



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Notes

Council Forum Meeting

09 August 2023



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Preface

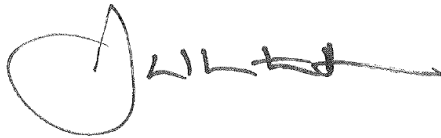
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

At the next Ordinary Meeting of Council the Notes will be received, subject to any amendments made by the Council. The "Received" Notes are then signed off by the Presiding Person.

Please refer to the Ordinary Council meeting agenda and minutes for further information and details in relation to the matters and items discussed at the Forum meeting.

Unconfirmed Notes

These notes were approved for distribution on 11 August 2023.



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 16 August 2023.

Signed:

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

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1 DECLARATION OF OPENING

The Shire President, Cr C R Antonio, declared the meeting open at 5:30pm.

2 ACKNOWLEDGEMENT OF COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

3 ATTENDANCE

3.1 ATTENDEES

Council:

Shire President

Deputy Shire President

Councillors

C R Antonio

M P Ryan (entered at
5:31pm)

D J Galloway

R W Tinetti

A J Mencshelyi

J E G Williams

D A Hughes

H J Appleton

L C Biglin

Staff:

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Corporate Services

Manager Recreation & Youth Services

J Whiteaker

P Devcic

C B Hunt

C J Young

D Emery (entered at
5:42pm)

Governance Coordinator

Governance Officer

A C McCall

T P Van Beek

Gallery:

Public

S Hart

G Budas

J Mills

I Kujundzil

I Tumak

S Tumak

Cr M P Ryan entered the meeting at 5:31pm.

3.2 APOLOGIES

Nil.

3.3 APPROVED LEAVE OF ABSENCE

Cr M I Girak has been granted leave of absence from 28 July 2023 to 01 September 2023 (inclusive).

3.4 ABSENT

Nil.

4 DISCLOSURE OF INTERESTS

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.*

*As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.*

*As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.*

*As defined in clause 22 of the Local Government (Model Code of Conduct) Regulations 2021, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Governance Policies	13.1.2	Mr J B Whiteaker	Financial	Mr Whiteaker is leaving the Shire and the gift policy may impact him.
RFT 03 of 2023 – Provision of Tree Management Services	13.2.1	Cr C R Antonio	Impartiality	One of the tender submission owners is well known to Cr Antonio.
		Cr D A Hughes	Impartiality	The owner of Tree Maintenance Service is known to Cr Hughes.
		Cr R W Tinetti	Impartiality	The owner of the successful tender is well known to Cr Tinetti.
		Cr J E G Williams	Impartiality	The business owner of one of the tendering businesses is known to Cr Williams.
Multiple Dog Application	13.3.1	Cr R W Tinetti	Impartiality	Cr Tinetti's residence is one house away although on a different street.



5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

6 PUBLIC QUESTIONS

Nil.

7 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 PETITIONS

Nil.

8.2 PRESENTATIONS

Nil.

8.3 DEPUTATIONS

Nil.

9 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

10 CONFIRMATION OF MINUTES

**10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING
HELD 19 JULY 2023**

Nil.

**10.2 CONFIRMATION OF MINUTES FROM THE SPECIAL COUNCIL MEETING HELD
ON 12 JULY 2023**

Nil.

10.3 CONFIRMATION OF MINUTES FROM THE SPECIAL COUNCIL MEETING HELD ON 09 AUGUST 2023

Nil.

10.4 NOTES FROM THE COUNCIL FORUM MEETING HELD 09 AUGUST 2023

Nil.

11 ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

Nil.

12 REPORTS OF COMMITTEE MEETINGS

12.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON 20 JULY 2023

Nil.

12.2 SPECIAL BUSH FIRE ADVISORY COMMITTEE HELD ON 25 JULY 2023

Clarification was sought in relation to:

- Was the main purpose of this meeting only to appoint Bush Fire Control Officers to leadership positions?

The Chief Executive Officer confirmed this as correct.

13 OFFICER REPORTS

13.1 CEO'S OFFICE

13.1.1 SHIRE OF NORTHAM INDUSTRY ATTRACTION FUND

Clarification was sought in relation to:

- How many applications did we receive when the fund was available?

The Chief Executive Officer advised that we received approximately three registrations of interest but no formal applications. There were also six or seven contact points made.

- One of the requirements was attracting 75 new employees. Should we have lowered that requirement?

The Chief Executive Officer noted that when the concept was developed, Council considered what scale would be required to achieve a net financial / economic benefit from its investment of \$1,000,000 e.g. from a rating perspective. The hurdles were made high purposefully to ensure Council was going to get that return. A number of potential entities contacted the Shire to discuss reducing the amount.

Mr J B Whiteaker declared a "Financial" interest in item 13.1.2 Governance Policies, as Mr Whiteaker is leaving the Shire of Northam and the gift policy may impact Mr Whiteaker.

13.1.2 GOVERNANCE POLICIES

- In the Condolences and Bereavement Policy section 1.1, it states that the Chief Executive Officer or relevant Executive Manager is to ensure one or all of the tasks are complete. Should this be changed to "one or more"?

The Chief Executive Officer agreed to the amendment.

13.1.3 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) - ANNUAL GENERAL MEETING

- It was confirmed that Cr A J Mencshelyi would also be attending the Annual General Meeting.

Mr D Emery entered the meeting at 5:42pm.

13.2 ENGINEERING SERVICES

Cr C R Antonio declared an "Impartiality" interest in item 13.2.1 RFT 03 of 2023 – Provision of Tree Management Services, as one of the tender submission owners is well known to Cr Antonio.

Cr D A Hughes declared an "Impartiality" interest in item 13.2.1 RFT 03 of 2023 – Provision of Tree Management Services, as the owner of Tree Management Services is known to Cr Hughes.

Cr R W Tinetti declared an "Impartiality" interest in item 13.2.1 RFT 03 of 2023 – Provision of Tree Management Services, as the owner of the successful tender is well known to Cr Tinetti.

Cr J E G Williams declared an "Impartiality" interest in item 13.2.1 RFT 03 of 2023 – Provision of Tree Management Services, as the business owner of one of the tendering businesses is known to Cr Williams.

13.2.1 RFT 03 OF 2023 - PROVISION OF TREE MANAGEMENT SERVICES

- How much work would the contractor do for the awarded \$217,000? Would the work be continuous or just when needed?

The Executive Manager Engineering Services advised that there is a program of works that has been developed that they would need to complete as well as an expectation for works in an emergency.

- In the event that the contractor does not complete the full amount of work per annum would they still receive the full \$217,000?

The Executive Manager Engineering Services advised that the contractor will invoice according to the work completed.

13.2.2 RFT 05 OF 2023 - FOOTPATH & KERBING PROGRAM

- Are these jobs in keeping with the budget allocation?

The Executive Manager Corporate Services confirmed that this is correct.

13.2.3 VERGE POLICY

- Have the changes requested during the workshop been completed?

The Executive Manager Engineering Services confirmed this is correct.

- In section 1.3 of the policy it states that certain landscape treatments can be undertaken without obtaining Shire permission. Shouldn't this have limitations on the size of the shrub/area this relates to?

The Executive Manager Engineering Services clarified that the intent was to make the policy less descriptive and removed the information that can be found in the relevant local laws.

- Can the Local Laws be referenced in the Policy to make this clearer?

The Executive Manager, Engineering Services confirmed that this will be added.

13.3 DEVELOPMENT SERVICES

Cr R W Tinetti declared an "Impartiality" interest in item 13.3.1 Multiple Dog Application, as Cr Tinetti's residence is one house away although on a different street.

13.3.1 MULTIPLE DOG APPLICATION

- Why is an assessment number listed instead of the applicant's address?

The Executive Manager Development Services advised this will be changed prior to the next meeting.

- Why is there only an aerial photo provided with the report?

The Chief Executive Officer advised that we have photos however staff felt they did not add any value to the report. The photos will be provided to councillors prior to next meeting, however not included in the agenda.

- Why has there been a number of these brought before Council in recent months?

The Executive Manager Development Services advised that it is due to objections being submitted to the applications which precludes these being dealt with under delegated authority.

13.4 CORPORATE SERVICES

13.4.1 ACCOUNTS & STATEMENTS OF ACCOUNTS - 1 JULY 2023 TO 31 JULY 2023

- It was clarified that the Financial Statements for July 2023 will be provided to Council in the September meeting.

- The Following queries were raised and responded to after the Council meeting.

Reference	Date	Details Reference	Question	Answer
EFT47833	6/07/2023	Clive Smith	Filming for Map collection - \$650, what is this for?	Part of BKB stage 2 upgrades.
EFT47853	6/07/2023	MWB Contracting T/As Brickmart	Renovate limestone wall , \$6612.20 - is this a permanent fix or will this be an ongoing issue with the water staining pitting the walls?	Semi-permanent/long term fix in conjunction with applying a bonding treatment and redirecting the reticulation to prevent staining/pitting.
EFT47854	6/07/2023	Nintex Pty Ltd	Annual Subscription, \$33,233.77. What type of program is this for?	Promapps - procedure database, document control, incident reporting and risk register.
EFT47882	10/07/2023	Brooklands Super Pty Ltd	Councillor Payments June 23 \$ 50.00. Is this correct?	Can confirm the correct amount of \$500. 00 was paid.
EFT47922	13/07/2023	Contra flow Pty Ltd	TMP for women rock festival \$990.00. What and when is this festival?	Has been renamed to Northam Festival of Ballooning (part of the Women's ballooning championships). To be held on 2/09/2023, it is for a traffic management plan.
EFT47930	13/07/2023	IT Vision Australia	Synergy Soft Utility Program. \$2,943.60. What is this?	Upgrade/refresh of the play account for operating system and conversion to the latest Synergy operating system.
EFT47956	13/07/2023	Regional Concrete	Prep work playground 1&2. \$10,923.00. Which playgrounds	Dr Dunlop and George Nuich Parks.
EFT47967	13/07/2023	Valley Heights Music Jeffrey Allen	Singing lessons BKB coaching. \$ 1,500.00. Who is this directed at or for?	Singing and language programme for members of the community.
EFT47975	20/07/2023	Australian Performance APRA	Music for Council – Rural \$1,743.31. What is this?	A licence is required to play music in public areas, fitness classes etc, it is an annual payment.
EFT47982	20/07/2023	Catalyse Pty Ltd	Cultyr Single use licence \$ 9,350.00. What is this?	Employee scorecard/survey

EFT47940	13/07/2023	landmark Engineering	Vinyl graphics for four street bins - \$10,795.40 – Seems like a lot for 4 bins, are these normal ones?	Replacing with the same style of bin which includes custom vinyl wrap with the Northam history/Swan/ballooning information/pictures etc, includes the bin.
EFT48035	27/07/2023	Priscilla Moody	Made kangaroo and damper for event at ARC Infrastructure - \$900.00 – Was this a shire event at ARC?	Not a Shire Event. ARC event was held at the BKB which included catering. Catering costs were recovered in the event booking charges.

13.5 COMMUNITY SERVICES

13.5.1 NORTHAM MOTOR SPORT FESTIVAL

- In the letter from the Vintage Sport Car Club they are requesting that the amount we provide them is reviewed annually to align with CPI. Is this something that is considering?

The Chief Executive Officer advised that it has not been considered in the officers recommendation, however Council can put forward an amendment to include it or deal with this as part of the annual budget process.

- Are the roads that need treatment unknown at this stage?

The Chief Executive Officer advised that there are some sections that are known such as along Beavis Place and near the Grey Street / Fitzgerald Street intersection.

- Will the track be relocated to around Jubilee Oval in the future?

The Chief Executive Officer clarified that the Vintage Sports Car Club have advised that the drivers are not supportive of a relocation to this track.

- Why don't they like the idea of a new track?

The Chief Executive Officer advised that this was due to it not being conducive to the type of racing they do. They would essentially be moving from a complex track to a very basic track.

- Is the \$127,000 allocated to this for a staged approach?

The Chief Executive Officer and the Executive Manager Corporate Services advised that it was initially budgeted as \$450,000 with \$200,000 from grants. The \$127,000 remaining has been budgeted and will not be staged.

- Why have they struggled to get competitors?

The Chief Executive Officer advised that the information that has been provided suggests that this is largely due to coming out of Covid. Another issue is the cost of living pressure, Motorsport is an expensive hobby, and it is becoming more difficult for people to afford.

Staff have been discussing possible adjustments to how we can run the event for future years. Council have previously struggled to activate the area inside the track and Officers have put forward a proposal to the Vintage Sport Car Club to make the car parks at Woolworths the pit area. This will result in all of the competitors congregating in the CBD, having an immediate activation benefit. Staff have also suggested the VCC could consider charging visitors to have the opportunity to enter the pits and interact with the cars and drivers. If this concept was supported, Council could then focus on activating the area where the pit area had previously been located, behind the Farmers Hotel and Bernard Park, which lend themselves to other activations.

Staff have also considered possibly tying an event in on the Saturday of that weekend. The Hill Climb that is held on Saturday is not a spectator sport and we believe there is an opportunity to hold an event, e.g. an annual ballooning festival to launch the start of the balloon season. This concept will be explored in an events strategy which staff are currently working on.

- Is there an estimate available of how many people the Motorsport event attracts?

The Chief Executive Officer advised that the Vintage Sport Car Club is no different to the group that organise the Avon Descent. They will hold their competition every year and it is up to Council to decide how to leverage the event and activate a community event around the competition.

The Chief Executive Officer advised that an estimated economic impact assessment can be provided demonstrating the potential benefit to the Shire.

- Can a revised lay out of the suggested track and pit stop be provided?

The Chief Executive Officer advised that this would be covered by point 3 in the officers recommendation where it requires the matter to be presented back to Council.

14 MATTERS BEHIND CLOSED DOORS

Nil.

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

16 URGENT BUSINESS APPROVED BY DECISION

Nil.

17 DECLARATION OF CLOSURE

There being no further business, the Shire President, Cr C R Antonio, declared the meeting closed at 6.02pm.