



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting

15 August 2018



NOTICE PAPER

Ordinary Council Meeting

15th August 2018

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 15th August 2018 at 5:30pm.

There will be a Forum meeting held in the Council Chambers on 8th August 2018 at 5:30 pm to discuss the contents of this agenda.

Yours faithfully



Jason Whiteaker
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:

President

Deputy President

Councillors

C R Antonio

M P Ryan

J E G Williams

C L Davidson

R W Tinetti

S B Pollard

A J Mencshelyi

T M Little

J Proud

C P Della

Staff:

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Community Services

Executive Manager Corporate Services

Executive Assistant – CEO

J B Whiteaker

C D Kleynhans

C B Hunt

R Rayson

C Young

A C Maxwell

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Councillor Cr R W Tinetti leave of absence from 13th August 2018 to 9th September 2018 (inclusive).

3. DISCLOSURE OF INTERESTS

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

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

<u>Visitations and Consultations</u>	
22/07/18	Avon Descent Media Launch and Scrutineering Event Bayswater
26/07/18	Reconciliation Action Plan Meeting - Northam
27/07/18	Avon Waste Depot Official Opening - York
30/07/18	Radio Interview with Terry Siva – MMM Northam
31/07/18	Training on Performance Appraisals - Perth
31/07/18	Mayors and Presidents Policy Forum - Perth
31/07/18	Mayors and Presidents Reception - Perth
01/08/18	Regional Capitals Alliance Meeting – Perth
01/08/18	Local Government Week AGM - Perth
02/08/18	Local Government Week - Perth
03/08/18	Local Government Week - Perth
03/08/18	Avon River Festival Parade - Northam
03/08/18	Avon River Festival Official Opening and Fireworks - Northam
04/08/18	Avon Descent Opening event and Race Start - Northam
05/08/18	Avon Descent Finish Line Awards - Bayswater
06/08/18	AROC Meeting - Toodyay
06/08/18	Official Opening Rosedale Village - Toodyay
09/08/18	Local Health Advisory Group Meeting - Northam
10/08/18	Bilya Koort Boodja Official Opening - Northam
10/08/18	Bilya Koort Boodja Community Opening Event - Northam
<u>Upcoming Events</u>	
16/08/18	Muresk Lecture – Muresk Campus
17/08/18	Citizenship Ceremony - Northam
18/08/18	Lions 50 th Celebration and Changeover night - Northam
24/08/18	Avon-Midland Zone Meeting - Chittering
31/08/18	Avon Valley Arts Society Northam Art Prize and Presentation
02/09/18	Father's Day
06/09/18	Northam Chamber of Commerce Business After Hours
07/09/18	Northam Show Official Opening
16/09/18	Southern Brook Spring Picnic
18/09/18	Directions Career Expo - Northam

Operational Matters:

Community Events

Two great events occurred at the start of August. The first being the Annual Avon Descent Race. Now in its 46th Year, The Shire of Northam hosted the annual Avon River Festival and participated in the race from start to finish. Well

done to everyone involved with this great event, including the Shire of Northam Staff, the volunteers and the competitors themselves.

The second event was the Official Opening of Bilya Koort Boodja, the Aboriginal and Environmental Interpretative Centre. This facility is world class, and allows both locals and visitors alike, the opportunity to learn about, and pay respects to, our history. Congratulations to everyone involved, ranging from the Shire of Northam Councillors at the time of deciding to proceed with the project, to the Staff, and to all of the indigenous community involved along the process.

Strategic Matters:

Shire of Northam Budget

Following workshops in June, and a special Council meeting in July, Council met on the 6th August to pass the budget for the 2018 / 2019 year. Part of the budget process is set the rates for the upcoming year.

Major Projects

Tenders have been advertised for the construction of both the Youth Precinct and the new swimming pool. Once advertising has been completed, the successful tender will be awarded, with construction on both anticipated to start prior to the end of 2018.

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

Nil.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 18TH JULY 2018

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 18th July 2018 be confirmed as a true and correct record of that meeting.

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 8TH AUGUST 2018

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 8th August 2018.

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

11. REPORTS OF COMMITTEE MEETINGS

11.1 ART ADVISORY COMMITTEE MEETING HELD ON 26TH JULY 2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Art Advisory Committee meeting held on 26th July 2018.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Readvertise the Community Representative Position until Tuesday 4 September 2018;
2. Approve the proposed mural design put forward by the Northam RSL Sub Branch.
3. **Deaccession the following artworks from Council's Art Collection:**
 - **16, Frank Pash, 'Bartolime Carmona Riding Bodeguero', value \$20.**
 - **58, Don Lobban, 'Buckland', value \$30.**
 - 96, George Throssell Sepia Photograph, value \$100.
 - 100, Terry Maitland, untitled photograph, value \$220.
 - 105, Image of Her Majesty Queen Elizabeth II, value \$50.
4. Remove the following photographs from the Art Collection.
 - 110, Photograph Northam Town Council 2007, value \$50.
 - 115, Michael Marriot, photograph Shire of Northam Staff, \$50.

Attachment 1



Shire of Northam

Minutes

ART ADVISORY COMMITTEE

26 July 2018

ART ADVISORY COMMITTEE MINUTES
26 July 2018



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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ART ADVISORY COMMITTEE MINUTES
26 July 2018



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ART ADVISORY COMMITTEE MINUTES
26 July 2018



1. DECLARATION OF OPENING

Chairperson Cr Steven Pollard declared the meeting opened at 4:00pm.

2. ATTENDANCE

Committee:

Chairperson	Cr Steven Pollard
Councillor	Cr Julie Williams
Community Member	Ms Trish Hamilton
Community Member	Mr Michael Letch
Avon Valley Arts Society	Ms Anita Franklin

Staff:

Community Development Officer	Jaime Hawkins
Executive Manager Community Services	Ross Rayson
Community Services Administration	Brooke Evans

2.1. APOLOGIES

2.2. APPROVED LEAVE OF ABSENCE

3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Deaccessioning Artworks of Low Value	5.3	Cr Steven Pollard	Impartiality	Knows artists.
Deaccessioning Artworks of Low Value	5.3	Mr Michael Letch	Impartiality	Knows artists.

4. CONFIRMATION OF MINUTES

4.1. COMMITTEE MEETING HELD

RECOMMENDATION

Minute No: AR.082

That Council accept the minutes of the Northam Art Committee meeting held 7th June 2018 be confirmed as a true and correct record of that meeting.

MOVED: Ms Trish Hamilton
SECONDED: Cr Julie Williams

CARRIED 5/0

ART ADVISORY COMMITTEE MINUTES
26 July 2018



5. COMMITTEE REPORTS

5.1. Art Advisory Committee Community Representative

Address:	
Owner:	Shire of Northam
File Reference:	
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Ross Rayson, Executive Manager Community Services
Voting Requirement	Simple Majority

BRIEF

The Terms of Reference for the Art Advisory Committee were updated and endorsed by Council on the 15th May 2018. The updated Terms of Reference made provision for an additional Community Representative to join the Committee. Expressions of Interest for this position have been called for.

ATTACHMENTS

BACKGROUND / DETAILS

Expressions of Interest for the 3rd Community Representative position were called for, with the EOI period closing on Friday 20th July 2018. The position was advertised via The Avon Valley Advocate, Shire of Northam website and Facebook.

Some enquiries were made, but no nominations were received.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

- Theme Area 2: Community Well Being
Outcome 2.2: There are a variety of recreation and leisure activities for all ages, across the Shire of Northam
- Theme Area 6: Governance and Leadership
Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

Financial / Resource Implications

Council has an annual budget allocation for the ongoing management and maintenance of the art collection.

Legislative Compliance

N/A

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26 July 2018



Policy Implications

N/A

Stakeholder Engagement / Consultation

N/A

Risk Implications

N/A

OFFICER'S COMMENT

The Terms of Reference state the Committee shall consist of up to three Community Representatives. The Art Advisory Committee should continue to function as usual with the two current Community Representatives, whilst the third position is readvertised and a suitable nomination sought.

DISCUSSION

Cr Steven Pollard advised that the position was sent to the Avon Valley Art Society members.

Mr Ross Rayson advised that the committee could decide to not readvertise and continue with two community members or re-advertise if it was felt the third community member would be beneficial.

Ms Trish Hamilton felt that it was worth re-advertising the position.

Ms Anita Franklin advised that AVAS had a stall for the Avon River Festival and would use this opportunity and the upcoming Art Prize event to promote this position.

RECOMMENDATION

Minute No: AR.083

The Council readvertise the Community Representative Position until Tuesday 4 September 2018.

MOVED: Ms Anita Franklin

SECONDED: Mr Michael Letch

CARRIED 5/0

5.2. Application for Public Art (Mural) on Northam Memorial Hall

Address:

ART ADVISORY COMMITTEE MINUTES
26 July 2018



Owner:	Shire of Northam
File Reference:	
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Ross Rayson, Executive Manager Community Services
Voting Requirement	Simple Majority

BRIEF

The Northam RSL Sub Branch has submitted a design for consideration by the Art Advisory Committee for a public mural to be painted on a wall in an area behind the War Memorial.

ATTACHMENTS

Attachment A: Proposed Mural Design
Attachment B: Proposed Mural Technique

BACKGROUND / DETAILS

In keeping with the updated Terms of Reference and Shire of Northam Art Policy a design submission for a public mural has been received from the Northam RSL Sub Branch for consideration by the Art Advisory Committee.

The mural depicting a field of poppies is to be a feature of upcoming Remembrance Day celebrations and is to be completed by the 1st November 2018. The mural would be painted on the wall of the old Meals on Wheels building in the gazebo area behind the memorial.

RSL WA are aiming to encourage more youth involvement in the community and therefore the Northam Sub Branch are pleased to have commissioned Northam Senior High School Art Students to complete the mural during school holidays.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 2 Community Well Being
Outcome 2.2 There are a variety of recreation and leisure activities for all ages, across the Shire of Northam
Theme Area 6: Governance and Leadership
Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

Financial / Resource Implications

There is a budget allocation for the management of the art collection

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Legislative Compliance

General Disposal Authority for Local Government Records 2015

Policy Implications

N/A

Stakeholder Engagement / Consultation

N/A

Risk Implications

N/A

OFFICER'S COMMENT

The Terms of Reference state that the Art Advisory Committee is to make recommendations to Council on the future of all art in the Shire of Northam. This includes public art. As such the Northam RSL Sub Branch has submitted a design for review by the Art Advisory Committee.

The design appears to be inoffensive, well considered and appropriate for the area.

RECOMMENDATION

Minute No: AR.084

That Council approve the proposed mural design put forward by the Northam RSL Sub Branch.

**MOVED: Mr Michael Letch
SECONDED Ms Trish Hamilton**

CARRIED 5/0

ATTACHMENT A

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Picture to be painted behind the memorial at the Northam Memorial Hall

ATTACHMENT B

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Mural Technique

School holiday project ?

- 1: Clean wall – sugar soap
- 2: Prep wall – acrylic primer- is already painted
- 3: Paint background layers – sky and ground
- 4: Transfer image using the grid or projector
- 5: Paint rest of mural
- 6: seal image - with varnish- matt or semi-gloss varnish – wide brush start in corner x cross fashion

Needed:

Projector or grid method (teacher supplying)

Washing of wall - Sugar soap, buckets, cloths, scrubber

Large Square brushes and paint tray for varnish

Rollers, trays for undercoat or painting of large sky/ground area

Variety of paint brushes & sponges and palettes(for colour mixing) for mural

Drop cloths

Paint & matt or eggshell finish - acrylic medium to thin paint. (Water will make it run) will need black, white (double amount), yellow, red, blue, green

Clean up washing wall buckets

5.3. Deaccessioning Artworks of Low Value

Address:

ART ADVISORY COMMITTEE MINUTES
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Owner:	Shire of Northam
File Reference:	
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Ross Rayson, Executive Manager Community Services
Voting Requirement	Simple Majority

BRIEF

The Shire of Northam's Art Collection contains some pieces that according to the latest valuation report have little or no value. The prospect of deaccessioning these pieces was discussed by the Art Advisory Committee on 7th June 2018, where it was determined to review items valued \$200 or less.

ATTACHMENTS

- Attachment C: Table of Artworks with a value of around \$200 or less.
Attachment D: Photographs of artworks listed in attachment C.

BACKGROUND / DETAILS

As determined during the Art Advisory Committee Meeting on the 7th June 2018, items in the Shire's Art Collection with a value of around \$200 or less have been identified and cross referenced to the previous valuation.

Shire Officers have cross referenced the not sighted items from the most recent valuation against previous documentation, locating some artworks.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

- Theme Area 2: Community Well Being
Outcome 2.2: There are a variety of recreation and leisure activities for all ages, across the Shire of Northam
- Theme Area 6: Governance and Leadership
Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.
Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.

Financial / Resource Implications

There is a budget allocation for the management of the art collection

ART ADVISORY COMMITTEE MINUTES
26 July 2018



Legislative Compliance

N/A

Policy Implications

N/A

Stakeholder Engagement / Consultation

N/A

Risk Implications

N/A

OFFICER'S COMMENT

Artwork acquisition is based on the following criteria:

- Excellence – quality of design and execution based on conceptual rationale and innovation;
- Diversity – range of media catering to a diverse audience;
- Originality – essence of artwork not copying an existing one;
- Feasibility – affordability and long-term cultural value or investment potential;
- Location – appropriateness of the work to the chosen site including integration with landscaping and architecture;
- Conservation – durability, robustness and ongoing maintenance requirements;
- Interpretation – works that reflect the Shire's history, culture or sense of place;
- Public safety – ensuring there is no unacceptable level of risk associated with any public art proposal;
- Useful life – ephemeral or permanent;
- Interaction – encourages audience participation.

It is proposed that a number of artworks from Council's Art Collection no longer meet the above criteria. It is recommend that the Art Advisory Committee consider deaccessioning the following items in accordance with the Shire of Northam Art Collection Policy:

- 16, Frank Pash, 'Bartolime Carmona Riding Bodeguero', value \$20.
- 58, Don Lobban, 'Buckland', value \$30.
- 69, Christine Elaine Hunt, 'The Piper Calls the Tune', value \$220.
- 75, Harry Hummerston, 'Staffordshire Yellow' value \$220.
- 96, George Throssell Sepia Photograph, value \$100.
- 100, Terry Maitland, untitled photograph, value \$220.
- 105, Image of Her Majesty Queen Elizabeth II, value \$50.

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26 July 2018



- 110, Photograph Northam Town Council 2007, value \$50.
- 115, Michael Marriot, photograph Shire of Northam Staff, \$50.
- 120, Pam Northey, 'Still Life Fruits', \$250.

If a decision is made to deaccession the artworks, this will be done in accordance with section 3.58 of the Local Government Act 1995 – Disposing of Property.

DISCUSSION

Cr Julie Williams queried why the artworks with a value over \$200.00 were included. Mr Ross Rayson advised that artworks were included around the value of \$200.00 for the Committees consideration

- 16, Frank Pash, 'Bartolime Carmona Riding Bodeguero', value \$20.
- To be deaccessioned
- 58, Don Lobban, 'Buckland', value \$30.
- Photograph
 - To be deaccessioned.
- 69, Christine Elaine Hunt, 'The Piper Calls the Tune', value \$220.
- Block print (etching) limited number. Four of eight.
 - Winner of the Northam Art Prize.
 - Mr Michael Letch and Ms Anita Franklin requested this item be kept.
- 75, Harry Hummerston, 'Staffordshire Yellow' value \$220.
- Winner of the Northam Art Prize
 - Screen print. Four of ten.
 - Mr Michael Letch requested this item be kept.
 - The acidic mount needs to be changed.
- 96, George Throssell Sepia Photograph, value \$100.
- Throssell is a significant person in the history of Northam.
 - Portraits of Throssell are readily available, this particular one is in poor condition.
- No other photographs of Premiers in Council's Art Collection.
- Cr Julie Williams, queried whether this was a one off photo. This is unknown.
 - **Deaccession photo 3/2.**
- 100, Terry Maitland, untitled photograph, value \$220.
- To be deaccessioned
- 105, Image of Her Majesty Queen Elizabeth II, value \$50.
- Photograph
 - To be deaccessioned
- 110, Photograph Northam Town Council 2007, value \$50.
- Be removed from the Art Collection.
- 115, Michael Marriot, photograph Shire of Northam Staff, \$50.
- Be removed from the Art Collection.
- 120, Pam Northey, 'Still Life Fruits', \$250.

ART ADVISORY COMMITTEE MINUTES
26 July 2018



- Local Artist
- To be kept.

Any artworks that are located will be re-presented for the Committee.

Some items need to be removed from Council's Art Collection, but may need to be kept by the Shire of Northam.

Officers will continue to work through the Collection and present to the Committee to make a decision.

RECOMMENDATION

Minute No: AR.085

That Council deaccession the following artworks from Council's Art Collection:

- 16, Frank Pash, 'Bartolime Carmona Riding Bodeguero', value \$20.
- 58, Don Lobban, 'Buckland', value \$30.
- 96, George Throssell Sepia Photograph, value \$100.
- 100, Terry Maitland, untitled photograph, value \$220.
- 105, Image of Her Majesty Queen Elizabeth II, value \$50.

MOVED: Ms Anita Franklin

SECONDED: Ms Trish Hamilton

CARRIED 5/0

RECOMMENDATION

Minute No: AR.086

That Council remove the following photographs from the Art Collection.

- 110, Photograph Northam Town Council 2007, value \$50.
- 115, Michael Marriot, photograph Shire of Northam Staff, \$50.

MOVED: Cr Julie Williams

SECONDED: Mr Michael Letch

CARRIED 5/0

ATTACHMENT C

ART ADVISORY COMMITTEE MINUTES
26 July 2018



Item	Subject	Report/Document	Author	Date	Time	Location	Minutes	Notes	Comments
12.1	Art Advisory Committee	Minutes of the 12th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 12th Meeting	Minutes of the 12th Meeting
12.2	Art Advisory Committee	Minutes of the 13th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 13th Meeting	Minutes of the 13th Meeting
12.3	Art Advisory Committee	Minutes of the 14th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 14th Meeting	Minutes of the 14th Meeting
12.4	Art Advisory Committee	Minutes of the 15th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 15th Meeting	Minutes of the 15th Meeting
12.5	Art Advisory Committee	Minutes of the 16th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 16th Meeting	Minutes of the 16th Meeting
12.6	Art Advisory Committee	Minutes of the 17th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 17th Meeting	Minutes of the 17th Meeting
12.7	Art Advisory Committee	Minutes of the 18th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 18th Meeting	Minutes of the 18th Meeting
12.8	Art Advisory Committee	Minutes of the 19th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 19th Meeting	Minutes of the 19th Meeting
12.9	Art Advisory Committee	Minutes of the 20th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 20th Meeting	Minutes of the 20th Meeting
12.10	Art Advisory Committee	Minutes of the 21st Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 21st Meeting	Minutes of the 21st Meeting
12.11	Art Advisory Committee	Minutes of the 22nd Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 22nd Meeting	Minutes of the 22nd Meeting
12.12	Art Advisory Committee	Minutes of the 23rd Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 23rd Meeting	Minutes of the 23rd Meeting
12.13	Art Advisory Committee	Minutes of the 24th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 24th Meeting	Minutes of the 24th Meeting
12.14	Art Advisory Committee	Minutes of the 25th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 25th Meeting	Minutes of the 25th Meeting
12.15	Art Advisory Committee	Minutes of the 26th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 26th Meeting	Minutes of the 26th Meeting
12.16	Art Advisory Committee	Minutes of the 27th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 27th Meeting	Minutes of the 27th Meeting
12.17	Art Advisory Committee	Minutes of the 28th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 28th Meeting	Minutes of the 28th Meeting
12.18	Art Advisory Committee	Minutes of the 29th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 29th Meeting	Minutes of the 29th Meeting
12.19	Art Advisory Committee	Minutes of the 30th Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 30th Meeting	Minutes of the 30th Meeting
12.20	Art Advisory Committee	Minutes of the 31st Meeting	Art Advisory Committee	2018	10:00 AM	Northam Community Centre	10:00 AM - 11:00 AM	Minutes of the 31st Meeting	Minutes of the 31st Meeting

ART ADVISORY COMMITTEE MINUTES
26 July 2018

ATTACHMENT D

16. PRINT - "BARTOLOME CARMONA RIDING BODEGUERO" - Frank Pash



58. PRINT - "BUCKLAND"



ART ADVISORY COMMITTEE MINUTES
26 July 2018

69. THE PIPER CALLS THE TUNE – Christine Hunt



75. STAFFORDSHIRE YELLOW – Harry Hummerston



ART ADVISORY COMMITTEE MINUTES
26 July 2018

96. George Throssell Photograph



100. Terry Maitland



ART ADVISORY COMMITTEE MINUTES
26 July 2018



105. Her Majesty Queen Elizabeth II



110. Northam Town Council 2007



120. STILL LIFE FRUITS – Pam Northey



ART ADVISORY COMMITTEE MINUTES
26 July 2018

2. "AVON VALLEY COUNTRY" - Dulcie Armstrong



76. VINTAGE ON AVON – Joe Caudo



ART ADVISORY COMMITTEE MINUTES
26 July 2018

80a. VINTAGE ON AVON FRAMED POSTER



80b. VINTAGE ON AVON FRAMED POSTER



ART ADVISORY COMMITTEE MINUTES
26 July 2018

80c. VINTAGE ON AVON FRAMED POSTER



81a. VINTAGE ON AVON FRAMED POSTER



ART ADVISORY COMMITTEE MINUTES
26 July 2018

81b. VINTAGE ON AVON FRAMED POSTER



83. Aerial photograph of Northam 1984



ART ADVISORY COMMITTEE MINUTES
26 July 2018

98. Photographic Collage



99. DUST STORKS IN THE LAND – Rod Garlett



ART ADVISORY COMMITTEE MINUTES
26 July 2018



6. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

7. DATE OF NEXT MEETING

Thursday 6th September 4:00pm

8. DECLARATION OF CLOSURE

Chairperson Cr Steven Pollard declared the meeting closed at 4:55pm.

12. OFFICER REPORTS

12.1 **CEO'S** Office

12.1.1 Community Meetings at Shire Localities

Address:	N/A
Owner:	N/A
File Reference:	2.1.1.7
Reporting Officer:	Jason Whiteaker Chief Executive Officer
Responsible Officer:	Jason Whiteaker Chief Executive Officer
Voting Requirement	Simple Majority

BRIEF

For Council to consider holding community meetings in 2018/19 at Wundowie, Bakers Hill and Grass Valley.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

Council has held community meeting in 2016/17 and 2017/18 at Wundowie, Bakers Hill and Grass Valley. It is understood that these were initially scheduled in order for Council and staff to increase its presence outside of the Northam town site.

Since scheduling the 2017/18 round of community meetings, Council resolved on 15th November 2017 to hold a Council Forum and Ordinary Council meeting at Bakers Hill (February), Wundowie (May) and Grass Valley (September). This results in Council holding six (6) Council meetings each year outside of Northam, in addition to three (3) community meetings, totalling nine (9) meetings.

The matter was discussed at the Strategic Council meeting held on 23rd May 2018. At this meeting, there were mixed views from Elected Members in relation to which meetings should be held moving into the future. As a result it was advised that the matter will be presented as a formal agenda item to Council to allow for debate and the matter to be voted on accordingly.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

Outcome 6.2: Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.

- Effective and efficient two-way communication between the Shire of Northam and stakeholders;

Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

- Implement systems and processes which deliver quality outcomes for our community;
- Improve community access to information to ensure they are able to be informed of our activities; and
- Encourage active community participation in our local government.

Financial / Resource Implications

Travel costs and additional staff time. If Council continues holding community meetings, advertising costs will be applicable. This is estimated to be approximately \$4,000 per annum which includes advertising on the radio and the Avon Valley Advocate.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

If Council continues holding community meetings appropriate advertising will be undertaken, in addition to consultation with the progress associations.

Officers have not actively engaged with the various progress associations, however have received strong indication from the Bakers Hill Progress that they would like us to continue the community meetings.

Risk Implications

Council not having a presence in all town sites may encourage a negative perception, however as Council holds a Forum and Ordinary Council meeting in each locality this risk is believed to be minimal.

OFFICER'S COMMENT

At the Strategic Council meeting held on 23rd May 2018, an outcome was for Officers to investigate whether a rescission motion is required should Council

not proceed with holding Community meetings. This has since been investigated and confirmed that a rescission motion is not required as Council initiated holding community meetings as a result of a discussion around the concept at a Strategic Council meeting held on 27th May 2018.

Officers are of the view that there has not been significant value or benefit from past community meetings and believe that holding a Forum and Council meeting each year allows for engagement to occur through the question and statement time of the agenda. It is also suggested that Officers can arrive one (1) hour prior to the Forum and Council meeting to allow community members to discuss matters with Officers, rather than have a separate meeting for this to occur.

RECOMMENDATION

That Council discontinue holding community meetings at Bakers Hill, Grass Valley and Wundowie.

12.1.2 Invitation to host Council Meeting at the Quellington Hall

Address:	Quellington Hall
Owner:	Shire of Northam
File Reference:	1.3.5.8 / A995
Reporting Officer:	Alysha Maxwell Executive Assistant - CEO
Responsible Officer:	Jason Whiteaker Chief Executive Officer
Voting Requirement	Simple Majority

BRIEF

For Council to consider holding a Forum and Ordinary Council meeting at Quellington Hall.

ATTACHMENTS

Attachment 1: Invitation from Quellington Progress and Sporting Association.

BACKGROUND / DETAILS

Council set the meeting dates and locations for its 2018 meetings at the Ordinary Council meeting held on 15th November 2018. At this meeting, Council resolved to hold a Council Forum and Ordinary Council meeting at Bakers Hill (February), Wundowie (May) and Grass Valley (September).

On 10th July 2018, an invitation was received from the Quellington Progress and Sporting Association to hold a future meeting at the Quellington Hall. Officers have considered this invitation and are recommending to hold the November Forum and Ordinary Council meeting at the Quellington Hall.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

Outcome 6.2: Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.

- Effective and efficient two-way communication between the Shire of Northam and stakeholders;

Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

- Implement systems and processes which deliver quality outcomes for our community;

- Improve community access to information to ensure they are able to be informed of our activities; and
- Encourage active community participation in our local government.

Financial / Resource Implications

If Council accepts the invitation and endorses the Officers recommendation to hold the November Forum and Ordinary Council meeting at the Quellington Hall there will be advertising costs associated with the local public notice advising of the change of place, this is estimated to be approximately \$300.

Legislative Compliance

Local Government (Administration) Regulations 1996

12. Meetings, public notice of (Act s. 5.25(1) (g))

(2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).

Policy Implications

Nil.

Stakeholder Engagement / Consultation

If Council accepts the invitation and endorses the Officers recommendation to hold the November Forum and Ordinary Council meeting at the Quellington Hall, advertising will be undertaken accordingly.

Risk Implications

Nil.

OFFICER'S COMMENT

Although the date, time and place has been set for the 2018 Council meetings, it is recommended that Council accept the invitation and hold the November Forum and Ordinary Council at the Quellington Hall. Officers believe this is an opportunity to engage with the community and progress association and view the work that has been undertaken at the Hall over past years. It is also proposed that this invitation will be considered when scheduling the 2019 Council meetings.

RECOMMENDATION

That Council:

1. Hold the Council Forum meeting scheduled on 14th November 2018 and Ordinary Council meeting scheduled on 21st November 2018 at the Quellington Hall; and
2. Request the Chief Executive Officer to give local public notice of the change of place for the meetings as listed above in accordance with Regulation 12 (2) of the Local Government (Administration) Regulations 1996.

Attachment 1

**QUELLINGTON
PROGRESS AND SPORTING ASSOC. INC.**



Mail: 15 Gentle Rd, Quellington WA 6302
E-mail: chris@marris@westnet.com.au

Ph: 0477 437 212

10/07/2018

Shire of Northam
PO Box 613
Northam WA 6401

Dear Mr Whiteaker & Mr Antonio

Subject: Invitation to host Council Meeting at the Quellington Hall

On behalf of the Quellington Progress and Sporting Association I kindly extend an invitation for the Shire of Northam Council to hold a council meeting, or another appropriate meeting, at the historic and picturesque Quellington Hall. We understand that just this year Council has initiated holding some council meetings throughout the Shire which we think is a great initiative.

We understand that the council meetings for 2018 are already designated but would welcome the opportunity to host the Council in 2019.

Our Association is appreciative of the work the Shire of Northam has undertaken over many years in maintaining this historic building and would love for the Council to see the benefit of their work. It would also provide Councillors with a reason to visit the eastern corner of the Shire.

Finally, I would like to flag our Association's interest in establishing and maintaining a close working partnership with the Shire of Northam, and to that end, welcome any discussion on opportunities to work together for the benefit of the Quellington community and broader Shire of Northam.

Thank you for consideration of our invitation.

Sincerely



Chris Marris
President
0477 437 212

12.1.3 Corporate Business Plan 2018/19

Address:	N/A
Owner:	N/A
File Reference:	2.3.1.1
Reporting Officer:	Jason Whiteaker Chief Executive Officer
Responsible Officer:	Jason Whiteaker Chief Executive Officer
Voting Requirement	Absolute Majority

BRIEF

For Council to give consideration to endorsing the 2016/17 – 2019/20 corporate business plan.

ATTACHMENTS

Attachment 1: Revised Corporate Business Plan 2018/19.

BACKGROUND / DETAILS

The corporate business plan is an internal business planning tool that translates Council priorities identified in its Strategic Community Plan into operations within the resources available.

The plan details the services, operations and projects a local government will deliver within a defined period. It also includes the processes for delivering these and the costs associated.

The Council undertook a significant review of its Corporate Business Plan in 2017 as a result of the review of Council's Strategic Community Plan, this resulted in significant alteration to the format and intent of the plan. The 2018/19 (current) review is therefore focused on minor adjustments.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

The corporate business plan has been prepared and fully integrates with the Shire of Northam Strategic Community Plan.

Financial / Resource Implications

The strategic community plan and corporate business plan have been used as drivers of the annual budgeting process, as a consequence Management

have reviewed their upcoming annual deliverables to ensure they are satisfied the organisation has sufficient resource to deliver on established expectations.

Legislative Compliance

A corporate business plan for a district is to —

- a) set out, consistently with any relevant priorities set out in the strategic **community plan for the district, a local government's priorities** for dealing with the objectives and aspirations of the community in the district; and
 - b) **govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and**
 - c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
 - d) A local government is to review the current corporate business plan for its district every year.
 - e) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the **local government's strategic community plan.**
 - f) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
- *Absolute majority required.
- g) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Regulations also require that 'significant' modifications made to the corporate business plan be detailed in the annual report of Council.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Consultation has been undertaken with relevant staff.

Risk Implications

If Council does not regularly review and update its Corporate Business Plan the operations of Council may not be consistent with the endorsed Strategic Community Plan and community aspirations within. In addition, Council may be in breach of the *Local Government Act 1995* which sets out the requirements for establishing and reviewing the Corporate Business Plan of the local government.

OFFICER'S COMMENT

The changes have been tracked in the provided appendix. In essence the recommended adjustments fall into the following categories;

- Adjustment to areas of responsibility/accountability resulting from staff structure adjustments and realignment
- Addition of 2020/21 year and associated actions
- Adjustment to project management framework
- Addition of actions which are to be undertaken in accordance with endorsed plan / strategies of Council

RECOMMENDATION

That Council:

1. Endorse the 2018/19 Corporate Business Plan as presented, with the following adjustments;
 - a. Any final publishing adjustments approved by the Chief Executive Officer.
2. Requires the Chief Executive Officer to detail the alterations to Corporate Plan in the Annual Financial Report 2017/18 in accordance with 19CA of the Local Government (Administration) Regulations.

ABSOLUTE MAJORITY VOTE OF 6 REQUIRED

Attachment 1

SHIRE OF NORTHAM CORPORATE BUSINESS PLAN

2018/19

Safe

Open

Accountable

Respectful

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3. Informing Documents & Plans

Document/Plan	Date Adopted	Review Date	Document Control
Avon Sub Regional Economic Strategy	February 2013	N/A	1.6.7.2 / I36141
Shire of Northam Bio Diversity Strategy	19 August 2015	2020/21	7.2.1.18 / N8556
Local Emergency Management Arrangements	16 November 2016	2020	5.1.2.4 / N8559
Northam Land Rationalisation Strategy	20 March 2013	2018/19	3.1.8.12 / N8557
Northam Railway Station Improvement Plan	December 2014	2019	A12438 / N8560
Drainage Master Plan	June 2014	2018/19	6.1.2.30 / N8562
Northam Regional Centres Growth Plan; a. Social infrastructure Audit b. Physical Infrastructure Audit c. Northam office Accommodation Strategy d. Opportunities and Gaps Assessment e. Commercial Investment & employment Strategy f. Economic & Commercial Profile	19 September 2012	2022	3.1.8.13 / N8558
DRAFT Bakers Hill Hydrological Assessment June 2018 (Koojemma Hills)	June 2018	TBC	
Local Planning Scheme 6	21 March 2012	2018/19 – 2019/20	3.1.1.13 / N8561
Local Planning Strategy	21 March 2012	2018/19 – 2019/20	3.1.1.13 / N8564
Northam Town Centre Parking Strategy	21 December 2011	2017/18	3.1.8.9 / N8563
Laneway Strategy	20 March 2013	2018/19	3.1.8.11 / N8566
Minson Avenue Design Guidelines	17 August 2011	2017/18	3.1.8.10 / N8565
Northam Townsite Laneway Review	17 August 2011	2017/18	3.1.8.11 / N8566
Avon Regional Organisation of Councils Strategic Waste Management Plan 2015-2020	19 August 2015	2019/20	4.1.1.20 / N48906
Inkpen Waste Facility Management Plan	25 January 2017	2021/22	4.1.1.1 / N8567
Old Quarry Road Waste Management Plan	17 May 2017	2021/22	4.1.1.20 / N8568
Bakers Hill Community Plan	2017	2021	1.3.12.21 / N9518
Grass Valley Community Plan	December 2002	2018	3.1.2.4 / I56535
Wundowie Community Plan	15 February 2017	2021	1.3.12.21 / N8569
Safety & Risk Management Plan	November 2016	2019	1.1.9.1 / N8570
Strategic Community Plan –2017 - 2027	16 August 2017	2021/22	2.3.1.10 / N8637
Corporate Business Plan	16 August 2017	2018/19	2.3.1.1 / N8653
Long Term Financial Plan	15 March 2016	2022	8.2.7.4 / N8576
Integrated Workforce Plan 2013-2017	17 July 2013	2017	2.3.1.7 / N8577
Transport Asset Management Plan	25 January 2017	2020/21	2.3.1.7 / N8578
Shire of Northam's Local Bicycle Plan	16 May 2012	2016/17	1.3.12.6 / N8579
Northam Shire Alcohol & Other Drugs Management Plan	26 February 2016	2020/21	1.3.12.1 / I57309
Community Safety and Crime Prevention Plan 2016-2020	18 May 2016	2019/20	1.3.12.1 / N8397
Tracks Master Plan	17 February 2010	2014/15	1.3.7.2 / I16434
Recreation Facilities Development Plan	21 June 2017	2021/22	1.3.12.21 / N8575
Municipal Heritage Inventory	19 September 2012	2018/19	1.5.1.2 / N8580
Community Engagement Plan	12 October 2011	2016/17	1.3.12.21 / N8581
Bernard Park Masterplan	19 March 2014	2018/19	A15571 / N8582
Disability Access & Inclusion Plan 2014-2018	19 August 2015	2018/19	2.3.1.3 / N8583
Shire of Northam Records Keeping Plan	2013	2023/24	1.4.4.2 / N8555
Shire of Northam Public Health & Wellbeing Plan 2016-2019	15 June 2016	2019/20	4.1.3.19 / N8573
Northam Town Centre Development & Connectivity Strategy	17 January 2018	2022/23	3.1.3.7 / N9519
AROC Sport & Recreation Facilities Audit	2017	2022	1.3.12.21 / N9546

Shire of Northam Corporate Business Plan 2017/18
pg. 4

4. Strategic Context

a. Our Vision for Northam

Shire of Northam is a vibrant growing community that is safe, caring and inclusive. We are recognised as a community that values our heritage, preserves our environment and promotes our commerce.

In order to achieve this Vision, the Council will commit to display;

- **LEADERSHIP**
 - to recognise the community's expectations to provide leadership
- **RESPECT**
 - to respect differences in age, culture, values and opinion
- **TEAMWORK**
 - to achieve through the efforts of the team
- **EXCELLENCE**
 - to aspire to one standard
- **OPENNESS**
 - to engender trust through openness

b. Our Mission

To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth.

In order to achieve this Mission, the Organisation will commit to being;

- **SAFE**
Focus on importance of safety in the organisation
- **OPEN**
Engage in two way communication, with transparency and trust
- **ACCOUNTABLE**
Know what you are responsible for, take ownership and deliver accordingly
- **RESPECTFUL**
Demonstrate respect for other's skills, knowledge and differing value systems

Our cultural change emblem which includes an acronym of the values and behaviours we want embedded in our culture will remind us to soar high in our aspirations and work together as an organisation to achieve them.



c. Key Drivers

- Agricultural sector
- Transport and logistics
- Government agency and service sectors
- Location, commutable to and from Perth
- Strong infrastructure connections to Perth and mining centres
- Status as a regional centre and Super Town

Over the 2017 – 2019 period it is estimated that in excess of \$200m will be invested into the Shire of Northam. This investment is a mix of private sector investment (approximately \$110m) and Federal, State & Local Government investment.

The private sector investment ranges from retail, to industrial, service sector, while the Government is investing in key amenity, medical and tourism related projects. More information is available at www.northam.wa.gov.au

d. Challenges facing the Shire of Northam

The Shire of Northam faces a variety of challenges as it develops over the next 10 years. The critical challenges affecting the Shire have been identified through community engagement and the Strategic Community planning process. The Corporate Business Plan has been developed in consideration of these, which include;

- Difficulties attracting and retaining specialised labour to the area
- Economic development and, in particular, the development of a more balanced economy with diversity and choice in employment
- Increasing the engagement of youth through a range of programs and services
- Social and economic issues connected with drive in drive out (DIDO) and population transience
- Perception of Northam Communities ~~from outside of the community~~
- Ensuring a balanced housing stock attractive to current and potential residents
- Developing an active healthy community
- Crime and vandalism trends

The development of this plan is based on the Shire's current knowledge. However, there are some critical uncertainties that the Shire has no control over, which may affect its planning, resourcing and implementation of the key initiatives described in this plan. Such critical uncertainties include:

- Growth planning funding gap
- Global financial conditions that may affect the resources industry and the Australian economy
- Change of State or Federal government policy
- Climatic/weather changes

e. Key Opportunities

- Realising the benefits of proximity to the metropolitan area City of Perth
- State Government recognition of Northam as having significant growth potential (Super Towns)
- Diversification of economy into the areas of transport and logistics, professional services, mining related manufacturing
- Developing a tourism market around the natural and manmade assets already existing in Northam, particularly around heritage tourism, recreational aviation and adventure tourism
- Further development of Northam as a health and educational service provider to the wider region
- Land development opportunities, particularly in the smaller communities such as Wundowie and Bakers Hill
- Existing commercial interest in the Shire of Northam community including the development of a new local shopping precinct, Dome Café, car wash facility.

f. Our Roles & Responsibilities

i. The role of the Elected Council;

Council

Council is responsible for setting our strategic direction, which the Shire's administration then implements. In fulfilling this role, Council oversees the Shire of Northam finance and resources, determines its policies, and ensures that the Shire is meeting its statutory and community responsibilities effectively and efficiently.

The Shire of Northam meets twice monthly, on the second Wednesday of the month for an Agenda review and third Wednesday of the month for Full Council, both meetings are open to the public. In addition to this the Council have a quarterly strategic meeting, providing the opportunity for the Elected Council and Executive to discuss high level strategic issues, opportunities and challenges which may be facing the community. All meetings of Shire of Northam and its committees are conducted in accordance with the Local Government Act. Meeting times and dates are published on the Northam website.

Shire President

The Local Government Act 1995 states that the role of the Shire President is to:

- preside at meetings in accordance with this Act;
- provide leadership and guidance to the community in the district;
- carry out civic and ceremonial duties on behalf of the local government;
- speak on behalf of the local government;
- perform such other functions as are given to the Mayor or president by this Act or any other written law; and
- liaise with the CEO on the local government's affairs and the performance of its functions.

Councillors

The Local Government Act 1995 states that the role of a Councillor is to:

- represent the interest of electors, ratepayers and residents of the district;
- provide leadership and guidance to the community in the district;
- facilitate communication between the community and the Council;
- participate in the local government's decision-making processes at Council and Committee Meetings; and
- perform such other functions as are given to a Councillor by the Local Government Act or any other written law.

ii. The Council Executive

The Local Government Act 1995 states that the role of the CEO is to:

- advise the council in relation to the functions of a local government under this Act and other written laws;
- ensure that advice and information is available to the council so that informed decisions can be made;
- cause council decisions to be implemented;
- manage the day to day operations of the local government;
- liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;
- speak on behalf of the local government if the president agrees;
- be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
- ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

The following table provides further insight into the role of the various Departments within the Shire of Northam

CHIEF EXECUTIVE'S OFFICE

Service Area	Responsibility	Description	Outputs
Government	Chief Executive Officer	Provide leadership to the organisation, liaise with all appropriate stakeholders, and ensure compliance within the legislative framework	<ul style="list-style-type: none"> • Advocacy and lobbying • Staff Management • Coordinate staff newsletter • Compliance • Executive Team Leadership • Media liaisons
Councillor Activity / Issues	Chief Executive Officer	Provide support services for the Shire President, Elected Members and Full Council	<ul style="list-style-type: none"> • Councillor liaison • Councillor induction and training • Committee meetings • Council meetings • Council agendas and minutes • Shire travel arrangements
Regional Development	Chief Executive Officer	Provide input into projects and initiatives on a regional basis	<ul style="list-style-type: none"> • Avon Regional Organisation of Councils (AROC) • Wheatbelt Regional Blueprint (WDC)
Economic Development	Chief Executive Officer	Facilitate and promote economic development in the Shire	<ul style="list-style-type: none"> • Economic Development Plan • Advocacy for economic development
Human Resources	Human Resources Coordinator	Manage human resources policies, procedures and services for the organisation	<ul style="list-style-type: none"> • Human resources administration • Recruitment, selection, induction and retention • Employee and Industrial relations • Staff training and development • Staff performance and appraisal systems • Human resources policies and procedures • Workforce Plan

<p>Occupational Health and Safety</p>	<p>Human Resources Coordinator</p>	<p>Manage occupational health and safety policies, procedures and services for the organisation</p>	<ul style="list-style-type: none"> • Occupational Health and Safety Plan • Occupational Health and Safety policies and procedures • Occupational Health and Safety Committee • Oversee minutes of Safety meetings and action plans • Occupational Health and Safety awareness and education • Accident investigation and incident reporting • Oversee and manage return to work programs • Provision of safety equipment
<p>Risk Management</p>	<p>Chief Executive Officer</p>	<p>Provide risk management services for the Shire</p>	<ul style="list-style-type: none"> • OSH Audit reports of Shire locations • Develop overall risk management policy for Council to endorse • Train staff and elected members to establish context for assessing potential risks • Define the organisations risk appetite, tolerance and likelihood guidelines • Identify, analyse, evaluate, treat, monitor and communicate risks associated with any activity, function or process in a way that will maximise the potential to achieve goals and objectives and minimise potential for harm or loss management services for the Shire
<p>Communications</p>	<p>Executive Assistant - CEO</p>	<p>Manage the Shire's internal and external communication,</p>	<ul style="list-style-type: none"> • Assisting with Shire staff communication • Oversee Shire's corporate communication policy • Oversee Shire style guide

CORPORATE SERVICES

Service Area	Responsibility	Description	Outputs
Administration	Executive Manager Corporate Services	Provide and manage Corporate Services for the Shire	<ul style="list-style-type: none"> • Compliance (Acts, Regulations, Local Laws) • Compliance Audit • Financial management of service area • Insurance management and review • Staff management and development • Purchasing and compliance • Complaints and dispute handling • Council elections • Management of leases associated with Shire controlled land & facilities (including Airport) • Processing insurance claims
Cemetery	Administration Officer	Administration of Cemetery	<ul style="list-style-type: none"> • Compliance (Local Law, Act and Regulations) • Maintaining Burial Register • Liaison with Funeral Directors
Customer Service	Executive Manager Corporate Services	Provide internal and external customer service for the Shire	<ul style="list-style-type: none"> • Front counter service • Telephone service • Department of Transport Licensing • Charter & processes • Information Statement
Finance	Accountant	Provide financial services for the Shire	<ul style="list-style-type: none"> • Payment of creditors • Invoicing and collection of charges • Managing and investing Shire funds • Payroll management • Rating and property management • Administering collection and remittance of Emergency Services Levy (ESL) • Management of the asset register • Financial management reports • Statutory reporting • Annual budget • Long Term Financial Plan • Financial audit • Audit Committee

Information Technology	Executive Manager Corporate Services	Provide information and communication systems for the Shire	<ul style="list-style-type: none"> • Maintenance and support • Security of critical applications and data • Telecommunications management • IT Contract management • Purchase of IT equipment • Licensing compliance • Website coordination
Records Management	Senior Records Officer	Provide record management services for the Shire that meet compliance requirements.	<ul style="list-style-type: none"> • Registration of incoming and outgoing correspondence • Distribution of incoming correspondence • Registration of building and planning applications • Filing, retrieving and archiving of files • Disposal of records according to legislation • Freedom of Information requests

COMMUNITY DEVELOPMENT

Service Area	Responsibility	Description	Outcomes
Aquatic	Manager Recreation Services	Provide and manage Northam and Wundowie town pools	<ul style="list-style-type: none"> • Aquatic operations • Aquatic centres administration • Swim school • Fitness programs • Kiosks • Contribute to the planning of maintenance programs for Aquatic Centres
Arts & Culture	Community Development Officer 2	Provide appropriate services and facilities which recognise the importance of art & culture to the community	<ul style="list-style-type: none"> • Art & Culture Development • Managing Shire art collection • Coordinating Shire Arts Committee
Cooperation & Events	Community Events Officer	Provide ongoing support to Council authorised events and activities in the Shire Provide a coordination role for all external events and support community groups in the application process	<ul style="list-style-type: none"> • Events and Festivals • Coordinate the Event Approval process
Community	Community Development Officer 2	Coordinate initiatives to ensure a safe community.	<ul style="list-style-type: none"> • Community Safety and Crime Prevention Plan • Alcohol & Other Drugs Management Plan implementation
	Community Services Admin	Assist in the delivery of the Shire's external communications.	<ul style="list-style-type: none"> • Monthly newsletter update

<p>Information & Digital Innovation (Library)</p>	<p>Manager Information & Digital Innovation</p>	<p>Provide library and information services in Northam & Wundowie</p>	<ul style="list-style-type: none"> • Information technology and organisational innovation • Library administration • Collection management • Lending services • Reference and information • Local history collection • Northam and Wundowie library management • Community education programs • Public computer access • Oversee Social Media usage • Oversee website content ensure up to date and relevant
<p>Tourism and Economics</p>	<p>Manager Tourism and Events</p>	<p>To contribute to the marketing of Northam Shire as a tourism destination and provide services to assist Visitors to the area</p>	<ul style="list-style-type: none"> • Manage the Visitor Centre / servicing • Contribute to marketing and promotion of the region • Contribute to the marketing and promotion of the Shire • Christmas Decorations
<p>Recreation</p>	<p>Manager Recreation Services</p>	<p>Manage Recreation Services</p>	<ul style="list-style-type: none"> • Manage activation of recreation reserves (bookings, payments, events etc) • Provision of community recreation activities • Liaise with stakeholder agencies • Recreation centres management • Liaise/coordinate with sporting groups/clubs • Reserves and facility bookings management
<p>Youth</p>	<p>Manager Recreation Services</p>	<p>Provide opportunities to recognise achievements and facilitate the engagement of youth within the community</p>	<ul style="list-style-type: none"> • Consultation with youth groups • National Youth Week • Youth sponsorship • Liaison with government agencies and non-government organisations • Youth Art Projects

Respite	Killara Manager	Provide respite opportunity to the Shire of Northam Community	<ul style="list-style-type: none"> • Manage Killara facility • Work with other respite service providers
Aged	Killara Manager	Provide opportunities to recognise achievements and facilitate the engagement of the aged within the community	<ul style="list-style-type: none"> • Recognising and responding to the needs of the aged community • Providing services and facilities which are relevant and accessible to the aged • Review and Implement the Northam Disability Access & Inclusion Plan
Grants Management	Community Development Officer (Joint)	To identify and facilitate the securing and management of grants both to and from the Shire of Northam	<ul style="list-style-type: none"> • Opportunity identification • Application facilitation • Acquittal facilitation • Process oversight
Place Activation	Community Development Officer 1	Coordinate the activation of community and CBD plans.	<ul style="list-style-type: none"> • Liaise/consult with key stakeholder group • Oversight of Northam Pop up Shop • Oversight of Northam co-work space • Implement the various community and CBD plans as adopted by Council
Aboriginal Culture	BKB Coordinator	Establish the needs of the local Noongar Community, and align with the desired cultural experiences of visitors	<ul style="list-style-type: none"> • Administration and implementation of a range of cultural activities • Build strong relationships with local Noongar groups • Liaise with the local Noongar communities to identify business opportunities to operate out of the Interpretive Centre • Coordinate the opening of the Interpretive Centre • Coordinate the day to day operations of the Interpretive Centre once opened

DEVELOPMENT SERVICES

Strategic Area	Responsibility	Description	Outputs
Statutory Land Use Planning	Manager Planning Services	Provide development control in accordance with the Local Planning Scheme #6	<ul style="list-style-type: none"> • Assessment of development applications • Planning and Development Act administration • Sub-division process management • State Administrative Tribunal reviews response • Provision of advice to customers and internal stakeholders on planning matters • Local Planning Scheme amendments • Structure Planning • Local planning policies • Compliance with local planning scheme requirements • Liaison and referral to relevant government agencies
Strategic Planning	Manager Planning Services	Manage all matters that relate to strategic land use planning, primarily with respect to land use planning for the future development of the Shire	<ul style="list-style-type: none"> • Review and implement the Local Planning Strategy • Develop and review planning strategic documents Input to State planning legislation and policy. • Provide strategic planning advice to customers. • Review precinct plans including structure plans and design guidelines • Shire Land holdings management

<p>Identified Services</p>	<p>Senior Building Surveyor</p>	<p>Manage building services to ensure overall compliance with all statutory building related legislation, codes and standards</p>	<ul style="list-style-type: none"> • Building Control including compliance with Building Legislation, Local Laws & Policies • Provide Certification Services for all types of buildings Issue Building and Demolition Permits. • Applications for built strata subdivisions response. • Site Inspections and issue of certificates where appropriate • Issue Occupancy permits & building approval certificates • Provide Building statistics to the Australian Bureau of Statistics, Valuer Generals Office, Building Commission and BCITF • Provide advice to customers on statutory building matters • 4-yearly swimming pool inspections • Ensure building information on the website is current and correct • Plan search requests
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<p>Environmental Health</p>	<p>Manger Health and Environment</p>	<p>Manage health services to ensure overall compliance with all statutory environmental health related legislation, codes and standards</p> <p>Manage all matters that relate to strategic environmental health planning for the future development of the community as identified.</p>	<ul style="list-style-type: none"> • Food Businesses Approvals and Assessment • Food Sampling (Legal and LHAAC Coordinated) • Approval of Skin Penetration Premises • Sampling and Assessment of aquatic facilities. • Sampling & Assessment of Reclaimed Waste Water Reuse Scheme • Lodging House Inspection and Registration • Vector Investigation • Health Promotion • Registration of Offensive Trades • Issue permits for stallholders, street traders, morgues, stable licences and portable signs • Approve and issue permits for onsite Effluent Disposal Systems • Advise on Environmental Health related matters • Public Building Approvals and Assessments • Section 39 Liquor Licencing Approvals • Public Event Assessment, Permits and Monitoring • Unsightly Land/ Hoarding • Complaints (noise, noxious odours, poultry, dust) • Liaison with DER & Industry regards lead levels in community
	<p>Environmental Sustainability Officer</p>	<p>Provide natural environmental services for the Shire and wider community</p>	<ul style="list-style-type: none"> • Investigate and recommend appropriate action on Shire controlled contaminated sites • Environmental compliance and complaints • Environmental assessment and clearances for development • Environmental Strategies, Policies and Local Laws • Avon River Town Pool • Implement Biodiversity Strategy • Incorporate Water Wise Protocols



- Advise other Shire Departments on Environmental Approvals Processes for submissions for agencies including road widening applications to DWER and upgrading Water Reuse Scheme

Emergency	Community Emergency Services Manager	Coordinate emergency management services to provide safety and security to the local community	<ul style="list-style-type: none"> • Emergency management • Liaison with government agencies and non-government organisations • Compliance with relevant legislation, policies, codes, regulations • Development and ongoing review of Emergency Management Plans • Training in emergency management practices and response • Local & District emergency management committee • Education programs • Monitoring and informing of emergencies • Local recovery plans • Bushfire mitigation plans
Ranger	Senior Ranger	Administer Ranger Services in accordance with state and local legislation to ensure compliance and safety of the local community	<ul style="list-style-type: none"> • Animal control • Parking management • Permits issued under Local Laws • Local Law enforcement • Litter control • White Swan colony management • Liaison with government agencies and non-government organisations • Assist with provision of bushfire mitigation and management • Implementation of community education programs



<p>Landfill operations</p>	<p>Manager Health and Environment</p>	<p>Provide and manage landfill operations</p>	<ul style="list-style-type: none"> • Manage Contracts for Old Quarry Road and Inkpen Road Waste Management Facilities • Waste Management Business Planning, Operations and Construction • Monthly Invoicing and Customer Management • Strategic Site Management and Consultant Liaison • Site Licence Renewals and Compliance • Ground Water Bore Monitoring and Sampling • Annual DWER Licence Report including AMR and AACR and Quarterly DWER Levy Reporting • Assessment of Contaminated Waste Disposals • Management of controlled waste disposal • Annual National Pollutant Inventory (NPI) Reporting for the Old Quarry Road Waste Management Facility
<p>Waste collection</p>	<p>Manager Health and Environment</p>	<p>Provide and manage waste collection and recycling services for the Shire</p>	<ul style="list-style-type: none"> • Manage contracted waste and recycling services for Domestic and Commercial Collection • Contract Renewals and Implementation • Strategic Waste Management Plan Implementation • Waste and Recycling Promotion • New Services and Master List Maintenance • Complaints and Missed Bins • Annual DWER Waste Census



ENGINEERING SERVICES

Service Area	Responsibility	Description	Outputs
Engineering Services	Executive Manager Engineering Services	Manage and administer Engineering services for the Shire	<ul style="list-style-type: none"> • Compliance (Local Laws, Acts, and Regulations) • Directorate financial management and reporting • Staff management • Procurement and probity • Regional Road Group membership • Complaints and dispute resolution • Policy review • Staff development
Infrastructure Design	Technical Officer	Manage and co-ordinate internal engineering design	<ul style="list-style-type: none"> • Development of standard drawings • Design of minor infrastructure improvement projects • Development and maintenance of mapped asset infrastructure
Asset Management	Technical Officer	Manage the Shire's assets in accordance with asset management principles	<ul style="list-style-type: none"> • Asset Management framework • Development of Asset Management Plans across all asset classes • Funding submission applications • Project renewal modelling • Asset Management reports • Preventative maintenance planning • Asset information systems management • Asset management information recording. • Data collection and analysis

<p>Building & Project Maintenance</p>	<p>Building & Project Supervisor</p>	<p>Maintain Council buildings to an acceptable standard</p>	<ul style="list-style-type: none"> • Building Asset Management Plan • Scheduled and unscheduled maintenance to buildings, , CCTV, town clock • Upgrades to Council buildings • Building Project Management • Design of building modifications • Liaise with stakeholders • Supervision of contractors • Preparation and management of tenders and contracts <ul style="list-style-type: none"> • Assist with preparation of specifications for grant applications • Identify and implement energy saving opportunities • Carry out minor repairs of buildings and structures • Manage provision of service utilities to new building infrastructure
<p>Construction</p>	<p>Works Manager</p>	<p>Provide construction and maintenance services for the Shire's roads, drainage, Bridges and pathway networks</p>	<ul style="list-style-type: none"> • Roads and laneways construction and maintenance • Pathways construction and maintenance • Risk assessments • Drainage construction and maintenance • Street & footpath sweeping Development and implementation of annual, routine and periodic works programs for the service area. • Private Works
	<p>Project Development Manager</p>	<p>Performs planning and development of capital works projects to be delivered both internal and externally.</p>	<ul style="list-style-type: none"> • Traffic Management Assessments • Initiates procurement of materials and contractors for projects. • Risk assessments • Management of special projects • Provide engineering and technical advice to external stakeholders and other internal departments.

	Parks & Gardens Manager	Provide maintenance and improvement services for POS, Cemetery and Northam Airport.	<ul style="list-style-type: none">• Manage Landscape and Streetscape improvement works• Waste Water Re-use management• Risk assessments• Development and implementation of annual, routine and periodic works programs for the service area.• Development and management of service levels• Oversees the provision of internal labour resources support to other departments.
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THEME AREA 1: ECONOMIC GROWTH

Diversifying and growing the economy for prosperity and employment

Key indicators of success:

- Grow labour force as measured by DEEWR by 10% over 5 years
- Increase Gross Regional Product by 10% over 5 years

OUTCOME 1.1

The Shire of Northam is an attractive investment destination for a variety of economic sectors.

Objectives:

- Ensure the Shire of Northam is a welcoming and easy place for quality investment to occur
- Communicate clearly and widely the benefits of doing business in the Shire of Northam
- Pursue a range of developments in sectors including retirement living, renewable energy, agribusiness, innovation, logistics and aviation
- Embrace technology as an enabler for development, and lobby for high speed internet connectivity
- Promote the business case for Government offices servicing the Wheatbelt to choose to locate in Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Lobby LandCorp to undertake Avon Industrial Park Stage 3 development, if existing Industrial Park at 80% capacity	Northam Regional Centre Growth Plan	Economic Development					
Develop incentives for relocation of existing businesses to established industrial area, physical improvements to sites, encourage private investment							
Pursue the further development of NBN / broadband into Northam (areas Aim to have at least 300mbps upload speed in CBD)							
Encourage increase in professional services to the community							
Assess opportunities in equestrian development area	Northam Regional Centre Growth Plan (Page 153)	Strategic Planning					
LIA Capacity Assessment (key infrastructure requirements)	Northam Regional Centre Growth Plan (Page 153)						
Review Local Planning Strategy to acknowledge mineral resources in and adjacent to the Shire of Northam	Local Planning Strategy						
Develop a POS Strategy that identifies existing areas of POS (undeveloped and developed) in relation to current and future development including timeframes for proposed development/rationalisation							
Develop Northam Smart Cities/Regions Plan	Strategic Community Plan	Information & Innovation					
Lobby Government to establish & maintain Regional Government Offices and potential State Government Departments in Northam	Strategic Community Plan	Economic Development					
Develop Shire of Northam investment prospectus	Strategic Community Plan						
Actively encourage employers to employ local residents	Strategic Community Plan						

OUTCOME 1.2

Local businesses are valued and supported by investors and residents within the Shire of Northam.

Objectives:

- Encourage local consumers to 'buy local' and support local businesses
- Support existing and future local businesses in maximising subcontracting opportunities within the Shire of Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
In liaison with the Chamber of Commerce implement the ready.set.go marketing strategy focused on local business development	Northam Regional Centre Growth Plan & Northam Development Plan	Economic Development					
Lobby LandCorp to continue to implement a marketing strategy for the Avon Industrial Park	Industrial Skilled Labour Force Attraction in the Avon Valley	Economic Development					
Coordinate Council works to maximise opportunities for local business	Strategic Community Plan	Engineering Services Administration					
Be recognised as a Small Business friendly Council	Strategic Community Plan	Economic Development					
Review Local & Regional Price Preference Policy	Strategic Community Plan						

OUTCOME 1.3

Northam central business area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week.

Objectives:

- Improve and expand the retail and hospitality offerings in Northam
- An activated and attractive town centre with lower retail vacancy rates

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Develop and market Victoria Oval redevelopment plan	Northam Regional Centre Growth Plan	Strategic Planning					
Implement CBD Centres Development & Connectivity Strategy	Northam Regional Centre Growth Plan						
Apply Minson Avenue Design Guidelines to assist activate the area from Avon to Peel Terrace bridges. Encourage demonstration building along Minson Ave and promote detailed/precinct concept plan.	Minson Avenue Design Guidelines/Growth Plan (Page 160)	Statutory Planning					
Continue the development of Bernard Park as central focus of the CBD	Northam Regional Centre Growth Plan	Parks					
Work with Chamber of Commerce to develop incentives for businesses in CBD to open on weekends		Community					
Develop incentives and identify opportunities for businesses to establish in CBD							

OUTCOME 1.4

A robust tourism industry which contributes to the economic development of the Shire of Northam and optimises Northam's role as a hub for tourists to the region.

Objectives:

- Develop tourism opportunities based around the Shire's unique cultural, heritage and environmental assets
- Position Northam as an ideal destination to attract regional, state and second-tier national events
- Effectively market the tourism options available within the Shire of Northam including annual flagship events
- Collaborate with surrounding areas to create Avon Valley tourism growth

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Manage the Northam Visitor Centre	Strategic Community Plan	Tourism and promotion					
Implement Northam tourism branding strategy	Strategic Community Plan						
Review Membership of Avon Valley Tourism	Strategic Community Plan						
Contribute to the development and review of a regional marketing strategy	Strategic Community Plan	Community Events					
Review events package to assist and guide local event and festival providers	Strategic Community Plan						
Develop a policy to guide Council in the support of various local events and festivals	Strategic Community Plan						
Support monthly local markets	Strategic Community Plan	Economic Development					
Encourage small business to operate 7 days	Strategic Community Plan						
Advocate for State League or higher sporting fixtures to be held in Northam on a regular basis – including (AFL football match at Henry Street Oval (NAB cup, WAFL, AFL intra club))	Strategic Community Plan	Recreation					
Identify and lobby for 1 second tier State or National Event to occur in Northam each year	Strategic Community Plan	Community Events					
Advocate for national or international ballooning event in Northam every two years							
Hold National or International ballooning event in Northam every two years							
Develop and implement an Annual Calendar of events in conjunction with identified stakeholders							

OUTCOME 1.5

Shire of Northam is recognised for its education services and research and development excellence.

Objectives:

- Maintain an innovative and broad-ranging education system that is recognised and valued by the community and the Region
- Offer via education providers a wide range of tertiary programs, either directly or through brokerage arrangements
- Be recognised for excellence in agricultural research and development
- Facilitate growth in knowledge industries enabled by broadband

Actions and Projects	Informing Plan/Legislation	Service Area	01/09/18	02/09/20	02/09/21	02/09/22	02/09/23
Review current educational services and develop actions to create additional value	Northam Regional Centre Growth Plan	Strategic Planning					
Partner with community groups to provide early years facilities and services within Shire	Strategic Community Plan	Community					

THEME 2: COMMUNITY WELLBEING

A cohesive community with access to quality services

Key indicators of success:

- 5% population growth per annum
- Socio Economic Index For Areas (SEIFA) rating increases and improves by 2022

OUTCOME 2.1

People in the Shire of Northam feel that their community is caring and inclusive.

Objectives:

- Residents are well informed about activities and services in the Shire
- Support is provided to encourage a strong culture of volunteering
- Services targeted at parent support and building stronger families are available
- Opportunities are provided for residents to gain a greater understanding and appreciation of the diverse cultures within the community
- People with disabilities are able to live a safe and fulfilling life in the Shire
- Improved facilities and activities for youth are available within the Shire

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Review the Shire of Northam Disability access and inclusion plan	Disability Services Act	Community					
Partner with community groups providing services to the aged and people with disabilities							
Implement Wundowie Community Master Plan							
Implement Bakers Hill Community Master Plan							
Develop & Implement Grass Valley Community Master Plan							
Identify and support Local Service providers to deliver Youth programs							
Maintain Senior Citizens Centre (Memorial Hall)	Memorial Hall Deed	Building Maintenance					

OUTCOME 2.2
There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.

Objectives:

- Maintain a range of sporting facilities in Northam, as expected of a Regional Centre
- Maintain local facilities in other local communities in the Shire of Northam
- Facilitate the provision of varied cultural and artistic activities
- Provide a range of quality activities for specific demographics, including seniors and youth
- A range of outdoor leisure activities available throughout the Shire
- To have well maintained reserves within the Shire of Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Implement recreation facilities master plan for the Shire of Northam.	Northam Recreation Facilities Plan, Northam Trails Master Plan 1999, Tracks Master Plan 2010	Recreation					
Review/develop a Shire wide bike trails master plan	Northam Recreation Facilities Plan, Northam Trails Master Plan 1999, Tracks Master Plan 2010						
Manage the Northam & Bakers Hill Recreation Centres							
Manage the Shire Swimming Pool facilities in Northam & Wundowie							
Develop annual program of active recreational activities for the Shire of Northam							
Develop Northam Swimming Pool at recreation Centre precinct		Information & Innovation					
Implement Seniors Activity Program around active ageing							
Assist local sporting clubs to develop their governance and expand their participation levels							
Implement annual program of events in partnership with Inclusion WA							
Develop, implement and review policy and procedures relating to Library Services.							
Deliver a supportive library service							

OUTCOME 2.3

A needs-driven public transport system is available for residents of the Shire of Northam.

Objectives:

- Lobby for transport links from Northam to the metropolitan area to be improved to ensure they are fast, reliable and appropriate, this will include continued provision of a regular daily Avon Link train service.

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Develop a long term local bus service business case (noting importance of other services such as Taxi)	Northam Regional Centre Growth Plan	Community					
Implement a 6 month trial community bus from Wundowie to Northam, via Bakers Hill and Clackline							
Lobby to maintain the Avon Link train service							
Promote the use of Taxi and Uber Services in Northam							
Lobby for the introduction of improved public transport links to Perth metropolitan area							

OUTCOME 2.4

Aged residents are able to remain in or near to their local community in the Shire of Northam at all stages of care.

Objectives:

- Provide support to enable seniors to remain living in their own homes as long as possible
- Establish a range of care options to ensure people can remain in their local communities as they age
- Offer seniors activities that are accessible across the Shire

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Implement the Wheatbelt Integrated Aged Care Plan		Community					
Investigate opportunities for expansion of community aged care units		Community					
Manage the Killara Adult Day Care and Respite Services		Respite					
Implement the Aged Care WAAFI (WA Assessment Framework Interface) to promote collaboration with other service providers within the Avon region							
Review and monitor the financial sustainability for the Killara facility		Finance					
Manage & Maintain Kuringal Village (8units)	Community Housing Guidelines	Building Maintenance					

OUTCOME 2.5

Northam continues to be a regional health services centre providing specialist and general and ancillary health services.

Objectives:

- Specialist health and support services are available within the Shire Northam for residents and the region
- Support establishment of new ancillary health service businesses within the Shire

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Ongoing development of Avon Health & Emergency Services Precinct	Avon Health & Emergency Services Precinct business case	Economic Development					



THEME AREA 3: SAFETY AND SECURITY

A community without fear of crime or antisocial behaviour

Key indicator of success:

- *A continuous downward trend in crime and anti-social behaviour, and concern about these issues, as evidenced by crime statistics and shire community surveys*

OUTCOME 3.1

Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Objectives:

- Plan and implement strategies to address crime and safety within the Shire of Northam
 - increase community participation in identifying and reporting of crime
 - increase community awareness and understanding of how to prevent crime and improve community safety
 - work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives
- Engage with all segments of our population to understand their challenges and coordinate services to meet those challenges
- Inform community of long term crime trends and comparisons

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Implement the Shire of Northam Community Safety and Crime Prevention Plan 2016-2020	Community Safety & Crime Prevention Plan 2016-2020	Community					
Continue to implement Community Alcohol Management Plan							
Monitor and maintain the Shire's CCTV network	Community Safety & Crime Prevention Plan 2016-2020	Building Maintenance					
Implement Stage 2 of the Shire's CCTV network	Community Crime Prevention Plan 2016-2020	Building Maintenance					
Lobby to maintain adequate police services in the Shire of Northam		Governance					

THEME 4: ENVIRONMENT & HERITAGE

Preserving the natural and historic beauty of the Shire of Northam

Key indicators of success:

- *Determine a baseline carbon footprint for Council and identify strategies to reduce carbon emissions*
- *Avon River water quality remains at same or improved level by 2022*
- *No decrease in the number of high and medium value heritage assets on the municipal heritage inventory*

OUTCOME 4.1

The Shire of Northam is visually pleasing and easy to find your way around.

Objectives:

- Verges and roadsides are neat, tidy and attractive
- Information and way finding signage is clear, visible and easy to find

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Audit existing community signage with view of renewing and standardising		Tourism Promotion					
Develop incentives and policies to encourage residents to maintain property verges in both town and rural areas		Engineering Services Admin					
Develop and implement a rural verge maintenance program							
Develop and implement a town site verge maintenance program for main arterial routes							

OUTCOME 4.2

Northam honours, and is recognised for, its unique heritage and cultural identity.

Objectives:

- Northam is a destination for heritage tourism and heritage buildings are easily located and interpreted
- Northam's heritage buildings and locations are well maintained
- There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Manage Northam Aboriginal & Environmental Interpretive Centre	Northam Interpretive Centre Business Case	Aboriginal Culture					
Develop Reconciliation Action plan		Aboriginal Culture					
Manage and maintain the Shire's Art Collection		Arts & Culture					
Review Municipal Heritage Inventory and develop Heritage List	Heritage Act	Planning					
Implement Northam Heritage Design Guidelines for Fitzgerald & Gordon St areas	LPP 18 - Heritage Precincts	Strategic Planning					
Adopt Heritage Policy to guide development of privately owned buildings(refer c4.1 above)	Municipal Inventory, Local Planning Scheme	Strategic Planning					
Support Community groups to assist them raise their profiles and obtain grant funding to develop their infrastructure		Community					
Develop a plan to identify and market Northam's heritage assets.	Municipal Inventory/Northam Development Plan	Tourism and Promotion					
Assist local groups in identifying & preserving local stories		Community					

OUTCOME 4.3

Residents and organisations within the Shire of Northam are supported to reduce their environmental impact.

Objectives:

- Increase energy efficiency in Shire-controlled buildings and increased procurement of renewable energy
- Sustainable waste management with the aim of reducing and reusing waste effectively
- Deliver a well-planned and implemented street tree program
- Support locally grown food initiatives
- Promote water re-use and water efficiency

Actions and Projects	Informing Plan/Legislation	Service Area	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Review and implement the regional waste management strategy initiatives.	Strategic Waste Minimisation Plan	Waste Management							
Contract manage waste facilities, to process general waste, inert waste, and liquid waste and green waste operations and access in accordance with regulations and licence conditions.	Old Quarry Road & Inkpen Road Waste Management Plans								
Update Landfill Sites Waste Management Plans	Waste Management Plans								
Review Operation of Waste Disposal Local Laws	Local Law								
Formalise Contract for Inkpen Waste Management Facility	Waste Management Plan								
Provide general rubbish bin kerbside collections, skip bin verge & street bin service.	Strategic Waste Minimisation Plan								
Review Waste Local Law									
Develop waste minimisation community awareness campaign	Strategic Waste Minimisation Plan								
Provide kerbside and drop-off recycling facilities to reduce waste to landfill	Strategic Waste Minimisation Plan								
Develop a climate change adaptation position and potential strategy, including the development of a baseline carbon footprint for Council	WALGA Climate Change Management Toolkit	Environment							
Identify and remediate Shire of Northam controlled contaminated sites	Contaminated Sites Act								
Review Pest Plant Local Law									
Implement Shire of Northam Biodiversity Strategy in liaison with Wheatbelt NRM	Local Government Biodiversity Planning Guidelines								
Liaise with Water Corporation in regards to need for waste water treatment plant upgrade									
Investigate the upgrading of existing water reuse system for use by the Shire of Northam and possible expansion for other users									
Identify opportunities to implement water efficiency into Council facilities and operations	Department of Water Policy 1.02								
Commit to water saving initiative program such as ICLEI – Local Governments for Sustainability –	ICLEI Guidelines								
Investigate incentives to encourage water reuse systems	Department of Health Grey Water Guidelines	Environmental Health							
Investigate and enforce compliance regards unlawful activities that are detrimental to the environment	Health Act								

Identify opportunities to implement energy efficiency into Council facilities and operations	Building Act & Building Code of Australia	Building Services					
Introduction of water-wise programs at the swimming pools & recreation centre	Water Corporation Water Wise Community program	Recreation					
Develop Corella Management Strategy/Plan		Environment					
Review Shire of Northam street tree guidelines	W5.5 Street Tree policy	Engineering					
Audit adequacy of street trees in Northam							
Audit adequacy of street trees in Wundowie, Bakers Hill & Grass Valley							



OUTCOME 4.4

Rivers and waterways in the Shire of Northam are greatly valued and maintained to a high natural standard.

Objectives:

- The Shire of Northam is widely known and maintained as a biodiversity hotspot and the premier destination to experience the Avon River
- The Avon River is healthy, appreciated and used by the community and visitors for both passive and active recreation

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Develop / Endorse management plan for the Avon River Town Pool	Proposed Avon Town Pool Management Plan	Environment					
Implement strategies to improve the health and aesthetics of the Avon River Town Pool	Northam Town Pool Water Quality Management Plan 2013 Northam Regional Centre Growth Plan						
Promote additional passive and active recreational use of the Avon river		Tourism & Promotion					
Support the Avon descent							

THEME 5: INFRASTRUCTURE AND SERVICE DELIVERY

Liveable, connected communities with well-maintained assets

Key indicators of success:

- Asset sustainability ratio is between 90% and 110%
- Asset consumption ratio is between 60% and 75%

OUTCOME 5.1:

The Shire of Northam sensitively facilitates well planned development, urban renewal and improved urban realm.

Objectives:

- Well planned and legible urban and rural areas
- Work with the Housing Authority to deliver newer public housing stock
- Pursue a land rationalisation strategy
- Investigate a laneways strategy to enable subdivision access

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Review Local Planning Strategy	Planning & Development Act	Strategic Planning					
Review Local Planning Scheme 6	Planning & Development Act						
Facilitate planning for West Northam redevelopment precinct	Northam Regional Centre Growth Plan						
Facilitate planning for Avonvale redevelopment precinct in partnership with Department of Housing	Northam Regional Centre Growth Plan						
Review Local Planning Policies	Local Planning Scheme 6 and Strategy						
Develop Urban renewal/regeneration plans for identified areas	Northam Regional Centre Growth Plan						
Process development and DAP applications in accordance with LPS 6	Planning & Development Act	Statutory Planning					
Manage and implement local planning policies.	Local Planning Scheme No.6						
Undertake compliance proceedings on development	Local Planning Scheme No.6						
Guide / control the development and use of agricultural land in the Shire and minimise potential for land use conflict as identified in the precincts contained within the LPS	Local Planning Strategy						
Review Extractive Industries Local Law							
Process development and DAP applications in accordance with LPS 6	Local Planning Scheme						
Undertake compliance proceedings on development	Local Planning Policies						
Input into subdivision applications	Local Planning Strategy						
Facilitate clean-up of disused commercial & residential properties	Northam Regional Centre Growth Plan	Environmental Health					

OUTCOME 5.2:

Environmental risks are proactively managed to minimise impact on residents.

Objectives:

- Focus on stormwater management in both urban and rural areas
- Continued bushfire management planning and mitigation works
- Proactive weed and pest management

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Review Local Emergency Management Arrangements	Emergency Management Act 2005	Emergency Services					
Develop and Conduct an emergency exercise for the LEMC annually	Local Emergency Management Arrangements						
Develop & coordinate delivery of community Emergency Services	Local Emergency Management Arrangements						
Encourage safe & effective bushfire mitigation management on non-Council controlled Reserve Land							
Develop, implement and conduct bushfire mitigation on (shire controlled) land in conjunction with BFB's and residents	Local Emergency Management Arrangements						
Maintain Emergency services Directory for the Shire of Northam							
Support local bushfire brigades in bushfire management	Bushfire Management Plan						
Support the bushfire brigades in the maintenance and acquiring of suitable plant and equipment	Bushfire Management Plan						
Provide training and support to BFB volunteers to perform firefighting operations to acceptable standard	Bushfire Management Plan						
Provide Recovery Support to Emergency Services							
Review Bushfire Management Plan	Bushfire Management Plan						
Inspect and report on properties with regard to fire breaks and fire control		Ranger					
Support protection of existing & remnant vegetation and revegetation along waterways	Local Planning Scheme Special Control Area Strategies	Environment					
Encourage and support community environmental projects	Environmental Protection Act	Environment					
Identify opportunities for buffer zones to protect the natural environment against development	Local Planning Strategy / Scheme	Strategic Land use Planning					
Continue to address ongoing issues with storm water drainage management in rural residential areas (Bakers Hill)		Engineering & Operations					

OUTCOME 5.3:

To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre.

Objectives:

- Implement robust asset management plans which promote efficient, safe and quality infrastructure.
- Deliver infrastructure projects effectively, on budget and schedule, aligned with local community plans and infrastructure projects.
- Build on community service delivery models to ensure services are continuously improved and modernised to meet community needs.
- Improve and encourage utilisation of existing airport facilities and associated air services
- Maintain an efficient and safe regional road network

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2018/19	2019/20	2020/21
Develop and implement drainage maintenance plan	Asset Management Plan	Asset Management						
Develop 2 year footpath construction program	Asset Management Plan							
Deliver footpath program	Operational Plan							
Develop and Maintain 2 year road construction program	Asset Management Plan	Engineering Services Administration						
Lobby for the upgrading of Newcastle Road Bridge	Northam Regional Centre Growth Plan							
Lobby for the development of the 'orange route' Great Eastern Highway								
Input into the Avon Regional Roads Group								
Advocate for the Bakers Hill Great Eastern Highway redesign works		Engineering Operations						
Implementing the Northam Bike / Footpath Plan.	Northam Local Bicycle Plan							
Maintain Roads within the Shire		Engineering Operations						
Develop road maintenance plan	Asset Management Plan							
Deliver Annual construction program	5 year Construction Program							
Implement footpath maintenance plan	Asset Management Plan	Governance						
Lobby to retain the Avon Link Rail Service with improved scheduling	Northam Regional Centre Growth Plan							
Input into revised/appropriate Avon Link Rail Service	Northam Regional Centre Growth Plan	Strategic Planning						
Encourage strong connectivity between Train Station and CBD	Northam Regional Centre Growth Plan							
Review Airport Master Plan		Airport						
Manage the Shire's Airport and maintenance	Airport master plan							
Manage the leasing of airport infrastructure	Airport Lease / Policy / Structure Plan	Administration						

THEME 6: GOVERNANCE & LEADERSHIP

Leading with accountability, connection and openness

Key indicators of success:

- *Community Perceptions Survey measures increased satisfaction that the Council is leading the Shire of Northam in the right direction*
- *Nil non-compliance with Local Government Act requirements*

OUTCOME 6.1:

The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objectives:

- Positive internal and external perceptions about Northam
- Foster a sense of community pride
- Develop a clear brand identity and market it within the Shire, and beyond the Shire to investors, visitors and potential residents

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2018/19	2019/20	2020/21
Market Northam's 'brand' both externally and internally		Economic Development						

OUTCOME 6.2:

Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.

Objectives:

- Decisions made by the Shire are communicated and the reasoning clearly articulated to residents and stakeholders
- Complaints are heard and resolved transparently
- Effective and efficient two-way communication between the Shire and stakeholders
- Clearer understanding of the roles of Elected Members in the community

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Review Shire of Northam communications plan		Governance					
Implement a framework for regular community meetings							
Undertake biennial Community Survey							
Actively promote local government elections							
Proactively promote Shire of Northam decisions							
Actively promote the role and profile of Elected Members							
Maintain an open & transparent complaints process							

OUTCOME 6.3:

The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

Objectives:

- Provide outstanding customer service
- Ensure robust financial management
- Implement systems and processes which deliver outcomes for our community
- Maintain a high standard of corporate governance
- Improve community access to information to ensure they are able to be informed of our activities
- Encourage active community participation in our local government
- Undertake our regulatory roles in a safe, open, accountable and respectful manner
- Be an organisation where people want to work

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Provide management and leadership to the organisation and stakeholders	Corporate Plan	CEO & Executive Management					
Manage and administer the Shire's financial systems and procedures.		Finance					
Review the Shire's rates strategy.							
Review UV to GRV rating for rural residential properties under 5 hectares							
Manage and implement Fair Value of assets to meet legislative requirements							
Review Council Insurance coverage							
Provide occupational health & safety advice and fit for work support to Shire of Northam staff	OSH Policy, Injury Management Manual	Human Resources					
Review attraction & retention strategy	Workforce Plan						
Maintain a staff development framework	Workforce Plan						
Manage customer services through use and maintenance of appropriate systems and processes.		Customer Service					
Implement Shire of Northam Customer Services Charter							
Implement an organisational wide process for dealing with/responding to customer requests/complaints							
Maintain provision of Department of Transport licensing services for the community							
Provide a proactive approach to responsible animal (dog, cat) ownership and management within the community		Ranger					
Develop/implement community education program on animal management requirements							
Coordinate the Council Community grant contributions and processes		Community					
Provide records management systems and services while maintaining compliance with relevant legislation.		Records					
Ensure latest retention and disposal guidelines are met							
Administer and review of the Shire's Record Keeping Plan.							

Manage the Shire's plant, equipment and vehicle fleet.		Plant and Fleet					
Review Plant Replacement Strategy.							
Ensure telecommunication needs of the Council are met to an adequate standard.		Administration					
Review the provision of the Department of Transport licensing services by the Shire							
Oversee the ongoing maintenance and support services for Shire systems and applications.		Information Technology					
Develop and implement an IT Strategy for the Shire.							
Review adequacy of Administration Building		Building Services					
Review Council Building Asset Management Plan.	Asset Management Strategy	Asset Management					
Review Council Road Asset Management Plan.	Asset Management Strategy						
Review Council Footpath Asset Management Plan.	Asset Management Strategy						
Review Council Drainage Asset Management Plan.	Asset Management Strategy						
Develop Council Parks & Reserves Asset Management Plan.	Asset Management Strategy						
Develop/implement environmental health programs	Public Health Planning Guide 2011	Environmental Health					
Review Public Health Plan	Public Health Act						
Implement a Public Health & Wellbeing Plan.	Public Health Act						
Assessment and approval of stallholders, portable signs, effluent disposal systems, temporary accommodation and public events	Health Act & Regulations, Food Act, Local Laws						
Review Health Local Law	Health Local Law						
Regular inspections of commercial establishments - food premises, lodging houses, offensive trades, caravan parks, stallholders, swimming pools	Health Act, Food Act, Local Laws						
Monitoring and sampling of food and water outlets including commercial food businesses, swimming pools and wastewater reuse scheme	Health Act, Food Act						
Continue to implement process mapping and process improvement across the organisation		Governance					
Implement an organisational innovation group		Information and Digital Innovation					

OUTCOME 6.4:

The elected members of the Shire of Northam provide accountable, strong and effective community leadership.

Objectives:

- Open, accountable and effective decision making
- Effectively communicate the Shire's vision and strategic priorities, internally and externally
- Be a valued member and leader in our regional context
- Develop clear policy settings to guide our organisation and community
- Ensure effective and well-utilised long term planning

Actions and Projects	Informing Plan/Legislation	Service Area	2018/19	2019/20	2020/21	2021/22	2022/23
Active Membership of the Avon Regional Organisation of Councils (AROC)	Strategic Community Plan	Regional Development					
Partner with the Wheatbelt Development Commission on identified regional initiatives	Strategic Community Plan						
Review Governance Policy	Council Policy Manual	Governance					
Review Community support policy	Council Policy Manual	Community Events					
Review Finance policies	Council Policy Manual	Finance					
Review Long Term Financial Plan	Corporate Business Plan						
Review Human Resource policies	Council Policy Manual	Human Resources					
Review Workforce Plan	Corporate Business Plan						
Review Works (engineering) policies	Council Policy Manual	Engineering Services Administration					
Review Health policies	Council Policy Manual	Environmental Health					
Review Building policies	Council Policy Manual	Building					

Review Administration policies	Council Policy Manual	Administration	■	■	■	■	■
Review Strategic Community Plan	LG Act	Strategy	■	■	■	■	■
Review Corporate Business Plan	Strategic Community Plan		■	■	■	■	■
Review Asset Management Strategy	Corporate Business Plan	Asset Management	■	■	■	■	■
Monitor and implement the Northam Regional Centre Growth Plan, incorporating the Northam Development Plan, to encourage population growth in the Shire	Northam Regional Centre Growth Plan	Economic Development	■	■	■	■	■
Review Northam Growth Plan Implementation Schedule	Northam Regional Centre Growth Plan		■	■	■	■	■

5. Priority Projects

The Shire of Northam has a significant number and range of priority projects which have been identified through its various planning processes. The priorities have been split into two distinct categories. The first category focusing on projects which will be programmed into the annual budgeting process with revenue for the project either coming entirely from the Council, is already confirmed, or likely to be confirmed by a third party. While the Council reserves the right to make a final determination as to the delivery of these projects during its annual budget process, it can be assumed that the projects will be delivered. The second category identifies projects which are more strategic and aspirational in their nature and are projects that the Council will be endeavouring to focus on and deliver, however will require a significant financial contribution from a third party which has yet to be confirmed. The nature of these projects is that they have significantly more risk in terms of deliverability within identified timeframes than those which identified in category one.

	2018/19	2019/20	2020/21	2021/22	2022/23
Playground & Open Space Improvements	75,000	75,000	75,000	75,000	40,000
Council Owned Building Maintenance	500,000	600,000	650,000	680,000	690,000
Wundowie Sports Pavilion			1,651,681		
Wundowie Swimming Pool refurbishment					700,000
Northam Swimming Pool redevelopment*	7,991,600				
Northam Town Pool Dredging (subject to external funding)	50,000	50,000	50,000	50,000	50,000
Drainage improvements general	472,750	472,750	472,750	450,000	400,000
Administration building redevelopment**		700,000			
Northam depot redevelopment				3,033,000	
CBD Street scape	50,000	50,000	50,000	50,000	25,000
Northam Hockey Turf (subject to additional external funding)	400,000				
Develop Northam Youth sapce	1,575,000				
ANNUAL TOTAL	11,114,350	1,247,750	2,949,431	4,338,000	1,300,000

* Budget increased as per resolution of Council.

** Project deferred from 2017/18 to 2019/20

6. Organisational Context

a. Project Management

Project management forms an integral part of the management of the Shire of Northam. We are not only committed to focusing on delivering projects within budgets established by Council, but we have a strong focus on delivering projects safely, within established timeframes and which deliver established outcomes.

This will be achieved through a range of initiatives which include:

Training

Staff who are required to manage or contribute to the management of projects will be provided basic project management training through a recognised training provider.

Reporting

Executive Managers will be required to report the progress of major projects to the Chief Executive Officer at agreed timeframes.

Risk Management

Executive Managers will ensure the risk matrix illustrated below is applied.

In order to assess projects and determine the level and complexity of project management required, the following framework will be applied. In many cases, projects will have elements in a number of the project categories (major, project, works). In this circumstance, the classification should reflect a conservative approach, that is, if in doubt projects are to be scaled to the higher level.

i. Project Classification

Criteria	Major Project	Project	Works
Scope of Work	Complex	Defined	Simple/well known
Budget	Above \$250k	Above \$50k to \$250k	Up to \$50k
Timing	> 10 weeks	2 – 10 weeks	Less than 2 weeks

II. Project Delivery

Criteria	Major Project	Project	Works
Project Planning	Detailed Gantt chart required utilizing MS-Project (or similar). Detailed working or engineering designs and plans required to be signed off prior to commencement by Chief Executive Officer.	Schedule of timeframes required. Detailed working or engineering designs and plans required to be signed off prior to commencement by Executive Manager.	Preliminary planning required. Detailed working or engineering designs and plans may be required generally, but are required for capital road works.
Risk Management	High Risk Complex analysis and mitigation management formalised in writing and registered on project file. Will require the assistance of Regional Risk Co-ordinator.	Medium Risk Initial analysis and priority mitigation monitored in project meeting reports. May require the assistance of Regional Risk Co-ordinator at discretion of Executive Manager.	Low risk Monitored by responsible officer. JSA required or reference to risk register.
Range of Personnel, including Sub-Contractors	High level of competence in PM required. Executive Manager to project manage or external project manager appointed with authority of CEO. Project Team to be established, which must include a minimum of two Executive Managers.	Sound level of competence in areas of technical and project management. Generally managed by Senior Officer, Manager or Executive Manager.	Managed by works supervisor, manager, or other member of staff authorised by Executive Manager.
Level of Communications	High - detailed reporting and data management to CEO on fortnightly cycles. Reports to include progress against Gantt Chart and against financial budget.	Weekly reporting to Executive Manager, or as otherwise agreed	Exception reporting to the CEO (i.e. if perceived issue arising).
Contract (if required)	Consideration to be given to contract development or vetted by legal representative.	Standard Contracts in accordance with WALGA template for single supplier contracts, else refer works schedule requirements.	Purchase Order and standard contracts in accordance with WALGA templates at discretion of Executive Manager.
Authorisation	Formal CEO sign off to commence required after presentation of project planning, may require common seal.	Executive Manager authorization to commence required (may require Council approval for tenders).	Official Council order considered sufficient sign off.
Data Management	All documents, including planning and internal documents required to be registered on file created specifically for project in question. At completion of project, summary of financial outcomes required.	All documents, including planning and internal documents require registration. Reference made to job number or chart of account number established within Synergy for future reference.	Synergy financial system records along with Notes taken and registered in accordance with standard records management practices.
Financial	Specific Chart of Account or Job Number Required. Detailed budgets to be prepared and supporting documentation to be placed on file. Budget should include breakdown by nature and type.	Either specific Chart of Account Number or Job Number required. Planning and other supporting documents to be placed on file.	Either specific Chart of Account Number or Job Number required.
Compliance & Quality Control	Detailed management plans to be developed identifying HOLD points through various stages of the project in accordance with contract specifics	Inspection Test Plans to be developed and implemented identifying HOLD points in accordance with standards and specifications	Basic checklists to be maintained as directed by Executive Manager

III. Risk Management

Risks should be identified or categorised into one of the following general areas and analysed by determining how they might affect the success of the project. Generally the impact of a risk will realise one or any combination of the following consequences:

- Project outcomes (benefits) are delayed or reduced
- Project output quality is reduced
- Timeframes are extended
- Costs are increased
- Occupational Health & Safety protocols breached

Risk Management Definitions

Term	Definition
Risk	The effect of uncertainty on objectives (may be positive, negative or a deviation from what is expected)
Consequence	Outcome of an event or change in circumstances affecting the achievement of objectives
Likelihood	The chance of something happening
Event	An occurrence or existence of a particular set of circumstances
Hazard	Object or activity which may cause a risk (now referred to as a 'risk source') - interaction with the risk source is required to create a risk
Risk Management	Coordinated activities to direct and control an organisation in regard to risk

Level Description	Consequence						
	Financial Impacts	Health & Safety	Reputation	Service Interruption	Compliance	Property	Environment
Insignificant (1)	<\$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
Minor (2)	\$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
Medium (3)	\$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
High (4)	\$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
Extreme (5)	> \$650,000	Death or permanent disablement	Substantiated, public embarrassment, very high multiple impacts, high, widespread multiple news profile, third party actions	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact

Likelihood

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

Level of Risk

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

E EXTREME RISK: Immediate action required by Executive Management

H HIGH RISK: Senior Management attention required

M MODERATE RISK: Management by specific monitoring or response procedures

L LOW RISK: Manage by routine procedures, unlikely to need specific application of resources

Mitigation of risks involves the identification of actions to reduce the likelihood that a threat will occur (preventative action) and/or reduce the impact of a threat that does occur (contingency action). This strategy also involves identifying the stage of the project when the action should be undertaken, either prior to the start of or during the project.

Risk mitigation strategies to reduce the chance that a risk will be realised and/or reduce the seriousness of a risk if it is realised should be developed. Written mitigation strategies will usually only be prepared and/or deployed for projects classified as Major, however mitigation strategies may be prepared for projects and works at the discretion of the Executive Manager.

b. Asset Management Planning

The Shire of Northam adopted an asset management plan in 2013 to cover the following asset classes;

Property Plant and Equipment

- Land
- Buildings
- Plant and Equipment

Infrastructure

- Roads
- Bridges
- Footpaths and cycleways*
- Drainage*
- Parks, open space and streetscapes
- Other Infrastructure*

Key elements of the plan and are:

- Levels of service – specifies the services and levels of service to be provided by council.
- Future demand – how this will impact on future service delivery and how this is to be met.
- Life cycle management – how Council will manage its existing and future assets to provide the required services
- Financial summary – what funds are required to provide the required services.
- Asset management practices
- Monitoring – how the plan will be monitored to ensure it is meeting Council's objectives.
- Asset management improvement plan

Key Performance Indicator	Calculation	Standards	Current Performance 2016/17	Basic Standard Achieved
Asset consumption ratio (ACR)	Depreciated replacement cost of assets (written down value) divided by current replacement costs of depreciable assets.	Standard is not met if ratio data cannot be identified or ratio is less than 50%. Basic standard is met if ratio data can be identified and ratio is 50% or greater. Advanced standard is met if this ratio is between 60% and 75%.	97%	Yes
Asset sustainability ratio (ASR)	Capital expenditure on replacement or renewal of assets divided by the depreciation expense	Standard is not met if ratio data cannot be identified or ratio is less than 90%. Basic standard is met if ratio data can be calculated and ratio is 90% or greater. Advanced standard is met if this ratio is between 90% and 110%	110%	Yes
Asset renewal funding ratio	Net present value of planned capital expenditure based on current Departmental guidance on renewals over ten years divided by the net present value of the required capital expenditures on renewals over the same period	Standard is not met if ratio data cannot be identified or ratio is less than 75%. Basic standard is met if ratio data can be identified and ratio is between 75% and 95%. Advanced standard is met if this ratio is between 95% and 105% and the ASR falls within the range 90% to 110% and ACR falls within the range of 50% to 75%.	98%	Yes

c. Workforce Planning

The Shire is a significant employer within the Local Government Area, employing 122 people in full time, part time and casual positions. The Shire is in an enviable position of being identified as a regional SuperTown opening up numerous opportunities for local infrastructure and redevelopment. Although infrastructure development continues across the region, the Shire as an organisation, has the ongoing challenge of delivering strong governance and sustainable service provision in an ever-changing and highly complex environment.

With the recent development of the new Strategic Community Plan 2012 – 2022, Council now has clear direction from the community and a mandate to lead. To activate the Strategic Community Plan, the newly developed Corporate Business Plan takes effect and aligns the resources of the Shire to ensure implementation occurs. Assessing the capabilities and capacity of the workforce to deliver upon the community's goals and objectives is the first step of implementation and the Integrated Workforce Plan 2013 – 2017 (IWP) is igniting that process.

The Shire of Northam is situated in the Wheatbelt Region of Western Australia which bears unique regional factors with one of those being the issue of recruiting and retaining skilled and experienced employees. The Shire reflects this issue in several ways with the current employee attrition rate of 34% p.a.

The Shire values its workforce and through the development of the Community Strategic Plan 2012-2022, the IWP is a tangible commitment to building workforce capability and capacity and ensuring that the right people are in the right place at the right time;

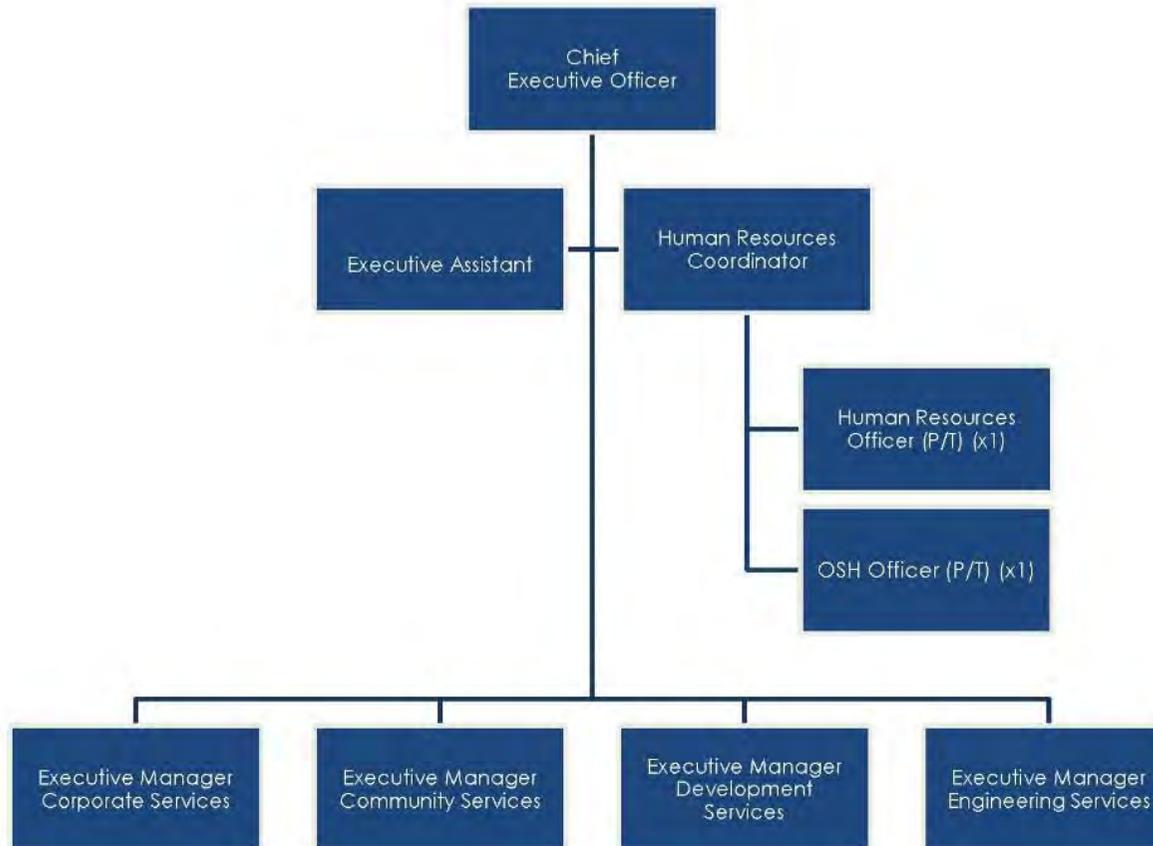
“to deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth”.
Strategic Community Plan 2012-2022 Mission Statement.

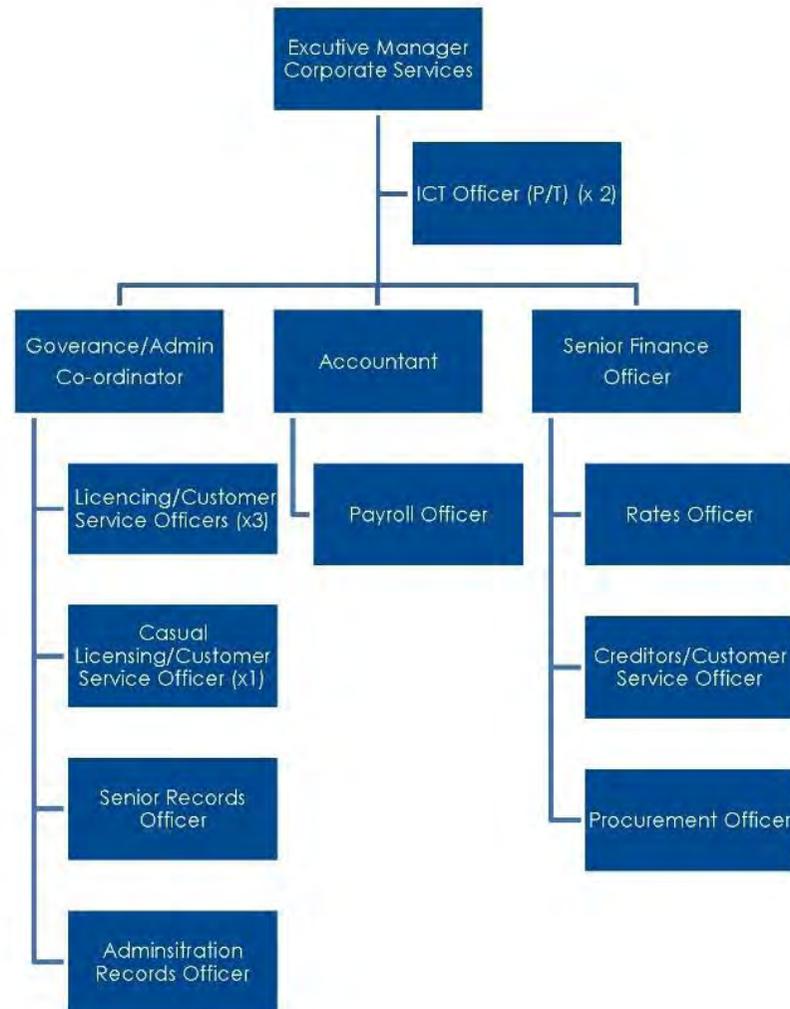
The challenge for the Shire is to maintain the focus on the traditional 'roads, rates and rubbish' functions whilst realigning the structure of the business to the new community vision, along with a more robust, systemised and integrated approach to service delivery. Improving internal communications whilst planning and developing procedural excellence will ensure the Shire can meet community and Council expectations.

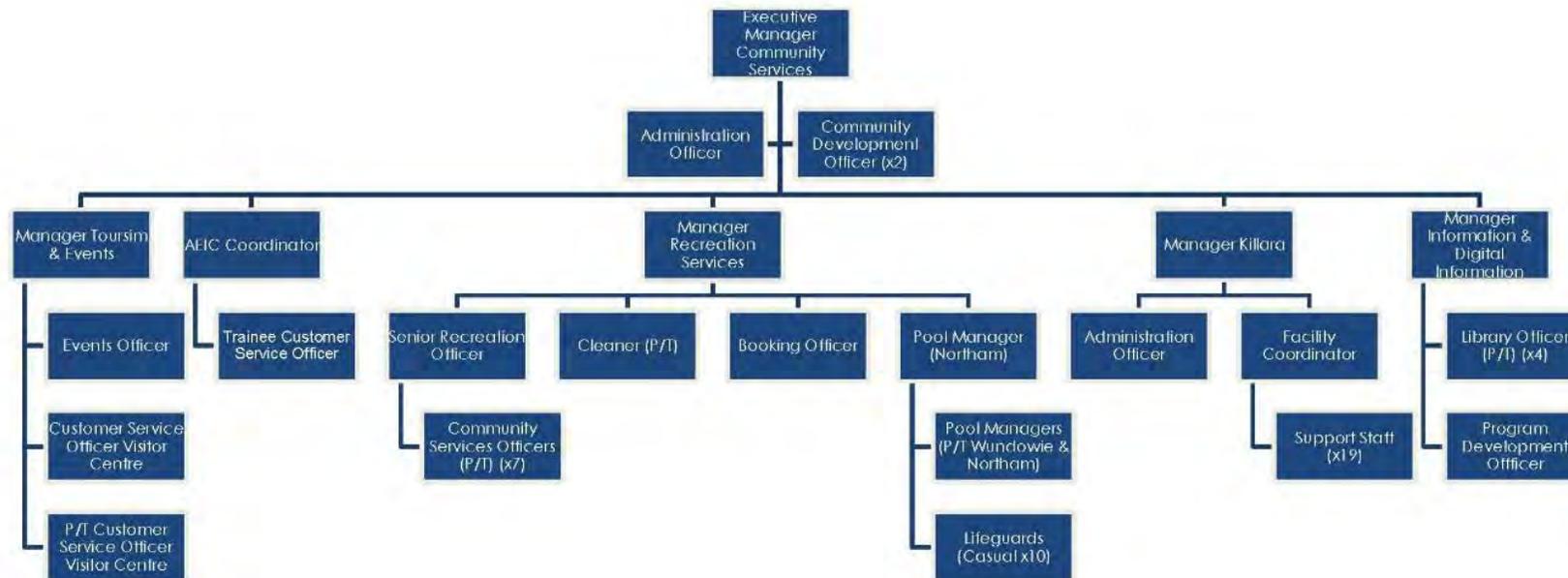
The IWP highlights key workforce risks and challenges and recommends actions that can mitigate the risk of service delivery interruptions. Workplace culture plays a big part in this challenge and through a structured and well managed strategy, the Shire can ensure that a confident, skilled, professional and accountable workforce will be sustained long into the future. The IWP is one of continuous improvement and long term commitment. The Shire does not have the discretionary funds or capacity to resolve and address all challenges immediately. What the Shire does have is a united and clear community vision, strong Council leadership, effective management and a long term commitment to its greatest asset – its people, who will continue to develop, thrive and deliver.

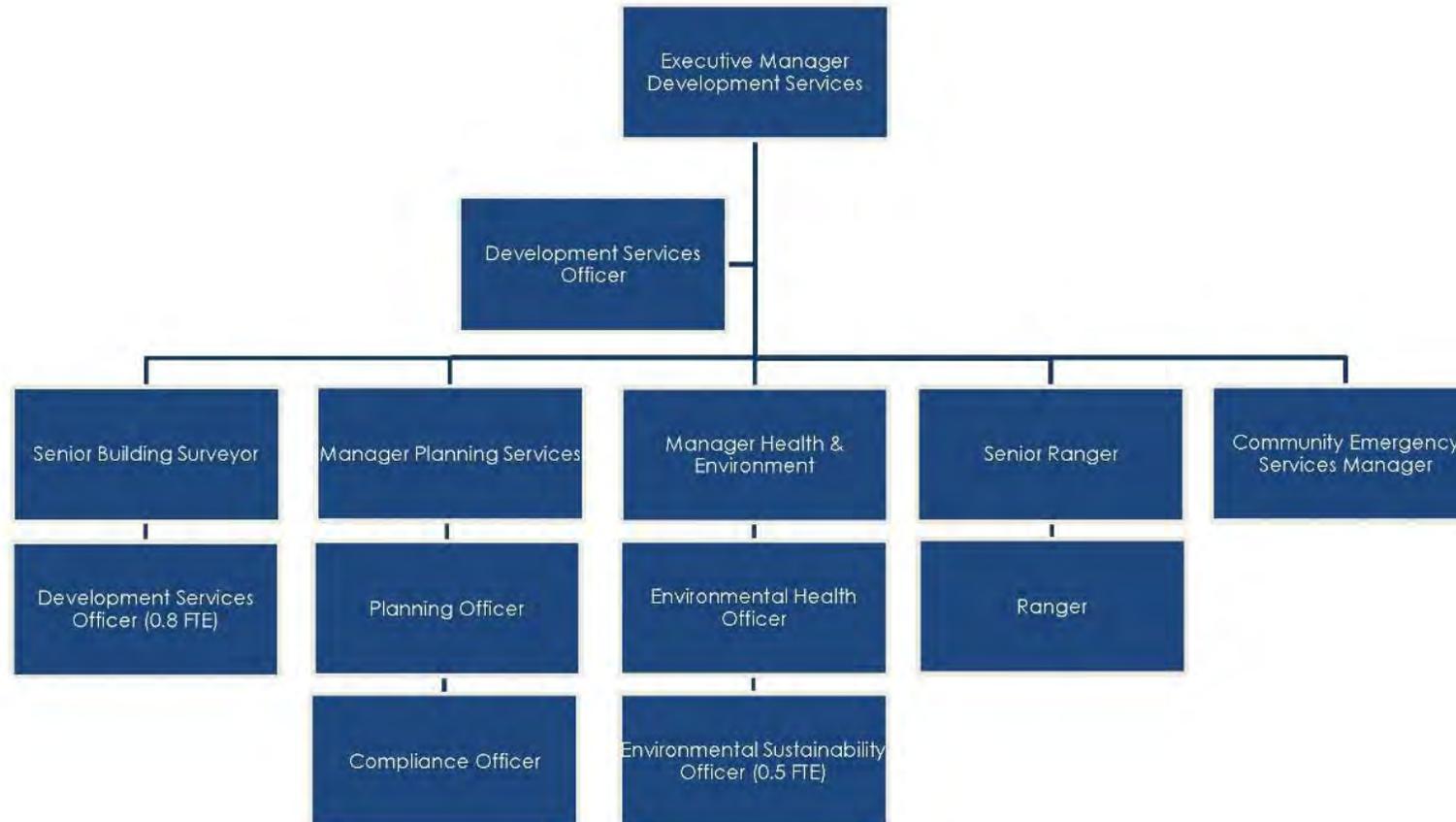
Organisational Structure

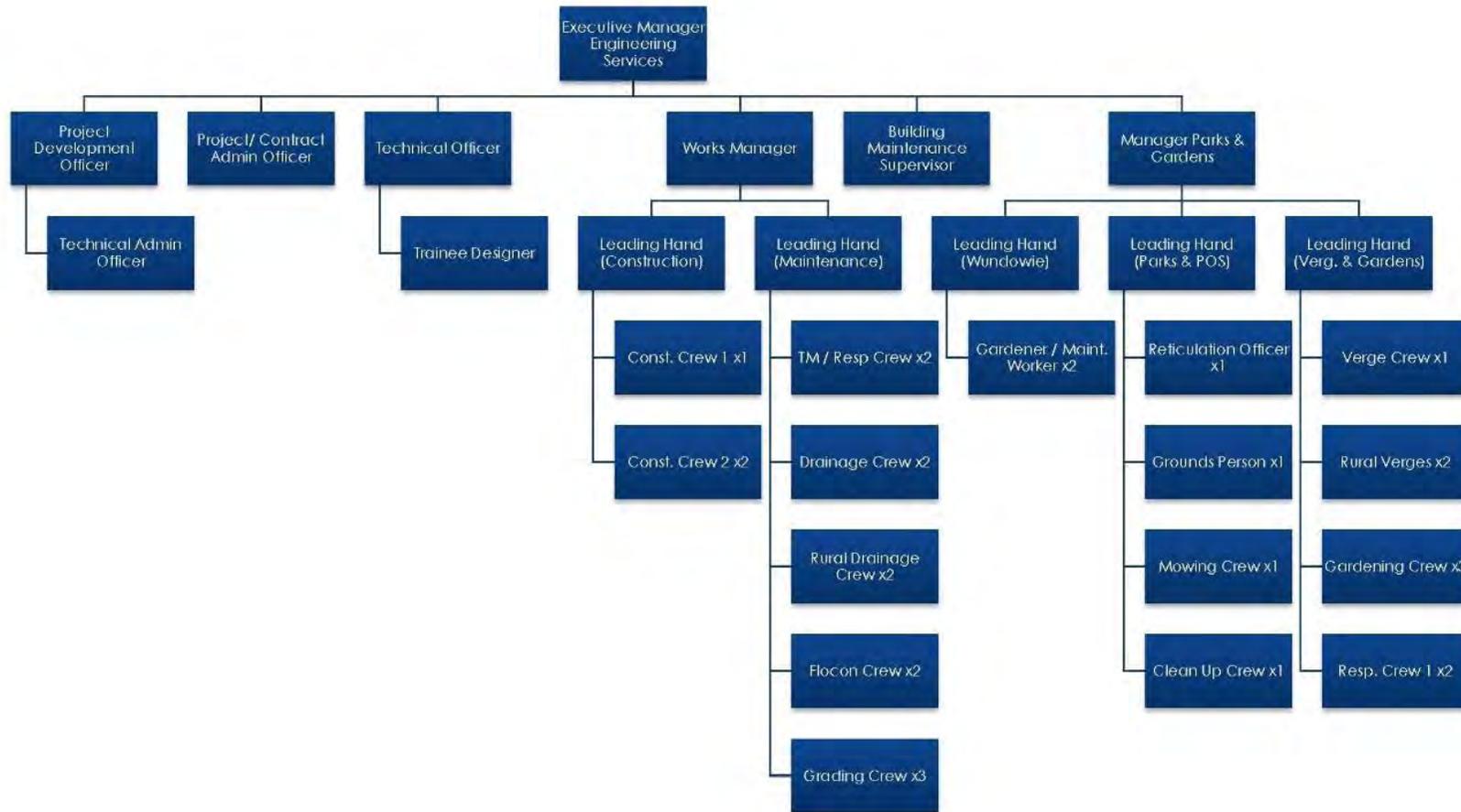
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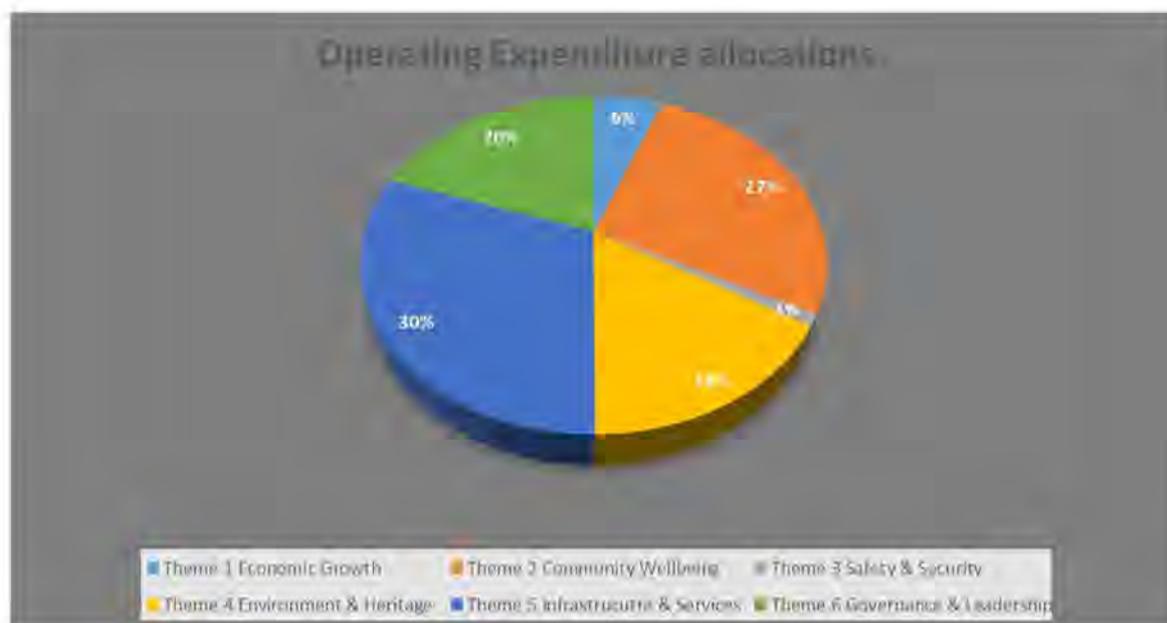




d. Financial Planning

The following provides an indication as to the financial resource allocations for the Shire of Northam in 2018/19 against each of the Strategic & Corporate Business Plan themes;

Theme	Operating Expenditure	Operating revenue	Capital Expenditure	Capital Revenue
Theme 1 – Economic Growth	\$1,218,680	\$224,100	\$0	0
Theme 2 – Community Wellbeing	\$5,593,805	\$7,566,519	\$11,779,202	\$4,985,490
Theme 3 – Safety & Security	\$229,669	\$297,494		\$235,814
Theme 4 – Environment & Heritage	\$3,371,797	\$2,639,393	\$941,131	\$0
Theme 5 – Infrastructure & Services	\$6,354,712	\$3,632,444	\$8,268,526	\$535,585
Theme 6 – Governance & Leadership	\$4,097,506	\$12,772,233	\$944,084	\$621,776
	\$20,866,199	\$27,132,184	\$22,168,758	\$6,142,851



The Shire of Northam endorsed a long term financial plan in 2017.

This plan has been prepared to support the strategic planning process for the Shire. The plan addresses the operating and capital needs placed on the Shire over the next 12 years.

The plan will be reviewed every 12 months to reflect the prevailing economic conditions and changing community needs placed on the Shire. In compiling this long term plan consideration has been given to the economic drivers that will influence the future cost of providing facilities and services. The values disclosed in this plan therefore represent estimated future prices and costs.

This long-term strategic financial plan is set against economic uncertainty. The plan addresses operating and capital renewal of the period 2017/18 and concluding in 2029/30. The changing economic circumstances have meant that projections for growth and therefore community demand as facilities and services are subject to how the Australian and State economies recover from the current position.

This plan represents a financial solution to meeting the competing demands of services and facilities to the community. There are numerous ways that will enable the Shire to achieve its objectives. This plan balances the funding needs of renewal and

new infrastructure assets, existing services against rating expectations, reasonable fees, debt\leverage and the use of accumulated funds held in reserve accounts..

The following financial projections have been taken from the Councils Long Term Financial Plan, Developed in the context of the Strategic Community Plan and Corporate Business Plan deliverables.

Forecast Statement of Funding
For the period 2017 - 2029

	2014-15	2015-16	Base	1	2	3	4	5	6	7	8	9	10	11	12
	\$	\$	\$	\$	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
OPERATING															
Revenues															
Rates	8,281,186	8,666,545	8,945,651	9,598,361	10,351,371	10,818,424	11,305,883	11,814,642	12,339,138	12,877,557	13,439,501	14,026,006	14,638,150	15,277,061	15,943,916
Operating grants, subsidies and contributions	6,940,731	3,729,396	5,223,542	5,344,729	5,434,388	5,541,930	5,651,648	5,763,508	5,877,794	5,994,315	6,113,195	6,234,485	6,358,234	6,484,490	6,613,306
Profit on Asset Disposal	19,433	4,493	212,712	-	-	-	-	-	-	-	-	-	-	-	-
Fees and charges	3,772,076	3,717,347	3,759,512	3,841,941	3,929,701	4,019,498	4,111,377	4,205,388	4,301,579	4,400,004	4,500,711	4,603,757	4,709,195	4,817,08	4,927,472
Service charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest earnings - General	237,813	121,606	220,000	204,376	199,990	205,421	200,431	205,441	205,451	205,461	205,471	205,481	205,491	120,501	120,511
Interest earnings - Reserves	184,322	245,815	120,000	107,050	111,170	-	88,226	86,047	92,768	97,312	102,232	104,899	112,134	117,27	124,983
Other revenue	1,058,605	618,899	721,853	747,734	753,964	-	787,503	804,828	822,534	840,630	859,124	878,025	897,342	917,084	937,260
	20,494,166	17,108,101	19,203,270	19,834,191	20,780,594	21,437,741	22,145,068	22,879,934	23,639,264	24,415,279	25,220,234	26,052,653	26,920,546	27,733,492	28,667,448
Expenses															
Employee costs	(7,016,776)	(7,552,624)	(7,730,063)	(8,076,989)	(8,461,106)	(8,736,092)	(8,998,175)	(9,268,120)	(9,546,164)	(10,032,549)	(10,333,525)	(10,643,531)	(10,962,837)	(11,291,722)	(11,830,474)
Materials and contracts	(5,353,675)	(5,160,216)	(6,041,965)	(5,357,670)	(5,631,612)	(5,772,402)	(5,916,711)	(6,024,628)	(6,175,243)	(6,279,624)	(6,436,615)	(6,547,531)	(6,711,220)	(6,879,000)	(7,050,975)
Utility charges (electricity, gas, water etc)	(730,325)	(668,216)	(812,191)	(843,991)	(880,046)	(908,723)	(935,179)	(962,439)	(990,527)	(1,019,470)	(1,049,293)	(1,080,024)	(1,111,691)	(1,144,322)	(1,177,948)
Depreciation on non-current assets	(3,540,043)	(3,864,126)	(4,157,607)	(4,096,036)	(4,482,686)	(4,660,246)	(4,871,136)	(5,047,193)	(5,230,299)	(5,417,069)	(5,611,184)	(5,809,529)	(6,015,544)	(6,226,419)	(6,445,215)
Loss on Asset Disposal	(2,588,954)	(95,892)	(145,676)	-	-	-	-	-	-	-	-	-	-	-	-
Interest Expense	(188,977)	(156,612)	(143,380)	(191,987)	(173,886)	(246,055)	(308,381)	(292,744)	(276,334)	(259,104)	(241,015)	(222,322)	(202,075)	(181,831)	(162,695)
Insurance expense	(542,796)	(448,535)	(438,444)	(445,021)	(451,696)	(460,278)	(469,023)	(477,934)	(487,015)	(496,268)	(505,697)	(515,305)	(525,096)	(535,073)	(545,239)
Other expenditure	(775,790)	(340,607)	(140,566)	(143,729)	(147,322)	(151,005)	(154,780)	(158,650)	(162,616)	(166,681)	(170,848)	(175,119)	(179,497)	(183,884)	(188,584)
	(20,737,336)	(18,486,828)	(19,609,892)	(19,155,423)	(20,228,354)	(20,934,801)	(21,653,385)	(22,231,708)	(22,868,198)	(23,670,765)	(24,348,177)	(24,993,361)	(25,707,960)	(26,442,351)	(27,401,130)
NET OPERATIONS	(243,170)	(1,378,727)	(406,622)	678,768	552,230	502,940	491,683	648,226	771,066	744,514	872,057	1,059,292	1,212,586	1,291,141	1,266,318
Funding Position Adjustments															
Depreciation on non-current assets	3,540,043	3,864,126	4,157,607	4,096,036	4,482,686	4,660,246	4,871,136	5,047,193	5,230,299	5,417,069	5,611,184	5,809,529	6,015,544	6,226,419	6,445,215
Net profit and losses on Disposal	2,569,521	87,399	(67,036)	-	-	-	-	-	-	-	-	-	-	-	-
Movement in Accruals	(365,606)	(205,284)	61,021	-	-	-	-	-	-	-	-	-	-	-	-
Movement in Deferred Pensioner Rates (Non-Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Movement in Employee Benefit Provisions	144,521	184,130	-	-	-	-	-	-	-	-	-	-	-	-	-
Write-off of assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FUNDING FROM GENERAL OPERATIONS	5,645,309	2,551,644	3,744,970	4,774,804	5,034,916	5,163,186	5,362,819	5,695,419	6,001,365	6,161,583	6,483,241	6,868,821	7,228,130	7,517,560	7,711,533
CAPITAL															
Asset Acquisitions and Construction															
Purchase of land held for resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Purchase of Property Plant and Equipment	(818,653)	(1,426,606)	(8,114,860)	(1,855,000)	(1,310,000)	(1,410,000)	(6,149,681)	(1,495,000)	(1,505,000)	(1,520,000)	(1,530,000)	(1,540,000)	(1,550,000)	(1,560,000)	(1,570,000)
Infrastructure	(4,281,870)	(5,254,220)	(9,862,525)	(7,437,750)	(20,916,798)	(5,525,297)	(4,313,630)	(5,125,350)	(5,510,410)	(5,650,802)	(6,053,374)	(6,247,104)	(6,679,884)	(6,925,163)	(7,373,409)
Proceeds on Disposal	438,946	232,262	501,686	450,000	300,000	300,000	1,300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Non-Operating grants, subsidies and contributions	3,383,030	1,746,295	7,093,233	4,695,564	13,767,746	2,096,732	2,002,044	1,230,907	1,248,561	1,275,237	1,293,676	1,312,520	1,331,779	1,350,287	1,369,402
NET FUNDING BEFORE FINANCING	(1,278,547)	(4,702,269)	(10,382,466)	(4,147,186)	(6,159,952)	(4,538,565)	(7,161,267)	(5,089,443)	(5,166,049)	(5,595,565)	(5,989,690)	(6,174,504)	(6,598,105)	(6,824,876)	(7,263,007)
Financing															
Inflows															
Transfer from Reserves	689,759	1,562,271	2,761,981	665,000	1,883,127	247,871	528,404	237,871	284,871	322,027	348,371	237,871	285,871	237,871	437,871
New Borrowings	-	-	1,650,000	-	2,251,933	-	2,833,000	-	-	-	-	-	-	-	-
Sell Supporting Loan	214,570	30,098	31,980	46,450	33,873	16,734	14,044	14,611	15,201	15,816	16,455	17,119	17,812	-	-
Outflows															
Transfer to Reserves	(2,001,103)	(1,036,818)	(1,439,788)	(829,932)	(712,927)	(500,288)	(441,097)	(506,918)	(466,639)	(518,683)	(455,103)	(527,270)	(491,505)	(546,146)	(482,854)
Advances to Community Groups	-	-	(150,000)	-	-	-	-	-	-	-	-	-	-	-	-
Repayment of Past Borrowings	(1,578,756)	(210,153)	(223,416)	(325,990)	(315,016)	(388,938)	(335,903)	(351,540)	(367,949)	(385,178)	(403,266)	(421,957)	(442,203)	(384,409)	(403,543)
NET FINANCING	(2,675,530)	345,398	2,630,757	(444,472)	3,140,990	(624,621)	1,798,448	(605,976)	(534,516)	(566,018)	(493,543)	(694,237)	(630,025)	(692,684)	(448,526)
ACCOUNTING PERIOD BALANCES															
Opening Balance	4,120,734	5,811,966	4,006,739	-	183,146	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Closing Balance	5,811,966	4,006,739	-	183,146	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000

Forecast Statement of Comprehensive
Income
For the period 2017 - 2029

INCOME STATEMENT	Notes	2014-15	2015-16	Base	1	2	3	4	5	6	7	8	9	10	11	12
		\$	\$	\$	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Revenues																
Rates		8,201,186	8,666,545	8,945,651	9,590,361	10,351,371	10,810,424	11,305,883	11,814,642	12,339,130	12,877,557	13,439,501	14,026,006	14,630,150	15,277,061	15,943,916
Operating grants, subsidies and contributions		6,940,731	3,729,396	5,223,542	5,344,729	5,434,388	5,541,930	5,651,648	5,763,588	5,877,794	5,994,315	6,113,195	6,234,485	6,358,234	6,484,490	6,613,306
Fees and charges		3,772,076	3,717,347	3,759,512	3,841,941	3,929,701	4,019,498	4,111,377	4,205,388	4,301,579	4,400,004	4,500,711	4,603,757	4,709,195	4,817,081	4,927,472
Service charges		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest earnings - General		237,813	121,686	220,000	204,876	199,990	205,421	208,431	205,441	205,451	205,461	205,471	205,481	205,491	120,501	120,511
Interest earnings - Reserves		184,322	245,815	120,000	107,050	111,170	81,917	182,226	86,047	92,768	97,312	102,232	104,899	112,134	117,275	124,903
Other revenue		1,050,605	618,899	721,853	737,734	753,964	770,551	787,503	804,828	822,534	840,630	859,124	878,025	897,342	917,084	937,260
		20,474,733	17,099,600	18,990,558	19,834,191	20,780,584	21,437,741	22,145,068	22,879,934	23,639,264	24,415,279	25,220,234	26,052,653	26,920,546	27,733,492	28,667,448
Expenses																
Employee costs		(7,016,776)	(7,552,624)	(7,730,063)	(8,076,989)	(8,461,106)	(8,736,092)	(8,998,175)	(9,268,120)	(9,546,164)	(10,032,549)	(10,333,525)	(10,643,531)	(10,962,837)	(11,291,722)	(11,830,474)
Materials and contracts		(5,353,675)	(5,160,216)	(6,041,965)	(5,357,670)	(5,631,612)	(5,772,402)	(5,916,711)	(6,024,628)	(6,175,243)	(6,279,624)	(6,436,615)	(6,547,531)	(6,711,220)	(6,879,000)	(7,050,975)
Utility charges (electricity, gas, water etc.)		(730,325)	(868,216)	(812,191)	(843,991)	(880,046)	(908,723)	(935,179)	(962,439)	(990,527)	(1,019,470)	(1,049,293)	(1,080,024)	(1,111,691)	(1,144,322)	(1,177,948)
Depreciation on non-current assets		(3,540,843)	(3,864,126)	(4,157,697)	(4,096,036)	(4,482,686)	(4,660,246)	(4,871,136)	(5,047,193)	(5,230,299)	(5,417,069)	(5,611,184)	(5,809,529)	(6,015,544)	(6,226,419)	(6,445,215)
Interest expense		(188,977)	(156,612)	(143,380)	(191,397)	(173,895)	(246,055)	(308,381)	(292,744)	(276,334)	(259,044)	(241,015)	(222,322)	(202,975)	(181,831)	(162,695)
Insurance expense		(542,796)	(448,535)	(438,444)	(445,021)	(451,696)	(460,278)	(469,023)	(477,934)	(487,015)	(496,268)	(505,697)	(515,305)	(525,096)	(535,073)	(545,239)
Other expenditure		(775,790)	(340,607)	(140,566)	(143,729)	(147,322)	(151,005)	(154,780)	(158,650)	(162,616)	(166,681)	(170,848)	(175,119)	(179,497)	(183,984)	(188,584)
		(18,148,382)	(18,390,936)	(19,464,216)	(19,155,423)	(20,220,354)	(20,954,801)	(21,653,395)	(22,321,700)	(22,968,190)	(23,670,765)	(24,340,177)	(24,993,361)	(25,707,960)	(26,442,351)	(27,401,130)
OPERATING RESULT		2,326,351	(1,291,328)	(173,658)	678,768	552,230	502,940	491,683	648,226	771,066	744,514	872,057	1,059,292	1,212,586	1,291,141	1,266,318
Revenue (Asset related)																
Non-Operating grants, subsidies and contributions		3,383,030	1,746,295	7,993,233	4,695,564	13,767,746	2,096,732	2,002,044	1,230,907	1,248,561	1,275,237	1,293,676	1,312,520	1,331,779	1,360,287	1,380,402
Profit on disposal of assets		19,433	8,493	212,712	-	-	-	-	-	-	-	-	-	-	-	-
Loss on asset disposal		(2,588,954)	(95,892)	(145,576)	-	-	-	-	-	-	-	-	-	-	-	-
NET RESULT		3,139,860	367,568	6,686,611	5,374,332	14,319,976	2,599,672	2,493,727	1,879,133	2,019,627	2,019,751	2,165,733	2,371,812	2,544,365	2,651,428	2,646,720
Other Comprehensive Income		94,718,041	618,484	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Comprehensive Income		97,857,901	986,052	6,686,611	5,374,332	14,319,976	2,599,672	2,493,727	1,879,133	2,019,627	2,019,751	2,165,733	2,371,812	2,544,365	2,651,428	2,646,720

7. Monitoring and Reporting

The implementation of the Corporate Business Plan will be monitored monthly and reported corporately on an annual basis through progress of action and project delivery against targets and year to date expenditure against budget. In addition, performance will be monitored and reported against corporate or operational key performance indicators. The tables below outlines the Shire's corporate key performance indicators. Where necessary, additional performance measures will be progressively developed and implemented across the organisation during 2013-2014.

As the Corporate Business Plan is integrated with and delivers on the Strategic Community Plan, monitoring and reporting of outcome performance through the strategic key performance indicators is also important in determining the effectiveness of the Shire's services and projects.

All elements of the Corporate Business Plan will be reviewed and amended as required each year prior to the annual budget process. This enables the corresponding year of the Corporate Business Plan and Long Term Financial Plan to accurately inform the annual budget

Human Resources

Performance Area	Key Performance Indicator	Formula	Target	2017/18 Actual	2016/17 Actual
Safe Working Environment					
Workplace Safety	Lost Time Injury Frequency Rate	$\frac{\text{Number of lost time injuries} \times 1,000,000}{\text{Total hours worked}}$	<15	5.1	20.4
Occupational Health and Safety Management	Percentage compliance with AS/NZS 4801:2001 requirements	Average percentage compliance over 10 sections through an independent audit *formal assessment by LGIS to be undertaken	> 76%	80% (est)	67%
Appropriately Skilled Workforce					
Professional Development	Percentage employee satisfaction with professional development opportunities	Average percentage satisfaction across all Departments determined through Tri- Annual Workforce Systems Processes People Audit	>60%	TBA	TBA
Retention of Valued Staff					
Staff Turnover	Staff turnover rate	$\frac{\text{Number of staff separations}^*}{\text{Total number of staff}}$ (less casual and Council instigated)	<20%	12%	24%

Financial Management

Performance Indicator	Definition	Formula	Target	17/18 Estimated Actual	16/17 Actual	15/16 Actual	14/15 Actual
Budget Management	Percentage variance in actual year to date expenditure (operating) versus budgeted expenditure	$\frac{\text{Actual Expenditure} - \text{Budgeted Expenditure}}{\text{Budgeted Expenditure}} \times 100$	<10%	-1.06	-3.35%	-6.85%	6.94%
Current Ratio	This is a modified commercial ratio designed to focus on the liquidity position of a local government that has arisen from past year's transactions	$\frac{(\text{Current Assets MINUS Restricted Assets})}{(\text{Current Liabilities MINUS Liabilities Associated with Restricted Assets})}$	1:1 (100% or greater)	224%	289%	216%	155%
Debt Service Ratio	This ratio is the measurement of a local government's ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan	Annual Operating Surplus BEFORE Interest and Depreciation Principal and Interest	>4	14.55	16.90	7.20	1.97

Governance

Performance Indicator	Definition	Formula	Target	2017/18 Actual	2016/17 Actual	15/16 Actual	14/15 Actual
Corporate Plan Achievement	Percentage of identified Corporate Actions achieved	$\frac{\text{Corporate Actions undertaken in current year}}{\text{Total Number of Corporate Actions}}$	100%			88% Commenced 62.5% Completed 12% Not commenced (Total of 173 Tasks)	88% Commenced 65% Completed 11% Not Commenced (Total of 185 Tasks)
Project Delivery	Percentage of Major Projects delivered	$\frac{\text{Number of Major Projects Delivered in current year}}{\text{Total Number of Major Projects Identified in Corporate Plan}}$	100%			80% Commenced 30% Completed 2% Not Commenced (10 Projects)	94% Commenced 42% Completed 6% Not Commenced (33 Projects)

Compliance

Performance Indicator	Definition	Formula	Target	2017/18 Actual	2016/17 Actual	15/16 Actual	14/15 Actual
Statutory Planning							
Building Permit Processing	Average Building Permit processing time	Building Permit process times to be measured by the official date received and official date Permit issued	Uncertified ≤25 working days	7.01	8.71	9.5	5.7
			Certified <10 working days	3.97	3.88		
Development Application Processing	Average Development Application processing times	<u>Total days to process development applications</u> Total number of development applications Development application process times measured by the official date received and official date approval issued, less any official hold periods recorded	≤30 days (delegated decisions)	22.6 days	15 days	12.6 days	Not available
			≤40 days (non-delegated decisions)	41.9 days	37.8 days	35.1 days	Not available
Local Government Compliance							
Compliance Auditing	Percentage of elements identified within the annual Department of Local Government Audit Return identified as being complied with by the Shire of Northam	<u># of Audit elements complied with x 100</u> Total number Audit elements Compliance audit for the period 1st January to 31st December against the requirements of the Compliance Audit Return	≥90%	Not available until 31 st March 2019	100%	97.7%	94.8%

12.1.4 Communications and Social Media Policy

Address:	N/A
Owner:	N/A
File Reference:	2.3.1.2
Reporting Officer:	Alysha Maxwell Executive Assistant - CEO
Responsible Officer:	Jason Whiteaker Chief Executive Officer
Voting Requirement	Simple Majority

BRIEF

For Council to consider adopting a Communications and Social Media Policy.

ATTACHMENTS

Attachment 1: Draft Communications and Social Media Policy.

BACKGROUND / DETAILS

This policy has been developed to provide a framework and guidance to Elected Members and staff in respect to communication and social media.

Social media use and misuse is becoming increasingly prevalent in the community, with Local Governments similarly experiencing increasing incidents where cyber communications negatively impact Local Government operations and governance as well as the health and safety of Elected Members and employees.

WALGA has provided a policy template which the recommended policy has been based upon.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

Outcome 6.2: Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.

- Effective and efficient two-way communication between the Shire of Northam and stakeholders;

Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

- Implement systems and processes which deliver quality outcomes for our community;

- Improve community access to information to ensure they are able to be informed of our activities; and
- Encourage active community participation in our local government.

Financial / Resource Implications
Nil.

Legislative Compliance
Shire of Northam Standing Orders Local Law.
Local Government (Rules of Conduct) Regulations 2007.
State Records Act 2000 - SRC Standard 8 – Managing Digital Information.

Policy Implications
This policy would be associated with Council's Code of Conduct.

Stakeholder Engagement / Consultation
WALGA's resources/policy template has been finalised through feedback and advice from local governments.

The Shire of Northam has not undertaken any engagement or consultation in relation to the draft policy.

Risk Implications
There is currently no guidance in relation to communication and social media which increases the risk of negatively impacting the local government. This policy would assist in maintaining good governance practices when communicating with the community and also minimise any potential risk.

OFFICER'S COMMENT

Given the significant increase of social media usage over past years and potential risks where communication may negatively impact local government operations and governance as well as the health and safety of Elected Members and employees, Officers are recommending that Council adopt a policy to provide some guidance around this area.

RECOMMENDATION

That Council adopt Policy G1.9 - Communications and Social Media Policy as presented in Attachment 1 of this report.



Attachment 1

Shire of Northam Planning Policy Manual (Section I)
Policy
G1.9 Communications and Social Media Policy

GOVERNANCE

G1.9 Communications and Social Media Policy

<i>Responsible Department</i>	CEO Office
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	15/08/2018
<i>Next Scheduled Review</i>	2020
<i>Related Shire Documents</i>	Shire of Northam Standing Orders Local Law.
<i>Related Legislation</i>	Local Government (Rules of Conduct) Regulations 2007. State Records Act 2000 - SRC Standard 8 – Managing Digital Information.

OBJECTIVE

This policy establishes protocols for the Shire of Northam's official communications with our community to ensure the Shire of Northam is professionally and accurately represented and to maximise a positive public perception of the Shire of Northam.

SCOPE

This policy applies to:

1. Communications initiated or responded to by the Shire of Northam with our community; and
2. Council Members when making comment in either their Shire of Northam role or in a personal capacity.

POLICY

1. Official Communications

The purposes of the Shire of Northam's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Northam events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire of Northam.



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G1.9 Communications and Social Media Policy

- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire of Northam's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire of Northam will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President and/or Chief Executive Officer, to promote specific Shire of Northam positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the Chief Executive Officer.

2. Speaking on behalf of the Shire of Northam

The Shire President is the official spokesperson for the Shire of Northam and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media [s.2.8(1)(d) of the Local Government Act 1995]

Where the Shire President / Mayor is unavailable, the Deputy Shire President may act as the spokesperson. [s.2.9 and s.5.34 of the Local Government Act 1995]

The CEO may speak on behalf of the Shire of Northam, where authorised to do so by the Shire President. [s.5.41(f) of the Local Government Act 1995]

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of the Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Northam.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Northam into disrepute,
- compromise the person's effectiveness in their role with the Shire,
- imply the Shire's endorsement of personal views.



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- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so; or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Northam.

Council member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

3. Responding to Media Enquiries

All enquiries from the Media for an official Shire of Northam comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Northam.

Council Members may make comments to the media in a personal capacity – refer to clause 7.1 below.

4. Website

The Shire of Northam will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

5. Social Media

The Shire of Northam uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Northam maintains the following Social Media accounts:

- Shire of Northam Facebook: www.facebook.com/shireofnortham
- Shire of Northam Instagram: www.instagram.com/shireofnortham
- Visit Northam Facebook: www.facebook.com/visitnortham
- Visit Northam Instagram: www.instagram.com/visitnortham
- Libraries Facebook: www.facebook.com/northamlibrary
- Rec Centre Facebook: www.facebook.com/northamrecreationcentre
- Pools Facebook:
www.facebook.com/search/top/?q=shire%20of%20northam%20aquatics
- Shire Youtube:
https://www.youtube.com/channel/UC39z1LW_yJoHgX27vOnKOow



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The Shire of Northam may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Northam will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire of Northam's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

SHIRE PRESIDENT SOCIAL MEDIA OFFICIAL ACCOUNTS

The Shire of Northam supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this policy.

These official Shire of Northam accounts must not be used by the Shire President for personal communications.

USE OF SOCIAL MEDIA IN EMERGENCY MANAGEMENT AND RESPONSE

The Shire of Northam will use the following channels to communicate and advise our community regarding Emergency Management:

- Facebook;
- Instagram; and
- Twitter.



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6. Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Northam, including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for transferring these records to the Shire's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

7. Personal Communications

Personal communications and statements made privately, in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

COUNCIL MEMBER STATEMENTS ON SHIRE MATTERS

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Northam.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Northam.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of, copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Council Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member.



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A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

12.1.5 Co-Work Space / Innovation Hub

Address:	298 Fitzgerald Street
Owner:	Shire of Northam
File Reference:	3.1.3.11
Reporting Officer:	Chief Executive Officer Jason Whiteaker
Responsible Officer:	Chief Executive Officer Jason Whiteaker
Voting Requirement	Simple Majority

BRIEF

For Council to determine the development of an innovation hub / co-work space in the Northam Central Business District including the preferred location and the level of commitment from Council for the concept.

ATTACHMENT

Nil.

BACKGROUND / DETAILS

The Shire of Northam hosted an Innovation Hub concept forum held at the Department of Primary Industries and Regional Development (Department of PIRD) on October 20, 2017. Officers were extremely pleased with the turn out and outcomes.

In general the enthusiasm for the concept was very positive and to this end a small working group was established involving Curtin University, Muresk University, Department of PIRD, a local Co-Work advocate and Chamber of Commerce representative (Anna Dixon), and the Shire of Northam (and more recently the Wheatbelt Development Commission). Over the past 9 months this group has been exploring a range of options/models and opportunities to develop an innovation hub / co-work space in Northam.

The concept has been developed around a number of drivers, including a desire to bring vibrancy into our CBD. The idea put forward to the initial October 2017 forum was around developing or providing a space for industry and the community to connect, based around innovation in what Council feel is a competitive advantage to the region – agriculture. The original model was to attract at least three anchor tenants – two private sector companies who are already working in the agricultural innovation space and one University (which will add needed credibility). In addition to this the thinking that a co-work space, similar to spacecubed in Perth, would add value given we have

20-30 identified 'professionals' in the region working from home and interested in the concept of this space. 298 Fitzgerald Street, Northam is recommended as the preferred location as it is low cost due to being owned by Council, links with the Northam Library and is within proximity to the fibre node

<http://www.spacecubed.com/en>

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

Diversifying and growing the economy for prosperity and employment.

Outcome 1.1: The Shire of Northam is an attractive investment destination for a variety of economic sectors.

- Ensure the Shire of Northam is a welcoming and easy place for quality investment to occur.
- Communicate clearly and widely the benefits of doing business in the Shire of Northam.
- Pursue a range of developments in sectors including retirement living, renewable energy, *agribusiness*, *innovation*, logistics and aviation.
- Embrace technology as an enabler for development, and lobby for high speed internet connectivity.
- Promote the business case for Government offices servicing the Wheatbelt to choose to locate in Northam.

Financial / Resource Implications

It is recommended that Council authorise the CEO to expend funds from the Admin Office Reserve to allow for the second level of the building to be upgraded to accommodate Council staff utilising the space as well as co-work activities.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

There was initial consultation undertaken with interested stakeholders at the October 2017 forum. From that group a working group was established to assist the Shire of Northam develop the concept further.

Risk Implications

OFFICER'S COMMENT

It has been a challenging process, trying to explore what this opportunity may look like in Northam. The exploration has involved a significant amount of time, research and discussions with a wide range of potential contributors, beneficiaries and similar venturers in other areas.

Whilst there were a range of opportunities explored, there appears to be a group of three potential partners which could provide the impetus to commence the Northam Wheatbelt Innovation hub & Co-Work space. These three partner include Wheatbelt Business Network (WBN), SproutX & AgriStart. Each of these potential partners would provide a different element to the project.

SproutX (<http://sproutx.com.au/accelerator/>) are a Victorian based organisation who have historically been based in Melbourne. However in recent times they have expanded into regional Victoria (Mildura). After making contact with SproutX they advised that they were actually in the process of looking to Western Australia with a view of focusing in on grains innovation. In addition to their expertise in innovation and start-ups, SproutX also have access to venture capital which is obviously a significant benefit to innovators looking to commercialise their concept.

SproutX have provided a proposal to the Shire of Northam in relation to their involvement, this involves providing access to and running a series of workshops and education programs for start-up and small business.

AgriStart are a Western Australian based organisation which "connects researchers, growers, start-ups and businesses to drive innovation in the agriculture and food industry. Agristart facilitate interactions across the different parts of the agri research and business ecosystems to create a funnel of support to help grow food export markets and enhance sustainable production" (<https://www.agristart.com.au/>, 25 July, 2018).

Wheatbelt Business Network, offer something slightly different to the other potential partners, offering a wider region connection and a more diverse database of small businesses, not solely agri focused. They have provided their support for the concept and are keen for involvement given they have been looking at how an innovation / incubator model may work across the region. The current thinking is Northam could be used as the hub, reaching out into the greater region.

I really think that the WBN would fit as a regional affiliate to the program. We are ideally placed to connect our member businesses back to the hub at Northam; as well as having the capacity and skills to facilitate workshops/ deliver information sessions across the region via our

networks. We could also work with the Shire of Northam in promoting the co-working space and encouraging its use within our membership base. A perfect fit!

Council staff are currently supporting the exploration of an external grant funding application.

In essence the concept, subject of the grant application) is around a regional incubator structure. The idea is to support innovation in regional Western Australia, taking into consideration key factors such as the population is sparse, diversity of sectors in each region and high percentage of SME companies.

This project will focus on building capacity, capability and ultimately export potential focusing on 3 geographic areas in southern WA (including Northam/Avon/Wheatbelt).

The concept is that each Region will provide a physical co-working space, fund that space's operating expenses and the local support to effectively operate that space. Project will deliver the services and expertise to support the activation of a new incubator, deliver capability programs in the region, bring expert mentors to the region, and connect regional companies with pathways for growth.

In addition there will be an online incubator program that will connect the 3 proposed physical hubs and provide additional access to innovation programs across regional WA (of which Northam would be one).

The grant being applied for would be used to support the activation of the space; provide digital technology support to connect the space virtually; deliver training and events tailored to the region's needs; and marketing and promotion support to help secure anchor tenants to ensure the future sustainability of the spaces.

Given it appears as though we have a number of potential partners and possible funding for programs for the concept, attention has been turned to a possible location. Given one of the drivers is CBD activation, this obviously narrows the potential sites. The other criteria assessed was based on cost, wanting to ensure that the potential financial exposure of the Council was limited. This criteria has led staff to look at options in and around Council facilities.

With these criteria in mind, it is being recommended that the most appropriate facility would be the former Council Chambers at 298 Fitzgerald Street. This building has recently been vacated by the Wheatbelt Development Commission. It is centrally located, has existing security services and access can be easily managed (swipe card system). Council owns the building and

as such there is no direct cost implication, although there is an opportunity cost associated with potential lost rent revenue. There are other potential expenses for the building which include;

- There is inadequate access for people with disabilities, would require a lift to be installed);
- The building is quite dated and not very open internally which would require improvement.

In addition to the infrastructure works that would be required, the most significant challenge was viewed as how to manage the space. It requires someone to oversee the building, its bookings, access (let people in and out) etc. There are a number of opportunities which are explored in this regard.

Given the buildings proximity to the library, it is possible for the staff at the library to manage the building. This would have a no direct cost implication for Council, although it would take some resource away from the library service. It also aligns with the refocusing of the former library manager position to a Manager of Information & Innovation (although the innovation element was to be more organisationally focused).

The other option which is being considered is the use of community development staff to manage the hub / co-work space. Staff are exploring the re-assignment of some duties within community services to ensure that a **stronger focus is placed on the 'activation' element of various Council plans.** One of these plans in the CBD Connectivity Strategy. The strategy, amongst a range of other initiatives, identifies the need for a CBD manager/activator/concierge. Staff are currently looking at refocusing one of the community development officers to undertake this role. This will then include a closer working relationship with the CBD business community and implementation of the strategy. Tied into this would also be the management of the hub/co-work space. The current thinking may result in the entire community services team being relocated, bringing them closer to the other elements of the Department (being the BKB, Visitor Centre, Library etc.). There would be a negligible cost associated with this relocation.

Staff have formed the view that the innovation hub / co-work concept, having been progressed to this point, warrants a further commitment from Council. At this stage staff are seeking an approval to proceed from Council, providing the opportunity for funding to be sought to undertake the internal fit out requirements of such a facility

RECOMMENDATION

That Council:

1. Supports the continued investigation into the development of an innovation hub / co-work space in the Northam Central Business District.
2. Identifies 298 Fitzgerald Street, Northam, as the preferred location for a co-work space and innovation hub.
3. Authorise the Chief Executive Officer to:
 - a. support the various grant applications being made by third parties to develop an innovation space in Northam; and
 - b. apply for any available grant funding for the fit out of 298 Fitzgerald Street, Northam to accommodate the development of a co-work space and innovation hub at the premises.
4. Authorise the Chief Executive Officer to expend up to \$30,000 from the Administration Office Reserve to upgrade the second floor of 298 Fitzgerald Street, Northam.

12.2 ENGINEERING SERVICES

12.2.1 Drainage Improvements – 36 St George Street, Bakers Hill

Address:	36 St George Street, Bakers Hill (The Property)
Owner:	AM Hawser
File Reference:	A543
Reporting Officer:	Clinton Kleynhans Executive Manager Engineering Services
Responsible Officer:	Clinton Kleynhans Executive Manager Engineering Services
Voting Requirement	Simple Majority

BRIEF

Running along the adjoining boundary of Number 36 & 38 St George Street, Bakers Hill, is a natural storm water flow path which was formed as an open channel drain that conveyed storm water from a Shire owned road culvert at the lowest point of the road. The major storm water would flow directly into 36 St George Street (The Property) along the inside of the Eastern boundary and a secondary minor flow path would enter into 38 St George St through a small gap between the two properties fence (Refer Attachment 1) and flow to the rear of the property with the aid of some make-shift diversion structures.

Over time, the various owners of these two properties have attempted to re-train the original storm water path which has resulted in uncontrolled overland flow and an increase in the damage to private property.

There has been very limited history on the original layout and construction of the drain, with no forthcoming acknowledgement of actions by responsible parties. This has resulted in a considerable amount of time for staff to gain an understanding of the overall complexity of the situation and to determine an amicable solution.

This report is to assist Council in making an informed decision regarding the future of the drain and what works are required to rectify the situation.

ATTACHMENTS

Attachment 1 – Locality Map.

Attachment 2 – Decommissioned Culvert and Channel.

Attachment 3 – Area showing detained verge stormwater.

Attachment 4 – Work Committee Meeting Minutes 28-09-1990

Attachment 5 – Council Meeting Minutes 05-10-1990

Attachment 6 - Approved retaining wall letter from shire in 1991

Attachment 7 – Boundary Survey details

Attachment 8 – Stormwater redirected onto 38 St George St

BACKGROUND / DETAILS

Following on from a severe storm event in 2016, staff were contacted by the current land owner (owner since June 2015) of 36 St George Street, Bakers Hill (The Property), regarding their dwelling which had been flooded by storm water.

Upon investigating staff observed that a road culvert had been concreted closed preventing stormwater from entering what appeared to be remnants of a crudely constructed drainage channel that meandered down the boundary of both properties at 36 & 38 St George Street. It was also noted the channel had been backfilled at The Property with the original dividing boundary fence now forming a retaining wall. (Refer Attachment 2)

Further discussions with the landowner of The Property confirmed the landowner had in fact backfilled the drain and concreted closed the culverts due to safety concerns.

As a result of this, in the event of a significant storm the stormwater accumulates on the southern verge side of the road until it tops over the road flooding the dwelling structures at The Property, as there is no longer a drainage channel for the storm water to flow through. (Refer Attachment 3) (Note: video available to view).

In an attempt to attenuate the stormwater to prevent further flooding of the properties the Shire constructed a detention basin on the southern side of the road to provide some relief until such time as the history of the drainage channel had been investigated, and a solution had been determined. Until the most recent significant storm event in February 2018, staff were of the opinion the detention basin was working effectively.

Most recent investigations reveal this issue dates back as far as 1990, as staff have retrieved Work Committee Meeting Minutes from archives regarding the same drainage issue between these two properties. The resolution of Council at the time was to create the following easement along the adjoining boundary: (refer Attachment 4 & 5):

- o 1 meter from Lot 221(38 St George St)
- o 2 meters from lot 222 (36 St George St)

Staff have reviewed the titles of these properties and noted the easements have not been added to the titles.

In 1991 the Shire approved a retaining wall design for 36 St George Street (Attachment 6) however there is no evidence on site that this has been constructed, the only evidence of a wall is a super six type fence which has been clad with rock on the Eastern side. This however does not meet the specification of the approved retaining wall. Staff are unsure if there is in fact a retaining wall that was built on The Property as it may have been buried when the current landowner back filled their side of the property up to the super six fence.

It should be noted that the current landowner of 36 St George Street has also laid an additional course of limestone blocks on top of this wall which exceeds the retaining wall design previously approved by the Shire.

During the process of investigating possible design solutions, Staff had both properties surveyed and determined this non-conforming retaining structure of The Property is in fact encroaching in the adjoining property at the following points: (Refer Attachment 7)

- 1) Encroaching near the Driveway - 314 mm (Approx.)
- 2) Encroaching near the tin Shed - 407mm (Approx.)
- 3) Encroaching at end of Tin Shed - 602 mm (Approx.)
- 4) Encroaching colour bond fence - 160 mm to 240mm (Approx.)
at back of the property

During this time to prevent further flooding, to prevent flooding to their own property, the landowner of The Property has also removed a small section of the adjoining fence/ wall (which they previously backfilled/ constructed), to channel all the stormwater into the neighbours property at 38 St George Street. **This is now resulting in damage to the neighbour's property and generating significant dispute between to two landowners.** (Refer Attachment 8)

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure and Service delivery.

Outcome 5.3: To have safe, well maintained community infrastructure and service to a standard expected of Regional Centre.

Financial / Resource Implications

To rectify the current situation there are two possible options that have been considered, being:

- a) an open channel, rock lined with initial estimates in the order of \$70,000;
or
- b) A piped drainage system which has been estimated to cost in the order of \$91,000:

The recommended works will be delivered utilising current drainage budgets.

Legislative Compliance

Local Government (Functions and General) Regulations 1996

18. Protection of watercourses, drains, tunnels and bridges — Sch. 9.1 cl. 9
(1) *A person must not, without lawful authority, alter, obstruct, or interfere with, any watercourse, drain, tunnel, or bridge that is local government property.*

Penalty: a fine of \$1, 000.

Local Government Act 1995

Schedule 3.27. Particular things local governments can do on land that is not local government property

- (1) *A local government may, in performing its general function, do any of the things prescribed in Schedule 3.2 even though the land on which it is done is not local government property and the local government does not have consent to do it.*

Schedule 3.2 — Particular things local governments can do on land even though it is not local government property

[Section 3.27(1)]

1. *Carry out works for the drainage of land.*
2. *Do earthworks or other works on land for preventing or reducing flooding.*

S3.22 of the *Local Government Act 1995* provides a level of protection to a local government against being liable for compensation as a result of any damage sustained through the local government draining water onto land to the extent that the water follows a natural watercourse.

Policy Implications

B7.2 Retaining Walls:

1. Retaining walls require a building permit if the retaining wall
 - a. Retains ground more than 500mm in height; or
 - b. If it is any height and is associated with other building work or with the protection of land adjoining the land on which the retaining wall is located; or
 - c. If it is any height and is work of a kind to which section 76, 77, 78 or 79 of the Building Act 2011 relates (Work affecting other land that requires consent, court order or other authority).
2. A Retaining wall which requires a building permit, will also require an **accompanying engineer's certification** as part of the building application.

Stakeholder Engagement / Consultation

Since this matter was raised back in 2016, staff have been investigating and presenting options to both landowners of 36 and 38 St George Street to resolve the issues.

Advice from the Landowner of 38 St George Street is that they are not willing to have a drain formed, nor a pipe constructed through their property as in their opinion there was no flooding issues prior to the original drainage channel being backfilled by the landowner of 36 ST George Street.

The Landowner of 36 St George Street will refuse to consent to having an open channel drain through The Property, as they claim the previous channel used to cause scouring to the embankment which their shed sits on. This statement is supported by correspondence the Shire had received from the previous owner back in 1991.

The current landowner will however consent to a piped system being constructed.

Risk Implications

Legal - there is a potential exposure to Council in not undertaking any remedial work given that a decision was made in the 1990's acknowledging a potential issue and determining an appropriate action, unfortunately this action ever occurred. In saying this formal legal advice has not been received on this specific matter.

Financial - the potential expenditure represents a significant portion of the Council's annual drainage budget and therefore this will result in other works not being able to be undertaken. Staff will however address this at midyear budget review, or sooner, if it becomes a significant issue.

OFFICER'S COMMENT

Staff engaged a Consulting Hydrologist to perform an assessment and provide feedback as to the most appropriate treatments to rectify the current situation. The following findings were identified:

- 1) The existing road culvert is 3 x 375mm diameter pipes, which has capacity to convey 0.5m³/second, this is equivalent to a modelled storm event of 1:10. That being said, in any event greater than this it is possible The Property will receive overland flow from the road via their driveway as the road culvert cannot cope. This would support the landowners claims that even before the drainage channel was in place and prior to any alterations they made, they had flooding at times.
- 2) To convey storm water from St George Street through The Property For:
 - a. a 1:10 year event a Pipe size of 600mm diameter is required. (*)
 - b. a 1:20 year event a Pipe size of 750mm diameter is required. (*)
 - c. a 1:100 year event a Pipe size of 900mm diameter is required.

(*) However a overland flow path will need to be established for when the Pipes system cannot cope.

- 3) Recommendation is to negotiate with land owners to construct a rock armoured swale drain through the properties which will have greater capacity to cater to a 1:100 year event.
- 4) Alternatively consider a 750mm piped system to be designed and constructed.

These findings were discussed with the landowners of both 36 & 38 St George Street. The Owner of 38 St George Street was not willing to have the drain formed in her property as the belief was the original drain used to function suitably prior to any alterations by the adjoining landowner.

The Landowner of 36 St George Street, at the time and still to date, is willing to have a concealed piped drainage system, however will not accept an open swale drain through the property.

Reviewing this information, Staff further engaged a Design Engineering Consultant to review the findings and provide a detail design for the 750mm piped option which could then be detail costed. The following findings were identified by the Design Consultant.

- In consideration of the site constraints, the preferred recommendation is to construct an open swale drain through either property 36 or 38 St George Street.
- The estimated cost of constructing a 750mm piped drainage system will be significantly higher than the construction of an open swale drain.

When making a recommendation to Council staff have given consideration to the advice of the Consulting Hydrologist, Design Engineers and the Landowners of Both 36 & 38 St George Street, Bakers Hill.

The following has been taken into account:

Consulting Engineers:

- Both Consulting Engineers have recommended the overland open swale drain is the most suitable application. When considering this advice staff have taken into account the point of view of the Consultants, and the practicality of implementing this design.

When assessing the current scenario both Consultants have looked at the project in terms of conveying a large volume of water from Point A to Point B. What hasn't been taken into account is the practicality of constructing the open drain. The size of the open drain required is approximately 3 meters in width. There is insufficient room for a swale

drain of this size to be constructed on 36 St George Street (as there is less than 3m between the boundary and the shed), and there are 3 to 4 large pine trees on 38 St George Street that will need to be completely removed. There is also the impracticality of having an open swale, rock lined drain running through a suburban backyard which will cause safety issues for the children living at this address. This will also present ongoing maintenance issues when having to erect a boundary fence along the length of the drain.

- The piped option of a 750mm Pipe is feasible provided the owner acknowledges and accepts that there will be some overland flow in the event the pipe reaches its capacity. This will be channelled so as to avoid potential damage to the property.

Landowner of 38 St George Street,

- Prior to any modifications to the drainage channel being performed by the adjoining neighbour, the drainage channel function sufficiently even though it was minor flow into property so that there was no damage to the property of 38 St George St. Given the storm water has always discharged into the adjoining property, it is not feasible to expect the landowner of 38 St George Street to accept having a drainage channel or pipe solely through her property as a result of the adjoining landowner redirecting the storm water into her property, and building retaining structures without approvals.

Landowner of 36 St George Street,

- 5) When purchasing The Property the current owner allegedly made a number of attempts to confirm if there was an Easement on the Property Title for the drainage channel, which there was not. The Owner was of the opinion they had performed their due diligence in researching the drainage channel prior to purchasing the property. For this reason they did not believe the drainage channel was of any significance.
- 6) The landowner of The Property has without approval blocked Council owned culverts/drains which discharges storm water directly into The Property as they felt it was not a safe environment for their children and no longer wanted to receive the storm water debris and rubbish that flowed downstream from the catchment. When doing so the landowners were of the opinion that the storm water would accumulate on the opposite side of the road and eventually soak in the ground.
- 7) The landowner has without approval backfilled the existing drainage channel up to the boundary fence also adding additional limestone blocks to the height of the wall, in doing so this has now become a retaining wall structure which is by no means structurally sound, and will likely fail at some point. Although the retaining wall was approved by

council in 1990 staff are in opinion that previous owner hasn't built any retaining wall but built a structure/fence (called retaining wall now) on eastern boundary which was preventing flooding and minor flow was diverting into adjoining property.

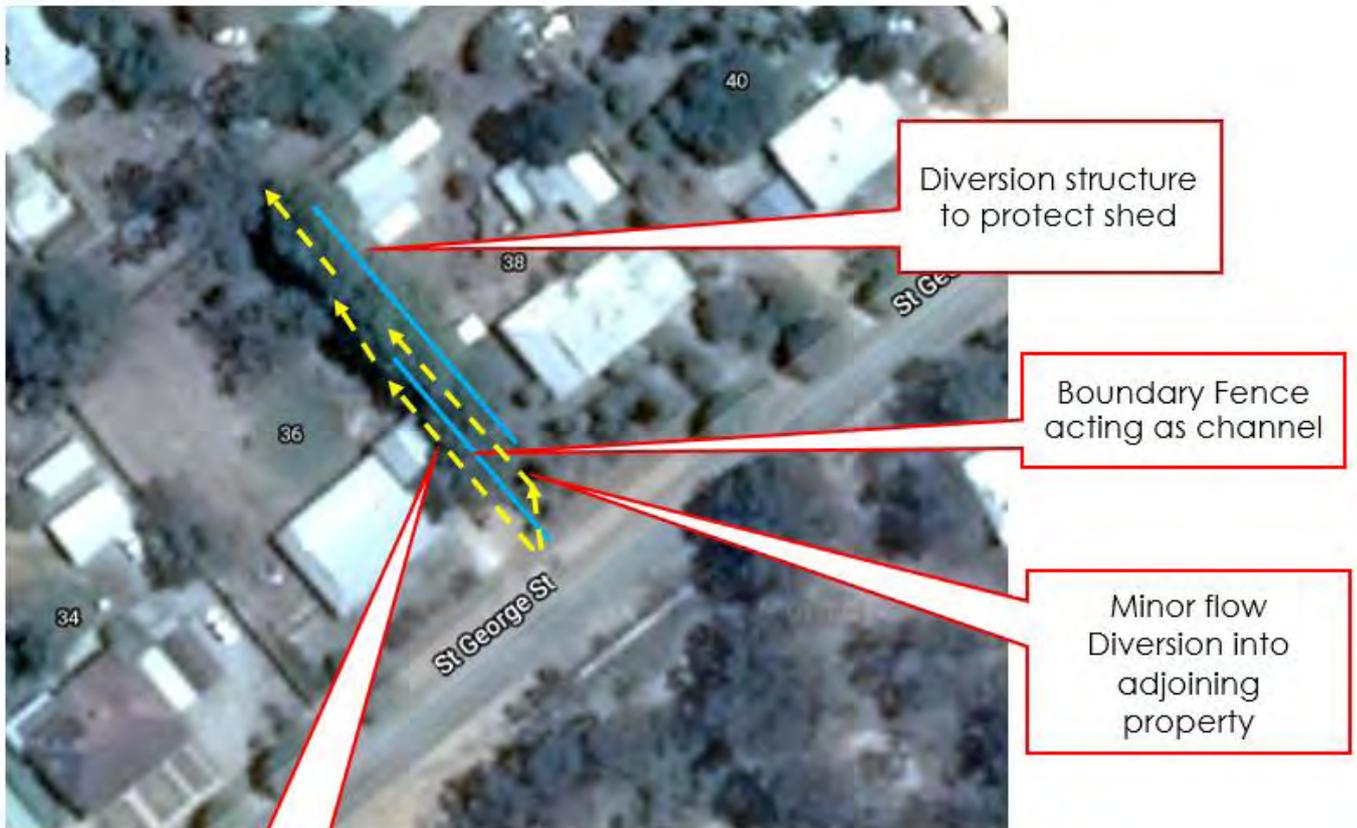
Although the actions of the Landowner is in breach of the Local Government Regulations, and Shire of Northam Policies, staff are of the opinion that the landowner acted without any understanding of basic storm water management and building construction standards or requirements. The Landowner was more so focused at the time in what they believe was in the best interest of safety for their family.

RECOMMENDATION

That Council :

1. Endorse the CEO to direct the landowner of 36 St George Street Bakers Hill, to:
 - a. At their own cost, remove the backfilled earth and the associated retaining structures which has been built at The Property approval, to the satisfaction of the Shire of Northam;
 - b. At their own cost, reinstate the former dividing fence creating the functional flow path of the drainage channel, and;
 - c. At their own cost, resinate the function of the road culvert to the satisfaction of the Shire of Northam.
2. Approve the construction of a piped drainage system through The Property, 36 St George Street and 38 St George Street (If also required), Bakers Hill to convey stormwater from ST George Street to the laneway at the rear of the property.

Attachment 1



Arial View

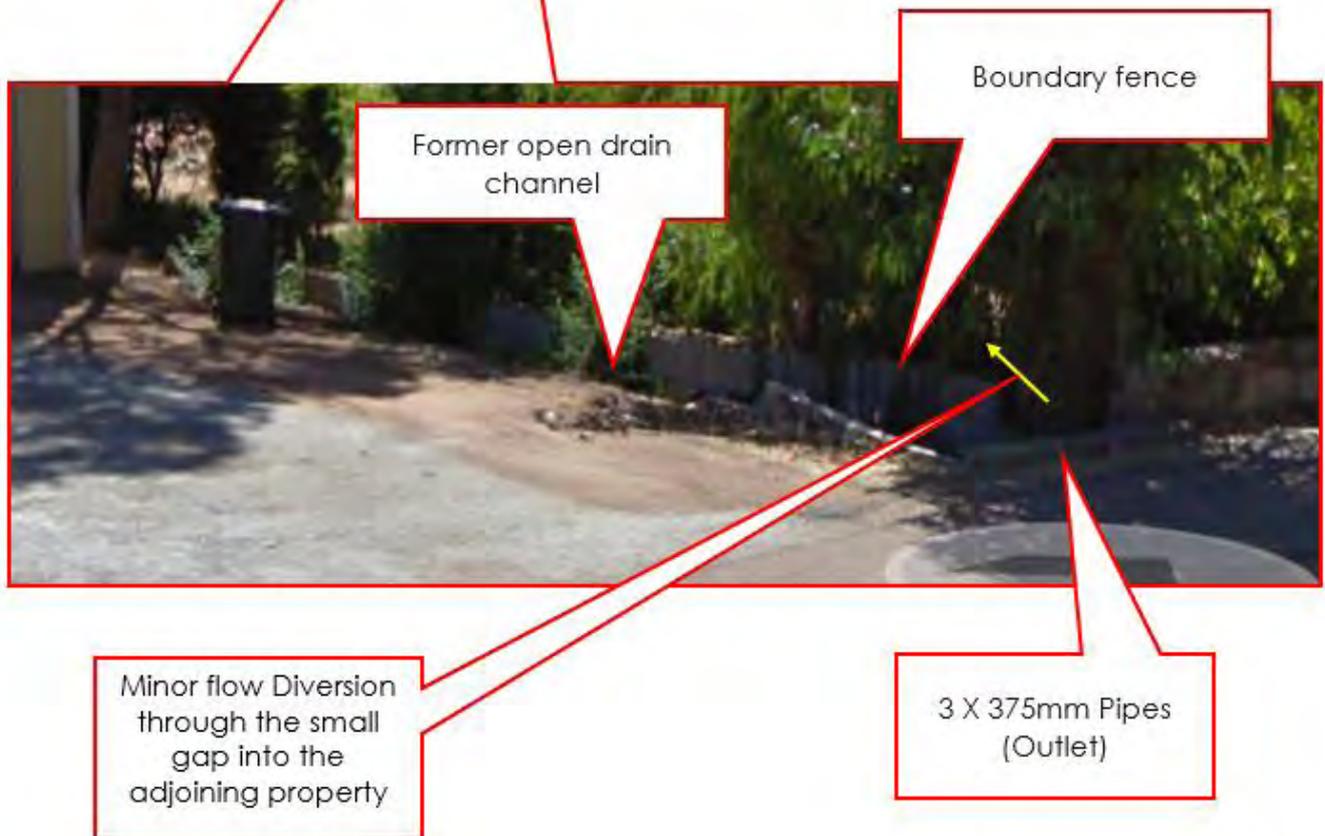
Major flow path
of stormwater

Diversion structure
to protect shed

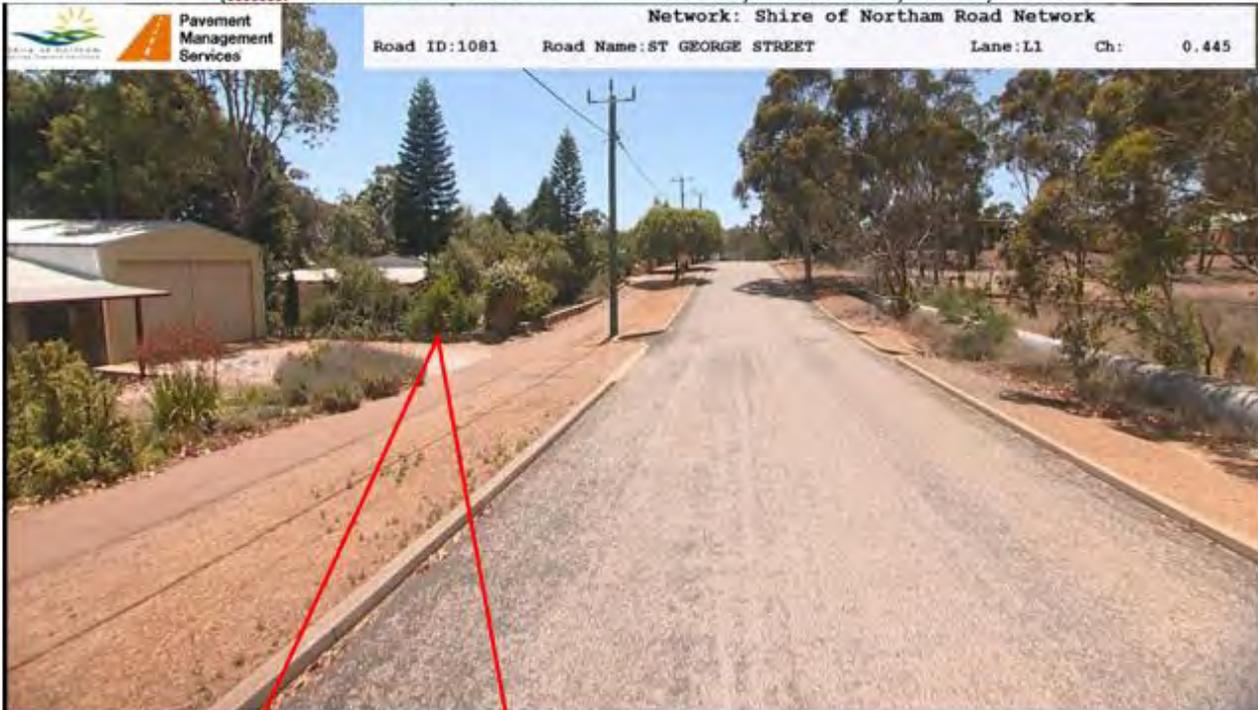
Boundary Fence
acting as channel

Minor flow
Diversion into
adjoining
property

Street View – (Google 2010)



Street View – (SoN Road Network Condition Survey - February 2015)



Attachment 2
Decommissioned Culvert and Channel

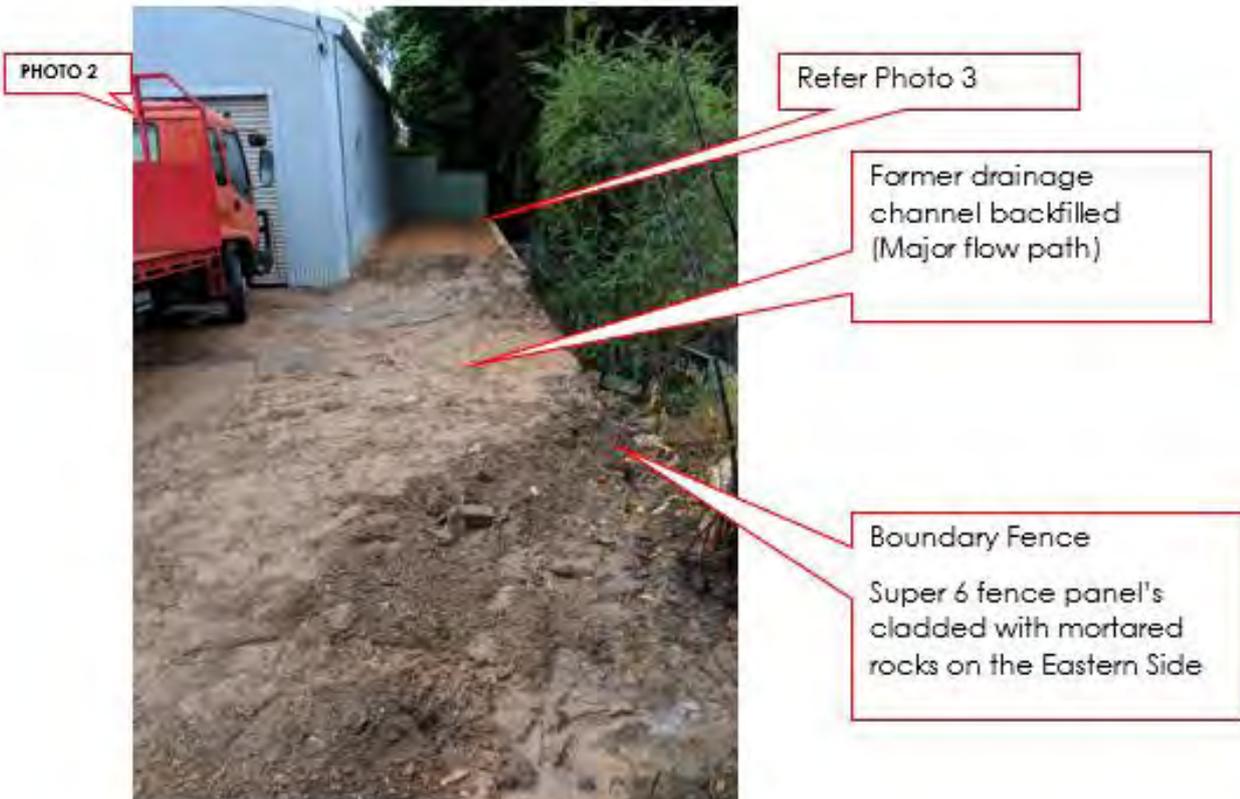


PHOTO 3



Boundary Fence

Super 6 fence panel's cladded with mortared rocks on the Eastern Side (typical of entire original fence)

Additional Limestone blocks added to wall increasing height (by current landowner)

PHOTO 4



Remnants of original boundary fence, now backfilled forming retaining wall.

PHOTO 5



36 St George Street (Shed)

Original minor flow path on 38 St George St

36 St George Street (Shed)

PHOTO 6

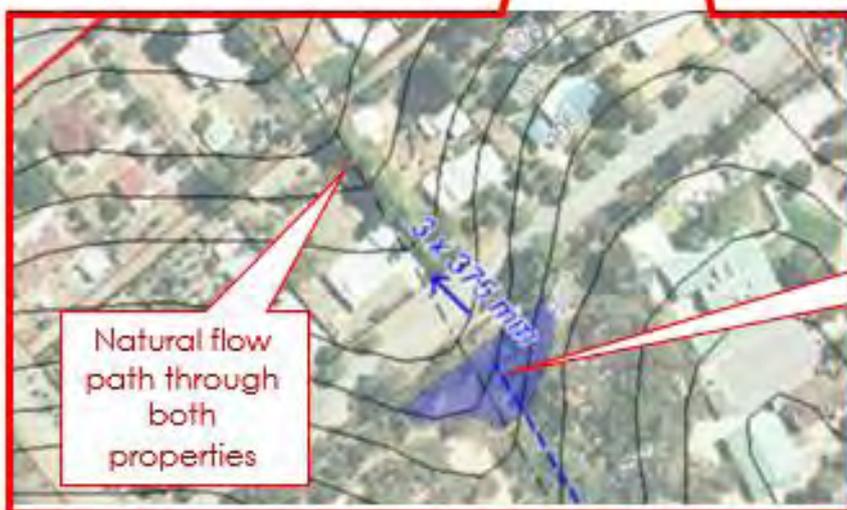


Retaining Wall at its highest point approx. 1.7m

Original minor flow path

Small Tin fence which used to channel original minor flow path water on 38 St George St

Attachment 3
Area showing detained verge stormwater



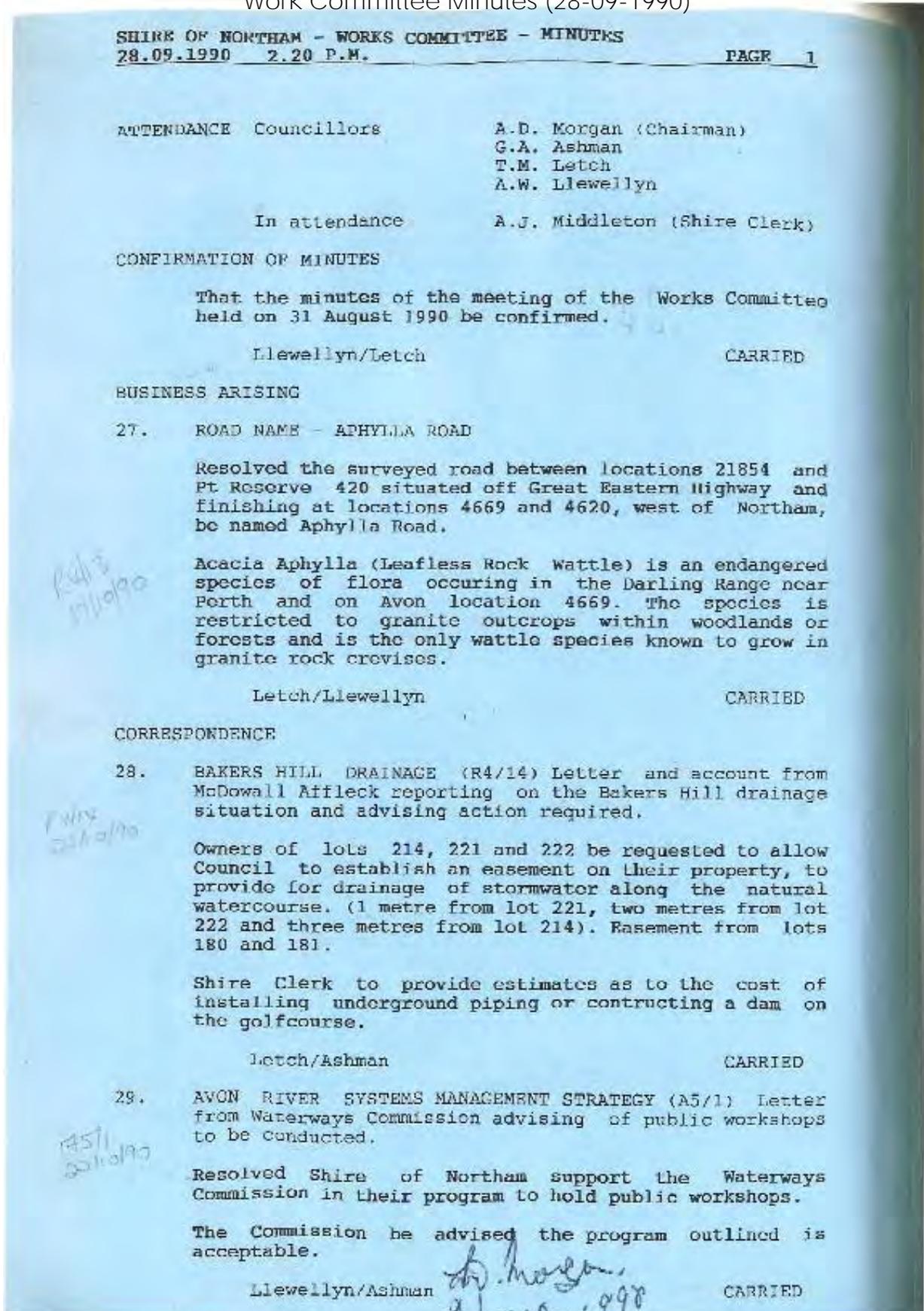
Natural flow path through both properties

Verge where stormwater currently accumulates





Attachment 4
Work Committee Minutes (28-09-1990)



Attachment 5
Council Meeting Minutes (05-10-1990)

SHIRE OF NORTHAM - COUNCIL - MINUTES
05.10.1990

PAGE 6

MOTIONS 36 & 39

Mr Simon Wilding and Mr Sam Kuiper's appointments as
Pest Control Officers not be gazetted until after
gaining qualification.

Morgan/Gaden

CARRIED

71. That recommendations 27 to 36 (as amended), 37 to 38
and 39 (as amended) to 46 of the Works Committee
Meeting held on 28 September 1990 be adopted.

Morgan/Ashman

CARRIED

TOWN PLANNING COMMITTEE

72. That recommendations 34 to 40 of the Town Planning
Committee Meeting held on 28 September, 1990 be
adopted.

Morgan/Hitchcock

CARRIED

HEALTH & BUILDING COMMITTEE

Business arising

73. SALEYARDS

MOTION 25

The Industrial Lands Development Authority be advised
Council supports the relocation of the Midland
Saleyards to the Inken Estate.

Llewellyn/Freind

CARRIED

74. That recommendations 12 to 25 of the Health and
Building Committee Meeting held on 28 September, 1990
be adopted.

Morgan/Ashman

CARRIED

SHIRE CLERK'S REPORT

75. VEHICLE TENDERS N.1376

The tender from Valley Ford to supply a 1990 MA
Fairlane for \$27,608 be accepted with trade in of 1989
Ford Fairlane N.1376 for \$24,608, i.e. a changeover of
\$3,000 be accepted.

Morgan/Gaden

CARRIED

POLICY MOTION SHIRE CLERK - CHIEF HEALTH SURVEYOR -
USE OF CAR

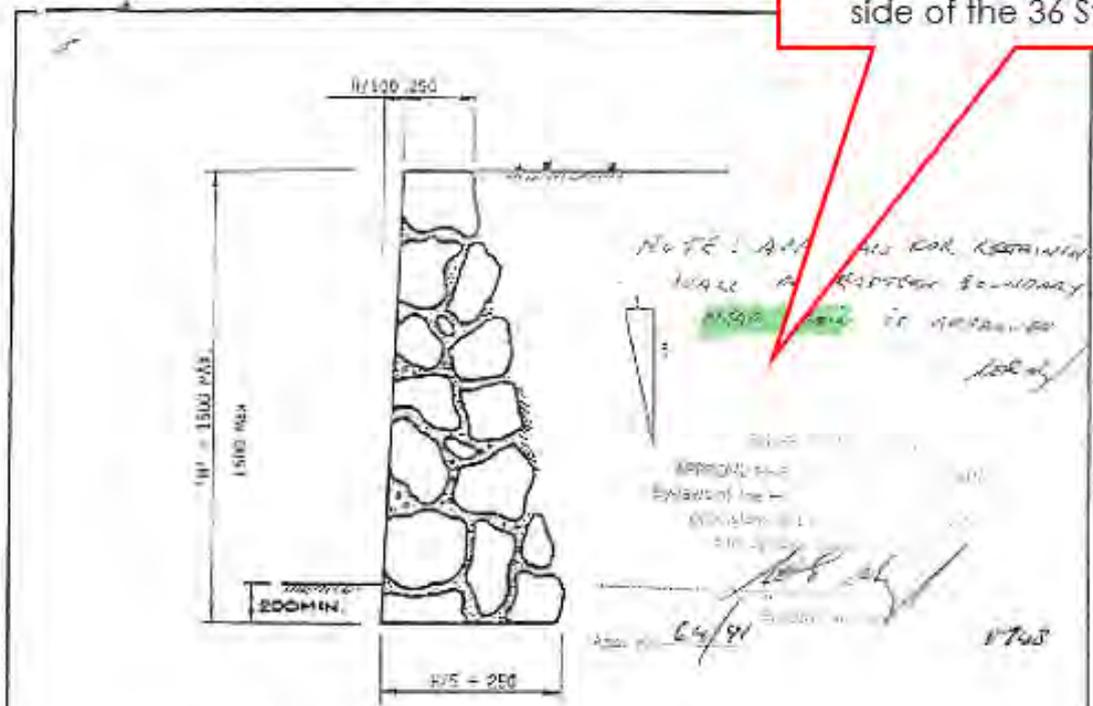
If Shire Clerk or Chief Health Surveyor wishes to take
the car out of the State, they first obtain permission
of Council or the Shire President.

Hitchcock/Llewellyn

LOST

Attachment 6
Approved Retaining Wall Design

Former Note regarding drainage was exists on eastern side of the 36 St George St



LATERITE ROCK GRANITE RETAINING WALL
NOT TO SCALE

APPROVED AND EXTENDED BY [Signature] 6/4/91

NOTE: ALL AS FOR RETAINING WALL A RETAINING BOUNDARY [Signature]

Michael Young 6/4/91 K

NOTES

1. Granite assumed as 25kN/m³ density.
2. Backfill to be level.
3. Soil in front of wall to be level.
4. Wall backfill not to be loaded with buildings for heights of wall from wall face.
5. Rocks to interlock.
6. Fill voids with coarse net rubble.
7. Connection of backfill to be min. 4 blows/300 mm S.F.P.
8. Compaction under footing to be min. 5 blows/300 mm S.F.P.
9. Plumbing excavations to be no deeper than the distance from the wall subtract 150 mm.

TO GO ALONG EASTERN FRONT BOUNDARY AND PART OF WEST OF HOUSE

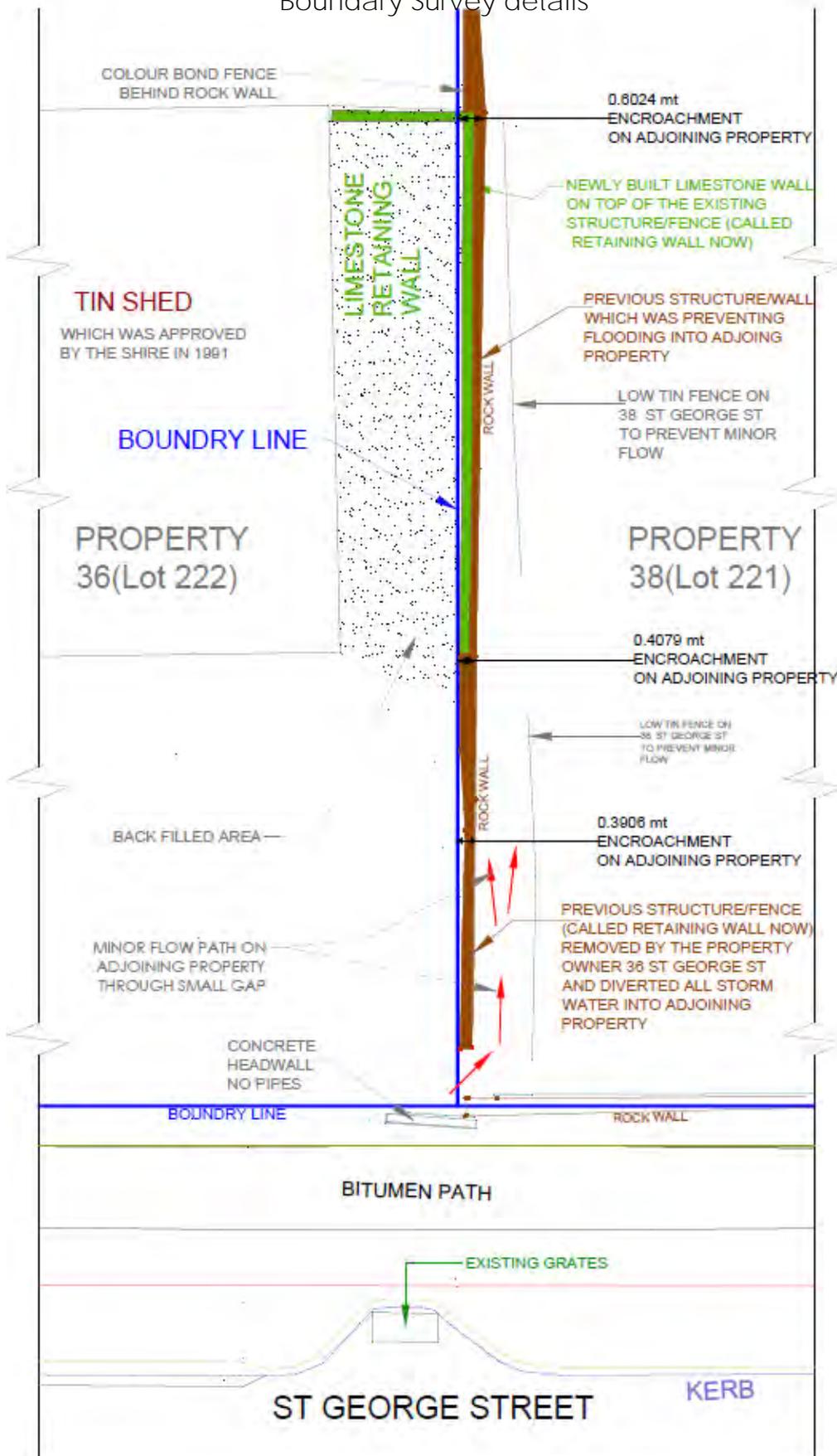
APPROVED [Signature] 6/4/91
Bylaws of the Shire of Northam and provisions of the Health Act 1911-79 and Bylaws made thereunder.

[Signature] 6/4/91
Bill Simpson Surveyor

17th 3

SITE Lot 222 ST. GEORGE ST BAYERS HILL, WA	STRUCTERRE CONSULTING ENGINEERS CIVIL AND STRUCTURAL DESIGN CONSULTANTS 204 BALCATTA ROAD, BALCATTA W.A. 6021 TELEPHONE 948 9886
BUILDER	

Attachment 7
Boundary Survey details



Attachment 8
Stormwater redirected into 38 St George Street



Section of boundary fence/ retaining wall removed to allow flow from 36 to 38 St George St



Altered flow path causing flooding to 38 St George Street (Current Situation)

Original major flow path

12.2.2 Keane Street, Bakers Hill – Inclusion in current Town Site Improvement Works.

Address:	Keane Street, Bakers Hill
Owner:	Shire of Northam
File Reference:	6.1.1.78
Reporting Officer:	Executive Manager Engineering Services Clinton Kleynhans
Responsible Officer:	Executive Manager Engineering Services Clinton Kleynhans
Voting Requirement	Simple Majority

BRIEF

The purpose of this report is for Council to consider the offer by Main Roads WA to have Keane Street, Bakers Hill resurfaced in the current financial year as part of the construction works currently being performed, and authorise an unbudgeted expenditure to reimburse Main Roads WA for these works.

ATTACHMENTS

- Attachment 1: Location Map.
- Attachment 2: Photos Showing Current Condition of Keane Street.
- Attachment 3: Main Roads offer to resurface Keane Street.

BACKGROUND / DETAILS

The Bakers Hill town site improvement works is a joint venture project between the Shire of Northam and Main Roads WA which has been progressing over the past 18 months.

To date the Shire has completed the majority of their portion of works being the reconstruction of Newman Road and Bedford Road also involving the upgrading of these roads from a gravel formation to a primer seal and asphalt overlay, along with associated verge and drainage improvement works.

Initially Keane Street was not included in the Shire's scope of work as it was already sealed with a spray seal type treatment, which initially wasn't believed to be an issue as other streets within the works were also to remain as a spray seal treatment. During the execution of the works, costs saving were identified and negotiations made with Main Roads which allowed Newman Street, Bedford Street, New Street and the Information Bay to receive and asphalt surface at no extra cost to the Shire, Keane Street however was not included.

An opportunity has now been presented to the Shire by Main Roads to have this road also included to receive an asphalt overlay which will provide uniformity with all other works.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure & Service Delivery

Outcome 5.3: To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre.

- Deliver infrastructure projects effectively, on budget and schedule, aligned with local community plans and infrastructure projects;
- Build on community service delivery models to ensure services are continuously improved and modernised to meet community needs; and
- Maintain an efficient and safe regional road network.

Financial / Resource Implications

Council will need to commit an amount of \$22,221.68 for Keane Street to be included in the 2018/19 Road Program, payable to Main Roads WA. This will be accounted for as part of the 2018/19 budget review.

Legislative Compliance

N/A.

Policy Implications

N/A.

Stakeholder Engagement / Consultation

N/A.

Risk Implications

Should Council decided not to pursue this opportunity the following risk needs to be considered:

Financial: Although there is no significant costs saving presented in the short term, long term there is potential cost saving as the road will not need to be revisited with resurfacing for an extended period of time. Leaving the road as a spray seal treatment, given the type of traffic (trucks) could result in an accelerated deterioration of the existing spray seal surface, which left untreated may deteriorate to a point where reconstruction is required.

Reputation: Should the work not be performed there may be a public perception that this road was missed from the scope of works, and the projects appears "unfinished" for Shire owned roads.

OFFICER'S COMMENT

When assessing the offer presented by Main Roads consideration has been given to a number of factors being; conforming to the consistency of works standards with the surrounding works (aesthetics), is there an actual need for the road to be resurfaced, and whether there is any cost saving in the offer being presented. In assessing these, the following has been determined:

Once works are completed there will be a dramatic improvement to the streetscape appeal of the Bakers Hill town site (aesthetics). To exclude a single road from also receiving an upgrade to an asphalt surface may result in negative community feedback.

Keane Street was last resurfaced (spray seal treatment) in 2014/15 financial year which would typically have a life expectancy of around 10-14 years in a rural (straight road) environment. Due to a water standpipe being located on this road, the spray seal is being subjected to continual turning movements from water trucks which utilise this standpipe, this is resulting in premature stripping of the seal aggregate and ultimately reducing the expected useful life. A more appropriate surface treatment in this scenario would be an asphalt surface.

The cost of the works presented does offer a small cost saving for the Shire, in that should the works be performed by the Shire at a later date the additional cost would be mobilisation and traffic management. This equates to approximately \$5,000. However the cost saving to be gained is rather long term is that a superior surface wearing course proposed to be constructed which is more appropriate to the current road use and has a longer lasting useful life.

Should Council decide to include the resurfacing of Keane Street in the current work being performed by Main Roads, advice received has confirmed the reimbursement amount of \$22, 221.68 will need to be committed.

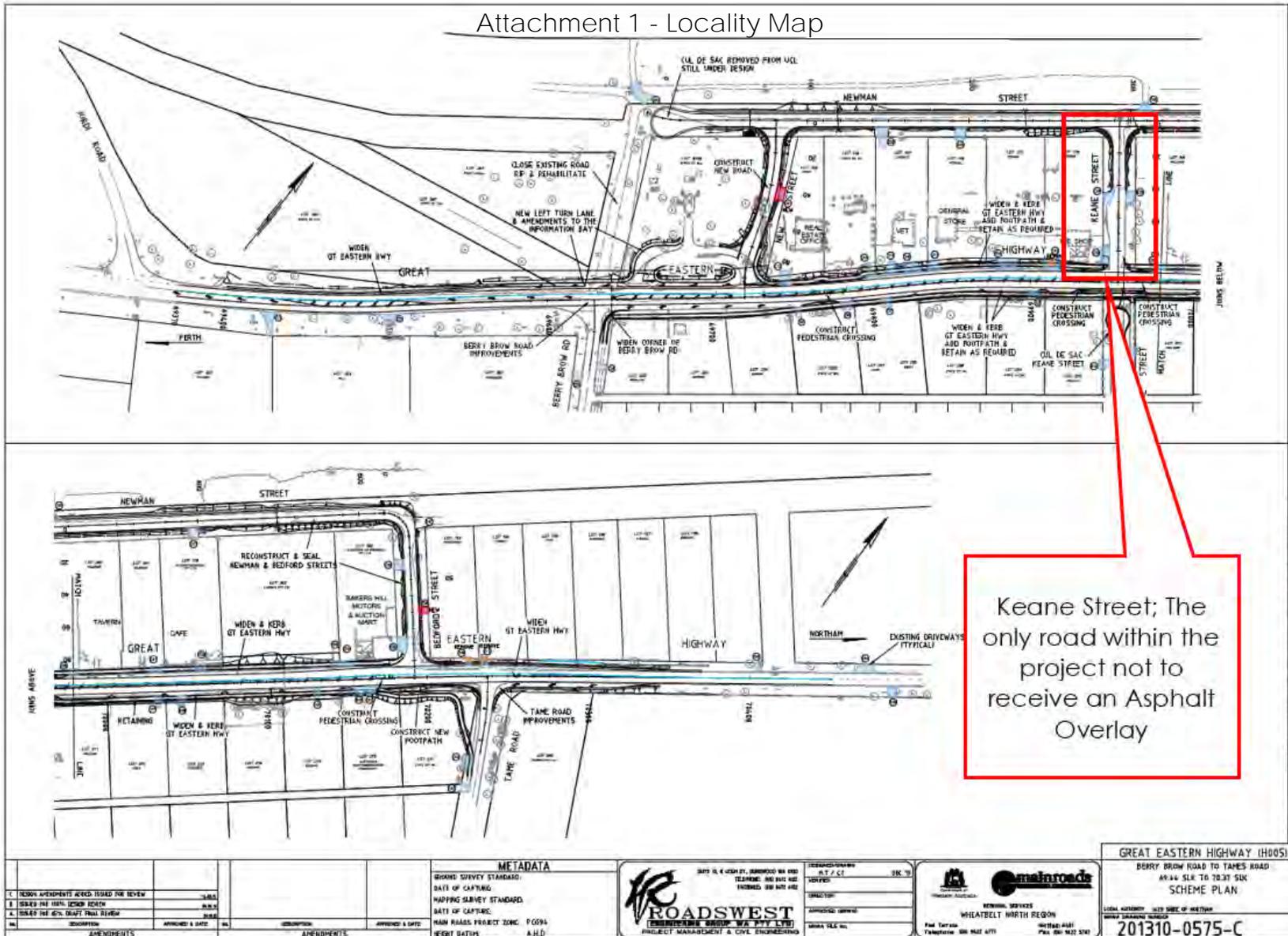
RECOMMENDATION

That Council:

1. Approve an unbudgeted expenditure for Keane Street, Bakers Hill to receive and Asphalt Overlay as part of the current works being performed by Main Roads for the agreed value of \$22,221; and
2. Endorse the inclusion of Keane Street in the 2018/19 Road Program; and
3. Reimburse Main Roads \$22,221 for works undertaken.

ABSOLUTE MAJORITY VOTE OF 6 REQUIRED

Attachment 1 - Locality Map



Attachment 2 - Photos of Road Condition







Attachment 3

From: HUNT Lee (Con) <Lee.Hunt@mainroads.wa.gov.au>
Sent: Tuesday, 24 July 2018 4:33 PM
To: Clinton Kleynhans
Subject: RE: Bakers Hill - Missing Asphalt - Keane St North

Hi Clinton

We calculate at 1196m² of 30mm DGA the costs would be \$22,221.68. If The Shire accept our proposal for MRWA to pay for the works and be reimbursed by the Shire in FY 19/20 for that amount you would be saving approximately \$2000 in mobilisation costs as the Asphalt Contractor would already be onsite.

Please let us know if this suits once you have conveyed to Council.

Best regards

Lee Hunt
Project Manager
Wheatbelt Region
p: +61 8 9622 4711 | m: +61 437 708 307
w: www.mainroads.wa.gov.au



mainroads
WESTERN AUSTRALIA

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2. Any views expressed in this message are those of the individual sender, except where the sender specifically states them to be the views of Main Roads Western Australia.
3. Whilst this communication is believed to be free of any virus or defect, which may affect a computer or system into which it is received and opened, it is the responsibility of the recipient to ensure that it is virus free, and no responsibility is accepted by Main Roads Western Australia for any loss or damage arising, in any way, from its use.

From: HUNT Lee (Con)
Sent: Friday, 20 July 2018 3:38 PM
To: 'Clinton Kleynhans' <emes@northam.wa.gov.au>
Subject: Bakers Hill - Missing Asphalt - Keane St North

Hi Clinton

With regards to the missing Asphalt on Keane St. How much would it cost The Shire to mobilise a Contractor to complete these works with DGA 30mm ? our area estimate in 1196m²

Best regards

Lee Hunt
Project Manager
Wheatbelt Region
p: +61 8 9622 4711 | m: +61 437 708 307
w: www.mainroads.wa.gov.au

12.3 DEVELOPMENT SERVICES

12.3.1 Proposed reconsideration-Earthworks and dam at Lot 237 Brockman Street, Bakers Hill

Address:	Lot 237 Brockman Street, Bakers Hill
Owner:	Teneale Ann Kearney
File Reference:	A15884 / P18014
Reporting Officer:	Kobus Nieuwoudt Manager Planning Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

Council granted conditional retrospective development approval to the owner of Lot 237 Brockman Street, Bakers Hill at the Ordinary Council Meeting held on 18 April 2018.

Following Council's approval the proponent submitted a review by the State Administrative Tribunal (SAT) of Condition 5 of the approval issued by Council at its meeting above.

Following a Directions hearing held by SAT on the 11th June 2018 an on-site mediation meeting was held on 25th June 2018. Following the on-site mediation hearing (which involved the adjoining landowners as a third party) a further mediation was held in Council chambers (without the adjoining landowners).

As a result of the mediation session the SAT the applicant has submitted additional information as requested by Council representatives and the SAT has subsequently invited Council to reconsider its decision.

ATTACHMENTS

- Attachment 1: Council Meeting Minutes – 18th April 2018 (provided as a separate attachment to this agenda/minutes).
- Attachment 2: Additional Information as Submitted by McDowall Affleck Consulting Engineers Report – Responses to Request for Further Information.
- Attachment 3: Revegetation Plan.
- Attachment 4: SAT Info Sheet 7 – Invitation for an original decision-make to reconsider a decision.

BACKGROUND / DETAILS

Council considered the matter originally at its meeting held on 18th April 2018 where it resolved the following –

MOTION / COUNCIL DECISION

Minute No: C.3320

Moved: Cr Pollard

Seconded: Cr Little

That Council grant Development Approval in accordance with the provisions of Shire of Northam Local Planning Scheme No. 6 to the landowner, Teneale Ann Kearney, for the unauthorised construction of a man-made dam at Lot 237 Brockman Street, Bakers Hill as outlined in the Application received 13 February 2018 (Application No. P18014), subject to the following conditions:

GENERAL CONDITIONS:

1. All works and associated fencing shall be wholly within the subject lot.

CONDITIONS TO BE MET WITHIN 2 MONTHS OF THE APPROVAL:

2. The following recommendations of the McDowell Affleck Report dated 2 February 2018 i.e. the spillway being lowered by approximately 400mm, relative to the inlet pipe adjustment referenced in condition 5 so that it is matching the lowest invert level of the culverts into the dam, and the current spillway construction be maintained with mortared rock on the upstream end dropping into the dam at least 500mm below the spillway level, be implemented within two months from the date of determination.
3. **Following completion of the works, an Engineer's certification shall be provided to the local government.**

CONDITIONS TO BE MET WITHIN 6 MONTHS OF THE APPROVAL:

4. A landscaping plan prepared by a suitably qualified person shall be submitted for the approval of the local government and shall be implemented within 6 months from the date of determination.
5. The level of the inlet pipes to the southern side of the dam, being lowered sufficiently so as to eliminate pooling of water on the adjacent property.

ADVICE NOTE:

The owner of the dam may be liable for the cost of damage, including personal injury, property and stock loss or damage, loss of income and road and infrastructure repairs and restoration of the stream channel in the event of dam failure. It is strongly recommended that the landowner has Public Liability Insurance.

CARRIED 7/0

As indicated above Council has previously issued retrospective approval for the development at its meeting held on 18th April 2018. Attachment 1 includes the original assessment of the application. As the SAT appeal is a request to reconsider Condition 5 a full reassessment of the application has not been undertaken.

Key dates and determinations

The following table lists the key dates in regards to this application:

18/4/2018	Council grants retrospective development approval, subject to conditions.
20/4/2018	Shire staff informs SAT accordingly.
26/4/2018	Shire staff informs the owner that it had formally withdrawn the Direction Notice issued on 22/12/2017.
27/4/2018	SAT advises that the Directions Hearing listed for 27/4/2018 has been vacated.
30/4/2018	Owner's representative requests reconsideration of condition 5 of Council's approval.
30/4/2018	Staff advises that Council's CEO is not prepared to support the item going back to Council in the absence of an engineer's report stating that the condition(s) have deemed the approval unachievable.
16/5/2018	Shire receives Notice of Directions Hearing from SAT scheduled for 11/6/2018.
11/6/2018	Council's Manager Planning Services attends SAT on behalf of the Shire where the matter was scheduled for an onsite inspection on 25/06/2018, followed by mediation at the Shire offices.
18/6/2018	Shire receives notification from SAT that it has received an email from the northern and southern neighbours seeking leave to make a submission at the mediation on Monday 25 June 2018, further requesting that the parties (the Shire and the Applicant) advise in writing by 4:00pm on 20/06/2018 whether they consent to the mediation commencing at the proposed submitters' properties in order for them to express their concerns before the mediation continues with only the parties present at the subject site.
20/6/2018	The parties inform SAT that it agrees to the mediation taking place with the submitters at the subject site.
25/6/2018	Site inspection attended by SAT Member Marie Connor, Shire representatives, the Applicant and two (2) representatives, and the southern and northern landowners. Mediation convenes at the Shire's Administration Centre at approximately 1:30pm.
27/6/2018	SAT makes the following Order:

	<ol style="list-style-type: none"> 1. The applicant is to provide additional information as discussed at the mediation to the respondent by 23 July 2018; 2. Pursuant to s31 of the State Administrative Tribunal Act 2004 (WA) the respondent is invited to reconsider its decision at its meeting of 15 August 2018; 3. The matter is listed for directions hearing on 24 August 2018 at 9.30am; 4. The respondent is to convey the contents of the orders to the owners of the northern and southern lots by 2 July 2018.
28/6/2018	<p>Shire staff request the following information from the Applicant's representative: -</p> <ul style="list-style-type: none"> • Details of the inlet and outlet levels for the "original" pipes under the driveway/causeway – particularly in relation to the upstream land levels; • Any photographs or details of the original driveway/causeway mentioned above; • Confirmation on the modified spillway level – particularly in relation to the inlet pipes under the existing causeway; • Confirmation from an engineering perspective that the lowering of the spillway has resulted in a reduction in the pooling of water on the upstream property; • Confirmation from an engineering perspective that lowering the original pipes under the existing driveway/causeway will have limited impact on the upstream pooling of water unless the level of that property is able to be maintained a consistent level; and • Photographs of the current upstream pooling of water on the neighbouring property.
23/07/2018	Receive Revegetation Plan from the Applicant.
26/07/2018	Receive report from McDowall Affleck Consulting Engineers, providing responses to the Shire's request for further information. Refer Attachment 1

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

- Encourage active community participation in our local government.

Financial / Resource Implications

This application is the subject of an appeal in the State Administrative Tribunal. Depending on the manner in which the appeal proceeds, there may be financial implications associated with the appeal although this is unlikely to be significant.

Legislative Compliance

As the application for review has been lodged with the SAT the following clause of the State Administrative Tribunal Act 2014 is applicable –

31. Tribunal may invite decision-maker to reconsider decision

- (1) *At any stage of a proceeding for the review of a reviewable decision, the Tribunal may invite the decision-maker to reconsider the decision.*
- (2) *Upon being invited by the Tribunal to reconsider the reviewable decision, the decision-maker may —*
 - (a) *affirm the decision; or*
 - (b) *vary the decision; or*
 - (c) *set aside the decision and substitute its new decision.*
- (3) *If the decision-maker varies the decision or sets it aside and substitutes a new decision, unless the proceeding for a review is withdrawn it is taken to be for the review of the decision as varied or the substituted decision.*

In this instance Council can as the above either confirm the original decision, modify the existing decision or alternately make a new decision (this could potentially include refusing the application). As Council has resolved to approve the application previously this is not being recommended by staff.

Policy Implications

Presently, the Shire has not adopted a specific local planning policy for the construction of dams. Many Shires have adopted a policy to provide clear guidance on the issue to developers and landowners.

Stakeholder Engagement / Consultation

As indicated above the adjoining landowners to the north and south that objected to the original application were involved in the on-site mediation with the SAT member. No further consultation other than advising of the matter being reconsidered by Council.

Risk Implications

There are risk implications for the Shire associated with the approval and refusal of this application.

The Applicant may wish to appeal the determination of the application, including any conditions imposed on an approval, or a refusal, which would

result in the matter before SAT continuing to a hearing where legal representation would be required.

If the application is approved, to reduce the risk to the Shire, it is recommended that Applicant (landowner) be advised that the Shire of Northam accepts no liability for the effects of dam failure or liability for damage or losses on the subject property or on any adjacent or adjoining properties downstream. The owner of the dam may be liable for the cost of damage, including personal injury, property and stock loss or damage, loss of income and road and infrastructure repairs and restoration of the stream channel in the event of dam failure.

OFFICER'S COMMENT

The request to reconsider the matter was a result of the mediation hearing held on 25th June 2018. As indicated by the SAT member conducting the mediation and the attached Info Sheet the contents of the mediation are generally confidential. However in this case as Council has been requested to reconsider the matter the additional submitted information is required to be made public in order for council to assess the application.

The additional information which has been submitted by the applicant (and their consultants) indicates that the lowering of the current spillway level has been undertaken in compliance with Condition 2 of the approval. The survey attached with the latest report indicates that the spillway level has been lowered by 400mm to a new level of 302.4m AHD.

Within the same report the upstream (southern) inlet pipes to the dam range from 302.67 to 302.94m AHD so that the spillway is now lower than the inlet pipes.

With reference to the impact of water now "pooling" on the adjoining property the level of inundation has been significantly reduced by the lowering of the spillway. There will be water pooling on the property as the ground level appears to be slightly lower (around 70mm according to the consulting engineers report).

RECOMMENDATION

That Council reconsider its decision of 18th April 2018 (C.3320) with specific reference to Condition 2 and 5 as requested by the State Administrative Tribunal.

RECOMMENDATION

That Council modify its approval from 18th April 2018 to:

That Council grant Development Approval in accordance with the provisions of Shire of Northam Local Planning Scheme No. 6 to the landowner, Teneale Ann Kearney, for the unauthorised construction of a man-made dam at Lot 237 Brockman Street, Bakers Hill as outlined in the Application received 13 February 2018 (Application No. P18014), subject to the following conditions:

GENERAL CONDITIONS:

1. *All works and associated fencing shall be wholly within the subject lot.*

CONDITIONS TO BE MET WITHIN 2 MONTHS OF THE APPROVAL:

- 2. The following recommendations of the McDowell Affleck Report dated 2 February 2018 i.e. the spillway being lowered by approximately 400mm, so that it is matching the lowest invert level of the culverts into the dam, and the current spillway construction be maintained with mortared rock on the upstream end dropping into the dam at least 500mm below the spillway level, be implemented within two months from the date of determination.*
- 3. Following completion of the works, an Engineer's certification shall be provided to the local government.**

CONDITIONS TO BE MET WITHIN 6 MONTHS OF THE APPROVAL:

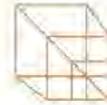
- 4. A landscaping plan prepared by a suitably qualified person shall be submitted for the approval of the local government and shall be implemented within 6 months from the date of determination.*

ADVICE NOTE:

The owner of the dam may be liable for the cost of damage, including personal injury, property and stock loss or damage, loss of income and road and infrastructure repairs and restoration of the stream channel in the event of dam failure. It is strongly recommended that the landowner has Public Liability Insurance.

Attachment 2

McDowall Affleck
CONSULTING ENGINEERS | PROJECT MANAGERS
Responsive. Reliable. Results.



Teneale Kearney
PO Box 481
Bakers Hill WA 6562
By email: candohaulage@hotmail.com

Dear Teneale,
Earth Dam Lot 237 Brockman Street Bakers Hill

As requested we have inspected the spillway lowering works on site during construction and post construction. This report outlines our findings. It also outlines answers to the questions relating to the SAT Mediation hearing held on 25 June 2018 both in site and at the Shire of Northam.

Inspection During Lowering of the Spillway

Janaka Rajakaruna from our office attended the site on 12 June 2018 to inspect the interim lowering of spillway works.

The spillway has been lowered to the required level to allow the water to free fall from the upstream end. The spillway has been constructed appropriately, and this will enable the stormwater flows through the upstream culverts into the dam to flow freely in to the dam, and not cause any ponding along the southern neighbour's property.

The new spill way is approximately 400 - 500mm lower than the upstream culvert invert levels, and it is approximately 8m wide at the base. Therefore, the outflow rate exceeds the inflow rate. Hence, stormwater from the neighbour's property will not pond along the fence line. The spillway has been constructed by using 32MPa, 200mm thick concrete with rock spalls to assist in scour protection of the outlet stream.

No water ponding was noted within the area along the neighbour's fence line. However, the ground looked wet. The inlet culverts were well cleaned to stop any blockages.

Inspection Post Lowering of the Spillway

An inspection of the spillway once completed was undertaken by Janaka Rajakaruna from our office on 25 June 2018 at the SAT Mediation conference on site.

The spillway was completed adequately although there are a few loose rocks that can be moved away from the spillway so as to not impede flow.

Response to Shire of Northam's Queries from the SAT Mediation 25 June 2018

1. Details of the inlet and outlet levels for the "original" pipes under the driveway/causeway – particularly in relation to the upstream land levels;

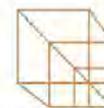
Please refer to the Feature Survey provided by the Shire of Northam as Attachment A

2. Any photographs or details of the original driveway/causeway mentioned above;

Not Attached to this report. Will be provided by the owner directly.

3. Confirmation on the modified spillway level – particularly in relation to the inlet pipes under the existing causeway;

Please refer to attachment B for the as constructed levels of the spillway.



4. Confirmation from an engineering perspective that the lowering of the spillway has resulted in a reduction in the pooling of water on the upstream property;

The lowest ground elevation on upstream end is approximately 302.6 at southern culverts. The invert levels of the culverts ranged from IL 302.67 to 302.94. New spillway levels have been dropped by approximately 500mm to allow the free water to fall from the upstream land. The new level of the spillway is 302.4. Hence the outlet level at the spillway is about 200mm lower than the upstream neighbours land at the culverts. Based on this the ponding will be minimised and reduced due to the lowering of the spillway.

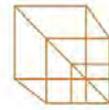
The ponding or ground wetness however will naturally remain as it is the base of a valley or creek line and as such subsoil flows will find their way to this area. As the ground levels are slightly lower than the culvert levels (around 70mm lower than lowest invert level), then there will be ponding that occurs. By raising the ground levels to the lowest invert level of the culverts under the driveway, localised ponding areas will be further reduced. This may occur naturally over a period of time due to silt deposition within the valley line in rainfall events.

Furthermore, according to the calculations, we have estimated that the inflow rate is approximately 3,340 l/sec for a 1%AEP event. After the new levels the outflow rate at the spillway is approximately about 5,000 l/sec for 1%AEP. Hence the dam spillway capacity is greater than the 1%AEP inflow, so is more than adequate to cope with major events.

5. Confirmation from an engineering perspective that lowering the original pipes under the existing driveway/causeway will have limited impact on the upstream pooling of water unless the level of that property is able to be maintained a consistent level;

Currently, the average level difference to the upstream culvert invert levels from the ground is about 200mm. Very minimal ponding can be seen only along the southern boundary fence line close to the southern side culvert inlet. The lowering of the culvert would not impact the upstream ponding.





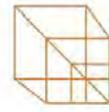
Additionally, the downstream property will also receive a very minimum storm water flow. Currently the downstream stilling pond reduces the water flow towards the downstream neighbouring property and divert the flow in to the natural stream through northern property corner. Hence the storm water will not adversely affect the neighbouring northern property.



6. Photographs of the current upstream pooling of water on the neighbouring property.

Taken from neighbouring property (Taken 25/06/2018).





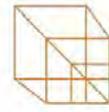
7. Photographic evidence of the spillway construction (Date taken 12.06.2018)

- a. At spillway – string line is approximately the upstream culvert invert level



- b. Dam water level compared to the inlet culvert level after the pumping out the water using submerged pumps.





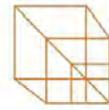
c. Spillway construction work



d. Completion of base earthwork level. this is about 600mm lower than the invert level of the upstream culvert

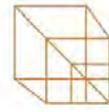


e. Construct 200mm thick 32MPa concrete spillway



- f. Completion of concrete work. The finish top concrete level is about 400mm lower than the invert levels of upstream culverts





- g. Stone pitching work to protect the dam from scouring.



- h. Final Finish



Closure

We trust this report is as you require. Please call if you have any questions relating the report.

Yours faithfully,



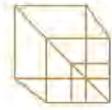
Michael Ferritto

23 July 2018

mferritto@mapl.net.au

www.mcdowallaffleck.com.au

Enclosures: Account for professional services to date

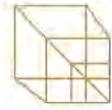


Attachment A: Feature Survey

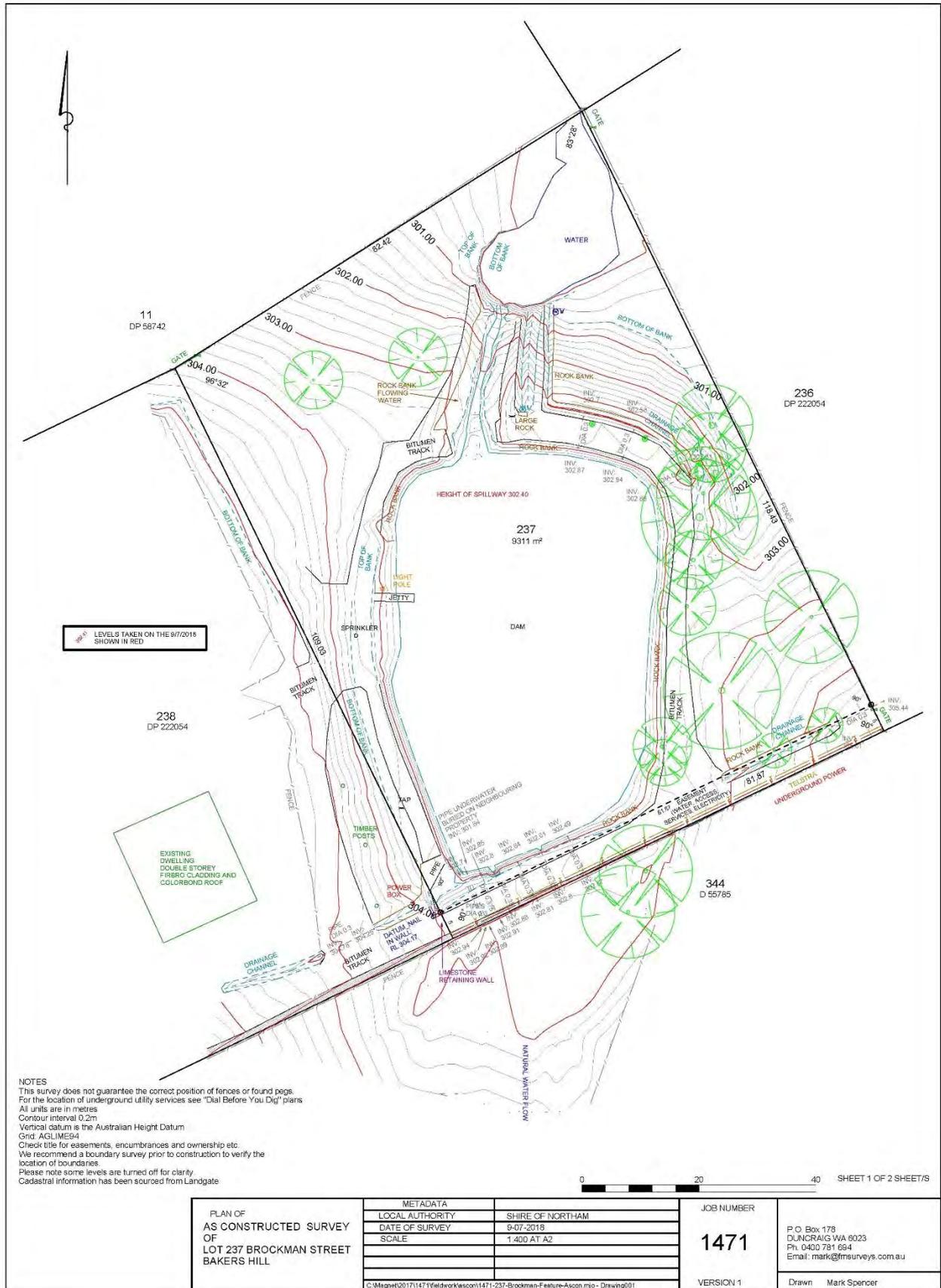


NOTES
 This survey does not guarantee the correct position of fences or found pegs.
 For the location of underground utility services see 'Dial Before You Dig' plans
 All units are in metres
 Contour interval 0.2m
 Vertical datum is the Australian Height Datum
 Grid: AGLIME94
 Check title for easements, encumbrances and ownership etc.
 We recommend a boundary survey prior to construction to verify the location of boundaries.
 Cadastral information has been sourced from Landgate

PLAN OF FEATURE SURVEY OF LOT 237 BROCKMAN STREET BAKERS HILL	METADATA		JOB NUMBER 1471 VERSION 1	 P.O. Box 178 DUNCRAIG WA 6023 Ph. 0400 781 894 Email: mark@fmsurveys.com.au
	LOCAL AUTHORITY	SHIRE OF NORTHAM		
	DATE OF SURVEY	17-10-2017		
	SCALE	1:400 AT A2		
C:\Wayne\2017\1471\Brockman\1471-237-Brockman-Feature.mxp - Drawing001			Drawn Mark Spencer	



Attachment B: As con survey





Attachment 3

Revegetation plan for Lot 237 Brockman St, Bakers Hill

When planning my revegetation for Lot 237 Brockman St, Bakers Hill I utilised a wide range of information. One I used the most was based on my own local area as per below. And as suggested I assessed the property & then investigated further information and examples.

In literature *A field guide for managing waterways in the Avon wheatbelt* there is a Appendix A, provides a pro-forma for you to copy and use in the field. This is an assessment with three categories for management:

Good condition (**green**) – assets that need to be protected.

Moderate condition (**orange**) – preventative management is required.

Poor condition (**red**) – urgent action is required for recovery of waterway condition.

This example of a field survey covered;

1 Erosion, sedimentation and flooding

2 Vegetation health

3 Fencing and stock access

4 Water quality

5 Weeds and fire risk

6 Road and farm crossings

In the past I had tried multiple times to revegetate Lot 237 Brockman St, Bakers Hill. Time after time the plants would get ripped away after the rain never to be seen again. The ones that did take and start to grow only died later due to the high level of salt in the ground & water. Now that the water has been managed there is an abundance of re growth. Also the birds and frogs are moving in more and more each month. Native fish now reside in the healthy water that is constantly available. The land is much healthier and fertile making the re vegetation process easy.

It has been explained to me that there is no 'water way' as such but a water course running through my property however I believe the benefits from researching waterways was highly beneficial & applicable. Also from the *A field guide for managing waterways in the Avon wheatbelt* I cross checked my revegetation plan with some of the *Guidelines for adoption* such as;

- For most waterways in the Wheatbelt, the best stream bed protection and sediment control method is to reduce stream flow velocity, especially during high run-off events. Which has now been heavily controlled on the property.
- The best bank protection to reduce erosion is healthy natural vegetation. Other options include stone or log walling, brush matting, deflectors and rock riprap. These can be expensive and time-consuming to install, so would mostly be considered for protecting high value assets (e.g. a bridge or farm house) Artificial riffles can be installed in some specific locations to slow stream flow velocity.

- *Natural regeneration is more effective and less costly than revegetation. This should take priority wherever there is seed-producing natural vegetation.*

In regards to the last point above I have also spoken to the Department Of Water and they highly agreed that with the land in its current condition the best revegetation plan is to not disturb what is naturally occurring. The plants that are growing are not from seed or introduced young stock. They are healthy & in high quantities growing both on the edge of the water and surrounding open areas. The best plan is to protect the young trees that are continually coming up on the whole property. I have no paddocks or stock held on Lot 237 Brockman St, Bakers Hill so currently all vegetation is protected completely.

There are already far more trees on the property than there ever was prior to the construction of the dam. The ground holds far less salinity therefore it is supporting large areas of grass that has been planted well over 18 months ago. This is doing a great job of ground stabilisation when rain run off occurs. The establishment of grass is on-going and runners will continue to be placed in open areas to create ground cover as they already are in some areas.

Photos taken 19/7/18

Young naturally occurring re growth



First stages of lawn planting over 18 months ago is growing strong. Introduction of runners into more open areas are also taking off well to stabilise ground. There is a mixture of several grasses in open areas amongst many young trees.



Pictured above is the second stage of lawn runners taking off well. First stage is in the back ground thick and healthy. Also pictured is dozens of young trees.

Trees are growing healthy along side of the water as well as away from the water.















End

12.3.2 Final Adoption of Amendment No.8 to Shire of Northam Local Planning Scheme No.6 – New land use definitions and land use classes for **‘second-hand dwellings’ and ‘repurposed dwellings’**

Address:	n/a
Owner:	n/a
File Reference:	13.1.11.8
Reporting Officer:	Kobus Nieuwoudt Manager Planning Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

The purpose of this Item is for Council to consider adopting Shire of Northam Scheme Amendment No. 8, with or without modification, for the purpose of seeking Final Approval of the Hon Minister for Planning.

Amendment No. 8 seeks to insert new land use definitions and land use classes into Council’s Local Planning Scheme No. 6 (the Scheme) for ‘second-hand dwellings’ and ‘repurposed dwellings’.

ATTACHMENTS

Attachment 1: Amendment No. 8 Scheme Amendment Document.

BACKGROUND / DETAILS

Purpose of the Amendment

Council initiated Amendment No.8 to the Scheme on 20th July 2016 (Minute No. C.2765). Proposed Scheme Amendment No.8 seeks to reintroduce definitions that were superseded by the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) that came into effect on 19 October 2015 as follows:

Repurposed dwelling – a building or structure not previously used as a single house, which has been repurposed for use as a dwelling.

Second-hand dwelling – a dwelling that has been in a different location, and has been dismantled and transported to another location, but does not include a new modular or transportable dwelling.

Proposed Amendment No.8 further seeks to insert the land uses ‘repurposed dwelling’ and ‘second-hand dwelling’ into Table 1 of LPS6 as follows:

LANDUSE	RESIDENTIAL	DEVELOPMENT	COMMERCIAL	MIXED USE	TOURIST	GENERAL INDUSTRY	LIGHT & SERVICE INDUSTRY	RURAL	RURAL RESIDENTIAL	RURAL SMALLHOLDING
Repurposed Dwelling	D		D	X	X	X	X	D	D	D
Second-hand Dwelling	D		D	X	X	X	X	D	D	D

Finally, Scheme Amendment No.8 also seeks to insert the provisions into Schedule A – Supplemental Provisions of the Scheme as follows:

Clause 61(1)

- (n) The placement of a repurposed or second-hand dwelling shall not be permitted on any lot within the Scheme Area unless:
- (i) in the opinion of the local government such a dwelling is in a satisfactory condition and will not detrimentally affect the amenity of the area; and
 - (ii) an Applicant enters into an Agreement to the satisfaction of the local government to reinstate the dwelling to an acceptable standard of presentation as determined by the local government within 24 months of issue of the Building Permit.”

Environmental Assessment

After Council's resolution, assessment of the Amendment by the Environmental Protection Authority (EPA) was undertaken. The EPA advised in a letter received 23rd May 2018 that it has determined that no further assessment is required by the EPA.

CONSIDERATIONS

Strategic Community Plan

Theme Area 1: Economic Growth.

Outcome 1.1: The Shire of Northam is an attractive investment destination for a variety of economic sectors.

Objectives Ensure the Shire of Northam is a welcoming and easy place for quality investment to occur.

Financial / Resource Implications

There are no direct financial or resource implications for the Shire of the recommendations of this report.

The proponent has paid the fee quoted by the Shire in accordance with Regulation 48(3) of the *Planning and Development Regulations 2009* for this Amendment.

Legislative Compliance

Council is now required to consider the submissions received and make a recommendation to the Hon. Minister for Planning regarding approval of the Amendment. Should Council adopt the amendment for final approval, it will need to authorise the President and Chief Executive Officer to execute three (3) copies of the documents and forward them to the Western Australian Planning Commission within 42 days of the resolution.

Policy Implications

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

Stakeholder Engagement / Consultation

The Amendment was advertised in accordance with Regulation 47(2) (a) up to and including (e) of the Planning and Development (Local Planning Schemes) Regulations 2015 in the following manner:

- Publication of a notice in *The Advocate* of 5th June 2018;
- Placement of a notice in the Council Administration Centre's foyer from 5th June 2018;
- Publication of a notice on the Shire's website from 5th June 2018 until 18th July 2018;
- Notifying the following agencies in writing on 5th June 2018 and providing a link to an electronic copy of the Amendment Document on the Shire's website:
 - Department of Planning, Lands and Heritage (Department of Aboriginal Affairs); and
 - Department of Communities (Housing Authority).

A public submission period of 42 days ended on Wednesday 18th July 2018.

Council did not receive any submissions during the statutory advertising period.

Note: Statutory advertising of the Scheme Amendment was initially held in abeyance during the period which Amendment No. 6 (Omnibus Scheme Amendment – Gazetted on 29/12/2018) was under assessment by the Department of Planning, Lands & Heritage (DPLH). During that time, DPLH staff and Council's Manager Planning Services considered that Amendment No. 8 could, potentially, be incorporated into the Omnibus Amendment but that, regrettably, did not eventuate.

Risk Implications

There is considered to be no risk to the Shire of the recommendations of this report.

OFFICER'S COMMENT

Public advertising and Agency referral of the proposed Scheme Amendment did not raise any issues.

The Minister for Planning requested the Department of Planning in circa 2016 to undertake further consideration on the matter of reintroducing provisions for transportable structures into local planning schemes following a representation by a number of local governments expressing "amenity concerns" regarding exempting the erection and extension of single houses from the requirement to apply for development approval if the development satisfies the *deemed-to-comply* requirements of the R-Codes.

The Department of Planning has subsequently recommended to the Hon. Minister for Planning that two new definitions, one for 'repurposed dwelling' and one for 'second-hand dwelling' be reintroduced to local planning schemes to separate and distinguish them from single houses.

It is recommended Council adopt the Amendment without modification.

RECOMMENDATION

That Council, in respect of Shire of Northam Scheme Amendment No.8:

1. Adopt for Final Approval Amendment No.8 to Shire of Northam Local Planning Scheme No.6 as expressed in the Amendment Document; and
2. The President and Chief Executive Officer be authorised to execute two (2) copies of the Amendment Document for Amendment No.8 to Shire of Northam Local Planning Scheme No.6, including the fixing of the **Council's Seal in the event that the Minister for Planning approves the Amendment without modification.**

Attachment 1

*Shire of Northam Local Planning Scheme No.6
Amendment No. 8*



LOCAL PLANNING SCHEME No.6
AMENDMENT No.8

*Shire of Northam Local Planning Scheme No. 6
Amendment No. 8*

PLANNING AND DEVELOPMENT ACT 2005
RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME
SHIRE OF NORTHAM
LOCAL PLANNING SCHEME NO. 6
AMENDMENT NO. 8

RESOLVED that the Council, in pursuance of Section 75 of the Planning and Development Act 2005, amend the above local planning scheme by:

1. Inserting the following land use definitions into Schedule 1, Clause 2:
 - Repurposed dwelling* – a building or structure not previously used as a single house, which has been repurposed for use as a dwelling.
 - Second-hand dwelling* – a dwelling that has been in a different location, and has been dismantled and transported to another location, but does not include a new modular or transportable dwelling.
2. Inserting the land uses 'repurposed dwelling' and 'second-hand dwelling' into Table 1 as follows:

LANDUSE	RESIDENTIAL	DEVELOPMENT	COMMERCIAL	MIXED USE	TOURIST	GENERAL INDUSTRY	LIGHT & SERVICE INDUSTRY	RURAL	RURAL RESIDENTIAL	RURAL SMALLHOLDING
	Repurposed Dwelling	A		X	X	X	X	X	D	A
Second-hand Dwelling	A		X	X	X	X	X	D	A	A

3. Inserting the following provisions into Schedule A – Supplemental Provisions:

*Shire of Northam Local Planning Scheme No. 6
Amendment No. 8*

Clause 61(1)

- (n) The placement of a repurposed or second-hand dwelling shall not be permitted on any lot within the Scheme Area unless:
- (i) in the opinion of the local government such a dwelling is in a satisfactory condition and will not detrimentally affect the amenity of the area; and
 - (ii) an Applicant enters into an Agreement to the satisfaction of the local government to reinstate the dwelling to an acceptable standard of presentation as determined by the local government within 24 months of issue of the Building Permit."

Dated this ____th day of _____ 2016

CHIEF EXECUTIVE OFFICER

*Shire of Northam Local Planning Scheme No.6
Amendment No. 8*

AMENDMENT REPORT

Purpose

The proposed Amendment seeks to introduce two (2) new land use definitions – 'repurposed dwelling' and 'second-hand dwelling' into Schedule 1 (Dictionary of Defined Words and Expressions) and Table 1 (Zoning Table) of *Shire of Northam Local Planning Scheme No.6* (LPS6).

Amendment Type

The amendment is a standard amendment, in accordance with part 34(g) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) as the proposal is considered to be an amendment that is not a complex or basic amendment.

Background

The Minister for Planning recently requested the Department of Planning undertake further consideration on the matter of reintroducing provisions for transportable structures into local planning schemes following a representation by a number of local governments expressing "amenity concerns" regarding exempting the erection and extension of single houses from the requirement to apply for development approval if the development satisfies the *deemed-to-comply* requirements of the R-Codes.

The Department of Planning has recommended to the Hon. Minister for Planning that two new definitions for repurposed dwelling and second-hand dwelling be reintroduced to local planning schemes to separate and distinguish them from single houses.

Proposed Scheme Amendment No.8 seeks to reintroduce definitions that were superseded by the Regulations that came into effect on 19 October 2015 as follows:

Repurposed dwelling – a building or structure not previously used as a single house, which has been repurposed for use as a dwelling.

Second-hand dwelling – a dwelling that has been in a different location, and has been dismantled and transported to another location, but does not include a new modular or transportable dwelling.

Proposed Amendment No.8 further seeks to insert the land uses 'repurposed dwelling' and 'second-hand dwelling' into Table 1 of LPS6 as follows:

*Shire of Northam Local Planning Scheme No.6
Amendment No. 8*

LANDUSE	RESIDENTIAL	DEVELOPMENT	COMMERCIAL	MIXED USE	TOURIST	GENERAL INDUSTRY	LIGHT & SERVICE INDUSTRY	RURAL	RURAL RESIDENTIAL	RURAL SMALLHOLDING
Repurposed Dwelling	A		X	X	X	X	X	D	A	A
Second-hand Dwelling	A		X	X	X	X	X	D	A	A

Proposed Amendment No.8 also proposes to insert the following provisions into Schedule A – Supplemental Provisions of LPS6:

Clause 61(1)

- (n) The placement of a repurposed or second-hand dwelling shall not be permitted on any lot within the Scheme Area unless:
- (i) in the opinion of the local government such a dwelling is in a satisfactory condition and will not detrimentally affect the amenity of the area; and
 - (ii) an Applicant enters into an Agreement to the satisfaction of the local government to reinstate the dwelling to an acceptable standard of presentation as determined by the local government within 24 months of issue of the Building Permit."

*Shire of Northam Local Planning Scheme No.6
Amendment No. 8*

PLANNING AND DEVELOPMENT ACT 2005

SHIRE OF NORTHAM

LOCAL PLANNING SCHEME NO.6

AMENDMENT NO. 8

The Shire of Northam under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above local planning scheme by:

- Inserting the following land use definitions into Schedule 1, Clause 2:
Repurposed dwelling – a building or structure not previously used as a single house, which has been repurposed for use as a dwelling.
Second-hand dwelling – a dwelling that has been in a different location, and has been dismantled and transported to another location, but does not include a new modular or transportable dwelling.
- Inserting the land uses 'repurposed dwelling' and 'second-hand dwelling' into Table 1 as follows:

LANDUSE	RESIDENTIAL	DEVELOPMENT	COMMERCIAL	MIXED USE	TOURIST	GENERAL INDUSTRY	LIGHT & SERVICE INDUSTRY	RURAL	RURAL RESIDENTIAL	RURAL SMALLHOLDING
	Repurposed Dwelling	A		X	X	X	X	X	D	A
Second-hand Dwelling	A		X	X	X	X	X	D	A	A

- Inserting the following provisions into Schedule A – Supplemental Provisions:

Clause 61(1)

*Shire of Northam Local Planning Scheme No. 6
Amendment No. 8*

- (n) The placement of a repurposed or second-hand dwelling shall not be permitted on any lot within the Scheme Area unless:
 - (i) in the opinion of the local government such a dwelling is in a satisfactory condition and will not detrimentally affect the amenity of the area; and
 - (ii) an Applicant enters into an Agreement to the satisfaction of the local government to reinstate the dwelling to an acceptable standard of presentation as determined by the local government within 24 months of issue of the Building Permit."

*Shire of Northam Local Planning Scheme No. 6
Amendment No. 8*

ADOPTION

Adopted by resolution of the Council of the Shire of Northam at the Meeting of the Council held on the ___th day of _____ **2016**.

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

Recommended/Submitted for Approval

.....
DELEGATED UNDER S.16 OF
THE PD ACT 2005

DATE.....

Approval Granted

.....
MINISTER FOR PLANNING

DATE.....

12.3.3 Spencers Brook Stationmasters House – Reconsideration of Prior Council Resolution

Address:	Crown Land Avon Loc 29025, Spencers Brook
Owner:	Department of Planning, Lands and Heritage (Crown Land)
File Reference:	A1476
Reporting Officer:	Benjamin Robins Planning Officer
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

Council has previously resolved to request that the Department of Planning, Lands and Heritage demolishes the Spencers Brook Stationmaster House on at its Ordinary Council Meeting held on the 20th June 2012 (C.1810).

A recent proposal by the Spencers Brook Progress Association requests that consideration be made to make the building available on lease arrangement for public purposes, which would require Council to reconsider its previous position if it wishes to support the proposal.

The Spencers Brook Station Masters House is located on Unallocated Crown Land which comes under the management of the Department of Planning, Lands and Heritage.

ATTACHMENTS

- Attachment 1: Council Item 13.2.2 18/7/2012.
- Attachment 2a: Municipal Heritage Inventory Report (2012).
- Attachment 2b: Municipal Heritage Inventory Report (2017 – Place Review).
- Attachment 3: Location Map.
- Attachment 4: Reserve Locations Map.
- Attachment 5: Spencers Brook Progress Association – Letter of Request.

BACKGROUND / DETAILS

With respect to further background information to this proposal, please refer to Attachment 1.

Key Dates & Determinations

Date	Item/Outcome
8 August 2002	Council advised Department for Planning and Infrastructure (DPI, fmr) (letter dated 12 August 2002) that it had reaffirmed its decision to demolish the building at the termination of the lease.
14 th December 2006	The end of the lease.
8 th February 2007	Council agreed to the extension of the lease and declined to support the freeholding of Station Master's House to Mr Virgin.
21 st August 2008	DPI considers offering a further long term lease to Mr Virgin (the previous lessee).
3 rd September 2008	The issue was deferred to enable staff to obtain further information.
10 th May 2010	The Department of Regional Development and Lands (fmr) wrote to the Shire advising that the Department is pursuing the sale of Avon Location 29025 as freehold to Mr Virgin.
23 rd May 2011	The Spencers Brook Progress Association expressed their interest in purchasing the property, for use as a Community Hall.
18 th April 2012	Department of RDL provided a confirmation letter from Mrs Virgin, on behalf of Mr VA Virgin regarding their intention to purchase the property.
20 th June 2012	A report was being prepared for the Council.
18 th July 2012	Council resolved to request that the Department of Regional Development and Lands (fmr) demolish the Stationmasters House on the expiry of the lease to Mr Virgin and that the subject land be converted to reserve and amalgamated into Spencers Brook Road Reserve.
5 th March 2015	Letter received from Department of Lands regarding the potential sale of the Stationmasters House, Spencers Brook.
16 th March 2015	Department of Lands advised that the Shire maintains its position to request the demolition to provide a buffer between the residential area and Spencers Brook Road. This would allow for the re-establishment of vegetation.
16 th November 2017	Shire of Northam enquired with Department of Planning Lands and Heritage (current) as a result of further queries by the Spencers Brook Progress Association. Internal review of the Shires position conducted internally regarding strategic intent of proposal to demolish Spencers Brook Stationmasters House.

Date	Item/Outcome
23 rd January 2018	Shire of Northam liaised with Spencers Brook Progress Association regarding proposal to undertake management of the site.
13 th March 2018	Provided update to Cr J Williams in progressing further enquiries for the retention of the building.
17 th April 2018	Meeting held between Spencers Brook Progress Association and Shire Officers regarding proposal for Spencers Brook Stationmasters House.
26 th June 2018	Site visit conducted with Shire Officers and representatives of the Spencers Brook Progress Association at the Spencers Brook Stationmasters House.

The lease is due to expire 30th June 2019.

Spencers Brook Stationmasters House is a place on the Shire of Northam's Municipal Heritage Inventory (Refer Attachment 2a & 2b), and as of the 'Municipal Heritage Inventory Review' conducted in 2017, was remarked to be in poor condition, with a low degree of integrity. The authenticity of the building to its period is of 'moderate' level.

The original decision of Council on the 18th July 2012 resolved to request the structure be demolished by the Department of Planning, Lands and Heritage, as the land on which the Stationmasters House is present, is isolated within the road reserve of Spencers Brook Road and Thomas Street. Refer to Attachment 4. The advice provided to the Department of Planning, Lands and Heritage was that demolition would be of community benefit, and the subject land would then be used for the planting of trees.

Following inquiries from the Spencers Brook Progress Association, Shire Officers examined the information and reasons given for the proposed demolition. Given discussions held with Shire Officers and the Spencers Brook Progress Association in March and April 2018 surrounding the establishment as the site as a meeting hall, it is considered appropriate that Council consider the strategic intent of the original reason for demolition, and request consideration be made with regards to the following matters:

- To reconsider Councils recommendation for demolition and subsequent amalgamation of the subject land into the Spencers Brook/Thomas Street road reserve;
- To provide a letter of support to the Spencers Brook Progress Association to undertake the lease of the Spencers Brook Stationmasters House for the purpose of the community/civic function space.

OR



- To consider undertaking management of the subject land;
- To consider retention of the building for public purposes;
- To consider a proposed lease agreement with the Spencers Brook Progress Association, subject to conditions.

Discussions with the Department of Planning, Lands and Heritage have noted the leasing to the Spencers Brook Progress Association for the purpose of subletting to provide a return to undertake repairs is not a permitted option.

CONSIDERATIONS

Corporate Business Plan

Theme Area 2: Community Wellbeing.

Outcome 2.2: There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.

- Maintain local facilities in other local communities in the Shire of Northam;
- To have well maintained reserves within the Shire of Northam.

Theme 4: Environment & Heritage.

Outcome 4.2: The Shire of Northam honours, and is recognised for, its unique heritage and cultural identity.

- The Shire of Northam is a destination for heritage tourism and heritage buildings are easily located and interpreted;
- **The Shire of Northam's heritage buildings and locations are well maintained.**

Financial / Resource Implications

This proposal does not have direct financial implications, however the Shire would need to pursue a Management Order for the Crown Land allotment in conjunction with the Department of Planning Lands and Heritage (*Resourcing*). This is required to enable Council to establish a Lease Agreement with the Spencers Brook Progress Association and ensuring ongoing compliance with the Lease Agreement (*Resourcing*).

Given the property is on the Shires Municipal Heritage Inventory, a condition report of the building is recommended to confirm the extent of repairs to the building required to confirm its structural integrity to be taken into account with a proposed Council motion for its retention (*Financial*). In addition it is recommended that no extension or internal alterations are conducted which would affect the heritage integrity of the building. The building therefore may be the subject of Community Grant requests to assist in supporting the maintenance and upkeep of the building (*Financial*).

Legislative Compliance

If used as a community facility, the requirements of the Building Code of Australia for public places is recommended to be considered, specifically with respect to retrospective requirements.

If the item were to be taken to Council, the recommendations of Council Resolution C.1810 would need to be rescinded to pursue further actions in relation to the retention of the building.

Policy Implications

The Spencers Brook Stationmasters House is on the Shire of Northam Municipal Heritage Inventory (Heritage Place) – Refer Attachment 2a & 2b.

Stakeholder Engagement / Consultation

Engagement with the Department of Planning, Lands and Heritage has occurred, who note they would approve for community purposes the leasing of the premise directly to the Spencers Brook Progress Association, however it must solely be utilised for community purposes.

A meeting was held with Council staff and the Spencers Brook Progress Association at the Shire Offices in April 2018 and a further meeting was held on-site in June 2018 to ascertain the current status of the building.

Risk Implications

Nil.

OFFICER'S COMMENT

The reasoning at the time for the proposed demolition should be considered in review of the below mentioned circumstances:

- Spencers Brook Road reserve and Thomas Street are both located in the same portion of road reserve, with the Stationmasters House being a parcel of land wedged between the two roads (Refer Attachment 4). Thomas Street has a reserve width of 33.1m, Spencers Brook Stationmasters House reserve is 27.4m wide and Spencers Brook Road reserve is 73m. It is considered that the current reserve width is well above current and future road requirements of the locality;
- Spencers Brook does not have a Local Planning Strategy Map for the town sites future development; therefore it is prudent that further analysis be undertaken to identify future urban development areas, rural residential development and spaces for public purposes. Demolition at this time may not be a prudent action without conducting further Community Strategic Planning.

- Additional land for tree planting is superfluous, given the extent of the road reserve and that 27.4m already exists for the installation of vegetation screening/parklands;
- The building could be considered a Civic Centre for Spencers Brook community, being a meeting place/local attraction and therefore considered for retention subject to conditions.

1. At least 1/3 of the Council must agree (and sign) a notice indicating a willingness to consider revoking the decision, this must also include the mover. In this case it is Cr J Williams (Motion C.1810).

Notice is hereby given by the following:

	Councillor Name	Signature
1.		
2.		
3.		
4.		

To revoke or change the following decisions:

Meeting / Date	18 July 2012
Agenda Item No	13.2.2
Agenda Item Name	Station Masters House, Spencers Brook – Request To Freehold Land
File Reference	A1476
Resolution No	C.1810

COUNCIL DECISION

Minute No C.1810

Moved: Cr J Williams

Seconded: Cr D Beresford

That Council,

- 1) *advise the Department of Regional Development and Lands (RDL), that it does not support the sale of Lot 29025 and on expiry of the lease the land be converted to reserve and amalgamated into the Spencers Brook Road Reserve; and*
- 2) *requests demolition of the existing house when the lease to Mr Virgin expires.*

CARRIED 6/2

2. Once the above requirement is satisfied Council can then consider the revoking of the motion, which would require a mover and seconder as per the normal process for Council making a decision.

RECOMMENDATION

That Council rescind decision No. C.1810 from the Ordinary Council meeting held on 20th June 2012 in relation Station Masters House, Spencers Brook.

3. If the above resolution is carried, Council can then consider an alternative recommendation/motion.

RECOMMENDATION

That Council resolves to support the application by the Spencers Brook Progress Association to acquire a lease over the Spencers Stationmasters House for public/community purpose subject to the following conditions:

1. The Spencers Brook Progress Association shall submit for endorsement to the Shire a Management Plan for the Stationmasters House (Community/Public Space) within six (6) months that:
 - I. Provides a Staged schedule of works to repair the building;
 - II. Provides evidence of self-supporting finance to carry out the works and the proposed use; and
 - III. Outlines how the community space will be utilised and function, including extended use by the wider Spencers Brook community.
2. Within twelve (12) months, a development application shall be submitted to the Shire of Northam encompassing the works program proposed in Stages and in keeping with the approved Management Plan.

Attachment 1a

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13.2.2 STATION MASTER'S HOUSE, SPENCERS BROOK - REQUEST TO FREEHOLD LAND

Name of Applicant:	Department of Regional Development and Land
Name of Owner:	Crown Land Avon Loc 29025, Spencers Brook
File Ref:	A1476
Officer:	Phil Steven / Roy Djanegara
Officer Interest:	Nil
Policy:	Crown Lease 127630
Voting:	Simple Majority
Date:	20 June 2012

PURPOSE

The Shire has received a request from the Department of Regional Development and Lands to provide it with advice regarding the freeholding of Station Master's House on Avon Loc 29025, Spencers Brook.

BACKGROUND

Department of RDL is seeking Council's advice as to whether it agrees to the sale of lot 29025 to Mr Virgin, (see letter attached).

Background of Key Dates and Determinations

The following table lists the key dates in regards to this application.

Date	Item / Outcome
8 August 2002	Council advised Department for Planning and Infrastructure (DPI) (letter dated 12 August 2002) that it had reaffirmed its decision to demolish the building at the termination of the lease.
14 December 2006	The end of the lease.
8 February 2007	Council agreed to the extension of the lease and declined to support the freeholding of Station Master's House to Mr Virgin.
21 August 2008	DPI considers offering a further long term lease to Mr Virgin (the previous lessee).
3 September 2008	The issue was deferred to enable staff to obtain further information.
10 May 2010	The Department of Regional Development and Lands (RDL) wrote to the Shire advising that the Department is pursuing the sale of Avon Location 29025 as freehold to Mr Virgin.

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23 May 2011	The Spencers Brook Progress Association expressed their interest in purchasing the property, for use as a Community Hall.
18 April 2012	Department of RDL provided a confirmation letter from Mrs Virgin, on behalf of Mr VA Virgin regarding their intention to purchase the property.
20 June 2012	A report is being prepared for the Council.

Additional Information

Over the years, Council has considered the future of the old Station Master's House, which is located on an unvested Crown Reserve at Avon Location 29025 Spencers Brook Road / 93 Thomas Street Spencers Brook. It is understood that Mr Tony Virgin purchased the house in the 1994 for approximately \$35,000 and has leased the land ever since. There have been a number of previous applications by Mr Tony Virgin to the Department for Planning and Infrastructure (DPI) to freehold the property (1993, 2000 and 2002).

In the past, Council has held that the Station Master's House is an intrusion in the road reserve and should not be retained in the long term.

At Council's meeting on 8 August 2002, Council decided to advise DPI (letter dated 12 August 2002) that it had reaffirmed its decision for the demolition of the building at the termination of the lease, and include the land in the road reserve. The DPI advised that the Heritage Council had requested an Archival Record to be done prior to demolition.

The Archival record was completed, which did not result in the Station Master's House being listed on the Heritage Council's State Register, however, it has been listed on its database of places of heritage value. On 14 December 2006, DPI advised Council that it had given on 5 December 2006, Mr Virgin three (3) months notice from that date to remove his improvements, confirmed that the land would be incorporated into the road reserve and sought, in accordance with section S56 of the Land Administration Act 1997, a resolution of Council to dedicate the road.

However, Council at its meeting of 8 February 2007, this decision was then reconsidered when a petition was received from the Spencers Brook Progress Association (SBPA). Council agree to an extension of the lease.

On 21 August 2008, DPI wrote to the Shire advising that the Department was considering offering a further lease with a term of about 21 years.

On 24 September 2008, Council advised it had no objections to a further lease to Mr Virgin, for a period between five (5) and ten (10) years. Subsequently, a new lease was issued for a term of ten (10) years.

In May 2010, the responsibility for reserves was transferred from the DPI to the Department of Regional Development and Lands (RDL), the Department of RDL wrote

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to the Shire advising that the Department was pursuing the closure of part of Thomas Road in Spencers Brook. At the same time the Department of RDL proposed to sell the Station Master's House as freehold to Mr Virgin (see attached letter).

In response to the 10 May 2010, letter the Shire provided the following comments:

Area marked "A" – The Shire has been advised that Mr Virgin is no longer the owner of the adjoining farm. Subsequently the new owner will need to be contacted if the reserve land be sold to the adjoining farm.

Area marked "B" – The Shire does not support the proposed road closure. Instead it recommends that this area be combined with the existing Spencers Brook Road Reserve. (The road reserve incorporates the existing Thomas Street.)

Area marked "C" – The Shire does not support the Department's proposal for area "C" to be included into LoC 29025 (the Station Master's House) as there is a need for the existing sealed road (Thomas Street) access to be maintained in order to allow for future growth of the town site. In relation to the proposal for Lot 29025 to be sold as freehold land to the lessee of the Station Master's House, the Shire would advise the Department to seek confirmation about whether the lessee still intends to purchase the property before further action in this matter is pursued.

On 13 April 2012 the Department of RDL advised that Mrs Virgin on behalf of her husband, Mr VA Virgin, affirmed their intention to purchase the property. The Department is seeking the Shire's agreement to the sale of Loc 29025.

Subsequently, the Mrs Virgin indicated, she may not wish to proceed with the purchase of the property at this time.

STATUTORY REQUIREMENTS

Avon Location 29025 is unvested crown land, which is managed by the Department of RDL. The responsibility for this reserve was transferred from the DPI, and included the administration of any leases of land.

CONFORMITY WITH THE PLAN FOR THE FUTURE

Outcome: Recognise and preserve our history and heritage.

Strategy: Engage with the community to identify places of heritage and assist with heritage maintenance.

BUDGET IMPLICATIONS

Nil

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OFFICER'S COMMENT

The Department of Regional Development and Lands has confirmed the lease, is for an area of 1,397m² for a term of ten (10) years, 1 July 2009 to 30 June 2019. The current annual fee is \$2,000.

Mr Virgin has an interest in the property as he bought the house and leases the land on which it is located. Council has previously expressed its preference for the land to be "reserved" and the house demolished on the expiry of the current lease.

Apart from the improvement on location 29025, Mr Virgin has a number of properties in the Shire of Northam, including two houses in Chidlow Street, Northam and 24 lots in Spencers Brook, suggesting that the house and land is not required for their private residence.

Furthermore in their letter dated 23 May 2011, the Spencers Brook Progress Association (SBPA) expressed interest in purchasing the property should it become available for community meetings or private rental and being involved with any developments with the Station Master's house in Spencers Brook. However, Council has previously approved the use of the local bushfire shed facility for this purpose and has contributed funding to assist with improvements.

The transfer of the land to "road reserve" has merit, as can be seen from the aerial photograph, given the location of the Station Master's house is in the middle of a traffic buffer area between the main road and the residential area of the town (see attachment).

Moreover, in future, should Spencers Brook grow as a result of Super town development in Northam, this may increase the traffic volume on Spencers Brook Road. The location of the Station Master's house is isolated within the wider road reserve, is not visually pleasing, is in the middle of a buffer zone and if rented or sold and not maintained in the future, it could have a detrimental impact on the presentation of the entry to Spencers Brook.

Accordingly, Shire staff recommend, on expiry of the lease, the property be included in the road reserve, consistent with the existence of the buffer zone between the residential area and the Spencers Brook Road.

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RECOMMENDATION/COUNCIL DECISION

Minute No C.1810

Moved: Cr J Williams
Seconded: Cr D Beresford

That Council,

- 1. advise the Department of Regional Development and Lands (RDL), that it does not support the sale of Lot 29025 and on expiry of the lease the land be converted to reserve and amalgamated into the Spencers Brook Road Reserve; and**
- 2. requests demolition of the existing house when the lease to Mr Virgin expires.**

CARRIED 6/2

The vote against is recorded as Cr R Head and Cr D Hughes.



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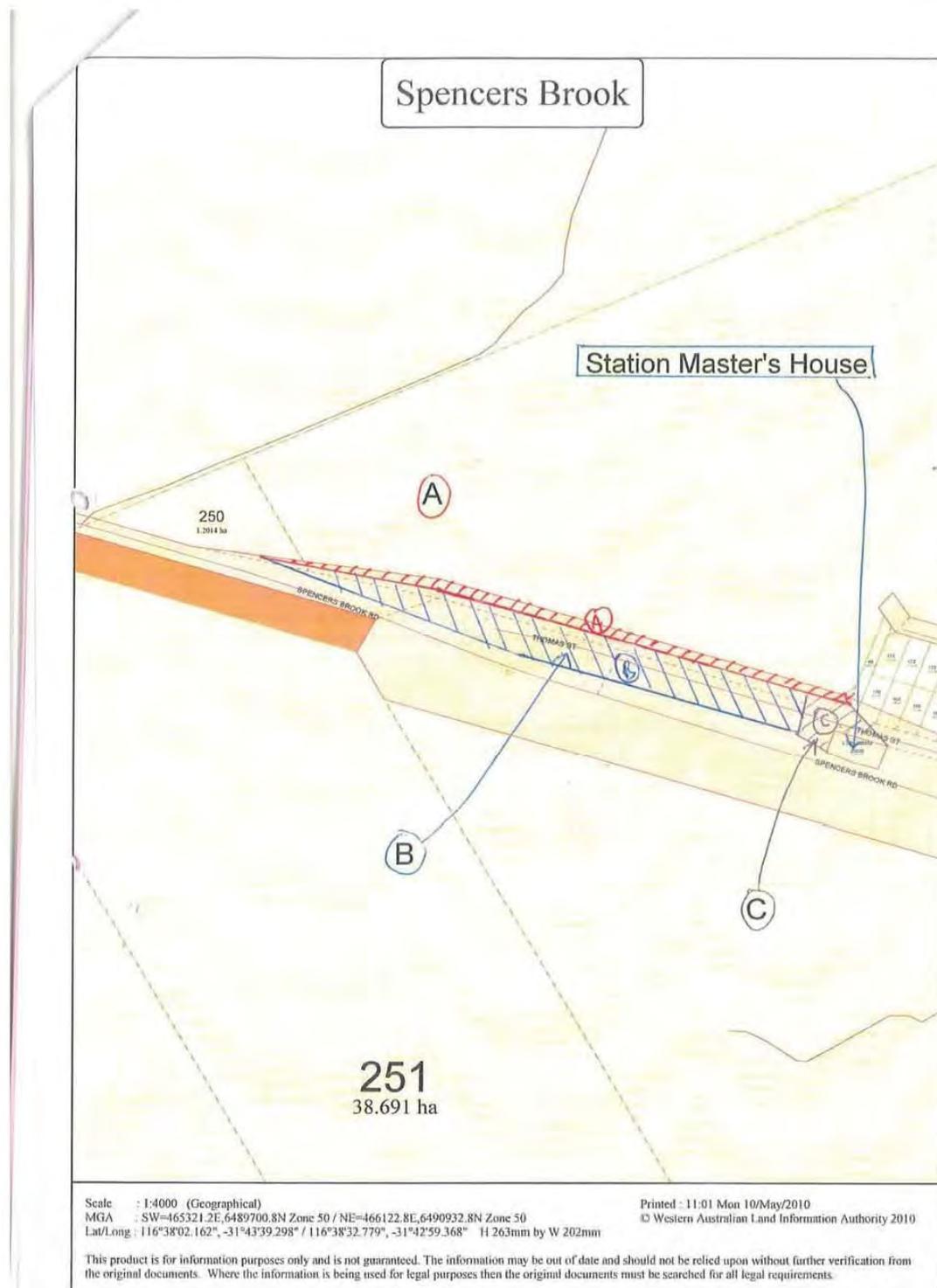
27

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18/07/2012



Government of Western Australia
Department of Regional Development and Lands

Lands Division

Your ref: 6.1.1.1, 6.1.1.20, / 07846
Our ref: 02041-1993-01RO, Job 074166
Enquiries: Greg Mariensen
Ph: (08) 9347 5053 Fax: (08) 9347 5002
Email: greg.mariensen@lands.rdl.wa.gov.au

10 May, 2010

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



Dear Sir

Road Closure and Encroachment onto Crown Land, Spencer's Brook.

Further to your letter of 28 August, 2008.

To keep you up to date, I advise you that this Department is pursuing the closure of the cultivated area of legal road marked A on the enclosed sketch. The adjoining owner (Mr Virgin) has been advised of indicative prices and costs, and a reply is awaited.

Mr Virgin also has the options of vacating the road, or leasing it from RDL. We will advise the Shire in due course.

In addition to the above encroachment, Mr Virgin has advanced a proposal to purchase a further area of road, and Lot 29025 containing the 'Station Master's House'.

This Department has formed a proposal, depicted on enclosed sketch, which is put forth for the Shire's consideration.

Area marked A – road to be closed and sold by amalgamation to Mr Virgin (as above).

Area marked B – road to be closed and reserved for landscape protection under management of the Shire of Northam. (This area includes some constructed road)

Area marked C – road to be closed and included into Lot 29025 (Station Master's House).

Lot 29025 and area C – combined area to be sold in freehold to lessee of Station Master's House (the lessee owns the improvements on Lot 29025).

4166gm17

Postal Address: PO Box 1575, Midland, Western Australia 6936
Tel: (08) 9347 5000 <http://lands.rdl.wa.gov.au> ABN 28 807 22 1246

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Government of **Western Australia**
Department of **Regional Development and Lands**

2

The Shire has previously (letter of 09 May, 2007, reference A1476/O5047) declined to support the freeholding of Station Master's House. The Shire may be willing to re-consider the matter.

Your comments on the above are invited.

Yours sincerely



Greg Martiensen
Assistant State Land Officer
State Lands Wheatbelt
Lands Division

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Government of Western Australia
Department of Regional Development and Lands
State Land Services

Your ref: 6.1.1.20 /018451
Our ref: 02041-1993-03RO, Job 074166
Enquiries: Greg Martiensen
Ph: (08) 6552 4578 Fax: (08) 6552 4417
Email: greg.martiensen@rdl.wa.gov.au

13 April, 2012

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



Dear Sir

Lot 29025 – 'Stationmaster's House' – Spencers Brook.

I refer to your letter of 12 July, 2011.

The lessees of Stationmaster's House have expressed an interest in the purchase of Lot 29025. See enclosed copy of their letter.

Can you advise whether the Shire would agree to the sale of Lot 29025?

Please quote our reference number and file number in future correspondence.

Yours sincerely



Greg Martiensen
Assistant State Land Officer
Wheatbelt Team
State Lands Services

Gordon Stephenson House, 140 William Street, Perth Western Australia 6000 PO Box 1143, West Perth Western Australia 6872
Telephonic: (08) 6552 4400 Facsimile: (08) 6552 4417 Freecall: 1800 735 784 (Country only)
Email: info@rdl.wa.gov.au Website: www.rdl.wa.gov.au
4166gm24 ABN: 28 807 221 246

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a 1377544

P.O. Box 330
Northam WA
6401
2/4/12

Assistant State Land Officer
Wheatbelt Team
State Land Services
Greg Martensen,
Dear Sir,

Ref: 02041-1993-021RO
JOB 074166

Please accept this letter as affirmation of our interest to purchase Lot 29025 on Deposited Plan 217820 - 'Stationmasters House', Spencers Brook Shire of Northam. We look forward to further information on this matter.

Yours sincerely,
Mrs. P. D. Virgin
on behalf of V.A. Virgin



Attachment 1b



Heritage, Commerce and Lifestyle

Attention: Mr Greg Martiensen
Department of Lands
PO Box 1143
WEST PERTH WA 6872

Your ref: 02041-1993 Job No. 141094
Our ref: 6.1.1.20 / O33470
Enquiries: Roy Djanegara



Dear Mr Martiensen

**RE: "STATION-MASTER'S HOUSE" - SPENCERS BROOK
LOT 29025 (No. 93) THOMAS STREET, SPENCERS BROOK**

Thank you for your correspondence dated 5th March 2015 regarding the potential sale of the 'Station-Master's House' at the above address.

The Shire wishes to affirm that from a Town Planning perspective, the location of the Station Master's House is not desirable as it is located in the middle of the buffer zone between the main road and the residential area. Ideally this buffer zone should be landscaped to provide amenity and create a better environment for the community.

As per the Council's resolution at its Ordinary Meeting on 18th July 2012, the Council declined to support the freeholding of the Station Master's House. The Council recommended that when the lease expires Lot 29025 shall be converted to reserve and amalgamated into the Spencers Brook Road Reserve. The building would be demolished to give space for planting more trees.

The Shire understands that the cost to demolish and remove debris could be expensive, however it is considered the community benefit over rules the cost factor. The Shire still believes that the Station-Master's House should be removed.

Should you have any queries in relation to this matter, please contact Roy Djanegara from the Shire's Planning Department on (08) 9622 6133 or via email planning@northam.wa.gov.au.

Yours sincerely



**P B STEVEN
EXECUTIVE MANAGER DEVELOPMENT SERVICES**

PBS:RSD

16th March 2015

Attachment 2a

Heritage Item # 110

MI Reference: 110 HCWA No: 16589	Place Name: Station Masters House	Other Name/s:
		Date of Review: June 2012



Address: Spencers Brook	Lot No: 29025 Property Key: Plan Diagram: P217820 Vol Folio: Assess No: A15730
Locality: Spencers Brook	GPS:
Current Use:	Original Use(s):
HERITAGE LISTINGS	
Listings: State Register of Heritage Places	
CONSTRUCTION	
Date of Construction: 1900	
Architect / Builder:	
Architectural Style: Federation Bungalow	
Description and History: The place is a single storey brick dwelling with a hipped corrugated iron roof with skillion across the rear. The front verandah has been replaced with a steel column structure and has a concrete floor. A brick bathroom construction is located at the rear. There is dado rendering to the entire exterior. Two of the three chimneys have been removed at roof level.	
Condition:	
SIGNIFICANCE	
Level of Significance: Moderate	
Level of Integrity and Authenticity:	
Heritage Category: 3	
Historical	
Notes:	
Theme:	
Associations:	
Heritage Assessment or Conservation Plan:	
Public Access:	

Attachment 2b

Heritage Inventory REVIEW 2017	
SPENCER'S BROOK RAILWAY HOUSE (former)	
REVIEW PLACE No. 41	
C: A place of some cultural heritage significance to Shire of Northam.	
Recommend: Encourage retention; Archival record; Interpretation.	
Interpretation	SITE:



Place name	Spencer's Brook Railway House (former)		
Address	Spencers Brook Road & Thomas Street		
Town/Region	SPENCERS BROOK		
Railway Reserve	Lot 29025	Plan 217820	C.T. Vol Fol

STATEMENT OF SIGNIFICANCE

Spencer's Brook Railway House (former) is a representation of the railway presence in Spencer's Brook between 1884 and c.1966.

GRADING C: A place of some cultural heritage significance to Shire of Northam. Recommend: Encourage retention; Archival record; Interpretation.

CONSTRUCTION DATE	c.1900
Uses	Residence
CONSTRUCTION MATERIALS:	
Walls	Brick (stretcher bond)
Roof	Corrugated iron
Other	
ARCHITECTURAL STYLE:	Federation bungalow. Standard Government design.
DESCRIPTION:	Single storey face brick building with a hipped corrugated iron roof and full width front veranda. The front is symmetrical with central door flanked by a pair of double hung sash window each side. The external walls have been rendered to dado height. It is a standard plan Railway house.

**Heritage Inventory
REVIEW 2017**

**SPENCER'S BROOK RAILWAY
HOUSE (former)**

REVIEW PLACE No. 41

C: A place of some cultural heritage
significance to Shire of Northam.

Recommend: Encourage retention; Archival
record;
Interpretation.

SITE:

Interpretation



CONDITION: Poor INTEGRITY: Low degree AUTHENTICITY: Moderate degree

HISTORICAL NOTES

Thomas Wilding of Mokine, had a number of interests including the Avon Bridge Hotel, a steam mill and was an active advocate for the railway to come through his Mokine property. In 1884, the railway line from Guildford reached the Mokine terminus with controversy about Newcastle (Toodyay) Northam and York lines. Wilding had plans drawn up in 1883, for a town at Spencers Brook, with the railway line through his property and the potential of two major terminuses. It was ambitious and depended on a Newcastle line from Clackline and no spur to Northam. In 1884 he built the Brookton Hotel (Spencer's Brook Hotel) and a small hamlet developed at Spencers Brook with a railway siding that was a junction for the Great southern and Northam lines, and a siding at Mokine, midway between Spencer's Brook and Clackline, and in proximity to Mokine Homestead.

The railway house a provided accommodation in a standard design residence, as for Mokine railway house.

The house was sold by Government railways to the proprietor of the Avon Bridge Hotel when the railway line was decommissioned in c.1966. having already been tenants since before 1960. However the land on which the house is situated remains the property of the government.

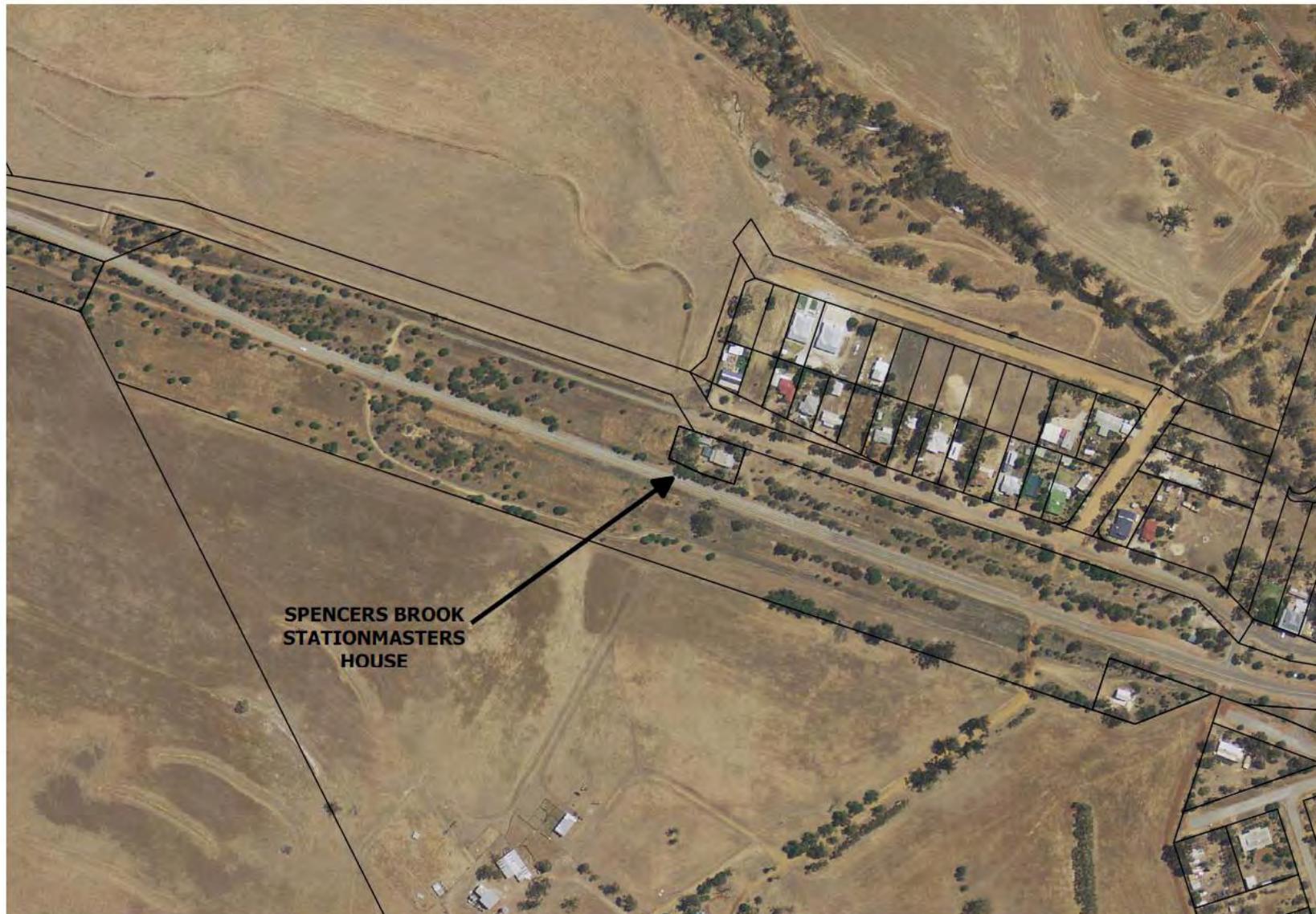
LISTINGS

State Heritage Office inHerit database	No. 16589
Register of Heritage Places	
National Trust classified	
Shire of Northam: Assessment:	No. A15730
Shire of Northam: Heritage Inventory 2012	No. 110

SUPPORTING INFORMATION/BIBLIOGRAPHY

Garden, D. *Northam: An Avon Valley History*. Northam Shire Council 1992.
Northam Municipal Heritage Inventory 2012.

Attachment 3



Attachment 4



Attachment 5

Hello Chad and Ben

As discussed previously, the Spencers Brook Progress Association (SBPA) is interested in taking out a long term lease on the “Old Station Masters House” at 93 Thomas Street, Spencers Brook.

We understand that the building has a Class 3 classification on the Shire’s Heritage Register and it is the intention of the SBPA to fully restore the house due to heritage value to the community.

The SBPA proposes to sublease the building on residential rental to raise funds for the restoration works after some minor works to bring it to a rentable standard.

The building is basically in sound condition but would require some minor works prior to being rented out. This work is estimated to cost around \$2500 and mainly entails some roof sheeting to be replaced, a few additional cupboards to be installed, some gutter replacement and a general tidy up of the grounds all of which would be undertaken by the SBPA.

It is anticipated that a rental agreement would raise in the order of \$11500 per annum and it is proposed to disperse these funds generally as follows (after recouping the funds initially required to bring the property to a rentable standard):

- \$2000 for Shire rates and Water Authority Charges
- \$1500 for building / landlord insurance
- \$2000 to be used by the SBPA to assist with its ongoing costs such as Fire Unit maintenance , license and insurance
- \$6000 to be put into a separate bank account to accumulate funds for ongoing restorations and repairs.

On a longer term basis (say 7 to 8 years), once a significant amount of restoration has been undertaken and there are sufficient funds for ongoing maintenance, the SPBA will use the buliding as a community meeting place and develop a display of heritage items for the public that are being accumulated by the community.

We understand that the property is now in the hands of the Department of Lands so the SPBA would be guided by Shire Staff as to the best legal framework and process to be adopted (eg. Shire take out lease and sublease to SBPA / SBPA lease directly from Dept Of Planning) to achieve the arrangement described above.

Kind regards

Dianne Cream
President
Spencers Brook Progress Association

12.3.4 Request to Amend Condition No. 13 and 14 of Development Approval
– Proposed Lifestyle Village, Lot 9000 Mt Ommanney Road, Northam

Address:	Lot 9000 Mt Ommanney Road, Northam
Applicant:	H & H Developments
Owner:	Quickfire Enterprises Pty Ltd
File Reference:	A14318/P16146
Reporting Officer:	Chadd Hunt Executive Manager Development Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

Council resolved at its meeting held on 18th July 2018 the following –

That Council request the Chief Executive Officer to represent agenda item 12.3.1 and 12.3.2 from the 20th June 2018 Ordinary Council meeting to the Ordinary Council meeting to be held on 15th August 2018 with additional information being provided.

This report is representing item 12.3.1 from the meeting held on 20th June 2018.

Council is requested to consider amending Condition 13 and 14 of the approval granted to H & H Developments at its Ordinary Council Meeting held on 15 February 2017 for the proposed development of a lifestyle village (Item 12.3.3 – Minute No. C.2945).

Council also modified conditions 2 and 15 (relating to the construction of the Clubhouse) of the development approval at its meeting held on 16th August 2017 (Item 12.3.2 – Minute C.3109).

Condition 13 relates to the proposed upgrading of the Mitchell Avenue/Mt Ommanney Road intersection.

Condition 14 relates to the proposed upgrading of the Mitchell Avenue/Gratte Street intersection.

ATTACHMENTS

- Attachment 1: Staging Plan.
- Attachment 2: Stage 1 Detailed Plan.
- Attachment 3: Additional Justification from the proponent.

BACKGROUND / DETAILS

At the Ordinary Council Meeting held on 15 February 2017 Council resolved under Item 12.3.3 to approve the application for Development Approval for the proposed lifestyle village on Lot 9000 Mt Ommaney Road, Northam subject to conditions.

Condition 13 of the approval reads –

13. Prior to occupation of Stage 1 of the development, the Mitchell Avenue and lot entry point intersections with Mount Ommaney Road is to be upgraded, widened and turning lanes installed to the specification and satisfaction of the local government.

Following discussions with the proponents regarding a number of the conditions of approval a request has been received seeking to modify condition 13 relating to the provision of a turning lane on Mt Ommaney Road into the developments site. This request has been made on the basis of the traffic impact assessment and likely traffic volumes.

Following detail design of the Mitchell Avenue/Mt Ommaney Road intersection by the proponents has raised the issue with respect to the length of the turning pocket required. In this regard the length of the turning pocket is determined in part by the speed limit of the road. The proponent has submitted a request for the reduction of the speed limit of that section of Mitchell Avenue and have therefore requested that this component of the condition be deferred for a period of two years to enable the speed limit to be assessed and changed if necessary.

Condition 14 of the approval reads

14. Prior to the full occupation of Stage 1 of the development, the Mitchell Avenue and lot entry point intersections with Gratte Street is to be upgraded, widened and turning lanes installed to the specification and satisfaction of the local government.

Again discussions with the application has questioned the requirement for the turning lane into Gratte Street given the predicted low traffic volumes. The Gratte street route is only proposed to be utilised as an exit from the development site. It is proposed that the gate will only be able to be opened from inside the development via an automatic sensor in subsequent stages of the development. Gratte Street is also the designated emergency/fire escape route from the site.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 2: Community Wellbeing

Outcome 2.1: People in the Shire of Northam feel that their community is caring and inclusive.

Outcome 2.4: Aged residents are able to remain in or near to their local community in the Shire of Northam at all stages of care.

Financial / Resource Implications

There are no direct financial and/or resource implications for the Shire of the recommendations of this report.

Legislative Compliance

The following legislation and subsidiary legislation applies to this proposal:

- *Planning and Development Act 2005*;
- *Shire of Northam Local Planning Scheme No.6*; and
- Schedule 2, Part 8, Clause 62 (form of application) and Schedule 2, Part 9, Clause 77 (amending or cancelling development approval) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

External stakeholder engagement and/or consultation was not considered necessary.

Risk Implications

There is a risk to Council in approving the deferral of the turning lane into Mt Ommanney Road however given the predicted traffic levels this is deemed minimal.

OFFICER'S COMMENT

The request for the deletion of the requirement for a dedicated turning lane off Mt Ommanney Road into the development site is supported by staff.

With respect to the intersection of Gratte Street and Mitchell Avenue staff generally support the notion that the turning lane is not required provided that Gratte Street does not become an alternate access point into the development. At the moment the Gratte Street exit point from the development is denoted as being for emergency purposes and exit from the estate. Provided that this is the case then the upgraded intersection would not, in staff's opinion, be required.

Staff also support the deferral of the intersection upgrade of the Mt Ommaney and Mitchell Avenue intersection to enable the revision of the speed limit on Mitchell Avenue. Should the speed limit be reduced then the design of the turning lane and intersection will be changed.

RECOMMENDATION

That Council, in respect of the development approval granted to H & H Developments on 15 February 2017 for the proposed Lifestyle Village on lot 9000 Mt Ommaney Road, Northam (Application P16146) under Minute C.2945, amends the approval as follows:

1. Revise the wording of Condition 13 to read as follows:

“13. *Within two years from commencement of Stage one, the Mitchell Avenue intersection with Mount Ommaney Road is to be upgraded, widened and turning lanes installed to the specification and **satisfaction of the local government.**”*

2. Replace Condition 14 with a new condition to read as follows:

“14. *Gratte Street is to be utilised for exiting traffic from the Lifestyle Village and emergency access/egress only. No entry is permitted into the estate from this road.”*

Attachment 2



STAGE 1 NOT TO SCALE



RICHARD HAMMOND ARCHITECT
18/342 SOUTH TERRACE, SOUTH FREMANTLE
0438 918 753 | RICHARD@HRARCHITECTS.COM.AU

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No.	Description	Date

H + H Developments
Northam
Mitchell Avenue, Northam

Stage 1 - Preliminary		
Project number	16.015	A-004
Date	17.01.12	
Drawn by	RHA	Scale@A3
Checked by	RHA	

13/01/2017 12:11:31 PM

Attachment 3



Our Ref: CW10161;jm
Contact: Jacob Martin

9 April 2018

H & H Development Enterprises Pty Ltd
L3, Suite 24, 25 Walters Drive
Osborne Park WA 6017

Attention: Mike Hollett, Director

Dear Mike

**Northam Eco Lifestyle Village
Review of Conditions of Approval**

The following letter provides Cardno's considered advice regarding several comments made by the Shire of Northam in the context of the proposed Conditions of Approval for the Northam Eco Lifestyle Village.

This letter references correspondence from the Shire on 9 March 2018 regarding the following points:

1. *Mt Ommaney/Village entry point intersection – Condition 13 the planning approval issued indicates that the intersection should include a turning lane.*

Cardno has not identified a requirement for a turn pocket along Mt Ommaney Road and I do not consider it to be warranted from a traffic safety or capacity perspective.

While there are some sightline constraints for vehicles travelling from the north, due to the winding nature of the road, southbound vehicles are expected to be travelling well below the posted speed limit as they exit the hairpin bend. As such, no visibility issues are considered to be present.

The potential for conflict would not be alleviated by a turn pocket at this location.

2. *Gratte Street/Mitchell Avenue intersection – Condition 14 suggests that the intersection should be upgraded (including turning lanes).*

Traffic modelling undertaken on behalf of the development does not indicate a requirement for turn pockets, with a reasonable expectation of low turning volumes. The straight alignment of the road imposes no visibility constraints on the intersection, either for inbound or outbound traffic. Vegetation may need to be trimmed to ensure sightlines remain clear.

However, upgrade of the gravel surface to a sealed road is recommended to support the function of the secondary access.

Australia • Belgium • Canada • Colombia • Ecuador • Germany • Indonesia •
Kenya • New Zealand • Nigeria • Papua New Guinea • Peru • Philippines • Singapore •
United Arab Emirates • United Kingdom • United States • Operations in over 100 countries



2

If you have any questions or comments regarding the above, please do not hesitate to contact me.

Yours faithfully



Jacob Martin
Team Leader – Transport Planning
for Cardno
Direct Line +61 8 9273 3819
Email: jacob.martin@cardno.com.au

12.3.5 Mitchell Avenue Traffic Speed Limit

Address:	Mitchell Avenue, Northam
Owner:	Various
File Reference:	6.1.1.228
Reporting Officer:	Chadd Hunt Executive Manager Development Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting:	Simple Majority

BRIEF

Council resolved at its meeting held on 18th July 2018 the following –

That Council request the Chief Executive Officer to represent agenda item 12.3.1 and 12.3.2 from the 20th June 2018 Ordinary Council meeting to the Ordinary Council meeting to be held on 15th August 2018 with additional information being provided.

This report is representing item 12.3.2 from the meeting held on 20th June 2018.

Council is requested to consider the review of the existing speed limit on Mitchell Avenue following a request from the developers of the new Lifestyle Village.

ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Additional Information submitted by the Developers including a petition in support of the review from adjoining landowners.
- Attachment 3: Map of current speed limits in Northam town site area

BACKGROUND / DETAILS

The Mitchell Avenue speed restrictions are shown on the attached plans and show the various speed zone locations as they currently exist.

In recent years the information bay has been installed near Gratte Street and development approval has been issued for the lifestyle village with primary access off Mt Ommanney Road.

CONSIDERATIONS

Strategic Community / Corporate Business Plan
Theme Area 5: Infrastructure & Service Delivery

Outcome 5.3: To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre.

Financial / Resource Implications

There would be minor costs associated with installing additional infrastructure and advertising should any changes be made to the posted speed limit on Mitchell Avenue.

Legislative Compliance

The changing of speed signing on local government roads is the responsibility of Main Roads WA.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

At this stage the only engagement has been with the developers of the lifestyle village. Should a review of the speed limits be undertaken by Main Roads WA and changes recommended then a public consultation program will need to be undertaken.

It is understood that the developers have undertaken their own consultation with adjoining landowners along Mitchell Avenue. Attached is a copy of the petition and justification received.

Risk Implications

Nil.

OFFICER'S COMMENT

As indicated in the preamble to this report there has been some changes with respect to entry points onto Mitchell Avenue in recent years. With the ongoing development of the Lifestyle Village staff would support a review of the existing speed designations on Mitchell Avenue.

Also attached is the current speed limits within the Northam town site which generally indicate a reduction of speed in the built up area.

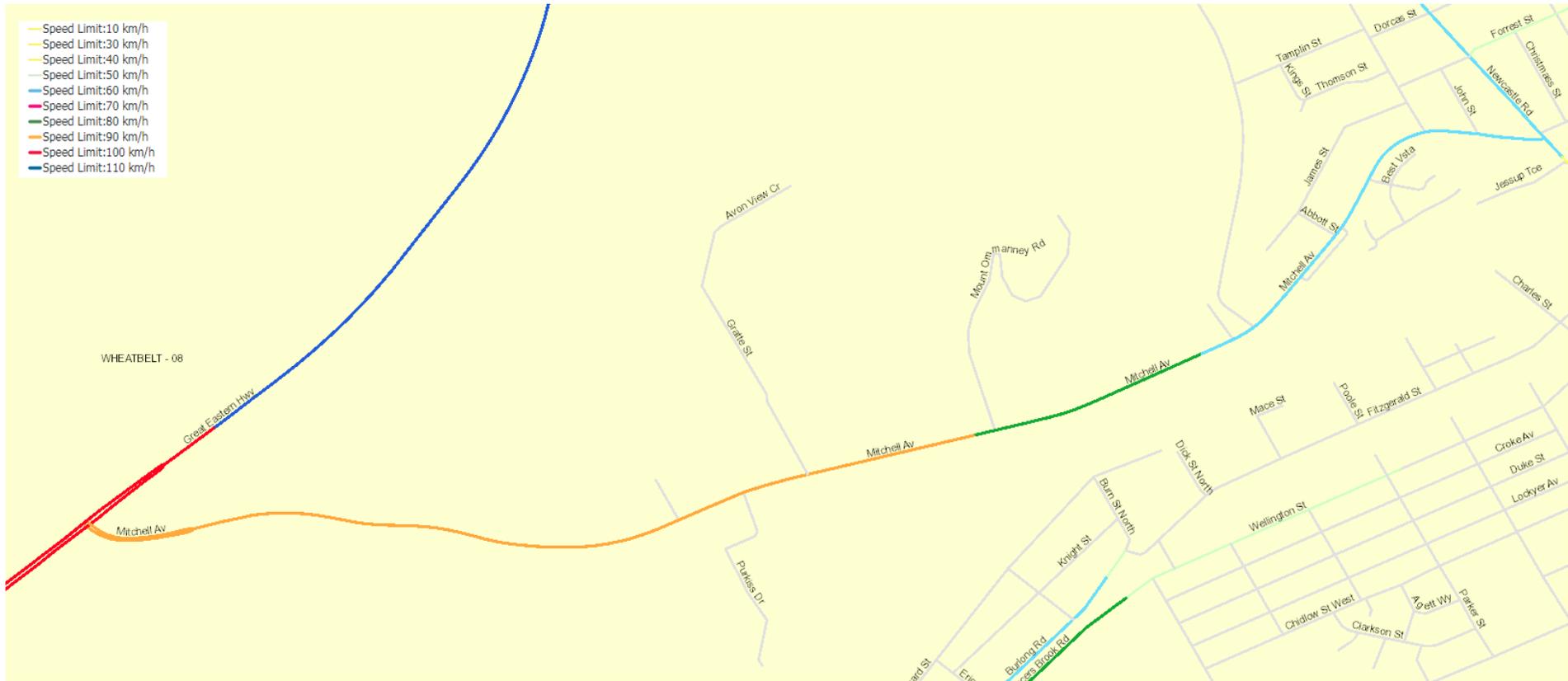
It is staff's understanding that Main Roads WA will require a recommendation from Council regarding the proposed new speed limits. Those included in the recommendation are staffs preliminary suggestion however would be subject to further assessment by Main Roads WA.

RECOMMENDATION

That Council requests Main Roads WA to undertake a reassessment of the speed limit of the entire length Mitchell Avenue to determine the appropriateness of the existing signposted speeds, making recommendations for the following speed limits:

- 50km from Newcastle Street to Fernie Road roundabout;
- 60km from Fernie Road Roundabout to Purkiss Drive; and
- 80km from Purkiss Drive to Great Eastern Highway.

Attachment 1
Existing speed limits on Mitchell Avenue, Northam



Attachment 2

Petition to the Shire of Northam

July 2018

Request:

I/We the undersigned believe that the current speed limit of 90km/hr along Mitchell Avenue from the "Northam sign" on Mitchell Ave to the corner of Mitchell Ave and Fernie Street should be reduced.

Current Position:

This stretch of Mitchell Avenue is within the Northam townsite and traffic coming down the hill at 90km/hr is entering a built up residential and business area within the townsite boundary at Northam Town sign and then pass the Gratte Street intersection, the recently installed Information Bay, a Tourism Accommodation and the Avon Joinery businesses before being reduced by only 10km/hr to 80km/hr at the Mt Ommanney Road intersection.

Our summary of our key concerns about this stretch of Mitchell Avenue are:

1. Safety of local residents entering and leaving Mitchell Avenue in a built up area within the townsite.
2. Safety of school children who wait and are then picked up and dropped off by the School Bus at the intersection of Gratte Street.
3. Safety of people coming into town from Perth and sighting the new Information Bay and having time to safely decelerate and enter the Bay then accelerate rapidly to enter a 90km/hr zone heading into town before then decelerating a short distance along Mitchell Avenue as they pass Mt Ommanney Road.
4. People missing the Information Bay altogether as they drive past at 90km/hr.
5. Safety of people/customers seeking to enter and leave businesses along this stretch of Mitchell Avenue.

Name	Address	Phone	
<i>Michael</i> <i>lab</i> <i>1000</i> <i>W</i> <i>W</i> <i>W</i> <i>W</i> <i>W</i>	Mike Hollett	Lot 9000 Mt Ommanney Road, Northam	0427 493 933
Chris Higgins	✓ / ✓ / ✓ / ✓ / ✓	0413120631	
DAVE BLOOMFIELD	165 MITCHELL H&A NTH	96223288	
NORM WATKINS	195 MITCHELL AVE, NORTHAM	0401 464 835	
LUIS VILORIA	199 MITCHELL AVE - NORTHAM	0456148863	
MICK KOLENINK	211 MITCHELL AVE NORTHAM	0418911332	
SHAWN SPARK	170 MITCHELL AVE NORTHAM	0457431978	

SHIRE OF NORTHAM
RECEIVED
- 2 AUG 2018
FILE 6.1.1.228 STATUS OUT
DCC I-19920 RES No. Clinton/Jason

We thank the Shire for consideration of our petition.

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – 31st July 2018

Address:	N/A
Owner:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Creditors Officer Kathy Scholz
Responsible Officer:	Colin Young Executive Manager Corporate Services
Voting Requirement	Simple Majority

BRIEF

For Council to receive the accounts for the period from 1st July 2018 to 31st July 2018.

ATTACHMENTS

- Attachment 1: Accounts & Statements of Accounts – July 2018.
Attachment 2: Declaration.

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 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

Financial / Resource Implications

Payments of accounts are in accordance with Council's 2018/19 Budget.

Legislative Compliance

Section 6.4 & 6.26(2) (g) of the Local Government Act 1995.
Financial Management Regulations 2007, Regulation 12 & 13.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

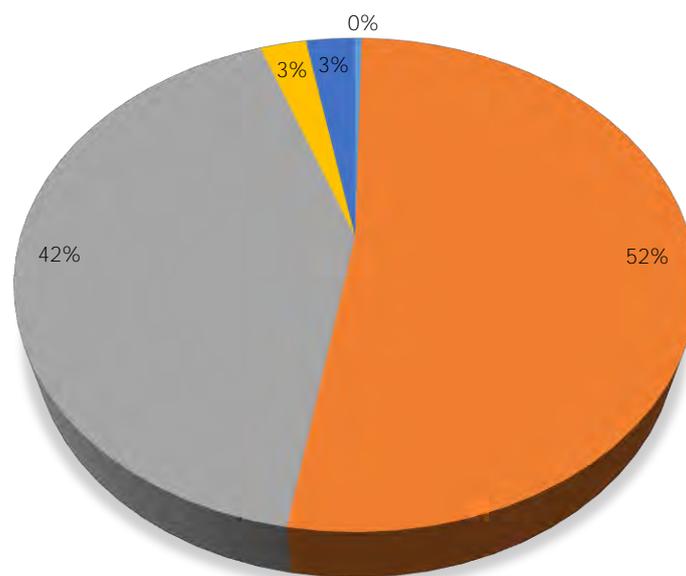
Not applicable.

Risk Implications

Nil.

OFFICER'S COMMENT

The matter of Council 'supporting local business' has been raised over a long period. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of July 2018;



- Staff Expenses
- Purchased from Shire of Northam Businesses or Individuals
- No Organisation or Business in Shire of Northam that can offer service required
- Purchase from Businesses or Individuals outside Shire of Northam
- Contract has gone to Tender

RECOMMENDATION

That Council endorse the payments for the period 1st July 2018 to 31st July 2018, 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: 01/08/2018
Time: 7:58:30AM

Shire of Northam

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Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT30434	02/07/2018	RAYMOND GEARY	1 X WEEK PAY IN ADVANCE - 5X SON DAYS TO BE REVERSED WHEN TIMESHEETS ENTERED.	1		735.57
INV CY0207202/07/2018		RAYMOND GEARY	1 X WEEK PAY IN ADVANCE - 5X SON DAYS TO BE REVERSED WHEN TIMESHEETS ENTERED.	1	735.57	
EFT30435	06/07/2018	HILTON HOTELS OF AUSTRALIA PTY LTD	ACCOMODATION - LOCAL GOVERNMENT CONVENTION JASON WHITEAKER & CHRIS ANTONIO, ATTILA MENCHELYI, JULIE WILLIAMS.	1		4,675.00
INV GWALN 04/07/2018		HILTON HOTELS OF AUSTRALIA PTY LTD	ACCOMODATION - LOCAL GOVERNMENT CONVENTION JASON WHITEAKER & CHRIS ANTONIO, ATTILA MENCHELYI, JULIE WILLIAMS.	1	4,675.00	
EFT30436	13/07/2018	BOC LIMITED	MONTHLY BOTTLE FEES FOR DIFFERENT SIZE GAS BOTTLES MARCH 2018.	1		1,197.34
INV 4017362528/09/2017		BOC LIMITED	MONTHLY BOTTLE FEES FOR DIFFERENT SIZE GAS BOTTLES - SEPTEMBER 2018.	1	127.34	
INV 4017171229/08/2017		BOC LIMITED	MONTHLY BOTTLE FEE FOR DIFFERENT SIZE GAS BOTTLES AUGUST 2017.	1	123.97	
INV 4019070229/03/2018		BOC LIMITED	MONTHLY BOTTLE FEES FOR DIFFERENT SIZE GAS BOTTLES MARCH 2018.	1	138.64	
INV 4019877528/06/2018		BOC LIMITED	MONTHLY BOTTLE GAS FEES FOR DIFFERENT SIZE GAS BOTTLES JUNE 2018.	1	134.18	
INV 4019595629/05/2018		BOC LIMITED	MONTHLY BOTTLE FEES FOR DIFFERENT SIZE GAS BOTTLES MAY 2018.	1	138.64	
INV 4019321528/04/2018		BOC LIMITED	MONTHLY BOTTLE FEES FOR DIFFERENT SIZE GAS BOTTLES - APRIL 2018.	1	134.18	
INV 4018741526/02/2018		BOC LIMITED	MONTHLY BOTTLE FEES FOR DIFFERENT SIZE GAS BOTTLES - FEBRUARY 2018.	1	125.23	
INV 4018509829/01/2018		BOC LIMITED	MONTHLY BOTTLE FEES FOR DIFFERENT SIZE GAS BOTTLES JANUARY 2018.	1	137.58	
INV 4018311829/12/2017		BOC LIMITED	MONTHLY BOTTLE FEES FOR DIFFERENT SIZE GAS BOTTLES - DECEMBER 2018.	1	137.58	
EFT30437	13/07/2018	BUDGET CASH REGISTER CO	CASH REGISTER FOR BKB	1		4,143.15
INV 17630	27/06/2018	BUDGET CASH REGISTER CO	CASH REGISTER FOR BKB	1	4,143.15	
EFT30438	13/07/2018	ADT SECURITY	MONITORING - STANDARD SCHEDULED MAINTENANCE SERVICE 01/06/2018 to 31/08/2018.	1		134.54

Date: 01/08/2018
Time: 7:58:30AM

Shire of Northam

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2169463601/06/2018		ADT SECURITY	MONITORING - STANDARD SCHEDULED MAINTENANCE SERVICE 01/06/2018 to 31/08/2018.	1	134.54	
EFT30439	13/07/2018	ANDY'S PLUMBING SERVICE	MEMORIAL HALL. REPAIR LEAKING FEMALE TOILET, 1ST CUBICLE.	1		523.60
INV A17980	04/05/2018	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. URINAL SERVICE AND TOILET REPAIRS.	1	231.00	
INV 39	22/06/2018	ANDY'S PLUMBING SERVICE	MEMORIAL HALL. REPAIR LEAKING FEMALE TOILET, 1ST CUBICLE.	1	292.60	
EFT30440	13/07/2018	ASSET INFRASTRUCTURE MANAGEMENT	DEVELOPMENT OF PROPERTY ASSET MANAGEMENT PLAN FOR THE SHIRE OF NORTHAM - INCEPTION STAGE.	1		8,930.68
INV INV-042118/05/2018		ASSET INFRASTRUCTURE MANAGEMENT	DEVELOPMENT OF PROPERTY ASSET MANAGEMENT PLAN FOR THE SHIRE OF NORTHAM - INCEPTION STAGE.	1	8,930.68	
EFT30441	13/07/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	COLLECTION COSTS OF RATES JUNE	1		1,114.36
INV 83773	27/06/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	COLLECTION COSTS OF RATES JUNE	1	1,114.36	
EFT30442	13/07/2018	AUSTRALIA POST	POSTAGE FOR KILLARA AND ADMIN FOR JUNE 2018.	1		865.61
INV 1007628403/07/2018		AUSTRALIA POST	POSTAGE FOR KILLARA AND ADMIN FOR JUNE 2018.	1	865.61	
EFT30443	13/07/2018	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	WEATHERPROOFING AND FIRE SEPARATION - SAM NEALE - 12/07/2018	1		300.00
INV 13124	21/06/2018	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	WEATHERPROOFING AND FIRE SEPARATION - SAM NEALE - 12/07/2018	1	300.00	
EFT30444	13/07/2018	AUSTRALIAN INSTITUTE OF MANAGEMENT WESTERN AUSTRALIA	RENEWAL OF CORPORATE SILVER MEMBERSHIP FOR THE PERIOD 01/07/2018 TO 30/06/2019.	1		2,750.00
INV M141-18 21/05/2018		AUSTRALIAN INSTITUTE OF MANAGEMENT WESTERN AUSTRALIA	RENEWAL OF CORPORATE SILVER MEMBERSHIP FOR THE PERIOD 01/07/2018 TO 30/06/2019.	1	2,750.00	
EFT30445	13/07/2018	AUSTRALIAN PAPER	x 2000 WINDOW FACED ENVELOPES 140034	1		90.51
INV 9602152308/06/2018		AUSTRALIAN PAPER	x 2000 WINDOW FACED ENVELOPES 140034	1	90.51	
EFT30446	13/07/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		25.90
INV DEDUCT10/07/2018		AUSTRALIAN SERVICES UNION	Payroll deductions		25.90	

Date: 01/08/2018
Time: 7:58:30AM

Shire of Northam

USER: Kathy Scholz
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT30447	13/07/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEKK END 10/07/2018	1		54,644.00
INV PAYG10/12/07/2018		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEKK END 10/07/2018	1	54,644.00	
EFT30448	13/07/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	45000KM SERVICE TO MITSUBISHI OUTLANDER PN1613 - N11069 TECHNICAL OFFICER VEHICLE.	1		346.15
INV 312733	13/06/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	45000KM SERVICE TO MITSUBISHI OUTLANDER PN1613 - N11069 TECHNICAL OFFICER VEHICLE.	1	346.15	
EFT30449	13/07/2018	AVON COMPUTECH	ASUS A540LA A541UA Replacement Laptop 19V 3.42A Charger 4.0mm x 1.35mm	1		90.00
INV INV-102803/07/2018		AVON COMPUTECH	ASUS A540LA A541UA Replacement Laptop 19V 3.42A Charger 4.0mm x 1.35mm	1	90.00	
EFT30450	13/07/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE 19/06/2018 TO 01/07/2018.	1		1,568.00
INV 0084	01/07/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE 19/06/2018 TO 01/07/2018.	1	1,568.00	
EFT30451	13/07/2018	AVON VALLEY CONTRACTORS	2M2 GRAVEL CONCRETE MIX BLEND 6 X BAGS OF CEMENT	1		198.00
INV 2899	06/06/2018	AVON VALLEY CONTRACTORS	2M2 GRAVEL CONCRETE MIX BLEND 6 X BAGS OF CEMENT	1	198.00	
EFT30452	13/07/2018	AVON WASTE	RUBBISH COLLECTION FOR F/N ENDING 22/6/2018.	1		165,913.92
INV 29604	22/06/2018	AVON WASTE	RUBBISH COLLECTION FOR F/N ENDING 22/6/2018.	1	82,987.11	
INV 29228	25/05/2018	AVON WASTE	RUBBISH COLLECTION FOR THE FORTNIGHT ENDING F/E 25/05/2018.	1	82,926.81	
EFT30453	13/07/2018	BEAUREPAINES	REPLACE 4 X TYRES ON MAZDA BT50 UTE PN1516 - N11196. BUILDING MAINTENACE UTE.	1		718.52
INV 6410000206/07/2018		BEAUREPAINES	REPLACE 4 X TYRES ON MAZDA BT50 UTE PN1516 - N11196. BUILDING MAINTENACE UTE.	1	718.52	
EFT30454	13/07/2018	BLUESTONE WA PTY LTD T/A WA STABILISING	FERMOY AVENUE MOB/DEMOB, CEMENT STABLISE SEAL AND BASE, DENSITY & COMPACTING TESTING	1		27,664.36

Date: 01/08/2018
Time: 7:58:30AM

Shire of Northam

USER: Kathy Scholz
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 15366	26/06/2018	BLUESTONE WA PTY LTD T/A WA STABILISING	FERMOY AVENUE MOB/DEMOP, CEMENT STABLISE SEAL AND BASE, DENSTTY & COMPACTING TESTING	1	27,664.36	
EFT30455	13/07/2018	BUNNINGS BUILDING SUPPLIES P/L	VINYL TABLECLOTH CRYSTAL CLEAR	1		58.00
INV 2180/01108/07/2018		BUNNINGS BUILDING SUPPLIES P/L	VINYL TABLECLOTH CRYSTAL CLEAR	1	58.00	
EFT30456	13/07/2018	CADD'S FASHIONS	HI VIS VESTS FOR DEPOT STAFF.	1		192.00
INV 18-0000412/06/2018		CADD'S FASHIONS	HI VIS VESTS FOR DEPOT STAFF.	1	144.00	
INV 18-0000412/06/2018		CADD'S FASHIONS	BISLEY VEST HI VIS, EMBROIDERY	1	26.00	
INV 18-0000412/06/2018		CADD'S FASHIONS	SHIRE EMBROIDERED POLO SHIRT SIZE 16 - YVONNE RYDER	1	22.00	
EFT30457	13/07/2018	CARAVAN INDUSTRY ASSOCIATION WESTERN AUSTRALIA	ASSOCIATE MEMBERSHIP (JULY 18-JUNE 19)	1		550.00
INV INV-890901/07/2018		CARAVAN INDUSTRY ASSOCIATION WESTERN AUSTRALIA	ASSOCIATE MEMBERSHIP (JULY 18-JUNE 19)	1	550.00	
EFT30458	13/07/2018	CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING FOR JACOB & RHYS MACKAY	1		150.00
INV KS0240904/07/2018		CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING FOR JACOB & RHYS MACKAY	1	150.00	
EFT30459	13/07/2018	CLACKLINE/MURESK BUSH FIRE BRIGADE	HAZARD REDUCTION BURN - A1384I WOODLEY FARM DRIVE, NORTHAM	1		500.00
INV 1/2018	28/06/2018	CLACKLINE/MURESK BUSH FIRE BRIGADE	HAZARD REDUCTION BURN - A1384I WOODLEY FARM DRIVE, NORTHAM	1	500.00	
EFT30460	13/07/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN COPIER	1		1,334.01
INV 6989	25/06/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN COPIER	1	1,334.01	
EFT30461	13/07/2018	COUNTRYWIDE GROUP	REPLACE DRIVE SHAF ADAPTOR HASQVARNA POLE SAW.	1		893.50
INV 25444	07/06/2018	COUNTRYWIDE GROUP	REPLACE DRIVE SHAF ADAPTOR HASQVARNA POLE SAW.	1	893.50	
EFT30462	13/07/2018	CSE CROSSCOM PTY LTD	SUPPLY AND INSTALL X10DR HEAD UNIT TO VHF HI-BAND ON CBFCO VEHICLE AS PER DFES SPECS	1		1,613.70
INV 424674	27/06/2018	CSE CROSSCOM PTY LTD	SUPPLY AND INSTALL X10DR HEAD UNIT TO VHF HI-BAND ON CBFCO VEHICLE AS PER DFES SPECS	1	1,613.70	

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EFT30463	13/07/2018	CTI SECURITY SERVICES PTY LTD	NORTHAM REC CENTRE 01/07/18-31/07/18	I		588.00
INV CINS304415/06/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM REC CENTRE 01/07/18-31/07/18	I	53.00	
INV CINS304415/06/2018		CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL 01/07/18-31/07/18	I	53.00	
INV CINS304415/06/2018		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE 01/07/18-31/07/18	I	53.00	
INV CINS304415/06/2018		CTI SECURITY SERVICES PTY LTD	OLD RAILWAY MUSEUM 01/07/18-31/07/18	I	53.00	
INV CINS304415/06/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM SWIMMING POOL 01/07/18-31/07/18	I	53.00	
INV CINS304415/06/2018		CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL RSL 01/07/18-31/07/18	I	53.00	
INV CINS304415/06/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY 01/07/18-31/07/18	I	53.00	
INV CINS304415/06/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM VISITORS CENTRE 01/07/18-31/07/18	I	53.00	
INV CINS304415/06/2018		CTI SECURITY SERVICES PTY LTD	BERT HAWKE OVAL 01/07/18-31/07/18	I	53.00	
INV CINS304415/06/2018		CTI SECURITY SERVICES PTY LTD	SES BUILDING WAREHOUSE 01/07/18-31/07/18	I	29.00	
INV CINS304415/06/2018		CTI SECURITY SERVICES PTY LTD	SES ADMINISTRATION BUILDING 01/07/18-31/07/18	I	29.00	
INV CINS304415/06/2018		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY 01/07/18-31/07/18	I	53.00	
EFT30464	13/07/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM TIP BUILDING. PLEASE INSTALL NEW SENSOR IN TOILET TO LINK TO EXISTING SYSTEM.	I		365.00
INV 109996	31/05/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM TIP BUILDING. PLEASE INSTALL NEW SENSOR IN TOILET TO LINK TO EXISTING SYSTEM.	I	365.00	
EFT30465	13/07/2018	DEPARTMENT OF WATER AND ENVIRONMENT REGULATION	QUARTERLY LEVY RETURN APRIL-JUNE 2018.	I		873.08
INV 053570	30/06/2018	DEPARTMENT OF WATER AND ENVIRONMENT REGULATION	QUARTERLY LEVY RETURN APRIL-JUNE 2018	I	873.08	
EFT30466	13/07/2018	DOWERIN EVENTS MANAGEMENT INC	REMAINING FEES FOR STAND AT 2018 DOWERIN FIELD DAYS	I		384.00
INV 12213	05/06/2018	DOWERIN EVENTS MANAGEMENT INC	REMAINING FEES FOR STAND AT 2018 DOWERIN FIELD DAYS	I	384.00	
EFT30467	13/07/2018	E FIRE & SAFETY	NORTHAM DEPOT. REINSTALL FIRE EXTINGUISHERS IN THE DESIGNATED SPOTS AS PER YOUR EMAIL 17 JAN 2018.	I		121.00

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INV 0021941203/05/2018		E FIRE & SAFETY	NORTHAM DEPOT. REINSTALL FIRE EXTINGUISHERS IN THE DESIGNATED SPOTS AS PER YOUR EMAIL 17 JAN 2018.	1	121.00	
EFT30468	13/07/2018	EASIFLEET	Payroll deductions	1		2,113.48
INV DEDUCT10/07/2018		EASIFLEET	Payroll deductions		1,194.12	
INV DEDUCT10/07/2018		EASIFLEET	Payroll deductions		919.36	
EFT30469	13/07/2018	ECOMIST SWAN	SANITARY BIN 12 MONTHLY SERVICE SERVICE FRAGRANCE - YEARLY	1		1,616.18
INV 0004715602/07/2018		ECOMIST SWAN	SANITARY BIN 12 MONTHLY SERVICE SERVICE FRAGRANCE - YEARLY SHARPS CONTAINER 1.4L - YEARLY FEE	1	1,616.18	
EFT30470	13/07/2018	ECOSAFE INTERNATIONAL	NORTHAM RECYCLED WATER SYSTEM TECHNICAL ASSESSMENT MANAGEMENT PLAN AND SUPPLY AGREEMENT PROPOSAL.	1		29,700.00
INV INV-223527/06/2018		ECOSAFE INTERNATIONAL	NORTHAM RECYCLED WATER SYSTEM TECHNICAL ASSESSMENT MANAGEMENT PLAN AND SUPPLY AGREEMENT PROPOSAL.	1	29,700.00	
EFT30471	13/07/2018	FRAMESWEST	SUPPLY AND INSTALL STEEL BENCHES FOR FOOTBALL DUGOUTS X 2	1		1,089.00
INV 0001548922/06/2018		FRAMESWEST	SUPPLY AND INSTALL STEEL BENCHES FOR FOOTBALL DUGOUTS X 2	1	1,089.00	
EFT30472	13/07/2018	GRAFTON ELECTRICS	INSTALL EXTRA POWER POINTS IN THE AVON MALL.	1		1,019.92
INV 4680	06/12/2017	GRAFTON ELECTRICS	INSTALL EXTRA POWER POINTS IN THE AVON MALL.	1	874.83	
INV 4648	24/11/2017	GRAFTON ELECTRICS	REPLACE CONTROL CIRCUIT BREAKERS IN BERNARD PARK WATER PLAYGROUND.	1	145.09	
EFT30473	13/07/2018	GRIFFIN VALUATION ADVISORY	PROVISION OF ASSET VALUATION SERVICES FOR IMPROVEMENT INFRASTRUCTURE & FINE ARTS VALUATION 2017/2018 AS PER RFQ# VPR166329.	1		20,191.15
INV 1506	18/04/2018	GRIFFIN VALUATION ADVISORY	PROVISION OF ASSET VALUATION SERVICES FOR IMPROVEMENT INFRASTRUCTURE & FINE ARTS VALUATION 2017/2018 AS PER RFQ# VPR166329.	1	20,191.15	

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EFT30474	13/07/2018	HI CONSTRUCTIONS AUST PTY LTD	SOUTHERN BROOK HALL. REPOINTING AND REPLACEMENT OF BRICKS AS PER SCOPE OF WORKS AND QUOTE.	1		18,673.75
INV NSBHP-123/06/2018		HI CONSTRUCTIONS AUST PTY LTD	SOUTHERN BROOK HALL. REPOINTING AND REPLACEMENT OF BRICKS AS PER SCOPE OF WORKS AND QUOTE.	1	6,038.20	
INV NESP-1	23/06/2018	HI CONSTRUCTIONS AUST PTY LTD	OLD NORTHAM FORT STATION. REPOINTING AND REPLACEMENT OF BRICKS AS PER SCOPE OF WORKS AND QUOTE.	1	5,719.00	
INV NBHRP-123/06/2018		HI CONSTRUCTIONS AUST PTY LTD	BERT HAWKE PAVILION. REPOINTING AND REPLACEMENT OF BRICKS AS PER SCOPE OF WORKS AND QUOTE.	1	1,795.50	
INV NPGP-1	23/06/2018	HI CONSTRUCTIONS AUST PTY LTD	BERARD PARK PLAY CENTRE. REPOINTING AND REPLACEMENT OF BRICKS AS PER SCOPE OF WORKS AND QUOTE.	1	5,121.05	
EFT30475	13/07/2018	IQ MERCHANDISING	STOCK PURCHASES FOR VISITORS CENTRE.	1		48.62
INV 2383	11/04/2018	IQ MERCHANDISING	STOCK PURCHASES FOR VISITORS CENTRE.	1	48.62	
EFT30476	13/07/2018	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE FOR THE PERIOD 01/06/2018 TO 30/06/2018.	1		505.89
INV 5985730	30/06/2018	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE FOR THE PERIOD 01/06/2018 TO 30/06/2018.	1	505.89	
EFT30477	13/07/2018	KIMBERLEY GRANT LAWRENCE	FURTHER INFORMATION REQUESTED FOR APPLICATION - NOT PROVIDED BY APPLICANT.	1		147.00
INV P18022	31/05/2018	KIMBERLEY GRANT LAWRENCE	FURTHER INFORMATION REQUESTED FOR APPLICATION - NOT PROVIDED BY APPLICANT.	1	147.00	
EFT30478	13/07/2018	KLEENHEAT GAS	TOWN HALL. YEARLY 45KG GAS BOTTLE HALL.	1		151.80
INV 4140362	01/06/2018	KLEENHEAT GAS	TOWN HALL. YEARLY 45KG GAS BOTTLE HALL.	1	151.80	
EFT30479	13/07/2018	LANDGATE	LAND ENQUIRY OTHER DLJ INVOICES	1		430.10
INV 844874	02/05/2018	LANDGATE	LAND ENQUIRY OTHER DLJ INVOICES	1	430.10	
EFT30480	13/07/2018	LANDMARK	BASTA SL200 - 20L	1		1,160.36
INV 9005465105/05/2018		LANDMARK	BASTA SL200 - 20L.	1	920.37	

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INV 9006862514/06/2018		LANDMARK	SHIRE ADMIN. SUPPLY 2 X GAS BOTTLES.	i	239.99	
EFT30481	13/07/2018	LGIS - RISK MANAGEMENT	LGISWA AVON/CENTRAL MIDLANDS REGIONAL RISK COORDINATION PROGRAMME - PROJECT NUMBER 9464	i		12,677.50
INV 156-017326/06/2018		LGIS - RISK MANAGEMENT	SAFETY NOTICE BOARD FOR NORTHAM POUND.	i	810.70	
INV 156-017325/06/2018		LGIS - RISK MANAGEMENT	LGISWA AVON/CENTRAL MIDLANDS REGIONAL RISK COORDINATION PROGRAMME - PROJECT NUMBER 9464	i	7,642.80	
INV 156-017101/05/2018		LGIS - RISK MANAGEMENT	MANAGING EMERGENCIES IN SHIRE FACILITIES.	i	4,224.00	
EFT30482	13/07/2018	LLOYDS EARTHMOVING	BRICKIES SAND CBD STREETSCAPING.	i		1,924.50
INV INV-060624/05/2018		LLOYDS EARTHMOVING	BRICKIES SAND CBD STREETSCAPING.	i	1,924.50	
EFT30483	13/07/2018	LUCY'S TEAROOMS	BEEF AND GRAVY ROLLS FOR OSH COMMITTEE MEETING LUNCH	i		160.00
INV 1696	27/06/2018	LUCY'S TEAROOMS	BEEF AND GRAVY ROLLS FOR OSH COMMITTEE MEETING LUNCH	i	160.00	
EFT30484	13/07/2018	MALINOWSKI HOLDINGS PTY LTD	WATER RATES, WATER CONSUMPTION, LAND TAX, SHIRE RATES FOR 2017/18	i		5,910.71
INV 02659	30/06/2018	MALINOWSKI HOLDINGS PTY LTD	WATER RATES, WATER CONSUMPTION, LAND TAX, SHIRE RATES FOR 2017/18	i	4,994.05	
INV 02653	24/06/2018	MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD STREET, NORTHAM - JULY 2018	i	916.66	
EFT30485	13/07/2018	MARKET CREATIONS PTY LTD	ANNUAL ONLINE SERVICES 01/07/2018	i		6,771.60
INV GC21-6	12/06/2018	MARKET CREATIONS PTY LTD	ANNUAL ONLINE SERVICES 01/07/2018	i	6,771.60	
EFT30486	13/07/2018	MAYBERRY HAMMOND & CO	Deed of Easement Required to create drainage easement on Lot 342 Gleeson Hill Road, Bakers Hill.	i		926.00
INV 41423	11/06/2018	MAYBERRY HAMMOND & CO	Deed of Easement Required to create drainage easement on Lot 342 Gleeson Hill Road, Bakers Hill.	i	926.00	
EFT30487	13/07/2018	MAYDAY EARTHMOVING	HIRE OF WACCA PACKER	i		176.00
INV 0006946308/06/2018		MAYDAY EARTHMOVING	HIRE OF WACCA PACKER	i	176.00	
EFT30488	13/07/2018	MCDOWALL AFFLECK PTY LTD	DESIGN AND DEVELOPMENT OF DRAINAGE WORK ON 36 ST GEORGE STREET	i		2,420.00

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INV 608971	29/06/2018	MCDOWALL AFFLECK PTY LTD	DESIGN AND DEVELOPMENT OF DRAINAGE WORK ON 36 ST GEORGE STREET	I	2,420.00	
EFT30489	13/07/2018	META MAYA GROUP PTY LTD	JOINERY WORKS FOR THE GRAPHIC RIBBON AT THE BKB CENTRE (CONTRACT 9 OF NAEIC)	I		34,830.68
INV 4200072811/06/2018		META MAYA GROUP PTY LTD	JOINERY WORKS FOR THE GRAPHIC RIBBON AT THE BKB CENTRE (CONTRACT 9 OF NAEIC)	I	15,622.20	
INV 4200072711/06/2018		META MAYA GROUP PTY LTD	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE INTERIOR FIT OUT - JOINERY 02 (BATTENED SCREENS)	I	6,949.80	
INV 4200072611/06/2018		META MAYA GROUP PTY LTD	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE INTERIOR FIT OUT - JOINERY 01 (CABINETS)	I	12,258.68	
EFT30490	13/07/2018	METTLER-TOLEDO LIMITED	METTLER TOLEDO PDX POWERCELL CONVERSION	I		25,511.64
INV 0000284427/06/2018		METTLER-TOLEDO LIMITED	METTLER TOLEDO PDX POWERCELL CONVERSION	I	25,511.64	
EFT30491	13/07/2018	MORRIS PEST AND WEED CONTROL	ASSESS AND TREAT WHITE ANTS IN TREE AT 17 DUKE STREET NORTHAM	I		561.50
INV 8971	29/06/2018	MORRIS PEST AND WEED CONTROL	ASSESS AND TREAT WHITE ANTS IN TREE AT 17 DUKE STREET NORTHAM	I	561.50	
EFT30492	13/07/2018	MR NATURALLY CLEAN	AFTER HOURS ALARM CHECKS ON VARIOUS BUILDINGS	I		1,320.00
INV INV-083511/06/2018		MR NATURALLY CLEAN	AFTER HOURS ALARM CHECKS ON VARIOUS BUILDINGS	I	1,320.00	
EFT30493	13/07/2018	MULTICON COMMERCIAL CONSTRUCTIONS	NEW CEMETERY TOILETSUPPLY EXTRA SCREEN, LIFT	I		1,880.00
INV 885	30/06/2018	MULTICON COMMERCIAL CONSTRUCTIONS	NEW CEMETERY TOILETSUPPLY EXTRA SCREEN, LIFT	I	1,880.00	
EFT30494	13/07/2018	NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICES	I		417.67
INV 9132522405/06/2018		NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICES	I	417.67	
EFT30495	13/07/2018	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR JULY 2018	I		671.00
INV INV-256201/07/2018		NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR JULY 2018	I	671.00	
EFT30496	13/07/2018	NORTHAM AERO CLUB	FOR MANAGEMENT OF THE NORTHAM AERODROME FROM 01/07/2017 TO 30/06/2018.	I		10,000.00
INV 012	09/02/2018	NORTHAM AERO CLUB	FOR MANAGEMENT OF THE NORTHAM AERODROME FROM 01/07/2017 TO 30/06/2018.	I	10,000.00	

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EFT30497	13/07/2018	NORTHAM BETTA ELECTRICAL	UNIVERSAL LAPTOP CHARGER - RETURNED DID NOT PURCHASE WRONG FIT	1		39.00
INV 2957224802/07/2018		NORTHAM BETTA ELECTRICAL	UNIVERSAL LAPTOP CHARGER - RETURNED DID NOT PURCHASE WRONG FIT	1	39.00	
EFT30498	13/07/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS	1		62.00
INV 0000141521/06/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS	1	31.00	
INV 0000142325/06/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - 25/06/2018	1	15.50	
INV 0000142628/06/2018		NORTHAM FEED & HIRE	POULTRY MIX	1	15.50	
EFT30499	13/07/2018	NORTHAM FLORIST	FLOWERS - TERRY LITTLE DELIVERED	1		100.00
INV 19938	05/07/2018	NORTHAM FLORIST	FLOWERS - TERRY LITTLE DELIVERED	1	100.00	
EFT30500	13/07/2018	NORTHAM HOLDEN	50000KM SERVICE OF HOLDEN TRAILBLAZER PN1618 - N11721	1		459.81
INV 120394	26/06/2018	NORTHAM HOLDEN	EXEC MANAGER ENGINEERING SERVICES VEHICLE. 50000KM SERVICE OF HOLDEN TRAILBLAZER PN1618 - N11721	1	459.81	
EFT30501	13/07/2018	NORTHAM JUNIOR FOOTBALL ASSOCIATION	KIDSPORT FUNDING FOR DAVID BOLTON	1		90.00
INV KS02408/05/07/2018		NORTHAM JUNIOR FOOTBALL ASSOCIATION	KIDSPORT FUNDING FOR DAVID BOLTON	1	90.00	
EFT30502	13/07/2018	OXTER SERVICES	NORTHAM CEMETERY. REPAIR DAMAGED HEADSTONE AS PER QUOTE.	1		5,683.44
INV 19890	22/06/2018	OXTER SERVICES	CLEANING PRODUCTS FOR SHIRE ADMIN.	1	1,371.44	
INV 19814	08/06/2018	OXTER SERVICES	REOPENING FOR THE BURIAL OF DORIA MARION CARTER - 5/6/2018	1	1,507.00	
INV 19918	29/06/2018	OXTER SERVICES	NORTHAM CEMETERY, REPAIR DAMAGED HEADSTONE AS PER QUOTE.	1	1,045.00	
INV 19920	29/06/2018	OXTER SERVICES	NORTHAM CEMETERY. REPAIR DAMAGED HEADSTONE AS PER QUOTE.	1	1,760.00	
EFT30503	13/07/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	INVESTIGATE/RESOLVE INTERNET SPEED ISSUES.	1		1,232.50

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INV 23750	28/06/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	LABOUR ON 19/6/2018 INTERNET/VPN ISSUES/RENTER SETUPS & USUAL MONTHLY FEE FIR DR /BACKUPS	i	552.50	
INV 23789	03/07/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	INVESTIGATE/RESOLVE INTERNET SPEED ISSUES.	i	680.00	
EFT30504	13/07/2018	PLANNING INSTITUTE AUSTRALIA	ANNUAL PIA FULL MEMBERSHIP RENEWAL - KOBUS NIEUWOUDT (70954)	1		1,151.06
INV 86796	29/05/2018	PLANNING INSTITUTE AUSTRALIA	ANNUAL PIA FULL MEMBERSHIP RENEWAL - KOBUS NIEUWOUDT (70954)	1	621.00	
INV 90145	11/07/2018	PLANNING INSTITUTE AUSTRALIA	ANNUAL PIA FULL MEMBERSHIP RENEWAL - BENJAMIN ROBINS	1	530.06	
EFT30505	13/07/2018	PROGRAMME ELECTRICAL MAINTENANCE	KURINGAL VILLAGE UNIT 6. CHECK/REPAIR SENSOR	1		189.20
INV 00005417	13/06/2018	PROGRAMME ELECTRICAL MAINTENANCE	KURINGAL VILLAGE UNIT 6. CHECK/REPAIR SENSOR	1	189.20	
EFT30506	13/07/2018	RAMM SOFTWARE PTY LTD	RENTAL OF THE POCKET RAMM SOFTWARE FOR THE PERIOD 1ST JULY 2018 TO 30TH JUNE 2019. THIS RENTAL ALLOWS YOU TO USE THIS SOFTWARE FOR ANY NUMBER OF CONTRACTS BUT ONLY ON EACH NAMED DEVICE THAT YOU HAVE PURCHASED. THIS IS NOT A CONCURRENT USER LICENSE AS EACH DEVICE MUST HAVE A LICENSE TO USE THE POCKET SOFTWARE. INCLUDES CPI OF 17.46 (1.90%).	1		8,924.02
INV RSL-148701	07/2018	RAMM SOFTWARE PTY LTD	RENTAL OF THE POCKET RAMM SOFTWARE FOR THE PERIOD 1ST JULY 2018 TO 30TH JUNE 2019. THIS RENTAL ALLOWS YOU TO USE THIS SOFTWARE FOR ANY NUMBER OF CONTRACTS BUT ONLY ON EACH NAMED DEVICE THAT YOU HAVE PURCHASED. THIS IS NOT A CONCURRENT USER LICENSE AS EACH DEVICE MUST HAVE A LICENSE TO USE THE POCKET SOFTWARE. INCLUDES CPI OF 17.46 (1.90%).	1	8,924.02	
EFT30507	13/07/2018	RETAIL DECISIONS (COLES)	COLES EXPENSES FOR THE MONTH OF JUNE 2018 - NICOLE HAMPTON, MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, KIM MURCUTT, KIM COLBOURNE	1		2,866.55
INV JUNE 2018	06/2018	RETAIL DECISIONS (COLES)	COLES EXPENSES FOR THE MONTH OF JUNE 2018 - NICOLE HAMPTON, MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, KIM MURCUTT, KIM COLBOURNE.	1	2,866.55	

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EFT30508	13/07/2018	ROADS2000	FERMOY AVENUE - PROFILE 30MM DEPTH (M2 RATE) @ \$9.50 + GST PER UNIT AS PER QUOTE# 1725.	1		157,262.82
INV 21867	29/06/2018	ROADS2000	RUSHTON CRESCENT - PROFILE 30MM DEPTH (M2 RATE) AS PER QUOTE# 668.	1	31,001.30	
INV 21869	29/06/2018	ROADS2000	ROCKETT STREET - PROFILE 30MM DEPTH (M2 RATE) AS PER QUOTE# 668.	1	27,547.30	
INV 21866	29/06/2018	ROADS2000	FERMOY AVENUE - PROFILE 30MM DEPTH (M2 RATE) @ \$9.50 + GST PER UNIT AS PER QUOTE# 1725.	1	98,714.22	
EFT30509	13/07/2018	SCHWEPES PTY LTD	STOCK PURCHASES FOR REC CENTRE.	1		371.80
INV 0807989022/06/2018		SCHWEPES PTY LTD	STOCK PURCHASES FOR REC CENTRE.	1	371.80	
EFT30510	13/07/2018	SGS AUSTRALIA PTY LTD	TEST AS PER QUOTE SHIRE_L39OQY_MAY 2018 - NITROGEN SWEEP OF SAMPLES TO IDENTIFY BIOFILMS IN THE REUSE WATER PIPES INCLUDING AMMONIA (NH3-N), TOTAL KJELDAHL NITROGEN (TKN), NITRATE (NO3-N), NITRITE (NO2-N), NOX (NOX-N) AND LOW LEVEL HYDROGEN SULFIDE AS H2S.	1		1,516.24
INV NE00070/14/06/2018		SGS AUSTRALIA PTY LTD	TEST AS PER QUOTE SHIRE_L39OQY_MAY 2018 - NITROGEN SWEEP OF SAMPLES TO IDENTIFY BIOFILMS IN THE REUSE WATER PIPES INCLUDING AMMONIA (NH3-N), TOTAL KJELDAHL NITROGEN (TKN), NITRATE (NO3-N), NITRITE (NO2-N), NOX (NOX-N) AND LOW LEVEL HYDROGEN SULFIDE AS H2S.	1	1,516.24	
EFT30511	13/07/2018	SLATER-GARTRELL SPORTS	WHITE LINE MARKING PAINT	1		739.20
INV SG26172/27/02/2018		SLATER-GARTRELL SPORTS	WHITE LINE MARKING PAINT	1	739.20	
EFT30513	13/07/2018	THE ASSOCIATION OF VOLUNTEER BUSHFIRE BRIGADES OF WA INC	BFS SHIELD FOR LIFE MEMBERSHIP	1		311.45
INV N020518 02/05/2018		THE ASSOCIATION OF VOLUNTEER BUSHFIRE BRIGADES OF WA INC	TROPHIES FOR BUSH FIRE BRIGADE	1	66.50	
INV N030518 03/05/2018		THE ASSOCIATION OF VOLUNTEER BUSHFIRE BRIGADES OF WA INC	BFS SHIELD FOR LIFE MEMBERSHIP	1	244.95	
EFT30514	13/07/2018	THE PAPER COMPANY OF AUSTRALIA	X 100 REAMS A4 80GSM PAPERLINE PREMIUM PHOTOCOPY PAPER	1		480.15
INV 0004164706/06/2018		THE PAPER COMPANY OF AUSTRALIA	X 100 REAMS A4 80GSM PAPERLINE PREMIUM PHOTOCOPY PAPER	1	480.15	

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EFT30515	13/07/2018	THE WORKWEAR GROUP	UNIFORM FOR MICHAEL NEWTON	1		867.35
INV 1051477807/06/2018		THE WORKWEAR GROUP	UNIFORM FOR NICOLE HAMPTON	1	84.15	
INV 1052997513/06/2018		THE WORKWEAR GROUP	UNIFORM FOR RHONDA TURNER	1	45.00	
INV 1058126128/06/2018		THE WORKWEAR GROUP	UNIFORM FOR KOBUS NIEUWART	1	101.15	
INV 1054794419/06/2018		THE WORKWEAR GROUP	UNIFORM - ALYSHA MAXWELL	1	311.95	
INV 1056222927/06/2018		THE WORKWEAR GROUP	UNIFORM FOR MICHAEL NEWTON	1	325.10	
EFT30516	13/07/2018	TOURISM COUNCIL	TOURISM COUNCIL OF WA- ATAP RENEWAL FEE/ COMPLIMENTARY BRONZE MEMBERSHIP/ VCWA GOLDEN I MEMBERSHIP RENEWAL/ VC ACCREDITATION RENEWAL/ ITALIC I MARKETING LEVY	1		1,328.00
INV 0000739806/06/2018		TOURISM COUNCIL	TOURISM COUNCIL OF WA- ATAP RENEWAL FEE/ COMPLIMENTARY BRONZE MEMBERSHIP/ VCWA GOLDEN I MEMBERSHIP RENEWAL/ VC ACCREDITATION RENEWAL/ ITALIC I MARKETING LEVY	1	1,328.00	
EFT30517	13/07/2018	TRISLEY'S HYDRAULIC SERVICES PTY LTD	MAJOR SERVICE TO NORTHAM POOL.	1		3,168.00
INV 9020307520/06/2018		TRISLEY'S HYDRAULIC SERVICES PTY LTD	MAJOR SERVICE TO NORTHAM POOL.	1	3,168.00	
EFT30518	13/07/2018	TYRECYCLE PTY LTD	RECYCLE TYRES FROM OLD QUARRY TIP	1		1,776.60
INV 702218	15/06/2018	TYRECYCLE PTY LTD	RECYCLE TYRES FROM OLD QUARRY TIP	1	1,776.60	
EFT30520	13/07/2018	VINCELEC	REPLACE LED NIGHT LIGHT IN ROOM 2 BATHROOM	1		220.00
INV 653	20/06/2018	VINCELEC	REPLACE LED NIGHT LIGHT IN ROOM 2 BATHROOM	1	220.00	
EFT30521	13/07/2018	VODAFONE	HARVEST BAN HOTLINE 01/07/2018-31/07/2018	1		69.30
INV 19111D606/07/2018		VODAFONE	HARVEST BAN HOTLINE 01/07/2018-31/07/2018	1	69.30	
EFT30522	13/07/2018	WA CONTRACT RANGER SERVICES	RELIEF RANGER @ \$60.50 P/H FOR THREE	1		3,852.75
INV 01624	02/07/2018	WA CONTRACT RANGER SERVICES	CAT MANGEMENT EXPENSE - JUNE 2018.	1	165.00	
INV 01607	30/06/2018	WA CONTRACT RANGER SERVICES	RELIEF RANGER @ \$60.50 P/H FOR THREE	1	3,687.75	
EFT30523	13/07/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	12V VEHICLE MOUNTED MINI PC FOR INCIDENT CONTROL	1		1,291.20

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INV 7945	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	12V VEHICLE MOUNTED MINI PC FOR INCIDENT CONTROL	1	1,291.20	
EFT30524	13/07/2018	WHEATBELT OFFICE & BUSINESS MACHINES	INK FOR CORPORATE SERVICES	1		1,633.90
INV 23601	05/07/2018	WHEATBELT OFFICE & BUSINESS MACHINES	INK FOR CORPORATE SERVICES	1	1,633.90	
EFT30525	13/07/2018	WKA AUSTRALIA PTY LTD	VISIT ALL WIRELESS SITES AND GATHER INFORMATION ABOUT INSTALLATION & CONFIGURATION.	1		2,860.00
INV SO1003221/06/2018		WKA AUSTRALIA PTY LTD	ADDITIONAL PARTS SUPPLIED, AERIAL POLES AND ADJUSTMENTS OF EXISTING EQUIPMENT IN THE FIELD	1	660.00	
INV SO1003222/06/2018		WKA AUSTRALIA PTY LTD	VISIT ALL WIRELESS SITES AND GATHER INFORMATION ABOUT INSTALLATION & CONFIGURATION.	1	2,200.00	
EFT30526	20/07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROLLER FOR VARIOUS ROADS.	1		18,849.20
INV 0011807322/05/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR VARIOUS STREETS IN THE NORTHAM TOWN SITE & WUNDOWIE FOR KERB RENEWAL.	1	734.80	
INV 0011905225/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR VARIOUS STREETS IN THE NORTHAM TOWN SITE & WUNDOWIE FOR KERB RENEWAL.	1	400.40	
INV 0011894220/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR VARIOUS STREETS IN THE NORTHAM TOWN SITE & WUNDOWIE FOR KERB RENEWAL.	1	434.78	
INV 0011903325/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROLLER FOR VARIOUS ROADS.	1	13,901.39	
INV 0011857208/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT WITH ONE TRAFFIC CONTROLLER AT ROCKETT STREET NORTHAM FOR WORKS	1	716.10	
INV 0011899622/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR FERMOY AVENUE FOR KERBING, STABILIZING & ASPHALT WORKS.	1	920.70	
INV 0011899622/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR 3 DAYS FOR FURTHER WORKS ON ROCKETT STREET & RUSHION CRES.	1	1,202.02	
INV 0011899622/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR VARIOUS STREETS IN THE NORTHAM TOWN SITE & WUNDOWIE FOR KERB RENEWAL.	1	539.01	

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EFT30527	20/07/2018	ALERT VISUAL CONCEPTS	ANNUAL SUBSCRIPTION FOR 2018-19, TO TM ALERT, RESPONSIBLE DOG OWNERSHIP PROGRAM FOR THE SHIRE OF NORTHAM WEBSITE.	1		500.00
INV 502	11/06/2018	ALERT VISUAL CONCEPTS	ANNUAL SUBSCRIPTION FOR 2018-19, TO TM ALERT, RESPONSIBLE DOG OWNERSHIP PROGRAM FOR THE SHIRE OF NORTHAM WEBSITE.	1	500.00	
EFT30528	20/07/2018	ANGLICAN PARISH OF NORTHAM	QUICK RESPONSE GRANT - 2017/2018.	1		500.00
INV 2206201822/06/2018		ANGLICAN PARISH OF NORTHAM	QUICK RESPONSE GRANT - 2017/2018.	1	500.00	
EFT30529	20/07/2018	AVON VALLEY ARTS SOCIETY (INC)	ASSORTED MURCHANDISE FOR THE NORTHAM VISITOR CENTRE	1		216.89
INV 0004867914/07/2018		AVON VALLEY ARTS SOCIETY (INC)	ASSORTED MURCHANDISE FOR THE NORTHAM VISITOR CENTRE	1	216.89	
EFT30530	20/07/2018	AVON VALLEY CONTRACTORS	HIRE OF 70T OF EQUIPMENT TO MAKE UP WEIGHT FOR THE CALABRATION OF THE OLD QUARRY ROAD LANDFILL WEIGHBRIDGE. JOB TO BE UNDERTAKEN AT 9AM ON THE 28 JUNE 2018 UNLESS OTHER WISE ADVISED.	1		495.00
INV 2350	03/07/2018	AVON VALLEY CONTRACTORS	HIRE OF 70T OF EQUIPMENT TO MAKE UP WEIGHT FOR THE CALABRATION OF THE OLD QUARRY ROAD LANDFILL WEIGHBRIDGE. JOB TO BE UNDERTAKEN AT 9AM ON THE 28 JUNE 2018 UNLESS OTHER WISE ADVISED.	1	495.00	
EFT30531	20/07/2018	AVON VALLEY TOYOTA	130000KM SERVICE TOYOTA HIACE KILLARA 4	1		220.00
INV 312864	16/06/2018	AVON VALLEY TOYOTA	130000KM SERVICE TOYOTA HIACE KILLARA 4	1	220.00	
EFT30532	20/07/2018	BEE HAPPY APIARIES	FOOD WRAP PACKS X4	1		80.00
INV INV-094303/07/2018		BEE HAPPY APIARIES	FOOD WRAP PACKS X4	1	80.00	
EFT30533	20/07/2018	BLACKWELL PLUMBING PTY LTD	SOUTHERN BROOK FIRE SHED. SUPPLY AND INSTALL PLUMBING FITTINGS FOR COMPLIANT ACCESSIBLE TOILET.	1		4,712.58
INV 0001802930/06/2018		BLACKWELL PLUMBING PTY LTD	SOUTHERN BROOK FIRE SHED. SUPPLY AND INSTALL PLUMBING FITTINGS FOR COMPLIANT ACCESSIBLE TOILET.	1	4,712.58	

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EFT30534	20/07/2018	BLUESTONE WA PTY LTD T/A WA STABILISING	SPENCERS BROOK ROAD SLK 14.6-16.4 STABILISING DAMAGED ROAD SECTIONS - MOBILISATION & DEMOBILISATION OF STABILISING TEAM AS PER QUOTED.	1		115,565.41
INV 15329	31/05/2018	BLUESTONE WA PTY LTD T/A WA STABILISING	SPENCERS BROOK ROAD SLK 14.6-16.4 STABILISING DAMAGED ROAD SECTIONS - MOBILISATION & DEMOBILISATION OF STABILISING TEAM AS PER QUOTED.	1	115,565.41	
EFT30535	20/07/2018	COUNTRY COPIERS NORTHAM	STATIONERY FOR DEPOT	1		627.20
INV 41644	31/05/2018	COUNTRY COPIERS NORTHAM	SIGN PRINTING A2	1	19.95	
INV 41644	31/05/2018	COUNTRY COPIERS NORTHAM	A3 PRINTING FOR ESMART	1	39.90	
INV 41644	31/05/2018	COUNTRY COPIERS NORTHAM	X 15 ARCHIVE BOXES - RECORDS	1	76.90	
INV 41644	31/05/2018	COUNTRY COPIERS NORTHAM	STATIONERY FOR DEPOT	1	255.40	
INV 41644	31/05/2018	COUNTRY COPIERS NORTHAM	STATIONERY FOR REC CENTRE	1	177.15	
INV 41644	31/05/2018	COUNTRY COPIERS NORTHAM	A4 POSTERS FOR AVON RIVER FESTIVAL ON GLOSS PAPER	1	18.00	
INV 41644	31/05/2018	COUNTRY COPIERS NORTHAM	A2 POSTERS FOR SORRY DAY	1	39.90	
EFT30536	20/07/2018	COURIER AUSTRALIA	FREIGHT CHARGE FOR LIBRARY, HEALTH & ADMIN W/E 08/06/2018.	1		246.17
INV 0358	08/06/2018	COURIER AUSTRALIA	FREIGHT CHARGE FOR LIBRARY, HEALTH & ADMIN W/E 08/06/2018.	1	246.17	
EFT30537	20/07/2018	DAMIAN'S PLUMBING	APEX PARK TOILETS. UNBLOCK MALE TOILETS AND REPLACE 2 X BROKEN TOILET SEATS.	1		495.00
INV 3374	03/07/2018	DAMIAN'S PLUMBING	WUNDOWIE TOILETS. REPAIR CISTERN TO MALE URINAL.	1	224.40	
INV 3373	03/07/2018	DAMIAN'S PLUMBING	APEX PARK TOILETS. UNBLOCK MALE TOILETS AND REPLACE 2 X BROKEN TOILET SEATS.	1	270.60	
EFT30538	20/07/2018	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR JUNE 2018	1		21,147.60
INV JUNE 2018/06/2018	20/06/2018	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR JUNE 2018	1	21,379.29	
INV JUNE 2018/06/2018	20/06/2018	DUNNING INVESTMENTS PTY LTD	CREDIT TO BE CHARGED TO SHIRE INCORRECTLY	1	-231.69	

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EFT30539	20/07/2018	EASTERN METROPOLITAN REGIONAL COUNCIL	SUPPORT FOR AVON DESCENT FAMILY FUN DAY 2018	I		5,500.00
INV EMRC28	06/07/2018	EASTERN METROPOLITAN REGIONAL COUNCIL	SUPPORT FOR AVON DESCENT FAMILY FUN DAY 2018	I	5,500.00	
EFT30540	20/07/2018	ELDERS LIMITED	20L DRUMS OF GLYPHOSATE.	I		360.00
INV AX49460	22/06/2018	ELDERS LIMITED	20L DRUMS OF GLYPHOSATE.	I	360.00	
EFT30541	20/07/2018	EXPERIENCE PERTH	DESTINATION PERTH SILVER MEMBERSHIP 2018/2019	I		245.00
INV INV-656002	07/2018	EXPERIENCE PERTH	DESTINATION PERTH SILVER MEMBERSHIP 2018/2019	I	245.00	
EFT30542	20/07/2018	FM SURVEYS	MICHELL AVENUE - SURVEY PIT TO PIT	I		594.00
INV 0002073606	07/2018	FM SURVEYS	MICHELL AVENUE - SURVEY PIT TO PIT	I	594.00	
EFT30543	20/07/2018	FRAMESWEST	REPAIRS TO X2 NETBALL HOOPS.	I		70.00
INV 0001561310	07/2018	FRAMESWEST	REPAIRS TO X2 NETBALL HOOPS.	I	70.00	
EFT30544	20/07/2018	FULTON HOGAN INDUSTRIES PTY LTD	EMULSION	I		4,840.00
INV 1180215318	06/2018	FULTON HOGAN INDUSTRIES PTY LTD	EMULSION	I	4,840.00	
EFT30545	20/07/2018	GLENN STUART BEVERIDGE	SOUTHERN BROOK FIRE SHED. BUILDING ALTERATIONS FOR COMPLIANCE, AS PER QUOTE.	I		7,616.00
INV 13	30/06/2018	GLENN STUART BEVERIDGE	REINSTATE BRICK PAVED CROSSOVER TO 18 ROCKETT STREET	I	1,650.00	
INV 16	12/06/2018	GLENN STUART BEVERIDGE	MORBY COTTAGE, SUPPLY AND INSTALL 2 X TIMBER FLYSCREENS DOORS, TO BE CONNER STYLE, PAINTED TO MATCH EXISTING DOORS.	I	2,270.00	
INV 15	12/06/2018	GLENN STUART BEVERIDGE	SOUTHERN BROOK FIRE SHED. BUILDING ALTERATIONS FOR COMPLIANCE, AS PER QUOTE.	I	2,750.00	
INV 10	12/07/2018	GLENN STUART BEVERIDGE	INSTALL SIGNS, PIN UP BOARDS AND PICTURE FRAMES AT THE SHIRE ADMIN BUILDING.	I	209.00	
INV 8	12/07/2018	GLENN STUART BEVERIDGE	CLEAN AND REPAINT AVON DESCENT PLAQUES.	I	473.00	
INV 11	12/07/2018	GLENN STUART BEVERIDGE	GIRL GUIDES HALL. INSTALL NEW PRIVACY SETS TO 2 X TOILET DOORS.	I	264.00	
EFT30546	20/07/2018	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	ROOF MOUNT KIT FOR CBFCO LIGHT BAR.	I		212.30

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INV INV-011120/06/2018		INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	ROOF MOUNT KIT FOR CBFCO LIGHT BAR.	1	212.30	
EFT30547	20/07/2018	IT VISION	UPGRADE SYNERGYSOFT TO 11.1.1.195 FOR ALTUS	1		1,331.00
INV 29716	19/06/2018	IT VISION	UPGRADE SYNERGYSOFT TO 11.1.1.195 FOR ALTUS	1	1,331.00	
EFT30548	20/07/2018	JASON SIGNMAKERS	GRABRAILS TO MRWA SPEC 1200 WIDE WITH 1200 LONG LEGS, POWDER COATED GOLDEN YELLOW Y14 WITH 3 X 100/300/100 RED/WHT/RED STICKERS APPLIED.	1		347.16
INV 188703	10/07/2018	JASON SIGNMAKERS	GRABRAILS TO MRWA SPEC 1200 WIDE WITH 1200 LONG LEGS, POWDER COATED GOLDEN YELLOW Y14 WITH 3 X 100/300/100 RED/WHT/RED STICKERS APPLIED.	1	347.16	
EFT30549	20/07/2018	JONES CONTRACTING PTY LTD	SUPPLY OF 800TONNE OF MRWA SPEC GRAVEL TO BE COLLECTED BY SHIRE OF NORTHAM.	1		11,064.90
INV 3917	30/06/2018	JONES CONTRACTING PTY LTD	SUPPLY 1600 TONNE OF GRAVEL @ \$11.00 PER TONNE FOR SPENCERS BROOK YORK ROAD.	1	1,284.80	
INV 3923	30/06/2018	JONES CONTRACTING PTY LTD	SUPPLY OF 800TONNE OF MRWA SPEC GRAVEL TO BE COLLECTED BY SHIRE OF NORTHAM.	1	8,773.60	
INV 3899	31/05/2018	JONES CONTRACTING PTY LTD	300MM ROCKS	1	1,006.50	
EFT30550	20/07/2018	KERB DIRECT KERBING	REMOVE & DISPOSE EXISTING KERBING - NORTHAM & WUNDOWIE	1		75,050.91
INV 4832	28/06/2018	KERB DIRECT KERBING	REMOVE & DISPOSE EXISTING KERBING - NORTHAM & WUNDOWIE	1	75,050.91	
EFT30551	20/07/2018	KERRY-ANNE WINMAR	AUDIO RECORDING FOR BKB CENTRE.	1		300.00
INV RR15062015/06/2018		KERRY-ANNE WINMAR	AUDIO RECORDING FOR BKB CENTRE.	1	300.00	
EFT30552	20/07/2018	KLEENWEST DISTRIBUTORS	ASSORTED ITEMS & CHEMICALS FOR KILLARA	1		318.07
INV 0003182020/06/2018		KLEENWEST DISTRIBUTORS	ASSORTED ITEMS & CHEMICALS FOR KILLARA	1	318.07	
EFT30553	20/07/2018	LANDMARK	20L WETTING AGENT	1		308.61
INV 9006793712/06/2018		LANDMARK	20L WETTING AGENT	1	308.61	
EFT30554	20/07/2018	LAURA ANNALISA TAYLOR	REIMBURSEMENT FOR SAFETY BOOTS FOR LAURA TAYLOR - EVENTS	1		95.00

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INV 7144	14/06/2018	LAURA ANNALISA TAYLOR	REIMBURSEMENT FOR SAFETY BOOTS FOR LAURA TAYLOR - EVENTS	1	95.00	
EFT30555	20/07/2018	LGIS - RISK MANAGEMENT	EVACUATION DIAGRAMS PROVIDED FOR VARIOUS BUILDINGS PROVIDED IN JUNE 2018.	1		3,564.00
INV 156-017530/06/2018	20/06/2018	LGIS - RISK MANAGEMENT	EVACUATION DIAGRAMS PROVIDED FOR VARIOUS BUILDINGS PROVIDED IN JUNE 2018.	1	3,564.00	
EFT30556	20/07/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT. 11/06/2018 to 17/06/2018	1		12,087.90
INV N1951	30/06/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT 25/06/2018 to 30/06/2018.	1	4,029.30	
INV N1935	25/06/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT. 11/06/2018 to 17/06/2018	1	4,029.30	
INV N1936	25/06/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT. 11/06/2018 TO 24/06/2018	1	4,029.30	
EFT30557	20/07/2018	MULTICON COMMERCIAL CONSTRUCTIONS	NORTHAM CEMETERY RESTROOM. SUPPLY AND INSTALL UNISEX ACCESSIBLE RESTROOM TO THE NORTHAM CEMETERY AS PER SCOPE OF WORKS AND YOUR QUOTE.	1		29,330.00
INV 884	30/06/2018	MULTICON COMMERCIAL CONSTRUCTIONS	NORTHAM CEMETERY RESTROOM. SUPPLY AND INSTALL UNISEX ACCESSIBLE RESTROOM TO THE NORTHAM CEMETERY AS PER SCOPE OF WORKS AND YOUR QUOTE.	1	29,330.00	
EFT30558	20/07/2018	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM 15/06/2018 to 14/07/2018.	1		846.62
INV 9133129815/06/2018	15/06/2018	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM 15/06/2018 to 14/07/2018.	1	846.62	
EFT30559	20/07/2018	NORTH METROPOLITAN TAFE	COURSE FEES FOR DIPLOMA CIVIL & STRUCTURAL ENGINEERING SEMESTER 1 2018	1		759.80
INV A000090230/05/2018	05/2018	NORTH METROPOLITAN TAFE	COURSE FEES FOR DIPLOMA CIVIL & STRUCTURAL ENGINEERING SEMESTER 1 2018	1	-2,334.40	
INV I0006575 30/06/2018	30/06/2018	NORTH METROPOLITAN TAFE	COURSE FEES FOR DIPLOMA CIVIL & STRUCTURAL ENGINEERING SEMESTER 1 2018 MICHAEL NEWTON	1	759.80	

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INV 10005906	30/06/2018	NORTH METROPOLITAN TAFE	COURSE FEES FOR DIPLOMA CIVIL & STRUCTURAL ENGINEERING SEMESTER 1 2018	1	2,334.40	
EFT30560	20/07/2018	NORTHAM BETTA ELECTRICAL	KEYBOARD & MOUSE FOR LIBRARY.	1		68.85
INV 2957219214	06/2018	NORTHAM BETTA ELECTRICAL	KEYBOARD & MOUSE FOR LIBRARY.	1	68.85	
EFT30561	20/07/2018	NORTHAM DISCOUNT DRUG STORE	ASSORTED ITEMS FOR KILLARA MEDICATION CABINET	1		37.75
INV 1031694	13/07/2018	NORTHAM DISCOUNT DRUG STORE	ASSORTED ITEMS FOR KILLARA MEDICATION CABINET	1	37.75	
EFT30562	20/07/2018	NORTHAM HOLDEN	15,000KM SERVICE ON HOLDEN CAPTIVA N11120	1		399.00
INV 120396	26/06/2018	NORTHAM HOLDEN	15,000KM SERVICE ON HOLDEN CAPTIVA N11120	1	399.00	
EFT30563	20/07/2018	NORTHAM VETERINARY CENTRE	CAT SPEY & MICRO-CHIP	1		250.00
INV 66181	19/06/2018	NORTHAM VETERINARY CENTRE	CAT SPEY & MICRO-CHIP - VOUCHER 77, TEKE BAKER	1	100.00	
INV 66251	22/06/2018	NORTHAM VETERINARY CENTRE	CAT SPEY & MICRO-CHIP	1	150.00	
EFT30564	20/07/2018	OASIS OUTDOOR STRUCTURES	WORKS TO BE CARRIED OUT AT LANCE STREET AS PER QUOTE# QU-0293: REMOVAL OF EXISTING ASPHALT & EXCAVATE TO ALLOW FOR CONCRETE. PREP & LAY 2M WIDE CONCRETE PATH 80M LONG. PREP & LAY 1% RED ASPHALT 30MM THICK EITHER SIDE OF NEW PATH TO KERB & FENCE. PROJECT TO BE COMPLETED IN STAGES TO MINIMIZE IMPACT ON THE NORMAL OPERATION OF SAINT JOSEPHS SCHOOL. WORKS TO COMPLY WITH REVISED STANDARDS.	1		84,553.81

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INV INV-032304/07/2018		OASIS OUTDOOR STRUCTURES	WORKS TO BE CARRIED OUT AT LANCE STREET AS PER QUOTE# QU-0293: REMOVAL OF EXISTING ASPHALT & EXCAVATE TO ALLOW FOR CONCRETE. PREP & LAY 2M WIDE CONCRETE PATH 80M LONG. PREP & LAY 1% RED ASPHALT 30MM THICK EITHER SIDE OF NEW PATH TO KERB & FENCE. PROJECT TO BE COMPLETED IN STAGES TO MINIMIZE IMPACT ON THE NORMAL OPERATION OF SAINT JOSEPHS SCHOOL. WORKS TO COMPLY WITH REVISED STANDARDS.	I	54,963.81	
INV INV-031717/06/2018		OASIS OUTDOOR STRUCTURES	WORKS TO BE CARRIED OUT AT LANCE STREET AS PER QUOTE# QU-0293: REMOVAL OF EXISTING ASPHALT & EXCAVATE TO ALLOW FOR CONCRETE. PREP & LAY 2M WIDE CONCRETE PATH 80M LONG. PREP & LAY 1% RED ASPHALT 30MM THICK EITHER SIDE OF NEW PATH TO KERB & FENCE. PROJECT TO BE COMPLETED IN STAGES TO MINIMIZE IMPACT ON THE NORMAL OPERATION OF SAINT JOSEPHS SCHOOL. WORKS TO COMPLY WITH REVISED STANDARDS.	I	28,649.50	
INV INV-032202/07/2018		OASIS OUTDOOR STRUCTURES	MOVE LINER AND LIDS FORM SHIRE DEPOT AND INSTALL AT BKB CENTRE.	I	940.50	
EFT30565	20/07/2018	OVERLOAD MACHING SERVICES PTY LTD	MANUFACTURE OF WEDGE MEASURING DEVICES	I		2,062.50
INV 0003824002/07/2018		OVERLOAD MACHING SERVICES PTY LTD	MANUFACTURE OF WEDGE MEASURING DEVICES	I	2,062.50	
EFT30566	20/07/2018	OXTER SERVICES	BURIAL DATE 02/07/2018 - RE-OPENING FOR THE BURIAL OF GWENETH EDITH HARRIS.	I		1,507.00
INV 19957	10/07/2018	OXTER SERVICES	BURIAL DATE 02/07/2018 - RE-OPENING FOR THE BURIAL OF GWENETH EDITH HARRIS.	I	1,507.00	
EFT30567	20/07/2018	PLANT FORCE INVESTMENTS P/L T/A PLANTRITE	FOR THE PURCHASE OF REHABILITATION TUBE STOCK PLANTS	I		5,098.39
INV 21904	30/06/2018	PLANT FORCE INVESTMENTS P/L T/A PLANTRITE	FOR THE PURCHASE OF REHABILITATION TUBE STOCK PLANTS	I	5,098.39	
EFT30568	20/07/2018	PUBLIC TRANSPORT AUTHORITY	TRAIN FARES FOR JUNE 2018	I		465.45
INV JUNE 20130/06/2018		PUBLIC TRANSPORT AUTHORITY	TRAIN FARES FOR JUNE 2018	I	465.45	

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EFT30569	20/07/2018	SAFE T CARD AUSTRALIA PTY LTD	SAFET CARD MONITORING FEES FOR DEVELOPMENT SERVICES - JULY 2018 - SEPTEMBER 2018	1		924.00
INV INV-126401/07/2018		SAFE T CARD AUSTRALIA PTY LTD	SAFET CARD MONITORING FEES FOR DEVELOPMENT SERVICES - JULY 2018 - SEPTEMBER 2018	1	924.00	
EFT30570	20/07/2018	SPECIALISED TREE SERVICE	CLEARING OF VEGETATION FOR JENNAPULIN ROAD SLK 0.88 - 2.10.	1		675.00
INV 2862	06/07/2018	SPECIALISED TREE SERVICE	CLEARING OF VEGETATION FOR JENNAPULIN ROAD SLK 0.88 - 2.10.	1	675.00	
EFT30571	20/07/2018	SUPERCIVIL	ROCKETT STREET NORTHAM - REMOVE 222M X 1.5 PATH, PREPARE & INSTALL NEW 2M WIDE (444M2) 100MM THICK FOOTPATH INCLUDING BACKFILL AS PER QUOTE# 00007892.	1		135,275.60
INV 0000802130/06/2018		SUPERCIVIL	REMOVE AND DISPOSE OF EXISTING KERB, BOX OUT BEHIND KERB, SUPPLY AND LAY NEW KERB SM-2 KERB AND BACKFILL BEHIND KERB (INCLUDING FILL MATERIAL)	1	17,424.00	
INV 0000789330/06/2018		SUPERCIVIL	RUSHTON CRESCENT NORTHAM - STREET APRONS APPROX 40M OF KERB REMOVAL & 500MM WIDE APRONS TO INSTALL BY HAND @ \$130.00 + GST PER M AS PER QUOTE# 00007893.	1	5,720.00	
INV 0000785830/06/2018		SUPERCIVIL	REMOVE AND DISPOSE OF EXISTING KERB, BOX OUT BEHIND KERB, SUPPLY AND LAY NEW KERB SM-2 KERB AND BACKFILL BEHIND KERB (INCLUDING FILL MATERIAL)	1	26,400.00	
INV 0000802630/06/2018		SUPERCIVIL	ROCKETT STREET NORTHAM - STREET APRONS APPROX 60M OF KERB REMOVAL & 500MM WIDE APRONS TO INSTALL BY HAND @ \$130.00 + GST PER M AS PER QUOTE# 00007893.	1	8,580.00	
INV 0000789230/06/2018		SUPERCIVIL	ROCKETT STREET NORTHAM - REMOVE 222M X 1.5 PATH, PREPARE & INSTALL NEW 2M WIDE (444M2) 100MM THICK FOOTPATH INCLUDING BACKFILL AS PER QUOTE# 00007892.	1	48,351.60	
INV 0000802530/06/2018		SUPERCIVIL	REMOVE AND DISPOSE OF EXISTING KERB, BOX OUT BEHIND KERB, SUPPLY AND LAY NEW KERB SM-2 AND BACKFILL BEHIND KERB (INCLUDING FILL MATERIAL)	1	28,800.00	
EFT30572	20/07/2018	THE WORKWEAR GROUP	UNIFORM FOR SUE DAWSON	1		390.31

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INV 1060238330/06/2018		THE WORKWEAR GROUP	UNIFORM FOR SUE DAWSON	1	165.76	
INV 1060258430/06/2018		THE WORKWEAR GROUP	UNIFORM FOR KIM MURCUTT	1	102.85	
INV 1058132428/06/2018		THE WORKWEAR GROUP	UNIFORM FOR ROSS DOWELL	1	121.70	
EFT30573	20/07/2018	TOTAL EDEN	SUPPLY & INSTALLATION OF THE IRRIGATION SYSTEM AT MINSON AVE NORTHAM AS PER QUOTE.	1		4,592.50
INV 4066406624/05/2018		TOTAL EDEN	SUPPLY & INSTALLATION OF THE IRRIGATION SYSTEM AT MINSON AVE NORTHAM AS PER QUOTE.	1	4,592.50	
EFT30574	20/07/2018	TRANSWEST ASSET PTY LTD	SUPPLY & DELIVER APPROX. 390 TONNE OF GRAVEL	1		7,761.60
INV 11088	30/06/2018	TRANSWEST ASSET PTY LTD	SUPPLY & DELIVER APPROX. 390 TONNE OF GRAVEL	1	7,761.60	
EFT30575	20/07/2018	VERMEER (WA & NT)	BC1500XL REPLACEMENT IDLER ASSAY (BEARINGS FOR PULLEY)	1		518.69
INV 105343	18/06/2018	VERMEER (WA & NT)	BC1500XL REPLACEMENT IDLER ASSAY (BEARINGS FOR PULLEY)	1	518.69	
EFT30576	20/07/2018	WA CONTRACT RANGER SERVICES	RANGER ON CALL	1		1,545.50
INV 01625	09/07/2018	WA CONTRACT RANGER SERVICES	RANGER ON CALL	1	1,545.50	
EFT30577	20/07/2018	WA FARM TREES	PURCHASE OF ADVANCED KANGAROO PAWS FOR PURSLOWE PARK / KING CREEK LANDSCAPING PROJECT.	1		600.00
INV 2157	06/07/2018	WA FARM TREES	PURCHASE OF ADVANCED KANGAROO PAWS FOR PURSLOWE PARK / KING CREEK LANDSCAPING PROJECT.	1	600.00	
EFT30578	20/07/2018	WARRICKS NEWSAGENCY	NEWSPAPERS AND MAGAZINES FOR LIBRARY - JUNE 2018.	1		284.43
INV SN0000630/06/2018		WARRICKS NEWSAGENCY	COPIES OF THE WEST AUSTRALIAN NEWS PAPERS (MON-FRI) FOR JUNE 2018.	1	80.50	
INV SN0001730/06/2018		WARRICKS NEWSAGENCY	COPIES OF THE WEST AUSTRALIAN FOR KILLARA FOR JUNE 2018	1	40.40	
INV SN0001730/06/2018		WARRICKS NEWSAGENCY	NEWSPAPERS AND MAGAZINES FOR LIBRARY - JUNE 2018.	1	163.53	
EFT30579	20/07/2018	WESTWIDE AUTO ELECTRICS AND AIR-CONDITIONING	ELECTRICAL REPAIRS TO STEEL DRUM ROLLER PN1006.	1		4,163.60

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INV 7929	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1312 - REPAIR BEACONS	I	451.50	
INV 7928	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN3555 - UHF NOT RECEIVING IN BACKHOE	I	291.50	
INV 7927	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1003 - REPAIR BEACON ON LOADER NOT WORKING (18 JUNE 2018) - SPENCERS BROOK ROAD	I	322.50	
INV 7943	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1603 - REPAIR SWEEPER REMOTE (18 JUNE 2018)	I	296.50	
INV 7930	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1501 - LEFT FRONT PARK LIGHT NOT WORKING	I	62.00	
INV 7950	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1314 - TOP LEFT LIGHT NOT WORKING	I	396.50	
INV 7951	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1214 - REPLACE TRAILER CONNECTION PLUG	I	316.50	
INV 7952	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1501 - REPAIR LEFT HAND LIGHTS NOT WORKING	I	272.90	
INV 7954	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1706 - REPAIR BEACON FADES AND TURNS OFF - 18 JUNE 2018	I	762.20	
INV 7956	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	ELECTRICAL REPAIRS TO STEEL DRUM ROLLER PN1006	I	991.50	
EFT30580	20/07/2018	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT	I		29,432.70
INV 0030091413/02/2018		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT	I	2,791.80	
INV 0030094230/06/2018		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT	I	5,702.40	
INV 0030092615/05/2018		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT	I	6,652.80	
INV 0030094126/06/2018		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT	I	980.10	
			CEMETERY MAINTENANCE 2017-2019. MARCH 2018.			
			CEMETERY MAINTENANCE 2017-2019. - JUNE 2018.			
			CEMETERY MAINTENANCE 2017-2019. MARCH 2018.			
			CEMETERY MAINTENANCE 2017-2019. - JANUARY 2018.			
			\$432 + GST PER DAY - 3 DAYS PER WEEK. - JANUARY 2018.			

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INV 0030093821/06/2018		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT CEMETERY MAINTENANCE 2017-2019. \$432 + GST PER DAY - 3 DAYS PER WEEK, MAY 2018	1	6,652.80	
INV 0030092715/05/2018		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT CEMETERY MAINTENANCE 2017-2019. APRIL 2018.	1	6,652.80	
EFT30581	20/07/2018	WORKPOWER INC	For the supply of the following plants for rehabilitation: 500 Bolboschoenus caldwellii \$770 1000 Cyperus gymnocaulos \$1,980 200 Sporobolus virginicus \$396 Delivery cost of \$200	1		3,366.00
INV 13548	30/06/2018	WORKPOWER INC	For the supply of the following plants for rehabilitation: 500 Bolboschoenus caldwellii \$770 1000 Cyperus gymnocaulos \$1,980 200 Sporobolus virginicus \$396 Delivery cost of \$200	1		3,366.00
EFT30582	20/07/2018	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA - JUNE 2018.	1		1,523.48
INV JUNE20130/06/2018		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA - JUNE 2018.	1		1,523.48
EFT30583	27/07/2018	A COUNTRY PRACTICE	CAT STERILISATION	1		800.00
INV M719579-19/07/2018		A COUNTRY PRACTICE	CAT STERILISATION	1		800.00
EFT30584	27/07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROL SERVICES FOR WORKS BEING UNDERTAKEN ON KATRINE ROAD NORTHAM.	1		10,216.27
INV 0011916628/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR KATRINE ROAD INCLUDING INTERSECTION WITH IRISHTOWN ROAD & JOINING ROADS.	1		1,131.35
INV 0011917028/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT AT FERMOY AVENUE ON SATURDAY 23RD JUNE 2018 FOR PROFILING & PRIME SEAL WORKS.	1		2,334.49
INV 0011914127/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT WITH ONE TRAFFIC CONTROLLER AT ROCKETT STREET NORTHAM FOR WORKS	1		338.80
INV 0011914227/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROL SERVICES FOR WORKS BEING UNDERTAKEN ON KATRINE ROAD NORTHAM.	1		2,462.35

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INV 0011909726/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR KATRINE ROAD INCLUDING INTERSECTION WITH IRISHTOWN ROAD & JOINING ROADS.	1	1,892.55	
INV 0011909626/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR 3 DAYS FOR FURTHER WORKS ON ROCKETT STREET & RUSHTON CRÉS.	1	1,099.73	
INV 0011917926/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR KATRINE ROAD SLK .09 - 1.86 INCLUDING INTERSECTION WITH ITISHTOWN ROAD & JOINING ROADS.	1	572.00	
INV 0011917929/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT WITH ONE TRAFFIC CONTROLLER AT ROCKETT STREET NORTHAM FOR WORKS @ \$93.00 + GST PER HOUR FOR X 8 HOURS A DAY FOR 3 DAYS.	1	385.00	
EFT30585	27/07/2018	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	AUSTRALIA DAY COUNCIL- GOLD MEMBERSHIP 2018/19	1		577.50
INV 0000309505/09/2018		AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	AUSTRALIA DAY COUNCIL- GOLD MEMBERSHIP 2018/19	1	577.50	
EFT30586	27/07/2018	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS YEARLY MEMBERSHIP for SAM NEALE	1		550.00
INV 12295	01/07/2018	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS YEARLY MEMBERSHIP for SAM NEALE	1	550.00	
EFT30587	27/07/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		25.90
INV DEDUCT24/07/2018		AUSTRALIAN SERVICES UNION	Payroll deductions		25.90	
EFT30588	27/07/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 24/07/2018.	1		54,642.00
INV PAYG 2424/07/2018		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 24/07/2018.	1	54,642.00	
EFT30589	27/07/2018	AUTOPRO NORTHAM	HANDHELD UHF RADIOS 5V WITH CAR CHARGERS	1		638.20
INV 732002	26/06/2018	AUTOPRO NORTHAM	HANDHELD UHF RADIOS 5V WITH CAR CHARGERS	1	638.20	
EFT30590	27/07/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	30000KM SERVICE TO MITSUBISHI PAJERO SPORT PN1609 - N11363.	1		375.00
INV 313786	29/06/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	30000KM SERVICE TO MITSUBISHI PAJERO SPORT PN1609 - N11363.	1	375.00	

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EFT30591	27/07/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30HR PER WEEK UP UNTIL 31 DECEMBER 2018.	I		1,568.00
INV 0085	15/07/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30HR PER WEEK UP UNTIL 31 DECEMBER 2018.	I	1,568.00	
EFT30592	27/07/2018	AVON HOME IMPROVEMENT CENTRE	MECURE CEILING PANELS (PACK OF 10) 1200 X 600	I		127.60
INV G5565	24/07/2018	AVON HOME IMPROVEMENT CENTRE	MECURE CEILING PANELS (PACK OF 10) 1200 X 600	I	127.60	
EFT30593	27/07/2018	AVON SPICE CAFE	CATERING - ORDINARY COUNCIL MEETING 18/07/2018	I		374.00
INV 063	18/07/2018	AVON SPICE CAFE	CATERING - ORDINARY COUNCIL MEETING 18/07/2018	I	374.00	
EFT30594	27/07/2018	BOYD KICKETT	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	I		100.00
INV RR2607206/07/2018	25/07/2018	BOYD KICKETT	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	I	100.00	
EFT30595	27/07/2018	BCBA WA BRANCH (INC)	Poster	I		81.00
INV 0000498609/06/2018	06/06/2018	BCBA WA BRANCH (INC)	Poster	I	81.00	
EFT30596	27/07/2018	CLAIRE ESSMORE MCGUIRE	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	I		100.00
INV RR2607206/07/2018	25/07/2018	CLAIRE ESSMORE MCGUIRE	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	I	100.00	
EFT30597	27/07/2018	COUNTRY COPIERS NORTHAM	SERVICE METER READING ON COPIER IR-2525 ENGINEERING/COMMUNITY SERVICES & 1 X REFURBISHED FIXING ASSEMBLY PART.	I		672.43
INV S7036	17/07/2018	COUNTRY COPIERS NORTHAM	SERVICE METER READING ON COPIER IR-2525 ENGINEERING/COMMUNITY SERVICES & 1 X REFURBISHED FIXING ASSEMBLY PART.	I	672.43	
EFT30599	27/07/2018	CUTTING EDGES EQUIPMENT PARTS	CUTTING EDGES - 6FT (25 SETS TOTALLING 50)	I		4,178.35
INV 3226297	05/07/2018	CUTTING EDGES EQUIPMENT PARTS	CUTTING EDGES - 6FT (25 SETS TOTALLING 50)	I	4,178.35	
EFT30600	27/07/2018	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SERVICING OF SHARPS SAFES JUNE 2018	I		430.65
INV 1666883	30/06/2018	DANIELS HEALTH SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS - SERVICING OF SHARPS SAFES JUNE 2018	I	86.13	

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INV 1666880	30/06/2018	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SERVICING OF SHARPS SAFES JUNE 2018	i	172.26	
INV 1666881	30/06/2018	DANIELS HEALTH SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES JUNE 2018	i	172.26	
EFT30601	27/07/2018	DEBORAH MOODY	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	1		100.00
INV RR26072026/07/2018		DEBORAH MOODY	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	1	100.00	
EFT30602	27/07/2018	DELYS MAY DICK	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	1		100.00
INV RR26072026/07/2018		DELYS MAY DICK	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	1	100.00	
EFT30603	27/07/2018	DIAL BEFORE YOU DIG WA LTD	DIAL BEFORE YOU DIG REFERRALS FEES FOR APRIL 2018 TO JUNE 2018.	1		464.75
INV WA1612230/06/2018		DIAL BEFORE YOU DIG WA LTD	DIAL BEFORE YOU DIG REFERRALS FEES FOR APRIL 2018 TO JUNE 2018.	1	464.75	
EFT30604	27/07/2018	DMC CLEANING	CLEANING OF VARIOUS SHIRE BUILDINGS FOR 01/06/2018 TO 30/06/2018.	1		5,096.12
INV SON009	25/06/2018	DMC CLEANING	CLEANING OF VARIOUS SHIRE BUILDINGS FOR 01/06/2018 TO 30/06/2018.	i	5,096.12	
EFT30605	27/07/2018	DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	STOCK PURCHASES FOR VISITORS CENTRE	1		90.00
INV 0000281316/07/2018		DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	STOCK PURCHASES FOR VISITORS CENTRE	1	90.00	
EFT30606	27/07/2018	E FIRE & SAFETY	6 MONTHLY EMERGENCY SERVICES EQUIPMENT TESTING AT VARIOUS SHIRE PROPERTIES.	1		9,958.30
INV 0022209819/06/2018		E FIRE & SAFETY	NORTHAM TOWN HALL - ROUTINE MAINTENANCE FOR MONTH OF JUNE 2018.	1	126.50	
INV 0022210019/06/2018		E FIRE & SAFETY	KILLARA. MONTHLY FIRE PANEL TESTING FOR JUNE 2018.	1	126.50	
INV 0022209919/06/2018		E FIRE & SAFETY	NORTHAM REC CENTRE. MONTHLY FIRE PANEL TESTING FOR JUNE.	1	143.00	
INV 0022179126/06/2018		E FIRE & SAFETY	6 MONTHLY EMERGENCY SERVICES EQUIPMENT TESTING AT VARIOUS SHIRE PROPERTIES.	1	8,808.80	
INV 0022231303/07/2018		E FIRE & SAFETY	TOWN HALL. SITE CALL OUT TO REPAIR FAULT IN FIRE PANEL.	1	753.50	
EFT30607	27/07/2018	EASIFLEET	Payroll deductions	1		2,113.48

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INV DEDUCT24/07/2018		EASIFLEET	Payroll deductions		1,194.12	
INV DEDUCT24/07/2018		EASIFLEET	Payroll deductions		919.36	
EFT30608	27/07/2018	FIRM CONSTRUCTION PTY LTD	BUILDING CONSTRUCTION ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE	1		13,554.46
INV 0000147828/06/2018		FIRM CONSTRUCTION PTY LTD	BUILDING CONSTRUCTION ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE	1	13,554.46	
EFT30609	27/07/2018	FRONTLINE FIRE & RESCUE EQUIPMENT	1 X REPLACEMENT DRIP TORCH HOLDER FOR BAKERS HILL LT, 3 X REPLACEMENT PAC LOCKS FOR STAND PIPE, AND HYDRANT KEY	1		446.83
INV 60931	26/06/2018	FRONTLINE FIRE & RESCUE EQUIPMENT	1 X REPLACEMENT DRIP TORCH HOLDER FOR BAKERS HILL LT, 3 X REPLACEMENT PAC LOCKS FOR STAND PIPE, AND HYDRANT KEY	1	446.83	
EFT30610	27/07/2018	FULTON HOGAN INDUSTRIES PTY LTD	SPENCERS BROOK ROAD SLK 14.6 - 16.4 - SUPPLY, SPRAY & COVER 14MM SINGLE COAT HIGH BINDER EMULSION PRIMERSEAL AT BINDER APPLICATION RATE OF 2.2 L/M2 & AGGREGATE SPREAD RATE OF 100 M2/M3 @ \$5.63 + GST M2 AS PER QUOTE#	1		78,374.47
INV 1183246527/06/2018		FULTON HOGAN INDUSTRIES PTY LTD	SPENCERS BROOK ROAD SLK 14.6 - 16.4 - SUPPLY, SPRAY & COVER 14MM SINGLE COAT HIGH BINDER EMULSION PRIMERSEAL AT BINDER APPLICATION RATE OF 2.2 L/M2 & AGGREGATE SPREAD RATE OF 100 M2/M3 @ \$5.63 + GST M2 AS PER QUOTE#	1	71,039.06	
INV 1189848930/06/2018		FULTON HOGAN INDUSTRIES PTY LTD	MOUNT OMMANNEY ROAD. SUPPLY SPRAY & COVER 7MM SINGLE COAT HIGH BINDER EMULSION PRIMERSEAL AS BINDER APPLICATION RATE OF 1.35L/M2 AND AGGREGATE SPREAD RATE OF 180M2/M3 AS PER QUOTE: WA20180113.04	1	7,335.41	
EFT30611	27/07/2018	GDR CIVIL CONTRACTING PTY LTD	CONSTRUCTION OF CHIDLOW/BURGOYNE ST ROUNDABOUT.	1		180,098.79
INV 1362	30/06/2018	GDR CIVIL CONTRACTING PTY LTD	WET HIRE OF TIPPER TRUCK FOR 3 DAYS (@\$140/HR +GST) TO HAUL GRAVEL FOR KATRINE ROAD.	1	3,696.00	
INV 50772	04/07/2018	GDR CIVIL CONTRACTING PTY LTD	MOVE TYRE ROLLER PN1502 FROM KATRINE ROAD TO WUNDOWIE DEPOT	1	577.50	
INV 1365	30/06/2018	GDR CIVIL CONTRACTING PTY LTD	CONSTRUCTION OF CHIDLOW/BURGOYNE ST ROUNDABOUT.	1	175,825.29	

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EFT30612	27/07/2018	GLENN STUART BEVERIDGE	TOWN & LESSER HALL. INSTALL MAN HOLES X 2 AND FIX LEAK IN BOX GUTTER.	1		3,399.00
INV 17	12/07/2018	GLENN STUART BEVERIDGE	TOWN & LESSER HALL. INSTALL MAN HOLES X 2 AND FIX LEAK IN BOX GUTTER.	1	1,672.00	
INV 14	16/07/2018	GLENN STUART BEVERIDGE	SOUND SHELL. HIGH PRESSURE WASH COBWEBS.	1	660.00	
INV 12	12/07/2018	GLENN STUART BEVERIDGE	AVON DESCENT TOWER. INSTLL NEW SIGN AND FRAME.	1	286.00	
INV 5	12/07/2018	GLENN STUART BEVERIDGE	RIVER BANK. REMOVE SIGNS, INSTALL NEW SIGNS AND POSTS, INST ALL BOLLARDS	1	781.00	
EFT30613	27/07/2018	HI CONSTRUCTIONS AUST PTY LTD	TOWN HALL. REPLACE WALL VENT AND NUMBER OF BRICKS AROUND.	1		314.44
INV SMAV-1	12/07/2018	HI CONSTRUCTIONS AUST PTY LTD	TOWN HALL. REPLACE WALL VENT AND NUMBER OF BRICKS AROUND.	1	314.44	
EFT30614	27/07/2018	IT VISION	ANNUAL SOFTWARE LICENCE 2018	1		75,756.56
INV 29847	01/07/2018	IT VISION	ANNUAL SOFTWARE LICENCE 2018	1	75,756.56	
EFT30615	27/07/2018	JANET KICKETT	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	1		100.00
INV RR2607206/07/2018	26/07/2018	JANET KICKETT	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	1	100.00	
EFT30616	27/07/2018	JTAGZ PTY LTD	DOG TAGS FOR 2021.	1		407.00
INV 0000904618/07/2018	18/07/2018	JTAGZ PTY LTD	DOG TAGS FOR 2021.	1	407.00	
EFT30617	27/07/2018	JUICEBOX	INFOGRAPHIC FOR INVESTMENT PROSPECTUS	1		528.00
INV JBC-114417/07/2018	17/07/2018	JUICEBOX	INFOGRAPHIC FOR INVESTMENT PROSPECTUS	1	528.00	
EFT30618	27/07/2018	KATHY DAVIS	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	1		100.00
INV RR2607206/07/2018	26/07/2018	KATHY DAVIS	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	1	100.00	
EFT30619	27/07/2018	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE - SCHEDULE NO G.2018/6, DATED 5/5/2018 TO 01/06/2018.	1		816.59
INV 340645-102/06/2018	22/06/2018	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE - SCHEDULE NO G.2018/6, DATED 5/5/2018 TO 01/06/2018.	1	695.24	
INV 340615-101/06/2018	21/06/2018	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE:R2018/8 DATE 28/4/2018 TO 25/05/2018.	1	121.35	

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EFT30620	27/07/2018	MARIA NICKELS	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	1		100.00
INV RR2607206/07/2018		MARIA NICKELS	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	1	100.00	
EFT30621	27/07/2018	MARKETFORCE	MONTHLY COMMUNITY NEWSLETTER - HILLS GAZETTE 08/06/2018.	1		3,923.12
INV 22282	25/06/2018	MARKETFORCE	MONTHLY COMMUNITY NEWSLETTER - HILLS GAZETTE 08/06/2018.	1	1,526.00	
INV 22283	25/06/2018	MARKETFORCE	PUBLIC NOTICE IN THE AVON VALLEY ADVOCATE - RE-ADVERTISING AMENDMENT NO. 8	1	323.16	
INV 22284	25/06/2018	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN 02/06/2018 FOR REQUEST FOR TENDER (RFT 4 OF 2018) SUPPLY AND CONSTRUCTION OF GRASS VALLEY FIRE SHED EXTENSION	1	446.45	
INV 22288	25/06/2018	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN 02/06/2018 FOR REQUEST FOR TENDER (RFT 4 OF 2018) SUPPLY AND CONSTRUCTION OF GRASS VALLEY FIRE SHED EXTENSION	1	823.21	
INV 22433	03/07/2018	MARKETFORCE	ADVERTISING OF AMENDMENT NO 13.	1	-302.92	
INV 22285	25/06/2018	MARKETFORCE	ADVERTISING OF AMENDMENT NO 13.	1	302.92	
INV 22286	25/06/2018	MARKETFORCE	ADVERTISEMENT OF SEEK FOR ICT OFFICER AND JOINT AD IN AVON VALLEY GAZETTE ON 29/06/2018 AND ADVOCATE ON 27/06/2018 FOR ICT OFFICER AND PLANT OPERATOR	1	632.36	
INV 22287	25/06/2018	MARKETFORCE	ADVERTISING FOR PLANT OPERATOR.	1	171.94	
EFT30622	27/07/2018	MORRIS PEST AND WEED CONTROL	KILLARA. TREAT TERMITES AS PER QUOTE FROM TERMITE	1		330.00
INV 181011	12/07/2018	MORRIS PEST AND WEED CONTROL	KILLARA. TREAT TERMITES AS PER QUOTE FROM TERMITE	1	330.00	
EFT30623	27/07/2018	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION - FEB 2018	1		671.00
INV INV-233201/02/2018		NETSIGHT	MYOSH MONTHLY SUBSCRIPTION - FEB 2018	1	671.00	
EFT30624	27/07/2018	NORTHAM BETTA ELECTRICAL	CANON 1300D CAMERA BODY AND LENS FOR LIBRARY	1		699.00
INV 2957210518/05/2018		NORTHAM BETTA ELECTRICAL	CANON 1300D CAMERA BODY AND LENS FOR LIBRARY	1	699.00	

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EFT30625	27/07/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	I		221.00
INV 0000143402/07/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	I	48.00	
INV 0000145611/07/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	I	31.00	
INV 0000146318/07/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	I	31.00	
INV 0000144806/07/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY 2018.	I	5.00	
INV 0000144704/07/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	I	62.00	
INV 0000146919/07/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	I	44.00	
EFT30626	27/07/2018	NORTHAM MITRE 10 SOLUTIONS	STIHL HS 46C HEDGE TRIMMER	I		3,187.80
INV 1030281908/06/2018		NORTHAM MITRE 10 SOLUTIONS	STIHL HS 46C HEDGE TRIMMER	I	599.00	
INV 1030239907/06/2018		NORTHAM MITRE 10 SOLUTIONS	100MM CONCRETE SCREWS	I	71.25	
INV 1030391912/06/2018		NORTHAM MITRE 10 SOLUTIONS	2 X SHOVELS FOR FLOCON	I	151.90	
INV 1030449113/06/2018		NORTHAM MITRE 10 SOLUTIONS	ASSORTED FERTILISERS AND PLANTS FOR KILLARA	I	404.65	
INV 1030465614/06/2018		NORTHAM MITRE 10 SOLUTIONS	5 X POTS & BASES 10 X BAGS OF POTTING MIX	I	52.25	
INV 1030176805/06/2018		NORTHAM MITRE 10 SOLUTIONS	BAG OF RAPID SET	I	27.00	
INV 1030461014/06/2018		NORTHAM MITRE 10 SOLUTIONS	PALLET OF CEMENT	I	518.00	
INV 1030418612/06/2018		NORTHAM MITRE 10 SOLUTIONS	NEW BOLT CUTTERS FOR BAKERS HILL LT	I	75.99	
INV 1030359511/06/2018		NORTHAM MITRE 10 SOLUTIONS	SILICONE ROOF & GUTTER TRAN	I	9.90	
INV 1030743822/06/2018		NORTHAM MITRE 10 SOLUTIONS	BLACK DUCT TAPE (TO HOLD DOWN ELECTRICAL CORDS)	I	46.70	
INV 1030865626/06/2018		NORTHAM MITRE 10 SOLUTIONS	PALLET OF CEMENT	I	518.00	
INV 1030817125/06/2018		NORTHAM MITRE 10 SOLUTIONS	PLIERS	I	56.00	
INV 1030596718/06/2018		NORTHAM MITRE 10 SOLUTIONS	ANTIVIBRATION GLOVES	I	82.71	
INV 1030673420/06/2018		NORTHAM MITRE 10 SOLUTIONS	1 PALLET OF CEMENT FOR SPENCER BROOK ROAD	I	518.00	

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INV 1030811324/06/2018		NORTHAM MITRE 10 SOLUTIONS	WOOD FILLER, SANDPAPER, VARNISH, BRUSH TO REPAIR LIBRARY FUSE BOX	1	56.45	
EFT30627	27/07/2018	NORTHAM NETBALL ASSOCIATION	KIDSPORT FUNDING	1		120.00
INV KS0242949/07/2018		NORTHAM NETBALL ASSOCIATION	KIDSPORT FUNDING	1	120.00	
EFT30628	27/07/2018	NORTHAM TOWING SERVICE	REMOVE RED FORD - REGO 1DMU 556, SPENCERS BROOK ROAD APPROX. 2KMS PAST TRIMMER ROAD ON LHS.	1		464.20
INV 207056	07/06/2018	NORTHAM TOWING SERVICE	REMOVAL OF ABANDONED SILVER MITSUBISHI MAGNA ON WATERFALL ROAD, NORTHAM	1	88.00	
INV 207133	29/06/2018	NORTHAM TOWING SERVICE	REMOVE RED FORD - REGO 1DMU 556, SPENCERS BROOK ROAD APPROX. 2KMS PAST TRIMMER ROAD ON LHS.	1	215.60	
INV 207162	04/07/2018	NORTHAM TOWING SERVICE	REMOVAL OF BLUE SANGYONG, KYRON FROM BRIMBLECOMBE LANE, CLACKLINE	1	160.60	
EFT30629	27/07/2018	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY FOR ADMIN.	1		758.16
INV 3929333605/06/2018		OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY FOR ADMIN.	1	448.95	
INV 3943383420/06/2018		OFFICEWORKS SUPERSTORES PTY LTD	J.BURROWS DOCUMENT TRAY WHITE 12 PACK	1	84.00	
INV 3961908106/07/2018		OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY	1	225.21	
EFT30630	27/07/2018	OXTER SERVICES	CLACKLINE LION PARK TOILETS. CLEANING FOR JUL, AUG, SEP.	1		2,413.76
INV 19962	12/07/2018	OXTER SERVICES	BKB CENTRE. SUPPLY 2 X CARTONS PAPER TOWEL, 2 X CARTONS TOILET ROLLS, 1 X ROLL CHUX, 1 X 5L HANDWASH.	1	248.96	
INV 19982	17/07/2018	OXTER SERVICES	CLACKLINE LION PARK TOILETS. CLEANING FOR JUL, AUG, SEP.	1	2,164.80	
EFT30631	27/07/2018	PERENJORI COMMUNITY RESOURCE CENTRE	101 WILDFLOWERS OF WA-BOOK	1		26.50
INV 0000200417/07/2018		PERENJORI COMMUNITY RESOURCE CENTRE	101 WILDFLOWERS OF WA-BOOK	1	26.50	
EFT30632	27/07/2018	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITXGERALD ST NORTHAM 15/06/18-8/07/18	1		192.97
INV 601148	17/07/2018	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITXGERALD ST NORTHAM 15/06/18-8/07/18	1	192.97	

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EFT30633	27/07/2018	PROGRAMME ELECTRICAL MAINTENANCE	REPAIRS TO SMOKE DETECTOR & REPLACE GPO NEAR STOVE AT KARRINGAL UNITS.	I		220.00
INV 0000543027/06/2018		PROGRAMME ELECTRICAL MAINTENANCE	REPAIRS TO SMOKE DETECTOR & REPLACE GPO NEAR STOVE AT KARRINGAL UNITS.	I	220.00	
EFT30634	27/07/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD	I		1,496.35
INV 5317290	02/05/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD	I	997.57	
INV 5364726	16/05/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERT IN THE AVON VALLEY ADVOCATE 16 & 23 MAY 2018 FOR BAKERS HILL COMMUNITY MEETING	I	249.39	
INV 5364726	23/05/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERT IN THE AVON VALLEY ADVOCATE 16 & 23 MAY 2018 FOR BAKERS HILL COMMUNITY MEETING	I	249.39	
EFT30635	27/07/2018	SACHA LOUISE CAPORN	REFUND FOR DECEASED DOG REGISTRATION.	I		14.16
INV 102885	25/05/2017	SACHA LOUISE CAPORN	REFUND FOR DECEASED DOG REGISTRATION.	I	14.16	
EFT30636	27/07/2018	SAFETY BARRIERS WA PTY LTD	SUPPLY AND INSTALL W BEAM BARRIER FOR 200LM (100M EACH SIDE) ON SPENCERS BROOK ROAD INCLUDING: 2M POST SPACINGS ET 2000 TL3 APPROACH END TERMINAL TRAILING END TERMINAL BULLNOSE END FINISH.	I		24,750.00
INV 0000455405/07/2018		SAFETY BARRIERS WA PTY LTD	SUPPLY AND INSTALL W BEAM BARRIER FOR 200LM (100M EACH SIDE) ON SPENCERS BROOK ROAD INCLUDING: 2M POST SPACINGS ET 2000 TL3 APPROACH END TERMINAL TRAILING END TERMINAL BULLNOSE END FINISH.	I	24,750.00	
EFT30638	27/07/2018	SOHAN ARIEL HAYES	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE INTERIOR FIT OUT - MEDIA SOFTWARE PACKAGE A	I		7,040.00
INV 0000014702/07/2018		SOHAN ARIEL HAYES	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE INTERIOR FIT OUT - MEDIA SOFTWARE PACKAGE A	I	7,040.00	
EFT30639	27/07/2018	SOUTHERN CROSS AUSTereo PTY LTD	I LOVE AVON VALLEY CAMPAIGN- MONTH 1 (JUNE)	I		1,578.50

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INV 7068478130/06/2018		SOUTHERN CROSS AUSTEREO PTY LTD	I LOVE AVON VALLEY CAMPAIGN- MONTH 1 (JUNE)	1	1,523.50	
INV 7068478230/06/2018		SOUTHERN CROSS AUSTEREO PTY LTD	I LOVE AVON VALLEY CAMPAIGN- MONTH 1 (JUNE)	1	55.00	
EFT30640	27/07/2018	SPECIALISED TREE SERVICE	DISMANTLE DEAD TREE, REMOVE STUMP AND GRIND ON CARTER STREET GRASS VALLEY.	1		2,907.00
INV 2878	23/07/2018	SPECIALISED TREE SERVICE	DISMANTLE DEAD TREE, REMOVE STUMP AND GRIND ON CARTER STREET GRASS VALLEY.	1	2,710.00	
INV 2878	23/07/2018	SPECIALISED TREE SERVICE	INSTALL STREET BANNERS FOR AVON DESCENT EVENT.	1	197.00	
EFT30641	27/07/2018	SPORTSPOWER NORTHAM	WHISTLE FOR GRAB BAG - VARIOUS COMMUNITY BUILDINGS.	1		35.00
INV 18-0000818/07/2018		SPORTSPOWER NORTHAM	WHISTLE FOR GRAB BAG - VARIOUS COMMUNITY BUILDINGS.	1	35.00	
EFT30642	27/07/2018	SPRINGFIELD FOOTBALL CLUB	KIDSPORT FUNDING FOR JOSHUA PATRICK	1		210.00
INV KS0241910/07/2018		SPRINGFIELD FOOTBALL CLUB	KIDSPORT FUNDING FOR JOSHUA PATRICK	1	140.00	
INV KS0242816/07/2018		SPRINGFIELD FOOTBALL CLUB	KIDSPORT FUNDING	1	70.00	
EFT30643	27/07/2018	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	GRASS VALLEY PREMISES - ANNUAL FIRST AID KIT REFILL.	1		436.28
INV CYINV0015/08/2017		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KIT REFILL FOR FIRE CHIEF'S VEHICLE.	1	72.66	
INV CYINV0015/08/2017		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	ANNUAL FIRST AID KIT REFILL FOR CESMS VEHICLE.	1	59.45	
INV CYINV0010/08/2017		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	GRASS VALLEY PREMISES - ANNUAL FIRST AID KIT REFILL.	1	304.17	
EFT30644	27/07/2018	STATE WIDE TURF SERVICES	HIRE OF TRACTOR AND TRANSPORT TO AND FROM NORTHAM	1		968.00
INV 0000348726/06/2018		STATE WIDE TURF SERVICES	HIRE OF TRACTOR AND TRANSPORT TO AND FROM NORTHAM	1	968.00	
EFT30645	27/07/2018	THE WORKWEAR GROUP	UNIFORM FOR MICHELLE WINMAR	1		459.03
INV 1056287227/06/2018		THE WORKWEAR GROUP	BROOKE EVANS - CAP SLEEVE PEPLUM TOP	1	92.57	
INV 1067945016/07/2018		THE WORKWEAR GROUP	UNIFORM FOR MICHELLE WINMAR	1	366.46	
EFT30646	27/07/2018	VALLEY FORD	75 SERVICE TO FORD ESCAPE N333 - PLANNING MANAGER.	1		395.00

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INV FOCS67326/06/2018		VALLEY FORD	75 SERVICE TO FORD ESCAPE N333 - PLANNING MANAGER	1	395.00	
EFT30647	27/07/2018	VERLINDENS ELECTRICAL SERVICE (WA)	REPLACE FLURO'S AND STARTERS IN RECORDS & INST'ALL DOWNLIGHT IN SURVEYORS OFFICE.	1		533.28
INV 87537	31/05/2018	VERLINDENS ELECTRICAL SERVICE (WA)	REPLACE FLURO'S AND STARTERS IN RECORDS & INST'ALL DOWNLIGHT IN SURVEYORS OFFICE.	1	421.08	
INV 87766	29/06/2018	VERLINDENS ELECTRICAL SERVICE (WA)	VISITORS CENTRE. REMOVE FAULTY SMOKE ALARM IN TOILET.	1	112.20	
EFT30648	27/07/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	60 L ENGEL FRIDGE + FRIDGE BAG FOR CESM VEHICLE	1		2,035.00
INV 7953	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	60 L ENGEL FRIDGE + FRIDGE BAG FOR CESM VEHICLE	1	2,035.00	
EFT30649	27/07/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR ROBIN YARRAN	1		150.00
INV 8306	26/06/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR ROBIN YARRAN	1	150.00	
EFT30650	27/07/2018	YVONNE KICKETT	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	1		100.00
INV RR2607206/07/2018		YVONNE KICKETT	ABORIGINAL ADVISORY GROUP MEETING 25/07/2018	1	100.00	
EFT30651	31/07/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 223 Fixed Component - CONSTRUCTION OF RECREATION FACILITIES	1		75,152.19
INV 223	30/07/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 223 Fixed Component - CONSTRUCTION OF RECREATION FACILITIES		67,994.79	
INV CY2707207/07/2018		WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE TO 30/06/2018.	1	7,157.40	
34978	06/07/2018	COMMISSIONER OF POLICE	ROAD CLOSURE FOR BKB OPENING.	1		161.80
INV VY1906206/07/2018		COMMISSIONER OF POLICE	ROAD CLOSURE FOR BKB OPENING.	1	80.90	
INV VW1906206/07/2018		COMMISSIONER OF POLICE	ROAD CLOSURE FOR 2018 AVON RIVER FESTIVAL.	1	80.90	
34979	13/07/2018	PETTY CASH	PETTY CASH REIMBURSMENT FROM 03/05/2018 TO 25/06/2018.	1		116.95
INV P/C VISI125/06/2018		PETTY CASH	PETTY CASH REIMBURSMENT FROM 03/05/2018 TO 25/06/2018.	1	96.95	
INV P/C REC/28/06/2018		PETTY CASH	PETTY CASH REIMBURSMENT FOR 28/06/2018	1	20.00	

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34980	13/07/2018	RAC BUSINESSWISE	RAC BUSINESS WISE MEMBERSHIP SUBSCRIPTION - KILLARA	I		970.00
INV 289387	31/05/2018	RAC BUSINESSWISE	RAC BUSINESS WISE MEMBERSHIP SUBSCRIPTION - KILLARA	I	970.00	
34981	13/07/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	I		135.00
INV DEDUCT10/07/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		135.00	
34982	13/07/2018	SYNERGY	STREET LIGHTS 25/05/18-24/06/2018	I		27,587.30
INV 9168227526/06/2018		SYNERGY	WUNDOWIE TENNIS CLUB 26/04/2018 to 26/06/2018	I	53.00	
INV 3053076126/06/2018		SYNERGY	LOT 410 KURINGAL RD WUNDOWIE 26/04/2018 to 26/06/2018	I	58.85	
INV 3006770726/06/2018		SYNERGY	WUNDOWIE FOOTY PAVILLION 26/04/2018 to 26/06/2018	I	107.35	
INV 3706392326/06/2018		SYNERGY	WUNDOWIE TOWN HALL 26/04/2018 to 26/06/2018	I	449.40	
INV 4449973026/06/2018		SYNERGY	WUNDOWIE LIBRARY 26/04/2018 to 26/06/2018	I	381.35	
INV 9626429926/06/2018		SYNERGY	MEDICAL CENTRE 26/04/2018 to 26/06/2018	I	32.00	
INV 9812925725/06/2018		SYNERGY	BAKERS HILL REC CENTRE 26/04/2018 to 25/06/2018	I	849.15	
INV 1819945021/06/2018		SYNERGY	KILLARA NEW BUILDING 17/05/2018 to 21/06/2018	I	1,663.85	
INV 4879640426/06/2018		SYNERGY	YOUTH ADVISORY COUNCIL - 26/04/2018 TO 26/06/2018	I	41.30	
INV 1686149902/07/2018		SYNERGY	STREET LIGHTS 25/05/18-24/06/2018	I	23,492.35	
INV 9152416402/07/2018		SYNERGY	AUXILLARY LIGHTING CHARGE 28/05/2018-27/06/2018	I	124.50	
INV 0353464127/06/2018		SYNERGY	HOOPER PARK GEH BAKERS HILL 25/04/2018-22/06/2018	I	151.70	
INV 3619900326/06/2018		SYNERGY	WUNDOWIE OVAL PUMP 21/04/20018-21/06/2018	I	182.50	
34983	13/07/2018	TELSTRA CORPORATION	BAKERS HILL BFB - 23/06/2018 TO 22/07/2018	I		32.74
INV 6305302927/06/2018		TELSTRA CORPORATION	BAKERS HILL BFB - 23/06/2018 TO 22/07/2018	I	32.74	
34984	20/07/2018	DEANNA ROSE HANSEN	CROSSOVER REBATE PAYMENT FOR 44 FAIRWAY BEND NORTHAM.	I		600.00
INV MN0705207/05/2018		DEANNA ROSE HANSEN	CROSSOVER REBATE PAYMENT FOR 44 FAIRWAY BEND NORTHAM.	I	600.00	

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34985	20/07/2018	TELSTRA CORPORATION	MOBILE ACCOUNT 28/06/2018 - 27/07/2018	1		3,516.94
INV 2726008901/07/2018		TELSTRA CORPORATION	MOBILE ACCOUNT 28/06/2018 - 27/07/2018	1	3,516.94	
34986	20/07/2018	WATER CORPORATION	STANDPIPE AT GRASS VALLEY 07/02/2018 TO 11/4/2018	1		3,328.83
INV 9020383804/07/2018		WATER CORPORATION	KILLARA 01/07/18-30/06/2019	1	334.57	
INV 9007899905/07/2018		WATER CORPORATION	GIRL GUIDES HALL 01/07/2018-31/08/2018	1	67.86	
INV 9007945103/07/2018		WATER CORPORATION	KATRINE TOILETS 01/07/2018-31/08/2018	1	19.13	
INV 9007901103/07/2018		WATER CORPORATION	MORRELL ST PARK01/07/2018-31/08/2018	1	432.77	
INV 9007901705/07/2018		WATER CORPORATION	PURSLOWE PARK 01/07/18-31/08/18	1	323.34	
INV 9007901605/07/2018		WATER CORPORATION	RAILWAY MUSEUM 01/07/2018-31/08/2018	1	147.89	
INV 9007948204/07/2018		WATER CORPORATION	STANDPIPE 01/07/2018-31/08/2018	1	45.08	
INV 9007948304/07/2018		WATER CORPORATION	STANDPIPE 01/07/2018-31/08/2018	1	59.43	
INV 9007945603/07/2018		WATER CORPORATION	STANDPIPE 01/07/2018-31/08/2018	1	64.21	
INV 9007946104/07/2018		WATER CORPORATION	STANDPIPE 01/07/2018-31/08/2018	1	210.06	
INV 9008729705/07/2018		WATER CORPORATION	SHIRE ADMINISTRATION BUILDING 01/07/2018-31/08/2018	1	184.03	
INV 9007950016/04/2018		WATER CORPORATION	STANDPIPE AT GRASS VALLEY 07/02/2018 TO 11/4/2018	1	965.27	
INV 9007950008/06/2018		WATER CORPORATION	STANDPIPE AT GRASS VALLEY 11/4/2018 TO 7/6/2018.	1	66.33	
INV 9007907211/07/2018		WATER CORPORATION	WATER CHARGES - 182 FITZGERALD STREET, NORTHAM ACCOUNT NO: 9007907298 BILL ID: 0191	1	408.86	
34988	26/07/2018	LANDGATE	TO REGISTER LANDGATE DOCUMENTS DEED OF EASEMENT FOR PEDDERMANS.	1		171.20
INV 71&73	25/07/2018	LANDGATE	TO REGISTER LANDGATE DOCUMENTS DEED OF EASEMENT FOR PEDDERMANS.	1	171.20	
34989	26/07/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION FOR KILLARA4 - PN0820	1		20,762.35
INV ITAA1	11/9/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION FOR ITAA111 BRIGADES TRAILER.	1	24.30	
INV ITOV60319	06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION FOR ITOV603 BRIGADES TRAILER.	1	24.30	
INV 1BMR0919	06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION FOR 1BMR091 BRIGADES FIRE TRUCK.	1	77.95	

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INV N.3113	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION FOR N.3113 FIRE TRUCK.	I	77.95	
INV 1BNP584	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION FOR 1BNP584.	I	77.95	
INV N.009	12/07/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION FOR N.009 - PN009	I	402.75	
INV N.2240	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION FOR N.2240 - PN2240	I	24.30	
INV N.020	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION FOR N.020 - PN020	I	77.95	
INV N11267	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION FOR N11267 - PN1512	I	375.50	
INV N.006	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION FOR N.066 - PN0916	I	77.95	
INV KILLARA	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION FOR KILLARA4 - PN0820	I	402.75	
INV KILLARA	13/07/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION FOR KILLARA2 - PN1202	I	402.75	
INV N5633	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N5633 - PN0004.	I	24.30	
INV 8TF590	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION 8TF590 - PN0001.	I	24.30	
INV 9RE810	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION 9RE810 - PN0002.	I	24.30	
INV KILLARA	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION KILLARA - PN1310	I	402.75	
INV KILLARA	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION KILLARA3 - PN1311	I	402.75	
INV N.017	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N.017 - PN1213	I	77.95	
INV N.15079	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N.15079 - PN1615	I	24.30	
INV N.2116	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION - N.2116 - PN2116.	I	24.30	
INV N.3333	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N.3333 - PN1614.	I	402.75	
INV N.3433	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION - N.3433 - PN1519.	I	402.75	
INV N.3505	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N.3505 - PN1619	I	244.00	
INV N.3862	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N.3862 - PN1005	I	77.95	
INV N.4030	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N.4030 - PN1704.	I	402.75	
INV N.4096	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N.4096 - PN1305.	I	375.50	
INV N.4098	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N.4098 - PN1309.	I	375.50	
INV N.5477	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION FOR N.5477 - PN1009A	I	24.30	
INV N577	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N577 - PN1607	I	375.50	

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INV 1DZ1621	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION 1DZ1621 - PN1501	I	375.50	
INV ITSH272	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION ITSH272 - PN1602	I	24.30	
INV N.001	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.001 - PN1706	I	77.95	
INV N.004	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.004 - PN0908	I	77.95	
INV N.003	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.003 - PN1610	I	375.50	
INV N10759	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N10759 - PN1218	I	375.50	
INV N10863	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N10863 - PN1207	I	77.95	
INV N10922	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N10922 - PN1312	I	375.50	
INV N11142	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11142 - PN1509	I	375.50	
INV N11187	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11187 - PN1515	I	375.50	
INV N642	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N642 - PN1608	I	244.00	
INV 1DNH35C19/06/2018	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION 1DNH650 - PN1007	I	77.95	
INV N9166	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N9166 - P5011	I	77.95	
INV N.15080	25/07/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N.15080 - PN1616	I	24.30	
INV ITNU48419/06/2018	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION ITNU484 - PN1214	I	24.30	
INV ITLJ767	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION ITLJ767 - PN1019	I	24.30	
INV N.4346	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N.4346 - PN1703	I	244.00	
INV N.5380	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N.5380 - PN0005	I	24.30	
INV N10721	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N10721 - PN1618	I	402.75	
INV N10734	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N10734 - PN1520	I	402.75	
INV N.15088	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N.15088 - PN1604	I	24.30	
INV ITRA50219/06/2018	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION ITRA502-PN1510A	I	24.30	
INV ITRB67419/06/2018	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION ITRA674-PN1603	I	24.30	
INV ITSO18319/06/2018	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION ITSO183 - PN1701	I	24.30	
INV 7WE655	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION 7WE655 - 19/06/2018	I	24.30	
INV ITNU88719/06/2018	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION ITNU887 - 19/06/2018	I	24.30	

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INV ITQM5719/06/2018	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION ITQM573 - PN1413	I	24.30	
INV ITQM57419/06/2018	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION ITQM574 - PN1414	I	24.30	
INV N.4259	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.4259 - PN1603	I	375.50	
INV N.3856	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.3856 - PN1003	I	244.00	
INV N.3805	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.3805 - PN0913	I	375.50	
INV N.002	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.002 - PN1314	I	244.00	
INV N.007	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.007 - PN1611	I	375.50	
INV N10996	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N10996 - PN1407	I	375.50	
INV N.4100	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.4100 - PN1307	I	375.50	
INV N.4099	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.4099 - PN1308	I	375.50	
INV N.4177	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.4177 - PN3555	I	77.95	
INV N.4174	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.4174 - PN1502	I	77.95	
INV N.4013	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.4013 - PN1222	I	375.50	
INV N.4012	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.4012 - PN1221	I	375.50	
INV N.3871	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.3871 - PN1006	I	77.95	
INV N9467	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N9467 - PN1621	I	402.75	
INV N40090	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N40090 - PN1510	I	24.30	
INV N11131	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11131 - PN1702	I	402.75	
INV N11120	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11120 - PN1707	I	402.75	
INV N11114	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11114 - PN1507	I	402.75	
INV N11063	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11063 - PN1408	I	77.95	
INV N11069	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11069 - PN1613	I	402.75	
INV N11075	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11075 - PN1708	I	375.50	
INV N11084	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11084 - PN1412	I	375.50	
INV N.008	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.008 - PN1201	I	375.50	
INV N.1709	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N.1709 - PN1612	I	375.50	

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INV N11469	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11469 - PN1623	I	375.50	
INV N11363	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11363 - PN1609	I	402.75	
INV N11291	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11291 - PN1602	I	375.50	
INV N11254	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11254 - PN1517	I	375.50	
INV N11206	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11206 - PN1601	I	402.75	
INV N11196	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11196 - PN1516	I	375.50	
INV N11184	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11184 - PN1314	I	375.50	
INV N11164	19/06/2018	SHIRE OF NORTHAM	ANNUAL REGISTRATION N11164 - PN1511	I	375.50	
INV N10938	19/06/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N10938 - PN1401.	I	375.50	
34990	27/07/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N460 - PN1220.	I		402.75
INV N460	26/07/2018	SHIRE OF NORTHAM	12 MONTHS REGISTRATION N460 - PN1220.	I	402.75	
34991	27/07/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	I		135.00
INV DEDUCT24/07/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		135.00	
34992	27/07/2018	SYNERGY	KILLARA NEW BUILDINGS - 21/06/2018 TO 19/07/2018	I		1,524.10
INV 9414532313/07/2018		SYNERGY	GRASS VALLEY FIRE SHED 10/05/18-10/07/18	I	164.90	
INV 1819945019/07/2018		SYNERGY	KILLARA NEW BUILDINGS - 21/06/2018 TO 19/07/2018	I	1,359.20	
34993	27/07/2018	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 04/07/2018 TO 04/08/2018.	I		5,316.58
INV 2726008910/07/2018		TELSTRA CORPORATION	BUSHFIRE BRIGADES 10/07/18-09/08/18	I	176.95	
INV 3864754812/07/2018		TELSTRA CORPORATION	HENRY ST OVAL 05/07/18-04/08/2018	I	72.32	
INV 9026075012/07/2018		TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 04/07/2018 TO 04/08/2018.	I	5,027.36	
INV 2000490619/07/2018		TELSTRA CORPORATION	SES BROADBAND ACCOUNT 2000049065756 - 15/06/2018 TO 14/07/2018.	I	39.95	
34994	27/07/2018	WATER CORPORATION	STANDPIPE - CLAKE STREET 16/5/2018 TO 18/7/2018.	I		7,802.69
INV 9007945310/07/2018		WATER CORPORATION	STANDPIPE AT MEENAAR 10/05/2018 TO 09/07/2018.	I	45.08	
INV 9007904011/07/2018		WATER CORPORATION	OLD TOWN BUILDING 09/05/2018 TO 10/07/2018	I	509.32	

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INV 9007904011/07/2018		WATER CORPORATION	MEMORIAL HALL 09/05/2018 TO 10/07/2018	I	309.20	
INV 9007903911/07/2018		WATER CORPORATION	ST JOHN'S HALL 09/05/2018 TO 10/07/2018	I	153.30	
INV 9007908610/07/2018		WATER CORPORATION	KILLARA 09/05/2018 TO 09/07/2018	I	1,157.97	
INV 9018699004/07/2018		WATER CORPORATION	NORTHAM REC CENTRE GREASE ARRESTOR 01/07/18-30/06/2019.	I	334.57	
INV 9007951311/07/2018		WATER CORPORATION	STANDPIPE AT MEENAAR SOUTH RD 10/05/2018 TO 09/07/2018.	I	45.08	
INV 9007909710/07/2018		WATER CORPORATION	SES BUILDING 09/05/2018 TO 09/07/2018	I	93.25	
INV 9007903709/07/2018		WATER CORPORATION	TOWN & LESSER HALL 08/05/2018 TO 06/07/2018	I	226.84	
INV 9007906710/07/2018		WATER CORPORATION	OLD FIRE STATION 09/05/2018 TO 09/07/2018	I	151.55	
INV 9007906910/07/2018		WATER CORPORATION	OLD INFANT HEALTH CLINIC OLD FIRE STATION 09/05/2018 TO 09/07/2018	I	66.99	
INV 9007908010/07/2018		WATER CORPORATION	OLD POST OFFICE 09/05/2018 TO 09/07/2018	I	199.37	
INV 9007908010/07/2018		WATER CORPORATION	OLD GIRLS SCHOOL 09/05/2018 TO 09/07/2018	I	75.03	
INV 9007907411/07/2018		WATER CORPORATION	BERNARD PARK PLAY CENTRE 09/05/2018 TO 10/07/2018	I	166.77	
INV 9007903911/07/2018		WATER CORPORATION	BKB CENTRE 08/05/18-10/07/18	I	369.91	
INV 9007907311/07/2018		WATER CORPORATION	RIVERBANK TO BROOME TCE - 11/05/2018 TO 10/07/2018	I	33.47	
INV 9011070411/07/2018		WATER CORPORATION	SNACKBAR AT 2 GREY ST - 01/07/2018 TO 31/08/2018	I	214.31	
INV 9008729811/07/2018		WATER CORPORATION	VISITORS CENTRE - 09/05/2018 TO 10/07/2018.	I	751.82	
INV 9022053219/07/2018		WATER CORPORATION	STANDPIPE - CLAKE STREET 16/5/2018 TO 18/7/2018.	I	2,898.86	
DD12678.1	01/07/2018	WESTNET PTY LTD	ANNUAL CHARGE FOR WESTNET STATIC IP ADDRESS SINGLE SERVICE FOR THE PERIOD 01/06/2018 TO 01/06/2019.	I		1,254.40
INV 1013630101/07/2018		WESTNET PTY LTD	ANNUAL CHARGE FOR WESTNET STATIC IP ADDRESS SINGLE SERVICE FOR THE PERIOD 01/06/2018 TO 01/06/2019.	I	1,254.40	
DD12696.1	10/07/2018	BANKWEST	JASON WHITEAKER MASTERCARD 24/5/2018 TO 21/6/2018	I		6,456.70
INV 24TH MA10/07/2018		BANKWEST	COLIN YOUNG MASTERCARD 24/5/2018 TO 21/6/2018	I	509.00	
INV R RAYSC10/07/2018		BANKWEST	ROSS RAYSON MASTERCARD 24/5/2018 TO 21/6/2018	I	2,825.35	

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INV C KLEYM10/07/2018		BANKWEST	CLINTON KLEYNHANS MASTERCARD 24/5/2018 TO 21/6/2018	I	923.52	
INV C HUNT 10/07/2018		BANKWEST	CHADD HUNT MASTERCARD 24/5/2018 TO 21/6/2018	I	143.75	
INV B RUTTE10/07/2018		BANKWEST	BRENDON RUTTER MASTERCARD 24/5/2018 TO 21/6/2018	I	928.65	
INV J WHITE,10/07/2018		BANKWEST	JASON WHITEAKER MASTERCARD 24/5/2018 TO 21/6/2018	I	1,126.43	
DD12701.1	10/07/2018	WA SUPER	Payroll deductions	I		22,222.27
INV SUPER	10/07/2018	WA SUPER	Superannuation contributions	I	19,397.66	
INV DEDUCT10/07/2018		WA SUPER	Payroll deductions	I	1,544.85	
INV DEDUCT10/07/2018		WA SUPER	Payroll deductions	I	94.58	
INV DEDUCT10/07/2018		WA SUPER	Payroll deductions	I	33.09	
INV DEDUCT10/07/2018		WA SUPER	Payroll deductions	I	269.64	
INV DEDUCT10/07/2018		WA SUPER	Payroll deductions	I	25.00	
INV DEDUCT10/07/2018		WA SUPER	Payroll deductions	I	244.33	
INV DEDUCT10/07/2018		WA SUPER	Payroll deductions	I	86.70	
INV DEDUCT10/07/2018		WA SUPER	Payroll deductions	I	325.00	
INV DEDUCT10/07/2018		WA SUPER	Payroll deductions	I	201.42	
DD12701.2	10/07/2018	SUNSUPER	Superannuation contributions	I		451.00
INV SUPER	10/07/2018	SUNSUPER	Superannuation contributions	I	451.00	
DD12701.3	10/07/2018	HOSTPLUS SUPER	Superannuation contributions	I		389.17
INV SUPER	10/07/2018	HOSTPLUS SUPER	Superannuation contributions	I	389.17	
DD12701.4	10/07/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	I		143.05
INV SUPER	10/07/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	I	143.05	
DD12701.5	10/07/2018	KINETIC SUPER	Superannuation contributions	I		144.30
INV SUPER	10/07/2018	KINETIC SUPER	Superannuation contributions	I	144.30	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12701.6	10/07/2018	ESSENTIAL SUPER	Superannuation contributions	1		134.47
INV SUPER	10/07/2018	ESSENTIAL SUPER	Superannuation contributions	1	134.47	
DD12701.7	10/07/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		204.75
INV SUPER	10/07/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	204.75	
DD12701.8	10/07/2018	CBUS	Superannuation contributions	1		171.53
INV SUPER	10/07/2018	CBUS	Superannuation contributions	1	171.53	
DD12701.9	10/07/2018	PRIME SUPER	Superannuation contributions	1		188.34
INV SUPER	10/07/2018	PRIME SUPER	Superannuation contributions	1	188.34	
DD12728.1	17/07/2018	FINES ENFORCEMENT REGISTRY	LODGEMENT FOR REGISTERING 3 UNPAID INFINGEMENTS	1		190.50
INV 2261682017/07/2018		FINES ENFORCEMENT REGISTRY	LODGEMENT FOR REGISTERING 3 UNPAID INFINGEMENTS	1	190.50	
DD12755.1	24/07/2018	WA SUPER	Payroll deductions	1		23,077.34
INV SUPER	24/07/2018	WA SUPER	Superannuation contributions	1	20,018.01	
INV DEDUCT24/07/2018		WA SUPER	Payroll deductions	1	1,804.78	
INV DEDUCT24/07/2018		WA SUPER	Payroll deductions	1	93.53	
INV DEDUCT24/07/2018		WA SUPER	Payroll deductions	1	50.67	
INV DEDUCT24/07/2018		WA SUPER	Payroll deductions	1	228.32	
INV DEDUCT24/07/2018		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT24/07/2018		WA SUPER	Payroll deductions	1	243.91	
INV DEDUCT24/07/2018		WA SUPER	Payroll deductions	1	86.70	
INV DEDUCT24/07/2018		WA SUPER	Payroll deductions	1	325.00	
INV DEDUCT24/07/2018		WA SUPER	Payroll deductions	1	201.42	
DD12755.2	24/07/2018	SUNSUPER	Superannuation contributions	1		451.62

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	24/07/2018	SUNSUPER	Superannuation contributions	i	451.62	
DD12755.3	24/07/2018	HOSTPLUS SUPER	Superannuation contributions	i		356.96
INV SUPER	24/07/2018	HOSTPLUS SUPER	Superannuation contributions	i	356.96	
DD12755.4	24/07/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	i		149.60
INV SUPER	24/07/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	i	149.60	
DD12755.5	24/07/2018	KINETIC SUPER	Superannuation contributions	i		144.30
INV SUPER	24/07/2018	KINETIC SUPER	Superannuation contributions	i	144.30	
DD12755.6	24/07/2018	ESSENTIAL SUPER	Superannuation contributions	i		152.23
INV SUPER	24/07/2018	ESSENTIAL SUPER	Superannuation contributions	i	152.23	
DD12755.7	24/07/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	i		202.92
INV SUPER	24/07/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	i	202.92	
DD12755.8	24/07/2018	CBUS	Superannuation contributions	i		122.03
INV SUPER	24/07/2018	CBUS	Superannuation contributions	i	122.03	
DD12755.9	24/07/2018	PRIME SUPER	Superannuation contributions	i		188.34
INV SUPER	24/07/2018	PRIME SUPER	Superannuation contributions	i	188.34	
DD12772.1	30/07/2018	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT NORTHAM RECREATION CENTRE JULY 2018	i		1,046.85
INV JULY 2018	30/07/2018	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT NORTHAM RECREATION CENTRE JULY 2018	i	1,046.85	
DD12701.10	10/07/2018	ONEPATH	Superannuation contributions	i		188.56
INV SUPER	10/07/2018	ONEPATH	Superannuation contributions	i	188.56	
DD12701.11	10/07/2018	MEDIA SUPER	Superannuation contributions	i		193.85
INV SUPER	10/07/2018	MEDIA SUPER	Superannuation contributions	i	193.85	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12701.12	10/07/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,475.41
INV SUPER	10/07/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,370.63	
INV DEDUCT	10/07/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	104.78	
DD12701.13	10/07/2018	REST INDUSTRY SUPER	Superannuation contributions	1		687.08
INV SUPER	10/07/2018	REST INDUSTRY SUPER	Superannuation contributions	1	687.08	
DD12701.14	10/07/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		254.29
INV SUPER	10/07/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	254.29	
DD12701.15	10/07/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		149.41
INV SUPER	10/07/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	149.41	
DD12701.16	10/07/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		518.82
INV SUPER	10/07/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	518.82	
DD12701.17	10/07/2018	AMP LIFE LIMITED	Superannuation contributions	1		442.16
INV SUPER	10/07/2018	AMP LIFE LIMITED	Superannuation contributions	1	442.16	
DD12701.18	10/07/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		258.59
INV SUPER	10/07/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	258.59	
DD12701.19	10/07/2018	BENDIGO SMART START SUPER	Superannuation contributions	1		191.54
INV SUPER	10/07/2018	BENDIGO SMART START SUPER	Superannuation contributions	1	191.54	
DD12755.10	24/07/2018	ONEPATH	Superannuation contributions	1		187.93
INV SUPER	24/07/2018	ONEPATH	Superannuation contributions	1	187.93	
DD12755.11	24/07/2018	MEDIA SUPER	Superannuation contributions	1		193.85
INV SUPER	24/07/2018	MEDIA SUPER	Superannuation contributions	1	193.85	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12755.12	24/07/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,518.81
INV SUPER	24/07/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,420.89	
INV DEDUCT	24/07/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	97.92	
DD12755.13	24/07/2018	REST INDUSTRY SUPER	Superannuation contributions	1		685.25
INV SUPER	24/07/2018	REST INDUSTRY SUPER	Superannuation contributions	1	685.25	
DD12755.14	24/07/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		254.29
INV SUPER	24/07/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	254.29	
DD12755.15	24/07/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		207.93
INV SUPER	24/07/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	207.93	
DD12755.16	24/07/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		518.82
INV SUPER	24/07/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	518.82	
DD12755.17	24/07/2018	AMP LIFE LIMITED	Superannuation contributions	1		442.16
INV SUPER	24/07/2018	AMP LIFE LIMITED	Superannuation contributions	1	442.16	
DD12755.18	24/07/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		258.59
INV SUPER	24/07/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	258.59	
DD12755.19	24/07/2018	BENDIGO SMART START SUPER	Superannuation contributions	1		191.58
INV SUPER	24/07/2018	BENDIGO SMART START SUPER	Superannuation contributions	1	191.58	

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Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,989,885.18
TOTAL		1,989,885.18

Attachment 2

Payment dates 1st of July 2018 to 30th July 2018

- Municipal Fund payment cheque numbers 34978 to 34994 Total \$72,564.23.

Electronic Funds Transfer

- Municipal Fund EFT30434 to EFT30651 Total \$1,848,659.36.

Direct Debits Total \$68,661.59

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Month	Cheques 2018/2019	EFT Payments 2018/2019	Direct Debits 2018/2019	Payroll 2018/2019	Total Payments 2018/2019
July	\$ 72,564.23	\$1,848,659.36	\$ 68,661.59	\$ 521,361.23	\$ 2,511,246.41
August					\$ -
September					\$ -
October					\$ -
November					\$ -
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
Total	\$72,564.23	\$1,848,659.36	\$68,661.59	\$521,361.23	\$2,511,246.41

The Following table presents all payments made for the month from Council credit cards paid by direct debit 12696.1:

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services		
LINKEDIN - IT	39.99	
HOME BAKE SHOP -BAKERS HILL - MEETING WITH RESIDENT - 28/5/2018	4.30	
HOME BAKE SHOP -BAKERS HILL - MEETING WITH RESIDENT - 28/5/2018	8.60	
BP LAKES 1903 1/6/2018	113.47	
PUMA ENERGY EL CAB 1903 12/6/2018	110.56	
SHIRE OF NORTHAM REGISTRATION	417.80	
SHIRE OF NORTHAM REGISTRATION	48.80	

Summary Credit Card Payments	\$	Total
SUBWAY - LUNCH FOR TRAFFIC MANAGEMENT TRAINING	180.00	923.52
CESM		
PUMA ENERGY EL CAB-REFRESHMENTS	281.60	
PUMA ENERGY EL CAB-REFRESHMENTS	599.55	
COLES - REFRESHMENTS	47.50	928.65
Executive Manager Corporate Services		
INDIAN OCEAN HOTEL - LICENSING TRAINING ACCOMMODATION 10/6/2018	441.00	
INDIAN OCEAN HOTEL - LICENSING TRAINING ACCOMMODATION 15/6/18	68.00	509.00
Executive Manager Community Services		
SQUARESPACE INC -WEBSITE FOR BKB CENTRE 23/5/18	300.00	
LAURA'S WINE BAR - CATERING FOR COUNCIL STRATEGIC MEETING 23/5/2018	164.00	
SUBWAY - CATERING FOR BUS TOUR	164.00	
CITY OF PERTH PARKING -31/5/18	16.13	
ADOBE PS CREATIVE CL MONTHLY FEE	270.54	
NORTH METROPOLITAN TAFE - VIC JONES	1910.68	2,825.35
Executive Manager Development Services		
CXPRESSO PIER ST -LUNCH HEARING PERTH	17.75	
PARKING FOR SAT APPEAL HEARING PERTH	37.00	
COLES MYER GIFTCARD -STAFF LEAVING	50.00	
ANNUAL CARD FEE	39.00	143.75
Chief Executive Officer		
NORTHAM BRUNO'S PIZZA	120.00	
CAFE YASOU	9.20	
CAFE YASOU	8.00	
VODAFONE CANNINGTON	29.95	
COLES EXPRESS 2128	54.94	
MCDONALDS NORTHAM MEETING	16.15	
DUNNINGS ROADHOUSE SOUTHERN CROSS	18.00	
MERREDIN BED & BREAKFAST - ACCOMMODATION	280.00	
RYDGES KALGOORLIE - ACCOMMODATION	185.18	
RYDGES KALGOORLIE - ACCOMMODATION	188.51	
DUNNINGS ROADHOUSE SOUTHERN CROSS	9.00	
DUNNINGS ROADHOUSE SOUTHERN CROSS	8.20	
UNITED PETROLEUM PTY KELLERBERRIN	11.80	
CALTEX KALGOORLIE	71.67	
FOREIGN TRANSACTION FEE	8.85	
FOREIGN TRANSACTION FEE	7.98	
FACILITY FEE BANK WEST	99.00	1126.43
Total Credit Card Expenditure	\$	6,456.70

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,511,246.41 was submitted to the Ordinary Meeting of Council on Wednesday, 22 August 2018.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,511,246.41 was submitted to each member of the Council on Wednesday, 22 August 2018, 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 Management of Council Property Leases and Licence Agreements Policy

Address:	N/A
Owner:	Shire of Northam
File Reference:	
Reporting Officer:	Cheryl Greenough Coordinator Governance/Administration
Responsible Officer:	Colin Young Executive Manager Corporate Services
Voting Requirement	Simple Majority

BRIEF

This policy is being presented to Council for adoption as part of the Bi-annual review of the Shire of Northam Lease Policies.

ATTACHMENTS

Attachment 1: A8.5 Management of Council Property Leases and Licence Agreements Policy.

BACKGROUND / DETAILS

To ensure policies remain current and viable for the growing needs of the Shire of Northam the policies should be reviewed every two years.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome: Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.

- Decisions made by the Shire of Northam are communicated and the reasoning clearly articulated to residents and stakeholders

Financial / Resource Implications

Advertising costs.

Legislative Compliance

Local Government Act 1995 section 2.7. Role of council

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Local Government Act 1995 s9.49A. Execution of documents

- (1) A document is duly executed by a local government if —
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
 - (a) the mayor or president; and
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

Policy Implications

Shire of Northam Policies.

Stakeholder Engagement / Consultation

Nil.

Risk Implications

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

OFFICER'S COMMENT

The proposed changes will assist in streamlining the content of leases and make the definition of Community Leases clearer. Previously there was no discerning difference between Community Not-For-Profit and those community groups which were subsidised either by Government or other private industries.

The new heading of 'Subsidised Community Not-For-Profit' will make it clearer with regards to their responsibilities as the Lessee under a lease arrangement.

RECOMMENDATION

That Council approve the amended Management of Council Property Leases policy A8.5 as provided in Attachment 1.



Attachment 1

Shire of Northam Planning Policy Manual (Section I)
Policy
A8.5 Management of Council Property Leases

A8.5 Management of Council Property Leases

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	TBA
<i>Next Scheduled Review</i>	June 2020
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995 s3.58 Local Government Act 1995 s9.49A(2)&(4) Local Government (Functions and General) Regulations 1996 Reg 30(2)(b)

OBJECTIVE

To assist in the management of Council property leases.

SCOPE

Applies to all commercial entities, community groups, not for profit organisations and government organisations.

POLICY

Shire property leases will be determined on the nature of the proposed usage in accordance with this policy and legislation.

The CEO and Shire President are authorised to execute leases and affix the Common Seal of the Shire of Northam to leases approved under Delegated Authority Reference Number F06 - Disposing of Property by Lease or Licence.



Shire of Northam Planning Policy Manual (Section I)
Policy
A8.5 Management of Council Property Leases

MANAGEMENT OF COUNCIL PROPERTY LEASES AND LICENCE AGREEMENTS

DEFINITIONS

A lease is offered where the tenant (Lessee) has exclusive possession of the premises ("Demised Premises") for a fixed term.

A management licence ("Licence") is offered where the tenant ("Licensee") has management rights only of the "Demised Premises." Where the Council does not have the power to lease the land (eg: the Shire leases the land from another party), or the land is shared between several users.

Minor maintenance in general refers to an amount of \$1000 per annum and major maintenance refers to amounts generally above \$1000 per annum.

POLICY

As a general principle, any a new lease shall will be limited to a maximum of a five year term and any option to renew will be limited to no more than a five year term. Council may consider longer terms where Council is of the opinion that there is benefit or merit for providing a longer lease term.

- 1.0 Community Groups managing the following Community Halls will be subject to a lease between the Community Group and Council:-

Bakers Hill Recreation Centre (Pavilion)
Clackline Hall
Grass Valley Hall
Southern Brook Hall
Quellington Hall

Council recognises the importance of a Community Hall to the general community and understands that the 'Hall' use is unlikely to result in full cost recovery, therefore:-

- 1.1 Council will assist in maintaining the facility for the benefit of the community, with the Community Group as manager;
- 1.2 The basic principles considered in establishing a standard lease fee reflects the community contribution of the group resulting in a levy of a peppercorn (\$1 per annum payable on demand) rental to community groups managing the nominated Community Halls;
- 1.3 The Shire will cover the cost of building insurance and the lease preparation fee for the above community halls managed by community groups.
- 1.4 The Shire through the Council's annual budget process will provide a maximum amount of \$1000 per annum, towards the maintenance of the special floor surface in the sports arena section of the Bakers Hill Recreation Centre (Pavilion);



Shire of Northam Planning Policy Manual (Section I)
Policy
A8.5 Management of Council Property Leases

- 1.5 All other conditions as described under 2.0, excluding 2.1 (rent) and 2.2 (lease preparation fee) will apply; and
- 1.6 The Northam Memorial Hall is to be treated as a special case with specific requirements as it is managed under a Deed.

2.0 Community Based Not-for-profit Lease: Reg 30(2)(b)

The basic principles considered in establishing a standard lease fee reflects a fair and equitable contribution of provision of a facility, the venue's pattern of use, location and the potential to obtain Community Grants assistance, as follows:-

- 2.1 The Shire levy an annual administration rent equivalent to the cost of building insurance, to all community, sport and recreation groups, ~~that is not for an~~ not including the abovementioned Community Halls, ~~which is the equivalent amount of the building insurance applicable to the building~~ and is reviewed annually.
- 2.2 Lessees or Licensees will be responsible for the full cost of the lease document preparation, registration and other costs associated with the execution of the agreement.
- 2.3 Lessees or Licensees must agree with Council to manage the "Demised Premises" on behalf of the community and to offer a service to the community that provides a net benefit.
- 2.4 The Lessee or Licensee will be responsible for the payment of outgoings, operating costs, and minor maintenance obligations.
- 2.5 The Lessee or Licensee will not be responsible for Shire land rates, ~~apart from~~ but will be responsible for rubbish service rates.
- 2.6 The Shire will insure the "Demised Premises" at replacement value and pass on the cost to the Lessee as per 2.1. The Shire will ~~and~~ perform any structural repairs, improvements and maintenance in accordance with levels determined within its budget forecast.
- 2.7 In the case of the Lessee or Licensee who leases a Council building and obtains approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.
- 2.8 The Lessee or Licensee will be responsible for contents insurance for their contents, and also hold public liability for their activities and workers compensation insurance for their employees (if applicable) to the value stipulated in the agreement.
- 2.9 The Lessee or Licensee will be responsible for the cost of repair of any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a club representative, member or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee.
- 2.10 The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.
- 2.11 The Lessee or Licensee will not incur any costs for property damage excluding contents occasioned by fire, fusion, explosion, lightning, civil commotion, storm, tempest, or earthquake.



Shire of Northam Planning Policy Manual (Section I)
Policy
A8.5 Management of Council Property Leases

- 2.12 On an annual basis, Lessees and Shire representatives will meet to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.

3.0 Subsidised Community Not-For-Profit: Reg 30(2)(b)

- 3.1 **Definition:** Development of facilities mainly by Government funds on land controlled or vested to the Shire of Northam and Facilities are leased to and operated by government agency or community based incorporated business;
- 3.2 **Lessee Responsibilities**
- 3.2.1 Specified annual rent;
- 3.2.2 Maintenance, cleaning and operational expenses are provided by the Lessee;
- 3.2.3 Outgoings, utility charges, rates etc are paid by the Lessee
- 3.2.4 Minor and Major maintenance is managed by the Lessee.
- 3.2.5 All associated Lease fees are paid by the Lessee.

4.0 Airport Hangar Site Agreement: S3.58 of the Act

- 4.1 The Shire has an expectation that it will receive a rent calculated on the land use or probable use rate at a set rate per square metre determined by the Valuer General; or
- 4.2 No less than market value of vacant land determined by the Valuer General for any lease area or licence.
- 4.3 The Lessee or Licensee will be responsible to contribute to the full cost of any previous improvements to the Airport by way of a levy proportioned to the cost of the work by a once-off lease "establishment fee" or "transfer fee".
- 4.4 All agreements will have a common expiry date and an option to renew shall be limited to no more than five years.
- 4.5 The Lessee or Licensee will be responsible for meeting the full cost of the document preparation, registration and other costs associated with the execution of the agreement.
- 4.6 Lease costs must be paid for prior to the lease being drawn up.
- 4.7 In addition to the cost of drawing up the lease the Lessee or Licensee will annually be responsible for lease rental, land rates, water connection and usage, electricity connection and usage, telephone connection and usage
- 4.8 All improvements, repairs and maintenance to the "Demised Premises" are the sole responsibility of the Lessee or Licensee.
- 4.9 The Lessee or Licensee will be responsible for building and contents insurance and also hold current public liability insurance and worker compensation (if applicable) to the value stipulated in the agreement.
- 4.10 An agreement will not be entered into until a valid development application has been lodged with the Shire and been approved.



Shire of Northam Planning Policy Manual (Section I)
Policy
A8.5 Management of Council Property Leases

5.0 Commercial, Government or Government Agencies Agreement:

- 5.1 The Shire has an expectation that it will receive no less than market valuation for any lease or licence of the Shire's property as determined by the Valuer General, and
- 5.2 The Shire recognises that partnerships can be entered into for the benefit of the local community and acknowledges the adopted lease or licence rent will be determined on a case by case basis taking into consideration:
- Land contribution;
 - Building cost contribution;
 - State or Federal legislation; and
 - Level of benefit to local community.
- 5.3 In the case of a Council building, the Shire will insure the "Demised Premises" at replacement value and perform any structural repairs, improvements and maintenance in accordance with the level stipulated in the agreement.
- 5.4 In the case where the "Demised Premises" are owned by the Shire, the Lessee or Licensee will be responsible for:
- (a) Cost of repair for any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a member of staff, representative or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee.
 - (b) All outgoings.
 - (c) Contents insurance, public liability insurance, to the value stipulated in the agreement.
 - (d) In the case of Lessee or Licensee obtaining approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.
- 5.5 In the case of where the "Demised Premises" was not ~~be~~ built by the Shire, the Lessee or Licensee will be responsible for:
- (a) Insuring the building at replacement value even though it is or becomes a Council asset.
 - (b) Keeping the improvements well presented, clean and tidy at levels predetermined within the lease arrangements.
 - (c) Contents insurance, public liability insurance, and workers compensation to the value stipulated in the agreement
 - (d) The Lessee or Licensee will be responsible to meet the full cost of the document preparation, registration and other costs associated with the execution of the agreement.

12.5 COMMUNITY SERVICES

12.5.1 Disability Access Audit Report-Northam Library

Address:	Northam Library
Owner:	N/A
File Reference:	1.3.1.2
Reporting Officer:	Ross Rayson Executive Manager Community Services
Responsible Officer:	Ross Rayson Executive Manager Community Services
Voting Requirement	Simple Majority

BRIEF

For Council to consider the report into the Disability Access Audit undertaken at the Northam Library

ATTACHMENTS

Attachment 1: Disability Access Audit Report.

BACKGROUND / DETAILS

As a result of considerations in relation to access at the Northam Library for Large Powered Mobility devices, the Shire of Northam commissioned an independent accessibility audit of the Northam Library.

The purpose of this audit was to determine limitations, and provide possible solutions to accessibility issues at Northam Library, in particular Large Powered Mobility devices (gophers).

The Shire of Northam currently has barred access to Large Powered Mobility devices (gophers) within the Library, due to concerns around health and safety, for both patrons and staff. Of particular concern is the manoeuvrability, and speed, of these mobility devices and the concern of the Library Manager around the possibility for accidents to occur.

The Library has put into place some protocols in assisting the patrons who wish to use the library and who utilise such a device, to enable them to access the facilities without using the mobility device in the Library.

Given the increase in the number of such mobility devices in the community, staff believe that is going to be an ongoing concern for the Shire, given the age and limited accessibility of some of its public buildings.

Whilst some work has been done in the area of improving the accessibility of buildings from a general universal access point of view, the changing nature of mobility devices, requires a rethink on accessibility of these buildings.

The Access Audit undertaken, unfortunately, has not been able to provide any definitive answers to then questions on accessibility for such mobility devices.

As referenced in the Audit Report, the Northam Library, even though Heritage listed, is not exempt from providing equitable and dignified access to users with disability under the Federal Disability Discrimination Act.

The main issue appears to be that the current legislation references applicable Australian Standards, in this case Australian Standard AS1428.1 (2009). This standard provides minimum mandatory technical access requirements to ensure compliance, however, it is important to note that these requirements are based on testing of users with various disabilities dating back to 1983 and do not include:

- Users younger than 18 or older than 60;
- Wheelchair dimensions exceeding 800mm wide x 1300mm long (stationery wheelchair including the person); and
- Motorised scooters.

Australian Standard AS1428.1 (2009) is the last comprehensive review of wheelchairs undertaken in Australia, with no data or testing available at this time for users that sit outside of the range listed above. This means that although buildings and facilities may be built to comply with Building and Disability Legislation, they may have a gap in their accessibility provisions for children & teenagers with disability, users occupying larger wheelchairs and powered mobility aids.

Larger powered mobility aids research and testing carried out by David Caple & Associates Pty Ltd on behalf of the Australian Building Codes Board (ABCB) in 2014; Research on Spatial Dimensions for Occupied and Powered Wheelchairs Project-Final Report December 2014 identifies that current Legislation and Standards incorporate insufficient provisions for lifts, pathways and turning spaces for powered mobility device users and notes the necessity for further research on these devices to ascertain the additional requirements for users.

Due to the above, the Access Auditors are unable to provide specific advice on the access issues for large powered mobility aids, but have identified a number of potential barriers for employees and public, particularly in accessing the Mezzanine level of the Library.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 2: Community Wellbeing.

Outcome 2.2: There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.

- Deliver a supportive Library Service.

Financial / Resource Implications

There are potential financial implications for the Shire when considering the recommendations of this report, both when considering the Lift Strategy and the Interim Strategy for accessibility.

Legislative Compliance

Disability Discrimination Act 1992.

Disability (Access to Premises-Buildings) Standards 2010.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

This report has been prepared by an Access Audit consultant for the Shire of Northam. There has been minimal consultation with external stakeholders on this audit.

Risk Implications

The risk with not implementing recommendations from this report is that the Shire of Northam potentially will be in breach of Legislation, which could result in prosecution and financial penalty. Whilst the Shire has a Disability Action and Inclusion Plan, the development of a specific Disability Action Plan for Northam Library will assist to minimise any potential risk.

OFFICER'S COMMENT

It is clear from the attached report that the specific issue of accessibility at Northam Library, for Large Powered Mobility devices (gophers) cannot be answered definitively due to the lack of specific legislation.

The report has identified a range of issues regarding the current layout of the Library and its general compliance with relevant legislation, and possible solutions. Of particular interest is a number of elements identified with the lift as not meeting minimum requirements. This lift was retrofitted in the Northam Library in 2011.

If Council chooses to accept the recommendations of the report, significant reconfiguration of the Library will be required.

Also of concern is the access of gophers to the Library. The Library currently has a number of regular users who utilise gophers to travel to the Library. The majority of these users currently access the library after parking their machine outside.

Whilst there is no specific legislation to cover access of gophers to the Library, the issue is becoming more commonplace and therefore the demand is likely to increase. Officers believe that the use of these devices within the current Library building is a health and safety issue due to the speed and reduced manoeuvrability.

Officers are also concerned that the internal fitout is not conducive to a consistent safe environment for all Library users, and Library staff if access for gophers is allowed, particularly if more than one gopher user wishes to access the Library at the same time.

If a Disability Action Plan is to be prepared, Officers believe that it should also include the adjacent former Council Administration, which has limited accessibility.

RECOMMENDATION

That Council:

1. Receives the Disability Access Audit Report prepared for Northam Library;
2. Request officers to prepare a Disability Action Plan for Northam Library, and adjacent former Council office to be presented to Council for endorsement, prior to implementation; and
3. Council reaffirms the position of the Chief Executive Officer to not allow gopher access into the library as a result of occupational health and safety concerns identified.

Attachment 1



Disability Access Audit Report

Project:
Disability Access Audit

Site Address:
Northam Library
298 Fitzgerald Street
Northam WA 6401

Prepared for:
Shire of Northam

Our Ref: P180155
Date: 15/06/2018
Revision: 1

Innovative thinking – solution focussed

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Project: Disability Access Audit
Client: Shire of Northam



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Audit Record

Date	Revision	Comment	Site Auditor	Report Author
15/06/2018	1	Issue to client	 Brodie McCutcheon Access Consultant	 Alison Shiels Access Consultant ACAA Accredited MN 417

Project: Disability Access Audit
Client: Shire of Northam



1.0 Executive Summary

A disability access audit was carried out by CODE Access Consultants at Northam Library to identify barriers for people with disability when accessing the upper Mezzanine Level facilities of the Library.

Heritage buildings

Although Northam Library is heritage listed (Heritage Place No 10907), the building would not be exempt from providing equitable and dignified access to users with disability under the federal Disability Discrimination Act (DDA); i.e. the DDA overrides heritage legislation.

Benchmark

Buildings are classified under the National Construction Code, Building Code of Australia (BCA) & Premises Standards to identify the areas that require access provisions to be applied for people with disability. Northam Library would be classified as a 9b building, which requires access to and within all areas of the Library normally used by the occupants.

The Legislation references applicable Australian Standards which provide the technical detail on how to provide access at those areas, with the main access standard for buildings being Australian Standard AS1428.1 (2009). This standard provides minimum mandatory technical access requirements to ensure compliance, however, it is important to note that these requirements are based on testing of users with various disabilities dating back to 1983 and do not include:-

- Users younger than 18 or older than 60;
- Wheelchair dimensions exceeding 800mm wide x 1300mm long (stationery wheelchair including the person); and
- Motorized scooters

Australian Standard AS1428.1 (2009) therefore is the last comprehensive review of wheelchairs undertaken in Australia, with no data or testing available at this time for users that sit outside of the range listed above. This means that although buildings and facilities may be built to comply with Building and Disability Legislation, they may have a gap in their accessibility provisions for children & teenagers with disability, users occupying larger wheelchairs and powered mobility aids.

Larger powered mobility aids

Research & testing carried out by David Caple & Associates Pty Ltd on behalf of the Australian Building Codes Board (ABCB) in 2014; *Research on Spatial Dimensions for Occupied & Powered Wheelchairs Project-Final Report December 2014* identifies that current Legislation & Standards incorporate insufficient provisions for lifts, pathways and turning spaces for powered mobility device users and notes the necessity for further research on these devices to ascertain the additional requirements for users.

Due to the lack of data at this stage, we are unable to advise on this aspect, however, we recommend consideration of the Access Strategy provided below to improve matters in the interim, inclusive of a Disability Action Plan for a strategy to modify the lift in the future.

Project: Disability Access Audit
Client: Shire of Northam



Access Barriers Identified

The audit identified a number of elements that have the potential to carry a barrier for employees and visitors with disability when gaining access to the lift to access the upper Mezzanine Level. These items would be required today where a new lift would be installed in a building to meet minimum requirements for wheelchair users and people with ambulatory limitations using a walking aid.

The barriers included:

- Steep ramp to enter the lift (1:6)
- Lack of accessible lift features:-
 - Reduced internal lift car dimensions
 - Lack of fail-safe mechanism installed on the door to detect a person within the doorway when it is in closing motion
 - Low handrail height
 - Lack of appropriate hand clearance between the handrail and adjacent lift wall
 - Insufficient illumination to identify control buttons for a user with low vision
 - Lack of hands free communication button within the lift for emergencies
 - Lack of second control panel within the lift car

Project: Disability Access Audit
Client: Shire of Northam



ACCESS STRATEGY

The strategy provided below is recommended to work toward improving access to the upper Mezzanine Level facilities for users with disability. We recommend including disability user groups in any discussions to improve accessibility to the Library facilities.

Lift Strategy

A disability action plan formally documents an organisations intention to upgrade a building or specific areas of the built environment in the future to improve access for users with disability to their premises, and also includes a timelines for new works.

- Develop a Disability Action Plan and put a strategy in place to formally document how the Library lift can be upgraded over time to provide greater access for users with disability, nominating timeframes and the person responsible for implementing the plan strategies
- Recommend inclusion of a unisex accessible sanitary facility to AS1428.1 2009 at Ground Level as part of future upgrade works

Interim Strategy

Books, DVD's and Board Games

- Provide a lower accessible desk (830-870mm high) at Ground Level to provide appropriate access to the online Library catalogue ensuring appropriate clearances (800-840mm) underneath for seated wheelchair users (*refer to Appendix A at the back of the report for a diagram*) OR, alternatively, a height adjustable desk
- Develop a Management Plan to formally document a process for how the organisation will manage retrieval of the books, DVD's & board games at Mezzanine Level
- Install directional signage at the Library entry and at the Library catalogue area to clearly identify the facility at Ground Level and
- Ensure the website identifies the facility as being available in the Library

Desktop PC's with internet access (Mezzanine Level)

- Provide a Windows option desktop PC at Ground Level with internet access, ensuring the desk is at an accessible height (830-870mm) with appropriate wheelchair clearances underneath (800-840mm) or preferably a height adjustable desk
- Install a directional sign at the Library entrance and at the area clearly identifying the PC's & Internet access

Swan Room meeting facilities (Mezzanine Level)

- Allocate an area at Ground Level for meeting purposes.
- Develop a formal process and document via a Management Plan to demonstrate how the organisation will manage access to meeting room facilities at Ground Level for users with mobility limitations who are unable to independently access the lift and Mezzanine Level
- Install a directional sign inside the Library entrance and at the designated meeting space at Ground Level to clearly identify the area

Project: Disability Access Audit
Client: Shire of Northam



Study area (Mezzanine Level)

- Provide a study area at Ground Level ensuring the desk is at an accessible height (830-870mm high) with appropriate wheelchair clearances underneath (800-840mm) or preferably a height adjustable desk
- Install directional signage clearly identifying the study area at the Library entry and at the study area at Ground Level

Project: Disability Access Audit
Client: Shire of Northam



2.0 Introduction

CODE Access Consultants were engaged by the Shire of Northam to review the current provisions for people with disability when gaining access to the upper Mezzanine Level facilities for Library patrons. The audit therefore included access into the passenger lift at Ground Level and a review of the unique facilities provided at Mezzanine Level.

The building is located at 298 Fitzgerald Street, Northam and functions as a public library.



3.0 Elements Reviewed

The elements reviewed at the audit includes the following:

- Passenger lift
- Facilities available at upper level

Exclusions included:

- Accessible parking provisions
- External access to the building
- Areas within the building that did not form part of the scope
- Physical luminance contrast testing of surfaces
- On-site slip resistance testing
- Assessment of emergency evacuation plans
- Occupation health & safety provisions
- Assessment of emergency warning systems
- Assessment of lighting levels.

Project: Disability Access Audit
Client: Shire of Northam



4.0 Occupants Characteristics

The access review and report focused on users with mobility limitations to align with the audit scope and discussions with the Shire of Northam. Any additional obvious elements that CODE identified onsite that could have the potential to create a barrier for users with sensory limitations have also been included.

Users with mobility limitations typically include wheelchair users, people who use powered devices and users with walking aids (cane, zimmer frame, crutches and the like).

5.0 Australian Legislative Framework

5.1 Disability Discrimination Act 1992 (DDA)

The Disability Discrimination Act makes it unlawful to discriminate against someone with disability in the areas of employment (*section 15*), education (*section 22*), access to premises used by the public (*section 23*), provision of goods, services or facilities (*section 24*), accommodation (*section 25*), buying land (*section 26*), activities of clubs and associations (*section 27*), sport (*section 28*) and administration of Commonwealth Government laws or programs (*section 29*).

Disability is broadly defined within the Disability Discrimination Act to include physical, intellectual, sensory, neurological and psychiatric disabilities as well as including people who may have a disease and people with an imputed disability (i.e. being treated as if you have a disability). People like relatives, friends, and carers are also protected if they are discriminated against because of their association with a person with disability.

Organisations are responsible for providing access to their premises and services & facilities that will be occupied by the public under the Act. However, the Act does not provide the technical provisions on how to provide access for people with disability. These provisions are captured by the technical Australian Access Standards that are referenced the National Building Code of Australia and Premises Standards.

5.2 The Disability (Access to Premises – Buildings) Standards 2010

The Disability (Access to Premises – Buildings) Standards, otherwise known as The Premises Standards was developed in 2010 to provide consistency between the Building Code of Australia (BCA) and the Disability Discrimination Act for new and upgraded buildings. It provides information on how to provide dignified and equitable access to buildings and also provides some certainty for building owners and developers on their obligations under the DDA.

In Western Australia, the Building Act does not call up the Premises Standard as part of the compliance procedure for certification of new works, however, where new works comply with The Premises Standards they cannot be the subject of a successful complaint under the DDA. The Premises Standard requires access to be provided to various parts of a building dependent on their classification and exempts unsafe areas and areas where access would be inappropriate because of the nature of the area.

Project: Disability Access Audit
Client: Shire of Northam



The Premises Standard requires 'the affected part' of a building to be accessible where new works are carried out within an existing building. The affected part of a building is the accessible path of travel from the new works, to and including the principal pedestrian entrance of the building.

5.3 NCC, Building Code of Australia – Volume One 2016 Edition

New building works require compliance under the National Construction Code, Building Code of Australia (NCC, BCA). This Legislative instrument calls up the relevant technical Australian Standards for minimum compliance.

5.4 Australian Standards

The Australian Standards listed below provide the technical provisions that should be applied to the built environment. The relevant Standards used for this report included:

- Australian Standard 1428.1-2009 Design of Access & mobility, Part 1: General requirements for access – New building work;
- Australian Standard 1735.12 1999 Lifts, escalators and moving walks Part 12: Facilities for persons with disabilities (as referenced by the Building Code of Australia (BCA))
- Australian Standard 1735.15 2002 Lifts, escalators and moving walks Part 15: Low-rise passenger lifts – Non automatically controlled (as referenced by the Premises standards)

Project: Disability Access Audit
Client: Shire of Northam



6.0 Access Audit Results

The access audit identified the following information:

6.1 Passenger Lift

The existing Library was fitted with a passenger lift (Cibes A 5000 Platform Lift) to provide access to the upper level Mezzanine in 2011. A review of the building's access features to enter the lift at Ground and at Mezzanine Level, inclusive of the lift itself was conducted and the following information identified.

Entry to the lift is via a steep 1:6 ramp at Ground Level, situated outside the lift door. The change in level between Ground Level outside the lift and the internal lift car floor is 50mm, which would normally require a step ramp and landing outside the door (i.e. at the top of the ramp). Landings are required to provide a safe area with additional space at doors to enable users to position their device at the door and open the door independently to travel through, however, the lift provides an automatic door, removing the requirement for the landing at the top of the ramp, provided the lift door incorporates a fail-safe mechanism to detect a person within the doorway to protect the user from a closing door.

The open lift platform travels 2.64m to the upper Mezzanine Level within an enclosed liftwell. Australian Standard AS1735.12 1992 was utilised to assess the access features as referenced by the Premises Standards in conjunction with Australian Standard AS1735.15 2002 as referenced by the Premises Standards.

A yellow line is installed on the lift car floor that denotes the sensor area to stand behind to enable lift operation. A second invisible sensor is located to the rear of the lift which also requires no standing beyond the sensor, as advised by the lift maintenance personnel. The area within the confinements of the sensors achieves 880mm wide x 1260mm long, which do not meet minimum dimensions for wheelchair users (1100mm wide x 1400mm required).

Potential Barriers

The following elements were identified onsite as not meeting minimum requirements:-

- Steep ramp to enter the lift at Ground Level (1:6 provided, 1:8 required)
- Lack of fail-safe mechanism installed on the door to detect a person or object during the closing function
- Reduced internal car dimensions (880mm wide x 1260mm long inside the parameters of the sensors to operate the lift)
- Lack of hand clearance between the lift wall and handrail (45mm provided, 50mm required)
- Low handrail height (830mm height provided to top of rail, 850mm minimum required)
- Lack of appropriate illumination around control buttons inside the lift car
- Lack of second control panel within the lift
- Lack of hands free emergency communication within the lift (telephone within car)

Project: Disability Access Audit
Client: Shire of Northam



Photos



Steep ramp at entry



Door & door closer



Handrail clearance



Handrail height

Recommendations

- Develop a Disability Action Plan and put a strategy in place to formally document how the Library lift can be upgraded over time to provide greater access for users with disability, nominating timeframes and the person responsible for implementing the plan strategies
- Recommend inclusion of a unisex accessible sanitary facility to AS1428.1 2009 at Ground Level as part of future upgrade works

6.2 Unique facilities at Mezzanine Level

Unique facilities refers to the provision of library facilities provided at upper level that have the potential to be inaccessible for some Library users with disability.

Unique facilities are listed below:-

1. Books, DVD's & boards games
2. Desktop PC's with internet access
3. Study area
4. Meeting room facilities

Project: Disability Access Audit
Client: Shire of Northam



Books, DVD's & Board Games

The Mezzanine offers a selection of books, DVD's & board games that are unique to that level. An online browsing digital catalogue system is available at Ground Level to browse through the items available at the upper level, however, the desk is high for a seated user and there is a lack of signage identifying the facility.

The Shire of Northam have confirmed that access to the online catalogue is also available via their website for home users, in addition to a 'Housebound Program' for local Library members who are unable to attend the library to collect or return books.

Potential Barriers

The barriers identified include the following:-

- Lack of appropriate lift access to Mezzanine Level (covered in Section 6.1 above)
- High desk to browse & access the online catalogue at Ground Level for items upstairs
- Lack of signage identifying the online catalogue facilities at Ground Level

Recommendations

- Provide a lower accessible desk (830-870mm high) at Ground Level to provide appropriate access to the online Library catalogue ensuring appropriate clearances (800-840mm) underneath for seated wheelchair users (*refer to Appendix A at the back of the report for a diagram*) OR, alternatively, a height adjustable desk
- Develop a Management Plan to formally document a process for how the organisation will manage retrieval of the books, DVD's & board games at Mezzanine Level
- Install directional signage at the Library entry and at the Library catalogue area to clearly identify the facility at Ground Level and
- Ensure the website identifies the facility as being available in the Library

Photos



Mezzanine Level

Desktop PC's with internet access at Mezzanine Level

There are seven desktop computers with internet access provided for public use at Mezzanine Level, however, two desktop Mac PC's are provided at Ground Level. We were advised at the site inspection that the Mac PC's provide inbuilt text to speech software for people with vision limitations & are available for use by all users.

Project: Disability Access Audit
Client: Shire of Northam



Potential Barriers

The following elements were identified as carrying a potential barrier for users with disability at Ground Level when accessing the internet and desktop PC facilities:-

- Lack of desktop PC that provides access to Windows Software

Recommendations

- Provide a Windows option desktop PC at Ground Level with internet access, ensuring the desk is at an accessible height (830-870mm) with appropriate wheelchair clearances underneath (800-840mm) or preferably a height adjustable desk
- Install a directional sign at the Library entrance and at the area clearly identifying the PC's & Internet access

Photos



Computers at Mezzanine Level



Mac computers at Ground Level

The Swan Room at Mezzanine Level

The Swan Room is located at Mezzanine Level and can accommodate up to ten people. The room is available for hire by the public.

There is no alternative meeting room available in the Library at Ground Level.

Potential Barriers

The barriers included:-

- Lack of meeting room facilities at Ground Level

Recommendations

- Allocate an area at Ground Level for meeting purposes.
- Develop a formal process and document via a Management Plan to demonstrate how the organisation will manage access to meeting room facilities at Ground Level for users with mobility limitations who are unable to independently access the lift and Mezzanine Level
- Install a directional sign inside the Library entrance and at the designated meeting space at Ground Level to clearly identify the area

Project: Disability Access Audit
Client: Shire of Northam



Photo



Swan Room

Study Area at Mezzanine Level

A study area, comprising of a variety of desks & chairs is provided at Mezzanine Level. There is no alternative study area located on the Ground Level of the Library.

Potential Barriers

The following elements were identified as carrying a potential barrier for users with disability:-

- Lack of study area at Ground Level

Recommendations

- Provide a study area at Ground Level ensuring the desk is at an accessible height (830-870mm high) with appropriate wheelchair clearances underneath (800-840mm) or preferably a height adjustable desk
- Install directional signage clearly identifying the study area at the Library entry and at the study area at Ground Level

Photos



Study area at Mezzanine Level

Project: Disability Access Audit
Client: Shire of Northam



7.0 References

The documents referenced for the audit and report has been listed below.

- The Disability (Access to Premises-Building) Standards 2010 (Premises Standards)
- NCC, Building Code of Australia, Volume One – 2016 Edition
- Australian Standards 1428.1-2009 Design of access and mobility, Part 1: – New building work
- Australian Standards 1735.12 1999 Lifts, escalators and moving walks Part 12: Facilities for persons with disabilities
- Australian Standards 1735.15 2002 Lifts, escalators and moving walks Part 15: Low-rise passenger lifts – Non-automatically controlled
- Website <https://www.northam.wa.gov.au/community/library/libraries.aspx>
- Research on Spatial Dimensions for Occupied Manual & Powered Wheelchairs Project, Final Report Dec 2014 – David Cable & Associates Pty Ltd on behalf of ABCB, Canberra

8.0 Report Scope & Limitations

CODE Group (CODE) offer this advice based on our knowledge of the existing environment following the physical audit and the information received from the client.

This report is provided to and is to be used by the direct client to CODE and use of this report for any other purpose without prior consent from CODE will invalidate the content of this document. This report is based solely on client instructions, and therefore should not be used by any third party without prior knowledge of such instructions.

No part of this document may be reproduced in any form or by any means without written permission from CODE.

CODE will not be responsible for the accuracy, appropriateness or third party review of information provided for the purpose of determining compliance.

A review of accessible information (website, online catalogue etc.) did not form part of the scope of works.

9.0 Appendices

Appendix A: Diagrams.

Appendix B: Terminology.

Project: Disability Access Audit
Client: Shire of Northam

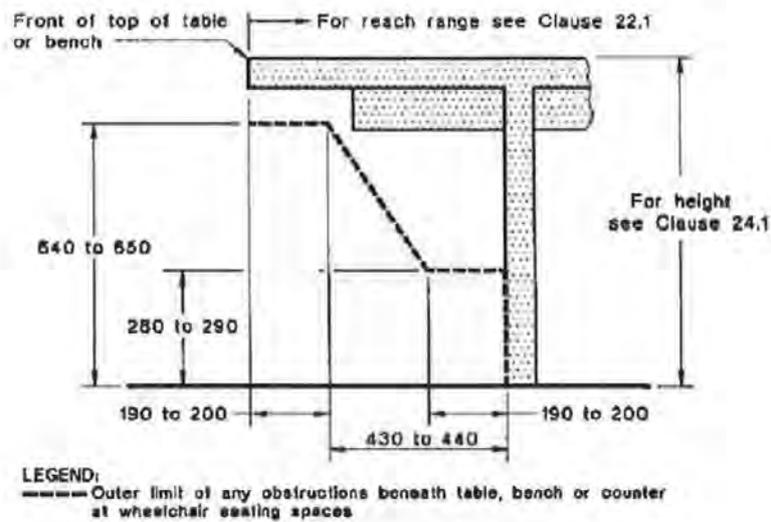


9.1 Appendix A: Diagrams

AS1428.2 (1992) Figure 25

Accessible Table with wheelchair clearances for knee, leg and toe underneath

Table height should achieve 830-870mm high with 800-840mm clearance underneath



NOTE: For width of seating spaces see Clause 24.1.3.

DIMENSIONS IN MILLIMETRES

FIGURE 25 KNEE AND FOOT CLEARANCE BENEATH A TABLE, BENCH OR COUNTER

Project: Disability Access Audit
Client: Shire of Northam



9.2 Appendix B: Terminology

For the purpose of this report, the definitions below apply.

Accessible means having features to enable use by people with a disability.

Accessway means a continuous accessible path of travel to, into or within a building.

An accessway is required to be provided to the building from:

- (i) From the main points of a pedestrian entry at the allotment boundary; and
- (ii) From another accessible building connected by a pedestrian link; and
- (iii) From any required accessible carparking space on the allotment.

Braille means a system of touch reading for the blind, which employs raised dots that are evenly arranged in quadrangular letter spaces or cells.

Circulation space means a clear unobstructed area, to enable persons using mobility aids to manoeuvre.

Encroachment means the intrusion of a building component, fixture or fitment into a continuous accessible path of travel or circulation space.

Grabrail means a rail used to give a steadying or stabilizing assistance to a person engaged in a particular function.

Handrail means a rail used in circulation areas such as corridors, passageways, ramps and stairways to assist in continuous movement.

Hazard means any area or fixed object in or immediately adjacent to a direction of travel, which may place people at risk of injury.

Landing means a resting place on a path of travel.

Luminance contrast means the light reflected from on surface or component, compared to the light reflected from another surface or component.

People with ambulant disabilities means people who have a mobility disability but are able to walk.

Ramp means an inclined surface on a continuous accessible path of travel between two landings with a gradient steeper than 1:20 but not steeper than 1:14.

Ramp, kerb means an inclined surface on a continuous accessible path of travel with a maximum rise of 190mm, a length not greater than 1520mm and a gradient not steeper than 1:8, located within or attached to a kerb.

Ramp, step means an inclined surface on a continuous accessible path of travel with a maximum rise of 190mm, length not greater than 1900mm and a gradient not steeper than 1:10.

Sensory impairment means any significant loss of hearing or vision.

12.5.2 Application for Fee Waiver - Elite Champions Mixed Martial Arts

Address:	Northam Recreation Centre
Owner:	Shire of Northam
File Reference:	1.3.16.4
Reporting Officer:	Milton Brooks Recreation Centre Manager
Responsible Officer:	Ross Rayson Executive Manager Community Services
Voting Requirement	Simple Majority

BRIEF

For Council to consider a waiver of fees associated with the ECMMA event in December 2018.

ATTACHMENTS

Attachment 1: Letter from Elite Champions Mixed Martial Arts.

BACKGROUND / DETAILS

Elite Champions Mixed Martial Arts (ECMMA) is seeking support from the Shire of Northam for their fundraising Fight Night for Cancer event to be held at the Northam Recreation Centre on Saturday 1st December 2018. The Fight Night for Cancer is being organised to raise funds for the charities of Brain Cancer Research Foundation and Mental Health Awareness.

Their justification of waiving fees is based on:

- Being a not-for-profit organisation that has been based in Northam for six years, engaging a wide range of people.
- Their previous work with Department of Communities, youth engagement, domestic violence, senior fitness classes, mentally and physically-impaired fitness classes and women's self-defence.
- Their preparedness to share the opportunity by engaging local business and other community clubs.
- The number of Northam representatives competing in the Combat Sport Promotions in Perth.
- That different higher profile representatives from boxing and combat sport are volunteering their time.

CONSIDERATIONS

Strategic Community / Corporate Business Plan
Theme Area 2: Community Wellbeing.

Outcome 2.1: People in the Shire of Northam feel that their community is caring and inclusive.

- Support is provided to encourage a strong culture of volunteering.

Financial / Resource Implications

The value of the fees they are seeking to be waived is \$1550. This consists of \$150 event application fee, plus \$1400 for one day of complete rec centre hire.

The organisers have moved the date of their event to not conflict with other events so there is no opportunity cost.

Legislative Compliance

Local Government Act 1995, Part 6, Division 4, Section 6.12

6.12. Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may —

- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
- (b) waive or grant concessions in relation to any amount of money; or
- (c) write off any amount of money, which is owed to the local government.

**Absolute majority required.*

(2) Subsection (1) (a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession under subsection (1) (b) may be subject to any conditions determined by the local government.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

As the event does not conflict with any other booking, there has not been a requirement to liaise with any other user group.

Shire officers have consulted, and continue to consult, extensively with the community group through the Shire's events department.

Risk Implications

The only risk from the report is a financial risk in the setting of a precedent that fees are waived for this type of event. Therefore, while only \$1550 is requested to be waived in this instance, the precedent set would see fees recommended to be waived on a more regular basis amounting to more than this figure.

OFFICER'S COMMENT

In the past fees have been waived for fund raising activities, such as Relay For Life, and not waived for fund raising activities, such as Primary School quiz nights. Additionally, they have waived for sporting events, such as Perry Lakes Hawks, and not waived, such as the West Coast Fever. This means there is no ongoing precedent as to waive or not waive these sorts of fees.

The event has been moved from the originally proposed date of December 8 so that it does not conflict with the carols, and being Saturday in summer means the opportunity cost of the foregone income is unlikely to be realised as no other group will be seeking to book and pay for the Centre.

Despite the noble intentions of organisers, Martial Arts ranks 13 and 16 in Australia and WA respectively (source – Recreation Facilities Development Plan), highlighting the small market that is being impacted. Continually waiving fees and charges undermines the setting of them in the first place.

There is a very real possibility that should the fees not be waived, the organisers could move the event to York, Toodyay or Midland, however the facilities in these areas are of significantly lower quality than the Northam Recreation Centre.

RECOMMENDATION

That Council not waive \$1,550 of fees for the use of the Northam Recreation Centre and the event application fee for hosting of the EMMCA Fight Night for Cancer in December 2018.

Attachment 1

24 July 2018

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

Dear Jason

RE: ECMMA's 'Fight Night for Cancer' – Request for Hire Fee Waiver

Elite Champions Mixed Martial Arts (ECMMA) is seeking support from the Shire of Northam for our fundraising *Fight Night for Cancer* event to be held at the Northam Recreation Centre on Saturday 1st December 2018.

Fight Night for Cancer is being organised to raise much needed funds for the following charities:

- Brain Cancer Research Foundation,
- Mental Health Awareness, and
- to help find solutions and raise awareness in the Wheatbelt community. To this end Haka for Life, R U OK and the Breast Cancer Foundation will be in attendance.

ECMMA would like to request a waiver of full venue hire costs (\$1,400) associated with the use of the Recreation Centre for this event and we hope you will consider waiving our fees based on the following:

- We are a "Not for Profit" organisation that has been based in Northam for six years and we have engaged with more than 400 people ranging from babies to seniors in our community.
- We have done work with D.C.P, youth engagement, domestic violence cases, senior fitness classes, mentally and physically-impaired fitness classes and women's self-defence.
- Where we can we will be buying and supporting local businesses for things like accommodation, supplies, and printing. We have also approached other community clubs to get involved to be a part of the event and to give them the opportunity to make some money for their clubs.
- For the past five years Northam has had representatives competing in the Combat Sport Promotions in Perth – they have steadily been making a name for themselves and are now recognised as highly-respected participants. We are hoping that by participating in our event they will be able to showcase their skills and talent in front of their community and bring pride through their achievements.
- We will bring together celebrities and champions from the world of boxing and combat sport, plus other sporting athletes, many who are donating their time and fees for charity.
- On the night we will be having live entertainment and a live auction of sporting memorabilia.

We sincerely hope the Shire will come on board and be a part of great night. We will have lots of media coverage and will be showing Australia and the world that Northam is a great town to live in and that we can mix it with the best in the world.

This event will bring excitement to Northam, as we know the town will have a positive vibe with so many outsiders gathering to be a part of a worthy cause, and we hope to create great exposure for Northam and more opportunities to thrive.

I look forward to receiving your favourable reply.

Yours thankfully

Tommy "Gun" Keefe
ECMMA President
F.C.L Promoter

12.5.3 Ring Summer Criterium Series

Address:	N/A
Owner:	N/A
File Reference:	1.3.13.2
Reporting Officer:	Ross Rayson Executive Manager Community Services
Responsible Officer:	Ross Rayson Executive Manager Community Services
Voting Requirement	Simple Majority

BRIEF

For Council to consider a proposal to host a round of the Ring Summer Criterium Series.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

The Ring Summer Criterium series is a series of cycling races held throughout the Metropolitan area and the South West.

This road cycling format is designed to attract spectators and encourage participation in cycling. In places such as Leederville, in the City of Vincent, the races are held in the popular entertainment area, and is designed to increase both spectator enjoyment and business turnover as the racing occurs along a small circular track in Oxford Street.

Council officers have been proactively investigating opportunities to host more events in the Shire of Northam, and identified the Ring Summer Criterium Series as an event which potentially would attract participants and spectators to the Shire.

Officers approached Cycle Sport WA with a proposal to host a round of the annual series, and they have responded enthusiastically to the proposal. It is anticipated that the event will attract more than 100 entrants (based on entry numbers from similar events and advice from the series organisers) in the first year.

The annual Criterium Series currently consists of 10 events between December and March, in locations from Leederville and Rockingham to Bunbury and Pemberton.

Hosting the Series in Northam is aimed at achieving two outcomes:

1. Provide an incentive increase visitor numbers to Shire of Northam, in a traditionally quieter time of the year.
2. Promote the sport of Cycling.

It is proposed to hold a twilight event in Minson Avenue, with some associated community activities available.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 2: Community Wellbeing.

Outcome 2.2: There are a variety of Recreation and Leisure activities available for all ages, across the Shire of Northam.

- Develop annual program of active recreational activities for the Shire of Northam.

Financial / Resource Implications

The cost of staging the event is anticipated to be between \$10,000 and \$15,000. It is proposed that the costs for this event will be taken from the annual community events budget. Income generation through grants and sponsorship will be sought to offset the costs of the event.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

There has been no direct stakeholder consultation at this time.

Risk Implications

There are no significant risks associated with this event. There is a small risk that the event will not attract as many entries, and therefore as many visitors, as anticipated. Officers will work closely with the organisers to promote the event to endeavour to maximise entry and visitor numbers.

OFFICER'S COMMENT

There is growing interest in Northam hosting events of this nature due to its size, and its location. Officers have approached the organisers of the Ring Summer Criterium Series to gauge interest in this event, both Officers and the event organiser believe that Northam will appeal to many competitors and spectators, due to its proximity to Perth.

Officers see this as a fabulous opportunity to promote Northam, and the sport of cycling.

Officers have also had discussions with other active Sport and Recreation event organisers who are keen to bring their events to Northam.

RECOMMENDATION

That Council endorses the proposed Criterium cycling event to be held in Northam as part of the 2018/19 Ring Summer Criterium Series.

13. MATTERS BEHIND CLOSED DOORS

RECOMMENDATION

That Council meet behind closed doors to consider agenda items 13.1 - Chief Executive Officer Review Committee Meeting held on 19th July 2018 in accordance with section 12.5 of the Shire of Northam Standing Orders Local Law 2008 and Section 5.23 (2) (c) of the Local Government Act 1995.

13.1 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 19TH JULY 2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Chief Executive Officer Review Committee meeting held on 19th July 2018.

Adoption of Recommendation:

RECOMMENDATION

That Council accept the 2017/18 Key Performance Indicator (KPI) Progress Report up to 30th June 2018 provided by the Chief Executive Officer.

Note: The minutes from the Chief Executive Officer Review Committee meeting held on 19th July 2018 have been provided as a separate confidential attachment to this agenda and minutes.

RECOMMENDATION

That Council move out from behind closed doors.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

16. DECLARATION OF CLOSURE