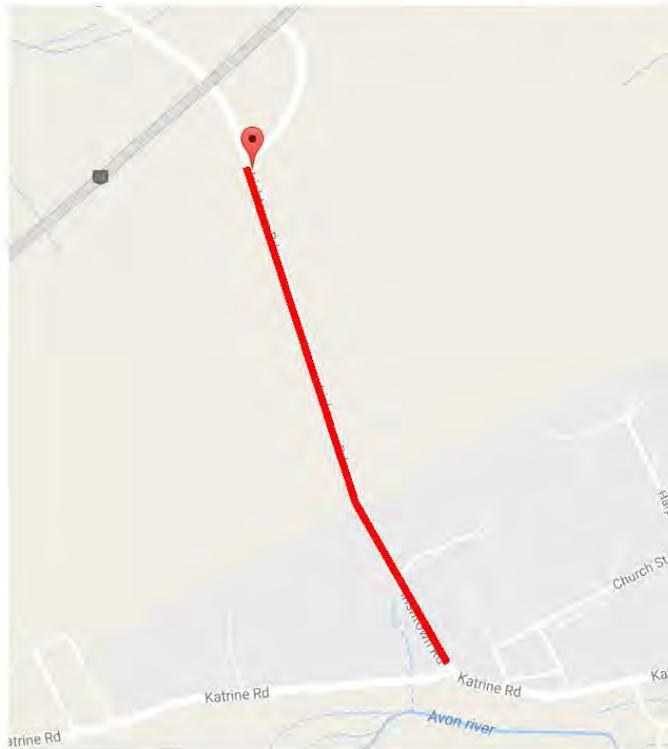
Road Hierarchy:	REGIONAL DISTRIBUTOR
RAV Route (Y/N):	YES
Bus Route (Y/N):	YES
Shire Focus (RRG):	RRG
Trigger source:	RAMM
Ranking:	279
Proposed Works:	Widening & Resealing
Associated Works:	Curve treatment
Treatment Cost :	\$87,117

Other comments:

Existing issues: Surface Age



**IRISH TOWN ROAD (SLK0-1000) – IRISH TOWN**



Other comments:



Road Hierarchy:	REGIONAL DISTRIBUTOR
RAV Route (Y/N):	YES
Bus Route (Y/N):	YES
Shire Focus (RRG):	RRG Funding secured
Trigger source:	RAMM
Ranking:	296
Proposed Works:	Widening to 8m and Spray seal
Associated Works:	Culvert extension & Tree removal
Treatment Cost:	\$107,841



Existing issues:  
 Surface Age, pavement failure, potholes, cracking

**SPENCERBROOK ROAD (SLK2.97-5.4)**



Other comments:

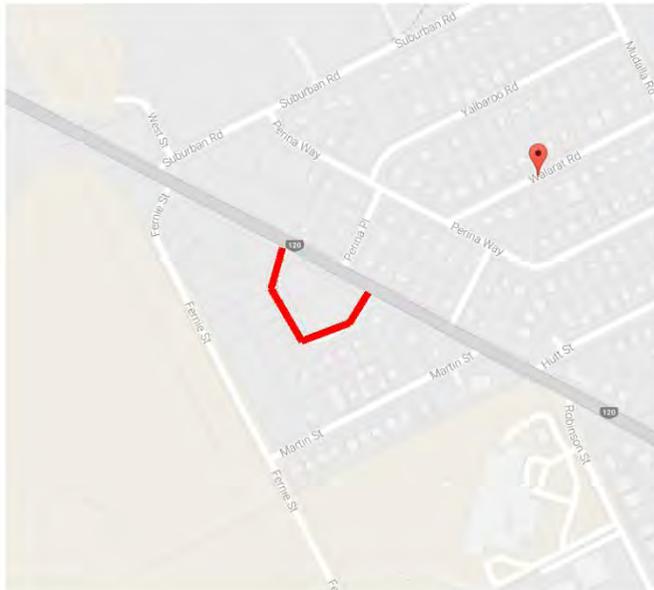


Road Hierarchy:	REGIONAL DISTRIBUTOR
RAV Route (Y/N):	YES
Bus Route (Y/N):	YES
Shire Focus (RRG):	
Trigger source:	RAMM
Ranking:	417
Proposed Works:	Spray seal over widened road.
Associated Works:	Pavement Stabilisation in the middle part
Treatment Cost:	\$158,547



Existing issues:  
Surface Age, Cracking

**RUSHTON CRESCENT (SLK0-0.24) –NORTHAM**



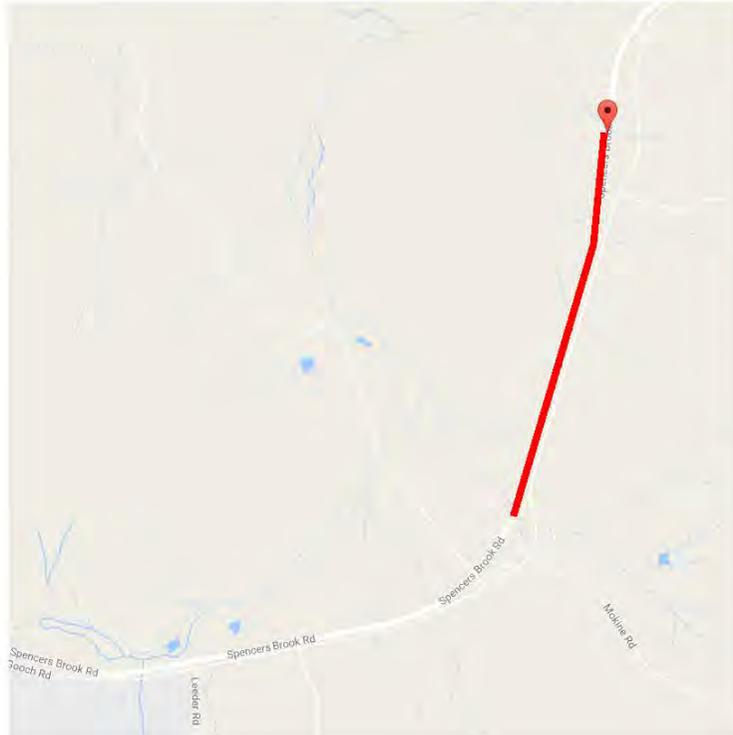
Road Hierarchy:	ACCESS ROAD
RAV Route (Y/N):	NO
Bus Route (Y/N):	NO
Shire Focus (RRG):	
Trigger source:	RAMM
Ranking:	436
Proposed Works:	Asphalt Overlay, remove and reinstate kerbing
Associated Works:	Profile around side entry pit
Treatment cost :	\$96,394

Other comments



Existing issues:  
 Cracking

**SPENCERS BROOK ROAD (SLK14.6-16.4) – MOKINE**



Other Comments:

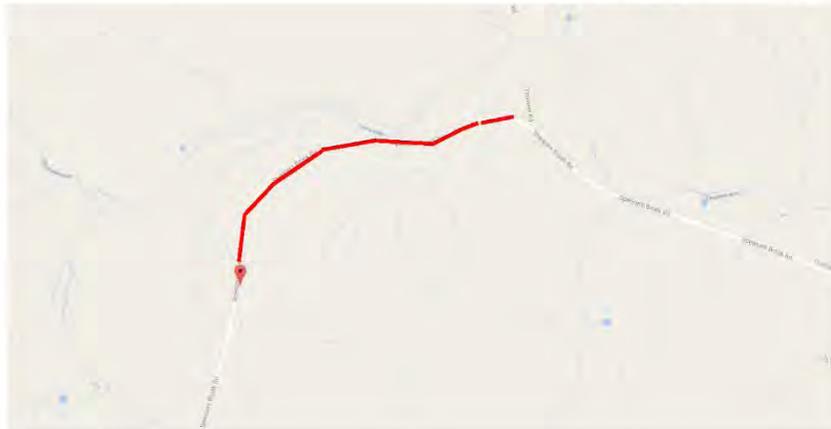


Road Hierarchy:	REGIONAL DISTRIBUTOR
RAV Route (Y/N):	YES
Bus Route (Y/N):	YES
Shire Focus (RRG):	YES
Trigger source:	RAMM
Ranking:	452
Proposed Works:	Widening to 8.3 m and Spray seal
Associated Works:	Culvert Extensions and v drains
Treatment cost:	\$227,985



Existing issues:  
Cracking

**SPENCERS BROOK ROAD (SLK11.90-14.60) – MOKINE**



Other Comments:

Road Hierarchy:	REGIONAL DISTRIBUTOR
RAV Route (Y/N):	YES
Bus Route (Y/N):	YES
Shire Focus (RRG):	YES
Trigger source:	RAMM
Ranking:	28
Proposed Works:	Widen and seal for 8.3 m road
Associated Works:	Cement stabilise road failures.
Treatment Cost:	\$349,064



Existing issues:  
 Surface Age, Cracking

**KATRINE ROAD (SLK 0.09-1.87)**



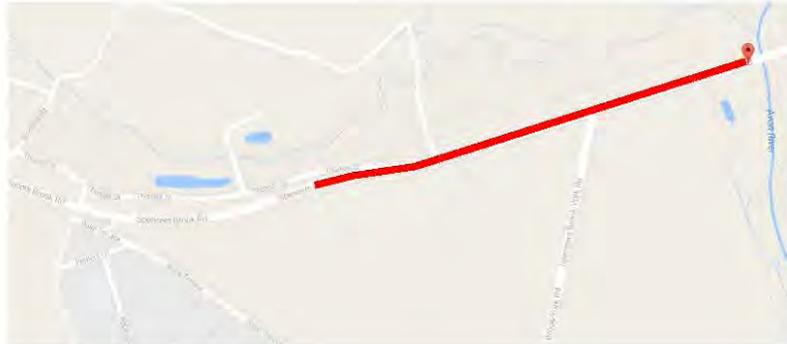
Road Hierarchy:	REGIONAL DISTRIBUTOR
RAV Route (Y/N):	YES
Bus Route (Y/N):	YES
Shire Focus (RRG):	Commodity grant approved
Trigger source:	RAMM
Ranking:	524
Proposed Works:	Road Widening to 7.5m
Associated Works:	Tree removal & Culvert extension
Treatment Cost:	\$200,170

Other Comments



Existing issues:  
 Roughness

**Spencers Brook Road (SLK7.4-8.2)**



Other Comments

Road Hierarchy:	REGIONAL DISTRIBUTOR
RAV Route (Y/N):	YES
Bus Route (Y/N):	YES
Shire Focus (RRG):	Black Spot
Trigger source:	RAMM
Ranking:	priority ranking 44
Proposed Works:	Road widening to 7m
Associated Works:	Culvert extension
Treatment cost:	\$141,672



Existing issues:  
 Cracking

**Spencers Brook Road (SLK16.4-17.4)**



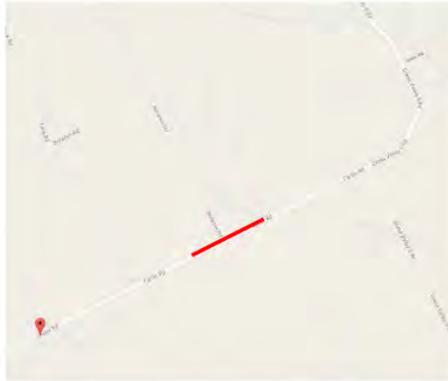
Other Comments:

Road Hierarchy:	REGIONAL DISTRIBUTOR
RAV Route (Y/N):	YES
Bus Route (Y/N):	YES
Shire Focus (RRG):	
Trigger source:	RAMM
Ranking:	448
Proposed Works:	Widening to 8.3m and Spray seal
Associated Works:	
Treatment cost:	\$203,391



Existing issues:  
Cracking

**Carter Road (SLK6.7-7.5)**



Other Comments:

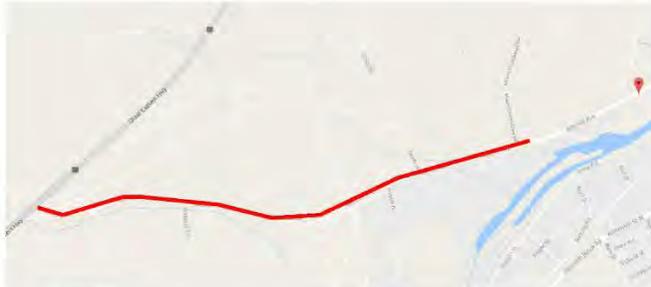


Road Hierarchy:	ACCESS ROAD
RAV Route (Y/N):	YES
Bus Route (Y/N):	YES
Shire Focus (RRG):	Commodity Route Funded
Trigger source:	RAMM
Ranking:	priority ranking 28
Proposed Works:	Asphalt Overlay, remove and reinstate kerbing
Associated Works:	Widening to 6m and Spray seal Additional drainage structures required for drainage improvements
Treatment cost :	\$172,699



Existing issues:  
Cracking

**Mitchell Ave (SLK1.7-4.1)**



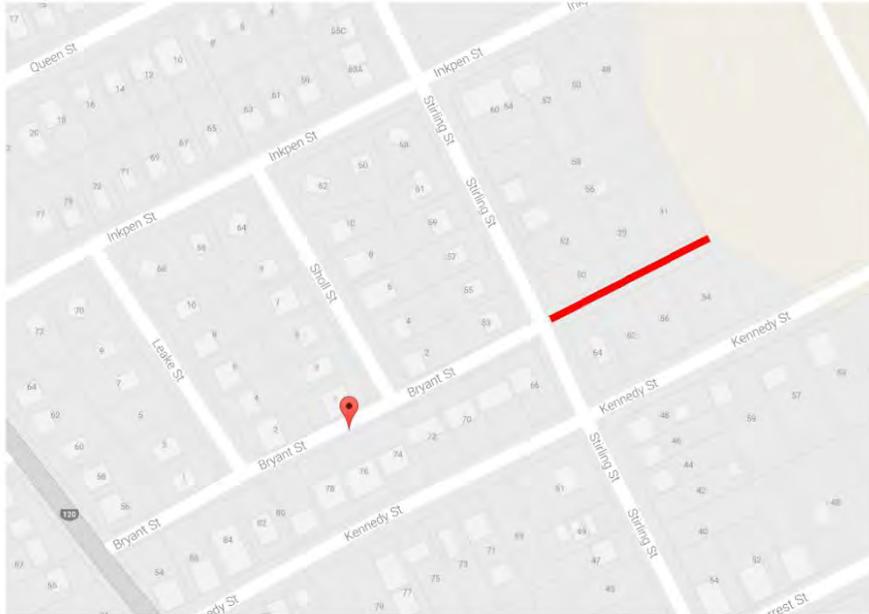
Road Hierarchy:	ACCESS ROAD
RAV Route (Y/N):	YES
Bus Route (Y/N):	YES
Shire Focus (RRG):	Blackspot Funding
Trigger source:	Internal
Ranking:	N /A
Proposed Works:	Vegetation clearing and drainage improvements
Treatment cost:	\$143,696

Existing issues:  
 Black spot, Hit by 3 vehicles in 5 years



Other Comments:

**A1- Bryant Street (Slk0.30-0.40)**

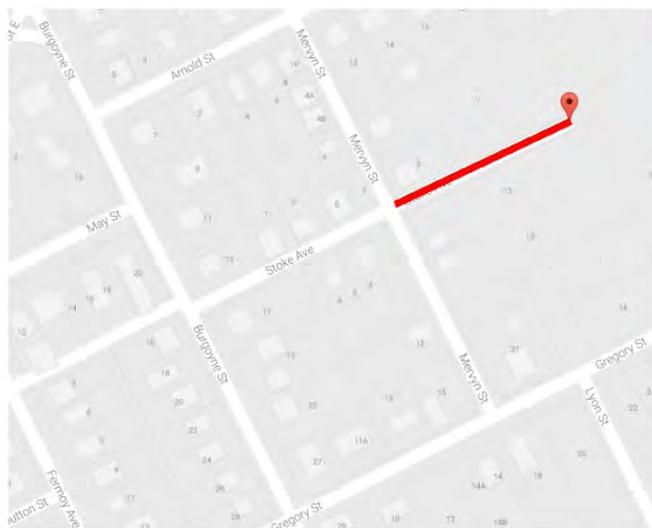


Other Comments:

Existing issues:  
 There is no access to the property

Road Hierarchy:	Access Road
RAV Route (Y/N):	YES
Bus Route (Y/N):	NO
Shire Focus (RRG):	NO
Trigger source:	ICS
Ranking:	N/A
Proposed Works:	New Gravel Road Construction
Associated Works:	V drains and embankment filling
Treatment cost :	\$47,952

Stoke Avenue (Slk 0.15-0.27) - Northam



Existing issues:  
All of Stoke Avenue is sealed except this section

Other Comments:

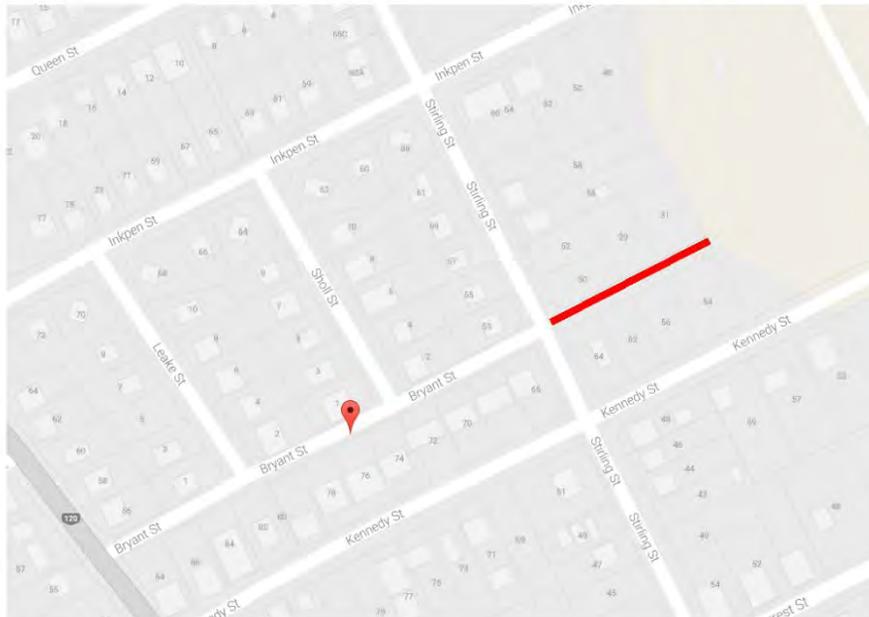
Road Hierarchy:	Access Road
RAV Route (Y/N):	NO
Bus Route (Y/N):	NO
Shire Focus (RRG):	
Trigger source:	ICS
Ranking:	N/A
Proposed Works:	Road asphaltting
Associated Works:	Install kerbs
Treatment cost:	\$57,925

**Attachment 3**

CONSIDERATION LIST (ICS'S and Community Meeting Requests)										Request
A1	BRYANT STREET	300	400	Stirling St	Culdesac	100	6.5	\$47,952	Request - (Included)	centre of town, unconstructed, no access to lots
A2	DYER ST	0	300	Lockyer Rd	End	300	6	\$212,124	Request	unconstructed
A3	BRIMBLECOMBE RD	0	175	Dyer St	End	175	6	\$164,238	Request	gravel road with significant drainage
A4	QUAMKADINE RD	0	5750	Meenaar South	Richter Street	5750	6.5	\$1,971,164	Request	gravel road required re-sconstruction/ culvert to link a bus route.
A5	DWYER RD	0	4920	outhern Brook Roa	Meenaar N Road	4920	6	\$1,533,578	Request	unconstructed swamp land - farmer
A6	FRANKISH RD RESERVE	0	200	Frankish Rd		200		\$94,949	Request	behind Bretheren development -
A8	Valencia Lane	0	1040	Jose Road	Culdesac	1040	6	\$409,540	Request	VALENCIA LANE HAS BEEN WASHED AWAY THERE ARE GULLIES AND
A9	Tamma Road	2680	4000	200m E Carlin	Chitty Road	1320	6	\$468,512	Request	here is part of the road which is a short cut into Northam but is only a 'track'.
A10	Haddril Road	2180	2380	Frenches Road		200	3.5	\$72,690	Request	Widening / Bituminous from rail to bridge & dual lane at frenches road
A10B	Frenches Road	80	240	80M from Haddril	Rail crossing	160	6.6	\$93,182	Request	Sealing
A11	Stoke Avenue	150	270	Mervyn Street	Culdesac	120	6.1	\$57,925	Request - (Included)	Mr Goulding has phoned and would like to request that the sealing of the unconstructed portion of Stoke Avenue (from where it interstects with Mervyn Street) to be added to the works
A12	Smith Road ( to bituminise)	2000	3370	100m S of Norwood St	no close road	1370	7		Request	Would like to know if Smith Road is listed to be sealed in the future
A13	Smith Road	5200	7370	no close road	End	2170	7	\$745,840	Request	2.1km of re-sheet & 1.3 km of sealing
A14	Chidlow Street	2690	3060	Clarkson Street	Burn Street	370	8.6	\$387,094	Request	Mr Gundry phoned to request that the Shire seal Chidlow Street, Lockyer Avenue & Dick Street adjacent to his property and also
A15	Hawke AVE Hawke Dr	1.7 0	1.97 0.7	Hyde Ave	Boronia Ave	1		\$71,863	Request	Sealing for cyclepath
A16	Wundabiniring Road	3960	4960	no close road	no close road	1000	6	\$310,480	Request	There is an "unofficial" extension to Wundabiniring Road Wootating that the local farmers are using to access their properties that is
A17	Balga Terrace	0	250	Zamia Terrace	Kingia Road	250	8.3	\$133,070	Request	The condition of Balga Terrace was raised at the Wundowie
A18	GILLETT ROAD	820	1340	Dr Dunlop Drive	Culdesac	520	7.2	\$225,762	Request	Community meeting held on 26 Seal Gravel road

### Attachment 4

#### A1- Bryant Street (Slk0.30-0.40)

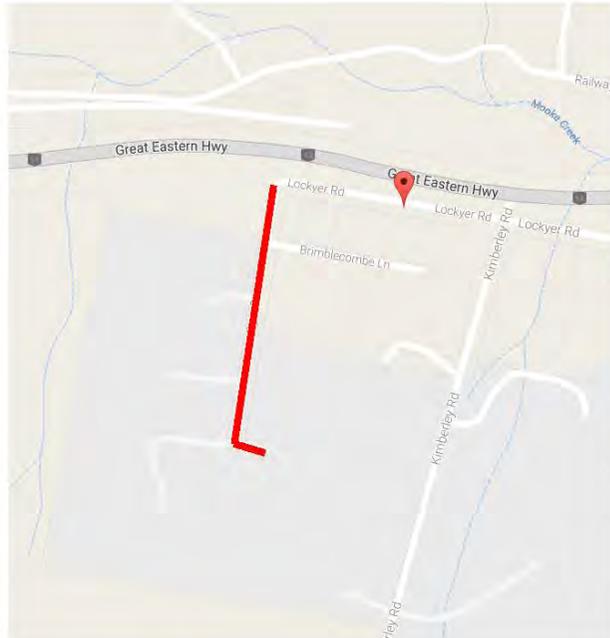


Other Comments:

Existing issues:  
 There is no access to the property

Road Hierarchy:	Access Road
RAV Route (Y/N):	YES
Bus Route (Y/N):	NO
Shire Focus (RRG):	NO
Trigger source:	ICS
Ranking:	N/A
Proposed Works:	New Gravel Road Construction
Associated Works:	V drains and embankment filling
Treatment cost :	\$47,952

**Dyer Street- Clackline**

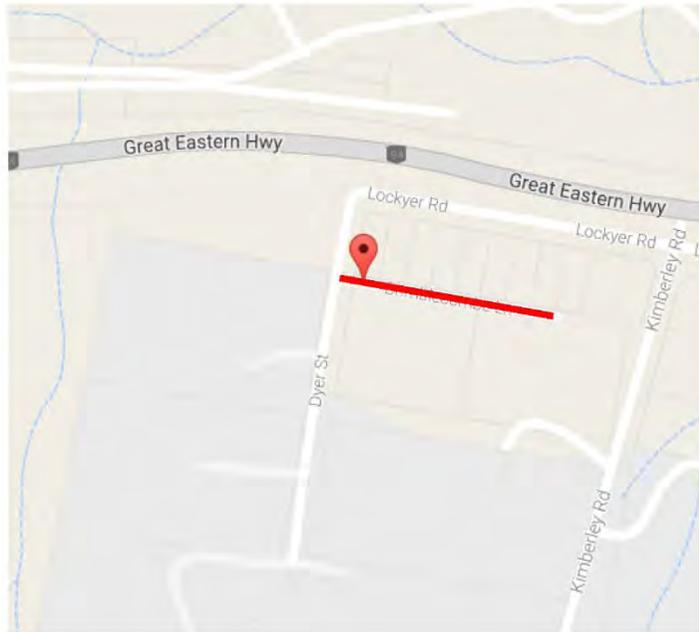


Existing issues:  
 Gravel road with drainage issues

Other Comments:  
 This is a gravel road within a small township

Road Hierarchy:	Access Road
RAV Route (Y/N):	NO
Bus Route (Y/N):	NO
Shire Focus (RRG):	NO
Trigger source:	ICS
Ranking:	
Proposed Works:	Resheeting
Associated Works:	V drains, Culvert crossings
Treatment cost:	\$177,762

**Brimblecombe Road Slk(0.000-0.175) - Clackline**



Other Comments:



Existing issues:  
 Flooding and damage to property

Road Hierarchy:	Access Road
RAV Route (Y/N):	YES
Bus Route (Y/N):	NO
Shire Focus (RRG):	
Trigger source:	ICS
Ranking:	
Proposed Works:	Resheeting
Associated Works:	Drainage easement and drain to Lockyer road.
Treatment cost :	\$140,191

**Quamkadne Road SIK(0.00-5.75) - Meenaar**



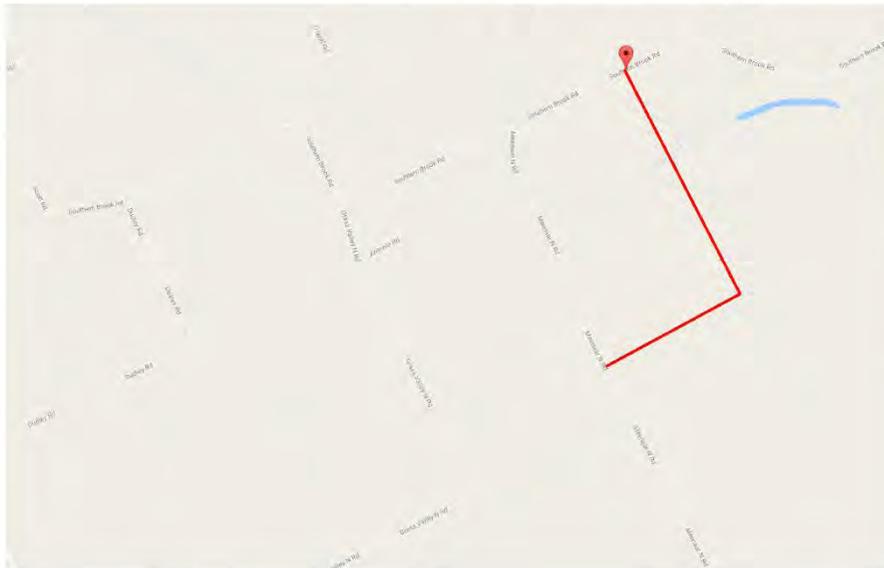
Existing issues:  
 Narrow route. Require a standard road for Bus route.

Other Comments:  
 Local families have requested this road to be constructed to link the existing school bus route. Between Parker Road and Richter Road.

The road has swampy marshland area which will require a floodway culvert to be constructed. The existing track also contains heavy volumes of sandy soils will be need to be replaced with imported granular materials.

Road Hierarchy:	Access Road
RAV Route (Y/N):	NO
Bus Route (Y/N):	Proposed
Shire Focus (RRG):	
Trigger source:	ICS
Ranking:	
Proposed Works:	Widen road for buses and culvert installation at floodways
Associated Works:	New culvert crossing with embankments to avoid flooding.
Treatment cost:	\$1,971,164

Dwyer Road S1k (0.00-4.92) – Southern Brook



Existing issues:  
Unconstructed swamp land - farmer requires access

Road Hierarchy:	Access Road
RAV Route (Y/N):	No
Bus Route (Y/N):	NO
Shire Focus (RRG):	
Trigger source:	
Ranking:	
Proposed Works:	Clear vegetation & construct gravel road
Associated Works:	Rock Breaking & Drainage
Treatment cost:	\$1,533,578

Other Comments  
The local resident has requested this road to be constructed to gain access to lots during harvest periods. The area is heavily overgrown and has not previously had any formal road constructed in the in some sections

**Frankish Road Reserve (Slk0.00-0.20) - Northam**



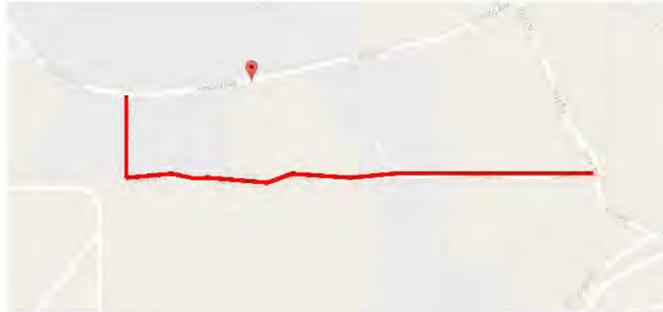
Road Hierarchy:	Reserve
RAV Route (Y/N):	NO
Bus Route (Y/N):	NO
Shire Focus (RRG):	NO
Trigger source:	ICS
Ranking:	N/A
Proposed Works:	Sealing and installing drainage pipes.
Associated Works:	
Treatment cost :	\$94,949

Existing issues: Drainage Issues



Other Comments:

Valencia Lane Slk 0.00-1.04 Bakers Hill



Road Hierarchy:	Access Road
RAV Route (Y/N):	YES
Bus Route (Y/N):	NO
Shire Focus (RRG):	NO
Trigger source:	ICS
Ranking:	N/A
Proposed Works:	Regravel with V Drain.
Associated Works:	Drains & driveway culverts
Treatment cost :	\$409,540

Existing issues: Drainage Issues

Other Comments:

**Tamma Road (Slk2.68-4.00) – Bakers Hill**

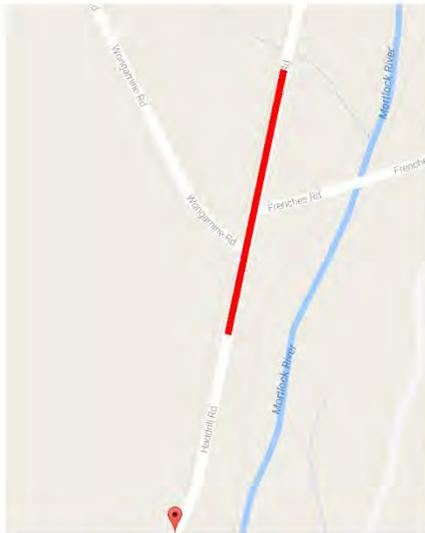


Existing issues:  
 Narrow gravel road. Used by heavy vehicles and residents to access Northam.

Other Comments:

Road Hierarchy:	Access Road
RAV Route (Y/N):	YES
Bus Route (Y/N):	NO
Shire Focus (RRG):	
Trigger source:	ICS – Request to be sealed
Ranking:	
Exiting issues:	It is only a track. Require a proper road and to be sealed.
Proposed Works:	Widening and Sealing
Associated Works:	Drainage culverts
Treatment cost:	\$468,512

**Haddrill Road (Slk 2.18-2.38) - Irish Town**

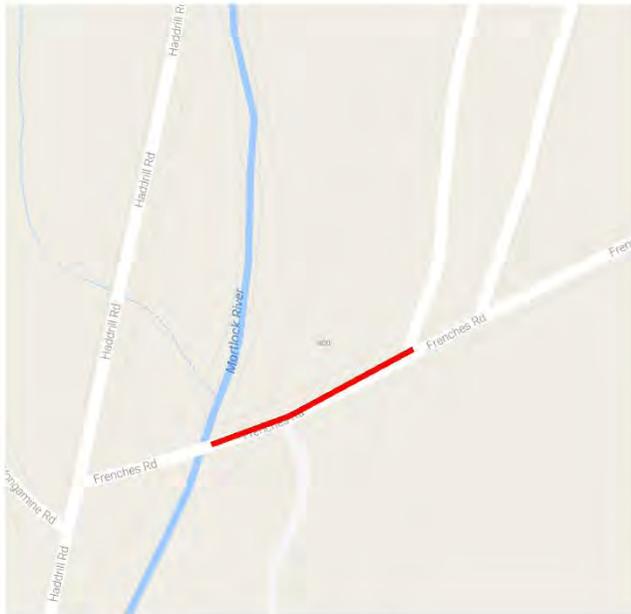


Road Hierarchy:	Access Road
RAV Route (Y/N):	YES
Bus Route (Y/N):	NO
Shire Focus (RRG):	
Trigger source:	ICS
Ranking:	
Proposed Works:	Slip road to Frenches Road
Associated Works:	Kerb removal and widening of Haddrill road
Treatment cost:	\$72,690

Existing issues:  
Turning issues on to Frenches Road.

Other Comments:

**Frenches Road (Slk0.08-0.24) - Irish Town**



Road Hierarchy:	Access Road
RAV Route (Y/N):	NO
Bus Route (Y/N):	NO
Shire Focus (RRG):	
Trigger source:	ICS
Ranking:	N/A
Proposed Works:	Culverts under driveway and spray sealing for 160M.
No works over rail.	
Treatment cost:	\$93,182

Other Comments:

Existing issues:  
Road is sealed from Hadrill up to bridge. Require continuation of seal up to rail crossing

Stoke Avenue (Slk 0.15-0.27) - Northam

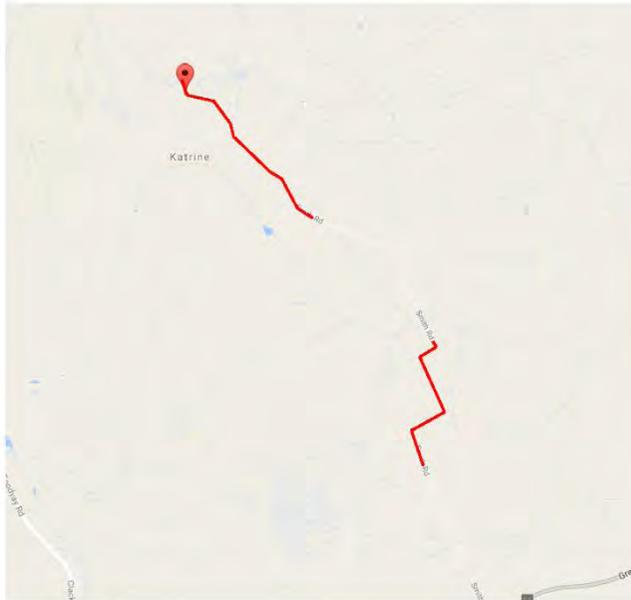


Existing issues:  
All of Stoke Avenue is sealed except this section

Other Comments:

Road Hierarchy:	Access Road
RAV Route (Y/N):	NO
Bus Route (Y/N):	NO
Shire Focus (RRG):	
Trigger source:	ICS
Ranking:	N/A
Proposed Works:	Road asphaltting
Associated Works:	Install kerbs
Treatment cost:	\$57,925

**Smith Road (Slk 5.20-7.37) – Clackline &  
Smith Road (Slk 2.00-3.37)-Clackline**



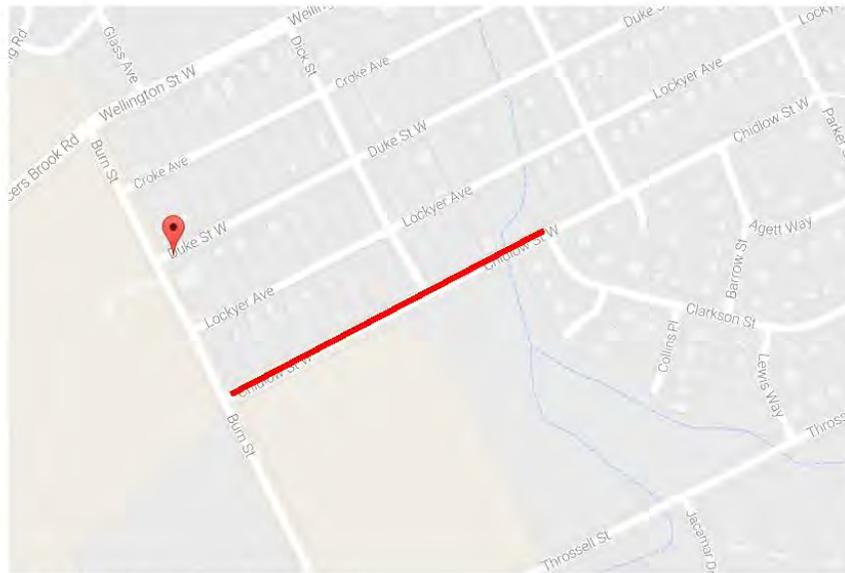
Other Comments:



Road Hierarchy:	Access Road
RAV Route (Y/N):	
Bus Route (Y/N):	Yes
Shire Focus (RRG):	
Trigger source:	ICS
Ranking:	N/A
Proposed Works:	Sealing required from Slk2.00 to 3.37 & Resheeting from Slk5.2-7.37
Associated Works:	V drains
Treatment cost:	\$348,990

Existing issues: Corrugated surfaces

**Chidlow Street – Northam (SIk2.69-3.06)**



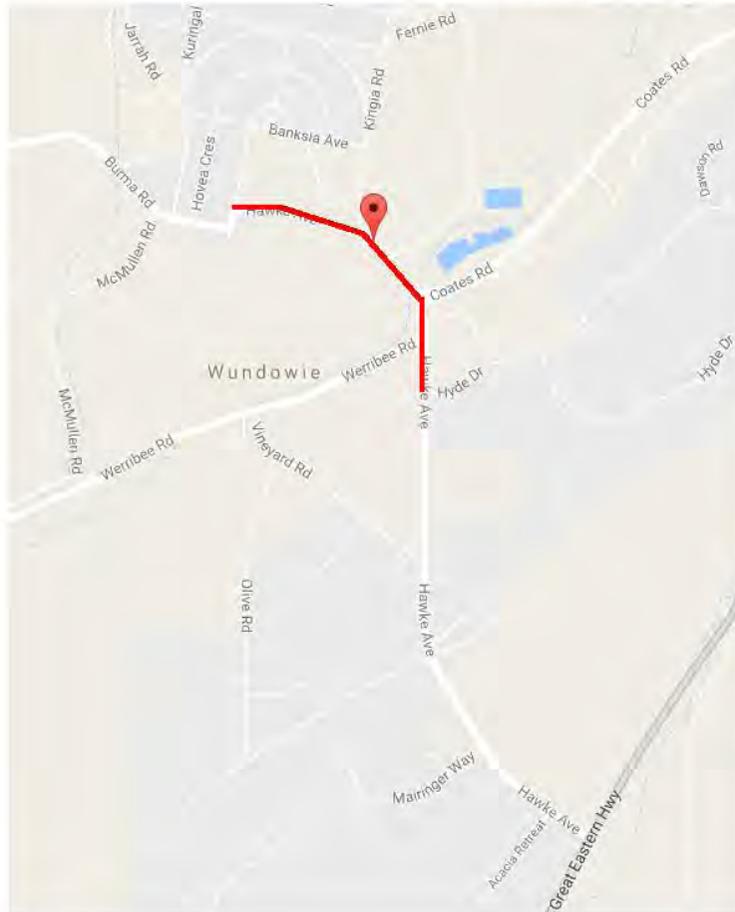
Existing issues:

Other Comments:

This portion of Chidlow Street is not sealed which is within a townsite

Road Hierarchy:	Access Road
RAV Route (Y/N):	No
Bus Route (Y/N):	No
Shire Focus (RRG):	
Trigger source:	ICS
Ranking:	N/A
Proposed Works:	Asphalt overlay and kerb installation.
Associated Works:	Pit & piped Drainage
Treatment cost:	\$387,094

**Hawke Ave (Slk1.70-1.66) & Hawke Drive (Slk0-0.7) - Wundowie**



Existing issues:  
 Road widening for safer cycle path

Other Comments:

Road Hierarchy: Access Road

RAV Route (Y/N): N

Bus Route (Y/N): Y

Shire Focus (RRG):

Trigger source: ICS

Ranking:

Existing issues: Road widening for safer cycle path

Proposed Works: Widen Road for 2m

Associated Works: Signs & street markings required

Treatment cost: \$71,863

Wundabiniring Road – Woottating Slk3.96 -4.96

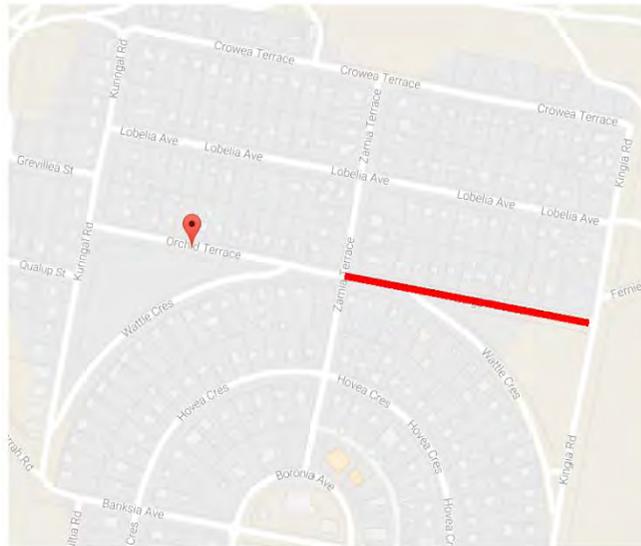


Road Hierarchy: Access Road  
RAV Route (Y/N): N  
Bus Route (Y/N): NO  
Shire Focus (RRG):  
Trigger source: ICS  
Ranking:  
Proposed Works: Access for local farmers  
Associated Works: Road to construct as a gravel road  
Treatment cost : \$310,480

Existing issues:  
No properly constructed road. Property owners are using a "track" in poor condition to access properties.

Other Comments:

**Balga Tce - WUNDOWIE**



Existing issues:  
 Cracking, Tree root damage

Road Hierarchy:	Access Road
RAV Route (Y/N):	YES
Bus Route (Y/N):	NO
Shire Focus (RRG):	
Trigger source:	
Ranking:	
Proposed Works:	Asphalt Overlay, remove and reinstate kerbing
Associated Works:	Upgrading of kerb
Treatment cost :	\$133,070

Other Comments:

**Gillett Road – Northam (SLK 0.820-1.340)**



Existing issues: Dust

Other comments:

Road Hierarchy:	Access Road
RAV Route (Y/N):	YES
Bus Route (Y/N):	NO
Shire Focus (RRG):	
Trigger source:	ICS
Ranking:	
Proposed Works:	Seal Gravel Road
Associated Works:	V drain for Drainage
Treatment cost :	\$225,762

Attachment 5

No	Road Name	Start	End	From	To	Length	Width	New Width	Treatment Cost	Year
<b>SUGGESTED ROAD PROGRAM 2018/2019 (Year 2)</b>										2
10	ROBINSON STREET D:2	170	650	Forrest St	Hospital access	480	6.8	6.8	\$ 300,715.25	2
19	CHARLES STREET	570	1070	Duke St	Throssell St	500	6.9	6.9	\$ 362,257.89	2
26	DUMBARTON ROAD	4080	5260		toward shire bdy	1180	3.7	7	\$ 236,260.75	2
28	GRASS VALLEY SOUTH ROA	0	3160	Keane St	Leeming Rd	3160	3.85	7	\$ 518,919.09	2
30	EAST STREET	0	700	Peel Tce	Northey St	700	9.9	9.9	\$ 69,300.00	2
37	MUDALLA WAY	0	100	Hutt St	Perina Way	100	6.4	6.4	\$ 16,000.00	2
39	ZAMIA TERRACE	0	480	Boronia Ave	Crowea Tce	480	9.5	9.5	\$ 295,049.40	2
41	BURN STREET SOUTH	0	560			560	7.9	7.9	\$ 35,392.00	2
50	DE CASTILLA ROAD	0	1000	GEH	Hill Rd	1000	3.86	7	\$ 239,730	2
170	JENNAPULLIN ROAD	320	580	GEH underpass	Clyedsdale Rd	250	4.7	7	\$ 62,812.53	2
176	SOUTHERN BROOK ROAD	9000	11000			2000	5.8	7	\$ 283,918.65	2
359	LINLEY VALLEY ROAD	0	810	GEH	Shire Bdy	810	7	7	\$45,360.00	2
405	JENNAPULLIN ROAD	9240	11200	100m N of S Brook	no close road	1960	3.8	7	\$ 297,621.73	2
437	FOREMAN STREET	0	130	Old York Rd	Cul-De-Sac	130	8	8	\$ 103,914.60	2
	Gravel Re-Sheet								\$ 400,000.00	2
									<b>\$ 3,267,251.46</b>	

## 12.3 DEVELOPMENT SERVICES

### 12.3.1 Mid-west Wheatbelt (Central) Joint Development Assessment Panel (Wheatbelt Joint DAP) - Local Government Nominations for 2017

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	3.1.9.1
<b>Reporting Officer:</b>	Kobus Nieuwoudt Manager Planning Services
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Council is asked to nominate two elected members to act as representatives, and two elected members to act as proxy representatives for the Shire of Northam on the Mid-west Wheatbelt (Central) Joint Development Assessment Panel (Wheatbelt Joint DAP), due to the existing members' appointments expiring on 26 April 2017.

#### ATTACHMENTS

Nil.

#### BACKGROUND / DETAILS

The Shire has recently received correspondence from the Development Assessment Panels (DAPs) advising that current DAP member appointments expire on 26 April 2017.

Under regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Council is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on the Mid-West Wheatbelt (Central) Joint Development Assessment Panel as required.

The Panel advises that nominations are required to be received by 28 February 2017.

At the Ordinary Council Meeting held on 21 January 2015, Council appointed Councillors Rumjantsev and Hughes as two local members, and Councillor Beresford and former Councillor Llewellyn as alternate local members (proxies).

### **About DAPs**

As a key component of planning reform in Western Australia, DAPs are intended to enhance planning expertise in decision-making by improving the balance between technical advice and local knowledge.

Each DAP consists of five panel members, three being specialist members and two local government councillors.

Under the DAP regulations, each DAP (there are 8 JDAPs in WA) will determine development applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme. The DAP regulations state that DAP applications cannot be determined by local government or the Western Australian Planning Commission (WAPC).

### **Administration of DAPs**

Under the DAP regulations, DAPs must be administered by an officer(s) of the Department of Planning, and the CEO of the Department must establish a DAP website.

Development Assessment Panels report directly to the Minister for Planning, and do not form part of the Department of Planning or the Western Australian Planning Commission.

## **CONSIDERATIONS**

### **Strategic Community / Corporate Business Plan**

Objective G1: Provide accountable and transparent leadership.

Strategy G1.2: Integrate planning, resources and reporting.

### **Financial / Resource Implications**

There are no financial and/or resource implications for the Shire as a result of the recommendations from this report.

### **Legislative Compliance**

Pursuant to Regulation 26 (1) of the *Planning and Development (Development Assessment Panels) Regulations 2011* (the DAP regulations), the Minister for Planning must cause to be established and maintained a register of local government members of Joint Development Assessment Panels (JDAPs).

The register must include the names of 2 members of the council of each local government of a district for which a JDAP is established. Following receipt of all local government nominations, the Hon. Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020. All

appointed local members will be placed on the local government member register and advised of DAP training dates and times.

### **Policy Implications**

There are no policy implications for the Shire of the recommendations of this report.

### **Stake Holder Engagement / Consultation**

Nil.

### **Risk Implications**

It is considered there are no risk implications for the Shire of the recommendations of this report.

### **OFFICER'S COMMENT**

It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training.

When selecting nominees, Council should consider that upcoming local government elections may result in a change to DAP membership if current councillors, who are DAP members, are not re-elected. If members are not re-elected, Council will need to re-nominate for the Minister's consideration.

#### **RECOMMENDATION**

##### **That Council:**

- 1. Appoints as local members on the Mid-West Wheatbelt (Central) Joint Development Assessment Panel –**

Cr \_\_\_\_\_; and

Cr \_\_\_\_\_.

- 2. Appoints as alternate local members (proxies) on the Mid-West Wheatbelt (Central) Joint Development Assessment Panel –**

Cr \_\_\_\_\_; and

Cr \_\_\_\_\_.



Government of Western Australia  
Development Assessment Panels

3.1.9.1  
J6+251.

OUT Our Ref: DP/12/00609  
Chadd Enquiries: DAP Secretariat  
Kobes Telephone: 6551 9919

Mr Jason Whiteaker  
Chief Executive Officer  
Shire of Northam  
PO Box 613  
NORTHAM WA 6401

Dear Mr <sup>Jason</sup> Whiteaker,

#### DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

As you would be aware, Development Assessment Panels (DAP) member appointments expire on 26 April 2017.

Members whose term has expired will be eligible for re-consideration at this time. Under regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011* (DAP Regulations), your local council is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on your respective DAP as required. The local government nominations process require online submissions at the following - <https://consultation.planning.wa.gov.au/office-of-the-director-general/fec6cd28>  
**Nominations are required to be received by 28 February 2017.**

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

When selecting nominees, the Council should consider that local government elections may result in a change to DAP membership if current councillors, who are DAP members, are not re-elected. If members are not re-elected, the local government will need to re-nominate for the Minister's consideration. DAP members are entitled to be paid for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment. Further details can be found in the *Premier's circular – State Government Boards and Committees Circular (2010/02)*.

If you have any queries regarding this request for nominations, please contact the DAPs secretariat on (08) 6551 9919 or email [daps@planning.wa.gov.au](mailto:daps@planning.wa.gov.au). Further information is available online at <https://www.planning.wa.gov.au/Development-Assessment-Panels.asp>.

Yours sincerely



Gail McGowan  
Director General

7 January 2017

Postal address: Locked Bag 2506 Perth WA Street address: 140 William Street Perth WA 6000  
Tel: (08) 655 19000 Fax: (08) 655 19001 [corporate@planning.wa.gov.au](mailto:corporate@planning.wa.gov.au) [www.planning.wa.gov.au](http://www.planning.wa.gov.au)  
ABN 79 051 750 680  
[wa.gov.au](http://wa.gov.au)

### 12.3.2 Application for Development Approval – Proposed Outbuilding – Lot 50 (No.75) Duke Street, Northam

<b>Address:</b>	Lot 50 (No.75) Duke Street, Northam
<b>Applicant:</b>	J&A Building
<b>Owner:</b>	Sandra Lloyd & Garry Orr
<b>File Reference:</b>	A10585 / P16141
<b>Reporting Officer:</b>	Kobus Nieuwoudt Manager Planning Services
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Council is requested to consider an application for development approval for an outbuilding at Lot 50 (No.75) Duke Street, Northam.

This application is being referred to Council as the application is proposing an outbuilding that has a side boundary setback variation of 0.5m and is more than 20% oversized and inconsistent with Council's Local Planning Policy 1 – Outbuildings.

The Officer's recommendation is to approve the development application subject to conditions.

#### ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Site Plan, Floor Plan & Elevations.
- Attachment 3: Schedule of Submissions.
- Attachment 4: Letter of Justification.

#### BACKGROUND / DETAILS

No.75 Duke Street, Northam is comprised of three separate titles being Lots 154, 4 and the subject site, Lot 50. The three lots have an aggregate area of 2,363m<sup>2</sup>. Lot 50 is the smallest of the three lots and is 610m<sup>2</sup> in area. No.75 Duke Street is zoned 'Residential R40' under Local Planning Scheme No.6 (the Scheme) and contains a Single House dating from the early 1900s which has been constructed across the boundaries of the three lots. Refer **Attachment 1** – Location Plan.

The Proposal

The proposed outbuilding is located within the boundaries of Lot 50 and comprises of two parts, a 54m<sup>2</sup> enclosed colorbond clad outbuilding and a 42m<sup>2</sup> wraparound lean to on two sides of the outbuilding. The proposed outbuilding has an aggregate floor area of 96m<sup>2</sup> with a wall height of 3m and a ridge height of 4.3m and is setback 1m from the south-western side boundary. Refer **Attachment 2**– Site Plan, Floor Plan and Elevations.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective P1: Promote a diverse mix of development opportunities throughout the Shire.

Strategy P1.1: Ensure Council land use planning is in place and reflective of established objectives.

LPP1 sets reasonable parameters for development to ensure balance between the maintenance of lifestyle objectives and amenity objectives for the Shire as a whole.

### Financial / Resource Implications

There are no financial or budgetary implications for the Shire in relation to the recommendations of this report.

### Legislative Compliance

#### Local Planning Scheme No.6

75 Duke Street, Northam is zoned 'Residential R40'. Lot 50 has a legal area of 610m<sup>2</sup>, Lot 4 – 913m<sup>2</sup>, and Lot 154 – 840m<sup>2</sup>.

### Policy Implications

#### Local Planning Policy 1 - Outbuildings

Council's Local Planning Policy for Outbuildings states as follows:

#### *Maximum Combined Floor Area*

*"Combined Floor Area of Outbuildings" is defined in the policy as 'the total roof area of all outbuildings located on the subject land'.*

Table 2 outlines the maximum floor area allowable under this policy in each zone as follows:

*Table 2 - Maximum Floor Areas*

<i>Zone</i>	<i>Maximum Floor Area (combined)</i>
<i>Residential R20-R40</i>	<i>80m<sup>2</sup> or 10% of the site area whichever is the lesser.</i>

Lot 50 Duke Street has an area of 610m<sup>2</sup>, therefore under LPP1, the maximum permitted floor area for outbuildings on this lot is 10% of 610m<sup>2</sup> = 61m<sup>2</sup>. Therefore under the strict application of the policy, the proposed 96m<sup>2</sup> outbuilding is 35m<sup>2</sup> oversized.

#### State Planning Policy 3.1 - Residential Design Codes of Western Australia

As the subject site is zoned Residential, the Residential Design Codes (R-Codes) apply. Section 5.4.3 of the R-Codes specifies that Outbuildings are required to comply with the following deemed-to-comply criteria;

*C3 iii. Collectively do not exceed 60m<sup>2</sup> in area or 10 per cent in aggregate of the site area, whichever is the lesser;*

Local Planning Policy 1 – Outbuildings allows a maximum of 80m<sup>2</sup> in lieu of 60m<sup>2</sup> permitted under the R-Codes in recognition of the lifestyle demand for larger shed sizes in the Northam Shire than in the Perth metropolitan areas.

The proposed outbuilding has an aggregate floor area of 96m<sup>2</sup>

*C3 viii. Are set back in accordance with Tables 2a and 2b.*

As the proposed outbuilding does not contain any major openings (i.e. doors/windows) facing the side boundary only Table 2a applies. Table 2a specifies that buildings with a wall height of 3.5m or less that have a length of more than 9m are to be setback a minimum of 1.5m from the side boundary.

The proposed outbuilding has a side boundary setback to the south-western side boundary of 1m.

#### **Stake Holder Engagement / Consultation**

Officers gave notice of the application on 16<sup>th</sup> December 2016 to surrounding landowners located directly adjacent to the location of the proposed shed in accordance with Local Planning Policy 20 – Advertising of Planning Proposals.

A total of two (2) submissions were received during the public advertising period citing no objection to the proposal. Refer **Attachment 3** – Schedule of Submissions.

#### **Risk Implications**

Nil.

#### **OFFICER'S COMMENT**

The application is proposing two variations to Local Planning Policy 1 – Outbuildings and the Residential Design Codes of Western Australia being the increased floor area and the reduction in the side boundary setback. These variations are discussed in detail below.

#### Side Setback Variation

It is considered in proposing a setback variation of 1m in lieu of the minimum 1.5m to the south-western side boundary. The minimum side boundary setbacks are determined under the R-Codes and are based on the height, length and location of major openings (such as windows) within the wall.

It is considered, from a planning perspective, that the proposed setback variation is acceptable due to the lack of windows in the south-western wall and the presence of other non-habitable outbuildings with reduced setbacks on the adjoining properties adjacent, which would not result in any privacy or overshadowing concerns.

#### Floor Area Variation

Lot 50 Duke Street has an area of 610m<sup>2</sup>, therefore under LPP1, the maximum permitted floor area for outbuildings on this lot is 61m<sup>2</sup>. Under LPP1, the proposed 96m<sup>2</sup> outbuilding is 35m<sup>2</sup> oversized.

However, due to the house being constructed over the three titles, it is considered that the only way that the titles could only be sold individually would be if parts of the house were demolished. Therefore, planning staff deem it appropriate that the three titles should be treated as one lot for the purposes of assessing this proposal.

Therefore, the maximum permitted floor area for outbuildings on this lot would be 80m<sup>2</sup> and the proposed outbuilding is 16m<sup>2</sup> (20%) oversized.

As detailed in the background section of the report, the landowner has detailed justification for requesting a variation to LPP1. **Refer Attachment 4 – Letter of Justification.** The applicant has specified that she wishes a variation to LPP1 because of the desired shaded area for gardening activities and storage area it would provide.

#### Conclusion

It is considered that it is highly unlikely that the any further intensification of development could take place on these lots unless the house was demolished due to the house being located across the three boundaries. Due to the size of the three land holdings exceeding 2,000m<sup>2</sup>, it is considered that the bulk and scale of the proposed 96m<sup>2</sup> to be acceptable given the size of the property.

Furthermore, the proposal has been assessed and found unlikely to have any potential detrimental impact upon the adjoining land owners or the

streetscape due to it being well setback from the street and adjoining houses. It is therefore recommended that Council grant approval subject to conditions as outlined in the Officer's recommendation.

### **RECOMMENDATION**

**That Council grants Development Approval for the proposed outbuilding at Lot 50 No.75 Duke Street, Northam as outlined in the Application received 9<sup>th</sup> December 2016 (Application P16141) subject to the following conditions:**

#### **GENERAL CONDITIONS**

- 1. The development hereby permitted must substantially commence within two years from the date of this determination notice.**
- 2. The development hereby permitted taking place in accordance with the approved plans dated 25/01/2017.**
- 3. The stormwater shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.**
- 4. Use of the outbuilding shall be for domestic purposes only.**
- 5. The outbuilding shall not be used for human habitation at any given time.**
- 6. External roof and wall cladding of the outbuilding to be pre-painted steel sheeting, such as the product known as 'Colorbond'.**

#### **CONDITIONS REQUIRING ONGOING COMPLIANCE**

- 7. The on-site drainage system shall be maintained on an ongoing basis to the satisfaction of the local government.**

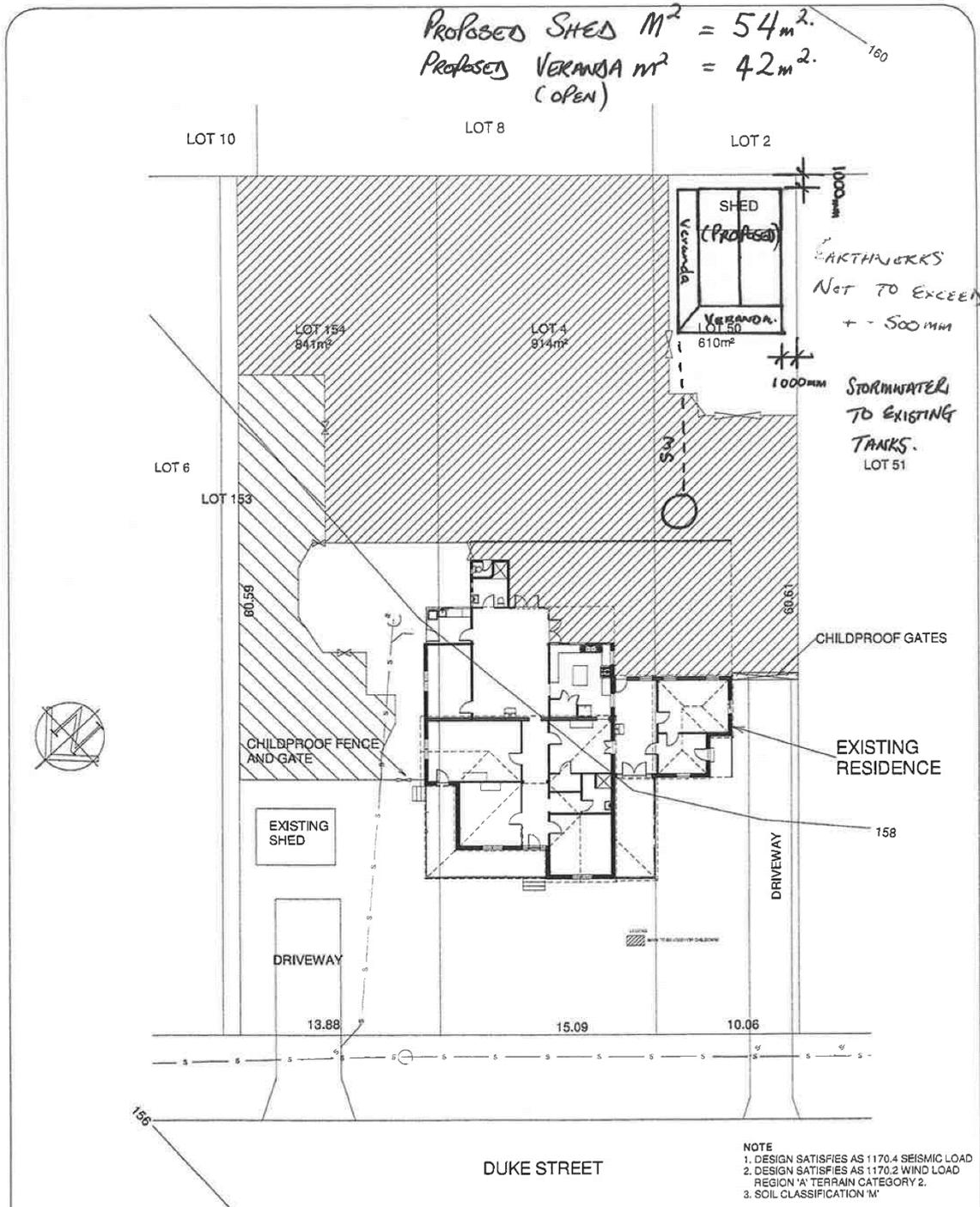
Attachment 1



**Attachment 2**

**PROPOSED Colorbond Shed & VERANDA**

PROPOSED SHED M<sup>2</sup> = 54m<sup>2</sup>.  
 PROPOSED VERANDA M<sup>2</sup> = 42m<sup>2</sup>.  
 (OPEN)



NOTE  
 1. DESIGN SATISFIES AS 1170.4 SEISMIC LOAD  
 2. DESIGN SATISFIES AS 1170.2 WIND LOAD REGION 'A' TERRAIN CATEGORY 2.  
 3. SOIL CLASSIFICATION 'M'

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>  ABN 44 819 114 721 56 WOODLEY FARM DRIVE NORTHAM W.A. 8401 PHONE/FAX (08) 9822 2818 MOBILE 0419 909 485 e-mail : avonvds@bigpond.com	PROJECT EXISTING RESIDENCE LUMSDEN HOUSE LOTS 154,4 & 50 - 75 DUKE STREET NORTHAM	<b>SITE PLAN</b>
			DRAWN S.R.C. DATE SCALE JULY 2012 1:200
			JOB NUMBER SHEET NO ISSUE 12002 1 A

PRINTED 10:24:17 AM 5/09/2012 VERSION X4



J & A Building Pty Ltd t/a  
Shed Boss Northam  
4/12 Yilgam Avenue  
Northam WA 6401  
Ph. 08 9622 5535  
Fax. n/a  
ABN 68 954 804 501

## Plan Sheet

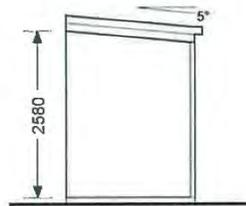
Customer Sandra Lloyd  
Site Address 75 Duke Street  
Suburb Northam WA 6401

Project 1220-5-Lloyd  
Lot on Plan  
Wind Speed 39 m/s

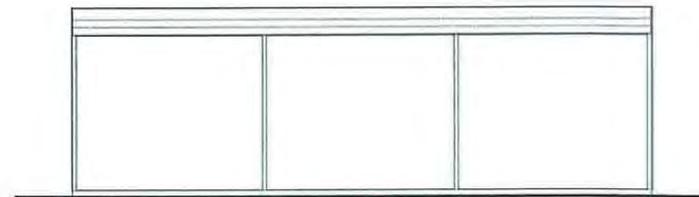
These drawings are to be read in conjunction  
with Shed Boss standard structural detail drawings.  
Use figured dimensions only.  
Note! Drawing is NOT TO SCALE



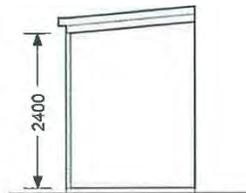
FLOOR PLAN



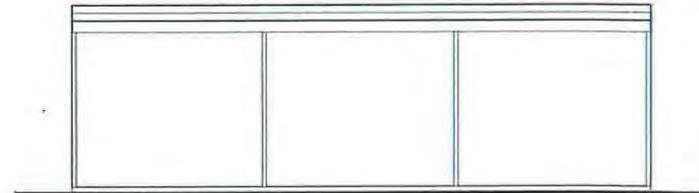
1. FRONT ELEVATION



2. RIGHT ELEVATION



3. REAR ELEVATION



4. LEFT ELEVATION

1220-5-Lloyd Sandra Lloyd Create / Print [23.00.56.20160803 / 23.00.62.20161114] Printed: Wed, 07-Dec-2016 Page 1/1



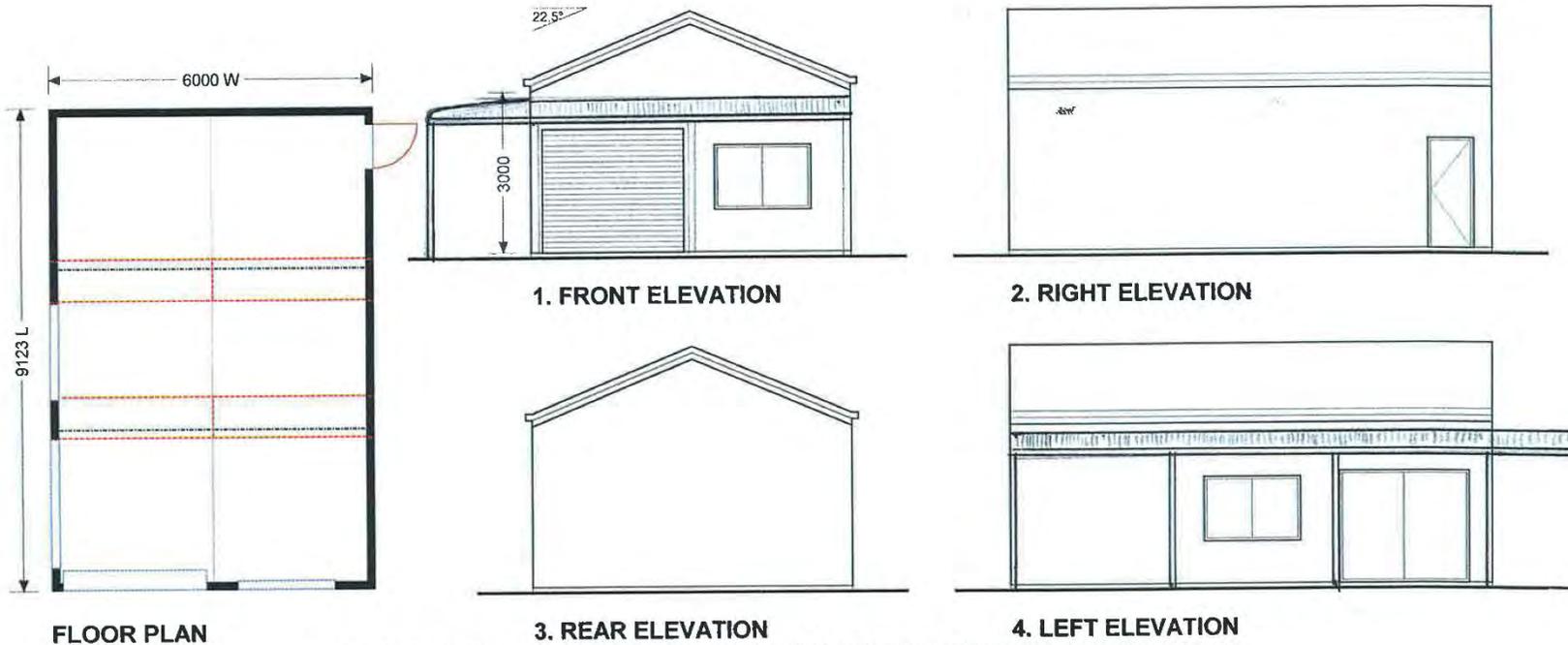
J & A Building Pty Ltd t/a  
Shed Boss Northam  
4/12 Yilgarn Avenue  
Northam WA 6401  
Ph. 08 9622 5535  
Fax. n/a  
ABN 68 954 804 501

## Plan Sheet

Customer Sandra Lloyd  
Site Address 75 Duke Street  
Suburb Northam WA 6401

Project 1221-Lloyd  
Lot on Plan  
Wind Speed 39 m/s

These drawings are to be read in conjunction  
with Shed Boss standard structural detail drawings.  
Use figured dimensions only.  
Note! Drawing is NOT TO SCALE



1221-Lloyd Sandra Lloyd Create / Print [23.00.56.20160803 / 23.00.56.20160803] Printed: Wed, 12-Oct-2016 Page 1/1

**Attachment 3**

<b>Shire of Northam Local Planning Scheme No.6                  Proposed Outbuilding – 75 Duke Street, Northam                  Schedule of Submissions</b>				
Number	Name	Summary of Submission	Key Themes Identified in Submission	Officers Comments
1	Jan & Eddie Freeman-Smith 79 Duke Street, Northam	Not affected. The erection of the shed will not affect us in any way and we are happy for its erection to go ahead.	<i>No Objection</i>	Noted.
2	Patrick and Sharon Skulley 82 Chidlow Street, Northam	No Objection	<i>No Objection</i>	Noted.

## Attachment 4

4 January 2017

Courtney Wynn  
Planning Officer  
Shire of Northam  
PO Box 613  
Northam WA 6401

Ref: A10585 / P16141

Dear Courtney

We would like Council to consider allowing us to build our shed as planned. We have given considerable thought to the design, placement, colour and size of the outbuilding to suit our purposes. We have at all times throughout the process considered the visual impact on our neighbours and the aesthetics to ensure that the shed fits within the size and style of our property. Every stage of the construction is designed to have minimal impact on our existing trees and gardens.

In addition to creating an effective workable design and safe easily accessible space, we have planned to store all of our dry firewood, trailer, gardening and maintenance equipment in the one area. This will allow me to operate my family day care business safely and effectively, while allowing the children access to as much licenced area as possible.

The lean-to that puts us oversize will:

- Accommodate dry firewood storage
- Provide a shaded area for a potting bench
- Create an undercover area for general household equipment maintenance and repair
- Provide an undercover area for trailer storage

The shed will be large enough to accommodate ease of access and storage for large ride-ons, play equipment and toys.

In terms of addressing the Local Planning Policy No.1 on Outbuildings, we understand that the outbuilding is not consistent with the existing policy, however we have a block that is over double the size of a normal residential (R40) block and therefore can accommodate the increased size without compromising the use of the backyard. As we are asking for approval for well under 10% of the total land area and are only marginally above 80 square metres, we believe we should be considered for an exemption.

We will not be impacting on the neighbours by asking to have a parapet wall or by reducing the setback between the shed and the neighbouring fences. There will be no glare or visual impact on the neighbours or passing road traffic. The shed will not be visually unattractive from the street and in fact will be barely noticeable due to our existing landscaping.

We are not compromising the existing mature trees or garden, maintaining the rural nature of our Shire, in fact we are not pruning the trees to allow access by a cement truck rather we are intending to pay additional costs to pump the cement into the property.

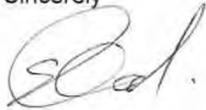
We do not consider that this outbuilding will create a precedent because as we have an unusually large residential block, an exemption would unlikely match similar criteria by others.

We have tried to be sympathetic to the federation design of our house and the surrounding buildings in the area by using a pitch of 22.5 degrees on the roof, heavier posts, horizontal corrugated cladding and a bullnose lean to.

We embody the Shire's rural lifestyle with extensive lawns and gardens, mature and established trees, extensive landscaping, water tanks, chook yards, vegetable gardens, play and entertaining areas none of which will be lost with the construction of the outbuilding in actual fact we feel it can only be enhanced.

Both of the adjoining neighbours who may be affected by the outbuilding (Jan and Eddie Freeman-Smith at 79 Duke Street, Northam and Patrick and Sharon Skulley at 82 Chidlow Street, Northam) have no objection whatsoever about the size or design of the shed and the lean-to (see submissions).

Yours Sincerely



Sandra Lloyd  
75 Duke Street  
Northam WA 6401

Mobile: 0400 229 264

Email: [lumsdenhousefdc@hotmail.com](mailto:lumsdenhousefdc@hotmail.com)

### 12.3.3 Endorsement of Inkpen Road Waste Management Facility Plan and Site Licencing

<b>Address:</b>	Inkpen Road Waste Management Facility
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	4.1.1.1
<b>Reporting Officer:</b>	Carmen Sadleir EHO/ Waste Management Coordinator
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Council is requested to endorse the final version of the 2016 Inkpen Road Waste Management Facility Management Plan and authorise Council staff to commence the licencing process for the historical recycling activities, to ensure compliance with the requirements of the *Environmental Protection Regulations 1987*.

#### ATTACHMENTS

Shire of Northam Inkpen Road Waste Management Facility Plan.

#### BACKGROUND / DETAILS

As part of the Shire's strategic approach to waste management, the Inkpen Road Waste Management Facility has a management plan to guide the development of the site.

The previous Inkpen Road Waste Management Facility Plan was developed by Ian Watkins of IW Projects Pty Ltd in 2009. The plan covered an estimated life expectancy of the landfill based on estimated incoming waste volumes and final site profiling, which are all subject to obtaining future approvals from the Department of Environment and Regulation (DER).

Due to the previous plan being over seven (7) years old and more accurate waste acceptance data becoming available, it was determined that the plan needed to be reviewed and updated. A request for quotations was sought from various waste management consultants and the development of the new plan was awarded and undertaken again by Ian Watkins from IW Projects Pty Ltd.

Further to the above, recent inspections and communications with the DER officers have raised the issue that the site is recycling more than 500 tonnes per

annum and have therefore indicated that the site is required to be licenced as a 'Solid Waste Depot Category 62' under the *Environmental Protection Regulations 1987*.

The DER have also raised additional management issues of the site which are a direct consequence of the site being operated with only one person.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

- Objective N1: Mitigate the Shire of Northam's carbon footprint, reducing waste and greenhouse gas production.
- Strategy N1.1: Manage waste disposal in an environmentally sensitive manner that meets the needs of a growing population.
- Strategy N1.2: Increase community awareness of the impact of waste issues on the environment.
- Strategy N1.3: Encourage the use of recycled materials and create a Towards Zero Waste culture amongst the community.

### Financial / Resource Implications

The Inkpen Road Waste Management Facility Plan does contain a number of future actions which will have direct financial implications. These include:

1. Licencing the site as a 'Category 62 Solid Waste Depot' to comply with the recycling activities being undertaken.
  - Consultant fees (approximately \$10,000)
  - DER Licencing Application/ Site Licencing fees (approximately \$2500)
2. In the new financial year 2017/18 tender for the management of the Inkpen Road Waste Management Facility. Potential financial implications likely to include additional contractor staff and operational costs. Cost to be determined and brought forward into the 2017/2018 draft budget.

It should be noted that implementation of these future actions will resolve the site management issues that have been raised by the DER.

### Legislative Compliance

The Shire of Northam is required to manage the Inkpen Road Waste Management Site in accordance with the *Environmental Protection Act 1986* and relevant regulations.

The landfill activities on the site are undertaken under a 'registration' category 89 Putrescible Landfill Site (less than 5000 tonnes per annum), however the site is also required to obtain a category 62 licence as a 'Solid Waste Depot'.

Schedule 1 of the *Environmental Protection Regulations 1986* defines a Category 62 Solid Waste Depot as-

*“A premises on which waste is stored, or sorted, pending final disposal or re-use, with a production/design capacity greater than 500 tonnes per annum”*

### **Policy Implications**

Nil.

### **Stake Holder Engagement / Consultation**

No Council or public consultation has been undertaken in relation to the recommendations of this report.

### **Risk Implications**

Potential risks for the Shire of Northam could include the risk of prosecution by the DER or termination of the site registration due to non-compliances.

Also inadequate personnel to manage the site could result in environmental harm to the site and liability to the Shire of Northam.

### **OFFICER'S COMMENT**

The Inkpen Road Waste Management Plan 2016 is an essential tool in the strategic management of the site. The plan focuses on the final profile form of the landfill and includes a seven (7) year implementation schedule with key activities.

The key activities are pivotal to developing the site correctly in accordance with the *Environmental Protection Act 1986*, *Environmental Protection Regulations 1987* and the *Environmental Protection (Rural Landfill) Regulations 2002* and minimising environmental risk for the Shire of Northam.

With regard to management issues raised by the DER, it has been determined that these could be resolved with additional personnel to manage the site during the premises opening hours. Retendering the management of the site with this consideration in mind is a nominated activity for the 2017/18 financial year.

Additional personnel would ensure that the customers could be monitored more closely and waste brought in for disposal was deposited in the correct locations. Currently the site experiences problems with contamination of the green waste piles, waste oil containers being left around the 5000L waste oil disposal container and other non-complaint items/ waste such as asbestos, being dumped in the incorrect locations. This presents many issues for the

contractor including occupational health and safety risk and the extra time and resources to rectify.

The Shire has also experienced increasing pressure from the DER not to burn green waste on the site due to contamination of the green waste pile. One of the suggestions in the Inkpen Road Facility Management Plan is that the Shire consider mulching the green waste and provide it to the community by trailer load free of charge, as is the current situation at the Old Quarry Road Waste Management Facility.

It should be noted in order to mulch the green waste, the site must have enough personnel to monitor the customers on the site to ensure the green waste pile is not being contaminated.

The Shire of Northam is also required to report on many of its waste management activities. It is therefore important that the management arrangements for the site address the requirements to obtain and collate incoming waste acceptance data adequately. The Shire's current landfill operator performs this task as best as possible in the current circumstances, however having only one person performing all tasks on the site particularly during opening hours, makes accuracy very difficult.

Further to the above, the Shire is also required to ensure the site is licenced appropriately for all activities undertaken on the site. The current recycling activities have not altered dramatically in volume or type for several years and are considered to be fairly standard for a Registered 89 landfill site.

These activities include scrap metal recycling, tyre recycling, waste battery recycling, comingled general recycling (same materials collected in kerbside collection) and waste oil recycling. Future activities could include E-Waste recycling and green waste mulching (less than 1000 tonnes per annum).

As the premise is recycling in excess of the 500 tonnes per annum, the Shire of Northam is required to licence the site with the DER as a Category 61A or 62 to ensure compliance with *Schedule 1 – Prescribed Premises* of the *Environmental Protection Regulations 1986*. The Shire would be seeking a licence for approximately 15,000 tonnes per annum (including waste oil) and would then be seeking to continue the sites landfilling activities under its current registration under the *Environmental Protection (Rural Landfill) Regulations 2002*.

**RECOMMENDATION**

**That Council:**

- 1. Endorse the Inkpen Road Waste Management Facility Plan 2016 prepared by IW Projects Pty Ltd.**
- 2. Request the CEO to progress the licencing process of the Inkpen Road Waste Management Facility for a “Class 62 –Solid Waste Depot” with the Department of Environment and Regulation.**
- 3. Request the CEO to include costs for the tender of the management of the Inkpen Road Waste Management Facility in the 2017/18 draft budget.**

Attachment 1



# SHIRE OF NORTHAM

## INKPEN ROAD WASTE MANAGEMENT FACILITY

### FACILITY MANAGEMENT PLAN



Inkpen Road Site Entrances

Prepared for  
SHIRE OF NORTHAM

IW Projects Pty Ltd  
6 Anembo Close, DUNCRAIG, WA 6023  
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Revision: Final  
Date of Issue: 21 Dec 2016

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## Executive Summary

In April 2009, the Shire of Northam (the Shire) developed a Facility Management Plan for the Inkpen Road Waste Management (*IW Projects April 2009*). As part of its program of continuous improvement and increased environmental awareness, the Shire has reviewed the original Facility Management Plan and updated it to reflect how the facility has developed in the past seven years, to take into consideration changes in waste management practices and to develop a sound plan for the progressive development of the facility over the next seven years.

The Inkpen Road Waste Management Facilities is a Registered site; hence, the site is governed by the *Environmental Protection (Rural Landfill) Regulations 2002* as opposed to site-specific landfill licence conditions. Typically Registered landfill sites are facilities, which landfill less than 5,000 tonnes of waste per year. However, due to there being more than 500 tonnes per year of recyclable materials being removed from site, there will be a need to licence the facility as a waste transfer station in the near future; consequently, landfill operations will ultimately be included in the new licence and governed accordingly.

The site is operated under contract to Avon Demolition (the Contractor), with the Contractor having been operating the site since 2001. Future cell excavation and site improvements are organised and paid for by the Shire on an as required basis. The facility is permanently manned and where possible, all waste is inspected on entry to the facility. However, having only one site operator, it is difficult to inspect, document and supervise all customers.

From the material quantity data collected on site and conversion to tonnage, it is estimated that there is approximately 2,260 tonnes of waste landfilled, 2,700 tonnes of cover material received and 5,360 tonnes of material diverted from landfill. This equates to approximately 10,320 tonnes of material received on site annually; however, only 2,260 tonnes of waste are landfilled. Consequently, the landfill is well below the maximum threshold of 5,000 tonnes for a Registered landfill. However, due to there being greater than 500 tonnes per year of material being recycled and subsequently being removed from site, the facility should be licensed as a transfer station, which would then trigger the landfill operations to also be licensed.

Currently there is some limited recycling occurring on site. The Contractor retains the rights for the recycling revenue received from the sale of car batteries and non-ferrous metals, whereas the Shire retains the revenue for scrap metal and covers the costs of recycling other materials.

The overall concept for the future development of the site is to optimise the available landfill capacity and increase the quantity and range of materials recycling. The intention being to landfill all available areas within the site (with the exception of a small remaining area for future recycling activities) and to increase the height of the waste mass in order to achieve an acceptable final gradient to ensure that stormwater can be adequately shed off the capped surface.

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Based on the proposed landfilling program contained within this landfill management plan, the site has ample available future landfill areas and due to the relatively small quantity of waste being landfilled, the site is anticipated to have an operating life of in excess of 50 years.

Historically, waste has been placed in a somewhat random pattern around the site, with a general trend extending radially out from the gatehouse in a south westerly direction. In more recent times, landfill has concentrated in the south western corner of the site. In order to maximise the landfill airspace capacity on site landfilling is to continue in the southern portion of the site progressing in a northern direction. Landfilling will occur over the vast majority of the site, with the exception being the necessary 35 m perimeter buffer zone and a small portion in the north east corner of the site around the gatehouse, which will be used for recycling activities and once all landfill airspace was consumed, potentially for a future waste transfer station.

If the Shire wishes to proceed in the direction of increased recycling and reduced waste to landfill, then the Shire will need to cover the costs associated with the increased recycling activities. The costs associated with the vast majority of recycling activities are not covered by the revenue received from the sale of the recycled products; consequently, to proceed in the direction of increased recycling and reduced waste to landfill the Shire needs to be committed to the cause and cover the costs associated with increased recycling activities. Increased recycling and reduced waste to landfill is the cornerstone of the Shire's Strategic Waste Management Plan.

In order to improve recycling opportunities on site, it is recommended that a more formal, dedicated recycling area near the entrance to the site be developed and the range of recyclable options increased in comparison to current recycling activities. The recycling area should be developed based on the type and quantity of recyclable materials that are being targeted.

Improved recycling is a combination of improving the performance of existing recycling systems to increase the quantity of materials be recycled, as well as implementing new recycling options to increase the range of materials being recycled. Both of these outcomes increase the quantity of materials being diverted from landfill.

Current landfilled waste tonnages are estimated to be in the order of 2,260 tonnes per year. This will increase to approximately 4,000 tonnes over the next 20 years (2036/2037), which averages out at approximately 3,100 tonnes per year. The landfill available airspace is based on a combination of filling over existing landfilled areas to achieve the desired final waste profile and future excavating then filling of new, undisturbed areas of the site.

Based on the proposed final landform as a single domed shape over the full extent of the available site, it is calculated that there is approximately 400,000 m<sup>3</sup> of available airspace remaining on site above the existing ground and landfill surface. In addition, there is approximately 38,000 m<sup>2</sup> of area of potential future landfill cell development in areas where there has been no historical waste placement. Based on a conservative position of using an average excavation depth of 5 m has been adopted, which results in an additional 190,000 m<sup>3</sup> of excavation. That is a total of 590,000 m<sup>3</sup> of available landfill airspace.

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Due to the relatively small size of the landfill, the environmental management activities undertaken on site and the distance to the nearest receptor(s), it is not anticipated that there would be any noticeable environmental or social impact as a result of the waste management activities on site.

The intended use of the site once the landfill has reached maximum capacity is to continue as a waste management facility; however, it is not proposed that any development occur directly on the capped landfill area, other than potentially some storage of recyclable materials. Therefore there are no specific after-use related requirements for the final capped profile. The ultimate final contours are a function of optimising available landfill airspace, ensuring a long-term sustainable capped profile over the waste and adequate control of surface water run-off.

The final result of the closure capping is to provide an environment that is long-term sustainable and that will not need resurfacing in the future. It is essential that the landfills be progressively capped as the waste reaches the final waste profile and the capping not be left to the end of the landfill life. There is no evidence of any discernable volume of landfill gas being generated within the landfill waste mass; hence, the landfill capping system does not need to be specifically designed to accommodate landfill gas capture.

When constructing the cap, there is no need to attempt to compact the cap material other than what is achieved via the placement machinery tracking over the surface during the material placement and spreading operation. From a rehabilitation point of view greater vegetation survival and growth will be achieved if the soil is only lightly compacted.

With the landfill areas being closed in accordance with the design and intention of the post closure management plan, it is not anticipated that there will be any adverse environmental impacts emanating from the closed landfill.

Site monitoring is to be undertaken beyond the closure of the landfill to ensure that the closure measures adopted as part of the post closure management plan are providing an ongoing, sustainable environmental solution. However, should the monitoring identify a deficiency in the proposed closure methodology, then the methodology needs to be modified to suit the on-site conditions and implemented in the next tranche of closure works. With many years of closure work still to occur on the site, the landfill closure techniques can be perfected so that the resultant capping is long-term sustainable.

The closed landfill is not anticipated to have any adverse environmental or social impacts. For this reason the ongoing site monitoring is simply to determine the sustainability of the measures proposed in the posts closure management plan.

It is anticipated that an active post closure period of approximately five years will be sufficient to determine the effectiveness of the post closure measures implemented. This will provide sufficient time for the landfill cap and stormwater system to stabilise, vegetation to establish on the cap surface and the landfill area to gradually be returned back to natural bush.

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With the landfill site being progressively closed the vast majority of closure monitoring will occur while other portions of the site are still being used for landfill activities. It will only be the last landfill portion that will be closed and capped post landfill operations; hence, only a relatively small area of the site would need monitoring beyond closure.

Once the landfill (or a portion on the landfill) has been closed, there will be a requirement to fund the ongoing monitoring and maintenance of the capped area. Due to the landfill having many years of future lifespan, there is ample opportunity for the Shire to assess the actual progressive closure and post-closure monitoring costs during the active (revenue generating) stage of the landfill and hence be in a position to allocate adequate funds to cover the final closure and post-closure costs once the landfill ceases operating.

Data collection is an essential activity for the improved future management of the facility. As the Shire progresses towards increased recycling and reducing waste to landfill there will be a need to better understand the breakdown of material being received. The collection of data should be focused in a direction to provide valuable information on particular materials that have the potential to be recycled.

The Shire is to ensure that in future, there are sufficient funds allocated during the active life of the landfill to cover the closure and post closure liabilities that are being accumulated. As environmental awareness increases, closure and post closure requirements are only going to increase with time and hence the associated costs. An assessment of the financial implications of the closure, monitoring and maintenance requirements will be necessary in order to ensure that sufficient funds are budgeted to adequately finance the necessary activities.

With the Shire's landfill anticipated to last for in excess of 50 years, the Shire has sufficient time to ensure that the appropriate reserves are in place to adequately cover the anticipated final landfill post closure expenses. However, if the Shire does not regularly reassess its future liabilities and adjust its reserves accordingly, there is a risk that future generations will have to source significant additional funds to cover the past shortfalls in reserves to cover future liabilities.

An implementation schedule has been provided, which list activities and associated timeline to be undertaken by the Shire over the following seven-year period to ensure that the Inkpen Road Waste Management Facility is managed and operated to best practise and to optimise the facility utilisation.

In order for this Facility Management Plan to remain up-to-date with regards to current waste management initiatives and direction, it is necessary that this Plan be reviewed and updated on a regular basis.

## 1. Introduction

### 1.1. Purpose of this Management Plan

In April 2009, the Shire of Northam (the Shire) developed a Facility Management Plan for the Inkpen Road Waste Management (*IW Projects April 2009*). As part of its program of continuous improvement and increased environmental awareness, the Shire has reviewed the original Facility Management Plan and updated it to reflect how the facility has developed in the past seven years, to take into consideration changes in waste management practices and to develop a sound plan for the progressive development of the facility over the next seven years.

The progressive development of the facility includes the future development of the landfill tipping areas, finishing off existing waste disposal areas, continuous capping of completed areas and developing improved recycling options for future staged implementation. The emphasis is on sustainable landfill management and improved recycling activities.

This Facility Management Plan provides details on how the Inkpen Road Waste Management Facility is to continue to be developed and operated.

### 1.2. Background

The Shire of Northam Inkpen Road Waste Management Facility has been used as a putrescible landfill since the late 1970's. The facility has been used for the disposal of mainly residential waste and minor quantities of commercial and industrial waste. The Shire has two operating landfill sites, the other being a larger landfill located at Old Quarry Road, Northam.

This Facility Management Plan only applies to the Inkpen Road site and is not relevant to the Old Quarry Road facility.

In accordance with the *Environmental Protection Regulations 1987*, in February 2003 the facility was registered by the Department of Environment Regulation (DER) as a Prescribed Premises, Registration Number 1455. Accordingly, the facility is required to be managed in accordance with the *Environmental Protection (Rural Landfill) Regulations 2002*, which set out the minimum standards for site activities.

There are limited historical records available of what type and quantity of waste has been disposed at the Inkpen Road landfill in the early days; however, due to the relatively low residential population density and minimal industrial and commercial development in the surrounding areas, it can be considered that the landfill has historically only accepted small quantities of domestic, agricultural and industrial waste.

In more recent times, there have been records kept on the type and estimated quantity of waste materials being delivered to the facility. This provides a more accurate estimation of the type and quantity of waste and recyclable materials being received on site.

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The facility is managed by a contractor and is permanently staffed by one person during operating hours. Waste is disposed of in dedicated tipping areas depending on type (general and industrial waste, asbestos and animal carcasses).

Greenwaste is separated and is burnt in accordance with permitted conditions.

There are currently limited recycling activities on site, mainly concentrating on metals, tyres, comingled packaging, car batteries and used motor oils.

## 2. Future Direction

### 2.1. Waste Minimisation Strategy

#### 2.1.1. Overall Direction

Historically the Shire of Northam has traditionally landfilled the vast majority of waste generated within the Shire. There have only been limited recycling activities undertaken.

In March 2012, the Minister for the Environment launched the WA Waste Strategy: *Creating the Right Environment*.

The Strategy employs best practice and continuous improvement, along with target setting, as primary approaches to drive change. The Strategy builds on existing programs and initiatives such as the Regional Funding Program, Household Hazardous Waste Program, Data Program, Waste Awards, and grants programs as well as strategic partnerships, to achieve the desired outcomes.

The amount of waste being recovered in Western Australia has been increasing steadily for a number of years, and there is evidence that increases in the landfill levy have accelerated this trend. However, the State's performance when benchmarked against other mainland states is still poor and requires a significant boost if comparable outcomes are to be achieved by 2020. In order to achieve this, the key drivers that have shaped the strategies and targets in *Creating the Right Environment* include:

- Key Driver 1 - The need to lift the effectiveness of planning for long-term waste management at a State level.
- Key Driver 2 - Access to data and information to underpin the measurement of strategies and services.
- Key Driver 3 - Significant opportunities to improve performance on construction and demolition, and commercial and industrial waste recovery.
- Key Driver 4 - Consolidation and improvement in municipal waste collection and processing performance.
- Key Driver 5 - A desire to do better on packaging waste management, litter recovery and other problematic wastes.
- Key Driver 6 - Improved landfill practices and incentives to reduce waste to landfill.

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*Creating the Right Environment* has five strategic objectives within which strategies relating to knowledge, infrastructure and incentives have been developed to support a coordinated approach to changing the behaviour of individuals, groups and organisations:

- Strategy Objective 1 – Initiate and maintain long-term planning for waste and recycling processing, and enable access to suitably located land with buffers sufficient to cater for the State’s waste management needs.
- Strategy Objective 2 - Enhance regulatory services to ensure consistent performance is achieved at landfills, transfer stations and processing facilities.
- Strategy Objective 3 - Develop best practice guidelines, measures and reporting frameworks and promote their adoption.
- Strategy Objective 4 - Use existing economic instruments to support the financial viability of actions that divert waste from landfill and recover it as a resource.
- Strategy Objective 5 - Communicate messages for behaviour change and promote its adoption, and acknowledge the success of individuals and organisations that act in accordance with the aims and principles in the Strategy and assist in its implementation.

Targets in the Strategy are based on ambitious but achievable improvements in current recovery rates. The targets are expressed as the proportion of waste recovered compared to that generated. Recovery targets for municipal solid waste in the Perth Metropolitan Region are 50% by 2015 (up from 36% in 2009/10) and 65% by 2020 and in major regional centres 30% by 2015 (up from 15% in 2009/10) and 50% by 2020. Statewide targets for the commercial and industrial sector are 55% by 2015 (up from 46% in 2009/10) and 70% by 2020. Construction and demolition waste State wide targets are 60% by 2015 (up from 29%) and 75% by 2020.

The implementation of the Strategy is supported by funding from the Waste Avoidance and Resource Recovery Account, and initiatives and actions funded under the Strategy are contained in the Waste Authority’s annual Business Plans.

### 2.1.2. Impact on the Shire

The Waste Strategy is a State wide strategy for improved waste management; hence, covers all regions within the State. As can be expected, the main concentration of focus is in those areas where the most waste is generated and consequently the implementation of the Strategy's initiatives will have the most impact. The focus areas are:

- The Perth Metropolitan Area.
- Major regional centres – Avon, Greater Bunbury, Albany, Geraldton, Kalgoorlie, Karratha, Peel and Busselton.
- All other areas within the State.

The Shire falls into the second focus area. The consequence of this is that there are *Municipal Solid Waste Sector Targets* that directly apply to the Shire (50% by 2020). Hence, the Strategy targets do pressurise the Shire into making change to its current level of recycling.

Although there are sector targets, there are no enforcement mechanisms to ensure that the various sectors achieve the strategic targets. Any changes made by the Shire are voluntary and based on a willingness to "do the right thing".

With the Shire being the main Local Government in the Avon Major Regional Centre, there will be a focus on the Shire to lead the way towards improved recycling and waste diversion from landfill. This focus will then position the Shire well for accessing Waste Authority funding for improved recycling and waste diversion activities.

Although the recycling targets are an important aspect of the overall Strategy, they are not the only aspect of the Strategy. As documented above, there are numerous Key Drivers and Strategic Objectives that set out a range of aspects of current waste management practice that the Waste Authority seeks to influence. Some of these Drivers and Objectives are relevant to the Shire and need to be considered in the Shire's future planning:

- *Key Driver 1 - The need to lift the effectiveness of planning for long-term waste management at a State level.* This Facility Management Plan sets out the Shire's long-term plans for the ongoing development of the Inkpen Road Waste Management Facility to ensure the future available capacity of the site and hence develop an understanding of the medium and long-term waste management requirements within the Shire.
- *Key Driver 2 - Access to data and information to underpin the measurement of strategies and services.* In order to plan for the future, it is essential that the Shire have an understanding of the quantity of waste and recycling material that is handles. There is a need to maintain a data collection system that enables the Shire to gain an improved understanding of its current activities. This data collection will provide valuable information for future decision making.

- *Key Driver 3 - Significant opportunities to improve performance on construction and demolition, and commercial and industrial waste recovery.* This Key Driver has no particular relevance to the Shire at this stage. Possibly at some time well into the future, when the Shire is looking for continuous improvement projects, the Shire may consider strategies to improve the management of construction and demolition (C&D) waste. It is however important to note that a single demolition project could generate a relatively significant quantity of C&D waste. The landfill operator should have contingency plans in place on what to do with a large quantity of C&D waste from a single source.
- *Key Driver 4 - Consolidation and improvement in municipal waste collection and processing performance.* There is an opportunity to improve on the existing waste and recycling collection systems currently in operation. This is achieved by a combination of community education to increase at source waste sorting while reducing recyclable contamination and expanding the collection service to additional properties.
- *Key Driver 5 - A desire to do better on packaging waste management, litter recovery and other problematic wastes.* For the Shire, this Driver is linked to *Key Driver 4* above as well as providing improved kerbside recycling opportunities at the town sites and waste management facilities improving landfill operations to reduce litter generation around the site.
- *Key Driver 6 - Improved landfill practices and incentives to reduce waste to landfill.* Due to the lack of enforceable recycling targets, this Driver of "*reducing waste to landfill*" is more of an indication of where the Strategy would like the Shire to head rather than an enforceable action. This certainly opens up the opportunity to request funding to improve landfill practices, but these need to have the ultimate intention of "*reducing waste to landfill*" and not simply funding the Shire current landfill related liabilities.
- *Strategy Objective 1 – Initiate and maintain long-term planning for waste and recycling processing, and enable access to suitably located land with buffers sufficient to cater for the State's waste management needs.* This Objective is somewhat linked to *Key Driver 1* whereby the Shire needs to assess where it is heading in the future with regards to waste management facility requirements. The specific reference to buffer zones is more of a Metropolitan issue where development encroachment reduces the opportunity for waste facility siting.

- *Strategy Objective 2 - Enhance regulatory services to ensure consistent performance is achieved at landfills, transfer stations and processing facilities.* This is one of the most relevant Objectives to the Shire. This Objective identifies that there is likely to be increased DER monitoring and inspections of waste management facilities in the future to ensure that facilities are managed to best practice standards. Sites not being operated appropriately will likely be encouraged to comply with best practice and in extreme circumstances penalised accordingly. The enhanced regulatory services are also likely to result in more stringent design and compliance requirements when developing new landfill sites. This has the potential to significantly increase the cost of developing future waste management facilities; hence, the incentive to optimise existing facility capacity.
- *Strategy Objective 3 - Develop best practice guidelines, measures and reporting frameworks and promote their adoption.* This is of limited impact to the Shire and is likely to be an output from the DER at some time in the future.
- *Strategy Objective 4 - Use existing economic instruments to support the financial viability of actions that divert waste from landfill and recover it as a resource.* This is seen as a direct reference to increasing the metropolitan landfill levy to narrow the cost gap between recycling operations and landfill disposal costs. With the landfill levy only applying to the Metropolitan area, this is of no consequence to the Shire.
- *Strategy Objective 5 - Communicate messages for behaviour change and promote its adoption, and acknowledge the success of individuals and organisations that act in accordance with the aims and principles in the Strategy and assist in its implementation.* This Objective is structured around community education and the influencing of behavioural change to achieve community buy-in to improved recycling activities. This is seen as an important aspect of any proposed changes within the Shire and there is an opportunity to obtain DER funding to subsidise the implementation of community education campaigns. It is pointed out that community education is not a one-off activity; it is an ongoing requirement to ensure continued success of the recycling activities.

Overall, the WA Waste Strategy is likely to have the following impact on the Shire:

- Require improvement in current landfill operations to comply with best practice landfill management (as a minimum, the *Rural Landfill Regulations* or any future licence conditions).
- Make future site development more costly due to increased regulatory requirements.
- Opportunity to obtain funding to achieve the objectives of the Strategy.

It is not considered that the Strategy will require the Shire to achieve any particular recycling target; however, this is an indication of where the Waste Authority is heading and hence it is advisable to at least commence the journey towards increased recycling.

## 2.2. Strategic Waste Management Plan

In striving towards the aspirations of "*Creating the Right Environment*", the Shire is a significant participant in the Avon Regional Organisation of Councils (AROC), which includes five neighbouring Local Governments and represents a population of some 22,000 people.

In July 2015, the AROC formalised a Strategic Waste Management Plan (*IW Projects July 2015*). This plan documents the strategy for improved knowledge sharing within the group, progressive waste diversion from landfill, increased material reuse and recycling within the community and improved waste management facility operations. The strategy includes the following relevant proposed activities:

- Improve systems for the collection and recording of waste management data;
- Investigate and implement improvements to existing recycling systems;
- Improve/implement Hazardous Household Waste drop off facilities;
- Review of disposal facility gate fee structure;
- Extraction of recyclables from landfill and transfer station tipping area;
- Improve compliance with landfill Registration and licence conditions;
- Improve landfill planning and overall management;
- Increase opportunities for recycling drop off;
- Greenwaste diversion from landfill; and,
- Develop/improve tip shop facilities.

The Strategic Waste Management Plan sets out the proposed activities for future waste management within the Shire, whilst this Facility Management Plan describes how some of these proposed activities are to be actioned within the context of the management of the Inkpen Road Waste Management Facility.

### 3. Facility Location and Operating Permit

#### 3.1. Facility Location

The Inkpen Road Waste Management Facility is located approximately 3.5 km south east of the town of Wundowie and 25 km south, south west of the town of Northam, off Great Eastern Highway.

**Appendix No. 1 – Aerial Photo and Site Surrounds** provides aerial photo of the site and surrounding details.

The landfill is located within Reserve 25796, Avon Location 28734 on DP 21540. The majority of the site is occupied by past and present landfill activities with the entrance and limited recycling occurring in the north eastern portion of the site.

#### 3.2. Landfill Registration Documentation

The Inkpen Road Waste Management Facilities is a Registered site as opposed to being a licensed site (the method for regulating larger landfill sites). This means that the site is governed by the *Environmental Protection (Rural Landfill) Regulations 2002* as opposed to site-specific landfill licence conditions. Typically Registered landfill sites are facilities, which landfill less than 5,000 tonnes of waste per year. These Regulations set out the parameters around which landfill sites are to be operated.

Non-compliance with the Regulations can lead to prosecution. The Regulations set out the penalties that apply to each operational non-compliance.

The following is a summary of the operational requirements within the *Rural Landfill Regulations*:

- **Tipping Area** - The tipping area is not to be greater than 30 m in length and 2 m above ground level in height.

There is some confusion within the DER as to the interpretation of the 2 m landfill height. In some instances it has been interpreted as individual lifts within the landfill are to be a maximum of 2 m high, where in other situations, the maximum height of the landfill is not to be greater than 2 m aboveground. The DER is yet to make a formal determination of the interpretation of this condition. Based on there being documented precedents of Registered landfills being approved, through the formal Works Approval process, at greater than 2 m aboveground, it is unlikely that the DER would be able to prosecute any facility on these grounds.

Non-compliance penalty: \$5,000.

- Covering of Waste - Waste is to be covered with a dense, inert and incombustible material at least:
  - Monthly for a landfill of less than 500 tonnes per annum;
  - Fortnightly for a landfill between 500 and 2,000 tonnes per annum; and,
  - Weekly for a landfill between 2,000 and 5,000 tonnes per annum.

Cover is to be applied so that no waste is left exposed. There is to be a readily available stockpile of suitable cover material to cover the tipping area at least twice.

Non-compliance penalty: \$5,000.

- Fencing - The boundary of the site is to be fenced as an effective barrier to cattle, horses and other stock.

Non-compliance penalty: \$5,000.

- Waste Contained on Site - The landfill site must ensure that waste does not get washed, or blown, outside the site and that waste that has been washed, or blown, away from the tipping area of the site is returned to the tipping area at least once every month.

Non-compliance penalty: \$5,000.

- Separation of Waste from Water and Site Boundary - Unless otherwise approved in writing, the landfill site must ensure that there is no waste within 35 m from the fence surrounding the site, within 100 m of any surface water body or 3 m from the highest level of the water table aquifer below the site.

Non-compliance penalty: \$5,000.

- Stormwater Management - The occupier of the landfill site must ensure that stormwater on site is adequately managed so that it is diverted from areas of the site where there is waste, and water that has come into contact with waste, is to be diverted into a sump on the site or otherwise retained on site.

Non-compliance penalty: \$5,000.

- Dust Suppression - The occupier of the landfill site must ensure that no visible dust escapes from the landfill site.

Non-compliance penalty: \$5,000.

- Firebreaks - The occupier of the landfill site must ensure that there is a firebreak of at least 3 m around the boundary of the site.

Non-compliance penalty: \$5,000.

- Burning of Greenwaste - Only greenwaste is permitted to be burnt on site. When greenwaste is burnt on site it is to be in accordance with the method statement as described in the Regulations.

Non-compliance penalty: \$5,000.

- Outbreak of Fire - The occupier of the landfill site must ensure that:
  - There are appropriate procedures in place at the site so that any unauthorized fire on the site is promptly extinguished;
  - Appropriate alarm and evacuation procedures are in place;
  - Unauthorized fires on the site are extinguished as soon as possible;
  - Within 14 days of the unauthorized fire at the landfill site a report is to be sent to the CEO of the DER providing necessary details of the fire.

Non-compliance penalty: \$5,000.

- Disposal of Clinical Waste and Asbestos - The occupier of a landfill site must ensure that clinical waste and material containing asbestos is disposed of in accordance with the relevant approvals. There is specific approval required from the DER for the disposal of these two waste types.

Non-compliance penalty: \$5,000.

All waste disposal is to be supervised by authorized personnel and to be covered to a depth of at least 1 m with a dense, inert and incombustible material as soon as practical after disposal. A register of clinical waste and material containing asbestos and a plan of the landfill site showing the position of the disposed waste is to be maintained on site. Up-to-date records are to be maintained within two hours of disposal.

- Non-compliance penalty: \$5,000.
- Post Closure Management Plan - The occupier of a landfill site must prepare and submit a Post Closure Management Plan within 18 months of the site being registered. The Regulations set out the basic content of the Post Closure Management Plan.

Non-compliance penalty: \$5,000.

For further details on the landfill Regulations, refer to *Environmental Protection (Rural Landfill) Regulations 2002*.

#### 4. Contaminated Sites Legislation

The *Contaminated Sites Act 2003* requires all identified contaminated sites to be registered with the DER and an appropriate caveat placed on the property Certificate of Title.

The onus is upon the landowner to assess whether a property is "contaminated" and hence register the site with the DER. The DER expectation is that all landfill sites will ultimately be classified as "contaminated" due to past or present waste disposal activities.

The remedial action to be taken if a site is deemed as "contaminated" is highly dependent on the degree of contamination and the potential impact on surrounding receptors. This remedial action could involve simply monitoring the contamination through to the total clean-up of the site and groundwater.

Being proactive, the Shire of Northam has registered the Inkpen Road landfill site with the DER as a potentially contaminated site.

Future waste management activities carried out on site are to be managed in a way so as to minimise the potential contamination of the site. This will limit the potential liability that the Shire may incur in having to clean up the site should the level of contamination negatively impact on surrounding receptors.

Continuing to operate the landfill facility as a Class II site will not significantly increase the Shire's liabilities with regards to the *Contaminated Sites Act 2003*. With adequate waste acceptance control (Class II), appropriate site operations and comprehensive landfill closure, the potential of site impact of the landfill facility should be negligible.

It is also important that in the Shire future planning, potential receptors (residential development) be restricted to beyond the 500 m buffer zones surrounding the landfill. Due to the location of the Waste Management Facility being totally within the Kwolyinine Nature Reserve, and there only being a small portion of farmland within 500 m to the south of the landfill, it is highly unlikely that there will be any future development pressure that will negatively impact the facility.

The Shire is also to be aware that the DER and the EPA have draft guidance statements which required a 1,000 m separation distance to sensitive receptors; hence, it is preferable that all future development be restricted to beyond 1,000 m from the landfill.

Future Actions
<ul style="list-style-type: none"><li>• Manage the site to minimise potential contamination.</li><li>• Restrict the encroachment of potential receptors (residential development) within the 1,000 m landfill buffer zone.</li></ul>

## 5. Current Situation

### 5.1. Operations

The site is operated under contract to Avon Demolition (the Contractor). The Contractor has been operating the site since 2001 and these activities include:

- Managing and maintaining the landfill operations;
- Compliance with the requirements of the landfill Registration;
- Operation and management of the gatehouse including waste receivable, financial transactions and record keeping;
- Maintenance of roads within the site;
- Management of traffic within the site;
- Waste acceptance compliance and record keeping;
- Greenwaste management including burning;
- Asbestos waste handling, burying and recording;
- Placement, spreading, compacting and covering of all waste;
- Management of surface water and dust on site;
- Ensuring effective litter, odour and vermin control on site;
- Ensuring effective site fire prevention, security, access, communications and facilities management; and,
- Recycling (including receiving revenue).

Future cell excavation and site improvements are organised and paid for by the Shire on an as required basis.

The facility is permanently manned and where possible, all waste is inspected on entry to the facility. However, having only one site operator, it is difficult to inspect, document and supervise all customers.

The facility operating hours are:

- Tuesday to Friday 14.00 – 17.00.
- Saturday and Sunday 9.00 – 17.00.
- Public Holidays 9.00 – 17.00.
- Closed:
  - Monday (except if it is a public holiday, then open from 9.00 – 17.00).
  - Christmas Day.
- Good Friday.

On-site waste management mobile equipment includes:

- Front end loader; and,
- Ute.

Appendix No. 2 – Topographical Survey provides a copy of the detailed topographical survey of the landfill site.

The site consists of a Registered putrescible landfill (Scheduled 2: Category 89) and a limited recycling area near the main entrance.

Residential and commercial customers delivering material to the facility have the loads inspected on arrival and thereafter are directed to the recycling area for the drop-off of recyclable materials, then the greenwaste area and then finally to the active landfill tipping area where they unload and place the waste directly into the landfill. As needed, the waste is pushed up and compacted in place by the Site operator. Minimal compaction is achieved by the use of the on-site front-end loader.

Asbestos and animal carcasses are not landfilled with the general waste and are disposed of in separate, dedicated landfill areas.

There are limited recycling activities on site with all revenue gained from these recycling activities going to the Contractor.

## 5.2. Gate Fees

The Inkpen Road facility charges a gate fee for various vehicle types disposing of waste or a fee based on the type of waste being disposed of. Local residents utilise tip passes for the disposal of small quantities of waste.

Table 5.2.1 – Gate Fees provides details of current gate fees at both the Inkpen Road and Old Quarry Road facilities.

Table 5.2.1 - Gate Fees

Description	Inkpen Road	Old Quarry Road
Domestic Waste		
Car, Station Wagon, Utility or Trailer (2.4 m x 1.2 m x 1.0 m)	Tip Pass up to 10 disposals/yr	Tip Pass up to 10 disposals/yr
Clean Greenwaste	No charge	No charge
From outside Shire or volumes exceeding 2.4 m x 1.2 m x 1.0 m	\$56/m <sup>3</sup> , \$29 minimum charge	\$56/t, \$29 minimum charge
Commercial/Industrial Waste By volume	\$56/m <sup>3</sup> , \$29 minimum charge	Not applicable
Commercial/Industrial Waste By tonnage	\$56/t, \$29 minimum charge (weighbridge certificate to be provided)	\$56/t, \$29 minimum charge
Landfill Levy on Metropolitan waste	\$66/t (weighbridge certificate to be provided)	\$66/t
Unadulterated Building Rubble By volume	\$27/m <sup>3</sup> , \$17 minimum charge	Not applicable
Unadulterated Building Rubble By tonnage	\$30/t	\$30/t, \$17 minimum charge
Asbestos	\$56/m <sup>3</sup>	\$88/t

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Description	Inkpen Road	Old Quarry Road
Disposal of Animals	\$8 to \$25 each, depending on size	\$8 to \$25 each, depending on size
Metal Incl. Car Bodies	No charge	No charge
Used Tyres (per tyre)	\$5 to \$40 each, depending on size	\$5 to \$40 each, depending on size
Used Engine Oil > 30L	\$0.25/L	\$0.25/L
Special Burials	\$56/m <sup>3</sup> , \$29 minimum charge	\$88/t, \$50 minimum charge
Commercial Recycling Drop-off	\$60/m <sup>3</sup> , \$16 minimum charge	\$160/t, \$16 minimum charge

All Gate Fees include GST

From a comparison of the gate fees at the two Shire landfills it can be concluded that:

- Inkpen Road charges by volume as there is no weighbridge on site; however, there is the option for the customer to obtain a weighbridge docket for the load before entering the site;
- Old Quarry Road charges by tonne as there is a weighbridge on site;
- The gate fees are very similar, with the only minor differences in asbestos and special burial fees; however, there is the impact of the difference between volume and density to consider, which would likely result in a similar disposal charge for the same load at either facility;
- There is no material difference between the gate fees at either facility that would encourage customers to go to a particular facility to save on gate fees; and,
- The extra travel distance from Inkpen Road to Old Quarry Road may incentivise Metropolitan customers to stop at Inkpen Road as opposed to travelling further to Old Quarry Road.

The Red Hill Landfill charges \$165/t for commercial waste. This compares to \$110/t (including the Landfill Levy) being charged at either of the Shire's landfill sites. This could act as an incentive for commercial waste to be driven out of the Metropolitan area and be delivered to one of the Shire's landfills, in particular, the Inkpen Road facility, which is closer, provided a commercial weighbridge was easily available to the waste delivery vehicle. Based on typically \$200/hr to run a commercial waste vehicle, the current gate fee difference of \$55/t would require a minimum load of 5 tonnes to justify the travel time from Red Hill to Inkpen Road.

The Shire does not accept waste from the metropolitan area without prior approval.

### 5.3. Material Sources and Quantities

#### 5.3.1. Waste Sources

The Waste Management Facility services approximately 3,150 people from the development nodes of:

- Wundowie – population of 1,281 (2011 Census);
- Bakers Hill – population of 1,147 (2011 Census);
- Surrounding areas – estimated population of 300 (*IW Projects estimate*) as at 2011; and,
- Total population in 2011 estimated at 2,728. Based on an annual growth rate of 2.9% (*Business As Usual scenario, Northam Regional Centre Growth Plan*), the 2016 population is estimated at 3,150.

Additional waste is received from the following:

- Local industry (mainly within Wundowie and Bakers Hill);
- Construction waste (from local industry and public works projects); and,
- Small quantities of residential and commercial waste from the neighbouring Shire of York.

The waste generated in the eastern portion of the Shire, is serviced by the larger Old Quarry Road landfill. In addition, some of the kerbside waste collected in the Bakers Hill area is delivered to the Old Quarry Road landfill as this is a more convenient disposal location for the waste collection contractor (Avon Waste).

There is no discernable quantity of waste being delivered from the Metropolitan area.

#### 5.3.2. Material Quantities and Characteristics

There are recent Shire records available on the quantity and characteristics of waste being delivered to the facility. The information is based on estimates of material quantities from visual inspections of the incoming loads by facility operations staff.

**Table 5.3.1 – Estimated Annual Material Quantities** provides estimated annual material quantities received at the Inkpen Road Waste Management Facility.

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**Table 5.3.1 – Estimated Annual Material Quantities**

Waste Type	Estimated Annual Material Quantity	*Quantity Converted to Tonnes
<b>Waste to Landfill</b>		
Residential Waste	2,742.0 m <sup>3</sup>	822.6 t
Commercial Waste	3,081.0 m <sup>3</sup>	924.3 t
Building Rubble	161.5 m <sup>3</sup>	210.0 t
Asbestos	120.5 m <sup>3</sup>	96.4 t
Animals	21 No.	0.6 t
<b>Sub-Total</b>		<b>2,053.9 t</b>
<b>**Sub-Total + 10%</b>		<b>2,259.3 t</b>
<b>Sub-Total + 10% Rounding</b>		<b>2,260.0 t</b>
<b>Cover Material</b>		
Foundry Sand	1,750 m <sup>3</sup>	2,450.0 t
<b>Sub-Total</b>		<b>2,450.0 t</b>
<b>**Sub-Total + 10%</b>		<b>2,695.0 t</b>
<b>Sub-Total + 10% Rounding</b>		<b>2,700 t</b>
<b>Material Diverted from Landfill</b>		
Greenwaste (burnt on site)	1,457.25 m <sup>3</sup>	218.6 t
Scrap Metal	1,148.25 m <sup>3</sup>	574.1 t
Tyres	411.0 m <sup>3</sup>	6.2 t
Waste Oil	4,950 L	4,059 t
Car Batteries	4 t	4 t
Comingled Recycling	9.4 t	9.4 t
<b>Sub-Total</b>		<b>4,871.2 t</b>
<b>**Sub-Total + 10%</b>		<b>5,358.4 t</b>
<b>Sub-Total + 10% Rounding</b>		<b>5,360.0 t</b>
<b>Total</b>		<b>9,375.1 t</b>
<b>**Total + 10%</b>		<b>10,312.6 t</b>
<b>Total + 10% Rounding</b>		<b>10,320.0 t</b>

\* Conversion rates used are the LG Waste and Recycling Census values where applicable and best estimates based on discussion with the Shire of Northam.

\*\* Converted tonnage values increased by 10% to account for possible estimation inaccuracies.

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From the material quantity data collected on site and conversion to tonnage, it is estimated that there is approximately 2,260 tonnes of waste landfilled, 2,700 tonnes of cover material received and 5,360 tonnes of material diverted from landfill. This equates to approximately 10,320 tonnes of material received on site annually; however, only 2,260 tonnes of waste are landfilled. Consequently, the landfill is well below the maximum threshold of 5,000 tonnes for a Registered landfill. However, due to there being greater than 500 tonnes per year of material being recycled and subsequently being removed from site, the facility should be licensed as a transfer station, which would then trigger the landfill operations to also be licensed.

**Table 5.3.2 – Anticipated Annual Waste Tonnage Increases** provides the anticipated annual waste tonnage based on a nominal 2.9% per annum increase. The assumption is that the growth in waste generation will be proportional to the growth in population.

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**Table 5.3.2 – Anticipated Annual Waste Tonnage Increases**

No.	Year	Annual Waste Tonnage (t) 2.9% Annual Increase
0	2016/17	2,260
1	2017/18	2,326
2	2018/19	2,393
3	2019/20	2,462
4	2020/21	2,534
5	2021/22	2,607
6	2022/23	2,683
7	2023/24	2,761
8	2024/25	2,841
9	2025/26	2,923
10	2026/27	3,008
11	2027/28	3,095
12	2028/29	3,185
13	2029/30	3,277
14	2030/31	3,372
15	2031/32	3,470
16	2032/33	3,571
17	2033/34	3,674
18	2034/35	3,781
19	2035/36	3,890
20	2036/37	4,003
<b>20 Year Average</b>		<b>3,053</b>

For future planning, it is anticipated that the average annual tonnage for the 20-year period will be approximately 3,050 tonnes. This is the average over the period based on a 2.9% annual growth rate.

At a compacted waste density of 650 kg/m<sup>3</sup> (typical for a lightly compacted landfill) this equates to an average annual airspace consumption of approximately 4,700 m<sup>3</sup>.

It is presumed that the current quantities of materials being recycled through existing recycling activities will also increase in proportion to population growth. Should there be any new or significantly improved recycling activities within the Shire, then any increase in the per capita quantity of recycling will reflect in an equivalent decrease in the quantity of material being landfilled.

## 5.4. Recycling

### 5.4.1. General

Currently there is some limited recycling occurring on site. The Contractor retains the rights for the recycling revenue received from the sale of car batteries and non-ferrous metals, whereas the Shire retains the revenue for scrap metal and covers the costs of recycling other materials.

**Table 5.3.1 – Estimated Annual Material Quantities** above provides the annual recycling quantities received at the Inkpen Road facility.

### 5.4.2. Greenwaste

Greenwaste is stockpiled separately until sufficient quantity has been collected and then it is burnt on site. A limited quantity of greenwaste that is received in mixed loads is disposed of at the active general waste tipping face.

### 5.4.3. Scrap Metal

Scrap metal is collected in a dedicated area on the landfill. Once sufficient quantities of metal have been stockpiled a metal recycler is brought in to collect scrap metal.

### 5.4.4. Minor Recycling

A range of other recycled products are collected and separately stored on-site until sufficient quantity has been accumulated. The landfill Contractor arranges for the removal of car batteries and non-ferrous metals and the Shire arranges for the removal of all other recyclable materials. Some materials such as vehicle tyres and used motor oil incur a disposal fee when collected by recyclers. The recycling disposal fee is paid for by the Shire and offset against gate fees charged for the disposal of the material at the landfill site.

Minor recycled products include:

- Used tyres;
- Used motor oil;
- Car batteries; and,
- Comingled Recyclables including aluminium and steel cans, glass paper and cardboard and a variety of plastic.

## 6. Site Future Development and Management

### 6.1. Landfill Operations

In accordance with environmental protection requirements the landfill operations are currently managed in accordance with the *Rural Landfill Regulations* as set out in Section 3 above. However, due to the need for the facility to be licensed as a waste transfer station, ultimately, the landfill operations will also be incorporated into the facility licence. Once this occurs, the *Rural Landfill Regulations* will no longer apply and the site-specific landfill licence conditions will determine the landfill operational requirements.

Commentary in this section is based on the current requirements of the *Rural Landfill Regulations*; however, it is acknowledged that there will be changes to the landfill operational constraints when the facility becomes licensed.

### 6.2. Site Future Development Overview

The overall concept for the future development of the site is to optimise the available landfill capacity and increase the quantity and range of materials recycling.

The intention being to landfill all available areas within the site (with the exception of a small remaining area for future recycling activities) and to increase the height of the waste mass in order to achieve an acceptable final gradient to ensure that stormwater can be adequately shed off the capped surface.

Based on the proposed landfilling plan, the site has ample available future landfill areas and due to the relatively small quantity of waste being landfilled, the site is anticipated to have an operating life of in excess of 50 years.

Appendix No. 3 – Final Landform and Perimeter Drain Layout Plan provides detail of the proposed future site development.

### 6.3. Property Boundary and Buffer Zones

The overall size of the property is appropriate to accommodate the landfill in the central portion of the site and the gatehouse and recycling area in the north eastern corner. There is no need to adjust the property boundaries to accommodate the ongoing site development.

Current operating Regulations require a minimum 35 m buffer zone from "the fence surrounding the site" to any waste placement. The intention being that the fence would normally be on the property boundary. In the case of the Inkpen Road facility, the perimeter fence has not been placed on the property boundary. In the worst case, the fence is approximately 20 m inside the property boundary. For the purposes of assessing the 35 m internal buffer zone the property boundary is to be used as the "fence" position. In time, as finances come available, the Shire can move the fence to the property boundary. The Shire should concentrate on the portion of the fence that is closest to the area of current waste placement and those future areas immediately adjacent to the current waste placement area. Due to the slow

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horizontal progression of the landfill, there is ample time for the fence position to be progressively corrected.

Historically waste placement has occurred inside the required 35 m buffer zone; however, this occurred prior to the site being formally Registered and hence at the time of disposal there was no buffer zone requirements. Following Registration in 2003, no waste has been placed within the 35 m buffer zone. All future planning will allow for the necessary buffer zone.

Although not specified within the Regulations, there is also an Environmental Protection Authority (EPA) requirement for a 500 m buffer zone to any residential sub-division or sensitive building development and a minimum of 150 m to the nearest residential zoning or dwelling (*EPA Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Land Uses No. 3 June 2005*). In August 2015, the DER released a draft Guidance Statement on Separation Distances, which has a 1,000 m separation distance to sensitive receptors. In addition, in September 2015, the EPA also released a draft *Environmental Assessment Guideline for Separation Distances Between Industrial and Sensitive Land Uses*, which has a 1,000 m separation distance. Neither of these two draft documents have been finalised; however, the regulatory authorities are using these revised separation distances when assessing applications.

Based on the recent direction being promoted by both the EPA and the DER, it is likely that a 1,000 m buffer zone (separation distance) will become the norm when assessing future landfill developments, be they new or existing facilities. Consequently, there is a need to maintain a 1,000 m buffer zones from the edge of the landfill to the nearest residential subdivision or single property.

Currently the nearest farmhouse is approximately 700 m to the south of the landfill and another farmhouse 940 m to the west. These are the only human receptors within the 1,000 m buffer zone around the landfill. Due to the size of the landfill and the distance to these two receptors, the current separation distance is deemed adequate such that there should be no negative impact as a result of the waste management activities on site.

Although it is highly unlikely that there will be any future development pressure within the 1,000 m buffer zone, the Shire is to be aware of the buffer requirements around the landfill.

Future Actions
<ul style="list-style-type: none"><li>• Over time relocate the site perimeter fencing to be positioned on the property boundary.</li><li>• During landfill operation no waste to be placed within the 35 m buffer zone around the property boundary.</li><li>• The Shire is to insure that a 1,000 m buffer zone is maintained around the landfill site.</li></ul>

#### 6.4. Facility Operating Hours

The facility operating hours are:

- Tuesday to Friday 14.00 – 17.00.
- Saturday and Sunday 9.00 – 17.00.
- Public Holidays 9.00 – 17.00.
- Closed:
  - Monday (except if it is a public holiday, then open from 9.00 – 17.00).
  - Christmas Day.
  - Good Friday.

The local community is being provided with an adequate waste management service for the relative size of the surrounding community. Hours of operation are suitably balanced against provision of an adequate service and the associated facility operating costs.

Should, in future, the Shire decide to change (increase or decrease) the facility operating hours, the decision should be based on facility utilisation. In order to assess the facility utilisation, it is recommended that the Shire continue to maintain accurate records of vehicle movements including the time of day that the vehicle entered the site.

Future Actions
<ul style="list-style-type: none"><li>• The Shire must continue to maintain a record of vehicle movements including the time of day that the vehicles enter the site.</li></ul>



#### 6.5. Future Gate Fees

Section 5.2 above provides information on the current facility gate fees. These gate fees have been compared with the Old Quarry Road gate fees. It is important that the Inkpen Road facility maintains a gate fee at least equal to or greater than the Old Quarry Road facility. Having a gate fee that is less than the Old Quarry Road facility will result in a significant increase in waste quantities being delivered to Inkpen Road. The Inkpen Road facility, being the smaller facility, is far less suitable for the disposal of the larger volumes of waste. The Shire is to monitor the delivery of Perth Metropolitan waste. Should there be noticeable quantities of waste being received from Perth; the Commercial & Industrial (C&I) gate fees should be increased to discourage this waste.

The overall concept being that the Inkpen Road Waste Management Facility is a local waste management service specifically for the local community. It should be preserved as such and not be rapidly filled with "opportunistic" waste from Perth or neighbouring Shires.

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Gate fees are an effective mechanism for controlling the amount of waste delivered to the facility. Market forces tend to result in waste being delivered to the most cost-effective location. Cost effectiveness is a function of facility gate fee and the distance from where the waste is being generated.

With the landfill being within a short drive of the Perth Metropolitan area and between the Old Quarry Road Waste Management Facility and Perth, the Shire is to be aware of the possibility of receiving significant quantities of waste from Perth. Although this may provide the short-term benefit of increased revenue, there will be the associated negative aspects of increased waste to landfill, increased airspace consumption and increased closure costs. An important factor is that Registered landfills are limited to a maximum of 5,000 tonnes per annum. Should the annual quantity of waste being landfilled exceed this threshold, then the facility will need to be licensed, which in itself, opens up the facility to a range of potentially onerous licence conditions. This is however, not significant if the facility is required to be licensed due to the quantity of recyclable materials being removed from site, which would then result in all landfill activities being included within the facility licence.

Future gate fees should be structured to influence the quantity of waste being delivered to the facility as well as act as an incentive for waste generators to recycle the maximum amount of material possible. Waste being disposed of to landfill should incur the maximum charge. Recyclable products should ideally be received from the community at no charge or at minimal charge. This minimal charge should be significantly less than the waste disposal charge in order to encourage waste separation and increased recycling.

When determining future gate fee increases, the Shire is to be mindful of the potential increase in "fly tipping" (illegal dumping) that may occur in the local area should the disposal fees be increased excessively. Small annual increases are preferable to large increases every few years.

Future Actions
<ul style="list-style-type: none"><li>• Utilise the gate fee structure to influence the quantity of waste being delivered to the facility.</li><li>• Maintain a gate fee at least equal to or greater than the Old Quarry Road facility.</li><li>• Maintain a significant price differential between general waste and recyclable materials.</li><li>• Small annual increases are preferable to large increases every few years.</li><li>• Carefully assess the benefits/disbenefits of receiving waste from the Metropolitan area.</li></ul>

### 6.6. Site Operational Constraints

In accordance with sound environmental protection and current Registration (and possible future licence) requirements the landfill operation is to be managed in accordance with the following site operational constraints:

- No waste to be placed within 3 m of the groundwater table;
- No waste is to be placed in the 35 m buffer zone around the property boundary;
- There is an environmental requirement to remain 100 m away from any superficial water body as described in accordance with the *Rights in Water and Irrigation Act 1914*. There are no such water bodies on site hence this requirement is not applicable;
- Waste tipping area to be a maximum of 30 m in length;
- Cover material is to be applied weekly, due to greater than 2,000 tonnes of waste being landfilled;
- Landfill height not to exceed 2 m in vertical height above natural ground level. This is interpreted as being the maximum height of a lift or bench of waste being placed in the landfill. That is, the tipping face is not to be greater than 2 m high;
- Adequate stock fence around landfill site;
- Litter blown or washed off site is to be collected and return to the tipping area at least monthly;
- Stormwater directed away from tipping areas;
- Adequate dust control to be maintained;
- Maintenance of a minimum 3 m fire break;
- The burning of greenwaste to be carried out in accordance with the Regulation; and,
- Disposal of clinical waste and asbestos in accordance with the Regulation requirements; however, subject to specific approval to be able to receive these waste materials.

For more detailed site operational constraints refer to the *Environmental Protection (Rural Landfill) Regulations 2002*.

Future Actions
<ul style="list-style-type: none"><li>• Ensure site operations are carried out in accordance with the requirements of the <i>Environmental Protection (Rural Landfill) Regulations 2002</i> or any future licence conditions.</li></ul>

### 6.7. Future Landfill Areas

Historically, waste has been placed in a somewhat random pattern around the site, with a general trend extending radially out from the gatehouse in a south westerly direction. In more recent times, landfill has concentrated in the south western corner of the site.

In order to maximise the landfill airspace capacity on site landfilling is to continue in the southern portion of the site progressing in a northern direction. Landfilling will occur over the vast majority of the site, with the exception being the necessary 35 m perimeter buffer zone and a small portion in the north east corner of the site around the gatehouse, which will be used for recycling activities and once all landfill airspace was consumed, potentially for a future waste transfer station.

Based on the proposed final landfill footprint and waste profile, there are significant areas of the site into which the landfill can expand, these being the areas where there has been no previous waste placement and in addition, a substantial volume of waste can be placed above the areas of existing waste placement in order to attain the final waste design profile.

Although there is some confusion within the DER as to the interpretation of the maximum allowable landfill height as set out in the *Rural Landfill Regulations*, due to there being numerous precedents set whereby Registered landfills have been approved by the DER with a waste profile that is greater than 2 m above the surrounding natural ground level, this precedent has been adopted when determining future landfill areas and available landfill airspace. This will no longer be an issue once the facility has been licensed.

**Appendix No. 4 – Site Utilisation** provides detail of the current site utilisation, areas of future belowground landfill excavation and progressive landfill development.

Future Actions
<ul style="list-style-type: none"><li>• Continue landfilling in the south portion of the site progressing in a northerly direction.</li><li>• Waste placement to expand to fill the full extent of the area of the site that is available for landfilling.</li><li>• Waste placement to continue over areas of previous waste placement in order to achieve the design waste profile.</li><li>• Maximised the depth of excavation of natural ground in future landfill areas in order to maximise available landfill airspace and to maximise the generation of cover and capping material.</li></ul>

### 6.8. Tipping Areas and Waste Placement

The landfill is to be operated with a single tipping face for all waste streams (with the exception of asbestos and animal carcasses). This has the following advantages over multiple tipping faces:

- Reduced operator effort;
- Reduced consumption of cover material;
- Reduced surface area of exposed waste; hence, less litter, vermin activity, leachate generation; and,
- Neater looking landfill site.

The only materials that are not placed directly within the landfill should be materials that are deemed as being recyclable, greenwaste that is to be burnt and some inert materials that can be used as future cover material. All other waste material should be placed directly into the landfill and incorporated into the waste mass.

If bulk inert material is to be landfilled (not being stockpiled separately for use as cover material), the preference is for this more dense material to be placed and spread out on top of lighter waste. This acts as cover material, but also increases the compaction of the lighter waste below and hence, the overall waste density of the landfill.

Ideally the single active landfill tipping area should be:

- Confined to an area that is as small as practically possible;
- A maximum of 30 m wide;
- Waste lifts of a maximum of 2 m in height; and,
- A batter slope down to the base of the lift being at least 1V:3H.

A similar waste placement methodology would apply to asbestos and animal carcasses, except the waste would be placed in its final destination and not pushed and compacted, and the cover material layer would be substantially thicker and be placed immediately following the disposal of the materials.

**Appendix No. 5 – Progressive Waste Lift Progression Plan, Appendix No. 6 – Progressive Waste Placement Area Plan, and Appendix No. 7 – Typical Progressive Waste Lift Section** provide typical details of the progressive tipping area progression and waste lift development.

All waste activities are to be carried out in accordance with the facility regulatory requirements.

#### Future Actions

- Operate a single landfill tipping face for the vast majority of the waste.
- Tipping area to be a maximum of 30 m wide.
- Waste lifts to be a maximum of 2 m in height.
- Batter down from tipping face to base of lift to be at a minimum slope of 1V:3H.
- All landfilling to be in accordance with the *Rural Landfill Regulations* or any future licence conditions.

## 6.9. Waste Compaction

Compaction of waste is carried out for the following reasons:

- Increasing the density of the waste and hence increasing the quantity of waste that can be disposed of within a fixed volume (optimising landfill airspace consumption);
- Providing a relatively smooth surface for the cover material to be placed on; hence, reducing the quantity of cover material required;
- Reduce waste settlement;
- Reducing the opportunity for vermin to scavenge in the waste;
- Reduce windblown litter;
- Reduce odour generation;
- Reduce water ingress into the waste; and,
- Reduce the potential for fires within the waste.

Waste density is impacted by the following:

- Compactive effort applied by the waste compactor (front-end loader);
- Waste type (smaller waste size compacts easier);
- Landfilling methodology (placing inert material on top of light/fluffy waste applies natural compaction of the waste mass);
- Depth of uncompacted waste (thin layers compact more efficiently); and,
- Amount of cover material utilised (less cover material results in greater waste density).

Due to the low annual waste tonnage (2,260t/yr), it is not economically viable to have a dedicated waste compaction machine permanently on site. Consequently, the only waste compaction that does occur is a limited amount being achieved by the on site wheeled front-end loader.

Typically it would be anticipated that a waste density of approximately 650 kg/m<sup>3</sup> could be achieved provided the waste was adequately pushed up and also allowing for some waste settlement over time.

Occasionally it would be advisable for the Shire to utilise a bulldozer or roller to improve the waste compaction on-site. The advantage of a bulldozer is that it is able to push waste around and shaped the landfill whilst also compacting the waste. In addition the bulldozer can also be used for excavating future waste cells. The use of a roller will achieve the greatest waste density; however, this machine is unable to push up waste.

Utilising a 2 m high waste lift and having the waste delivery vehicles accessing the tipping area from on top of the waste mass; hence, having vehicles driving over the previously placed waste will over time, significantly increase the waste compaction being achieved on site.

#### Future Actions

- The site operator is to pushed out the waste in compacted layers of approximately 500 mm thick.
- Occasional use of a bulldozer or roller to compact waste.
- Utilise a 2 m deep tipping face.
- Have vehicles accessing the tipping area from over the previously placed waste.

#### 6.10. Waste Cover

Waste cover is a critical activity on site. In accordance with the *Rural Landfill Regulations* there is a requirement to apply cover material over the waste on a weekly basis so that no waste is left exposed.

The use of cover material is to be optimised so that excessive cover material is not used unnecessarily. The amount of cover material used is highly dependent on the condition of the waste surface onto which it is being applied. The site operator is to ensure that the compacted waste surface is relatively smooth and firm before applying cover material. An irregular waste surface with excessive voids will result in significant quantities of cover material being consumed in order to achieve an adequate coverage of the waste surface. Utilising a wheeled loader for compaction, it is likely that there will be wheel tracks in the waste if it is not compacted sufficiently, the tracks will also consume excess cover material; hence, if available, a tracked machine is preferred.

The use of excessive cover material results in the following:

- Wasted effort in sourcing, covering and removing cover material; and,
- Waste of cover material.

For areas that have reached the final design levels, the final cover of a minimum of 1 m (ideally 1.5 m) is to be applied over all waste surfaces. This final cover layer should be placed as soon as possible after the final waste profile has been reached. Should there be a delay of more than three months between the end of landfilling and the installation of the final cap, an intermediate cover layer consisting of 300 mm of cover material should be placed over the completed waste surface. This will temporarily close off that portion of the landfill in preparation for future capping installation.

The benefits of immediately covering the final waste profile include:

- Earlier completion of portions of the landfill;
- Improved visual amenity;
- Reduced litter generation;
- Improved odour control;
- Improved vermin control;
- Improved surface water management;

- Reduced leachate generation; and,
- Oxidation of small quantities of methane in the cover material (should it be present).

An adequate supply of cover material is essential for the continuous operation of the landfills. The site operator should always maintain adequate stockpiles of available cover material on site, which is received through the gate or from landfill cell excavation. The preference is to utilise material that has been received through the gate for weekly cover material and to retain the on-site excavated material for use as capping material.

Landfill capping will consume significant quantities of cover material and should be accounted for when assessing the available sources of cover material on site.

Over the life of the landfill on-site generated cover material will be in short supply and hence sourcing off-site cover material is an ongoing operational challenge. By adequate planning of future landfill cell development areas and ensuring a minimum of 2 m high tipping face, the availability and consumption of cover material can be improved. Operating the landfill with the smallest tipping face surface area possible significantly decreases the quantity of cover material required.

When placing waste over previously covered areas, the operator is to ensure that most cover material is removed prior to fresh waste being deposited. The recovered cover material can be reused as future cover material.

#### Future Actions

- Cover all waste in accordance with the *Rural Landfill Regulations* or licence conditions.
- Compact waste to a smooth surface prior to the placement of cover material.
- Optimise cover material utilisation.
- Cover final profile as soon as possible after the area has been completed.
- Maintain adequate cover material stockpiles on site.
- The preference is to use cover received through the gate as weekly cover material and on-site generated cover material as final capping material.

### 6.11. Leachate Management

Leachate management revolves primarily around minimising the amount of leachate being generated. This is achieved by ensuring that the appropriate final waste profile is attained and the waste is suitably capped in order to absorb and retain the majority of the seasonal rainfall and potentially shed excess surface water flow away from the waste mass.

In time, as the vegetation develops on the capped areas this will consume the majority of the water absorbed into the cap and further reduce the generation of leachate.

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Due to the landfill being unlined, there is no leachate collected below the landfill. As a result of the previous trench-fill style of landfilling on site, the base of the landfill consists of numerous excavated trenches and not a continuous excavation across the whole base of the landfill. Consequently leachate would tend to collect, and be retained, in the base of each trench or cell excavation.

The naturally occurring soils on site consist predominantly of light coloured clays overlaying by a relatively thin laterite gravel layer (1 m to 2 m). The majority of the previous waste trenches have been excavated well into the clay layer; hence, collected leachate would tend to be retained in the excavation. Any leachate that does disperse into the clay layer would move extremely slowly as a result of the low permeability of the naturally occurring clays.

It is a requirement of the *Rural Landfill Regulations* that the base of the landfill be maintained a minimum of 3 m above the highest level of the water table aquifer. No investigation of the depth to groundwater has been undertaken. Anecdotal evidence on site indicates that previous excavations to 10 m below natural ground level had not intercepted any groundwater or any soft, saturated soil. Hence it can be presumed that the groundwater level is at least 10 m below natural ground level. This may vary however depending on where on-site the excavation occurs. For future planning, cell excavation should not go below the current excavation level of 10 m below natural ground level, unless an investigation into the actual depth to groundwater is undertaken.

Due to the low annual waste tonnage landfilled, the naturally occurring clayey soils on site and its ability to restrict leachate movement, it is not recommended to line future landfill cells; hence, there will be no future leachate collection and management systems.

The leachate management revolves primarily around minimising the amount of leachate being generated. This is achieved by ensuring that the appropriate final waste profile is attained and the waste is suitably capped in order to shed surface water flow away from the waste mass.

In time, as the vegetation develops on the capped areas this will consume the majority of water absorbed into the cap and further reduce the generation of leachate.

Future Actions
<ul style="list-style-type: none"><li>• There will be no collection and management of leachate due to the facility being unlined.</li><li>• The leachate management is achieved via adequate waste profiling, covering and rehabilitation in order to shed surface water off the landfill and reduce water infiltration into the waste mass.</li><li>• Future cell excavation depths to be limited to 10 m below ground, unless an investigation into the actual depth to groundwater is undertaken.</li></ul>

## 6.12. Stormwater Management

It is a requirement of the *Rural Landfill Regulations* that adequate stormwater management is put in place to ensure that stormwater is diverted away from areas of waste placement and that all contaminated water is retained and managed on site.

The general topography of the original site is a gentle valley line flowing in a north westerly direction diagonally across the site. The majority of this valley line has subsequently been filled in with waste. The site is located in a reserve of natural bush near the top of a hill. There is minimal catchment area upstream from the site and due to the vegetative nature of the surrounding areas there is minimal if any surface water runoff flowing onto the site. In addition, Inkpen Road, which runs along the upstream boundary of the site, acts as a partial cut-off drain, further reducing the upstream catchment and any potential surface water flow. There is no perennial stream flowing down the shallow valley, but during periods of heavy rain, surface water flows down the valley line. The flow is not long-lasting and stops flowing soon after the rain has passed.

Historically there have been surface water management issues in the north easterly portion of the site where runoff is generated from within the site and flows in a westerly direction towards the natural valley line. There are some areas of previous waste placement which interrupted this westerly flow direction resulting in surface water ponding immediately to the north of the existing site shed. This is not seen as a significant issue and with due consideration to future landfill waste placement and the positioning of future site infrastructure adequate stormwater management can be easily achieved in this area.

With the proposal to develop the landfill in the southern portion of the site and progressively fill down the naturally occurring shallow valley line, there will be a need for some stormwater management uphill of the active landfill area. This stormwater management is typically to incorporate the progressive construction of low stormwater diversion bunds and drains around the uphill landfill perimeter and diverting the flow around the landfill and back to the original natural valley line.

The concept for stormwater management in the area of the landfill is to shed all uncontaminated surface water off the capped areas down into the stormwater collection system. The exposed areas (uncapped areas) of landfill are to be shaped so that any contaminated surface water is contained within the landfill area. Landfill tipping areas should be planned in accordance with the rainy season to ensure adequate stormwater control, while always having easily accessible tipping areas. Only enter new landfill cells after the winter rains.

In the north western corner of the site there is a small stormwater retention pond that collect surface water runoff prior to it exiting the site. The purpose of this retention pond is to slow down surface water flow and act as a silt trap to remove excess sediment from the surface water prior to it exiting the site into the native bushland reserve. Due to the limited amount of surface water on site this retention pond only contain water during the rainy winter months. The majority of the time the pond is dry.

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**Appendix No. 3 – Final Landform and Perimeter Drain Layout Plan** provides detail of the proposed perimeter stormwater drains and the existing retention pond.

**Future Actions**

- Ensure adequate stormwater control to divert uncontaminated surface water away from the active landfill areas.
- Ensure tipping areas slope into the landfill to contain contaminated surface water.
- Plan landfill tipping areas in accordance with the rainy season. Only enter new landfill cells after the winter rains.
- Maintain the surface water retention pond in the north-west corner of the site.

### 6.13. Groundwater and Surface Water Monitoring

#### **Groundwater Monitoring**

There is no requirement within the *Rural Landfill Regulations* for the Shire to monitor groundwater. This may however change when the site becomes licensed.

The site currently has no groundwater monitoring bores; hence, there is no ability to monitor the groundwater.

Due to the small annual waste tonnage received on site and the fact that the naturally occurring soils have high clay content, it is not anticipated that there would be any negative environmental impact on the surrounding groundwater as a result of waste management activities on site. Consequently there is no need to monitor the groundwater on site, unless otherwise directed by the DER.

#### **Surface Water Monitoring**

There is no requirement within the *Rural Landfill Regulations* for the Shire to monitor surface water.

There is only occasional surface water flowing through the site. During the rainy season, the existing retention pond in the north west corner of the site provides an opportunity to sample and analyse the surface water. It is proposed that surface water monitoring be undertaken on an annual basis to confirm the effectiveness of the surface water management system on site.

**Future Actions**

- Manager landfill activities to minimise leachate generation and contaminated surface water runoff.
- Monitor water quality within the existing stormwater retention pond on an annual basis (during periods of surface water flow).

#### 6.14. Site Fencing

It is a requirement of the *Rural Landfill Regulations* that the landfill is adequately fenced to prevent livestock from entering the site. This is primarily for the control of stray animals, but as a secondary function the fencing clearly demarcates the extent of the landfill and restricts unauthorised vehicle access.

The site has an existing perimeter fence; however, this fence has not all been installed along the site boundaries. The fence along the road frontage consists of a 1.8 m chain mesh fence with three strands of barbed wire on top. The remaining three sides of the site are fenced with a simple two-strand wire fence, which in some location is in a state of disrepair.

To clearly demarcate the site boundary, to improve site security and to improve litter collection, the Shire is progressively installing a more substantial chain mesh fence along the site boundary. The focus of attention is in the southern portion of the site in the vicinity of the area of current landfill activity.

As part of the operation of the waste management facility the Shire is to ensure the integrity of the boundary fencing (primarily the road frontage fencing). This is achieved by regular perimeter inspections and undertaking necessary fencing maintenance and repairs as and when necessary.

**Appendix No. 2 - Topographic Survey** provides the location of the perimeter fence in relation to the site boundary.

Future Actions
<ul style="list-style-type: none"><li>• Progressively install a chainmesh fence along the site boundary, starting in the southern portion of the site.</li><li>• Ensure the ongoing integrity of the boundary fence.</li></ul>

#### 6.15. Traffic Management

Traffic management is an important aspect of the overall management of the facility. Adequate signage and physical control is required to ensure that the public only drive in allocated areas and comply with traffic flow systems (ideally one-way traffic flows).

Restricting vehicle access only to dedicated areas significantly reduces the amount of uncontrolled tipping and hence the ongoing requirement for the site operator to continuously clean-up the site.

Traffic management needs to consider all anticipated vehicle types and trailers that would be expected to utilise the facility. Adequate space needs to be allocated for vehicles and trailers to park whilst being unloaded as well as providing sufficient space for overtaking parked vehicles.

**Future Actions**

- Restrict vehicle access only to dedicated areas within the site.
- Ensure adequate traffic management is undertaken, including the provision of sufficient signage.
- Traffic management to take into consideration all vehicle types using the facility.

### 6.16. Dust Control

It is a requirement of the *Rural Landfill Regulations* that no visible dust escapes from the site.

Dust is currently not a problem at the site. This is based on the following:

- Relatively small site;
- Small number of traffic movements on site;
- Adequate traffic control;
- Slow-moving traffic;
- Earthworks only carried out on an occasional basis; and,
- No adjacent receptors within 500 m.

During times of occasional earthworks there is the potential for excess dust to be generated. These activities shall be conducted with due consideration for appropriate dust suppression as and when required.

There are no planned activities, which would increase dust generation on site; hence, it is not anticipated that dust management will be a problem in the future.

**Future Actions**

- Visual monitoring of dust generation on site.
- As and when required utilise appropriate dust suppression.

### 6.17. Litter Control

The *Rural Landfill Regulations* cover the requirements for the adequate containment of waste on site. There is a requirement to collect any litter that has blown beyond the site boundary on a monthly basis.

Litter collection fencing is only one means for the control of litter on site. Litter control on site is achieved via the following mechanisms:

- Regular pushing up and compaction of the waste;
- Regular collection of uncontrolled tipping and placing the material into the active tipping face;
- Application of adequate cover material;

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- Site fencing acting as a litter collection device;
- Regular clearing of litter from fences and other areas of site; and,
- Progressive closure of completed landfill areas.

The higher the landfill, the greater the potential to generate litter and hence the greater the effort required managing litter on site. In these circumstances it is more important to correctly position fences to optimise litter collection. In addition to this, landfilling should be planned around seasonal wind variations and direction.

As part of the ongoing management of the landfill the site operator is to conduct monthly litter collection operations around the site and beyond the site boundary.

Future Actions
<ul style="list-style-type: none"><li>• Program landfill activities in accordance with seasonal prevailing wind directions.</li><li>• Ensure adequate on-site litter management.</li><li>• Conduct regular litter collection operations beyond the site boundary.</li></ul>



### 6.18. Weed Management

Active weed management on site is essential to ensure the control of invasive and noxious weed species.

With greenwaste being delivered to the site, there is always the presence of noxious weeds. It is the Shire's responsibility to ensure that noxious weed species are not allowed to infest the site and the adjacent nature reserve.

Control of invasive weeds is currently undertaken by the landfill site operator on an as needed basis.

The management of greenwaste on site will also influence the propagation of invasive weed species. The current practice is to burn stockpiled greenwaste. The greenwaste is stockpiled for a few months before being burnt. During this period before being burnt, weed seeds can blow around the site, further adding to the potential for invasive weed infestation.

With the drive to increased recycling and waste diversion away from landfill, it is possible that in future there may be different methodologies adopted for the management of greenwaste. In consideration of future greenwaste management options, care is to be taken not to distribute invasive weeds throughout the region.

Future Actions
<ul style="list-style-type: none"><li>• Maintain an active weed management system on site.</li><li>• Consider weed propagation when determining future management of greenwaste.</li></ul>

### 6.19. Vermin Control

Vermin are attracted to landfill sites by the presence of an abundant food source within the waste. Vermin have the potential to spread disease within the local area and also negatively impact the local ecology around the facility. For example if cats are allowed to propagate on and around the landfill site they will have a significant negative impact on the local fauna in the area.

Vermin control on site is achieved via the following mechanisms:

- Regular pushing up and compaction of the waste;
- Regular collection of uncontrolled tipping and placing the material into the active tipping face (uncontrolled tipping should be reduced by keeping customers in dedicated area within the site and not allowing general access throughout the site);
- Application of adequate cover material;
- Progressive closure of completed landfill areas;
- Adequate perimeter fencing and gates; and,
- Vermin control such as baiting and trapping.

The site operator is to be mindful of the presence of vermin on site and should evidence of vermin activity be noticed, appropriate action should be taken to control the particular vermin type.

Mechanisms for control of specific types of vermin include:

- Cats - baiting and trapping;
- Rats and Mice - baiting and trapping;
- Dogs - adequate fencing; and,
- Birds - covering of waste and removal of surface water.

Future Actions
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| <ul style="list-style-type: none"><li>• Monitor for the presence of vermin on site.</li><li>• Undertake vermin control as and when appropriate.</li></ul> |
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### 6.20. Fire Control

The *Rural Landfill Regulations* allow burning of greenwaste. This is to be the only material that is burnt on site.

The burning of greenwaste is to be carried out in accordance with the requirements of the Regulations.

The Shire has developed a Fire Management Plan to manage fires in and around the facility and has in place the appropriate equipment available so that the Shire can extinguish an unauthorised fire as soon as possible.

#### Appendix No. 8 – Fire Management Plan

Future Actions
<ul style="list-style-type: none"><li>• Ensure all greenwaste burning is carried out in accordance with the <i>Rural Landfill Regulations</i> or any future licence conditions.</li><li>• Extinguish unauthorised fires as soon as possible.</li><li>• Report unauthorised fires to the DER within 14 days of the fire.</li></ul>

### 6.21. Final Landfill Profile

The proposed final profile for the landfill is to form a single gradual domed shape over the majority of the available landfill area on site, taking into consideration the necessary buffer zone requirements. The top of the landfill will be domed so that surface water runs off the waste mass towards perimeter stormwater drains around the edge of the landfill, ending up in the original valley line at the lower portion of the site.

Stormwater control will be achieved by having slopes on the majority of the final landfill cap of approximately 1 (vertical) in 10 (horizontal) towards the perimeter drains. At the top of the dome shaped profile, the waste mass has a slope of approximately 1 (vertical) in 20 (horizontal). The combination of these slopes optimises available landfill airspace, while providing a final profile that has an ability to shed excess surface water off the capped surface and into the perimeter stormwater drains.

The proposed landfill profile has been designed to optimise available airspace on site while providing a post closure profile that is environmentally sustainable and simple to manage throughout the post closure period.

Although there is some confusion within the DER as to the interpretation of the maximum allowable landfill height as set out in the *Rural Landfill Regulations*, due to there being numerous precedents set whereby Registered landfills have been approved by the DER with a waste profile that is greater than 2 m above the surrounding natural ground level, this precedent has been adopted when designing the final landfill profile (this will no longer be an issue once the facility has been licensed). The profile has been based around a maximum waste elevation of

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RL 320 m AHD, which is 2 m above the highest natural ground level on site (RL 318 m AHD, south east corner of the site).

At the highest point of the waste mass (RL 320 m AHD), which is approximately 170 m down slope from the south eastern corner of the site (highest natural ground level), there will be approximately 10 m of new waste to be placed above existing site levels.

**Appendix No. 3 – Final Landform and Perimeter Drain Layout Plan** provides detail of the proposed final landform profile.

Future Actions
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| <ul style="list-style-type: none"><li>• Progressively develop the final waste profile in accordance with the proposed design.</li></ul> |
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### 6.22. Landfill Gas management

Landfill gas is generated within large landfills as part of the process of decomposition of organic waste. Typically landfill gas consists of approximately 50% methane and approximately 50% carbon dioxide. There are minor percentages of other gases present in landfill gas.

The environmental concerns with regards to landfill gas relates predominantly to methane being a significant greenhouse gas contributor. Other environmental concerns include the potential odour associated with landfill gas and to a lesser degree the fire and explosion hazard associated with the presence of significant quantities of methane.

Landfill gas is only generated in moist anaerobic conditions within the waste mass. These conditions only occur in larger landfills where the waste depth is in excess of approximately 5 m. There is no evidence that the Inkpen Road landfill is currently generating noticeable quantities of landfill gas. The lack of gas production is a combination of the relatively small quantity of waste landfilled annually, the thickness of the waste mass and the fact that the waste is relatively dry.

As part of the regular site inspections the Site operator should be aware of the potential for landfill gas generation and look for the tell-tale signs of landfill gas. The presence of significant quantities of landfill gas is relatively easy identified. The gas can be seen emerging from the waste mass (or surrounding areas) during cold winter mornings in what looks like steam coming out of the ground. Landfill gas can also be easily detected by odour. Simply walking over the waste in the downstream wind direction would be sufficient to detect the presence of the gas.

Should landfill gas be detected, the Shire should seek professional advice with regards to the most appropriate method for managing the gas.

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Over time, as the waste depth increases in accordance with the proposed final waste profile, this increased depth of waste is likely to result in increased landfill gas generation; however, it is not anticipated that there will be significant quantities of landfill gas such that it will warrant the development of a formal gas extraction and management system. Simply allowing the gas to dissipate into the atmosphere is seen as the most likely solution.

Where the landfill gets close to any built structures, the Shire is to be aware of the possibility of gas migration and accumulation within belowground service trenches and structures. This is seen as a minor risk element as there is not anticipated to be a significant quantity of landfill gas being generated, there are only minimal structures on site and the natural soil is of low permeability; hence, resistant to gas migration. Although the low permeability soil is an advantage with regards to reducing the general migration of gas, should there be a preferential flow path (through a sand layer or quartz vein) that leads to a service trench or structure, this could result in significant localised gas build-up.

Future Actions
<ul style="list-style-type: none"><li>• Undertake regular site inspections for the presence of landfill gas.</li><li>• If gas is detected seek professional advice.</li><li>• Be aware that as the waste depth increases, there is the possibility of increased landfill gas generation.</li><li>• Be aware of the possibility of landfill gas migration and the potential impact on belowground service trenches and structures.</li></ul>

## 7. Recycling Activities

In order to strive to comply with the Waste Authority's *Waste Strategy* (major consideration) and to reduce the quantity of waste sent to landfill (minor consideration), materials recycling activities could be improved and increased.

Currently limited recycling occurs on site and primarily involves bulk metal, minimal quantities of comingled recyclables, waste motor oil and used vehicle tyres.

Metal recycling generates a nominal income which is retained by the Shire, while car batteries and non-ferrous metal revenue is retained by the Contractor, used vehicle tyre recycling is carried out at a cost which is paid for by the Shire (from gate fee is received), waste motor oil is recycled through the DER annual supply contract (and paid for by the Shire) and comingled packaging material is recycled by Avon Waste at a cost to the Shire.

Based on current contractual arrangements the Contractor receives the revenue from recycled car batteries and non-ferrous metals. This is a positive situation as it encourages the Contractor to recycle these particular materials. The negative aspect is that the Contractor is not incentivised to recycle other products that may provide a positive revenue outcome. This limits the amount of material that is potentially able to be recycled on site.

If the Shire wishes to proceed in the direction of increased recycling and reduced waste to landfill, then the Shire will need to cover the costs associated with the increased recycling activities. The costs associated with the vast majority of recycling activities are not covered by the revenue received from the sale of the recycled products (infrastructure, additional staffing, separation and handling costs, high transport costs, low/no revenue); consequently, to proceed in the direction of increased recycling and reduced waste to landfill the Shire needs to be committed to the cause and cover the costs associated with increased recycling activities.

Increased recycling and reduced waste to landfill is the cornerstone of the Shire's Strategic Waste Management Plan.

The Shire is cognisant of the fact that the site is only a Registered landfill facility. This is an entitlement to landfill up to 5,000 t/yr of waste, which is adequate based on current landfill quantities. However, with the facility removing more than 500 t/yr of recyclable materials from site, it is above the threshold for a waste transfer station and hence, is required to become a licensed facility. If in future the Shire opted to process recyclable materials, such as developing a composting facility, this would also need to be included in the facility licence.

Future Actions
<ul style="list-style-type: none"> <li>• Review the facility operating contract to encourage the Contractor to increase the range of materials being recycled or make the necessary changes when the contract is re-tendered.</li> <li>• The Shire to undertake or pay for additional recycling activities that are not cash positive.</li> <li>• Expand the range of recycling options on site.</li> <li>• Progress with the licensing of the site as a transfer station and putrescible landfill.</li> </ul>

### 7.1. Recycling Data

There is data available on the quantity of material being recycled or diverted from landfill at the Inkpen Road facility.

Table 7.1.1 - Annual Recycling Tonnage (from Section 5.3.2, Table 5.3.1 above) provides the annual recycling tonnage received at the Inkpen Road facility.

Table 7.1.1 - Annual Recycling Tonnage

Material Type	Estimated Annual Material Quantity	*Quantity Converted to Tonnes
<b>Material Diverted from Landfill</b>		
Greenwaste (burnt on site)	1,457.25 m <sup>3</sup>	218.6 t
Scrap Metal	1,148.25 m <sup>3</sup>	574.1 t
Tyres	411.0 m <sup>3</sup>	6.2 t
Waste Oil	4,950 L	4,059 t
Car Batteries	4 t	4 t
Comingled Recycling	9.4 t	9.4 t
<b>Sub-Total</b>		<b>4,871.2 t</b>
<b>**Sub-Total + 10%</b>		<b>5,358.4 t</b>
<b>Sub-Total + 10% Rounding</b>		<b>5,360.0 t</b>
<b>Total</b>		<b>9,375.1 t</b>
<b>**Total + 10%</b>		<b>10,312.6 t</b>
<b>Total + 10% Rounding</b>		<b>10,320.0 t</b>

\* Conversion rates used are the LG Waste and Recycling Census values where applicable and best estimates based on discussion with the Shire of Northam.

\*\* Converted tonnage values increased by 10% to account for possible estimation inaccuracies.

## 7.2. Recycling Area

In order to improve recycling opportunities on site, it is recommended that a more formal, dedicated recycling area near the entrance to the site be developed and the range of recyclable options increased in comparison to current recycling activities. This should be the area within which residential and small commercial customers are encouraged to drop off all recyclables. There is also the option to have dedicated bulk metal, greenwaste and general waste drop-off areas within the site entrance infrastructure and the site operator then transfers the materials to the relevant areas on site. When determining the need for this transfer operation, the benefit of restricting public access to the remainder of the site needs to be weighed up against the additional effort on behalf of the site operator to transfer the bulk metal, greenwaste and/or general waste within the site.

The recycling area should be developed based on the type and quantity of recyclable materials that are being targeted. Due to the size of the landfill site and the relatively small community that it supports, it is not seen as practical to develop an elaborate recycling solution at the site. A few bins or storage bays for selected recyclable materials and a few yellow wheelie bins for comingled recyclable packaging material would suffice. The yellow wheelie bins could then be incorporated into the normal kerbside collection activity.

As an additional activity a yellow wheelie bins swap system could be developed whereby residents that were not on the regular kerbside recycling route could swap full yellow wheelie bins for empty bins and the full bins incorporated into the normal kerbside collection activity.

The recycling area should provide sufficient space for the storage of recyclable products and potentially a second-hand goods area. Bulk metal, greenwaste and general waste drop-off areas could be provided on the landfill cap adjacent to the recycling area.

**Appendix No. 9 – Future Recycling Area – Conceptual Layout** provides a conceptual layout of the proposed recycling area, including a smaller Stage 1 area and a subsequent, larger Stage 2 area should the Shire opt to further expand the facility's recycling activities. A detailed plan of the recycling area will need to be developed depending on the range of services to be implemented by the Shire.

The ideal would be to construct a fence around the recycling compound to provide a physical demarcation of the area and security for stored products. A vegetated screen of native plant species should be planted around the exterior of the fenced perimeter adjacent to the site property boundary to improve the site aesthetics.

The area inside the perimeter fence should to be maintained in a neat and orderly fashion, including active litter collection. This will encourage users to do the right thing and place the correct material in the appropriate location; hence, reducing the amount of clean-up required by the site operator.

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***It is not the intention to simply collect as much recyclable material as possible. Recyclable materials should only be collected if there is a reliable and viable system in place for the removal, transport and delivery of the material to the appropriate processing facility or application.***

#### Future Actions

- Review the opportunity to develop a recycling area at the entrance to the waste management facility in conjunction with the recycling initiatives adopted by the Shire Strategic Waste Management Plan.
- Subsequently, budget sufficient funds to cover the cost of improving the facility (this will be dependent of the range of services offered).

### 7.3. Second-Hand Goods

Currently there is no recycling of reusable material on site. It is recommended that the Shire develop a simple second-hand goods shop within the recycling area at the entrance to the site.

A second-hand goods shop is an effective means to significantly reduce the volume of waste going to landfill. This is primarily due to the bulky nature of potentially tradable second-hand goods.

A second-hand goods shop would consist of a small roofed, secure area for the storage and display of material that has potential resale value. Waste being delivered to the site would initially be inspected for suitability for resale. If suitable, it would be received at no charge.

The collected material would be on display to the general public and sold at a nominal cost.

The range of potential items include:

- General household goods (pots, pans, books, picture frames);
- Building products (window frames, mirrors, sinks, baths);
- Motor vehicle and equipment spare parts;
- Bicycles;
- Garden mowers; and,
- Assortment of metal and plastic items.

Typically anything that has resale value would be on display. All revenue collected from the second-hand goods area could be used to offset the costs of running the facility. If there were a net profit from the second-hand goods shop, this could be used to offset the costs of recycling other materials.

In addition, a second-hand goods shop provides a popular community facility and increases community awareness of the importance of recycling.

#### Future Actions

- Review the opportunity to develop a small second-hand goods shop within the upgraded recycling area.

#### 7.4. Metal

Metal recycling covers the collection of ferrous and nonferrous metals. In order to maximise the value of the collected metals it is recommended to develop a small area dedicated to high-value metal such as copper, brass, aluminium and stainless steel, wet cell lead batteries and a larger area for the disposal of bulk metal. The security of the high-value metals needs to be considered as this material is often targeted by thieves.

The bulk metal disposal area could be located within or immediately adjacent to the general recycling area (in time on the capped landfill) as opposed to the current solution of storing the collected material in the middle of the active landfill.

Once sufficient metal has been stockpiled a scrap metal merchant would be called to site to remove the collected material.

##### Future Actions

- Develop separate collection areas for bulk metal and high-value metal.
- Consider the security of the high-value metals.
- Investigate the potential of having both the ferrous and nonferrous area within or immediately adjacent to the main recycling area and not on the active landfill.

#### 7.5. Greenwaste

The current practice with regards to greenwaste is to stockpile collected material separately and then burn it at the appropriate time of year. Due to the relatively small quantity of greenwaste delivered to the site, it has not been economically viable to mulch the material and produce a garden improvement product.

Due to the economic advantage, at present, it is proposed to continue to burn greenwaste on site.

In striving for increased waste diversion from landfill, the site operator should concentrate on getting customers to separate and remove all greenwaste from the general waste before progressing to the landfill tipping area.

In future, the Shire could investigate option for the alternative management of greenwaste; potentially in conjunction with improved greenwaste management activities at the Old Quarry Road Waste Management Facility.

Alternative greenwaste management could incorporate the following options:

- Mulching the greenwaste to produce a garden improvement product;
- Mulching and composting to produce a garden improvement product. This process could be used to process/recycle other organic waste materials and potentially some liquid wastes;

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- Fire wood from selected portions of the greenwaste; and,
- Inkpen Road greenwaste sent to a central greenwaste processing facility at the Old Quarry Road facility.

The resultant products could be sold to the local community if the product was of sufficient quality and there was sufficient demand.

In consideration of future greenwaste management options, care is to be taken not to distribute invasive weeds throughout the region.

The Shire is to be aware that there may be a need to obtain the necessary DER licence to operate an alternative greenwaste management system, in particular a composting facility.

#### Future Actions

- Continue to burn greenwaste on site in accordance with Regulation requirements or future licence conditions.
- Optimise the diversion of greenwaste from landfill.
- Review the options available for alternative management of greenwaste.
- Potentially develop a greenwaste drop-off area within or immediately adjacent to the recycling area.
- Consider weed control as part a review of future options.

### 7.6. Future Improved Recycling

Improved recycling is a combination of improving the performance of existing recycling systems to increase the quantity of materials be recycled, as well as implementing new recycling options to increase the range of materials being recycled. Both of these outcomes increase the quantity of materials being diverted from landfill.

Should the Shire wish to proceed down the path of improved recycling, there are a range of options that can be considered, these could potentially include the following:

- Adjust gate fee structure to encourage recycling separation before waste disposal to landfill;
- Increased attention at the gatehouse to ensure recyclable materials are adequately separated from general waste;
- Implement new recycling systems, some examples include:
  - Yellow recycling bin swap system;
  - Alternative greenwaste processing:
    - Mulching;
    - Composting;
    - Firewood;
  - Increased range of recyclable material drop-off opportunities; and,
- Develop a second-hand goods resale system.

The majority of products that are currently recycled on site are handled in small quantities and in a relatively informal manner. The general public are accustomed to the recycling of these products. Providing the necessary improved facilities on site will encourage recycling activity.

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The development of improved recycling facilities is to be carried out in conjunction with the aims and intentions of the Shire and ideally in accordance with the direction provided in the Shire's Strategic Waste Management Plan.

***It is not the intention to simply collect as much recyclable material as possible. Recyclable materials should only be collected if there is a reliable and viable system in place for the removal, transport and delivery of the material to the appropriate processing facility or application.***

The Shire is to be aware that there may be a need to licence the site if the proposed recycling activities exceed the licence threshold for the particular Prescribed Category associated with the proposed recycling activity.

#### Future Actions

- Assess the Shire support for improved recycling activity including an understanding of the associated costs, ideally in accordance with the Shire's Strategic Waste Management Plan.
- Consider the need for the site to be licensed and the possible impact on the landfill operations.
- Only recycle materials that have a reliable and viable downstream system in place to receive the materials.

### 7.7. Hazardous and Problematic Waste

Hazardous and problematic waste, even in small quantities, has the potential to cause environmental harm or safety concerns. Consequently, an effort should be put in to reduce the amount of hazardous and problematic waste that is disposed of via landfill.

In a broad context, typically hazardous and problematic waste includes:

- Household chemicals;
- Industrial chemicals;
- Asbestos products (dedicated burial in the landfill is the preferred solution);
- Used oil (limited quantities currently collected);
- Paints;
- Medicines;
- Fluorescent light globes and tubes;
- Electronic and electrical equipment;
- Dry cell batteries including mobile phone and other electronic devices;
- Gas bottles and fire extinguishers;
- Fire detectors; and,
- Flares.

The methodology for the handling of hazardous and problematic waste types is primarily a function of the specific hazard or problem that the individual waste type presents to the environment. As these waste types are diverted from landfill and collected at a recycling facility, specific handling methodologies need to be developed to ensure the appropriate handling and storage of the material. Typically, the different waste sources are stored separately depending on the waste type and downstream handling methodology. Secure weatherproof cabinets are the most common method of storing hazardous waste, while asbestos products are buried in the landfill. The Shire is to be aware that the disposal of hazardous waste can be an expensive activity.

Significant information is available from the DER with regards to the appropriate handling methodologies for most hazardous and problematic wastes.

Once collected, the material needs to be securely stored either on site or in a Shire works depot, to prevent inappropriate access to the material by members of the general public.

The Waste Authority, through the DER currently has a household hazardous waste disposal program running where the Shire can deliver the hazardous waste to a number of Perth Metropolitan or regional drop-off facilities no charge, the nearest being Toodyay or the Metropolitan area (depending on the direction being travelled).

It is noted that, in order to transport any accumulated Controlled Waste, which includes some hazardous and problematic wastes, the Shire needs to register as a Licensed Controlled Waste Carrier, which entails the vehicle (trailers or truck) and driver to be registered with the DER. The alternative is to contract out the transport of any Controlled Waste to a Licensed Controlled Waste Carrier.

Future Actions
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| <ul style="list-style-type: none"><li>• Assess the extent of hazardous and problematic waste in the Shire.</li><li>• Develop an appropriate secure collection location at the Inkpen Road facility.</li><li>• Ensure that Controlled Wastes are transferred by Licensed Controlled Waste Carriers.</li></ul> |
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### 7.8. Asbestos Waste

Asbestos is a hazardous waste material, which requires special handling when received on site. Consequently, the Shire has developed an Asbestos Management Plan specifically to ensure that asbestos is managed appropriately and in accordance with the requirements of the *Rural Landfill Regulations*.

The Asbestos Management Plan may need to be amended should the future facility licence contain additional asbestos management conditions.

**Appendix No. 10 – Asbestos Management Plan** provides a copy of the plan.

## 8. Landfill Available Airspace

### 8.1. Airspace Consumption

Current landfilled waste tonnages are estimated to be in the order of 2,260 tonnes per year. This will increase to approximately 4,000 tonnes over the next 20 years (2036/2037), which averages out at approximately 3,100 tonnes per year. Based on an anticipated waste density of approximately 0.65 t/m<sup>3</sup>, this equates to approximately 4,770 m<sup>3</sup> of landfill airspace consumed annually over the next 20 years.

### 8.2. Available Airspace

The landfill available airspace is based on a combination of filling over existing landfilled areas to achieve the desired final waste profile and future excavating then filling of new, undisturbed areas of the site.

Based on the proposed final landform as a single domed shape over the full extent of the available site, it is calculated that there is approximately 400,000 m<sup>3</sup> of available airspace remaining on site above the existing ground and landfill surface. In addition, there is approximately 38,000 m<sup>2</sup> of area of potential future landfill cell development in areas where there has been no historical waste placement. Currently the landfill cells are excavated to 8 m to 10 m deep; however, due to the uncertainty of the precise area of available landfill cell excavation, a conservative position of using an average excavation depth of 5 m has been adopted, which results in an additional 190,000 m<sup>3</sup> of excavation. That is a total of 590,000 m<sup>3</sup> of available landfill airspace.

Based on the available airspace and a 2016 annual quantity of 2,260 tonnes, increasing at 2.9% annually and a waste density of 0.65 t/m<sup>3</sup>, the landfill will reach maximum capacity in approximately 57 years.

Monitoring of airspace consumption by occasional topographic surveys will provide detail on exactly how much airspace is being consumed. This will then provide ongoing updates as to the life expectancy of the landfill facility.

At current waste quantities, it is advisable to undertake topographic surveys of the areas of waste placement typically every five years. This will enable the Shire to assess more accurately the rate of filling and hence confirm the remaining life of the landfill.

**Appendix No. 4 – Site Utilisation** provides detail of the future progressive landfill development.

**Appendix No. 3 – Final Landform and Perimeter Drain Layout Plan** provides detail of the proposed final landfill profile.

Future Actions
<ul style="list-style-type: none"><li>• Undertake topographical survey of the landfill area every 5 years in order to assess airspace consumption.</li><li>• Compare airspace consumption with forecast airspace consumption in order to more accurately determine the life expectancy of the landfill site.</li></ul>

## 9. Landfill Capping and Closure

### 9.1. Environmental and Social Impact

The environmental and social impact of the closed landfill is a function of the type and quantity of waste contained within the landfill, the quality of landfill closure and the distance from the facility to the nearest receptor(s).

The Inkpen Road Waste Management Facility is located approximately 3.5 km to the south east of the town of Wundowie. The nearest farmhouse is approximately 700 m to the south of the landfill and another farmhouse 940 m to the west. These are the only human receptors within the 1,000 m buffer zone around the landfill. There is a residential subdivision (rural living) 1.6 km to the west, north-west of the site. The landfill site is surrounded by a reserve containing native bushland, with the vast majority of the 1,000 m buffer zone falling within the nature reserve. To the south there is only 400 m of native bush and to the west there is 780 m of native bush.

Based on the topography of the landfill site it is anticipated that the localised groundwater movement would be in a north westerly direction down the valley. The valley line extends approximately 1.2 km in a north westerly direction until it meets a major creek line adjacent to the Great Eastern Highway. The full extent of this 1.2 km valley line is within the nature reserve.

Surface water from the site flows down the valley line and exit the north west corner of the site onto the adjoining nature reserve. The existing stormwater retention pond in the north-west corner of the site controls stormwater runoff and remove sediment before it enters the nature reserve. During the rainy season, the stormwater retention pond also provides an opportunity to monitor the contamination levels within the stormwater exiting the site.

The environmental impact to the watercourse beyond the site will be highly dependent on the contamination level of the surface water leaving the landfill site. Due to the on-site stormwater diversion and retention pond and the fact that surface water would only exit the site under extreme weather events, any escaping water would be highly diluted and would be further diluted by other inflows into the valley line from the native bush area; hence, it is most unlikely that there would be any negative off site impact.

No detailed assessment of the groundwater flow direction or speed has been undertaken. However, it can be presumed that the local groundwater flow follows the overall topography and flows parallel to the valley line. With the underlying geology consisting of heavy clays of low permeability, the groundwater flow would be extremely slow moving. Any groundwater contamination emanating from the landfill activities is likely to move extremely slowly in a north westerly direction down the valley line. With 1.2 km to the major creek line adjacent to the Great Eastern Highway, it is anticipated that the groundwater will take many years to reach this watercourse. By this time any contamination would have been naturally attenuated; hence, there is no groundwater impact anticipated.

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Due to the relatively small size of the landfill, the environmental management activities undertaken on site and the distance to the nearest receptor(s), it is not anticipated that there would be any noticeable environmental or social impact as a result of the waste management activities on site.

In order to minimise the environmental impact to the adjoining nature reserve the site operator is to concentrate on the following operational activities:

- Stormwater control, diversion and retention;
- Contaminated surface water containment;
- Waste compaction;
- Adequate cover material placement; and,
- Progressive closure of completed portions of the landfill.

#### Future Actions

- The operation of the landfill facility is to include adequate stormwater control, waste compaction and cover and capping material placement.

### 9.2. Options for Site After-Use

Due to the rural location and hence relatively low land value of the site, there is no incentive to spend excessive capital on developing the site for a specific high-value end use.

Potential options for after-use include:

- Public open space or nature strip;
- Walking/riding trails;
- Community facility; and,
- Future waste management facility (excluding landfill).

With the site being surrounded by natural bushland there is the potential that the closed landfill area could be rehabilitated to blend back into the natural bushland background and become a community recreational area for walking and horse riding.

Due to the historical land use being waste management and the fact that should this facility be closed down, there would be a need for the Shire to develop an alternative waste management facility (recycling and transfer station, not necessarily a landfill) elsewhere in the area, there is significant benefit in continuing to use this "brown field" site for waste management activities. The future as a waste management facility is to be determined by the future waste management needs of the community.

Depending on the extent of future waste management activities and space availability, the preference is not to use the areas of previous waste placement for future activities, the exception being the possible future storage of scrap metal and greenwaste on the edge of the completed landfill in the vicinity of the proposed recycling area. The landfilled areas should be capped off and revegetated. Should these areas be required for future waste recycling operations, the potential waste settlement and cap thickness should be taken into consideration in planning these activities.

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The most appropriate after-use for the closed landfill site is to be used as a waste management facility for the local community. This could potentially include:

- Waste transfer station;
- Second-hand goods shop;
- DrumMuster collection point;
- Materials recycling (plastic, metal, glass, paper, cardboard etc);
- Household hazardous goods collection; and,
- Greenwaste processing.

As part of the proposed future development of the Inkpen Road Waste Management Facility, all of the above uses have been included in the planning. These activities only require a relatively small portion of the overall site. It is likely that the post landfill closure activities on site will continue to concentrate around waste transfer and recycling. The previously landfilled areas will simply be rehabilitated and left to blend back into the natural surrounds.

#### Future Actions

- Prior to the closing of the landfill activities, assess the community need for future waste management activities on site.
- Future site uses and development on the landfill footprint should take into consideration potential waste settlement and landfill cap thickness.

### 9.3. Infrastructure Requirements

The majority of the infrastructure requirements for turning the site into a comprehensive waste management facility will progressively be developed over time while the landfill is still in operation.

It is anticipated that as recycling and waste minimization takes precedents over traditional landfill, that the majority of the necessary infrastructure will be developed based on recycling and waste minimization needs and not necessarily because the landfill is being closed.

Depending on the future waste residue disposal options in the area (other commercial landfills or future regional landfill), a waste transfer station may be needed once the landfill is closed. This is seen as the only specific infrastructure that will be required to be installed as a result of the landfill being closed.

#### Future Actions

- The majority of the necessary site infrastructure will be progressively developed for recycling and waste minimisation needs while the landfill is still operational.
- A waste transfer station may be needed once the landfill is finally closed.

#### 9.4. Site Preparation

During normal landfill operations, areas of previous waste disposal would have been progressively closed off and the landfilled waste covered over. This would have adequately prepared and covered most, if not all exposed waste. To achieve this, once waste placement has ceased in an area and the final profile obtained, the waste surface then needs to be compacted and flattened by the loader, roller or excavator. This will ideally fill in as many voids as possible in the waste mass. Providing a relatively smooth, rolled surface will reduce the quantity of cover material needed to develop a suitable capping layer. If the waste mass is left with large voids, the cover material will simply infiltrate into the waste and require additional cover material to be applied. Any weeds in the area to be capped need to be sprayed 14 days before the application of any cover or capping material.

Prior to the final capping and closure of the last portion of the landfill site it is necessary that a general clean-up be undertaken. This should typically have occurred as part of normal landfill operations; however, a final clean-up and inspection should be undertaken. Any collected waste material can be disposed of into the landfill prior to it being closed.

Weed control in the vicinity of the landfill is to occur prior to the final closure of the facility and for an extended period thereafter. The length of the weed control period will be a function of weed infestation and the success of the weed control.

On completion of all post closure construction activities, all redundant access roads should be removed to restrict access to the rehabilitated areas.

Future Actions
<ul style="list-style-type: none"><li>▪ Site clean-up.</li><li>▪ Final capping, closure and rehabilitation of previously landfilled areas.</li><li>▪ Removal of redundant infrastructure (old access roads).</li><li>▪ Restricted access to rehabilitated areas.</li><li>▪ Ongoing weed control.</li></ul>



#### 9.5. Final Contours

The intended use of the site once the landfill has reached maximum capacity is to continue as a waste management facility; however, it is not proposed that any development occur directly on the capped landfill area, other than potentially some storage of recyclable materials. Therefore there are no specific after-use related requirements for the final capped profile. The ultimate final contours are a function of optimising available landfill airspace, ensuring a long-term sustainable capped profile over the waste and adequate control of surface water run-off.

The cap profile is to be constructed to have a maximum slope of approximately 1 (vertical) to 10 (horizontal), with the top flatter portion of the domed shaped landfill being at a slope of approximately 1 (vertical) to 20 (horizontal) and typically a cap of minimum of 1 m (ideally 1.5 m) thick over the waste. This is seen as an acceptable slope to achieve sufficient stormwater runoff without generating excessive leachate.

During settlement, portions of the cap slope will gradually reduce in height, however, due to the low annual waste quantity and hence the slow progression of the landfill, the vast majority of the waste settlement will occur while the landfill is still in operation and hence, post closure of the landfill there is not anticipate to be much settlement, such that the impact of any settlement can be ignored.

Care has been taken to minimise the flat areas on top of the cap profile, as these areas generally occur at the point of the deepest waste mass and hence are prone to the most settlement resulting in depressions forming in the cap profile which will collect stormwater and result in excessive leachate generation.

**Appendix No. 3 – Final Landform and Perimeter Drain Layout Plan** provides details of the proposed capping layer section and contours of the final waste profile. The final waste profile contours are to be progressively developed as part of the landfilling activity and then the capping layer constructed as part of the continuous closure program. It is proposed that the waste mass be formed to the design contour levels, with the cap being placed on top, adding an additional minimum 1 m to the landform height.

#### Future Actions

- Cap profile to be a combination of 1 (vertical) to 10 (horizontal) on the side slopes and 1 (vertical) to 20 (horizontal) on the top portion of the landfill.
- Waste settlement can be ignored.
- Final contours to ensure sufficient stormwater runoff without generating excessive leachate.
- Minimise flat areas on top of the cap profile.
- Continuous closure program as waste reaches final design profile.

### 9.6. Closure Capping

The final result of the closure capping is to provide an environment that is long-term sustainable and that will not need resurfacing in the future. Any maintenance and resurfacing work carried out on the cap will result in machines having to drive over the vegetated surface, thus usually resulting in significant damage to the surface and hence a long time for the vegetation to recover. If this work is done during the wet season and the cap surface is soft, the vehicle damage is usually greater than if the work was carried out in summer.

### 9.7. Continuous Capping

It is essential that the landfills be progressively capped as the waste reaches the final waste profile and the capping not be left to the end of the landfill life. The benefit of continuous capping include:

- Progressively closing off portions of the site;
- Increased ability to shed surface water off the landfill and hence reducing the quantity of leachate being generated;
- Reducing the ongoing closure liability costs for the landfill as these costs are incurred progressively through the life of the landfill;

- Using the capping costs as a guide to assist the Shire to determining what closure reserves will be required towards the end of the life of the landfill and during the post closure period;
- Reduced litter generation; and,
- Improved aesthetics.

#### 9.8. Landfill Gas

There is no evidence of any discernable volume of landfill gas being generated within the landfill waste mass. The landfill capping system does not need to be specifically designed to accommodate landfill gas capture.

The landfill capping soil layer has an ability to oxidise some methane as the landfill gas passes through the cap and hence reduce the emissions from the landfill. The degree of emissions will depend on the quantity of landfill gas being emitted and the thickness of the landfill cap.

#### 9.9. Surface Preparation

Once waste placement has ceased in an area and the final profile obtained, any weeds need to be sprayed 14 days before the application of any capping material. The waste surface then needs to be compacted and flattened by the loader, roller or excavator. This will ideally fill in as many voids as possible in the waste mass. Providing a relatively smooth, rolled surface will reduce the quantity of cover material needed to develop a suitable capping layer. If the waste mass is left with large voids, the cover material will simply infiltrate into the waste and require additional cover material to be applied.

#### 9.10. Capping Layer Profile

The proposed capping layer profile consists of a single soil layer placed on top of the finished waste profile.

It is not proposed that a layer of topsoil be utilised as this is not the naturally occurring situation in the local environment and will primarily promote weed growth. Native vegetation is adequately surviving in the surrounding environment and hence replicating these environmental conditions should be sufficient to sustain native vegetation on the landfill capped areas. By the addition of a topsoil layer, weed species will thrive to the detriment of the native vegetation.

The exception being, if there is a seed bank of cleared material from the undisturbed portions of the site or other sites in the region, this should be spread on the cap surface. However, weed infestation is still a major concern and should be closely monitored.

## 9.11. Capping Material

### 9.11.1. Purpose

The intention of the waste cap is to provide a long-term sustainable barrier between the waste and the environment. The capping material is not necessarily required to "entomb" the waste as moisture assists in the waste decomposition process and hence allowing controlled amounts of water through the cap is beneficial to the long-term overall stability of the closed landfill.

The intended purpose of the landfill cap includes:

- Provision of a barrier between the waste and the environment;
- Control of moisture ingress;
- Provides a habitat for the establishment of native vegetation;
- Control of erosion of the cap material;
- Prevent vermin access to the decomposing waste;
- Control odour emissions;
- Encourage excess stormwater runoff;
- Divert water from the area of waste placement;
- Ability to accommodate waste settlement;
- Oxidise limited amounts of landfill gas (if present); and,
- Improved aesthetic appeal of the site.

### 9.11.2. Natural Soil

From on-site observations, the natural soil in the immediate area of the site (and the majority of the region) is fine-grained clayey soil and hence has a relatively low permeability. This soil is well suited as landfill capping material. This is based on the following:

- The natural soil allows surface water to slowly permeate into the cap and be absorbed and retained in the cap (to sustain the vegetation cover). Excess moisture will either pass through the capping layer into the waste mass or be shed off the surface of the landfill;
- Is suitable for vegetation to establish on the surface (moisture retention); and,
- Wind and water erosion can be managed.

Over time, there will be large surface areas of landfill to cover and a limited amount of soil available. This soil supply needs to be carefully managed during landfill operations to ensure that there is sufficient material available for the capping layer. Continuously capping the completed areas of the landfill will ensure that the natural soil is apportioned appropriately and not simply wasted.

It is preferable that the on-site soil be utilised as landfill capping material in preference to regular waste cover material. The native vegetation is thriving in this soil; hence, it is better to use this material in the final cap and imported material as regular cover material (which may be less suitable for sustaining the native vegetation).

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The natural soil in the immediate area is light coloured, heavy clay overlaid with laterite gravel and a thin layer of cap rock. The clay is of extremely low permeability, with two samples analysed and achieved a permeability of  $1.5 \times 10^{-9}$  m/s and  $7.9 \times 10^{-10}$  m/s (SGS 13 June 2011). Due to the low permeability of the naturally occurring soil, it is well suited as landfill capping material. A landfill cap of 1 m thick is deemed the absolute minimum thickness, ideally a 1.5 m cap should be installed. This will allow the cap to absorb and retain a portion of the rainfall while the majority of the surface water is shed off the landfill into the perimeter drains; hence, reducing the volume of stormwater entering the waste mass.

The *Rural Landfill Regulations* do not stipulate a minimum cap thickness or material type. The *DER Code of Practice - Rural Landfill Management* states that “*the depth and nature of the final cover should satisfy the objectives set out for use of the site following closure*”.

Due to the fact that a substantial portion of the available landfill area has previously been used for landfill activities, there is only limited excavation of on-site clays that will occur during the development of future landfill airspace. Consequently there is likely to be insufficient on-site clayey soil material to complete all capping requirements.

During the operation of the landfill the Shire is to actively source waste cover material and suitable capping material from off-site locations. The selection of the capping material should be based on the soil compatibility with the naturally occurring soils on site, low permeability, non-contaminated and not containing significant weeds or foreign vegetation. Depending on the quality of off-site capping material, the cap thickness may need to be adjusted to accommodate a higher permeability soil. Typically the cap will be a minimum of 1 m thick for clayey material and increasing to a minimum of 1.5 m thick if higher permeability soil is used. In general, the naturally occurring soils in the area are similar to the on-site soil; hence, in most cases, the off-site material should be suitable for capping material in the order of 1 m thick. If there are different types of soil used in the cap, where possible, the soils should be blended to achieve a uniform soil type to prevent there being cap areas with distinctly different soil characteristics as this will affect the water balance and vegetation growth.

Where possible, it is important to use naturally occurring, on-site soils in the cap as these are the soils that the surrounding native vegetation is thriving in and hence the cap rehabilitation using native vegetation will be far more successful than using imported soils.

When progressively constructing the final cap, there is no need to attempt to compact the cap material other than what is achieved via the placement machinery tracking over the surface during the material placement and spreading operation. From a rehabilitation point of view, greater vegetation survival and growth will be achieved if the soil is only lightly compacted.

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The overall domed shape of the cap will shed some of the stormwater off the cap and away from the landfilled waste areas. The cap material, being of low permeability and uncompacted, will absorb an amount of stormwater, some of which will pass through the cap and into the waste mass and the remainder will be utilised by the vegetation on the cap. Over time, as the vegetation growth increases the amount of water being utilised by the vegetation will increase and hence the amount of water passing through to the waste mass will decrease.

A shortfall with the on-site capping material is that it contains very little organic matter and hence will not necessarily actively support the rapid development of a vegetated cap. However, any topsoil application will actively promote weeds, which will out-perform the native species; consequently, it is better to not have any topsoil and rely on the slower growth of native species without the impact of excessive weed growth.

There should be no use of composted mulch in the cap as this will again simply promote weed infestation and potentially provide too many nutrients in the soil and negatively impact on the survival and growth of native plant species. A limited amount of woody mulched vegetation (non-composted) can be used in the cap to improve stability, reduce surface erosion and increase methane oxidation (if present). Ideally this mulched vegetation is from on-site clearing activities (additional seed bank) and not from off-site sources, which are likely to contain excessive weeds.

With the landfill being located within an area of natural bushland and not having a wide buffer zone between the waste and the surrounding native vegetation, there is an ample supply of native species that will slowly encroach over the capped surface. Providing a stable cap, initial planting and seeding of shallow-rooted native plant species and weed control will be all that is necessary to promote the long-term vegetation growth over the capped landfill. Over time, the site will return back to its natural condition prior to landfill development.

During the clearing of areas for future waste cells, the topsoil from the cleared areas should be used on the capped areas as it is the natural soil in which the surrounding plants are growing and will also contain a seed bank to promote initial vegetation growth. There is only minor clearing associated with future waste cells; hence, this is not a significant closure consideration.

**Appendix No. 3 – Final Landform and Perimeter Drain Layout Plan** provides detail of the typical cap layer works design.

Future Actions
<ul style="list-style-type: none"><li>• Final cap depth to be a minimum of 1 m, ideally 1.5 m.</li><li>• No compaction of capping material.</li><li>• Limited amounts of mulched vegetation matter can be used in the cap (ideally from on-site clearing activities).</li><li>• No composted mulch material to be used.</li><li>• Care is to be taken not to import weed species onto site.</li></ul>

### 9.11.3. Imported Capping Material

Due to the limited quantity of available onsite-excavated material, there will be insufficient cover and capping material; hence, there will be a need to import additional material. It is preferable to use the imported material for regular waste cover material and the naturally occurring material for final capping material.

If imported capping material is required, ideally, this material should be sourced from the local environment, as this is the soil that the native vegetation is growing in. If soil is imported from afar, it may be that the native vegetation will not survive in that soil type or struggle to survive and hence leave a cap that will always look like a "capped landfill" and not blend into the natural surrounds.

If the imported soil is sourced from different locations, where possible it should be mixed to achieve a homogeneous blend. This will provide a more consistent soil type across the landfill and hence there is more likely to be uniform vegetation growth on the capped surface and hence a more natural appearance.

### 9.12. Landfill Cap Thickness

Based on the intended purpose of the landfill cap, there are various minimum thicknesses of cap that would be required to achieve the various outcomes.

- Provision of a barrier between the waste and the environment – a cap thickness of approximately 1 m would be sufficient to prevent any waste from being exposed to the surface environment. An important aspect is to prevent wind and surface water erosion from gradually reducing the depth of the cap and ultimately exposing the waste. Establishing a comprehensive vegetation cover is the best way to control wind and surface water erosion.
- Control of moisture ingress – the degree of moisture passing through the capping layer into the waste is a function of the rainfall intensity, landfill slope, cap thickness, the capping material type and the degree of vegetated cover. The rainfall intensity and the landfill profile are a given, there is flexibility to control the moisture ingress by designing the appropriate capping material, cap thickness and achieving a suitable cover of vegetation. The material type will influence the moisture retention within the cap and hence the cap thickness. If fine cohesionless sand is used for the cap, the cap would be highly permeable and a significant quantity of moisture would pass through the cap; however, if clayey capping material was used the permeability of the soil would be reduced and hence, the water retention in the cap would be increased. With the retention of moisture in the cap the vegetation would have a far better chance of survival. The thriving vegetation cover would consume the moisture and further prevent it from entering the waste mass. To accurately determine the moisture retention capacity of the soil, laboratory analysis would need to be undertaken.

- Provides a habitat for the establishment of native vegetation – the ability of the vegetation to survive on the cap will be a function of the water retention capacity of the cap. With more water retention, there would be a greater range of plant species that would survive on the landfill cap. Typically, the landfill cap would ideally need to be approximately 2 m thick to sustain a broad range of plant species.
- Control of erosion of the cap material – this is a matter of retaining the cap thickness. Ultimately the soil cap needs to be marginally thicker than the minimum requirements to allow for some erosion to occur until the cap stabilises and the vegetation cover is established.
- Prevent vermin access to the decomposing waste – Typically a cap of 1 m would be sufficient to act as a barrier to prevent vermin from scavenging into the waste.
- Control odour emissions – odour in a closed landfill is a primarily function of fugitive landfill gas emissions. The landfill does not contain significant quantities of landfill gas and hence is most unlikely to have an odour problem. Consequently, a 500 mm cap would be sufficient to provide a thin oxidation zone through which to oxidise any fugitive gas emissions.
- Encourage stormwater runoff – the closed landfill profile is a given (relatively flat grades). The landfill cap thickness will have no impact on the stormwater runoff capacity; it will simply follow the shape of the waste profile below.
- Divert water from the area of waste placement – again, the closed landfill shape is a given, with the surface water flowing in a particular direction. The landfill cap shape (thickness) could be used to slightly influence where the surface water flows.
- Ability to accommodate waste settlement – it is likely that over time (10 to 15 years), there will be areas of landfill that will subside/settle as the waste breaks down, this settlement could be in the order of 15% to 20% of the waste depth; however, due to the low annual waste tonnage landfilled and the consequential slow progression of the landfill, the vast majority of the waste settlement will occur prior to the final waste profile being achieved; hence, the landfill cap will only need to accommodate minor waste settlement. A landfill cap of approximately 1 m thick would be easily able to accommodate the minor amount of differential settlement that is anticipated to occur. The repair of the cap is relatively easy, as the settlement void would simply be filled with additional clayey soil.
- Oxidise limited amounts of landfill gas (if present) – a cap of typically 500 mm thick should be able to oxidise the minimal concentration of landfill gas emitting through the cap. Over time this landfill gas will decrease in quantity and hence the need for oxidation reduced.

The maximum thickness of the cap will be a function of vegetation survival and not an aspect of waste management need. Consequently, the cap should ideally be approximately 1.5 m to 2 m thick; however, this is not always achievable due to a shortage of capping material and the cost of installation.

If a thinner cap (<1.5 m) is utilised it will suffice but is likely that this depth of cap will be less sustainable. A broad range of vegetation will not adequately survive and hence, in time the cap vegetation is likely to only consist of a few shallow rooted species and grasses. The capping material may be subjected to excessive erosion (wind and water) and ultimately the landfill cap may need to be reinstated at sometime in the future (at significant additional cost).

### 9.13. Vegetation

Native vegetation should be used on the landfill cap. The primary reason is that the native vegetation is currently thriving around the site, once established; the capped landfill surface would blend into the natural environment.

When selecting plant species it is preferable to select a range of shallow rooted plants and shrubs, ideally similar to the surrounding vegetation on site.

Ultimately it is a matter of trial and error as to see which plant species survive on the landfill capping surface. Initially it is advisable to try a wide range of species and then over time (a number of years) the stronger species will outperform those that are not suited to the landfill capping environment.

If deeper-rooted species are tried on the cap or are seeded naturally, it is likely that they will survive adequately for a few years until their demand for moisture is greater than the moisture retention capacity of the capping layer and then the plants will start showing signs of stress and ultimately die off. It may be that if sufficient moisture is retained within the stabilised waste mass that a few of the deeper-rooted species may survive. There could be some areas of the cap where localised thickening of the capping layer (by a few metres) will facilitate the planting of some deeper-rooted plant species.

It is preferable to broadcast seeds across the landfill cap as opposed to planting tube stock. The primary advantage is that a significantly larger number of seeds can be applied to the landfill cap for the same cost as would be applicable to a far smaller number of tube stock. Experience on other landfill caps has indicated that within two years it is difficult to identify which plants originated as tube stock or seeds. Ideally the seeds utilised will be collected from the local environment, either from the site or local native bushlands.

Once the landfill capping works and rehabilitation have been completed, the area is to be barricaded off to prevent vehicle access and disturbance by human activity.

During the early stages of the rehabilitation phase, it is essential that the perimeter fence surrounding the landfill site be maintained to prevent fauna from entering the site and feeding on the young seedlings.

#### Future Actions

- Utilise shallow-rooted native vegetation for landfill cap rehabilitation, ideally from local seed collections.
- Localised thickening of the cap for deeper-rooted species.
- Choice of plant species and planting density to be consistent with surrounding bushland.

#### 9.14. Construction

Site preparation prior to capping material placement should include:

- Spraying of weed 14 days before the works commence; and,
- Rolling/flattening exposed waste.

When constructing the cap, there is no need to attempt to compact the cap material other than what is achieved via the placement machinery tracking over the surface during the material placement and spreading operation. From a rehabilitation point of view greater vegetation survival and growth will be achieved if the soil is only lightly compacted.

The capping material is simply to be spread out over the landfill surface, to the required thickness. The cap has been designed as a single layer and hence there is no need for placing the material in a number of layers. It is more efficient to place the full cap thickness in a single operation. This also limits the amount of compaction applied to the soil by the construction equipment and hence provides a better growing environment for the cap vegetation.

If a seed bank of scrapings is available from adjacent landfill expansion, it should be spread out on top of the cap.

#### 9.15. Surface Water Management

The landfill is located within a small, shallow valley, which generates surface water flow during periods of heavy rainfall. There is no defined stream flowing down the valley as the catchment area is small, the flow is extremely intermittent and the area has previously been disturbed for landfill purposes. Adequate stormwater management on site is important in ensuring that stormwater is diverted away from the areas of previous waste placement.

The cap profile and thickness has been designed to allow surface water infiltration into the capping layer. This is a desirable situation as there is a need for moisture to be retained within the capping material in order to sustain the vegetation planted on top of the landfill cap. In periods of heavy rainfall it is likely that there will be some runoff from the capped areas and also a limited amount of moisture seeping through into the waste mass. Initially, when the plants are relatively small and only require a small amount of moisture some excess moisture will percolate through the landfill cap and enter the waste mass. However, in time as the plants grow and they consume more and more moisture, less water will end up in the waste. The ideal

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situation is that the vegetation consumes all moisture within the landfill cap and no water ends up going into the waste.

Due to the relatively gentle slopes on the landfill cap, it is unlikely that there would be any significant surface water run-off from the capped landfill surface except in heavy rainfall events. In this circumstance, the runoff is to be directed away from the capped surface and into the perimeter drain surrounding the landfill, which has been designed to collect all surface water runoff from the previously landfilled area as well as collecting any surface water flow originating from areas above the landfill.

**Appendix No. 3 – Final Landform and Perimeter Drain Layout Plan** provides details of the surface water drainage system.

Provided that the post-closure works are constructed in accordance with post-closure design there should be no contaminated surface water leaving the closed landfill site and negatively impacts on downstream receptors.

Future Actions
<ul style="list-style-type: none"><li>• Adequate stormwater management can be achieved by constructing the post-closure works in accordance with the post-closure design intent.</li></ul>

#### 9.16. Groundwater Management

Capping and revegetating the landfill surface will decrease the quantity of rainfall percolating through the waste mass and hence decrease the quantity of leachate generation. This will ultimately have less impact on the groundwater than is currently occurring.

#### 9.17. Environmental Protection

The potential environmental impacts associated with the closed landfill are anticipated to be extremely minimal if any. This is due to:

- The small quantity of waste disposed of at the facility;
- The type of waste disposed of at the facility;
- The distance from the nearest receptors;
- The capping material depth;
- Natural clay soils;
- The distance from the nearest perennial water courses;
- The site being located within a general agricultural area; and,
- The diversion of stormwater from the previously landfilled areas.

With the landfill areas being closed in accordance with the design and intention of this post closure management plan, it is not anticipated that there will be any adverse environmental impacts emanating from the closed landfill.

Future Actions
<ul style="list-style-type: none"><li>• Adequate environmental protection can be achieved by the landfill areas being closed in accordance with the post-closure design intent.</li></ul>

### 9.18. Site Monitoring and Maintenance

Site monitoring is to be undertaken beyond the closure of the landfill to ensure that the closure measures adopted as part of the post closure management plan are providing an ongoing, sustainable environmental solution.

Site monitoring is to include:

- Monitoring of erosion and settlement of the cap;
- Monitoring the performance of the stormwater management system;
- Monitoring of surface water contamination;
- Monitoring of vegetation rehabilitation success; and,
- Monitoring of weed infestation.

Initially, site monitoring should occur as a minimum bimonthly for the first year after closure. During the first wet season and particularly after heavy downpours the site should be monitored fortnightly or more regularly if needed. Beyond the first year, the monitoring frequency can be reduced. Typically Year 2, quarterly monitoring and beyond that six monthly monitoring should be adequate.

With the site after-use proposed as an ongoing waste management facility, there will be permanent attendance on site by contractors or Shire employees; hence, site monitoring can easily be carried out on a more regular or as required basis.

Should the monitoring identify a deficiency in the proposed closure methodology, then the methodology needs to be modified to suit the on-site conditions and implemented in the next tranche of closure works. With many years of closure work still to occur on the site, the landfill closure techniques can be perfected so that the resultant capping is long-term sustainable.

Future Actions
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- |   |
|---|
| <ul style="list-style-type: none"><li>• Ongoing site monitoring to ensure that the closed landfill is performing in accordance with the intent of the post closure management plan.</li><li>• Year 1 – bimonthly site monitoring, with increased wet season frequency.</li><li>• Year 2 – quarterly site monitoring.</li><li>• Year 3 and beyond – six monthly site monitoring.</li></ul> |
|---|

### 9.19. Post Closure Period

The closed landfill is not anticipated to have any adverse environmental or social impacts. For this reason the ongoing site monitoring is simply to determine the sustainability of the measures proposed in the posts closure management plan.

It is anticipated that an active post closure period of approximately five years will be sufficient to determine the effectiveness of the post closure measures implemented. This will provide sufficient time for the landfill cap and stormwater system to stabilise, vegetation to establish on the cap surface and the landfill area to gradually be returned back to natural bush.

With the landfill site being progressively closed the vast majority of closure monitoring will occur while other portions of the site are still being used for landfill activities. It will only be the last landfill portion that will be closed and capped post landfill operations; hence, only a relatively small area of the site would need monitoring beyond closure.

Future Actions
----------------

- |   |
|---|
| <ul style="list-style-type: none"><li>• Active post closure period of approximately five years.</li></ul> |
|---|

## 10. Financial Implications

There will be financial implications with regards to the closure and ongoing management of the closed landfill areas. With progressive closure, these costs are incurred over a number of years and it is difficult to distinguish between facility operating costs and landfill closure costs.

Initial closure costs relate to cleaning up the site or portion of the site being closed, establishing the final capping layer, the permanent removal of access roads and any other infrastructure that is not required post the closure of the landfill. The main cost associated with the closure activity is the supply of capping material, which is primarily a function of the availability of suitable material. During the initial stages of progressive closure, on-site generated cover material will be available; however, for the majority of the capping requirements, there will be a need to import suitable material, potentially as substantial cost, depending on the transport distance. The other closure activities are relatively minor in comparison.

Once the landfill (or a portion on the landfill) has been closed, there will be a requirement to fund the ongoing monitoring and maintenance of the capped area. The repair of eroded areas will incur the most cost due to the need for soil fill and earthmoving equipment (hence the importance of constructing the cap properly the first time). In comparison, the remaining site monitoring activities are not anticipated to be a major financial burden to the Shire.

Due to the landfill having many years of future lifespan, there is ample opportunity for the Shire to assess the actual progressive closure and post-closure monitoring costs during the active (revenue generating) stage of the landfill and hence be in a position to allocate adequate funds to cover the final closure and post-closure costs once the landfill ceases operating.

At the current stage of landfill development, with many years of future landfill airspace available on site, there is no need to start accruing reserves for the final closure and post-closure costs, this can be established in the last five to ten years of the landfill life, depending on the amount of the reserves that are required, as determined by gaining an understanding of the actual progressive closure and post closure costs. However, it is absolutely critical that the landfill is progressively closed as it attains its final waste profile and that there is no future closure and post closure liability built-up due to not progressively closing completed portions of the landfill.

The Shire is to be aware that closure costs are not evenly distributed across future years; however, will be incurred in spikes of expenditure in a particular year, with minimal to no expenditure in other years. Depending on where waste is being placed within the landfill, there may be many years where there will be no expenditure incurred.

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In the next five to ten years, it is likely that there will be sufficient on-site cover material available for use as landfill capping material (provided the available on-site material is not all used for weekly cover material); hence, the closure costs during this period will be relatively low. In future, when suitable capping material will be required to be imported from off-site sources, this is when the closure costs will increase dramatically. In this early period of closure when utilising on-site excavated material, the preference is that the capping activity be undertaken at the same time as future cell excavation, so that the material is not double-handled and is simply excavated, loaded into a vehicle, tipped on the final waste profile and spread in a single layer. This is the most cost effective means of progressive landfill closure.

The current budget (*2016/17 Financial Year*) indicates a Refuse Sites Reserve starting balance of \$352,439, which is for both the Inkpen Road and Old Quarry Road Waste Management Facilities. This reserve can be used to accommodate the spikes in annual expenditure; however, the funds should be progressively returned to the reserve in future years or accrued in advance of the spike in expenditure. Over time, as there is more information available on the actual cost of progressive closure on site, the annual budget allocation towards this Refuse Sites Reserve can be increased to account for these future costs.

Future Actions
<ul style="list-style-type: none"><li>• At this stage of the landfill development, there is no requirement to accrue reserves for the final closure and post-closure activities.</li><li>• Assess the actual progressive closure and post-closure costs to determine future budget allocations to cover these activities.</li><li>• Ensure the progressive closure of completed landfill areas.</li><li>• Utilise existing reserves to accommodate spikes in progressive closure costs.</li><li>• Ensure expended reserve funds are either accrued in advance (preferred option) or returned in subsequent years.</li></ul>

## 11. Data Collection

Data collection is an essential activity for the improved future management of the facility.

There is some data collected on the type and quantity of material received at the site.

Data is currently collected from vehicles entering site and includes:

- Time of delivery;
- Origin of waste;
- Material type;
  - Commercial General Waste;
  - Residential General Waste;
  - Greenwaste;
  - Building Rubble;
  - Asbestos;
  - Scrap Metal;
  - Animals;
  - Tyres;
  - Used Motor Oil;
  - Foundry Sand;
  - Other; and,
- An estimate of the quantity of materials (m<sup>3</sup>).

There is also data available on the quantities of comingled recyclables, metals, used motor oils and tyres being recycled via the Shire accounting system.

As the Shire progresses towards increased recycling and reducing waste to landfill there will be a need to better understand the breakdown of material being received. The collection of data should be focused in a direction to provide valuable information on particular materials that have the potential to be recycled. For example, the quantity of cardboard, paper, mixed or specific plastic types or timber being received on site.

In addition, volumetric surveys should be carried out to assess the rate of consumption of landfill airspace (typically every five years). This can then be compared against the theoretical airspace consumption to assess the actual lifespan of the landfill.

The Shire should also assess the data collected from the Old Quarry Road Waste Management Facility in order to assess any potential synergies between the two sites. Where possible, a similar suite of data should be collected from both sites.

The Shire is to endeavour to collect as much waste and recyclable material data as is reasonably practical within the limitations presented by the current method of operating the facility.

Once the landfill becomes a licensed facility and if it receives waste from the Perth Metropolitan area, there will be a need for improved data collection to comply with the DER landfill levy regulations. This may require that there be more than one site operator present on site at all times.

#### Future Actions

- Undertake increased data collection on site.
- Undertake volumetric landfill airspace consumption surveys every five years.
- Assess synergies between the Inkpen Road facility and the Old Quarry Road facility and collect a similar suite of data.

## 12. Financial Planning

As can be seen from the above, the closure of a landfill or portion thereof (progressive closure) is an essential activity and to do it properly is an expensive operation. The cost is significantly more if there is a need to import landfill capping material (hence the conservation of existing resources is essential). Financial planning for closure and post closure landfill expenses is an important aspect of landfill management.

The Shire is to ensure that in future, there are sufficient funds allocated during the active life of the landfill to cover the closure and post closure liabilities that are being accumulated. As environmental awareness increases, closure and post closure requirements are only going to increase with time and hence the associated costs. With progressive closure, these costs are incurred over many years and it is difficult to distinguish between facility operating costs and landfill closure costs.

An assessment of the financial implications of the closure, monitoring and maintenance requirements will be necessary in order to ensure that sufficient funds are budgeted to adequately finance the necessary activities.

Typical costs incurred during post-closure activities include:

- Labour costs for undertaking regular site inspections;
- Cap repair and vegetation infill planting (usually in the first two to three years of the cap construction); and,
- Weed control.

With the Shire's landfill anticipated to last for in excess of 50 years, the Shire has sufficient time to ensure that the appropriate reserves are in place to adequately cover the anticipated final landfill post closure expenses. However, if the Shire does not regularly reassess its future liabilities and adjust its reserves accordingly, there is a risk that future generations will have to source significant additional funds to cover the past shortfalls in reserves to cover future liabilities.

The typical post closure monitoring costs will continue for a minimum of five years beyond the closure of a portion of landfill.

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It is important to note that there has been no consideration of the costs associated with the management of landfill gas, as at present, there is no noticeable landfill gas being generated. In time, this situation may change, which would result in some costs being incurred in the appropriate management of the landfill gas. The extent of the costs being dependent on the landfill gas management solution adopted. It is not anticipated that the landfill will ever generate sufficient gas to enable the generation of green energy and hence receive income.

### 13. Implementation Schedule

The implementation schedule provides a list of activities and an associated timeline to be undertaken by the Shire over the following seven-year period to ensure that the Inkpen Road Waste Management Facility is managed and operated to best practise and to optimise the facility utilisation.

When the facility becomes licenced, there will be a need to review the implementation schedule to confirm that the proposed activities remain relevant or be amended to include additional activities to ensure compliance with the appropriate licence conditions.

**Table 13.1 – Implementation Schedule** provides a list of activities and associated timelines over the next seven years.

**Table 13.1 – Implementation Schedule**

Item	Activity
<b>Year 1 - 2016/2017</b>	
1	Ensure site operations are carried out in accordance with the requirements of the <i>Environmental Protection (Rural Landfill) Regulations 2002</i> or any future licence conditions.
2	During winter, monitor the contamination level of the surface water in the stormwater retention pond in the north western corner of the site.
3	Relocate the site perimeter fencing to be positioned on the property boundary.
4	Review Asbestos Management Plan and on-site asbestos operating procedures.
5	Review Fire Management Plan.
6	Review site staffing levels to ensure adequate staffing to carry out necessary site activities to ensure compliance with Regulations and possible future licence requirements.

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<b>Year 2 - 2017/2018</b>	
1	Ensure site operations are carried out in accordance with the requirements of the <i>Environmental Protection (Rural Landfill) Regulations 2002</i> or any future licence conditions.
2	During winter, monitor the contamination level of the surface water in the stormwater retention pond in the north western corner of the site.
3	Develop recycling area and programs (E-waste, hazardous household waste, mulching greenwaste etc.).
4	Excavate belowground cell (approximately 2 years of landfill airspace) in south western corner of site. Excavate additional animal and asbestos pits if required.
5	Establish soil windrows approximately 3 m to 4 m in height within 35 m perimeter buffer zone for post closure capping requirements.
6	Erect litter fence on top of windrows starting in south western corner of the site
<b>Year 3 - 2018/2019</b>	
1	Ensure site operations are carried out in accordance with the requirements of the <i>Environmental Protection (Rural Landfill) 2002</i> or any future licence conditions.
2	During winter, monitor the contamination level of the surface water in the stormwater retention pond in the north western corner of the site.
3	Continue landfilling in previously excavated cell, 2017/18.
4	Continue with recycling improvements and programs.
5	Investigate additional cover material options, including possible sourcing from the metropolitan area, with the appropriate landfill levy exemptions.
<b>Year 4 - 2019/2020</b>	
1	Ensure site operations are carried out in accordance with the requirements of the <i>Environmental Protection (Rural Landfill) Regulations 2002</i> or any future licence conditions.
2	During winter, monitor the contamination level of the surface water in the stormwater retention pond in the north western corner of the site.
3	Over time relocate the litter fencing to be positioned in close proximity to the active tipping area.
4	Review Asbestos Management Plan and on-site asbestos operating procedures.
5	Review/confirm relevance of Facility Management Plan and update as appropriate.
6	Review site management contract. Retender Inkpen Road and Old Quarry Road landfill management as a single tender. New contract commence in 2020.

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<b>Year 5 - 2020/2021</b>	
1	Ensure site operations are carried out in accordance with the requirements of the <i>Environmental Protection (Rural Landfill) Regulations 2002</i> or any future licence conditions.
2	During winter, monitor the contamination level of the surface water in the stormwater retention pond in the north western corner of the site.
3	Over time relocate the litter fencing to be positioned in close proximity to the active tipping area.
4	Set up batter board procedures for making sure the landfill contours are as per final profile plan.
5	Review requirements for capping of closed portions of the landfill.
6	Implement dual landfill management contract for both sites..
<b>Year 6 - 2021/2022</b>	
1	Ensure site operations are carried out in accordance with the requirements of the <i>Environmental Protection (Rural Landfill) Regulations 2002</i> or any future licence conditions.
2	During winter, monitor the contamination level of the surface water in the stormwater retention pond in the north western corner of the site.
3	Undertake landfill volumetric survey in the area that have been filled since the previous site survey and compare airspace consumption against theoretical assumptions.
4	Over time relocate the litter fencing to be positioned in close proximity to the active tipping area.
<b>Year 7 - 2022/2023</b>	
1	Ensure site operations are carried out in accordance with the requirements of the <i>Environmental Protection (Rural Landfill) Regulations 2002</i> or any future licence conditions.
2	During winter, monitor the contamination level of the surface water in the stormwater retention pond in the north western corner of the site.
3	Over time relocate the litter fencing to be positioned in close proximity to the active tipping area.
4	Review Asbestos Management Plan and on-site asbestos operating procedures.
5	Review Fire Management Plan.
6	Use Facility Management Plan as a basis for a complete rewrite for the next seven-year period.

## 14. Review

In order for this Facility Management Plan to remain up-to-date with regards to current waste management initiatives and direction, it is necessary that this Plan be reviewed and updated on a regular basis.

This Plan covers the way forward for the future development of the Inkpen Road Waste Management Facility and is based on current waste management direction, practices and the waste streams that are being generated within the Shire. It is envisaged that over time, as the waste management industry and the Shire's waste management practices evolve, that this Plan will need to be reviewed and updated.

This Facility Management Plan should be reviewed and updated in accordance with the schedule set out in **Table 14.1 – Facility Management Plan Review Schedule**.

**Table 14.1 – Facility Management Plan Review Schedule**

Timeline	Action
Year 1 - (2016/2017)	Nil
Year 2 - (2017/2018)	Nil
Year 3 - (2018/2019)	Nil
Year 4 - (2019/2020)	Review/confirm relevance and update as appropriate.
Year 5 - (2020/2021)	Nil
Year 6 - (2021/2022)	Nil
Year 7 - (2022/2023)	Use as a basis for a complete rewrite for the next seven-year period.

## Appendices

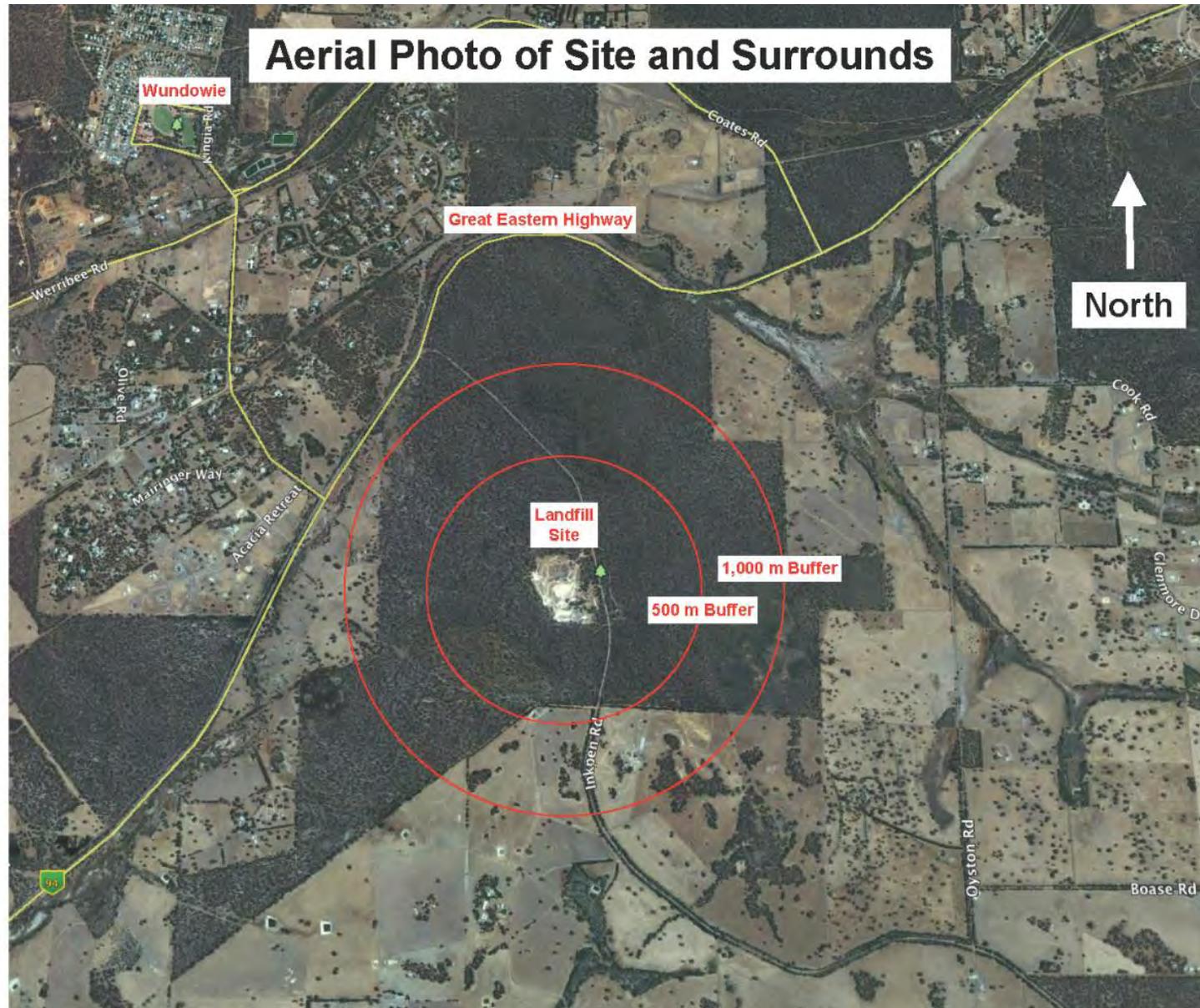
- Appendix No. 1 – Aerial Photo and Site Surrounds
- Appendix No. 2 – Topographical Survey
- Appendix No. 3 – Final Landform and Perimeter Drain Layout Plan
- Appendix No. 4 – Site Utilisation
- Appendix No. 5 – Progressive Waste Lift Progression Plan
- Appendix No. 6 – Progressive Waste Placement Area Plan
- Appendix No. 7 – Typical Progressive Waste Lift Section
- Appendix No. 8 – Fire Management Plan
- Appendix No. 9 – Future Recycling Area – Conceptual Layout
- Appendix No. 10 – Asbestos Management Plan

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## Appendix No. 1 – Aerial Photo of the Site and Surrounds

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## Appendix No. 2 – Topographical Survey

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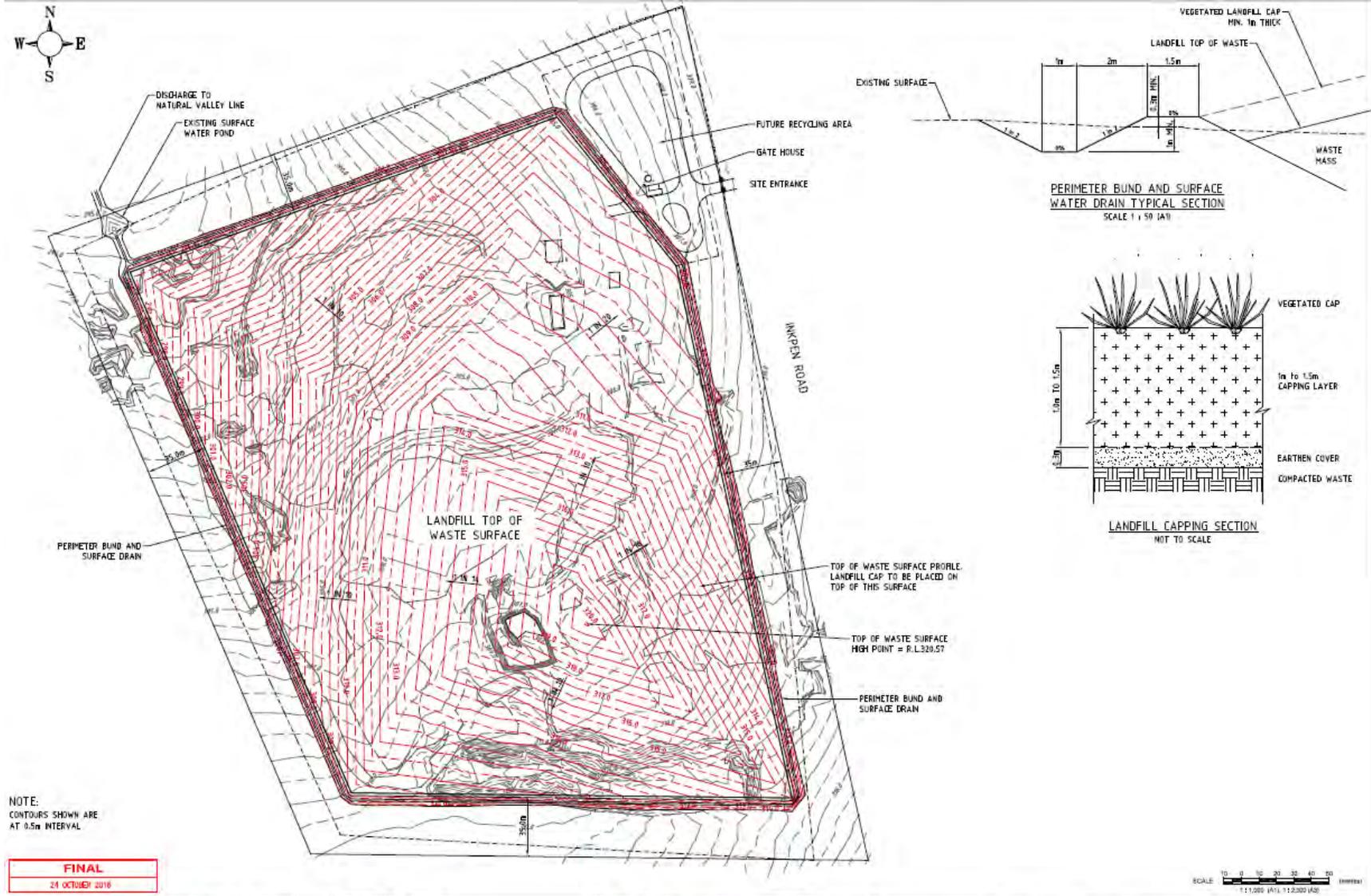


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### Appendix No. 3 – Final Landform and Perimeter Drain Layout Plan

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**FINAL**  
 24 OCTOBER 2016

REV	BY	DATE	DESCRIPTION	DRG. FILE	DATE
B	S.B.Y.	24/10/16	FINAL ISSUE	DESIGN	10/16
A	S.B.Y.	22/10/16	PRELIMINARY ISSUE FOR REVIEW	DES. CHK.	10/16

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SHIRE OF NORTHAM	SCALE	AS SHOWN
INKPEN ROAD LANDFILL, WUNDOWIE WA	SHEET	
FINAL LANDFORM & PERIMETER DRAIN LAYOUT PLAN	DRG No.	INK-001

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## Appendix No. 4 – Site Utilisation

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### Appendix No. 5 – Progressive Waste Lift Progression Plan

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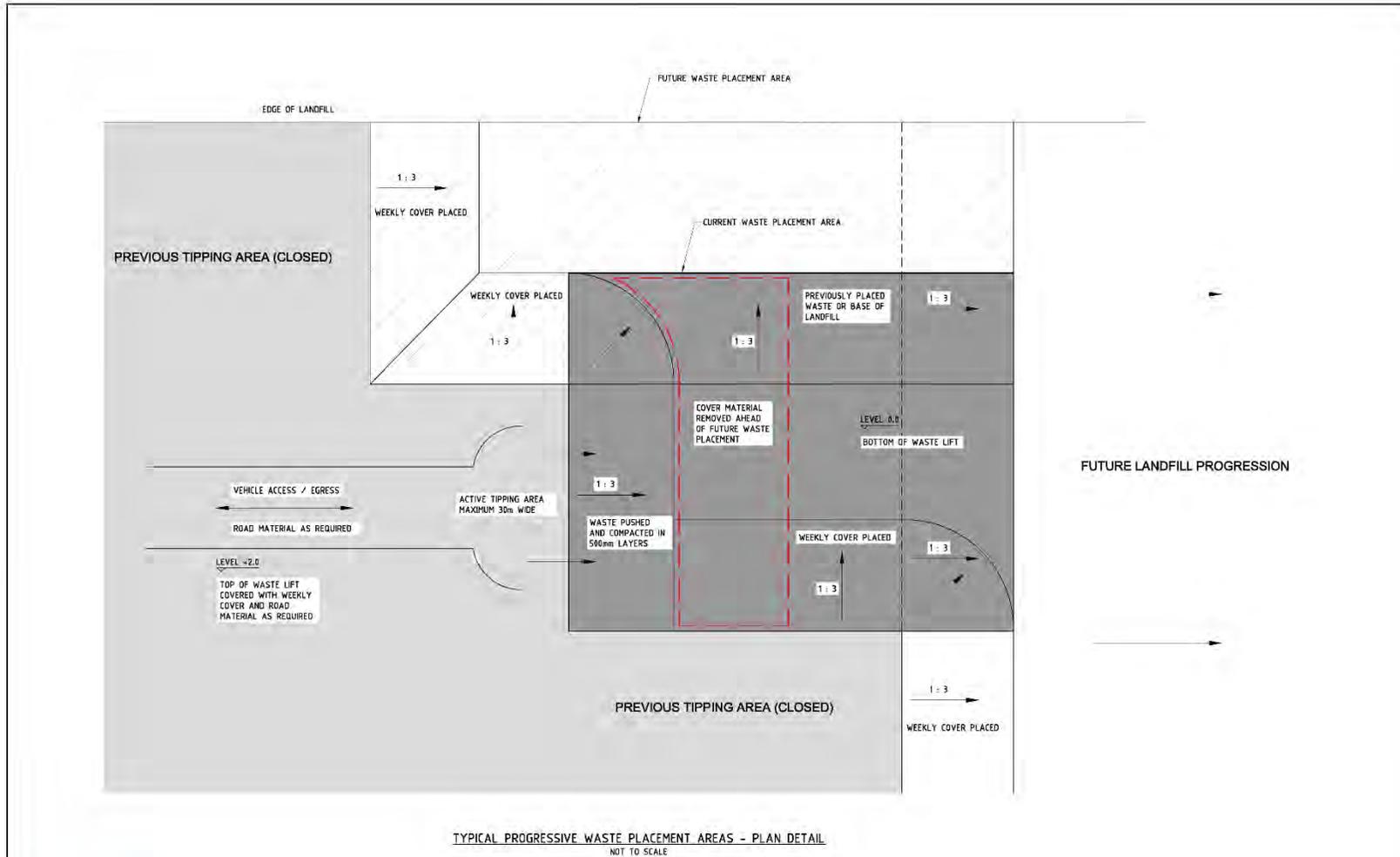


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## Appendix No. 6 – Progressive Waste Placement Area Plan

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TYPICAL PROGRESSIVE WASTE PLACEMENT AREAS - PLAN DETAIL  
 NOT TO SCALE

**FINAL**  
 24 OCTOBER 2016

REVISIONS	NO.	DATE	DESCRIPTION	DESIGNED BY	CHECKED BY
1	1	24/10/16	FINAL SET	DESIGN	S.B.Y.
2	2	22/10/16	PRELIMINARY DESIGN FOR REVIEW	DES. CHL	L.W.
3	3	18/10/16	ISSUE FOR TENDERS	ENG. DIR.	L.W.

TECHNICALLY APPROVED:

**iwProjects**

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SHIRE OF NORTHAM  
 INKPEN ROAD LANDFILL, WUNDOWIE WA  
 PROGRESSIVE WASTE PLACEMENT AREA PLAN

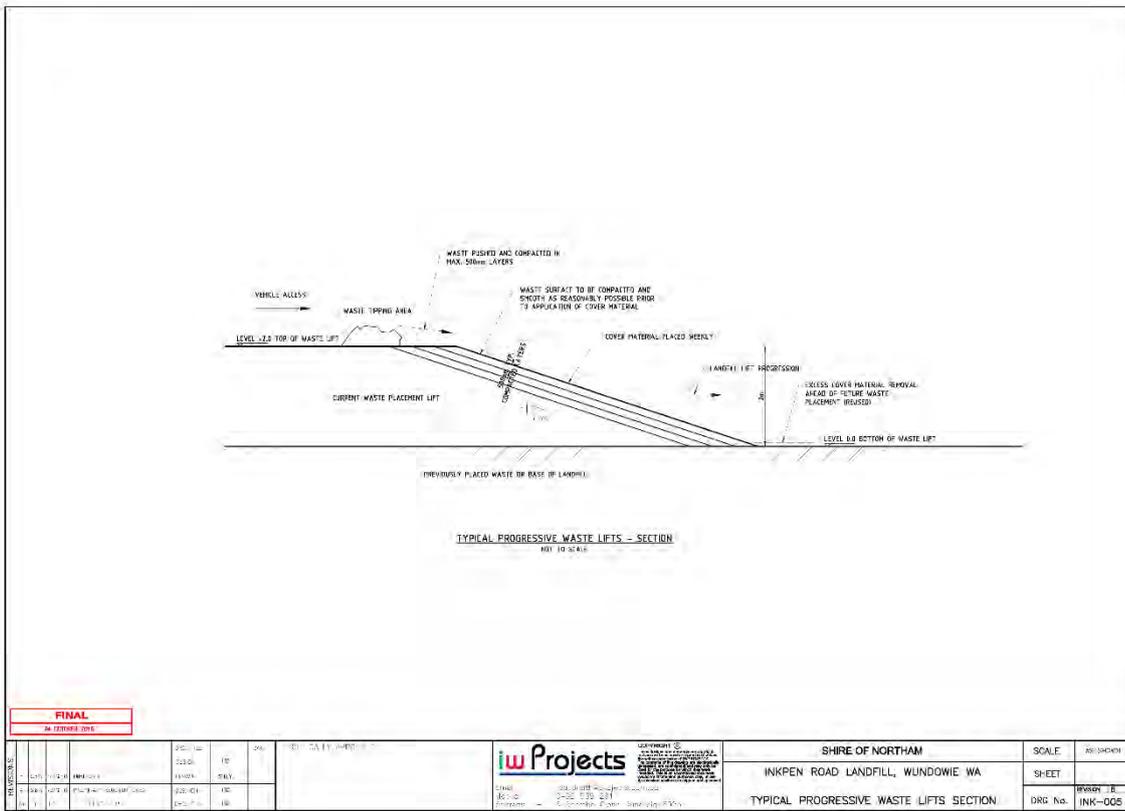
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DRG No.	INK-004
REVISION	12

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## Appendix No. 7 – Typical Progressive Waste Lift Section

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## Appendix No. 8 – Fire Management Plan

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## Appendix No. 9 – Future Recycling Area – Conceptual Layout

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## Appendix No. 10 – Asbestos Management Plan

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Asbestos Management Plan

# Shire of Northam

## Inkpen Road Waste Management Facility

### Asbestos Management Plan

Originally Issued: 27 September 2016  
Reviewed: *Review dates to be inserted*

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Asbestos Management Plan

## 1. Introduction

The Shire of Northam Inkpen Road Waste Management Facility is a Registered landfill facility under the *Environmental Protection Act 1986* and as such is able to accept asbestos or asbestos containing material provided the facility has obtained the relevant approval from the Department of Environment Regulation (DER).

This Asbestos Management Plan sets out the appropriate handling methodology for the landfilling of asbestos in accordance with the *Environmental Protection (Rural Landfill) Regulations 2002*.

The control and handling of materials containing asbestos products is a critical management aspect on site. Consequently, the Shire of Northam (the Shire) takes the responsibility associated with the appropriate control and handling of asbestos products extremely seriously.

## 2. Purpose

The purpose of this Plan is to:

- Provide guidance to the Facility Operator(s) on how to manage asbestos material when delivered to site or if discovered on site;
- Ensure appropriate procedures are carried out for the inspection, handling and disposal for asbestos material; and,
- Ensure the appropriate record keeping of asbestos related incidents.

## 3. Reference

- Environmental Protection (Rural Landfill) Regulations 2002;
- DER Disposal of Material Containing Asbestos – 12 June 2007;
- Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002(2005)];
- Health (Asbestos) Regulations 1992;
- Code of Practice for the Management and Control of Asbestos in the Workplace [NOHSC: 2018 (2005)];
- Department of Health - Guidelines for Asbestos-Contaminated Sites - May 2009; and,
- DER Guidelines for Managing Asbestos at Construction and Demolition Waste Recycling Facilities – 18 December 2012.

## 4. Distribution

This Plan is distributed to:

- All personnel involved in the management and operation of the site;
- Department of Environment Regulation;
- Customers as applicable; and,
- Any other relevant parties.

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## 5. Definitions

**Asbestos** - means the asbestiform variety of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals and includes actinolite, amosite, anthophyllite, chrysolite, crocidolite, tremolite and any mixture containing two or more of those.

**Asbestos Bin** – means a dedicated waste bin located in the Temporary Asbestos Storage Area for the temporary storage of Asbestos Waste, pending final disposal to landfill.

**Asbestos Containing Material (ACM)** - means any products or materials (including fragments) that contain asbestos in an inert bound matrix such as cement or resin in a sound condition and in a form that cannot pass through a 7 mm x 7 mm sieve, including asbestos waste and asbestos contaminated soil.

**Asbestos Fines or Fibres (AF)** - means small asbestos fibre bundles, free asbestos fibres and also ACM fragments that can pass through a 7 mm x 7 mm sieve.

**Asbestos Incident Report** – the incident report detailing any Non-Declared Asbestos identified on site.

**Asbestos Pit** – means a dedicated area within the landfill that is used for the disposal of Asbestos Waste.

**Asbestos Register** – means a register maintained on site, which contains all records of asbestos deliveries, disposals and incidents.

**Asbestos Waste** - means all removed asbestos and disposable items used during asbestos work, such as plastic sheeting used to cover surfaces in the asbestos work area, disposable coveralls, disposable respirators, rags used for cleaning and includes Asbestos Containing Material and Asbestos Fines and Fibres.

**Competent Person** – means a person possessing tertiary qualifications such as environmental science, science or engineering and a minimum of 3 years experience working with asbestos.

**Customer** - means an individual or company, responsible for, or delivering waste material to the Facility.

**Declared Asbestos** – means Asbestos Waste that Customers have declared and is accepted for disposal in accordance with this Plan.

**Temporary Asbestos Storage Area** – the area within the site that is specifically dedicated to the temporary storage of Asbestos Waste, pending disposal to landfill once sufficient Asbestos Waste has been accumulated to justify opening up the Asbestos Pit.

**Disposal** - the appropriate delivery, placement and disposal of Asbestos Waste in the Asbestos Pit.

**Facility** – means the Shire of Northam Inkpen Road Waste Management Facility.

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Asbestos Management Plan

**Fibrous Asbestos (FA)** - means friable asbestos material, such as severely weathered ACM and asbestos in the form of loose fibrous material such as insulation products. Friable asbestos is material that is in a degraded condition such that it can be broken or crumbled to a powder form by hand pressure.

**Non-Declared Asbestos** – means Asbestos Waste that is found on site that has not been declared as Asbestos Waste by a Customer.

**Person in Control** - means a person who has control of the Facility. The person with control is the Shire employee that has the responsibility to manage the Facility (Facility Manager).

**Facility Operator** - means a person undertaking the operational activities of the Facility. The Facility Operator may be a Shire employee or a contractor appointed to operate the Facility on the Shire's behalf.

**Personal Protective Equipment (PPE)** - means equipment and clothing that is used or worn by an individual person to protect themselves against, or minimise their exposure to, workplace risks. It includes items such as facemasks and respirators, coveralls, goggles, helmets, gloves and footwear.

## 6. Responsibility

The Person in Control of the Facility has a duty of care to:

- Implement, maintain and update this Asbestos Management Plan.
- Ensure adequate, appropriate training of Facility Operators.
- Ensure adequate, appropriate information is provided to Customers.
- Undertake the necessary inspections to confirm the appropriate handling and disposal of Asbestos Waste as required by this Plan;
- Develop measures to control and dispose of the Asbestos Waste to minimise the risks and prevent exposure to asbestos.
- Maintain adequate supplies of appropriate PPE on site.
- Maintain adequate supplies of Asbestos Waste wrapping and bagging materials on site, including the appropriate warning tape.

Facility Operator has a duty of care to:

- Adhere to the Asbestos Management Plan.
- Ask all Customers delivering waste to the Facility if there is any Asbestos Waste in the incoming waste load.
- Inspect incoming waste for the presence of Asbestos Waste.
- Assess the condition of any Non-Declared Asbestos that is found on site and the associated asbestos risks.
- Utilise appropriate PPE.
- Undertake the appropriate control and disposal measures following the identification of Non-Declared Asbestos.
- Completely the appropriate Asbestos Incident Report as necessary for all Non-Declared Asbestos identified on site.
- Maintain an Asbestos Register of all asbestos deliveries, disposal and incidents.

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Customer:

- Be aware of the asbestos management requirements on site.
- Declare all Asbestos Waste on arrival at the Facility.
- Have wrapped or bagged all Asbestos Waste prior to delivery to site.
- Comply with the site asbestos management procedures.

## 7. Awareness Training

Information and training is to be provided to Facility Operators and others who may come into contact with asbestos at the Facility, either directly or indirectly.

Awareness training is to be carried out for all new site personnel, with refresher training on a two-yearly basis.

Training will be carried out by suitable, internal or external training provider.

The asbestos awareness training is to include:

- The purpose of the training.
- The health risks associated with Asbestos Waste.
- The types, uses and likely occurrence of asbestos in buildings, plant and/or equipment in the workplace (Refer Appendix No. 1).
- How to identify Asbestos Waste.
- The trainees' roles and responsibilities under the Asbestos Management Plan.
- The process and procedures to be followed following the receipt of Declared Asbestos on site.
- The process and procedures to be followed in inspection of incoming waste materials.
- The process and procedures to be followed following the identification of Non-Declared Asbestos on site.
- The mechanism for the disposal of Asbestos Waste.
- The processes and procedures to be followed to prevent exposure to asbestos.
- How Asbestos Incident Report forms can be accessed.
- The processes and procedures to be followed when completing the Asbestos Incident Report.

A record of all attendees at the awareness training is to be maintained.

Inkpen Road Waste Management Facility  
Reserve 25796 Inkpen Road, Wundowie

Asbestos Management Plan

## 8. Application

The Facility operates primarily as a putrescible landfill (Class II). There is also a front-end recycling operation; however, due to the specific nature of the recycling operation, asbestos is not seen as a potential problem to this activity and hence, it has not been incorporated into the requirements of this Asbestos Management Plan.

This Asbestos Management Plan is applicable to the management and handling of Declared Asbestos and Non-Declared Asbestos from receipt or identification on site through to the ultimate disposal to landfill.

Where material is suspected as being Asbestos Waste, it should be assumed to be and treated as Asbestos Waste unless suitable analysis of a representative sample by a Competent Person demonstrates otherwise.

## 9. Material Sources and Handling

The vast majority of the Asbestos Waste received on site is received directly from Shire residents, with occasional loads being received from commercial asbestos removal contractors.

Prior to any Asbestos Waste being delivered to site, the Customers are to have wrapped or bagged all Asbestos Waste in accordance with this Plan.

On delivery to site, all Asbestos Waste is to be handled in accordance with this Plan.

## 10. Material Pre-Acceptance Procedures

The following material pre-acceptance procedures apply:

- Shire website, brochures and newsletters advise Customers that asbestos is accepted on site; however:
  - All Asbestos Waste is required to be appropriately wrapped or bagged;
  - Kept separate from general waste; and,
  - That Customers have a duty of care and hence, must declare all Asbestos Waste on entry to the site.
- Site entrance sign identifies that Asbestos Waste is accepted on site; however:
  - All Asbestos Waste is required to be appropriately wrapped or bagged;
  - Kept separate from general waste; and,
  - That Customers have a duty of care and hence, must declare all Asbestos Waste on entry to the site.

Inkpen Road Waste Management Facility  
Reserve 25796 Inkpen Road, Wundowie

Asbestos Management Plan

- Customers making Asbestos Waste disposal enquiries through the Shire are to be directed to the Shire website or advised that:
  - All Asbestos Waste is required to be appropriately wrapped or bagged;
  - Kept separate from general waste; and,
  - That Customers have a duty of care and hence, must declare all Asbestos Waste on entry to the site.

## 11. Material Acceptance Procedures

The following material acceptance procedures are to be applied to all material entering the Facility:

- On arrival to site the Customer identifies the types of materials in the load.
- All Customers are asked if there is any Asbestos Waste in the waste material being delivered to site.
- Declared Asbestos loads:
  - All loads of Declared Asbestos are inspected to confirm the appropriateness of the wrapping or bagging of the Asbestos Waste. If the Asbestos Waste is not appropriately wrapped or bagged, the Asbestos Waste is then rejected and removed from site (the preferred solution) or the Customer provided the opportunity to appropriately wrap or bag the Asbestos Waste with wrapping material or bags provided by the Shire.
  - All loads of Declared Asbestos arriving on site are entered into the Asbestos Register identifying the type and quantity of Asbestos Waste being delivered to site.
  - Loads of Asbestos Waste are then directed to the Temporary Asbestos Storage Area or directly to the Asbestos Pit.
- General waste loads:
  - At the site entrance, the tarps and covers are removed from all loads and the surface of the load inspected prior to progressing to the general waste active tipping area for off-loading.
  - Should any Non-Declared Asbestos be identified during the site entrance inspection, the complete load is then rejected and removed from site (the preferred solution) or the Customer provided the opportunity to separate the Asbestos Waste and appropriately wrap or bag the Asbestos Waste with wrapping material or bags provided by the Shire. The appropriate records are to be maintained of the details of the Non-Declared Asbestos. The record includes details of the Customer's name, company (if applicable), registration number of the vehicle and the date of the incident.
  - Acceptable loads of general waste (with no identified Asbestos Waste) are then directed to the general waste active tipping area.
  - During unloading at the general waste tipping area, the load is again inspected by a Facility Operator (if the Facility Operator is at the active tipping area) for any evidence of any Non-Declared Asbestos.

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Asbestos Management Plan

- 1) If no asbestos or other nonconforming material is identified, the load is then pushed up and compacted into the landfill.
- 2) If Asbestos Waste is identified on the active tipping face and the Customer is still on site, the Asbestos Waste contaminated portion of the load is immediately reloaded and the Customer removes the material from site (preferred option) or the Customer is provided the opportunity to separate the Asbestos Waste and appropriately wrap or bag the Asbestos Waste with wrapping material or bags provided by the Shire. The appropriate records are to be maintained of the details of the Non-Declared Asbestos. The record includes details of the Customer's name, company (if applicable), registration number of the vehicle and the date of the incident.
- 3) If Asbestos Waste is identified on the active tipping face and the Customer has already departed the site, the load is isolated and additional inspections undertaken to assess the degree of asbestos contamination.
- 4) If the asbestos contaminated load only contains a few random large pieces of ACM, the asbestos is removed and the remainder of the load is then pushed up and compacted into the landfill. If the Asbestos Waste is not easily removed, the complete load is then treated as asbestos contaminated.
- 5) If the asbestos contaminated load contains Asbestos Fines or Fibres (AF) or Fibrous Asbestos (FA), the complete load is then isolated and treated as being asbestos contaminated.

## 12. Material Handling Procedures

The following material handling procedures are to be applied to all Asbestos Waste on site:

- Declared Asbestos:
  - Confirmation of the appropriateness of the Asbestos Waste wrapping or bagging:
    - If the Asbestos Waste is not appropriately wrapped or bagged, the Asbestos Waste is then rejected and removed from site (the preferred solution); or,
    - The Customer is provided the opportunity to appropriately wrap or bag the Asbestos Waste with wrapping material or bags provided by the Shire.
  - The Customer then:
    - Places the wrapped or bagged Asbestos Waste into the dedicated Asbestos Bin in the Temporary Asbestos Storage Area, pending subsequent disposal to the Asbestos Pit; or,
    - Takes the wrapped or bagged Asbestos Waste directly to the Asbestos Pit and places it in the bottom of the Asbestos Pit, in preparation for landfilling.

Inkpen Road Waste Management Facility  
Reserve 25796 Inkpen Road, Wundowie

Asbestos Management Plan

- Non-Declared Asbestos:
  - If asbestos is identified and the Customer is still on site:
    - The load is immediately reloaded and the Customer removes the material from site (the preferred solution); or,
    - The Customer is provided the opportunity to appropriately wrap or bag the Asbestos Waste with wrapping material or bags provided by the Shire.
  - If asbestos is identified and the Customer has already departed the site, the load is isolated and additional inspections undertaken to assess the degree of asbestos contamination.
  - If the asbestos contaminated load only contains a few random large pieces of ACM, the asbestos is removed and the remainder of the load is then landfilled.
  - If the asbestos contaminated load contains Asbestos Fines or Fibres (AF) or Fibrous Asbestos (FA), the complete load is then isolated and treated as being asbestos contaminated.
  - All confirmed Asbestos Waste is to be wrapped or bagged by the Customer or Facility Operator and then:
    - Placed into the dedicated Asbestos Bin in the Temporary Asbestos Storage Area, pending subsequent disposal to the Asbestos Pit; or,
    - Taken directly to the landfill asbestos disposal area and placed in the bottom of the Asbestos Pit, in preparation for landfilling.
  - The Facility Operator is to complete an Asbestos Incident Report (refer Appendix No. 3).
- When placing wrapped or bagged Asbestos Waste in the Asbestos Bin in the Temporary Asbestos Storage Area or in the bottom of the Asbestos Pit, the Customer must place the Asbestos Waste in its final location and not drop it from height. Care is to be taken not to damage the Asbestos Waste wrapping or bag when placing the material. Any damaged wrapping or bags are to be repaired by the Customer before departing the site.

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Reserve 25796 Inkpen Road, Wundowie

Asbestos Management Plan

### 13. Asbestos Wrapping or Bagging

Asbestos is to be wrapped or bagged in accordance with the following requirements:

- Facility Operator to utilise the appropriate PPE (Refer Appendix No. 2) while wrapping or bagging Asbestos Waste.
- Separate the Asbestos Waste from general waste.
- Double wrap and tape asbestos in black plastic sheeting (minimum 200 µm thickness) to prevent asbestos fibres entering the atmosphere. In the case of asbestos contaminated soil or asbestos fines, the material is to be damp (not saturated) and packaged in suitable sealed containers (bulka bags, sealed bags).
- Asbestos Waste is to be labeled with a warning of asbestos – "CAUTION ASBESTOS" in letters not less than 50 mm high is to be adhered to the wrapped bundle or bag of asbestos. In the event that Asbestos Waste is delivered to site without the appropriate warning tape, the Facility Operator is to provide the warning tape to the Customer, for the Customer to adhere to the wrapped or bagged Asbestos Waste. The exception being, that if Non-Declared Asbestos is identified on site and is going to be immediately buried within the Asbestos Pit, it is not necessary that the wrapped or bagged Asbestos Waste be labeled with the warning tape.
- Bundles and bags of Asbestos Waste are to be sized to allow for the appropriate loading and unloading so as to prevent damage to the plastic wrapping or sealed bag.

### 14. Temporary Asbestos Storage Area Management

Asbestos is only to be stored in the Temporary Asbestos Storage Area.

At all times on site there is to be a Temporary Asbestos Storage Area available for the temporary storage of Asbestos Waste. The Temporary Asbestos Storage Area is to enable the secure, temporary storage of Asbestos Waste.

The Temporary Asbestos Storage Area is a dedicated area allocated for the temporary storage of wrapped or bagged Asbestos Waste, pending final disposal to landfill. The area is to contain an Asbestos Bin into which the wrapped or bagged Asbestos Waste is placed.

Under no circumstances is any Asbestos Waste to be stored outside of the Asbestos Bin.

When sufficient Asbestos Waste has been accumulated, typically half the volume of the Asbestos Bin, the Asbestos Bin is to be taken to the Asbestos Pit and the content of the Asbestos Bin emptied at the bottom of the tipping area. The Asbestos Waste is to be either slid out (preferred solution) or lifted out of the Asbestos Bin. The Asbestos Waste is not to be tipped from a height.

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Reserve 25796 Inkpen Road, Wundowie

Asbestos Management Plan

## 15. Asbestos Pit Management

The Asbestos Pit is a dedicated area within the landfill that is used for the disposal of Asbestos Waste. The Asbestos Pit is to be clearly marked on a map of the site indicating the coordinates of the extent of the pit. The marked-up site map is to form a permanent record of the site activities to prevent any future excavation in this area.

No general public access is allowed to the Asbestos Pit. All disposal of Asbestos Waste within the Asbestos Pit is to be either supervised or undertaken by the Facility Operator. The general public is permitted to deposit Asbestos Waste directly in the Asbestos Pit, but only if instructed by the Facility Operator and only if the Facility Operator is in direct supervision of the disposal activity.

Following disposal of the Asbestos Waste in the bottom of the Asbestos Pit, the wrapped or bagged Asbestos Waste is to be covered as soon as is practical after disposal, but at least at the end of each working day, with a minimum 1 m of dense, inert and incombustible material.

Due to the large volume of landfill airspace consumed by covering the Asbestos Waste with a minimum of 1 m of dense, inert and incombustible material, it is not practical to open the Asbestos Pit every time there is a delivery of Asbestos Waste to the Facility. Small loads of Asbestos Waste are to be temporarily stored in the Temporary Asbestos Storage Area until a reasonable quantity, typically half of the Asbestos Bin volume of Asbestos Waste has been accumulated and then the Asbestos Waste is to be moved to the Asbestos Pit.

The Asbestos Pit is to be occasionally opened up to receive the content of the Asbestos Bin and/or larger individual loads of Asbestos Waste being delivered to the Facility.

Within two hours of completion of the disposal and covering of Asbestos Waste, the Facility Operator is to enter into the Asbestos Register the details pertaining to the particular Asbestos Waste disposal; these are to include the following:

- The date of burial;
- The Facility Operator's name, as the person that supervised or carried out the burial;
- Confirmation that the Asbestos Waste was covered with a minimum of 1 m of dense, inert and incombustible material; and,
- That the burial occurred within the dedicated Asbestos Pit, which has grid coordinates with reference to the plan of the landfill site so that the position of the Asbestos Waste can be easily and accurately ascertained.

Inkpen Road Waste Management Facility  
Reserve 25796 Inkpen Road, Wundowie

Asbestos Management Plan

## 16. Dust Management

To reduce the potential risk of asbestos fibres entering the atmosphere as a result of Asbestos Waste handling, all reasonable and practical measures are taken to ensure that:

- All Asbestos Waste on site is accounted for, either Declared Asbestos or Non-Declared Asbestos;
- All Asbestos Waste is appropriately wrapped or bagged;
- No Asbestos Waste is dropped or tipped from height;
- All Asbestos Waste in the Temporary Asbestos Storage Area is stored within the Asbestos Bin; and,
- All Asbestos Waste deposited within the Asbestos Pit is covered as soon as is practical, but at least by the end of each working day.

## 17. Asbestos Record Keeping

Records are an important aspect of site operations and there is to be a clear and logical system for keeping records on site. All records relating to Asbestos Waste receipt, handling and disposal need to be retained and where appropriate include information relating to:

- Asbestos Waste accepted and rejected, including as a minimum:
  - The details of Declared Asbestos loads arriving/received at the site to contain:
    - Date;
    - Customer's name;
    - Delivery vehicle registration number;
    - Estimate of the quantity of Asbestos Waste delivered; and,
    - Drop-off location:
      - Temporary Asbestos Storage Area; or,
      - Asbestos Pit.
  - All Non-Declared loads, with details of:
    - Date;
    - Customer's name;
    - Customer's contact details;
    - Location of where the Asbestos Waste was generated;
    - Delivery vehicle registration number;
    - Estimate of the quantity of Asbestos Waste identified; and,
    - Incident outcome:
      - Material rejected and removed from site; or,
      - Wrapped or bagged by Customer, including drop-off location (Temporary Asbestos Storage Area or Asbestos pit).
- Asbestos Register containing all Asbestos Incident Reports; and,
- Training records.

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Reserve 25796 Inkpen Road, Wundowie

Asbestos Management Plan

All records must be available on site, but may be stored electronically. Records must be made available for inspection by officers from WorkSafe, DoH and DER on request.

## 18. Plan Review

This Plan is to be reviewed by the Person in Control at least annually or more regularly if circumstances warrant. Where necessary, this AMP is to be updated to reflect industry best practice with regards to asbestos management.

## Appendices

The following appendices are applicable to this Plan:

**Appendix No. 1 – Examples of Asbestos Containing Materials**

**Appendix No. 2 – Selection and Use of Personal Protective Equipment**

**Appendix No. 3 - Asbestos Incident Report**

Inkpen Road Waste Management Facility  
Reserve 25796 Inkpen Road, Wundowie

Asbestos Management Plan

## Appendix No. 1 – Examples of Asbestos Containing Materials

(This is not an exhaustive list)

### A

Air-conditioning ducts: exterior or interior acoustic and thermal insulation  
Arc shields in lift motor rooms or large electrical cabinets  
Asbestos-based plastics products - as electrical insulates and acid-resistant compositions or aircraft seat  
Asbestos ceiling tiles  
Asbestos cement conduit  
Asbestos cement electrical fuse boards  
Asbestos cement external roofs and walls  
Asbestos Cement in the use of form work when pouring concrete  
Asbestos cement internal flues and downpipes  
Asbestos cement moulded products such as gutters, ridge cappings, gas meter covers, cable troughs and covers  
Asbestos cement pieces for packing spaces between floor joists and piers  
Asbestos cement (underground) pits, as used for traffic control wiring, telecommunications cabling, etc  
Asbestos cement render, plaster, mortar and coursework  
Asbestos cement sheet  
Asbestos cement sheet behind ceramic tiles  
Asbestos cement sheet internal over exhaust canopies such as ovens, fume cupboards, etc.  
Asbestos cement sheet internal walls and ceilings  
Asbestos cement sheet underlays for vinyl  
Asbestos cement storm drain pipes  
Asbestos cement water pipes (usually underground)  
Asbestos-containing laminates (e.g. formica) used where heat resistance is required, e.g. ships  
Asbestos-containing pegboard  
Asbestos felts  
Asbestos marine board, e.g. marinate  
Asbestos mattresses used for covering hot equipment in power stations  
Asbestos paper used variously for insulation, filtering and production of fire resistant laminates  
Asbestos roof tiles  
Asbestos textiles  
Asbestos textile gussets in air-conditioning ducting systems  
Asbestos yarn  
Autoclave / steriliser insulation

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Asbestos Management Plan

**B**

Bitumen-based water proofing such as malthoid, typically on roofs and floors but also in brickwork  
Bituminous adhesives and sealants  
Boiler gaskets  
Boiler insulation, slabs and wet mix  
Brake disc pads  
Brake linings

**C**

Cable penetration insulation bags (typically Telecom)  
Calorifier insulation  
Car body filters (not common)  
Caulking compounds, sealant and adhesives  
Cement render  
Chrysotile wicks in kerosene heaters  
Clutch faces  
Compressed Asbestos cement panels for flooring, typically verandas, bathrooms and steps for demountable buildings  
Compressed Asbestos fibres (CAF) used in brakes and gaskets for plant and automobiles

**D**

Door seals on ovens

**E**

Electric heat banks - block insulation  
Electric hot water services - normally not Asbestos but some millboard could be present  
Electric light fittings, high wattage, insulation around fitting (and bituminised)  
Electrical switchboards – see Pitch-based  
Exhausts on vehicles

**F**

Filler in acetylene gas cylinders  
Filters - beverage; wine filtration  
Fire blankets  
Fire curtains  
Fire door insulation  
Fire-rated wall rendering containing Asbestos with mortar  
Fire-resistant plaster board, typically on ships  
Fire-retardant material on steel work supporting reactors on columns in refineries in the chemical industry  
Flexible hoses  
Floor vinyl sheets  
Floor vinyl tiles  
Fuse blankets and ceramic fuses in switchboards

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Reserve 25796 Inkpen Road, Wundowie

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**G**

Galbestos™ roofing materials (decorative coating on metal roof for sound proofing)  
Gaskets - chemicals, refineries  
Gaskets - general  
Gauze mats in laboratories / chemical refineries  
Gloves - Asbestos

**H**

Hairdryers - insulation around heating elements  
Header (manifold) insulation

**I**

Insulation blocks  
Insulation in electric reheat units for air-conditioner systems

**L**

Laboratory bench tops  
Laboratory fume cupboard panels  
Laboratory ovens - wall insulation  
Lagged exhaust pipes on emergency power generators  
Lagging in penetrations in fireproof walls  
Lifts shafts - Asbestos cement panels lining the shaft at the opening of each floor, and Asbestos packing around penetrations  
Limpet Asbestos spray insulation  
Locomotives - steam; lagging on boilers, steam lines, steam dome and gaskets

**M**

Mastics  
Millboard between heating unit and wall  
Millboard lining of switchboxes  
Mortar

**P**

Packing materials for gauges, valves, etc., can be square packing, rope or loose fibre  
Packing material on window anchorage points in high rise buildings  
Paint, typically industrial epoxy paints  
Penetrations through concrete slabs in high rise buildings  
Pipe insulation including moulded sections, water-mix type, rope braid and sheet  
Pitch-based (e.g. zelemite, ausbestos, lebah) electrical switchboard  
Plaster and plaster cornice adhesives

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**R**

Refractory linings  
Refractory tiles  
Rubber articles - extent of usage unknown

**S**

Sealant between floor slab and wall, usually in boiler rooms, risers or lift shafts  
Sealant or mastik on windows  
Sealants and mastics in airconditioning ducting joints  
Spackle or plasterboard wall jointing compounds  
Sprayed insulation - acoustic wall and ceiling  
Sprayed insulation - beams and ceiling slabs  
Sprayed insulation - fire retardant sprayed on nut internally, for bolts holding external building wall panels  
Stoves - old domestic type; wall insulation

**T**

Tape and rope - lagging and jointing  
Tapered ends of pipe lagging, where lagging is not necessarily Asbestos  
Tilux sheeting in place of ceramic tiles in bathrooms  
Trailing cable under lift cabins  
Trains - country - guards vans - millboard between heater and wall  
Trains - Harris cars - sprayed Asbestos between steel shell and laminex

**V**

Valve, pump, etc. insulation

**W**

Welding rods  
Woven Asbestos cable sheath

Inkpen Road Waste Management Facility  
Reserve 25796 Inkpen Road, Wundowie

Asbestos Management Plan

## Appendix No. 2 – Selection and Use of Personal Protective Equipment

Personal protective equipment may need to be used, in combination with other effective control measures, when working with asbestos-containing materials. The selection and use of PPE should be based on risk assessments and determined by a competent person.

The ease of decontamination should be one of the factors considered when choosing PPE. Where possible, disposable equipment should be used. All disposable PPE should be disposed of as asbestos waste.

### Footwear and gloves

Laced boots should be avoided, as they can be difficult to clean and asbestos dust can gather in the laces and eyelets. Laceless boots, such as gumboots, are preferred where practicable, and boot covers should be worn where necessary.

Safety footwear must be decontaminated before leaving the asbestos work area for any reason, or sealed in double bags for use only on the next asbestos maintenance task. Alternatively, work boots that cannot be effectively decontaminated must be disposed of as asbestos waste at the end of the job.

The use of protective gloves should be determined by a risk assessment. If significant amounts of asbestos fibres may be present, disposable gloves should be worn. Protective gloves can be unsuitable if dexterity is required. Workers must clean their hands and fingernails thoroughly after work, and any gloves used they must be disposed of as asbestos waste.

### Respirators

In general, the selection of suitable respiratory protection equipment depends on the nature of the asbestos work, the probable maximum concentrations of asbestos fibres that would be encountered in this work and any personal characteristics of the wearer that may affect the facial fit of the respirator (e.g. facial hair and glasses).

A competent person should determine the most efficient respirator for the task.

Respirators should comply with AS/NZS 1716-2003 Respiratory Protective Devices and be selected, used and maintained in accordance with AS/NZS 1715-1994 Selection, Use and Maintenance of Respiratory Protective Devices. They should always be worn under fitted hoods. Facepieces should be cleaned and disinfected according to the manufacturer's instructions.

Respiratory protective equipment should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal, and personal washing has been completed. Respirators should be properly stored when not in use.

Inkpen Road Waste Management Facility  
 Reserve 25796 Inkpen Road, Wundowie

Asbestos Management Plan

**Appendix No. 3 - Asbestos Incident Report**

<p><b>Shire of Northam</b>                  Reserve 25796 Inkpen Road, Wundowie  <b>INKPEN ROAD WASTE MANAGEMENT FACILITY</b>                  Registration Number R1455                  Asbestos Incident Report – Plan No. ....</p>	
Date Incident Occurred: .....	
Type of Asbestos Identified:	Sheeting <input type="checkbox"/> Piping <input type="checkbox"/> Dust <input type="checkbox"/> Other <input type="checkbox"/> Specify _____
Quantity of Asbestos Identified: .....	
Description of Incident: .....	
Person Responsible for Coordinating Activities Name: ..... Designation: .....	
Activities Undertaken: .....	
Future Preventative Measures Adopted: .....	
Facility Operator Name: ..... Signature: ..... Date Report Filed: .....	

## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – December 2016

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Creditors Officer Kathy Scholz
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

For Council to receive the accounts for the period from 1 December 2016 to 31 December 2016.

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – December 2016.

Attachment 2: Declaration.

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#### BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 3. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective G2: Improve organisational capability and capacity.

Strategy G2.3: Operate / manage organisation in a financially sustainable manner.

##### Financial / Resource Implications

Payments of accounts are in accordance with Council's 2016/17 Budget.

**Legislative Compliance**

Section 6.4 of the Local Government Act  
Financial Management Regulations 2007 9  
Section 6.26(2)(g) of the Local Government Act 1995

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Not applicable.

**Risk Implications**

Nil.

**OFFICER'S COMMENT**

Nil.

**RECOMMENDATION**

**That Council endorse the payments for the period 1 December 2016 to 31 December 2016, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).**

### Attachment 1

Date: 04/01/2017  
Time: 11:12:21AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
1981	15/12/2016	BARBEQUES GALORE	6 BURNER TURBO BARBEQUE FROM KILLARA ANXILLARY TRUST.	2		2,500.00
INV T687	15/12/2016	BARBEQUES GALORE	6 BURNER TURBO BARBEQUE FROM KILLARA ANXILLARY TRUST.	2	2,500.00	
1982	15/12/2016	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BUILDING FEES COLLECTED FOR BSL FOR NOVEMBER 2016.	2		10,327.86
INV T908	15/12/2016	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BUILDING FEES COLLECTED FOR BSL FOR NOVEMBER 2016.	2	10,327.86	
1983	15/12/2016	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BUILDING FEES COLLECTED FOR BCITF FOR NOVEMBER 2016.	2		11,772.16
INV T907	15/12/2016	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BUILDING FEES COLLECTED FOR BCITF FOR NOVEMBER 2016.	2	11,772.16	
1984	15/12/2016	HARVEY NORMAN FURNITURE MIDLAND	HUNTER OUTDOOR SETTING FROM KILLARA AUXILLARY TRUST	2		2,122.00
INV T687	15/12/2016	HARVEY NORMAN FURNITURE MIDLAND	HUNTER OUTDOOR SETTING FROM KILLARA AUXILLARY TRUST	2	2,122.00	
1985	15/12/2016	SHIRE OF NORTHAM	MONTHLY BUILDING COMMISSION FEE CHARGED FOR COLLECTION OF BSL FOR NOVEMBER 2016.	2		257.50
INV T907	15/12/2016	SHIRE OF NORTHAM	MONTHLY BUILDING COMMISSION FEE CHARGED FOR COLLECTION OF BCITF FOR NOVEMBER 2016.	2	82.50	
INV T908	15/12/2016	SHIRE OF NORTHAM	MONTHLY BUILDING COMMISSION FEE CHARGED FOR COLLECTION OF BSL FOR NOVEMBER 2016.	2	175.00	
EFT25016	02/12/2016	ABBOTTS FORGE	FABRICATE SIGN RACK FOR UTE TRAY AS PER DRAWING	1		1,157.00
INV 0000228415/11/2016		ABBOTTS FORGE	FABRICATE SIGN RACK FOR UTE TRAY AS PER DRAWING	1	1,157.00	
EFT25017	02/12/2016	ARTHA PUBLISHING PTY LTD	LISTING IN AUSTRALIAN TOUR OPERATORS	1		75.00
INV 16675WP25/11/2016		ARTHA PUBLISHING PTY LTD	LISTING IN AUSTRALIAN TOUR OPERATORS	1	75.00	
EFT25018	02/12/2016	AUSTRALIAN SERVICES UNION	Payroll deductions	1		26.35
INV DEDUCT29/11/2016		AUSTRALIAN SERVICES UNION	Payroll deductions		26.35	

Ordinary Council Meeting Agenda  
**25 January 2017**



Date: 04/01/2017  
 Time: 11:12:21AM

Shire of Northam

USER: Kathy Scholz  
 PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT25019	02/12/2016	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 29/11/2016.	1		53,524.00
INV PAYG29/29/11/2016		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 29/11/2016.	1	53,524.00	
EFT25020	02/12/2016	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION FOR THE FORTNIGHT ENDING 25/11/2016.	1		82,308.07
INV 22624	25/11/2016	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION FOR THE FORTNIGHT ENDING 25/11/2016.	1	82,308.07	
EFT25021	02/12/2016	AVW ELECTRICAL	ELECTRICAL WORK AT NORTHAM AIRFIELD.	1		37,808.10
INV A1819	24/11/2016	AVW ELECTRICAL	ELECTRICAL WORK AT NORTHAM AIRFIELD.	1	37,808.10	
EFT25022	02/12/2016	BANDIT TREE EQUIPMENT	SERVICE TO VERMEER WOOD CHIPPER TO BE CONDUCTED 11/1/2016.	1		2,113.92
INV 0007811222/11/2016		BANDIT TREE EQUIPMENT	SERVICE TO VERMEER WOOD CHIPPER TO BE CONDUCTED 11/1/2016.	1	2,113.92	
EFT25023	02/12/2016	BIG SKY ENTERTAINMENT WA PTY LTD	ENTERTAINMENT FOR CHRISTMAS ON FITZGERALD.	1		2,838.00
INV INV-347201/11/2016		BIG SKY ENTERTAINMENT WA PTY LTD	ENTERTAINMENT FOR CHRISTMAS ON FITZGERALD.	1	2,838.00	
EFT25024	02/12/2016	BLACKWELL PLUMBING PTY LTD	INSTALLATION OF SUPPLIED DRINKING FOUNTAIN IN THE AVON MALL INCLUDING CONNECTION TO EXISTING WATER METER, ISOLATION & PRESSURE REDUCTIUON VALVE AND CONNECTION OF OVERFLOW TO EXISTING STORMWATER PIT.	1		1,078.00
INV INV-152215/11/2016		BLACKWELL PLUMBING PTY LTD	INSTALLATION OF SUPPLIED DRINKING FOUNTAIN IN THE AVON MALL INCLUDING CONNECTION TO EXISTING WATER METER, ISOLATION & PRESSURE REDUCTIUON VALVE AND CONNECTION OF OVERFLOW TO EXISTING STORMWATER PIT.	1	1,078.00	
EFT25025	02/12/2016	BURGESS RAWSON (WA) PTY LTD	WATER CHARGES 14/09/2016 TO 14/11/2016 & 01/11/2016 - 31/12/2016.	1		48.75
INV 467011	16/11/2016	BURGESS RAWSON (WA) PTY LTD	WATER CHARGES 14/09/2016 TO 14/11/2016 & 01/11/2016 - 31/12/2016.	1	48.75	
EFT25026	02/12/2016	CENTRAL MOBILE MECHANICAL REPAIRS	REPAIR TWO WAY PIG TRAILER N.5477 - NEW BRAKE DRUMS, SEALS & LININGS & NEW BEARINGS PN1009A.	1		13,357.38

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INV 0000163029/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	REPAIR TWO WAY PIG TRAILER N.5477 - NEW BRAKE DRUMS, SEALS & LININGS & NEW BEARINGS PN1009A.	1	3,602.50	
INV 0000162929/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	ASSESS AND FIX SUMP PLUG OIL LEAK ON COMMUNITY BUS PN009.	1	135.74	
INV 0000162829/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	40,000KM SERVICE FOR TOYOTA HILUX UTE PN1309	1	314.22	
INV 0000163729/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	CHECK GRADER ON SITE (NOT STARTING) PN1314.	1	217.25	
INV 0000164229/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	ASSESS BATTERY FAULT ON GRADER AT AUGUSTINI ROAD AND REPLACE IF REQUIRED FIX EXTERNAL BROKEN STEP PN0806.	1	728.20	
INV 0000162729/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	800HR SERVICE FOR DYNAPAC ROLLER P5017 CONDUCTED MONDAY 24 OCTOBER 2016	1	282.15	
INV 0000163429/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	8500HR SERVICE ON PN0806 GRADER AND PUT NEW SIGN RACK ON THE BACK AS PER DRAWING ON 7 NOVEMBER 2016	1	1,695.16	
INV 0000163529/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	ASSESS AND RECTIFY BACKHOE - TOP RAM SEAL LEAKING, BROKEN HAND BRAKE CABLE AND HYDRAULIC OIL MILKY TO BE CONDUCTED AT THE WUNDOWIE DEPOT 7 NOVEMBER 2016	1	646.25	
INV 0000163629/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	WINDSCREEN WASHER MOTOR NOT WORKING ON PN1213 TRACTOR ASSESS AND RECTIFY ON MONDAY 7 NOVEMBER AT WUNDOWIE DEPOT	1	121.00	
INV 0000163829/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	120,000KM SERVICE ON FUSO CANTER N.003. BRAKES ARE SOFT, AIR RELEASE VALVE NOT WORKING ON COMPRESSOR & AIR-CON DEMISTER FAN NOT WORKING & TO BE CONDUCTED ON 08/11/2016.	1	669.35	
INV 0000163929/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	ATTEND SITE FOR BREAKDOWN OF BACKHOE PN0908 AUGUSTINI ROAD	1	299.20	
INV 0000162629/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	ASSESS BRAKE FAULT ON GRADER AT SOUTHERN BROOK ROAD PN1314.	1	277.75	
INV 0000162529/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	REPAIR SEAT IN DYNAPAC ROLLER N9166 (P5017) AS IT SLIDES BACK & FORWARDS & REPAIR HYDRAULIC LEAK AT PUMP PN5017.	1	297.83	
INV 0000162329/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	2000HR SERVICE TO BE DONE 10 OCTOBER 2016 PN1314.	1	1,286.51	
INV 0000164529/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	REPAIR BROKEN FRAMEWORK ON PN1005 (WUNDOWIE MOWER).	1	277.75	

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INV 0000164429/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	MOTOR NOT STARTING ON GRAFFITI REMOVAL TRAILER AND NEEDS NEW BATTERY PN1216 (MONDAY 24 OCTOBER 2016) PN1216.	1	311.30	
INV 0000163129/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	REPAIR BROKEN DOOR STRUT, WIPER ASSY & BENT EXHAUST ON CLARK BOBCAT LOADER N.006 (PN0916).	1	726.22	
INV 0000163229/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	ASSESS AND RECTIFY FRONT HYDRAULIC LEAK ON DYNAPAC ROLLER TO BE DONE AT THE NORTHAM DEPOT ON 4 NOVEMBER 2016	1	254.76	
INV 0000163329/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	2950HR SERVICE ON PN1003 LOADER ALSO FIX HYDRAULIC LEAK AROUND TANK AND THE BUCKET, ASSESS COOLANT LIGHT COMING ON AND FIX WINDOW WIPER HOSE ON 7 NOVEMBER 2016	1	1,214.24	
EFT25027	02/12/2016	CHILD SUPPORT AGENCY	Payroll deductions	1		526.32
INV DEDUCT29/11/2016		CHILD SUPPORT AGENCY	Payroll deductions		526.32	
EFT25028	02/12/2016	CLACKLINE FENCING CONTRACTORS	REMOVE & DISPOSE EXISTING STEEL WELDMESH PANEL FENCING. SUPPLY & INSTALL 48.00M GREEN/BLACK PVC COATED CHAINMESH FENCING @ 1200MM WITH LACED TOP & BOTTOM RAILING & CUSTOM 1.20M PERSONAL ACCESS GATE IN MATCHING PROFILE AS PER QUOTE.	1		4,915.00
INV 1033	14/11/2016	CLACKLINE FENCING CONTRACTORS	REMOVE & DISPOSE EXISTING STEEL WELDMESH PANEL FENCING. SUPPLY & INSTALL 48.00M GREEN/BLACK PVC COATED CHAINMESH FENCING @ 1200MM WITH LACED TOP & BOTTOM RAILING & CUSTOM 1.20M PERSONAL ACCESS GATE IN MATCHING PROFILE AS PER QUOTE.	1	4,915.00	
EFT25029	02/12/2016	CONCRETE BY ROSSI	SUPPLY, PLACE AND FINISH TWO 10.89M2 CONCRETE SLABS AT 100MM THICK WITH 4 PAD FOOTINGS EACH AS PER DRAWINGS. 25MPA CONCRETE, SL62 REINFORCING MESH, POLY PLASTIC, BAR CHAIR.	1		6,523.00

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INV 0282	21/09/2016	CONCRETE BY ROSSI	SUPPLY, PLACE & FINISH CONCRETE FOR FOOTPATH AT 2.3MTRS WIDE & 100MM THICK PLUS PRAM RAMP TO CARPARK AT OLD GIRLS SCHOOL WELLINGTON STREET NORTHAM AS PER QUOTE# 1516. TO SUPPLY 25 MPA CONCRETE, EXPANSION JOINTS & CONTROL JOINTS TO FINISH CONCRETE TO NON-SKID LIGHT BROOM	1	1,848.00	
INV 0284	30/09/2016	CONCRETE BY ROSSI	SUPPLY, PLACE AND FINISH TWO 10.89M2 CONCRETE SLABS AT 100MM THICK WITH 4 PAD FOOTINGS EACH AS PER DRAWINGS. 25MPA CONCRETE, SL62 REINFORCING MESH, POLY PLASTIC, BAR CHAIR.	1	4,675.00	
EFT25030	02/12/2016	COUNTRYWIDE LANDSCAPING	INSTALLMENT OF RETICULATION SYSTEM TO NUICH PARK.	1		20,792.97
INV 22059	12/10/2016	COUNTRYWIDE LANDSCAPING	INSTALLMENT OF RETICULATION SYSTEM TO NUICH PARK.	1	20,792.97	
EFT25031	02/12/2016	COUNTRYWIDE POOLS	PURCHASE OF NEW HUSQVARNA TS138 RIDE ON MOWER. NO TRADE IN	1		3,079.22
INV 22247	08/11/2016	COUNTRYWIDE POOLS	CHAINSAW BARS & HUSQVARNA FILES FOR CHAINSAWS	1	200.30	
INV 22278	11/11/2016	COUNTRYWIDE POOLS	PURCHASE OF NEW HUSQVARNA TS138 RIDE ON MOWER. NO TRADE IN	1	2,878.92	
EFT25032	02/12/2016	COURIER AUSTRALIA	FREIGHT CHARGES FOR W/E 11/11/2016.	1		58.14
INV 0278	11/11/2016	COURIER AUSTRALIA	FREIGHT CHARGES FOR W/E 11/11/2016.	1	58.14	
EFT25033	02/12/2016	DOMINOS NORTHAM	FOOD FOR BRIGADES - ROGERS ROAD MURESK FIRE ON 27/11/16.	1		291.85
INV 20 27/11/27/11/2016	27/11/2016	DOMINOS NORTHAM	FOOD FOR BRIGADES - ROGERS ROAD MURESK FIRE ON 27/11/16.	1	291.85	
EFT25034	02/12/2016	ECOMIST SWAN	NAPPY WRAPPER CASSETTES, SOAP SPRAY ANTI-BAC REFILLS, DISPOSABLE SHOE COVERS FOR KILLARA.	1		534.49
INV 0004058916/11/2016	11/2016	ECOMIST SWAN	NAPPY WRAPPER CASSETTES, SOAP SPRAY ANTI-BAC REFILLS, DISPOSABLE SHOE COVERS FOR KILLARA.	1	534.49	
EFT25035	02/12/2016	FRAMESWEST	PROGRESS PAYMENT FOR TEMPORARY FENCE PANELS FOR OLD QUARRY	1		6,600.00

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INV 0001182021/11/2016		FRAMESWEST	PROGRESS PAYMENT FOR TEMPORARY FENCE PANELS FOR OLD QUARRY	1	6,600.00	
EFT25036	02/12/2016	GLENN STUART BEVERIDGE	INSTALL HOSE BRACKETS, HANG SPINE BOARD REPAIR REAR FENCE CUT BY VANDALS, SUPPLY & INSTALL CHAIN OVER WELL, REPLACE DAMAGED POOL RAIL ON 17/11/2016.	1		313.50
INV 74	18/11/2016	GLENN STUART BEVERIDGE	INSTALL HOSE BRACKETS, HANG SPINE BOARD REPAIR REAR FENCE CUT BY VANDALS, SUPPLY & INSTALL CHAIN OVER WELL, REPLACE DAMAGED POOL RAIL ON 17/11/2016.	1	313.50	
EFT25037	02/12/2016	GRAFTON ELECTRICS	REPLACE POWER POINT AT TREATMENT PONDS.	1		196.52
INV 982	14/10/2016	GRAFTON ELECTRICS	REPLACE POWER POINT AT TREATMENT PONDS.	1	196.52	
EFT25038	02/12/2016	GREENWAY ENTERPRISES	LINEMARKING PAINT.	1		545.09
INV 80292	11/11/2016	GREENWAY ENTERPRISES	LINEMARKING PAINT.	1	545.09	
EFT25039	02/12/2016	HOST AUTO REPAIRS	CLACKLINE 2.4 ISUZU 1CIG323 - PRESEASON SERVICE.	1		1,995.90
INV 59564	16/11/2016	HOST AUTO REPAIRS	CLACKLINE 2.4 ISUZU 1CIG323 - PRESEASON SERVICE.	1	1,314.40	
INV 59563	18/11/2016	HOST AUTO REPAIRS	CLACKLINE L/T TOYOTA LANDCRUISER 1DJA799 PRESEASON SERVICE.	1	681.50	
EFT25040	02/12/2016	HUMES WEMBLEY CEMENT	PIPE & HEADWALLS FOR SOUTHERN BROOK ROAD.	1		14,840.10
INV 9402759316/11/2016		HUMES WEMBLEY CEMENT	PIPE & HEADWALLS FOR SOUTHERN BROOK ROAD.	1	14,840.10	
EFT25041	02/12/2016	HURRICANE GO KART CLUB OF WA (INC)	COMMUNITY GRANT TO SUPPORT THE HURRICANE GO KART CLUB'S ANNUAL KING OF THE HILL FOR 2016/2017.	1		5,000.00
INV IV00000827/08/2016		HURRICANE GO KART CLUB OF WA (INC)	COMMUNITY GRANT TO SUPPORT THE HURRICANE GO KART CLUB'S ANNUAL KING OF THE HILL FOR 2016/2017.	1	5,000.00	
EFT25042	02/12/2016	IMAGE SOURCE	4X SCHOOL BANNERS- CHRISTMAS 2016	1		567.60
INV 432369	23/11/2016	IMAGE SOURCE	4X SCHOOL BANNERS- CHRISTMAS 2016	1	567.60	
EFT25043	02/12/2016	IXOM OPERATIONS PTY LTD	920KG BOTTLE OF CHLORINE TO BE DELIVERED TO THE NORTHAM WASTE WATER TREATMENT PLANT (CLARKE STREET DAM) WITH FRONT HIAB	1		2,740.10

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INV 5751792	23/11/2016	IXOM OPERATIONS PTY LTD	920KG BOTTLE OF CHLORINE TO BE DELIVERED TO THE NORTHAM WASTE WATER TREATMENT PLANT (CLARKE STREET DAM) WITH FRONT HIAB	1	2,740.10	
EFT25044	02/12/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	GRAVEL MATERIAL FOR ROADWORKS AT CHEDARING ROAD.	1		15,440.79
INV 000983	08/11/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	3 DAY HIRE OF SWEEPER	1	330.00	
INV 000940	19/10/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	GRAVEL MATERIAL FOR ROADWORKS AT CHEDARING ROAD.	1	15,000.79	
INV 000981	08/11/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	HIRE OF SWEEPER FOR JENNAPULLIN ROAD	1	110.00	
EFT25045	02/12/2016	LANDMARK	CHEMICALS FOR NOXIOUS WEEDS.	1		480.48
INV 9863373527/10/2016		LANDMARK	CHEMICALS FOR NOXIOUS WEEDS.	1	325.38	
INV 9863018026/10/2016		LANDMARK	CHEMICAL FOR NOXIOUS WEEDS.	1	155.10	
EFT25046	02/12/2016	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions	1		20.50
INV DEDUCT29/11/2016		LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions		20.50	
EFT25047	02/12/2016	LUPTONS LIQUID WASTE	PUMP OUT GREASE TRAP	1		360.00
INV 48187	21/11/2016	LUPTONS LIQUID WASTE	PUMP OUT GREASE TRAP	1	360.00	
EFT25048	02/12/2016	MATHEW MACQUEEN	FIREBREAK INSPECTIONS FOR 2016/2017 FIRE SEASON.	1		4,565.00
INV 595	28/11/2016	MATHEW MACQUEEN	FIREBREAK INSPECTIONS FOR 2016/2017 FIRE SEASON.	1	4,565.00	
EFT25049	02/12/2016	MOORE STEPHENS (WA) PTY LTD	AUDIT SERVICES PROVIDED WITH RESPECT TO THE YEAR ENDED 30TH JUNE 2016 IN ACCORDANCE WITH OUR AGREEMENT (50% OF 2015/2016 FEE OF \$20,000.00)	1		11,909.39
INV 204264	31/10/2016	MOORE STEPHENS (WA) PTY LTD	AUDIT SERVICES PROVIDED WITH RESPECT TO THE YEAR ENDED 30TH JUNE 2016 IN ACCORDANCE WITH OUR AGREEMENT (50% OF 2015/2016 FEE OF \$20,000.00)	1	11,909.39	
EFT25050	02/12/2016	MORRIS PEST AND WEED CONTROL	REMOVAL OF BEES OPPOSITE COURT HOUSE 14/11/2016.	1		540.00
INV 7671	18/11/2016	MORRIS PEST AND WEED CONTROL	REMOVAL OF BEES OPPOSITE COURT HOUSE 14/11/2016.	1	270.00	

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INV 7697	29/11/2016	MORRIS PEST AND WEED CONTROL	REMOVAL OF BEES AT 153 WONGAMINE ROAD	1	270.00	
EFT25051	02/12/2016	NORTHAM RETRAVISION	NEW TV FOR VISITOR CENTRE	1		198.00
INV 6238	15/11/2016	NORTHAM RETRAVISION	NEW TV FOR VISITOR CENTRE	1	198.00	
EFT25052	02/12/2016	NORTHAM SWIMMING CLUB	KIDSPORT FUNDING	1		400.00
INV 197	21/11/2016	NORTHAM SWIMMING CLUB	KIDSPORT FUNDING	1	400.00	
EFT25053	02/12/2016	NORTHAM TOYOTA	2011 TOYOTA HILUX DUAL CAB WHITE - VIN MROFZ22G201176579	1		29,000.00
INV 14861	24/11/2016	NORTHAM TOYOTA	2011 TOYOTA HILUX DUAL CAB WHITE - VIN MROFZ22G201176579	1	29,000.00	
EFT25054	02/12/2016	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIRS TO SHADE SAILS IN APEX PARK & BERNARD PARK PLAYGROUND.	1		660.00
INV 2823	15/11/2016	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIRS TO SHADE SAILS IN APEX PARK & BERNARD PARK PLAYGROUND.	1	660.00	
EFT25055	02/12/2016	OXTER SERVICES	STOCK PURCHASES FOR VISITORS CENTRE.	1		311.80
INV 17335	11/11/2016	OXTER SERVICES	STOCK PURCHASES FOR VISITORS CENTRE.	1	311.80	
EFT25056	02/12/2016	PANTHER POWDERCOATING PTY LTD	SAND BLAST & POWDER COAT 14 SMALL BOLLARDS & 3 LARGE BOLLARDS IN BLACK FOR THE AVON MALL UPGRADE.	1		1,496.00
INV 00002951	15/11/2016	PANTHER POWDERCOATING PTY LTD	SAND BLAST & POWDER COAT 14 SMALL BOLLARDS & 3 LARGE BOLLARDS IN BLACK FOR THE AVON MALL UPGRADE.	1	1,496.00	
EFT25057	02/12/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	IT CONSULTANCY SERVICES FOR THE PERIOD 01/03/2016 TO 09/03/2016.	1		3,570.00
INV 21554	05/07/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SUPPORT FROM 22/6/2016 & 29/6/2016.	1	680.00	
INV 21827	10/11/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	ASSISTANCE WITH SOFTWARE PROGRAMS FROM 26/10/2016 TO 04/11/2016.	1	850.00	
INV 21279	11/03/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	IT CONSULTANCY SERVICES FOR THE PERIOD 01/03/2016 TO 09/03/2016.	1	850.00	
INV 21262	01/03/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	IT CONSULTANCY SERVICES FOR THE PERIOD 16/02/2016 TO 19/02/2016.	1	297.50	

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INV 21870	24/11/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	IT CONSULTANCY SERVICES ON 17/11/2016 FOR TENDER DOCUMENTS.	1	255.00	
INV 21853	22/11/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	IT CONSULTANCY SERVICES FOR THE PERIOD 07/11/2016 TO 16/11/2016.	1	637.50	
EFT25058	02/12/2016	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE FOR NOVEMBER 2016.	1		1,122.00
INV PM1819	25/11/2016	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE FOR NOVEMBER 2016.	1	1,122.00	
EFT25059	02/12/2016	R & JT CONTRACTORS PTY LTD	WUNDOWIE SWIMMING POOL REPAIRS -REPAIR VARIOUS LEAKS AND MAKE READY FOR REFILLING	1		2,634.66
INV A1419	17/11/2016	R & JT CONTRACTORS PTY LTD	INSTALL WATER TEST POINT AT WUNDOWIE OVAL.	1	350.57	
INV A1420	17/11/2016	R & JT CONTRACTORS PTY LTD	WUNDOWIE SWIMMING POOL REPAIRS -REPAIR VARIOUS LEAKS AND MAKE READY FOR REFILLING	1	1,650.00	
INV A1417	17/11/2016	R & JT CONTRACTORS PTY LTD	REPAIR LEAK ADJACENT TO THE PONY CLUB AT THE WATER TRANSFER PIPE	1	382.09	
INV A1414	17/11/2016	R & JT CONTRACTORS PTY LTD	LEN PVC PRESSURE PIPE 32 X 6MTR CLASS 12 FOR HENRY STREET OVAL RETICULATION.	1	252.00	
EFT25060	02/12/2016	REG STEVENS MEDALS	2 COPIES OF MEN BEHIND THE NAMES BOOK.	1		130.00
INV 1191	01/11/2016	REG STEVENS MEDALS	2 COPIES OF MEN BEHIND THE NAMES BOOK.	1	130.00	
EFT25061	02/12/2016	REGIONAL PHYSIOTHERAPY AND SPORTS INJURY CLINIC	SILVERSPORT FUNDING FOR RAELENE LINTO.	1		800.00
INV 0000077	29/11/2016	REGIONAL PHYSIOTHERAPY AND SPORTS INJURY CLINIC	SILVERSPORT FUNDING FOR RAELENE LINTO.	1	200.00	
INV 0000078	29/11/2016	REGIONAL PHYSIOTHERAPY AND SPORTS INJURY CLINIC	SILVERSPORT FUNDING FOR NOEL NORRISH.	1	200.00	
INV 0000100	29/11/2016	REGIONAL PHYSIOTHERAPY AND SPORTS INJURY CLINIC	SILVERSPORT FUNDING FOR JOHN DALLIMORE.	1	200.00	
INV 0000076	29/11/2016	REGIONAL PHYSIOTHERAPY AND SPORTS INJURY CLINIC	SILVERSPORT FUNDING FOR YVONNE SIGLER.	1	200.00	
EFT25062	02/12/2016	SHIRE OF TOODYAY	DIVIDEND NORTHAM LIQUID WASTE FACILITY FOR 2015/2016.	1		27,500.00
INV 16429	07/11/2016	SHIRE OF TOODYAY	DIVIDEND NORTHAM LIQUID WASTE FACILITY FOR 2015/2016.	1	27,500.00	

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EFT25063	02/12/2016	SHOP FOR SHOPS	RACKS & SHELVES.	1		326.40
INV 483777	25/11/2016	SHOP FOR SHOPS	RACKS & SHELVES.	1	326.40	
EFT25064	02/12/2016	SUPERCIVIL	REMOVE 183M OF KERBING, SUPPLY & LAY 183M OF KERBING & BACKFILL 183M OF KERBING AT WILSON STREET GRASS VALLEY	1		14,493.60
INV 0000599403/11/2016		SUPERCIVIL	REMOVE 183M OF KERBING, SUPPLY & LAY 183M OF KERBING & BACKFILL 183M OF KERBING AT WILSON STREET GRASS VALLEY	1	14,493.60	
EFT25065	02/12/2016	THE LIMES ORCHARD STAY - PT & JA PERKINS	STOCK PURCHASES FOR VISITORS CENTRE	1		92.34
INV 0000083922/11/2016		THE LIMES ORCHARD STAY - PT & JA PERKINS	STOCK PURCHASES FOR VISITORS CENTRE	1	92.34	
EFT25066	02/12/2016	THE WORKWEAR GROUP	UNIFORM FOR ALISON DOWELL	1		140.60
INV 0100579018/11/2016		THE WORKWEAR GROUP	UNIFORM FOR ALISON DOWELL.	1	59.00	
INV 0099461111/11/2016		THE WORKWEAR GROUP	UNIFORM FOR ALISON DOWELL	1	81.60	
EFT25067	02/12/2016	VINCELEC	REPAIR FAN PLUG IN STAFF TOILET AND INSTALL LIGHT AND POWER POINT IN ROOM - SAFETY CERTIFICATE AA3921206	1		404.33
INV 162	21/11/2016	VINCELEC	REPAIR FAN PLUG IN STAFF TOILET AND INSTALL LIGHT AND POWER POINT IN ROOM - SAFETY CERTIFICATE AA3921206	1	404.33	
EFT25068	02/12/2016	WA GRAVEL PTY LTD	SUPPLY OF GRAVEL FROM WA GRAVEL PTY LTD	1		11,539.99
INV 0000000222/11/2016		WA GRAVEL PTY LTD	SUPPLY OF GRAVEL FROM WA GRAVEL PTY LTD	1	11,539.99	
EFT25069	02/12/2016	WA LIBRARY SUPPLIES	LIBRARY EQUIPMENT FOR LIBRARY.	1		1,720.00
INV 0011399010/11/2016		WA LIBRARY SUPPLIES	LIBRARY EQUIPMENT FOR LIBRARY.	1	1,720.00	
EFT25070	02/12/2016	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	04/11/2016 - REPAIR CATERPILLAR BOBCAT P5013 AS STILL BEEPING REQUIRES PARTS FITTED THAT ARE ALREADY ORDERED.	1		328.50

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INV 6449	15/11/2016	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	04/11/2016 - REPAIR CATERPILLAR BOBCAT P5013 AS STILL BEEPING REQUIRES PARTS FITTED THAT ARE ALREADY ORDERED.	1	328.50	
EFT25071	02/12/2016	WOOROLOO ESCAPE	STOCK PURCHASES FOR VISITORS CENTRE.	1		61.00
INV 122	28/11/2016	WOOROLOO ESCAPE	STOCK PURCHASES FOR VISITORS CENTRE.	1	61.00	
EFT25072	09/12/2016	WUNDOWIE ST JOHN AMBULANCE ASSOCIATION	AMBULANCE SERVICE FOR CHRISTMAS ON FTIZGERALD'S, 1630-2030	1		250.00
INV WN3357	22/11/2016	WUNDOWIE ST JOHN AMBULANCE ASSOCIATION	AMBULANCE SERVICE FOR CHRISTMAS ON FTIZGERALD'S, 1630-2030	1	250.00	
EFT25073	09/12/2016	ANDY'S PLUMBING SERVICE	BERT HAWKE PAVILION REPAIR FAULTY WATER FOUNTAIN	1		401.50
INV A17325	24/11/2016	ANDY'S PLUMBING SERVICE	BERT HAWKE PAVILION REPAIR FAULTY WATER FOUNTAIN	1	401.50	
EFT25074	09/12/2016	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT FACILITY FROM 08/11/2016 TO 20/11/2016.	1		1,568.00
INV 0140	20/11/2016	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT FACILITY FROM 08/11/2016 TO 20/11/2016.	1	1,568.00	
EFT25075	09/12/2016	BRICK MART	NORTHAM LIBRARY. SUPPLY AND DELIVERY OF CEMENT BLOCKS TO LIBRARY. TO SUPPORT SUBSIDING BALCONY.	1		127.16
INV 549	13/10/2016	BRICK MART	NORTHAM LIBRARY. SUPPLY AND DELIVERY OF CEMENT BLOCKS TO LIBRARY. TO SUPPORT SUBSIDING BALCONY.	1	127.16	
EFT25076	09/12/2016	CENTRAL DISTRICTS AIRCONDITIONING PLUMBING & ELECTRICAL	SERVICING OF VARIOUS AIR CONDITIONERS	1		1,841.76
INV 14229	30/11/2016	CENTRAL DISTRICTS AIRCONDITIONING PLUMBING & ELECTRICAL	SERVICING OF VARIOUS AIR CONDITIONERS	1	1,841.76	
EFT25077	09/12/2016	CENTRAL MOBILE MECHANICAL REPAIRS	2250HR SERVICE ON THE GRADER PN1314.	1		3,637.96
INV 0000164129/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	2250HR SERVICE ON THE GRADER PN1314.	1	1,241.41	
INV 0000164029/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	1250HR SERVICE FOR PN1502 BOMAG TYRE ROLLER AT SOUTHERN BROOK ROAD	1	1,025.64	
INV 0000164329/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	SERVICE BACKHOE PN3555 ON SITE 1150HR, LOOSE BONNET BOLT, STABILIZER LEG RUBBER PAD BROKEN, SLIGHT HYDRAULIC LEAK UNDER BACK HYDRAULIC CONTROLS	1	1,236.71	

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INV 0000162429/11/2016		CENTRAL MOBILE MECHANICAL REPAIRS	REPAIR BROKEN SPARE WHEEL CARRIER & BROKEN TAIL GATE ON MITSUBISHI FUSO TRUCK N10759 (PN1218).	1	134.20	
EFT25078	09/12/2016	CHRIS DAVIDSON	COUNCILLOR PAYMENTS NOVEMBER 2016.	1		2,385.25
INV NOVEME30/11/2016		CHRIS DAVIDSON	COUNCILLOR PAYMENTS NOVEMBER 2016.		2,385.25	
EFT25079	09/12/2016	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS NOVEMBER 2016.	1		2,083.33
INV NOVEME30/11/2016		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS NOVEMBER 2016.		2,083.33	
EFT25080	09/12/2016	CLACKLINE/MURESK BUSH FIRE BRIGADE	HAZARD REDUCTION BURN RESERVE # A12337 AT THE CNR THROSSELL AND MORRELL ST NORTHAM	1		500.00
INV 4/2016	21/11/2016	CLACKLINE/MURESK BUSH FIRE BRIGADE	HAZARD REDUCTION BURN RESERVE # A12337 AT THE CNR THROSSELL AND MORRELL ST NORTHAM	1	500.00	
EFT25081	09/12/2016	COLIN DUNCAN GRANT	CLEANING OF NORTHAM RSL HALL FOR OCTOBER 2016.	1		616.00
INV P823	01/12/2016	COLIN DUNCAN GRANT	CLEANING OF NORTHAM RSL HALL FOR OCTOBER 2016.	1	616.00	
EFT25082	09/12/2016	DEBBIE-LEE CAIRNS	REFUND OF OVERCHARGE ON DOG REGO FEE.	1		21.25
INV 97834	08/12/2016	DEBBIE-LEE CAIRNS	REFUND OF OVERCHARGE ON DOG REGO FEE.	1	21.25	
EFT25083	09/12/2016	DENIS GRAHAM BERESFORD	COUNCILLOR PAYMENTS NOVEMBER 2016.	1		1,905.73
INV NOVEME30/11/2016		DENIS GRAHAM BERESFORD	COUNCILLOR PAYMENTS NOVEMBER 2016.		1,905.73	
EFT25084	09/12/2016	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS NOVEMBER 2016.	1		1,929.41
INV NOVEME30/11/2016		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS NOVEMBER 2016.		1,929.41	
EFT25085	09/12/2016	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR NOVEMBER 2016.	1		26,622.55
INV NOVEME30/11/2016		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR NOVEMBER 2016.		26,622.55	
EFT25086	09/12/2016	FLAT OUT FREIGHT	BERNARD PARK TOILETS. FREIGHT OF BABY CHANGE TABLES TO SHIRE DEPOT.	1		62.15
INV 0000536501/11/2016		FLAT OUT FREIGHT	BERNARD PARK TOILETS. FREIGHT OF BABY CHANGE TABLES TO SHIRE DEPOT.	1	62.15	

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EFT25087	09/12/2016	FRAMESWEST	MANUFACTURE & INSTALL X2 SHADE SHELTERS 3.9M X 3.7M FOR BERNARD PARK IN COLOUR PALE EUCALYPT	1		10,466.50
INV 0001159113/10/2016		FRAMESWEST	MANUFACTURE & INSTALL X2 SHADE SHELTERS 3.9M X 3.7M FOR BERNARD PARK IN COLOUR PALE EUCALYPT	1	10,466.50	
EFT25088	09/12/2016	GLENN STUART BEVERIDGE	INSTALL - STAINLESS STEEL CHANGE TABLES AT BERNARD PARK TOILET BLOCK & BAKERS HILL HALL	1		528.00
INV 72	18/11/2016	GLENN STUART BEVERIDGE	VISITORS CENTRE TOILETS REPAIR CUBICLE WALL LADIES & GENTS.	1	209.00	
INV 71	18/11/2016	GLENN STUART BEVERIDGE	INSTALL - STAINLESS STEEL CHANGE TABLES AT BERNARD PARK TOILET BLOCK & BAKERS HILL HALL	1	319.00	
EFT25089	09/12/2016	GRAFTON ELECTRICS	REPAIR BROKEN LIGHT AT MORRELL STREET PARK DUE TO VANDALISM	1		451.06
INV 976	07/10/2016	GRAFTON ELECTRICS	REPAIR BROKEN LIGHT AT MORRELL STREET PARK DUE TO VANDALISM	1	302.56	
INV 985	26/10/2016	GRAFTON ELECTRICS	REPAIR RETIC PUMP AT JUBILEE OVAL	1	148.50	
EFT25090	09/12/2016	HI CONSTRUCTIONS AUST PTY LTD	REPOINTING SECTIONS OF WALLS - REPLACING BRICKS - REBUILDING SECTIONS OF WALL AREAS AND ETC.	1		3,000.00
INV 1018T/N	02/12/2016	HI CONSTRUCTIONS AUST PTY LTD	REPOINTING SECTIONS OF WALLS - REPLACING BRICKS - REBUILDING SECTIONS OF WALL AREAS AND ETC.	1	3,000.00	
EFT25091	09/12/2016	HOST AUTO REPAIRS	SOUTHERN BROOK 1.4 - PRESEASON SERVICE	1		4,766.80
INV 59591	25/11/2016	HOST AUTO REPAIRS	PRESEASON SERVICE - FOR IRISHTOWN 2.4.	1	1,352.50	
INV 59418	07/10/2016	HOST AUTO REPAIRS	PRE-SEASON SERVICE FOR IRISHTOWN LIGHT TANKER.	1	599.55	
INV 59421	13/10/2016	HOST AUTO REPAIRS	SOUTHERN BROOK 1.4 - PRESEASON SERVICE	1	2,814.75	
EFT25092	09/12/2016	JOHN PROUD	COUNCILLOR PAYMENTS NOVEMBER 2016.	1		1,905.73
INV NOVEME30/11/2016		JOHN PROUD	COUNCILLOR PAYMENTS NOVEMBER 2016.		1,905.73	
EFT25093	09/12/2016	JULIE ELLEN WILLIAMS	COUNCILLOR PAYMENTS NOVEMBER 2016.	1		2,145.49
INV NOVEME30/11/2016		JULIE ELLEN WILLIAMS	COUNCILLOR PAYMENTS NOVEMBER 2016.		2,145.49	
EFT25094	09/12/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	DRAIN RELOCATION & REBUILD A SECTION OF KERB ON HOLTFRETER ROAD.	1		3,025.00

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INV 001021	23/11/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	DRAIN RELOCATION & REBUILD A SECTION OF KERB ON HOLTFRETER ROAD.	1	3,025.00	
EFT25095	09/12/2016	LGIS INSURANCE BROKING	2015-2016 MOTOR VEHICLE PREMIUM ADJUSTMENT ADDITIONAL PREMIUM AS AT JUNE 2016.	1		3,433.89
INV 062-193528/11/2016	09/12/2016	LGIS INSURANCE BROKING	2015-2016 MOTOR VEHICLE PREMIUM ADJUSTMENT ADDITIONAL PREMIUM AS AT JUNE 2016.	1	3,433.89	
EFT25096	09/12/2016	MARKET CREATIONS PTY LTD	SHIRE OF NORTHAM PRESENTATION FOLDERS.	1		704.00
INV FG58-2	25/11/2016	MARKET CREATIONS PTY LTD	SHIRE OF NORTHAM PRESENTATION FOLDERS.	1	704.00	
EFT25097	09/12/2016	MCKINLEY DEVELOPMENTS	BERNARD PARK PLAY GROUP. SUPPLY AND INSTALL CONCRETE PATH FOR ACCESSIBILITY.	1		2,950.80
INV 266	28/11/2016	MCKINLEY DEVELOPMENTS	BERNARD PARK PLAY GROUP. SUPPLY AND INSTALL CONCRETE PATH FOR ACCESSIBILITY.	1	2,950.80	
EFT25098	09/12/2016	NORTHAM AND DISTRICTS GUN CLUB	SILVERSPORT FUNDING	1		190.00
INV 0033	05/12/2016	NORTHAM AND DISTRICTS GUN CLUB	SILVERSPORT FUNDING	1	190.00	
EFT25099	09/12/2016	NORTHAM BOWLING CLUB INC	LOAN 219A - WESTERN AUSTRALIAN TREASURY CORPORATION LOAN PRINCIPAL - L/LIABILITY \$150,000 LESS \$44,154..	1		105,846.00
INV LOAN 2105/12/2016	09/12/2016	NORTHAM BOWLING CLUB INC	LOAN 219A - WESTERN AUSTRALIAN TREASURY CORPORATION LOAN PRINCIPAL - L/LIABILITY \$150,000 LESS \$44,154..	1	105,846.00	
EFT25100	09/12/2016	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR JARED WYNNE.	1		473.00
INV 36751	02/11/2016	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR JARED WYNNE.	1	236.50	
INV 36824	02/11/2016	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR DAVID SLATER.	1	236.50	
EFT25101	09/12/2016	NORTHAM HIAB HIRE	PICK UP 1 GENERATOR FROM PR POWER 36 ATTWELL ST LANDSDALE ON 25/11/2016 & DELIVER TO NORTHAM VISITOR CENTRE ON 27/11/2016.	1		792.00
INV 619	25/10/2016	NORTHAM HIAB HIRE	PICK UP 1 GENERATOR FROM PR POWER 36 ATTWELL ST LANDSDALE ON 25/11/2016 & DELIVER TO NORTHAM VISITOR CENTRE ON 27/11/2016.	1	792.00	

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EFT25102	09/12/2016	NORTHAM MAZDA	10000KM SERVICE TO MAZDA CX5 PN1519 - N3433	1		291.41
INV 113226	29/11/2016	NORTHAM MAZDA	10000KM SERVICE TO MAZDA CX5 PN1519 - N3433	1	291.41	
EFT25103	09/12/2016	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SILVERSPORT FUNDING.	1		800.00
INV 108	05/12/2016	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SILVERSPORT FUNDING.	1	200.00	
INV 109	06/12/2016	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SILVERSPORT FUNDING.	1	600.00	
EFT25104	09/12/2016	NORTHAM TOYOTA	110000KM SERVICE TO TOYOTA HIACE VAN - KILLARA 4 - PN0820	1		460.22
INV 241078	15/11/2016	NORTHAM TOYOTA	70000KM SERVICE TO ISUZU MU-X 4WD PN1404 - N10721	1	185.90	
INV 241445	25/11/2016	NORTHAM TOYOTA	110000KM SERVICE TO TOYOTA HIACE VAN - KILLARA 4 - PN0820	1	274.32	
EFT25105	09/12/2016	NORTHAM VOLUNTEER FIRE AND RESCUE	ENFORCED BURN 269 CHIDLOW STREET, NORTHAM A14460 NAME CODE 10408	1		3,000.00
INV 588	03/12/2016	NORTHAM VOLUNTEER FIRE AND RESCUE	ENFORCED BURN 269 CHIDLOW STREET, NORTHAM A14460 NAME CODE 10408	1	1,700.00	
INV 588	03/12/2016	NORTHAM VOLUNTEER FIRE AND RESCUE	HAZARD REDUCTION BURN TO RESERVE # A15989 FERNIE ROAD NORTHAM	1	1,300.00	
EFT25106	09/12/2016	POLLARD FAMILY SUPERANNUATION FUND T/A POLLARD ENTERPRISES PTY LTD	COUNCILLOR PAYMENTS NOVEMBER 2016.	1		2,000.00
INV NOVEME30/11/2016		POLLARD FAMILY SUPERANNUATION FUND T/A POLLARD ENTERPRISES PTY LTD	COUNCILLOR PAYMENTS NOVEMBER 2016.		2,000.00	
EFT25107	09/12/2016	QUAD SERVICES PTY LTD	CLEANING OF WUNDOWIE HALL IN NOVEMBER 2016.	1		3,745.20
INV 304334	03/11/2016	QUAD SERVICES PTY LTD	AVON RIVER PUBLIC TOILETS FOR NOVEMBER 2016.	1	330.72	
INV 304333	03/11/2016	QUAD SERVICES PTY LTD	CLEANING OF WUNDOWIE HALL IN NOVEMBER 2016.	1	898.70	
INV 304328	03/11/2016	QUAD SERVICES PTY LTD	CLEANING OF CLACKLINE PUBLIC TOILETS IN NOVEMBER 2016.	1	326.66	
INV 304329	03/11/2016	QUAD SERVICES PTY LTD	CLEANING OF BAKERS HILL PUBLIC TOILETS NOVEMBER 2016.	1	330.72	
INV 304330	03/11/2016	QUAD SERVICES PTY LTD	CLEANING OF BAKERS HILL PAVILLION IN NOVEMBER 2016.	1	661.57	
INV 304331	03/11/2016	QUAD SERVICES PTY LTD	CLEANING OF WUNDOWIE PUBLIC TOILETS IN NOVEMBER 2016.	1	330.72	

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INV 304332	03/11/2016	QUAD SERVICES PTY LTD	CLEANING OF WUNDOWIE LIBRARY IN NOVEMBER 2016.	1	866.11	
EFT25108	09/12/2016	R & JT CONTRACTORS PTY LTD	REPAIR LEAKING FLANGE AND PIPE AT JUBILEE OVAL.	1		1,694.82
INV A1426	29/11/2016	R & JT CONTRACTORS PTY LTD	REPAIR LEAKING FLANGE AND PIPE AT JUBILEE OVAL.	1	1,694.82	
EFT25109	09/12/2016	RADIOWEST BROADCASTERS PTY LTD - DO NOT USE*** USE S476.	RADIO ADDS "DON'T DRINK & DRIVE" CAMPAIGN FOR ROADWISE.	1		386.10
INV WNTM0831/07/2016		RADIOWEST BROADCASTERS PTY LTD - DO NOT USE*** USE S476.	RADIO ADDS "DON'T DRINK & DRIVE" CAMPAIGN FOR ROADWISE.	1	386.10	
EFT25110	09/12/2016	RED DOT STORES	X10 PHOTO FRAMES FOR HEALTHY WORKPLACE CERTIFICATES.	1		29.90
INV 2785898728/11/2016		RED DOT STORES	X10 PHOTO FRAMES FOR HEALTHY WORKPLACE CERTIFICATES.	1	29.90	
EFT25111	09/12/2016	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS NOVEMBER 2016.	1		1,905.73
INV NOVEME30/11/2016		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS NOVEMBER 2016.		1,905.73	
EFT25112	09/12/2016	ROYAL LIFE SAVING SOCIETY WA	2 X LIFE RESCUE RINGS WITH MINIMUM 15M OF ROAD FOR EACH.	1		440.50
INV 62356	12/09/2016	ROYAL LIFE SAVING SOCIETY WA	2 X LIFE RESCUE RINGS WITH MINIMUM 15M OF ROAD FOR EACH.	1	440.50	
EFT25113	09/12/2016	SOUTHERN BROOK COMMUNITY ASSOCIATION	SOUTHERN BROOK COMMUNITY ASSOCIATION ANNUAL ALLOCATION 2016/2017.	1		3,300.00
INV 2311201623/11/2016		SOUTHERN BROOK COMMUNITY ASSOCIATION	SOUTHERN BROOK COMMUNITY ASSOCIATION ANNUAL ALLOCATION 2016/2017.	1	3,300.00	
EFT25114	09/12/2016	SPECIALISED TREE SERVICE	REE PRUNING ON O'NEILL ROAD - TREE PRUNING ON O'NEILL ROAD - 2.49SLK - 4.81SLK = 4.64KM SHOULDER LENGTH AT APPROX 4.8SLK 1 PLANT IN THE CLEARING ENVELOPE. AT APPROX 2.8SLK ON A CREST & ON A LEFT CURVE 3 LARGE YORK GUM TREES.	1		13,320.00

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INV 2373	06/12/2016	SPECIALISED TREE SERVICE	REE PRUNING ON O'NEILL ROAD - TREE PRUNING ON O'NEILL ROAD - 2.49SLK - 4.81SLK = 4.64KM SHOULDER LENGTH AT APPROX 4.8SLK 1 PLANT IN THE CLEARING ENVELOPE. AT APPROX 2.8SLK ON A CREST & ON A LEFT CURVE 3 LARGE YORK GUM TREES.	1	13,320.00	
EFT25115	09/12/2016	ST JOHN AMBULANCE AUSTRALIA	2X FIRST AID KITS - BACK PACK CUSTOM MADE & 2X WORKPLACE VEHICLE KITS FOR KILLARA.	1		382.50
INV CYINV0022/11/2016		ST JOHN AMBULANCE AUSTRALIA	2X FIRST AID KITS - BACK PACK CUSTOM MADE & 2X WORKPLACE VEHICLE KITS FOR KILLARA.	1	382.50	
EFT25116	09/12/2016	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS NOVEMBER 2016.	1		3,976.56
INV PAYMEN30/11/2016		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS NOVEMBER 2016.		3,976.56	
EFT25118	09/12/2016	SWAN EVENT HIRE	MANOR FENCING FOR AROUND CHRISTMAS DECORATIONS- 1/12/16 TO 5/1/17	1		1,531.00
INV 9681	28/11/2016	SWAN EVENT HIRE	MANOR FENCING FOR AROUND CHRISTMAS DECORATIONS- 1/12/16 TO 5/1/17	1	1,531.00	
EFT25119	09/12/2016	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS NOVEMBER 2016	1		3,216.19
INV NOVEME30/11/2016		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS NOVEMBER 2016		3,216.19	
EFT25120	09/12/2016	THE WORKWEAR GROUP	UNIFORM FOR RHONDA TURNER.	1		100.30
INV 0104201628/11/2016		THE WORKWEAR GROUP	UNIFORM FOR RHONDA TURNER.	1	100.30	
EFT25121	09/12/2016	TYRECYCLE PTY LTD	OLD QUARRY ROAD LANDFILL COLLECTION OF TYRES FOR RECYCLING	1		746.78
INV 595817	25/11/2016	TYRECYCLE PTY LTD	OLD QUARRY ROAD LANDFILL COLLECTION OF TYRES FOR RECYCLING	1	746.78	
EFT25122	09/12/2016	ULO RUMJANTSEV	COUNCILLOR PAYMENTS NOVEMBER 2016.	1		2,277.21
INV NOVEME30/11/2016		ULO RUMJANTSEV	COUNCILLOR PAYMENTS NOVEMBER 2016.		2,277.21	
EFT25123	09/12/2016	VALLEY FORD	75000KM SERVICE TO FORD TERRITORY PNI402 - N.3333 SENIOR PLANNER VEHICLE	1		293.85

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INV FOHS62206/12/2016		VALLEY FORD	75000KM SERVICE TO FORD TERRITORY PN1402 - N.3333 SENIOR PLANNER VEHICLE	1	293.85	
EFT25124	09/12/2016	VERNICE PTY LTD	HIRE OF TRACKED LOADER 5.5 HOURS @ \$140.00 PER HOUR TO RAKE THROUGH GREEN WASTE BURNING HEAPS.	1		1,342.00
INV 5139	06/12/2016	VERNICE PTY LTD	HIRE OF TRACKED LOADER 5.5 HOURS @ \$140.00 PER HOUR TO RAKE THROUGH GREEN WASTE BURNING HEAPS.	1	1,342.00	
EFT25125	09/12/2016	WATERMAN IRRIGATION PTY LTD	GRASS VALLEY STANDPIPE - DIAPHRAM	1		398.42
INV SINV-12606/12/2016		WATERMAN IRRIGATION PTY LTD	GRASS VALLEY STANDPIPE - DIAPHRAM	1	398.42	
EFT25126	09/12/2016	WESTLINE PLUMBING & DRAINAGE PTY LTD	HYDRANT 33 - SUPPLY & INSTALL 20MM RPZD.	1		1,251.80
INV 1125	25/11/2016	WESTLINE PLUMBING & DRAINAGE PTY LTD	HYDRANT 33 - SUPPLY & INSTALL 20MM RPZD.	1	1,251.80	
EFT25127	09/12/2016	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	MAKE UP WIRING HARNESS FOR CHRISTMAS TREE LIGHTS	1		347.00
INV 6488	30/11/2016	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	MAKE UP WIRING HARNESS FOR CHRISTMAS TREE LIGHTS	1	347.00	
EFT25128	09/12/2016	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	PUMA ACCOUNT NOVEMBER 2016.	1		1,614.27
INV 24	30/11/2016	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	PUMA ACCOUNT NOVEMBER 2016.	1	1,614.27	
EFT25129	09/12/2016	WUNDOWIE PRIMARY SCHOOL P & C	2016 END OF YEAR STUDENT AWARD.	1		220.00
INV 000069	02/12/2016	WUNDOWIE PRIMARY SCHOOL P & C	2016 END OF YEAR STUDENT AWARD.	1	220.00	
EFT25130	15/12/2016	AUSTRALIAN CIVILS PTY LTD	CONTRACT 1 OF 2016 - BERNARD PARK DRAINAGE BASIN IMPROVEMENTS PROGRESS CLAIM 6.	1		251,068.67
INV 2193	09/12/2016	AUSTRALIAN CIVILS PTY LTD	CONTRACT 1 OF 2016 - BERNARD PARK DRAINAGE BASIN IMPROVEMENTS	1	5,665.28	
INV 2193	09/12/2016	AUSTRALIAN CIVILS PTY LTD	VARIATION #7 - IMPORTED FILL. CONTRACT 1 OF 2016 - BERNARD PARK DRAINAGE BASIN IMPROVEMENTS	1	9,290.60	
INV 2193	09/12/2016	AUSTRALIAN CIVILS PTY LTD	VARIATION #8 - DEWATERING 3/10 TO 21/10 CONTRACT 1 OF 2016 - BERNARD PARK DRAINAGE BASIN IMPROVEMENTS PROGRESS CLAIM 6.	1	228,532.90	

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INV 2193	09/12/2016	AUSTRALIAN CIVILS PTY LTD	CONTRACT 1 OF 2016 - BRENARD PARK DRAINAGE BASIN IMPROVEMENT WORKS - VARIATION #1	1	7,579.89	
EFT25131	15/12/2016	ANTON TESTER	REFUND OF CAT TRAP	2		100.00
INV T950	15/12/2016	ANTON TESTER	REFUND OF CAT TRAP	2	100.00	
EFT25132	15/12/2016	AVON CONCRETE	CONTRACT 14 OF 2015 - CLYDESDALE BRIDGE EXPIRY OF DEFECTS LIABILITY PERIOD RETENTION PAYMENT.	2		9,867.66
INV T876	15/12/2016	AVON CONCRETE	CONTRACT 14 OF 2015 - CLYDESDALE BRIDGE EXPIRY OF DEFECTS LIABILITY PERIOD RETENTION PAYMENT.	2	9,867.66	
EFT25133	15/12/2016	B & J CATALANO PTY LTD	RETURN OF EXTRACTIVE INDUSTRY REHABILITATION BOND.	2		9,738.96
INV T299S	15/12/2016	B & J CATALANO PTY LTD	RETURN OF EXTRACTIVE INDUSTRY REHABILITATION BOND.	2	9,738.96	
EFT25134	15/12/2016	HALANSON EARTHMOVING	REFUND OF DEPOSIT DUE TO RETURN OF STANDPIPE SWIPE KEY CARD.	2		50.00
INV T922	15/12/2016	HALANSON EARTHMOVING	REFUND OF DEPOSIT DUE TO RETURN OF STANDPIPE SWIPE KEY CARD.	2	50.00	
EFT25135	15/12/2016	SHIRE OF TOODYAY	RECOUPS SECRETARIAT - SUPPORT 2016/2017 AROC.	2		8,250.00
INV T957	15/12/2016	SHIRE OF TOODYAY	RECOUPS SECRETARIAT - SUPPORT 2016/2017 AROC.	2	8,250.00	
EFT25136	20/12/2016	A PLUS TRAINING SOLUTIONS	ON SITE TRAINING FOR DEPOT STAFF ON 30/11/2016.	1		5,250.00
INV 01362	02/12/2016	A PLUS TRAINING SOLUTIONS	ON SITE TRAINING FOR DEPOT STAFF ON 30/11/2016.	1	5,250.00	
EFT25137	20/12/2016	ABBOTTS FORGE	CONSTRUCTION OF SIGN RACK FOR PN1401	1		1,157.00
INV 0000240407/12/2016		ABBOTTS FORGE	CONSTRUCTION OF SIGN RACK FOR PN1401	1	1,157.00	
EFT25138	20/12/2016	ADASOUND PUBLIC ADDRESS	STAGE/SOUND/LIGHTING WITH STAGE COVER AND GREEN ROOM AS PER QUOTE #11837 FOR 2016 CHRISTMAS ON FITZGERALD'S	1		5,920.00
INV 0001918819/09/2016		ADASOUND PUBLIC ADDRESS	STAGE/SOUND/LIGHTING WITH STAGE COVER AND GREEN ROOM AS PER QUOTE #11837 FOR 2016 CHRISTMAS ON FITZGERALD'S	1	5,920.00	

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EFT25139	20/12/2016	ADT SECURITY	SECURITY MONITORING AT VARIOUS SHIRE BUILDINGS FOR 01/12/2016 TO 28/02/2016.	1		538.16
INV 2042416001/12/2016		ADT SECURITY	SECURITY MONITORING AT VARIOUS SHIRE BUILDINGS FOR 01/12/2016 TO 28/02/2016.	1	538.16	
EFT25140	20/12/2016	AKA EVENTS HIRE	HIRE OF 32 X 3M X 3M MARQUEES WEIGHTED INCLUDING 1 LIGHT WITH CABLING FOR CHRISTMAS ON FITZGERALD.	1		6,842.00
INV 0000879707/12/2016		AKA EVENTS HIRE	HIRE OF 32 X 3M X 3M MARQUEES WEIGHTED INCLUDING 1 LIGHT WITH CABLING FOR CHRISTMAS ON FITZGERALD.	1	6,842.00	
EFT25141	20/12/2016	ALLWEST PLANT HIRE	CONTRACT 22 OF 2015 - NORTHAM TOWNSITE DRAINAGE IMPROVEMENTS (STAGE 2) VARIATION #6.	1		1,375.00
INV 3445	31/10/2016	ALLWEST PLANT HIRE	CONTRACT 22 OF 2015 - NORTHAM TOWNSITE DRAINAGE IMPROVEMENTS (STAGE 2) VARIATION #6.	1	1,375.00	
EFT25142	20/12/2016	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	D - SHACKLES FOR DRAINAGE (RATED MIN 2T)	1		31.74
INV 5834049	23/11/2016	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	D - SHACKLES FOR DRAINAGE (RATED MIN 2T)	1	31.74	
EFT25143	20/12/2016	ASLAB PTY LTD	COMPACTION TEST ON THE SHOULDER WIDENING ROAD WORKS ON CHEDARING ROAD.	1		2,367.34
INV 0002009222/11/2016		ASLAB PTY LTD	COMPACTION TEST ON THE SHOULDER WIDENING ROAD WORKS ON CHEDARING ROAD.	1	1,183.67	
INV 0002019209/12/2016		ASLAB PTY LTD	COMPACTION TEST ON THE SHOULDER WIDENING ROAD WORKS ON SOUTHERN BROOK ROAD.	1	1,183.67	
EFT25144	20/12/2016	AUSTRALIA POST	POSTAGE & HANDLING FOR NOVEMBER 2016 - SHIRE ADMIN, KILLARA & LIBRARY.	1		1,458.45
INV 1005911703/12/2016		AUSTRALIA POST	POSTAGE & HANDLING FOR NOVEMBER 2016 - SHIRE ADMIN, KILLARA & LIBRARY.	1	1,458.45	
EFT25145	20/12/2016	AUSTRALIAN SAFETY ENGINEERS	SERVICE TO SELF CONTAINED BREATHING APPARATUS (OXIDATION PONDS)	1		413.12
INV 0132480V23/11/2016		AUSTRALIAN SAFETY ENGINEERS	SERVICE TO SELF CONTAINED BREATHING APPARATUS (OXIDATION PONDS)	1	413.12	
EFT25146	20/12/2016	AUSTRALIAN SERVICES UNION	Payroll deductions	1		26.35

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INV DEDUCT13/12/2016		AUSTRALIAN SERVICES UNION	Payroll deductions		26.35	
EFT25147	20/12/2016	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 13/12/2016.	1		58,284.00
INV PAYG 1313/12/2016		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 13/12/2016.	1	58,284.00	
EFT25148	20/12/2016	AUTOPRO NORTHAM	BOXES OF BULBS & TOGGLE SWITCH FOR PN0914.	1		12.68
INV 644344	24/11/2016	AUTOPRO NORTHAM	BOXES OF BULBS & TOGGLE SWITCH FOR PN0914.	1	12.68	
EFT25149	20/12/2016	AV-SEC SECURITY SERVICES	ALARM ATTENDANCE FOR ADMIN BUILDINGS ON 3/11/2016, & 10/11/2016.	1		302.50
INV 3994	24/11/2016	AV-SEC SECURITY SERVICES	ALARM ATTENDANCE FOR NORTHAM REC CENTRE ON 4/11/2016.	1	60.50	
INV 3995	24/11/2016	AV-SEC SECURITY SERVICES	ALARM ATTENDANCE FOR ADMIN BUILDINGS ON 3/11/2016, & 10/11/2016.	1	181.50	
INV 4005	26/11/2016	AV-SEC SECURITY SERVICES	ALARM ATTENDANCE - VISITORS CENTRE.	1	60.50	
EFT25150	20/12/2016	AVON A PARTY	BOUNCY CASTLE & ROCK CLIMBING WALL FOR XMAS ON FITZGERALD 2016.	1		1,620.00
INV 1192	07/12/2016	AVON A PARTY	BOUNCY CASTLE & ROCK CLIMBING WALL FOR XMAS ON FITZGERALD 2016.	1	1,620.00	
EFT25151	20/12/2016	AVON PAPER SHRED	X 24 ARCHIVE BOXES FOR DESTRUCTION 08.12.16	1		238.80
INV 274	08/12/2016	AVON PAPER SHRED	X 24 ARCHIVE BOXES FOR DESTRUCTION 08.12.16	1	238.80	
EFT25152	20/12/2016	AVON TELECOMS PTY LTD	REPLACE FAILED SECURITY SYSTEM AT NORTHAM LIBRARY.	1		2,855.00
INV 0000426909/12/2016		AVON TELECOMS PTY LTD	REPLACE FAILED SECURITY SYSTEM AT NORTHAM LIBRARY.	1	2,500.00	
INV 0000426301/12/2016		AVON TELECOMS PTY LTD	NORTHAM VISITOR CENTRE. SECURITY MONITORING DECEMBER 2016.	1	50.00	
INV 0000426301/12/2016		AVON TELECOMS PTY LTD	NORTHAM SES BUILDING. SECURITY MONITORING DECEMBER 2016.	1	55.00	
INV 0000426301/12/2016		AVON TELECOMS PTY LTD	NORTHAM BERT HAWKE PAVILLION. SECURITY MONITORING FOR DECEMBER 2016.	1	50.00	
INV 0000426301/12/2016		AVON TELECOMS PTY LTD	WUNDOWIE LIBRARY. SECURITY MONITORING FOR DECEMBER 2016.	1	50.00	

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INV 0000426301/12/2016		AVON TELECOMS PTY LTD	NORTHAM RECREATION CENTRE. SECURITY MONITORING DECEMBER 2016.	1	50.00	
INV 0000426315/12/2016		AVON TELECOMS PTY LTD	NORTHAM REFUSE SITE. SECURITY MONITORING FOR DECEMBER 2016.	1	50.00	
INV 0000426301/12/2016		AVON TELECOMS PTY LTD	NORTHAM OLD STATE SCHOOL. SECURITY MONITORING DECEMBER 2016.	1	50.00	
EFT25153	20/12/2016	AVON VALLEY GLASS	REPLACE WINDSCREEN IN TOYOTA HIACE VAN (WIDEBODY) PN0820 - KILLARA 4	1		380.00
INV 0000760702/12/2016		AVON VALLEY GLASS	REPLACE WINDSCREEN IN TOYOTA HIACE VAN (WIDEBODY) PN0820 - KILLARA 4	1	380.00	
EFT25154	20/12/2016	AVW ELECTRICAL	SUPPLY & INSTALL GLOBE AT WUNDOWIE SKATE PARK.	1		336.88
INV A1776	20/09/2016	AVW ELECTRICAL	SUPPLY & INSTALL GLOBE AT WUNDOWIE SKATE PARK.	1	336.88	
EFT25155	20/12/2016	BEACON EQUIPMENT	SUPPLY 3 X STIHL BRUSHCUTTERS MODEL FS250	1		2,102.10
INV 35519 #2208/12/2016		BEACON EQUIPMENT	SUPPLY 3 X STIHL BRUSHCUTTERS MODEL FS250	1	2,102.10	
EFT25156	20/12/2016	BEAUREPAIRES	SUPPLY AND FIT 4 NEW TYRES TO GRADER ON SITE - PN1314, N.002	1		9,129.12
INV U52434317/11/2016		BEAUREPAIRES	REPAIR PUNCTURE ON TYRE ON PN1408 IN THE SHIRE DEPOT 14/11/16	1	79.79	
INV U52434317/11/2016		BEAUREPAIRES	REPLACE 2 TYRES ON HINO WATER TRUCK PN1501 - 1DZ1621	1	855.36	
INV U52434317/11/2016		BEAUREPAIRES	TYRE PUNCTURE REPAIR ON ISUZU MU-X PN1506 - N.4030	1	29.26	
INV U52434321/11/2016		BEAUREPAIRES	EXECUTIVE MANAGER DEVELOPMENT SERVICES	1	1,022.25	
INV U52434325/11/2016		BEAUREPAIRES	REPLACE TYRE ON ROLLER PN1709 FRIDAY 18 NOVEMBER ON SITE	1	5,234.04	
INV U524344012/12/2016		BEAUREPAIRES	SUPPLY AND FIT 4 NEW TYRES TO GRADER ON SITE - PN1314, N.002	1	1,908.42	
INV U524344012/12/2016		BEAUREPAIRES	REPLACEMENT OF TYRES ON JOHN DEERE TRACTOR (N11063) PN1408.	1		
EFT25157	20/12/2016	BIG SKY ENTERTAINMENT WA PTY LTD	EXTRA PERFORMER FOR 2016 XMAS ON FITZGERALDS	1		440.00
INV INV-347201/11/2016		BIG SKY ENTERTAINMENT WA PTY LTD	EXTRA PERFORMER FOR 2016 XMAS ON FITZGERALDS	1	440.00	

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EFT25158	20/12/2016	BOB WADDELL CONSULTANT	ASSISTANCE WITH HACC & CHSP ANNUAL REPORTS FOR KILLARA - 2016/2017.	1		3,792.80
INV 1388	07/10/2016	BOB WADDELL CONSULTANT	ASSISTANCE WITH HACC & CHSP ANNUAL REPORTS FOR KILLARA - 2016/2017.	1	3,528.80	
INV 1392	14/10/2016	BOB WADDELL CONSULTANT	ASSISTANCE WITH HACC & CHSP ANNUAL REPORTS FOR KILLARA 2016/2017.	1	264.00	
EFT25159	20/12/2016	CADD'S FASHIONS	REC CENTRE SPORTING EQUIPMENT	1		543.00
INV 16-0000925/11/2016		CADD'S FASHIONS	UNIFORMS FOR DEPOT STAFF.	1	63.00	
INV 16-0000905/12/2016		CADD'S FASHIONS	REC CENTRE SPORTING EQUIPMENT	1	307.50	
INV 16-0000925/11/2016		CADD'S FASHIONS	UNIFORMS FOR DEPOT STAFF.	1	162.50	
INV 16-0000924/11/2016		CADD'S FASHIONS	WHISTLES FOR WUNDOWIE POOL	1	10.00	
EFT25160	20/12/2016	CHILD SUPPORT AGENCY	Payroll deductions	1		526.32
INV DEDUCT13/12/2016		CHILD SUPPORT AGENCY	Payroll deductions		526.32	
EFT25161	20/12/2016	CHOICECHEM	X 1LITRE TRIGGER SPRAY BOTTLE OF BARC GRAFFITI REMOVER AS DEMONSTRATED BY DEREK AT THE SHIRE OF NORTHAM DEPOT ON 06/12/2016.	1		22.00
INV 0001211208/12/2016		CHOICECHEM	PLEASE DELIVER TO SHIRE OF NORTHAM DEPOT: 116 PEEL TERRACE X 1LITRE TRIGGER SPRAY BOTTLE OF BARC GRAFFITI REMOVER AS DEMONSTRATED BY DEREK AT THE SHIRE OF NORTHAM DEPOT ON 06/12/2016.	1	22.00	
EFT25162	20/12/2016	CLARK EQUIPMENT	HIRE OF PROFILLER FOR ROAD FAILURE REPAIRS	1		1,100.00
INV 0881401429/11/2016		CLARK EQUIPMENT	HIRE OF ROAD PROFILER - 5 DAYS	1	440.00	
INV 0881404805/12/2016		CLARK EQUIPMENT	HIRE OF PROFILLER FOR ROAD FAILURE REPAIRS	1	660.00	
EFT25163	20/12/2016	CLINTON DARRYL KLEYNHANS	FUEL FOR EMES VEHICLE.	1		25.08

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INV 008319	13/12/2016	CLINTON DARRYL KLEYNHANS	FUEL FOR EMES VEHICLE.	1	25.08	
EFT25164	20/12/2016	COLIN DUNCAN GRANT	NORTHAM POP UP SHOP.CLEANING.	1		143.00
INV P822	18/11/2016	COLIN DUNCAN GRANT	NORTHAM POP UP SHOP.CLEANING.	1	143.00	
EFT25165	20/12/2016	COLLEAGUES PRINT SOLUTIONS	BUSH FIRE INFRINGEMENT BOOKS X 10	1		465.00
INV R27888	05/12/2016	COLLEAGUES PRINT SOLUTIONS	BUSH FIRE INFRINGEMENT BOOKS X 10	1	465.00	
EFT25166	20/12/2016	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN PHOTOCOPIER	1		3,246.54
INV S5883	16/11/2016	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN PHOTOCOPIER	1	3,119.84	
INV 39957	30/11/2016	COUNTRY COPIERS NORTHAM	USB STICKS FOR TV'S	1	46.95	
INV 39957	30/11/2016	COUNTRY COPIERS NORTHAM	1 X ROLL OF 110GSMUNIVERSAL COATED PAPER 914MM X 50M SJC91450.	1	79.75	
EFT25167	20/12/2016	COUNTRYWIDE MAINTENANCE SERVICES	SUPPLY AND INSTALL 12 SHEETS OF 2400 X 1200 X 9 MARINE PLY TO RENDERED WALL OUTSIDE BRUNO'S PIZZA, ONCE INSTALLED PAINTEDA SKY BLUE READY FOR MURAL TO BE COMPLETED FOR 2016 XMAS ON FITZGERALD'S	1		1,738.00
INV 0195	06/12/2016	COUNTRYWIDE MAINTENANCE SERVICES	SUPPLY AND INSTALL 12 SHEETS OF 2400 X 1200 X 9 MARINE PLY TO RENDERED WALL OUTSIDE BRUNO'S PIZZA, ONCE INSTALLED PAINTEDA SKY BLUE READY FOR MURAL TO BE COMPLETED FOR 2016 XMAS ON FITZGERALD'S	1	1,738.00	
EFT25168	20/12/2016	COUNTRYWIDE POOLS	CHAINSAWS & POLE SAW.	1		2,964.88
INV 22296	15/11/2016	COUNTRYWIDE POOLS	CHEMICALS FOR WUNDOWIE POOL.	1	446.68	
INV 22487	12/12/2016	COUNTRYWIDE POOLS	CHAINSAWS & POLE SAW.	1	2,518.20	
EFT25169	20/12/2016	COURIER AUSTRALIA	FREIGHT CHARGES FOR VARIOUS DEPARTMENTS FOR W/E 25/11/2016.	1		133.50
INV 0281	02/12/2016	COURIER AUSTRALIA	FREIGHT CHARGES FOR SES & BRIGADES W/E 02/12/2016.	1	22.80	
INV 0280	25/11/2016	COURIER AUSTRALIA	FREIGHT CHARGES FOR VARIOUS DEPARTMENTS FOR W/E 25/11/2016.	1	110.70	

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EFT25170	20/12/2016	COVS PARTS PTY LTD	TIN OF GRAPHITE GREASE FOR CLEANING AND SERVICING WOOD CHIPPER	1		9.35
INV 2306854-02/12/2016		COVS PARTS PTY LTD	TIN OF GRAPHITE GREASE FOR CLEANING AND SERVICING WOOD CHIPPER	1	9.35	
EFT25171	20/12/2016	CROSSLAND & HARDY PTY LTD	SURVEY AND SETOUT OF NORTHERN AND SOUTHERN DRAINS. EXTRA CONTOURS SURVEY DATA ALONG SOUTHERN DRAIN IDENTIFYING ANY ROCK FEATURES. PLEASE CONTACT ME TO MEET ONSITE BEFORE COMMENCEMENT. FOR THE SOUTHERN DRAIN WE WOULD LIKE TO ADDITIONALLY PEG THE MOST ROCK FREE PATH AT A CONSTANT FALL THROUGH THE UNSURVEYED AREA WHICH WE WANT IDENTIFIED WITH DIFFERENT COLOURED PEGS TO THE EXISTING SURVEY.	1		2,466.75
INV 0001323209/12/2016		CROSSLAND & HARDY PTY LTD	SURVEY AND SETOUT OF NORTHERN AND SOUTHERN DRAINS. EXTRA CONTOURS SURVEY DATA ALONG SOUTHERN DRAIN IDENTIFYING ANY ROCK FEATURES. PLEASE CONTACT ME TO MEET ONSITE BEFORE COMMENCEMENT. FOR THE SOUTHERN DRAIN WE WOULD LIKE TO ADDITIONALLY PEG THE MOST ROCK FREE PATH AT A CONSTANT FALL THROUGH THE UNSURVEYED AREA WHICH WE WANT IDENTIFIED WITH DIFFERENT COLOURED PEGS TO THE EXISTING SURVEY.	1	2,466.75	
EFT25172	20/12/2016	DAIMLER TRUCKS PERTH	40,000KM SERVICE TO BE CONDUCTED 5 DECEMBER 2016, ISSUES WITH TRUCK ARE ASR AND MIRROR DEFOGGER NOT WORKING, TRUCK IS USING OIL	1		1,943.45
INV DFCS2208/12/2016		DAIMLER TRUCKS PERTH	40,000KM SERVICE TO BE CONDUCTED 5 DECEMBER 2016, ISSUES WITH TRUCK ARE ASR AND MIRROR DEFOGGER NOT WORKING, TRUCK IS USING OIL	1	39.90	
INV DFCS2208/12/2016		DAIMLER TRUCKS PERTH	40,000KM SERVICE TO BE CONDUCTED 5 DECEMBER 2016, ISSUES WITH TRUCK ARE ASR AND MIRROR DEFOGGER NOT WORKING, TRUCK IS USING OIL	1	1,903.55	
EFT25173	20/12/2016	DANIELS HEALTH SERVICES PTY LTD	BERNARD PARK TOILETS. SERVICING OF SHARPS	1		1,128.86
INV 1521929	30/11/2016	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. SERVICING OF SHARPS SAFES	1	248.15	

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INV 1521932	30/11/2016	DANIELS HEALTH SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS. SUPPLY 2 SHARPS CONTAINERS.	1	219.76	
INV 1521931	30/11/2016	DANIELS HEALTH SERVICES PTY LTD	APEX PARK PUBLIC TOILETS. SERVICING OF SHARPS	1	248.15	
INV 1521930	30/11/2016	DANIELS HEALTH SERVICES PTY LTD	BERNARD PARK TOILETS. SERVICING OF SHARPS	1	412.80	
EFT25174	20/12/2016	DRACO AIR PTY LTD	NORTHAM ADMINSTATION CENTRE. INSTALL WATER COOLER.	1		2,340.58
INV DA5666	28/11/2016	DRACO AIR PTY LTD	NORTHAM ADMINSTATION CENTRE. INSTALL WATER COOLER.	1	2,197.58	
INV DA5643	24/11/2016	DRACO AIR PTY LTD	NORTHAM SHIRE DEPOT. REPAIRS TO AIR CONDITIONER.	1	143.00	
EFT25175	20/12/2016	DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	STOCK PURCHASES FOR VISITORS CENTRE.	1		54.00
INV 0000266417	12/2016	DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	STOCK PURCHASES FOR VISITORS CENTRE.	1	54.00	
EFT25176	20/12/2016	E FIRE & SAFETY	NORTHAM RECREATION CENTRE. REPAIR FIRE DOORS.	1		1,288.65
INV 0018031902	11/2016	E FIRE & SAFETY	NORTHAM RECREATION CENTRE. REPAIR FIRE DOORS.	1	682.00	
INV 0018009214	11/2016	E FIRE & SAFETY	KILLARA AGED CARE CENTRE - TESTING OF THE FIRE ALARM PANEL & OWS (FIRE FINDER & MIMIC) IN ACCORDANCE WITH AUSTRALIAN STANDARDS AS1851.8.	1	218.90	
INV 0018009014	11/2016	E FIRE & SAFETY	NORTHAM TOWN HALL - TESTING OF THE FIRE ALARM	1	161.15	
INV 0018009314	11/2016	E FIRE & SAFETY	NORTHAM RECREATION CENTRE - TESTING OF THE FIRE ALARM PANEL (FIRE FINDER & EWIS) IN ACCORDANCE WITH AUSTRALIAN STANDARDS AS1851.8	1	226.60	
EFT25177	20/12/2016	EASTERN HILLS SAWS & MOWERS	BR700 BLOWER BACKPACK	1		1,156.50
INV 37896 #0	09/12/2016	EASTERN HILLS SAWS & MOWERS	BR700 BLOWER BACKPACK	1	790.00	
INV 37924	13/12/2016	EASTERN HILLS SAWS & MOWERS	SERVICE OF 2 X WHIPPER SNIPPERS.	1	161.00	
INV 37923	14/12/2016	EASTERN HILLS SAWS & MOWERS	SERVICE OF WHIPPER SNIPPER.	1	165.50	
INV 37922	14/12/2016	EASTERN HILLS SAWS & MOWERS	SHARPEN OF EDGER BLADES.	1	40.00	
EFT25178	20/12/2016	ELDERS LIMITED	SPRAY FOR NOXIOUS WEEDS.	1		396.00

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INV C1 0503301/12/2016		ELDERS LIMITED	SPRAY FOR NOXIOUS WEEDS.	1	396.00	
EFT25179	20/12/2016	FRAMESWEST	TEMPORARY FENCING PANELS, STAR PICKETS & CONNECTOR BRACKETS & FEET FOR OLD QUARRY	1		48,864.20
INV 0001190908/12/2016		FRAMESWEST	KILLARA CENTRE. EMERGENCY FABRICATE EXTENTIONS TO FENCE PANELS TO PREVENT ESCAPES.	1	1,787.50	
INV 0001197319/12/2016		FRAMESWEST	TEMPORARY FENCING PANELS, STAR PICKETS & CONNECTOR BRACKETS & FEET FOR OLD QUARRY	1	47,076.70	
EFT25180	20/12/2016	FULTON HOGAN INDUSTRIES PTY LTD	4 X IT BULKA BAGS OF COLD MIX	1		4,466.00
INV 1011693924/11/2016		FULTON HOGAN INDUSTRIES PTY LTD	EMULSEAL FOR PATCHING ROADS.	1	1,650.00	
INV 1014338830/11/2016		FULTON HOGAN INDUSTRIES PTY LTD	4 X IT BULKA BAGS OF COLD MIX	1	2,816.00	
EFT25181	20/12/2016	GAI MARTIN	Rates refund for assessment A1177 L 26 PARRAMATTA ROAD MULUCKINE 6401	1		1,208.00
INV A1177	09/12/2016	GAI MARTIN	Rates refund for assessment A1177 L 26 PARRAMATTA ROAD MULUCKINE 6401		1,208.00	
EFT25182	20/12/2016	GARPEN PTY LTD	4HP 4 STROKE PETROL ENGINE - GE4P MODEL (REPLACEMENT MOTOR FOR WUNDOWIE EDGER)	1		255.00
INV SI-0002708/12/2016		GARPEN PTY LTD	4HP 4 STROKE PETROL ENGINE - GE4P MODEL (REPLACEMENT MOTOR FOR WUNDOWIE EDGER)	1	255.00	
EFT25183	20/12/2016	GLENN STUART BEVERIDGE	NORTHAM VINTAGE VEHICLE BUILDING. RENOVATE BATHROOM	1		12,944.00
INV 85	08/12/2016	GLENN STUART BEVERIDGE	REPAIRS TO VARIOUS SHIRE BUILDINGS.	1	572.00	
INV 79	07/12/2016	GLENN STUART BEVERIDGE	NORTHAM VINTAGE VEHICLE BUILDING. RENOVATE BATHROOM	1	7,884.00	
INV 84	08/12/2016	GLENN STUART BEVERIDGE	WUNDOWIE TOILETS INSTALL SHARP CONTAINER & BAKERS HILL & REPAIR TOOR TO RAILWAY MUSEUM	1	242.00	
INV 63	07/11/2016	GLENN STUART BEVERIDGE	REPAIR HOLE IN WALL AT 141 DUKE STREET FROM SLASHING	1	187.00	
INV 82	08/12/2016	GLENN STUART BEVERIDGE	REPAIR FENCE CORNER OF HABGOOD AND ROCKETT	1	385.00	
INV 81	08/12/2016	GLENN STUART BEVERIDGE	REMOVE SHADE SAIL FROM BERNARD PARK & APEX PARK	1	1,034.00	

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INV 87	14/12/2016	GLENN STUART BEVERIDGE	GRASS VALLEY HALL. INSTALL 4 BOLLARDS AROUND SEPTIC TANK TO PREVENT VEHICLES DRIVING OVER. & REPAIR HOLED IN FLOOR PATCH CEILING EASE 8 DOORS TO OPEN PROPERLY,	1	825.00	
INV 91	14/12/2016	GLENN STUART BEVERIDGE	MEMORIAL HALL - RENEW YELLOW SAFETY TAPE TO FRONT STEPS, CLEAN GUTTERS, RECTIFY CORNICE, TAKE RANGEHOOD TO TIP, CLEAN OUT CULVIT TO SIDE OF BUILDING.	1	605.00	
INV 88	14/12/2016	GLENN STUART BEVERIDGE	RAILWAY MUSEUM - RE-INSTALL STORM WATER PIPES TO REAR & SIDE OF BUILDING.	1	495.00	
INV 89	14/12/2016	GLENN STUART BEVERIDGE	VISITORS CENTRE - OIL DECKING RO LANDING NEAR RIVER SAND & OIL ALL HANDRAIL CLEAN ALL GUTTERS, REMOVED ALUMINIUM SIGNS BOLTED TO LANDING.	1	671.00	
INV 90	14/12/2016	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS - SUPPLY AND INSTALL A NEW TOILET SEAT TO THE DISABLE TOILET.	1	44.00	
EFT25184	20/12/2016	GLOBAL SPILL CONTROL	SPILL CREW, 6 DRUM BUND, LOW PROFILE, POLYETHYLENE, 240 LITRE SUMP. FOR INKPEN REFUSE SITE.	1		1,185.80
INV 63255	07/12/2016	GLOBAL SPILL CONTROL	SPILL CREW, 6 DRUM BUND, LOW PROFILE, POLYETHYLENE, 240 LITRE SUMP. FOR INKPEN REFUSE SITE.	1	1,185.80	
EFT25185	20/12/2016	GRASS VALLEY PROGRESS ASSOCIATION	ANNUAL BUDGET ALLOCATION FOR FUNDING 2016/2017.	1		4,400.00
INV 002	11/12/2016	GRASS VALLEY PROGRESS ASSOCIATION	ANNUAL BUDGET ALLOCATION FOR FUNDING 2016/2017.	1	4,400.00	
EFT25186	20/12/2016	GROVE WESLEY DESIGN ART	STOCK PURCHASES FOR VISITORS CENTRE.	1		489.50
INV 4356	16/12/2016	GROVE WESLEY DESIGN ART	STOCK PURCHASES FOR VISITORS CENTRE.	1	489.50	
EFT25187	20/12/2016	HOLCIM AUSTRALIA PTY LTD	CONCRETE DELIVERED FOR CHRISTMAS DECORATIONS INSTALLATIONS (AVON MALL)	1		447.70
INV 9402793330/11/2016		HOLCIM AUSTRALIA PTY LTD	CONCRETE DELIVERED FOR CHRISTMAS DECORATIONS INSTALLATIONS (AVON MALL)	1	447.70	
EFT25188	20/12/2016	HUMES WEMBLEY CEMENT	BOX CULVERTS FOR DEPOT.	1		1,568.60
INV 9402776224/11/2016		HUMES WEMBLEY CEMENT	BOX CULVERTS FOR DEPOT.	1	1,568.60	

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EFT25189	20/12/2016	IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS & SWEEPING & GULLY EDUCATION SERVICES FOR THE PERIOD 21/11/2016 TO 26/11/2016.	1		15,582.60
INV 3916	01/12/2016	IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS & SWEEPING & GULLY EDUCATION SERVICES FOR THE PERIOD 21/11/2016 TO 26/11/2016.	1	3,895.65	
INV 3915	01/12/2016	IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS & GULLY EDUCATION SERVICES FOR W/E 14/11/2016 TO 19/11/2016.	1	3,895.65	
INV 3914	01/12/2016	IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS & GULLY EDUCATION SERVICES FROM 7/11/2016 TO 12/11/2016.	1	3,895.65	
INV 3913	01/12/2016	IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS & GULLY EDUCATION SERVICES FROM 31/10/2016 TO 5/11/2016	1	3,895.65	
EFT25190	20/12/2016	INCREDIBLE CREATURES MOBILE FARM	ANIMAL FARM FOR 2016 XMAS ON FITZGERALD'S FROM 1600-2100	1		850.00
INV 67876	03/12/2016	INCREDIBLE CREATURES MOBILE FARM	ANIMAL FARM FOR 2016 XMAS ON FITZGERALD'S FROM 1600-2100	1	850.00	
EFT25191	20/12/2016	IREDALE PEDERSEN HOOK ARCHITECTS	ARCHITECTURAL DESIGN SERVICES FOR ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1		16,115.00
INV 0000429107/12/2016		IREDALE PEDERSEN HOOK ARCHITECTS	ARCHITECTURAL DESIGN SERVICES FOR ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1	440.00	
INV 0000431114/12/2016		IREDALE PEDERSEN HOOK ARCHITECTS	ARCHITECTURAL DESIGN SERVICES FOR ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1	11,660.00	
INV 0000429307/12/2016		IREDALE PEDERSEN HOOK ARCHITECTS	ARCHITECTURAL DESIGN SERVICES FOR ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1	2,805.00	
INV 0000429207/12/2016		IREDALE PEDERSEN HOOK ARCHITECTS	ARCHITECTURAL DESIGN SERVICES FOR ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1	1,210.00	
EFT25192	20/12/2016	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE FOR THE PERIOD 01/11/2016 TO 30/11/2016.	1		376.61
INV 5755607	30/11/2016	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE FOR THE PERIOD 01/11/2016 TO 30/11/2016.	1	376.61	
EFT25193	20/12/2016	JACK GLASS	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION.	1		52.60
INV 646029	01/12/2016	JACK GLASS	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION.	1	52.60	

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EFT25194	20/12/2016	JAMIE-LEE ROBERTS	REIMBURSEMENT FOR APPLICATION FOR POLICE CLEARANCE.	1		52.60
INV 4493849817/11/2016		JAMIE-LEE ROBERTS	REIMBURSEMENT FOR APPLICATION FOR POLICE CLEARANCE.	1	52.60	
EFT25195	20/12/2016	KLEENHEAT GAS	BULK GAS FOR KILLARA.	1		2,670.82
INV 2097929230/11/2016		KLEENHEAT GAS	BULK GAS FOR KILLARA.	1	2,670.82	
EFT25196	20/12/2016	KLEENWEST DISTRIBUTORS	ASSORTED CLEANING SUPPLIES FOR KILLARA.	1		417.78
INV 0002248113/12/2016		KLEENWEST DISTRIBUTORS	ASSORTED CLEANING SUPPLIES FOR KILLARA.	1	417.78	
EFT25197	20/12/2016	KOMATSU AUSTRALIA PTY LTD	500HR SERVICE ON INKPEN TIP LOADER PN1018. INCLUDES REPLACE BONNET GAS STRUT AND REPAIR OIL LEAK ON 3RD VALVE	1		3,001.45
INV 0004888206/12/2016		KOMATSU AUSTRALIA PTY LTD	500HR SERVICE ON INKPEN TIP LOADER PN1018. INCLUDES REPLACE BONNET GAS STRUT AND REPAIR OIL LEAK ON 3RD VALVE	1	3,001.45	
EFT25198	20/12/2016	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO G2016/11 DATED 24/9/2016 TO 21/10/2016.	1		3,962.58
INV 734857	02/12/2016	LANDGATE	LAND ENQUIRY	1	24.85	
INV 326012-108/11/2016		LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO G2016/11 DATED 24/9/2016 TO 21/10/2016.	1	3,937.73	
EFT25199	20/12/2016	LANDMARK	GAS BOTTLE FOR FORKLIFT.	1		78.75
INV 9867535908/11/2016		LANDMARK	GAS BOTTLE FOR FORKLIFT.	1	57.74	
INV 9865986303/11/2016		LANDMARK	TAP FOR 44 GALLON DRUM	1	21.01	
EFT25200	20/12/2016	LLOYDS EARTHMOVING	PLANTS FOR AVON MALL.	1		1,440.32
INV 8244	13/12/2016	LLOYDS EARTHMOVING	25 X CHARLIES ANGEL GREVILLEA	1	327.12	
INV 8236	09/11/2016	LLOYDS EARTHMOVING	PLANTS FOR AVON MALL.	1	1,113.20	
EFT25201	20/12/2016	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions	1		20.50

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INV DEDUCT13/12/2016		LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions		20.50	
EFT25202	20/12/2016	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON SATURDAY, 19 NOVEMBER 2016 FOR THE SHIRE OF NORTHAM PROPOSED LOCAL GOVERNMENT LAWS	1		10,681.43
INV 10911	30/11/2016	MARKETFORCE	MONTHLY COST COUNCIL NEWSLETTER FOR HILS GAZETTE	1	1,526.00	
INV 10917	30/11/2016	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON SATURDAY, 19 NOVEMBER 2016 FOR THE SHIRE OF NORTHAM PROPOSED LOCAL GOVERNMENT LAWS	1	2,424.00	
INV 10918	30/11/2016	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 23/11/2016 & AVON VALLEY GAZETTE ON 25/11/2016 FOR THE ANNUAL ELECTORS GENERAL MEETING AND THE 2015/16 ANNUAL REPORT.	1	567.09	
INV 10912	30/11/2016	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 23/11/2016 & AVON VALLEY GAZETTE ON 25/11/2016 FOR THE ANNUAL ELECTORS GENERAL MEETING AND THE 2015/16 ANNUAL REPORT.	1	537.13	
INV 10916	30/11/2016	MARKETFORCE	ADVERTISING PEST MANAGEMENT TENDER IN THE WEST AUSTRALIAN.	1	791.35	
INV 10915	30/11/2016	MARKETFORCE	ADVERTISING IN WEST AUSTRALIAN OF REQUEST FOR TENDER 7	1	1,506.48	
INV 10914	30/11/2016	MARKETFORCE	ADVERTISING OF TENDER 7 IN WEST AUSTRALIAN.	1	1,506.48	
INV 10913	30/11/2016	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN 29/10/2016 - INTENT TO DISPOSE OF LAND FOR LOT 426 ELIZABETH PLACE NORTHAM.	1	1,822.90	
EFT25203	20/12/2016	MATHEW MACQUEEN	LINE 9 CAPITAL ITEM - GRASS VALLEY - HONDA PETROL PUMP WITH 50MM CAMLOCK AND BIC FITTINGS. TRAVEL FRAME WITH MOUNTING AND LIFTING POINTS. 3 X 1.5M 50MM CAMLOCK SUCTION LINES. ROPE AND FLOAT BOY. 1 X BIC 65MM LAY FLAT 10M HOSE. 1 X BIC 65MM LAY FLAT 30M HOSE. ASSEMBLED, RUN UP, TESTED AND DELIVERY TO SHIRE NORTHAM PRIOR TO THE 19TH DECEMBER 2017.	1		6,852.00

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INV 598	12/12/2016	MATHEW MACQUEEN	LINE 9 CAPITAL ITEM - GRASS VALLEY - HONDA PETROL PUMP WITH 50MM CAMLOCK AND BIC FITTINGS. TRAVEL FRAME WITH MOUNTING AND LIFTING POINTS. 3 X 1.5M 50MM CAMLOCK SUCTION LINES. ROPE AND FLOAT BOY. 1 X BIC 65MM LAY FLAT 10M HOSE. 1 X BIC 65MM LAY FLAT 30M HOSE. ASSEMBLED, RUN UP, TESTED AND DELIVERY TO SHIRE NORTHAM PRIOR TO THE 19TH DECEMBER 2017.	1	2,000.00	
INV 597	12/12/2016	MATHEW MACQUEEN	LINE 9 CAPITAL ITEM - CLACKLINE - HONDA PETROL PUMP WITH 50MM CAMLOCK AND BIC FITTINGS. TRAVEL FRAME WITH MOUNTING AND LIFTING POINTS. 3 X 1.5M 50MM CAMLOCK SUCTION LINES. ROPE AND FLOAT BOY. 1 X BIC 65MM LAY FLAT 10M HOSE. 1 X BIC 65MM LAY FLAT 30M HOSE. ASSEMBLED, RUN UP, TESTED AND DELIVERY TO CLACKLINE BFB PRIOR TO THE 19TH DECEMBER 2017.	1	2,000.00	
INV 599	12/12/2016	MATHEW MACQUEEN	REMOVED AND REPAIRED LOCK BARRELS AND LATCHES TO BATTERY BOXES ON BAKERS, CLACKLINE AND GRASS VALLEY STANDPIPES.	1	1,150.00	
INV 600	12/12/2016	MATHEW MACQUEEN	BAKERS HILL SHED - SERVICE AND MAINTENANCE ROLLER DOORS	1	520.00	
INV 596	12/12/2016	MATHEW MACQUEEN	SOUTHERN BROOK STATION ITEMS - WHITE BOARDS, BLINDS AND CLEANING EQUIPMENT	1	1,182.00	
EFT25204	20/12/2016	MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR 312 BORONIA AVE (MENS SHED)	1		1,012.00
INV MBH:NM16/06/2016		MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR 312 BORONIA AVE (MENS SHED)	1	528.00	
INV 40182	07/12/2016	MAYBERRY HAMMOND & CO	DEED OF ASSIGNMENT - HANGAR 29 NORTHAM AIRPORT.	1	484.00	
EFT25205	20/12/2016	MCKINLEY DEVELOPMENTS	REMOVAL OF INKPEN REFUSE SITE - ASBESTOS REMOVAL.	1		3,570.00
INV 266	28/11/2016	MCKINLEY DEVELOPMENTS	RENDER WALL AT NORTHAM PLAYGROUP	1	770.00	
INV 268	07/12/2016	MCKINLEY DEVELOPMENTS	REMOVAL OF INKPEN REFUSE SITE - ASBESTOS REMOVAL.	1	2,800.00	
EFT25206	20/12/2016	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - J. ASHWORTH, 4 COLLINS PLACE - DISUESD VEHICLES	1		3,312.56
INV 95367	29/11/2016	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - J. ASHWORTH, 4 COLLINS PLACE - DISUESD VEHICLES	1	2,158.20	
INV 94314	27/09/2016	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVISE - J ASHWORTH - DISUSED VEHICLES	1	1,154.36	

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EFT25207	20/12/2016	METROCOUNT	NATURAL RUBBER ROAD TUBE (30M) REFERENCE: KTUBE30	1		352.00
INV INV0246	09/12/2016	METROCOUNT	NATURAL RUBBER ROAD TUBE (30M) REFERENCE: KTUBE30	1	352.00	
EFT25208	20/12/2016	MICHAEL AHEARN	PIPE FITTINGS FOR LAWLEY AVE (KERB).	1		22.96
INV 101371	2506/12/2016	MICHAEL AHEARN	PIPE FITTINGS FOR LAWLEY AVE (KERB).	1	22.96	
EFT25209	20/12/2016	MIDALIA STEEL	GALVANISED PIPE FOR TRAFFIC MANAGEMENT.	1		1,312.94
INV 611347	4325/11/2016	MIDALIA STEEL	BERNARD PARK PLAY GROUP. F 72 REINFORCING FOR ACCESSIBLE FOOT PATHS	1	59.65	
INV 611347	4425/11/2016	MIDALIA STEEL	6M LENGTH OF 3MM X 25MM FLAT BAR FOR CHRISTMAS DECORATIONS	1	8.09	
INV 611429	4930/11/2016	MIDALIA STEEL	100MM LENGTHS OF STEEL 6M LENGTH	1	200.20	
INV 611568	8208/12/2016	MIDALIA STEEL	GALVANISED PIPE FOR TRAFFIC MANAGEMENT.	1	1,045.00	
EFT25210	20/12/2016	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE 15.11.2016 - 14.12.2016 MONTHLY SATELLITE SERVICE FEE 15.11.2016 - 14.12.2016	1		747.56
INV 908298	3805/11/2016	NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE FROM 05/11/2016 TO 04/12/2016.	1	109.89	
INV 908336	0915/11/2016	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE 15.11.2016 - 14.12.2016 MONTHLY SATELLITE SERVICE FEE 15.11.2016 - 14.12.2016	1	527.78	
INV 908431	0605/12/2016	NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE 05/12/2016 - 04/01/2017.	1	109.89	
EFT25211	20/12/2016	NETSIGHT	MYOSH SUBSCRIPTION DECEMBER 2016.	1		663.30
INV INV-172	201/12/2016	NETSIGHT	MYOSH SUBSCRIPTION DECEMBER 2016.	1	663.30	
EFT25212	20/12/2016	NORTHAM & DISTRICT'S GLASS SERVICE	WUNDOWIE KURINGAL VILLAGE. SUPPLY AND INSTALL WIRE FLY SCREEN TO UNIT 7 TOILET WINDOW.	1		220.00
INV 000081	1125/11/2016	NORTHAM & DISTRICT'S GLASS SERVICE	WUNDOWIE KURINGAL VILLAGE. SUPPLY AND INSTALL WIRE FLY SCREEN TO UNIT 7 TOILET WINDOW.	1	220.00	
EFT25213	20/12/2016	NORTHAM AMATEUR BASKETBALL ASSOCIATION	KIDSPORT FUNDING	1		70.00

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INV KS00509	07/12/2016	NORTHAM AMATEUR BASKETBALL ASSOCIATION	KIDSPORT FUNDING	1	70.00	
EFT25214	20/12/2016	NORTHAM BETTA HOME LIVING	MICROWAVE & VACCUUM CLEANER FOR REC CENTRE.	1		467.00
INV 2957068510	11/2016	NORTHAM BETTA HOME LIVING	MICROWAVE & VACCUUM CLEANER FOR REC CENTRE.	1	467.00	
EFT25215	20/12/2016	NORTHAM HARDWARE	9V BATTERIES FOR RETICULATION CONTROLLERS & RETICULATION FITTINGS.	1		147.49
INV 334755	25/11/2016	NORTHAM HARDWARE	9V BATTERIES FOR RETICULATION CONTROLLERS & RETICULATION FITTINGS.	1	117.00	
INV 336474	30/11/2016	NORTHAM HARDWARE	CABLE TIES TO REPAIR DAMAGE TO XMAS LIGHTS	1	17.33	
INV 336486	30/11/2016	NORTHAM HARDWARE	SELF DRILLING SCREWS FOR CHRISTMAS DECORATIONS.	1	13.16	
EFT25216	20/12/2016	NORTHAM HYUNDAI	30000KM SERVICE TO HYUNDAI I45 - PN1310, KILLARA	1		335.90
INV HYS62223	11/2016	NORTHAM HYUNDAI	30000KM SERVICE TO HYUNDAI I45 - PN1310, KILLARA	1	335.90	
EFT25217	20/12/2016	NORTHAM INDOOR HOCKEY ASSOCIATION	KIDSPORT FUNDING.	1		563.00
INV KS001	08/12/2016	NORTHAM INDOOR HOCKEY ASSOCIATION	KIDSPORT FUNDING.	1	563.00	
EFT25219	20/12/2016	NORTHAM SCOUT GROUP	KIDSPORT FUNDING	1		580.00
INV IV00000419	11/2016	NORTHAM SCOUT GROUP	KIDSPORT FUNDING	1	500.00	
INV IV00000407	12/2016	NORTHAM SCOUT GROUP	KIDSPORT FUNDING.	1	80.00	
EFT25220	20/12/2016	NORTHAM TOWING SERVICE	PICKUP ABANDON VEHICLE FROM MILHINCH RD, SEABROOK.	1		121.00
INV 205462	01/12/2016	NORTHAM TOWING SERVICE	PICKUP ABANDON VEHICLE FROM MILHINCH RD, SEABROOK.	1	121.00	
EFT25221	20/12/2016	NORTHAM VOLUNTEER FIRE AND RESCUE	RUNNING TRACK COMMUNITY GRANT FOR 2016/2017.	1		5,000.00
INV 589	13/12/2016	NORTHAM VOLUNTEER FIRE AND RESCUE	RUNNING TRACK COMMUNITY GRANT FOR 2016/2017.	1	5,000.00	
EFT25222	20/12/2016	NYOONGAR WELLBEING AND SPORTS	SHIRE CONTRIBUTION TO NWS IN SUPPORT OF NORTHAM BEATBALL PROGRAM.	1		1,650.00
INV 439	13/12/2016	NYOONGAR WELLBEING AND SPORTS	SHIRE CONTRIBUTION TO NWS IN SUPPORT OF NORTHAM BEATBALL PROGRAM.	1	1,650.00	

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EFT25223	20/12/2016	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIR OF SHADE SAILS X 2 FROM BERNARD PARK	1		440.00
INV 2828	21/11/2016	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIR OF SHADE SAILS X 2 FROM BERNARD PARK	1	440.00	
EFT25224	20/12/2016	OSHGROUP PTY LTD	ASBESTOS SCREENING FOR DEPOT	1		1,955.99
INV 0009157729/08/2016		OSHGROUP PTY LTD	ASBESTOS SCREENING FOR DEPOT	1	1,955.99	
EFT25225	20/12/2016	OXTER SERVICES	SANITARY SUPPLIES FOR VARIOUS SHIRE BUILDINGS	1		3,167.02
INV 17440	06/12/2016	OXTER SERVICES	SANITARY ITEMS FOR NORTHAM SENIORS HALL.	1	738.05	
INV 17424	01/12/2016	OXTER SERVICES	NORTHAM RAILWAY MUSEUM. STAINLESS STEEL SOAP DISPENSERS	1	418.08	
INV 17431	02/12/2016	OXTER SERVICES	80L BLACK GARBAGE BAGS FOR DEPOT	1	369.97	
INV 17425	01/12/2016	OXTER SERVICES	SANITARY SUPPLIES FOR VARIOUS SHIRE BUILDINGS	1	1,584.48	
INV 17446	08/12/2016	OXTER SERVICES	TOILET ROLLS FOR AIRPORT TOILET.	1	56.44	
EFT25226	20/12/2016	PAUL FRACISEUS LOOMANS	Rates refund for assessment A12095 3 TAYLOR STREET NORTHAM 6401	1		499.67
INV A12095	09/12/2016	PAUL FRACISEUS LOOMANS	Rates refund for assessment A12095 3 TAYLOR STREET NORTHAM 6401		499.67	
EFT25227	20/12/2016	PAULL & WARNER BODY BUILDERS PTY LTD	SMITH LIGHT IN120L- BR-BC FOR SES.	1		1,540.00
INV 517958	13/12/2016	PAULL & WARNER BODY BUILDERS PTY LTD	SMITH LIGHT IN120L- BR-BC FOR SES.	1	779.24	
INV 517957	13/12/2016	PAULL & WARNER BODY BUILDERS PTY LTD	SMITH LIGHTS FOR SES.	1	760.76	
EFT25228	20/12/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	IT CONSULTANCY SERVICES FOR THE PERIOD 21/11/2016 TO 29/11/2016.	1		1,530.00
INV 21897	06/12/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	IT CONSULTANCY SERVICES FOR THE PERIOD 21/11/2016 TO 29/11/2016.	1	1,530.00	
EFT25229	20/12/2016	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET, NORTHAM STATEMENT NO 2111945 ACCOUNT NO 601148.	1		90.29
INV 2111945	16/12/2016	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET, NORTHAM STATEMENT NO 2111945 ACCOUNT NO 601148.	1	90.29	

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EFT25230	20/12/2016	PETER DIAS GREENVILLE	REIMBURSEMENT FOR DAMAGED TYRE WHEN IT HIT OUR CRACKED KERB ON EAST STREET NORTHAM.	1		123.50
INV CY2012220/12/2016		PETER DIAS GREENVILLE	REIMBURSEMENT FOR DAMAGED TYRE WHEN IT HIT OUR CRACKED KERB ON EAST STREET NORTHAM.	1	123.50	
EFT25231	20/12/2016	PFD FOOD SERVICES PTY LTD	CAKES FOR STAFF CHRISTMAS FUNCTION.	1		511.20
INV KD7081915/12/2016		PFD FOOD SERVICES PTY LTD	CAKES FOR STAFF CHRISTMAS FUNCTION.	1	511.20	
EFT25232	20/12/2016	PR POWER PTY LTD	HIRE OF GENERATOR FOR 27/10/2016 AT THE VISITORS CENTRE.	1		389.84
INV 0001106130/11/2016		PR POWER PTY LTD	HIRE OF GENERATOR FOR 27/10/2016 AT THE VISITORS CENTRE.	1	389.84	
EFT25233	20/12/2016	PRIMARIES OF WA PTY LTD	RETICULATION PARTS FOR AVON MALL.	1		82.84
INV 2520010021/11/2016		PRIMARIES OF WA PTY LTD	RETICULATION PARTS FOR AVON MALL.	1	82.84	
EFT25234	20/12/2016	PROFESSIONAL LOCKSERVICE	STANDPIPE PADLOCKS AND KEYS	1		771.65
INV 0001517706/12/2016		PROFESSIONAL LOCKSERVICE	STANDPIPE PADLOCKS AND KEYS	1	771.65	
EFT25235	20/12/2016	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA (TRANS WA)	TRANSPERTH TICKETS SALES FOR NOVEMBER 2016.	1		78.42
INV NOVEME30/11/2016		PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA (TRANS WA)	TRANSPERTH TICKETS SALES FOR NOVEMBER 2016.	1	78.42	
EFT25236	20/12/2016	RED DOT STORES	KILLARA SUPPLIES	1		224.79
INV 2803990406/12/2016		RED DOT STORES	AUSTRALIA DAY POOL PARTY 2017.	1	88.92	
INV 2822168113/12/2016		RED DOT STORES	KILLARA SUPPLIES	1	135.87	
EFT25237	20/12/2016	REGIONAL PHYSIOTHERAPY AND SPORTS INJURY CLINIC	SILVERSPORT FUNDING.	1		600.00
INV 14920	18/11/2016	REGIONAL PHYSIOTHERAPY AND SPORTS INJURY CLINIC	SILVERSPORT FUNDING.	1	200.00	
INV 14921	18/11/2016	REGIONAL PHYSIOTHERAPY AND SPORTS INJURY CLINIC	SILVERSPORT FUNDING	1	200.00	
INV 14922	18/11/2016	REGIONAL PHYSIOTHERAPY AND SPORTS INJURY CLINIC	SILVERSPORT FUNDING	1	200.00	

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EFT25238	20/12/2016	RETAIL DECISIONS (COLES)	COLES CARDS FOR NOVEMBER 2016 - NICOLE HAMPTON, MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, ANGI MCCLUSKEY, CHRISTINE WATERS, VICTORIA JONES, KRISTY ROBINSON, ALYSHA MAXWELL & WENDY SOFOULIS.	1		3,307.02
INV NOVEME30/11/2016		RETAIL DECISIONS (COLES)	COLES CARDS FOR NOVEMBER 2016 - NICOLE HAMPTON, MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, ANGI MCCLUSKEY, CHRISTINE WATERS, VICTORIA JONES, KRISTY ROBINSON, ALYSHA MAXWELL & WENDY SOFOULIS.	1	3,307.02	
EFT25239	20/12/2016	ROAD SIGNS AUSTRALIA	1800 X 1200 BLK/YLW CL2 W/STRUTS S/SIDED ALUM W / 2 X 500X250 SLIDE RAILS FOR ALUM INSERTS	1		4,594.70
INV 0003449114/11/2016		ROAD SIGNS AUSTRALIA	SIGNAGE FOR OLD QUARRY ROAD SEPTAGE PONDS AS PER QUOTATION 00034491. PLEASE PUT HOLES IN THE PERIMETER OF EACH SIGN TO ALLOW FOR TYING TO CHAIN MESH FENCING.	1	836.00	
INV 0003466714/11/2016		ROAD SIGNS AUSTRALIA	1800 X 1200 BLK/YLW CL2 W/STRUTS S/SIDED ALUM W / 2 X 500X250 SLIDE RAILS FOR ALUM INSERTS	1	2,280.30	
INV 0003491909/12/2016		ROAD SIGNS AUSTRALIA	R2R SIGN AS PER QUOTATION - BAKERS HILL OVAL	1	1,478.40	
EFT25240	20/12/2016	ROBIN YARRAN	REIMBURSEMENT FOR POLICE CLEARANCE ROBIN-YARRAN	1		52.60
INV 4565325712/12/2016		ROBIN YARRAN	REIMBURSEMENT FOR POLICE CLEARANCE ROBIN-YARRAN	1	52.60	
EFT25241	20/12/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD	1		4,295.32
INV 3074956	21/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	1/4 PAGE AD IN SENIORS WEEK LIFTOUT- SILVER FAIR	1	872.30	
INV 5077391	09/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	PLANNING NOTICE - BOULEVARD SHOPPING CENTRE REVAMP - FOR PLACEMENT IN THE ADVOCATE ON 9 NOVEMBER 2016 - ONCE ONLY	1	194.04	
INV 5078087	23/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	PUBLIC NOTICE FOR ROAD CLOSURE (CHRISTMAS ON FITZGERALD - AVON VALLEY ADVOCATE ON 23RD AND 30TH NOVEMBER 2016	1	135.83	
INV 5083767	23/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	PUBLIC NOTICE - AVON VALLEY ADVOCATE 23 NOVEMBER 2016 FOR THE ANNUAL ELECTORS MEETING & ANNUAL REPORT	1	155.23	

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INV 5083982	23/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	PUBLIC NOTICE FOR THE SHIRE OF NORTHAM PROPOSED LOCAL GOVERNMENT LAWS - AVON VALLEY ADVOCATE 23 NOVEMBER 2016	1	329.87	
INV 5084122	23/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERT IN THE AVON VALLEY ADVOCATE ON 23 NOVEMBER 2016 FOR THE 2017 COUNCIL MEETING DATES	1	232.80	
INV 5005365	30/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD	1	997.57	
INV 5078087	30/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	PUBLIC NOTICE FOR ROAD CLOSURE (CHRISTMAS ON FITZGERALD - AVON VALLEY ADVOCATE ON 23RD AND 30TH NOVEMBER 2016	1	135.83	
INV 5071602	02/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	PUBLIC NOTICE FOR ADVERTISEMENT OF TENDERS.	1	194.04	
INV 5071587	02/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERT FOR REQUEST FOR TENDER 6 OF 2017 AND TENDER 7 OF 2017 IN THE ADVOCATE ON 2/11/2016 & 9/11/2016	1	194.04	
INV 5071631	02/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	PUBLIC NOTICE FOR - NOTICE OF INTENT TO DISPOSE OF LAND (PORTION OF LOT 426, BEING A PART OF RESERVE 32171, ELIZABETH PLACE, NORTHAM) - AVON VALLEY ADVOCATE 2/11/2016	1	310.46	
INV 5072370	02/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERTISING OF SPECIAL COUNCIL MEETING.	1	155.23	
INV 5071587	09/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERTISING FOR TENDERS	1	194.04	
INV 5071602	09/11/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERTISING OF TENDER 6 AND 7.	1	194.04	
EFT25242	20/12/2016	SIGMA CHEMICALS	STOCK PURCHASES FOR NORTHAM POOL	1		1,791.70
INV 95041/01	17/11/2016	SIGMA CHEMICALS	PAINT FOR DIVING BOARD; RESCUE TUBE	1	286.00	
INV 95035/01	17/11/2016	SIGMA CHEMICALS	STOCK PURCHASES FOR NORTHAM POOL	1	1,342.90	
INV 95043/01	17/11/2016	SIGMA CHEMICALS	RESCUE TUBE FOR NORTHAM SWIMMING POOL,	1	162.80	
EFT25243	20/12/2016	SKILL HIRE WA PTY LTD	LABOUR HIRE FOR BILLY FONTANA & RUSSELL DEGRAY FOR W/E 13/11/2016.	1		4,435.21
INV 389161	15/11/2016	SKILL HIRE WA PTY LTD	LABOUR HIRE FOR BILLY FONTANA & RUSSELL DEGRAY FOR W/E 13/11/2016.	1	2,962.58	
INV 389820	29/11/2016	SKILL HIRE WA PTY LTD	LABOUR HIRE FOR RUSSELL DEGRAY FOR W/E 27/11/2016.	1	1,472.63	
EFT25244	20/12/2016	SLAV'S CLEANING SERVICE	CLEANING AT VARIOUS SHIRE BUILDINGS.	1		8,834.51

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INV 1064	30/11/2016	SLAV'S CLEANING SERVICE	CLEANING AT VARIOUS SHIRE BUILDINGS.	1	8,614.51	
INV 1063	30/11/2016	SLAV'S CLEANING SERVICE	CLEANING AT BERNARD PARK TOILETS ON 15/11/2016 DUE TO VANDALISM.	1	220.00	
EFT25245	20/12/2016	SLOAN EARTHMOVING	SUPPLY & INSTALL CRUSHED ROCK TO NEW SHED AND SURROUNDING APRON AT INKPEN FACILITY.	1		4,730.00
INV 1145	08/12/2016	SLOAN EARTHMOVING	SUPPLY & INSTALL CRUSHED ROCK TO NEW SHED AND SURROUNDING APRON AT INKPEN FACILITY.	1	4,730.00	
EFT25246	20/12/2016	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING FOR THE SHIRE OF NORTHAM FOOTPATH PROGRAM 2016 FOR THE PERIOD 03/10/2016 TO 24/12/2016 - FITZGERALD STREET.	1		5,510.33
INV 7035830230/11/2016		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISING OFF CHRISTMAS ON FITGERALD.	1	419.10	
INV 7035830130/11/2016		SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING FOR THE SHIRE OF NORTHAM FOOTPATH PROGRAM 2016 FOR THE PERIOD 03/10/2016 TO 24/12/2016 - FITZGERALD STREET.	1	1,702.80	
INV 7035830330/11/2016		SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING FOR CAPITAL WORKS PROGRAM FOR THE PERIOD 28/09/2016 TO 24/12/2016 - WILSON STREET.	1	1,700.60	
INV 7035830430/11/2016		SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING FOR BERNARD PARK DRAINAGE PROJECT FOR THE PERIOD 01/10/2016 TO 30/11/2016.	1	1,687.83	
EFT25247	20/12/2016	SPECIALE SMASH REPAIRS	EXCESS DUE ON INSURANCE CLAIM FOR PN1519 - N3433 SNR BUILDING SURVEYOR	1		1,000.00
INV 16319/2	15/12/2016	SPECIALE SMASH REPAIRS	EXCESS DUE ON INSURANCE CLAIM FOR PN1519 - N3433 SNR BUILDING SURVEYOR	1	1,000.00	
EFT25248	20/12/2016	SPECIALISED TREE SERVICE	TREE PRUNING OF 16 TREES BETWEEN 86-124 GOOMALLING ROAD FOR A LENGTH OF APPROX 1.8KM TO GAIN VERTICAL CLEARANCE FROM ROAD SIDE VERGE & POWERLINE CLEARANCE.	1		4,238.00
INV 2372	06/12/2016	SPECIALISED TREE SERVICE	TREE PRUNING OF 16 TREES BETWEEN 86-124 GOOMALLING ROAD FOR A LENGTH OF APPROX 1.8KM TO GAIN VERTICAL CLEARANCE FROM ROAD SIDE VERGE & POWERLINE CLEARANCE.	1	4,238.00	
EFT25249	20/12/2016	STAPLES AUSTRALIA PTY LIMITED	STATIONERY FOR SHIRE ADMIN.	1		649.97
INV 9019574708/11/2016		STAPLES AUSTRALIA PTY LIMITED	STATIONERY FOR ADMIN.	1	18.00	

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INV 9019584909/11/2016		STAPLES AUSTRALIA PTY LIMITED	STATIONERY FOR SHIRE ADMIN	1	20.57	
INV 9019631814/11/2016		STAPLES AUSTRALIA PTY LIMITED	STATIONERY FOR SHIRE ADMIN.	1	282.66	
INV 9019695421/11/2016		STAPLES AUSTRALIA PTY LIMITED	STATIONERY FOR SHIRE ADMIN	1	105.18	
INV 9019895512/12/2016		STAPLES AUSTRALIA PTY LIMITED	STATIONERY FOR SHIRE ADMIN.	1	184.65	
INV 9019816802/12/2016		STAPLES AUSTRALIA PTY LIMITED	WALL PLANNER FOR ADMIN.	1	38.91	
EFT25250	20/12/2016	STEWART & HEATON CLOTHING CO.PTY LTD	PPE FOR BAKERS HILL FIRE BRIGADE.	1		628.95
INV PSC-127029/11/2016		STEWART & HEATON CLOTHING CO.PTY LTD	CHARGED INCORRECTLY ON INVOICE SSN-3193868.	1	-670.12	
INV SIN-267127/10/2016		STEWART & HEATON CLOTHING CO.PTY LTD	PPE FOR BAKERS HILL FIRE BRIGADE.	1	1,299.07	
EFT25251	20/12/2016	SUPERCIVIL	REMOVE 2 CROSS OVERS TOTAL 30M2, SUPPLY & INSTALL 2 CROSSOVERS 30M2 WITH REINFORCEMENT, SUPPLY & LAY 3M OF KERBING & BACKFILL 3M OF KERBING & CROSSOVERS AT PERINA PLACE.	1		4,878.01
INV 0000599219/12/2016		SUPERCIVIL	REMOVE 2 CROSS OVERS TOTAL 30M2, SUPPLY & INSTALL 2 CROSSOVERS 30M2 WITH REINFORCEMENT, SUPPLY & LAY 3M OF KERBING & BACKFILL 3M OF KERBING & CROSSOVERS AT PERINA PLACE.	1	4,878.01	
EFT25252	20/12/2016	TANIA DAVEY - FACE PAINTING	FACEPAINTING FOR 4 HOURS, 1600-2000HRS FOR CHRISTMAS ON FITZGERALD'S 2016	1		320.00
INV 0011	17/10/2016	TANIA DAVEY - FACE PAINTING	FACEPAINTING FOR 4 HOURS, 1600-2000HRS FOR CHRISTMAS ON FITZGERALD'S 2016	1	320.00	
EFT25253	20/12/2016	THE WATERSHED	RETICULATION PARTS FOR VARIOUS SHIRE PARKS & OVALS.	1		3,180.42
INV 1014531024/11/2016		THE WATERSHED	32MM CONDUIT FOR BERNARD PARK RETICULATION	1	164.25	
INV 1014477517/11/2016		THE WATERSHED	RETICULATION PARTS	1	780.24	
INV 1014696216/12/2016		THE WATERSHED	RETICULATION PARTS FOR VARIOUS SHIRE PARKS & OVALS.	1	2,235.93	
EFT25254	20/12/2016	THE WEST AUSTRALIAN	1 UNIT AD IN SHORT BUT SWEET	1		550.00
INV 1002256330/11/2016		THE WEST AUSTRALIAN	1 UNIT AD IN SHORT BUT SWEET	1	550.00	

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EFT25255	20/12/2016	TUTT BRYANT EQUIPMENT PTY LTD	SUPPLY NEW BOMAG BW25RH MULTI TYRE ROLLER - FULLY ENCLOSED, SOUND SUPPRESSED, RUBBER MOUNTED & LOCKABLE, ROPS / FOBS CABIN COMPLETE WITH FRONT & REAR WINDSCREEN WASHER/WIPER & DEMISTERS, INTEGRATED AIR CONDITIONING, FULLY ADJUSTABLE OPERATORS AIR SUSPENSION SWIVEL SEAT WITH 3" SEAT BELT, ARM RESTS, INTERNAL & EXTERNAL REAR VISION MIRRORS, WINDOW TINTING, FIRE EXTINGUISHER, AM/FM/CD PLAYER, TWO-WAY RADIO, 12V SOCKET & CLOCK. 12 VOLT ELECTRICAL SYSTEM WITH FULL ROAD LIGHTING, WORK LAMPS, DUAL ROTATING BEACONS, EMERGENCY STOP & REVERSE WARNING ALARM.	1		144,650.00
INV 0080202512/12/2016		TUTT BRYANT EQUIPMENT PTY LTD	SUPPLY NEW BOMAG BW25RH MULTI TYRE ROLLER - FULLY ENCLOSED, SOUND SUPPRESSED, RUBBER MOUNTED & LOCKABLE, ROPS / FOBS CABIN COMPLETE WITH FRONT & REAR WINDSCREEN WASHER/WIPER & DEMISTERS, INTEGRATED AIR CONDITIONING, FULLY ADJUSTABLE OPERATORS AIR SUSPENSION SWIVEL SEAT WITH 3" SEAT BELT, ARM RESTS, INTERNAL & EXTERNAL REAR VISION MIRRORS, WINDOW TINTING, FIRE EXTINGUISHER, AM/FM/CD PLAYER, TWO-WAY RADIO, 12V SOCKET & CLOCK. 12 VOLT ELECTRICAL SYSTEM WITH FULL ROAD LIGHTING, WORK LAMPS, DUAL ROTATING BEACONS, EMERGENCY STOP & REVERSE WARNING ALARM.	1	144,650.00	
EFT25256	20/12/2016	TYRECYCLE PTY LTD	OLD QUARRY ROAD LANDFILL COLLECTION OF TYRES FOR RECYCLING	1		1,429.43
INV 598386	09/12/2016	TYRECYCLE PTY LTD	INKPEN ROAD LANDFILL - COLLECTION OF TYRES FOR RECYCLING	1	677.20	
INV 598432	09/12/2016	TYRECYCLE PTY LTD	OLD QUARRY ROAD LANDFILL COLLECTION OF TYRES FOR RECYCLING	1	752.23	
EFT25257	20/12/2016	TYREPOWER	REPLACE 4 TYRES ON SUBARU OUTBACK PN1313 - N10931 INCLUDES WHEEL ALIGNMENT	1		836.17
INV 8265.121(07/12/2016		TYREPOWER	REPLACE 4 TYRES ON SUBARU OUTBACK PN1313 - N10931 INCLUDES WHEEL ALIGNMENT	1	836.17	

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EFT25258	20/12/2016	VERNICE PTY LTD	INKPEN ROAD WASTE MANAGEMENT SITE FIREBREAKS AND CLEARING FOR NEW FENCELINE. ALL BREAKS MUST 4M WIDE WITH NO TREES/BRANCHES OVERHANGING.	1		5,665.00
INV 5136	29/11/2016	VERNICE PTY LTD	INKPEN ROAD WASTE MANAGEMENT SITE FIREBREAKS AND CLEARING FOR NEW FENCELINE. ALL BREAKS MUST 4M WIDE WITH NO TREES/BRANCHES OVERHANGING.	1	3,289.00	
INV 5137	29/11/2016	VERNICE PTY LTD	OLD QUARRY ROAD FIRE BREAKS	1	2,376.00	
EFT25259	20/12/2016	VODAFONE	SES & BRIGADES MESSAGEBANK AT IRISHTOWN 01/12/2016 TO 31/12/2016.	1		640.62
INV 1114771406/12/2016		VODAFONE	SES & BRIGADES MESSAGEBANK AT IRISHTOWN 01/12/2016 TO 31/12/2016.	1	640.62	
EFT25260	20/12/2016	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES FOR MONTH OF NOVEMBER 2016	1		5,220.87
INV 00778	01/12/2016	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES FOR MONTH OF NOVEMBER 2016	1	5,220.87	
EFT25261	20/12/2016	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN BUILDING.	1		1,854.06
INV 43940	24/11/2016	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN.	1	263.40	
INV 61	01/12/2016	WARRICKS NEWSAGENCY	NEWSPAPERS FOR NOVEMBER 2016 - SHIRE ADMIN.	1	83.80	
INV 43727(2)	28/11/2016	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN BUILDING.	1	91.77	
INV SN00017	01/12/2016	WARRICKS NEWSAGENCY	NEWSPAPERS FOR NORTHAM LIBRARY NOVEMBER 2016.	1	128.09	
INV SN00017	01/12/2016	WARRICKS NEWSAGENCY	DELIVERY OF NEWSPAPERS FOR KILLARA FOR NOVEMBER 2016.	1	41.00	
INV 44103	14/12/2016	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN BUILDING.	1	845.71	
INV 43906	02/12/2016	WARRICKS NEWSAGENCY	BROCHURE SHELVEING FOR NORTHAM VISITORS CENTRE.	1	215.25	
INV 43940 (2)	13/12/2016	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN	1	185.04	
EFT25262	20/12/2016	WESTLINE PLUMBING & DRAINAGE PTY LTD	FIT NEW MANIFOLD & SPRING AND REPLACE GATE VALES TO HYDRANT 16, & REPLACE GATE VALVES ON HYDRANT 5.	1		1,430.00
INV 1132	09/12/2016	WESTLINE PLUMBING & DRAINAGE PTY LTD	FIT NEW MANIFOLD & SPRING AND REPLACE GATE VALES TO HYDRANT 16, & REPLACE GATE VALVES ON HYDRANT 5.	1	1,430.00	

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EFT25263	20/12/2016	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY AND INSTALL NEW ALTERNATOR INTO HAKO CITYMASTER FOOTPATH SWEEPER - PN1007	1		1,446.00
INV 6485	30/11/2016	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR STARTER MOTOR ON PN1603 SEWELL ROAD BROOM	1	686.00	
INV 6489	30/11/2016	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY AND INSTALL NEW ALTERNATOR INTO HAKO CITYMASTER FOOTPATH SWEEPER - PN1007	1	760.00	
EFT25264	20/12/2016	WHEATBELT OFFICE & BUSINESS MACHINES	BROTHER HL-L2340DW MONOCHROME LASER PRINTER FOR NORTHAM SWIMMING POOL	1		129.00
INV 21080	09/12/2016	WHEATBELT OFFICE & BUSINESS MACHINES	BROTHER HL-L2340DW MONOCHROME LASER PRINTER FOR NORTHAM SWIMMING POOL	1	129.00	
EFT25265	20/12/2016	WHEATBELT SAFETYWEAR	STEEL CAPPED SAFETY BOOTS FOR RIC CAMPBELL	1		291.00
INV 7111	23/11/2016	WHEATBELT SAFETYWEAR	PROTECTIVE CLOTHING	1	46.00	
INV 7092	10/11/2016	WHEATBELT SAFETYWEAR	STEEL CAPPED SAFETY BOOTS FOR RIC CAMPBELL	1	150.00	
INV 7103	16/11/2016	WHEATBELT SAFETYWEAR	STEEL CAPPED SAFETY BOOTS FOR JACQUI UTBER	1	95.00	
EFT25266	20/12/2016	WREN OIL	ADMINISTRATION & COMPLIANCE	1		16.50
INV 29510	30/11/2016	WREN OIL	ADMINISTRATION & COMPLIANCE	1	16.50	
EFT25267	20/12/2016	ZENIEN	NORTHAM SWIMMING POOL. SUPPLY OF CCTV CAMERA SYSTEM	1		4,849.79
INV 13537	29/09/2016	ZENIEN	CCTV CAMERAS. FITZGERALD AND PEEL TERRACE CORNER CLUSTER. REPAIRS TO FISH EYE CAMERA.	1	915.75	
INV 13753	08/12/2016	ZENIEN	NORTHAM SWIMMING POOL. SUPPLY OF CCTV CAMERA SYSTEM	1	3,934.04	
EFT25268	22/12/2016	AUSTRALIAN SERVICES UNION	Payroll deductions	1		26.35
INV DEDUCT27/12/2016		AUSTRALIAN SERVICES UNION	Payroll deductions		26.35	
EFT25269	22/12/2016	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 27/12/2016.	1		56,464.00
INV PAYG27/27/12/2016		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 27/12/2016.	1	56,464.00	
EFT25270	22/12/2016	CHILD SUPPORT AGENCY	Payroll deductions	1		479.32

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INV DEDUCT27/12/2016		CHILD SUPPORT AGENCY	Payroll deductions		479.32	
EFT25271	22/12/2016	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions	1		20.50
INV DEDUCT27/12/2016		LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions		20.50	
34648	02/12/2016	LUCY'S TEAROOMS	CATERING FOR SILVER FAIR MORNING TEA CELEBRATING SENIORS WEEK 2016	1		1,524.00
INV 1304	17/11/2016	LUCY'S TEAROOMS	CATERING FOR COUNCIL FORUM MEETING ON 09/11/2016.	1	270.00	
INV 1290	09/11/2016	LUCY'S TEAROOMS	60 SERVES OF SANDWICHES & HOT FINGER FOOD FOR PINK RIBBON WALK.	1	594.00	
INV 1301	17/11/2016	LUCY'S TEAROOMS	CATERING FOR SILVER FAIR MORNING TEA CELEBRATING SENIORS WEEK 2016	1	660.00	
34649	02/12/2016	PETTY CASH	PETTY CASH FOR LIBRARY FROM 11/8/2016 TO 03/11/2016.	1		443.65
INV VISTOR 09/11/2016		PETTY CASH	PETTY CASH REIMBURSEMENT FOR NORTHAM VISITORS CENTRE FOR 01/11/2016 TO 29/11/2016.	1	199.70	
INV LIBRAR 03/11/2016		PETTY CASH	PETTY CASH FOR LIBRARY FROM 11/8/2016 TO 03/11/2016.	1	243.95	
34650	02/12/2016	SYNERGY	VISITORS CENTRE 22/09/2016 - 22/11/2016.	1		2,105.45
INV 1539025121/11/2016		SYNERGY	OLD SHIRE DEPOT 21/09/2016 - 21/11/2016.		27.70	
INV 0929125207/11/2016		SYNERGY	GRASS VALLEY OVAL 02/09/2016 - 01/11/2016.		29.65	
INV 7471 705308/11/2016		SYNERGY	SKATE PARK 08/09/2016 TO 08/11/2016.		37.35	
INV 9356001422/11/2016		SYNERGY	VISITORS CENTRE CONFERENCE ROOM 22/09/2016 - 22/11/2016.		465.65	
INV 4581071522/11/2016		SYNERGY	VISITORS CENTRE LIGHTS/TOILETS 22/09/2016 - 22/11/2016.		26.75	
INV 3355969222/11/2016		SYNERGY	VISITORS CENTRE 22/09/2016 - 22/11/2016.		1,518.35	
34651	02/12/2016	TELSTRA CORPORATION	HENRY ST OVAL 05/11/2016 to 04/12/2016.	1		112.27
INV 3864754812/11/2016		TELSTRA CORPORATION	HENRY ST OVAL 05/11/2016 to 04/12/2016.		72.32	
INV 2000049019/11/2016		TELSTRA CORPORATION	SES ACCOUNT FROM 15/10/2016 TO 14/11/2016.		39.95	

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34652	02/12/2016	WATER CORPORATION	NORTHAM SWIMMING POOL MITCHELL 24/09/2016 TO 22/11/2016.	1		9,775.84
INV 9021499424/11/2016		WATER CORPORATION	NORTHAM SWIMMING POOL MITCHELL 24/09/2016 TO 22/11/2016.		5,894.93	
INV 9007929410/11/2016		WATER CORPORATION	AVON MALL 13/09/2016 TO 09/11/2016.		850.51	
INV 9012642710/11/2016		WATER CORPORATION	GARDEN AT NIND ST 13/09/2016 TO 09/11/2016.		15.79	
INV 9007925924/11/2016		WATER CORPORATION	ANIMAL POUND AT OLD QUARRY 28/09/2016 TO 23/11/2016.		4.51	
INV 9007923624/11/2016		WATER CORPORATION	HOUSE AT 55 MITCHELL AV 24/09/2016 TO 23/11/2016.		213.44	
INV 9007917222/11/2016		WATER CORPORATION	BERT HAWKE OVAL 22/09/2016 TO 21/11/2016.		4.51	
INV 9007917016/11/2016		WATER CORPORATION	CEMETERY 15/09/2016 TO 14/11/2016.		346.99	
INV 9012475717/11/2016		WATER CORPORATION	GARDEN AT TAYLOR ST (VACANT LAND) 16/09/2016 TO 15/11/2016.		11.28	
INV 9007913515/11/2016		WATER CORPORATION	116 PEEL TCE STANDPIPE 15/09/2016 TO 14/11/2016.		639.58	
INV 9007913515/11/2016		WATER CORPORATION	DEPOT AT 116 PEEL TCE 15/09/2016 TO 14/11/2016.		135.36	
INV 9007907410/11/2016		WATER CORPORATION	BERNARD PARK 13/09/2016 TO 09/11/2016.		1,259.63	
INV 9007907310/11/2016		WATER CORPORATION	RIVERBANK TO BROOME TCE 13/09/2016 TO 09/11/2016.		106.03	
INV 9007901708/11/2016		WATER CORPORATION	PURSLOWE PARK 07/09/2016 TO 04/11/2016.		293.28	
34653	09/12/2016	SYNERGY	WUNDOWIE DEPOT - 19/8/2016 TO 14/10/2016.	1		737.90
INV 9152416402/12/2016		SYNERGY	AUXILLARY LIGHTING CHARGES 01/11/2016 TO 02/12/2016.		121.10	
INV 1640077107/11/2016		SYNERGY	WUNDOWIE DEPOT - 19/8/2016 TO 14/10/2016.	1	292.75	
INV 1648520322/11/2016		SYNERGY	OLD GIRLS SCHOOL WELLINGTON ST 22/9/2016 TO 22/11/2016.		86.10	
INV 1127695023/11/2016		SYNERGY	OLD NORTHAM FIRE STATION 23/9/2016 TO 23/11/2016.		177.00	
INV 1578225630/11/2016		SYNERGY	IRISHTOWN HALL 27/09/2016 TO 30/11/2016		60.95	
34654	09/12/2016	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS 25/11/2016 TO 24/12/2016.	1		1,082.48
INV 1342948225/11/2016		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS 25/11/2016 TO 24/12/2016.		1,082.48	
34655	09/12/2016	WATER CORPORATION	STANDPIPE AT LOCKYER RD 30/09/2016 TO 28/11/2016	1		3,066.02

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INV 9019179329/11/2016		WATER CORPORATION	CHITTY RD AVON HILLS 30/09/2016 TO 28/11/2016		39.48	
INV 9007938729/11/2016		WATER CORPORATION	STANDPIPE AT LOCKYER RD 30/09/2016 TO 28/11/2016		1,594.98	
INV 9007927524/11/2016		WATER CORPORATION	RUBBISH DEPOT AT OLD QUARRY RD 28/09/2016 TO 23/11/2016		148.90	
INV 9007926024/11/2016		WATER CORPORATION	DOG POUND ON COLEBATCH RD 28/09/2016 TO 23/11/2016		85.73	
INV 9007923421/11/2016		WATER CORPORATION	APEX PARK TOILETS 20/09/2016 TO 18/11/2016		99.67	
INV 9007892030/11/2016		WATER CORPORATION	BRIGADES SHED AT 217L GREAT EASTERN HWY BAKERS HILL 04/10/2016 TO 29/11/2016.	1	51.89	
INV 9007891830/11/2016		WATER CORPORATION	STANDPIPE AT KEANE ST BAKERS HILL 04/10/2016 TO 29/11/2016.	1	1,045.37	
34656	22/12/2016	WATER CORPORATION OF WA	REFUND OF DEPOSIT ON HIRE OF COMMUNITY BUS	1		50.00
INV 7534	08/11/2016	WATER CORPORATION OF WA	REFUND OF DEPOSIT ON HIRE OF COMMUNITY BUS	1	50.00	
34657	22/12/2016	CLACKLINE PROGRESS ASSOCIATION	ANNUAL BUDGET ALLOCATION FOR FUNDING 2016/2017.	1		3,300.00
INV 02	09/12/2016	CLACKLINE PROGRESS ASSOCIATION	ANNUAL BUDGET ALLOCATION FOR FUNDING 2016/2017.	1	3,300.00	
34658	22/12/2016	LUCY'S TEAROOMS	CATERING FOR GREAT EASTERN HIGHWAY ROAD SAFETY ALLIANCE MEETING HELD ON 1 DECEMBER 2016. TO BE REIMBURSED BY ROAD SAFETY COMMISSION.	1		495.00
INV 1316	19/12/2016	LUCY'S TEAROOMS	CATERING FOR GREAT EASTERN HIGHWAY ROAD SAFETY ALLIANCE MEETING HELD ON 1 DECEMBER 2016. TO BE REIMBURSED BY ROAD SAFETY COMMISSION.	1	380.00	
INV 1314	19/12/2016	LUCY'S TEAROOMS	CATERING FOR INCIDENT #347904 MURESK FIRE 10 ASSORTED ROLLS AND DRINKS.	1	115.00	
34659	22/12/2016	PETER HORWOOD	WINNERS OF THE 2014/2017 RATES INCENTIVE PRIZE COMPETITION \$250 DONATED BY BENDIGO BANK NORTHAM & DISTRICTS.	1		250.00
INV 8.1.1.9/O-14/12/2016		PETER HORWOOD	WINNERS OF THE 2014/2017 RATES INCENTIVE PRIZE COMPETITION \$250 DONATED BY BENDIGO BANK NORTHAM & DISTRICTS.	1	250.00	
34660	22/12/2016	PETTY CASH	PETTY CASH FOR REC CENTRE FROM OCTOBER TO DECEMBER 2016.	1		192.43

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INV P/C REC 16/12/2016		PETTY CASH	PETTY CASH FOR REC CENTRE FROM OCTOBER TO DECEMBER 2016.	1	192.43	
34661	22/12/2016	SYNERGY	ELECTRICITY FOR VARIOUS SHIRE BUILDINGS FROM 04/11/2016 TO 05/12/2016.	1		27,249.81
INV 2232307324/11/2016		SYNERGY	RAP PARK - AVON YOUTH - 27/9/2016 TO 24/11/2016.	1	27.70	
INV 7921766205/12/2016		SYNERGY	ELECTRICITY FOR VARIOUS SHIRE BUILDINGS FROM 04/11/2016 TO 05/12/2016.	1	24,552.16	
INV 8110294716/12/2016		SYNERGY	ELECTRICITY FOR WUNDOWIE SWIMMING POOL FROM 19/10/2016 TO 16/12/2016.	1	2,445.10	
INV 1585097614/12/2016		SYNERGY	BAKERS HILL FIRE STATION 17/10/2016 TO 14/12/2016.		136.85	
INV 1603961214/12/2016		SYNERGY	CLACKLINE FIRE SHED 7/11/2016 TO 14/12/2016.		88.00	
34662	22/12/2016	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT FROM 4/12/2016 TO 04/01/2017	1		6,879.26
INV 6305302927/11/2016		TELSTRA CORPORATION	BAKERS HILL BFB 23/11/2016 TO 22/12/2016.		44.13	
INV 2726008928/11/2016		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS 28/10/2016 TO 27/12/2016.		1,513.39	
INV 2773735012/12/2016		TELSTRA CORPORATION	SES BUILDING TELSTRA ACCOUNT 05/12/2016 TO 04/1/2016.	1	373.43	
INV 9026075012/12/2016		TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT FROM 4/12/2016 TO 04/01/2017		4,908.36	
INV 2000490618/12/2016		TELSTRA CORPORATION	SES ACCOUNT 2000049065756 15/11/2016 TO 14/12/2016.		39.95	
34663	22/12/2016	WATER CORPORATION	WUNDOWIE SWIMMING POOL 20/10/2016 TO 12/12/2016.	1		15,326.33
INV 9007951108/12/2016		WATER CORPORATION	STANDPIPE AT CHITIBIN RD 15/10/2016 TO 07/12/2016.		39.48	
INV 9007950308/12/2016		WATER CORPORATION	STANDPIPE AT MCMANUS RD 14/10/2016 TO 07/12/2016.		39.48	
INV 9007949707/12/2016		WATER CORPORATION	STANDPIPE AT HUNTER RD 23/9/2016 TO 22/11/2016.		39.48	
INV 9007925923/11/2016		WATER CORPORATION	LOT 28472 RES NEWCASTLE RD 23/9/2016 TO 22/11/2016.		435.41	
INV 9007923524/11/2016		WATER CORPORATION	MEDIAN STRIP ON NEWCASTLE RD 24/9/2016 TO 23/11/2016.		20.30	
INV 9007918423/11/2016		WATER CORPORATION	PLAYGROUND AT PERINA WAY 23/9/2016 TO 22/11/2016.		356.45	
INV 9010596325/11/2016		WATER CORPORATION	GEORGE NUICH PARK 29/9/2016 TO 24/11/2016.		579.79	
INV 9007892530/11/2016		WATER CORPORATION	CENTRE AT ST GEORGE ST B/HILL 04/10/2016 TO 29/11/2016.		486.17	

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INV 9007840205/12/2016		WATER CORPORATION	STANDPIPE AT KEANE ST 11/10/2016 TO 02/12/2016.		608.63	
INV 9007950006/12/2016		WATER CORPORATION	STANDPIPE AT GRASS VALLEY - 12/10/2016 TO 05/12/2016.	1	39.48	
INV 9007913105/12/2016		WATER CORPORATION	DEPOT 14/9/2016 TO 14/11/2016.	1	257.18	
INV 9007891730/11/2016		WATER CORPORATION	HOOPER PARK - 04/10/2016 TO 29/11/2016.	1	6.77	
INV 9007949909/12/2016		WATER CORPORATION	STANDPIPE AT GRASS VALLEY - 18/10/2016 TO 08/12/2016.	1	41.74	
INV 9007950308/12/2016		WATER CORPORATION	STANDPIPE AT STHN BROOK 15/10/2016 TO 07/12/2016.	1	799.75	
INV 9007943512/12/2016		WATER CORPORATION	STANDPIPE AT AVRO ANSON RD 19/10/2016 TO 09/12/2016.		29.33	
INV 9007938924/11/2016		WATER CORPORATION	STANDPIPE BODEGUERO WAY 23/09/2016 TO 23/11/2016.		1,772.09	
INV 9007872314/12/2016		WATER CORPORATION	UNIT 8/410L KURINGAL RD WUNDOWIE 20/10/2016 TO 13/12/2016.		223.35	
INV 9007872314/12/2016		WATER CORPORATION	UNIT 7/410L KURINGAL RD WUNDOWIE 20/10/2016 TO 13/12/2016.		200.63	
INV 9007872214/12/2016		WATER CORPORATION	UNIT 6/410L KURINGAL RD WUNDOWIE 20/10/2016 TO 13/12/2016.		234.46	
INV 9007872214/12/2016		WATER CORPORATION	UNIT 5/410L KURINGAL RD WUNDOWIE 20/10/2016 TO 13/12/2016.		215.42	
INV 9007872214/12/2016		WATER CORPORATION	UNIT 4/410L KURINGAL RD WUNDOWIE 20/10/2016 TO 13/12/2016.		218.59	
INV 9007872214/12/2016		WATER CORPORATION	UNIT 3/410L KURINGAL RD WUNDOWIE 20/10/2016 TO 13/12/2016.		217.00	
INV 9007872214/12/2016		WATER CORPORATION	UNIT 2/410L KURINGAL RD WUNDOWIE 20/10/2016 TO 13/12/2016.		194.28	
INV 9007872214/12/2016		WATER CORPORATION	410L KURINGAL RD WUNDOWIE 20/10/2016 TO 13/12/2016.		39.48	
INV 9007871913/12/2016		WATER CORPORATION	DEPOT - WUNDOWIE 20/10/2016 TO 12/12/2016.		42.86	
INV 9007871913/12/2016		WATER CORPORATION	WUNDOWIE OVAL 20/10/2016 TO 12/12/2016.		191.23	
INV 9007871813/12/2016		WATER CORPORATION	RESERVE AT BANKSIA AVE 20/10/2016 TO 12/12/2016.		200.25	
INV 9007869113/12/2016		WATER CORPORATION	HALL AT BANKSIA AV WUNDOWIE 20/10/2016 TO 12/12/2016.		349.68	
INV 9007869113/12/2016		WATER CORPORATION	LIBRARY - WUNDOWIE 20/10/2016 TO 12/12/2016.		429.04	
INV 9007869113/12/2016		WATER CORPORATION	KINDERGARDEN - WUNDOWIE 19/10/2016 TO 12/12/2016.		388.96	

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INV 9007868913/12/2016		WATER CORPORATION	TOILETS AT BANKSIA AV WUNDOWIE 19/10/2016 TO 12/12/2016.		919.77	
INV 9007868613/12/2016		WATER CORPORATION	WUNDOWIE YOUTH CENTRE 19/10/2016 TO 12/12/2016.		126.34	
INV 9007868513/12/2016		WATER CORPORATION	WUNDOWIE SWIMMING POOL 20/10/2016 TO 12/12/2016.		5,388.38	
INV 9007872214/12/2016		WATER CORPORATION	UNIT 1/410L KURINGAL RD WUNDOWIE 20/10/2016 TO 13/12/2016.	1	195.08	
DD10708.1	12/12/2016	BANKWEST	CLINTON KLEYNHANS MASTERCARD 22/10/16 TO 22/11/16	1		3,719.19
INV R RAYSC12/12/2016		BANKWEST	ROSS RAYSON MASTERCARD 22/10/16 TO 22/11/16	1	846.82	
INV C YOUNG12/12/2016		BANKWEST	COLIN YOUNG MASTERCARD 22/10/16 TO 22/11/16	1	1,733.85	
INV C HUNT 12/12/2016		BANKWEST	CHADD HUNT MASTERCARD 22/10/16 TO 22/11/16	1	559.00	
INV D HENDH12/12/2016		BANKWEST	D HENDRIKSEN MASTERCARD 22/10/16 TO 22/11/16	1	6.67	
INV J WHITE.12/12/2016		BANKWEST	JASON WHITEAKER MASTERCARD 22/10/16 TO 22/11/16	1	77.29	
INV C KLEYN12/12/2016		BANKWEST	CLINTON KLEYNHANS MASTERCARD 22/10/16 TO 22/11/16	1	495.56	
DD10719.1	13/12/2016	WA SUPER	Payroll deductions	1		25,585.35
INV SUPER 13/12/2016		WA SUPER	Superannuation contributions	1	22,058.79	
INV DEDUCT13/12/2016		WA SUPER	Payroll deductions	1	2,717.60	
INV DEDUCT13/12/2016		WA SUPER	Payroll deductions	1	147.50	
INV DEDUCT13/12/2016		WA SUPER	Payroll deductions	1	37.97	
INV DEDUCT13/12/2016		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT13/12/2016		WA SUPER	Payroll deductions	1	424.67	
INV DEDUCT13/12/2016		WA SUPER	Payroll deductions	1	43.53	
INV DEDUCT13/12/2016		WA SUPER	Payroll deductions	1	30.29	
INV DEDUCT13/12/2016		WA SUPER	Payroll deductions	1	100.00	
DD10719.2	13/12/2016	AMG UNIVERSAL SUPER	Superannuation contributions	1		356.76
INV SUPER 13/12/2016		AMG UNIVERSAL SUPER	Superannuation contributions	1	356.76	

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DD10719.3	13/12/2016	QSUPER	Superannuation contributions	1		183.64
INV SUPER	13/12/2016	QSUPER	Superannuation contributions	1	183.64	
DD10719.4	13/12/2016	CHRISTIAN SUPER	Superannuation contributions	1		121.53
INV SUPER	13/12/2016	CHRISTIAN SUPER	Superannuation contributions	1	121.53	
DD10719.5	13/12/2016	BENDIGO SMART START SUPER	Superannuation contributions	1		184.12
INV SUPER	13/12/2016	BENDIGO SMART START SUPER	Superannuation contributions	1	184.12	
DD10719.6	13/12/2016	VISION SUPER	Superannuation contributions	1		184.74
INV SUPER	13/12/2016	VISION SUPER	Superannuation contributions	1	184.74	
DD10719.7	13/12/2016	HOSTPLUS SUPER	Superannuation contributions	1		562.99
INV SUPER	13/12/2016	HOSTPLUS SUPER	Superannuation contributions	1	562.99	
DD10719.8	13/12/2016	HESTA SUPER FUND	Superannuation contributions	1		161.25
INV SUPER	13/12/2016	HESTA SUPER FUND	Superannuation contributions	1	161.25	
DD10719.9	13/12/2016	RECRUITMENT SUPER	Superannuation contributions	1		178.85
INV SUPER	13/12/2016	RECRUITMENT SUPER	Superannuation contributions	1	178.85	
DD10742.1	27/12/2016	WA SUPER	Payroll deductions	1		25,400.33
INV SUPER	27/12/2016	WA SUPER	Superannuation contributions	1	21,814.24	
INV DEDUCT	27/12/2016	WA SUPER	Payroll deductions	1	2,794.78	
INV DEDUCT	27/12/2016	WA SUPER	Payroll deductions	1	134.69	
INV DEDUCT	27/12/2016	WA SUPER	Payroll deductions	1	36.50	
INV DEDUCT	27/12/2016	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	27/12/2016	WA SUPER	Payroll deductions	1	421.30	
INV DEDUCT	27/12/2016	WA SUPER	Payroll deductions	1	43.53	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT27/12/2016		WA SUPER	Payroll deductions	1	30.29	
INV DEDUCT27/12/2016		WA SUPER	Payroll deductions	1	100.00	
DD10742.2	27/12/2016	AMG UNIVERSAL SUPER	Superannuation contributions	1		353.51
INV SUPER	27/12/2016	AMG UNIVERSAL SUPER	Superannuation contributions	1	353.51	
DD10742.3	27/12/2016	QSUPER	Superannuation contributions	1		183.23
INV SUPER	27/12/2016	QSUPER	Superannuation contributions	1	183.23	
DD10742.4	27/12/2016	CHRISTIAN SUPER	Superannuation contributions	1		1,168.44
INV SUPER	27/12/2016	CHRISTIAN SUPER	Superannuation contributions	1	1,168.44	
DD10742.5	27/12/2016	BENDIGO SMART START SUPER	Superannuation contributions	1		183.57
INV SUPER	27/12/2016	BENDIGO SMART START SUPER	Superannuation contributions	1	183.57	
DD10742.6	27/12/2016	VISION SUPER	Superannuation contributions	1		182.92
INV SUPER	27/12/2016	VISION SUPER	Superannuation contributions	1	182.92	
DD10742.7	27/12/2016	HOSTPLUS SUPER	Superannuation contributions	1		481.36
INV SUPER	27/12/2016	HOSTPLUS SUPER	Superannuation contributions	1	481.36	
DD10742.8	27/12/2016	HESTA SUPER FUND	Superannuation contributions	1		84.31
INV SUPER	27/12/2016	HESTA SUPER FUND	Superannuation contributions	1	84.31	
DD10742.9	27/12/2016	RECRUITMENT SUPER	Superannuation contributions	1		193.10
INV SUPER	27/12/2016	RECRUITMENT SUPER	Superannuation contributions	1	193.10	
DD10752.1	29/12/2016	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT NORTHAM RECREATION CENTRE DECEMBER 2016	1		1,046.85
INV DECEME29/12/2016		TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT NORTHAM RECREATION CENTRE DECEMBER 2016	1	1,046.85	
DD10719.10	13/12/2016	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		1,932.45

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	13/12/2016	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	1,932.45	
DD10719.11	13/12/2016	REST INDUSTRY SUPER	Superannuation contributions	1		510.05
INV SUPER	13/12/2016	REST INDUSTRY SUPER	Superannuation contributions	1	510.05	
DD10719.12	13/12/2016	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1		257.99
INV SUPER	13/12/2016	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1	257.99	
DD10719.13	13/12/2016	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		249.31
INV SUPER	13/12/2016	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	249.31	
DD10719.14	13/12/2016	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		281.35
INV SUPER	13/12/2016	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	281.35	
DD10719.15	13/12/2016	AMP LIFE LIMITED	Superannuation contributions	1		498.11
INV SUPER	13/12/2016	AMP LIFE LIMITED	Superannuation contributions	1	498.11	
DD10719.16	13/12/2016	EWRAP SUPER	Superannuation contributions	1		150.13
INV SUPER	13/12/2016	EWRAP SUPER	Superannuation contributions	1	150.13	
DD10719.17	13/12/2016	SUNSUPER	Superannuation contributions	1		402.53
INV SUPER	13/12/2016	SUNSUPER	Superannuation contributions	1	402.53	
DD10742.10	27/12/2016	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		1,851.66
INV SUPER	27/12/2016	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	1,851.66	
DD10742.11	27/12/2016	REST INDUSTRY SUPER	Superannuation contributions	1		468.64
INV SUPER	27/12/2016	REST INDUSTRY SUPER	Superannuation contributions	1	468.64	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD10742.12	27/12/2016	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1		192.47
INV SUPER	27/12/2016	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1	192.47	
DD10742.13	27/12/2016	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		249.31
INV SUPER	27/12/2016	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	249.31	
DD10742.14	27/12/2016	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		281.35
INV SUPER	27/12/2016	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	281.35	
DD10742.15	27/12/2016	AMP LIFE LIMITED	Superannuation contributions	1		498.11
INV SUPER	27/12/2016	AMP LIFE LIMITED	Superannuation contributions	1	498.11	
DD10742.16	27/12/2016	EWRAP SUPER	Superannuation contributions	1		119.19
INV SUPER	27/12/2016	EWRAP SUPER	Superannuation contributions	1	119.19	
DD10742.17	27/12/2016	SUNSUPER	Superannuation contributions	1		401.78
INV SUPER	27/12/2016	SUNSUPER	Superannuation contributions	1	401.78	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,595,468.02
2	TRUST FUND	54,986.14
<b>TOTAL</b>		<b>1,650,454.16</b>

## Attachment 2

### Payment dates 1<sup>st</sup> December 2016 to 31<sup>st</sup> December 2016

- Municipal Fund payment cheque numbers 34648 to 34663 total \$72,590.44.
- Trust Fund payment cheque numbers 1981 to 1985 total \$26,979.52

#### Electronic Funds Transfer

- Municipal Fund EFT25016 to EFT25271 total \$1,454,017.11
- Trust Fund \$28,006.62.

Direct Debits total \$68,860.47

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42)

Month	Cheques 2016/17	EFT Payments 2016/17	Direct Debits 2016/17	Payroll 2016/17	Total Payments 2016/17
July	\$ 140,303.80	\$1,735,888.57	\$ 59,904.45	\$ 385,392.90	\$ 2,321,489.72
August	\$ 136,849.26	\$1,446,763.64	\$ 62,959.52	\$ 388,948.80	\$ 2,035,521.22
September	\$ 30,673.61	\$1,173,159.47	\$ 73,153.18	\$ 409,601.96	\$ 1,786,588.22
October	\$ 92,486.94	\$1,919,410.46	\$ 62,022.40	\$ 415,528.34	\$ 2,489,448.14
November	\$ 87,367.01	\$1,829,179.68	\$ 95,725.27	\$ 394,750.69	\$ 2,407,022.65
December	\$ 99,569.96	\$1,482,023.73	\$ 68,860.47	\$ 618,407.99	\$ 2,268,862.15
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
<b>Total</b>	<b>\$ 687,250.58</b>	<b>\$9,586,425.55</b>	<b>\$422,625.29</b>	<b>\$2,612,630.68</b>	<b>\$13,308,932.10</b>

The Following table presents all payments made for the month from Council Credit cards paid by Direct Debit 10708.1

<b>Summary Credit Card Payments</b>	<b>\$</b>	<b>Total</b>
<b>Executive Manager Engineering Services</b>		
PUMA ENERGY EL CABALLO 20/10/16	75.53	
CAFE 56 MERREDIN - RRG CONFERENCE 21/10/16	57.00	
CALTEX STAR MART MUNDARING 31/10/16	72.76	
EOT TRAINING - WHITE CARD TRAINING NEW STAFF	57.00	
CALTEX STAR MART MUNDARING - 4/11/16	66.09	
CALTEX STAR MART MUNDARING - 10/11/16	55.38	
SHIRE OF NORTHAM - LICENCE	13.30	
SHIRE OF NORTHAM - LICENCE	37.40	
BP THE LAKES 18/11/16	61.10	<b>\$ 495.56</b>
<b>Executive Manager Corporate Services</b>		
NET REGISTRY	47.85	
SHIRE OF NORTHAM LICENCE - 1TRB674	28.50	
SHIRE OF NORTHAM LICENCE - 1TRB674	11.80	
RYDES - ACCOMMODATION BEV JONES LG INVESTIGATIONS CONFERENCE	733.56	
RYDES - ACCOMMODATION CHERYL GREENOUGH LG INVESTIGATIONS CONFERENCE	912.14	<b>\$ 1,733.85</b>
<b>Community Emergency Services Manager</b>		
CITY OF PERTH - PARKING TICKET 4TH NOVEMBER 2016	6.67	<b>\$ 6.67</b>
<b>Executive Manager Community Services</b>		
FACEBK S6BYJA28S2 -ADVERTISING CHRISTMAS ON FACEBOOK	64.89	
ADOBE PS CREATIVE CLD 5/11/16	69.98	
ST JOHN AMBULANCE AUSTRALIA 16/11/16 - DIANNE JUPP	160.00	
OFFICE WORKS - IPAD VIC WILLIAMS VISITORS CENTRE USE	551.95	<b>\$ 846.82</b>
<b>Executive Manager Development Services</b>		
RIVERVIEW TOURIST PARK - ACCOMMODATION D HENDRIKSEN	360.00	
DEPT OF MINES & PETROLEUM - DANGEROUS GOODS	199.00	<b>\$ 559.00</b>
<b>Chief Executive Officer</b>		
CALTEX SWAN VIEW - FUEL	50.00	
PRZCHARGE.PRESI.COM - MONTHLY FEE	26.51	
OVERSEAS CHARGES	0.78	<b>\$ 77.29</b>
<b>Total Credit Card Expenditure</b>		<b>\$ 3,719.19</b>

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,268,862.15 was submitted to the Ordinary Meeting of Council on Wednesday, 25 January 2017.

\_\_\_\_\_ 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 \$2,268,862.15 was submitted to each member of the Council on Wednesday, 25 January 2017, 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

## 12.4.2 Financial Statements to 30 November 2016

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Zoe Macdonald Accountant
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

### BRIEF

For Council to receive the Financial Statement for the period ending 30 November 2016.

### ATTACHMENTS

Attachment 1: Financial Statement.

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### BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 30 November 2016 is included as Attachment 1 to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Operating Statements;
- Balance Sheet;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves; and
- Net Current Assets.

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this please contact Council Finance staff prior to the meeting.

### **Notes to the Financial Statements (items in bold represent new notes)**

### Operating Income

1. Governance is over budget by \$30,285 due predominantly to unbudgeted payments from the Australian Government for maternity leave of \$12,117, Western Power Outage refund of \$5,975 **and receipt of an unbudgeted Long Service Leave Contribution of \$13,517.**
2. **General Purpose funding is over budget by \$47,065 due predominantly to interim rates levied on the Mauravillo Estate (timing)**
3. Law Order and Public Safety is over budget by \$863,683 due to DFES Grant received for new fire truck and light tanker.
4. Transport is under by \$610,718 due to the timing of Roads to Recoveries, and Wandrra funding, **budget timing to be adjusted.**
5. Economic Services is under budget by \$29,982 predominantly timing of revenue recovered for the reticulation systems
6. Other Property & Services over budget \$35,038 due predominantly to the timing of private works income.

### Operating Expenditure

7. Governance is under budget 24.41% due to the timing of the items represented below;
  - Consultants are under budget by \$72,302.
  - **Salaries under budget by \$83,311, timing rectifies December.**
8. General purpose funding expenditure is \$45,760 over budget due to valuations relating to the GRV revaluation carried out during 2015/2016 and will require a budget amendment during the budget review process.
9. Law, Order and Public Safety is over budget by 11.52% predominantly relating to the items disclosed below;
  - There was a significant Loss on the sale of the Fire Trucks of \$86,113 that was unbudgeted (non-cash)
  - Standpipe expenses over budget \$23,151
10. **Education and Welfare are under budget 11.70%, predominantly relating to the timing of Killara Salaries \$46,339, rectifies December**
11. Community Amenities is under budget \$198,947 due to the following items
  - Street bin maintenance \$11,330
  - Septage pond maintenance of \$25,746
  - Refuse collection contract costs \$8,262
  - Rubbish Site Maintenance has a timing shortfall of \$110,311
  - Regional verge bins expense of \$30,982, slower than budgeted uptake of new service.
12. Transport expenditure is under budget by \$158,906 due predominantly to lower than anticipated depreciation charges following the Fair Valuation adjustment, non-cash
13. Other Economic Services is under budget \$105,840 represented by the items presented below;

- Building maintenance is under budget by \$16,300
  - Reticulation system maintenance under budget by \$14,935
  - Main street heritage by \$14,490.
  - **Salaries Visitor Centre \$33,024, timing rectifies December**
  - **Council Property Maintenance \$13,717**
  - **Salaries Building Services \$17,906, timing rectifies December**
14. **Other Property and Services is under budget \$95,879 due to the items presented below;**
- **Salaries under budget \$72,133, timing rectifies December**
  - **Fuel and Oil \$24,583**

#### Operating Income by Nature and Type

15. **Interest Revenue is under budget \$19,796, due predominantly to the timing of interest being bought to account.**
16. Other revenue is under budget by \$25,651 predominantly due to timing differences with legal fee recovery.
17. Non-operating Grants over budget \$215,657 due to the items presented below;
- DFES grants over budget \$744,904
  - Roads to Recovery under budget \$613,206
  - Regional road Group over budget \$119,849

#### Operating Expenditure by Nature and Type

18. Employee Costs are under budget by \$420,558 due to insurance expense timing and the **timing of the payroll, rectifies December.**
19. Materials and contracts are under budget by 12%, due predominantly to the timing of expenditure relating to the Avon Waste and site maintenance for the operation of Councils waste facility.
20. Utility charges are under budget by \$56,567, relating to the timing of the expenditure.
21. Depreciation expenditure is under budget \$61,243, (non-cash)
22. Insurance expenses is over budget by \$18,577 due to the timing of creditor's invoices.
23. Interest Expenditure is under budget \$18,456 (timing).
24. Other expenditure is over budget \$85,561, community sponsorship \$16,245 Landgate valuations \$77,436, members expenses \$8,559 and aged accommodation expenses \$6,504, timing of Chamber of Commerce Area Promotion \$35,000.

#### Non-Operating Expenditure

25. Capital purchases are under budget by \$4,091,378, this relates to timing of expenditure and at this stage it is not expected to affect the end of year position. Projects will be monitored as the year progresses to access budget expenditure.

Capital Expenditure Item reporting

<b>ACQUISITION OF ASSETS</b>	<b>16/17 Budget \$</b>	<b>Ytd Actual \$</b>
The following assets have been acquired during the period under review and are currently identified as exceeding budget		
The budgets for these items will be adjusted during the Budget Review		
<b><u>By Program</u></b>		
<b>Community Amenities</b>		
Bernard Park Drainage	550,544	376,912
<b>Transport</b>		
Roads RRG Job 3522 Southern Brook Road	106,047	247,692

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Objective G2: Improve organisational capability and capacity.

Strategy G2.3: Operate / manage organisation in a financially sustainable manner.

**Financial / Resource Implications**

The Statement of Accounts have been prepared in accordance with Council's 2016/17 Budget.

**Legislative Compliance**

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Local Government (Financial Management) Regulations 1996

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Not applicable.

**Risk Implications**

Nil.

**OFFICER'S COMMENT**

Nil.

**RECOMMENDATION**

**That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended 30 November 2016.**

## Attachment 1



SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 NOVEMBER 2016

	NOTE	16/17 Budget \$	Ytd Budget \$	Ytd Actual \$	Variations Actuals to Budget \$	Variations Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance	1	40,600	16,900	47,185	30,285	179.20%
General Purpose Funding Other	2	3,885,970	1,871,688	1,918,753	47,065	2.51%
General Purpose Funding Rates		8,931,258	8,931,258	8,931,258	0	0.00%
Law, Order, Public Safety	3	1,290,721	93,183	956,866	863,683	926.87%
Health	3	50,000	20,830	22,437	1,607	7.72%
Education and Welfare		1,349,562	659,482	667,396	7,914	1.20%
Housing		44,978	18,730	16,078	(2,652)	(14.16%)
Community Amenities		2,524,125	1,884,088	1,890,878	6,590	0.35%
Recreation and Culture		5,059,624	671,968	688,945	16,977	2.53%
Transport	4	2,596,737	1,090,800	460,019	(610,781)	(55.99%)
Economic Services	5	528,043	219,955	249,937	29,982	13.63%
Other Property and Services	6	54,200	18,405	53,443	35,038	190.37%
<b>Total Operating Revenue</b>		<b>26,355,819</b>	<b>15,497,287</b>	<b>15,922,994</b>	<b>425,707</b>	<b>2.75%</b>
<b>Expenses</b>						
Governance	7	(1,250,588)	(613,922)	(464,089)	149,833	24.41%
General Purpose Funding	8	(314,025)	(108,006)	(153,766)	(45,760)	(42.37%)
Law, Order, Public Safety	9	(1,166,417)	(511,754)	(570,708)	(58,854)	(11.52%)
Health		(313,092)	(133,415)	(142,659)	(9,244)	(6.93%)
Education and Welfare	10	(1,422,368)	(619,267)	(546,844)	72,423	11.70%
Housing		(90,621)	(39,425)	(37,746)	1,679	4.26%
Community Amenities	11	(3,520,391)	(1,353,494)	(1,154,547)	198,947	14.70%
Recreation & Culture		(4,369,491)	(1,869,600)	(1,855,689)	13,911	0.74%
Transport	12	(5,186,429)	(2,272,833)	(2,113,927)	158,906	6.99%
Economic Services	13	(2,009,102)	(869,098)	(763,258)	105,840	12.18%
Other Property and Services	14	(26,683)	(99,464)	(3,585)	95,879	96.40%
<b>Total Operating Expenses</b>		<b>(19,669,206)</b>	<b>(8,490,278)</b>	<b>(7,806,817)</b>	<b>683,462</b>	<b>8.05%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		(67,036)	22,540	(119,453)	(141,993)	629.96%
Movement in Employee Benefit Provisions		0	0	(54,671)	(54,671)	
Depreciation on Assets		4,157,607	0	1,671,052	1,671,052	
<b>Non Operating Items</b>						
Purchase Land Held for Resale	25	0	0	0	0	0.00%
Purchase Land and Buildings	25	(6,020,799)	(1,526,992)	(625,202)	901,790	59.06%
Purchase Plant and Equipment	25	(1,345,122)	(304,483)	(207,295)	97,188	31.92%
Purchase Furniture and Equipment	25	(57,989)	(37,387)	(5,242)	32,145	85.98%
Purchase Bush Fire Equipment	25	(460,000)	0	(508,511)	(508,511)	
Purchase Infrastructure Assets - Roads	25	(3,960,829)	(672,207)	(895,334)	(223,127)	(33.19%)
Purchase Infrastructure Assets - Bridge	25	0	0	0	0	
Purchase Infrastructure Assets - Footpa	25	(420,051)	(46,112)	(6,337)	39,775	86.26%
Purchase Infrastructure Assets - Draina	25	(2,141,316)	(209,445)	(460,234)	(250,789)	(119.74%)
Purchase Infrastructure Assets - Parks	25	(1,211,715)	(47,655)	(70,115)	(22,460)	(47.13%)
Purchase Infrastructure Assets - Streets	25	(175,000)	(2,499)	(147,500)	(145,001)	(5802.36%)
Purchase Infrastructure Assets - Other	25	(2,184,565)	27,015	(48,592)	(75,607)	279.87%
Proceeds from Disposal of Assets		501,886	344,642	312,809	(31,833)	9.24%
Repayment of Debentures		(223,416)	(93,075)	(110,000)	(16,925)	(18.18%)
Proceeds from New Debentures		1,650,000	0	0	0	
Advances to Community Groups		(150,000)	0	0	0	
Self-Supporting Loan Principal Income		31,979	7,995	15,748	7,753	(96.98%)
Transfers to Restricted Assets (Reserves)		(1,439,788)	0	(281,861)	(281,861)	
Transfers from Restricted Asset (Reserves)		2,761,991	0	0	0	
Transfers from Restricted Asset (Other)		0	0	0	0	0.00%
<b>ADD Net Current Assets July 1 B/Fwd</b>		<b>4,067,761</b>	<b>4,067,761</b>	<b>5,906,402</b>	<b>1,838,641</b>	
<b>LESS Year End Adjustment - Kilara</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>LESS Net Current Assets Year to Date</b>		<b>0</b>	<b>0</b>	<b>10,726,581</b>	<b>10,726,581</b>	
<b>Surplus</b>		<b>0</b>	<b>8,537,106</b>	<b>1,673,985</b>	<b>(6,863,121)</b>	

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2016

1. OPERATING STATEMENT

	Note	16/17 Budget \$	Ytd Budget	Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		8,945,651	8,902,649	8,955,068	52,419	1%
Operating Grants Subsidies and Contributions		5,223,542	2,630,291	2,815,964	185,673	7%
Fees and Charges		3,759,512	2,417,205	2,404,046	(13,159)	-1%
Proceeds from Sale of Assets						
Service Charges			0	0	0	
Interest Earnings	15	340,000	141,660	121,864	(19,796)	-14%
Other Revenue	16	721,854	223,141	197,490	(25,651)	-11%
<b>TOTAL OPERATING REVENUE</b>		<b>18,990,559</b>	<b>14,314,946</b>	<b>14,494,433</b>	<b>179,487</b>	<b>1%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs	17	(7,730,064)	(3,309,950)	(2,889,392)	420,558	13%
Materials and Contracts	18	(6,041,965)	(2,414,775)	(2,126,933)	287,842	12%
Utility Charges	19	(812,191)	(338,055)	(281,488)	56,567	17%
Depreciation of Non Current Assets	20	(4,157,607)	(1,732,295)	(1,671,052)	61,243	4%
Interest Expenses	21	(143,380)	(59,730)	(41,274)	18,456	31%
Insurance Expenses	22	(438,444)	(438,401)	(456,978)	(18,577)	-4%
Other Expenditure	23	(140,566)	(101,783)	(187,344)	(85,561)	-84%
<b>TOTAL OPERATING EXPENSE</b>		<b>(19,464,217)</b>	<b>(8,394,989)</b>	<b>(7,654,461)</b>	<b>740,528</b>	<b>-9%</b>
Non Operating Grants Subsidies and Contributions	24	7,093,233	941,096	1,156,753	215,657	-23%
Profit on Asset Disposals		212,712	206,641	212,494	5,853	-3%
Loss on Asset Disposals		(145,876)	(60,685)	(93,042)	(32,357)	-53%
<b>RESULTING FROM OPERATIONS</b>		<b>6,686,611</b>	<b>7,007,009</b>	<b>8,116,177</b>	<b>1,109,168</b>	<b>16%</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2016

2. BALANCE SHEET

	Ytd Actual \$	2015/2016 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	13,294,895	10,169,233
Receivables	4,508,334	2,223,094
Inventories	0	35,885
<b>TOTAL CURRENT ASSETS</b>	<u>17,803,229</u>	<u>12,428,212</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	454,439	410,285
Inventories	0	0
Land and Buildings	52,360,006	52,041,703
Property, Plant and Equipment	6,036,246	5,130,117
Infrastructure	144,325,142	144,424,083
<b>TOTAL NON-CURRENT ASSETS</b>	<u>203,175,833</u>	<u>202,006,188</u>
<b>TOTAL ASSETS</b>	<u>220,979,062</u>	<u>214,434,400</u>
<b>CURRENT LIABILITIES</b>		
Payables	808,944	2,216,031
Interest-bearing Liabilities	99,880	209,878
Provisions	952,648	1,007,320
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,861,472</u>	<u>3,433,229</u>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	2,091,881	2,091,882
Provisions	190,732	190,732
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>2,282,613</u>	<u>2,282,614</u>
<b>TOTAL LIABILITIES</b>	<u>4,144,085</u>	<u>5,715,843</u>
<b>NET ASSETS</b>	<u>216,834,977</u>	<u>208,718,557</u>
<b>EQUITY</b>		
Retained Surplus	86,096,785	78,255,231
Reserves - Cash Backed	5,908,935	5,634,070
Reserves - Asset Revaluation	124,829,257	124,829,256
<b>TOTAL EQUITY</b>	<u>216,834,977</u>	<u>208,718,557</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2016

3. ACQUISITION OF ASSETS	16/17 Budget \$	Ytd 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	58,000	58,000	55,909
Executive Manager Corporate Services	40,000	0	0
Admin Building	337,500	140,625	0
Intramaps GIS	30,523	30,523	0
<b>Law, Order &amp; Public Safety</b>			
Brigade Appliance -3.4 Grass Valley	335,000	0	393,685
Brigade Appliance - Light Tanker Irishtown BFE	125,000		114,826
Inkpen Fireshed	201,796	201,796	105,227
Electronic Conversion of Standpipe	12,500	12,500	11,815
CCTV - Fitzgerald St & Peel Tce	235,000	0	1,169
<b>Health</b>			
Health Officer Vehicle	25,000	25,000	0
<b>Education &amp; Welfare</b>			
Bernard Park Play Group modify toilet & disabled access	19,500	8,125	2,683
Kuringal Village Unit Upgrade	54,890	22,870	7,410
<b>Community Amenities</b>			
Gate House - Inkpen Landfill	9,500	12,290	0
Recycling Area - Inkpen Landfill	20,000		3,126
Infrastructure Septage Ponds			13,835
Bernard Park Drainage	550,544	215,507	376,912
Other Drainage	297,012		29,150
Northam Town Centre Drainage	22,668	9,445	0
King Creek Drainage	552,189		15,840
CLGF Drainage 2012 2013	200,756	0	0
Town Pool Reserve Supertowns CF	160,378	43,875	0
Fencing Inkpen	55,000		0
Fencing Old Refuse Site Grass Valley	20,000		0
Inkpen Site Drainage	100,000		0
Upgrade River Bank Fencing	30,318		0
Snr Planners Vehicle	35,000	35,000	0
Hoopers Park Toilets Bakers Hill	4,050	1,685	0
Avon Mall Upgrade & Streetscaping	165,000	27,500	147,500
Cemetery New Rest Room	53,972	22,485	0
Cemetery Drainage	2,769	1,150	2,273
Cemetery Car Parking	40,000		0
Cemetery Lot Development	28,600		0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2016

3. ACQUISITION OF ASSETS (Continued)	16/17 Budget \$	Ytd Budget \$	2016 Actual \$
<u>By Program (Continued)</u>			
<b>Recreation and Culture</b>			
Town Hall Balcony & Render	313,990	62,281	910
Quellington Hall Windows & Doors	23,880		0
Swimming Pool Redevelopment	1,500,000	1,500,000	19,500
Rec Centre Air floor reseal & linemarking	157,000	241,739	83,855
Rec Centre Additional Exit Doors	31,519		0
Rec Centre Hardstand	3,350		0
Bert Hawk Pavillion Upgrade	40,000		0
Bakers Hill Golf & Tennis Kitchen Refurb	60,365		0
Bakers Hill Pavillion Air Conditioning	22,136		0
Ceiling Mounted Projector Hospitality Room	3,000	1,250	0
George Nuich Park	46,607	89,425 *	62,261
Play Equip Wundowie Retaining Wall	9,796		0
Broome Terrace Fitness Equipment	34,243		7,558
BMX Lighting	20,000		0
Bert Hawke Drainage	40,000		0
Bert Hawke Lighting	20,000		0
Hooper Park upgrade lighting	10,000		0
Long Jump Pit	17,580		295
Upgrade Bernard Park Reticulation	44,078		0
Bridge Crossing Fixings	10,000		0
POS Playground Equipment	100,000		0
Northam Youth Space	859,411		0
Replace Sewer Line Wundowie	14,300	0	0
Library Server Cabinet	3,500	1,455	0
Old Railway Station	50,000	0	217
AWVA - Building	90,365		53,127
Aboriginal & Environmental Building	4,433,686	1,905,845	368,649

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2016

3. ACQUISITION OF ASSETS (Continued)	16/17 Budget \$	Ytd Budget \$	2016 Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Northam Depot Redesign	10,000	4,165	0
Footpath Construction	420,051	108,424	6,337
Rural Drainage	493,147	205,465	38,332
Roads RRG	761,674	117,627	562,842
Roadworks - General Construction	612,294	255,070	17,749
Roadworks - Roads to Recovery	1,487,115	619,500	37,704
Roadworks - Supplementary Funding	328,601	54,764	256
Laneway Land Acquisition	57,000	23,750	0
Roadworks - Blackspot Funding	181,165	30,191	126,933
Roadworks - Gravel Sheeting	414,980	172,865	108,913
Kerb Renewal	125,000	52,080	40,937
Culvert Renewal	50,000	20,830	0
Plant & Equipment - Road Plant Purchases	985,941	410,805	125,022
<b>Economic Services</b>			
Visitors Centre Audio	20,966	8,735	5,242
Soil Drains	12,000	5,000	0
Signs Tower - GEH	10,000	4,165	0
Waste Water Pump Station	201,181	0	0
Bakers Hill & Wundowie Water Project	25,000	10,415	0
	<u>17,977,386</u>	<u>7,065,740</u>	<u>2,974,362</u>

**SHIRE OF NORTHAM**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDING 30 NOVEMBER 2016**

<b>3. ACQUISITION OF ASSETS (Continued)</b>	<b>16/17 Budget \$</b>	<b>Ytd Budget</b>	<b>2016 Actual \$</b>
<b><u>By Class</u></b>			
Land and Buildings	6,020,799	2,672,237	625,202
Plant and Equipment	1,345,122	700,811	207,295
Furniture and Equipment	57,989	41,963	5,242
Bush Fire Equipment	460,000	0	508,511
Infrastructure Assets - Roads	3,960,829	1,322,927	895,334
Infrastructure Assets - Footpaths	420,051	108,424	6,337
Infrastructure Assets - Bridges & Culverts	0	0	0
Infrastructure Assets - Drainage	2,141,316	440,832	460,234
Infrastructure Assets - Parks & Ovals	1,211,715	108,565	70,115
Infrastructure Assets - Streetscape	175000.00	31665.00	147,500
Infrastructure Assets - Other	2,184,565	1,638,316	48,592
	<u>17,977,386</u>	<u>7,065,740</u>	<u>2,974,362</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2016

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$
<b>Governance</b>						
PN1315 CEO Vehicle (N4082) MV1315	35,742	41,929	35,000	35,000	(742)	(6,929)
PN1313 EMCS Vehicle (N10931) MV1313	27,832		25,000		(2,832)	
<b>Law, Order, Public Safety</b>						
PN1223 N.4021Holden Colorado Snr Ranger		21,462.77		24,457		2,994
1DAB 318 2002 Landcruiser Inshstown BFB		114,465		28,352	0	(86,113)
<b>Health</b>						
PN1402 Mgr Planning Vehicle (N.3333) MV1402	29,015		23,500		(5,515)	
<b>Community Amenities</b>						
PN1403 Toyota Rav4 2wd Petrol	20,048		16,900		(3,148)	
<b>Recreation &amp; Culture</b>						
Sale of Land Tfr to community recreation & Facilities Reserve	15,500	15,500	217,806	225,000	202,306	209,500
<b>Transport</b>						
PN0917 N003 Fuso Canter Dual Cab 4T 9251	45,297		28,000		(17,297)	
PN0914 N007 Fuso Fighter 9T 9247	76,000		50,000		(26,000)	
Caterpillar Skid Steer	24,000		5,500		(18,500)	
PN1709 N1709 Multi Roller S589	43,748		5,000		(38,748)	
PN0819 N5413 Afron Cherry Picker Trailer 9220	1,250		9,580		8,330	
PN5066 Road Broom 2003 S133	12,323		1,500		(10,823)	
No Asset No PN2123 Husqvarna ride on reel mower	0		1,000		1,000	
PN2482 Trailer Bobcat 4.5T S98	1,424		2,500		1,076	
Papas Box Top Trailer Dynapac Roller 211 PN590	1,100		500		(600)	
PN542 P542 Howard Procut Mower 210 2008 9113	4,049		1,500		(2,549)	
PN1004 N5461 Bobcat Trailer 4.5T RP0001	7,997		5,000		(2,997)	
PN1404 N10721 suzu Stsdn 2014 Exec Mgr Works Serv M	34,860		32,000		(2,860)	
PN1308 N4099 Toyota Hilux 2.7i Petrol Ute MV1308	13,422		9,000		(4,422)	
PN1401 N10938 Mazda BT50 T Top Ute MV1401	17,314		10,000		(7,314)	
PN1409 N11069 Mitsubishi ASX 2.5i Premium MV1408	23,729		22,400		(1,329)	
	434,650	193,357	501,686	312,808	67,036	119,453



**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 30 NOVEMBER 2016**

**4. DISPOSALS OF ASSETS**

The following assets have been disposed of during the period under review:

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$
<b>Land &amp; Buildings</b>						
Sale of Land Tfr to community recreation & Facilities Reserve	15,500	15,500	217,806	225,000	202,306	209,500
<b>Plant &amp; Equipment</b>						
PN1315 CEO Vehicle (N4082) MV1315	35742	41,929	35000	35,000	-742	(6,929)
PN1223 N.4021Holden Colorado Snr Ranger		21,463		24,457		2,994
PN1313 EMCS Vehicle (N10931) MV1313	27832	0	25000	0	-2832	0
1DAB 318 2002 Landcruiser Irishtown BFB		114,465		28,352		(86,113)
PN1402 Mgr Planning Vehicle (N.3333) MV1402	29015	0	23500	0	-5515	0
PN1403 Toyota Rav4 2wd Petrol	20048	0	16900	0	-3148	0
PN0917 N003 Fuso Canter Dual Cab 4T 9251	45297	0	28000	0	-17297	0
PN0914 N007 Fuso Fighter 9T 9247	76000	0	50000	0	-26000	0
Caterpillar Skid Steer	24000	0	5500	0	-18500	0
PN1709 N1709 Multi Roller S589	43748.14	0	5000	0	-38748.14	0
PN0819 N5413 Afron Cherry Picker Trailer 9220	1250.12	0	9580	0	8329.88	0
PN5066 Road Broom 2003 S133	12322.93	0	1500	0	-10822.93	0
No Asset No PN2123 Husqvarna ride on reel mower	0	0	1000	0	1000	0
PN2482 Trailer Bobcat 4.5T S98	1424.3	0	2500	0	1075.7	0
Papas Box Top Trailer Dynapac Roller 211 PN590	1100.23	0	500	0	-600.23	0
PN542 P542 Howard Procut Mower 210 2008 9113	4048.71	0	1500	0	-2548.71	0
PN1004 N5461 Bobcat Trailer 4.5T RP0001	7997.16	0	5000	0	-2997.16	0
PN1404 N10721 suzu Stsdn 2014 Exec Mgr Works Serv M	34859.73	0	32000	0	-2859.73	0
PN1308 N4099 Toyota Hilux 2.7i Petrol Ute MV1308	13421.77	0	9000	0	-4421.77	0
PN1401 N10938 Mazda BT50 T Top Ute MV1401	17314.43	0	10000	0	-7314.43	0
PN1409 N11069 Mitsubishi ASX 2.5i Premium MV1408	23728.67	0	22400	0	-1328.67	0
	434,650	193,357	501,686	312,809	67,036	119,453

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

16/17 Budget \$	Ytd Actual \$
212,712	212,494
(145,676)	(93,042)
67,036	119,453



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2016

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$
<b>Recreation &amp; Culture</b>									
Loan 208 - Northam Country Club **	20,351	0	0	5,292	2,598	15,059	17,753	1,402	417
Loan 219 - Northam Bowling Club **	69,743	150,000	0	26,687	13,150	193,056	56,593	3,664	1,194
Loan 223 - Recreation Facilities	476,699	0	0	108,724	53,551	367,975	423,148	27,265	2,381
Loan 224 - Recreation Facilities	940,058	0	0	38,622	19,003	901,436	921,055	60,300	20,139
Loan New - Swimming Pool		1,000,000	0		0	1,000,000	0		
Loan New - Youth Space		500,000	0		0	500,000	0		
<b>Transport</b>									
Loan 221 - Airstrip Upgrade	25,770	0	0	12,491	6,150	13,279	19,620	1,412	666
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	769,138	0	0	31,600	15,548	737,538	753,590	49,336	16,477
	2,301,759	1,650,000	0	223,416	110,000	3,728,343	2,191,759	143,379	41,274

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  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2016

	16/17 Budget				Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Aged Accommodation Reserve	215,019	4,606	5,000	(13,500)	211,125	255,465	2,105	-	-	257,571
Employee Liability Reserve	467,474	10,010	-	-	477,484	494,602	4,576	-	-	499,178
Housing Reserve	246,892	5,287	-	-	252,179	242,782	2,415	-	-	245,198
Reticulation Scheme Reserve	89,575	1,916	10,000	(44,078)	57,415	48,750	875	-	-	49,625
Office Equipment Reserve	124,531	2,667	-	(30,523)	96,675	122,458	1,219	-	-	123,677
Plant & Equipment Reserve	521,676	11,171	230,000	(480,252)	282,595	600,754	5,109	-	-	605,863
Recreation Reserve	-	-	-	-	-	18,131	-	-	-	18,131
Road & Bridgeworks Reserve	97,028	2,076	-	-	99,106	547,453	971	-	-	548,424
Refuse Site Reserve	362,732	7,767	56,340	(75,000)	352,439	228,755	3,544	-	-	232,299
Regional Development Reserve	888,434	19,024	-	(480,981)	426,477	873,646	8,694	-	-	882,340
Speedway Reserve	137,252	2,939	-	-	140,191	134,967	1,343	-	-	136,310
Community Bus Replacement Reserve	31,665	678	20,000	-	52,343	31,138	310	-	-	31,448
Septage Pond Reserve	355,905	7,621	54,848	-	418,374	324,006	3,482	-	-	327,488
Killara Reserve	148,474	3,179	7,000	-	158,653	168,620	1,454	-	-	170,074
Stormwater Drainage Projects Reserve	27,906	598	-	-	28,504	27,441	273	-	-	27,714
Recreation and Community Facilities Reserve	768,243	16,446	831,000	(1,036,547)	579,142	810,814	9,511	225,000	-	1,045,325
Administration Office Reserve	658,978	14,111	-	(337,500)	335,589	671,050	5,450	-	-	677,500
Council Buildings & Amenities Reserve	32,406	694	-	-	33,102	130,204	322	-	-	130,526
River Town Pool Dredging Reserve	286,488	6,177	-	(223,600)	71,065	283,686	2,823	-	-	286,509
Parking Facilities Construction Reserve	119,884	2,567	70,000	(40,000)	152,451	123,583	1,173	-	-	124,756
Art Collection Reserve	21,578	462	-	-	22,040	21,219	211	-	-	21,430
Election Reserve	-	-	15,000	-	15,000	-	-	-	-	-
Revaluation Reserve	-	-	20,000	-	20,000	-	-	-	-	-
<b>Total Cash Backed Reserves</b>	<b>5,604,142</b>	<b>120,000</b>	<b>1,319,788</b>	<b>(2,761,981)</b>	<b>4,246,949</b>	<b>6,159,524</b>	<b>56,863</b>	<b>225,000</b>	<b>-</b>	<b>6,441,387</b>
<b>Total Interest</b>							<b>56,863</b>			

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2016

	16/17 Budget	Ytd Actual	2015/2016 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	5,700,035	2,346,221
Cash - Restricted Unspent Grants	0	1,678,925	0
Cash - Restricted Reserves	4,281,949	5,915,935	7,823,012
Self Supporting Loan		2,695	0
Sundry Debtors	1,601,337	440,508	2,223,095
Rates - Current	0	3,946,761	0
Pensioners Rates Rebate	0	51,044	0
Provision for Doubtful Debts	0	(99,088)	0
Accrued Income/Prepayments	0	49,055	0
Inventories	10,000	0	35,885
	6,093,286	17,803,230	12,428,212
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(2,612,237)	(900,540)	(2,216,031)
Rates Income in Advance	0	102,222	0
Accrued Interest on Debentures	0	240	0
Payg Payable	0	53,523	0
Loan Liability	0	(99,880)	(209,878)
Provision for Annual Leave	0	(547,706)	(602,378)
Provision for Long Service Leave	0	(404,942)	(404,942)
	(2,612,237)	(1,859,772)	(3,433,229)
<b>NET CURRENT ASSET POSITION</b>	3,481,049	15,943,458	8,994,983
Less: Cash - Reserves - Restricted	(4,281,949)	(5,915,935)	(5,634,070)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition			(15,500)
Less: Loans receivable - clubs/institutions			(18,442)
Add: Current Loan Liability	223,416	99,880	209,878
Add: Leave Liability Reserve	477,484	499,178	469,890
Add: Budgeted Leave	100,000	100,000	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	0	10,726,581	4,006,739

### 12.4.3 Cemeteries Local Law Review

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	2.3.2.6
<b>Reporting Officer:</b>	Cheryl Greenough Coordinator Governance / Administration
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Absolute Majority

#### BRIEF

This report is for Council to consider whether the Cemeteries Local Law 2008 should be repealed, amended or no amendments required.

At the council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner in accordance with the Local Government Act 1995.

#### ATTACHMENTS

Attachment 1: Cemeteries Local Law 2008 as Gazetted.

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#### BACKGROUND / DETAILS

It is a requirement of the *Local Government Act 1995* for Council to review the Local Laws every eight years. The Shire have eleven Local Laws in all that require reviewing from 2008. These will be done in stages to allow Council to thoroughly review each Local Law.

#### CONSIDERATIONS

##### **Strategic Community / Corporate Business Plan**

Objective G3: Provide efficient and effective corporate management.  
Strategy G3.1: Provide responsive high level customer service.

##### **Financial / Resource Implications**

Nil.

##### **Legislative Compliance**

*Local Government Act 1995*

*Section 3.12. Procedure for making local laws*

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described. (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
  - (a) give Statewide public notice stating that —
    - i. the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
    - ii. a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
    - iii. submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed. \* Absolute majority required.
- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice —
  - (a) stating the title of the local law; and
  - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them. (8) In this section — making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

Section 3.16. Periodic review of local laws

- (1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.
- (2) The local government is to give Statewide public notice stating that —
  - (a) the local government proposes to review the local law; and
  - (b) a copy of the local law may be inspected or obtained at any place specified in the notice; and
  - (c) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.
- (2a) A notice under subsection (2) is also to be published and exhibited as if it were a local public notice.
- (3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.
- (4) When its council has considered the report, the local government may determine\* whether or not it considers that the local law should be repealed or amended.

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Public notice is to be provided in the West Australian Newspaper, the local newspaper and a copy of the notice was placed on the Shire notice board and in the libraries advising that we are conducting a review of our Local Laws and invite any submissions for a period not less than 6 weeks after the notice is given in accordance with s3.12(3)(a) of the Local Government Act 1995.

**Risk Implications**

If a review is not conducted our Local Laws may be outdated and the Shire will potentially be in breach of the Act.

**OFFICER'S COMMENT**

Every 8 years the local government is to review their Local Laws to ensure they are up to date and relevant. As a requirement of the Act the following procedures must be followed for a Local law to be adopted:

1. The presiding Person must ensure the Purpose and Effect of the Local Law is included in the Agenda and recorded in the Minutes of the meeting.

2. Suggested changes must be presented to council in a report and adopted;
3. Public notice must be given providing 50 days for public submissions
4. As soon as the notice is given, a copy of the proposed changes and the public notice must be provided to the Minister;
5. After the last day for submissions, a report is to be presented to Council for them to consider any submissions made, then make the Local Law by absolute majority if the changes are not too dissimilar;
6. The Local Law is then to be published in the *Government Gazette*;
7. Another advertisement should be placed locally advising of the adoption of the Local Law and inviting inspection;
8. Copies of the Local law and explanatory materials to be sent to the Joint Standing Committee.

For the Cemeteries Local Law 2008 the following Purpose and Effect are to be noted.

**Purpose:** The objective of this Local Law is to provide for the orderly management of the Northam Cemetery in accordance with established plans and to create offences for inappropriate behaviour within the cemetery grounds.

**Effect:** All persons engaged in the administration of the cemetery, burying deceased in the cemetery, or otherwise providing services to or making use of the cemetery, are to comply with the provisions of this Local Law.

The Cemeteries Local law 2008 does not appear to require any modification and is close to the model local laws as provided by WALGA.

## RECOMMENDATION

### That Council:

1. Gives public notice of the review of the Cemeteries Local Law without modification and invite any submissions for a period not less than 6 weeks after the notice is given in accordance with s3.12(3)(a) of the *Local Government Act 1995*.
2. Forward a copy to the Minister for Local Government in accordance with s3.12(3)(a) of the *Local Government Act 1995*; and
3. Request the CEO to prepare a further report at the conclusion of the public advertising period to enable Council to consider any submissions made.

## Attachment 1

16 September 2008

GOVERNMENT GAZETTE, WA

4289

### CEMETERIES ACT 1986 LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

### CEMETERIES LOCAL LAW 2008

ARRANGEMENT

#### PART 1—PRELIMINARY

- 1.1 Citation
- 1.2 Interpretation
- 1.3 Repeal

#### PART 2—ADMINISTRATION

- 2.1 Powers and Functions of Chief Executive Officer.

#### PART 3—APPLICATION FOR FUNERALS

- 3.1 Application for Burial
- 3.2 Applications to be Accompanied by Certificates etc
- 3.3 Certificate of Identification
- 3.4 Minimum Notice Required

#### PART 4—FUNERAL DIRECTORS

- 4.1 Funeral Director's Licence Expiry
- 4.2 Single Funeral Permits
- 4.3 Application Refusal

#### PART 5—FUNERALS

##### *Division 1—General*

- 5.1 Requirements for Funerals and Coffins
- 5.2 Funeral Processions
- 5.3 Vehicle Entry Restricted
- 5.4 Vehicle Access and Speed Limitations
- 5.5 Offenders may be Expelled
- 5.6 Conduct of Funeral by Board

##### *Division 2—Placement of Ashes*

- 5.7 Disposal of Ashes

#### PART 6—BURIALS

- 6.1 Depth of Graves
- 6.2 Mausoleum, etc

#### PART 7—MEMORIALS AND OTHER WORK

##### *Division 1—General*

- 7.1 Application for Monumental Work
- 7.2 Placement of Monumental Work
- 7.3 Removal of Rubbish
- 7.4 Operation of Work
- 7.5 Removal of Sand, Soil or Loam
- 7.6 Hours of Work

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- 7.7 Unfinished Work
- 7.8 Use of Wood
- 7.9 Plants and Trees
- 7.10 Supervision
- 7.11 Australian War Graves
- 7.12 Placing of Glass Domes and Vases

*Division 2—Lawn Section*

- 7.13 Specification of Monuments
- 7.14 Headstones

*Division 3—Memorial Plaque Section*

- 7.15 Requirements of a Memorial Plaque

*Division 4—Licensing of Monumental Masons*

- 7.16 Monumental Mason's Licence
- 7.17 Expiry Date, Non-Transferability
- 7.18 Carrying out Monumental Work
- 7.19 Responsibilities of the Holder of a Monumental Mason's Licence
- 7.20 Cancellation of a Monumental Mason's Licence

**PART 8—GENERAL**

- 8.1 Animals
- 8.2 Guide Dogs
- 8.3 Damaging and Removing of Objects
- 8.4 Withered Flowers
- 8.5 Littering and Vandalism
- 8.6 Advertising
- 8.7 Obeying Signs and Directions
- 8.8 Removal from the Cemetery

**PART 9—OFFENCES AND MODIFIED PENALTY**

- 9.1 General
- 9.2 Modified Penalties

**First Schedule—Modified Penalties**

**CEMETERIES ACT 1986  
LOCAL GOVERNMENT ACT 1995**

SHIRE OF NORTHAM

**CEMETERIES LOCAL LAW 2008**

**PART 1—PRELIMINARY**

Under the powers conferred by the *Cemeteries Act 1986* and the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Northam resolved on 23rd July 2008 to make the following local law.

**1.1 Citation**

This local law may be cited as the *Shire of Northam Cemeteries Local Law 2008*.

**1.2 Interpretation**

In this local law unless the context otherwise requires—

“**Act**” means the *Cemeteries Act 1986*;

“**ashes**” means so much of the remains of a dead body after the due processes of cremation as may be contained in a standard sized cremation urn;

“**authorised officer**” means an employee of the Board authorised by the Board for the purposes of performing any function or exercising any power conferred upon an authorised officer by this local law;

“**CEO**” means the Chief Executive Officer of the Shire of Northam;

“**Funeral Director**” means a person holding a current funeral director’s licence;

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

“**mausoleum**” means a building or construction wholly above or partially above and below ground level, so constructed as to allow the deposition of dead bodies into a compartment in the wall or floor and being sealed from view;

“**monumental mason**” means a person holding a current monumental mason’s licence;

“**personal representative**” means the administrator or executor of an estate of a deceased person;

“**set fee**” refers to fees and charges set by a resolution of the Board and published in the Government Gazette, under section 53 of the Act;

“**single funeral permit**” means a permit issued by the Board under section 20 or 21 of the Act which entitles the holder to conduct at the cemetery a funeral of a person named in the permit; and

“**vault**” means a below ground lined grave with one or more sealed compartments constructed to specifications approved from time to time by the Board.

**1.3 Repeal**

The *Shire of Northam Local Laws Relating to Northam Cemeteries* as published in the *Government Gazette* of 1 May 1998 are repealed.

**PART 2—ADMINISTRATION**

**2.1 Powers and Functions of Chief Executive Officer.**

Subject to any directions given by the Board, the CEO shall exercise all the powers and functions of the Board in respect of the cemetery.

**PART 3—APPLICATION FOR FUNERALS**

**3.1 Application for Burial**

(1) A person may apply for approval to bury a dead body in the cemetery in the form determined by the Board from time to time.

(2) An application under subclause (1) is to be accompanied by the set fee.

### **3.2 Applications to be Accompanied by Certificates etc**

All applications referred to in clauses 3.1 and 3.2 shall be accompanied by either a medical certificate of death or a Coroner's order of burial, and a certificate issued under clause 3.4, in respect of the body.

### **3.3 Certificate of Identification**

(1) After a dead body is placed in a coffin and prior to a dead body being removed to the cemetery, or crematorium within the cemetery, a person who personally knew the deceased shall identify the dead body and shall complete a certificate of identification in the form determined by the Board from time to time, unless—

- (a) in the opinion of the Funeral Director, the dead body is not in a fit state to be viewed; or
- (b) after reasonable effort the Funeral Director is unable to arrange for a person to identify the dead body.

(2) Where—

- (a) in the opinion of the Funeral Director, the dead body is not in a fit state to be viewed; or
- (b) after reasonable effort the Funeral Director is unable to arrange for a person to identify the dead body,

then the Funeral Director shall complete a certificate in the form determined by the Board from time to time.

### **3.4 Minimum Notice Required**

All bookings to hold a funeral shall be made with the Board at least 2 working days prior to the time proposed for burial on the application, otherwise an extra charge may be made.

## **PART 4—FUNERAL DIRECTORS**

### **4.1 Funeral Director's Licence Expiry**

A funeral director's licence shall expire on the 30th day of June in each year.

### **4.2 Single Funeral Permits**

Every application for a single funeral permit made under section 20 or 21 of the Act shall include coffin specifications and details of the vehicle transporting the dead body to the gravesite.

### **4.3 Application Refusal**

The Board may refuse an application for a single funeral permit if, in the opinion of the Board, either the coffin specifications or the details of the vehicle transporting the dead body to the gravesite are not structurally sound or are otherwise inadequate or inappropriate, or on any other grounds.

## **PART 5—FUNERALS**

### *Division 1—General*

### **5.1 Requirements for Funerals and Coffins**

A person shall not bring a dead body into the cemetery unless—

- (a) the Board has approved an application for the burial of that dead body in accordance with Part 3 of this local law;
- (b) it is enclosed in a coffin which in the opinion of the Board is structurally sound and bears the name of the deceased person indelibly inscribed in legible characters on a plate on the coffin's lid; and
- (c) under the plate referred to in paragraph (b) there is a substantive lead strip bearing the surname of the deceased person stamped in legible characters, each character being not less than 10mm in height.

### **5.2 Funeral Processions**

The time fixed by the Board for any burial shall be the time at which the funeral procession is to arrive at the cemetery gates, and, if not punctually observed, then the applicant who applied to hold the funeral under clause 3.1 or clause 3.2 shall pay the set fee for being late.

### **5.3 Vehicle Entry Restricted**

(1) Subject to subclause 5.3(2), every funeral procession shall enter by the principal entrance, and no vehicle except the hearse, and official mourning coaches, shall be permitted to enter the interment area.

(2) This clause shall not apply to persons using wheelchairs or motorised wheelchairs.

### **5.4 Vehicle Access and Speed Limitations**

Vehicles shall proceed within the cemetery by the constructed roadway or other areas designated for the use of vehicles and shall not exceed the speed of 25km per hour.

### **5.5 Offenders may be Expelled**

A person committing an offence under clause 5.4 may be expelled from the cemetery by the CEO or an authorised officer.

#### 5.6 Conduct of Funeral by Board

When conducting a funeral under section 22 of the Act the Board may—

- (a) require a written request for it to conduct a funeral to be lodged with it;
- (b) in its absolute discretion, charge any person requesting it to conduct a funeral the set fee for the conduct of that funeral by it;
- (c) where no fee or a reduced fee has been charged by it for the conduct of the funeral, determine the manner in which the funeral shall be conducted;
- (d) bury a dead body within cemeteries under the delegation of the Shire of Northam and in conjunction with the *Cemeteries Act 1986*;
- (e) specify an area in the cemetery where the dead body is to be buried or the ashes placed;
- (f) conduct the funeral notwithstanding the failure of a person to make any application or to obtain any consent required under this local law;
- (g) do or require anything which it considers is necessary or convenient for the conduct of a funeral by it.

#### *Division 2—Placement of Ashes*

#### 5.7 Disposal of Ashes

(1) The personal representative of a deceased person whose body has been cremated may apply, in an application under clause 3.1 or otherwise, for permission to dispose of the ashes in the cemetery and upon payment of the set fee the Board may grant permission for the ashes to be disposed of by one of the following methods—

- Niche Wall
- Memorial Wall
- Garden of Remembrance
- Ground Niche
- Memorial Rose, Tree or Shrub
- Family Shrub
- Memorial Desk
- Granite Seat
- Family Grave
- Book of Remembrance
- Scattering to the Winds
- Memorial Gardens
- Other memorials approved by the Board

(2) Subject to subclauses (3) and (4), a person shall not place the ashes of a deceased person in the cemetery.

(3) An authorised officer may place the ashes of a deceased person in a cemetery in accordance with the Board approval provided—

- (a) the person requesting the placement of the ashes has the permission of the Board; and
- (b) the ashes are placed within an area set aside for that purpose by the Board.

(4) An authorised officer may place the ashes of a deceased person within a grave in accordance with the Board approval, provided the person requesting the placement of the ashes has the written permission of the Board and the approval of the holder of the right of burial of the grave.

### PART 6—BURIALS

#### 6.1 Depth of Graves

(1) A person shall not bury a coffin within the cemetery so that the distance from the top of the coffin to the original surface of the ground is—

- (a) subject to paragraph (b), less than 750mm, unless that person has the permission of an authorised officer; or
- (b) in any circumstances less than 600mm.

(2) The permission of the authorised officer in subclause (1)(a) will only be granted where in the opinion of the authorised officer exceptional circumstances require granting of that permission.

#### 6.2 Mausoleum, etc

(1) A person other than the Board shall not construct a brick grave, crypt, vault or mausoleum within the cemetery.

(2) A person may request the Board to construct a vault or mausoleum within the cemetery which vault or mausoleum shall at all times remain the property of the Board.

(3) An application under subclause (2) shall be in writing and shall be accompanied by payment of the set fee.

(4) A person shall not place a dead body in a mausoleum except—

- (a) in a closed coffin; and
- (b) in a soundly constructed chamber; and
- (c) in accordance with subclause (5).

(5) The number of burials in a chamber must not exceed the number for which the chamber was designed.

**PART 7—MEMORIALS AND OTHER WORK**

*Division 1—General*

**7.1 Application for Monumental Work**

A Board may require the written consent of the holder of the right of burial of the grave to accompany an application under section 30 of the Act.

**7.2 Placement of Monumental Work**

Every memorial shall be placed on proper and substantial foundations as per the Board's specifications.

**7.3 Removal of Rubbish**

All refuse, rubbish or surplus material remaining after memorial works are completed under a permit issued under section 30 of the Act shall be immediately removed from the cemetery by the person carrying out the same.

**7.4 Operation of Work**

All material required in the erection and completion of any work shall, as far as possible, be prepared before being taken to the cemetery, and all materials required by tradesmen shall be admitted at such entrance as the CEO or an authorised officer shall direct.

**7.5 Removal of Sand, Soil or Loam**

No sand, earth or other material shall be taken from any part of the cemetery for use in the erection of any memorial or work except with the written approval of the Board.

**7.6 Hours of Work**

Persons shall not be permitted to carry out memorial or other work on graves within the cemetery other than during the hours of 8.00am and 6.00pm on weekdays, and 8.00am and noon on Saturdays, without the written permission of the Board.

**7.7 Unfinished Work**

Should any work by masons or others be not completed before 6pm on weekdays and noon on Saturdays, they shall be required to leave the work in a neat and safe condition to the satisfaction of the CEO or an authorised officer.

**7.8 Use of Wood**

No wooden fence, railing, cross or other wooden erection shall be allowed on or around any grave, other than as a temporary marker and with the prior approval of the Board.

**7.9 Plants and Trees**

No trees or shrubs shall be planted on any grave or within the cemetery except such as shall be approved by the Chief Executive Officer.

**7.10 Supervision**

All workers, whether employed by the Board or by any other person, shall at all times whilst within the boundaries of the cemetery be subject to the supervision of the CEO or an authorised officer and shall obey such directions as the CEO or an authorised officer may give.

**7.11 Australian War Graves**

Notwithstanding anything in this local law to the contrary, the Office of Australian War Graves—

- (a) may place a memorial on a military grave; and
- (b) is not required to pay the set fee for any memorial that is placed upon a military grave.

**7.12 Placing of Glass Domes and Vases**

A person shall not place glass domes, vases or other grave ornaments—

- (a) outside the perimeter of a grave in the cemetery as defined in the plans kept and maintained under section 40 (2) of the Act; or
- (b) on the lawn in an area set aside by the Board as a lawn or a memorial plaque section.

*Division 2—Lawn Section*

**7.13 Specification of Monuments**

All monuments in the lawn section of the Shire of Northam Cemetery shall only have plaques that are laid level with the lawns surface and in accordance with the Boards specifications of 600 x 400mm.

**7.14 Headstones**

In the lawn section of the cemetery, that part of a headstone above its base shall not extend horizontally beyond that base.

*Division 3—Memorial Plaque Section*

**7.15 Requirements of a Memorial Plaque**

- (1) All memorial plaques placed in a memorial plaque section of the cemetery shall—
  - (a) be made of admiralty bronze or any other material approved by the Board; and
  - (b) not be less than the dimensions 380mm x 280mm, nor more than 560mm x 305mm.

- (2) All memorial plaques made of admiralty bronze shall—
- (a) not exceed 20mm in thickness; and
  - (b) be placed upon a base mounting approved by the Board.
- (3) All memorial plaques made of stone shall—
- (a) not exceed 50mm in thickness placed upon a base mounting approved by the Board; or
  - (b) not be less than 100mm in thickness if it is not to be placed upon a base mounting.

*Division 4—Licensing of Monumental Masons*

**7.16 Monumental Mason's Licence**

- (1) The Board may upon receipt of an application in writing by any person and upon payment of the set fee issue to the applicant a monumental mason's licence.
- (2) A licence issued under subclause (1) authorises the holder to carry out monumental works within the cemetery subject to the provisions of this local law and such conditions as the Board shall specify upon the issue of that licence.

**7.17 Expiry Date, Non-Transferability**

A monumental mason's licence—

- (a) shall, subject to clause 7.20, be valid from the date specified therein until the 30th day of June next following; and
- (b) is not transferable.

**7.18 Carrying out Monumental Work**

A person shall not carry out monumental work within the cemetery unless that person—

- (a) is the holder of a current monumental mason's licence issued pursuant to clause 7.16 or does so as the employee of a person who holds such a licence;
- (b) is authorised by the Board to do so; or
- (c) has received from the Board permission to do so during a funeral service.

**7.19 Responsibilities of the Holder of a Monumental Mason's Licence**

The holder of a monumental mason's licence shall be responsible for the compliance by every person purporting to be authorised to carry out monumental works within the cemetery pursuant to that licence with all the requirements and conditions of the licence, this local law, the Act and any other written law which may affect the carrying out of monumental works.

**7.20 Cancellation of a Monumental Mason's Licence**

(1) The Board may by notice in writing to the holder of a monumental mason's licence terminate the licence on any of the following grounds—

- (a) that the holder of the licence has committed a breach of the requirements and conditions of the licence, this local law, the Act or any other written law which may affect the carrying out of monumental works;
- (b) that, in the opinion of the Board, the conduct of the holder of the licence or any person in the employ of that holder in carrying out or attempting to carry out any works within the cemetery, is inappropriate or unbecoming; or
- (c) that the holder of the licence has purported to transfer the licence issued to that holder.

(2) Upon the termination of a monumental mason's licence under this clause no part of any fee paid for the issue of that licence is refundable by the Board.

(3) An aggrieved person whose licence has been terminated under subclause (1) may appeal to the State Administrative Tribunal for a review of the decision of the Board under this clause in the manner stated in section 19(2) of the Act.

**PART 8—GENERAL**

**8.1 Animals**

Subject to clause 8.2, a person shall not bring an animal into or permit an animal to enter or remain in the cemetery, other than with the approval of the CEO or an authorised officer.

**8.2 Guide Dogs**

Clause 8.1 shall not apply to a hearing impaired person or a person who is blind or partially blind and is accompanied by a hearing or guide dog.

**8.3 Damaging and Removing of Objects**

Subject to clause 8.4, a person shall not damage, remove or pick any tree, plant, shrub or flower in the cemetery or any other object or thing on any grave or memorial or which is the property of the Board without the permission of the Board.

**8.4 Withered Flowers**

A person may remove withered flowers from a grave or memorial and these are to be placed in a receptacle provided by the Board for that purpose.

### 8.5 Littering and Vandalism

A person shall not—

- (a) break or cause to be broken any glass, ceramic or other material in or upon the cemetery;
- (b) discard, deposit, leave or cause to be discarded, deposited or left any refuse or litter in or upon the cemetery other than in a receptacle provided for that purpose.

### 8.6 Advertising

A person shall not carry on or advertise any trade, business or profession within the cemetery without the prior written approval of the Board which consent may be granted subject to such conditions as the Board thinks fit.

### 8.7 Obeying Signs and Directions

A person shall obey all signs displayed, marked, placed or erected by the Board within the cemetery and any other lawful direction by the CEO or an authorised officer.

### 8.8 Removal from the Cemetery

Any person failing to comply with any provisions of this local law or behaving in a manner that in the opinion of the Board, the CEO or an authorised officer is inappropriate in the cemetery may in addition to any penalty provided by this local law be ordered to leave the cemetery by the Board, the CEO or an authorised officer.

## PART 9—OFFENCES AND MODIFIED PENALTIES

### 9.1 General

A person who commits a breach of any provisions of this local law commits an offence and shall on conviction be liable to a penalty not exceeding \$500.00 and if the offence is a continuing one to a further penalty not exceeding \$20.00 for every day or part of a day during which the offence has continued.

### 9.2 Modified Penalties

(1) The offences specified in the First Schedule are offences which may be dealt with under section 63 of the Act.

(2) The modified penalty payable in respect of an offence specified in the First Schedule is set out in the fourth column of the First Schedule.

(3) The form of the infringement notice referred to in section 9.17 of the *Local Government Act 1995* is to be in or substantially in the form of Form 2 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*;

(4) the form of the notice referred to in section 9.20 of the *Local Government Act 1995* is to be in or substantially in the form of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

#### *First Schedule*

CEMETERIES ACT 1986  
Shire of Northam  
*Cemeteries Local Law 2008*  
**MODIFIED PENALTIES**

Item No.	Clause	Nature of Offence	Modified Penalty
1	5.4	Excessive speed	\$50.00
2	5.4	Unauthorised use—driving of vehicles	\$50.00
3	7.3	Placing and removal of rubbish and surplus materials	\$50.00
4	7.7	Leaving uncompleted works in an untidy or unsafe condition	\$50.00
5	8.1	Animal at large	\$50.00
6	8.5	Dumping of rubbish	\$50.00
7	8.6	Unauthorised advertising, and/or trading	\$50.00
8	8.7	Disobeying sign or lawful direction	\$50.00

Dated: 23rd July 2008.

The Common Seal of the Shire of Northam was affixed by authority of a resolution of the Council in the presence of—

Cr S. B. Pollard, Shire President.  
G. BRENNAN, Acting Chief Executive Officer.

#### 12.4.4 Standing Orders Local Law Review

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	2.3.2.4
<b>Reporting Officer:</b>	Cheryl Greenough Coordinator Governance / Administration
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Absolute Majority

#### BRIEF

This report is for Council to consider whether the following Local Law should be repealed or amended.

At the council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner in accordance with the Local Government Act 1995.

#### ATTACHMENTS

Attachment 1: Standing Orders Local Law 2008 as Gazetted.

Attachment 2: Amended Standing Orders Local Law 2016.

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#### BACKGROUND / DETAILS

It is a requirement of the *Local Government Act 1995* for Council to review the Local Laws every eight years. The Shire have eleven Local Laws in all that require reviewing from 2008. These will be done in stages to allow Council to thoroughly review each Local Law.

#### CONSIDERATIONS

##### **Strategic Community / Corporate Business Plan**

Objective G3: Provide efficient and effective corporate management.

Strategy G3.1: Provide responsive high level customer service.

##### **Financial / Resource Implications**

Cost of advertisement and eventual publishing in the Government gazette.

##### **Legislative Compliance**

*Local Government Act 1995, Section 3.12. Procedure for making local laws and Section 3.16. Periodic review of local laws*

## Policy Implications

Nil.

## Stake Holder Engagement / Consultation

Public notice is to be provided in the West Australian Newspaper, the local newspaper and a copy of the notice was placed on the Shire notice board and in the libraries advising that we are conducting a review of our Local Laws and invite any submissions for a period not less than 6 weeks after the notice is given in accordance with s3.12(3)(a) of the Local Government Act 1995.

## Risk Implications

If a review is not conducted our Local Laws may be outdated and the Shire will potentially be in breach of the Act.

## OFFICER'S COMMENT

Every 8 years the local government is to review their Local Laws to ensure they are up to date and relevant. The Local Law was published in the *Government Gazette* 16 September 2008 and therefore requires reviewing.

The Purpose and Effect of the Standing Orders Local Law is stated below:

### Purpose

The **purpose** of this local law is to provide rules and guidelines relating to the conduct of meetings of the Council and its committees, and to meetings of electors.

### Effect

The **effect** of this local law is to provide better decision-making by the Council and Committees through the orderly conduct of meetings dealing with Council business; better understanding of the process of conducting meetings; and the more efficient and effective use of time at meetings.

Every 8 years the local government is to review their Local Laws to ensure they are up to date and relevant. As a requirement of the Act the following procedures must be followed for a Local law to be adopted:

1. The presiding Person must ensure the Purpose and Effect of the Local Law is included in the Agenda and recorded in the Minutes of the meeting.
2. Suggested changes must be presented to council in a report and adopted;
3. Public notice must be given providing 50 days for public submissions
4. As soon as the notice is given, a copy of the proposed changes and the public notice must be provided to the Minister;

5. After the last day for submissions, a report is to be presented to Council for them to consider any submissions made, then make the Local Law by absolute majority if the changes are not too dissimilar;
6. The Local Law is then to be published in the *Government Gazette*;
7. Another advertisement should be placed locally advising of the adoption of the Local Law and inviting inspection;
8. Copies of the Local law and explanatory materials to be sent to the Joint Standing Committee.

During the review process it was noted that substantial changes were required in the current Local Law to ensure it encapsulated vital governance requirements.

Some of the main changes include: Establishment of Committees; Absence from Committee meetings; Rights and Responsibilities of Members who are not Committee Members; and the inclusion of the section of the Act relating to the Local Law.

These changes will affect the fundamental meaning of the Local law and therefore require Council approval for changes to be made before going to public consultation.

#### **RECOMMENDATION**

##### **That Council:**

- 4. Gives public notice of the proposed alterations to the Standing Orders Local Law for a period not less than 6 weeks in accordance with s3.12(3)(a) of the *Local Government Act 1995*.**
- 5. Forward a copy to the Minister for Local Government in accordance with s3.12(3)(a) of the *Local Government Act 1995*; and**
- 6. Request the CEO to prepare a further report at the conclusion of the public advertising period to enable Council to consider any submissions made.**

## Attachment 1

16 September 2008

GOVERNMENT GAZETTE, WA

4199

### LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

### STANDING ORDERS LOCAL LAW 2008

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**LOCAL GOVERNMENT ACT 1995**

SHIRE OF NORTHAM

**STANDING ORDERS LOCAL LAW 2008**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Northam resolved on the 23rd July 2008, to make the following local law.

**PART 1—PRELIMINARY**

**1.1 Citation**

- (1) This local law may be cited as the *Shire of Northam Standing Orders Local Law 2008*.
- (2) In the clauses to follow, this local law is referred to as “these Standing Orders”.

**1.2 Definitions**

In these Standing Orders unless the context otherwise requires—

- “**Act**” means the *Local Government Act 1995*;
- “**CEO**” means the Chief Executive Officer of the Shire of Northam;
- “**Clause**” means a clause of these Standing Orders;
- “**Council**” means the Council of the Shire of Northam;
- “**Local government**” means the Shire of Northam;
- “**Meeting**” includes any Ordinary or Special Meeting of the Council or any other meeting held in accordance with the Act and properly convened as the Act requires;
- “**Member**” means the President or a Councillor of the Council or in the case of Committees, a member of the Committee appointed in accordance with the Act;
- “**Officer**” is an employed member of the staff of the local government;
- “**President**” includes the Deputy President, in the absence of the President and any Member chosen to preside at any meeting of the Council in accordance with the Act;
- “**Regulations**” means the *Local Government (Administration) Regulations 1996*;
- “**Absolute majority**” has the meaning given to it in the Act;
- “**Simple majority**” is more than 50% of the members present and voting.

**1.3 Repeal**

The following local laws are repealed—

*Shire of Northam Draft Model By-law (Standing Orders) No. 4* published in the *Government Gazette* on 9 August 1974 and as amended and published in the *Government Gazette* on 15 October 1982 and 23 April 1993.

*Shire of Northam Local Laws Relating to Standing Orders* published in the *Government Gazette* on 1 May 1998.

*Town of Northam Local Laws Relating to Standing Orders* published in the *Government Gazette* on 16 January 1998.

**PART 2—APPLICATION OF STANDING ORDERS**

**2.1 Application**

All meetings of the Council or a committee and other matters as prescribed are to be conducted in accordance with the Act, the Regulations and these Standing Orders.

**PART 3—MEETINGS—NOTICE OF BUSINESS**

**3.1 Notice of meetings—Members to Receive Notice**

Notice of meetings shall be given by the CEO in accordance with the Act.

### **3.2 Notices of Motion—Ordinary and Extraordinary Business**

(1) Members may bring forward business in the form of a written motion, notice of which shall be given in writing or electronically to the CEO, either at the meeting previous to the meeting at which it is intended to move the motion or at any time thereafter, at least two (2) working days before the publication of the Council/Committee Agenda paper.

(2) When a "Notice of Motion" is submitted to the Council/Committee meeting the Council/Committee will only vote on whether the 'Notice of Motion' should be progressed to either the next relevant Council or Committee Meeting.

(3) Other business

No other business will be conducted by Council, unless prior to the President opening the meeting, written notice has been given to each member present at the meeting or the meeting has approved, by absolute majority, the introduction of new business.

### **3.3 Motion to Lapse**

A motion shall lapse unless the member who gave notice is present, unless another member is willing to move the motion when it is called.

### **3.4 Objectionable Business**

If the President at any meeting of the Council is of the opinion that any motion or business proposed is of an objectionable nature, the President may, either before or at the time the matter is brought forward, declare that it shall not be considered.

### **3.5 Business to be Specified on Notice Paper**

Any member may move dissent from such a declaration made from the Chair. On the motion being seconded, the motion to dissent shall be put without debate, and in the event of the motion being carried by a simple majority of the members present, the business referred to shall then be considered immediately, but if the motion is lost, the ruling of the President shall stand.

## **PART 4—RECORDING AND CONFIRMATION OF MINUTES**

### **4.1 Minutes to be kept**

Minutes are to be kept of each meeting's proceedings, confirmed or amended at the next ordinary meeting of the Council or Committee, as the case requires and signed and certified by the person presiding.

## **PART 5—ORDINARY MEETING—ORDER OF BUSINESS**

### **5.1 Order of Business**

The order of business of an ordinary meeting shall be as decided by the President or CEO, unless the Council resolves what the order of business shall be.

### **5.2 Late Business**

In cases of extreme urgency or other special circumstances, late business may, with the consent of the President or at the request of a simple majority of members present be dealt with.

### **5.3 Public Question Time**

In accordance with Section 5.24 of the Act a question time of up to thirty (30) minutes will be held as the first item of business at each ordinary meeting of Council.

### **5.4 Public Statements**

(1) In addition to clause 5.3 members of the public may apply to address the Council on issues listed on the agenda, provided they make application to the CEO, at least twenty-four (24) hours prior to the meeting.

(2) The CEO shall provide a list of members of the public who have applied to address Council, together with the relevant agenda item number, to the President who shall determine the order in which addresses shall take place.

(3) The President may allow or refuse the application by a member of the public to make a public statement.

(4) An address by a member of the public will be limited to five (5) minutes extension of time is permissible only with the agreement of a simple majority of members present.

## **PART 6—MEETINGS—PUBLIC CONDUCT**

### **6.1 Admission and Removal of the Public**

(1) The public is admitted to the Council Chamber on the basis that no expression of dissent or approval, conversation or interruption to the proceedings of the Council shall take place. In the event of any such interruption, the President may use discretion and without a vote of the Council, require those interrupting to withdraw. The person or persons concerned shall immediately withdraw from the Council Chamber. This direction by the President may not be challenged by moving dissent with the ruling and the President's ruling is final.

(2) Any person, not being a member of Council, who interrupts the orderly conduct of the Council who does not withdraw immediately upon being called by the President to withdraw from the Council Chamber, may, by order of the President, be removed from the Council Chamber.

#### PART 7—ROLE OF THE PRESIDENT

##### 7.1 Directions by the President

(1) At any meeting of the Council, the President shall have the right to direct attention to any matter of interest or relevance to the business of the Council or propose a change to the order of business.

(2) Any member may move that a change in order of business proposed by the President not be accepted and if carried by a simple majority of members present, the proposed change in order will not take place.

##### 7.2 President to Take Part in Debates

Unless otherwise prohibited by the Act and Regulations, and subject to compliance with procedures for the debate of motions contained in these Standing Orders, the person presiding may take part in a discussion of any matter before the Council or committee as the case may be.

##### 7.3 Precedence of President

When the President rises during the progress of a debate, any member then speaking, or offering to speak, shall immediately cease and every member shall preserve strict silence so that the President may be heard without interruption. This clause shall not be used by the President to exercise the right provided in Clause 7.2, but should be used to preserve order.

##### 7.4 Dissent with the President's Ruling

Except where expressly denied in these Standing Orders or the Act and Regulations, a member may move a procedural motion to disagree with a ruling given by the President. The President must immediately call for a seconder and put the motion without debate.

#### PART 8—CONDUCT OF MEMBERS

##### 8.1 Debate—Maintenance of Order—Imputations—Offensive Expressions

(1) No member at a Council or committee meeting or other organised event and members of the public are present must not, either orally or in writing or by other means—

(a) Make a statement that a local government employee is incompetent or dishonest; or

(b) Use offensive or objectionable expressions in reference to a local government employee.

(2) No member may impute motives or use offensive or objectionable expressions in reference to any member or any other person.

#### PART 9—CONDUCT OF MEMBERS DURING DEBATE

##### 9.1 Members to rise

A member or officer shall stand when speaking during a Council meeting (excluding Committee meetings). This provision will not apply where a member or officer has a disability which prevents that person standing.

##### 9.2 Relevance

Every member shall restrict their remarks to the motion or amendment under discussions, or to an explanation or point of order.

##### 9.3 Limitation of Number of Speeches

No member shall address the Council more than once on any motion or amendment before the Council except the mover of a substantive motion, in reply, or to a point of order, or in explanation.

##### 9.4 Limitation of Duration of Speeches

All addresses are to be limited to a maximum of five minutes. Extension of time is permissible only with the agreement of a simple majority of members present.

##### 9.5 Members Not to Interrupt

No member is to interrupt another member whilst speaking unless—

(a) To raise a point of order;

(b) To call attention to the absence of a quorum; or

(c) To make a personal explanation under clause 16.1.

#### PART 10—PROCEDURES FOR DEBATE OF MOTIONS

##### 10.1 Motions to be read

A member who intends to submit a substantive motion or amendment to a substantive motion, shall read the text before speaking to it. If a recommendation has been presented in writing and not altered, then the substantive motion may be moved as printed.

##### 10.2 To be seconded

No motion or amendment to a substantive motion shall be in order, or be open to debate until it has been seconded except in Council Committees where clause 17.12 applies.

##### 10.3 Only One Substantive Motion Considered

When a substantive motion is under debate at any meeting or the Council, no further substantive motion shall be accepted.

#### 10.4 Order of Call in Debate

The President will call speakers to a substantive motion in the following order—

- (a) The mover to state the motion;
- (b) A seconder to the motion;
- (c) The mover to speak to the motion;
- (d) A speaker against the motion;
- (e) The seconder to speak to the motion;
- (f) A speaker for the motion;
- (g) Other speakers against and for the motion, alternating in view, if any;
- (h) Mover takes the right of reply which closes debate.

#### 10.5 Limit of Debate

The President may offer the right of reply and put the motion to the vote, if the President believes sufficient discussion has taken place even though all members may not have spoken.

#### 10.6 Secunder Requesting Right to Speak

A seconder may request the right to speak at a later time in debate, however, the moving of any procedural motion which will close debate, or any amendment to the substantive motion, will automatically deny the seconder the right to speak to the substantive motion.

### PART 11—PROCEDURAL MOTIONS

#### 11.1 Permissible Procedural Motions

In addition to proposing a properly worded amendment to the substantive motion, it is permissible for a member to move the following procedural motions—

- (a) That the question be now put;
- (b) That the Council moves into a Committee of the whole;
- (c) That the ruling of the President (or person chairing the meeting) be disagreed with;
- (d) That the motion lie on the table;
- (e) That the Council meet behind closed doors.

#### 11.2 Reason for Closure to be Stated

A member who moves a procedural motion under clause 11.1(e) shall state the reason for moving the motion and this must relate to a matter contained in Section 5.23(2) of the Act.

#### 11.3 Procedural Motions not Required in Writing

Procedural motions are not required to be presented in writing.

#### 11.4 Procedural Motions—Recording in Minutes

The mover, seconder and result of all procedural motions shall be recorded in the minutes of the meeting.

#### 11.5 Procedural Motions—Majority Required

Any procedural motion shall be carried by the simple majority of members present voting in the affirmative.

#### 11.6 Procedural Motions—Closing Debate—Who May Move

No person who has moved, seconded or spoken for or against the substantive motion, or any amendment, may move any procedural motion which, once moved, would deny others the right to speak or, if carried, would close the debate on the substantive motion or amendment.

#### 11.7 Procedural Motions—Right of Reply

There shall be no right of reply on any procedural motion.

#### 11.8 Procedural Motions—Right of Reply on Substantive Motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment will not deny the right of reply, to the mover of the substantive motion.

### PART 12—EFFECT OF PROCEDURAL MOTIONS

#### 12.1 That the Question be Now Put—Effect of Motion

- (1) This motion, having been carried during discussion on a substantive motion without amendment, will cause the President to offer the right of reply and then immediately put the question under consideration without further debate.
- (2) This motion, having been carried out during discussion on an amendment, will cause the President to put the amendment to the vote without further debate.
- (3) This motion, having been lost, will allow debate to continue.

**12.2 That the Council Move into a Committee of the Whole—Effect of Motion**

This motion, having been carried, will allow free and open discussion on the matter before the meeting. There will be no restriction on the number of times each member may speak, provided that normal courtesy and order is maintained. Any decisions made during the time that the Council sits in Committee of the whole must be formally agreed by a substantive motion when the Council moves out of Committee of the whole.

**12.3 That the Ruling of the President be Disagreed With—Effect of Motion**

(1) This motion, having been carried, will cause the ruling of the President about which this motion was moved, to be reversed and for the meeting to proceed accordingly.

(2) Where the President has given a ruling, in strict accordance with the Act and Regulations, this motion may not be moved.

**12.4 That the Motion Lie on the Table—Effect of Motion**

(1) This motion having been carried, will cause debate on the substantive motion and any amendment to cease immediately and for the meeting to proceed to the next business.

(2) Any member may raise the motion from the table, by giving appropriate notice of motion for any meeting in the future.

(3) When a motion is raised from the table, the mover of the original substantive motion, or in the absence of the original mover, the person moving this procedural motion, is given the opportunity to reintroduce the matter, after which debate shall continue according to these Standing Orders.

**12.5 That the Council Meets Behind Closed Doors—Effect of Motion**

(1) This motion, if carried, causes the general public and any officer or employee the Council or committee determines, to leave the room.

(2) While a decision made under this clause is in force the operation of clause 9.3 limiting the number of speeches a member may make, is suspended unless the Council decides otherwise.

(3) Upon the public again being admitted to the meeting the person presiding, unless the Council or committee decides otherwise, is to cause the motions passed by the Council or committee whilst it was proceeding behind closed doors to be read out including the vote of a member or members to be recorded in the minutes under section 5.21 of the Act.

**PART 13—DECISION MAKING PROCEDURES**

**13.1 Order of Amendments**

Any number of amendments may be proposed to a motion, but whenever any amendment is made upon a substantive motion, no second or subsequent amendment shall be moved or considered until the first amendment has been disposed of.

**13.2 Substantive Motion**

If an amendment to a substantive motion is carried, the motion as amended, shall be submitted as the substantive motion and shall become the question before the Council upon which any member may speak and any further amendment may be moved.

**13.3 Repetition of Motions**

No motion or amendment shall be proposed which is the same in substance as a motion or amendment which has been resolved during the same sitting of Council.

**13.4 Consent of Seconder Required to Accept Alteration of Wording**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

**13.5 Withdrawal of Motion and Amendments**

Council or a committee may, without debate, grant leave to withdraw a motion or amendment upon request of the mover of the motion or amendment and with the approval of the seconder provided that there is no voice expressed to the contrary view by any member, in which case discussion on the motion or amendment is to continue.

**13.6 Limitation of Withdrawal**

Where an amendment has been proposed to a substantive motion, the substantive motion shall not be withdrawn, except by consent of a simple majority of members present, until the amendment has been withdrawn or lost.

**13.7 Authority for Withdrawal**

A motion or amendment to a motion shall not be withdrawn in the absence of any member who proposed it, except with that member's written authority.

**13.8 Right of Reply**

(1) The mover of a substantive motion shall have the right of reply. After the mover of the substantive motion has commenced the reply, no other member shall speak on the question.

(2) The right of reply must be confined to rebutting arguments raised by previous speakers and no new matter may be introduced.

### **13.9 Right of Reply Provisions**

The right of reply shall be governed by the following provisions—

- (a) If there is no amendment to the substantive motion, the mover may reply at the conclusion of the discussion on the motion;
- (b) If there is an amendment, the mover of the substantive motion shall take the right of reply at the conclusion of the vote on any amendments;
- (c) The mover of the amendment does not have right of reply;
- (d) Once the right of reply has been taken, there can be no further discussion, nor any other amendment and the substantive motion or the substantive motion as amended is immediately put to the vote.

### **13.10 Amendments Must not Negate Original Motion**

No amendment to a motion can be moved which negates the original motion or the intent of the original motion.

### **13.11 Mover of Motion not to Speak on Amendment**

On an amendment being moved, any member may speak to the amendment, except the person who moved the substantive motion who is only entitled to a right of reply except, that if the member who moved the substantive motion does choose to speak to the amendment, their right of reply is forfeited.

### **13.12 Question—When Put**

When the debate upon any question is concluded and the right of reply has been exercised, the President shall immediately put the question to the Council, and if so desired by any member, shall again state it.

### **13.13 Question—Method of Putting**

If a decision is not clear or in doubt, the President shall put the question as often as necessary to determine the decision from a show of hands before declaring the question.

## **PART 14—POINTS OF ORDER**

### **14.1 Points of Order—When to Raise—Procedure**

Upon a matter or order arising during the progress of debate, any member may raise a point of order including interrupting the speaker. A member who is speaking when a point of order is raised, shall immediately cease while the President listens to the point of order.

### **14.2 Points of Order—Definitions**

A difference of opinion or a contradiction of a speaker, shall not be recognised as a point of order, but the following shall be recognised as valid points of order—

- (a) That the discussion is of a question not before the Council;
- (b) The offensive or insulting language is being used; or
- (c) Drawing attention to the violation of any local law or Standing Order of the Council, providing that the member raising the point of order shall state the local law or Standing Order believed to be breached.

### **14.3 Points of Order—Ruling**

The President shall give a decision on any point of order, after the point has been raised by either upholding or rejecting the point of order.

### **14.4 Points of Order—Ruling Conclusive, Unless Dissent Motion is Moved**

The ruling of the President upon any question of order shall be final, unless a simple majority of the members present support a motion of dissent with the ruling.

### **14.5 Points of Order—Motion Against Ruling Procedure**

An objection having been taken to the ruling of the President, the member so objecting may immediately move dissent with the ruling. Should the motion be seconded it shall be put to the vote immediately and the result of the vote, whether in support of the ruling or otherwise, shall determine the action of the Council.

### **14.6 Points of Order Take Precedence**

Notwithstanding anything contained in these Standing Orders to the contrary, all points of order take precedence over any other discussion and until decided, suspend the consideration and decision of every other question.

## **PART 15—ADJOURNMENT OF MEETING**

### **15.1 Meeting may be Adjourned**

The Council may, upon a motion moved and seconded, adjourn any meeting to a later hour of the same day or to any time not more than seven (7) days from the date of adjournment.

### **15.2 Notice of Adjourned Meeting**

When a meeting is adjourned, if time permits, notice of the adjourned meeting shall be forwarded to each member in accordance with the Act.

**15.3 Business at Adjourned Meeting**

At an adjourned meeting, no additional business shall be discussed except that which was on the original notice paper for that meeting.

**15.4 Limit to Moving Adjournment of Council**

No member shall be allowed to move or second more than one motion of adjournment during the same sitting of the Council.

**15.5 Unopposed Business—Motion for Adjournment of Council**

On a motion for adjournment of the Council, the President, before putting the motion, may seek leave of the Council to proceed to the transaction of unopposed business.

**15.6 Withdrawal of Motion for Adjournment of Council**

A motion or an amendment relating to the adjournment of the Council may be withdrawn by the mover, with the consent of the seconder, except that if any member objects to the withdrawal, the motion must continue to be debated.

**PART 16—PERSONAL EXPLANATION**

**16.1 Personal Explanation**

No member shall speak, except upon the question before the Council, unless it is to make a personal explanation. Any member who is permitted to speak under these circumstances must confine the observations to a succinct statement of what is to be explained in relation to a specific part of the former speech which may have been misunderstood and to the explanation itself. When a member gives an explanation, that member shall make no reference to matters not strictly necessary for that purpose, nor endeavour to strengthen the former position by introducing a new argument or matter, nor reply to other members.

**16.2 Personal Explanation—When Heard**

A member wishing to make a personal explanation of matters referred to by any member then speaking, shall be entitled to be heard forthwith, if the member then speaking consents at the time, but if the member who is speaking declines to give way, the explanation must be offered at the conclusion of that speech.

**16.3 Ruling on Questions of Personal Explanation**

The ruling of the President on the admissibility of a personal explanation shall be final, unless a motion of dissent with the ruling is moved before any other business proceeds.

**PART 17—COMMITTEES OF COUNCIL**

**17.1 Establishment and Appointment of Committees**

A committee is not to be established except on a motion setting out the proposed functions of the committee and either—

- (a) The names of the members, employees and other persons to be appointed to the committee; or
- (b) The number of members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

**17.2 Appointment of Deputy Committee Members**

(1) The Council may appoint one or more persons to be the deputy or deputies, as the case may be, to act on behalf of a member of a committee whenever that member is unable to be present at a meeting thereof and where two or more deputies are so appointed they are to have seniority in the order determined by the Council.

(2) Where a member of a committee does not attend a meeting thereof a deputy of that member, selected according to seniority, is entitled to attend that meeting in place of the member and act for the member, and while so acting has all the powers of that member.

**17.3 Reports of Committees to be Taken as Read**

(1) The reports and recommendations of every Committee shall, when presented to the Council, be taken as read.

(2) The confirmation and adoption of recommendations of the Committee shall be moved by—

- (a) The Presiding Member of each Committee;
- (b) or if absent, another member of the Committee;
- (c) or if no member of the Committee is present, a member of the Council nominated by the President.

(3) It shall not be necessary to second the motion for adoption.

**17.4 Procedure of Report of Committees**

(1) Upon the consideration by the Council of any report or recommendations of a Committee, the President shall, without further motion, put the recommendations, in their numerical order, unless the Council shall otherwise determine.

(2) Each item adopted by the Council shall become a resolution of the Council.

**17.5 Withdrawal, Correction and Amendments of Committees**

(1) In moving, the adoption of a recommendation of any Committee, the mover may not propose any amendment to any recommendation, except for the correction of a verbal or clerical error.

(2) The Presiding Member of a Committee, may be excused from moving the adoption if the Presiding Member wishes to move an amendment to it. In that case, another member may move the confirmation and adoption of the recommendation.

(3) The Presiding Member or other members of a Committee bringing up a recommendation may move the confirmation and adoption of the recommendation.

#### **17.6 Reports of Committees—Questions**

When a recommendation of any Committee of the Council is submitted for confirmation and adoption, any member may direct questions directly relating to the recommendation through the President, to the Presiding Member or any member of the Committee bringing up the recommendation. No argument or speeches are permitted.

#### **17.7 Procedure on Amendments on Reports of the Committees**

When an amendment is proposed with reference to the adoption or otherwise of any recommendation of any Committee, the amendment shall be disposed of before the other proceedings of the Committee are considered.

#### **17.8 Non-Related Motions on Reports of Committees**

A member may not move any motion on any report or recommendation of any Committee which does not relate to the recommendations presented by the Committee.

#### **17.9 Recommendations of Committees—Inspection of Plans**

All plans referred to in the recommendations of the Committee that may require the consideration of the Council, shall lay on the table of the Council Chamber for the inspection of members at the meeting at which the matter is being considered.

#### **17.10 Committee Procedure**

Each Committee may, subject to the Act and Regulations, these Standing Orders and any resolution made by the Council, regulate its own procedure.

#### **17.11 Rights and Responsibilities of Members who are not Committee Members**

Members who are not members of a Committee may participate in the meeting, only at the invitation of the Presiding Member but they are not entitled to vote.

#### **17.12 Standing Orders to Apply to Committees**

These Standing Orders shall apply generally to the proceedings of Committees of the Council except that—

- (a) The requirement for members to speak only once shall not be applied in meetings of Committees;
- (b) The requirement for motions and amendments to be seconded shall not be applied in meetings of Committees;
- (c) The requirement to stand whilst speaking to a motion shall not apply, unless directed to do so by the Presiding Member.

### **PART 18—ADMINISTRATIVE MATTERS**

#### **18.1 Suspension of Standing Orders**

- (a) The mover of a motion to suspend any Standing Order or Orders, shall state the Standing Order or Orders to be suspended and the purpose of the suspension;
- (b) A motion to suspend, temporarily, any one or more of the Standing Orders regulating the proceedings and business of the Council, must be seconded, but the motion need not be presented in writing.

#### **18.2 Cases Not Provided for in Standing Orders**

The person presiding is to decide questions of order, procedure, debate, or otherwise in cases where these Standing Orders and the Act and Regulations are silent. The decision of the person presiding in these cases is final, except where a motion is moved and carried under clause 11.1(c).

#### **18.4 Duty of Chief Executive Officer**

It is the duty of the CEO to draw the attention of the Council to any breach or likely breach of these Standing Orders, even if it requires interrupting any person speaking, including the President.

### **PART 19—OFFENCES AND PENALTIES**

#### **19.1 Offences and Penalties**

Any contravention of this Local Law is an offence punishable in conviction by a penalty not exceeding \$5,000.00.

Dated this 23rd July 2008.

The Common Seal of the Shire of Northam is hereunto affixed by authority of a resolution of Council in the presence of—

Cr S. B. POLLARD, Shire President.

GARY P. BRENNAN, Acting Chief Executive Officer.

## Attachment 2

WESTERN AUSTRALIA

Local Government Act 1995

SHIRE OF NORTHAM  
Standing Orders Local Law 2016

ARRANGEMENT

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LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

**Standing Orders Local Law 2016**

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the SHIRE OF NORTHAM resolved on **[INSERT DATE]** to make the following local law.

**Part 1 - Preliminary**

**1.1 Citation**

- (1) This local law may be cited as the SHIRE OF NORTHAM – Standing Orders Local Law 2016.

**1.2 Commencement**

By virtue of section 3.14 of the Act, these Local Laws come into operation 14 days after the date of their publication in the *Government Gazette*.

**1.3 Application and intent**

- (1) These Local Laws provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and these Local Laws.
- (3) These Local Laws are intended to result in:
- (a) better decision-making by the Council and committees;
  - (b) the orderly conduct of meetings dealing with Council business;
  - (c) better understanding of the process of conducting meetings; and
  - (d) the more efficient and effective use of time at meetings.

**1.4 Interpretation**

- (1) In these Local Laws unless the context otherwise requires:

*absolute majority* has the meaning given to it in Section 1.4 Introductory Matters of the Act;

*75% majority* has the meaning given to it in Section 1.4 Introductory Matters of the Act;

*Act* means the *Local Government Act 1995*;

*CEO* means the Chief Executive Officer of the Local Government;

*committee* means a committee of the Council established under section 5.8 of the Act;

*committee meeting* means a meeting of a committee;

*Council* means the Council of the SHIRE OF NORTHAM;

*District* means the district of the local government;

*Local Government* means the SHIRE OF NORTHAM;

*Mayor/President* means the Mayor/President of the Local Government or other Presiding Member at a Council meeting under section 5.6 of the Act;

*meeting* means a meeting of the Council or a committee, as the context requires;

*Member* has the meaning given to it in Section 1.4 Introductory Matters of the Act;

**Presiding Member** means:

- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

**Regulations** means the *Local Government (Administration) Regulations 1996*;

**simple majority** means more than 50% of the members present and voting; and,

**substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined in these Local Laws, the terms and expressions used in these Local Laws are to have the meaning given to them in the Act and Regulations.

#### 1.5 Repeal

- (1) The following Local Laws are repealed:  
*Shire of Northam Draft Model By-law (Standing Orders) No. 4* published in the *Government Gazette* on 9 August 1974 and as amended and published in the *Government Gazette* on 15 October 1982 and 23 April 1993.  
*Shire of Northam Local Laws Relating to Standing Orders* published in the *Government Gazette* on 1 May 1998.  
*Town of Northam Local Laws Relating to Standing Orders* published in the *Government Gazette* on 16 January 1998.

*Standing Orders Local Laws 2008* as published in the *Government Gazette* on 16 September 2008

#### 1.6 Provisions of the Act, Regulations and other legislation

- (1) Throughout these Local Laws, provisions of the Act and Regulations, and provisions of other legislation, are reproduced in a boxed format.
- (2) The purpose of reproducing these provisions is to assist the reader by giving a fuller picture of related legislative provisions that also apply to meetings of the Council, committees and electors.
- (3) The reproduced provisions of the Act and Regulations and other legislation:
  - (a) are to be treated as footnotes and are not part of these Local Laws (see section 32(2) of the *Interpretation Act 1984*); and
  - (b) reproduce only the provisions that were in force at the time that the Council resolved to adopt these Local Laws and therefore may not necessarily be correct at a future date.

## Part 2 – Establishment and membership of committees

#### 2.1 Establishment of committees

- (1) The establishment of committees is dealt with in the Act.
- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include:
  - (a) the terms of reference of the committee;
  - (b) the number of council members, officers and other persons to be appointed to the committee;
  - (c) the names or titles of the council members and officers to be appointed to the committee;
  - (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
  - (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.
- (3) These Local Laws are to apply to the conduct of committee meetings.

- 2.2 Types of committees**  
The types of committees are dealt with in Section 5.9 of the Act.
- 2.3 Delegation of some powers and duties to certain committees**  
The delegation of some powers and duties to certain committees is dealt with in **Section 5.16 of the Act.** \* Absolute Majority
- 2.4 Limits on delegation of powers and duties to certain committees**  
The limits on the delegation of powers and duties to certain committees are dealt with in **Section 5.16 of the Act.** \* Absolute Majority
- 2.5 Appointment of committee members**  
The appointment of committee members is dealt with in **Section 5.10 of the Act.** \* Absolute Majority
- 2.6 Tenure of committee membership**  
Tenure of committee membership is dealt with in **Section 5.11** of the Act.
- 2.7 Absence from Committee Meetings**  
If any member of a Committee, other than the President, is absent from three consecutive meetings without having obtained consent from the Council or Committee, that members seat on the Committee will become vacant.
- 2.8 Resignation of committee members**  
The resignation of committee members is dealt with in **Regulation 4 of the Regulations.**
- 2.9 Register of delegations to committees**  
The register of delegations to committees is dealt with in **Section 5.18** of the Act.
- 2.10 Committees to report**  
A committee:  
(a) is answerable to the Council; and  
(b) is to report on its activities when, and to the extent, required by the Council.
- 2.11 Reports of Committees to be Taken as Read**  
The reports and recommendations of every Committee shall, when presented to the Council be taken as read.
- 2.12 Confirmation of Committees report**  
The confirmation and adoption of recommendations of the Committee shall be moved by:  
(a) The Chairperson of each Committee;  
(b) Or if absent, another member of Committee; or  
(c) If no member of Committee is present, a member of the Council nominated by the President.  
(d) It shall not be necessary to second the motion to adopt.
- 2.13 Procedure of Report of Committees**  
(1) Upon the consideration by the Council or any report or recommendations of a Committee, the President shall, without further motion, put the recommendations, in numerical order, unless the Council shall otherwise determine.  
(2) Each item adopted by the Council shall become a resolution of the Council.
- 2.14 Withdrawal, Correction and Amendments of Committees**  
(1) In moving, the adoption of a recommendation of any Committee, the mover may not propose any amendment to any recommendation, except for the correction of a verbal or clerical error.  
(2) The Presiding Member of a Committee, may be excused from moving the adoption if the Presiding Member wishes to move an amendment to it. In that case, another Member of the Council may move the confirmation and adoption of the recommendation.  
(3) The Presiding Member or other Members of a Committee bringing up a recommendation may move the confirmation and adoption of the recommendation.

- 2.15 Reports of Committees—Questions**  
When a recommendation of any Committee of the Council is submitted for confirmation and adoption, any Member of that Council may direct questions directly relating to the recommendation through the President, to the Presiding Member or any Member of the Committee bringing up the recommendation. No argument or speeches are permitted.
- 2.16 Procedure on Amendments on Reports of the Committees**  
When an amendment is proposed with reference to the adoption or otherwise of any recommendation of any Committee, the amendment shall be disposed of before the other proceedings of the Committee are considered.
- 2.17 Non-Related Motions on Reports of Committees**  
A Member of the Council may not move any motion on any report or recommendation of any Committee which does not relate to the recommendations presented by the Committee.
- 2.18 Recommendations of Committees—Inspection of Plans**  
All plans referred to in the recommendations of the Committee that may require the consideration of the Council, shall lay on the table of the Council Chamber for the inspection of Members of the Council at the meeting at which the matter is being considered.
- 2.19 Committee Procedure**  
Each Committee may, subject to the Act, these Standing Orders and any policy made by the Council, regulate its own procedure.
- 2.20 Rights and Responsibilities of Members who are not Committee Members**  
Members who are not Members of a Committee may participate in the meeting, only at the invitation of the Presiding Member but they are not entitled to vote.
- 2.21 Local Law Applies to Committees**  
Unless otherwise specifically provided, the provisions of this local law apply generally to the proceedings of committees, except for:
- (a) Clause 8.1;
  - (b) Clause 8.6; and
  - (c) Clause 8.10

### Part 3 - Calling and convening meetings

- 3.1 Ordinary and special Council meetings**
- (1) Ordinary and special Council meetings are dealt with in Section 5.3 of the Act.
  - (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
  - (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.
- 3.2 Calling Council meetings**  
The calling of Council meetings is dealt with in Section 5.4 of the Act.
- 3.3 Convening Council meetings**
- (1) The convening of a Council meeting is dealt with in Section 5.5 of the Act.
  - (2) Subject to subclause (3), the CEO is to give at least 72 hours notice, for the purposes of section 5.5, in convening a special meeting of the Council.

- (3) Where, in the opinion of the Mayor/President or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.
- 3.4 Calling committee meetings**  
The CEO is to call a meeting of any committee when requested by the Mayor/President, the Presiding Member of a committee or any two members of that committee.
- 3.5 Public notice of meetings**  
Public notice of meetings is dealt with in the Regulation 12 of the Regulations.
- 3.6 Attendance by Telephone etc**  
Attending a meeting by telephone or other electronic media is dealt with in Regulation 14A of the Regulations.
- 3.7 Attendance by telephone etc after natural disaster**  
Attending a meeting by telephone or other electronic media after a natural disaster is dealt with in Regulation 14B of the Regulations.

## Part 4 – Presiding Member and quorum

### *Division 1: Who presides*

- 4.1 Who presides**  
Who presides at a Council meeting is dealt with in **Section 5.6** of the Act.
- 4.2 When the Deputy Mayor/Deputy President can act**  
When the Deputy Mayor/Deputy President can act is dealt with in **Section 5.34** of the Act.
- 4.3 Who acts if no Mayor/President**  
Who acts if there is no Mayor/President is dealt with in **Section 5.35** of the Act.
- 4.4 Election of Presiding Members of committees**  
The election of Presiding Members of committees and their deputies is dealt with in **Section 5.12** of the Act.
- 4.5 Election of Deputy Presiding Members of committees**  
The election of Deputy Presiding Members of committees is dealt with in **Section 5.12** of the Act.
- 4.6 Functions of Deputy Presiding Members**  
The functions of Deputy Presiding Members are dealt with in **Section 5.13** of the Act.
- 4.7 Who acts if no Presiding Member**  
Who acts if no Presiding Member is dealt with in **Section 5.14** of the Act.

### *Division 2 – Quorum*

- 4.8 Quorum for meetings**  
The quorum for meetings is dealt with in **Section 5.19** of the Act.
- 4.9 Reduction of quorum for Council meetings**  
The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in **Section 5.7** of the Act.
- 4.10 Reduction of quorum for committee meetings**  
The reduction of a quorum for committee meetings is dealt with in **Section 5.15 of the Act.**  
\* Absolute Majority
- 4.11 Procedure where no quorum to begin a meeting**

The procedure where there is no quorum to begin a meeting is dealt with in **Regulation 8** of the Regulations.

**4.12 Procedure where quorum not present during a meeting**

If at any time during a meeting a quorum is not present, the Presiding Member is:

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- (b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.

**4.13 Names to be recorded**

At any meeting:

- (a) at which there is not a quorum present; or
  - (b) which is adjourned for want of a quorum,
- the names of the Members then present are to be recorded in the minutes.

## Part 5 - Business of a meeting

**5.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Presiding Member or the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the Council other than that:
  - (a) specified in the notice of the meeting which had been adjourned; and
  - (b) which remains unresolved.
- (4) Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

**5.2 Order of business**

- (1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows:
  1. Declaration of Opening/Announcement of Visitors
  2. Announcements from the Presiding Member
  3. Attendance
    - 3.1 Apologies
    - 3.2 Approved leave of absence
  4. Declaration of interest
  5. Public Question Time
    - 5.1 Response to previous public questions taken on notice
    - 5.2 Public question time
  6. Confirmation of minutes
  7. Presentations
    - 7.1 Petitions
    - 7.2 Presentations
    - 7.3 Deputations
    - 7.4 Delegates' reports
  8. Method of dealing with agenda business
  9. Reports
  10. Applications for leave of absence
  11. Motions of which previous notice has been given
  12. Questions from Members without notice
  13. New business of an urgent nature introduced by decision of the meeting
  14. Meeting closed to public
    - 14.1 Matters for which the meeting may be closed
    - 14.2 Public reading of resolutions that may be made public

15. Closure

- (2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
- (3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed. *[See section 5.24 of the Act; and regulations 6 & 7 of the Regulations]*

**5.3 Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or these Local Laws otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
  - (a) may, with the concurrence of the Mayor/President, may exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of these Local Laws or any other written law;
  - (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
  - (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
  - (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
  - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

**5.4 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

**5.5 Adoption by exception resolution**

- (1) In this clause 'adoption by exception resolution' means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.
- (2) Subject to subclause (3), the Local Government may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter:

- (a) that requires a 75% majority or a special majority;
- (b) in which an interest has been disclosed;
- (c) that has been the subject of a petition or deputation;
- (d) that is a matter on which a Member wishes to make a statement; or
- (e) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

## Part 6 - Public participation

### 6.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in [Section 5.23](#) of the Act.

### 6.2 Meetings not open to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried:
  - (a) the Presiding Member is to direct everyone to leave the meeting except:
    - (i) the Members;
    - (ii) the CEO; and
    - (iii) any Officer specified by the Presiding Member; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.
- (7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a Member to be included in the minutes.

### 6.3 Question time for the public

Question time for the public is dealt with in [Section 5.24](#) of the Act.

### 6.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in [Regulation 5](#) of the Regulations.

### 6.5 Minimum question time for the public

Minimum question time for the public is dealt with in [Regulation 6](#) of the Regulations.

### 6.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in [Regulation 7](#) of the Regulations.

### 6.7 Other procedures for question time for the public

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council for later response.

- (3) When a question is taken on notice the CEO is to ensure that:
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where:
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

#### 6.8 Distinguished visitors

If a distinguished visitor is present at a meeting of the Council, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

#### 6.9 Deputations

- (1) Any person or group wishing to be received as a deputation by the Council is to either :
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either:
  - (a) approve the request and invite the deputation to attend a meeting of the Council; or
  - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a Council meeting:
  - (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;
  - (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
  - (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.

- (4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

#### 6.10 Petitions

- (1) A petition is to -
- (a) be addressed to the Mayor/President;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
- (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

#### 6.11 Presentations

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

#### 6.12 Participation at committee meetings

- (1) In this clause a reference to a person is to a person who:
- (a) is entitled to attend a committee meeting;
  - (b) attends a committee meeting; and
  - (c) is not a member of that committee.

A member of the public is entitled to attend a committee meeting only where a local government power or duty has been delegated to that committee: see section 5.23(1)(b) of the Act.

- (2) Without the consent of the Presiding Member, no person is to address a committee meeting.
- (3) The Presiding Member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (4) A person addressing the committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.
- (5) A person who fails to comply with a direction of the Presiding Member under subclause (4) may, by order of the Presiding Member, be removed from the committee room.
- (6) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

#### 6.13 Council may meet to hear public submissions

- (1) Where an item on the agenda at a Council meeting is contentious and is likely be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.

- (2) The CEO and the Mayor/President shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall:
  - (a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;
  - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 6.9 to make a deputation on the issue; and
  - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.
- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
- (6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member.
- (7) Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.
- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.
- (9) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

**6.14 Public Inspection of agenda materials**

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at the SHIRE OF NORTHAM and on the Local Government's website.

**6.15 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be:
  - (a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed";
  - (b) marked "*Confidential*" in the agenda; and
  - (c) kept confidential by Officers and Members until the Council resolves otherwise.
- (2) A member or an officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another member or an officer to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not apply where a member or officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

**6.16 Recording of proceedings**

- (1) A person is not to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.
- (2) If the Council gives permission under subclause (1), the Presiding Member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.

**6.17 Prevention of disturbance**

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council.
- (5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.

**Part 7 - Questions by Members**

- (1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.
- (2) A Member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.
- (3) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that -
  - (i) the question be placed on notice for the next meeting of Council; and
  - (ii) the answer to the question be given to the Member who asked it within 14 days.
- (4) Every question and answer -
  - (i) is to be brief and concise; and
  - (ii) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

**Part 8 – Conduct of Members**

**8.1 Members to be in their proper places**

- (1) At the first meeting held after each election day, the CEO is to allot, alphabetically by ward, a position at the Council table to each Member.
- (2) Each Member is to occupy his or her allotted position at each Council meeting.

**8.2 Respect to the Presiding Member**

After the business of a Council has been commenced, a Member is not to enter or leave the meeting without first paying due respect to the Presiding Member.

**8.3 Titles to be used**

A speaker, when referring to the Mayor/President, Deputy Mayor/Deputy President or Presiding Member, or a Member or Officer, is to use the title of that person's office.

**9.7 Right of Presiding Member to adjourn**

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

## **Part 10 - Debate of substantive motions**

**10.1 Motions to be stated and in writing**

Any Member who wishes to move a substantive motion or an amendment to a substantive motion:

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the Presiding Member, is to put the motion or amendment in writing.

**10.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

**10.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.
- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting (see Part 16).

**10.4 Only one substantive motion at a time**

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

**10.5 Order of call in debate**

The Presiding Member is to call speakers to a substantive motion in the following order:

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

**10.6 Limit of debate**

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

A Member is not to interrupt another Member who is speaking unless:

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.13; or
- (d) to move a procedural motion that the Member be no longer heard (see clause 11(1)(e)).

**8.13 Personal explanations**

- (1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.
- (2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.
- (3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

**8.14 No reopening of discussion**

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed (see Part 16).

**8.15 Adverse reflection**

- (1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed (see Part 16).
- (2) A Member is not:
  - (a) to reflect adversely on the character or actions of another Member or Officer; or
  - (b) to impute any motive to a Member or Officer, unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (3) A Member is not to use offensive or objectionable expressions in reference to any Member, Officer or other person.
- (4) If a Member specifically requests, immediately after their use, that any particular words used by a Member be recorded in the minutes:
  - (a) the Presiding Member is to cause the words used to be taken down and read to the meeting for verification; and
  - (b) the Council may, by resolution, decide to record those words in the minutes.

**8.16 Withdrawal of offensive language**

- (1) A Member who, in the opinion of the Presiding Member, uses an expression which:
  - (a) in the absence of a resolution under clause 8.15:
    - (i) reflects adversely on the character or actions of another Member or Officer; or
    - (ii) imputes any motive to a Member or Officer; or
  - (b) is offensive or insulting, must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.
- (2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

## Part 9 - Preserving order

### 9.1 Presiding Member to preserve order

- (1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.
- (2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.
- (3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.7, but to preserve order.

### 9.2 Point of order

- (1) A Member may object, by way of a point of order, only to a breach of:
  - (a) any of these Local Laws; or
  - (b) any other written law.
- (2) Despite anything in these Local Laws to the contrary, a point of order:
  - (a) takes precedence over any discussion; and
  - (b) until determined, suspends the consideration or discussion of any other matter.

### 9.3 Procedures on a point of order

- (1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.
- (2) A Member interrupted on a point of order is to resume his or her seat until:
  - (a) the Member raising the point of order has been heard; and
  - (b) the Presiding Member has ruled on the point of order,and, if permitted, the Member who has been interrupted may then proceed.

### 9.4 Calling attention to breach

A Member may, at any time, draw the attention of the Presiding Member to any breach of these Local Laws.

### 9.5 Ruling by the Presiding Member

- (1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the Presiding Member on a point of order:
  - (a) is not to be the subject of debate or comment; and
  - (b) is to be final unless the majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that:
  - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

### 9.6 Continued breach of order

If a Member:

- (a) persists in any conduct that the Presiding Member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3),

the Presiding Member may direct the Member to refrain from taking any further part in the matter under discussion, other than by voting, and the Member is to comply with that direction.

- 10.7 Member may require question to be read**  
A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.
- 10.8 Consent of seconder required for alteration**  
The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.
- 10.9 Order of amendments**  
Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.
- 10.10 Form of an amendment**  
An amendment must add, delete, or substitute words to the substantive motion.
- 10.11 Amendment must not negate original motion**  
An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.
- 10.12 Relevance of amendments**  
Each amendment is to be relevant to the motion in respect of which it is moved.
- 10.13 Mover of motion may speak on amendment**  
Any Member may speak during debate on an amendment.
- 10.14 Effect of an amendment**  
If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.
- 10.15 Withdrawal of motion or amendment**
- (1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
  - (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.
- 10.16 Right of reply**
- (1) The mover of a substantive motion has the right of reply.
  - (2) The mover of any amendment to a substantive motion has a right of reply.
  - (3) The right of the reply may only be exercised:
    - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
    - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
  - (4) After the mover of the substantive motion has commenced the reply:
    - (a) no other Member is to speak on the question;
    - (b) there is to be no further discussion on, or any further amendment to, the motion.
  - (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
  - (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

## Part 11 - Procedural motions

### 11.1 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion (under Part 10), a Member may move the following procedural motions:

- (a) that the meeting proceed to the next item of business;
- (b) that the debate be adjourned;
- (c) that the meeting now adjourn;
- (d) that the question be now put;
- (e) that the Member be no longer heard;
- (f) that the ruling of the Presiding Member be disagreed with;
- (g) that the Standing Orders clause... be suspended;
- (h) that the Standing Orders be resumed;
- (i) that the meeting be closed to the public (see clause 6.2).

### 11.2 No debate

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

### 11.3 Who may move

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

### 11.4 Procedural motions - right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

### 11.5 Meeting to proceed to the next business

The motion "that the meeting proceed to the next business", if carried, has the effect that:

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

### 11.6 Debate to be adjourned

A motion "that the debate be adjourned":

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

### 11.7 Meeting now adjourn

- (1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution (see clause 5.5).
- (3) A motion "that the meeting now adjourn":
  - (a) is to state the time and date to which the meeting is to be adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.

- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

**11.8 Question to be put**

- (1) If the motion "that the question be now put", is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the question be now put" is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

**11.9 Member to be no longer heard**

If the motion "that the member be no longer heard", is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

**11.10 Ruling of the Presiding Member to be disagreed with**

If the motion "that the ruling of the Presiding Member be disagreed with", is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

## Part 12 - Disclosure of interests

**12.1 Disclosure of interests**

Disclosure of interests is dealt with in **Part 5 Division 6** of the Act .

## Part 13 - Voting

**13.1 Question - when put**

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -
- (a) is to put the question to the Council; and
  - (b) if requested by any Member, is to again state the terms of the question.
- (2) A Member is not to leave the meeting when the Presiding Member is putting any question.

**13.2 Voting**

Voting is dealt with in **Section 5.21** of the Act and the Regulations.

**13.3 Majorities required for decisions**

The majorities required for decisions of the Council and committees are dealt with in the Act.

**13.4 Method of taking vote**

- (1) In taking the vote on any motion or amendment the Presiding Member:
- (a) is to put the question, first in the affirmative, and then in the negative;
  - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
  - (c) may accept a vote on the voices or may require a show of hands; and,
  - (d) is, subject to this clause, to declare the result.
- (2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) If a member of council or a committee specifically requests that there be recorded -
- (a) his or her vote; or,

- (b) the vote of all members present, on a matter voted on at a meeting of the council or committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (4) If a Member calls for a division:
  - (a) those voting in the affirmative are to pass to the right of the Chair; and
  - (b) those voting in the negative are to pass to the left of the Chair.
- (5) For every division, the CEO is to record:
  - (a) the name of each member who voted; and
  - (b) whether he or she voted in the affirmative or negative.

### Part 14 – Minutes of meetings

- 14.1 **Keeping of minutes**  
The keeping and confirmation of minutes are dealt with in **Section 5.22** of the Act.
- 14.2 **Content of minutes**
  - (1) The content of minutes is dealt with in **Regulation 11** of the Regulations.
  - (2) In addition to the matters required by regulation 11, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.
- 14.3 **Public inspection of unconfirmed minutes**  
The public inspection of unconfirmed minutes is dealt with in **Regulation 13** of the Regulations.
- 14.4 **Confirmation of minutes**
  - (1) When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the Local Government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.
  - (2) At the next ordinary meeting of the Council, the Member who provided the alternative wording shall, at the time for confirmation of minutes -
    - (a) state the item or items with which he or she is dissatisfied; and
    - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
  - (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

### Part 15 - Adjournment of meeting

- 15.1 **Meeting may be adjourned**  
The Council may adjourn any meeting:
  - (a) to a later time on the same day; or
  - (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.
- 15.2 **Effect of adjournment**  
Where any matter, motion, debate or meeting is adjourned under these Local Laws:
  - (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
  - (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
  - (c) the provisions of clause 8.9 [speaking twice] apply when the debate is resumed.

## Part 16 – Revoking or changing decisions

### 16.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

### 16.2 Limitations on powers to revoke or change decisions

- (1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision:
  - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
  - (b) where the decision is procedural in its form or effect.
- (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

### 16.3 Implementing a decision

- (1) In this clause:
  - (a) "authorisation" means a licence, permit, approval or other means of authorising a person to do anything;
  - (b) "implement", in relation to a decision, includes:
    - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
    - (ii) take any other action to give effect to the decision; and
  - (c) "valid notice of revocation motion" means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Local Laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
- (4) A decision made at a meeting is not to be implemented by the CEO or any other person:
  - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
  - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
- (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation:
  - (a) is to take effect only in accordance with this clause; and
  - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

## Part 17 - Suspension of Local Laws

### 17.1 Suspension of Local Laws

- (1) A Member may at any time move that the operation of one or more of the provisions of these Local Laws be suspended and nominate which clause they wish to suspend.

- (2) A Member moving a motion under subclause (1) is to state the reasons for the motion, but no other discussion is to take place.
- (3) A motion under subclause (1) which is:
  - (a) seconded; and
  - (b) carried by an absolute majority,is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

**17.2 Where Local Laws do not apply**

- (1) In situations where:
  - (a) one or more provisions of these Local Laws have been suspended;  
or
  - (b) a matter is not regulated by the Act, the Regulations or these Standing Orders,the Presiding Member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

**17.3 Cases not provided for in Local Laws**

The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where these Local Laws, the Act or the Regulations are silent. The decision of the Presiding Member in these cases is final, except where a motion is moved and carried under clause 11.10.

## Part 18 - Meetings of electors

**18.1 Electors' general meetings**

Electors' general meetings are dealt with in [Section 5.27](#) of the Act.

**18.2 Matters for discussion at electors' general meetings**

The matters to be discussed at electors' general meetings are dealt with in [Regulation 15](#) of the Regulations.

**18.3 Electors' special meetings**

Electors' special meetings are dealt with in [Section 5.28](#) of the Act.

**18.4 Requests for electors' special meetings**

Requests for electors' special meetings are dealt with in [Regulation 16](#) of the Regulations.

**18.5 Convening electors' meetings**

Convening electors' meetings is dealt with in [Section 5.29](#) of the Act.

**18.6 Who presides at electors' meetings**

Who presides at electors' meetings is dealt with in [Section 5.30](#) of the Act.

**18.7 Procedure for electors' meetings**

- (1) The procedure for electors' meetings is dealt with in [Section 5.31](#) of the Act and [Regulation 18](#) of the Regulations.
- (2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to these Local Laws.

**18.8 Participation of non-electors**

A person who is not an elector of the Local Government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.

**18.9 Voting at electors' meetings**

Voting at electors' meetings is dealt with in **Regulation 17** of the Regulations.

**18.10 Minutes of electors' meetings**

Minutes of electors' meetings are dealt with in **Section 5.32** of the Act.

**18.11 Decisions made at electors' meetings**

Decisions made at electors' meetings are dealt with in **Section 5.33** of the Act.

### Part 19 - Enforcement

**19.1 Penalty for breach**

A person who breaches a provision of these Local Laws commits an offence.

**Penalty: \$5,000.00 and a daily penalty of \$500.00.**

**19.2 Who can prosecute**

Who can prosecute is dealt with in the Act.

Dated: **[INSERT DATE]**

The Common Seal of the SHIRE OF NORTHAM  
was affixed by the authority of  
a resolution of Council in the presence of:

---

CR STEVEN POLLARD  
President

---

JASON WHITEAKER  
Chief Executive Officer

### 12.4.5 Dogs Local Law 2008 Review

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	2.3.2.1
<b>Reporting Officer:</b>	Cheryl Greenough Coordinator Governance / Administration
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Absolute Majority

#### BRIEF

This report is for Council to consider whether the following Local Laws should be repealed or amended.

At the council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner in accordance with the Local Government Act 1995.

#### ATTACHMENTS

Attachment 1: Dogs Local law 2008 as Gazetted.

Attachment 2: Dogs Local Law 2016.

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#### BACKGROUND / DETAILS

It is a requirement of the *Local Government Act 1995* for Council to review the Local Laws every eight years. The Shire have eleven Local Laws in all that require reviewing from 2008. These will be done in stages to allow Council to thoroughly review each Local Law. The Dogs Local Law was Gazetted 16 September 2008.

#### CONSIDERATIONS

##### **Strategic Community / Corporate Business Plan**

Objective G3: Provide efficient and effective corporate management.

Strategy G3.1: Provide responsive high level customer service.

##### **Financial / Resource Implications**

Cost of advertisements and eventual publishing in the Government gazette.

##### **Legislative Compliance**

*Local Government Act 1995, Section 3.12. Procedure for making local laws and Section 3.16. Periodic review of local laws*

### **Policy Implications**

Nil.

### **Stake Holder Engagement / Consultation**

Public notice is to be provided in the West Australian Newspaper, the local newspaper and a copy of the notice was placed on the Shire notice board and in the libraries advising that we are conducting a review of our Local Laws and invite any submissions for a period not less than 6 weeks after the notice is given in accordance with s3.12(3)(a) of the Local Government Act 1995.

### **Risk Implications**

If a review is not conducted our Local Laws may be outdated and the Shire will potentially be in breach of the Act.

### **OFFICER'S COMMENT**

Every 8 years the local government is to review their Local Laws to ensure they are up to date and relevant. The last review of the Dog Local Law was Gazetted 16 September 2008.

As a requirement of the Act the following procedures must be followed for a Local law to be adopted:

1. The presiding Person must ensure the Purpose and Effect of the Local Law is included in the Agenda and recorded in the Minutes of the meeting.
2. Suggested changes must be presented to council in a report and adopted;
3. Public notice must be given providing 50 days for public submissions
4. As soon as the notice is given, a copy of the proposed changes and the public notice must be provided to the Minister;
5. After the last day for submissions, a report is to be presented to Council for them to consider any submissions made, then make the Local Law by absolute majority if the changes are not too dissimilar;
6. The Local Law is then to be published in the *Government Gazette*;
7. Another advertisement should be placed locally advising of the adoption of the Local Law and inviting inspection;
8. Copies of the Local law and explanatory materials to be sent to the Joint Standing Committee.

### Purpose

The purpose of the review is to update penalties and minor anomalies.

### Effect

The effect of these Local Laws is intended to result in –

- (a) better decision making processes;
- (b) the orderly and efficient conduct of Council business; and
- (c) greater community understanding of the business of Council.

There are some changes in the penalties relating to the Dog Local Laws but most changes only relate to minor formatting and terminology.

#### **RECOMMENDATION**

##### **That Council:**

- 1. Gives public notice of the proposed alterations to the Dog Local Law for a period not less than 6 weeks in accordance with s3.12(3)(a) of the *Local Government Act 1995*.**
- 2. Forward a copy to the Minister for Local Government in accordance with s3.12(3)(a) of the *Local Government Act 1995*; and**
- 3. Request the CEO to prepare a further report at the conclusion of the public advertising period to enable Council to consider any submissions made.**

## Attachment 1

16 September 2008

GOVERNMENT GAZETTE, WA

4299

### DOG ACT 1976 LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

### DOGS LOCAL LAW 2008

Under the powers conferred by the *Dog Act 1976* and the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Northam resolved on 23rd July 2008 to make the following local law.

#### PART 1—PRELIMINARY

##### 1.1 Citation

This local law may be cited as the *Shire of Northam Dogs Local Law 2008*.

##### 1.2 Definitions

In this local law unless the context otherwise requires—

“**Act**” means the *Dog Act 1976*;

“**authorized person**” means a person authorized by the local government to perform all or any of the functions conferred on an authorized person under this local law;

“**CEO**” means the Chief Executive Officer of the local government;

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

“**local government**” means the Shire of Northam;

“**owner**” has the meaning given to it by the Act;

“**person liable for the control of the dog**” has the meaning given to it by the Act;

“**pound keeper**” means a person authorized by the local government to perform all or any of the functions conferred on a “pound keeper” under this local law;

“**premises**” has the meaning given to it by the Act;

“**Regulations**” means the *Dog Regulations 1976*;

“**thoroughfare**” has the meaning given to it in section 1.4 of the *Local Government Act 1995*; and

“**town planning scheme**” means a town planning scheme made by the local government under the *Planning and Development Act 2005* which applies throughout the whole or a part of the district.

##### 1.3 Application

This local law applies throughout the district.

##### 1.4 Repeal

The following local laws are repealed—

- The *Shire of Northam By-laws Relating to Dogs* published in the *Government Gazette* on 2 April 1982 and as amended and published in the *Government Gazette* on 7 July 1989.
- The *Town of Northam By-law No. 50—Dogs* published in the *Government Gazette* on 22 May 1942.
- The *Town of Northam By-laws Relating to Dogs* published in the *Government Gazette* on 12 June 1981 and as amended and published in the *Government Gazette* on 2 April 1982, 4 March 1988, 25 November 1988, 28 July 1989 and 12 December 1995.

#### PART 2—IMPOUNDING OF DOGS

##### 2.1 Charges and costs

The following are to be imposed and determined by the local government under sections 6.16—6.19 of the *Local Government Act 1995*—

- (a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;

- (b) the additional fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
- (c) the costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

#### **2.2 Attendance of pound keeper at pound**

The pound keeper is to be in attendance at the pound for the release of dogs at the times and on the days of the week as are determined by the Chief Executive Officer.

#### **2.3 Release of impounded dog**

- (1) A claim for the release of a dog seized and impounded is to be made to the pound keeper or in the absence of the pound keeper, to the Chief Executive Officer.
- (2) The pound keeper is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of the pound keeper, satisfactory evidence—
  - (a) of her or his ownership of the dog or of her or his authority to take delivery of it; or
  - (b) that he or she is the person identified as the owner on a microchip implanted in the dog.

#### **2.4 No breaking into or destruction of pound**

A person who—

- (a) unless he or she is the pound keeper or a person authorized to do so, releases or attempts to release a dog from a pound; or
  - (b) destroys, breaks into, damages or in any way interferes with or renders not dog-proof—
    - (i) any pound; or
    - (ii) any vehicle or container used for the purpose of catching, holding or conveying a seized dog,
- commits an offence.

Penalty: Where the dog is a dangerous dog, \$2,000; otherwise \$1,000.

### **PART 3—REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS**

#### **3.1 Dogs to be confined**

- (1) An occupier of premises on which a dog is kept must—
  - (a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;
  - (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
  - (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises and is fitted with a proper latch or other means of fastening it;
  - (d) maintain the fence and all gates and doors in the fence in good order and condition; and
  - (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.
- (2) Where an occupier fails to comply with subclause (1), he or she commits an offence.

Penalty: Where the dog kept is a dangerous dog, \$2,000; otherwise \$1,000.

#### **3.2 Limitation on the number of dogs**

- (1) This clause does not apply to premises which have been—
  - (a) licensed under Part 4 as an approved kennel establishment; or
  - (b) granted an exemption under section 26(3) of the Act.
- (2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act—
  - (a) two dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
  - (b) two dogs over the age of 3 months and the young of those dogs under that age if the premises is situated outside a townsite, if the subject property is less than 40 hectares, or 4 dogs over the age of 3 months and the young of those dogs under that age if the premises is situated outside a townsite and is greater than 40 hectares in area.

### **PART 4—APPROVED KENNEL ESTABLISHMENTS**

#### **4.1 Definitions**

In this Part and in the Schedules to this local law—

“**licence**” means a licence to keep an approved kennel establishment on premises;

“**licensee**” means the holder of a licence;

“**premises**”, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence; and

“**transferee**” means a person who applies for the transfer of a licence to her or him under clause 4.14.

#### 4.2 Application for licence for approved kennel establishment

An application for a licence must be made in the form of Schedule 1 and must be lodged with the local government together with—

- (a) plans and specifications of the kennel establishment, including a site plan;
- (b) copies of the notices to be given under clause 4.3;
- (c) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;
- (d) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government; and
- (e) the fee for the application for a licence referred to in clause 4.10(1).

#### 4.3 Notice of proposed use

(1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged—

- (a) once in a newspaper circulating in the district; and
- (b) to the owners and occupiers of any premises adjoining the premises.

(2) The notices in subclause (1) must specify that—

- (a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
- (b) the application and plans and specifications may be inspected at the offices of the local government.

(3) Where—

- (a) the notices given under subclause (1) do not clearly identify the premises; or
- (b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises,

then the local government may refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions.

#### 4.4 Exemption from notice requirements

Where an application for a licence is made in respect of premises on which an approved kennel establishment is either a—

- (a) permitted use; or
- (b) use which the local government may approve subject to compliance with specified notice requirements,

under a town planning scheme, then the requirements of clauses 4.2(b), 4.3 and 4.5(a) do not apply in respect of the application for a licence.

#### 4.5 When application can be determined

An application for a licence is not to be determined by the local government until—

- (a) the applicant has complied with clause 4.2;
- (b) the applicant submits proof that the notices referred to in clause 4.3(1) have been given in accordance with that clause; and
- (c) the local government has considered any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises.

#### 4.6 Determination of application

In determining an application for a licence, the local government is to have regard to—

- (a) the matters referred to in clause 4.7;
- (b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

#### 4.7 Where application cannot be approved

The local government cannot approve an application for a licence where—

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

#### 4.8 Conditions of approval

(1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.

(2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.

#### 4.9 Compliance with conditions of approval

A licensee who does not comply with the conditions of a licence commits an offence.

Penalty: Where a dog involved in the contravention is a dangerous dog, \$2,000 and a daily penalty of \$200; otherwise \$1,000 and a daily penalty of \$100.

#### 4.10 Fees

(1) On lodging an application for a licence, the applicant is to pay a fee to the local government.

(2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.

(3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.

(4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16—6.19 of the *Local Government Act 1995*.

#### 4.11 Form of licence

The licence is to be in the form determined by the local government and is to be issued to the licensee.

#### 4.12 Period of licence

(1) The period of effect of a licence is set out in section 27(5) of the Act.

(2) A licence is to be renewed if the fee referred to in clause 4.10(2) is paid to the local government prior to the expiry of the licence.

(3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

#### 4.13 Variation or cancellation of licence

(1) The local government may vary the conditions of a licence.

(2) The local government may cancel a licence—

- (a) on the request of the licensee;
- (b) following a breach of the Act, the Regulations or this local law; or
- (c) if the licensee is not a fit and proper person.

(3) The date a licence is cancelled is to be, in the case of—

- (a) paragraph (a) of subclause (2), the date requested by the licensee; or
- (b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.

(4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

#### 4.14 Transfer

(1) An application for the transfer of a valid licence from the licensee to another person must be—

- (a) made in the form determined by the local government;
- (b) made by the transferee;
- (c) made with the written consent of the licensee; and
- (d) lodged with the local government together with—
  - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and
  - (ii) the fee for the application for the transfer of a licence referred to in clause 4.10(3).

(2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).

(3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.

(4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 4.15(b), the transferee becomes the licensee of the licence for the purposes of this local law.

#### 4.15 Notification

The local government is to give written notice to—

- (a) an applicant for a licence of the local government's decision on her or his application;
- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 4.13(1);
- (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 4.13(2)(a); and
- (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act.

#### 4.16 Inspection of kennel

With the consent of the occupier, an authorized person may inspect an approved kennel establishment at any time.

### PART 5—DOGS IN PUBLIC PLACES

#### 5.1 Places where dogs are prohibited absolutely

(1) Subject to section 8 of the Act and section 66J of the *Equal Opportunity Act 1984*, dogs are prohibited absolutely from entering or being in any of the following places—

- (a) a public building, unless permitted by a sign;
- (b) a theatre or picture gardens;
- (c) all premises or vehicles classified as food premises or food vehicles under the *Health (Food Hygiene) Regulations 1993*;
- (d) a public swimming pool;
- (e) a house of worship; and
- (f) Northam Airfield.

(2) If a dog enters or is in a place specified in subclause (1), every person liable for the control of the dog at that time commits an offence.

Penalty: Where the dog is a dangerous dog, \$2,000; otherwise \$1,000.

#### 5.2 Places which are dog exercise areas

(1) Subject to clause 5.1 and subclause (2) of this clause, for the purposes of sections 31 and 32 of the Act, the following are dog exercise areas—

- (a) Reserve 33673 lot 401—Wundowie Townsite;
- (b) Victoria Oval being Reserves 3294 and 3996 and lots 189 and 190 Duke Street, Northam;
- (c) Jubilee Oval being Reserve 217;
- (d) Bert Hawke Sporting Complex being Suburban Locations P29, P30, P31, P32, P33, P34, Lot 2 of P37, Lot 100 of P38, Lot 100 of P39, Lot 100 of P40, Lot 100 of P41, Lot 100 of P42, Lot 100 of P43, Lot 100 of P44, and Lot 1 of P44;
- (e) Henry Street Oval being Location N74; and
- (f) Bakers Hill Oval being portion Reserve 4200 being the area occupied by the sports oval.

(2) Subclause (1) does not apply to—

- (a) land which has been set apart as a children's playground;
- (b) an area being used for sporting or other activities, as permitted by the local government, during the times of such use; or
- (c) a car park.

### PART 6—MISCELLANEOUS

#### 6.1 Offence to excrete

(1) A dog must not excrete on—

- (a) any thoroughfare or other public place; or
- (b) any land which is not a public place without the consent of the occupier.

(2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.

Penalty: \$200.

(3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

**PART 7—ENFORCEMENT**

**7.1 Definitions**

In this Part—

“**infringement notice**” means the notice referred to in clause 7.3; and

“**notice of withdrawal**” means the notice referred to in clause 7.6(1).

**7.2 Modified penalties**

(1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.

(2) The amount appearing in the third column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if—

(a) the dog is not a dangerous dog; or

(b) the dog is a dangerous dog, but an amount does not appear in the fourth column directly opposite that offence.

(3) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

**7.3 Issue of infringement notice**

Where an authorized person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 7 of the First Schedule of the Regulations.

**7.4 Failure to pay modified penalty**

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

**7.5 Payment of modified penalty**

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

**7.6 Withdrawal of infringement notice**

(1) Whether or not the modified penalty has been paid, the CEO may withdraw an infringement notice by sending a notice in the form of Form 8 of the First Schedule of the Regulations.

(2) A person authorized to issue an infringement notice under clause 7.3 cannot sign or send a notice of withdrawal.

**7.7 Service**

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

**Schedule 1**

(clause 4.2)

SHIRE OF NORTHAM

*Dogs Local Law 2008*

**APPLICATION FOR A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT**

I/we (full name) .....

of (postal address) .....

(telephone number) .....

(facsimile number) .....

(E-mail address) .....

Apply for a licence for an approved kennel establishment at (address of premises) .....

For (number and breed of dogs).....

\* (insert name of person)..... will be residing at the premises on and from (insert date) .....

\* (insert name of person)..... will be residing (sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare) at..... (insert address of residence) on and from ..... (insert date).

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4305

Attached are—

- (a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
- (b) plans and specifications of the kennel establishment;
- (c) copy of notice of proposed use to appear in newspaper;
- (d) copy of notice of proposed use to be given to adjoining premises;
- (e) written evidence that a person will reside—
  - (i) at the premises; or
  - (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
- (f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

I confirm that I have read and agree to comply with the Code of Practice known as ....., in the keeping of dogs at the proposed kennel establishment.

(Signature of applicant/s) .....

(Date).....

\* delete where inapplicable.

Note: a licence if issued will have effect for a period of 12 months—section 27.5 of the Dog Act.

OFFICE USE ONLY

Application fee paid on [insert date].

**Schedule 2**

(clause 4.8(1))

SHIRE OF NORTHAM

*Dogs Local Law 2008*

**CONDITIONS OF A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT**

An application for a licence for an approved kennel establishment may be approved subject to the following conditions—

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than—
  - (i) 25m from the front boundary of the premises and 5m from any other boundary of the premises;
  - (ii) 10m from any dwelling; and
  - (iii) 25m from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be—
  - (i) at least 100mm above the surface of the surrounding ground;
  - (ii) smooth so as to facilitate cleaning;
  - (iii) rigid;
  - (iv) durable;
  - (v) slip resistant;
  - (vi) resistant to corrosion;
  - (vii) non-toxic;
  - (viii) impervious;
  - (ix) free from cracks, crevices and other defects; and
  - (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;

- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
- (h) the kennel floor must have a durable upstand rising 75mm above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50mm from the underside of the bottom plate to the floor;
- (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
- (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of—
  - (i) 2m; or
  - (ii) 4 times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;
- (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheeted internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
- (l) all external surfaces of each kennel must be kept in good condition;
- (m) the roof of each kennel must be constructed of impervious material;
- (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorized person;
- (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
- (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
- (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and
- (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside—
  - (i) at the premises; or
  - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.

**Schedule 3**

(clause 7.2)

SHIRE OF NORTHAM

*Dogs Local Law 2008*

**OFFENCES IN RESPECT OF WHICH MODIFIED PENALTY APPLIES**

Offence	Nature of offence	Modified penalty \$	Dangerous Dog Modified Penalty \$
2.4(a)	Attempting to or causing the unauthorized release of a dog from a pound	200	400
2.4(b)	Interfering with any pound or vehicle used for the purpose of catching, holding or conveying dogs	200	
3.1	Failing to provide means for effectively confining a dog	100	200
4.9	Failing to comply with the conditions of a licence	100	200
5.1(2)	Dog in place from which prohibited absolutely	200	200
6.1(2)	Dog excreting in prohibited place	40	

Dated this 23rd day of July 2008.

The Common Seal of the Shire of Northam was affixed by authority of a resolution of the Council in the presence of—

Cr S. B. Pollard, Shire President.  
B. W. Mead, Chief Executive Officer.

**Attachment 2**

**SHIRE OF NORTHAM<sup>[r1]</sup>**  
**DOGS LOCAL LAW 2016**

**DOG ACT 1976**  
**LOCAL GOVERNMENT ACT 1995**

~~DOG ACT 1976~~  
~~LOCAL GOVERNMENT ACT 1995~~  
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SHIRE OF NORTHAM

~~DOGS LOCAL LAW 2008~~

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**Schedule 1**

**Application for a licence for an approved kennel establishment**

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**Schedule 3**

**Offences in respect of which modified penalty applies**

**DOG ACT 1976  
LOCAL GOVERNMENT ACT 1995**

SHIRE OF NORTHAM

**DOGS LOCAL LAW 2008**

Under the powers conferred by the *Dog Act 1976* and the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Northam resolved on (insert date) to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the *Shire of Northam Dogs Local Law 201608*.

**1.2 Definitions Commencement**

This local law comes into operation 14 days after the date of its publication in the Government Gazette.

**1.3 Application**

This local law applies throughout the district.

**1.4 Repeal**

The Shire of Northam Dogs Local Law 2008 published in the Government Gazette on ~~16 September 2008~~ 16 September 2008 is repealed.

**1.5 Interpretation**

In this local law unless the context otherwise requires -

“**Act**” means the *Dog Act 1976*;

“**authorized person**” means a person authorized by the local government to perform all or any of the functions conferred on an authorized person under this local law;

“**CEO**” means the Chief Executive Officer of the local government;

“**district**” means the district of the local government~~Shire of Northam~~;

**dangerous dog** means a dog which is the subject of a declaration under section 33E of the Act declaring it to be a dangerous dog;

“**local government**” means the Shire of Northam;

“owner” has the meaning given to it by the Act;

“person liable for the control of the dog” has the meaning given to it by the Act;

“pound keeper” means a person authorized by the local government to perform all or any of the functions conferred on a “pound keeper” under this local law;

“premises” has the meaning given to it by the Act;

“Regulations” means the *Dog Regulations 1976*;

Schedule means a schedule in this local law;

“thoroughfare” has the meaning given to it in section 1.4 of the *Local Government Act 1995*; and

“town planning scheme” means a town planning scheme made by the local government under the *Planning and Development Act 2005* which applies throughout the whole or a part of the district.

#### ~~1.3 — Application~~

~~This local law applies throughout the district.~~

#### ~~1.4 — Repeal~~

~~The following local laws are repealed—~~

- ~~• The *Shire of Northam By laws Relating to Dogs* published in the *Government Gazette* on 2 April 1982 and as amended and published in the *Government Gazette* on 7 July 1989.~~
- ~~• The *Town of Northam By law No 50—Dogs* published in the *Government Gazette* on 22 May 1942.~~
- ~~• The *Town of Northam By laws Relating to Dogs* published in the *Government Gazette* on 12 June 1981 and as amended and published in the *Government Gazette* on 2 April 1982, 4 March 1988, 25 November 1988, 28 July 1989 and 12 December 1995.~~

## PART 2 - IMPOUNDING OF DOGS

### 2.1 Charges and costs

The following are to be imposed and determined by the local government under sections 6.16 - 6.19 of the *Local Government Act 1995* -

- (a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
- (b) the additional fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
- (c) the costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

## 2.2 Attendance of pound keeper at pound

The pound keeper is to be in attendance at the pound for the release of dogs at the times and on the days of the week as are determined by the CEO.

## 2.3 Release of impounded dog

(1) A claim for the release of a dog seized and impounded is to be made to the pound keeper or in the absence of the pound keeper, to the CEO.

(2) The pound keeper is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of the pound keeper, satisfactory evidence -

- (a) of her or his ownership of the dog or of her or his authority to take delivery of it; or
- (b) that he or she is the person identified as the owner on a microchip implanted in the dog.

## ~~2.4 No breaking into or destruction of pound~~

~~A person who~~

- ~~(a) unless he or she is the pound keeper or a person authorized to do so, releases or attempts to release a dog from a pound; or~~
- ~~(b) destroys, breaks into, damages or in any way interferes with or renders not dog proof~~
  - ~~(i) any pound; or~~
  - ~~(ii) any vehicle or container used for the purpose of catching, holding or conveying a seized dog;~~
- ~~commits an offence.~~

~~Penalty: Where the dog is a dangerous dog, \$2,000; otherwise \$1,000.~~

## PART 3 - REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

### 3.1 Dogs to be confined

(1) An occupier of premises on which a dog is kept must -

- (a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;
- (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
- (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises and is fitted with a proper latch or other means of fastening it;
- (d) maintain the fence and all gates and doors in the fence in good order and condition; and

(e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.

(e)(f)

(2) Where an occupier fails to comply with subclause (1), he or she commits an offence.

**Penalty:** Where the dog kept is a dangerous dog, \$2,000; otherwise \$1,000.

### 3.2 Limitation on the number of dogs

(1) This clause does not apply to premises which have been -

- (a) licensed under Part 4 as an approved kennel establishment; or
- (b) granted an exemption under section 26(3) of the Act.

(2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -

- (a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
- (b) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises is situated outside a townsite, if the subject property is less than 40 hectares, or 4 dogs over the age of 3 months and the young of those dogs under that age if the premises is situated outside a townsite and is greater than 40 hectares in area.

## PART 4 - APPROVED KENNEL ESTABLISHMENTS

### 4.1 ~~Definitions~~Interpretation

In this Part and in the Schedule ~~2~~ to this local law

**“licence”** means a licence to keep an approved kennel establishment on premises;

**“licensee”** means the holder of a licence;

**“premises”**, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence; and

**“transferee”** means a person who applies for the transfer of a licence to her or him under clause 4.14.

### 4.2 Application for licence for approved kennel establishment

An application for a licence must be made in the form of Schedule 1 and must be lodged with the local government together with -

- (a) plans and specifications of the kennel establishment, including a site plan;
- (b) copies of the notices to be given under clause 4.3;

- (c) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;
- (d) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government; and
- (e) the fee for the application for a licence referred to in clause 4.10(1).

#### 4.3 Notice of proposed use

(1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged –

- (a) once in a newspaper circulating in the district; and
- (b) to the owners and occupiers of any premises adjoining the premises.

~~(b)(c)~~

(2) The notices in subclause (1) must specify that –

- (a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
- (b) the application and plans and specifications may be inspected at the offices of the local government.

~~(b)(c)~~

(3) Where –

- (a) the notices given under subclause (1) do not clearly identify the premises; or
- (b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises,

~~(b)(c)~~

then the local government may refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions.

#### 4.4 Exemption from notice requirements

Where an application for a licence is made in respect of premises on which an approved kennel establishment is either a –

- (a) permitted use; or
- (b) use which the local government may approve subject to compliance with specified notice requirements,

~~(b)(c)~~

under a town planning scheme, then the requirements of clauses 4.2(b), 4.3 and 4.5(a) do not apply in respect of the application for a licence.

#### 4.5 When application can be determined

~~4.5~~

An application for a licence is not to be determined by the local government until –

- (a) the applicant has complied with clause 4.2;
- (b) the applicant submits proof that the notices referred to in clause 4.3(1) have been given in accordance with that clause; and

- (c) the local government has considered any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises.

#### **4.6 Determination of application**

4.6

In determining an application for a licence, the local government is to have regard to –

- (a) the matters referred to in clause 4.7;
- (b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

#### **4.7 Where application cannot be approved**

The local government cannot approve an application for a licence where –

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

#### **4.8 Conditions of approval**

(1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.

(2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.

#### **4.9 Compliance with conditions of approval**

A licensee who does not comply with the conditions of a licence commits an offence.

**Penalty:** Where a dog involved in the contravention is a dangerous dog, \$42,000 and a daily penalty of \$200 ~~\$400~~; otherwise \$4,000 and a daily penalty of \$400.

#### 4.10 Fees

(1) On lodging an application for a licence, the applicant is to pay a fee to the local government.

(2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.

(3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.

(4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16 – 6.19 of the *Local Government Act 1995*.

#### 4.11 Form of licence

The licence is to be in the form determined by the local government and is to be issued to the licensee.

#### 4.12 Period of licence

(1) The period of effect of a licence is set out in section 27(5) of the Act.

(2) A licence is to be renewed if the fee referred to in clause 4.10(2) is paid to the local government prior to the expiry of the licence.

(3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

#### 4.13 Variation or cancellation of licence

(1) The local government may vary the conditions of a licence.

(2) The local government may cancel a licence –

- (a) on the request of the licensee;
- (b) following a breach of the Act, the Regulations or this local law; or
- (c) if the licensee is not a fit and proper person.

(3) The date a licence is cancelled is to be, in the case of –

- (a) paragraph (a) of subclause (2), the date requested by the licensee; or
- (b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.

(4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

#### 4.14 Transfer

- (1) An application for the transfer of a valid licence from the licensee to another person must be –
- (a) made in the form determined by the local government;
  - (b) made by the transferee;
  - (c) made with the written consent of the licensee; and
  - (d) lodged with the local government together with –
    - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and
    - ~~(ii)~~ (iii) the fee for the application for the transfer of a licence referred to in clause 4.10(3).
- ~~(2)~~ (2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).
- ~~(3)~~ (3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.
- ~~(4)~~ (4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 4.15(b), the transferee becomes the licensee of the licence for the purposes of this local law.

#### 4.15 Notification

The local government is to give written notice to –

- (a) an applicant for a licence of the local government's decision on her or his application;
- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 4.13(1);
- (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 4.13(2)(a); and
- (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act.

#### 4.16 Inspection of kennel

With the consent of the occupier, an authorized person may inspect an approved kennel establishment at any time.

## PART 5 - DOGS IN PUBLIC PLACES

### 5.1 Places where dogs are prohibited absolutely

(1) Subject to section 8 of the Act and section 66J of the *Equal Opportunity Act 1984*, dogs are prohibited absolutely from entering or being in any of the following places –

- (a) a public building, unless permitted by a sign;
- (b) a theatre or picture gardens;
- (c) all premises or vehicles classified as food premises or food vehicles under the *Health (Food Hygiene) Regulations 1993*;
- (d) a public swimming pool;
- (e) a house of worship; and
- (f) Northam Airfield.

(2) If a dog enters or is in a place specified in subclause (1), every person liable for the control of the dog at that time commits an offence.

Penalty: Where the dog is a dangerous dog, \$2,000; otherwise \$1,000.

### 5.2 Places which are dog exercise areas

(1) Subject to clause 5.1 and subclause (2) of this clause, for the purposes of sections 31 and 32 of the Act, the following are dog exercise areas –

(1)

- (a) Reserve 33673 lot 401 – Wundowie Townsite;
- (b) ~~Victoria Oval being Reserves 3294 and 3096 and lots 189 and 190 Duke Street, Northam;~~
- (be) Jubilee Oval being Reserve 217;
- (cd) Bert Hawke Sporting Complex being Suburban Locations P29, P30, P31, P32, P33, P34, Lot 2 of P37, Lot 100 of P38, Lot 100 of P39, Lot 100 of P40, Lot 100 of P41, Lot 100 of P42, Lot 100 of P43, Lot 100 of P44, and Lot 1 of P44;
- (de) Henry Street Oval being Location N74; and
- (ef) Bakers Hill Oval being portion Reserve 4200 being the area occupied by the sports oval.

(2) Subclause (1) does not apply to –

(2)

- (a) land which has been set apart as a children's playground;
- (b) an area being used for sporting or other activities, as permitted by the local government, during the times of such use; or
- (c) a car park.

## PART 6 - MISCELLANEOUS

### 6.1 Offence to excrete

(1) A dog must not excrete on –

(1)

- (a) any thoroughfare or other public place; or
- (b) any land which is not a public place without the consent of the occupier.

(2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.

Penalty: \$200.

(3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

## PART 7 - ENFORCEMENT

### 7.1 ~~Definitions~~Interpretation

In this Part -

“**infringement notice**” means the notice referred to in clause 7.3; and

“**notice of withdrawal**” means the notice referred to in clause 7.6(1).

### 7.2 Modified penalties

(1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.

(1)

(2) The amount appearing in the third column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if -

- (a) the dog is not a dangerous dog; or
- (b) the dog is a dangerous dog, but an amount does not appear in the fourth column directly opposite that offence.

(3) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

### 7.3 Issue of infringement notice

Where an authorized person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 7 of the First Schedule of the Regulations.

#### **7.4 Failure to pay modified penalty**

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

#### **7.5 Payment of modified penalty**

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

#### **7.6 Withdrawal of infringement notice**

(1) Whether or not the modified penalty has been paid, the CEO may withdraw an infringement notice by sending a notice in the form of Form 8 of the First Schedule of the Regulations.

~~(1)~~

(2) A person authorized to issue an infringement notice under clause 7.3 cannot sign or send a notice of withdrawal.

#### **7.7 Service**

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

**SCHEDULE 1**  
(clause 4.2)  
Shire of Northam  
DOGS LOCAL LAW 2008

**APPLICATION FOR A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT**

I/we (full name) .....  
of (postal address) .....  
(telephone number) .....  
(facsimile number) .....  
(E-mail address) .....

Apply for a licence for an approved kennel establishment at (address of premises) ...  
.....

For (number and breed of dogs) .....  
\* (insert name of person) ..... will be residing at the  
premises on and from (insert date) .....

\* (insert name of person) ..... will be residing (sufficiently  
close to the premises so as to control the dogs and so as to ensure their health and  
welfare) at ..... (insert address of  
residence) on and from ..... (insert date).

Attached are -

- (a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
- (b) plans and specifications of the kennel establishment;
- (c) copy of notice of proposed use to appear in newspaper;
- (d) copy of notice of proposed use to be given to adjoining premises;
- (e) written evidence that a person will reside -
  - (i) at the premises; or
  - (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
- (f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

I confirm that I have read and agree to comply with the Code of Practice known as  
....., in the keeping of dogs at the proposed  
kennel establishment.

Signature of applicant .....

Date .....

\* delete where inapplicable.

Note: a licence if issued will have effect for a period of 12 months – section 27.5 of the Dog Act.

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OFFICE USE ONLY

Application fee paid on [insert date].

**SCHEDULE 2**  
(clause 4.8(1))  
Shire of Northam  
Dogs Local Law 2008

**Conditions of a licence for an approved kennel establishment**

An application for a licence for an approved kennel establishment may be approved subject to the following conditions -

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than -
  - (i) 25m from the front boundary of the premises and 5m from any other boundary of the premises;
  - (ii) 10m from any dwelling; and
  - (iii) 25m from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be -
  - (i) at least 100mm above the surface of the surrounding ground;
  - (ii) smooth so as to facilitate cleaning;
  - (iii) rigid;
  - (iv) durable;
  - (v) slip resistant;
  - (vi) resistant to corrosion;
  - (vii) non-toxic;
  - (viii) impervious;
  - (ix) free from cracks, crevices and other defects; and
  - (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
- (h) the kennel floor must have a durable upstand rising 75mm above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50mm from the underside of the bottom plate to the floor;
- (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
- (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of -
  - (i) 2m; or

- (ii) 4 times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;
- (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheeted internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
- (l) all external surfaces of each kennel must be kept in good condition;
- (m) the roof of each kennel must be constructed of impervious material;
- (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorized person;
- (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
- (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
- (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and
- (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside -
  - (i) at the premises; or
  - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.

**SCHEDULE 3**  
 (clause 7.2)  
 Shire of Northam  
 Dogs Local Law 2008  
**Offences in respect of which modified penalty applies**

Offence	Nature of offence	Modified penalty \$	Dangerous Dog Modified Penalty \$
2.4(a)	Attempting to or causing the unauthorized release of a dog from a pound	200	400
2.4(b)	Interfering with any pound or vehicle used for the purpose of catching, holding or conveying dogs	200	<u>400</u>
3.1	Failing to provide means for effectively confining a dog	100	200
4.9	Failing to comply with the conditions of a licence	<del>100</del> <u>200</u>	200
5.1(2)	Dog in place from which prohibited absolutely	200	400
6.1(2)	Dog excreting in prohibited place	<del>40</del> <u>100</u>	<u>200</u>

Other modified penalties as per Dog Regulations (2003) section 33.

Dated this ..... day of ..... 2008

The Common Seal of the Shire of Northam was affixed by authority of a resolution of the Council in the presence of:

CR S.B. POLLARD, Shire President  
B.W. MEADJ. WHITEAKER, Chief Executive Officer

### 12.4.6 Mid-Year Budget Review

<b>Address:</b>	NA
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Absolute Majority

#### BRIEF

To review the 2016/17 Adopted Budget.

#### ATTACHMENTS

Attachment 1: Budget Review for the year ended June 2017.

#### BACKGROUND / DETAILS

A thorough review of the Council's financial performance against budget has been undertaken by the Executive Management team. From this review, several items of expenditure and income have been recommended as budget reallocations. These are summarised in Attachment 1.

The purpose of this process is twofold. Firstly, it provides the Council with the opportunity to address any budget items which are or will be significantly over or under budget and secondly it allows the Council the opportunity to re-allocate its resources and consider undertaking additional projects during the current financial year.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective G2: Improve organisational capability and capacity.

Strategy G2.3: Operate in a financially sustainable manner.

##### Financial / Resource Implications

The financial impacts of the review are nil, i.e. all changes are balanced out

##### Legislative Compliance

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
  
  - (2A) *The review of an annual budget for a financial year must —*
    - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
    - (b) *consider the local government's financial position as at the date of the review; and*
    - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
  
  - (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
  
  - (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
- \*Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

### **Policy Implications**

Nil.

### **Stake Holder Engagement / Consultation**

Nil.

### **Risk Implications**

The budget review is carried out to ensure that the Council has sufficient funds available to meet estimated expenditure for the remainder of the 2016/17 financial year.

### **OFFICER'S COMMENT**

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Council adopted a 10% and a \$20,000 minimum for the reporting of material variances to be used in the statements of financial activity.

The budget has been reviewed to continue to deliver on strategies adopted by the Council and maintains a high level of service across all programs. The notes below correspond to the notes in the note column in recommended adjustments contained within Attachment 1. A revised Operating Statement

(N&T) and Rate Setting Statement have been produced based on the recommended budget alterations below along with the budgeted reserve closing balances as of 30 June 2017.

**2015/16 Budget Review Notes, Decrease in Expenditure Increase in Revenue Shown in Brackets ( )**

***Operating Expenditure***

1. Bernard Park CCTV \$2,500 – this expenditure is required due to additional costs incurred that resulted from vandalism, the Bernard Park Camera had to be replaced costing Council \$2,800.
2. Audit Fees \$5,000 – this expenditure is related to Acquittals falling due for the State Governments Royalties for Regions program.
3. Traffic Management Signs \$20,000 - this account has been reduced due to additional Capital Works being carried out, it has been used to offset additional expenditure related to, Southern Brook Road.
4. Roads Maintenance (\$35,000) – as above this account has been reduced due to additional Capital Works being carried out, it has been used to offset additional expenditure related to Southern Brook Road.
5. Library Programs \$10,000 – additional expenditure is expected from programs being run at the library, this is partly offset with additional income.
6. Fire Prevention Other Costs \$2,000 – this budget has been increased so a recognition function can be carried out at the end of the fire season for Councils Volunteer Bush Fire Brigade Officers.
7. Water and Standpipe Expense \$4,000 – this account is expected to finish the financial year over the current budget due to additional maintenance works being required on backflow devices.
8. Valuation & Title Searches \$46,785 – this expenditure relates to Councils revaluation of GRV that occurred during the 2015/16 financial year, it was budgeted to be brought to account during 2015/16 however the invoice was not received until the 2016/17 financial year.
9. Regional Verge Bins (\$10,000) – this is the first year that the regional verge bins service has been offered, due to a slower than anticipated take-up the budget has been reduced.
10. Waste Management Plans \$10,000 – the expenditure for the Waste Management Plans is expected to be greater than budgeted for.
11. Katrine Toilets \$3,000 – additional funding is required due to the Katrine toilets being vandalized on several occasions during the first half off the year.
12. Printing & Stationary \$10,000 – this account was under allocate during the development of the annual budget in error, the additional allocation brings it back in line with previous years.
13. Conference & Training \$2,000 – additional budget required for the ongoing training and development of staff in the corporate services

department.

### **Capital Expenditure**

14. Southern Brook Road (materials only) \$89,601 – Southern Brook Road is over budget due to the following mitigating factors;
  - a. A carry forward amount for materials of \$65,745 was carried over from the 2015/16 year to the 2017/18 year, however less expenditure than expected occurred during 2015/16, as such an additional, \$40,000 should have been carried forward.
  - b. Additional expenditure over the current budget was also required relating to the 2<sup>nd</sup> coat spray seal due to an error in calculating required quantities when budgeting the works.
15. Inkpen Fire shed (\$87,207) – this expenditure had been budgeted for the 2016/17 year in error, actual expenditure occurred during 2015/16.
16. Rail Link Footpath (\$46,122) – as above the expenditure was budgeted for 2016/17 however actual expenditure occurred during 2015/16.
17. Footpath Renewal (materials only) \$29,000 – this line item had been omitted from the budget in error.
18. Kerb Renewal (\$29,000) this has been relocated to Footpath Renewal, refer above.
19. Airport Gate \$20,000 – this had been budgeted for during the 2015/16 financial year, works had not been carried out during 2015/16 and the allocation had not been carried forward in error.

### **Accounts Netted Out (nil impact on budget)**

20. 11 Dempster Road (A10509) (\$34,000) - unbudgeted sale of land income brought to account, rates outstanding totaled \$56,480 with the balance to be written off as per resolution C.2758.
21. Parts & Repairs \$70,000 – additional funds needed for the maintenance of vehicles due to additional unforeseen expenditure, this has been offset by less than expected expenditure on Councils plant replacement program. The additional funds will bring the budget into line with past annual budgets. There was an expectation that change in processes will bring a cost saving, however this has been offset by the fact that additional plant has been purchased in recent years.
22. New CBFO Vehicle \$26,363 – this vehicle was involved in a traffic accident and written off, insurance was received and a new vehicle was then purchased under section 6.8 (1)(c) of the Local Government Act which was approved by the Shire President.
23. Health Legal Expenses \$25,000 - additional legal expenditure has occurred due to a demolition, in addition additional above budget expenditure is expected for the remainder of the financial year, this is expenditure will be offset with additional reimbursements.
24. Legal Costs Planning \$20,000 - legal costs will finish the financial year over

budget, these costs will be netted out with additional planning fines.

25. Bernard Park Drainage \$139,623 – additional expenditure has occurred on this project – however the expenditure is still within the parameters provided to staff by Council resolution. To assist in finalizing Super Towns funding and freeing up additional funds to expend on drainage improvements to the CBD, it is being recommended that funds be reallocated as per the table presented below;

<b>Expenditure Item</b>	<b>Budget</b>	<b>Amendment</b>	<b>Estimated Budgeted Expenditure</b>
<b>Bernard Park Drainage</b>	\$550,544	\$139,623	690,167
<b>Infrastructure Drainage</b>	\$297,012	\$20,755	317,767
<b>Town Pool</b>	\$160,378	(\$160,378)	0.00
<b>Total</b>	<b>1,007,934</b>	<b>0.00</b>	<b>1,007,934</b>

Staff will seek a variation from the Department of Regional Development & Lands for the Supertowns (2011/12) funded Town Pool reserve to be relocated to the Bernard Park Drainage Project. The additional Supertowns funds have been added to infrastructure drainage giving Council greater flexibility moving forward.

### **Grant Funded Projects**

26. NRM Grant (\$50,000) – a partial grant has been received potentially for the employment of an environmental officer or consultant for a short term contract, full details are still being negotiated. Council had applied for grant funding through the State Natural Resource Management Program for the 2016/17 financial year which was unsuccessful at the time, however due to surplus funds becoming available the application was revisited and partial funding granted. There may be a requirement for a contribution from Council as part of the grant agreement.
27. Fluffy Ducks Playgroup Grant (\$236,075) – the Fluffy Ducklings Day Care Inc. successfully applied for a grant through the WDC for extensions to the current Shire owned facility in Wundowie, as per the following extract from the grant application *“The funding of this grant will be going towards Stage 1 of the The Fluffy Ducklings Day Care extensions. This involves the purchase and installation of a transportable building on the current Fluffy Ducks Daycare in Wundowie. The current building is ageing and does not comply with many of the National Childcare Regulations. This project consists of 2 Stages; the WRGS funding will be covering the costs of Stage 1. Stage 1 of the build will provide additional play space and a staff room.*

Stage 2 will allow for Fluffy Ducklings to cater for the care of babies aged 0-2 years”.

28. Lotterywest Grant (\$500,000) – Council was successful in obtaining greater than budgeted grant support from Lotterywest for the Aboriginal & Environmental Interpretive Centre.

**Transfers From/To Reserve**

29. Airport Infrastructure \$40,000 – Council resolved (C.2839) to allocate additional capital expenditure to ensure that existing and future hanger sites had access to water and electricity.
30. Septage Pond Infrastructure \$150,000 – Council approved the budget amendment for safety improvement works around the Septage ponds, these works were required due to the issuing of a works order from Worksafe, the funds were transferred from the Septage Ponds Reserve.
31. Septage Pond Dividend \$25,000 - Council resolved (C.2841) to pay Toodyay an unbudgeted dividend from the Septage Pond Reserve.
32. Avon Valley Vintage Vehicle Association Upgrade \$27,000 – motion C.2785 resolved to allocate additional funds for upgrading relating to the floor re-stumping and associated works, this expenditure is transferred from the Council Buildings and Amenities Reserve.
33. Wundowie Pool Insurance Works – vandalism caused Council to allocate additional resource to the Wundowie Pool, actual expenditure was less than budget, as such the following reduced amendments will be made.

Item	Wundowie Pool Insurance	
	Budget Amendment C.2813	Revised Amendment
Additional Expenditure Buildings	(\$25,000)	(\$25,000)
Transfer from reserve	\$11,000	\$11,000
Additional Expenditure Pool	(\$200,000)	(\$45,000)
Reimbursement Insurance	\$214,000	\$59,000
<b>Net Impact</b>	<b>Nil</b>	<b>Nil</b>

34. Library/Health Salaries \$25,000 – transfer from the Leave Reserve for the termination payout for a long serving library officer and the temporary employment of a health officer or consultant fees for annual leave coverage within the health department.

35. Cemetery Toilet block \$33,900 – Council approved in the 2016/17 budget to allocate \$53,972 for the construction of a unisex accessible toilet on a site close to the Cemetery Niche wall. The facility is intended to compliment the architecture of the Niche wall. Brick is the preferred building material to reduce radiant heat in the summer. The roof is to be lined and insulated with ventilation.

Due to the steep gradient of the cemetery site persons that are infirm and are attending funerals find it difficult to walk from the car park to the funeral site and Niche Wall.

As this will be the only accessible facilities in the cemetery it is therefore intended to provide an area adjacent to the toilets for a drop off and pick up area for aged or infirm ones of two accessible parking spaces.

The original budget submission did not include the vehicle parking, kerb, connecting pathways, retaining walls and sewage septic system.

It is requested that extra funds are allocated for the project as presented below and transferred from the Recreation and Community Facilities Reserve.

<b>Cemetery Public Toilets</b>	<b>Revised Budget</b>
Existing Budget Allocation	\$53,972
Brick Wall Variation	\$3,400
Sewage System	\$12,800
Vehicle Parking	\$14,500
Paths and Retaining Walls	\$3,200
<b>Total Revised Budget</b>	<b>\$87,872</b>

### **Sale of Land**

36. Sale of Land Boulevard Shopping Centre (\$200,000) – Sale of land to the Perdaman Group, funds allocated to the Aboriginal & Environmental Interpretive Centre. Inclusive of note 28, total allocated funding for Aboriginal & Environmental Interpretive Centre is \$5,133,686.

### **Revenue Accounts**

37. Interim Rates (\$12,000) – greater than budgeted rate revenue received from the Mauravillo Estate Subdivision.

38. LSL Contributions (\$39,525) – unbudgeted long service leave contributions from other local governments.

39. Swimming Pool Inspection Fees \$8,500 – less fees to be received than budgeted for.

40. Roads to Recovery (\$83,879) – this grant revenue was expected to be received during the 2015/16 year however it carried forward to the current financial year.

41. Insurance Rebate \$17,235 – the insurance rebate from LGIS received was

- less than that budgeted for due to a change in the distribution method.
42. Train Ticket Sales \$3,000 – the selling of train tickets to members of the public continue to decline due to them being purchased over the internet.
43. DFES Capital Grant Inkpen (\$13,894) – additional grant funding received, offset with additional expenditure incurred during the Inkpen fire shed project.

**Additional Item**

44. Replace Suspension Bridge Lights \$25,000 – the current lights have been vandalized over many years and have now reached the point where they need replacement. Staff have assessed this project as a high priority, this has partly been offset with a \$10,000 transfer from the Recreation and Community Facilities Reserve. The new lights will include mesh covers to prevent damage from stones.
45. Wundowie Pool CCTV \$10,000 – a report was presented to Council and motion C.2813 was adopted for staff to investigate the costs for CCTV for the Wundowie pool as such it is requested that the additional funding be allocated.

**Adjustment to End of Year Deficit**

46. Estimated Deficit adjustment \$61,023 – net adjustment

<b>Adjustment to end of year Deficit</b>	
	Adjustment
Estimated Deficit as of the 30th June 2016 accounted for	(\$ 61,023)
Killara Surplus Adjustment Accounted for	.(\$ 84,061)
Killara Leave offset Killara Reserve	\$ 84,061
<b>Net Adjustment to EOFY Position</b>	<b>(\$ 61,023)</b>

**Additional Item for Consideration**

In addition to the above staff are seeking direction on the request from the Northam & Districts Little Athletics regarding the installation of a new long jump pit and rubber run up. An allocation of \$17,580 was made during the 2016/17 budget adoption along with a revenue item of \$17,580 of grant funding to fund the project. Staff have been unsuccessful in obtaining the grant funding. If Council wishes to fund this project as part of the budget review the following options are available to Council;

- a. Funded from the Recreation and Community Facilities Reserve
- b. Could be incorporate in the budget review as stands and run a small deficit
- c. Could be incorporated in the budget review, offset with additional savings from within the chart of accounts.

#### **RECOMMENDATION**

##### **That Council;**

- 1. Receive the Budget Review conducted for the six (6 ) months ended 31 December 2016;**
- 2. Authorise the Chief Executive Officer to amend the 2016/17 Budget in accordance with the attached report titled 'Budget Review as at 31 December 2016.**
- 3. Adopts the addition to the budget for the replacement of the suspension bridge lights \$25,000**
- 4. Adopt the addition to the budget for the installation of a CCTV camera at the Wundowie swimming pool \$10,000.**

## Attachment 1

### Shire of Northam Budget Review For the Year Ended June 2017

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Expense accounts	Notes	Adopted Budget	RECOMMENDED ADJUSTMENTS BUDGET REVIEW 2016/17		Revised Budget
			Council Motion #	Staff Recommended	
<b>Expense accounts</b>					
Bernard Park CCTV (05082052)	1	(\$ 2,500)		(\$ 2,500)	(\$ 5,000)
Audit Fees (04052072)	2	(\$ 28,842)		(\$ 5,000)	(\$ 33,842)
Traffic Management Signs (12382192)	3	(\$ 124,878)		\$ 20,000	(\$ 104,878)
Roads Maintenance (12382162)	4	(\$ 485,009)		\$ 35,000	(\$ 450,009)
Library Programs (11352142)	5	(\$ 43,306)		(\$ 10,000)	(\$ 53,306)
Fire Prevention Other Costs (05062112)	6	(\$ 14,581)		(\$ 2,000)	(\$ 16,581)
Water and Standpipe Expense (05062092)	7	(\$ 88,193)		(\$ 4,000)	(\$ 72,193)
Valuation & Title Searches (03012002)	8	(\$ 30,000)		(\$ 46,758)	(\$ 76,758)
Regional Verge Bins (10252032)	9	(\$ 89,900)		\$ 10,000	(\$ 79,900)
Waste Management Plans (10252062)	10	(\$ 30,000)		(\$ 10,000)	(\$ 40,000)
Katrine Toilets (1805)	11	(\$ 5,020)		(\$ 3,000)	(\$ 8,020)
Printing & Stationary (04052032)	12	(\$ 20,500)		(\$ 10,000)	(\$ 30,500)
Conference/Training (04051042)	13	(\$ 18,500)		(\$ 2,000)	(\$ 20,500)
<b>Capital expenditure</b>					
Southern Brook Road (3522), materials only	14	(\$ 106,047)		(\$ 118,797)	(\$ 224,844)
Inkpen Fire shed (05067034)	15	(\$ 201,796)		\$ 87,207	(\$ 114,589)
Rail Link Footpath (3410)	16	(\$ 46,112)		\$ 46,112	\$ -
Footpath Renewal (12379174) materials only	17	\$ -		(\$ 29,000)	(\$ 29,000)
Kerb Renewal (12379154)	18	(\$ 125,000)		\$ 29,000	(\$ 96,000)
Airport Gate (12429014)	19	\$ -		(\$ 20,000)	(\$ 20,000)
<b>Accounts Netted Out</b>					
Sale 11 Dempster Road	20	\$ -	C.2758	\$ 34,000	\$ 34,000
Rates Debtors		\$ -	C.2758	(\$ 34,000)	(\$ 34,000)
Plant Replacement, including adjustment no trade of Mazda BT550 2014 PN1401 (12399004)	21	(\$ 985,941)		\$ 70,000	(\$ 915,941)
Parts and Repairs (14532022)		(\$ 220,000)		(\$ 70,000)	(\$ 290,000)
Proceeds Insurance CBFO Vehicle (05079075)	22	\$ -		\$ 24,457	\$ 24,457
New CBFO Vehicle (05067014)		\$ -		(\$ 26,363)	(\$ 26,363)
Health Legal Expenses (07142052)	23	(\$ 15,000)		(\$ 25,000)	(\$ 40,000)
Health Reimbursements (07143073)		\$ 10,000		\$ 25,000	\$ 35,000
Legal Costs Planning (10302032)	24	(\$ 15,000)		(\$ 20,000)	(\$ 35,000)
Fines Planning (10303023)		\$ 30,000		\$ 20,000	\$ 50,000
Bernard Park Drainage (4311)	25	(\$ 550,544)		(\$ 139,623)	(\$ 690,167)
TownPool Reserve Supertowns (4215)		(\$ 160,378)		\$ 160,378	\$ -
Infrastructure Drainage (4314)		(\$ 297,012)		(\$ 20,755)	(\$ 317,767)
<b>Grants Funded Projects</b>					
NRM Grant Expenditure (new)	26			(\$ 50,000)	(\$ 50,000)
NRM Grant Revenue (new)				\$ 50,000	\$ 50,000
Fluffy Ducks Playgroup Grant	27			\$ 236,075	\$ 236,075
Fluffy Ducks Playgroup Expenditure				(\$ 236,075)	(\$ 236,075)
Lotterywest Grant A&EIC (11363003)	28	\$ 3,936,369		\$ 500,000	\$ 4,436,369
A&EIC (1034)		(\$ 4,433,686)		(\$ 500,000)	(\$ 4,933,686)
<b>Transfers from Reserve</b>					
Airport Infrastructure (12429014)	29	\$ -	C.2839	(\$ 40,000)	(\$ 40,000)
Transfers From Recreation and Community Facilities Reserve (C.)		\$ -	C.2839	\$ 40,000	\$ 40,000
Septage Pond Infrastructure (new Capital Account)	30	\$ -	C.2814	(\$ 150,000)	(\$ 150,000)
Transfer from Septage Pond Reserve		\$ -	C.2814	\$ 150,000	\$ 150,000
Dividend Shire of Toodyay	31		C.2841	(\$ 25,000)	(\$ 25,000)
Transfer Septage Pond Reserve			C.2841	\$ 25,000	\$ 25,000
Avon Valley Vintage Vehicle Association Upgrade (1039)	32		C.2785	(\$ 27,000)	(\$ 27,000)
Transfer from Council Buildings and Amenities Reserve			C.2785	\$ 27,000	\$ 27,000
Wundowie Pool Building Maintenance (5020)	33	(\$ 4,100)	C.2813	(\$ 25,000)	(\$ 29,100)
Transfer from the Recreation and Community Facilities Reserve		\$ -	C.2813	\$ 11,000	\$ 11,000
Wundowie Pool Maintenance (11332192), (C.2812)		(\$ 6,000)	C.2813	(\$ 45,000)	(\$ 51,000)
Insurance Reimbursement		\$ -	C.2813	\$ 59,000	\$ 59,000
Transfer from Leave Reserve	34	\$ -		\$ 25,000	\$ 25,000
Library Salaries (11351002)		(\$ 246,226)		(\$ 20,000)	(\$ 266,226)
Health Salaries (07141002)		(\$ 235,062)		(\$ 5,000)	(\$ 240,062)
Cemetery Public Rest Room (10317104)	35	(\$ 53,972)		(\$ 33,900)	(\$ 87,872)
Transfer from the Recreation and Community Facilities Reserve		\$ -		\$ 33,900	\$ 33,900

	Notes	Adopted Budget	RECOMMENDED ADJUSTMENTS BUDGET REVIEW 2016/17		Revised Budget
			Council Motion #	Staff Recommended	
<b>Sale of land</b>					
Sale of land	36	\$ -	C.2833 &C.2873	\$ 200,000	\$ 200,000
A&EIC (1034)		\$ -	C.2833 &C.2873	(\$ 200,000)	(\$ 200,000)
<b>Revenue accounts</b>					
Interim Rates	37	\$ 58,970		\$ 12,000	\$ 70,970
LSL Contributions	38	\$ -		\$ 39,525	\$ 39,525
Swimming Pool Inspection Fees (1134630430)	39	\$ 15,000		(\$ 8,500)	\$ 6,500
Roads to Recovery (1123730630)	40			\$ 83,879	\$ 83,879
Insurance Rebate	41	\$ 29,400		(\$ 14,133)	\$ 15,267
Train Ticket Sales	42			(\$ 3,000)	(\$ 3,000)
DFES Capital Grants Inkpen (05063073)	43	\$ 710,851		\$ 13,894	\$ 724,745
<b>Additional Items</b>					
Replace Suspension Bridge Lights	44	\$ -		(\$ 25,000)	(\$ 25,000)
CCTV Wundowie Swimming Pool	45	\$ -	C.2813	(\$ 10,000)	(\$ 10,000)
Transfer from the Recreation and Community Facilities Reserve			C.2813	\$ 10,000	\$ 10,000
<b>Adjustment to end of year deficit</b>					
Estimated deficit as of the 30th June 2016 accounted for	46	\$ 4,067,761		(\$ 61,023)	\$ 4,006,738
Surplus Budgeted 16/17 Killara Surplus accounted for Adjustment				(\$ 84,061)	(\$ 84,061)
Adjustment surplus carried forward 30th June 2016				\$ 84,061	\$ 84,061
Leave offset Killara Reserve					
<b>Net Change to Budget</b>		<b>\$ 195,246</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 195,246</b>

Shire of Northam  
Revised Statement of Comprehensive Income  
By Nature and Type  
For the Year Ending 30th June 2017

	2016/17 Original Budget \$	2016/17 Ammendments \$	2016/17 Revised Budget \$
<b>REVENUE</b>			
Rates	8,945,651	12,000	8,957,651
Operating Grants & Subsidies & Contributions	5,223,542	70,392	5,293,934
Fees and Charges	3,759,512	(11,500)	3,748,012
Interest Earnings	340,000	0	340,000
Other Revenue	721,853	59,000	780,853
	<u>18,990,559</u>	<u>129,892</u>	<u>19,120,451</u>
<b>EXPENSES</b>			
Employee Costs	(7,730,064)	(25,000)	(7,755,064)
Materials and Contracts	(6,041,965)	(240,258)	(6,282,223)
Utility Charges	(812,191)	0	(812,191)
Depreciation	(4,157,607)	0	(4,157,607)
Interest Expenses	(143,380)	0	(143,380)
Insurance Expenses	(438,444)	0	(438,444)
Other Expenditure	(140,566)	0	(140,566)
	<u>(19,464,217)</u>	<u>(265,258)</u>	<u>(19,729,475)</u>
	(473,658)	(135,366)	(609,024)
<b>Non-Operating Grants, Subsidies and Contributions</b>			
Profit on Asset Disposals	7,093,233	783,848	7,877,081
Loss on Asset Disposals	212,712	0	212,712
	<u>(145,676)</u>	<u>0</u>	<u>(145,676)</u>
<b>NET RESULT</b>	<b>6,686,611</b>	<b>648,482</b>	<b>7,335,093</b>
Other Comprehensive Income	0	0	0
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>6,686,611</b>	<b>648,482</b>	<b>7,335,093</b>

This statement is to be read in conjunction with the accompanying notes.

Shire of Northam  
Revised Rate Setting Statement  
For the Year Ending 30th June 2017

	2016/17 Original Budget \$	2016/17 Amendments \$	2016/17 Revised Budget \$
<b>REVENUES</b>			
Governance	40,600	(14,133)	26,467
General Purpose Funding	3,812,263	39,525	3,851,788
Law, Order, Public Safety	1,290,721	13,894	1,304,615
Health	50,000	25,000	75,000
Education and Welfare	1,349,562	236,075	1,585,637
Housing	44,978	0	44,978
Community Amenities	2,524,125	20,000	2,544,125
Recreation and Culture	5,059,624	491,500	5,551,124
Transport	2,596,737	83,879	2,680,616
Economic Services	528,043	(3,000)	525,043
Other Property and Services	54,200	(70,000)	(15,800)
	<u>17,350,853</u>	<u>822,740</u>	<u>18,173,593</u>
<b>EXPENSES</b>			
Governance	(1,250,588)	(63,758)	(1,314,346)
General Purpose Funding	(254,712)	0	(254,712)
Law, Order, Public Safety	(1,166,417)	(8,500)	(1,174,917)
Health	(313,092)	(30,000)	(343,092)
Education and Welfare	(1,422,368)	0	(1,422,368)
Housing	(90,621)	0	(90,621)
Community Amenities	(3,520,391)	(98,000)	(3,618,391)
Recreation & Culture	(4,369,491)	(41,000)	(4,410,491)
Transport	(5,186,429)	55,000	(5,131,429)
Economic Services	(2,009,102)	0	(2,009,102)
Other Property and Services	(26,683)	0	(26,683)
	<u>(19,609,893)</u>	<u>(186,258)</u>	<u>(19,796,151)</u>
			0
<b>Net Operating Result Excluding Rates</b>	<b>(2,259,040)</b>	<b>636,482</b>	<b>(1,622,558)</b>
			0
<b>Adjustments for Cash Budget Requirements:</b>			
<b>Non-Cash Expenditure and Revenue</b>			
(Profit)/Loss on Asset Disposals	(67,036)		(67,036)
Depreciation on Assets	4,157,607	0	4,157,607
Movement in Provisions & Accruals	0	(34,000)	(34,000)
<b>Capital Expenditure and Revenue</b>			
Purchase Land and Buildings	(6,016,749)	(909,768)	(6,926,517)
Purchase Infrastructure Assets - Roads	(3,960,829)	(89,797)	(4,050,626)
Purchase Infrastructure Assets - Bridges & Culverts	0		0
Purchase Infrastructure Assets - Footpaths	(420,051)	17,112	(402,939)
Purchase Infrastructure Assets - Drainage	(2,141,315)	(160,378)	(2,301,693)
Purchase Infrastructure Assets - Streetscape	0		0
Purchase Infrastructure Assets - Parks	0		0
Purchase Infrastructure Assets - Other	(3,340,330)	(34,622)	(3,374,952)
Purchase Plant and Equipment	(2,040,122)	43,637	(1,996,485)
Purchase Furniture and Equipment	(57,989)	0	(57,989)
Proceeds from Disposal of Assets	501,686	224,457	726,143
Proceeds New Debentures	1,650,000	34,000	1,684,000
Contribution Community Group	(150,000)		(150,000)
Repayment of Debentures	(223,416)		(223,416)
Self Supporting Loan Principal Income	31,980		31,980
Transfers to Reserves (Restricted Assets)	(1,439,788)	0	(1,439,788)
Transfers from Reserves (Restricted Assets)	2,761,981	321,900	3,083,881
			0
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	4,067,761	(61,023)	4,006,738
LESS Estimated (Surplus)/Deficit June 30 C/Fwd	0	0	0
<b>Amount Required to be Raised from Rates</b>	<b>(8,945,651)</b>	<b>(12,000)</b>	<b>(8,957,651)</b>

This statement is to be read in conjunction with the accompanying notes.

**Shire of Northam  
 Revised Reserve Account Balances  
 For the Year Ended June 2017**

	2016/17	2016/17	2016/17
<b>RESERVES - CASH BACKED</b>	<b>Budget</b>	<b>Movement</b>	<b>Revised Budget</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Aged Accommodation Reserve	211123		211,123
Employee Liability Reserve	477484	(25,000)	452,484
Housing Reserve	252179		252,179
Reticulation Scheme Reserve	57415		57,415
Office Equipment Reserve	96675		96,675
Plant & Equipment Reserve	282595		282,595
Road & Bridgeworks Reserve	99106		99,106
Refuse Site Reserve	352439		352,439
Regional Development Reserve	426477		426,477
Speedway Reserve	140191		140,191
Community Bus Replacement Reserve	52343		52,343
Septage Pond Reserve	418374	(186,000)	232,374
Killara Reserve	158653		158,653
Stormwater Drainage Projects Reserve	28504		28,504
Recreation and Community Facilities Reserve	579144	(83,900)	495,244
Administration Office Reserve	335589		335,589
Council Buildings & Amenities Reserve	33102	(27,000)	6,102
River Town Pool Dredging Reserve	71065		71,065
Parking Facilities Construction Reserve	152451		152,451
Art Collection Reserve	22040		22,040
Election Reserve	15000		15,000
Revaluation Reserve	20000		20,000
<b>Total Cash Backed Reserves</b>	<b>4281949</b>	<b>-321900</b>	<b>3960049</b>

## **12.5 COMMUNITY SERVICES**

### **12.5.1 Tender for the Aboriginal and Environmental Centre**

This report will be provided as a separate attachment to Elected Members once the report has been finalised.

### 12.5.2 Recreation Based Birthday Parties Pricing

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	1.3.16.4
<b>Reporting Officer:</b>	Milton Brooks Manager Recreation Services
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Voting Requirement</b>	Absolute Majority

#### BRIEF

Activity based birthday party programs are popular options in many private and commercial facilities. There is currently no approved fee for this service at the Shire of Northam Recreation facilities. The intent of the report is to establish that fee.

#### ATTACHMENTS

Nil.

#### BACKGROUND / DETAILS

Activity based birthday party programs are popular options in many private and commercial facilities. The benefit of the program to the parent is that it removes the planning and accommodation aspect of a child's birthday party, providing a safe venue that may or may not involve structured activities and play leaders.

After an informal needs analysis indicated a need for the program in Northam, Shire staff successfully trialled two birthday party concepts, one boy's party and one girl's party. These trials demonstrated the feasibility of the program.

So as to accommodate the broadest section of the community, it is proposed to offer three options of parties, with the inclusion of food and a play leader being the variables. The three different price points are proposed to be \$100, \$160 and \$220 for a party of 10 children, with the cost pro-rata for additional children.

As the program was not considered at the time of adoption of the budget, an appropriate fee for such a program was not included. As the program is now ready to be implemented, staff are proposing a new fee to be added to the approved schedule of fees and charges.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

- Objective C3: Provide active and passive recreation facilities and services.  
 Strategy C3.1: Develop, maintain and support appropriate recreation facilities throughout the Shire.  
 Action: Manage the Northam & Bakers Hill Recreation Centres.  
 Manage the Shire Swimming Pool facilities in Northam & Wundowie.

### Financial / Resource Implications

The pricing has been structured to be reflective of industry price points and has accommodated all Shire of Northam expenses. Below are a worked examples for 10 guests:

	Basic Party	Deluxe Party	Premium Party
<b>Staff</b>	\$0	\$0	\$60
<b>Food</b>	\$0	\$50	\$50
<b>Consumables</b>	\$50	\$50	\$50
<b>Administration</b>	\$30	\$30	\$30
<b>Total</b>	<b>\$80</b>	<b>\$130</b>	<b>\$190</b>
<b>Proposed Fee:</b>	<b>\$100</b>	<b>\$160</b>	<b>\$220</b>

All proposed fees are inclusive of GST.

### Legislative Compliance

Local Government Act 1995:

#### Section 6.16 Imposition of fees and charges

(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

\* *Absolute majority required.*

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed\* during a financial year; and
  - (b) amended\* from time to time during a financial year.

\* *Absolute majority required.*

#### Section 6.17 Setting level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
- (a) the cost to the local government of providing the service or goods; and
  - (b) the importance of the service or goods to the community; and
  - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
- (a) under section 5.96; or
  - (b) under section 6.16(2)(d); or
  - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
  - (b) limit the amount of a fee or charge in prescribed circumstances.

#### Section 6.18 Effect of other written laws

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —
- (a) determine an amount that is inconsistent with the amount determined under the other written law; or
  - (b) charge a fee or charge in addition to the amount determined by or under the other written law.
- (2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

#### Section 6.19 Local government to give notice of fees and charges

- (1) If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —
- (a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

### **Policy Implications**

N/A.

### **Stake Holder Engagement / Consultation**

As stated in the background to this report, staff ran two trial parties to ascertain the viability of the concept. The Recreation Centre has also had some general community feedback in relation to the party concept, which has been positive.

### **Risk Implications**

Nil.

### **OFFICER'S COMMENT**

The concept of running birthday parties for the community has been demonstrated as feasible. Supporting the recommendation will enhance the diversity of programs that are able to be run at Shire of Northam recreation facilities.

### **RECOMMENDATION**

**That Council approve the following fees (GST inclusive) for the hosting of birthday parties at recreation facilities:**

- a. Basic - \$100 for 10 children; \$10 for subsequent children**
- b. Deluxe - \$160 for 10 children; \$16 for subsequent children**
- c. Premium - \$220 for 10 children; \$22 for subsequent children**

**ABSOLUTE MAJORITY VOTE REQUIRED**

**13. MATTERS BEHIND CLOSED DOORS**

Nil.

**14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

Nil.

**16. DECLARATION OF CLOSURE**