



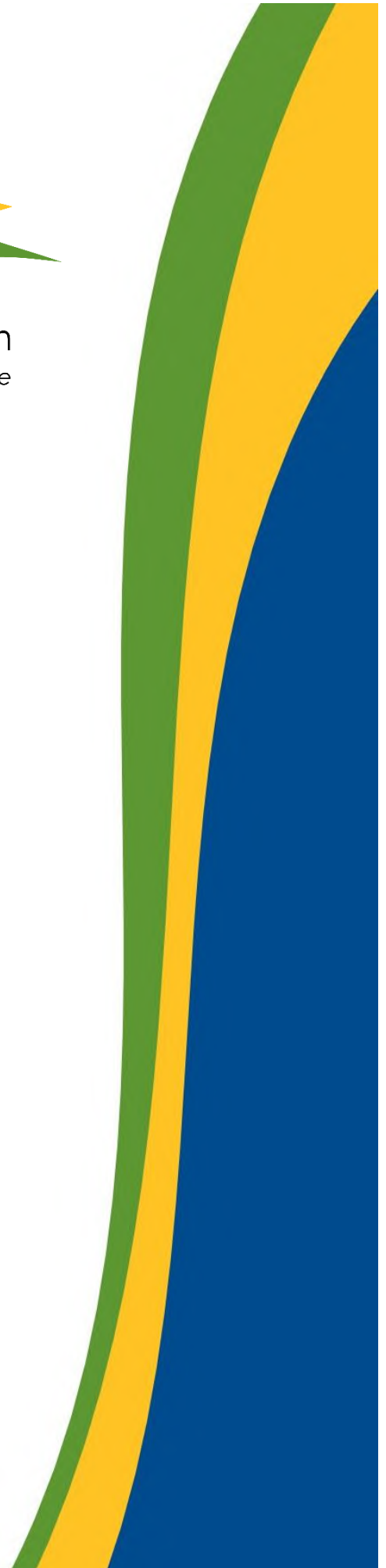
Shire of Northam  
*Heritage, Commerce and Lifestyle*

# **Shire of Northam**

## **Minutes**

### **Ordinary Council Meeting**

**18 April 2018**



## DISCLAIMER

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or Officer of the Shire of Northam during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Northam.

The Shire of Northam advises that anyone who has any application lodged with the Shire of Northam must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

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## 1. DECLARATION OF OPENING

The Deputy Shire President, Cr M P Ryan declared the meeting open at 5:30pm.

## 2. ATTENDANCE

### Council:

Deputy President  
Councillors

M P Ryan  
J E Williams  
R W Tinetti  
S B Pollard  
T M Little  
J Proud  
C P Della

### Staff:

Chief Executive Officer  
Executive Manager Development Services  
Executive Manager Engineering Services  
Executive Manager Community Services  
Executive Manager Corporate Services  
Executive Assistant – CEO  
Coordinator Governance / Administration  
Manager Killara  
Manager Health and Environment  
Manager Planning

J B Whiteaker  
C B Hunt  
C D Kleynhans  
R Rayson  
C Young  
A C Maxwell  
C F Greenough  
N Hampton  
C E Sadleir  
K Nieuwoudt

### Gallery:

Public:

Jack Potter  
Ian Hodges  
Bev Hodges  
Jill Billington  
Sally Hart  
Bronwyn Bryan  
Tanya Bryan  
Michelle Hartley  
Bruce Duncan at 5:32pm  
Mathew Pavlinovich  
Sharron Williams  
Teneale Kearney  
Brooke Mills  
Eliza Wynn

Avon Valley Advocate:

### 2.1 APOLOGIES

Councillor

A J Mencshelyi

## 2.2 APPROVED LEAVE OF ABSENCE

Cr C R Antonio has been granted leave of absence from 13<sup>th</sup> April 2018 to 22<sup>nd</sup> April 2018 (inclusive).

Cr C L Davidson has been granted leave of absence from 10<sup>th</sup> April 2018 to 17<sup>th</sup> May 2018 (inclusive).

## 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Request to Excise Portion of Reserve 32053 (Lot 367) for Freehold & Sale.	12.3.2	Cr C P Della	Impartiality	An adjoining land owner at 6 Wellington Street is known to him personally.
Free Camping in the Shire of Northam.	12.5.1	Cr J E G Williams	Impartiality	Her Daughter-In-Law is the author of this agenda item (as Manager of Events and Tourism). Impartiality only, no specific interest in item.
Clackline Postal Service – Unbudgeted Expenditure for Clackline Progress Association Community Grant and Licence Agreement for Lot 83 Kimberley Road, Clackline.	12.5.2	Cr J E G Williams	Impartiality	She is a member of the Clackline Progress Association. Impartiality only, no financial interest.

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

<b>Visitations and Consultations</b>	
19/03/18	Grass Valley Community Meeting
22/03/18	Reconciliation Working Action Plan Group meeting - Northam
24/03/18	Northam Netball Association 70 <sup>th</sup> Anniversary event
05/04/18	Local Health Advisory Group Meeting - Northam
05/04/18	Northam Chamber of Commerce Business After Hours
06/04/18	Avon Midland Zone Wheatbelt Conference – Jurien Bay
07/04/18	Northam Motorsport Festival
08/04/18	Northam Flying 50 Event
09/04/18	AROC Meeting - Toodyay
11/04/18	Avonvale Primary School Anzac Day Service
12/04/18	Northam Primary School Anzac Day Service
12/04/18	Regional Capital Alliance of WA Meeting - Perth
<b>Upcoming Events</b>	
20/04/18	Avon-Midland Country Zone of WALGA Meeting
24/04/18	York "Anzacs" Official Opening
25/04/18	ANZAC Day Dawn Service
25/04/18	ANZAC Day Grass Valley Service
25/04/18	ANZAC Day Northam Service
26/04/18	Reconciliation Working Action Plan Group meeting - Northam
02/05/18	New Grains Research Facility Launch - Northam
03/05/18	Northam Chamber of Commerce Business After Hours meeting
04/05/18	Shire of Northam Citizenship Ceremony
06/05/18	St John's Anglican Church Archbishop Service
13/05/18	Mother's Day

#### **Operational Matters:**

##### Local Emergency Management Arrangements (LEMA)

The Local Emergency Management Arrangements Document has been updated. The aim of this document is to provide emergency management arrangements and ensure and understanding between agencies and stakeholders involved in managing emergencies within the Shire.

##### Reconciliation Working Action Plan Group

The first of the Reconciliation Working Action Plan Group Meetings was recently held. This first meeting started the process of reconciliation by setting the parameters.

### Central Business District Revitalisation – Pop Up Shop

The Pop Up Shop opportunity is a chance for a business to establish themselves in the Northam Central Business District. This opportunity is part of the Shire's Initiative to promote the CBD and to provide activation of the area, particularly on weekends.

### Community Events – ANZAC Day

A number of services will be held by the RSL, the local schools and the local communities in honour of our ANZACs. Take the time to honour those who have served and sacrificed for our County.

## **Strategic Matters:**

### Northam Aquatic Facility

Concepts and Plans for the new Northam Aquatic Centre have been presented to Council. At this concept stage, these are the initial plans that will allow Council to make an informed decision on the final design.

### Major Projects

A range of Major Projects continue within the Shire of Northam. The ground-breaking ceremony for the Carnegie Solar Farm has been held. A decision regarding grant funding for the Youth Precinct Project is imminent. This will determine the building stages for this project.

One (1) member of the Gallery entered the Council Chambers at 5:32pm.

## **5. PUBLIC QUESTION/STATEMENT TIME**

### **5.1 PUBLIC QUESTIONS**

**Name:** Ian Hodges, Northam Caravan Park.

**Agenda Item:** 12.5.1 - Free Camping in the Shire of Northam.

**Question:** Why does Council believe that free camping will bring economic benefit to the town and the benefits also associated with the existing caravan park?

**Response:** The Chief Executive Officer advised that the Council has not yet made a decision in relation to its position on the matter. The item being presented to Council tonight is to investigate the feasibility of providing free camping in the townsites across the Shire of Northam.



**Name:** Jack Potter, 157 Chidlow Street, Northam.

**Question 1:** If he is respectful and previously allowed to use the Northam Library, how can he facilitate the use of the Northam Library as he is now not permitted to enter? Mr Potter advised that he wants a sub-committee formed that is not biased and to be granted access according to Council's Disability Access and Inclusion Plan.

**Response 1:** The Chief Executive Officer advised that Elected Members may recall that this was raised at the previous Ordinary Council meeting where the Chief Executive Officer agreed to meet with Mr Potter. This occurred and they reached an agreement that access to the library via a wheel chair or walking frame would be trialled. In addition library staff were to assist gopher users in and around the library where possible. Due to unknown circumstances Mr Potter, around 24 hours after the agreement had been made, decided to not participate in the trial.

The issues in essence, is that library Staff have identified concerns around giving access to gophers within the library as it posed mobility challenges and a hazard for other users. Council staff have also liaised with Councils Insurance / Risk representatives to assess the position of Council from a risk/legislative compliance and process perspective, they indicated Council had taken appropriate steps in this view.

The Chief Executive Officer advised that he is mindful of the human elements of this issue and staff are seeking advice/independent assessment from a risk management and legislative perspective. This is to ensure that everything is being done to provide a safe and accessible facility for all patrons.

In relation to establishing a committee, the Chief Executive Officer advised that Elected Members are aware of the process for establishing a committee of Council which is in accordance with the Local Government Act 1995 and that is a matter for Council to consider.

**Question 2:** Why did Council go through his medical records?

**Response 2:** The Chief Executive Officer advised that he did not instigate this. An Officer was concerned with the health of

a person after a meeting and requested that Killara staff make some enquiry as to the persons wellbeing.

One (1) member of the Gallery left the meeting at 5:43pm.

The Coordinator Governance / Administration departed the Council Chambers at 5:43pm and returned at 5:45pm.

## 5.2 PUBLIC STATEMENTS

**Name:** Michael Letch, Clackline Progress Association.

**Agenda Item:** 12.5.2 - Clackline Postal Service – Unbudgeted Expenditure for Clackline Progress Association Community Grant and Licence Agreement for Lot 83 Kimberley Road, Clackline.

**Basis of Statement:**

- Introduced himself and outlined that there are some images in the agenda of the projects undertaken by the Association. In addition to this the progress association had done a number of projects, including removing the 'watsonia' plant from the community however for obvious reasons this work is unable to be demonstrated through a photo.
- It was advised that Australia Post were given 8 weeks' notice of the closure of the Clackline Store, however the community were not provided with this and therefore consideration is required urgently.
- The Association would not seek support from Council if it did not require it and asks that Council support the project in order to continue a service in the Clackline community.

## 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

**Name:** Bronwyn Bryan, Bakers Hill.

**Agenda Item:** 12.3.5 - Application for retrospective development approval for earthworks associated with a man-made dam at Lot 237 Brockman Street, Bakers Hill.

**Deputation:** Thank-you for the opportunity to present our case in short.

After seeking advice from the **Western Australian Planning Commission**, the development;

Is in conflict with the Town Planning Policy and is inappropriate for a residential area.

It is *over-developed* with no setbacks.

The **report provided to Shire** [agenda ordinary council meeting April 2018] is lacking in the following areas;

Page 105 – [Planning Recommendations by Shire] Does not have recommendations for setbacks within the building envelope.

Page 106 – Advice in the report that the applicant have public liability insurance is unenforceable.

Page 118 – Has not addressed the 5 points of criteria requested by Council for the submission by the applicant.

Extract:

The Shire of Northam also provide a request for the following information;

- The capacity of the dam
- Whether the dam has an adverse impact on the downstream users
- The effect of the dam on natural creek water flows
- The adequacy of the spillway and outlet pipes; and
- The effect of storm events of the dam.

Page 119 – refers to reducing the build-up of debris at the culvers [paragraph 5] refer to photos provided.

Page 120 – no impacts on community? At present, 3 rate paying properties are being affected and Gt Eastern

Highway flooded, no monitoring or measurement of waterborne insects or disease potential causing extreme risk to the community. [Not mentioned or considered].

Page 125 – [Map DOW as provided by McDowell Affleck] – applicants engineer does not show correct block location.

Pages 132 – 134 – The Shire has previously dismissed recommendations by other engineers for the applicant, which have been included in the report for consideration with due cause as they are insufficient in their nature and unsupported fact.

The submission in support of development should be omitted as a consideration as it was received after the submission cut off date [page 131 – point 3].

Only photo's from the applicant have been submitted to the Shire minutes and none from neighbouring submissions against the development.

The scale and size of the dam/lake is consistent with being a recreational lake and no purpose has been provided by the applicant. It is not for stormwater management and therefore should not be a planning consideration.

***We wish for the dam to be removed as supported by the Shire in the current directions notice and the land to be restored to the pre-development conditions. Noted that it has already changed the watercourse and hydrology of the area.***

Should Shire consider proceeding with the approval this should be done with future impacts in mind and only under the conditions that are achievable and applicable to reducing the impacts caused by the development. Should this be the case we recommend the following for consideration;

- Reduce the structural footprint by 50% or class it as a lake due to its size and follow lake procedures under planning guidelines holding a suitable bond based on these guidelines; and/or
- Reduce the structural footprint by 50% and issue a temporary approval (1-2 years) allowing the

applicant reapplication after completing obligations as set out by the Shire.

- Recommend and enforce the electrical meter box be removed from the base of the current spillway (for safety purposes)
- Follow recommendation to reconstruct spillways to improve its protective function as made in engineering report supplied by the applicant – as it is collapsing!
- The applicant to implement monitoring every 6 months for erosion and water testing as made by the engineering report supplied by the applicant and be reportable to Shire of DOW
- Recommend my land be restored to original condition as immediately prior to the development; or
- Follow recommendation from Avon Civil Engineering to (pump water out and remove the dam).

The Western Australian Planning Commission has advised should you choose to vote 'yes' tonight we have the option to go to the minister under Section 211 of the Planning and Development Act 2005. We will proceed with this advice.

The Images have been included within these minutes as Attachment 1.

Attachment 1



NO MAINTENANCE DONE - SPILLWAY SEVERLEY COLLAPSED  
TAKEN FEB 2018



TAKEN ON 5<sup>TH</sup> SEPTEMBER 2016 6 MONTHS AFTER DAM BREACH



NOTE :: SPILLWAY ALREADY COLLAPSING.  
NOTE: FLOODING ON PROPERTY UPSTREAM



TAKEN ON 5<sup>TH</sup> SEPTEMBER 2016 6MTHS AFTER DAM BREACH



NOTE: SPILLWAY ALREADY COLLAPSING.  
NOTE: FLOODING OF PROPERTY UPSTREAM OF DAM/LAKE

TAKEN ON 5<sup>TH</sup> SEPTEMBER 2016

6MTHS AFTER DAM BREACH



CLOSE PROXIMITY TO GREAT EASTERN HWY.

TAKEN 8<sup>TH</sup> AUGUST 2016



WATERCOURSE NOW CHANGED AND RUNS ACROSS  
LOT 11 GREAT EASTERN HWY.

TAKEN 4.4.2017 BY DRONE UPSTREAM OF DAM/LAKE



NOTE: COLOUR OF WATER ON 25 BROCKMAN ST



TAKEN 15.4.2018  
DEBRIS ON FENCE ALSO BLOCKING CULVERT



NOTE: BLOCKED CULVERTS UPSTREAM FROM DAM  
NOTE: DEBRIS ON FENCE

04/15/2018  
TAKEN  
15.4.2018

TAKEN 15.4.2018

DEBRIS HANGING ON FENCE AND BLOCKING CULVERTS ON LOT 237 BROCKMAN ST  
BAKERS HILL



NOTE: COLOUR OF WATER

## 8. APPLICATION FOR LEAVE OF ABSENCE

### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3316

Moved: Cr Della  
Seconded: Cr Proud

That Council grant Cr A J Mencshelyi leave of absence from 19<sup>th</sup> April 2018 to 31<sup>st</sup> May 2018 (inclusive).

**CARRIED 7/0**

## 9. CONFIRMATION OF MINUTES

### 9.1 ORDINARY COUNCIL MEETING HELD 21<sup>ST</sup> MARCH 2018

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3317

Moved: Cr Pollard  
Seconded: Cr Proud

That the minutes of the Ordinary Council meeting held on Wednesday, 21<sup>st</sup> March 2018 be confirmed as a true and correct record of that meeting, subject to the following amendment:

- Adding '9/0' after the word 'CARRIED' on Minute No. C.3308.

**CARRIED 7/0**

### 9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 11<sup>TH</sup> APRIL 2018

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3318

Moved: Cr Della  
Seconded: Cr Williams

That Council receive the notes from the Council Forum meeting held Wednesday, 11<sup>th</sup> April 2018.

**CARRIED 7/0**



**Attachment 1**



**Shire of Northam**

**Notes**

**Council Forum Meeting**

**11 April 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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The Shire of Northam advises that anyone who has any application lodged with the Shire of Northam must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

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### Preface

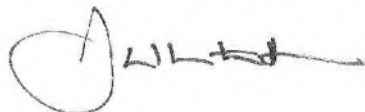
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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 13<sup>th</sup> April 2018.



**JASON WHITEAKER**  
**CHIEF EXECUTIVE OFFICER**

### Received Notes

These notes were received at an Ordinary Meeting of Council held on 13<sup>th</sup> April 2018.

Signed: .....

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

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Council Forum Meeting Notes  
11 April 2018



## 1. DECLARATION OF OPENING

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

## 2. ATTENDANCE

### Council:

Shire President  
Deputy President  
Councillors

C R Antonio  
M P Ryan  
J E Williams  
R W Tinetti  
S B Pollard  
T M Little  
J Proud  
C P Della

### Staff:

Chief Executive Officer	J B Whiteaker
Executive Manager Development Services	C B Hunt
Executive Manager Engineering Services	C D Kleynhans
Executive Manager Community Services	R Rayson
Executive Manager Corporate Services	C Young
Executive Assistant – CEO	A C Maxwell
Coordinator Governance / Administration	C F Greenough

### Gallery:

Public:	Bryan Joseph
	Michael Letch
	Bruce Duncan
	Tanya Bryan
	Bronwyn Bryan
	Matthew Pavlinovich
	Sharon Williams
	Brooke Mills
	Teneale Kearney at 5:31pm.

### 2.1 APOLOGIES

Councillor	A J Mencshelyi
------------	----------------

### 2.2 APPROVED LEAVE OF ABSENCE

Cr C R Antonio has been granted leave of absence from 13<sup>th</sup> April 2018 to 22<sup>nd</sup> April 2018 (inclusive).

Cr C L Davidson has been granted leave of absence from 10<sup>th</sup> April 2018 to 17<sup>th</sup> May 2018 (inclusive).

### 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Request to Initiate Proposed Scheme Amendment No. 13 to Shire of Northam Local Planning Scheme No. 6 – Lots 3, 4, 5 & 340 Peel Terrace, Northam & Lot 385 Wellington Street, Northam & Portion of Reserve 32053 (Lot 367) Elizabeth Place, Northam.	12.3.1	Cr C R Antonio	Impartiality	Applicants are well known to him, having attended primary school at the same time.
Request to Excise Portion of Reserve 32053 (Lot 367) for Freehold & Sale.	12.3.2	Cr C R Antonio	Impartiality	Directors of applicant company is well known to him through schooling and business channels (Northam Chamber of Commerce).
		Cr C P Della	Impartiality	An adjoining land owner at 6 Wellington Street is known to him personally.
WAPC Referral - 47 Survey Strata Allotment Proposal - Lot 90 (No. 51) Jocosso Rise, Wundowie.	12.3.3	Cr C R Antonio	Impartiality	Director of applicant is known to him.
Free Camping in the Shire of Northam.	12.5.1	Cr J E G Williams	Impartiality	Her Daughter-in-Law is the author of this agenda item (as Manager of Events and Tourism). Impartiality only, no specific interest in item.
Clackline Postal Service – Unbudgeted Expenditure for Clackline Progress Association Community Grant and Licence Agreement for Lot 83 Kimberley Road, Clackline.	12.5.2	Cr J E G Williams	Impartiality	She is a member of the Clackline Progress Association. Impartiality only, no financial interest.

Ms Greenough departed the Council Chambers at 5:31pm and returned at 5:33pm.

One (1) members of the Gallery entered the meeting at 5:31pm.

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

There were no questions or clarifications sought in relation to this item.

**5. PUBLIC QUESTION/STATEMENT TIME**

**5.1 PUBLIC QUESTIONS**

Nil.

**5.2 PUBLIC STATEMENTS**

Nil.

**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**

There were no questions or clarifications sought in relation to this item.

**9. CONFIRMATION OF MINUTES**

**9.1 ORDINARY COUNCIL MEETING HELD 21<sup>ST</sup> MARCH 2018**

There were no questions or clarifications sought in relation to this item.

**9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 11<sup>TH</sup> APRIL 2018**

There were no questions or clarifications sought in relation to this item.



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

The Shire President advised that the following agenda items would be brought forward in numerical order:

- 12.3.3 - WAPC Referral - 47 Survey Strata Allotment Proposal - Lot 90 (No. 51) Jocoso Rise, Wundowie;
- 12.3.5 – Application for retrospective development approval for earthworks associated with a man-made dam at Lot 237 Brockman Street, Bakers Hill; and
- 12.5.2 - Clackline Postal Service – Unbudgeted Expenditure for Clackline Progress Association Community Grant and Licence Agreement for Lot 83 Kimberley Road, Clackline.

Cr C R Antonio declared an "Impartiality" interest in item 12.3.3 - WAPC Referral - 47 Survey Strata Allotment Proposal - Lot 90 (No. 51) Jocoso Rise, Wundowie as the Director of applicant is known to him.

### 12.3.3 WAPC Referral - 47 Survey Strata Allotment Proposal - Lot 90 (No. 51) Jocoso Rise, Wundowie

- Clarification was sought in relation to whether there should be a notification on the title in relation to the proximity with the abattoir. The Chief Executive Officer advised that Officers will investigate whether this is on the original titles and assess whether this is required.

#### Addition Comment

Condition #3 of SU12 in the Scheme gives Council the option to consider it at the subdivision OR the development stage. Officers have included an additional recommended condition within the recommendation in order to deal with this at the subdivision stage rather than the development stage.

Two (2) members of the Gallery left the meeting at 5:40pm.

### 12.3.5 Application for retrospective development approval for earthworks associated with a man-made dam at Lot 237 Brockman Street, Bakers Hill

Clarification was sought in relation to the following matters:

- Appeal rights. The Chief Executive Officer confirmed that there are no third party appeal rights. If Council did not approve the application however, the applicant can appeal this to the State Administrative Tribunal.
- The term 'precautionary principle'. The Executive Manager Development Services explained that the precautionary principle is to

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be taken into account in situations where it is assumed that there will be serious or irreversible environmental damage and is one of the factors to consider when a decision maker is deciding how to proceed. This relates to what the consequence may be should the dam be removed.

- The advice note relating to the Shire accepting no liability and whether this is something the Shire can 'declare'. The Chief Executive Officer advised that staff would review the need and legality of the advice note. The matter has been discussed with Council's insurer however not this element specifically. The Chief Executive Officer further advised that this advice note recommends that the applicant take responsibility in respect to liability.
- Where the water will be pumped. The Chief Executive Officer advised that this would be pumped to where it existed previously, which would be downstream into the natural waterway.
- The condition (pumping) was placed in as it reflected the recommendations of the consulting engineer.
- Condition 2, and whether reducing the spillway will resolve the water banking up on upstream properties. The Chief Executive Officer confirmed that this is his understanding.
- Condition 5, it was raised that storms are often unpredictable and raised how practical and enforceable this condition is. The Chief Executive Officer advised that if it is reasonable that someone could be aware of this then it should occur. In relation to the penalty, prosecution would be in accordance with the Planning and Development Act 2005, however is unable to provide a quantum. Staff are seeking further clarification on this item.

This condition has now been removed from the officer's recommendation. On reflection it is considered to be an unreasonable. It was initially placed into the report to reflect the engineers report recommendations, however it is not considered to be a land use planning matter

- Whether there is a residence on the downstream property (Lot 4568) as detailed on attachment 1, and whether they have made a submission. The Executive Manager Development Services advised that there is a residence however they have not made an objection.
- Condition 2, whether lowering the spillway and where the water enters would result in the spillway being higher than the entrance point. The Chief Executive Officer advised that this was a recommendation from the Engineer. It should also be noted that the access way is already approved and if the pipe which forms part of this is higher than ground level, the water will still back up.

Five (5) members of the Gallery left the meeting at 5:55pm.

*Cr J E G Williams declared an "Impartiality" interest in item 12.5.2 - Clackline Postal Service – Unbudgeted Expenditure for Clackline Progress Association*

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*Community Grant and Licence Agreement for Lot 83 Kimberley Road, Clackline as she is a member of the Clackline Progress Association. Impartiality only, no financial interest.*

**12.5.2 Clackline Postal Service – Unbudgeted Expenditure for Clackline Progress Association Community Grant and Licence Agreement for Lot 83 Kimberley Road, Clackline**

- The Chief Executive Officer advised that this matter may be subject to a planning application and the report will either be amended to include this or it will be dealt with under delegated authority. Since the Council Forum meeting the Ordinary Council meeting agenda has been updated accordingly.

**11. REPORTS OF COMMITTEE MEETINGS**

**11.1 RECONCILIATION ACTION PLAN (RAP) WORKING GROUP MEETING HELD ON 22<sup>ND</sup> MARCH 2018**

There were no questions or clarifications sought in relation to this item.

**11.2 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 10<sup>TH</sup> APRIL 2018**

There were no questions or clarifications sought in relation to this item.

**12. OFFICER REPORTS**

**12.1 CEO'S Office**

Nil.

**12.2 ENGINEERING SERVICES**

Nil.

**12.3 DEVELOPMENT SERVICES**

*Cr C R Antonio declared an "Impartiality" interest in item 12.3.1 - Request to Initiate Proposed Scheme Amendment No. 13 to Shire of Northam Local Planning Scheme No. 6 – Lots 3, 4, 5 & 340 Peel Terrace, Northam & Lot 385 Wellington Street, Northam & Portion of Reserve 32053 (Lot 367) Elizabeth Place, Northam as the applicants are well known to him, having attended primary school at the same time.*

**12.3.1 Request to Initiate Proposed Scheme Amendment No. 13 to Shire of Northam Local Planning Scheme No. 6 – Lots 3, 4, 5 & 340 Peel Terrace, Northam & Lot 385 Wellington Street, Northam & Portion of Reserve 32053 (Lot 367) Elizabeth Place, Northam**

Clarification was sought in relation to the following matters:

- The comment relating to 'X' being a not permitted use in the Commercial zone. The Executive Manager Development Services advised that this is the reason the scheme amendment is required.
- Whether the land for the auto electrician business is owned by applicant. The Executive Manager Development services confirmed this.
- The zoning permitted on No. 58 as detailed in attachment 2. The Executive Manager Development Services advised that this was a non-confirming use when operating, however once this ceased it is no longer permitted.
- No. 12, 14 and 16 on attachment 2 which are currently used for the sale of vehicles. The Executive Manager Development Services advised that this is currently approved as parking associated with No. 47.
- The Senses building and whether this it No. 6 on attachment 2. The Executive Manager Development Services confirmed that this is No. 6 on and No. 4 is used as parking.

*Cr C R Antonio declared an "Impartiality" interest in item 12.3.2 - Request to Excise Portion of Reserve 32053 (Lot 367) for Freehold & Sale as the Directors of applicant company is well known to him through schooling and business channels (Northam Chamber of Commerce).*

*Cr C P Della declared an "Impartiality" interest in item 12.3.2 - Request to Excise Portion of Reserve 32053 (Lot 367) for Freehold & Sale as an adjoining land owner at 6 Wellington Street is known to him personally.*

**12.3.2 Request to Excise Portion of Reserve 32053 (Lot 367) for Freehold & Sale**

There were no questions or clarifications raised in relation to this item.

**12.3.4 Review of Local Planning Policy No.13 – Ancillary Accommodation**

Clarification was sought in relation to the following matters:

- Why the policy was deemed 'not effective'. The Executive Manager Development Services advised that two applications have been presented in the past six months. In addition, the current policy is restrictive and conflicts with the Residential Design Codes.
- Whether a tracked changes document can be provided or a table clearly referencing the changes and appropriate section of the policy. The Chief Executive Officer advised that this will be provided. Since the

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Council Forum meeting Attachment 1 has been updated in the Ordinary Council meeting agenda accordingly.

**12.3.6 Proposed Policy – Short Term Use of Shire Ovals and Reserves for Accommodation**

- Clarification was sought in relation to the reasoning and whether this was to provide more free camping. The Executive Manager Development Services advised that this is correct. As Officers receive a number of requests it is considered that it should be permitted, it is also anticipated that it will help boost the local economy.

**12.4 CORPORATE SERVICES**

**12.4.1 Accounts & Statements of Accounts – March 2018**

The following queries were raised and responded to prior to the Council Forum meeting:

Reference	\$	Details Reference	Question	Query By	Answer
EFT 29174	2000.00	Rates Refund	Why?	Cr Pollard	Refund of rates paid in advance
EFT 29424	5861.21	Swan region District Emergency	Services Directory?	Cr Pollard	Yes, detailed maps for the BFB's & SES of all DPaW roads for the Region, undated once every 5 years, funded from ESL operating grant
Chq 34918	7487.00	Synergy - Wundowie Pool 2 months	Seems excessive?	Cr Pollard	Consistent with previous years
Chq 34920	5079.00	Water Corp Bernard Park	Mostly recycled so seems high?	Cr Pollard	Mix of recycled and scheme, up on previous years due to scheme reticulation being extended from the playground area towards the swan enclosure to ensure recycled water is not contaminating the BBQ's
Chq 34925	1295.00	Water Corp Bert Hawke	As above	Cr Pollard	This bill is consistent with water charges from previous years during summer

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- Clarification was sought in relation to the payment for water usage at Council's parks and recreation grounds (Bernard Park and Bert Hawke Oval) and what portion of these was watered by recycled water. The Executive Manager Engineering Services advised that the only portion at Bernard Park now on recycled water is from the Swan Enclosure to the Sound Shell, this is due to the BBQ and playground requiring to be watered by scheme water. In addition, Bert Hawke Oval has been watered more frequently in order to keep this green. These changes have resulted in an increase to Councils scheme water use.

**12.4.2 Financial Statement for the periods ending 28<sup>th</sup> February and 31<sup>st</sup> March 2018**

The following queries were raised and responded to prior to the Council Forum meeting:

Reference	\$	Details Reference	Question	Query By	Answer
		Furniture and Equipment	Annual budget \$67090 vs. \$176969 ytd	Cr Pollard	The YTD includes the addition of the Art Collection disclosed at note 24 for \$175,300 (non-cash transaction to recognise on asset register, unbudgeted)

It was confirmed that this reports includes two reports being for February and March 2018.

Clarification was sought in relation to the following matters:

- Rates and whether these are tracking slower than previous years. The Executive Manager Corporate Services confirmed that it is tracking slower and advised that Officers estimate that the rates debt will increase approximately \$200,000 which is similar to the increase over the past 4-5 years.
- Whether the increase relating to the rates debt is the same properties, or a larger pool of people not paying their rates. The Chief Executive Officer advised that it is mostly the same properties with the debt increasing, however there has been a significant effort in this area and Officers have been successful in collecting some of this debt. It was advised that further information relating to the outstanding rates debt will be reported through the Audit Committee. The Chief Executive Officer advised that it is important for Elected Members to be aware of this debt as it is considered the most significant financial risk Council has. The Executive Manager Corporate Services confirmed that the debt has increased by approximately \$1 million since 2010.

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- It was queried whether the graph is accurate and representative of the data in the table. The Chief Executive Officer advise that this may be a formatting error and will review this.

Since the Council Forum meeting the Executive Manager Corporate Services has advised that the rates outstanding figure carried forward at the 1st of July 2017 was \$1,492,068, the current outstanding rates as per the 31st of March is \$2,450,866, on review it was discovered the graph as presented excluded the pensioner rebate in error, this has now been rectified giving total outstanding rates as of 31st March 2018 of \$2,010,045 and total outstanding rates as per the 31st of March 2017 of \$1,874,852.

#### 12.4.3 Change of Ownership for Hangar 34

- Clarification was sought in relation to whether hangar leases can be dealt with under delegated authority. The Chief Executive Officers advised that Officers will be investigating this when undertaking the review of the Delegated Authority Register which will be presented to Council in June 2018.

#### 12.4.4 Health Amendment Local Law 2018

Clarification was sought in relation to the following matters:

- The definition in relation to 'dwelling-house' and 'habitable room' and the reasoning, it was queried whether this could be made more clear. The Chief Executive Officer advised that this is consistent with other local government local laws and legislation and Officers have left this as drafted.
- In relation to the definition of townsite, the reasoning for Seabrook and Spencers Brook being listed specifically. The Executive Manager Development Services advised that this is due to them not being gazetted however are considered a townsite due to there being significant residential development.
- Section 5.2.4 and whether this is applicable to all animals and where are the disposal sites – can we not list the animals that are applicable. The Chief Executive Officer advised that it is relevant to all animals however there would be a significant risk if Officers attempted to list every animal that may be within the Shire. The disposal sites are located at the Shire's landfill sites and also at the animal cemetery/crematorium in Clackline.
- Section 6.3.2 (b) (i) and whether this can forced (to kill an animal). The Chief Executive Officer advised that Officers can enforce the eradication.
- Section 6.3.1 and 6.3.6 and the reasoning for why rats cannot be kept as pets. The Chief Executive Officer advised that this has always been in place however the intent is not necessarily to restrict this.

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- Section 2.1.5 and whether this should incorporate unisex. The Chief Executive Officer advised that it is his interpretation that this includes unisex.
- The reasoning for minor changes and if this is due to the new Health Act and is there any indication what this might entail. The Coordinator Governance / Administration confirmed that this is expected to come into effect in approximately 3-5 years and at that time, Council may decide to repeal its existing local law. There is no advice in relation to the changes and it is recommended that minor changes be made to the 2008 local law to allow this to be more current.
- The model local law in comparison to the revised local law. The Chief Executive Officer advised that this review has been of the 2008 local law (which was based from the model). The Coordinator Governance/Administration advised that a new model will be developed once the new Health Act comes into effect.

Since the Council Forum meeting the following additional comment has been provided by staff:

'Dwelling-House' Definition

The context of the definition of a 'dwelling house' is consistent with other Local Government Health Local Laws, the Health (Miscellaneous Provisions) Act 1911 and the Model Health By Laws Series A and is very specific to allow for its application. The definition of house (which is another name for a dwelling) under the Health (Miscellaneous Provisions) Act 1911 is extremely onerous and our Health Local Law Definition is far more straight forward. The reason it refers to '*a place of residence containing at least one sleeping room and includes an outbuildings separate from, but ancillary to, the building in which the sleeping room is located*' is so that if we had an issue with a dilapidated Park Home (which is not a Class 1A dwelling under the BCA), boat or even a shed which is ancillary to a house, we can still use the provisions of the Health Local Laws. This is the same way the Health (Miscellaneous Provisions) Act 1911 is written which has been successful operation since 1911.

'Habitable Room' Definition

This definition is a direct reference from the Building Code of Australia (BCA) which is Commonwealth legislation.

Section 2.1.5 - Toilets

The Local Law requires appropriate signage which could include unisex signage obviously depending on the use of the facility.



#### Section 5.2.4 - Disposal of Dead Animals

The line drawn would be if a nuisance or public health issue was being created such as bacteriological, odour, vermin or unsightliness. For example a deceased sheep, 50 poultry in one bin would be considered excessive and disposing of medium and large animals or large quantities of small animals through the wheelie bin service would be deemed inappropriate. Similarly onsite burial may attribute to new home owners digging up animal remains, may attract vermin or people's pets digging up remains if buried on residential premises.

This legislation would be most likely used when someone did not dispose of an animal correctly such as a deceased horse, sheep or cow. An Authorised Officer could enforce that disposal of the animal if it had not been undertaken correctly and causing a nuisance.  
An alternative clause could be –

#### *5.2.4 Disposal of Dead Animals*

*(1) An owner or occupier of premises on which there is a dead animal or bird shall dispose of it as soon as practicable and in a manner that does not create a nuisance.*

#### Section 6.3.2(2)(b)(i) - Measures to be taken to eradicate Rodents

This legislation is applied when a person is not controlling vermin on their property. A vermin plague may cause public health issue as vermin carry many zoonotic diseases (diseases easily passed from animal to humans). These diseases are normally present in most rodent populations however not generally passed onto humans these days due to modern controls such as good hygiene practices and baiting.

With regards to the reference 'kill immediately' the method an Authorised Officer would request, would be through the baiting and traps. These methods are considered acceptable to enforcement agencies. Again this appears to be a standard clause across several Health local laws that have been recently gazetted.

#### Section 6.3.6 - Restrictions on the Sale or Keeping of Rats

Rats have long been a transmitter of disease to humans and the restriction on the sale and breeding of rats has significantly reduced the incidence of disease in humans. It is know that often people dump animals or they may escape.

Council may wish to permit the keeping of pet rats however it would be recommended that a maximum number of 2 adults be permitted at any one time and a requirement that all live rodents are kept in the effective control of a person or in locked cages. An additional clause could also

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be included that a greater number of rats may be kept in a prescribed manner, approved by an authorised officer.

This would still allow officers to enforce controls on rat populations that were causing a public health issue.

#### 12.4.5 Local Government Property Local Law 2008

No comments or questions were raised in relation to this item.

#### 12.4.6 Standing Orders Local Law 2018

Clarification was sought in relation to the following matters:

- The term insult or insulting that was used in the local law and whether this is subjective and whether it should only be the term 'offensive'. The Chief Executive Officer confirmed that this can be removed from the local law. Since the Council Forum meeting this has been updated within the Ordinary Council meeting agenda accordingly.
- Section 11.8 (1) and whether this is correct. The Chief Executive Officer confirmed that this is correct and clarified that this is a procedural motion.

### 12.5 COMMUNITY SERVICES

*Cr J E G Williams declared an "Impartiality" interest in item 12.5.1 - Free Camping in the Shire of Northam as her Daughter-In-Law is the author of this agenda item (as Manager of Events and Tourism). Impartiality only, no specific interest in item.*

#### 12.5.1 Free Camping in the Shire of Northam

Clarification was sought in relation to the following matters:

- Why it is for the Northam townsite only. The Chief Executive Officer advised that the intent is for the entire Shire as per the recommendation. The heading and brief of the reported has been updated accordingly.
- Why Bernard Park has been listed and why not have this located at the Recreation/Youth Precinct. The Chief Executive Officer advised that the item is not to determine a location, it is to request someone to undertake an assessment of possible locations, looking at factors such as services and requirements to become RV friendly. This is also a potential location however will need to be assessed in terms of whether it meets the RV friendly requirements.
- Whether the RV friendly initiative is for the Shire or towns. The Chief Executive Officer advised that it is for the town however will be investigating this for the towns across the Shire.

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Mr C Young departed the Council Chambers at 6:56pm and returned at 6:59pm.

**13. MATTERS BEHIND CLOSED DOORS**

One (1) member of the Gallery departed the Council Chambers at 7:00pm.

**13.1 POTENTIAL SALE OF VICTORIA OVAL**

Refer to confidential addendum for clarification sought in relation to this item.

One (1) member of the Gallery returned to the Council Chambers at 7:18pm.

**14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

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

Nil.

**16. DECLARATION OF CLOSURE**

The Shire President declared the meeting closed at 7:19pm.

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

The Deputy President advised that the following agenda items would be brought forward in the order listed:

- 12.3.3 - WAPC Referral - 47 Survey Strata Allotment Proposal - Lot 90 (No. 51) Jocoso Rise, Wundowie;
- 12.3.5 Application for retrospective development approval for earthworks associated with a man-made dam at Lot 237 Brockman Street, Bakers Hill; and
- 12.5.2 Clackline Postal Service – Unbudgeted Expenditure for Clackline Progress Association Community Grant and Licence Agreement for Lot 83 Kimberley Road, Clackline.

### 12.3.3 WAPC Referral - 47 Survey Strata Allotment Proposal - Lot 90 (No. 51) Jocoso Rise, Wundowie

<b>Address:</b>	Lot 90 (No. 51) Jocoso Rise, Wundowie
<b>Owner:</b>	Fermora Pty Ltd
<b>File Reference:</b>	211-18
<b>Reporting Officer:</b>	Kobus Nieuwoudt Manager Planning Services
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Council is asked to consider its advice to the Western Australian Planning Commission (WAPC) regarding an application for a 47 survey strata allotment proposal at Lot 90 (51) Jocoso Rise, Wundowie ('the subject site').

#### ATTACHMENTS

- Attachment 1: Location Plan.  
Attachment 2: Proposed Subdivision Plan.  
Attachment 3: Special Use12 Conditions included within Local Planning Scheme No 6.

#### BACKGROUND / DETAILS

Council has received a referral from the WAPC regarding a proposed subdivision that relates to Special Use Zones No. 9 and No. 12 (El Caballo Lifestyle Village), Wundowie. The subject site is generally bounded south by the

Great Eastern Highway, north by Jocoso Rise and Bodeguero Way in the east. Refer **Attachment 1** – Location Plan.

The subject site was rezoned to a 'Special Use' zone (SU9), which caters for an over 45's Lifestyle Village with associated amenities and ancillary infrastructure.

The first stage of the El Caballo Lifestyle Village (ECLV) has been under construction over the past several years and is premised on a 'park home village' tenure structure. This tenure-structure, however, does not permit strata titles or similar and as a consequence, financial lending institutions do not provide lending facilities for such types of assets.

In response to the above issues, the proponent progressed Amendment No. 5 to the Shire's Local Planning Scheme No. 6 (LPS6). This amendment proposed to insert a new Special Use Zone (SU12) for a portion of the subject site which would permit a second stage of the ECLV to accommodate the subdivision of the land via built or survey strata to accommodate grouped dwellings.

Amendment No.5 was gazetted on 5 September 2017, with conditions included in Schedule 4 (Special Use Zones) of LPS6. Refer **Attachment 3** – SU12 Conditions.

An overview of the key subdivision details of the proposal is summarised below.

	<b>Proposed</b>
Total Land Area	38.951ha
Total Number of Lots	47
Grouped Dwelling Lots	40
Balance Survey Strata Lots	6
Common Property Lots	1
Maximum Lot Size	17.78ha
Minimum Lot Size	268m <sup>2</sup>
Average Lot Size	8,114m <sup>2</sup>

Refer Proposed Subdivision Plan (**Attachment 2**).

Purpose of each Survey Strata Lot:

<b>Lot Number</b>	<b>Description</b>
1	Lot 1 captures the areas designated for wastewater treatment within the north-western corner of the subject site. This treatment area captures wastewater from development within the subject site. Given that this wastewater treatment infrastructure services the entire ECLV development, it is appropriate for this infrastructure to be contained within an independent lot. The majority of the lot is rectangular which

Lot Number	Description
	reflects the area encompassed by the wastewater treatment infrastructure. However, the lot also includes a triangular portion of vacant land which has been proposed to ensure that the lot is provided with direct frontage to the common property access way which services all lots proposed as part of this subdivision. Lot 1 occupies a total area of 3.5ha.
2	Lot 2 captures stage 1 of the existing ECLV within Special Use zone SU9 which, as outlined in the preceding sections of this submission, is premised on a park home village tenure structure. It is important to separate this stage of the ECLV from the SU12 zone through a separate allotment due to the different land uses and development conditions which apply to each Special Use zones. Lot 2 occupies a total area of 8.7ha.
3	Lot 3 captures the land which has been designated as the future residential aged care facility through Amendment No. 5 to TPS 6. The requirement for this aged care facility is formally recognised through condition 7 of SU12. Lot 3 occupies a total area of 1.1ha.
4	Lot 4 captures the existing roundhouse dwelling. Given that this is an existing development which is independent from the surrounding lifestyle village (existing and proposed), it is appropriate for the roundhouse dwelling to be contained within an independent lot. Lot 4 occupies a total area of 2465sqm.
5 - 44	Lots 5-44 represent the 40 grouped dwelling lots which may be approved prior to the construction of the residential aged care facility, in accordance with condition 7 of SU12. Lots 5-44 are between 268sqm and 465sqm in area with an average lot area of 310sqm.
45	Lot 45 is a 2.4ha common property lot which provides shared access between all lots within the proposed survey strata subdivision. This common property lot also includes a 743sqm area in the north-eastern corner of the site for communal open space and drainage purposes.
46	Lot 46 represents the boundaries of stage 2 of the SU12 grouped dwelling ECLV development. In accordance with condition 7 of SU12, development/subdivision of these lots cannot occur until the residential aged care facility on Lot 3 has commenced. As such, Lot 46 will remain vacant in the interim and will be subject to a separate subdivision/development application once the aged care facility commences development.

Lot Number	Description
47	Lot 47 captures the remaining vacant land in the southern portion of the subject site. This Lot does not form part of any current stage of the ECLV other than the land required for existing easements on the title as well as the provision of emergency bushfire access/egress onto Great Eastern Highway.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

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

### Financial / Resource Implications

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

### Legislative Compliance

The following legislation is applicable to the proposal:

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *State Planning Policy 3.1 – Residential Design Codes*

### Policy Implications

Nil.

### Stakeholder Engagement / Consultation

External consultation is not required.

### Risk Implications

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

## OFFICER'S COMMENT

The proposed subdivision has been designed to respond to the subdivision and development conditions of SU12 prescribed under Schedule 4 of LPS6. The requirements of each condition are outlined below.

	SU12 Condition	Comment
1	Subdivision of land shall be limited to built or survey strata.	The proposed subdivision of the land is limited to survey strata.

	<b>SU12 Condition</b>	<b>Comment</b>
2	At subdivision stage use restrictions shall be imposed on lots to limit occupancy to persons 45 years and older.	The proposed subdivision is intended to create survey strata titles for persons 45 years and older only. This may be enforced through a restriction on the titles.
3	At subdivision or development stage lots shall be subject to a notification on title to advise landowners of potential impact from the operation of the Linley Valley abattoir.	Noted. This notification may be enforced through a condition of subdivision approval.
4	The R-Codes are to apply. Subdivision and development is to be in accordance with the 'R30' density code.	Lots 5-45 on the subdivision plan are intended to accommodate R30 grouped dwelling lots. The minimum site area of 268sqm and an average site area of 310sqm is proposed for these grouped dwelling lots which is in accordance with the R30 parameters as prescribed under Table 1 of the R-Codes.
5	Lots shall be connected to a reticulated water supply and sewerage system.	This will be provided as part of the subdivision construction works and may be enforced through a condition of subdivision approval.
6	No development will be permitted within 500 meters of the Linley Valley abattoir and its associated wastewater ponds.	The subdivision will not result in any development within 500m of the Linley Valley abattoir and its associated wastewater ponds.
7	Construction of the residential aged care facility is to be substantially commenced prior to approval of the 41st lot in SU12.	It is understood that this condition was intended to limit the number of <i>grouped dwelling lots</i> to a total of 40 within stage 1 of the ECLV SU12 development prior to the construction of the residential aged care facility. However, this condition did not account for the additional lots required for the following: <ul style="list-style-type: none"> <li>• Common property accessway between all survey strata lots;</li> <li>• Balance lot for stage 2 of SU12 following the construction of the aged care facility;</li> </ul>



	<b>SU12 Condition</b>	<b>Comment</b>
		<ul style="list-style-type: none"> <li>• separate allotment for the aged care facility; and</li> <li>• An independent lot encompassing the existing round house development.</li> </ul> <p>As such, a total of 44 survey strata lots is required within SU12 to accommodate the intended Stage 1 development.</p>
8	<p>Prior to the submission of an application for development approval, a Local Development Plan (LDP) for the land is to be prepared and approved by the local government. The LDP should provide sufficient information to address the requirements of the Scheme including traffic management, car parking, waste management and pedestrian access and walk ways.</p>	<p>A draft LDP has been prepared which addresses the criteria required by Condition 8. This draft LDP has been referred to the WAPC and the Shire of Northam for preliminary comment. However, the WAPC has confirmed that this LDP should not progress any further prior to the determination of the proposed subdivision.</p>
9	<p>Prior to subdivision or development, a Bushfire Management Plan (BMP) and Emergency Evacuation Plan is to be prepared and approved, in accordance with the Guidelines for Planning in Bushfire Prone Areas (as amended). The BMP should provide sufficient information to address the bushfire protection criteria including siting and</p>	<p>A Bushfire Management Plan and Emergency Evacuation Plan have been prepared by an accredited bushfire consultant.</p>

	<b>SU12 Condition</b>	<b>Comment</b>
	design of development and vehicle access.	

The proposed subdivision is consistent with the development provisions of Special Use zone SU12. It is recommended Council advise the WAPC that the proposal is supported, subject to conditions.

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3319

Moved: Cr Pollard

Seconded: Cr Little

That Council advise the Western Australian Planning Commission that the proposal for the survey strata subdivision of Lot 90 (No. 51) Jocoso Rise, Wundowie into forty-seven (47) allotments (WAPC Referral No. 211-18) is supported, subject to the following recommended conditions:

1. A restriction(s) in accordance with Section 6 of the *Strata Titles Act 1985* is to be placed on the certificate(s) of title of the proposed lot(s) confirming that use restrictions shall be imposed on lots to limit occupancy to persons 45 years and older. The restriction(s) are to be included on the deposited plan. The restriction(s) are to state as follows:  
*"No person shall occupy the El Caballo Lifestyle Village that is not disabled, physically dependent or aged over 45, or is the surviving spouse of such a person."*
2. Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved engineering drawings, specifications and approved plan of subdivision, for grading and/or stabilisation of the site to ensure that:
  - a) lots can accommodate their intended use; and
  - b) finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting.
3. Prior to the commencement of subdivisional works, an urban water management plan is to be prepared and approved, in consultation with the Department of Water and Environmental Regulation, consistent with any approved Drainage and Water Management Plan.
4. Engineering drawings and specifications are to be submitted and approved, and works undertaken in accordance with the approved engineering drawings and specifications and approved plan of subdivision, for the filling and/or draining of the land, including ensuring that stormwater is contained on-site, or appropriately treated

and connected to the local drainage system. Engineering drawings and specifications are to be in accordance with an approved Urban Water Management Plan (UWMP) for the site, or where no UWMP exists, to the satisfaction of the Western Australian Planning Commission.

5. A notification, pursuant to Section 165 of the *Planning and Development Act 2005*, is to be placed on the certificate(s) of title of the proposed lot(s) with a Bushfire Attack Level (BAL) rating of 12.5 or above, advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:

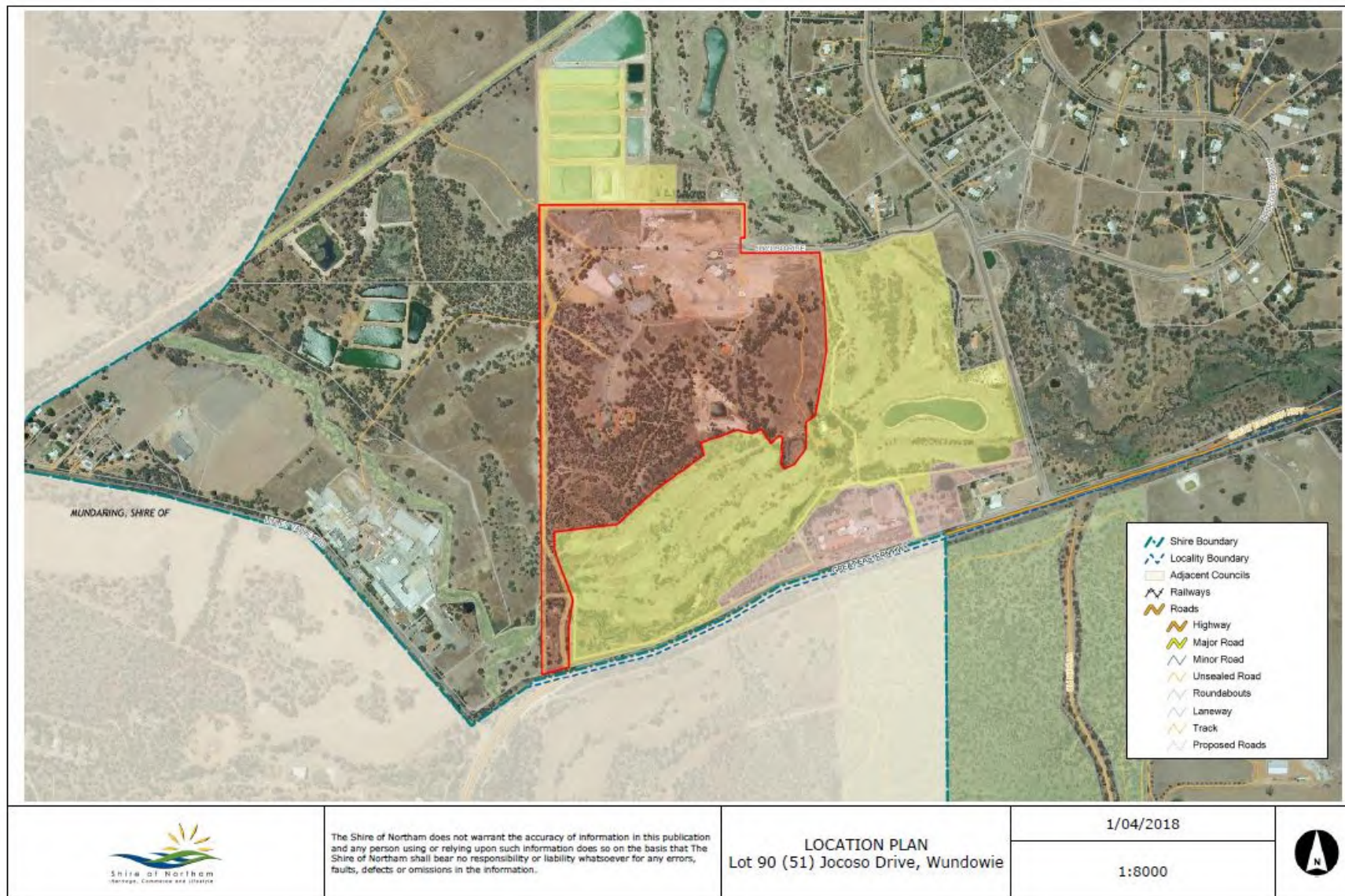
*“This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is/may be subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land”.*

6. A notification, pursuant to Section 70A of the *Transfer of Land Act 1893* is to be placed on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:

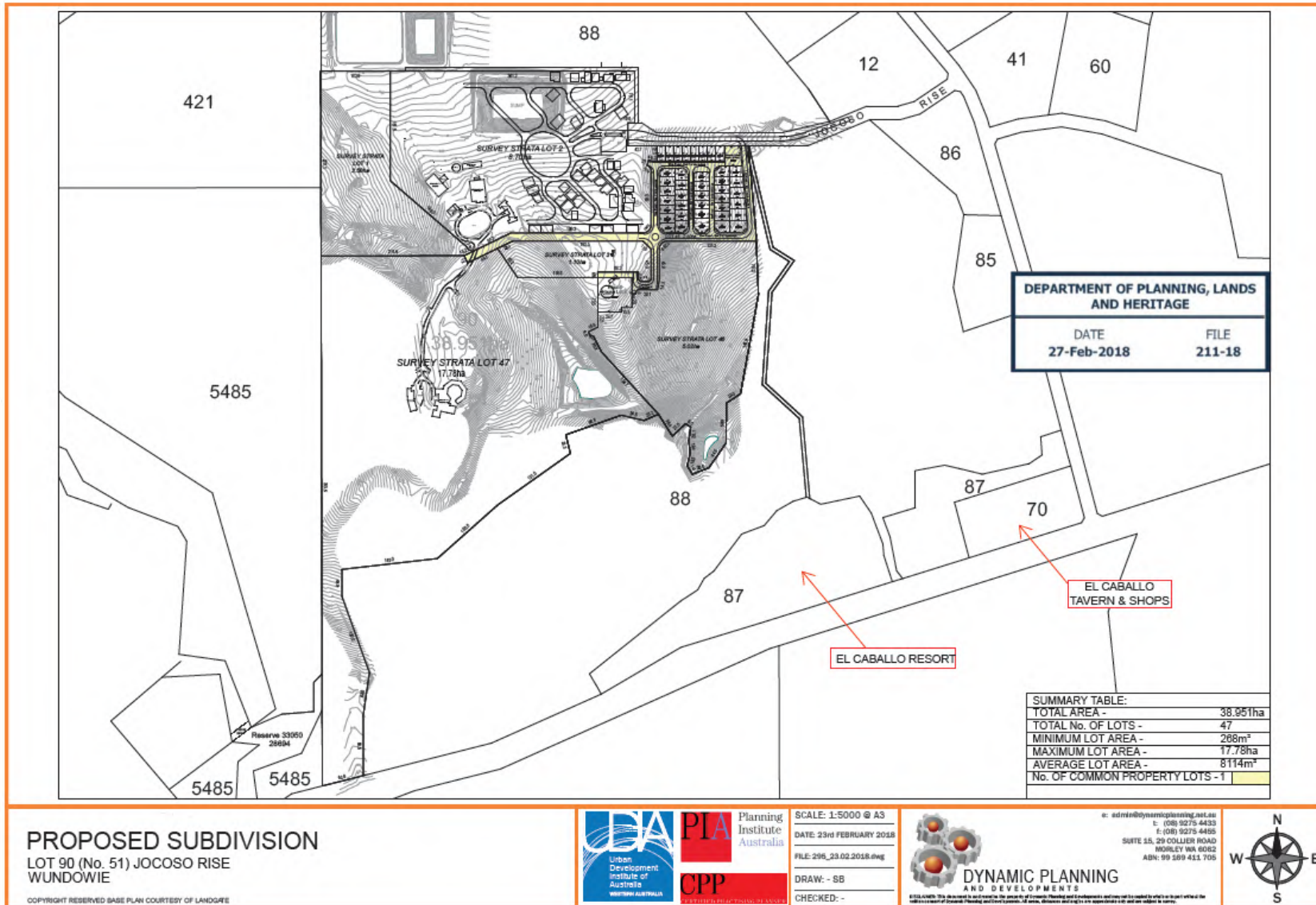
*“The lots are situated in proximity to the Linley Valley abattoir and may potentially be impacted from the operations of the abattoir.”*

CARRIED 7/0

Attachment 1



Attachment 2



### Attachment 3

SHIRE OF NORTHAM LOCAL PLANNING SCHEME NO 6

No.	Description of land	Special use	Conditions
SU 12.	Portion of Lot 90 (No. 51) Jocosso Rise, Wundowie as designated on the Scheme Map.  AMD 5 GG 05/02/17	Grouped dwellings and residential aged care facility and associated uses.	<ol style="list-style-type: none"> <li>1. Subdivision of land shall be limited to built or survey strata subdivision.</li> <li>2. At subdivision stage use restrictions shall be imposed on lots to limit occupancy to person 45 years and older.</li> <li>3. At subdivision or development stage lots shall be subject to a notification on title to advise landowners of potential impact from the operation of the Linley Valley abattoir.</li> <li>4. The R-Codes are to apply. Subdivision and development is to be in accordance with the 'R30' density code.</li> <li>5. Lots shall be connected to a reticulated water supply and sewerage system.</li> <li>6. No development will be permitted within 500 metres of the Linley Valley abattoir and its associated wastewater ponds.</li> <li>7. Construction of the residential aged care facility is to be substantially commenced prior to approval of the 41st lot in SU12.</li> <li>8. Prior to the submission of an application for development approval, a Local Development Plan (LDP) for the land is to be prepared and approved by the local government. The LDP should provide sufficient information to address the requirements of the Scheme including traffic management, car parking, waste management and pedestrian access and walk ways.</li> <li>9. Prior to subdivision or development, a Bushfire Management Plan (BMP) and Emergency Evacuation Plan is to be prepared and approved, in accordance with the Guidelines for Planning in Bushfire Prone Areas (as amended). The BMP should provide sufficient information to address the bushfire protection criteria including siting and design of development and vehicle access.</li> </ol>
<del>SU 13.</del>	<del>Lot 860 Yilgarn Avenue, Malabaine  AMD 10 GS 20/12/17</del>	<del> <ul style="list-style-type: none"> <li>• Roadhouse</li> <li>• Market</li> </ul> </del>	<del> <ol style="list-style-type: none"> <li>1. All development and use shall be subject to an Application for Development Approval.</li> <li>2. All development and use shall be in accordance with any plans, conditions and management requirements approved by the local government.</li> <li>3. No alterations or extensions to the land use shall be undertaken without the approval of the local government.</li> <li>4. The following services and facilities are not permitted within SU13:                             <ul style="list-style-type: none"> <li>• Drive-through service of food and beverages.</li> <li>• Short term accommodation.</li> <li>• Wrecking, panel beating and spray painting.</li> </ul> </li> </ol> </del>

### 12.3.5 Application for retrospective development approval for earthworks associated with a man-made dam at Lot 237 Brockman Street, Bakers Hill

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

#### BRIEF

Council is asked to consider an application for retrospective development approval for earthworks associated with a man-made dam at Lot 237 Brockman Street, Bakers Hill.

The matter is being referred to Council as, during the neighbour consultation phase, objections to the application have been raised.

#### ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Feature Survey of Dam.
- Attachment 3: Aerial Images of Dam.
- Attachment 4: Supporting Information – Planning & Engineering Report.
- Attachment 5: Schedule of Submissions.
- Attachment 6: Lavell and G&S Tankov Engineering Reports.

#### BACKGROUND / DETAILS

Lot 237 Brockman Street is located near the eastern end of Brockman Street in Bakers Hill. The property is landlocked and the owner also owns Lot 238 east of Lot 237. Access to Lot 237 and 238 is facilitated via a right-of-way along the southern boundary of Lot 236 (located east of Lot 237). Refer **Attachment 1** – Location Plan.

Lot 237 Brockman Street is 9,308m<sup>2</sup> in size and zoned Residential R2.5 by Shire of Northam Local Planning Scheme No. 6 (the Scheme).

#### Key dates and determinations

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

Date	Item
21/08/2013	Council grants retrospective approval for parking of commercial vehicles at Lot 238 Brockman Street
02/2015	Earthworks undertaken on Lot 237 (dam site)
19/02/2015	Council receives formal complaint regarding 'drainage works' at Lot 237
23/02/2015	Landowners supply photos and advise that the drainage works were required to construct a sealed driveway in accordance with Condition 18 of their August 2013 retrospective approval
3/03/2015	Council's then Executive Manager Development Services (EMDS) advised the landowners that the Shire didn't require any approvals for the works
29/03/2016	Shire receives a complaint that the dam wall at Lot 237 had burst over the Easter long weekend
7/04/2016	Planning Services staff advises the owners in writing to submit an application for development approval to rebuild the dam
22/04/2016	Planning Services staff contacts the Department of Water as the Shire has received a number of complaints regarding the dam wall that had breached over the Easter long weekend
28/04/2016	The Department of Water advises that they do not assess, and is precluded by the <i>Rights in Water and Irrigation Regulation 2000</i> from assessing the safety of proposed works (or otherwise), regardless of location – in proclaimed or unproclaimed surface water areas
26/04/2016	Council's CEO and incumbent EMDS meets with the owners
10/05/2016	CEO writes to the landowners, advising them that development approval to reconstruct the dam was not required, but that they should submit engineering certification for the dam upon completion
09/08/2016	The Shire seeks independent legal advice from lawyers in regard to the history of the development
29/08/2016	Shire receives advice from Jackson-McDonald regarding the reconstruction of the dam. The advice suggests that the earthworks / embankment retaining walls constitute "development" under the Planning and Development Act 2005 and therefore requires development approval
9/09/2016	CEO writes to the landowners, advising that the Shire had sought independent legal advice and that staff have subsequently been advised that, despite the Shire's earlier advice, the earthworks that had been undertaken on the property, are works (development) that require approval under the Scheme. The owners were given until 3 October 2016 to submit an application for retrospective approval



Date	Item
31/10/2016	Shire receives certification from a consulting engineer regarding the structural integrity of the dam wall.
10/2016	Matter is held in abeyance due to trauma experienced in the landowners' family.
24/10/2017	Application for retrospective development approval received.
3/11/2017	Application referred for neighbour consultation
17/11/2017	Consultation closes – 2 objections received
1/12/2017	Council Report drafted
13/12/2017	Report considered at Council Forum
19/12/2017	Applicant formally withdraw the development application
22/12/2017	Directions Notice served by the Shire for removal of the dam.
19/1/2018	Applicant appeals Direction Notice to SAT.
2/2/2018	Directions Hearing held at SAT. SAT Orders issued.
13/2/2018	New Development Application received in accordance with SAT Order for retrospective approval.
28/2/2018	Application referred for neighbour consultation
26/3/2018	Consultation closes – 1 letter of support and 2 objections received.
28/3/2018	Council Report drafted

A feature survey of the dam including aerial photographs of the existing dam are attached. Refer **Attachment 2** – Feature Survey and **Attachment 3** – Aerial Images.

Supporting information submitted by the Applicant is attached at **Attachment 4** – Planning Consultant's and Engineering Report.

## 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 determination of the application, there may be financial implications associated with the appeal.

### Legislative Compliance

Shire of Northam Local Planning Scheme No.6

Clause	Criteria	LPP / Scheme Provision	Proposed by Development	Criteria Met / Condition Required
LPS6, 3.2.1	Zone Objectives	Maintain and enhance the residential character and amenity of the zone.	Stormwater management dam on large rural living type lot.	The dam could be considered to enhance the character of the area, it is not consistent with development expected in a residential zone.
LPS6, 4.5.2	Site & development standards and requirements	Compliance with development standards to ensure scale, nature, design, general appearance and impact of any proposed use is compatible with the objectives of the zone.	Earthworks associated with construction of a man-made dam.	Dam is larger than the expected scale in a residential zone. Engineer has made recommendations to reduce any potential impacts. Conditions are recommended to satisfy this provision.
LPS6, 4.11	Retaining walls	No retaining or filling to alter contours of the natural surface by more than 0.5m without development approval	Dam wall approximately 3m high with a depth of approximately 6m.	As indicated above, Engineer has made recommendations to reduce impacts and outlet height of dam. Condition recommended to satisfy this provision.
LPS6,4.12	Landscaping	The local government may require an application for development approval to be accompanied by landscaping plans.	No details provided.	Condition to be imposed.

Planning and Development (Local Planning Schemes) Regulations 2015

Clause	Criteria	LPP / Scheme Provision	Proposed by Development	Criteria Met / Condition Required
LPS Reg. 63	Accompanying material	Clause identifies type of accompanying material when submitting DA.	Plans and Engineering Report submitted in support of the application.	Yes. Sufficient information has been submitted to assess the application.

Clause	Criteria	LPP / Scheme Provision	Proposed by Development	Criteria Met / Condition Required
LPS Reg. 64	Advertising of applications	Outlines ways an application may be advertised.	Minimum of 14 days was provided for comments.	Submissions were received and assessed.
LPS Reg. 66	Consultation with other authorities	The local government may consult with other authorities.	Shire Environmental Officer consulted with DWER and DoW during assessment.	Recommendations of authorities considered during assessment of application.
LPS Reg. 67(a)	Aims and provisions of LPS6	Aims of the scheme include protecting the amenity and environment.	Approval of unauthorised development for the construction of a large man-made dam.	Due to the size of the dam and location on residential zoned land the proposal could be deemed inconsistent with the aims of LPS6.
LPS Reg. 67(f)	Policy of the State	SPP1 – State Planning Framework. Sustainable development.	Approval of a dam for the management of stormwater.	Refer to comments regarding the Precautionary Principle later in this Report.
LPS Reg. 67(m)	Compatibility of development	Relationship of development	Earthworks associated with construction of a man-made dam. It is proposed to reduce the dam outlet to a lower capacity to reduce impacts on downstream neighbours.	Size of dam is larger than that expected in a residential zone and could be considered incompatible.
LPS Reg. 67(n)	Amenity of the locality	Environmental impacts, character of locality & social impacts	Environmental - current water levels of dam causes marshy conditions on Lot 344 (25) Brockman Street.	Engineer has recommended modifications to the spillway to reduce impacts. Condition to be imposed.
LPS Reg. 67(o)	Environmental impacts	Effect of development of natural environment and water sources.	Engineer proposes modifications to the dam construction to minimise impacts.	Environmental impacts have occurred as a result of the clearing and construction of the dam. Condition recommended to minimise further impacts.

Clause	Criteria	LPP / Scheme Provision	Proposed by Development	Criteria Met / Condition Required
LPS Reg. 67(p)	Landscaping	Provision for landscaping	No details have been provided.	Condition to be imposed.
LPS Reg. 67(r)	Suitability of the land for the development	Possible risk to human health or safety	Certification from a structural engineer suggest dam wall structure will be structurally sound and fit for purpose. It is also proposed to reduce the height of the spillway and utilise the driveway as a spillway.	The Engineer's recommendations rely on the landowner carrying out maintenance to culverts and pumping water to reduce risks associated with the dam. The precautionary principle would indicate that this may not an acceptable level of risk and therefore inconsistent with this provision.
LPS Reg. 67(w)	History of the site	Factor of consideration	History has been outlined in this Report.	Refer to Officer's comments.
LPS Reg. 67(x)	Impact on comment	Impacts on community notwithstanding individuals	Dam for private use and management of stormwater.	No impacts identified on community.
LPS Reg. 67(y)	Submissions received	Application advertising to adjoining landowners.	Three submissions were received with two objecting to the proposal.	Refer to the Schedule of Submissions for an assessment of the planning issues raised.
LPS Reg. 67(za)	Consultation with other authorities	Council may consult with other authorities.	Environment officer consulted with DoW and DWER.	Comments provided in Consultation Section of this Report and considered in assessment.
LPS Reg. 67(zb)	Any other matters	Other matters the local government considers relevant.	Unauthorised development	S164(1) and (2) of PD Act enables authorised development to be approved. This does not preclude legal action for carrying out development without approval.

### 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.

Notwithstanding this, the proposal is inconsistent with provisions of LPS6, including the zone objectives for the Residential zone and approval of the application may have adverse policy implications.

### **Stakeholder Engagement / Consultation**

The application was advertised for neighbour consultation for a period of 2 weeks from 28<sup>th</sup> February until 14<sup>th</sup> March 2018. Extensions were granted following specific requests.

One supporting submission and two (2) objections (refer to submission 1a and 1b, due to the similar issues raised these have been treated as 1 submission) were received during the advertising period. In addition, a submission from a consulting engineer acting on behalf of the adjoining landowners was also received (refer to submission 2). A copy of the Schedule of Submissions and Submissions are attached. Refer **Attachments 5 and 6**.

The issues raised in the submissions have been considered in the assessment of the application and recommendation for determination.

In addition, internal consultation was carried out with Council's Environmental Sustainability Officer, Manager Health and Environment and Senior Building Surveyor. Their comments have been considered in the assessment of the application.

Council's Environmental Sustainability Officer, in formulating their response, also consulted DWER and DoW and offered the following comments:

#### 1. Environmental Planning Tool (EPT)

EPT assessment ran over the entire lot 237 Brockman Street where the dam is situated.

The Lot was at variance for several principles:

- Carnaby's cockatoo habitat
- Specially protected fauna within 5km – 5 listed (2 vulnerable, 3 endangered)
- There are 3 Priority 4 flora species within 5 km of the lot.
- Application area is within 200m of DoW mapped natural hydrographic feature.

#### 2. Information from the DoW & DWER

- DWER was contacted and it was verified that lot 238 Brockman Street is in a proclaimed water area however lot 237 Brockman Street IS NOT. This means that a permit is not required and a water allocation licence under the RIWI Act IS NOT required.
- DWER was contacted and due to the dam being located in a non-proclaimed area a permit authorising the disturbance of the bed or

banks of proclaimed waterways is not applicable. However, "a permit to clear" from DWER is required due to the fact it is for clearing riparian vegetation.

- Dams constructed on-stream should have provision to maintain low stream flows and EWP'S.
- DoW "normally opposes dams being built purely for aesthetic purposes as they are incompatible with efficient water use".
- A dam water balance should be prepared identifying inputs, run-off, outputs (including evaporation), seepage and water use.
- Rural dam margins should have a buffer zone of at least 100m from septic tanks and other sources of faecal contamination and to reduce the risk of pathogen and nutrient entry.

### 3. Dam Removal

- The removal of the dam maybe impractical as the environmental damage may not be reversible. This would include sedimentation, changes in water flow, water contamination.

In addition, Council's Manager Health and Environment has advised that the inlet and outlet of the existing dam may be required to be reduced slightly if it is the cause of water backing up on the neighbouring property. It is undetermined if the constant water present is from the dam or a natural underground spring causing minor stagnant water on the neighbouring property. The area was inspected for mosquito breeding and although it was determined it was not currently a breeding sight, the area was not able to dry out.

### **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 application has been assessed in accordance with the provisions of the Shire's Scheme.

The history of the dam and its associated earthworks has been complicated and has involved various issues that have resulted in the matter being referred to Council for determination, including initial advice from Council staff was that development approval was initially not required.

A recent decision of the Supreme Court of WA has provided some clarification on the role of the precautionary principle in planning decisions. The decision is *Wattleup Road Development Co Pty Ltd v State Administrative Tribunal* [No 2] [2016] WASC 279.

The decision confirms that the precautionary principle is a relevant consideration for the purposes of assessing a development application under the PD Act considering that a purpose of the Act is to 'promote the sustainable use and development of land in the State'. The consideration as to the sustainable use of land invites the consideration of environmental factors.

Therefore, the precautionary principle is to be taken into account in situations where it is assumed there will be (or has been) serious or irreversible environmental damage and there is scientific uncertainty as to the nature and scope of the threat.

In this circumstance, there has been or could be serious or irreversible environmental damage when the dam fails or should it fail again, and there are two conflicting engineering opinions provided by the Applicant and on behalf of an objector resulting in scientific uncertainty. Therefore, the precautionary principle is a factor for consideration in determining this application.

Preventative measures recommended by the Applicant's Engineer may reduce the risk to an acceptable level to the environment and adjoining landowners if they are implemented correctly and diligently, which will result in a higher level of regulation by the Shire to minimise the risk.

The precautionary principle must also be considered when balancing the planning considerations and wider circumstances of a development application.

Ordinarily, that is if this application wasn't for retrospective development, the zoning is Residential, albeit low density residential, the application would be recommended for refusal due to the development being inconsistent with the zone objectives and that the size of the dam is excessive for the needs of a residential property associated with uses permitted in the Scheme.

On the other hand taking into consideration the conclusion of the Engineer's Report, which states:

*"We do not recommend that the direction from the Shire of Northam be completed as there is a strong likelihood that if you tried to fill the dam back to original levels that the stream would scour out causing significant erosion and silt deposition downstream affecting the culvert under Great Eastern Hwy (potentially blocking it) and causing siltation problems in the downstream creek lines. We believe trying to fill in the dam would be the worst outcome for the site and the surrounding areas.*

*As the dam has been in place for approximately 3 years the downstream creeks have probably now become used to the current flows from this creek line. As the dam holds water to the spillway level as soon as there is inflow into the dam then it will start to outflow shortly after so the downstream effect on flows is minimal."*

The application is being recommended for conditional approval.

It is worth noting that granting approval to the unauthorised development does not preclude the Shire from initiating legal proceedings against the landowner for commencing development without approval.

Officers are generally satisfied with the three engineering reports (McDowell Affleck Report, Lavell and G&S Tankov Engineering Reports – refer Attachments 4 and 7 respectively) from a structural point of view.

#### **RECOMMENDATION**

**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 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 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. It is strongly recommended that the landowner has Public Liability Insurance.**

The Coordinator Governance / Administration departed the Council Chambers at 6:05pm and returned at 6:07pm.

Clarification was sought in relation to the following:

- No setback. The Executive Manager Development Services advised that this is as per the plans submitted and included within this report.
- The 5 points of criteria not being addressed. The Executive Manager Development Services advised that responses have been provided within the attachment for the schedule of submissions.
- The correct block location not being referred to in McDowell Affleck's report. The Executive Manager Development Services advised that this plan identifies the catchment boundary, however confirmed that the block next door to the dam has been highlighted which is the same owner.
- The size and scale is equivalent to that of a recreational lake, and queried whether Council should be entertaining this (i.e. does it fit the definition of a lake). The Executive Manager Development Services advised that officers are classifying it as a dam and do not believe there are any guidelines that would define it as a lake. In addition, Council is not approving the use of the dam (i.e. for recreational purposes), and any noise associated with the use would be covered under the Noise Regulations. As it is believed to be for private use this is considered differently to a dam for public use.
- State Planning Policy. The Executive Manager Development Services advised that this is an overarching policy however local governments refer to the Local Planning Scheme which is specific to the district.

- Section 1.8, Development Control Policy and its relevance with the application. The Executive Manager Development Services advised that the introduction of this policy states “This policy sets out requirements of the WAPC for assessment of canal estate proposals.” As a result it is considered to have no relevance as it is for the WAPC and canal estate proposals.
- Whether the recommendation will alleviate the issue of water pooling on the upstream property. The Executive Manager Development Services advised that it will not resolve the issue however will assist in reducing this as the driveway which was previously approved is higher than the upstream property.
- Whether Council can accept no liability. The Chief Executive Officer advised that legal comment has confirmed that having the advice note in is not detrimental to Council, however its effect at law is questionable.

Cr Pollard indicated an intent to move the Officers recommendation with the amendments:

- Add the word ‘following’ to item 2, in reference to McDowell Affleck’s recommendations.
- An additional condition being added to lower the inlet pipes to the southern side of the dam, sufficiently so as to eliminate pooling of water on the adjacent property’; and
- Remove the first sentence of the advice note as he does not believe that we can ‘accept no liability’.

The Chief Executive Officer requested that the Council consider a short interval, to allow staff to consider what is being proposed and provide some potential wording for Council to consider.

The Deputy President advised that there would be a short intermission to clarify the proposed motion at 6:25pm.

The meeting reconvened at 6:48pm.

#### **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**

Reason for change to officer's recommendation

Council formed a view that a critical issue for the complainants was the pooling of water 'upstream' of the proposed dam and the additional conditions would provide relief for this issue/concern.


Four (4) members of the Gallery departed the Council Chambers at 6:53pm.



**Attachment 2**




**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  
 Gnd: AGLIME34  
 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  <b>1471</b>  VERSION 1	 P.O. Box 178 DUNCRAIG WA 6023 Ph. 0400 781 694 Email: mark@fmsurveys.com.au
	LOCAL AUTHORITY	SHIRE OF NORTHAM		
	DATE OF SURVEY	17-10-2017		
	SCALE	1:400 AT A2		
	C:\Msgrin\2017\1471\Fldwork\1471-237-Brockman-Feature\mg - D.swg\sg001			
Drawn Mark Spencer				



**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  
 Gnd: AGLIME34  
 Check title for easements, encumbrances and ownership etc.  
 We recommend a boundary survey prior to construction to verify the location of boundaries.  
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PLAN OF  FEATURE SURVEY OF LOT 237 BROCKMAN STREET BAKERS HILL	METADATA		JOB NUMBER  <b>1471</b>  VERSION 1	 P.O. Box 178 DUNCRAIG VIA 6023 Ph. 0400 781 694 Email: mark@fmsurveys.com.au
	LOCAL AUTHORITY	SHIRE OF NORTHAM		
	DATE OF SURVEY	17-10-2017		
	SCALE	1:400 AT A2		
	C:\Msignt\2017\1471\Fldsk\work\471-237-Brockman-Feature\mg - D\ave\ag001			
SHEET 1 OF 2 SHEETS		Drawn Mark Spencer		

Attachment 3







## Attachment 4

Brooke Mills  
On behalf of Teneale Kearney  
0433 543 878

12 February 2018

Shire of Northam  
395 Fitzgerald Street  
NORTHAM WA 6401

Attention: Chadd Hunt/Kobus Nieuwoudt

Dear Sirs

### APPLICATION FOR RETROSPECTIVE DEVELOPMENT APPROVAL – CONSTRUCTION OF A LAKE/DAM AT LOT 237 BROCKMAN STREET, BAKERS HILL

I write in support of the above application and understand that (in brief) the history of the matter is as follows:

1. In 2015/2016 the landowners was advised verbally and in writing that no approval was necessary for the construction of a dam/lake on Lot 207.
2. In the same time period, the western wall of the dam/lake failed during the construction phase.
3. The failed wall was rectified and works were completed on the dam/lake.
4. Complaints from the adjoining landowners were then received by the Shire and the landowners were advised that they did require planning approval as the dam/lake was considered development under the Planning and Development Act 2005.
5. Various correspondence and applications took place between the landowners and the Shire which, to date, has not resolved the issue. A series of unfortunate events and tragedies have also halted the process somewhat.
6. It is understood that an application was to be presented to Council in December 2017 but was removed from the Council agenda item prior to debate.
7. A Directions Notice was then issued by the Shire which gave a direction to have the dam/lake removed from Lot 237. The Notice was appealed and a stay has been granted to allow the landowner time to prepare a fresh application for retrospective approval.

Whilst the development could be considered to constitute development under the Planning and Development Act 2005, my client maintains that the requirement for development approval was not maintained by the Shire. However, she has now attempted to rectify the matter and has engaged an engineer to perform an inspection and report in support of the design and construction of the dam/lake.

At present, there is no design or construction standards under the Shire's Local Planning Scheme or Policy framework and, therefore, it is considered that the matters to be considered under the Planning and Development (Local Planning Schemes) Regulations 2015 are the appropriate assessment mechanism for the dam/lake.

I will address these matters in terms of their relevant to the dam/lake as follows:

- (g) any local planning policy for the Scheme area;

No local planning policy is applicable to dams/lakes within the Shire.

- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;

The height, bulk, scale, orientation and appearance of the dam/lake is not considered to be a detriment to the locality as the surrounding area is semi/rural, more rural residential type properties rather than the allocated RCode density.

Given the size of the lots and the surrounding land uses, it is not considered that the dam/lake is out of character for the area. It is also assisting in downstream water control of the land towards the north and will result in usable land in the future for these landowners.

- (n) the amenity of the locality including the following —
- (i) environmental impacts of the development;
  - (ii) the character of the locality;
  - (iii) social impacts of the development;

The dam/lake is used to control water flow through the property as well as for downstream landowners. It is not out of character for the area as the surrounding land is rural residential in nature rather than the allocated RCode density.

There is an issue to the south where pooling of water occurs, however, given the engineering report which recommends the reduction of the spillway wall by 400mm to alleviate the pooling issues, the issue on the southern landholding should be resolved and is, therefore, no longer a defining issue.

- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;

Generally speaking, damming of waterways is not the best solution to alleviating water course/drainage line issues. However, given the Shire provided advice to say that no approval was necessary, the landowner undertook the development. The desire of the landowner was to achieve a usable space from an area which was not able to be used for any purpose other than watching the water flow through the property.

It was also the landowners desire to avoid scouring out of the land through water flow during storm events.

At this stage, the engineering report recommends to retain the structure as an attempt to fill the dam/lake back to the original landform would result in detriment downstream and would not rectify any pooling issues upstream.

Given the landowners desire to minimise impacts to the natural environment, as it currently presents itself, it is considered that the dam/lake is mitigating impacts to the environment downstream and, with modifications, will minimise impacts upstream.

- (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;

The dam/lake itself provides a spectacular view as it presents itself as a lake which can be enjoyed visually from neighbouring properties upstream and to the east.

However, it could be considered that the dam/lake could be provided with more trees and landscaping to enhance the area to be more natural. This may also encourage wildlife to the area and support birdlife.

- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;

Prior to construction of the dam/lake, the land was not usable for any purpose as the drainage line traversed the property in this location. This caused erosion and scouring of the land which, in turn, increased deposits of soil and vegetation downstream and under Great Eastern Highway.

By installing the dam/lake, the landowner has slowed the flow of water and created a usable lake as well as improved land conditions downstream. With the modifications recommended by the engineer, the pooling upstream will be mitigated.

Shire of Northam

12 February 2018

- (r) the suitability of the land for the development taking into account the possible risk to human health or safety;

It is not considered that the dam/lake will pose any risk to human health or safety as the area is well fenced externally and well maintained by the landowner.

- (s) the adequacy of —  
(i) the proposed means of access to and egress from the site; and  
(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;

The access to the site is via an easement which has been suitably constructed to meet the needs of access to the property.

- (w) the history of the site where the development is to be located;

Given the Shire's previous advice that no approval was required for the construction of the dam/lake, it is considered that the landowner has undertaken every possible measure to achieve compliance.

There has also been a number of tragic circumstances surrounding the development and, given the impacts of these circumstances, it would be the best possible outcome to grant development approval, with or without conditions.

The engineering report recommends the reduction in the spillway wall height of 400mm and this should alleviate the concerns of the landowner to the south. This is further grounds to recommend approval of the application and further evidence of the landowner's desire to achieve the best possible outcome.

- (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;

It is not considered that the dam/lake would have any impact on the community as a whole as the only affected landowners would be the applicant's property, the land to the south and the land towards the north.

- (y) any submissions received on the application;

There is no way to know what submissions will be received from adjoining landowners, however, the landowner is prepared to address each valid planning consideration arising out of any submissions received.

Shire of Northam

12 February 2018

- (za) the comments or submissions received from any authority consulted under clause 66;

Again, submissions received from authorities are unknown at this stage. However, the landowner is willing to address any concerns raised by these agencies.

Given the above, there appears to be no grounds for refusal of the application to retain the dam/lake on the property. I am happy to make a presentation at Council if this will assist with the process.

In the meantime, if you have any further queries, kindly contact me.

Kind regards



Brooke Mills  
0433 543 878



Teneale Kearney  
PO Box 481  
Bakers Hill WA 6562

By email: candohaulage@hotmail.com

Dear Teneale,

### Earth Dam Lot 237 Brockman Street Bakers Hill

#### Background

There is a driveway entrance to your property that you understand to be in an easement presumably to the Shire of Northam. This forms the southern boundary of the dam wall.

We understand that the dam on Lot 237 was constructed over an existing watercourse around February – March 2015. We understand you discussed with council and were advised in multiple emails and letter that approval not required.

We understand that during a storm of 26<sup>th</sup> March 2016 the dam wall overtopped and failed resulting in the spillway and dam wall being reconstructed. Previous culverts were blocked by an above ground pool washing into the dam.

Works were continuing on the dam surrounds during 2015 and 2016 including constructing a new spillway and control spillway for pump flows and provision of an asphalt surface across the dam wall for access purposes.

We were provided with a letter from the Shire of Northam dated 11 March 2016 indicating that a retrospective development application was not required, however any plans and engineering advice was required to be provided for the Shire's records.

Subsequent to this letter you received another letter dated 1 September 2016, indicating that the works completed are works that require development approval under the Shire's Local Planning Scheme 6. This letter required that you submit a retrospective development application for the works including engineering advice/certification of the structure.

We understand that you have had some complaints regarding the dam/spillway failure and the ponding of your neighbour to the souths land adjacent to the driveway to your house.

In October 2016 you obtained an engineering report from David A. Lavell & Associates indicating that the dam including the spillways "will be structurally sound and fit for purpose". The capacity of the earth dam spillway was also confirmed to have a greater capacity that the Main Roads culvert under Great Eastern Hwy downstream of the dam.

In October 2017 FM Surveys were engaged by the Shire of Northam to undertake a level and feature survey of the dam and its surrounds including the spillway, and your neighbours land to the south where it indicated ponding was occurring.

On 15 December 2017 you have obtained another engineering report from G&S Tankov Pty Ltd. This report concluded that:

Contact: mferitto

File: 15608 Dam Report Lot 237 Brockman St Bakers Hill Printed: 2/02/2018 4:28 PM

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McDowall Affleck Pty Ltd  
(ACN 009 033 345) (ABN 23 009 033 345)  
Bureau Veritas Certification AS/NZS ISO 9001  
Member of Consult Australia

69 Great Northern Highway Midland Western Australia 6056  
PO Box 1377 Midland WA 6936  
T +61 8 9274 6444 F +61 8 9250 3433  
E manager@mapl.net.au www.mcdowallaffleck.com.au



- The dam structures have been built in a professional manner. They appear to be structurally sound and fit for purpose.
- The dam with its spillway, surrounding access roads and stilling pond should be left undisturbed. However, their performance needs to be regularly monitored and recorded.
- Regular dam maintenance should take place as required.

Recommendations were also made as follows:

The owner is to:

- Monitor and measure the dam structures every six months for signs of cracking, subsiding, rotation or sliding. Any noted changes are to be recorded. Consult the Shire and/or a suitably qualified engineer for assistance.
- Consider to raise the level of the south neighbour's area, right next to the access road, by about 600mm. This could be done by dumping and compacting suitable rock and gravel material with a view to improve the drainage and reduce the possibility of paddles.
- Re-arrange the rock cover of the spillway with a view to improve its protective function and the downstream water breaking.

The Shire of Northam have issued to you a notice dated 22 December 2017, under the Planning and Development Act 2005 Section 241(3), requiring you to remove the development (being the dam and associated earthworks) and restore the land to the condition it was immediately before the development to the satisfaction of the Shire.

You have advised the Shire of Northam that you wish to keep the dam as you would not be able to comply with the notice.

The Shire of Northam have in an email to you dated 18 January 2018 indicating that you have 90 days from the 22 December 2017 to comply with the notice. A new development application could be lodged for retrospective approval but that it would not affect the Direction Notice. However the Shire of Northam "would, however, agree to hold time running under the notice until such time as the retrospective application has been determined (please note that I would need a request from you in writing if you are amenable to this approach)." "Should Council refuse the DA for retrospective approval, then the time under the notice would commence running again. Similarly, if you appealed to SAT for a review of the decision not to grant retrospective approval, you could get SAT to make an order that any action under the notice be stayed until the review application was determined by SAT. If SAT dismissed the review application, then the notice would commence running again."

The Shire of Northam also provided a request for the following information:

- the capacity of the dam;
- whether the dam has an adverse impact on the down-stream water users;
- the effect of the dam on the natural creek water flows;
- the adequacy of the spill way and outlet pipes; and
- the effect of storm events on the dam.

Where the report identifies issues, the report should provide recommendations as to what can be done to address those issues.

This information request forms the basis of the scope of our works.



### Scope

We were asked to provide a report to address the points raised by the Shire of Northam's email dated 18 January 2018 so that our report along with the other reports and survey of the dam could form a new retrospective development application for council to consider.

### Inspection

Vincent Tran and Kimberley Hortin inspected your dam at Lot 237 Brockman Street Bakers Hill and met with yourself on 12 January 2018. Photos of the dam and surrounds were taken.

The dam has been constructed within a natural watercourse leading to culverts under Great Eastern Hwy which then ultimately connects to the Clackline Brook on the North side of Great Eastern Hwy. Given that the dam has water in it year round it is also fed by a spring.

There is a driveway that leads from the culdesac of Brockman St within an easement. This is your only legal access to your house lot. We understand that the easement may be in favour of the Shire of Northam.

There is a white wire fence along the boundary of the property with the southern neighbour. You advised that the original ring lock fence has been replaced at your cost which has been effective in reducing the build-up of debris at the culverts.

There are three 300 diameter culverts at the western end of the driveway, with four 375 diameter culverts and one culvert of unknown size (based on the survey by FM Surveys). Some of the culverts were buried or partially buried. The invert levels of the culverts ranged from IL302.67 to IL302.92. The spillway level is at approximately RL 302.89.

You advised that, to the best of your knowledge, the dam is approximately 6m deep. The top water area of the dam is approximately 2,960m<sup>2</sup> based on FM Surveys feature survey.

There is a small stilling pond downstream of the dam. This allows the spillway overflow to dissipate its energy before flowing out to the creek line.

There are 2 spillways. The main spillway is rock lined. The second spillway used for pumped flows from the dam (as there is a pump on site to drop the water levels of the dam) is lined with a black lining.

### Drainage Calculations

We have undertaken preliminary calculations to determine the capacity of the dam from survey undertaken by FM Surveys and anecdotal advice that the dam is approximately 6m deep.

From our calculations we have estimated that the 1 in 10 year ARI design storm inflow to the dam to be approximately 1,460 litres/sec. For the 1 in 100 year ARI design storm the inflow is approximately 3,340 litres/sec.

Based on batters at 1 in 3 for the dam walls and with a maximum depth of 6m the approximate volume (capacity) of the dam is 9,850m<sup>3</sup> to RL 302.89 (spillway overflow level).

The capacity of the rock lined spillway based on a width of approximately 9.5m at the top and 6.5m half way down the spillway and a depth of 0.3m with 1 in 6 side batters is 5,000 l/sec.

The dam spillway capacity is greater than the 1 in 100 year inflow so is more than adequate to cope with 1 in 100 year inflow events.





The 8 existing culverts (300 diameter and 375 diameter) under the driveway have a total capacity of approximately 1,610 l/sec which is more than adequate for 1 in 10 year ARI storm events.

#### **Recommendations/Comments**

If the driveway is within an easement to the Shire of Northam then the maintenance and upkeep of the easement rests with them, which would include keeping the culverts under the driveway clean and free of debris for drainage purposes. You should take this up with the Shire of Northam if this is the case. If it is an easement to your benefit, then the maintenance rests with you. There is however a need for the adjoining neighbour to the south to maintain the creek line through their property to ensure that the culverts are kept clear of debris.

We do not recommend that the direction from the Shire of Northam be completed as there is a strong likelihood that if you tried to fill the dam back to original levels that the stream would scour out causing significant erosion and silt deposition downstream affecting the culvert under Great Eastern Hwy (potentially blocking it) and causing siltation problems in the downstream creek lines. We believe trying to fill in the dam would be the worst outcome for the site and the surrounding areas.

As the dam has been in place for approximately 3 years the downstream creeks have probably now become used to the current flows from this creek line. As the dam holds water to the spillway level as soon as there is inflow into the dam then it will start to outflow shortly after so the downstream effect on flows is minimal.

The culverts under the driveway (having a greater than 1 in 10 year ARI storm event is suitable. Most culverts within a public road drainage system in rural areas are sized for a 1 in 10 year event. The driveway will then act as a spillway for greater than 1 in 10 year storms with the dam taking the energy out of the storm flows, protecting the downstream creeks and drainage structures.

Based on the site inspection, review of the survey by FM Surveys discussions with yourself and the Shire of Northam we propose that the spillway level be set to RL 302.49 (400mm lower than current level) so that it is matching the lowest invert level of the culverts into the dam. This will keep the culverts clear of water when the dam is full, for the next storm event to take place.

There is also the ability to lower the dam water level by using a pump located at the dam. This could be done in the event a storm was coming to give the dam more capacity to take higher incoming flows.

With the spillway lowered by approximately 400mm this will resolve the ponding on the southern neighbour's land holding, as the dam being full (to the spillway level) will still be lower than the southern landowner's land by 180mm. If the upstream end of the culverts and creek line (within southern landowner's land) is not maintained, then clear passage of the creek flows may cause ponding to occur. Lowering the spillway will not cause any foreseeable detriment downstream.

The current spillway construction should be maintained with mortared rock on the upstream end dropping into the dam at least 500mm below the spillway level to assist with protection against scouring from the water or wave action.



**Closure**

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

Yours faithfully,



**Michael Ferritto**  
**2 February 2018**

[mferritto@mapl.net.au](mailto:mferritto@mapl.net.au)

[www.mcdowallaffleck.com.au](http://www.mcdowallaffleck.com.au)

Enclosures: 15608 Stream Catchment  
15608-Drainage Calculations  
Photos  
Account for professional services to date



Spillway of Dam



View Southern Land Holding from Driveway



View of Dam Looking North



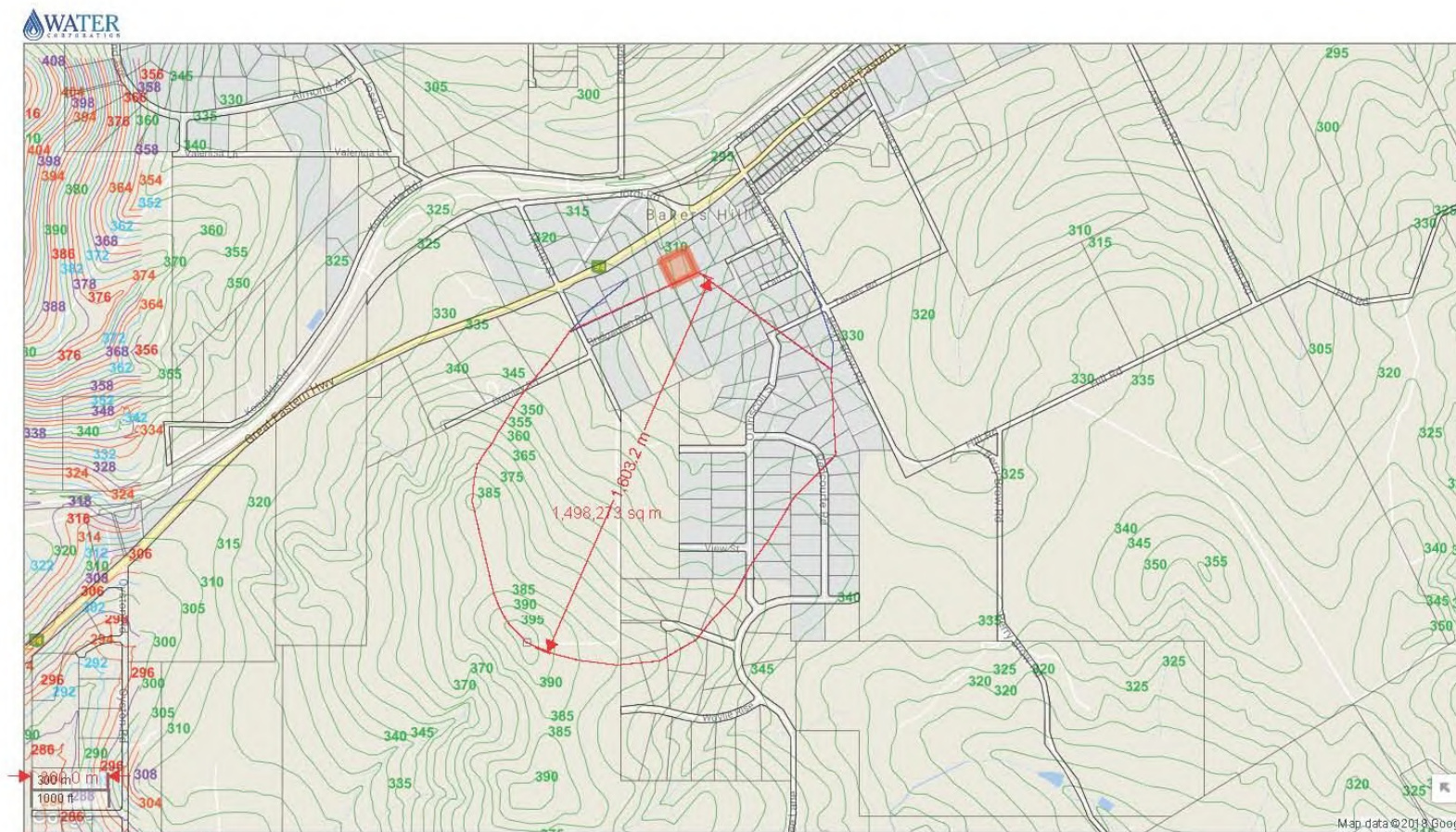
View of Dam Looking South



View of spillway and stilling pond to the north



View of driveway and culverts



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The Water Corporation has taken due care in the preparation of the data comprised on this map but accepts no responsibility for any inaccuracy of facility, cadastral or other information provided nor inappropriate use of this information. The user is reminded that under no circumstances can the information herewith displayed be copied, altered, modified or otherwise published in any form including the Internet without express permission of the Water Corporation. The Water Corporation should be advised of any intention to carry out any physical activities within proximity to facilities displayed on this map. If any inaccuracies are found with this information please contact the Spatial Information Management Group on (08) 9420 2068.

— Catchment Boundary

## Attachment 5

### Shire of Northam Local Planning Scheme No.6

#### Application For Retrospective Development Approval – Stormwater Management Dam – Lot 237 Brockman Street, Bakers Hill

##### Schedule of Submissions

Number	Name	Summary of Submission	Key Themes Identified in Submission	Applicants Response	Officer's Comment and Recommendation
1a & 1b	Names and Address Provided (adjoining landowners)  Received 23 <sup>rd</sup> March 2018	<ol style="list-style-type: none"> <li>Acknowledges Engineer's Report, however questions absence of criteria, including RLs, construction methodology, drawings, runoff, interface with Shire culverts, detention capacity, environmental information and reference to AS3500.</li> <li>Calculations based on 1:100 year storm event do not include perched water table, stormwater runoff or natural spring.</li> <li>Has Council accepted this information with missing criteria?</li> <li>Applications need to be accompanied by appropriate supporting information and documentation.</li> <li>Provides definition of a 'constructed lake'.</li> <li>Questions points raised by Applicant's Planning Consultant as follows: <ol style="list-style-type: none"> <li>Questions context of original Shire advice.</li> <li>Dam was full and in use at time of failure. Rectification works have also failed to alleviate flooding of adjoining properties.</li> <li>Unfortunate events and tragedies are not issues for consideration in determining this application.</li> </ol> </li> <li>Dam is development and previous advice by Shire should not be a deciding factor in determining this application.</li> <li>Engineering report does not address any concerns raised and related to my property or provide a risk assessment to adjoining properties.</li> <li>Applicant's letter of support only references in part the desired assessment tool for consideration purposes by Shire in this matter.</li> </ol>	<ul style="list-style-type: none"> <li>Engineers Report – quality and veracity.</li> <li>Quality of application.</li> <li>Risk to property.</li> <li>Suitability of development for residential zoned land.</li> <li>Statements made in Applicant's supporting submission.</li> <li>History of issue and impacts on property.</li> <li>Need for landscaping.</li> <li>Correction of fencing and encroachment issues.</li> <li>Environmental impacts caused by clearing and dam construction.</li> </ul>	<ul style="list-style-type: none"> <li>Engineer's report was completed by a suitably qualified engineer with many years of experience in this type of development. The report confirms that the development is of sufficient standard to be capable of remaining in situ and, with minor modifications, will alleviate issues raised.</li> <li>The application has been submitted with sufficient information and adequate justification given relevant legislation and contextual setting.</li> <li>With minor modifications as recommended in the applicant's supporting engineering report, risk to surrounding property will be significantly reduced, if not eliminated altogether.</li> <li>Although the locality is zoned Residential, the character and prevailing lot sizes would be more in kind with Rural Residential or Special Residential zoning. Further, livestock is currently being kept on surrounding properties which would also not lend itself to a "Residential" setting. The dam is not considered to be out of character for the area.</li> </ul>	<ul style="list-style-type: none"> <li><b>Engineer's Report has been prepared by a qualified and reputable company. Recommendations incorporated into conditions.</b></li> <li><b>Risk assessment undertaken as outlined in the Report. Risk can be managed should Council approve the application.</b></li> <li><b>Applicant's supporting submission included in assessment as a matter of consideration as per P&amp;D Regulations.</b></li> <li><b>History of site can be included as a matter of consideration as per P&amp;D Regulations.</b></li> <li><b>Condition recommended requiring landscaping plan and implementation.</b></li> <li><b>Condition recommended to ensure development is wholly within lot boundaries.</b></li> <li><b>Environmental impacts considered as a matter of consideration as per P&amp;D Regulations.</b></li> </ul>

**Shire of Northam Local Planning Scheme No.6**  
**Application For Retrospective Development Approval – Stormwater Management Dam – Lot 237 Brockman Street, Bakers Hill**  
**Schedule of Submissions**

Number	Name	Summary of Submission	Key Themes Identified in Submission	Applicants Response	Officer's Comment and Recommendation
		<p>10. Provides an independent Engineer's Report (included in Attachment 6), which disputes Applicant's submission.</p> <p>11. The Applicant's property and neighbouring properties are zoned 'residential'. With future residential development of R5 density, 2000m<sup>2</sup> minimum lot size, partial rezoning and structure planning required as identified by Shire's planning documents therefore the dam has an impact on the future development and amenity of the surrounding area.</p> <p>12. No maintenance regime of the culverts, water quality, breeding colonies such as fish, mosquitos, algae blooms, or other such as use or restrictions have been presented by the applicant or carried out either, since construction or to date to protect surrounding and downstream communities of the effects of the dam or its use.</p> <p>13. Environmental impacts are of a significant concern. Clearing can rise to increase in the water table and salinity risk. The high evaporation rates and flow of dam will increase these risks.</p> <p>14. As the engineer's report did not assess the damage caused downstream as a result of the dam's construction and there is no evidence to suggest any such consideration or risk assessment has been undertaken.</p> <p>15. Dams have a life span and need to be decommissioned at the end, which will only minimise not mitigate impacts already caused to the environment.</p> <p>16. The Applicant's supporting submission has given no consideration regarding the view from Lot 11 or from the highway nor consideration to the detriment of the trees dying though water pooling on the upstream</p>		<ul style="list-style-type: none"> <li>• Supporting statements have been made to be in conjunction with the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 as the State Planning policy referred to in the submission does not provide guidance for the construction of dams within this locality.</li> <li>• The history of the site is considered to be a relevant element to any assessment of the application. Significant loss has occurred to the applicant. Previous advice issued by the Shire is entirely relevant to the considerations of the application.</li> <li>• Landscaping is a possible way of achieving a pleasing visual amenity for the area and adjoining landowners. Replanting of vegetation and endemic species could be undertaken as part of any approval condition. Revegetation could also achieve stabilization of the surrounding soil.</li> <li>• The applicant has made numerous attempts to rectify fencing and the movement of earth as a result of the collapse of the dam wall and has been met with resistance from the</li> </ul>	



**Shire of Northam Local Planning Scheme No.6**  
**Application For Retrospective Development Approval – Stormwater Management Dam – Lot 237 Brockman Street, Bakers Hill**  
**Schedule of Submissions**

Number	Name	Summary of Submission	Key Themes Identified in Submission	Applicants Response	Officer's Comment and Recommendation
		<p>property and along the original water line. (Photos provided.)</p> <p>17. As a result of water flowing onto my property the applicant constructed an earth bund to direct the flow of water towards the original watercourse, without the landowner's consent (on neighbouring property).</p> <p>18. No landscaping plan advising the nature and extent of any open space and landscaping proposed for the site has been provided with the application.</p> <p>19. Water has been taken from the waterway for private use in excess of what is required for residential use, boating and other leisure pursuits.</p> <p>20. The land in the locality has been used by all neighbours both up and downstream previously with no need to build a dam, by the immediate neighbours holding their titles all for more than 25 years have managed any implied difficulty.</p> <p>21. As a result of the dam's construction both soil erosion and land degradation is occurring on both adjoining neighbour's properties and visibly also to the applicants.</p> <p>22. The water in fact builds up speed across my landholding with the collection of water across the landholding causing scouring where this previously did not occur.</p> <p>23. Bakers Hill and the development is in an active seismic zone, with the dam sited uphill of a highway and private residential properties and is on a watercourse. An independent engineer has advised of the significant and ongoing risk to all downstream. Particularly through the waterlogged soil and the effect of liquification on the dam structure and the significant affect to life and property.</p> <p>24. It is contested that the fencing is in any form an adequate barrier and that the applicants</p>		<p>adjoining landowners. The applicant maintains the willingness to rectify movement of earth.</p> <ul style="list-style-type: none"> <li>• It can be considered that the undertaking of revegetation around the dam will alleviate any clearing concerns. It is considered that the impacts of removing the dam would be far more detrimental to the environmental values of the area and the risk to the downstream infrastructure and property would be greater than if the dam remains in situ.</li> <li>• It should also be noted that the adjoining landowner to the south keeps three horses within the water way which could be contributing to the degradation of the land within the water way. As a planning principle, stock should be prohibited from waterways and environmentally significant areas. The applicant's dam may also serve as a capture mechanism for the horse manure that is currently being swept from the property to the south into the waterway.</li> <li>• The applicant advises that the land degradation from the southern landowner is contributing towards the</li> </ul>	

**Shire of Northam Local Planning Scheme No.6**  
**Application For Retrospective Development Approval – Stormwater Management Dam – Lot 237 Brockman Street, Bakers Hill**  
**Schedule of Submissions**

Number	Name	Summary of Submission	Key Themes Identified in Submission	Applicants Response	Officer's Comment and Recommendation
		<p>statement is in fact misleading. The fence is in fact an electric fence (by nature and design) in contravention with Local planning laws. Notice was provided by Shire regarding the breach on 01.09.2016. No action has been taken by the applicant or Shire on this matter and the breach of planning and risk to health and safety still remains in existence after several attempts to have the situation remedied.</p> <p>25. It is further claimed that the applicant has placed this fence without correspondence or permission by the respondent encroaching upon Lot 11 enabling continued trespass and destruction of the property.</p> <p>26. I further formally request the Shire to issue an immediate directive against the applicant regarding the continued contravention of Local Law and notice before there is a fatality associated with said 'adequate fencing'.</p> <p>27. The dam is within a residential zone, requirement for farm dams exist requiring that 'they not be sited closer than 300m from a boundary fence without agreement of the adjoining neighbour'. No such agreement has been requested or given.</p> <p>28. A recommendation is to pump water in the event of a coming storm event, the adjoining landowner has been doing this and pumping water directly over my property by the mechanical means as the water does not follow the previous natural path prior to construction of the dam.</p> <p>29. Community impacts are a high probability;</p> <ul style="list-style-type: none"> <li>a. Mosquito's posing a public health risk</li> <li>b. The risk of further dam breach posing a risk to the community due to its proximity to Great Eastern Highway,</li> </ul>		<p>displacement of earth into the applicant's property and lowering the ground level upstream. This is creating an imbalance in the levels of the dam and it should not be the applicant's responsibility to continually lower the spillway wall to compensate for land degradation occurring upstream.</p>	

**Shire of Northam Local Planning Scheme No.6**  
**Application For Retrospective Development Approval – Stormwater Management Dam – Lot 237 Brockman Street, Bakers Hill**  
**Schedule of Submissions**

Number	Name	Summary of Submission	Key Themes Identified in Submission	Applicants Response	Officer's Comment and Recommendation
		<p>planned walkways directly adjacent to the dam on the highway.</p> <ul style="list-style-type: none"> <li>c. Proximity to the local school</li> <li>d. Proximity of the dam to sewerage from local residences – rural dam margins require a buffer zone of at least 100 meters from septic tanks and other sources of faecal contamination to reduce the risk of pathogen and nutrient entry into the water.</li> <li>e. Development potential of the affected area through re-zoning plans.</li> </ul> <p>30. We maintain this has not been met by the construction of the dam and that the dam is excessive and no provision has been made under the relevant Environmental laws pertaining to;</p> <ul style="list-style-type: none"> <li>a. Dam location</li> <li>b. Size and stability</li> <li>c. Maintenance of natural water flow</li> <li>d. Cumulative impacts of dams on the watercourse</li> <li>e. Vegetation clearing – and effects thereof</li> </ul> <p>31. There is limited reason to support the (again additional retrospective) application for the earthen dam and other associated structures and therefore respectfully (as layman and a long-term rate payer) request the denial of the application for retrospective approval in its entirety.</p> <p>32. TPS6 - 4.6.3 The power conferred by this clause may only be exercised if the local government is satisfied that – b) the non-compliance will not have an adverse effect upon the occupiers or users of the</p>			

Shire of Northam Local Planning Scheme No.6

Application For Retrospective Development Approval – Stormwater Management Dam – Lot 237 Brockman Street, Bakers Hill

Schedule of Submissions

Number	Name	Summary of Submission	Key Themes Identified in Submission	Applicants Response	Officer's Comment and Recommendation	
		development, the inhabitants of the locality or the likely future development of the locality. 33. Any approval of this application of the dam / lake by the Shire is considered a continued breach of duty of care to the community and surrounding landholders by the Shire.				
2	Avon Engineering on behalf of landowner.  Received March 2018	Civil on behalf of landowner.  23 <sup>rd</sup>	<ol style="list-style-type: none"> <li>Requested to provide an independent opinion regarding stability of dam and its potential to fail.</li> <li>Visual inspection carried out from Lot 238 about 50 metres away.</li> <li>Believes he observed a layer of moisture laden earth emerging from the base of the dam wall; tell-tale signs of a salt crust on the surface below indicative of ongoing moisture movement through the base of the wall; and a colour change of the rock pitching on the spillway from sediment residue or moisture.</li> <li>Area is within a seismic zone, which represents a significant and ongoing risk downstream. A significant event will cause the dam to fail sending water and debris downstream towards the highway.</li> <li>Recommends the dam to be demolished immediately to mitigate the significant threat to life and property.</li> </ol>	<ul style="list-style-type: none"> <li>Structural stability of dam construction.</li> <li>Impacts and threat to downstream property.</li> <li>Seismic activity.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant has provided a report undertaken by a suitably qualified engineer which has verified that the dam is structurally sound.</li> <li>It could be considered that the slowing of flood waters from the waterway would be an advantage to downstream infrastructure. The dam is also acting as a capture mechanism for livestock manure and byproducts arising from the stocking of three horses in the waterway for extended periods of time.</li> <li>It is considered that seismic activity would be relatively low risk.</li> </ul>	<b>Submission noted. Conditions recommended as per Applicant's Engineering Report.</b>
3	Name and Address Provided  Received March 2018	25 <sup>th</sup>	<ol style="list-style-type: none"> <li>We fully support the dam on Lot 237 Brockman Street, Bakers Hill. We think it should be approved because not only it is great for the birds and animal, it will be a godsend to all the people around Bakers Hill and surrounding areas in the fire season.</li> <li>I have read the engineers report and they have stated it is very sound and would be detrimental to all around if it was filled in.</li> <li>We have a lovely dam to see from the verandah of our house. Very nice and relaxing to see.</li> </ol>	<ul style="list-style-type: none"> <li>Advantage of dam during fire event.</li> <li>Aesthetic quality of dam.</li> </ul>	Noted and agreed.	<b>Submission noted and taken into consideration during assessment of application.</b>

## Attachment 6



13A Darch Street, Yokine WA 6060, Australia

M: +61 414 657 117

E-mail: [tankovg@yahoo.com.au](mailto:tankovg@yahoo.com.au)

ABN 88 089 956 801

Date: 15 Dec 2017

Attention: Ms Teneale Kearney (owner),  
Lot 237 Brockman Street  
Bakers Hill WA 6562  
(To whom it may concern)

### **STRUCTURAL/CIVIL ENGINEERING REPORT Man-made Dam at Lot 237 Brockman Street, Bakers Hill WA (the dam)**

#### SCOPE:

As communicated, discussed and agreed, the engineering scope is limited to:

- Carry out a visual site inspection (the inspection).
- Familiarise with available relevant information, including from the Shire of Northam (the Shire).
- Prepare an Engineering Report (this Report), including:
  - Visual inspection and assessment of the existing dam.
  - Considerations, conclusions and recommendations.
- Engineering certification of the Report.

Excluded from the scope:

- Second and consequent site visits
- Involvement in further Shire requirements, approvals and relevant.
- Involvement in third party follow-ups, e.g. contractor, surveyor, neighbours, the Shire.
- Civil and/or structural engineering design.

#### BACKGROUND:

The inspection was carried out on 13<sup>th</sup> Dec 2017 in the presence of Ms Kearney. It is understood that:

The dam is a rock-lined earth structure; about 9300m<sup>2</sup> in area and 6.0m deep (vary with the water levels). It is situated entirely on Lot 237, right on the path of the existing creek. Mr Kearney also owns the adjacent Lot 238 to the west. The creek runs gently down, in an almost straight line, toward due north. The creek waters flow through a MRWA culvert, under the Great Eastern Highway, about 150m from the north end of the dam.

The dam is a rock-lined gravity earth structure. It has a concrete-lined rock-protected spillway, and a small non-lined stilling pond to the north. The spillway's concrete slab is also concealed by an overlying layer of asphalt. The construction had taken place between March and June 2016. The dam has been constructed solely for water management reasons. The south dam wall also serves as a reliable road access to the house on Lot 238. It is noted that, prior to the dam construction, that section of the access road had been damaged on a few occasions by the creek waters.

Construction activities have been carried out with Shire's permission, but no design, documentation and/or approvals had been required from the owners at that time. It is understood that in 2016 the dam construction costs for all materials, equipment and labour hire have amounted to about \$24,000.00. Construction progress photos have been provided by the owners to the Shire in 2016.

In October 2016, the owners have obtained an independent engineering inspection, assessment and report with regard to the dam's structural adequacy. That report concludes that "... the structures have been built in a professional manner and, with concrete stabilisation of the spillway to prevent possible undercutting of the dam toe, these structures will be structurally sound and fit for purpose".

In Oct 2017, the Shire have commissioned a feature survey, which is now included as part of the Agenda for an Ordinary Council Meeting to be held on 20<sup>th</sup> Dec 2017 (the Agenda). Agenda pages 196 to 214 inclusive, refer to the dam and are considered pertinent to this Report, as required.

December 14, 2017

#### OBSERVATIONS

The dam and the surrounding roads appear to have been built in a professional manner, and are still in good condition with no signs of settlement, rotation or sliding, that may indicate structural faults. The spillway concrete could not be observed directly, but the area appears to be also in good condition, with the exception of minor cracking to the asphalt cover

#### CONSIDERATIONS

- The dam has already been through "one and a half" rainy winters. It has also experienced at least one more big water flow, notably in January 2017, but still appears to be in a sound structural condition.
- It is considered likely that, based on performance, the earthworks have been consolidating well with time.
- It is understood that concerned parties have thrown in some ideas. A summary with comments follows:
  - The dam earthworks should not be disturbed unnecessarily. Cuts, high edge point loads, vibrations and similar, caused by excavations and re-compaction, may affect adversely the long-term structural integrity, as natural settlement process that are presently occurring would be interrupted.
  - Regarding the dam level, capacity and effect on neighbouring properties north and south: The creek flow remains at its naturally occurring amounts, regardless of dam presence or spillway top level.
  - Dam water evaporates at a rate of up to 75-100mm/week during hot weather, thus reducing slightly the volume of downstream waters.
  - Lowering the spillway level would require considerable engineering (re)design, (re)approvals, and construction. With the added complexity of potential geotechnical investigations, a decision to lower the spillway would result in significant efforts and costs that are likely to outweigh any perceived benefits.
  - Pumping out dam water to reduce (temporarily) the small paddles to the south is not considered a viable option, as the creek natural slope, changing waters and gravity will be prevailing in the long run.
  - Re-direction of the downstream waters away from the pond is not considered a viable option, as the creek banks slope uphill and water has to be pumped up for re-direction.
  - Full decommissioning of the dam and re-constitution of the creek bed is not considered as a viable option. In our opinion, besides extra costs, that would only re-introduce and enhance the problems that had been the reason to build the dam in the first place.

#### CONCLUSIONS

- The dam structures have been built in a professional manner. They appear to be structurally sound and fit for purpose.
- The dam with its spillway, surrounding access roads and stilling pond should be left undisturbed. However, their performance needs to be regularly monitored and recorded.
- Regular dam maintenance should take place as required.

#### RECOMMENDATIONS

The owner is to:

- Monitor and measure the dam structures every six months for signs of cracking, subsiding, rotation or sliding. Any noted changes are to be recorded. Consult the Shire and/or a suitably qualified engineer for assistance.
- Consider to raise the level of the south neighbour's area, right next to the access road, by about 600mm. This could be done by dumping and compacting suitable rock and gravel material with a view to improve the drainage and reduce the possibility of paddles.
- Re-arrange the rock cover of the spillway with a view to improve its protective function and the downstream water breaking.

Yours truly,

George Tankov MSc  
MIEAust 2017498, CPEng, NER



Principal - David Lavell  
FIE (Aust), CP Eng, MAICD

David A. Lavell & Associates  
CONSULTING CHARTERED ENGINEERS  
ABN 14 009 371 528

Brookbridge Horizons Pty Ltd trading as:  
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Phone/fax: 9299 7720

Email: dalavell@iinet.net.au

Principal: David Anthony Lavell  
FIEAust CPEng, MAICD.

31<sup>st</sup> Oct. 2016

Ms T Kearney  
Lot 237 Brockman Street  
BAKERS HILL WA 6562

**RE: CERTIFICATION OF EARTH DAM, SCENIC LAKE AND  
FLOODWAY ACCESS WAY AT LOT 237 BROCKMAN  
STREET, BAKERS HILL.**

At your request, we inspected these structures on Tuesday 25<sup>th</sup> October. We have subsequently assessed these structures for structural adequacy and report as follows:

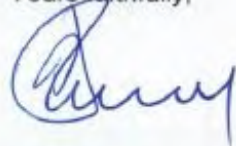
In our opinion, the structures have been built in a professional manner and with concrete stabilisation of the earth dam spillway to prevent possible undercutting of the dam toe, these structures will be structurally sound and fit for purpose.

In regard to the capacity of the earth dam spillway, we have not conducted catchment analysis for the simple reason that the spillway and other overflow culverts in the earth dam have a far greater capacity than the Main Roads culvert under Great Eastern Highway which is in close proximity to the lake.

Our assessment of these structures is supported by the following observations. The dimensions and composition of the earth dam and protected batter slopes render it a very stable structure, with zero evidence of stress cracking or translatory slide. Similarly the spillway dimensions and composition make it equally as stable, and there is no evidence of subsidence, rotation, major distortions or excessive deflections that would indicate structural fault, or movement mechanisms having occurred or still occurring.

We have not inspected parts of the structures that are covered, unexposed or inaccessible and we are therefore unable to report that any such part of these structures is free from defect.

Yours faithfully,



David Lavell



*Cr J E G Williams declared an "Impartiality" interest in item 12.5.2 - Clackline Postal Service – Unbudgeted Expenditure for Clackline Progress Association Community Grant and Licence Agreement for Lot 83 Kimberley Road, Clackline as she is a member of the Clackline Progress Association. Impartiality only, no financial interest.*

**12.5.2 Clackline Postal Service – Unbudgeted Expenditure for Clackline Progress Association Community Grant and Licence Agreement for Lot 83 Kimberley Road, Clackline**

<b>Address:</b>	Railway Carriage, Lot 83 Kimberley Road, Clackline
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	A503
<b>Reporting Officer:</b>	Alysha Maxwell Executive Assistant - CEO
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Voting Requirement</b>	Simple Majority

**BRIEF**

For Council to consider unbudgeted expenditure for the provision of a grant to the Clackline Progress Association and enter into a licence agreement to establish a community postal agency.

**ATTACHMENTS**

- Attachment 1: Request from Clackline Progress Association.  
Attachment 2: Previous projects facilitated by Clackline Progress Association.
- 

**BACKGROUND / DETAILS**

The Chief Executive Officer received advice from the Clackline Progress Association in March 2018 in relation to the closure of the Clackline Store and Postal Service which is scheduled to close on 28<sup>th</sup> April 2018. The Clackline Progress Association have investigated the potential of continuing the postal service to its residents through the provision of a community postal service based at the Railway Carriage, Lot 83 Kimberley Road, Clackline which will be managed by the Clackline Progress Association.

Officers have met with the progress association and are now progressing the matter to Council for its consideration.



## 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.

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

Expenditure of \$4,000 excluding GST is proposed, with the funds to be absorbed from General Ledger account 1113420720 - Community Sponsorship. This account has a budget allocation of \$151,794, approximately \$107,000 has been allocated to the account year to date.

Council could consider allocating the requested funding in lieu of the progress associations \$3,300 2018/19 annual grant

### Legislative Compliance

The existing carriage and infrastructure is located on a portion of Lot 83, contained within Reserve 19542. This reserve is vested with the Shire of Northam for the purposes of "Recreation". Local Planning Scheme No. 6 requires that any development on a local reserve requires the development approval of Council, and in considering any such approval Council is to have due regard to both the matters set out in Clause 67 of the deemed provisions and the ultimate purpose of the Reserve.

### Policy Implications

#### Policy C3.1 - Community Grants Scheme.

- Section 1.2 of this policy provides a provision of an annual allocation to all recognised Progress Associations within the Shire of Northam. In 2017/18, an allocation of \$3,300 was provided. Details of the projects undertaken in recent years through the provision of these funds have been provided in Attachment 2.
- Section 2.3 of this policy (Quick Response Grants) is not applicable to this proposal as this is capped at a maximum of \$500.00.
- It is proposed that this grant be issued in accordance with, and follow the appropriate processes (i.e. funding agreement, acquittal etc.) associated with Section 2.2 – Project Grants, as the project meets the aims, eligibility, funding amount and assessment criteria requirements.

#### Policy A8.5 Management of Council Property Leases, Section 2.0 Not-for-profit Lease

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 to all community, sport and recreation groups, that is not for an abovementioned community Hall, 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 Rates, apart from rubbish service rates.
- 2.6 The Shire will insure the "Demised Premises" at replacement value 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.

Although it is proposed that a licence agreement be entered into, it is recommended that this be prepared in accordance with this policy to ensure consistency with the management of Council's property.

### **Stakeholder Engagement / Consultation**

Nil by Shire Officers. The Clackline Progress Association has convened a public meeting with the outcome from this meeting being to pursue the proposal to establish a community postal agency.

### **Risk Implications**

If the proposal is not supported, Clackline residents will be without a postal service which may result in community dissatisfaction.

It is recommended that a licence agreement be entered into in order to ensure that the management of the postal agency is to be undertaken by the Clackline Progress Association. It is noted that a building application may be subject to this proposal and will be managed through the normal application process.

### **OFFICER'S COMMENT**

It is understood that the provision of this service is important to the local residents and community and therefore officers are recommending that Council support the proposal.

### **RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3321**

**Moved: Cr Little**

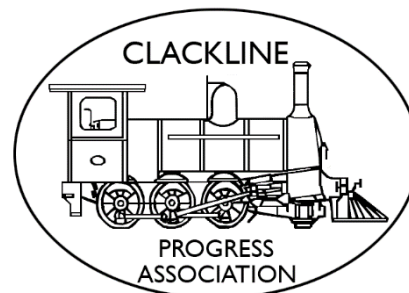
**Seconded: Cr Tinetti**

**That Council:**

- 1. Approve the development proposal for the Clackline Progress Association for the establishment of a community postal service on a portion of Lot 83 Kimberley Road, Clackline contained within Reserve 19542 subject to a Development Approval issued for the proposed works;**
- 2. Authorise expenditure of \$4,000 excluding GST for the provision of a 'Project Grant' to the Clackline Progress Association in accordance with Council Policy C3.1 Community Grants Scheme, Section 2.2 Project Grants; and**
- 3. Authorise a licence agreement to be entered into between the Shire of Northam and the Clackline Progress Association for the provision and management of a 'Community Postal Office' by the Clackline Progress Association at Lot 83 Kimberley Road, Clackline in accordance with the same parameters established in Policy A8.5 Management of Council Property Leases, Section 2.0 Not-for-profit Lease.**

**CARRIED 7/0**

## Attachment 1



The President and All Councillors

Shire of Northam

Fitzgerald Street

NORTHAM 6401

C/- Post Office Clackline 6564

Phone: Secretary 9 574 1413

Dear Mr Antonio and Councillors,

The sudden and very sad closure of the Clackline Store and Postal Agency, to take place on April 28<sup>th</sup> has caused much local concern. Whilst there is nothing to be done about the Store, we find that it is possible to continue our Postal Service.

We had 3 days from learning of the closure, to convene a public meeting and to reach a decision.

After this heavily attended Public Meeting it was decided that the Progress Association, on behalf of our community, should accept the role of managing a Community Postal Agency.

From this decision time we had one month exactly to be operative.

Decisions:

1. *Location:* In our Railway Carriage, Lot 83 Lockyer Road Clackline – corner of Kimberley Road, on Shire owned land.
2. *Parcel Shed:* Bult into the very solid shelter shed adjoining the Carriage.
3. *Australia Post* have inspected and approved, subject to various alterations and Fit out.
4. After consultation with the Shire of Northam building officer, no problems are seen.
5. A local retired couple living adjacent to the Carriage have agreed to be our operators. Other Association members are also to do the Training so as to provide relief.

Finance:

1. We have on hand a little over \$3000. We have estimates of cost for the Parcel shed material, solar panels etc for lighting, and other items of Fit out.
2. Having discussed a rough budget with the CEO, we now apply to the Shire of Northam, in these tight circumstances, for a Grant of \$4000, as a matter of urgency. We have already placed an order for 70 Postal Boxes costing \$3200.
3. We are confident that local support is so strong, that once up and running the Postal Service at Clackline will be secure for the future.

4. All of the work is to be done by community volunteers, there being therefore, no labour costs at all.

We have a Lease covering our Hall, (built by the community on Shire land), so it seems necessary for a similar lease for the Railway Carriage and Parcel Shed. This has also been discussed with the CEO.

Council will see that as we are committed to our District and to Australia Post, to be open for business on Monday 30<sup>th</sup> April, speed really is of the essence here.

Sincerely

Michael Letch

President

Anne Letch

Secretary

Wednesday 4<sup>th</sup> April 2018.

cc. to the CEO.

## Attachment 2

Bench seat overlooking the Platypus rock in the creek



Limestone Wall at Hall, preparatory to paving or sealing the raw dirt area outside the Hall.



The little grey Fergie tractor, purchased and then shelter built by member.





The CLACKLINE sign – designed by members. Shelter built over the sign by member.



The BBQ – purchased and the shelter built by member.



## 11. REPORTS OF COMMITTEE MEETINGS

### 11.1 RECONCILIATION ACTION PLAN (RAP) WORKING GROUP MEETING HELD ON 22<sup>ND</sup> MARCH 2018

#### Receipt of Minutes:

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3322**

**Moved: Cr Ryan**

**That Council receive the minutes from the Reconciliation Action Plan (RAP) Working Group meeting held on 22<sup>nd</sup> March 2018.**

**CARRIED 7/0**

#### Adoption of Recommendation:

Nil.

Attachment 1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

### Minutes

### RECONCILIATION ACTION PLAN WORKING GROUP 22 March 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.

In certain circumstances members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential, and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission, statement or intimation occurring during Council or Committee meetings.

The Shire of Northam disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement of intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or Officer of the Shire of Northam during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Northam.

The Shire of Northam advises that anyone who has any application lodged with the Shire of Northam must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

The Shire of Northam advises that any plans or documents contained within this agenda may be subject to copyright law provisions (*Copyright Act 1968*, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.



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**1. DECLARATION OF OPENING**

Mr Jason Whiteaker declared the meeting declared open at 1:05pm.

**2. ATTENDANCE**

**Committee Members:**

Brenda DeAtta  
Kathy Davis  
Rueben Kickett  
Jason Whiteaker  
Ross Rayson  
Cr Michael Ryan  
Cr Attila Mencshelyi  
Cr Chris Antonio

**Committee Ex-Officio Members:**

Jaime Hawkins

**2.1 APOLOGIES**

Delys Dick  
Deborah Moody

**2.2 APPROVED LEAVE OF ABSENCE**

N/A

Mr Jason Whiteaker left the meeting at 1.30pm

**3. DISCLOSURE OF INTERESTS**

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

**DISCUSSION**

Mr Jason Whiteaker gave an explanation to the committee of Disclosure of Interest, including types of interest and the Code of Conduct for members of Council Committees. Documentation regarding this is to be provided to the committee prior to the next meeting.

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**4. ELECTION OF A PRESIDING MEMBER**

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

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

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

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Cr Michael Ryan nominated himself for the position of Presiding Member. No other nominations were received. Ms Kathy Davis seconded this nomination. No Deputy Presiding Member was elected.



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**5. COMMITTEE REPORTS**

**5.1 RECONCILIATION ACTION PLAN**

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	2.1.3.7
<b>Reporting Officer:</b>	Community Development Officer
<b>Responsible Officer:</b>	Executive Manager Community Services
<b>Voting Requirement</b>	Simple or Absolute Majority

**BRIEF**

The Reconciliation Action Plan Working Group has been formed by Council with the primary objective to advise and assist the Shire of Northam in developing a Reconciliation Plan (RAP) in consultation with Reconciliation Australia, using their toolkit, templates and resources.

**ATTACHMENTS**

- Attachment 1: Terms of Reference
- Attachment 2: RAP Framework
- Attachment 3: Reflect RAP Template

**BACKGROUND / DETAILS**

The purpose of a RAP is to provide a framework for organisations to support the national reconciliation movement.

A RAP is a strategic document that supports an organisation's business plan. It includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it operates.

The RAP programme contributes to advancing the five dimensions of reconciliation by supporting organisations to develop respectful strong relationships. Respect, and opportunities within your organisation and community.

Reconciliation Australia's RAP Framework provides organisations with a structured approach to advance reconciliation. There are four types of RAP that an organisation can develop: Reflect, Innovate, Stretch, and Elevate. Each type of RAP is designed to suit an organisation at different stage of their reconciliation journey.

This framework must be followed to achieve endorsement from Reconciliation Australia.

Below is a high-level description of the RAP development process:

**1. Drafting**

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- At the drafting stage an organisation is working off the template for the type of RAP they are aspiring towards. Once a draft has been developed that includes all the minimum requirements along with any extra goals/targets the draft is submitted through Reconciliation Australia (RA) to commence formal review.

**2. Review - [estimate - 3 months]**

- The review process is meant to ensure that the RAP is consistent with RA's framework, and that it meets the endorsement standards.
- During this process an organisation works closely with their allocated RAP officer to develop a final product which meets Reconciliation Australia's requirements for endorsement.
- For each round of feedback, RA endeavour to return the draft within 2-3 weeks.
- There can be up to 4-5 rounds of feedback but usually less than this.

**3. Endorsement - [estimate - 1-2 weeks]**

- Once the RAP meets all requirements, the RAP program manager will do a final review and grant conditional endorsement.
- There are 2 stages to the endorsement process:
  - Conditional Endorsement: At this stage, the endorsement is of the content from the RAP draft, RA/ RAP logos are provided along with our most current brand guide.
  - Full Endorsement: Once an organisation has finalised their RAP, including any design work and the inclusion of RA's logos it should be sent to RA for a final go over. If the content remains unchanged from the conditional endorsement stage, and the logo is incorporated in accordance with RA's branding guidelines then the RAP is given full endorsement and is ready to be launched and implemented. (This process typically takes 1-2days)

**4. Launch**

- After the launch, with the approval of the RAP partner the RAP is uploaded on the RA website
- Once the RAP is launched it is time to start making change!

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

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

Objective: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

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Action: Develop Reconciliation Action Plan

**Financial / Resource Implications**

N/A

**Legislative Compliance**

N/A

**Policy Implications**

N/A

**Stakeholder Engagement / Consultation**

This is the commencement of the RAP development process. Stakeholder engagement will be required as the development of the RAP progresses

**Risk Implications**

N/A

**OFFICER'S COMMENT**

The first essential 'minimum element' for developing a RAP is to establish a working group made up of Aboriginal and Torres Strait Islander staff and/or stakeholders and non-Aboriginal and Torres Strait Islander staff and/or stakeholders.

There are now four types, or stages, of a Reconciliation Plan. The Shire is at the beginning of this process, or at the "Reflect" stage. A Reflect RAP is for organisations just starting out on their reconciliation journey and who need to build the foundations for relationships, respect and opportunities.

A Reflect RAP will give The Shire time and opportunity to raise awareness and support for its RAP. It will also assist the Shire to develop a solid RAP governance model and build the business case for future commitments to cultural learning, and practicing cultural protocols considering Aboriginal and Torres Strait Islander employment.

It is proposed that the first meeting establishes protocols and defines a way forward for the Working Group to achieve the first stage RAP.

**DISCUSSION**

Mr Ross Rayson gave an explanation of the RAP process including the four levels of the RAP. This is the Shire of Northam's very first RAP and therefore the Shire will be starting at the first level being the Reflect RAP. Mr Rayson handed over to Ms Jaime Hawkins for further explanation of the RAP process. Ms Hawkins informed the committee that she has registered the Shire of Northam as beginning their RAP journey with Reconciliation Australia (RA). RA have appointed a RAP Program Officer to the Shire of Northam, this person is to be

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the primary contact and support person to the Shire throughout the RAP process.

Mr Jason Whiteaker asked if the RAP structure was rigid or is there room for the Shire to include some of their own actions. Ms Hawkins answered that the RAP template is quite rigid, but there is room to include "other actions related to our core business and vision for reconciliation." Mr Whiteaker suggested then that the committee discuss its own visions for reconciliation within the Shire of Northam.

Ms Kathy Davis opened discussion saying racism is still an issue in Northam, however it has improved. "It is happening subtly" Ms Davis said. Mr Whiteaker suggested there could be more leadership initiatives and relationship building and to show the community that these relationships exist.

Ms Brenda DeAtta said there needs to be more Aboriginal artwork, something prominent to recognise culture in the front office of the Shire. Discussion progressed to flying the Aboriginal flag alongside the Australian flag outside the Shire Administration Office and at the Northam Recreation Centre. An additional flagpole should be installed and the Aboriginal flag be flown.

Cr Ryan suggested bringing the community together through dance. A Reconciliation Dance could be performed including Aboriginal and non-Aboriginal people. Ms Davis highlighted to the committee that a dance already exists, it's called the Warrior Dance. Cr Chris Antonio added that the Clontarf boys could teach it. Ms Davis said the dance would have to be performed on the corroboree grounds (Enright Park).

Ms DeAtta informed the committee about the Yokai meetings she attends in Perth. They are a networking meeting for organisation interested in developing strategies to enhance the outcomes across Aboriginal workforce recruitment and retention. Through the Yokai meetings Ms DeAtta has been in contact with James Back, CEO of Reconciliation WA. Mr Back has offered to attend a Shire of Northam RAP meeting. Ms DeAtta read an email from Mr Back regarding RAPs. Ms DeAtta to send this email to Shire Officers.

Cr Attila Mencshelyi said many other Councils have developed RAPs which we can draw upon and made particular mention of the City of Belmont.

Mr Rayson asked the committee what internal processes they want to see come out of the RAP.

- Ms DeAtta suggested a video be made capturing the RAP journey.
- Cr Ryan suggested a nominated Nyoongar Council representative, elected by Nyoongar people.
- Cr Ryan suggested bringing the committee and their families together for a BBQ, including bush tucker in a display of togetherness.

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Ms Davis said she has a vision of a NAIDOC Week walk, similar to the one conducted by former AFL player in Melbourne, Michael Long. This could be filmed by drone.

Discussion occurred around the vision and mission for the Shire of Northam RAP, the committee made suggestions on possible wording to be included:

- Together forever
- Footprints
- Footprints forever
- Walking
- Togetherness
- Journey
- Showing "the Shire" reconciliation
- Relationship
- Respect
- Understanding
- Partnership
- Two-way communication
- Celebrate
- Harmonious
- Fair
- Equitable
- To include multi-cultural and ethnic communities

Cr Ryan said to steer away from "them and us" in any wording.

One suggestion for the vision was as follows:

*"For all people to work together towards a long term agreed acknowledgement to our Country and Culture."*

The Working Group agreed that they will meet again prior to Reconciliation Week to plan actions to occur during this week. At the next meeting the committee will work towards developing a Vision and Mission Statement.

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

N/A

**6. DATE OF NEXT MEETINGS**

26<sup>th</sup> April 2018, 1:00pm.

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**7. DECLARATION OF CLOSURE**

There being no further business to be discussed Cr Michael Ryan declared the meeting closed at 2:19pm.

"I certify that the Minutes of the Reconciliation Action Plan Working Group held on Thursday, 22<sup>nd</sup> March 2018 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date

## ATTACHMENT 1

**TERMS OF REFERENCE  
SHIRE OF NORTHAM RECONCILIATION ACTION PLAN (RAP)  
WORKING GROUP**

### 1. Objectives of the Shire of Northam RAP Working Group

The primary objective of the RAP Working Group is to advise and assist the Shire of Northam in developing a Reconciliation Action Plan (RAP) in consultation with Reconciliation Australia, using their toolkit, templates and resources.

The first essential 'minimum element' for developing a RAP is to establish a working group made up of Aboriginal and Torres Strait Islander staff and/or stakeholders and non-Aboriginal and Torres Strait Islander staff and/or stakeholders.

### 2. Powers of the Shire of Northam RAP Working Group

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

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

### 3. Membership

The Working Group shall consist of elected members, designated Shire of Northam employees and Aboriginal and Torres Strait Islander community members as follows:

- Three (3) Elected Members;
  - Cr Michael Ryan;
  - Cr Attila Mencshelyi; and
  - Cr Chris Antonio.
- Shire of Northam CEO or nominated Executive Manager.
- Minimum of Four Aboriginal and Torres Strait Community members (to be invited by way of public advertisement).

### 4. Structure

The RAP working group will comprise of 2 staff members who have nominated for the group. It will also include a RAP Champion from the Executive level of the Shire of Northam.

The roles to be divided among the RAP working group include:

- Taking and disseminating minutes to the RAP working group.
- Planning up-coming meetings.

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- Locating and sharing research or other documents as determined by the working group members.
- Facilitating consultation with interested staff, external stakeholders (as decided by the RAP working group), and Reconciliation Australia.

#### 5. Agenda

Members of the RAP working group can ask for any item relating to the core business of the group to be placed on any agenda.

#### 6. Meetings

The Working Group shall meet as and when required.

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

Decisions made at the meetings will only be valid if there is Aboriginal and Torres Strait Islander representation at the meeting.

#### 7. Reporting

Minutes and recommendations of each Working Group meeting shall be presented to the next Ordinary Meeting of the Council.

The RAP working group is responsible for liaising with all relevant business units to complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.

#### 8. Duties and Responsibilities

The following activities will be carried out by the RAP working group:

- Develop a RAP within the context of the Shire of Northam's core business and in-line with:
  - Over-arching community strategic plan and corporate business plan.
  - Any existing Aboriginal and Torres Strait Islander employment strategy
  - Any existing supplier diversity strategy
  - Any existing equity and diversity policies.
- Establish a collaborative/consultative process for engaging staff across the organisation so that they can provide ideas for the RAP and comment on drafts.
- Develop a project plan and timeline to development, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
- Regularly liaise with relevant business units and key stakeholders to review progress of RAP actions and:
  - Report RAP progress to Reconciliation Australia annually
  - Report RAP progress internally to Council and staff as per Shire of Northam requirements
  - Report RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders
  - Reflect on key learnings in the development of new RAPs.



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- Consider RAP implementation issues and consult with relevant business units to find solutions.
- Liaise with internal or external designers to finalise the RAP document, and register it on Reconciliation Australia's website.
- Develop a new RAP when the current plan expires.

**9. Tenure of Membership**

Shall be in accordance with the Local Government Act, section 5.11, i.e. until the next scheduled local government Ordinary Elections in October 2019.

**10. Working Group**

10.1. Chairperson

The members shall appoint the Chairperson.

10.2. Secretary

As appointed by the Executive Manager Community Services.

10.3. Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be four (4) voting members.

10.4. Voting

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

10.5. Minutes

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

10.6. Who Acts If No Presiding Member

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

10.7. Meetings

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

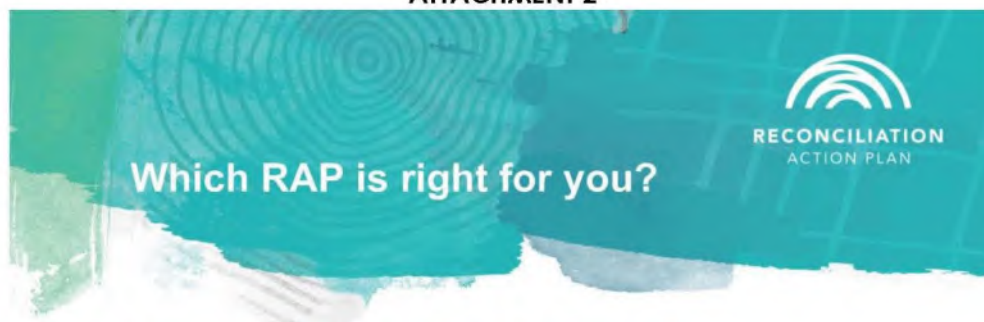
10.8. Members Interests to be Disclosed

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

10.9. Code of Conduct

Members of the Working Group are bound by Council's Code of Conduct.

**ATTACHMENT 2**



**Reconciliation Action Plan (RAP) Framework**

Reconciliation Australia's RAP Framework provides organisations with a structured approach to advance reconciliation. There are four different types of RAP that an organisation can develop: *Reflect, Innovate, Stretch & Elevate*. Each type of RAP is designed to suit an organisation at different stages of their reconciliation journey and organisations can repeat the same type of RAP if appropriate.

**Reflect RAP**

**Scoping capacity for reconciliation**

A Reflect RAP clearly sets out the steps you should take to prepare your organisation for reconciliation initiatives in successive RAPs. Committing to a Reflect RAP allows your organisation to spend time scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on your vision for reconciliation and exploring your sphere of influence, before committing to specific actions or initiatives. This process will help to produce future RAPs that are meaningful, mutually beneficial and sustainable.

Is a Reflect RAP the right fit for your organisation?	
<b>RAP objective</b>	<ul style="list-style-type: none"> <li>Prepare the organisation for future RAPs and reconciliation initiatives</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>12 months</li> </ul>
<b>Suitable for</b>	<p>Organisations that may:</p> <ul style="list-style-type: none"> <li>be new to reconciliation and are unsure of how their organisation could or should engage with reconciliation</li> <li>have limited or poor relationships with Aboriginal and Torres Strait Islander stakeholders</li> <li>need time to engage the whole of organisation in reconciliation, including gaining support from senior leaders</li> <li>don't have an existing working group and structured plan to drive reconciliation</li> <li>Organisations that are unsure who their Aboriginal and Torres Strait Islander staff and external stakeholders are</li> </ul>
<b>Key expectations of the RAP</b>	<p>Establish an effective governance structure, including RAP Working Group            Determine your organisation's vision for reconciliation            Scope and reflect on how the organisation can contribute to reconciliation            Improve relationships with Aboriginal and Torres Strait Islander peoples and relevant stakeholders            Build understanding of who, how, why and when to seek guidance and consultation            Prepare business cases to senior leaders for future reconciliation initiatives            Not necessarily expected to make changes to policies or internal operations</p>



### Innovate RAP

#### Implementing reconciliation initiatives

An Innovate RAP outlines actions that work towards achieving your organisation's unique vision for reconciliation. Commitments within this RAP allow your organisation to be aspirational and innovative in order to help your organisation gain a deeper understanding of its sphere of influence, and establish the best approach to advance reconciliation. An Innovate RAP focuses on developing and strengthening relationships with Aboriginal and Torres Strait Islander peoples, engaging staff and stakeholders in reconciliation, developing and piloting innovative strategies to empower Aboriginal and Torres Strait Islander peoples.

Is an Innovate RAP the right fit for your organisation?	
<b>RAP objectives</b>	<ul style="list-style-type: none"> <li>Establishing the best approach for advancing reconciliation within the organisation</li> <li>Implementing reconciliation strategies and initiatives</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>2 years</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>General support and goodwill throughout the organisation</li> <li>Support from senior leaders of the organisation</li> <li>Established governance structure, including RAP Working Group with Aboriginal and/or Torres Strait Islander representation</li> </ul>
<b>Suitable for</b>	<p>Organisations that:</p> <ul style="list-style-type: none"> <li>have strong relationships with their Aboriginal and Torres Strait Islander stakeholders and understand who, how, why, and when to seek guidance and consultation</li> <li>are ready to begin or continue to implement strategies, initiatives and policies that support reconciliation</li> <li>are ready to commit to additional actions tailored to their organisation</li> </ul> <p>Organisations that may have:</p> <ul style="list-style-type: none"> <li>strong engagement with reconciliation and want to consolidate this through a structured governance model and formal public commitment</li> <li>had challenges with previous efforts or are yet to embed reconciliation across the organisation</li> <li>completed a RAP previously, have learnt from this experience and wish to continue or improve their approaches and/or try new approaches</li> </ul>
<b>Key expectations of the RAP</b>	<ul style="list-style-type: none"> <li>Develop mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders</li> <li>Develop and pilot strategies for reconciliation initiatives</li> <li>Engage staff in reconciliation</li> <li>Identify the best approach for the organisation through aspirational deliverable</li> <li>Explore how the organisation can drive reconciliation through its business activities, services, programs, stakeholders and/or sphere of influence</li> <li>Report to Reconciliation Australia by September each year, through the RAP Impact measurement questionnaire</li> <li>Publically report on RAP progress to external stakeholders</li> </ul>





### Stretch RAP

#### Embedding reconciliation

A Stretch RAP is best suited to organisations that have developed strategies, and established a very strong approach towards advancing reconciliation internally and within the organisation's sphere of influence. This type of RAP is focused on implementing longer-term strategies, and working towards defined measurable targets and goals. The Stretch RAP requires organisations to embed reconciliation initiatives into business strategies to become 'business as usual'.

Is a Stretch RAP the right fit for your organisation?	
<b>RAP objectives</b>	<ul style="list-style-type: none"> <li>Embed reconciliation initiatives into the organisation</li> <li>Utilise sphere of influence to drive reconciliation</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>2-3 years</li> </ul>
<b>Prerequisites</b>	<p>Organisations are expected to have:</p> <ul style="list-style-type: none"> <li>successfully completed a previous RAP</li> <li>strong meaningful engagement with internal and external Aboriginal and Torres Strait Islander stakeholders</li> <li>an effective governance structure, including RAP Working Group with Aboriginal and/or Torres Strait Islander representation, and senior decision makers from across the organisation</li> <li>processes and systems in place to capture information on staff cultural learning, Aboriginal and Torres Strait Islander employees, spend with Aboriginal and Torres Strait Islander businesses, and any other relevant RAP commitments</li> <li>strong support and engagement from senior leaders, including a designated RAP Champion</li> <li>an effective Aboriginal and Torres Strait Islander engagement strategy, cultural learning strategy and employment strategy</li> <li>completed the RAP Impact Measurement Questionnaire Report each year</li> </ul>
<b>Suitable for</b>	<p>Organisations that have met the above requirements and:</p> <ul style="list-style-type: none"> <li>are confident in their tried and tested approach to embedding reconciliation within their organisation</li> <li>have tailored additional commitments to their business activities, services, programs, stakeholders and/or sphere of influence</li> <li>are ready to expand on their efforts through specific and measurable longer-term commitments with an outcomes focus</li> <li>can commit to robust reporting requirements</li> <li>are willing to collaborate with other RAP organisations to advance reconciliation</li> </ul>
<b>Key expectations of the RAP</b>	<ul style="list-style-type: none"> <li>Set measurable targets and firm tangible commitments throughout the RAP</li> <li>Implement strategies to ensure staff throughout the organisation is engaged in reconciliation</li> <li>Continuous improvement of engagement, cultural learning, employment and procurement strategies</li> <li>Engage external stakeholders in reconciliation</li> <li>Consider initiatives to address the five dimensions of reconciliation</li> <li>Report to Reconciliation Australia by September each year, through the RAP Impact Measurement Questionnaire</li> <li>Publically report on RAP progress to external stakeholders</li> </ul>





### Elevate RAP

#### Leadership in reconciliation

Please discuss with Reconciliation Australia if you are aspiring for an Elevate RAP as there are unique requirements, expectations and processes in order to qualify.

For more information visit  
[www.reconciliation.org.au](http://www.reconciliation.org.au)



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ATTACHMENT 3

REFLECT

Reconciliation Action Plan (RAP) template

**Reflect RAP:**

A Reflect RAP has a 12-month duration, which commences when the RAP is formally endorsed by Reconciliation Australia.

**Template layout:**

This RAP template sets out your organisation's commitment to reconciliation under the headings of relationships, respect and opportunities.

**Action column:** Broad action that includes the objective your organisation will focus on achieving. Try to use plain language and avoid organisation specific jargon or acronyms.

**Deliverable column:** Deliverables should be activities/initiatives that will achieve the objective in the action column. Deliverables should be written as a prospective activity.

**Responsibility column:** Responsibility of commitments within the RAP should be distributed across the organisation, to promote shared ownership of the RAP. Ensure the responsibility is all relevant areas of your organisation have actions specific to their knowledge area. Responsibilities should be allocated to specific employees, to increase accountability.

**Timeline column:** Specific dates should be allocated to each deliverable throughout the RAP life. Please use a month(s)/year(s) format (e.g. July 2017). If the action is ongoing, include the date that you will review the action for effectiveness or when you expect to have achieved milestones.

**Minimum requirements:**

The actions included in this template, as well as those deliverables listed under 'required', are minimum elements and must be included in your RAP in order for it to be endorsed by Reconciliation Australia. Organisations are encouraged to include additional actions/deliverables relevant to your core business and sphere of influence.

**RAP review process:**

Please ensure that first draft is submitted to Reconciliation Australia for review, at least 4 months prior to the expected endorsement date.

Once you have completed your first draft RAP, please submit it for review to Reconciliation Australia in Microsoft Word format. You can submit the first draft by completing the form on our [RAP Online Hub](#) or submit directly to your RAP Officer. The RAP Officer will then work in partnership with you to develop and review the RAP in readiness for formal endorsement by Reconciliation Australia.

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The review process involves about **four to five** rounds of feedback from Reconciliation Australia before a RAP is ready for endorsement. The RAP review process can take three to six months, from when we receive your first draft. Although these timeframes may vary.

**Formal endorsement by Reconciliation Australia:**  
There are two stages of RAP endorsement.

**1. Conditional Endorsement**

When the RAP has been finalised and is ready for endorsement, it will be sent to the RAP Manager at Reconciliation Australia for approval. Once the content has been approved, the RAP will be conditionally endorsed.

**2. Final Endorsement**

When the RAP is ready to be published (internally or externally), the RAP is to be submitted to Reconciliation Australia for a final review before it can be published. The RAP will be reviewed to ensure the document contains the endorsed content and the RAP logo is displayed correctly.

Once the RAP has been formally endorsed by Reconciliation Australia, the content should not be altered throughout the duration of the RAP, unless approved by Reconciliation Australia.

**Important NOTE:**

*The RAP program is a unique and highly valued service of Reconciliation Australia. Reconciliation Australia has worked extensively with its partners to develop and build the RAP program. To maintain the integrity of our programs, the Reconciliation Australia logo is Trade Marked through IP Australia. We are proud to share our Trade Marked logo with organisations that have worked with us to develop a RAP that meets our requirements and quality assurance processes. Organisations that choose not to be a part of the RAP program should not use the words 'Reconciliation Action Plan', 'RAP', or the Reconciliation Australia Logo on websites or documents, as to publicly 'pass off' as being part of the program.*

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*[Organisation Name]*

Reflect Reconciliation Action Plan [month, 20\_\_] – [month, 20\_\_]

**Our business**

Address the following questions using paragraphs to describe your business:

- What is your core business?
- How many people does your organisation employ?
- How many Aboriginal and Torres Strait Islander staff does your organisation currently employ?
- What is our organisation's geographic reach (is our organisation state-focused or national)?
- How many office locations does your organisation have?

**Our RAP**

Address the following questions using paragraphs.

- Why is your organisation developing a RAP?
- What is your organisation's reconciliation journey to date?
- Who champions your RAP internally?
- Who was involved in the development of your RAP?

**Our partnerships/current activities**

Describe any partnerships or current reconciliation activities you have in place:

- Community partnerships
- Internal activities/initiatives



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Relationships			
Action	Deliverable	Timeline	Responsibility
1. Establish a RAP Working Group	<ul style="list-style-type: none"> <li>Form a RAP Working Group that is operational to support the implementation of our RAP, comprising of Aboriginal and Torres Strait Islander peoples and decision-making staff from across our organisation.</li> </ul>	[Month, year]	[Job title]
2. Build internal and external relationships	<ul style="list-style-type: none"> <li>Develop a list of Aboriginal and Torres Strait Islander peoples, communities and organisations within our local area or sphere of influence that we could approach to connect with on our reconciliation journey.</li> <li>Develop a list of RAP organisations and other like-minded organisations that we could approach to connect with on our reconciliation journey.</li> </ul>		
3. Participate in and celebrate National Reconciliation Week (NRW)	<ul style="list-style-type: none"> <li>Encourage our staff to attend a NRW event.</li> <li>Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.</li> <li>Ensure our RAP Working Group participates in an external event to recognise and celebrate NRW.</li> </ul>	27 May-3 June	
4. Raise internal awareness of our RAP	<ul style="list-style-type: none"> <li>Develop and implement a plan to raise awareness amongst all staff across the organisation about our RAP commitments.</li> <li>Develop and implement a plan to engage and inform key internal stakeholders of their responsibilities within our RAP.</li> </ul>		
5. <i>Include other unique relationships actions and targets related to our core business and vision for reconciliation.</i>	<p><i>Suggestions:</i></p> <ul style="list-style-type: none"> <li><i>Build partnerships with Aboriginal and Torres Strait Islander peoples and organisations.</i></li> <li><i>Engage our senior leaders in the delivery of RAP outcomes.</i></li> <li><i>Raise external awareness of our RAP.</i></li> <li><i>Raise awareness of/explore opportunities to support the Recognise campaign.</i></li> <li><i>Support our state/territory based reconciliation council.</i></li> </ul>		

Reconciliation Action Plan Working Group Meeting Minutes  
22 March 2018



Respect			
Action	Deliverable	Timeline	Responsibility
6. Investigate Aboriginal and Torres Strait Islander cultural learning and development	<ul style="list-style-type: none"> <li>Develop a business case for increasing awareness of Aboriginal and Torres Strait Islander cultures, histories and achievements within our organisation.</li> <li>Capture data and measure our staff's current level of knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and achievements.</li> <li>Conduct a review of cultural awareness training needs within our organisation.</li> </ul>		
7. Participate in and celebrate NAIDOC Week	<ul style="list-style-type: none"> <li>Raise awareness and share information amongst our staff of the meaning of NAIDOC Week which includes information about the local Aboriginal and Torres Strait Islander peoples and communities.</li> <li>Introduce our staff to NAIDOC Week by promoting community events in our local area.</li> <li>Ensure our RAP Working Group participates in an external NAIDOC Week event.</li> </ul>	First week in July	
8. Raise internal understanding of Aboriginal and Torres Strait Islander cultural protocols	<ul style="list-style-type: none"> <li>Explore who the Traditional Owners are of the lands and waters in our local area.</li> <li>Scope and develop a list of local Traditional Owners of the lands and waters within our organisations sphere of influence.</li> <li>Develop and implement a plan to raise awareness and understanding of the meaning and significance behind Acknowledgement of Country and Welcome to Country protocols (including any local cultural protocols).</li> </ul>		
9. <i>Include other unique respect actions related to our core business and vision for reconciliation.</i>	<p><i>Suggestions:</i></p> <ul style="list-style-type: none"> <li><i>Celebrate/recognise Aboriginal and Torres Strait Islander dates of significance.</i></li> <li><i>Investigate cultural immersion programs.</i></li> <li><i>Communicate and encourage staff to use Reconciliation Australia's Share Our Pride online tool to all staff.</i></li> </ul>		

Reconciliation Action Plan Working Group Meeting Minutes  
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Opportunities			
Action	Deliverable	Timeline	Responsibility
10. Investigate Aboriginal and Torres Strait Islander employment	<ul style="list-style-type: none"> <li>Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation.</li> <li>Identify current Aboriginal and Torres Strait Islander staff to inform future employment and development opportunities.</li> </ul>		
11. Investigate Aboriginal and Torres Strait Islander supplier diversity	<ul style="list-style-type: none"> <li>Develop an understanding of the mutual benefits of procurement from Aboriginal and Torres Strait Islander owned businesses.</li> <li>Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.</li> </ul>		
12. <i>Include other unique opportunities actions related to our core business and vision for reconciliation.</i>	<p><i>Suggestions:</i></p> <ul style="list-style-type: none"> <li><i>Investigate an internal Aboriginal and Torres Strait Islander professional mentoring network.</i></li> <li><i>Investigate Aboriginal and Torres Strait Islander employment pathways (e.g. traineeships or internships).</i></li> <li><i>Investigate opportunities to increase pro bono activities.</i></li> <li><i>Support scholarships for Aboriginal and Torres Strait Islander students.</i></li> <li><i>Support Aboriginal and Torres Strait Islander leadership.</i></li> <li><i>Investigate opportunities to become a member of Supply Nation.</i></li> </ul>		

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Governance and Tracking Progress			
Action	Deliverable	Timeline	Responsibility
13. Build support for the RAP	<ul style="list-style-type: none"> <li>Define resource needs for RAP development and implementation.</li> <li>Define systems and capability needs to track, measure and report on RAP activities.</li> <li>Complete the annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia.</li> </ul>	30 September,	
14. Review and Refresh RAP	<ul style="list-style-type: none"> <li>Liaise with Reconciliation Australia to develop a new RAP based on learnings, challenges and achievements.</li> <li>Submit draft RAP to Reconciliation Australia for review</li> <li>Submit draft RAP to Reconciliation Australia for formal endorsement.</li> </ul>	[three months prior to RAP expiry date]	

Contact details *Include contact details (job title, phone and email) for public enquiries about our RAP.*

Name:  
 Position:  
 Phone:  
 Email:

## 11.2 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 10<sup>TH</sup> APRIL 2018

### Receipt of Minutes:

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3323

Moved: Cr Della  
Seconded: Cr Proud

That Council receive the minutes from the Bush Fire Advisory Committee Meeting Held on 10th April 2018.

CARRIED 7/0

### Adoption of Recommendations:

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3324

Moved: Cr Williams  
Seconded: Cr Della

That Council:

1. Note the Chief Bushfire Control Officer Report as provided;
2. Note the Community Emergency Services Manager Report as provided;
3. Endorse the preparation of the Bush Fire Manual and the proposed methodology as outlined in this report;
4. Appoints the following Fire Control Officers for the 2018/19 Season subject to the individual complying with the adopted minimum training and experience standards:

#### Bakers Hill

- Simon Peters.
- Kristofer Brown.
- Suzanne Brown.
- Ulo Rumjantsev.
- Gordon Ashman (Weather Officer Only).

#### Clackline / Muresk

- Mathew Macqueen.
- Matthew Letch.
- Blair Wilding (Permit Officer only, until training requirement met).

**Grass Valley**

- Phil Lloyd (including Weather Officer)
- Paul Reynolds (Permit Officer only, until training requirement met).
- Chris Marris (Permit Officer only, until training requirement met).

**Irishtown**

- Rob Herzer (Permit Officer only, until training requirement met).

**Inkpen**

- Nic Dewar.
- Sim Kuiper (Weather/Permit Officer only).

**Jennapullin**

- Aaron Smith (Weather Officer only).

**Southern Brook**

- Paul Antonio (Permit Officer only, until training requirement met).

**Wundowie VFRS**

- Tyron McMahon.

**Wundowie BFB**

- Brendon Rutter (Permit Officer only, until training requirement met).

**Northam VFRS**

- Greg Montgomery.

**Shire of Northam**

- Daniel Hendriksen.
- Brendon Rutter (Permit Officer only, until training requirement met).

**CARRIED 5/2**

Clarification was sought in relation to the following matters:

- Whether the matter relating to the business case for the Bakers Hill fire shed would need to be endorsed by Council. The Executive Manager Development Services advised that this was for the ESL submission which was premised on a previous Council decision, however noted that the Risk to Resource assessment was pending and therefore may be impacted by this. The costings for this were based off similar projects and therefore was not a considerable amount of resource involved to prepare this.

- The equipment and facility for the Wundowie Brigade which has recently been established. The Executive Manager Development Services advised that this will come through the Risk to Resource assessment.

Arguments for the motion:

- Nil.

Arguments against the motion:

- Cr Pollard - Not specifically against the recommendations presented however concerned with the BFAC deferring works without a specific resolution of Council, given the Committee has no delegated authority.

Right of Reply:

- Nil.

Two (2) members of the Gallery departed the Council Chambers at 6:55pm.

Attachment 1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Bush Fire Advisory Committee**

**10 April 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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## 1. DECLARATION OF OPENING

The Executive Manager Development Services, Mr Chadd Hunt declared the meeting open at 5:38pm.

The Executive Manager Development Services advised that the Committee is required choose one of themselves to preside at the meeting, in accordance with Section 5.14 of the *Local Government Act 1995* due to the presiding member not being in attendance.

Mr Mathew Macqueen nominated Mr Robert Herzer to be the presiding member at the meeting. No other nominations were received.

### COMMITTEE DECISION

Minute No: BFAC.173

Moved: Paul Antonio

Seconded: Greg Montgomery

That Mr Robert Herzer be appointed as the presiding member for the Bush Fire Advisory Committee meeting held on 10<sup>th</sup> April 2018.

CARRIED 11/0

Mr Robert Herzer took the Chair.

## 2. ATTENDANCE

### Voting Committee:

Councillor – Shire of Northam	Carl Della
Chief Bush Fire Control Officer	Mathew Macqueen
Deputy Bush Fire Control Officer	Simon Peters
Inkpen Brigade	Nic Dewar
Clackline Muresk Brigade	Blair Wilding
Bakers Hill Brigade	Steve Gray
Grass Valley Brigade	Sam Moss
Irishtown Brigade	Robert Herzer
Jennapullin Brigade	Brett Smith
Southern Brook Brigade	Paul Antonio
Northam Volunteer Fire and Rescue Service	Greg Montgomery

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**Representatives and Staff:**

Executive Manager Development Services	Chadd Hunt
A/Community Emergency Service Manager	Brendon Rutter
A/Area Officer Upper Wheatbelt	Daniel Hendriksen
Executive Assistant – CEO	Alysha Maxwell

**Guest:**

Bush Fire Risk Management Coordinator	John Hansen
Association of Volunteer Bush Fire Brigades WA	Dave Gossage
Bakers Hill Bush Fire Brigade	Kris Brown

**2.1 APOLOGIES**

Councillor – Shire of Northam	Terry Little
Department of Fire and Emergency Services	
Sven Anderson	
Shire of Northam	Jason Whitaker
Wundowie Volunteer Fire & Rescue Service	Tyron McMahon

**3. DISCLOSURE OF INTERESTS**

Nil.

**4. CONFIRMATION OF MINUTES**

**4.1 COMMITTEE MEETING HELD 14<sup>th</sup> NOVEMBER 2017**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: BFAC.174

Moved: Paul Antonio

Seconded: Blair Wilding

That the minutes of the Bush Fire Advisory meeting held 14<sup>th</sup> November 2017 be confirmed as a true and correct record of that meeting.

CARRIED 11/0

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**5. COMMITTEE REPORTS**

**5.1 CHIEF BUSHFIRE CONTROL OFFICER (CBFCO) REPORT**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Mathew Macqueen CBFCO
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

**BRIEF**

For the Committee to receive and note the report provided by the Chief Bushfire Control Officer.

**ATTACHMENTS**

Nil.

**BACKGROUND / DETAILS**

The CBFCO report for the 2017/18 bushfire season has been provided under the 'Officer's Comment' of this report.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

**Financial / Resource Implications**

Nil.

**Legislative Compliance**

Nil.

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Nil.

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**Risk Implications**

Nil.

**OFFICER'S COMMENT**

- 2017/18 season has been a fairly quiet season without any major incidents to report.  
It is noted that we have responded to 2 x hay truck fires, 1 x structure fire and several minor - moderate scrub fires.
- In January, the Shire of Northam assisted the Shire of Mundaring with a taskforce to help battle an out of control fire burning through the Mundaring Weir area. We assisted with 2 shifts and 4 appliances to assist with fire suppression.
- In February, the Shire of Northam assisted the Shire of Toodyay CBFCO with resources to assist in containing a scrub fire very close to our border on the Clackline-Toodyay Rd.
- In March, there was a reasonable sized fire in Wootatting, this fire provided difficult access for fire appliances, so in the early stages of suppression activities, we were fortunate enough to have air support on the scene, as well as resources from the Shire of Mundaring, and also from the Department of Biodiversity, Conservation & Attractions (DPAW). The extra resources allowed the fire to be contained relatively quickly to prevent to assist ground crews in mopping up efficiently.
- With the assistance of the CESM, 4 of our most active brigades have been able to purchase FLIR cameras with funds raised through conducting hazard reduction burns on behalf of the Shire of Northam. These cameras have already proven to be an invaluable tool for our brigades as it has assisted in identifying hotspots early to ensure that water resources are used effectively. With this new equipment it will hopefully mean a reduction in re-ignitions in the future.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.175**

**Moved: Nick Dewar**

**Seconded: Sam Moss**

**That Council note the Chief Bushfire Control Officer Report as provided.**

**CARRIED 11/0**

An additional report was provided by the Deputy Chief Bushfire Control Officer (DCBFCO) at the meeting:

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- Incident 1 – Muluckine Road, Scrub Fire: The Grass Valley, Irishtown, Clackline, Bakers Hill Bush Fire Brigades turned out in addition to the Northam Volunteer Fire and Rescue Service. Tyron McMahon took control on arrival, however handed over to the DCBFCO after a few hours. The crews worked well into the night and change over crews were deployed at approximately 8:00am the following day. The incident ran for two days and was closed off on Sunday at 5:00pm.
- Incident 2 – Goomalling Road Hay Truck Fire: The DCBFCO didn't arrive until approximately 7:30am with the CBFCO. The CESM was first on scene and the Irishtown, Clackline and Bakers Hill Bush Fire Brigades turned out in addition to the Northam Volunteer Fire and Rescue Service. Some trees were taken down by Main Roads WA and one lane was reopened the following day at approximately 9:00am.
- Incident 3 – Moondyne Road, Mokine: Call was received at approximately 9:30pm for a scrub fire which was a structure fire. The DCBFCO attended with the CESM. Clackline was there on arrival and there was some confusion around what the incident was as it wasn't called in as a structure. COMMS were calling regarding the incident and Northam and Wundowie Fire and Rescue Service were deployed as it was also a structure fire. Bakers Hill and Irishtown Bush Fire Brigades attended in addition to Toodyay and a Northam Shire water truck. The DCBFCO was criticised for too many appliances, however stated that he would rather have too many than not enough, and that is the decision he will make.

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**5.2 COMMUNITY EMERGENCY SERVICES MANAGER REPORT**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter Acting Community Emergency Services Manager
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

**BRIEF**

For the Committee to receive and note the update provided by the Community Emergency Services Manager.

**ATTACHMENTS**

- Attachment 1: Progress against Outstanding BFAC / Council decisions.  
Attachment 2: Department of Biodiversity, Conservation and Attractions 2018 planned burns correspondence.

**BACKGROUND / DETAILS**

N/A.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

**Financial / Resource Implications**

Nil.

**Legislative Compliance**

Nil.

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Nil.



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**Risk Implications**

Nil.

**OFFICER'S COMMENT**

Personal Protective Equipment.

Due to a uniform audit conducted by the CESM during the 2016/17 season, it was identified that there was a critical need for new PPE to be ordered for the active members. As a result for the 2017/18 season the massive task of upgrading/replacing old or obsolete gear was undertaken and almost all of our active members have now received their gear and kit bags.

To continue to work towards our goal of increased safety and wellbeing for the volunteer fire fighters, the Shire is about to embark on an initial rollout of the Scott Pro masks to each brigade. Each brigade will have to complete a refresher which we will run annually, to refresh members about the fitment, cleaning and maintenance of these masks to gain the maximum service life out of the new equipment, and to ensure they are kept in operational condition for the benefit of our volunteers. The masks are a one size fits most, however we have purchased an additional ten size S masks to issue to members that require them to ensure proper fitment with adequate face seal to ensure maximum effectiveness.

Comprehensive Crew Protection

As of March 2018, all Shire of Northam 1.4 appliances have had the comprehensive crew protection installed as part of the future fleet upgrade.

ESL LGGS Budget 18/19

The application for the 2018-19 LGGS Grant was due on the 28th March 2018. Brigades were asked to submit their wish lists with quotes by the beginning of March. Which most brigades have completed.

The Shire of Northam on behalf of the brigades submitted an application for two capital grants for the re-deployment of funds set aside in the 2017/18 budget to provide extensions to the Bakers Hill Fire Shed, to go down the more favoured option of a brand new facility in a new location to maximise the benefit to both the brigade and the community they support. In addition to the Bakers Hill facility the Shire of Northam have officially launched the Wundowie BFB. The brigade is currently made up of Wundowie VFRS members who have opted to dual register with the Shire of Northam as Bush Fire Service volunteers also. This brand new brigade currently has almost 15 members, with more expected as the brigade grows. On behalf of the Wundowie BFB the Shire of Northam has applied for capital funding to build a new facility in the Wundowie town site, a business case has been put forward for the new facility and appliances and updates on progress will be provided at subsequent BFAC

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meetings. In the interim the Wundowie BFB members will operate high season appliances as they become available and will be utilised a relief/stand in crew to man any Shire appliance that the brigade may not have crew to man. Members will be collected by the CESM or CBFCO if required to drive any spare appliance during an incident. There was also numerous items in the \$1,200 to \$5,000 operating grant.

Training

DFES Training calendar for 2018 is out. I have emailed a copy on to all brigades. Members are encouraged to login to E-academy to book a training occurrence. Additional to the regional training, I'll be teaming up with the Area Officer Upper Wheatbelt to conduct some extra training courses, specifically targeting the following competencies,

- Intro to Fire Fighting;
- Bush Fire Fighting;
- Structural Fire Fighting; and
- Basic WAERN

I have chosen these courses as we are hoping to recruit new members over the winter months, this will get them trained faster, with the intent on keeping all new or potential new members engaged with their brigades as we enter the 2018/19 bush fire season.

Emergency Service Directories

In January 2018, the Shire of Northam took delivery of the latest Emergency Service Directories. These have been issued to all Shire bush fire brigades and placed into the appliances for use by members navigating to incidents.

BART - Emergency Response App

In December 2017, the Shire rolled out the BART emergency response app. This app is used to assist with turnouts as the first arriving on station can know at a glance what other personnel may be attending the callout. This gives them the opportunity to make contact with the CBFCO/incident control before initial turnout to advise a possible delayed response or indeed a situation where no crew is available. The CBFCO/incident controller can then form a strategy based on the known resources available to them, to assist in making alternative arrangements if required.

Collar Tank for water bombing aircraft

The collar tank that has been in storage in the sea container at the Northam Airfield has been removed due to space constraints in the sea container. The collar tank is currently sitting at the Northam Regional Office awaiting testing to confirm serviceability. Once the test are complete and the tank is confirmed operational, I will have a discussion with DFES managers to determine the best place for storage within the region to ensure rapid deployment should the tank be requested. I have considered the possibility of

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storing in a maxi crate and possibly permanently storing on the Shires 12.2 water cart to guarantee the unit being available if called upon. I'm open to ideas and suggestions from BFAC members as to an alternate storing method and am happy to look at all options presented to me.

Bush Fire Manual

The bushfire manual is now at a point where it is ready for workshops with brigade members to make any necessary adjustments/changes prior to the completed document being submitted to Council for adoption.

This manual has been developed to make it easier for our brigades to find information they may be seeking on Council policies, and relevant legislation etc. and formatting it into one easy to read document that is readily accessible as each station will have a hard copy which will be available to all members upon request.

Volunteer Firefighters Dinner

The 2018 Firefighters Dinner will be held on Friday the 25<sup>th</sup> of May at the Northam Recreation Centre. The dinner will be an opportunity to relax and socialise with volunteer members from all brigades, including VFRS brigades. I hope to build on the solid base set by last year's event, and I'm looking at incorporating a few activities into the night to build on the friendly atmosphere. More details will be provided by the end of April when the official invites are sent out.

DPAW Prescribed Burns

Please see attached a copy of correspondence received from DPAW regarding proposed prescribed burns for 2018.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.176**

**Moved: Steve Gray**

**Seconded: Matt McQueen**

**That Council note the Community Emergency Services Manager Report as provided.**

**CARRIED 11/0**

There was discussion held around the following matters:

- An observation was made in relation to the Emergency Services Directory not being user friendly. The A/Area Officer Upper Wheatbelt advised that this does have to cover a large area.

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- Fire Control Officer training needing to be more available. The Community Emergency Service Manager advised that he is happy to source the training and send people out of the region if required. The A/Area Officer Upper Wheatbelt advised that if people advise what training they want he can offer night training.

UNCONFIRMED

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Attachment 1

Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
16/03/2016	C.2655	11.4	ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING	<p>That Council;</p> <ol style="list-style-type: none"> <li>1. Review all (any) current Local Laws that are bush fire related, including those that apply to fire breaks, and if they are found to be out-of-date or not applicable that they be rescinded or amended.</li> <li>2. Request BFAC to investigate and report back to Council regarding the adoption of WALGA's Model Bush Fire Brigade Local Laws as adopted by several other Shires to better reflect the current BUSH FIRES ACT 1954, LOCAL GOVERNMENT ACT 1995 and the FIRE AND EMERGENCY SERVICES ACT. Should Council decide that the adoption of "Local Laws" may be appropriate then these be developed in conjunction with the Shire of Northam's Bush Fire Brigades Administration Procedures Manual.</li> <li>3. Note the progress on the BFAC Terms of reference working party.</li> <li>4. Endorse that the following restriction apply to the burning of garden refuse in accordance with Section 24G (2) of the Bush Fires Act 1954-                         <ol style="list-style-type: none"> <li>i. During the prohibited period no burning without a permit, this includes incinerators and on the ground burning.</li> <li>ii. During the restricted period no burning on a property less than 2000m<sup>2</sup> with in the Shire of Northam without a permit.</li> <li>iii. During the restricted period properties 2000m<sup>2</sup> and above can light a fire under the</li> </ol> </li> </ol>	<p>1. Complete 2. Next BFAC 3.Next BFAC 4. Posted in Govement Gazette and local Paper on 17/05/16 5. Ongoing 6. Complete 7.Ongoing Subcommittee report next BFAC 8. Ongoing Subcommittee report next BFAC 9. Complete. Next meeting is to be held on 31 May 2016.</p>	17/05/2016	Closed

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Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				<p>conditions of Section 24F (3) of the Act without a permit.</p> <p>5. Following the adoption of the above recommendation, place public notice of the new restrictions and include within the future Firebreak Orders for the Shire of Northam.</p> <p>6. Note the content of the Fire Permits report.</p> <p>7. Create a subcommittee to undertake a review of the existing and future structure of the Bush Fire Brigades as indicated within this report and requests that a further report be presented to BFAC with the findings of the review. The subcommittee is to consist of the following members;</p> <ul style="list-style-type: none"> <li>• Daniel Hendriksen;</li> <li>• Ulo Rumjantsev;</li> <li>• Greg Montgomery; and</li> <li>• Rob Herzer;</li> </ul> <p>8. Forms a subcommittee of BFAC, consisting of Daniel Hendriksen as the Shire representative and David Russell as the BFAC representative, to investigate and report on the prospect of establishing a Central Heavy Fast Reaction Bush Fire Brigade.</p> <p>9. Notes the contents of the CESM report.</p>			
15/06/2016	C.2722	11.5	ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING	<p>That Council;</p> <p>1. Endorse, as elected by the members of the Bushfire Advisory Committee that Garry Shepherdson be the Presiding Member for the Bushfire Advisory Committee for the following 12 months, or until the next BFAC AGM;</p> <p>2. Endorses the BFAC Terms of Reference as attached to this agenda subject to the Northam and Wundowie Volunteer Fire</p>	<p>1 - Noted 2. 2/09/16 Complete - Email to be sent to all BFAC members with new Terms of Reference 041124 3. 27/09/16 Complete - Email to be sent to all Brigades 041474 4. Complete -Email to be sent to both sub-committees 5.05-Jul-2016 Complete - Published in</p>	17/11/2016	Closed

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Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				<p>Rescue Service (VFRS) being included as voting delegates;</p> <p>3. Accepts the Shire of Northam Bush Fire Brigades Administration Manual as attached to this agenda with the following modifications:</p> <p>Part 3</p> <p>3.12 That the minimum training standard to be an FCO be included only.</p> <p>6.3 Change Date to 20 February as ESL Grant closes on 11 March.</p> <p>1st Schedule - Part 2</p> <p>2.9 Remove point 1.</p> <p>2.8 All reference to CBFCO be replaced with: - Brigade captain who will pass on to the CBFCO and CESM.</p> <p>1st Schedule -Part 3</p> <p>3.3(e) Include CESM in notification</p> <p>3.3(g) Change date to 'by the BFAC annual general meeting'.</p> <p>3.7 Change date to 20 February as ESL Grant closes on 11 March.</p> <p>1st Schedule - Part 5</p> <p>That after any reference to the CBFCO, this be followed by an additional reference to the DCBFCO and CESM.</p> <p>4. Merge the Subcommittee of BFAC with the existing subcommittee established for the creation of the new brigades;</p> <p>5. Endorse the 2016/17 Fire Break Order subject to the following amendments as presented in Attachment 2 of this report;</p> <p>- Section 1 – Rename to include land between 1 hectare to 10 hectares;</p>	<p>Government Gazette No. 122.</p> <p>6. Complete - Invitation to be sent to next meeting sent for 6th Oct 2016</p> <p>7. 20/09/16 Complete - Followed Chain of command and the motion went forward to DOAC with an expected date of March 2017 see DOAC Minutes 20/09/16</p> <p>8. 2/09/16 Complete - Letter to be sent to all officers confirming appointment and considerations attached there to 9. noted 10. noted 11. 2/09/16 Complete - Letter to Greg Montgomery to be sent 12. 2/09/16 Complete - Letter To Garry to be sent 13. 2/09/16 Complete - Letter to Mat to be sent 14&amp;15 Noted 16. it would be prevelent to wait until the outcome of the structure of the Rural Fire Service is set by the State Government.</p>		

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Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				<p>- Section 1 - Remove point 7 relating to divisional breaks;                      - Section 2 – Rename to include land less than 1 hectare;                      - Add a new section after point 2 for 'Land over 10 hectares to only require 2 metre firebreaks; and                      - Section 4 – Remove point 6 relating to divisional breaks.                      6. Invite all Elected Members and appointed FCO's to attend the next Fire Control Officer (FCO) meeting;                      7. Formally correspond with DFES regarding the current status of the Risk to Resource (R2R) model;                      8. Appoints the following Fire Control Officers for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards prior to the commencement of the 2016/17 fire season:                      Inkpen BFB:                      - Sim Kuiper                      - Soren Neilson                      - Clive Owen                      Bakers Hill BFB:                      - Ulo Rumjantsev                      - Steve Gray                      - Simon Peters                      - Gordon Ashman (Weather Officer Only)                      Clackline BFB:                      - Matt Macqueen                      - Sue Booker                      - Matthew Letch</p>			



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Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				<ul style="list-style-type: none"> <li>- Blair Wilding</li> <li>- Nick Tighe</li> </ul> Irishtown BFB: <ul style="list-style-type: none"> <li>- Don French (Permit Only)</li> <li>- Ross MacKenzie</li> <li>- Rob Herzer</li> <li>- David Russell</li> <li>- Murray McGregor</li> </ul> Grass Valley BFB: <ul style="list-style-type: none"> <li>- Garry Shepherdson</li> <li>- Phillip Lloyd</li> <li>- Richard Marris (Permit Only)</li> <li>- Alf Brown (Permit Only)</li> <li>- Phil Gentle (Permit Only) &amp; (Weather Officer)</li> <li>- Paul Reynolds (Permit Only)</li> </ul> Southern Brook BFB: <ul style="list-style-type: none"> <li>- Paul Antonio</li> </ul> Jennapullin BFB: <ul style="list-style-type: none"> <li>- Aaron Smith</li> <li>- Trevor Smith</li> <li>- Brett Smith</li> <li>- Lynton Smith (Weather Officer Only)</li> </ul> Northam Shire CESM <ul style="list-style-type: none"> <li>- Daniel Hendriksen</li> </ul> Northam Fire & Rescue Service <ul style="list-style-type: none"> <li>- Greg Montgomery</li> </ul> 9. Modify the requirements to be a fully operational Active FCO to have undertaken the following DFES training modules in addition to having a minimum 3 years Fire Fighting Experience within the last 5 years – <ol style="list-style-type: none"> <li>i. Introduction to Fire Fighting;</li> <li>ii. Bush Fire Firefighting;</li> <li>iii. Structural Awareness; and</li> </ol>			

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				iv. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years. 10. Endorse that the requirements for a Permit issuing FCO or Fire Weather Officer only is to have undertaken the following DFES training modules– i. FCO Course or a refresher within the last 10 years. 11. Appoints Greg Montgomery as a FCO for the Northam Townsite; 12. Appoints Garry Shepherdson as the Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards prior to the commencement of the 2016/17 fire season; 13. Appoints Matt Macqueen as the Deputy Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards prior to the commencement of the 2016/17 fire season; 14. Receive the Community Emergency Services Manager Report as provided; and 15. Note the Bushfire Control Officer Report as provided. 16. Request the Chief Executive Officer to prepare a detailed feasibility report on the proposed creation of both the Northam Central Bushfire Brigade and Wundowie Bushfire brigade. The report is to be submitted			

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				to the BFAC prior to further considerations by Council.			
15/10/2016	C.2307	11.7	ADOPTION OF THE RECOMMENDATIONS OF THE BUSH FIRE ADVISORY COMMITTEE (APPENDIX 3)	<p>That Council;</p> <p>1. Approve the Fire Control Officers for 2014/2015 as listed:</p> <ul style="list-style-type: none"> <li>· Garry Shepherdson (CBFCO / Grass Valley)</li> <li>· Mathew Macqueen (DCBFCO West / Clackline Muresk)</li> <li>· Robert Herzer (DCBFCO East / Irishtown)</li> <li>· John Hansen (CESM)</li> <li>· Gordon Ashman – Bakers Hill (Weather Officer Only)</li> <li>· Ulo Rumjantsev – Bakers Hill</li> <li>· Chris Barrington - Bakers Hill</li> <li>· Geoff Both – Bakers Hill</li> <li>· Mathew Macqueen – Clackline Muresk</li> <li>· Sue Brooker – Clackline Muresk</li> <li>· Phil Gentle (Weather Officer &amp; FCO) – Grass Valley</li> <li>· Richard Marris – Grass Valley</li> <li>· Paul Reynolds - Grass Valley</li> <li>· Don French – Irishtown</li> <li>· Ross Mackenzie – Irishtown</li> <li>· David Russell - Irishtown</li> <li>· Sim Kuiper (Weather Officer &amp; FCO) – Inkpen</li> <li>· Soren Neilson – Inkpen</li> <li>· Clive Owen – Inkpen</li> <li>· Aaron Smith – Jennapullin</li> <li>· Trevor Smith – Jennapullin</li> <li>· Brett Smith – Jennapullin</li> <li>· Lynton Smith (Weather Officer Only) - Jennapullin</li> <li>· Paul Antonio – Southern Brook</li> </ul>			Closed

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Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				2. Endorse the decommissioning of the Chedaring Road stand pipe.			
2/11/2016	C.2850	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	That the minutes of the Bush Fire Advisory meeting held 31st May 2016 be confirmed as a true and correct record of that meeting subject to confirmation that the attachment within Item 6.2- BFAC Terms of Reference should state that the Chief Bushfire Control Officer and Deputy Chief Bushfire Control are Non-Voting members (as contained within the printed Agenda for the meeting).	17/11/16 Completed - Changes made to BFAC Terms of Reference. Emailed out to BFAC Committee.	17/11/2016	Closed
2/11/2016	C.2852	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	That Council revokes decision C2722, Part 9, made on June 15, 2016 which reads as follows: Modify the requirements to be a fully operational Active FCO to have undertaken the following DFES training modules in addition to having a minimum 3 years Fire Fighting Experience within the last 5 years – v. Introduction to Fire Fighting vi. Bush Fire Firefighting vii. Structural Awareness viii. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years.	All references to this decision removed	17/11/2016	Closed
2/11/2016	C.2853	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	BFAC recommends to Council that: - BFAC members are given at least 5 working days after the minutes of a BFAC meeting are circulated to comment or raise issues associated with the wording of the minutes, before the BFAC minutes are included in a Council agenda; and - Each draft document considered by BFAC is amended in accordance with BFAC	17/11/16 Completed - Changes made to BFAC Terms of Reference. Emailed out to BFAC Committee.	17/11/2016	Closed

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Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				resolutions and the amended version is circulated to BFAC members for at least 5 working days for comment before it is included in the Council agenda.			
2/11/2016	C.2854	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	BFAC recommends to Council that: - The Shire undertakes an immediate risk assessment by a competent person(s) into the readiness of BFB's to respond to structure and car fires in the Shire.	15/11/16 EMDS discussing with LGIS if they could undertake the risk assessment -23/11/12 LGIS referred the matter to Graham Swift at DFES to assist. 07-02-17 - Emailed DFES regarding undertaking the Risk Assessment on behalf of the Shire. 17/03/2017 - DFES are undertaking the Risk Assessment which will be provided as soon as possible. Some instruction manuals have been provided. 14/07/2017 - Still waiting for Assessment to be completed by DFES. No change. 18/12/2017 - Advice has been received from DFES that they will not prepare this as their are multiple procedures e.g. Standard Operating Procedure in place. Council's CESH has also prepared a Standard Operating Procedure specific to the Shire of Northam which has been circulated to the brigades. Due to DFES not completing, this will be required to be completed by Council's CESH.		Open

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Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
2/11/2016	C.2855	9.1	Committee (BFAC) – 25 October 2016	BFAC recommends to Council that: - Prior to the risk assessment has been undertaken and risk control measures have been implemented, that a Standard Operating Procedure is developed in consultation with DFES to reduce the risk of injury to BFB personnel operating at structure and car fires.	7/12/2016 - SOP 13 & 14 regarding Vehicle and Structural fires is in draft awaiting management approval. 12-1-2017 - will be sent out to brigades in the week - 21-1-17 SOP sent out via email to all brigades and FCO's	21/01/2017	Closed
2/11/2016	C.2856	9.1	Committee (BFAC) – 25 October 2016	That it be recommended to Council that it: - Appoints Tyrone McMahon as a Fire Control Officer for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards	17/11/16 Complete Letter sent and added to FCO List	17/11/2016	Closed
2/11/2016	C.2857	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	That it be recommended to Council that it; Requests the FES Commissioner and/or the Minister for Emergency Services to modify the restricted and prohibited burning periods for the Shire of Northam to: - Restricted 1st October to 30th November - Prohibited 1st December to the 28th February the following calendar year - Restricted 1st March to the 30th April	25/11/2016 - Spoke with DFES Northam to see how the process works and if the motion would be supported by the region. - 7/12/16 Drafted letter to FES Commissioner. 2-2-2017 letter sent	02/02/2017	Closed
16/11/2016	C.2878	12.3.4	Appointment of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers	That Council; 1. Appoint Mathew Macqueen as the Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards. 2. Appoint Simon Peters as the Deputy Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual training complying with the adopted minimum training and experience standards.	Letters and certificates sent out to Chief and Deputy BFCO's. FCO list updated and sent out to all FCO's and placed on the website. All SMS and DFES records updated to reflect change	18/11/2016	Closed

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15/02/2017	C.2951	12.3.9	Appointment as Lieutenant of the Bakers Hill Bushfire Brigade	That Council appoint Tania Petersen, Kristofer Brown and Patricia Rumjantsev as Lieutenants of the Bakers Hill Bushfire Brigade until the next annual general meeting of the Brigade to be held April 2017.	Letters have been sent.	7/02/2017	Closed
19/04/2017	C.2993	11.2	BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON 28th MARCH 2017	<p>That Council:</p> <p>1. Endorse the below exemptions to the Harvest Vehicle Movement and Hot Works Ban:</p> <p>1.1 The Shire of Northam Grants an Exemption to the Electricity Network Corporation (Trading as Western Power) and their Contractors during a Shire imposed Harvest, Hot Works and Vehicle Movement Bans for works which cannot reasonably be postponed to a time with safer fire weather conditions. Conditions of the exemption:</p> <ul style="list-style-type: none"> <li>- Compliance with the requirements as specified in the Department of Fire &amp; Emergency Services Total Fire Ban Exemption Notice for the Electricity Network Corporation as provided in Attachment 1;</li> <li>- Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and/or Community Emergency Service Manager (CESM) prior to activating the exemption;</li> <li>- The CBFCO or CESM may suspend the exemption for a specified period; and</li> <li>- Council may at any time review or revoke the exemption.</li> </ul> <p>1.2 The Shire of Northam Grants an Exemption to the Water Corporation and their Contractors during a Shire imposed Harvest, Hot Works and Vehicle Movement Bans for</p>	<p>1.1 The Shire of Northam Grants an Exemption to the Electricity Network Corporation; 9/05/17 Letter sent confirming exemption. 1.2 The Shire of Northam Grants an Exemption to the Water Corporation; 9/05/17 Letter sent confirming exemption. 1.3 The Shire of Northam Grants an Exemption to the Brookfield Rail Pty Ltd; 9/05/17 Letter sent confirming exemption. 2. Endorse the Inkpen Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 20 January 2017; 26/4/17 Fire plan included in waste management plan and implemented.</p> <p>3. Endorse the Old Quarry Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 28 February 2017; ; 26/4/17 Fire plan included in waste management plan and implemented.</p> <p>4. Note the Community</p>	20/07/2017	Closed

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				<p>works which cannot reasonably be postponed to a time with safer fire weather conditions. Conditions of the exemption:</p> <ul style="list-style-type: none"> <li>- Compliance with the requirements as specified in the Department of Fire &amp; Emergency Services Total Fire Ban Exemption Notice for the Water Corporation as provided in Attachment 2;</li> <li>- Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and or Community Emergency Service Manager (CESM) prior to activating the exemption;</li> <li>- The CBFCO or CESM may suspend the exemption for a specified period; and</li> <li>- Council may at any time review or revoke the exemption.</li> </ul> <p>1.3 The Shire of Northam Grants an Exemption to the Brookfield Rail Pty Ltd, and their Contractors during a Shire imposed Harvest, Hot Works and Vehicle Movement Bans for works which cannot reasonably be postponed to a time with safer fire weather conditions. Conditions of the exemption:</p> <ul style="list-style-type: none"> <li>- Compliance with the requirements as specified in the Department of Fire &amp; Emergency Services Total Fire Ban Exemption Notice for Brookfield Rail Pty Ltd as provided in Attachment 3;</li> <li>- Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and or Community Emergency Service Manager (CESM) prior to activating the exemption;</li> <li>- The CBFCO or CESM may suspend the exemption for a specified period; and</li> </ul>	<p>Emergency Services Manager Report as provided; 9/05/17 NFA</p> <p>5. Note the Chief Bushfire Control Officer Report as provided; 9/05/17 NFA</p> <p>6. Seek clarification from DFES in regards to how prerequisite's work/apply to their minimum FCO training requirements; 9/05/17 Emailed to DFES awaiting response. Response recieved and put forward to BFAC in June meeting</p> <p>7. Endorse that the notice of motion put forward by the Grass Valley BFB pertaining to FCO training requirements is reconsidered once the above clarification is received; Awaiting response from DFES on item 6 will be re address at BFAC. Response recieved and put forward to BFAC in June meeting</p> <p>8. Seek clarification from DFES in regards to how they view brigade members who have previously completed the FCO course; and 9/05/17 Emailed to DFES awaiting response. Response recieved and put</p>		



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				<ul style="list-style-type: none"> <li>- Council may at any time review or revoke the exemption.</li> <li>2. Endorse the Inkpen Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 20 January 2017;</li> <li>3. Endorse the Old Quarry Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 28 February 2017;</li> <li>4. Note the Community Emergency Services Manager Report as provided;</li> <li>5. Note the Chief Bushfire Control Officer Report as provided;</li> <li>6. Seek clarification from DFES in regards to how prerequisite's work/apply to their minimum FCO training requirements;</li> <li>7. Endorse that the notice of motion put forward by the Grass Valley BFB pertaining to FCO training requirements is reconsidered once the above clarification is received;</li> <li>8. Seek clarification from DFES in regards to how they view brigade members who have previously completed the FCO course; and</li> <li>9. Request the Chief Executive Officer to write to DFES expressing the Grass Valley Brigade's concern and disappointment of the pre-delivery conditions of the Grass Valley 4.4 unit which resulted in the crews being at risk in four separate instances in the 2016/17 fire season.</li> </ul>	<p>forward to BFAC in June meeting</p> <p>9. Request the Chief Executive Officer to write to DFES expressing the Grass Valley Brigade's concern and disappointment of the pre-delivery conditions of the Grass Valley 4.4 unit which resulted in the crews being at risk in four separate instances in the 2016/17 fire season. 28/04/17 Grass Valley 4.4 was taken to Host for a full operational check of the Pumping and plumbing system.</p> <p>9/5/17 Spoke to DFES Fleet regarding correspondence.</p> <p>14/07/2017 - Item 9, prepared letter for CEO signing to forward to DFES. 21/07/2017 Letter sent to DFES</p>		
19/07/2017	C.3083	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 20 JUNE 2017	<p>That Council:</p> <ul style="list-style-type: none"> <li>1. Note the Community Emergency Services Manager Report as provided;</li> <li>2. Appoints the following Fire Control Officers for the 2017/18 Season subject to the</li> </ul>	<ul style="list-style-type: none"> <li>1. Complete no action. 08/09/2017 -</li> <li>2. Complete - Certificates and acknowledgement letter set to FCO's New list created and</li> </ul>		Closed

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				individual complying with the adopted minimum training and experience standards: Bakers Hill - Ulo Rumjantsev - Simon Peters - Kristofer Brown - Suzanne Brown - Gordon Ashman (Weather Officer only) Clackline / Muresk - Mathew Macqueen - Matthew Letch (Permit Only until training requirement met) - Blair Wilding (Permit Only until training requirement met) - Nick Tighe (Permit Only until training requirement met) Grass Valley - Phillip Lloyd - Paul Reynolds (Permit Only until training requirement met) - Phil Gentle (Weather Officer only) Inkpen - Sim Kuiper (Weather & Permit Only until training requirement met) - Clive Owen (Permit Only until training requirement met) - Nic Dewar Irishtown - Rob Herzer Southern Brook - Paul Antonio (Permit Only until training requirement met) Northam - Greg Montgomery	added to website. 3. Complete - Certificates and acknowledgement letter set to Chief and Deputy. New list created and added to website. 4. Complete - Letter sent to FES Commissioner advising of the creation of the brigade. No acknowledgement received. 6. Complete - Brigade created 7. Advice has been received from DFES advising that they currently will not fund, further discussions with the Chief Superintendent of DFES have indicated that they will reconsider the matter and possible supply a 3,4 or high season unit for the next two years. Awaiting confirmation from DFES. 8. Complete. 9. This has been advertised on the Shire website, Facebook page and radio, interest has only been received from three members of the community. Item to be prepared for the next BFAC meeting in 2018 (approx March) for direction on the matter. 10. Completed - Firebreak notice printed and sent out with rates to residents.		

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				- Daniel Hendriksen Wundowie - Tyron McMahon Jennapullin - Aaron Smith (Weather Officer only) 3. Appoint Mr Mathew Macqueen as the Chief Bushfire Control Officer and Mr Simon Peters as the Deputy Chief Bushfire Control Officer for the 2017/18 period; 4. Create the Wundowie Bushfire Brigade under Section 41 Bushfire Act 1954; 5. Create and discuss a draft memorandum of understanding with Wundowie FRS and DFES to utilise their facilities and members in Wundowie; 6. Advertise the proposed intention to create a joint Wundowie BFB/VFRS Brigade to attract new membership of volunteer; 7. Submit a business case to DFES to fund the Wundowie joint brigade out of the ESL and supply vehicles suitable for the area (Possibly a 3.4U and LT) make the necessary adjustments to the current building; and 8. Create a specific fire district for Wundowie BFB to include the land east of Linley Valley Road, west of Coates and Sims road, and everything north of Great Eastern Highway. (See Map above). 9. Advertise the proposed Northam Central Bushfire Brigade seeking expression of interest in the Northam locality and present the findings to a Bushfire Advisory Committee Meeting; 10. Endorse the 2017/18 Fire Break Notice as			

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				<p>previously adopted for the 2016/17 subject to the inclusion of:</p> <ul style="list-style-type: none"> <li>- Giving landowners of land greater than 1 hectare the options of either installing a firebreak, slashing the entire property or a combination of both; and</li> <li>- Minor streamlining changes to make the notice more readable for the general public.</li> <li>- An alteration to the restricted and prohibited burning period dates in section 9 of the Firebreak Notice to:                             <ul style="list-style-type: none"> <li>- Restricted: 1st October to 30th November; o</li> <li>Prohibited: 1st December to 28th February; and</li> <li>- Restricted: 1st March to 30th April.</li> </ul> </li> </ul>			
20/12/2017	C.3226	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 14TH NOVEMBER 2017	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note the Community Emergency Services Manager Report as provided.</li> <li>2. Allow permits to burn to be issued on any day of the week including Sundays.</li> <li>3. Request the Department of Fire and Emergency Services (DFES) to review the Shire of Northam's Risk to Resource Plan, in liaison with the Shire of Northam.</li> <li>4. Request that at the completion of the Risk to Resource Plan review the draft document be presented to a Bush Fire Advisory Committee and subsequently Council meeting for endorsement.</li> <li>5. Request the Department of Fire &amp; Emergency Services (DFES) for the provision of a representative to assist the Brigades in liaising with the community to raise awareness about volunteers/bushfire safety and new</li> </ol>	<p>20/03/2018</p> <ol style="list-style-type: none"> <li>1. No action required.</li> <li>2. No action required.</li> <li>3. Complete</li> <li>4. To be done after the review is completed</li> <li>5. To be actioned.</li> <li>6. To be actioned.</li> <li>7. To be actioned.</li> <li>8. No action required. Noted for future reference.</li> </ol>		Open

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				recruits. 6. Send a letter to the Department of Fire and Emergency Services (DFES) raising the following concerns with the DFES Crew Protection System upgrade: - No muffler on Diesel Pump with high noise levels; - No Pump controls on the rear pump panel; and - Plumbing work and allowances for pump movement. 7. Recommend brigades to display their members training records on a graph board at each of their stations; and 8. Consult with the Bush Fire Advisory Committee (BFAC) prior to a Council decision for any changes being made to the BFAC Terms of Reference.			

UNCOMPLETED

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Attachment 2

**From:** Michael Pasotti [<mailto:michael.pasotti@dbca.wa.gov.au>]  
**Sent:** Tuesday, 6 February 2018 10:18 AM  
**To:** Daniel Hendriksen <[cesm@northam.wa.gov.au](mailto:cesm@northam.wa.gov.au)>; Chadd Hunt <[emds@northam.wa.gov.au](mailto:emds@northam.wa.gov.au)>  
**Subject:** I75200 - 2018 Planned Burns

Hi Daniel & Chadd

It is getting to that time of year again and we are into the final preparations for our 2018 prescribed burning program.

As with last year we have built the program with a large number of burns, with the intention of commencing some in autumn and then continuing them through winter and into spring. Some of these burns include sections of tenure managed by the Shire (Road Reserves and small sections of Shire managed crown reserves). Therefore we are seeking permission to potentially burn the affected Shire managed reserves in 2018.

Also, we have included your contact details into the prescriptions so you will receive notification when we are planning to implement any of these burns and, as with previous burns, the brigades are always welcome to attend and assist at these burns should you wish.

I have attached a summary of the affected sections of Reserve that may be burnt during the burning operations as well as maps of the relevant proposed burns.

P.s. In addition, as part of the burning operation, where roads are affected, we will be implementing the Department's "Prescribed Burning Traffic Management Plan", developed in accordance with the Main Roads Western Australia Traffic Management for Works on Roads Code of Practice (2009) and Australian Standard 1742.3-2009. These TMP's will be installed by staff trained to "Basic Worksite Traffic Management" qualification as a minimum.

I have attached a copy of the Risk Assessment and Treatment Schedule for all of the affected Shire managed roads, completed in accordance with the Traffic Management Plan. We will also keep you informed should any Traffic Control Plans be implemented.

Please let me know whether you are happy for us to include the sections of reserve (and implement the Traffic Management Plan) as shown in the attachments as part of our 2018 burning program.

If you need any extra information please give me a call.

Thanks

Regards  
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District Proposed Burn Program Risk Assessment and Treatment Schedule																												
P&V Burn ID	P&V Burn Name	Road Authority	Road Weighting	Rd No	Rd Name	Approx SLK Start	Approx SLK Finish	Movements per day	Boundary Internal, Cell Edge or Within	Verge Width	Fog potential	Speed Limit	Number of Lanes	Other Comments	Risk Assessment													
															Hazard	Unreal Risk Consequence	Likelihood	Risk Score	Treatment Measures	Residual Risk After Treatment	Likelihood	Risk Score						
PHS_09	Voondong NR	Shire of Northam	Low		Sims Road				Boundary/Internal	0m		10	1	Gravel Road	P&V Employee	Road Network	Minor 4	Possible 5	Low 20	Minor gravel road. Restricted to 40km/hr & work in gaps in traffic.								
PHS_09	Voondong NR	Shire of Northam	Medium		Numerous local roads within and around Vurdoville & Baker Hill				Within 1km						P&V Employee	Road Network	Moderate 16	Unlikely 3	Medium 48	Consider potential smoke impacts. If required, implement smoke monitoring regime and if sight distance is impacted reduce speed to maintain 2D to a.	Moderate 16	Rare 1	Low 16					
PHS_09	Voondong NR	Shire of Northam	Medium		Tabor West Road				Boundary	5.0m		10	2	Good verge space	P&V Employee	Road Network	Moderate 16	Unlikely 3	Medium 48	Reduce speed to 40km/hr, use vantage points and use "working between gaps in traffic". Prefer wind blowing away from road or leave gaps in smoke.	Moderate 16	Unlikely 3	Medium 48					
PHS_09	Voondong NR	Shire of Northam	Medium		Tabor West Road				Boundary	5.0m		10	2	Good verge space	Road User	Major 32	Possible 5	High 96	Reduce speed to 40km/hr, use vantage points and use "working between gaps in traffic". Prefer wind blowing away from road or leave gaps in smoke.	Major 32	Unlikely 3	Medium 96						
PHS_09	Voondong NR	Shire of Northam	Medium		Tabor West Road				Boundary	5.0m		10	2	Good verge space	P&V Employee	Catastrophic 64	Unlikely 3	High 96	Reduce speed to 40km/hr, use vantage points and use "working between gaps in traffic". Prefer wind blowing away from road or leave gaps in smoke.	Catastrophic 64	Rare 1	Medium 64						
PHS_081	Koolgathine NR	Shire of Northam	Medium		Wippen Road				Boundary/Internal	0m		10	1	Single bituminized lane with gravel verges	P&V Employee	Road Network	Minor 4	Possible 5	Low 20	burning long sections. Reduce speed to 40km/hr, use gaps in traffic and vantage points & Horse tags if burning short sections only. Prefer wind blowing away from road. Demarcate work area with veches hats.	Minor 4	Unlikely 3	Low 12					
PHS_081	Koolgathine NR	Shire of Northam	Medium		Wippen Road				Boundary/Internal	0m		10	1	Single bituminized lane with gravel verges	Road User	Moderate 16	Almost Certain	High 144	burning long sections. Reduce speed to 40km/hr, use gaps in traffic and vantage points & Horse tags if burning short sections only. Prefer wind blowing away from road. Demarcate work area with veches hats.	Moderate 16	Possible	Medium 80						
PHS_081	Koolgathine NR	Shire of Northam	Low		Numerous local roads within and around				Within 1km						P&V Employee	Road Network	Catastrophic 64	Possible 5	High 320	burning long sections. Reduce speed to 40km/hr, use gaps in traffic and vantage points & Horse tags if burning short sections only. Prefer wind blowing away from road. Demarcate work area with veches hats.	Catastrophic 64	Rare 1	Medium 64					

Note: Road Weighting has been determined by using Road "Functional Description" rather than raw VPD Data as this is difficult to access, often not available, and is often much higher in metro areas and all roads may be considered High or above if based on VPD Data alone.

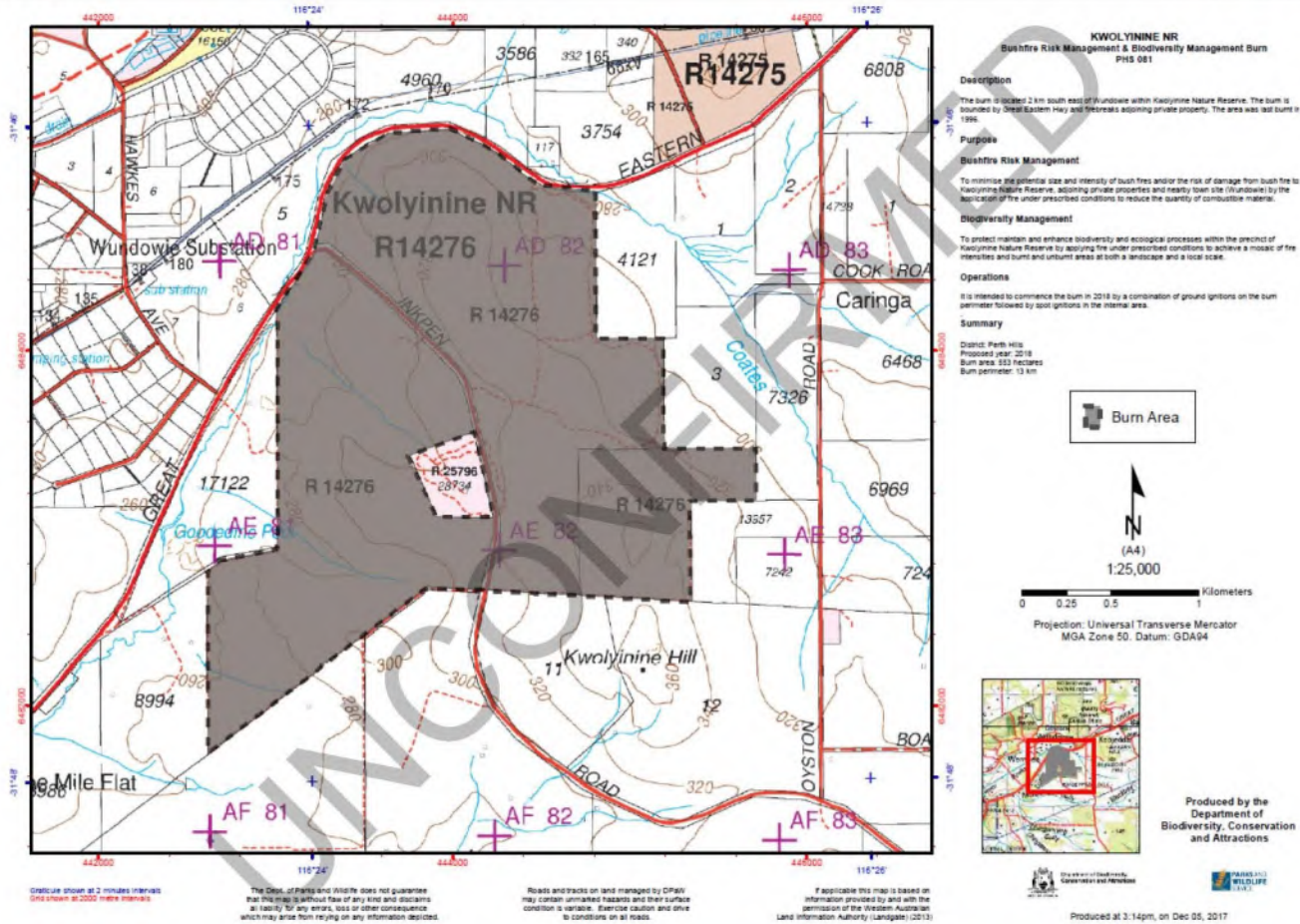
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**Planned Burns**

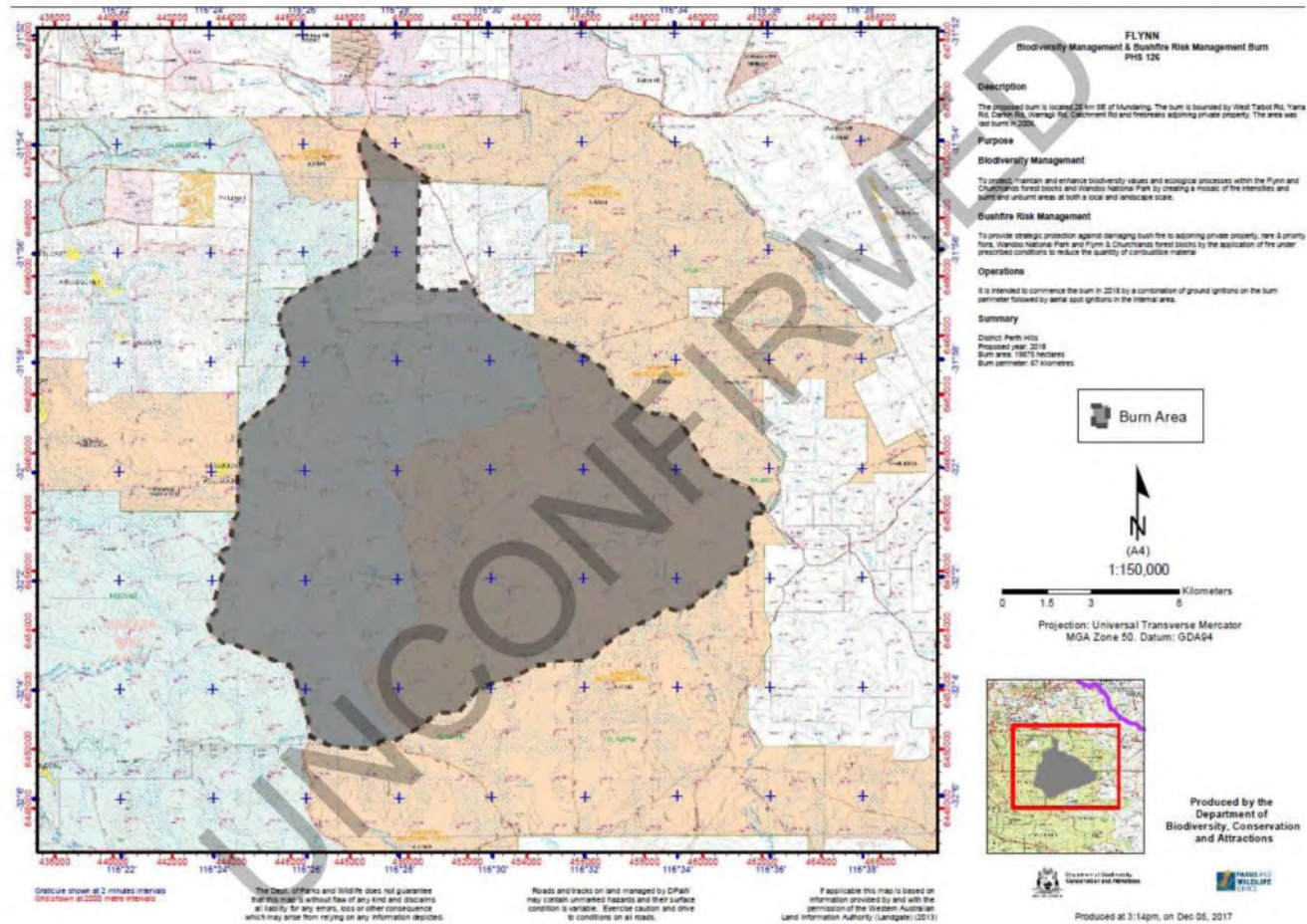
Burn ID	Reserve	Vesting	Area to be burnt	Map Included
PHS_081	CROWN RESERVE 25796 (Inkpen Road Rubbish Disposal Site)	Shire of Northam	<0.5ha	Yes
PHS_081	Inkpen Road Reserve	Shire of Northam	2.5km (2.5ha)	Yes
PHS_126	West Talbot Road Reserve	Shire of Northam	2.8km (2.8ha)	Yes
PHS_130	Sims Road reserve	Shire of Northam	1km (2ha)	Yes
PHS_130	Unnamed road reserves (off Sims Road & Koojedda Road)	Shire of Northam	0.2km (<0.5ha)	Yes



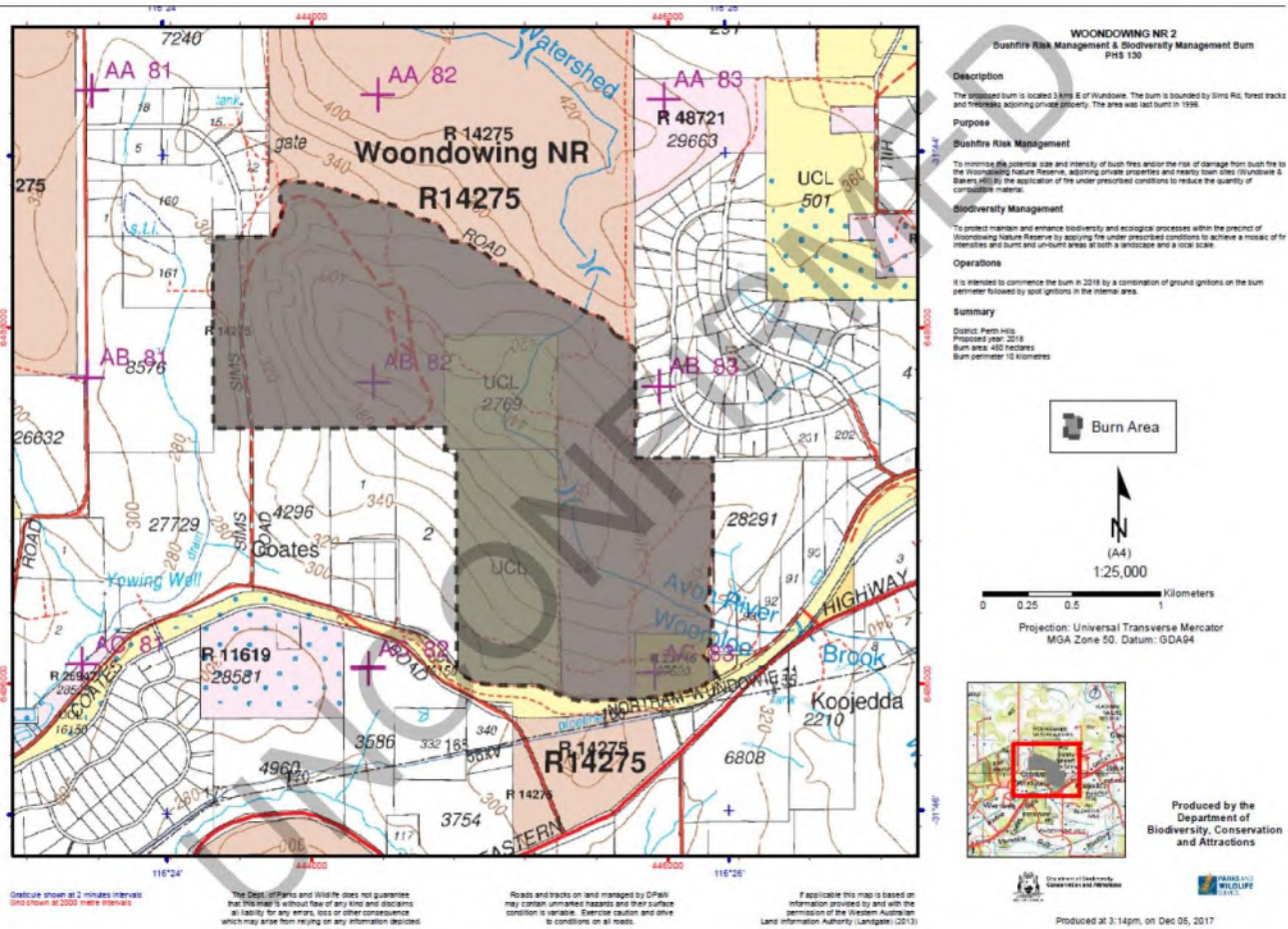
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The presiding member advised that agenda item 6.1 - Presentation on the Bushfire Risk Management Project would be brought forward.

**6.1 PRESENTATION ON THE BUSHFIRE RISK MANAGEMENT PROJECT**

The presentation has been provided as Attachment 1.

The following queries were raised:

- Whether it only looks at the river area. The Bush Fire Risk Management Coordinator advised that the project looks at the entire Shire and identifies the assets based around human settlement, economic, environmental and cultural. The river area is of significance due to the significant density/human settlement around this area.
- Whether any engagement has been made with the community. The Bush Fire Risk Management Coordinator advised that they have undertaken this in Beverley, Toodyay and York and they have individually visited high risk properties as many people are unaware of the risks. They have received positive feedback through the consultation process.

The Bush Fire Risk Management Coordinator left the meeting at 6:18pm.

Attachment 1

## Bushfire Risk Management Planning Overview of Project – 10<sup>th</sup> April 2018 Northam BFAC, Information Session



**John Hansen** – Bushfire Risk Management Planning Co-ordinator, Shire's of Beverley, York, Northam and Toodyay

**Tyron McMahon** – Bushfire Risk Management Officer, DFES Goldfields/Midlands



## BRMP Background

- Cost Neutral, all expenses are handled by Shire of Beverley
- BRMP is a tenure blind, shared responsibility approach to bushfire risk management that requires commitment from all stakeholders.
- The BRMP process is an asset focused approach to hazard reduction that focuses on treatment strategies based on the prioritised risk.
- Land managers include  
L.G – DPLH - DBCA – W. Power - Telstra - Brookfield Rail - Health  
P.P Owners – Main Roads – DoW – Water Corporation – WAPol

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## Bushfire Risk Management Planning - Background

- BRMP project aims to address (in full or in part) recommendations 15, 53, 38, 21 & 23 of 2011 Perth Hills Bushfire Review
- Westplan-Fire requires LGs to develop integrated Bushfire Risk Management (BRM) Plans
- Some LGs do not have the capacity to develop BRM Plans
- Reducing bushfire risk across the State requires commitment from all stakeholders including State Agencies

## Bushfire Risk Management Plans

- Preparation of the BRM Plan is led by Local Government
- Other government agencies are required to contribute to the preparation and execution of the BRM Plan
- Office of Bushfire Risk Management (OBRM) will review the BRM Plan against the standards, prior to its approval by Local Government Council
- Implementation of Treatments is the responsibility of individual agencies and/or land owners

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## Bushfire Risk Management Planning - Benefits

- Increased visibility of State-wide Bushfire Risk
- Informs stakeholders, allows planning and enables prioritisation of risk and associated treatments
- Dedicated Bushfire Risk Management Officers, Bushfire Risk Planning Coordinators and Rural Urban Interface (RUI) Officers to assist in managing bushfire risk
- Provision of BRMS (software) to collect valuable BRMP data and develop BRM Plans
- BRM Plans will support requests for future mitigation funding from State and Federal Government

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## BRM Plan Status

- 16 Priority LGs have high bushfire risk but low capacity to address the risk
- 43 Optional LGs are encouraged to participate using their own resources

Priority LGs	Optional LGs	Optional LGs	Optional/Additional LGs
<p><b><u>BRM Plans submitted to LG Council by 30 June 2017</u></b></p> <ul style="list-style-type: none"> <li>• Shire of Nannup</li> <li>• Shire of Boyup Brook</li> <li>• Shire of Donnybrook-Balingup</li> <li>• Shire of Bridgetown-Greenbushes</li> <li>• Shire of Augusta-Margaret River</li> <li>• Shire of Collie</li> <li>• Shire of Jerramungup</li> <li>• Shire of Boddington</li> <li>• Shire of Ravensthorpe</li> <li>• Shire of West Arthur</li> <li>• Shire of Woodanilling</li> <li>• Shire of Irwin</li> <li>• Shire of Northampton</li> <li>• Shire of Carnamah</li> <li>• Shire of Beverley</li> <li>• Shire of Chittering</li> </ul>	<p><b><u>Commenced BRM Plan</u></b></p> <ul style="list-style-type: none"> <li>• City of Armadale</li> <li>• Shire of Capel</li> <li>• City of Cockburn</li> <li>• Shire of Gingin</li> <li>• City of Gosnells</li> <li>• City of Joondalup</li> <li>• Shire of Kalamunda</li> <li>• Shire of Mundaring</li> <li>• City of Mandurah</li> <li>• City of Rockingham</li> <li>• Shire of Serpentine-Jarrahdale</li> <li>• City of Swan</li> <li>• Shire of Wagin</li> <li>• City of Wanneroo</li> <li>• City of Karratha</li> </ul>	<p><b><u>Received BRMP Training</u></b></p> <ul style="list-style-type: none"> <li>• City of Albany</li> <li>• City of Busselton</li> <li>• Shire of Dardanup</li> <li>• Shire of Denmark</li> <li>• Rottnest Island Authority</li> <li>• Shire of York</li> </ul> <p><b><u>Received BRMP Consultation</u></b></p> <ul style="list-style-type: none"> <li>• City of Bunbury</li> <li>• Shire of Coorow</li> <li>• Shire of Esperance</li> <li>• Shire Manjimup</li> <li>• Shire of Plantagenet</li> <li>• Shire of Toodyay</li> </ul>	<p><b><u>Offered BRMP Consultation</u></b></p> <ul style="list-style-type: none"> <li>• Shire of Ashburton</li> <li>• Shire of Broome</li> <li>• Shire of Broomehill – Tambellup</li> <li>• Shire of Carnarvon</li> <li>• Shire of Chapman Valley</li> <li>• Shire of Dandaragan</li> <li>• City of Greater Geraldton</li> <li>• Shire of Harvey</li> <li>• Shire of Katanning</li> <li>• Town of Kwinana</li> <li>• Shire of Murchison</li> <li>• Shire of Murray</li> <li>• Town of Narrogin</li> <li>• Shire of Northam</li> <li>• Shire of Shark Bay</li> <li>• Shire of Victoria Plains</li> <li>• Shire of Waroona</li> <li>• Shire of Williams</li> <li>• Shire of Wongan-Ballidu</li> </ul>

## Shire of Northam Planning Areas



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## The Bushfire Risk Management Process

### 1. Set the context for the Shire



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## BRMS – Identifying Assets

### Human Settlement

- Residential areas
- Places of temporary occupation
- Special Risk and critical facilities

### Economic

- Agriculture
- Commercial and Industrial
- Critical infrastructure
- Tourist and recreational
- Commercial forests and plantations
- Drinking water catchments

### Environmental

- Protected
- Priority
- Local important

### Cultural

- Aboriginal heritage
- Local heritage
- Recognised heritage



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## BRMS – Perform a Risk Assessment

- Assets are assessed by using a combination of 'likelihood vs consequence' to determine the level of bushfire risk.
- The risk is recorded in BRMS



The screenshot shows the 'Risk Assessment Inputs - Human Settlements' form. It is divided into 'Likelihood' and 'Consequence' sections. The 'Likelihood' section includes questions about fire frequency and spread. The 'Consequence' section includes questions about vegetation proximity and characteristics. The 'Vulnerability' section has radio buttons for Low, Moderate, and High risk levels.

Section	Question	Options
Likelihood	Do fires occur frequently?	<input checked="" type="radio"/> No <input type="radio"/> Yes
	If a fire occurs, is it expected to spread and reach the asset?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Consequence	Is the vegetation one or a combination of the following? More than 100 m from the site. Vegetation of any type that is more than 100 m from the site. Single area less than 1 ha. Single areas of vegetation less than 1ha in area and not	<input checked="" type="radio"/> No <input type="radio"/> Yes
	Vegetation Class:	Forest (Other)
	Fuel Age:	20
	Separation Distance(m):	>20 <=30m
	Slope Under Vegetation:	>0 <=5 degrees
	Slope from Asset to Vegetation:	>0 <=5 degrees
Vulnerability		<input type="radio"/> Low <input type="radio"/> Moderate <input checked="" type="radio"/> High

## Risk Prioritisation

### Level of Risk Descriptor.

Red = Extreme

Orange = Very High

Yellow = High

Green = Medium

Blue = Low

	Minor	Moderate	Major	Catastrophic
Almost Certain	279	213	114	102
Likely				
Possible	81	22		
Unlikely		1		



The screenshot shows a 'Risk Register' interface with a table of risks. The table has columns for ID, Name, Location, and Risk Level. The risk levels are color-coded according to the legend: Red (Extreme), Orange (Very High), Yellow (High), Green (Medium), and Blue (Low). A large 'UNCONFIRMED' watermark is overlaid on the image.

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## Treating the Risk - Mitigation techniques

There are 5 mitigation techniques

- Planning
- Fuel Management
- Ignition Management
- Community Engagement
- Preparedness



Mulching is an effective method of fuel hazard reduction through vegetation modification



Fuel Management by prescribed burning

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## Questions?

Thank you for your time



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### 5.3 WORKSHOPS TO DISCUSS BUSH FIRE MANUAL

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter Acting Community Emergency Services Manager
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

For the Committee to consider and recommend to Council endorsement of the preparation of the Bush Fire Manual and endorse the methodology for producing the document including the establishment of workshops to review various sections of the manual.

#### ATTACHMENTS

Nil.

#### BACKGROUND / DETAILS

The Shire of Northam is in the process of preparing the Bush Fire Manual which is a new document that proposes to consolidate all issues relating the operation and management of Bush Fire Brigades within the Shire. The manual will bring together all associated documents that relate to the operation of Bush Fire Brigades. As an example this would include the existing Bush Fire Brigades Administration Procedures Manual, BFAC Terms of Reference, existing Council policies, Bush Fire Response plan and current and proposed standard operating procedures.

The Manual would also provide a "one stop shop" for all new and existing members to obtain all the necessary information on the bush fire related matters. At the moment there is a number of different documents that impact on the operation of the Brigades and this proposes to bring them into one document.

At the current time the Manual will comprise the following sections –

1. Introduction;
2. Bush Fire Response Plan (previously the Bush Fire Management Plan);
3. Bushfire Policies and Procedures (this section will include any existing and proposed policies adopted by Council and proposed standard operating procedures);

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4. Bush Fire Risk Management Plan (this is a new section that refers to the plan being produced through the Bush fire Risk Management Planning team);
5. Bush Fire Brigades (this section will include the existing Administration Procedures Manual and relates directly as to how individual brigades operate);
6. Risk to Resource Document (this will be an updated version of the 2010 document);
7. Local Government Appointments (this section will include information on how FCO's are appointed and the BFAC Terms of Reference);
8. Contacts and Resources (this is directly from the Shire of Northam Local Emergency Management Arrangements);
9. Volunteering (this section includes the existing Shire of Northam information on OHS and Code of Conducts etc.);
10. Legislation (this section will reference the existing Bush Fires Act 1954 and Associated Regulations); and
11. Appendixes (this section will include various forms and templates referenced in the Manual).

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure & Service Delivery

Outcome 5.2: Environmental risks are proactively managed to minimise impact on residents.

- Continued bushfire management planning and mitigation works; and
- Proactive weed and pest management.

##### Financial / Resource Implications

Nil.

##### Legislative Compliance

Emergency Management Act 2005.

Bush Fires Act 1954.

##### Policy Implications

Additions on completion.

##### Stakeholder Engagement / Consultation

Bush Fire Brigades.

BFAC.

##### Risk Implications

Developing the procedures ensures brigades and FCO's are sufficiently informed of the requirements and are provided with the necessary guidelines

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to enable them to act safely and effectively with the normal range of incidents that they may expect to encounter. It is proposed that by developing the rules and incorporating these into the Bushfire Operation Manual it will decrease the risk implications for Council.

#### OFFICER'S COMMENT

The Bush Fire Manual brings together multiple Council documents and policies and BFAC decisions into one easy to read document, so bush fire members and new members can be given this document and know all there is to know on policies and procedures for bush fires within the Shire of Northam.

This document is hoped to be for the Brigades by the Brigades to help members to understand their roles and procedures.

The process proposed is as follows:

1. Workshops will be held to review individual sections of the Manual to prevent overload at workshops.
2. Brigades are to select 2 members, which can include their BFAC representative, who would be the best member to provide feedback on the document on their brigade's behalf at the workshops.
3. The sections to be discussed will be sent to each Brigade prior to the workshop.
4. Brigade members will give feedback on sections they wish to discuss to Brigade representatives to be tabled at the workshop.
5. Discuss the sections queried by the brigades and discuss these sections at the workshop, to ensure by the time the workshop is completed, the document will not require significant changes and discussion by BFAC.
6. BFAC approval and council endorsement.

The Bush Fire Manual consists of current council plans and policies and decisions of council advised from BFAC.

Workshop 1 will deliberate on –

- Section 2 -Bushfire Response Plan (Update of the 2010 Bushfire Management Plan)
- Section 5 -Bush Fire Brigades ( Minor changes (highlighted) and ease of reading to the previous Bushfire Administration Manual)
- Section 7 – Local Government Appointments ( proposed additional clarification on selection of Bush Fire Control Officers and BFAC Positions (New)

Workshop 2 will deliberate on –

- Section 3 -Bush Fire Policies and Procedures (Mostly New, some policies will move over from existing Council Policies, new Standard Operating procedures)

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Workshop 3 will be held at a later date to discuss –

- Section 6 -Risk to Resource (update of 2010 version)
- Section 4- Bushfire Risk Management Plan (BRMP) (New)

Officers are suggesting that the first two workshops to be held on 9<sup>th</sup> May 2018 and 23<sup>rd</sup> May 2018. It is proposed that that the following will be invited to attend:

- Up to two Bushfire Brigade representatives from each Brigade
- The CBFCO and DCBFCO;
- The Executive Manager Development Services and the Community Emergency Services Manager.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.177**

**Moved: Mathew Macqueen**

**Seconded: Nick Dewar**

**That Council endorse the preparation of the Bush Fire Manual and the proposed methodology as outlined in this report.**

**CARRIED 11/0**

Discussion was held around the following:

- The Community Emergency Services Manager and A/Area Officer Upper Wheatbelt provided an update around the document advising that it is one handbook that contains all necessary information such as policies, procedures, guidelines etc.
- It was queried whether this should be delayed until there is clear direction in relation to what is happening with bush fire brigades and the Rural Fire Service. The Chief Bush Fire Control Officer advised that he would like to see this commenced as there is no timeframe for this and it could be years before changes are implemented.
- Clarification was sought in relation to who was the target audience. The A/Area Officer Upper Wheatbelt advised that this is for bush fire members and Shire of Northam staff.
- What the financial and resource element is. The Community Emergency Services Manager advised that the only element would be resources in terms of staff time to prepare the manual.
- It was queried whether an electronic version would be available. The A/Area Officer Upper Wheatbelt advised that this will also be available electronically and Officers are investigating options around this.

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#### 5.4 NOMINATIONS FOR BUSH FIRE CONTROL OFFICERS (FCO) 2018/19

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter Acting Community Emergency Services Manager
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

For the committee to recommend to Council the appointment of Fire Control Officers (FCO) for the 2018/19 bush fire season.

#### ATTACHMENTS

Nil.

#### BACKGROUND / DETAILS

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

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

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

##### Financial / Resource Implications

Advertising costs.

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### Legislative Compliance

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

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

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

### Policy Implications

Nil.

### Stakeholder Engagement / Consultation

Once the Fire Control Officers have been endorsed by Council public notice will be provided.

### Risk Implications

Council are requested to endorse the Fire Control Officers as detailed in the recommendation which is in accordance with the position set by Council in relation to the minimum training requirements in order to minimise any potential risks.

### OFFICER'S COMMENT

The recommendation for FCO's that have been received are listed within the recommendation of this report. Where a nominee has not achieved the minimum training requirements as prescribed by Council, they have been listed as a permit officer only until the requirements have been met.

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

The nominations and voting for the Grass Valley, Jennapullin and Southern Brook BFB is yet to be conducted. It is proposed that this will be undertaken and nominations provided to the CESM prior to the June BFAC meeting for the committee's/council's consideration.



**RECOMMENDATION / COMMITTEE DECISION**

Minute No: BFAC.178

Moved: Mathew Macqueen

Seconded: Sam Moss

That Council appoints the following Fire Control Officers for the 2018/19 Season subject to the individual complying with the adopted minimum training and experience standards:

Bakers Hill

- Simon Peters.
- Kristofer Brown.
- Suzanne Brown.
- Ulo Rumjantsev.
- Gordon Ashman (Weather Officer Only).

Clackline / Muresk

- Mathew Macqueen.
- Matthew Letch.
- Blair Wilding (Permit Officer only, until training requirement met).

Grass Valley

- Phil Lloyd(including Weather Officer)
- Paul Reynolds (Permit Officer only, until training requirement met).
- Chris Marris (Permit Officer only, until training requirement met).

Irishtown

- Rob Herzer (Permit Officer only, until training requirement met).

Inkpen

- Nic Dewar.
- Sim Kuiper (Weather/Permit Officer only).

Jennapullin

- Aaron Smith (Weather Officer only).

Southern Brook

- Paul Antonio (Permit Officer only, until training requirement met).

Wundowie VFRS

- Tyron McMahan.

Wundowie BFB

- Brendon Rutter (Permit Officer only, until training requirement met).

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**Northam VFRS**

- Greg Montgomery.

**Shire of Northam**

- Daniel Hendriksen.
- Brendon Rutter (Permit Officer only, until training requirement met).

**CARRIED 11/0**

Discussion was held around training requirements to enable permit only officers to be fully operation FCO's. The Community Emergency Services Manager agreed to investigate what further training is required for the permit only officers and liaise with them to organise the necessary training. The A/Area Officer Upper Wheatbelt agreed to hold night training to enable this to occur, it was advised that they would ideally need a minimum of 4 or 5 people and with some courses 6 or 7.

## 6. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Agenda item 6.1 - Presentation on the Bushfire Risk Management Project was brought forward.

## 7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

### 7.1 BAKERS HILL – AUXILIARY PUMP ON TRUCK

It was raised that the Committee agreed to write to DFES in relation to the issues. It was queried whether this had occurred. The Community Emergency Services Manager advised that the letter has not yet been sent however will be undertaken over the coming week.

### 7.2 DEBRIEF ON FRIDAY, 13<sup>TH</sup> APRIL 2018

The Chief Bush Fire Control Officer reminded members of the debrief being held and encouraged attendance and/or requested or send any matters to him.

### 7.3 BURNING ON SUNDAYS, BANS AND FIRE PERMITS

It was raised whether burning on Sunday is now permitted. The A/Area Officer Upper Wheatbelt advised that this was granted at the last Committee meeting and endorsed by Council.

It was queried whether the east and west of the Shire should be considered separately when imposing bans and issuing permits due to the conditions often being different at each end. The committee generally agreed that this may cause more issues. The A/Area Officer Upper Wheatbelt advised that permits can be issued with conditions to allow the FCO's to have control where and when people can burn (e.g. allowing permits to be issued for agricultural, commercial purposes so that it is not too restrictive). The A/Area Officer Upper Wheatbelt advised you cannot split the Shire in terms of the restricted periods as it would be difficult to 'draw the line' without causing frustration for landowners (i.e. neighbour can burn, but they cannot). It was further advised that it can be opened up 2 weeks earlier depending on conditions.

### 7.4 IRISHTOWN SHED STATUS

It was raised whether this has progressed. The A/Area Officer Upper Wheatbelt advised that an agreement needs to be made with the Progress Association in order for the land to either be owned or leased by the Shire of Northam.

### 7.5 SCHEUDLING OF BRIGADE AGM'S

It was raised whether these needed to be rescheduled to tie in with the Committee meeting and FCO nominations. The A/Area Officer Upper

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Wheatbelt advised that the FCO's were considered at this meeting rather than June due to allowing the brigades to make informed decisions in relation to nominating the Chief and Deputy Chief Bush Fire Control Officers as the Fire Control Officers will be endorsed by the June meeting.

#### 7.6 ISSUING OF PERMITS AND PERMIT REQUIREMENTS

It was raised that there appears to be issues around communication with a permit holder and FCO if this is amended once issued. An example was provided with a permit issued to Angus Cooke where this was amended and no communication of this.

Discussion was held around the condition on permits, in respect to the equipment on the fire ground (plough, loaders etc.). It was raised that there needs to be some consistency however in some cases the conditions imposed are not practical and there is a lot of red tape. The A/Area Officer Upper Wheatbelt advised that there should be at least 2 water or 1 water and 1 machine available in order for a permit to be issued.

It was raised that there is consistently not enough information on permits and this is an ongoing issue. It was suggested that some training be held in relation to permit writing.

The Chief Bush Fire Control Officer advised that he will be contacting FCO's over the coming week in relation to the burning periods.

#### 7.7 ASSOCIATION OF VOLUNTEER BUSH FIRE BRIGADES WA- DAVE GOSSAGE

Mr Gossage provided some background in relation to his career/involvement in Bush Fire Brigades and Local Government. It was advised that he is the President of the Association which is made up of volunteers and also a Chief in a Local Government District.

#### BART and SWIFT Systems

Recommended that this be investigated to assist in managing bush fires. It was advised that the group call system is being turned off by Telstra in February 2019.

#### Bush Fire Brigade Authority

It was advised that if a fire is outside a gazetted fire area, it is the brigade's responsibility.

#### Manuals

It was encouraged to not create so many to the point that it becomes excessive and harder for volunteers. It was raised that Local Governments have a tendency to 'cover themselves'.

Bush Fire Advisory Committee Meeting Minutes  
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Training Records

It was queried who's records these are. The Community Emergency Services Manager advised that they are DFES records. It was recommended that the local government maintain and update their own records, as DFES are bound by confidentiality and if something goes wrong they are not obligated to provide you with information.

CESM Program

It was raised that this has become a city centric model and they are working on getting the resource and funding to support the brigades. Reference was made to the Fire Prevention Officer Program and the aim is to have the intent of this program.

Risk to Resource

It was raised that this is fundamentally flawed and will be changing. It was advised that the local government is responsible for the brigades, not DFES and they are to ensure they have the necessary resources to perform the function required of them.

FCO Training

It was raised that this is being investigated and is likely to revert to the old 1 to 12 system with FCO's completing the entry level course and anything further to this is completed in at any time and order.

Bush Fire Service Medal

It was advised that this is progressing and it is hoped that this will be announced in the near future.

Red Cross Ready

Encouraged members to forward this invitation to their friends and family members.

Infrared Cameras

Advised that they have secured these at a price of \$1,000.

Header Fires

There has been a solution found to these which is placing a plate under one section of the comb.

Chainsaws

Advised that brigades can have these providing they have undertaken the necessary training.

Mitigation Funding

Advised that they are working on securing more funding for local governments and brigades.

Bush Fire Advisory Committee Meeting Minutes  
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WALGA / ESL

Advised that they have been working closely with WALGA. They are not sure how the ESL funding will pan out however they are pushing for a balance and are committed to securing more funding.

ESL Manual

Advised that this is quite restrictive and they are working towards this being more consistent with the Emergency Service Act.

Fit for Purpose Vehicles

It was raised that there are a number of issues across the state, with a prominent issue being due to the trucks not being made for off road use.

Website and Newsletter

Encouraged members to look at their website and newsletter to keep informed. They will be providing free training which will be listed within this.

Encouraged members to look at their website to find information and updates. They will be providing free training which will be listed on their website.

Emergency Services State Conference

It was raised that the annual conference will not be held this year due to the Australasian Fire Authorities Council holding their conference in WA.

Insurance Myths

Advised that the coroner does not attribute fault and looks at the cause however can make recommendations for matters to be investigated. It was raised that the Bus Fires Act is a very protective piece of legislation.

Rural Fire Service

It was advised that this will be implemented however the detail is still unknown. As soon as the Association knows this will be communicated.

In conclusion, it was raised that the Association is working closely with the Commissioner and achieving positive outcomes for brigades. It was advised that they are here for the brigades and can be contacted for advice or information.

Discussion was held around training. It was queried what can be done if DFES don't have the training records. Mr Gossage advised that completing a Statutory Declaration is sufficient providing you know the date you attended and can name somebody that you attended with. It was also advised that the training structure will be changing and will be more practical than theory.

Bush Fire Advisory Committee Meeting Minutes  
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**8. DATE OF NEXT MEETING**

12<sup>th</sup> June 2018, 5:30pm.

**9. DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Rob Herzer declared the meeting closed at 7:57pm.

"I certify that the Minutes of the Bush Fire Advisory Committee meeting held on Tuesday, 10<sup>th</sup> April 2018 have been confirmed as a true and correct record."

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

\_\_\_\_\_ Date

**12. OFFICER REPORTS**

**12.1 CEO'S Office**

Nil.

**12.2 ENGINEERING SERVICES**

Nil.



## 12.3 DEVELOPMENT SERVICES

### 12.3.1 Request to Initiate Proposed Scheme Amendment No. 13 to Shire of Northam Local Planning Scheme No. 6 – Lots 3, 4, 5 & 340 Peel Terrace, Northam & Lot 385 Wellington Street, Northam & Portion of Reserve 32053 (Lot 367) Elizabeth Place, Northam.

<b>Address:</b>	Lots 3, 4, 5 & 340 Peel Terrace, Northam Lot 385 Wellington Street, Northam Portion of Reserve 32053 (Plan 1312 – Lot 367, Elizabeth Place, Northam)
<b>Owner:</b>	DV & SJ Knipe, Boran Pty Ltd & Department of Planning Lands and Heritage
<b>Applicant:</b>	Avon Valley Motor Group
<b>File Reference:</b>	A11000, A12435, A12444, A11045 / SA13
<b>Reporting Officer:</b>	Benjamin Robins Planning Officer
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Council is requested to initiate Scheme Amendment No. 13 to Shire of Northam Local Planning Scheme No. 6. The amendment proposes to apply an additional use upon Lots 3, 4, 5 & 340 Peel Terrace, Northam & Lot 385 Wellington Street, Northam & a triangular portion of Reserve 32053 (Lot 367 on Plan No. 1312) for 'Motor Vehicle, Boat or Caravan Sales' use which is an 'X' (Not Permitted) use in the Commercial zone.

The proposal to apply an additional use through a Scheme Amendment is considered valid, as the adjoining landholding are also zoned 'Commercial' and contain motor vehicle sales dealerships forming a broader vehicle sales precinct (Nissan, Toyota, Ford, Hyundai Dealerships). (Refer **Attachment 1**).

The purpose of the scheme amendment is to provide for the additional use on the abovementioned lots to allow for the extension of vehicle sales along the Peel Terrace frontage.

#### ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Zoning Map.
- Attachment 3: Proposal Document.
- Attachment 4: Portion of Reserve 32053.
- Attachment 5: Letter of Consent – Boran Pty Ltd.

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## BACKGROUND / DETAILS

### Site Details:

#### **Lot 3 Peel Terrace**

Owner: Boran Pty Ltd

Area: 798m<sup>2</sup>

Present Zoning: Commercial

#### **Lot 4 Peel Terrace**

Owner: Boran Pty Ltd

Area: 283m<sup>2</sup>

Present Zoning: Commercial

#### **Lot 5 Peel Terrace**

Owner: Boran Pty Ltd

Area: 190m<sup>2</sup>

Present Zoning: Commercial

#### **Lot 340 Peel Terrace**

Owner: DV & SJ Knipe

Area: 1,630m<sup>2</sup>

Present Zoning: Commercial

#### **Lot 385 Wellington Street**

Owner: DV & SJ Knipe

Area: 1130m<sup>2</sup>

Present Zoning: Commercial

#### **Reserve 32053 (Plan 1312 – Lot 367) Elizabeth Place**

Owner: State of Western Australia (Management by Shire of Northam)

Area: 469m<sup>2</sup>~

Present Zoning: Commercial (Reserve)

The Lots excluding Reserve 32053 have a combined land area of 4,031m<sup>2</sup> and include the former site of Chicken Treat (Lot 340 Peel Terrace) and Northam Auto-Electrics (Lot 385 Wellington Street). The remaining lots are vacant, being utilised for vehicle parking and storage. The 469m<sup>2</sup>~ portion of Reserve 32053 is subject to **Item 12.3.3** of the Agenda, which proposes to freehold a portion of Reserve 32053 and apply the additional use on the apportioned land (Refer **Attachment 4**).

To the East and South of the subject lots, the land is zoned 'Commercial'. With respect to land to the North West, North and East of the subject land, the land is zoned 'Mixed Use'.

The lots are located within close proximity to a 'Mixed Use' zone precinct and the extensive 'Commercial' zone precinct of the Northam Central Business District (Refer **Attachment 1** – Location Plan).

Council has previously undertaken a similar scheme amendment for the adjoining land to the south being Lot 1 No 47 Fitzgerald Street, Northam which has an additional use of "Motor vehicle, boat, caravan sales and uses thereto as approved by the local government". This was also undertaken by a scheme amendment process. The lot is currently has the buildings associated with Avon Valley Nissan and Mitsubishi.

Scheme Amendment Purpose:

The subject land to this proposal is owned by the Avon Valley Motor Group, Boran Pty Ltd (Refer **Attachment 5**) and the State of Western Australia (Reserve 32053). The purpose of the amendment is to apply the additional use 'Motor Vehicle, Boat or Caravan Sales' and uses ancillary thereto onto the properties. This will enable the land use to be carried out on subject lots and their association with the adjacent Avon Valley Nissan (Lot 1 Fitzgerald Street, Northam). It will also allow Avon Valley Motor Group to extend their dealership.

Future Development:

The applicant (Avon Valley Motor Group) proposes to undertake the construction of a new car dealership premise and ancillary infrastructure on the subject land, and carrying out the display area upon the Peel Terrace frontage. No amalgamation of lots is proposed, as the applicant states that no structures are to be built across boundaries and are to be used as vehicle display areas.

A concept plan is provided on Page 12 of the applicant's submission, which is proposed to utilise existing crossovers and extend the display areas (Refer **Attachment 3** – Proposal Document).

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

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

### Financial / Resource Implications

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

If Council resolves to initiate the scheme amendment, the applicant will be required to pay the Shire statutory fees as provided for under Part 7 (local

government planning charges) of the *Planning and Development Regulations 2009*.

## **Legislative Compliance**

### Shire of Northam Local Planning Scheme No. 6 (LPS 6)

The objectives of the 'Commercial' zone in the Shire's LPS 6 are as follows:

- *"Provide for retail shopping, office and commercial development and social, recreational and community activities servicing the community as a whole.*
- *Provide for consolidation and revitalisation of commercial areas whilst reflecting the historic character and identity of the town.*
- *Encourage a high standard of development which serves to enhance the character of the zone.*
- *Maintain compatibility with the general streetscape for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.*
- *Provide for multiple dwellings only where such uses are combined with a commercial use."*

### Shire of Northam Local Planning Strategy (2013)

The Shire's Local Planning Strategy identifies the following vision for Commerce & Industry within the Shire:

*"Development of a diversified range of commerce and industry in appropriate locations which provides significant employment opportunities and reduces the local economy's dependency upon the agricultural sector."*

In order to achieve this vision, the Shire's Local Planning Strategy provides the following actions:

- *"Promote diversification of the Shire's economy and the creation of new employment opportunities by encouraging the development of a wide range of new commercial and industrial uses.*
- *Continue to promote the Northam townsite as the administrative and commercial hub of the Avon Arc Sub-Region and direct the majority of new commercial and light industrial development to the townsite to build upon existing infrastructure in this settlement and maximise efficiencies of operation and economies of scale.*
- *Avoid the establishment of commercial or mixed use areas beyond a local centre in Northam as it may detract from providing a consolidated activity precinct in the town centre and could attract a discount department store or bulky goods retail outside designated locations for these uses.*
- *Encourage and support new commercial and light industrial development in the Wundowie and Bakers Hill townsites in appropriate locations.*

- Continue to encourage and support the establishment of a wide range of general industrial uses including manufacturing, processing and distribution activities in the Avon Industrial Park.
- Ensure that sufficient amounts of suitably zoned and serviced commercial and industrial land are provided in appropriate locations within existing established areas to accommodate new commercial and industrial activities."

#### Planning and Development (Local Planning Schemes) Regulations 2015

Section 75 of the *Planning and Development Act 2005* (the Act) gives a local government the power to amend its local planning scheme. The procedure for preparing and adopting an amendment is provided for by the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

Should Council resolve to initiate the amendment (Reg. 35(1)), it must specify whether, in its opinion, the amendment is a complex amendment, a standard amendment or a basic amendment (Reg. 35(2)(a)). Council's resolution must also include an explanation of the reason for Council forming that opinion (Reg. 35(2)(b)).

Once initiated, Council will be required by section 81 of the Act to refer the amendment to the Environmental Protection Authority (EPA) for its consideration under section 48A of the *Environmental Protection Act 1986*.

Once Council has received advice from the EPA, it can advertise the amendment in accordance with Regulation 47(1) and (2) of the Regulations.

Submissions on the amendment will be accepted by Council in accordance with Regulation 49(1) and (2). Once the 42-day public submission period has ended, Council is obliged to consider the amendment in the light of submissions received (Regulation 50(2)) and resolve to adopt the amendment, modify it or resolve not to proceed (Regulation 50(3)).

The amendment is then forwarded to the Western Australian Planning Commission together with details of the submissions received and Council's recommendation on the amendment (Regulation 53(1)). The Commission will then consider its recommendation to the Hon. Minister for Planning, who is responsible for final approval or refusal of the amendment.

#### **Policy Implications**

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

### Stakeholder Engagement / Consultation

No stakeholder engagement and consultation is required prior to Council initiating an amendment to its Local Planning Scheme.

### Risk Implications

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

### OFFICER'S COMMENT

Items 12.3.1 and 12.3.2 can be considered independent from each other for Councils consideration.

Based on the objectives of the Shire's Local Planning Strategy for 'Commerce & Industry' and overall objectives of the 'Commercial' zone contained in LPS 6, it is considered that the proposed Scheme Amendment is consistent with the Shire's strategic direction in that it provides enhanced commercial activity and employment opportunities within the Shire that reinforces the commercial core of the Northam Central Business District.

The subject lots are considered to be within an existing precinct for motor vehicle sales and the proposal is therefore valid with respect to current land uses undertaken in the vicinity of the proposed additional use application by Scheme Amendment.

Given that the proposal is consistent with the strategic direction of the Shire, proposed Scheme Amendment No.13 is considered to be a 'standard amendment' in accordance with clause 34 (a, b, e, f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3325

Moved: Cr Proud

Seconded: Cr Williams

That Council:

1. Resolves, in pursuance of Section 75 of the *Planning and Development Act 2005*, to amend Shire of Northam Local Planning Scheme No.6 by:
  - 1.1 Amending Schedule 2 – Additional Use No.5 to include Lots 3, 4, 5 & 340 Peel Terrace, Northam & Lot 385 Wellington Street Northam & Portion of Reserve 32053 (Lot 367);
  - 1.2 Including the following conditions to the subject land –
    - (a) All development and use shall be subject to an application for development approval.

- (b) All development and use shall be in accordance with any plans, conditions and management requirements approved by the local government.
- (c) No alterations or extensions to the land use shall be undertaken without the approval of the local government; and
- 1.3 Amending the Scheme Map accordingly.
2. Number the proposed local planning scheme amendment 'Amendment No.13' to Shire of Northam Local Planning Scheme No.6;
  3. Resolves, pursuant to the Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, that proposed Scheme Amendment No. 13 is a standard amendment pursuant to clause 34(b) of the Regulations as it is:
    - (a) *an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;*
    - (b) *an amendment that is consistent with a Local Planning Strategy for the scheme that has been endorsed by the Western Australian Planning Commission;*
    - (e) *an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment; and*
    - (f) *an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.*
  4. Requests the applicant prepare and submit to the local government as soon as practicable the formal Scheme Amendment documentation consistent with point 1 of this resolution;
  5. Authorises the President and Chief Executive Officer to execute two (2) copies of the Amendment documents in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*;
  6. Pursuant to Section 81 of the *Planning and Development Act 2005*, refers proposed Amendment No. 13 to the Environmental Protection Authority prior to advertising in accordance with Regulation 47(2) (a) up to and including (e) of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
  7. Provides the Amendment documentation to the Western Australian Planning Commission for its advice and comments at the start of the advertising period.

**CARRIED 7/0**

Clarification was sought in relation to the following:

- Why the adjacent landowners are not aware. The Executive Manager Development Services advised that the consultation does not usually occur until Council has initiated the amendment, otherwise in the event Council did not support the proposed amendment, consultation would have been unnecessary.

- The previous position of Council to have this area not permitting this type of activity, and what the reason is for the change of position to result in the Officer recommending the scheme amendment be initiated. In addition, should the other lots with this type of use be included within this process. The Executive Manager Development Services advised that the existing car yards are non-conforming uses and the amendment is related to the approved non-conforming use (i.e. previously permitted in the Local Planning Scheme). If other landowners wished to rezone, they could do this through applying to Council however they cannot be added onto this process.

Arguments for the motion:

- Cr Proud – Will make the town more competitive and attractive and will also provide ancillary services.

Arguments against the motion:

- Cr Pollard – Withdrew his argument against the motion.

Right of Reply:

- Nil.

The Coordinator Governance / Administration departed the Council Chambers at 7:15pm and returned at 7:17pm.

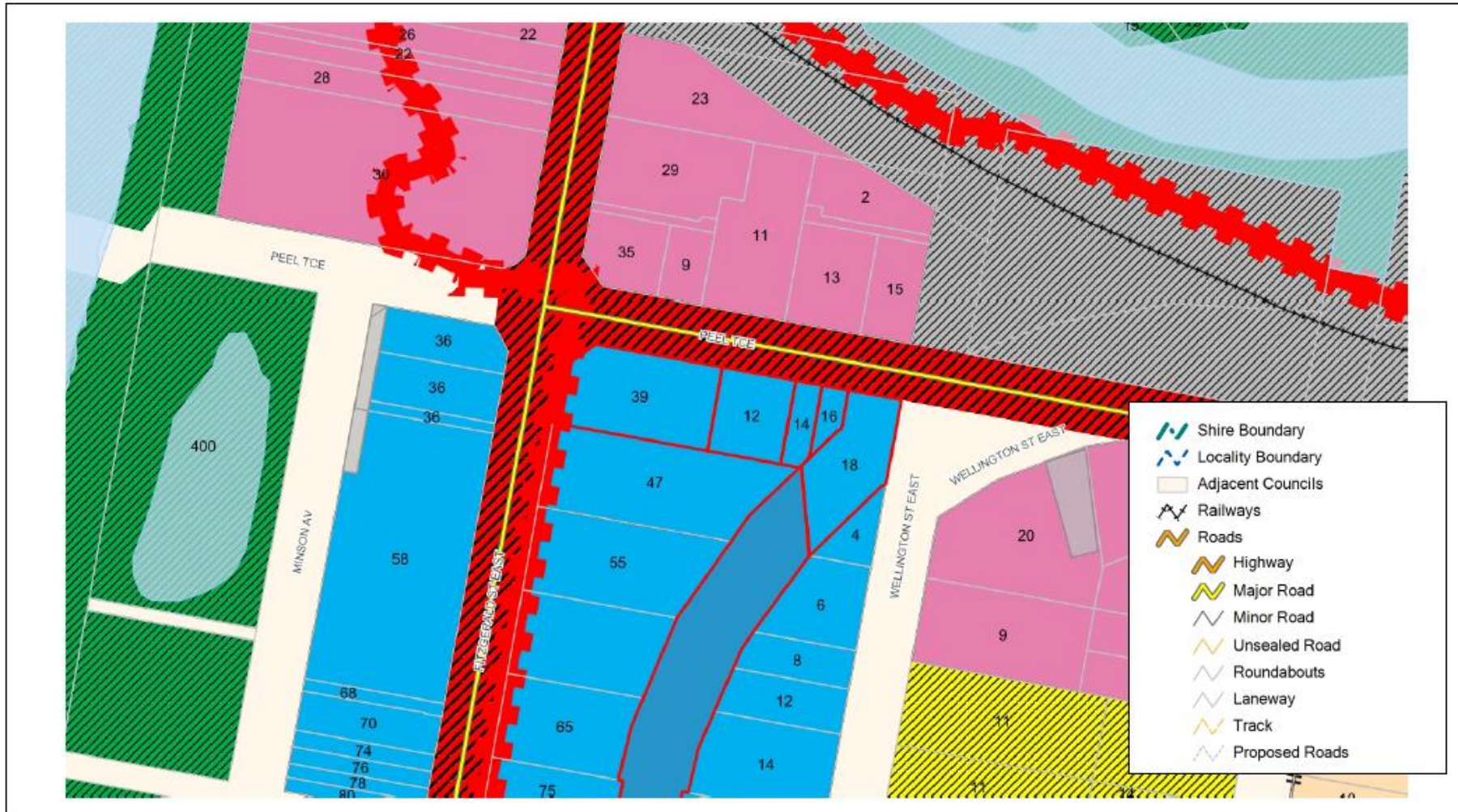


Attachment 1



	<p>The Shire of Northam does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that The Shire of Northam shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.</p>	<p>Scheme Amendment 13                  Proposal</p>	<p>28/03/2018</p>	
			<p>1:2000</p>	

Attachment 2



The Shire of Northam does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that The Shire of Northam shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

Scheme Amendment 13  
 Proposal

28/03/2018  
 1:2000



Attachment 3

1

# Avon Valley Motor Group

Application for additional use for Northam Lots 340,  
3, 4, 5 and Lot 385, bounded by Fitzgerald St, Peel  
Terrace and Wellington St.

February 2018

Prepared by David Dow,  
P/o Box 63 Toodyay,  
Email ; toomac@gidgenet.com.au  
Tel. 0427742606

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## 1.0 Introduction

### 1.1 Application

The applicants ask council to consider and resolve to amend the Shire of Northam Local Planning scheme No 6 to permit an additional use for Northam Lots 340, 3, 4, 5 and Lot 385, bounded by Fitzgerald St, Peel Terrace and Wellington St.

The additional use proposed is ; **Motor vehicle, boat or caravan sales & uses ancillary thereto as approved by the local government.**

The adjoining property, Lot 1(No 47) Fitzgerald Street already has the same approved additional use as shown on page 56 of the scheme text.

The modification to the zoning table allowing the additional use on Lot 1 was approved by Council resolution on 14<sup>th</sup> November 2006.

(addendum 4.1)

### 1.2 Applicants

The applicants are the Avon Valley Motor Group (AVMG); a family owned company. The company directors are Northam residents - David, Leonie and Stephen Knipe.

AVMG employs 43 staff in dealerships in Northam and Merredin with franchises for Nissan, Mitsubishi, Toyota and Isuzu.

Mrs. Leonie Knipe is Manager/Dealer Principle of AVMG and may be contacted on (08)96225622.

Email; lknipe@avtoyota.com.au

Post; 32 Fitzgerald St.,  
Northam W.A.,  
6401.

### 1.3 Location and Ownership

The lots subject of this application are bounded by Fitzgerald St., Peel Terrace and Wellington St.

Lot 340 (2) is a rectangular lot of 1665m<sup>2</sup> bounded by Fitzgerald St. and Peel Terrace and is commonly described as the "Old Chicken Treat" site. This lot was purchased by the proponents in 2017.

Lots 3,4,5 comprise a single parcel totaling 1270m<sup>2</sup> fronting Peel Terrace and is leased by the proponents.

Lot 385 fronts both Peel Terrace and Wellington St along with Elizabeth Place at the rear. This 1130m<sup>2</sup> lot is owned by the proponents.

See addendum 4.2 for survey/title diagrams

### 1.4 Current Use

Lot 340 is currently vacant. The former Chicken Treat building has been secured against vandalism by boarding up windows and doors. Access is via both Fitzgerald St. and Peel Terrace, however the current layout does not allow egress into Peel Tce. The premises are still subject of a commercial tenancy lease that expires in November 2018. AVMG are unable to make any alterations or improvements until the lease expires.

Lots 3,4,5 (fronting Peel Tce.) are being used by Avon Valley Nissan and Mitsubishi for used vehicle parking and display. There are no buildings on these lots. Access is via the Dealership at the rear as well as a gated entry off Peel Tce.

Lot 340 has a Brick and Iron office and retail space fronting a colorbond workshop currently occupied by Northam Auto Electrics and Tyre Service. Open access is from both Peel Tce and Wellington St. and there is gated rear access from Elizabeth Place.

### 1.5 Nearby land use

The lots subject of this application are situated at the junction of Fitzgerald St and easterly along Peel Terrace adjacent the cross streets often referred to by Northam residents as "*The Traffic Lights*".

Businesses immediately abutting "*The Traffic Lights*" include, Beaurepairs Tyre service, Avon Valley Toyota and Valley Ford- Northam Hyundai. Avon Valley Nissan and Mitsubishi share a common boundary with all of the lots subject of this application. Directly across Fitzgerald St is a currently vacant fenced, former vehicle sales yard that until recently was used by Avon Valley Nissan as occasional new and used vehicle parking.

## 1.6 Future Use

AVMG have commissioned designers to prepare concept plans to build new premises on the adjoining lot 1(47) Fitzgerald Street (Avon Nissan and Mitsubishi).

Expansion or redevelopment of the current premises is not possible without including the parcels of land subject of this application i.e. Lots 340, 3, 4, 5 and Lot 385.

AVMG do not wish to amalgamate lots to create a "super block" as the concept designs do not envisage building across boundaries. The main additional use will be for new and used vehicle display parking, often referred to as a sales yard.

The concept design also includes ancillary buildings on Lot 385 that are intended to compliment the main business. The concept plan show that this area will be used for vehicle wash down and detailing.

## 1.7 Concept drawing

The Concept drawing included in this application represents preliminary aspirations for future redevelopment and is designed to give a broad overview of the applicants intended use of the lots subject of this application. They are not final designs and are of a general nature drafted to give Council a clearer picture of the basis of the applicants future development plans.

The applicants acknowledge that planning and building approvals will be necessary prior to any development proceeding.

See addendum 4.3 for Concept Drawing.

## 2.0 Planning Considerations.

### 2.1 Current Zoning and Objectives

The lots subject of this application are currently zoned Commercial. The Shire of Northam Local Planning Scheme No.6 section 3.2.2 in part states;

*Provide for retail shopping, office and commercial development and social, recreational and community activities servicing the community as a whole.*

The intended use of **Motor vehicle, boat or caravan sales & uses ancillary thereto as approved by the local government** does not appear to fit within the Commercial Zone definitions.

Section 3.2.3 of the scheme Mixed use Zone in part states;

- *Provide for the development of a range of residential, office, commercial and other compatible uses that enhance the local amenity to a high standard and provide for the safe and efficient movement of pedestrians and vehicles.*
- *Provide a compatible interface and transition between commercial, light industrial and residential areas.*

The applicants intended use may fit within the definitions of the Mixed Use Zone as evidenced by the locations of the motor vehicle dealerships located on the opposite side of Peel Terrace, and appear to fit within the D use definitions within the Mixed Use Zone, **however a change of zoning is not the intention of this application.**

## 2.2 Zoning Table and definitions.

Table 1: Zoning Table lists Carpark and Trade Display as D uses in the Commercial zone, however this becomes a little problematic in the context of this application as it could be argued that vehicle parking and display could be an approved use but any sales activity relative to those vehicles would be outside the scope of the zone definitions.

Motor Vehicle Wash is an X use in the Commercial Zone however is allowable in the Mixed Use Zone immediately opposite in Peel Terrace.

The concept design (addendum 3.3) envisages car wash and detailing facilities on lot 385. Currently this function is performed at Lot 1 Fitzgerald St. (Nissan/Mitsubishi).

## 2.3 Possible non- conforming use.

The applicants are of the view that the intended use of lots 340,3,4 and 5 fit within the Zoning table definitions of **Vehicle Parking** and **Trade Display** however the primary purpose of parking new and used vehicles on these lots is sales based therefore it could be argued that any sales activity may lead to an interpretation that the actual use is Motor Vehicle Sales. In this zone Motor Vehicle Sales may be a non-conforming use thus the need for the additional use of **Motor vehicle, boat or caravan sales & uses ancillary thereto as approved by the local government.**

## 2.4 Traffic considerations

There will be no additional traffic flow to or from the subject lots.

The concept design proposes the same access and egress crossovers as currently positioned. Vehicle numbers for lot 340 (Formerly Chicken Treat) should be well down on previous numbers simply by virtue of the change of use from a fast food outlet to a static vehicle parking and display area.



## 2.5 Heritage Considerations.

Even though the lots subject of this application sit within the Fitzgerald St. Heritage Precinct they do not appear in the Northam Municipal Inventory List of Heritage Places. This reflects the applicants view that these lots have little if any Heritage significance and the granting of an additional use will not affect the Heritage value of the Northern end of the Fitzgerald St. Heritage Precinct.

This view is further reinforced by LPP 18 – DEVELOPMENT GUIDELINES FOR THE FITZGERALD STREET HERITAGE PRECINCT (APPENDIX 1) which suggests that historically the area adjacent the junction of Fitzgerald St. and Peel Terrace has always had a strong focus on businesses based around the Automotive Industry.

Page 132 of LPP18 ; *Transition to a more open, mixed streetscape at the northern end of the Study area, around Peel Terrace (reflecting the development of this area with a mixture of houses, motor garages, light engineering works and small factories in the early to mid-twentieth century);*

## 3.0 Summary

Avon Valley Motor Group are asking Council to approve a change to Local Planning Scheme No 6 granting an additional use of ; **Motor vehicle, boat or caravan sales & uses ancillary thereto as approved by the local government.**

This is the first phase of AVMG's intention to expand its current dealerships, Nissan and Mitsubishi located at Lot 1 (47) Fitzgerald St. Northam.

The buildings and infrastructure currently in place are a mixture of older converted buildings and recently constructed purpose built structures that are barely adequate for their intended purpose.

The directors of AVMG are acutely aware that today's motor vehicle dealerships must be in a position to grow and evolve in order to survive.

The key to this is to have modern, purpose built premises that are able to cater for the increasingly challenging changes taking place right across the transport sector.

As shown on the concept drawings, it will be possible to fit a new Sales and Service centre on Lot 1, but there is simply insufficient room for new and used vehicle display areas as well as customer and staff parking. There may also be a need for ancillary infrastructure on the adjacent lots, particularly on lot 385 which is presently occupied by *Northam Auto Electrics and Tyre Service.*

AVMG will be reluctant to progress redevelopment with the current uncertainty created by the present Zone definitions but **are confident** that the granting of the requested additional use will be sufficient to allow them to formulate working drawings and apply for planning approval, demolition approval and building licenses to commence first stage development on the lots subject of this application, i.e Lots 340, 3, 4, 5 and Lot 385.

#### 4.0 Addendums

##### Addendum 4.1

Council previously resolved at its meeting held on 14 November 2006 to initiate an amendment to Town Planning Scheme No 5 for the purposes of modifying Table 1 (Zoning Table) by including "Motor Vehicle, Boat or Caravan Sales" as an "A" use in the "Town Centre" zone.

SHIRE OF NORTHAM LOCAL PLANNING SCHEME NO 6 No.	Description of land	Additional use	Conditions
A5.	Lot 1 (No.47) Fitzgerald Street, Northam AMD 4 GG 20/05/16	Motor vehicle, boat or caravan sales & uses ancillary thereto as approved by the local government.	1. All development and use shall be subject to an Application for Development Approval. 2. All development and use shall be in accordance with any plans, conditions and management requirements approved by the local government. 3. No alterations or extensions to the land use shall be undertaken without the approval of the local government.

Addendum 4.2(1) Survey/Title Diagrams

ORIGINAL - NOT TO BE REMOVED FROM OFFICE O

Application B24120  
Volume 1121 Folio 912

WESTERN AUSTRALIA

1695 158

**CERTIFICATE OF TITLE**  
UNDER THE "TRANSFER OF LAND ACT, 1893" AS AMENDED

Verify that the person described in the First Schedule hereto is the registered proprietor of the undermentioned estate in the undermentioned land subject to the easements and encumbrances shown in the Second Schedule hereto.

Dated 17th May, 1985

REGISTRAR OF TITLES

**ESTATE AND LAND REFERRED TO**  
Apata in fee simple in portion of Northam Town Lot 35 and being Lot 340 on Diagram 97183, delineated and coloured green on the map in the Third Schedule hereto.


**FIRST SCHEDULE** (continued overleaf)  
Spanick Investments Pty. Ltd. of care of Hester McDonald French & Harrison, Second Floor, 48 St. George's Terrace, Perth

**SECOND SCHEDULE** (continued overleaf)  
MORTGAGE C852486 to Commonwealth Bank of Australia - Registered 17.9.84 at 10.28  
Discharged F909898 23.6.98

REGISTRAR OF TITLES

**THIRD SCHEDULE**

old  
Chicken Treat  
Site

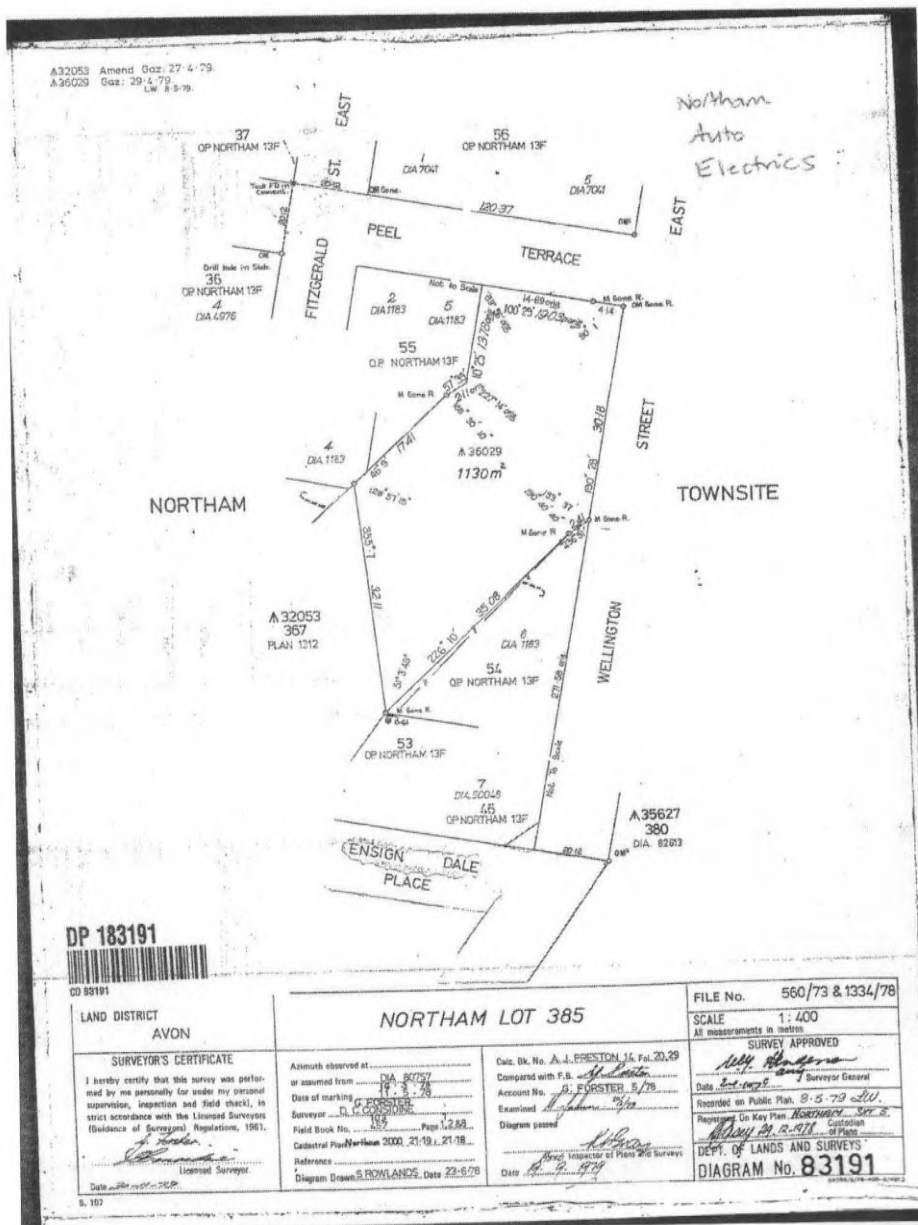


NOTE: RULING THROUGH AND SEALING WITH THE OFFICE SEAL INDICATES THAT AN ENTRY NO LONGER HAS EFFECT. ENTRIES NOT RULED THROUGH MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS.

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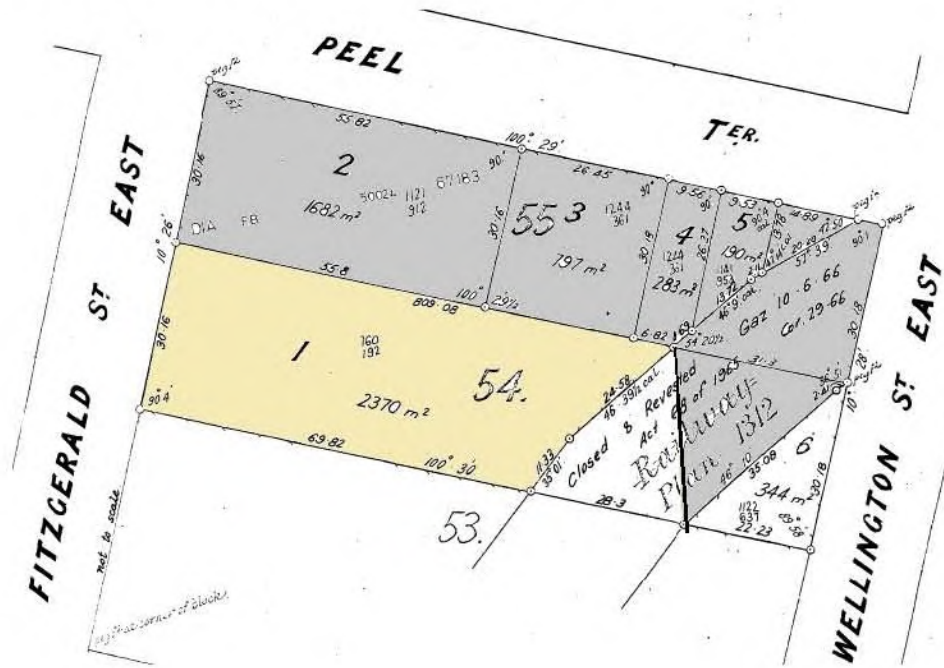
Landgate  
www.landgate.wa.gov.au

Addendum 4.2(2) Survey/Title Diagrams



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Addendum 4.2(3) Survey/Title Diagrams





Addendum 4.4(1) Lot 340 "Chicken Treat"



Addendum 4.4(2) Lots 3,4,5 Peel Terrace





Addendum 4.4(3) Lot 385 Cnr. Peel and Wellington Streets.



Attachment 4



The Shire of Northam does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that The Shire of Northam shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

Portion Of Reserve -  
 Request For Freehold

27/03/2018

1:500



Attachment 5

**BORAN PTY LTD**

ACN: 009 012 579

---

16 March 2018

Shire of Northam  
395 Fitzgerald Street  
Northam WA 6401

Dear Northam Council

**Re: 12-14 Peel Street, Northam**

We the owners of the above property hereby consent for the use of premises to include caryard, motor vehicle, boat or caravan sales and ancillary uses.

Yours faithfully  
Boran Pty Ltd



Ian Green  
Director

Cr C P Della declared an "Impartiality" interest in item 12.3.2 - Request to Excise Portion of Reserve 32053 (Lot 367) for Freehold & Sale as an adjoining land owner at 6 Wellington Street is known to him personally.

### 12.3.2 Request to Excise Portion of Reserve 32053 (Lot 367) for Freehold & Sale

<b>Address:</b>	Portion of Reserve 32053 (Plan 1312 – Lot 367, Elizabeth Place, Northam)
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Avon Valley Motor Group
<b>File Reference:</b>	A11045
<b>Reporting Officer:</b>	Benjamin Robins Planning Officer
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Absolute Majority

#### BRIEF

Council is requested by Avon Valley Motor Group to give consideration to the apportionment, freehold and subsequent sale of approximately 469m<sup>2</sup>~ of Reserve 32053.

The sale of land is to facilitate the proposed development of Avon Valley Motor Group with respect to Council Item 12.3.2, and is therefore related to the requested Scheme Amendment of the subject reserve land.

#### ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Proposal Plan.
- Attachment 3: Proposal Document.
- Attachment 4: Certificate of Title.
- Attachment 5: Survey Plan.

#### BACKGROUND / DETAILS

Avon Valley Motor Group requested the initiation of a Scheme Amendment 13 (Council Item) to which this motion is tied to. The proposal consists of the apportionment of Reserve 32053 as depicted (Attachment 1).

#### **Reserve 32053 (Plan 1312 – Lot 367) Elizabeth Place**

Owner: State of Western Australia (Management Order by Shire of Northam)

Purpose of Management Order: Access & Parking

Lot Area: 6,583.037m<sup>2</sup>

Proposed Excision: 469m<sup>2</sup>~  
Present Zoning: Commercial (Reserve)

The applicant has requested Council to consider that the subject land may be apportioned, made freehold and purchased by Avon Valley Motor Group (Attachment 2). The apportioned land is proposed to be amalgamated into Lot 1 Fitzgerald Street and enable the expansion and upgrade of their premises as per their future land proposal (Attachment 3).

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

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

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

Outcomes: The action will enable complementary land use and/or development being undertaken, and enable the development of an underutilised portion of Reserve land.

### Financial / Resource Implications

The Council currently has no budget allocation for the purchase of the land. The process would involve Council purchasing the land from the State and then 'on selling' the property to the Avon Valley Motor Group.

### Legislative Compliance

Under the *Local Government Act 1995*, Part 3 Division 3, s3.58 outlines the requirements for local government in disposing of land, which includes the following provisions:

- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Unbudgeted expenditure is required to be endorsed by an Absolute Majority of Council. For ease of administration, the entire recommendation is proposed to be endorsed by Absolute Majority.

### **Policy Implications**

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

### **Stakeholder Engagement / Consultation**

As part of the process for disposal of land in the manner being recommended, consultation with the community via a two (2) week advertising period is required.

### **Risk Implications**

Risk implications (financial) are reduced to the extent stipulated under Councils Recommendation.

### **OFFICER'S COMMENT**

Items 12.3.1 and 12.3.2 can be considered independent from each other for Councils consideration.

Based upon the location and dimensions of the subject land, it is considered unlikely that an alternative party would consider the purchase of the excised reserve portion other than the applicant (Avon Valley Motor Group).

The portion of land proposed to be apportioned is landlocked between properties owned by Avon Valley Motor Group, and directly abuts the Reserve 32053. The acquisition of the portion of land the applicant has demonstrated will be required to fulfil its future development intentions, and given the triangular shape of the proposed excised portion of reserve would unlikely be the subject of any alternative persons or entity acquiring the property for development purposes. The proposal as per Attachment 2 demonstrates that the excision of the portion of Reserve will in no way affect the form or function of the management purpose of the overall Reserve (Access and Parking).

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3326**

**Moved: Cr Pollard**

**Seconded: Cr Tinetti**

**That Council, subject to the agreement of Department of Planning, Lands and Heritage:**

- 1. Authorises the Chief Executive Officer to proceed with an offer to purchase portion of Lot 367 on Plan 1312, being a part of Reserve 32053 which adjoins Lot 385 Wellington Street (east) and Lot 1 Fitzgerald Street (west) Northam;**
- 2. Agrees to the purchase price as established by the Valuer General, acknowledging this purchase represents an unbudgeted expenditure**
- 3. Advertises its intention to then dispose of the mentioned portion of the reserve to the Avon Valley Motor Group, subject to the finalisation of the purchase of the said land from the Department of Planning, Lands and Heritage;**
- 4. Avon Valley Motor Group providing a binding written agreement to:  
a) purchase the land at the price as set by the Valuer General; and  
b) pay any associated costs incurred by the Council through the process.**

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

Clarification was sought in relation to whether it would impede other landowners by selling the land to one person. The Chief Executive Officer advised that it wouldn't as all landowners have access to their property.

Attachment 1



The Shire of Northam does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that The Shire of Northam shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

Reserve 32053 - Lot  
 367 On Plan 1312

28/03/2018

1:2500





Attachment 2



The Shire of Northam does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that The Shire of Northam shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

Reserve 32053 - Lot  
 367 On Plan 1312  
 (Proposal: Dotted  
 Portion)

28/03/2018

1:1000



**Attachment 3**

Page | 1

## Avon Valley Motor Group

Request for closure of portion of Elizabeth  
Place, and amalgamation with adjoining Lot 1(No 47)  
Fitzgerald Street, Northam.

February 2018

Prepared by David Dow,  
P/o Box 63, Toodyay, W.A. 6566.  
Email; toomac@gidgenet.com.au  
Tel. 0427742606

## Contents

<b>1.0 Introduction</b>	<b>Page</b>
1.1 Applicants request	2
1.2 Applicants	2-3
1.3 Location and ownership	3
1.4 Land description	3
1.5 Concept drawing	3
<b>2.0 Addendums</b>	
2.1 Modified Survey Diagram	4
2.2 Photograph - As viewed from Elizabeth Place	5
2.3 Concept Drawing	6

### 1.1 Applicants request.

The applicants ask that council, in accord with section 58 of the Land Administration Act of 1997, consider and approve a resolution endorsing the closure of a small triangular portion of unsealed road reserve at the northern end of Elizabeth Place, abutting the rear of Lot 1(47) Fitzgerald St. Northam and the rear of Lot 340, corner of Peel Terrace and Wellington Street, Northam.

See Addendum 2.1 Modified survey diagram.

### 1.2 Applicants

The applicants are the Avon Valley Motor Group (AVMG); a family owned company. The company directors are Northam residents David, Leonie and Stephen Knipe.

AVMG employs 43 Staff in dealerships in Northam and Merredin with franchises for Nissan, Mitsubishi, Toyota and Isuzu.

Mrs. Leonie Knipe is Manager/Dealer Principle of AVMG and may be contacted on;

Tel. 96225622.  
Email; lknipe@avtoyota.com.au  
Post; 32 Fitzgerald St.,  
Northam W.A.  
6401

### 1.3 Location and ownership

The triangular portion of land subject of this request is situated at the northern end of Elizabeth Place and abuts the rear of Lot 1(47) Fitzgerald St. on the western side and Lot 385 on the eastern Side. Both of these lots are owned by the applicants.

The applicants are of the understanding that the subject portion of Elizabeth Place is Crown Land administered by the Department of Lands with responsibility for care and maintenance delegated to the Shire of Northam.

### 1.4 Land description

The parcel subject of this request is a triangular section of approximately 439m<sup>2</sup> of unsealed road at the northern end of Elizabeth Place. The western boundary is delineated by the external walls of the adjoining premises which appear to be constructed on or near the boundary line. The eastern boundary is unfenced and undefined and simply merges into the adjoining lot. The (intended) southern boundary is to some extent defined by farm style metal gates however these gates are outside of the area subject of this request.

See addendum 2-2 Photograph gates

### 1.5 Concept drawing

The Concept drawing included in this application represents preliminary aspirations for future redevelopment and is designed to give a broad overview of the applicants intended use of the lots subject of this application. It is not a final design concept and is of a general nature drafted to give Council a clearer picture of the basis of the applicants future development plans.

### 1.6 Applicants reasons for requested closure and amalgamation

AVMG have commissioned designers to prepare concept plans to build new premises on the adjoining Lot 1(47) Fitzgerald Street (Avon Nissan and Mitsubishi). AVMG are committed to a long term business presence in Northam however the directors believe their current premises will be unable to cater for expected future advances in automotive technology.

The concept plan envisages modern purpose built sales and workshop premises to be constructed on Lot 1, currently occupied by Avon Nissan/Mitsubishi with allied display and parking areas constructed on lots 340 ,3,4,5 fronting Peel Terrace as well as ancillary buildings for car wash and detailing on lot 385.

Parking and display areas along with ancillary buildings are subject of a separate application for "additional use" ; *Motor vehicle, boat or caravan sales & uses ancillary thereto as approved by the local government.*

The concept design, using the existing boundary, depicts a secondary sales and support area severely constrained by the need to build within angled boundaries. As shown on the modified drawing, amalgamation of portion of Elizabeth Place will allow for a conventional rectangular construction that will substantially increase the size and practicality of the secondary sales area. ( See addendum 2.3)

The concept plan includes access from Fitzgerald St. into the workshop area but does not adequately cater for internal traffic from the workshops through to the parking display area or ancillary facilities.

AVMG acknowledges that if Council rejects this application, access could still be obtained by simply driving across the subject portion of Elizabeth place as it would remain in effect a public road, however, this creates a less than ideal situation, particularly with the movement of unlicensed dealer vehicles, both new and used.

At present the area is used almost exclusively by Avon Valley Nissan/Mitsubishi and Northam Auto Electrics and Tyre service and appears to be of no use to the Shire of Northam or the general public but not withstanding this there is still nothing to prevent members of the public legally entering this area

AVMG believes that even though this area is zoned Commercial; Section 3.2.3 of the scheme Mixed use zone is relevant to this application.

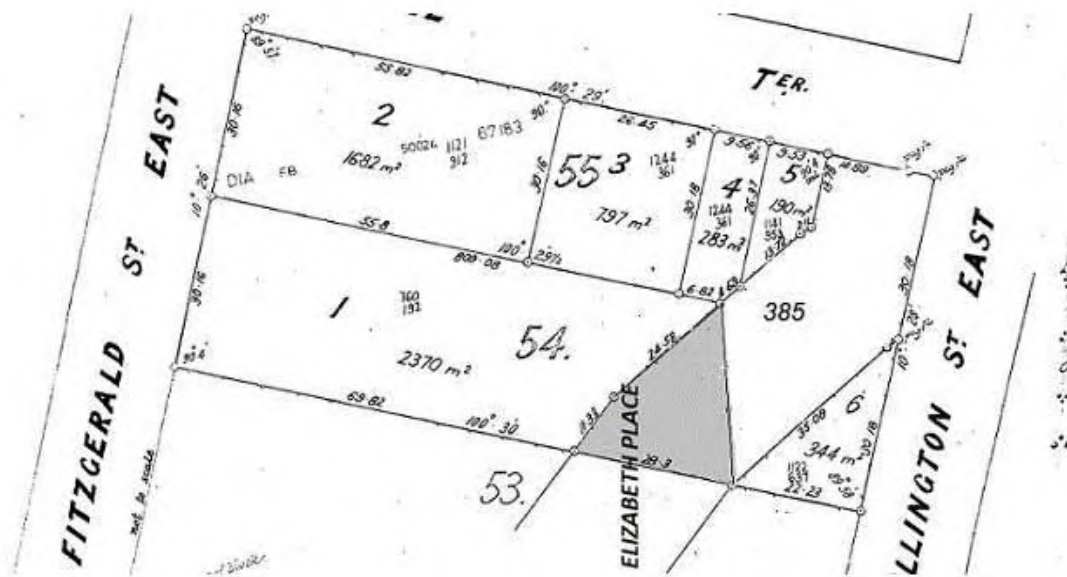
Section 3.2.3 of the scheme Mixed use Zone in part states;

- *Provide for the development of a range of residential, office, commercial and other compatible uses that enhance the local amenity to a high standard and provide for the safe and efficient movement of pedestrians and vehicles*

The applicants suggest that by amalgamating this parcel with Lot 1 the amenity, safety and security of this area will be improved, particularly with the use of appropriate boundary fences and gates.

Amalgamation will remove a major site constraint, not only allowing a more conventional building design but also a logical connection to Lot 385 and through to the Lots fronting Peel Terrace.

Addendum 2.1 - Modified survey diagram



Addendum 2.2 - Photograph as viewed from Elizabeth Place







## Attachment 4

REGISTER NUMBER <b>367/P1312</b>	
DUPLICATE EDITION <b>N/A</b>	DATE DUPLICATE ISSUED <b>N/A</b>

WESTERN  AUSTRALIA

RECORD OF QUALIFIED CERTIFICATE  
OF  
CROWN LAND TITLE  
UNDER THE TRANSFER OF LAND ACT 1893  
AND THE LAND ADMINISTRATION ACT 1997

VOLUME **LR3023** FOLIO **217**

**NO DUPLICATE CREATED**

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

  
REGISTRAR OF TITLES 

### LAND DESCRIPTION:

LOT 367 ON PLAN 1312

### STATUS ORDER AND PRIMARY INTEREST HOLDER: (FIRST SCHEDULE)

STATUS ORDER/INTEREST: RESERVE UNDER MANAGEMENT ORDER

PRIMARY INTEREST HOLDER: TOWN OF NORTHAM

### LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

1. TITLE EXCLUDES THE LAND SHOWN ON DEPOSITED PLAN 183191.
2. RESERVE 32053 FOR THE PURPOSE OF ACCESS & PARKING MANAGEMENT ORDER. CONTAINS CONDITIONS TO BE OBSERVED.

Warning: (1) A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.  
(2) The land and interests etc. shown hereon may be affected by interests etc. that can be, but are not, shown on the register.  
(3) The interests etc. shown hereon may have a different priority than shown.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

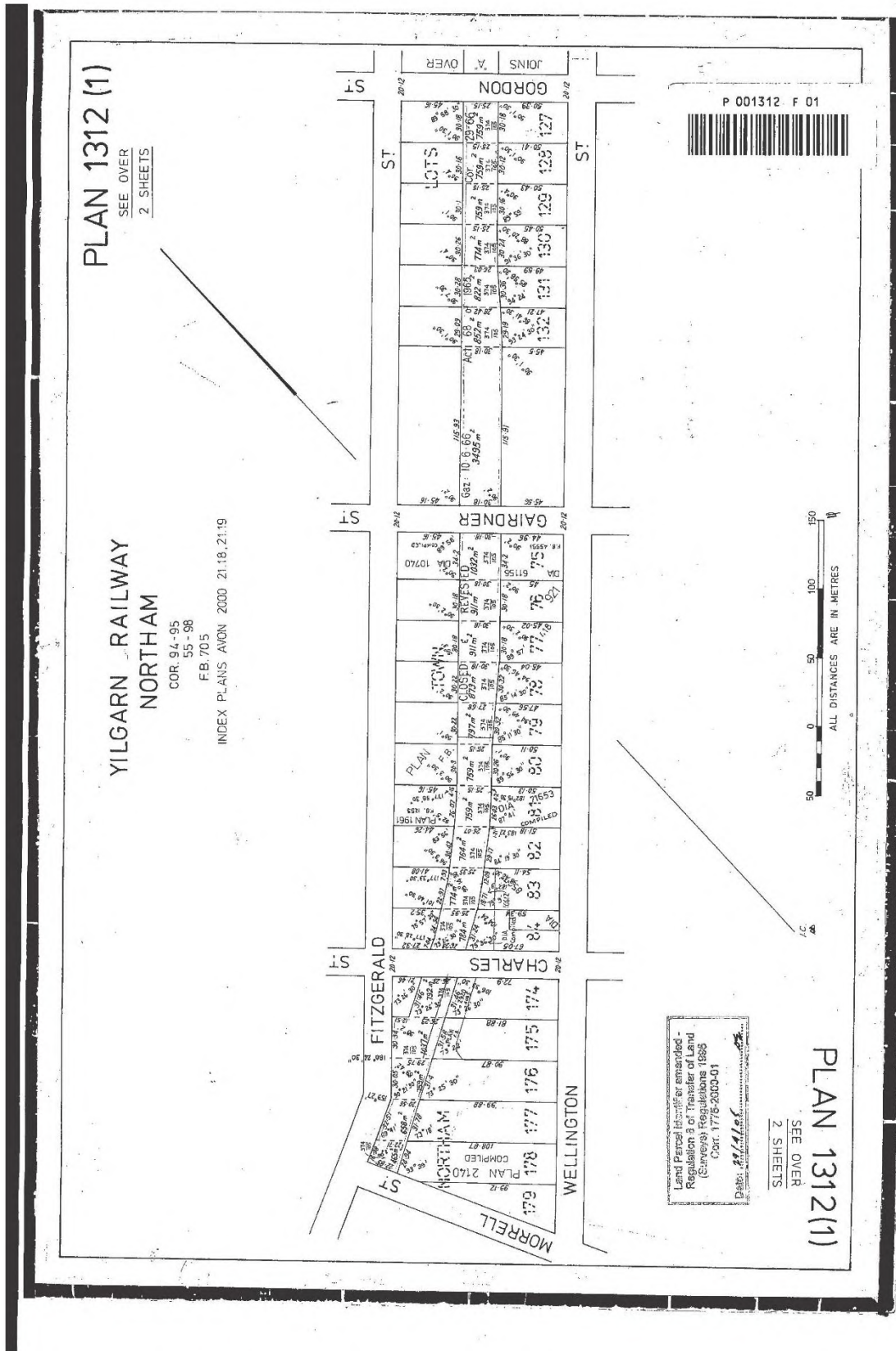
### STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

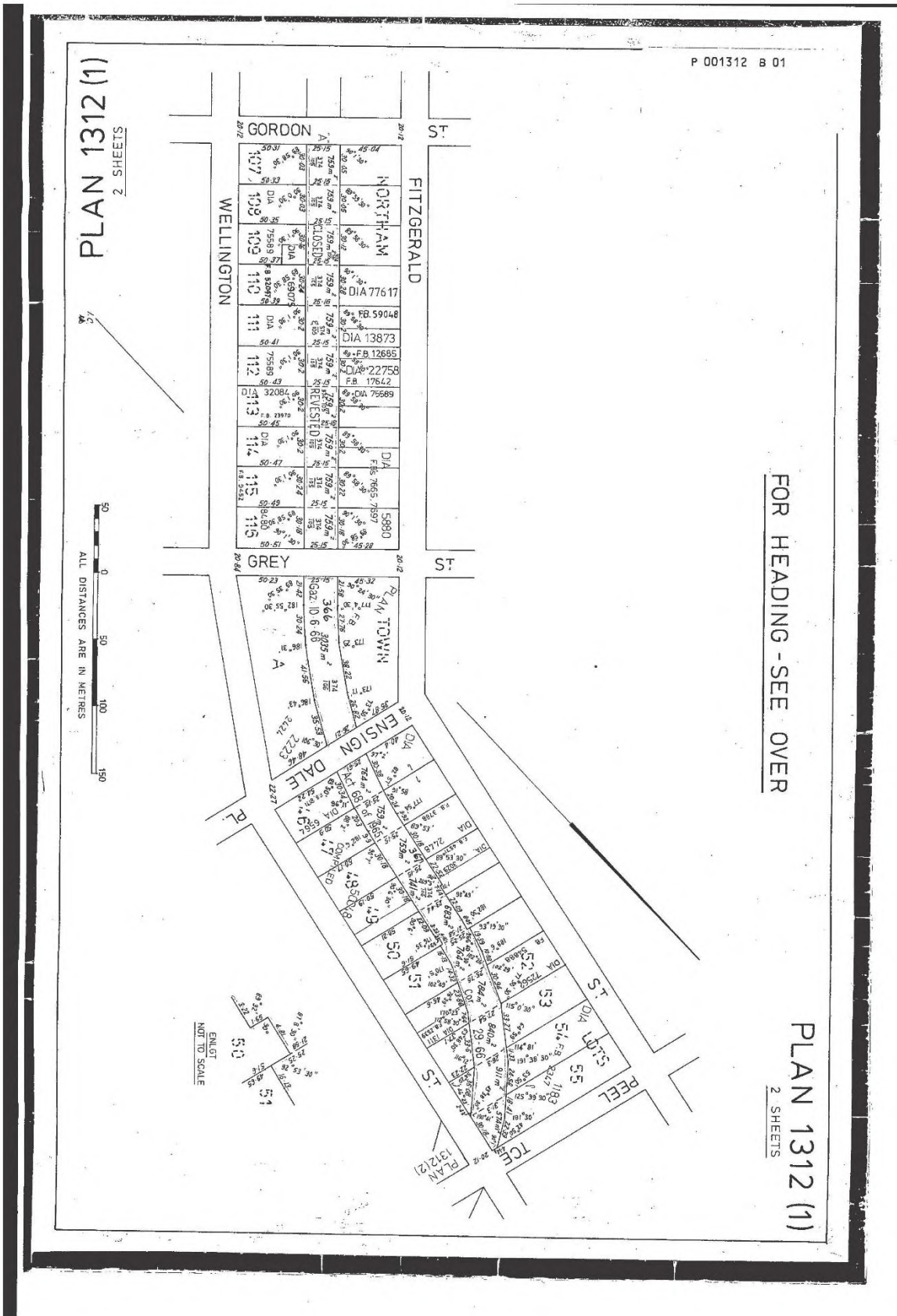
SKETCH OF LAND: P1312  
PREVIOUS TITLE: LR3023-217  
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF NORTHAM  
RESPONSIBLE AGENCY: DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

NOTE 1: M175717 CORRESPONDENCE FILE 00560-1973-01RO

Attachment 5



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#### 12.3.4 Review of Local Planning Policy No.13 – Ancillary Accommodation

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	7.2.4.1
<b>Reporting Officer:</b>	Kobus Nieuwoudt Manager Planning Services
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Council is asked to review the operation of *Shire of Northam Local Planning Policy No.13 - 'Ancillary Accommodation'* (LPP13).

Despite being reviewed in February 2017, LPP13 has not operated effectively. Officers have prepared a draft modified policy for Council's consideration.

#### ATTACHMENTS

Attachment 1: Draft Revised Local Planning Policy No.13 – Ancillary Dwellings.

#### BACKGROUND / DETAILS

In order to ensure Local Planning Policies remain effective, Planning Services staff have recently instigated a review of Council's older adopted local planning policies.

The review will start with LPP13, with the balance of Council's older local planning policies being referred to Council over the next 6 months. This review will allow Council to review the operation of its older local planning policies since their adoption in 2013 and consider whether modification of those policies is required.

Council's LPP13 has seen a fair degree of application over the past 12 months. The Policy was first adopted by Council on 18 December 2013 and became effective on 11 February 2014. The Policy was last reviewed on 15 February 2017. No significant changes were proposed at the time.

It has since become apparent that many of the provisions in the policy are either outdated or have been overtaken by the new planning regulations. This has made it particularly difficult for both proponents and assessing officers. The proposed changes are aimed at streamlining the assessment of ancillary

dwelling ('granny flat') proposals, and to provide certainty and clarity to proponents as to the Shire's minimum requirements for granny flats in the zones of the Scheme where the R-Codes do not apply.

The proposed changes are discussed in more detail under 'Officer's Comment' section of this report.

## 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.

Objective: Decisions made by the Shire of Northam are communicated and the reasoning clearly articulated to residents and stakeholders.

### Financial / Resource Implications

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

### Legislative Compliance

The following legislation is applicable to the proposal:

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

### Policy Implications

If Council resolves to adopt the draft revised version of LPP13 for advertising purposes, Council would be required to follow the process for preparing a local planning policy under Schedule 2, Part 2, clause 5 (procedure for amending local planning policy).

Council can, after this period, resolve to:

- proceed with the policy without modification; or
- proceed with the policy with modification; or
- not to proceed with the policy.

### Stakeholder Engagement / Consultation

If Council resolves to adopt the draft revised version of LPP13 for advertising purposes, staff will cause a notice to be published in a newspaper circulating in the Scheme area and publish a notice electronically on the Shire's website.

### Risk Implications

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

## OFFICER'S COMMENT

As discussed under 'Background' of this report, it has become apparent to planning staff that many of the provisions in the policy are either outdated or have been overtaken when the so-called '*deemed provisions for local planning schemes*' in the *Planning and Development (Local Planning Schemes) Regulations 2015* came into force in circa 2016.

Some of the existing provisions in the Policy are in direct conflict with the new Regulations and has made it particularly difficult for Planning Officers to balance Policy requirements with the requirements of the new Regulations, which effectively form part of Council's Scheme No.6.

The Policy in its current guise makes no distinction between the assessment of granny flats in the zones of the Scheme where the R-Codes apply ('Residential' and 'Mixed Use' zones).

### Ancillary dwellings in the Residential zone

The R-Codes provide a comprehensive basis for local governments to control residential development in Western Australia.

The R-Codes also provide for the approval of ancillary dwellings (or 'granny flats') under Part 5, Clause 5.5 (Special Purpose Dwellings) of the Codes.

Subclause 4.2.2 of the Scheme states that, unless otherwise provided for in the Scheme, the development of land for any of the residential purposes dealt with by the R-Codes, is to conform to the provisions of the R-Codes.

Pursuant to Clause 61 (d) of the *deemed provisions for local planning schemes*, the erection or extension of an ancillary dwelling on the same lot as a single house or a grouped dwelling if the R-Codes apply to the development and the development satisfies the *deemed-to-comply* requirements of the R-Codes (unless Heritage provisions apply), is exempt from the requirement to apply for development approval to the local government.

While Part 7 – Local Planning Framework – of the R-Codes provide for mechanisms (including local planning policies) to amend or replace some of the *deemed-to-comply* provisions described in Part 5 and/or Part 6 of the R-Codes, the ability to amend or replace the *deemed-to-comply* provisions for ancillary dwellings is not permitted.

As a result, development proposals for ancillary dwellings on lots subject to the R-Codes, must be dealt with under the R-Codes.

Consequently, the draft revised Policy provides for the assessment of ancillary dwellings in zones of the Scheme that are not subject to the R-Codes only (i.e. the 'Rural', 'Rural Residential' and 'Rural Smallholding' zones).

The proposed changes to the Policy are aimed at streamlining the assessment of ancillary dwelling proposals. It is also considered that the draft revised Policy will provide greater certainty and clarity to proponents regarding the Shire's minimum requirements for granny flats.

It is recommended Council adopt for advertising draft revised Local Planning Policy No.13 – Ancillary Dwellings.

#### **RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3327**

**Moved: Cr Pollard**

**Seconded: Cr Della**

**That Council:**

- 1. Pursuant to Clause 5 of the *deemed provisions for local planning schemes*, Council adopts for advertising draft revised Local Planning Policy No.13 – Ancillary Dwellings that formed the subject of Attachment 2 to the report.**
- 2. After the expiry of the period within which submissions may be made, the matter is returned to Council to review the as-advertised draft revised Local Planning Policy No.13 – Ancillary Dwellings in the light of any submissions received during the submission period.**

**CARRIED 7/0**

The Manager Planning Services left the meeting at 7:18pm.

## Attachment 1

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.13 – Ancillary Accommodation*

---



### LOCAL PLANNING SCHEME NO.6 LOCAL PLANNING POLICY NO.13 – ~~ANCILLARY ACCOMMODATION DWELLINGS~~ –

#### 1. PRELIMINARY

##### 1.1 Authority to prepare and adopt a Local Planning Policy

Schedule 2, Part 2, clause 3(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) allows Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Shire's Local Planning Scheme No.6 (the Scheme) area.

This policy will be made effective once Council has completed the process stipulated in clause 4(1) up to and including clause 4(4) of the Regulations.

##### 1.2 Relationship of this Policy to the Scheme

If a provision of this Policy is inconsistent with the Scheme, the Scheme prevails.

This Local Planning Policy is not part of the Scheme and does not bind Council in respect of any application for development approval. However, Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

#### 2. APPLICATION OF THE POLICY

##### 2.1 Definitions

~~The following are definitions that may be used as part of this Policy in addition to the definitions included in the Scheme:~~

~~“Ancillary dwellingAccommodation” means has the same meaning given to it in the R-Codes, namely a self-contained dwelling on the same lot as a single house which may be attached to, integrated with or detached from the single house.~~

~~“Grouped DwellingR-Codes” means State Planning Policy 3.1 Residential Design Codes a dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata with common property.~~



*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.13 – Ancillary Accommodation*

---

**2.2 Application**

~~This Policy applies to proposals for ancillary dwellings in the Shire of Northam within the This Policy applies to the development of ancillary accommodation (also sometimes known as “granny flats”) in the Shire of Northam Rural, Rural Residential and Rural Smallholding zones.~~

~~Development proposals for ancillary dwellings on lots subject to the R-Codes, are dealt with under the R-Codes.~~

**3. POLICY OBJECTIVES**

The primary objectives of this Policy are to:

- Establish appropriate criteria for the consideration of applications for the development of ancillary dwellings in areas not subject to the R-Codes.
- ~~Provide flexibility in providing accommodation opportunities to residents within the same lot to meet the needs of local residents;~~
- ~~Minimise the potential for inappropriate residential development in rural areas, which could lead to fragmentation of rural zoned land; Establish appropriate criteria for the consideration of applications for the development of ancillary dwellings in areas not subject to the R-Codes.~~
- ~~Minimise the potential for inappropriate residential development in the SCA 1—Avon and Mortlock Rivers Special Control Area; and~~
- ~~Ensure that ancillary accommodation is provided, constructed and located in such a way as to minimise its impact on the amenity of the locality. Ensure ancillary dwellings do not compromise the amenity of the surrounding properties and the streetscape by remaining at a scale that is ancillary to the main dwelling.~~

**4. POLICY STATEMENT**

Ancillary dwellings (known also as ‘granny flats’) is seen as an appropriate way of providing alternative accommodation to traditional housing within the Shire. Council is supportive of such development, provided it is adequately planned and serviced.

This Policy, therefore, provides for the assessment of ancillary dwellings in zones of the Scheme that are not subject to the R-Codes, namely the ‘Rural’, ‘Rural Residential’ and ‘Rural Smallholding’ zones.

~~This policy is designed to provide flexibility in providing accommodation opportunities within the same lot to meet the needs of local residents and to ensure that ancillary accommodation is provided, constructed and located in such a way as to minimise its impact on the amenity of the locality.~~

~~In addition to the approval of ancillary accommodation, the policy also addresses the scenario where a landowner wishes to construct a new single residence, rendering the existing dwelling as the ancillary accommodation, or alternatively demolishing the original dwelling or modifying the fixtures to the original dwelling to render it non-habitable once the new dwelling is constructed. This involves removal of any of the facilities required under the health provisions of the Building Code of Australia.~~

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.13 – Ancillary Accommodation*

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~~The policy sets out criteria for ancillary accommodation that can be approved without referral to neighbours (see Table 1), ancillary accommodation that requires referral to neighbours before being determined, and ancillary accommodation the Shire will generally not support.~~

~~This will provide certainty for residents and Shire Staff on how different ancillary accommodation applications will be assessed and determined, and also assist residents in re-designing their ancillary accommodation applications where desired, to obtain a more favourable assessment or determination in a reduced time frame.~~

~~5. CRITERIA~~

~~Ancillary accommodation will only be approved where it meets all of the specific criteria as outlined in Table 1 of this Policy in addition to the following general criteria:~~

- ~~• Ancillary accommodation that complies with all of the criteria corresponding to the relevant zone (for the applicable lot size) in Table 1 of this Policy, and the relevant general criteria below, will not require advertising to neighbours, subject to compliance with other relevant clauses of this Policy, as set out below and, specifically:~~
  - ~~➤ The Shire's Health Service will consider the use of the existing septic tanks with an extension to leach drain length and/or number.~~
  - ~~➤ If the existing residence and ancillary accommodation combined equates to 6 or more bedrooms, the Shire's Health Service will require the provision of a separate effluent disposal system to service the ancillary accommodation or upgrading the existing system in terms of septic tank capacity and effluent disposal area.~~
  - ~~➤ If the total floor area of the ancillary accommodation is over 60m<sup>2</sup> in area, the development will be deemed a density development and assessed under the provisions of the Government Sewerage Policy (1996).~~
  - ~~➤ In any instance, effluent disposal systems will be required to comply with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974~~
- ~~• Ancillary Accommodation that does not comply or exceeds any one or more of the criteria corresponding to the relevant zone in Table 1 of this Policy, or the relevant general criteria above, will be referred to Council for determination and will generally not be recommended for approval unless in the Shire's opinion the size, appearance and location and particulars of the subject site will not have a detrimental impact on the landscape and amenity of the area. In forming this opinion the Shire may have regard to the submissions (if any) from affected neighbours.~~
- ~~• Consideration could be given for ancillary accommodation to be located at a greater distance than that specified in Table 1 to take into account topographical reasons, effluent disposal issues or other similar constraints on the land. Such a relaxation would only be granted following advertising to neighbours.~~

*Shire of Northam Local Planning Scheme No.6*  
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- ~~• An existing single residence may be approved as ancillary accommodation to a new proposed dwelling subject to the residence ultimately forming the ancillary accommodation not exceeding the requirements of Table 1 unless varied pursuant to the second dot point above and a formal legal agreement (caveat) including a deed being registered on the Certificate of Title of the property, limiting its use to this purpose.~~
- ~~• An existing residence may be temporarily approved for ancillary accommodation exceeding the requirements of Table 1, for a maximum period of 6 months following the practical completion of a new dwelling as described in the preceding dot point. The ancillary accommodation shall thereafter be refitted to render it non-habitable in accordance with the Health Act, or to comply with the maximum criteria specified in Table 1. The legal agreement (caveat) is to include a deed to this effect.~~
- ~~• Any discretionary standards prescribed in the Policy or enclosed Table are at the discretion of Council, or its delegate.~~

**56. POLICY MEASURES**

- 56.1 Not more than one (1) ancillary dwelling shall be approved on any lot;
- 5.2 The maximum plot ratio area of the ancillary dwelling shall not exceed 100m<sup>2</sup>. The 100m<sup>2</sup> is the total living area only and does not include verandahs, patios, pergolas, alfresco areas or carports / garages;
- 5.3 The ancillary dwelling is to be located within 50m to the main dwelling;
- 5.4 The ancillary dwelling should not be located between the street setback and the main residence unless otherwise approved by the local government;
- 5.5 Materials and colours used on external walls and roof shall complement the main dwelling;
- 5.6 One uncovered or covered hardstand car parking bay shall be provided;
- 5.7 The ancillary dwelling must be appropriately located within the approved building envelope for the property (where one exists);
- 5.8 The ancillary dwelling shall share the same driveway as the main dwelling unless otherwise required under State Planning Policy 3.7 – Planning in Bushfire Prone Areas;
- 5.9 The sole occupant or occupants of the ancillary dwelling are to be members of the family of the occupiers of the main dwelling;

When approving an ancillary dwelling, the local government may impose conditions including but not limited to the following:

"The ancillary dwelling shall not be used other than as accommodation for dependant member(s) of the family of the occupier(s) of the principal dwelling on the same lot."

*Shire of Northam Local Planning Scheme No.6*  
*Local Planning Policy No.13 – Ancillary Accommodation*

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When approving ancillary accommodation dwellings, the local government will provide advice notes, including but not limited to the following:

“The landowner is advised that approval and construction of the ancillary dwelling shall not be regarded as a basis for subdivision of the property.”

5.10 The use of second-hand and relocated buildings as ancillary dwellings is controlled by Local Planning Policy No.3 ‘New Transportable, Relocated and Second Hand Dwellings’. All relevant provisions of this Policy are to be read in conjunction with Local Planning Policy No.3.

5.11 Ancillary dwellings located in identified bushfire-prone areas shall be constructed to AS3959.

5.12 An application for development approval within an identified bushfire-prone area must be accompanied by a bushfire attack level assessment, which informs how development must respond to bushfire risk.

Design Elements

- ~~• The maximum floor area of the ancillary accommodation is calculated excluding verandahs, patios, pergolas, carports and garages and is measured to the external walls of the dwelling.~~
- ~~• The appearance of the ancillary accommodation must be complementary in style to the existing dwelling.~~
- ~~• The Shire strongly prefers that all ancillary accommodation be contained under the existing roofline of the main dwelling. Otherwise, the building should be transportable and of a high design standard that is compatible with the surrounding development.~~
- ~~• Second hand transportable buildings such as mine site dongas, buildings resembling a donga and/or site offices will not be approved as ancillary accommodation.~~
- ~~• A minimum of 1 additional parking space must be provided.~~
- ~~• The ancillary accommodation must be connected to an approved effluent disposal system (sewer or septic where sewer is unavailable).~~
- ~~• All ancillary accommodation must be located behind the main dwelling or existing outbuilding or be sufficiently screen so as to not be visible from the street, or adjoining properties.~~

6.2 Legal Requirements

~~A Notification may be placed on the Certificate of Title (under Section 70A of the Transfer of Land Act) for land zoned other than “Residential” advising subsequent owners of usage restrictions that apply to ancillary accommodation prior to the issue of a Building Permit.~~

6.3 SCA – 1 Avon and Mortlock Rivers Special Control Area

~~Ancillary accommodation will not be permitted on land partially or wholly within SCA – 1 Avon and Mortlock Rivers Special Control Area despite the zoning as the provisions of the Scheme prevent further intensification of development within this area.~~

~~The provisions of Table 1 does not apply to land located partially or wholly with the SCA 1 area.~~

*Shire of Northam Local Planning Scheme No.6  
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**6.4 — Land Zoned Residential Without Reticulated Sewer**

Ancillary accommodation will not be permitted on land zoned Residential that is not able to be connected to the reticulated sewerage system.

The provisions of Table 1 does not apply to land that is not able to connect to the reticulated sewer system.

**6.5 — Second Hand Relocated or New Transportable Dwellings**

Ancillary accommodation comprising either a second hand relocated dwelling or a new transportable dwelling shall comply with all the provisions of the Shire's Local Planning Policy No.3 New Transportable, Relocated and Second Hand Dwellings.

**TABLE 1**

ZONING	CRITERIA
Residential R20 and higher	<ul style="list-style-type: none"> <li>Minimum lot size of 450m<sup>2</sup></li> <li>Maximum floor area shall be up to 70m<sup>2</sup>.</li> <li>Distance between the ancillary accommodation and the main dwelling shall be no greater than 10 metres.</li> <li>Maximum of 1 bedroom, 1 living room, 1 laundry, 1 kitchen and 1 bathroom.</li> </ul>
Residential R10 and R15	<ul style="list-style-type: none"> <li>Maximum floor area shall be up to 70m<sup>2</sup>.</li> <li>Distance between the ancillary accommodation and the main dwelling shall be no greater than 10 metres.</li> <li>Maximum of 1 bedroom, 1 living room, 1 laundry, 1 kitchen and 1 bathroom.</li> </ul>
Residential R5 and lower	<ul style="list-style-type: none"> <li>Maximum floor area shall be up to 70m<sup>2</sup>.</li> <li>Distance between the ancillary accommodation and the main dwelling shall be no greater than 10 metres.</li> <li>Maximum of 1 bedroom, 1 living room, 1 laundry, 1 kitchen and 1 bathroom.</li> </ul>
Rural Residential	<ul style="list-style-type: none"> <li>Maximum floor area shall be up to 120m<sup>2</sup>.</li> <li>Distance between the ancillary accommodation and the main dwelling shall be no greater than 20 metres.</li> <li>Maximum of 2 bedrooms, 1 living room, 1 laundry, 1 kitchen and 1 bathroom.</li> </ul>
Rural Smallholdings or Rural up to 40ha	<ul style="list-style-type: none"> <li>Maximum floor area shall be up to 150m<sup>2</sup>.</li> <li>Distance between the ancillary accommodation and the main dwelling shall be no greater than 20 metres.</li> <li>Maximum of 2 bedrooms, 1 living room, 1 laundry, 1 kitchen and 1 bathroom.</li> </ul>
Rural over 40.1ha	<ul style="list-style-type: none"> <li>Maximum floor area shall be assessed on a case by case basis and in accordance with LPP 6 Construction of Additional Dwellings on Rural Zoned Land.</li> </ul>

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.13 – Ancillary Accommodation*

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- ~~• Distance between the ancillary accommodation and the main dwelling shall be no greater than 50 metres.~~
- ~~• Maximum of 3 bedrooms, 1 living room, 1 laundry, 1 kitchen and 2 bathrooms.~~

<i>Date Adopted:</i>	<i>18 December 2013</i>
<i>Date Effective:</i>	<i>11 January 2014</i>
<i>Date Reviewed:</i>	<i>15 February 2017</i>
<i>Next Review:</i>	

### 12.3.6 Proposed Policy – Short Term Use of Shire Ovals and Reserves for Accommodation

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	4.1.3.5
<b>Reporting Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Council is requested to consider adopting a new policy that deals with the proposed use of Council reserves and ovals for camping and accommodation, which is intended to replace a similar existing policy.

Currently, Council has a policy with respect to the use of both private and Council Property for major events, however there is no guideline or policy in place for the general camping and use of other Council owned or controlled property.

#### ATTACHMENTS

Attachment 1: Draft Policy- Short Term Use of Shire Ovals and Reserves for Accommodation (original policy with proposed changes tracked).

#### BACKGROUND / DETAILS

The Shire of Northam has a number of reserves and property locations under its care and control, and at times Council receives requests for camping and accommodation on these.

Council's existing Policy *H6.2 Camping – Temporary During Events* refers specifically to camping and accommodation during large events. There is no policy or guidelines however for more general use of other land that Council has control over.

Council has the power under the Local Government Property Local Law 2008 to issue a permit for camping on local government property as provided in Clause 3.14 below –

### 3.14 Permit required to camp outside a facility

(1) In this clause –

**"facility"** has the same meaning as is given to it in section 5(1) of the Caravan Parks and Camping Grounds Act 1995.

(2) This clause does not apply to a facility operated by the local government.

(3) A person shall not without a permit –

(a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property; or

(b) erect any tent, camp, hut or similar structure on local government property other than a beach shade or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day.

(4) The maximum period for which the local government may approve an application for a permit in respect of paragraph (a) or (b) of subclause (3) is that provided in regulation 11(2)(a) of the Caravan Parks and Camping Grounds Regulations 1997.

The Caravan Parks and Camping Ground Regulations 1997 state the following–

#### 11. **Camping other than at caravan park or camping ground**

(1) A person may camp —

(a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval; or

(b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area; or

(c) for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve; or

(d) on any land which is —

(i) held by a State instrumentality in freehold or leasehold; or

(ii) dedicated, reserved, or set apart under the Land Administration Act 1997 or any other written law, and placed under the care, control or management of a State instrumentality, in accordance with the permission of that instrumentality; or

(e) on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the Land Administration Act 1997, or a person authorised by the Minister to give permission under this paragraph.

(2) Written approval may be given for a person to camp on land referred to in subregulation (1)(a) for a period specified in the approval which is longer than 3 nights —



- (a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months; or
  - (b) by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or
  - (c) despite paragraph (b), by the local government of the district where the land is situated —
    - (i) if such approval will not result in the land being camped on for longer than 12 consecutive months; and
    - (ii) if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a permit has effect in relation to the land.
- (3) In this regulation —

**emergency** means a situation where to move the caravan or other vehicle to a more suitable area would constitute an immediate and serious hazard due to the condition of the caravan or other vehicle, or a vehicle towing the caravan, or of the driver, or passengers, of any such vehicle;

**permit** means a building permit or a demolition permit as defined in the Building Act 2011 section 3;

**road side rest area** means an area designated by a traffic sign erected in accordance with a written law, as an area which may be used for 24 hours for —

- (a) resting; or
  - (b) stopping; or
  - (c) camping,
- in a vehicle;

**State instrumentality** has the same meaning as it has for the purposes of the Land Administration Act 1997;

**unallocated Crown land** has the same meaning as it has for the purposes of the Land Administration Act 1997;

**unmanaged reserve** has the same meaning as it has for the purposes of the Land Administration Act 1997.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth.

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.

### **Financial / Resource Implications**

There are limited financial implications for the Shire of Northam, however it is envisioned that the use of specific reserves and properties for accommodation and camping will be beneficial to the local economy.

There will be minor administrative costs associated with implementing this policy should Council endorse it.

### **Legislative Compliance**

Shire of Northam Local Government Property Local Law 2008.

Caravan Parks and Camping Ground Regulations, 1997.

*Caravan Parks and Camping Grounds Act 1995*

*Bush Fires Act 1954*

*Local Government Property Local Law 2008*

### **Policy Implications**

Council Policy H6.2 – Temporary during Events applies.

### **Stakeholder Engagement / Consultation**

Nil.

### **Risk Implications**

There is limited risk to Council in endorsing this policy as it is formalising what has historically been undertaken.

### **OFFICER'S COMMENT**

Historically camping and accommodation has been undertaken on various shire Reserves and property including Wundowie, Southern Brook and Grass Valley. This policy proposes to give some further clarity on how and when approval as provided in the Local Law should be given.

The intent of the policy is to provide some guidance to staff and the community for the use of Council land for camping and accommodation. The further intent of the policy is to allow groups such as caravan clubs to camp on Council property subject to certain restrictions.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3328**

**Moved: Cr Little**

**Seconded: Cr Tinetti**

**That Council endorse the attached amended policy “H 6.2 Short Term Use of Shire Ovals and Reserves for Accommodation”**

**CARRIED 7/0**

Clarification was sought in relation to whether this assists with achieving the RV Friendly recognition. The Chief Executive Officer advised that this is unrelated.

## Attachment 1

### H6.2 Short Term Use of Shire Ovals and Reserves for Accommodation Camping— Temporary During Events

Responsible Department	Executive Manager Development Services
Resolution Number	C.2966
Resolution Date	15 March 2017
Next Scheduled Review	
Related Shire Documents	
Related Legislation	<a href="#">Caravan Parks and Camping Grounds Act 1995</a> <a href="#">Caravan Parks &amp; Camping Ground Regulations 1997</a> <a href="#">Bush Fires Act 1954</a> <a href="#">Local Government Property Local Law 2008</a> <a href="#">Caravan Parks and Camping Ground Regulations 1997</a>

#### OBJECTIVE

To allow the use of approved Shire ovals and reserves for short term camping by organised caravan and camper trailer clubs or for community events attracting a large number of people from outside the Shire ~~To allow camping on Shire property during large events~~ without causing unreasonable impact on existing accommodation providers, and maintaining safety requirements.

#### SCOPE

Where major events that attract large numbers of people from outside of the Shire are held, Council is supportive of short term camping taking place on ovals and reserves specifically approved for that event. The short term camping is likely to be for a limited number of days only and will involve caravans, campervans or tents.

This policy is likely to apply to large-scale camping or touring groups; or sporting or cultural events that attract large numbers of people.

Council also recognises the economic benefits that would accompany overnight stay visitors where this is able to be approved within the constraints of relevant legislation.

Generally, permission for temporary camping will be considered in the following instances:-

- for community or charitable reasons or events;
- Events requiring security;
- Caring for animals is required;
- Where machinery is being erected for an event; and
- If there are no other suitable camping facilities in the locality, or they are fully booked.

~~To support camping at licensed Caravan and/or Camping Parks located in the Shire in the first instance and to identify circumstances when camping on Shire or private land during an event will be permitted.~~

## **POLICY**

~~Where a request for short term camping within the Shire managed land is made, then the Shire may approve the short term use of designated ovals and reserves for camping by caravan, campervan or tent subject to the following:~~

|

- ~~• Camping at licensed Caravan and/or Camping Parks located in the Shire is to be advocated in the first instance~~
- ~~• Each oval or reserve on which the camping is to occur must firstly be assessed and approved by the Manager Health and Environment or the Environmental Health Officer in relation to its general suitability for that purpose.~~
- ~~• Toilet numbers either already available onsite or together with portable toilets must comply with the requirements of Schedule 7, Division 6, Clause 20 of the Caravan Parks & Camping Ground Regulations 1997 relative to the number of persons to be accommodated.~~
- ~~• The duration of any camping approved shall not exceed a maximum of seven days.~~
- ~~• Where showers are not available then camping shall only be permitted on an overnight basis.~~
- ~~• Lighting of fires/barbecues shall only occur by the use of provided facilities and in all instances in accordance with the Bush Fires Act 1954.~~
- ~~• Appropriate refuse disposal arrangements are in place.~~
- ~~• The type of camping to be approved (i.e. tents, campervans or caravans) shall be determined by the location on which the camping is to occur.~~
- ~~• The maximum number of sites able to be established at each approved location being determined by the Manager Health and Environment or the Environmental Health Officer.~~
- ~~• The availability of power to the approved location.~~
- ~~• Emergency contact telephone numbers for shire personnel to be made available.~~
- ~~• Determination of the schedule of fees (if any) that are to apply to the camping.~~
- ~~• No liquid waste or effluent is to be disposed of at any Shire facility.~~
- ~~• Compliance with the Environmental Protection (Noise) Regulations 1997.~~
- ~~• No live bands or amplified music, unless specifically approved.~~

~~The Shire generally does not support camping on Shire or private land during an event except under certain circumstances where authorisation may be given, such as:-~~

- ~~▲ for community or charitable reasons or events;~~
- ~~▲ Events requiring security;~~
- ~~▲ Caring for animals is required;~~
- ~~▲ Where machinery is being erected for an event; and~~
- ~~▲ If there are no other suitable camping facilities in the locality, or they are fully booked.~~

## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – March 2018

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Creditors Officer Kathy Scholz
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

For Council to receive the accounts for the period from 1<sup>st</sup> March 2018 to 31<sup>st</sup> March 2018.

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – March 2018.  
Attachment 2: Declaration.

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#### BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 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

Objective G2: Improve organisational capability and capacity.  
Strategy G2.3: Operate / manage organisation in a financially sustainable manner.

##### Financial / Resource Implications

Payments of accounts are in accordance with Council's 2017/18 Budget.

### Legislative Compliance

Section 6.4 of the Local Government Act  
Financial Management Regulations 2007 9  
Section 6.26(2)(g) of the Local Government Act 1995

### Policy Implications

Nil.

### Stakeholder Engagement / Consultation

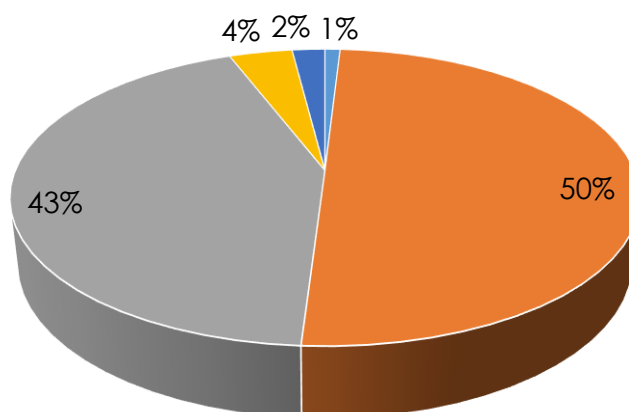
Not applicable.

### 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 March 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 / COUNCIL DECISION**

**Minute No: C.3329**

**Moved: Cr Little**

**Seconded: Cr Pollard**

**That Council endorse the payments for the period 1<sup>st</sup> March 2018 to 31<sup>st</sup> March 2018, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).**

**CARRIED 7/0**



### Attachment 1

Date: 29/03/2018  
Time: 8:03:39AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
2039	21/03/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2018.	2		231.00
INV T995	21/03/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2018.	2	165.00	
INV T994	21/03/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2018.	2	66.00	
EFT29161	06/03/2018	STEWARTS PHARMACY	HEP A & HEP B VACCINES FOR ENGINEERING SERVICES STAFF.	1		1,040.00
INV 1166934	23/01/2018	STEWARTS PHARMACY	HEP A & HEP B VACCINES FOR ENGINEERING SERVICES STAFF.	1	800.00	
INV 1166934	23/01/2018	STEWARTS PHARMACY	HEB A & B VACCINE FOR BEV JONES.	1	80.00	
INV 1166934	23/01/2018	STEWARTS PHARMACY	HEP A & B VACCINE FOR MURRAY GRAY & KELLE WALTERS.	1	160.00	
EFT29162	06/03/2018	ALCHEMY TECHNOLOGY	CHSP MODULE FOR CURRENT CONFIGURATION. SOFTWARE MAINTENANCE UPGRADES FROM 1st APRIL - 30th JUNE 2018	1		11.00
INV 6034	01/02/2018	ALCHEMY TECHNOLOGY	CHSP MODULE FOR CURRENT CONFIGURATION. SOFTWARE MAINTENANCE UPGRADES FROM 1st APRIL - 30th JUNE 2018	1	11.00	
EFT29163	06/03/2018	ANDY'S PLUMBING SERVICE	RESECURE AND REPAIR HOSE COCK ON WALL, CLEAR BLOCKED STORM DRAIN, REMOVE LIDS ON GREASE TRAP AND CLEAN OFF RUSTED SURFACES.	1		404.80
INV A17880	31/01/2018	ANDY'S PLUMBING SERVICE	RESECURE AND REPAIR HOSE COCK ON WALL, CLEAR BLOCKED STORM DRAIN, REMOVE LIDS ON GREASE TRAP AND CLEAN OFF RUSTED SURFACES.	1	404.80	
EFT29164	06/03/2018	AUTOPRO NORTHAM	KINCROME SAFE CASE, MEDIUM (CODE 51011)	1		323.61
INV 710230	02/02/2018	AUTOPRO NORTHAM	KINCROME SAFE CASE, MEDIUM (CODE 51011)	1	323.61	
EFT29165	06/03/2018	AVON PAPER SHRED	EMPTYING OF ADMIN SHREDDER BIN	1		60.00
INV 798	21/02/2018	AVON PAPER SHRED	EMPTYING OF ADMIN SHREDDER BIN	1	60.00	

Date: 29/03/2018  
Time: 8:03:39AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29166	06/03/2018	AVON VALLEY PLANT & EQUIPMENT PTY LTD	DRAINAGE EXTENSION PURSLOWE PARK: REMOVAL & DISPOSAL OF RAIL BOLLARDS REMOVAL & DISPOSAL OF EXISTING HEADWALL P/L NEW PRE-CAST HEADWALL EXCAVATION TO THE DRAINAGE PATH FOR LAYING 300MM CONDUIT (APPROX 20M LENGTH) SUPPLY & DELIVERY OF 75T OF YELLOW SAND LEVELLING AOUND & TOP OF PIPE WITH SAND AT LEAST 150MM ON TOP OF PIPE AS PER QUOTE# 1057.	1		7,953.00
INV IV10221	25/02/2018	AVON VALLEY PLANT & EQUIPMENT PTY LTD	DRAINAGE EXTENSION PURSLOWE PARK: REMOVAL & DISPOSAL OF RAIL BOLLARDS REMOVAL & DISPOSAL OF EXISTING HEADWALL P/L NEW PRE-CAST HEADWALL EXCAVATION TO THE DRAINAGE PATH FOR LAYING 300MM CONDUIT (APPROX 20M LENGTH) SUPPLY & DELIVERY OF 75T OF YELLOW SAND LEVELLING AOUND & TOP OF PIPE WITH SAND AT LEAST 150MM ON TOP OF PIPE AS PER QUOTE# 1057.	1	7,953.00	
EFT29167	06/03/2018	BLACKWELL PLUMBING PTY LTD	GRASS VALLEY STANDPIPE - REPAIR/REPLACE GATE VALVE	1		233.50
INV INV-173607/02/2018	06/03/2018	BLACKWELL PLUMBING PTY LTD	BERNARD PARK TOILETS. UNBLOCK 3 X MALE TOILETS.	1	49.50	
INV INV-173607/02/2018	06/03/2018	BLACKWELL PLUMBING PTY LTD	GRASS VALLEY STANDPIPE - REPAIR/REPLACE GATE VALVE	1	184.00	
EFT29168	06/03/2018	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH AUDIT QUERIES RELATING TO THE HACC ANNUAL REPORT	1		132.00
INV 1271	15/02/2018	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH AUDIT QUERIES RELATING TO THE HACC ANNUAL REPORT	1	132.00	
EFT29169	06/03/2018	CARROLL & RICHARDSON-FLAGWORLD PTY LTD	1500 X PLASTIC HAND WAIVER AUS FLAGS, & 500 X PLASTIC HANDWAIVER ABORIGINAL FLAGS	1		940.00
INV 59208	13/02/2018	CARROLL & RICHARDSON-FLAGWORLD PTY LTD	1500 X PLASTIC HAND WAIVER AUS FLAGS, & 500 X PLASTIC HANDWAIVER ABORIGINAL FLAGS	1	940.00	
EFT29170	06/03/2018	CENTRAL REGIONAL TAFE	JODI WHITE - CERT IV IN ACCOUNTING UNIT NO0378 - PROCESS FINANCIAL TRANSACTIONS AND EXTRACT INTERIM REPORTS	1		643.73

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INV I0003270	11/01/2018	CENTRAL REGIONAL TAFE	JODI WHITE - CERT IV IN ACCOUNTING UNIT NO0378 - PROCESS FINANCIAL TRANSACTIONS AND EXTRACT INTERIM REPORTS	1	643.73	
EFT29171	06/03/2018	COMISKEY'S CONTRACTING PTY LTD	CONTRACT 2 OF 2017 - KING CREEK DRAIN STAGE 3 CONSTRUCTION	1		1,534.43
INV 180202	30/01/2018	COMISKEY'S CONTRACTING PTY LTD	CONTRACT 2 OF 2017 - KING CREEK DRAIN STAGE 3 CONSTRUCTION	1	1,534.43	
EFT29172	06/03/2018	CTI SECURITY SERVICES PTY LTD	NORTHAM FAMILY PRACTICE - ALARM MONITORING FOR FEBRUARY 2018.	1		46.00
INV CINS30348	01/2018	CTI SECURITY SERVICES PTY LTD	NORTHAM FAMILY PRACTICE - ALARM MONITORING FOR FEBRUARY 2018.	1	46.00	
EFT29173	06/03/2018	DAMIAN'S PLUMBING	BERMAD 25MM SOLENOIDS	1		2,864.34
INV 3087	16/02/2018	DAMIAN'S PLUMBING	LENGTHS OF 80MM PVC PIPING	1	347.03	
INV 3082	16/02/2018	DAMIAN'S PLUMBING	BERMAD 25MM SOLENOIDS	1	2,517.31	
EFT29174	06/03/2018	DAVID HOWARD GOLDSMITH	Rates refund for assessment A10103 19 BURGUYNE STREET NORTHAM 6401	1		2,000.00
INV A10103	26/02/2018	DAVID HOWARD GOLDSMITH	Rates refund for assessment A10103 19 BURGUYNE STREET NORTHAM 6401		2,000.00	
EFT29175	06/03/2018	DEPENDABLE LAUNDRY SOLUTIONS	FREIGHT FOR 2X HANDLE, DRAWER FOR KILLARA COTTAGE WASHING MACHINE.	1		20.35
INV 20180888	15/02/2018	DEPENDABLE LAUNDRY SOLUTIONS	FREIGHT FOR 2X HANDLE, DRAWER FOR KILLARA COTTAGE WASHING MACHINE.	1	20.35	
EFT29176	06/03/2018	GLENN STUART BEVERIDGE	CONCRETE FOOTINGS ON BACK COURTS.	1		1,592.00
INV 789	21/02/2018	GLENN STUART BEVERIDGE	CONCRETE FOOTINGS ON BACK COURTS.	1	1,295.00	
INV 780	05/02/2018	GLENN STUART BEVERIDGE	MOUNT FIRST AID KIT ONTO OFFICE WALL, REPLACE PANEL IN CEILING IN MEETING ROOM 2, REPLACE DENTED SHEET METAL ON ROOF, REPLACE BROKEN METAL COVER FOR AIR CONDITIONING UNIT.	1	297.00	
EFT29177	06/03/2018	GO GO ON HOLD PTY LTD	GO GO ON HOLD MESSAGES STANDING ORDER. TWO INSTALMENTS	1		414.00
INV 00025841	31/01/2018	GO GO ON HOLD PTY LTD	GO GO ON HOLD MESSAGES STANDING ORDER. TWO INSTALMENTS	1	414.00	

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EFT29178	06/03/2018	GREENACRES TURF GROUP	35M2 OF VILLAGE GREEN TURF TO BE COLLECTED 8AM TUESDAY 6 FEBRUARY 2018	1		245.00
INV 0005155602/02/2018		GREENACRES TURF GROUP	35M2 OF VILLAGE GREEN TURF TO BE COLLECTED 8AM TUESDAY 6 FEBRUARY 2018	1	245.00	
EFT29179	06/03/2018	GROVE WESLEY DESIGN ART	UNIFORM FOR BRENDON RUTTER.	1		74.80
INV 4902	16/02/2018	GROVE WESLEY DESIGN ART	UNIFORM FOR BRENDON RUTTER.	1	74.80	
EFT29180	06/03/2018	HOUSE OF SHARDAY	STOCK PURCHASES FOR VISITORS CENTRE.	1		212.75
INV 0000065005/02/2018		HOUSE OF SHARDAY	STOCK PURCHASES FOR VISITORS CENTRE.	1	212.75	
EFT29181	06/03/2018	IN PHASE TEST & TAG	TEST & TAG AT VARIOUS SITES.	1		2,186.00
INV 0000330018/02/2018		IN PHASE TEST & TAG	TEST & TAG WUNDOWIE MENS SHED	1	936.00	
INV 0000332721/02/2018		IN PHASE TEST & TAG	TEST & TAG AT VARIOUS SITES.	1	1,250.00	
EFT29182	06/03/2018	IT VISION	INFRINGEMENT MODULE - SR172047 - ADD DOTAG OFFENCE CODES TO INFRINGEMENTS IN SYNERGYSOFT VIA IMPORT SPREADSHEET AND BULK CANCELLATION OF NOTICES OLDER THAN 12 MONTHS	1		968.00
INV 29170	31/01/2018	IT VISION	INFRINGEMENT MODULE - SR172047 - ADD DOTAG OFFENCE CODES TO INFRINGEMENTS IN SYNERGYSOFT VIA IMPORT SPREADSHEET AND BULK CANCELLATION OF NOTICES OLDER THAN 12 MONTHS	1	968.00	
EFT29183	06/03/2018	JONES CONTRACTING PTY LTD	696.65 TONNE OF GRAVEL FROM JONES GRAVEL PIT FOR CATER ROAD FROM 22/02/18 TO 27/02/18 ON DOCKET NUMBERS 18504, 18505, 18507 & 18438.	1		7,663.15
INV 3852	31/12/2017	JONES CONTRACTING PTY LTD	696.65 TONNE OF GRAVEL FROM JONES GRAVEL PIT FOR CATER ROAD FROM 22/02/18 TO 27/02/18 ON DOCKET NUMBERS 18504, 18505, 18507 & 18438.	1	7,663.15	
EFT29184	06/03/2018	KATHERINE STEWART	STOCK PURCHASES FOR VISITORS CENTRE.	1		165.00
INV 180201	14/02/2018	KATHERINE STEWART	STOCK PURCHASES FOR VISITORS CENTRE.	1	165.00	
EFT29185	06/03/2018	KINGS PARK LEGAL	LEASE AGREEMENT SET UP FEES	1		770.00
INV 10026	15/02/2018	KINGS PARK LEGAL	LEASE AGREEMENT SET UP FEES	1	770.00	

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EFT29186	06/03/2018	MARK PAUL HOFFMAN	SETUP/REPAIR INTERNET AND PHONE CONNECTION AT OLD QUARRY TIP OFFICE	1		200.00
INV 16	19/01/2018	MARK PAUL HOFFMAN	SETUP/REPAIR INTERNET AND PHONE CONNECTION AT OLD QUARRY TIP OFFICE	1	200.00	
EFT29187	06/03/2018	MORRIS PEST AND WEED CONTROL	BERT HAWKE PAVILION. SPRAY SPIDERS INSIDE AND OUT. OUTSIDE OF BUILDING IS TO BE CLEANED BY OTHERS FIRST.	1		285.00
INV 8723	23/02/2018	MORRIS PEST AND WEED CONTROL	BERT HAWKE PAVILION. SPRAY SPIDERS INSIDE AND OUT. OUTSIDE OF BUILDING IS TO BE CLEANED BY OTHERS FIRST.	1	285.00	
EFT29188	06/03/2018	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE SUPPLIED GLASS IN CASE SKID STEER AT NORTHAM SHIRE DEPOT	1		198.00
INV 895	20/02/2018	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE SUPPLIED GLASS IN CASE SKID STEER AT NORTHAM SHIRE DEPOT	1	198.00	
EFT29189	06/03/2018	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR JUSTIN MARKS.	1		633.00
INV 67464	03/11/2017	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR JUSTIN MARKS.	1	236.50	
INV 62132	12/09/2017	NORTHAM FAMILY PRACTICE	SKIN CHECK FOR SANTO LEOTTA.	1	20.00	
INV 62133	12/09/2017	NORTHAM FAMILY PRACTICE	SKIN CHECK FOR IAN DHU.	1	20.00	
INV 62131	12/09/2017	NORTHAM FAMILY PRACTICE	SKIN CHECK FOR PETER BROUGH.	1	20.00	
INV 62147	12/09/2017	NORTHAM FAMILY PRACTICE	SKIN CHECK FOR RICHARD CAMPBELL.	1	20.00	
INV 62337	14/09/2017	NORTHAM FAMILY PRACTICE	SKIN CHECK FOR RUSSELL FITZGERALD.	1	20.00	
INV 62335	14/09/2017	NORTHAM FAMILY PRACTICE	SKIN CHECK FOR KRISTY ROBINSON.	1	20.00	
INV 62338	14/09/2017	NORTHAM FAMILY PRACTICE	SKIN CHECK FOR CARLY PARKER.	1	20.00	
INV 62334	14/09/2017	NORTHAM FAMILY PRACTICE	SKIN CHECK FOR STEPHEN TANNER.	1	20.00	
INV 68276	13/11/2017	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR VERONICA HOWELL	1	236.50	
EFT29190	06/03/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - JANUARY	1		145.00
INV 0000112016/02/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - JANUARY	1	75.00	
INV 0000112720/02/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS FEBURUARY 2018.	1	30.00	

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INV 0000113221/02/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS FEBRUARY 2018.	1	40.00	
EFT29191	06/03/2018	NORTHAM MAZDA	40000KM SERVICE TO MAZDA BT50 UTE	1		602.87
INV 118903	22/02/2018	NORTHAM MAZDA	40000KM SERVICE TO MAZDA BT50 UTE BUILDING AND PROJECT SUPERVISOR UTE	1	602.87	
EFT29192	06/03/2018	OMEGA PEST CONTROL PTY LTD T/A STEWARTS PEST CONTROL	BERT HAWKE PAVILION. QUARTERLY RODENT BAITING.	1		256.85
INV 41118	15/02/2018	OMEGA PEST CONTROL PTY LTD T/A STEWARTS PEST CONTROL	BERT HAWKE PAVILION. QUARTERLY RODENT BAITING.	1	256.85	
EFT29193	06/03/2018	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF JOHAN DIETRICH - BURIAL DATE 22/2/2018.	1		2,992.27
INV 19244	16/02/2018	OXTER SERVICES	WUNDOWIE TOILETS. SUPPLY 2 X DISPOSIBLE GLOVES, 1 X CARTON OF TOILET ROLLS.	1	73.97	
INV 19283	16/02/2018	OXTER SERVICES	WUNDOWIE TOILETS. MONTHLY CLEANS FOR 02/02/2018 TO 16/02/2018.	1	446.60	
INV 19282	16/02/2018	OXTER SERVICES	BAKERS HILL PAVILLION. CLEANING FOR 02/02/2018 TO 16/02/2018.	1	291.50	
INV 19285	16/02/2018	OXTER SERVICES	CEMETERY TOILETS. MONTHLY CLEANING FOR 02/02/2018 TO 16/02/2018.	1	291.50	
INV 19280	16/02/2018	OXTER SERVICES	CLACKLINE TOILETS. CLEANING FOR 02/02/2018 TO 16/02/2018.	1	408.10	
INV 19281	16/02/2018	OXTER SERVICES	BAKERS HILL TOILETS. CLEANING FOR 02/02/2018 TO 16/02/2018.	1	408.10	
INV 19284	16/02/2018	OXTER SERVICES	KATRINE TOILETS. CLEANING FOR 02/02/2018 TO 16/02/2018.	1	291.50	
INV 19314	23/02/2018	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF JOHAN DIETRICH - BURIAL DATE 22/2/2018.	1	781.00	
EFT29194	06/03/2018	PRITCHARD BOOKBINDERS	BINDING OF COUNCIL MINUTES	1		271.15
INV INV-126820/02/2018		PRITCHARD BOOKBINDERS	BINDING OF COUNCIL MINUTES	1	271.15	
EFT29195	06/03/2018	PROFESSIONAL LOCKSERVICE	SOUND SHELL. SUPPLY AND DELIVER 3 X H04	1		476.47
INV 0010237220/02/2018		PROFESSIONAL LOCKSERVICE	SOUND SHELL. SUPPLY AND DELIVER 3 X H04	1	291.50	
INV 0010237120/02/2018		PROFESSIONAL LOCKSERVICE	SUPPLY AND DELIVER TO SHIRE 1 X WAS PADLOCK AND 3 X KEYS AS DISCUSSED.	1	184.97	

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EFT29196	06/03/2018	TAIL END CHARLIE THE TRACTOR HERITAGE SYNDICATE	3 BUCKLES, 2 HATS, 4 HAT PINS SOLD ON BEHALF OF TAIL END CHARLIE AT THE NORTHAM VISITORS CENTRE.	1		220.00
INV VW1601216/01/2018		TAIL END CHARLIE THE TRACTOR HERITAGE SYNDICATE	3 BUCKLES, 2 HATS, 4 HAT PINS SOLD ON BEHALF OF TAIL END CHARLIE AT THE NORTHAM VISITORS CENTRE.	1	220.00	
EFT29197	06/03/2018	THE WORKWEAR GROUP	UNIFORM FOR KATHY SCHOLZ.	1		72.25
INV 1024963813/02/2018		THE WORKWEAR GROUP	UNIFORM FOR KATHY SCHOLZ.	1	72.25	
EFT29198	06/03/2018	TOWN PLANNING URBAN DESIGN AND HERITAGE	PREPARATION OF THE NORTHAM CBD DEVELOPMENT AND CONNECTIVITY STRATEGY TASK 5 (PHASE 6)	1		614.63
INV 44069	31/07/2017	TOWN PLANNING URBAN DESIGN AND HERITAGE	PREPARATION OF THE NORTHAM CBD DEVELOPMENT AND CONNECTIVITY STRATEGY TASK 5 (PHASE 6)	1	614.63	
EFT29200	06/03/2018	ATTILA JOHN MENCShELYI	COUNCILLOR PAYMENTS FOR FEBRUARY 2018	1		1,905.73
INV FEBRUA28/02/2018		ATTILA JOHN MENCShELYI	COUNCILLOR PAYMENTS FOR FEBRUARY 2018	1	1,905.73	
EFT29201	06/03/2018	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR FEBRUARY 2018	1		1,500.00
INV FEBRUA28/02/2018		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR FEBRUARY 2018	1	1,500.00	
EFT29202	06/03/2018	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR FEBRUARY 2018	1		1,905.73
INV FEBRUA28/02/2018		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR FEBRUARY 2018	1	1,905.73	
EFT29203	06/03/2018	CHRIS DAVIDSON	COUNCILLOR PAYMENTS FEBRUARY 2018	1		1,905.73
INV FEBRUA28/02/2018		CHRIS DAVIDSON	COUNCILLOR PAYMENTS FEBRUARY 2018	1	1,905.73	
EFT29204	06/03/2018	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FEBRUARY 2018	1		5,142.56
INV FEBRUA28/02/2018		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FEBRUARY 2018	1	5,142.56	
EFT29205	06/03/2018	JOHN PROUD	COUNCILLOR PAYMENTS FEBRUARY 2018	1		1,909.43
INV FEBRUA28/02/2018		JOHN PROUD	COUNCILLOR PAYMENTS FEBRUARY 2018	1	1,909.43	
EFT29206	06/03/2018	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FEBRUARY 2018	1		2,105.53
INV FEBRUA28/02/2018		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FEBRUARY 2018	1	2,105.53	

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EFT29207	06/03/2018	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR FEBRUARY 2018	1		2,843.23
INV FEBRUA28/02/2018		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR FEBRUARY 2018	1	2,843.23	
EFT29208	06/03/2018	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR FEBRUARY 2018	1		1,905.73
INV FEBRUA28/02/2018		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR FEBRUARY 2018	1	1,905.73	
EFT29209	06/03/2018	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FEBRUARY 2018	1		1,961.23
INV FEBRUA28/02/2018		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FEBRUARY 2018	1	1,961.23	
EFT29210	06/03/2018	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FEBRUARY 2018	1		2,065.57
INV FEBRUA28/02/2018		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FEBRUARY 2018	1	2,065.57	
EFT29211	08/03/2018	COMISKEY'S CONTRACTING PTY LTD	CONTRACT 2 OF 2017 - KING CREEK DRAIN STAGE 3 CONSTRUCTION	1		10,753.38
INV 180104	28/01/2018	COMISKEY'S CONTRACTING PTY LTD	CONSTRUCTION VARIATION #016 - VARIATION TO SUBCONTRACTOR RATE FOR ASPHALT DUE TO REDUCTION IN SCOPE.	1	543.84	
INV 180103	28/01/2018	COMISKEY'S CONTRACTING PTY LTD	CONTRACT 2 OF 2017 - KING CREEK DRAIN STAGE 3 CONSTRUCTION	1	612.26	
INV 180105	28/01/2018	COMISKEY'S CONTRACTING PTY LTD	VARIATION #014 - SUPPLY CONCRETE TO REPAIR VOID INCARPARK AND INSTALL TO SIDE ENTRY COVER SLAB. CONTRACT 2 OF 2017 - KING CREEK DRAIN STAGE 3 CONSTRUCTION	1	9,597.28	
EFT29212	09/03/2018	ABBOTTS FORGE	REPAIR SLIDING DOOR ROLLER AND TRACK ON MAIN SHED	1		760.00
INV 0000302626/02/2018		ABBOTTS FORGE	REPAIR SLIDING DOOR ROLLER AND TRACK ON MAIN SHED	1	760.00	
EFT29213	09/03/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT PLAN & 3 TRAFFIC CONTROLLERS, SIGNS & CONES (2 VEHICLES) ON 27/02/2018 FOR 10 HOURS FOR SPENCERS BROOK ROAD SEAL COAT SLK 2.9 - 5.4.	1		3,587.65
INV 0011614702/03/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT PLAN & 3 TRAFFIC CONTROLLERS, SIGNS & CONES (2 VEHICLES) ON 27/02/2018 FOR 10 HOURS FOR SPENCERS BROOK ROAD SEAL COAT SLK 2.9 - 5.4.	1	2,030.60	



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INV 0011614602/03/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	3 TRAFFIC CONTROLLERS, SIGNS & CONES (2 VEHICLES) PER HOUR FOR 9.5 HOURS ON 28/02/2018 AT SPENCERS BROOK ROAD SEAL COAT SLK 2.9 - 5.4.	1	1,557.05	
EFT29214	09/03/2018	ALBERT PETER ABORDI	Rates refund for assessment A643 118 BOASE ROAD COPLEY 6562	1		117.45
INV A643	08/03/2018	ALBERT PETER ABORDI	Rates refund for assessment A643 118 BOASE ROAD COPLEY 6562		117.45	
EFT29215	09/03/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	FEE FOR RECOVERY OF RATES.	1		1,257.45
INV 81484	26/02/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	FEE FOR RECOVERY OF RATES.	1	1,257.45	
EFT29216	09/03/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		27.45
INV DEDUCT06/03/2018		AUSTRALIAN SERVICES UNION	Payroll deductions		27.45	
EFT29217	09/03/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 06/03/2018.	1		60,373.00
INV PAYG 0606/03/2018		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 06/03/2018.	1	60,373.00	
EFT29218	09/03/2018	AVON COMMUNITY DEVELOPMENT FOUNDATION	DEVELOPMENT APPROVAL NOT REQUIRED - REFUND OF PAYMENT	1		295.00
INV P18012/A27/02/2018		AVON COMMUNITY DEVELOPMENT FOUNDATION	DEVELOPMENT APPROVAL NOT REQUIRED - REFUND OF PAYMENT	1	295.00	
EFT29219	09/03/2018	AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	1		155.70
INV 0004865910/02/2018		AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	1	155.70	
EFT29220	09/03/2018	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 02/03/2018.	1		37,225.73
INV 28199	02/03/2018	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 02/03/2018.	1	37,225.73	
EFT29221	09/03/2018	BEAUREPAIRES	REPLACE TYRES 99 11R22.51 - L/H REAR DRIVE TYRES	1		643.46
INV U524349/22/02/2018		BEAUREPAIRES	REPLACE TYRES 99 11R22.51 - L/H REAR DRIVE TYRES	1	643.46	
EFT29222	09/03/2018	BLACKWELL PLUMBING PTY LTD	BACKFLOW TEST ON 3L KEANE ST GRASS VALLEY	1		163.46

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INV INV-174216/02/2018		BLACKWELL PLUMBING PTY LTD	BACKFLOW TEST ON 3L KEANE ST GRASS VALLEY	1	163.46	
EFT29223	09/03/2018	CENTRAL MOBILE MECHANICAL REPAIRS	PN1515 - 65,000KM SERVICE	1		11,252.76
INV 0000214905/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN0908 BACKHOE SERVICE 4500HRS (28 JANUARY 2018)	1	1,052.76	
INV 0000215805/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1222 - 60,000KM SERVICE	1	897.71	
INV 0000215705/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1207 - 3,000HR SERVICE AND AIR CON REGAS	1	878.68	
INV 0000215405/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1201 FLOCON SERVICE 80,000KM (28 JANUARY 2018)	1	763.36	
INV 0000215205/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1501 - WATER TRUCK SERVICE 130,000KM (28 JANUARY 2018)	1	852.28	
INV 0000215305/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1218 - TIPPER SERVICE 60,000KM (28 JANUARY 2018)	1	802.73	
INV 0000215605/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1515 - 65,000KM SERVICE	1	1,311.09	
INV 0000215105/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1509 - ISUZU TIPPER SERVICE 30,000KM (25 JANUARY 2018)	1	718.30	
INV 0000214805/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN3555 - REPAIR HYDRAULIC HOSE ON BACKHOE IN SHIRE DEPOT YARD	1	679.47	
INV 0000216105/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN0916 - 2250HR SERVICE TO BE CONDUCTED 23 FEBRUARY 2018 SHIRE DEPOT	1	720.83	
INV 0000215905/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	REPAIRS TO SIDE TIPPER ON PN1515 TWO WAY TIPPER TRUCK.	1	134.75	
INV 0000216205/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1605 - 50,000KM SERVICE TO BE CONDUCTED ON 24 JANUARY 2018	1	417.29	
INV 0000216705/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN2116 - REPLACE WHEEL BEARINGS, AND BRAKES ALL OVER SERVICE	1	434.50	
INV 0000216005/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN2116 - REPLACE WHEEL BEARINGS, AND BRAKES ALL OVER SERVICE	1	1,197.24	
INV 0000216305/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1308 - 60,000KM SERVICE TO BE CONDUCTED 26 FEBRUARY 2018	1	391.77	
EFT29224	09/03/2018	CLARK EQUIPMENT	PARTS FOR BOBCAT - PN0916.	1		1,864.40
INV 0817017727/02/2018		CLARK EQUIPMENT	PARTS FOR BOBCAT - PN0916.	1	1,864.40	
EFT29225	09/03/2018	COMISKEY'S CONTRACTING PTY LTD	CONTRACT 2 OF 2017 - KING CREEK DRAIN STAGE 3 CONSTRUCTION	1		18,960.37
INV 180207	23/02/2018	COMISKEY'S CONTRACTING PTY LTD	CONTRACT 2 OF 2017 - KING CREEK DRAIN STAGE 3 CONSTRUCTION	1	11,101.09	

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INV 180205	23/02/2018	COMISKEY'S CONTRACTING PTY LTD	CONTRACT 2 OF 2017 - KING CREEK DRAIN STAGE 3 CONSTRUCTION VARIATION #013 - SUPPLY AND INSTALL 51M COLORBOND FENCE ALONG ADJOINING PROPERTY TO MATCH EXISTING FENCING.	1	7,617.28	
INV 180206	23/02/2018	COMISKEY'S CONTRACTING PTY LTD	CONTRACT 2 OF 2017 - KING CREEK DRAIN STAGE 3 CONSTRUCTION.	1	242.00	
EFT29226	09/03/2018	COUNTRY COPIERS NORTHAM	VC SUPPLIES FEB 2018	1		89.80
INV 41417	28/02/2018	COUNTRY COPIERS NORTHAM	CLEAR BINDER COVERS	1	28.60	
INV 41417	28/02/2018	COUNTRY COPIERS NORTHAM	VC SUPPLIES FEB 2018	1	61.20	
EFT29227	09/03/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR ADMIN, DEPOT, HEALTH W/E 09/02/2018.	1		802.79
INV 0343	23/02/2018	COURIER AUSTRALIA	FREIGHT CHARGE FOR DEPOT W/E 23/02/2018.	1	62.48	
INV 0339	26/01/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR LIBRARY & CESM - FOR W/E 26/01/2018.	1	51.94	
INV 0340	02/02/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEPOT, LIBRARY, CESM - W/E 02/02/2018.	1	115.31	
INV 0341	09/02/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR ADMIN, DEPOT, HEALTH W/E 09/02/2018.	1	573.06	
EFT29228	09/03/2018	E FIRE & SAFETY	ROUTINE MAINTENANCE CHARGES FOR FEBRUARY 2018 - NORTHAM REC CENTRE	1		462.00
INV 0021492206/02/2018		E FIRE & SAFETY	ROUTINE MAINTENANCE CHARGES FOR FEBRUARY 2018 - NORTHAM REC CENTRE	1	209.00	
INV 0021486206/02/2018		E FIRE & SAFETY	NORTHAM TOWN HALL ROUTINE MAINTENANCE CHARGES FOR THE MONTH OF FEBRUARY 2018.	1	126.50	
INV 0021487706/02/2018		E FIRE & SAFETY	KILLARA. MONTHLY FIRE PANEL TEST FOR FEBRUARY 2018.	1	126.50	
EFT29229	09/03/2018	EASIFLEET	Payroll deductions	1		2,113.47
INV DEDUCT06/03/2018		EASIFLEET	Payroll deductions		1,238.30	
INV DEDUCT06/03/2018		EASIFLEET	Payroll deductions		875.17	
EFT29230	09/03/2018	FRESH START RECOVERY PROGRAMME	CATERING FOR NIGHT HOOPS TOURNAMENTS 1 & 2	1		1,870.00
INV 0029113023/11/2017		FRESH START RECOVERY PROGRAMME	CATERING FOR NIGHT HOOPS TOURNAMENTS 1 & 2	1	1,870.00	

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EFT29231	09/03/2018	GALAXY ENTERPRISES	STOCK PURCHASES FOR VISITORS CENTRE.	1		95.26
INV 2129	08/02/2018	GALAXY ENTERPRISES	STOCK PURCHASES FOR VISITORS CENTRE.	1	95.26	
EFT29232	09/03/2018	GLENWARRA DEVELOPMENT SERVICES	ADVISE ON CLEARING PERMIT - NURSERY, 19 BROWN RD, WUNDOWIE	1		1,210.00
INV 2017/18-328/02/2018	08/02/2018	GLENWARRA DEVELOPMENT SERVICES	ADVISE ON CLEARING PERMIT - NURSERY, 19 BROWN RD, WUNDOWIE	1	1,210.00	
EFT29233	09/03/2018	GRAFTON ELECTRICS	REPAIR LIGHTS AT LESSER & TOWN HALL.	1		263.67
INV 4808	08/02/2018	GRAFTON ELECTRICS	REPAIR LIGHTS AT LESSER & TOWN HALL.	1	263.67	
EFT29234	09/03/2018	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR MADDISON GARLAND ON THE 18TH, 19TH & 20TH SEPTEMBER 2017.	1		1,425.41
INV 6871618_15/02/2018	15/02/2018	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR MADDISON GARLAND ON 12/09/2018.	1	351.19	
INV 6887876_15/02/2018	15/02/2018	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR MADDISON GARLAND ON THE 18TH, 19TH & 20TH SEPTEMBER 2017.	1	1,074.22	
EFT29235	09/03/2018	HIMAC ATTACHMENTS	ITEM# TDB210 - 2100MM DOZER ANGLE & TILT BLADE AS PER QUOTE# 12950 INCLUDES: STANDARD HOSES & 1/2" FLAT FACE COUPLINGS. BOLT-ON EDGE. HIGH QUALITY BOLTED BLADE IN HARDOX HB 450. HYDRAULIC ANGLING. HYDRAULIC TILT.	1		8,332.50
INV SI-9558	27/02/2018	HIMAC ATTACHMENTS	ITEM# TDB210 - 2100MM DOZER ANGLE & TILT BLADE AS PER QUOTE# 12950 INCLUDES: STANDARD HOSES & 1/2" FLAT FACE COUPLINGS. BOLT-ON EDGE. HIGH QUALITY BOLTED BLADE IN HARDOX HB 450. HYDRAULIC ANGLING. HYDRAULIC TILT.	1	8,332.50	
EFT29236	09/03/2018	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE AND GULLY EDUCATION SERVICES - 08/01/2018 TO 13/01/2018.	1		24,175.80
INV 4466	31/01/2018	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE AND GULLY EDUCATION SERVICES - 08/01/2018 TO 13/01/2018.	1	4,029.30	

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INV 4465	31/01/2018	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE AND GULLY EDUCATION SERVICES - 01/01/2018 TO 06/01/2018.	1	4,029.30	
INV 4467	31/01/2018	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE AND GULLY EDUCATION SERVICES - 15/01/2018 TO 20/01/2018.	1	4,029.30	
INV 4475	15/02/2018	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & GULLY EDUCATION SERVICES - 29/01/2018 TO 03/02/2018.	1	4,029.30	
INV 4476	15/02/2018	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & GULLY EDUCATION SERVICES 05/02/2018 TO 10/02/2018.	1	4,029.30	
INV 4468	31/01/2018	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE AND GULLY EDUCATION SERVICES - 22/01/2018 TO 27/01/2018.	1	4,029.30	
EFT29237	09/03/2018	KIRK GARLETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 02/7/2017, 14/12/2017 AND 08/02/2018.	1		300.00
INV JW0802208/02/2018		KIRK GARLETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 02/7/2017, 14/12/2017 AND 08/02/2018.	1	300.00	
EFT29238	09/03/2018	LLOYDS EARTHMOVING	PLANTS FOR CITIZENSHIP GIFTS - 26/01/2018	1		46.00
INV INV-040125/01/2018		LLOYDS EARTHMOVING	PLANTS FOR CITIZENSHIP GIFTS - 26/01/2018	1	46.00	
EFT29239	09/03/2018	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions	1		20.50
INV DEDUCT06/03/2018		LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions		20.50	
EFT29240	09/03/2018	MALINOWSKI HOLDINGS PTY LTD	RENT - 174 FITZGERALD STREET, NORTHAM - MARCH 2018.	1		916.66
INV 02606	25/02/2018	MALINOWSKI HOLDINGS PTY LTD	RENT - 174 FITZGERALD STREET, NORTHAM - MARCH 2018.	1	916.66	
EFT29241	09/03/2018	MAYBERRY HAMMOND & CO	FOR FEDERAL FOOTBALL CLUB LEASE - COMMONAGE	1		583.00
INV 41144	07/02/2018	MAYBERRY HAMMOND & CO	FOR FEDERAL FOOTBALL CLUB LEASE - COMMONAGE	1	583.00	
EFT29242	09/03/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS & GULLY EDUCATION SERVICES - 12/02/2018 TO 18/02/2018.	1		8,058.60
INV N1803	28/02/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS & GULLY EDUCATION SERVICES - 12/02/2018 TO 18/02/2018.	1	4,029.30	
INV N1804	28/02/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS & GULLY EDUCATION SERVICES.	1	4,029.30	

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EFT29243	09/03/2018	MOORE STEPHENS (WA) PTY LTD	DEFERRED PENSIONER RATES FOR THE YEAR ENDED 30/06/2017.	1		550.00
INV 306074	28/02/2018	MOORE STEPHENS (WA) PTY LTD	DEFERRED PENSIONER RATES FOR THE YEAR ENDED 30/06/2017.	1	550.00	
EFT29244	09/03/2018	MORRIS PEST AND WEED CONTROL	ALL BRIDGES. ANNUAL TERMITE INSPECTIONS	1		8,760.00
INV 8734	27/02/2018	MORRIS PEST AND WEED CONTROL	BRIDGE TERMITE TREATMENTS FROM ANNUAL INSPECTIONS. BRIDGE # 608	1	1,225.00	
INV 8733	27/02/2018	MORRIS PEST AND WEED CONTROL	ALL BRIDGES. ANNUAL TERMITE INSPECTIONS	1	7,535.00	
EFT29245	09/03/2018	MR NATURALLY CLEAN	SECURITY CALL OUT TO VARIOUS BUILDINGS FOR FEBRUARY 2018.	1		495.00
INV INV-059905/02/2018		MR NATURALLY CLEAN	SECURITY CALL OUT TO VARIOUS BUILDINGS FOR FEBRUARY 2018.	1	495.00	
EFT29246	09/03/2018	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION MARCH 2018.	1		671.00
INV INV-237401/03/2018		NETSIGHT	MYOSH MONTHLY SUBSCRIPTION MARCH 2018.	1	671.00	
EFT29247	09/03/2018	NORTHAM BETTA HOME LIVING	NEW CHARGER FOR CEO IPAD	1		48.95
INV 2957189928/02/2018		NORTHAM BETTA HOME LIVING	NEW CHARGER FOR CEO IPAD	1	48.95	
EFT29248	09/03/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS FEBRUARY 2018.	1		20.00
INV 0000115022/02/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS FEBRUARY 2018.	1	20.00	
EFT29249	09/03/2018	NORTHAM VETERINARY CENTRE	EXAMINE INJURED DOG	1		162.69
INV 64061	21/02/2018	NORTHAM VETERINARY CENTRE	EXAMINE INJURED DOG	1	43.17	
INV 64018	19/02/2018	NORTHAM VETERINARY CENTRE	EXAMINE INJURED DOG	1	119.52	
EFT29250	09/03/2018	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIR DAMAGED SHADE SAIL FROM BERNARD PARK PLAYGROUND AND BERNARD PARK PLAYGROUP	1		352.00
INV 3054	29/01/2018	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIR DAMAGED SHADE SAIL FROM BERNARD PARK PLAYGROUND AND BERNARD PARK PLAYGROUP	1	352.00	
EFT29251	09/03/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY FEE FOR DAILY MONITORING, MANAGEMENT & RESOLUTION OF DISASTER RECOVERY OPTIONS AT SITE - FEBRUARY 2018.	1		127.50

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INV 23359	27/02/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	EVENTS USERS CHANGED PASSWORD ON REMOTE COMPUTER. ASSIST WITH ISSUE ACCESSING EMAIL AND REMOTE.	1	42.50	
INV 23359	27/02/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY FEE FOR DAILY MONITORING, MANAGEMENT & RESOLUTION OF DISASTER RECOVERY OPTIONS AT SITE - FEBRUARY 2018.	1	85.00	
EFT29252	09/03/2018	PFD FOOD SERVICES PTY LTD	BLACK GARBAGE BAGS FOR NORTHAM POOL.	1		5.05
INV KJ45757423/02/2018		PFD FOOD SERVICES PTY LTD	BLACK GARBAGE BAGS FOR NORTHAM POOL.	1	77.00	
INV KJ42540721/02/2018		PFD FOOD SERVICES PTY LTD	GARBAGE BAGS REFUNDED RETURNED 6.REF INVOICE KJ424205.	1	-71.95	
EFT29253	09/03/2018	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - FEBRUARY 2018.	1		1,122.00
INV PM4351	25/02/2018	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - FEBRUARY 2018.	1	1,122.00	
EFT29254	09/03/2018	QUELLINGTON PROGRESS AND SPORTING ASSOCIATION INC	CLEAN UP AUSTRALIA DAY - QUELLING HASS 2018 - QUICK RESPONSE GRANT.	1		121.00
INV 2602201826/02/2018		QUELLINGTON PROGRESS AND SPORTING ASSOCIATION INC	CLEAN UP AUSTRALIA DAY - QUELLING HASS 2018 - QUICK RESPONSE GRANT.	1	121.00	
EFT29255	09/03/2018	RAMM SOFTWARE PTY LTD	RAMM TRAINING FOR PAUL KHER - 08/02/2018	1		434.50
INV INV-015728/02/2018		RAMM SOFTWARE PTY LTD	RAMM TRAINING FOR PAUL KHER - 08/02/2018	1	434.50	
EFT29256	09/03/2018	SANTALEUCA FORRESTRY	STOCK PURCHASES FOR VISITORS CENTRE.	1		235.44
INV 468	07/02/2018	SANTALEUCA FORRESTRY	STOCK PURCHASES FOR VISITORS CENTRE.	1	235.44	
EFT29257	09/03/2018	SCHWEPPE PTY LTD	STOCK PURCHASES FOR NORTHAM REC CENTRE	1		355.21
INV 0807710023/02/2018		SCHWEPPE PTY LTD	STOCK PURCHASES FOR NORTHAM REC CENTRE	1	355.21	
EFT29258	09/03/2018	SKILL HIRE WA PTY LTD	LABOUR HIRE - ROB WILSON - 04/02/2018.	1		5,437.85
INV AP51618-15/02/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE - ROBERT WILSON -11 FEBRUARY 2018	1	1,701.34	
INV AP51666-28/02/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE - ROBERT WILSON - 25 FEBRUARY 2018	1	1,770.41	
INV AP51550-06/02/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE - ROB WILSON - 04/02/2018.	1	1,966.10	

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EFT29259	09/03/2018	TASHCO SYSTEMS	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE - INTERIOR FIT OUT - SHOWCASES	1		71,610.00
INV IN11504928/02/2018		TASHCO SYSTEMS	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE - INTERIOR FIT OUT - SHOWCASES	1	71,610.00	
EFT29260	09/03/2018	TECHNOLOGY ONE LIMITED	IMPLEMENT AND RECONFIGURE SLIP DOWNLOADER TO CONFORM TO LANGATES NEW REQUIRMENTS	1		1,980.00
INV 165417	31/01/2018	TECHNOLOGY ONE LIMITED	IMPLEMENT AND RECONFIGURE SLIP DOWNLOADER TO CONFORM TO LANGATES NEW REQUIRMENTS	1	1,980.00	
EFT29261	09/03/2018	THE PAPER COMPANY OF AUSTRALIA	PHOTOCOPY PAPER FOR ADMIN.	1		783.75
INV 0004070606/02/2018		THE PAPER COMPANY OF AUSTRALIA	PHOTOCOPY PAPER FOR ADMIN.	1	783.75	
EFT29262	09/03/2018	TIM DAVIES LANDSCAPING PTY LTD	LANDSCAPE DESIGN FOR ST JOHNS PUBLIC OPEN SPACE - PROGRESS CLAIM 1.	1		8,140.00
INV SI-08743828/02/2018		TIM DAVIES LANDSCAPING PTY LTD	LANDSCAPE DESIGN WORK CARRIED OUT FOR ST JOHNS PUBLIC OPEN SPACE - NORTHAM PROGRESS CLAIM 2	1	2,200.00	
INV SI-08695229/01/2018		TIM DAVIES LANDSCAPING PTY LTD	SCHEMATIC DESIGN FOR DEVELOPMENT APPROVAL - THE MEETING PLACE, NORTHAM	1	2,904.00	
INV SI-08654631/12/2017		TIM DAVIES LANDSCAPING PTY LTD	LANDSCAPE DESIGN FOR ST JOHNS PUBLIC OPEN SPACE - PROGRESS CLAIM 1.	1	3,036.00	
EFT29263	09/03/2018	TUDOR HOUSE	PLAIN BANNER FOR THE BANNERS IN THE TERRACE COMPETITION	1		126.50
INV 1667	27/02/2018	TUDOR HOUSE	PLAIN BANNER FOR THE BANNERS IN THE TERRACE COMPETITION	1	126.50	
EFT29264	09/03/2018	VISIMAX SAFETY PRODUCTS	CORDURA BELT HOLSTER TO SUIT 75G SIZE	1		58.10
INV 0000556901/03/2018		VISIMAX SAFETY PRODUCTS	CORDURA BELT HOLSTER TO SUIT 75G SIZE	1	58.10	
EFT29265	09/03/2018	WADE GORDON ASHMAN	FIREBREAK & FUEL LOAD REDUCTION	1		352.00
INV 776	27/02/2018	WADE GORDON ASHMAN	FIREBREAK & FUEL LOAD REDUCTION	1	352.00	
EFT29266	09/03/2018	WATER QUALITY SOLUTIONS	AIROLATOR CARNIVAL PROPELLER 3/4HP & 1HP RYTON (ITEM NUMBER 03-CARNPROP34)	1		224.85
INV 600623	21/02/2018	WATER QUALITY SOLUTIONS	AIROLATOR CARNIVAL PROPELLER 3/4HP & 1HP RYTON (ITEM NUMBER 03-CARNPROP34)	1	224.85	



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EFT29267	09/03/2018	WHEATBELT OFFICE & BUSINESS MACHINES	TP LINK TD-8840T ADSL MODEM	1		41.20
INV 22911	22/01/2018	WHEATBELT OFFICE & BUSINESS MACHINES	TP LINK TD-8840T ADSL MODEM	1	41.20	
EFT29268	15/03/2018	D CLEMENTS SMASH REPAIRS	INSURANCE EXCESS FOR REPAIRS TO COMMUNITY BUS PN009 - N009	1		1,000.00
INV 2564	15/03/2018	D CLEMENTS SMASH REPAIRS	INSURANCE EXCESS FOR REPAIRS TO COMMUNITY BUS PN009 - N009	1	1,000.00	
EFT29269	16/03/2018	HYDRAMET PTY LTD	OPERATE AND CONTROL LIQUEFIED CHLORINE GAS - KEVIN LANGILLE AND JOHN RUTHERFORD - 14/02/2018	1		2,288.00
INV 68696	28/02/2018	HYDRAMET PTY LTD	OPERATE AND CONTROL LIQUEFIED CHLORINE GAS - JAMIE-LEE ROBERTS - 14/02/2018	1	616.00	
INV 68697	28/02/2018	HYDRAMET PTY LTD	OPERATE AND CONTROL LIQUEFIED CHLORINE GAS - KEVIN LANGILLE AND JOHN RUTHERFORD - 14/02/2018	1	1,672.00	
EFT29270	16/03/2018	STEWARTS PHARMACY	ADULT EPI PENS FOR KILLARA, VISITOR CENTRE, REC CENTRE, WATER PARK, WUNDOWIE LIBRARY & NORTHAM LIBRARY & JUNIOR EPI PENS FOR VISITOR CENTRE, REC CENTRE, NORTHAM POOL, WUNDOWIE POOL & NORTHAM LIBRARY.	1		2,132.48
INV 1159105	12/12/2017	STEWARTS PHARMACY	2 X ADULT EPI PENS FOR NORTHAM & WUNDOWIE POOL.	1	204.00	
INV 1160705	19/12/2017	STEWARTS PHARMACY	SALBUTAMOL FOR NORTHAM & WUNDOWIE DEPOT.	1	17.98	
INV 1159273	13/12/2017	STEWARTS PHARMACY	TETANUS VACCINES FOR JUDITH HAY & MAXWELL WILLIAMS.	1	86.60	
INV 1160701	19/12/2017	STEWARTS PHARMACY	ADULT EPI PENS FOR KILLARA, VISITOR CENTRE, REC CENTRE, WATER PARK, WUNDOWIE LIBRARY & NORTHAM LIBRARY & JUNIOR EPI PENS FOR VISITOR CENTRE, REC CENTRE, NORTHAM POOL, WUNDOWIE POOL & NORTHAM LIBRARY.	1	1,122.00	
INV 1160701	19/12/2017	STEWARTS PHARMACY	EPI PENS FOR NORTHAM & WUNDOWIE DEPOT.	1	204.00	
INV 1160701	19/12/2017	STEWARTS PHARMACY	EPI PENS FOR THE SHIRE ADMIN BUILDING.	1	306.00	
INV 1160701	19/12/2017	STEWARTS PHARMACY	EPI PEN FOR NORTHAM DOG POUND.	1	102.00	
INV 1160705	19/12/2017	STEWARTS PHARMACY	SALBUTAMOL FOR SHIRE ADMIN BUILDING.	1	8.99	

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INV 1160705	19/12/2017	STEWARTS PHARMACY	SALBUTAMOL FOR NORTHAM & WUNDOWIE POOL, KILLARA, REC CENTRE, WATER PARK, NORTHAM & WUNDOWIE LIBRARY & VISITOR CENTRE.	1	71.92	
INV 1160705	19/12/2017	STEWARTS PHARMACY	SALBUTAMOL FOR THE NORTHAM DOG POUND.	1	8.99	
EFT29271	16/03/2018	ABBOTTS FORGE	REPAIR APEX PARK GATES	1		350.00
INV 0000296101/02/2018		ABBOTTS FORGE	REPAIR APEX PARK GATES	1	350.00	
EFT29272	16/03/2018	ANDY'S PLUMBING SERVICE	KATRINE TOILETS. SERVICE ALL CISTERNS AND CHECK ALL PLUMBING. MALE CISTERN FILLING UP SLOWLY.	1		519.75
INV A17910	01/03/2018	ANDY'S PLUMBING SERVICE	KATRINE TOILETS. SERVICE ALL CISTERNS AND CHECK ALL PLUMBING. MALE CISTERN FILLING UP SLOWLY.	1	519.75	
EFT29273	16/03/2018	AUSTRALIA POST	POSTAGE FOR ADMIN, KILLARA & SES POST BOX FOR FEBRUARY 2018.	1		2,623.86
INV 1007261403/03/2018		AUSTRALIA POST	POSTAGE FOR ADMIN, KILLARA & SES POST BOX FOR FEBRUARY 2018.	1	2,623.86	
EFT29274	16/03/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE 13/02/2018 to 25/02/2018.	1		1,568.00
INV 0075	25/02/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE 13/02/2018 to 25/02/2018.	1	1,568.00	
EFT29275	16/03/2018	AVON VALLEY BAKERY	CATERING - REGIONAL ROAD GROUP MEETING, 26TH FEBRUARY 2018. TO BE REIMBURSED BY MAIN ROADS WA	1		48.00
INV 2565	14/03/2018	AVON VALLEY BAKERY	CATERING - REGIONAL ROAD GROUP MEETING, 26TH FEBRUARY 2018. TO BE REIMBURSED BY MAIN ROADS WA	1	48.00	
EFT29276	16/03/2018	BOYD KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE COLLECTING BOTANICAL SAMPLES.	1		150.00
INV RR1603216/03/2018		BOYD KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE COLLECTING BOTANICAL SAMPLES.	1	150.00	
EFT29277	16/03/2018	BROWN GEOTECHNICAL	NORTHAM YOUTH PRECINCT GEOTECHNICAL SURVEY	1		3,201.00
INV 17025.1	07/03/2018	BROWN GEOTECHNICAL	NORTHAM YOUTH PRECINCT GEOTECHNICAL SURVEY	1	3,201.00	

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EFT29278	16/03/2018	CDA AIR & SOLAR	REC CENTRE. REPAIR AIR CONDITIONER IN MEETING ROOM 2.	1		550.50
INV 0000234426/02/2018		CDA AIR & SOLAR	REC CENTRE. REPAIR AIR CONDITIONER IN MEETING ROOM 2.	1	550.50	
EFT29279	16/03/2018	CENTRAL MOBILE MECHANICAL REPAIRS	REPLACE BUSHES ON TRAILER PN1009A MONDAY 26 FEBRUARY 2018	1		4,344.34
INV 0000216505/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1221 - REPAIR HYDRAULIC HOSE ON RESPONSE TRUCK	1	501.49	
INV 0000216405/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	REPLACE BUSHES ON TRAILER PN1009A MONDAY 26 FEBRUARY 2018	1	1,194.27	
INV 0000215505/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN0908 - REPLACEMENT HYDRAULIC HOSE ON BACKHOE	1	590.48	
INV 0000214705/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1305 - ISUZU WINDOW REGULATOR	1	587.40	
INV 0000216605/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1213 - ATTEND ASSESS AND REPAIR WUNDOWIE TRACTOR (WUNDOWIE DEPOT) 28 FEBRUARY 2018	1	939.40	
INV 0000215005/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN2240 - REPLACEMENT JOCKEY WHEEL WOOD CHIPPER	1	327.80	
INV 0000214605/03/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1207 - REPAIR TRACTOR OIL LEAK	1	203.50	
EFT29280	16/03/2018	CHRISKEVSHAR GROUP	HAZARD REDUCTION AT RESERVE 41452 - CREATE A 20M BUFFER BEHIND THE HOUSES ON PURKISS DRIVE, NORTHAM	1		2,275.00
INV 30	02/03/2018	CHRISKEVSHAR GROUP	HAZARD REDUCTION AT RESERVE 41452 - CREATE A 20M BUFFER BEHIND THE HOUSES ON PURKISS DRIVE, NORTHAM	1	2,275.00	
EFT29281	16/03/2018	CLARK EQUIPMENT	HIRE OF PROFILER FOR CARTER ROAD WORKS (5 DAYS) PICK UP 19 FEBRUARY 2018	1		1,716.46
INV 209364	21/02/2018	CLARK EQUIPMENT		1	1,512.50	
INV 209653	06/03/2018	CLARK EQUIPMENT	HIRE OF PROFILER FOR CARTER ROAD WORKS (5 DAYS) PICK UP 19 FEBRUARY 2018	1	203.96	
EFT29282	16/03/2018	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR FOR BROOKE	1		375.00
INV 4648	13/03/2018	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR FOR BROOKE	1	375.00	
EFT29283	16/03/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR CESM & DEPOT W/E 16/02/2018.	1		109.22
INV 0342	16/02/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR CESM & DEPOT W/E 16/02/2018.	1	109.22	

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EFT29284	16/03/2018	CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01/03/2018 TO 31/03/2018. FOR NORTHAM REC CENTRE	1		588.33
INV CINS303-16/02/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01/03/2018 TO 31/03/2018. FOR SES ADMIN	1	29.00	
INV CINS303-16/02/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01/03/2018 TO 31/03/2018. FOR SES BUILDING	1	29.00	
INV CINS303-16/02/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01/03/2018 TO 31/03/2018. FOR WUNDOWIE LIBRARY.	1	53.00	
INV CINS303-16/02/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FROM 01/03/2018 TO 31/03/2018 VISITORS CENTRE.	1	53.00	
INV CINS303-16/02/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01/03/2018 TO 31/03/2018. FOR NORTHAM LIBRARY.	1	53.00	
INV CINS303-16/02/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01/03/2018 TO 31/03/2018. FOR OLD GIRLS SCHOOL.	1	53.00	
INV CINS303-16/02/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01/03/2018 TO 31/03/2018. FOR OLD RAILWAY STATION	1	53.00	
INV CINS303-16/02/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01/03/2018 TO 31/03/2018. FOR NORTHAM WASTE CENTRE	1	53.00	
INV CINS303-16/02/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01/03/2018 TO 31/03/2018. FOR MEMORIAL HALL RSL	1	53.00	
INV CINS303-16/02/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01/03/2018 TO 31/03/2018. FOR NORTHAM SWIMMING POOL.	1	53.33	
INV CINS303-16/02/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01/03/2018 TO 31/03/2018. FOR NORTHAM REC CENTRE	1	53.00	
INV CINS303-16/02/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01/03/2018 TO 31/03/2018. BERT HAWKE OVAL	1		
EFT29285	16/03/2018	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2017/18 ESL QUARTER 3 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE & EMERGENCY SERVICES OF WA ACT 1998 PART 6A.	1		156,997.64
INV 146880	21/02/2018	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2017/18 ESL QUARTER 3 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE & EMERGENCY SERVICES OF WA ACT 1998 PART 6A.	1	156,997.64	
EFT29286	16/03/2018	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR FEBRUARY 2018.	1		25,863.86
INV FEBRUA28/02/2018		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR FEBRUARY 2018.		25,863.86	
EFT29287	16/03/2018	ECOMIST SWAN	YEARLY SERVICE FEE FOR NATURAL INSECT CONTROL (SPRAYS)- KILLARA	1		192.50

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INV 0004593006/03/2018		ECOMIST SWAN	YEARLY SERVICE FEE FOR NATURAL INSECT CONTROL (SPRAYS)- KILLARA	1	192.50	
EFT29288	16/03/2018	FIRE MITIGATION SERVICES	48701 JOSE RD - ALMOND AVE 50M LOW FUEL BUFFER 750M BEHIND HOUSES (AWAIT DER APPROVAL)	1		4,996.00
INV 0000023918/02/2018		FIRE MITIGATION SERVICES	48701 JOSE RD - ALMOND AVE 50M LOW FUEL BUFFER 750M BEHIND HOUSES (AWAIT DER APPROVAL)	1	4,996.00	
EFT29289	16/03/2018	FRAMESWEST	PAINT 3 BOLLARDS	1		396.00
INV 0001479928/02/2018		FRAMESWEST	PAINT 3 BOLLARDS	1	396.00	
EFT29290	16/03/2018	FULTON HOGAN INDUSTRIES PTY LTD	6 X EP2174 - 15L PAILS OF EMULSEAL	1		759.00
INV 1142447416/02/2018		FULTON HOGAN INDUSTRIES PTY LTD	6 X EP2174 - 15L PAILS OF EMULSEAL	1	759.00	
EFT29291	16/03/2018	GLENN STUART BEVERIDGE	SOUTHERN BROOK HALL. SUPPLY AND INSTALL FIRE COMPLIANT DOOR LOCK.	1		3,938.50
INV 852	09/03/2018	GLENN STUART BEVERIDGE	BERNARD PARK PLAY CENTRE. REMOVE SCREENS AND PRESSURE CLEAN WINDOWS.	1	297.00	
INV 800	09/03/2018	GLENN STUART BEVERIDGE	WUNDOWIE DEPOT. REPLACE TERMITE DAMAGED SECTIONS OF TIMBER PURLINS. TO BE DONE AFTER TERMITE INSPECTION AND TREATMENT.	1	330.00	
INV 799	09/03/2018	GLENN STUART BEVERIDGE	KURINGAL UNIT 7. REFIX SLIDING DOOR BACK TO BRICKWORK AT LOCK.	1	77.00	
INV 798	07/03/2018	GLENN STUART BEVERIDGE	ADMIN BUILDING. INSTALL 2 X BRUSH DOOR STRIPS TO CHAMBER EXTERNAL DOORS	1	203.50	
INV 793	27/02/2018	GLENN STUART BEVERIDGE	SOUTHERN BROOK HALL. SUPPLY AND INSTALL FIRE COMPLIANT DOOR LOCK.	1	836.00	
INV 794	07/03/2018	GLENN STUART BEVERIDGE	FLUFFY DUCKLINGS. CLEAN OUT DOWN PIPES AND INSTALL GUTTER GUARD.	1	363.00	
INV 797	07/03/2018	GLENN STUART BEVERIDGE	APEX PARK TOILET. REPAIR DAMAGED DOORS AND REPAINT.	1	385.00	
INV 792	27/02/2018	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS. SUPPLY AND INSTALL 4 X STAINLESS STEEL SOAP DISPENSERS.	1	754.00	
INV 851	09/03/2018	GLENN STUART BEVERIDGE	GRASS VALLEY HALL. REINSTALL CURTAINS AFTER CLEANING.	1	693.00	
EFT29292	16/03/2018	GREENACRES TURF GROUP	70M2 VILLAGE GREEN TURF	1		490.00
INV 0005178119/02/2018		GREENACRES TURF GROUP	70M2 VILLAGE GREEN TURF	1	490.00	

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EFT29293	16/03/2018	HEMA MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		230.58
INV PSINV00.09/03/2018		HEMA MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	230.58	
EFT29294	16/03/2018	HOST AUTO REPAIRS	ANNUAL SERVICE OF L/T 1DZI553 IRISHTOWN.	1		540.90
INV 61517	23/02/2018	HOST AUTO REPAIRS	ANNUAL SERVICE OF L/T 1DZI553 IRISHTOWN.	1	540.90	
EFT29295	16/03/2018	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE FOR THE PERIOD 01/02/2018 to 28/02/2018.	1		472.16
INV 5939326	28/02/2018	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE FOR THE PERIOD 01/02/2018 to 28/02/2018.	1	472.16	
EFT29296	16/03/2018	JACKSON MCDONALD LAWYERS	LEGAL FEES FOR OPINION ON MITCHELL STREET CLAIM	1		172.55
INV 465694	30/01/2018	JACKSON MCDONALD LAWYERS	LEGAL FEES FOR OPINION ON MITCHELL STREET CLAIM	1	172.55	
EFT29297	16/03/2018	JUICEBOX	BRAND - BRAND DEVELOPMENT FOR SHIRE OF NORTHAM	1		4,400.00
INV JBC-108707/03/2018		JUICEBOX	BRAND - BRAND DEVELOPMENT FOR SHIRE OF NORTHAM	1	4,400.00	
EFT29298	16/03/2018	MALCOLM DENNIS NORWOOD	REFUND OF DOG LIFETIME REGISTRATION.	1		75.00
INV 103066	01/03/2018	MALCOLM DENNIS NORWOOD	REFUND OF DOG LIFETIME REGISTRATION.	1	75.00	
EFT29299	16/03/2018	MISTY RIDGE PLANT FARM	PLANTS FOR CBD	1		599.65
INV 0000275921/02/2018		MISTY RIDGE PLANT FARM	PLANTS FOR CBD	1	599.65	
EFT29300	16/03/2018	MM ELECTRICAL MERCHANDISING	ADMIN BUILDING. SUPPLY CABLE TIDY FOR RECORDS OFFICE.	1		26.29
INV 148991-607/03/2018		MM ELECTRICAL MERCHANDISING	ADMIN BUILDING. SUPPLY CABLE TIDY FOR RECORDS OFFICE.	1	26.29	
EFT29301	16/03/2018	MOORE STEPHENS (WA) PTY LTD	DEPARTMENT OF HEALTH (WA) HOME & COMMUNITY CARE FOR THE YEAR ENDED 30 JUNE 2017	1		4,620.00
INV 305886	21/02/2018	MOORE STEPHENS (WA) PTY LTD	DEPARTMENT OF HEALTH (WA) HOME & COMMUNITY CARE FOR THE YEAR ENDED 30 JUNE 2017	1	4,620.00	
EFT29302	16/03/2018	MORRIS PEST AND WEED CONTROL	PEST ERADICATION OF BEES/WASP HIVE AT WUNDOWIE OVAL	1		191.40

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INV 8743	06/03/2018	MORRIS PEST AND WEED CONTROL	PEST ERADICATION OF BEES/WASP HIVE AT WUNDOWIE OVAL	1	191.40	
EFT29303	16/03/2018	NORTHAM FLORIST	FLOWERS FOR FUNERAL - MARK DAVIS	1		80.00
INV 19374	12/03/2018	NORTHAM FLORIST	FLOWERS FOR FUNERAL - MARK DAVIS	1	80.00	
EFT29304	16/03/2018	NORTHAM VETERINARY CENTRE	CASTRATE - VOUCHER 17,LEO O'NEILL	1		400.00
INV 63862	09/02/2018	NORTHAM VETERINARY CENTRE	STERILISE & MICRO-CHIP - VOUCHER 16, PEPPER STEELE	1	100.00	
INV 64038	20/02/2018	NORTHAM VETERINARY CENTRE	CASTRATE - VOUCHER 17,LEO O'NEILL	1	150.00	
INV 64214	02/03/2018	NORTHAM VETERINARY CENTRE	CASTRATE & MICRO-CHIP - VOUCHER 40, SHADOW LLOYD	1	150.00	
EFT29305	16/03/2018	OXTER SERVICES	WUNDOWIE TOILETS. MONTHLY CLEANS FOR FEBRUARY 2018.	1		2,035.52
INV 19352	06/03/2018	OXTER SERVICES	KATRINE TOILETS. CLEANING FOR, FEB,	1	233.20	
INV 19351	06/03/2018	OXTER SERVICES	BAKERS HILL TOILETS. CLEANING FOR FEBRUARY 2018.	1	349.80	
INV 19350	06/03/2018	OXTER SERVICES	CLACKLINE TOILETS. CLEANING FOR FEBRUARY 2018.	1	349.80	
INV 19349	06/03/2018	OXTER SERVICES	BAKERS HILL PAVILLION. CLEANING FOR FEB 2018.	1	233.20	
INV 19348	06/03/2018	OXTER SERVICES	WUNDOWIE TOILETS. MONTHLY CLEANS FOR FEBRUARY 2018.	1	382.80	
INV 19347	06/03/2018	OXTER SERVICES	CEMETERY TOILETS. MONTHLY CLEANING FOR FEBRUARY 2018.	1	233.20	
INV 19298	02/03/2018	OXTER SERVICES	KATRINE TOILETS. SUPPLY 3 X CARTONS OF TOILET PAPER, 1 X BOX OF VINYL GLOVES AND 1 X 20L PINEAWAY.	1	253.52	
EFT29306	16/03/2018	PAULL & WARNER BODY BUILDERS PTY LTD	FERNO ALL PURPOSE GRAB BAG - RED	1		748.00
INV 520054	19/12/2017	PAULL & WARNER BODY BUILDERS PTY LTD	FERNO ALL PURPOSE GRAB BAG - RED	1	748.00	
EFT29307	16/03/2018	PERTH HILLS UNITED FOOTBALL CLUB	KIDSPORT FUNDING	1		280.00
INV KS01791907/03/2018		PERTH HILLS UNITED FOOTBALL CLUB	KIDSPORT FUNDING	1	150.00	
INV KS0178807/03/2018		PERTH HILLS UNITED FOOTBALL CLUB	KIDSPORT FUNDING	1	130.00	

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EFT29308	16/03/2018	FPD FOOD SERVICES PTY LTD	CLEANING PRODUCTS FOR SWIMMING POOL.	1		375.50
INV KJ42420521/02/2018		FPD FOOD SERVICES PTY LTD	CLEANING PRODUCTS FOR SWIMMING POOL.	1	375.50	
EFT29309	16/03/2018	PHARMAUST MANUFACTURING	8 x DFES 1/1 Cleaner Sanitiser, 1ltr 8 x DFES 2 disinfectant, 1ltr 8 x DF3, DFES Cleaner pump 30ml	1		400.82
INV 0002338712/02/2018		PHARMAUST MANUFACTURING	8 x DFES 1/1 Cleaner Sanitiser, 1ltr 8 x DFES 2 disinfectant, 1ltr 8 x DF3, DFES Cleaner pump 30ml	1	400.82	
EFT29310	16/03/2018	PRESTIGE ALARMS	NORTHAM SHIRE ADMIN BUILDING. 24 HOUR MONITORING OF SECURITY ALARM SYSTEM. QUARTERLY ACCOUNT 01/03/2018 TO 31/05/2018.	1		115.00
INV 0009641312/02/2018		PRESTIGE ALARMS	NORTHAM SHIRE ADMIN BUILDING. 24 HOUR MONITORING OF SECURITY ALARM SYSTEM. QUARTERLY ACCOUNT 01/03/2018 TO 31/05/2018.	1	115.00	
EFT29311	16/03/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1		150.00
INV 0016994	02/03/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	150.00	
EFT29312	16/03/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD	1		2,743.31
INV 5300745	10/01/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD	1	997.57	
INV 5300748	10/01/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	QUARTERLY REPORT	1	997.57	
INV 5306909	24/01/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERTS IN THE AVON VALLEY ADVOCATE ON 10TH, 17TH AND 24TH JANUARY 2018 FOR THE WELCOME TO TOWN MORNING TEA	1	748.17	
EFT29313	16/03/2018	SKILL HIRE WA PTY LTD	LABOUR HIRE - ROB WILSON - 18 FEBRUARY 2018	1		2,277.19
INV AP51654Q2/02/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE - ROB WILSON - 18 FEBRUARY 2018	1	2,277.19	
EFT29314	16/03/2018	SOHAN ARIEL HAYES	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE INTERIOR FIT OUT - MEDIA SOFTWARE PACKAGE A	1		35,200.00



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INV 0000133	27/02/2018	SOHAN ARIEL HAYES	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE INTERIOR FIT OUT - MEDIA SOFTWARE PACKAGE A	1	35,200.00	
EFT29315	16/03/2018	SPORTSPOWER NORTHAM	CHRISTMAS GIFT VOUCHER - KATHY SCHOLZ	1		50.00
INV 2488	26/02/2018	SPORTSPOWER NORTHAM	CHRISTMAS GIFT VOUCHER - KATHY SCHOLZ	1	50.00	
EFT29316	16/03/2018	THE WORKWEAR GROUP	UNIFORM FOR VICTORIA JONES.	1		84.15
INV 1024113810	02/2018	THE WORKWEAR GROUP	UNIFORM FOR VICTORIA JONES.	1	84.15	
EFT29317	16/03/2018	VANESSA AUSTRALIA PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE	1		122.08
INV SINV41308	03/2018	VANESSA AUSTRALIA PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE	1	122.08	
EFT29318	16/03/2018	VERMEER (WA & NT)	REPAIR DAMAGED CUTTER DRUM, DRUM BEARINGS & REPAIR FUEL TANK ON VERMEER WOOD CHIPPER N2240 AS PER QUOTE# 7956.	1		12,010.01
INV 104089	08/03/2018	VERMEER (WA & NT)	REPAIR DAMAGED CUTTER DRUM, DRUM BEARINGS & REPAIR FUEL TANK ON VERMEER WOOD CHIPPER N2240 AS PER QUOTE# 7956.	1	12,010.01	
EFT29319	16/03/2018	WA CONTRACT RANGER SERVICES	CAT MANGEMENT EXPENSE FEBRUARY 2018.	1		220.00
INV 01426	13/03/2018	WA CONTRACT RANGER SERVICES	CAT MANGEMENT EXPENSE FEBRUARY 2018.	1	220.00	
EFT29320	16/03/2018	WA FARM TREES	TRAYS OF ASSORTED SEEDLINGS FOR VARIOUS LAND OWNERS.	1		140.80
INV 2149	05/03/2018	WA FARM TREES	TRAYS OF ASSORTED SEEDLINGS FOR VARIOUS LAND OWNERS.	1	140.80	
EFT29321	16/03/2018	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASES FROM PUMA FEBRUARY 2018.	1		1,244.08
INV FEBRUA28	02/2018	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASES FROM PUMA FEBRUARY 2018.	1	1,244.08	
EFT29322	16/03/2018	YVONNE KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE COLLECTING BOTANICAL SAMPLES.	1		150.00
INV RR16032	16/03/2018	YVONNE KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE COLLECTING BOTANICAL SAMPLES.	1	150.00	

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EFT29323	21/03/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF FEBRUARY 2018.	2		4,543.56
INV T995	21/03/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF FEBRUARY 2018.	2	4,543.56	
EFT29324	21/03/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2018.	2		2,775.72
INV T994	21/03/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2018.	2	2,775.72	
EFT29325	21/03/2018	LINDSAY IVAN WALLIS	REFUND KERB & FOOTPATH BOND BUILDING APP NO. 17024 R#100216.	2		1,000.00
INV T961	21/03/2018	LINDSAY IVAN WALLIS	REFUND KERB & FOOTPATH BOND BUILDING APP NO. 17024 R#100216.	2	1,000.00	
EFT29326	21/03/2018	RURAL BUILDING COMPANY PTY LTD	BOND REFUND - KERB/FOOTPATH BUILDING APP NO 16186.	2		1,000.00
INV T921	21/03/2018	RURAL BUILDING COMPANY PTY LTD	BOND REFUND - KERB/FOOTPATH BUILDING APP NO 16186.	2	1,000.00	
EFT29327	21/03/2018	WBS MODULAR PTY LTD T/AS WBS HOMES	BOND REFUND FOR BUILDING APP 17163 R#104217.	2		1,000.00
INV T997	21/03/2018	WBS MODULAR PTY LTD T/AS WBS HOMES	BOND REFUND FOR BUILDING APP 17163 R#104217.	2	1,000.00	
EFT29328	26/03/2018	ADT SECURITY	MONITORING - STANDARD - 1/03/18 - 31/05/18 SCHEDULED MAINTENANCE SERVICE - 1/03/18 - 31/05/18	1		134.54
INV 2149164301/03/2018		ADT SECURITY	MONITORING - STANDARD - 1/03/18 - 31/05/18 SCHEDULED MAINTENANCE SERVICE - 1/03/18 - 31/05/18	1	134.54	
EFT29329	26/03/2018	ANDY'S PLUMBING SERVICE	REPAIRS TO 3 WOMANS CHANGE ROOM SHOWERS REPLACE TAPS IN MALE AND FEMALE TOILETS FIXED WASTE PIPE IN FEMALE CHANGEROOMS	1		1,850.75
INV A17909	01/03/2018	ANDY'S PLUMBING SERVICE	REPAIRS TO 3 WOMANS CHANGE ROOM SHOWERS REPLACE TAPS IN MALE AND FEMALE TOILETS FIXED WASTE PIPE IN FEMALE CHANGEROOMS	1	750.75	
INV A17908	01/03/2018	ANDY'S PLUMBING SERVICE	REPAIR TO HANDLE ON DRINKING FOUNTAIN @ REC CENTRE	1	324.50	
INV A17925	14/03/2018	ANDY'S PLUMBING SERVICE	REC CENTRE. REPAIR HOSPITALITY MALE URINAL, LEFT HAND CISTERN KEEPS RUNNING.	1	489.50	

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INV A17922	13/03/2018	ANDY'S PLUMBING SERVICE	REPIARS TO LEAKING STANDPIPE AT OPERATIONS DEPOT.	1	286.00	
EFT29330	26/03/2018	AQUATIC SERVICES WA PTY LTD	REPLACE POOL PLANT PROBES AND SORT CALIBRATION	1		491.00
INV ASWA1016/02/2018	16/02/2018	AQUATIC SERVICES WA PTY LTD	REPLACE POOL PLANT PROBES AND SORT CALIBRATION	1	491.00	
EFT29331	26/03/2018	AUSSGROUP PTY LTD T/A AUSSPORT SCOREBOARDS	50% DEPOSIT FOR SCOREBOARD.	1		3,896.56
INV 0000226116/03/2018	16/03/2018	AUSSGROUP PTY LTD T/A AUSSPORT SCOREBOARDS	50% DEPOSIT FOR SCOREBOARD.	1	3,896.56	
EFT29332	26/03/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		27.45
INV DEDUCT20/03/2018	20/03/2018	AUSTRALIAN SERVICES UNION	Payroll deductions		27.45	
EFT29333	26/03/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 20/03/2018.	1		59,114.00
INV PAYG 2020/03/2018	20/03/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 20/03/2018.	1	59,114.00	
EFT29334	26/03/2018	AUTOPRO NORTHAM	KINCHROME TOUCH CASE SMALL, PART NO 51010 INCLUDING FREIGHT	1		70.50
INV 712801	20/02/2018	AUTOPRO NORTHAM	KINCHROME TOUCH CASE SMALL, PART NO 51010 INCLUDING FREIGHT	1	70.50	
EFT29335	26/03/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT FACILITY. 27/02/2018 to 11/03/2018.	1		1,792.00
INV 0076	11/03/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT FACILITY. 27/02/2018 to 11/03/2018.	1	1,792.00	
EFT29336	26/03/2018	AVON VALLEY CONTRACTORS	1M3 OF CONCRETE MIX/BLEND	1		117.00
INV 2876	22/02/2018	AVON VALLEY CONTRACTORS	1M3 OF CONCRETE MIX/BLEND	1	117.00	
EFT29337	26/03/2018	AVON VALLEY TOYOTA	80000KM SERVICE TO TOYOTA HILUX DUAL CAB UTE RECREATION SERVICES MANAGER VEHICLE	1		677.67
INV 306574	22/02/2018	AVON VALLEY TOYOTA	80000KM SERVICE TO TOYOTA HILUX DUAL CAB UTE RECREATION SERVICES MANAGER VEHICLE	1	677.67	
EFT29338	26/03/2018	BAKERS HILL VETERINARY HOSPITAL	Rates refund for assessment A1494 4609 GREAT EASTERN HIGHWAY BAKERS HILL 6562	1		365.05
INV A1494	22/03/2018	BAKERS HILL VETERINARY HOSPITAL	Rates refund for assessment A1494 4609 GREAT EASTERN HIGHWAY BAKERS HILL 6562		365.05	

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EFT29339	26/03/2018	BLACKWELL PLUMBING PTY LTD	REPAIR DAMAGE FROM VANDALISM TO IRISHTOWN RD STANDPIPE	1		776.00
INV INV-175112/03/2018		BLACKWELL PLUMBING PTY LTD	REPAIR DAMAGE FROM VANDALISM TO IRISHTOWN RD STANDPIPE	1	358.00	
INV INV-175313/03/2018		BLACKWELL PLUMBING PTY LTD	REPAIR AND REPLACE FAULTY FLANGE JOINTS ON STANDPIPE, NORTHAM TOODYAY RD	1	319.00	
INV INV-175212/03/2018		BLACKWELL PLUMBING PTY LTD	BERNARD PARK TOILETS. UNBLOCK MALE TOILETS.	1	99.00	
EFT29340	26/03/2018	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH FUTURE CHSP REPORTING REQUIREMENTS	1		99.00
INV 1284	11/03/2018	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH FUTURE CHSP REPORTING REQUIREMENTS	1	99.00	
EFT29341	26/03/2018	BOYD KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 21/3/2018.	1		100.00
INV JW2103221/03/2018		BOYD KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 21/3/2018.	1	100.00	
EFT29342	26/03/2018	BUNZL OUTSOURCING SERVICES	12 x E010203 - Oated BA mask cleaning brush	1		428.21
INV U171947	19/02/2018	BUNZL OUTSOURCING SERVICES	8 x KC94174 - Wypall Brag Box Wiper 12 x E010203 - Oated BA mask cleaning brush 8 x KC94174 - Wypall Brag Box Wiper	1	428.21	
EFT29343	26/03/2018	CAVERSHAM SUNS JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING	1		150.00
INV KS0187214/03/2018		CAVERSHAM SUNS JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING	1	150.00	
EFT29344	26/03/2018	CHRISTOPHER TURKICH	2 X REPLACEMENT LOAD BEARING VESTS.	1		89.76
INV KW2103221/03/2018		CHRISTOPHER TURKICH	2 X REPLACEMENT LOAD BEARING VESTS.	1	89.76	
EFT29345	26/03/2018	CMM TECHNOLOGY	RECALIBRATE CAS-22180 - K5HPMW (LIFELOC FC10 PLUS)	1		88.00
INV 0003045513/03/2018		CMM TECHNOLOGY	RECALIBRATE CAS-22180 - K5HPMW (LIFELOC FC10 PLUS)	1	88.00	
EFT29346	26/03/2018	COLIN DUNCAN GRANT	WUNDOWI LIBRARY. CLEANING FOR FEBRUARY 2018.	1		3,525.75
INV P890	28/02/2018	COLIN DUNCAN GRANT	WUNDOWI LIBRARY. CLEANING FOR FEBRUARY 2018.	1	817.00	

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INV P890	28/02/2018	COLIN DUNCAN GRANT	WUNDOWIE DEPOT. CLEANING FOR FEBRUARY 2018.	1	264.00	
INV P889	31/01/2018	COLIN DUNCAN GRANT	WUNDOWIE TOWN HALL. CLEANING JANUARY 2018.	1	663.00	
INV P889	31/01/2018	COLIN DUNCAN GRANT	WUNDOWI LIBRARY. CLEANING FOR JAN	1	766.75	
INV P889	31/01/2018	COLIN DUNCAN GRANT	WUNDOWIE DEPOT. CLEANING FOR JANUARY 2018.	1	198.00	
INV P890	28/02/2018	COLIN DUNCAN GRANT	WUNDOWI LIBRARY. CLEANING FEBRUARY 2018	1	817.00	
EFT29347	26/03/2018	COUNTRYWIDE POOLS	BICARB SODA; CYANURIC ACID; HYDROCHLORIC ACID; LIQUID CHLORINE; DRY CHLORINE; SODA ASH; SODIUM BISULPHATE; WATERPOLISHER	1		2,125.70
INV 24797	02/02/2018	COUNTRYWIDE POOLS	REPLACEMENT CHAIN FOR HUSKY CHAINSAW	1	44.55	
INV 24977	23/02/2018	COUNTRYWIDE POOLS	CHEMICALS FOR WUNDOWIE SWIMMING POOL.	1	561.33	
INV 24997	02/03/2018	COUNTRYWIDE POOLS	BICARB SODA; CYANURIC ACID; HYDROCHLORIC ACID; LIQUID CHLORINE; DRY CHLORINE; SODA ASH; SODIUM BISULPHATE; WATERPOLISHER	1	622.71	
INV 24906	19/02/2018	COUNTRYWIDE POOLS	BICARB SODA; CYANURIC ACID; HYDROCHLORIC ACID; LIQUID CHLORINE; DRY CHLORINE; SODA ASH; SODIUM BISULPHATE; WATERPOLISHER	1	622.71	
INV 24965	27/02/2018	COUNTRYWIDE POOLS	POLE SAW SHARPENING	1	196.40	
INV 24965	27/02/2018	COUNTRYWIDE POOLS	1 X SHARPEN POLE SAW REPAIR 2 X WHIPPER SNIPPERS ALUMINIUM HEAD FOR WHIPPER SNIPPER	1	78.00	
EFT29348	26/03/2018	DEBORAH MOODY	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 21/3/2018.	1		100.00
INV JW21032021/03/2018		DEBORAH MOODY	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 21/3/2018.	1	100.00	
EFT29349	26/03/2018	DELYS MAY DICK	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 21/3/2018.	1		100.00
INV JW21032021/03/2018		DELYS MAY DICK	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 21/3/2018.	1	100.00	

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EFT29350	26/03/2018	DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS	STOCK PURCHASES FOR VISITORS CENTRE	1		20.85
INV P 1-01-0216/02/2018		DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS	STOCK PURCHASES FOR VISITORS CENTRE	1	20.85	
EFT29351	26/03/2018	DMC CLEANING	CLEANING THE SHIRE OF NORTHAM ADMINISTRATION BUILDING FOR THE PERIOD 01/02/2018 TO 28/02/2018.	1		5,096.12
INV SON005124/02/2018		DMC CLEANING	CLEANING THE SHIRE OF NORTHAM ADMINISTRATION BUILDING FOR THE PERIOD 01/02/2018 TO 28/02/2018.	1	5,096.12	
EFT29352	26/03/2018	EASIFLEET	Payroll deductions	1		2,113.47
INV DEDUCT20/03/2018		EASIFLEET	Payroll deductions		1,238.30	
INV DEDUCT20/03/2018		EASIFLEET	Payroll deductions		875.17	
EFT29353	26/03/2018	EUPHORIA HEALTH & FITNESS	SENIOR SPORT FUNDING	1		150.00
INV 38	14/03/2018	EUPHORIA HEALTH & FITNESS	SENIOR SPORT FUNDING	1	150.00	
EFT29354	26/03/2018	FM SURVEYS	SUPPLY PROVISION OF SURVEYING SERVICES AT SPENCERS BROOK ROAD SLK 14.6 - 16.4.	1		3,300.00
INV 0002068613/03/2018		FM SURVEYS	SUPPLY PROVISION OF SURVEYING SERVICES AT SPENCERS BROOK ROAD SLK 14.6 - 16.4.	1	3,300.00	
EFT29355	26/03/2018	FRONTLINE FIRE & RESCUE EQUIPMENT	PELICAN 9430 REMOTE AREA LIGHTING SYSTEM, YELLOW	1		2,637.80
INV 59704	22/02/2018	FRONTLINE FIRE & RESCUE EQUIPMENT	PELICAN 9430 REMOTE AREA LIGHTING SYSTEM, YELLOW	1	2,637.80	
EFT29356	26/03/2018	GIDGEGANNUP NETBALL CLUB	KIDSPORT FUNDING	1		150.00
INV KS01873-15/03/2018		GIDGEGANNUP NETBALL CLUB	KIDSPORT FUNDING	1	150.00	
EFT29357	26/03/2018	GLENN STUART BEVERIDGE	QUELLINTGTON HALL. INSTALL NEW PATH TO REAR TOILETS AS PER SUPPLIED SCOPE OF WORKS.	1		7,546.00
INV 856	21/03/2018	GLENN STUART BEVERIDGE	BAKERS HILL PAVILION. REINSTALL DOOR CLOSER TO KITCHEN DOOR.	1	121.00	
INV 791	28/02/2018	GLENN STUART BEVERIDGE	REPAIR AND REPLACE MISSING PLANK ON BRIDGE (PLAYGROUND EQUIPMENT) WHICH HAS BEEN REMOVED	1	121.00	
INV 795	07/03/2018	GLENN STUART BEVERIDGE	REMOVE AND INSTALL VANDALISED SHADE SAIL FROM GRASS VALLEY PARK AS PER ICS	1	528.00	

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INV 796	07/03/2018	GLENN STUART BEVERIDGE	SUPPLY AND REPLACE WOODEN PLANK FROM MORRELL STREET PARK	1	198.00	
INV 858	21/03/2018	GLENN STUART BEVERIDGE	TOWN HALL. REPAIR BOX GUTTER	1	561.00	
INV 857	21/03/2018	GLENN STUART BEVERIDGE	NORTHAM DEPOT. INSTALL WEATHER STRIPS TO BOTH WOODEN DOORS AND STICK DOWN VINYL NEAR REAR DOOR.	1	143.00	
INV 853	21/03/2018	GLENN STUART BEVERIDGE	QUELLINTGTON HALL. INSTALL NEW PATH TO REAR TOILETS AS PER SUPPLIED SCOPE OF WORKS.	1	2,970.00	
INV 854	21/03/2018	GLENN STUART BEVERIDGE	KILLARA RESPTE CARE. INST ALL NEW FOOTPATH TO STAFF CAR PARK. TO BE COLOUR MATCHED TO EXISTING.	1	2,750.00	
INV 855	21/03/2018	GLENN STUART BEVERIDGE	WUNDOWIE POOL. REPAIR FENCE AFTER VANDALISM.	1	154.00	
EFT29358	26/03/2018	HEMA MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		96.00
INV PSINV00.16	03/2018	HEMA MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	96.00	
EFT29359	26/03/2018	HILLS DISTRICT CALISTHENICS CLUB	KIDSPORT FUNDING FOR KIMBERLY LARDNER	1		76.50
INV KS018608	14/03/2018	HILLS DISTRICT CALISTHENICS CLUB	KIDSPORT FUNDING FOR KIMBERLY LARDNER	1	150.00	
INV TAXKS0.14	03/2018	HILLS DISTRICT CALISTHENICS CLUB	Withholding tax on invoice KS018608			-73.50
EFT29360	26/03/2018	IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1		18,165.75
INV 0000493201	03/2018	IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1	7,254.50	
INV 0000494307	03/2018	IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1	1,113.75	
INV 0000494407	03/2018	IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1	2,860.00	
INV 0000494507	03/2018	IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1	1,677.50	
INV 0000494607	03/2018	IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1	2,860.00	
INV 0000495520	03/2018	IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1	2,400.00	

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EFT29361	26/03/2018	JANET KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 21/3/2018.	1		100.00
INV JW2103221/03/2018		JANET KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 21/3/2018.	1	100.00	
EFT29362	26/03/2018	JANET VOST	CURATORIAL SERVICES FOR THE BILYA KOORT BOODJA CENTRE	1		5,454.28
INV 0018-3	18/03/2018	JANET VOST	CURATORIAL SERVICES FOR THE BILYA KOORT BOODJA CENTRE	1	5,454.28	
EFT29363	26/03/2018	JOHANNES VAN DYK	Rates refund for assessment A632 38 ST GEORGE STREET BAKERS HILL WA 6562	1		624.09
INV A632	22/03/2018	JOHANNES VAN DYK	Rates refund for assessment A632 38 ST GEORGE STREET BAKERS HILL WA 6562		624.09	
EFT29364	26/03/2018	JR & A HERSEY PTY LTD	TOOLS & EQUIPMENT FOR DEPOT.	1		614.81
INV 41605	20/03/2018	JR & A HERSEY PTY LTD	TOOLS & EQUIPMENT FOR DEPOT.	1	614.81	
EFT29365	26/03/2018	KELLEE PATRICIA WALTERS	REIMBURSEMENT OF EXPENSES FOR BUSH FIRE BRIGADES.	1		77.50
INV CH2203220/03/2018		KELLEE PATRICIA WALTERS	REIMBURSEMENT OF EXPENSES FOR BUSH FIRE BRIGADES.	1	77.50	
EFT29366	26/03/2018	KIRK GARLETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE LOGO DESIGN	1		300.00
INV JW2203222/03/2018		KIRK GARLETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE LOGO DESIGN	1	200.00	
INV JW2103221/03/2018		KIRK GARLETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 21/3/2018.	1	100.00	
EFT29367	26/03/2018	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO G:2018/2 DATED 13/01/2018 TO 09/02/2018.	1		1,014.39
INV 337450-1023/02/2018		LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO G:2018/2 DATED 13/01/2018 TO 09/02/2018.	1	1,014.39	
EFT29368	26/03/2018	LANDMARK	BASTA SL200 - 20L	1		1,091.38



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INV 9002596406/02/2018		LANDMARK	FIRE FIGHTING NOZZLE 1M OF 20MM PRESSURE HOSE 4 X TIE DOWN STRAPS	1	108.22	
INV 9002982819/02/2018		LANDMARK	BASTA SL200 - 20L	1	926.64	
INV 9003034420/02/2018		LANDMARK	15KG GAS BOTTLE FOR FORKLIFT	1	56.52	
EFT29369	26/03/2018	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions	1		20.50
INV DEDUCT20/03/2018		LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions		20.50	
EFT29370	26/03/2018	MARIA NICKELS	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 21/3/2018.	1		100.00
INV JW2103221/03/2018		MARIA NICKELS	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 21/3/2018.	1	100.00	
EFT29371	26/03/2018	MARINDUST SALES	SUPPLY 1 X CODE# MS-32 - COMPLETE SET OF 7.5 METRE TAPERED SENIOR AFL GOALS (IE. BOTH ENDS OF GROUND) REGION A CAT 2 WIND RATING (AS1170.2 & AS1170.4) AS PER QUOTE. SPECIFICATIONS: 4 X 7.5 METRE X 80MM DIA. TAMPERED ALUMINIUM AFL GOAL POSTS.	1		5,828.90
INV 0001843806/03/2018		MARINDUST SALES	SUPPLY 1 X CODE# MS-32 - COMPLETE SET OF 7.5 METRE TAPERED SENIOR AFL GOALS (IE. BOTH ENDS OF GROUND) REGION A CAT 2 WIND RATING (AS1170.2 & AS1170.4) AS PER QUOTE. SPECIFICATIONS: 4 X 7.5 METRE X 80MM DIA. TAMPERED ALUMINIUM AFL GOAL POSTS.	1	5,828.90	
EFT29372	26/03/2018	MICHELLE WINMAR	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1		52.60
INV 2232723	14/03/2018	MICHELLE WINMAR	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1	52.60	
EFT29373	26/03/2018	NORTHAM BETTA HOME LIVING	HP 15 INCH NOTEBOOK NBHP-250G6-I3V2 CORE I3	1		1,130.00

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INV 2957193414/03/2018		NORTHAM BETTA HOME LIVING	HP 15 INCH NOTEBOOK NBHP-250G6-I3V2 CORE I3	1	1,130.00	
EFT29374	26/03/2018	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1		150.00
INV 2009	09/03/2018	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	150.00	
EFT29375	26/03/2018	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL EXAMINATION - L.WITWICKI - KILLARA NURSE	1		473.00
INV 78220	01/03/2018	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL EXAMINATION - L.WITWICKI - KILLARA NURSE	1	236.50	
INV 79643	15/03/2018	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR RODNEY HAYES	1	236.50	
EFT29376	26/03/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS MARCH 2018.	1		74.00
INV 0000117912/03/2018		NORTHAM FEED & HIRE	POULTRY MIX	1	15.00	
INV 0000117808/03/2018		NORTHAM FEED & HIRE	DOG TREATS	1	22.00	
INV 0000119216/03/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS MARCH 2018.	1	37.00	
EFT29377	26/03/2018	NORTHAM FLORIST	FLOWERS FOR NADEEM GUL	1		100.00
INV 19387	15/03/2018	NORTHAM FLORIST	FLOWERS FOR NADEEM GUL	1	100.00	
EFT29378	26/03/2018	NORTHAM MAZDA	42000KM SERVICE TO MAZDA CX5 PN 1520 - N10734 MANAGER HEALTH VEHICLE.	1		410.75
INV 119183	16/03/2018	NORTHAM MAZDA	42000KM SERVICE TO MAZDA CX5 PN 1520 - N10734 MANAGER HEALTH VEHICLE.	1	410.75	
EFT29379	26/03/2018	OASIS OUTDOOR STRUCTURES	CUT OFF AND DISPOSE OF OLD GOAL POSTS. SET OUT, DRILL AND INSTALL NEW CONCRETE FOOTINGS AND GROUND TUBES. ERECT POLES AND MAKE GOOD GRASS AS PER QUOTE QU-0257	1		2,728.00
INV INV-028119/03/2018		OASIS OUTDOOR STRUCTURES	CUT OFF AND DISPOSE OF OLD GOAL POSTS. SET OUT, DRILL AND INSTALL NEW CONCRETE FOOTINGS AND GROUND TUBES. ERECT POLES AND MAKE GOOD GRASS AS PER QUOTE QU-0257	1	2,728.00	
EFT29380	26/03/2018	OFFICEWORKS SUPERSTORES PTY LTD	MONITOR ACER 18 TO REPLACE VANDALISED MONITOR	1		470.00
INV 3815182407/02/2018		OFFICEWORKS SUPERSTORES PTY LTD	MONITOR ACER 18 TO REPLACE VANDALISED MONITOR	1	470.00	

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EFT29381	26/03/2018	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIR VANDALISED SHADE SAIL FROM GRASS VALLEY PARK AS PER ICS	1		616.00
INV 3071	21/02/2018	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIR VANDALISED SHADE SAIL FROM GRASS VALLEY PARK AS PER ICS	1	616.00	
EFT29382	26/03/2018	OXTER SERVICES	BURIAL OF FRANCES MCGLINN, MARK DAVIS	1		4,749.23
INV 19393	16/03/2018	OXTER SERVICES	CLACKLINE TOILETS. CLEANING 05/03/2018 TO 16/03/2018.	1	349.80	
INV 19398	16/03/2018	OXTER SERVICES	CEMETERY TOILETS. MONTHLY CLEANING FOR 05/03/2018 TO 16/03/2018	1	233.20	
INV 19397	16/03/2018	OXTER SERVICES	KATRINE TOILETS. CLEANING FOR 05/03/2018 TO 16/03/2018.	1	233.20	
INV 19396	16/03/2018	OXTER SERVICES	WUNDOWIE TOILETS. MONTHLY CLEANS 05/03/2018 TO 16/03/2018.	1	382.80	
INV 19394	16/03/2018	OXTER SERVICES	BAKERS HILL TOILETS. CLEANING 05/03/2018 TO 16/03/2018.	1	349.80	
INV 19395	16/03/2018	OXTER SERVICES	BAKERS HILL PAVILLION. CLEANING 05/03/2018 TO 16/03/2018.	1	233.20	
INV 19389	15/03/2018	OXTER SERVICES	TOILET ROLLS FOR THE AIRPORT TOILETS	1	349.77	
INV 19376	13/03/2018	OXTER SERVICES	CLACKLINE TOILETS. SUPPLY 1 X CARTON TOILET ROLLS, 1 X TOILET SEAT.	1	65.46	
INV 19385	14/03/2018	OXTER SERVICES	BURIAL OF FRANCES MCGLINN, MARK DAVIS	1	2,552.00	
EFT29383	26/03/2018	PAVEMENT MANAGEMENT SERVICES PTY LTD	PAVEMENT MANAGEMENT SERVICES - JOB NUMBER 23018023 - RIDEABILITY TESTING ON A 900 METRE SECTION ON MITCHELL AVE.	1		1,815.00
INV 0000855626/02/2018		PAVEMENT MANAGEMENT SERVICES PTY LTD	PAVEMENT MANAGEMENT SERVICES - JOB NUMBER 23018023 - RIDEABILITY TESTING ON A 900 METRE SECTION ON MITCHELL AVE.	1	1,815.00	
EFT29384	26/03/2018	PRIMARIES OF WA PTY LTD	COMPLETE FIRE UNIT FOR RURAL DRAINAGE CREW	1		931.57
INV 2520020020/02/2018		PRIMARIES OF WA PTY LTD	COMPLETE FIRE UNIT FOR RURAL DRAINAGE CREW	1	931.57	
EFT29385	26/03/2018	PUBLIC TRANSPORT AUTHORITY	TICKET SALES FOR FEBRUARY 2018.	1		98.63
INV FEBRUA28/02/2018		PUBLIC TRANSPORT AUTHORITY	TICKET SALES FOR FEBRUARY 2018.	1	98.63	
EFT29386	26/03/2018	RED DOT STORES	50 X VARIOUS SIZED HI-VIS VESTS	1		459.00

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INV 3489833819/02/2018		RED DOT STORES	16 X 50L PLASTIC TUBS WITH LIDS FOR BUSHFIRE BRIGADES	1	144.00	
INV 3487199716/02/2018		RED DOT STORES	WINNER OF SUMMER READING SLAM - ROSALIE FERGUSON	1	20.00	
INV 3517600814/03/2018		RED DOT STORES	50 X VARIOUS SIZED HI-VIS VESTS	1	225.00	
INV 3509838308/03/2018		RED DOT STORES	CRAFT SUPPLIES FOR LIBRARY.	1	70.00	
EFT29387	26/03/2018	RODNEY HAYES	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1		49.50
INV 1803131013/03/2018		RODNEY HAYES	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1	49.50	
EFT29388	26/03/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD	1		1,264.69
INV 5317286	07/02/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD	1	997.57	
INV 5318877	07/02/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERT IN THE AVON VALLEY ADVOCATE 7/2/18 - AMENDMENTS NO. 6 & NO. 10	1	194.04	
INV 5328712	21/02/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	BEREAVEMENT - JAMES (JIM) RIDDLE - ADVOCATE 28/02/2018	1	73.08	
EFT29389	26/03/2018	RUSSELL VINCENT PUTRINO	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1		52.60
INV 2330474	16/03/2018	RUSSELL VINCENT PUTRINO	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1	52.60	
EFT29390	26/03/2018	SAFE T CARD AUSTRALIA PTY LTD	SAFE T CARD FOR VARIOUS DEPARTMENTS (INCLUDING SIM CARD ACTIVATION FEE, FREIGHT AND FACE TO FACE TRAINING)	1		6,311.25
INV INV-109812/02/2018		SAFE T CARD AUSTRALIA PTY LTD	SAFE T CARD FOR VARIOUS DEPARTMENTS (INCLUDING SIM CARD ACTIVATION FEE, FREIGHT AND FACE TO FACE TRAINING)	1	5,871.25	
INV INV-110219/02/2018		SAFE T CARD AUSTRALIA PTY LTD	FACE TO FACE TRAINING ADDITIONAL CHARGES FOR THE SAFET CARDS - VARIOUS DEPARTMENTS.	1	440.00	
EFT29391	26/03/2018	SHOP FOR SHOPS	DISPLAY ITEMS FOR VISITOR CENTRE	1		255.32
INV 576775	08/03/2018	SHOP FOR SHOPS	DISPLAY ITEMS FOR VISITOR CENTRE	1	255.32	
EFT29392	26/03/2018	SIGMA CHEMICALS	PALINTEST TABLETS FOR WATER TESTING	1		288.75

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INV 111912/022/02/2018		SIGMA CHEMICALS	PALINTEST TABLETS FOR WATER TESTING	1	288.75	
EFT29393	26/03/2018	SPORTSPOWER NORTHAM	SPORTING EQUIPMENT FOR REC CENTRE.	1		200.00
INV 18-0000314/03/2018		SPORTSPOWER NORTHAM	SPORTING EQUIPMENT FOR REC CENTRE.	1	200.00	
EFT29394	26/03/2018	STATE LAW PUBLISHER	ADVERTISE THE ACTIVITIES IN THOROUGHFARES AND PUBLIC PLACES AND TRADING AMENDMENT LOCAL LAW 2017	1		702.00
INV 161051	13/03/2018	STATE LAW PUBLISHER	ADVERTISE THE ACTIVITIES IN THOROUGHFARES AND PUBLIC PLACES AND TRADING AMENDMENT LOCAL LAW 2017	1	702.00	
EFT29395	26/03/2018	THE WORKWEAR GROUP	UNIFORM FOR MARIE UNGVARY.	1		55.25
INV 1024113310/02/2018		THE WORKWEAR GROUP	UNIFORM FOR MARIE UNGVARY.	1	55.25	
EFT29396	26/03/2018	TRUCK CENTRE (WA) PTY LTD	WARRANTY CHECK ON CAB AND RECALL NOTICE ON PN1611	1		39.88
INV 2191757-07/02/2018		TRUCK CENTRE (WA) PTY LTD	WARRANTY CHECK ON CAB AND RECALL NOTICE ON PN1611	1	39.88	
EFT29397	26/03/2018	TUTT BRYANT EQUIPMENT PTY LTD	R/H WINDOW ITEM NUMBER 92008125	1		304.89
INV 0084473202/03/2018		TUTT BRYANT EQUIPMENT PTY LTD	R/H WINDOW ITEM NUMBER 92008125	1	304.89	
EFT29398	26/03/2018	VODAFONE	HARVEST BAN LINE - 01/03/2018 TO 31/03/2018.	1		356.55
INV 1119352806/03/2018		VODAFONE	HARVEST BAN LINE - 01/03/2018 TO 31/03/2018.	1	356.55	
EFT29399	26/03/2018	WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS & MAGAZINES FOR FEBRUARY 2018 AT LIBRARY.	1		257.84
INV SN0000628/02/2018		WARRICKS NEWSAGENCY	COPIES OF THE WEST AUSTRALIAN NEWS PAPERS (MON-FRI) FEBRUARY 2018.	1	77.60	
INV SN0001728/02/2018		WARRICKS NEWSAGENCY	COPIES OF THE WEST AUSTRALIAN FOR KILLARA FEBRUARY 2018.	1	40.40	
INV SN0001728/02/2018		WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS & MAGAZINES FOR FEBRUARY 2018 AT LIBRARY.	1	139.84	
EFT29400	26/03/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1510A - TRAFFIC LIGHTS NOT WORKING OR TALKING TO EACH OTHER (NUMEROUS VISITS)	1		7,396.00

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INV 7609	28/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN3555 - LEFT TOP HEADLIGHT NOT WORKING	1	366.50	
INV 7608	28/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1314 - GRADER REPLACE NEW WIPER MOTOR, FRONT LEFT HEADLIGHT NOT WORKING AND BACK BEACON NOT WORKING	1	1,145.00	
INV 7614	28/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1502 - REPAIR L/H BEACON ON ROLLER (MULTIPLE VISITS)	1	1,113.00	
INV 7612	28/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1201 - REPAIR RADIO IN FLOCON (REQUIRED REPLACEMENT RADIO)	1	736.50	
INV 7613	28/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1501 - ADD BEACON TO REAR OF PN1501, RECONNECT REAR MARKER LIGHTS AND REPAIR REVERSE BEEPER	1	1,173.00	
INV 7611	28/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1510A - TRAFFIC LIGHTS NOT WORKING OR TALKING TO EACH OTHER (NUMEROUS VISITS)	1	1,413.00	
INV 7591	28/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1412 - REPAIR BRAKE LIGHTS	1	176.50	
INV 7603	28/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1413 - REPAIR BRAKE LIGHT ON TRAILER	1	151.50	
INV 7602	28/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1312 - REPAIR TWO WAY RADIO	1	396.50	
INV 7601	28/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1006 - REPAIR/REPLACE AERIAL ON STEEL DRUM ROLLER (ON SITE)	1	231.50	
INV 7615	28/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1513 - REPAIR JOHN DEERE TRACTOR BEACONS NOT WORKING	1	326.50	
INV 7590	28/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE FAULTY SPOTLIGHT RELAY ON PN1514 - N11184.	1	166.50	
EFT29401	26/03/2018	WHEATBELT GENERAL PRACTICE NORTHAM	PRE-EMPLOYMENT MEDICAL FOR FAYE MICHELLE WINMAR	1		130.90
INV 144109	14/03/2018	WHEATBELT GENERAL PRACTICE NORTHAM	PRE-EMPLOYMENT MEDICAL FOR FAYE MICHELLE WINMAR	1	130.90	
EFT29403	26/03/2018	YVONNE KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 21/3/2018.	1		100.00
INV JW2103201/03/2018		YVONNE KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES 21/3/2018.	1	100.00	
EFT29404	28/03/2018	ABBOTTS FORGE	FIT GOAL POSTS 1-3-18 TELEHANDLER & DOGMAN.	1		550.00

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INV 0000299101/03/2018		ABBOTTS FORGE	FIT GOAL POSTS 1-3-18 TELEHANDLER & DOGMAN.	1	550.00	
EFT29405	28/03/2018	ALL-WAYS FOODS	STOCK PURCHASES FOR SWIMMING POOL	1		1,583.33
INV 34903	20/12/2017	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM POOL.	1	323.88	
INV 34754	13/12/2017	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM POOL.	1	227.56	
INV 35726	21/02/2018	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM POOL.	1	276.98	
INV 34608	06/12/2017	ALL-WAYS FOODS	MIXED LOLLIES FOR THE CHRISTMAS PARTY	1	71.50	
INV 34453	29/11/2017	ALL-WAYS FOODS	STOCK PURCHASES FOR SWIMMING POOL	1	399.95	
INV 34059	08/11/2017	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM POOL.	1	283.46	
EFT29406	28/03/2018	AUSTRALIAN PAPER	x 3000 WHITE WINDOW FACED ENVELOPES 140034	1		208.15
INV 9596957323/02/2018		AUSTRALIAN PAPER	x 3000 WHITE WINDOW FACED ENVELOPES 140034	1	119.46	
INV 9597470306/03/2018		AUSTRALIAN PAPER	x 3000 WHITE WINDOW FACED ENVELOPES 140034x 3000 WHITE WINDOW FACED ENVELOPES 140034	1	88.69	
EFT29407	28/03/2018	AUSTRALIAN TRAINING MANAGEMENT	TRAINING FOR JARROD WYNNE - CERTIFICATE III IN CIVIL CONSTRUCTION PLANT OPERATIONS	1		1,800.00
INV 0001189412/02/2018		AUSTRALIAN TRAINING MANAGEMENT	TRAINING FOR JARROD WYNNE - CERTIFICATE III IN CIVIL CONSTRUCTION PLANT OPERATIONS	1	1,800.00	
EFT29408	28/03/2018	AUTOPRO NORTHAM	12V AIR COMPRESSOR FOR FLOCON CRACK PATCHING MACHINE.	1		258.32
INV 710051	01/02/2018	AUTOPRO NORTHAM	12V AIR COMPRESSOR FOR FLOCON CRACK PATCHING MACHINE.	1	183.68	
INV 713240	22/02/2018	AUTOPRO NORTHAM	BOX OF AEROSOL CANS OF WINDOW CLEANER	1	44.38	
INV 714060	28/02/2018	AUTOPRO NORTHAM	BEACON GLOBE	1	30.26	
EFT29409	28/03/2018	AVON VALLEY ART'S SOCIETY (INC)	STOCK PURCHASE VISITORS CENTRE.	1		9.00
INV 0004866224/03/2018		AVON VALLEY ART'S SOCIETY (INC)	STOCK PURCHASE VISITORS CENTRE.	1	9.00	
EFT29410	28/03/2018	AVON WASTE	AVON WASTE FORTNIGHT ENDING 16/03/2018.	1		37,121.69
INV 28430	16/03/2018	AVON WASTE	AVON WASTE FORTNIGHT ENDING 16/03/2018.	1	37,121.69	

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EFT29411	28/03/2018	AVW ELECTRICAL	BAKERS HILL PAVILION. LIGHTS TO SPORTS HALL NOT WORKING PROPERLY AND CRACKLING. PLEASE ATTEND AND REPAIR REPLACE SWITCHES.	1		247.50
INV A2228	20/03/2018	AVW ELECTRICAL	BAKERS HILL PAVILION. LIGHTS TO SPORTS HALL NOT WORKING PROPERLY AND CRACKLING. PLEASE ATTEND AND REPAIR REPLACE SWITCHES.	1	247.50	
EFT29412	28/03/2018	BEAUREPAIRES	REPLACE REAR RIGHT HAND DUAL TYRES ON BAKERS HILL 2.4 DUE TO DAMAGE FROM FIRE	1		2,281.58
INV U524349726/02/2018		BEAUREPAIRES	REPAIR TYRE ON RUBBER TYRE ROLLER ON SITE	1	313.12	
INV U524349806/03/2018		BEAUREPAIRES	REPLACE REAR RIGHT HAND DUAL TYRES ON BAKERS HILL 2.4 DUE TO DAMAGE FROM FIRE	1	1,011.46	
INV U524349801/03/2018		BEAUREPAIRES	PUNCTURE REPAIR TO JENNAPULLIN BFB, PRIVATE APPLIANCE DAMAGED AT NORTHAM PITHARA RD FIRE INC383709	1	346.00	
INV U524349709/03/2018		BEAUREPAIRES	SUPPLY AND FIT TYRES 99 9.5R17.5 TO PN1221	1	611.00	
EFT29413	28/03/2018	CADD'S FASHIONS	UNIFORMS FOR DEPOT STAFF	1		9,579.40
INV 18-0000106/02/2018		CADD'S FASHIONS	UNIFORMS FOR DEPOT STAFF	1	9,579.40	
EFT29414	28/03/2018	CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE. 6 MONTHLY SANITARY UNIT	1		846.43
INV 0008608613/03/2018		CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE. 6 MONTHLY SANITARY UNIT	1	846.43	
EFT29416	28/03/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING	1		2,304.15
INV S6802	19/03/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING	1	2,304.15	
EFT29417	28/03/2018	COUNTRYWIDE POOLS	EDGER BLADES FOR MOWING CREW	1		100.00
INV 25043	16/03/2018	COUNTRYWIDE POOLS	EDGER BLADES FOR MOWING CREW	1	100.00	
EFT29418	28/03/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEVELOPMENT SERVICES, DEPOT, COMMUNITY SERVICES, LIBRARY, FOR W/E 02/03/2018.	1		207.66
INV 0344	02/03/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEVELOPMENT SERVICES, DEPOT, COMMUNITY SERVICES, LIBRARY, FOR W/E 02/03/2018.	1	207.66	
EFT29419	28/03/2018	COVS PARTS PTY LTD	AIR HOSE CONNECTION FOR PN1515	1		6.63



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INV 1690028606/03/2018		COVS PARTS PTY LTD	AIR HOSE CONNECTION FOR PN1515	1	6.63	
EFT29420	28/03/2018	CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE. ALARM MONITORING FROM 1/3/2018 to 31/03/2018.	1		106.00
INV CINS30320/03/2018		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE. ALARM MONITORING FROM 01/04/2018 to 30/04/2018.	1	53.00	
INV CINS30316/02/2018		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE. ALARM MONITORING FROM 1/3/2018 to 31/03/2018.	1	53.00	
EFT29421	28/03/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	FLUFFY DUCKLINGS PLAYGROUP. INSTALL 4G COMMUNICATOR FOR NEW ALRM SYSTEM AS PER QUOTE 20522.	1		522.21
INV 108186	17/01/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	FLUFFY DUCKLINGS PLAYGROUP. INSTALL 4G COMMUNICATOR FOR NEW ALRM SYSTEM AS PER QUOTE 20522.	1	522.21	
EFT29422	28/03/2018	DAIMLER TRUCKS PERTH	PART NUMBER 147400CG24H - SPOTTER GLASS REPLACEMENT	1		21.53
INV 6132988E12/03/2018		DAIMLER TRUCKS PERTH	PART NUMBER 147400CG24H - SPOTTER GLASS REPLACEMENT	1	21.53	
EFT29423	28/03/2018	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SERVICING OF SHARPS SAFES FEBRUARY 2018.	1		172.26
INV 1634744	28/02/2018	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SERVICING OF SHARPS SAFES FEBRUARY 2018.	1	86.13	
INV 1634746	28/02/2018	DANIELS HEALTH SERVICES PTY LTD	JUBILEE PAVILION TOILETS - SERVICING OF SHARPS SAFES FEBRUARY 2018.	1	86.13	
EFT29424	28/03/2018	DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS	SWAN REGION EMERGENCY SERVICES DIRECTORY	1		5,861.21
INV 1724	27/02/2018	DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS	SWAN REGION EMERGENCY SERVICES DIRECTORY	1	5,861.21	
EFT29425	28/03/2018	DRACO AIR PTY LTD	ADMIN BUILDING. SUPPLY 2 X FILTERS FOR COLD	1		148.72
INV DA6920	16/03/2018	DRACO AIR PTY LTD	ADMIN BUILDING. SUPPLY 2 X FILTERS FOR COLD	1	148.72	
EFT29426	28/03/2018	ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDSPORT FUNDING	1		300.00
INV KS0192825/03/2018		ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDSPORT FUNDING	1	300.00	

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EFT29427	28/03/2018	FM SURVEYS	SURVEY OF ZAMIA TERRACE WUNDOWIE ROAD RESERVE FROM BORONIA AVE THE CROWEA TERRACE. INCLUDING 20M DOWN EACH INTERSECTIN ROAD MEASURED FROM ZAMIA TERRACE CNETRE	1		3,300.00
INV 00020689	19/03/2018	FM SURVEYS	SURVEY OF KINGIA ROAD, WUNDOWIE, ROAD RESERVE FROM 40M SOUTH OF THE BALGA TERRACE ROAD CENTRELINE TO 40M NORTH OF THE FERNIE ROAD ROAD CENTRELINE. INCLUDE THE FERNIE AND BALGA TERRACE ROAD RESERVES FOR 30M FROM KINGIA ROAD ROAD CENTRELINE.	1	880.00	
INV 00020690	19/03/2018	FM SURVEYS	SURVEY OF ZAMIA TERRACE WUNDOWIE ROAD RESERVE FROM BORONIA AVE THE CROWEA TERRACE. INCLUDING 20M DOWN EACH INTERSECTIN ROAD MEASURED FROM ZAMIA TERRACE CNETRE	1	2,420.00	
EFT29428	28/03/2018	FULTON HOGAN INDUSTRIES PTY LTD	EP2174 - 15L PAILS OF EMULSEAL	1		1,518.00
INV 11503570	13/03/2018	FULTON HOGAN INDUSTRIES PTY LTD	EP2174 - 15L PAILS OF EMULSEAL	1	759.00	
INV 11439210	22/02/2018	FULTON HOGAN INDUSTRIES PTY LTD	EP2174 - 15L PAILS OF EMULSEAL	1	759.00	
EFT29429	28/03/2018	GDR CIVIL CONTRACTING PTY LTD	3 DAY HIRE OF SIDE DIP SEMI-TRUCK FROM 21/02/2018.	1		7,696.60
INV 1307	26/02/2018	GDR CIVIL CONTRACTING PTY LTD	3 DAY HIRE OF SIDE DIP SEMI-TRUCK FROM 21/02/2018.	1	3,856.60	
INV 1308	26/02/2018	GDR CIVIL CONTRACTING PTY LTD	WET HIRE OF LOADER FOR 7.5 TO NORTHAM/PITHARA RD FIRE, DFES INC, 383709	1	1,072.50	
INV 1309	28/02/2018	GDR CIVIL CONTRACTING PTY LTD	3 DAY HIRE OF SIDE DIP SEMI-TRUCK FROM 21/02/2018.	1	1,567.50	
INV 1319	19/03/2018	GDR CIVIL CONTRACTING PTY LTD	RELCOATE MULTI ROLLER TO VARIOUS ROADS.	1	1,200.00	
EFT29430	28/03/2018	GDR MECHANICAL PTY LTD	REPAIR OF CHAINSAW AND POLES AW	1		797.50
INV 000260	14/03/2018	GDR MECHANICAL PTY LTD	REPAIR OF CHAINSAW AND POLES AW	1	797.50	
EFT29431	28/03/2018	GIRL GUIDES WA INC	KIDSPORT FUNDING	1		150.00
INV KS01883	22/03/2018	GIRL GUIDES WA INC	KIDSPORT FUNDING	1	150.00	
EFT29432	28/03/2018	GLEN RAY MCPHERSON	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION.	1		52.60
INV 2232762	10/02/2018	GLEN RAY MCPHERSON	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION.	1	52.60	

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EFT29433	28/03/2018	GLENN STUART BEVERIDGE	CLACKLINE TOILETS. REPAINT OVER GRAFITTI.	1		198.00
INV 859	23/03/2018	GLENN STUART BEVERIDGE	CLACKLINE TOILETS. REPAINT OVER GRAFITTI.	1	198.00	
EFT29434	28/03/2018	GREENACRES TURF GROUP	35M2 VILLAGE GREEN LAWN PICK UP WEDNESDAY MORNING 7 MARCH 2018	1		245.00
INV 0005197002/03/2018		GREENACRES TURF GROUP	35M2 VILLAGE GREEN LAWN PICK UP WEDNESDAY MORNING 7 MARCH 2018	1	245.00	
EFT29435	28/03/2018	HI CONSTRUCTIONS AUST PTY LTD	TOWN HALL REMEDIAL WORKS. VARIATION 3. GREY WASHING OF REPAIRED EXISTING CEMENT MOULDINGS TO GORDON STREET SIDE. TO ACHIEVE UNIFORM COLOUR.	1		5,376.30
INV SMV-7	14/02/2018	HI CONSTRUCTIONS AUST PTY LTD	TOWN HALL REMEDIAL WORKS. VARIATION 3. GREY WASHING OF REPAIRED EXISTING CEMENT MOULDINGS TO GORDON STREET SIDE. TO ACHIEVE UNIFORM COLOUR.	1	5,376.30	
EFT29436	28/03/2018	IN PHASE TEST & TAG	REC CENTRE. TEST AND TAG ELECTRICAL APPLIANCES UPDATE ASSETT LIST.	1		951.00
INV 0000336421/03/2018		IN PHASE TEST & TAG	REC CENTRE. TEST AND TAG ELECTRICAL APPLIANCES UPDATE ASSETT LIST.	1	951.00	
EFT29437	28/03/2018	ISA MENZIES	EDITING OF TEXT FOR THE BKB CENTRE, CURATORIAL SERVICES FOR NORTHAM SHIRE COUNCIL, NORTHAM CULTURAL CENTRE PROJECT.	1		2,640.00
INV RR0303203/03/2018		ISA MENZIES	EDITING OF TEXT FOR THE BKB CENTRE, CURATORIAL SERVICES FOR NORTHAM SHIRE COUNCIL, NORTHAM CULTURAL CENTRE PROJECT.	1	2,640.00	
EFT29438	28/03/2018	IXOM OPERATIONS PTY LTD	920KG DRUM OF CHLORINE TO BE DELIVERED TO NORTHAM WASTE WATER TREATMENT PLANT (CLARK STREET DAM) - MUST BE DELIVERED WITH FRONT HIAB ONLY	1		2,960.10
INV 5943653	12/03/2018	IXOM OPERATIONS PTY LTD	920KG DRUM OF CHLORINE TO BE DELIVERED TO NORTHAM WASTE WATER TREATMENT PLANT (CLARK STREET DAM) - MUST BE DELIVERED WITH FRONT HIAB ONLY	1	2,960.10	
EFT29439	28/03/2018	JACKSON MCDONALD LAWYERS	PLANNING APPROVAL ADVICE FOR LOT 237 BROCKMAN STREET BAKERS HILL	1		725.59

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INV 465728	31/01/2018	JACKSON MCDONALD LAWYERS	PLANNING APPROVAL ADVICE FOR LOT 237 BROCKMAN STREET BAKERS HILL	1	725.59	
EFT29440	28/03/2018	KEYNOTE CONFERENCES	FULL REGISTRATION FOR JASON WHITEAKER	1		2,220.00
INV 14	15/03/2018	KEYNOTE CONFERENCES	FULL REGISTRATION FOR JASON WHITEAKER	1	500.00	
INV 15	15/03/2018	KEYNOTE CONFERENCES	FULL REGISTRATION - FOR CR JULIE WILLIAMS	1	500.00	
INV 12	15/03/2018	KEYNOTE CONFERENCES	2018 WHEATBELT CONFERENCE - FULL REGISTRATION STEVEN POLLARD.	1	500.00	
INV 13	15/03/2018	KEYNOTE CONFERENCES	2018 WHEATBELT CONFERENCE - FRIDAY REGISTRATION ATTILA MENCHELYI	1	500.00	
INV 6	26/03/2018	KEYNOTE CONFERENCES	2018 WHEATBELT CONFERENCE FULL REGISTRATION CR ATTILA MENCHELYI	1	-500.00	
INV 61	22/03/2018	KEYNOTE CONFERENCES	2018 WHEATBELT CONFERENCE - FULL REGISTRATION CHADD HUNT	1	500.00	
INV 52	21/03/2018	KEYNOTE CONFERENCES	2018 WHEATBELT CONFERENCE - FRIDAY REGISTRATION CR CHRIS ANTONIO.	1	220.00	
EFT29441	28/03/2018	KIM COLBOURNE	REIMBURSEMENT FOR FURNITURE PURCHASED FOR LIBRARY.	1		677.95
INV RR2703227/03/2018		KIM COLBOURNE	REIMBURSEMENT FOR FURNITURE PURCHASED FOR LIBRARY.	1	677.95	
EFT29442	28/03/2018	KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA DAY CENTRE & COTTAGE CHEMICALS, TOILET ROLLS, GLOVES, PAPER TOWELS & BIN LINERS	1		279.46
INV 0002981828/02/2018		KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA DAY CENTRE & COTTAGE CHEMICALS, TOILET ROLLS, GLOVES, PAPER TOWELS & BIN LINERS	1	279.46	
EFT29443	28/03/2018	LO-GO APPOINTMENTS	SANDRA OPRAY - ENGINEERIN EXECUTIVE ASSISTANT - 12/3/18 - 30/3/18 & 16/4/18 - 4/5/18	1		2,298.51
INV 0041744617/03/2018		LO-GO APPOINTMENTS	SANDRA OPRAY - ENGINEERIN EXECUTIVE ASSISTANT - 12/3/18 - 30/3/18 & 16/4/18 - 4/5/18	1	2,298.51	
EFT29444	28/03/2018	MAJOR MOTORS	PN1305 - DIAGNOSE AND RECTIFY TRUCK PULLING TO THE LEFT STILL AFTER BEING ALIGNED ESTIMATE TO REPAIR POSSIBLE LOCATING PINS ON REAR AXLE (PENDING DIAGNOSIS)	1		971.01

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INV 603802	27/02/2018	MAJOR MOTORS	PN1305 - DIAGNOSE AND RECTIFY TRUCK PULLING TO THE LEFT STILL AFTER BEING ALIGNED ESTIMATE TO REPAIR POSSIBLE LOCATING PINS ON REAR AXLE (PENDING DIAGNOSIS)	1	971.01	
EFT29445	28/03/2018	MARKETFORCE	MONTHLY COMMUNITY NEWSLETTER - HILLS GAZETTE	1		2,584.98
INV 19939	26/02/2018	MARKETFORCE	MONTHLY COMMUNITY NEWSLETTER - HILLS GAZETTE	1	1,526.00	
INV 19941	26/02/2018	MARKETFORCE	DEATH NOTICE - JAMES RIDDLE - WEST AUSTRALIAN 21/02/2018	1	92.44	
INV 19940	26/02/2018	MARKETFORCE	ADVERT ON SEEK, HILLS GAZETTE 09/02/2018 AND THE AVON VALLEY ADVOCATE 14/02/2018 FOR ADMINISTRATION OFFICER RECREATION PART TIME FIXED TERM	1	966.54	
EFT29446	28/03/2018	META MAYA GROUP PTY LTD	CLAIM 1 (LESS RETENTION) OF CONTRACT 2 OF NAEIC.	1		76,833.90
INV 4200055007/03/2018		META MAYA GROUP PTY LTD	CLAIM 1 (LESS RETENTION) OF CONTRACT 2 OF NAEIC.	1	49,034.70	
INV 4200055107/03/2018		META MAYA GROUP PTY LTD	CLAIM 1 ( LESS RETENTION) OF CONTRACT 3 OF NAEIC	1	27,799.20	
EFT29447	28/03/2018	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM 15/02/2018 TO 14/03/2018.	1		1,681.96
INV 9120063805/02/2018		NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE FLEET TRACKING SYSTEM 05/02/2018 TO 04/03/2018	1	417.67	
INV 9120773415/02/2018		NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM 15/02/2018 TO 14/03/2018.	1	846.62	
INV 9122539605/03/2018		NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE FLEET TRACKING 05/03/2018 TO 04/04/2018.	1	417.67	
EFT29448	28/03/2018	NORTHAM HARDWARE	SUPPLIES TO REPAIR CLACKLINE STANDPIPE	1		273.70
INV 359575	01/02/2018	NORTHAM HARDWARE	SUPPLIES TO REPAIR CLACKLINE STANDPIPE	1	151.70	
INV 359585	01/02/2018	NORTHAM HARDWARE	RETICULATION PARTS	1	17.90	
INV 359560	01/02/2018	NORTHAM HARDWARE	RETICULATION PARTS	1	34.25	
INV 358757	16/01/2018	NORTHAM HARDWARE	BATTERIES FOR GEORGE NUICH PARK RETIC	1	41.20	
INV 358060	04/01/2018	NORTHAM HARDWARE	SIZE D BATTERIES	1	28.65	
EFT29449	28/03/2018	NORTHAM MITRE 10 SOLUTIONS	PIPES AND SOLENOIDS	1		801.95

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INV 1026397802/02/2018		NORTHAM MITRE 10 SOLUTIONS	PAINT MIXER FOR ROAD MAINTENENCE.	1	21.04	
INV 1026539607/02/2018		NORTHAM MITRE 10 SOLUTIONS	ASSORTED RETICULATION PARTS FOR MORBY COTTAGE.	1	42.74	
INV 1026485705/02/2018		NORTHAM MITRE 10 SOLUTIONS	2X RAPID SET CONCRETE 20KG.	1	13.50	
INV 1026416902/02/2018		NORTHAM MITRE 10 SOLUTIONS	4X 36W GLOBE TUBE FOR THE DEPOT.	1	20.18	
INV 1026699612/02/2018		NORTHAM MITRE 10 SOLUTIONS	2X 20KG RAPID SET CONCRETE FOR VERGE MAINTENANCE.	1	13.50	
INV 1027023722/02/2018		NORTHAM MITRE 10 SOLUTIONS	TOWN HALL. CUT KEYS FOR INTERNAL DOORS.	1	42.75	
INV 1026783015/02/2018		NORTHAM MITRE 10 SOLUTIONS	BAGS OF RAPID SET	1	31.31	
INV 1026767614/02/2018		NORTHAM MITRE 10 SOLUTIONS	ASSORTED ITEMS FOR KILLARA SHED	1	73.10	
INV 1026725913/02/2018		NORTHAM MITRE 10 SOLUTIONS	BOLTS, NUTS & CUTTING DISKS FOR SHIRE DEPOT.	1	36.07	
INV 1026936720/02/2018		NORTHAM MITRE 10 SOLUTIONS	PIPES AND SOLENOIDS	1	167.69	
INV 1026922619/02/2018		NORTHAM MITRE 10 SOLUTIONS	TAP FITTINGS FOR RETIC	1	16.96	
INV 1026560307/02/2018		NORTHAM MITRE 10 SOLUTIONS	RAPID SET CONCRETE PER BAG	1	40.50	
INV 1027044623/02/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR GEORGE NUICH PARK	1	65.81	
INV 1026557307/02/2018		NORTHAM MITRE 10 SOLUTIONS	HOSE FOR REC CENTRE OUTDOOR COURTS	1	125.86	
INV 1026990621/02/2018		NORTHAM MITRE 10 SOLUTIONS	BLUE LINE PIPE AND FITTINGS	1	90.94	
EFT29450	28/03/2018	PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR SWIMMING POOL.	1		1,423.95
INV KI73572805/01/2018		PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR SWIMMING POOL.	1	1,423.95	
EFT29451	28/03/2018	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION MARCH 2018.	1		1,122.00
INV PM4401	25/03/2018	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION MARCH 2018.	1	1,122.00	
EFT29452	28/03/2018	QUBE LOGISTICS	DELIVERY OF 920KG CHLORINE TO TREATED WASTE WATER RETICULATION PLANT (CLARKE STREET).	1		826.89
INV 126780	18/03/2018	QUBE LOGISTICS	DELIVERY OF 920KG CHLORINE TO TREATED WASTE WATER RETICULATION PLANT (CLARKE STREET).	1	826.89	
EFT29453	28/03/2018	RED DOT STORES	PHOTO FRAMES FOR FIRST AID CERTIFICATES	1		20.00

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INV 3515176612/03/2018		RED DOT STORES	PHOTO FRAMES FOR FIRST AID CERTIFICATES	1	20.00	
EFT29454	28/03/2018	RETAIL DECISIONS (COLES)	COLES - FEBRUARY 2018 - NICOLE HAMPTON, MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS, LEASA OSBORNE, KIM COLBOURNE, VICTORIA JONES, BROOKE EVANS.	1		2,122.09
INV 128	28/02/2018	RETAIL DECISIONS (COLES)	COLES - FEBRUARY 2018 - NICOLE HAMPTON, MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS, LEASA OSBORNE, KIM COLBOURNE, VICTORIA JONES, BROOKE EVANS.	1	2,122.09	
EFT29455	28/03/2018	ROAD SIGNS AUSTRALIA	VARIOUS SIGNS FOR DEPOT.	1		2,185.70
INV 0007212914/02/2018		ROAD SIGNS AUSTRALIA	VARIOUS SAFETY SIGNS.	1	874.50	
INV 0007225228/02/2018		ROAD SIGNS AUSTRALIA	VARIOUS SIGNS FOR DEPOT.	1	1,311.20	
EFT29456	28/03/2018	SKILL HIRE WA PTY LTD	LABOUR HIRE - ROBERT WILSON FOR W/E 04/03/2018.	1		7,360.81
INV AP51773d16/03/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE - ROBERT WILSON W/E 11/3/2018	1	1,954.60	
INV AP51732808/03/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE - ROBERT WILSON FOR W/E 04/03/2018.	1	2,898.80	
INV AP5178521/03/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE - ROBERT WILSON W/E 18/03/2018.	1	2,507.41	
EFT29457	28/03/2018	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ANNOUNCEMENTS FOR COMMUNITY MEETINGS AT WUNDOWIE, BAKERS HILL AND GRASS VALLEY 192 SPOTS AND 15 LIVE READS	1		1,087.90
INV 7061859428/02/2018		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS INTERVIEWS 2017/18	1	79.20	
INV 7061859328/02/2018		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISING ON RADIO FOR SEWER EXTENSION WORKS ACROSS MINSON AVENUE COMMENCING MONDAY 29/01/18	1	425.70	
INV 7061859228/02/2018		SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ANNOUNCEMENTS FOR COMMUNITY MEETINGS AT WUNDOWIE, BAKERS HILL AND GRASS VALLEY 192 SPOTS AND 15 LIVE READS	1	583.00	
EFT29458	28/03/2018	TIM DAVIES LANDSCAPING PTY LTD	SCHEMATIC DESIGN FOR DEVELOPMENT APPROVAL - THE MEETING PLACE, NORTHAM	1		2,288.00
INV SI-08790c26/03/2018		TIM DAVIES LANDSCAPING PTY LTD	SCHEMATIC DESIGN FOR DEVELOPMENT APPROVAL - THE MEETING PLACE, NORTHAM	1	2,288.00	

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EFT29459	28/03/2018	VALLEY FORD	60000KM SERVICE ON FORD ESCAPE PN1614 - N3333 PLANNING MANAGER VEHICLE.	1		765.20
INV FOCS66226/02/2018		VALLEY FORD	60000KM SERVICE ON FORD ESCAPE PN1614 - N3333 PLANNING MANAGER VEHICLE.	1	765.20	
EFT29460	28/03/2018	VERMEER (WA & NT)	PART NUMBER 296365401 - HANDLE OP PRESENCE V2	1		318.22
INV 104028	02/03/2018	VERMEER (WA & NT)	PART NUMBER 296365401 - HANDLE OP PRESENCE V2	1	318.22	
EFT29461	28/03/2018	WAY SIGNS	NO SCAVANGING SIGN FOR THE INKPEN TIP.	1		154.00
INV 2151	14/03/2018	WAY SIGNS	NO SCAVANGING SIGN FOR THE INKPEN TIP.	1	154.00	
EFT29462	28/03/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PLANNING SERVICES TRAINING FOR MARIUS STRYDOM	1		803.00
INV I3069423	21/02/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	LAND USE PLANNING FOR IMPROVED ENVIRONMENTAL OUTCOMES COURSE FOR JENNY ABBOTT	1	88.00	
INV I3069488	27/02/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PLANNING SERVICES TRAINING FOR MARIUS STRYDOM	1	515.00	
INV I3069620	27/02/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	INTEGRATED STRATEGIC PLANNING - THE ESSENTIALS, 14 MAY 2018 - CR STEVEN POLLARD	1	50.00	
INV I3069621	27/02/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	INTEGRATED STRATEGIC PLANNING - THE ESSENTIALS, 14 MAY 2018 - CR ROB TINETTI	1	50.00	
INV I3069622	27/02/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	INTEGRATED STRATEGIC PLANNING - THE ESSENTIALS - 14TH MAY 2018 (NORTHAM) - CR MENC SHELYI	1	50.00	
INV I3069623	27/02/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	INTEGRATED STRATEGIC PLANNING - THE ESSENTIALS - 14TH MAY 2018 (NORTHAM) - CR RYAN	1	50.00	
EFT29463	28/03/2018	WUNDOWIE AND DISTRICTS MENS SHED INC	ART PIECE FOR GRASS VALLEY - COMMUNITY PLANNING	1		1,000.00
INV 0000010722/03/2018		WUNDOWIE AND DISTRICTS MENS SHED INC	ART PIECE FOR GRASS VALLEY - COMMUNITY PLANNING	1	1,000.00	
34904	06/03/2018	PETTY CASH	PETTY CASH REIMBURSEMENT FOR VISITORS CENTRE 20/09/2017 TO 05/02/2018.	1		196.35
INV P/C VIST05/02/2018		PETTY CASH	PETTY CASH REIMBURSEMENT FOR VISITORS CENTRE 20/09/2017 TO 05/02/2018.	1	196.35	
34905	06/03/2018	SHIRE OF NORTHAM	CONTRACT 2 OF 2017 - KING CREEK DRAIN STAGE 3, SEPARABLE PORTION - GAIRDNER ST CARPARK DEFECTS LIABILITY RETENSIONS.	1		1,534.43



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INV CK2302223/02/2018		SHIRE OF NORTHAM	CONTRACT 2 OF 2017 - KING CREEK DRAIN STAGE 3, SEPARABLE PORTION - GAIRDNER ST CARPARK DEFECTS LIABILITY RETENSIONS.	1	1,534.43	
34906	06/03/2018	SYNERGY	ELECTRICITY ACCOUNT FOR WUNDOWIE OVAL - LOT 274 HAWKE HWY WUNDOWIE FOR THE PERIOD 19/12/2017 TO 21/02/2018.	1		4,484.10
INV 2886267419/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR CLACKLINE HALL - KIMBERLEY ROAD CLACKLINE FOR THE PERIOD 15/12/2017 TO 19/02/2018.	1	39.40	
INV 9168227521/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR WUNDOWIE TENNIS CLUB - LOT 276 BORONIA AVE WUNDOWIE FOR THE PERIOD 19/12/2017 TO 21/02/2018.	1	83.40	
INV 4879640421/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR YOUTH ADVISORY COUNCIL - 3 BORONIA AVE WUNDOWIE FOR THE PERIOD 19/12/2017 TO 21/02/2018.	1	44.85	
INV 9812925720/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR BAKERS HILL REC CENTRE - LOT 191 SAINT GEORGE ST BAKERS HILL FOR THE PERIOD 18/12/2017 TO 20/02/2018.	1	944.95	
INV 1640077121/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR WUNDOWIE DEPOT - 6 LESCHENAULTIA RD WUNDOWIE FOR THE PERIOD 19/12/2017 TO 21/02/2018.	1	386.05	
INV 3006770721/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR WUNDOWIE FOOTY PAVILLION - LOT 274 BANKSIA AVE WUNDOWIE FOR THE PERIOD 19/12/2017 TO 21/02/2018.	1	132.55	
INV 9626429921/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR MEDICAL CENTRE - LOT 276 BORONIA AVE WUNDOWIE FOR THE PERIOD 19/12/2017 TO 21/02/2018.	1	34.50	
INV 3706392321/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR WUNDOWIE TOWN HALL - LOT 158 BANKSIA AVE WUNDOWIE FOR THE PERIOD 19/12/2017 TO 21/02/2018.	1	463.45	
INV 4449973021/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR WUNDOWIE LIBRARY - LOT 158 BORONIA AVE WUNDOWIE FOR THE PERIOD 19/12/2017 TO 21/02/2018.	1	608.85	
INV 3619900321/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR WUNDOWIE OVAL PUMP - 1 HAWKE HWY WUNDOWIE FOR THE PERIOD 19/12/2017 TO 21/02/2018.	1	637.60	

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INV 1422759521/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR WUNDOWIE OVAL - LOT 274 HAWKE HWY WUNDOWIE FOR THE PERIOD 19/12/2017 TO 21/02/2018.	1	1,108.50	
34907	06/03/2018	TELSTRA CORPORATION	MOBILE PHONE ACCOUNT FOR BUSHFIRE BRIGADES FOR THE PERIOD 10/02/2018 TO 09/03/2018.	1		216.90
INV 2726008910/02/2018		TELSTRA CORPORATION	MOBILE PHONE ACCOUNT FOR BUSHFIRE BRIGADES FOR THE PERIOD 10/02/2018 TO 09/03/2018.	1	176.95	
INV 2000049019/02/2018		TELSTRA CORPORATION	BROADBAND INTERNET ACCOUNT FOR NORTHAM DISTRICT SES FOR THE PERIOD 15/01/2018 TO 14/02/2018.	1	39.95	
34908	06/03/2018	WATER CORPORATION	WATER USE & SERVICE CHARGES FOR SWIMMING POOL AT 5L WANDOO PDE WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1		6,416.35
INV 9007869121/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR HALL AT 158L BANKSIA AV WUNDOWIE (WUNDOWIE HALL) FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	876.66	
INV 9007872221/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR RES 410 KURINGAL ROAD WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	40.47	
INV 9007871921/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR DEPOT AT 6 LESCHENAULTIA ROAD WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	21.52	
INV 9007869121/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR KINDERGARTEN AT 158L BANKSIA AV WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	1,053.44	
INV 9007868921/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR TOILETS AT 313L BANKSIA AV WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	112.66	
INV 9007868621/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR YOUTH CENTRE AT 2L HAWKE AV WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	2.39	
INV 9007868521/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR SWIMMING POOL AT 5L WANDOO PDE WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	1,275.90	
INV 9007840208/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR STANDPIPE AT 3L KEANE ST GRASS VALLEY FOR THE PERIOD 05/12/2017 TO 05/02/2018.	1	252.98	

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INV 9007872321/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR UNIT 8/410 KURINGAL ROAD WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	244.03	
INV 9007872221/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR UNIT 3/410 KURINGAL ROAD WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	222.18	
INV 9007872221/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR UNIT 2/410 KURINGAL ROAD WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	214.23	
INV 9007872221/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR UNIT 1/410 KURINGAL ROAD WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	204.98	
INV 9007872221/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR UNIT 4/410 KURINGAL ROAD WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	229.74	
INV 9007872221/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR UNIT 5/410 KURINGAL ROAD WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	228.90	
INV 9007872221/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR UNIT 6/410 KURINGAL ROAD WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	242.36	
INV 9007872321/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR UNIT 7/410 KURINGAL ROAD WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	205.82	
INV 9007869121/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR WUNDOWIE LIBRARY - 158 BANKSIA AVE WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	803.60	
INV 9007871821/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR WUNDOWIE OVAL - RESERVE BANKSIA AVE WUNDOWIE FOR THE PERIOD 14/12/2017 TO 20/02/2018.	1	184.49	
34909	09/03/2018	DOWERIN EVENTS MANAGEMENT INC	DOWERIN FIELD DAYS 2018 DEPOSIT.	1		200.00
INV VW0203202/03/2018		DOWERIN EVENTS MANAGEMENT INC	DOWERIN FIELD DAYS 2018 DEPOSIT.	1	200.00	
34910	09/03/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		135.00
INV DEDUCT06/03/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		135.00	

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34911	09/03/2018	SYNERGY	ELECTRICITY ACCOUNT FOR 36 GOOCH RD CLACKLINE (CLACKLINE FIRE SHED) FOR THE PERIOD 15/12/2017 TO 19/02/2018.	1		529.85
INV 0353464122/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR LOT 4166 GREAT EASTERN HWY BAKERS HILL (HOOPER PARK) FOR THE PERIOD 20/12/2017 TO 22/02/2018.	1	110.70	
INV 3053076122/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR LOT 410 U C'S KURINGAL RD WUNDOWIE (AGED ACCOMMODATION) FOR THE PERIOD 19/12/2017 TO 22/02/2018.	1	63.60	
INV 1603961219/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR 36 GOOCH RD CLACKLINE (CLACKLINE FIRE SHED) FOR THE PERIOD 15/12/2017 TO 19/02/2018.	1	180.15	
INV 1585097619/02/2018		SYNERGY	ELECTRICITY ACCOUNT FOR LOT 217 GREAT EASTERN HWY BAKERS HILL (BAKERS HILL FIRE STATION) FOR THE PERIOD 15/12/2017 TO 19/02/2018.	1	175.40	
34912	09/03/2018	TELSTRA CORPORATION	LANDLINE CHARGES FOR BAKERS HILL BFB TO 22/02/2018.	1		26.94
INV 6305302927/02/2018		TELSTRA CORPORATION	LANDLINE CHARGES FOR BAKERS HILL BFB TO 22/02/2018.	1	26.94	
34913	09/03/2018	WATER CORPORATION	WATER USE & SERVICE CHARGES FOR LA STANDPIPE AT 2801L STHN BROOK RD GRASS VALLEY FOR THE PERIOD 09/12/2017 TO 15/02/2018.	1		1,485.98
INV 9007950316/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR LA STANDPIPE AT 2801L STHN BROOK RD GRASS VALLEY FOR THE PERIOD 09/12/2017 TO 15/02/2018.	1	1,352.61	
INV 9007950316/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR LA STANDPIPE AT 10262 MCMANUS RD GRASS VALLEY FOR THE PERIOD 08/12/2017 TO 15/02/2018.	1	40.47	
INV 9007949919/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR LA STANDPIPE AT GRASS VALLEY RD AVON HILLS FOR THE PERIOD 12/12/2017 TO 16/02/2018.	1	40.47	
INV 9007951119/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR LA STANDPIPE AT 1716L CHITIBIN RD GRASS VALLEY FOR THE PERIOD 09/12/2017 TO 16/02/2018.	1	40.47	
INV 9007943520/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR STANDPIPE AT 24 AVRO ANSON RD MOKINE FOR THE PERIOD 13/12/2017 TO 19/02/2018.	1	11.96	

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34914	16/03/2018	SYNERGY	STREET LIGHTS 01/02/2018 TO 06/03/2018.	1		35,814.10
INV 1686149906/03/2018		SYNERGY	STREET LIGHTS 01/02/2018 TO 06/03/2018.	1	23,440.60	
INV 9152416406/03/2018		SYNERGY	AUXILLARY LIGHTING CHARGE 01/02/2018 TO 06/03/2018.	1	124.50	
INV 7921766202/03/2018		SYNERGY	ELECTRICITY VARIOUS BUILDINGS 05/02/2018 TO 02/03/2018.	1	12,249.00	
34915	16/03/2018	WATER CORPORATION	STANDPIPE NORTHAM TOODYAY RD - 03/01/2018 TO 01/03/2018.	1		1,010.06
INV 9007948206/03/2018		WATER CORPORATION	STANDPIPE KATRINE RD - 04/01/2018 TO 02/03/2018.	1	41.85	
INV 9007945601/03/2018		WATER CORPORATION	STANDPIPE NORTHAM TOODYAY RD - 03/01/2018 TO 01/03/2018.	1	543.96	
INV 9007901102/03/2018		WATER CORPORATION	PLAYGROUND MORRELL STREET PARK 03/01/2018 TO 01/03/2018.	1	236.71	
INV 9007903902/03/2018		WATER CORPORATION	ABORIGINAL INTERPRETIVE CENTRE - 01/03/2018 TO 30/04/2018.	1	82.32	
INV 9007945102/03/2018		WATER CORPORATION	TOILETS AT KATRINE RD - 03/01/2018 TO 01/03/2018.	1	16.74	
INV 9007948306/03/2018		WATER CORPORATION	STANDPIPE IRISHTOWN RD - 04/01/2018 TO 02/03/2018.	1	46.63	
INV 9007946106/03/2018		WATER CORPORATION	STANDPIPE SPENCERS BROOK RD- 04/01/2018 TO 02/03/2018.	1	41.85	
34916	16/03/2018	WESTERN POWER	CUT STREET TREES AT 67 BYFIELD STREET (HIGH VOLTAGE LINES UNABLE TO BE DONE UNDER TREE PRUNING CONTRACT)	1		419.25
INV CORPB0-07/02/2018		WESTERN POWER	CUT STREET TREES AT 67 BYFIELD STREET (HIGH VOLTAGE LINES UNABLE TO BE DONE UNDER TREE PRUNING CONTRACT)	1	419.25	
34917	23/03/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		135.00
INV DEDUCT20/03/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		135.00	
34918	23/03/2018	SYNERGY	WUNDOWIE SWIMMING POOL - 14/12/2017 TO 19/02/2018.	1		12,887.30
INV 1819945015/02/2018		SYNERGY	KILLARA NEW BUILDING 18/01/2018 TO 15/02/2018		1,039.10	
INV 7968413415/02/2018		SYNERGY	SHIRE ADMIN BUILDING 18/01/2018 TO 14/02/2018		1,816.05	
INV 0929125213/03/2018		SYNERGY	GRASS VALLEY OVAL 10/01/2018 TO 13/03/2018.		32.85	

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INV 9414532313/03/2018		SYNERGY	GRASS VALLEY FIRE SHED 06/01/2018 TO 07/03/2018.		155.70	
INV 7471705314/03/2018		SYNERGY	SKATE PARK 11/01/2018 TO 14/03/2018.		97.45	
INV 5140678114/03/2018		SYNERGY	BERT HAWKE OVAL RETICULATION 11/01/2018 TO 14/03/2018		1,015.25	
INV 8110294721/02/2018		SYNERGY	WUNDOWIE SWIMMING POOL - 14/12/2017 TO 19/02/2018.	1	7,487.70	
INV 2931107314/03/2018		SYNERGY	ABORIGINAL INTERPRETIVE CENTRE - 15/02/2018 TO 13/03/2018.	1	1,243.20	
34919	23/03/2018	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS 28/02/2018 TO 27/03/2018.	1		11,543.64
INV 3864754812/03/2018		TELSTRA CORPORATION	HENRY ST OVAL 05/02/2018 TO 04/03/2018.		72.32	
INV 9026075012/03/2018		TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 05/02/2018 TO 04/03/2018.		4,852.55	
INV 2726008928/02/2018		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS 28/02/2018 TO 27/03/2018.		6,443.77	
INV 2726008910/03/2018		TELSTRA CORPORATION	BUSHFIRE BRIGADES 10/03/2018 TO 09/04/2018.	1	175.00	
34920	23/03/2018	WATER CORPORATION	BERNARD PARK 10/01/2018 to 13/03/2018.	1		19,955.93
INV 9007871921/02/2018		WATER CORPORATION	WUNDOWIE OVAL 13/12/2018 to 20/02/2018.	1	3,115.86	
INV 9007901608/03/2018		WATER CORPORATION	RAILWAY MUSEUM 05/01/2018 to 07/03/2018.	1	139.82	
INV 9008729708/03/2018		WATER CORPORATION	SHIRE ADMIN 05/01/2018 to 07/03/2018.	1	1,318.51	
INV 9007899908/03/2018		WATER CORPORATION	GIRL GUIDES HALL 05/01/2018 to 07/03/2018.	1	60.77	
INV 9007901709/03/2018		WATER CORPORATION	PURSLOWE PARK 05/01/2018 to 08/03/2018.	1	1,066.39	
INV 9007908612/03/2018		WATER CORPORATION	KILLARA 09/01/2018 to 09/03/2018.	1	1,964.83	
INV 9007906912/03/2018		WATER CORPORATION	OLD INFANT HEALTH CLINIC 09/01/2018 to 09/03/2018.	1	63.73	
INV 9007906712/03/2018		WATER CORPORATION	OLD FIRE STATION 09/01/2018 to 09/03/2018.	1	405.07	
INV 9007904014/03/2018		WATER CORPORATION	LIBRARY 10/01/2018 to 13/03/2018.	1	345.30	
INV 9007903709/03/2018		WATER CORPORATION	TOWN & LESSER HALL 06/01/2018 to 08/03/2018.	1	751.15	
INV 9007903913/03/2018		WATER CORPORATION	ST JOHN'S HALL 10/01/2018 to 12/03/2018.	1	169.63	
INV 9007908112/03/2018		WATER CORPORATION	TRAFFIC ISLANDS 09/01/2018 to 09/03/2018.	1	59.78	
INV 9007908012/03/2018		WATER CORPORATION	OLD GIRLS SCHOOL 09/01/2018 to 09/03/2018.	1	60.77	

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INV 9007908012/03/2018		WATER CORPORATION	OLD POST OFFICE BUILDING 09/01/2018 to 09/03/2018.	1	252.05	
INV 9012642713/03/2018		WATER CORPORATION	GARDEN AT NIND ST 10/01/2018 to 12/03/2018.	1	26.30	
INV 9007929413/03/2018		WATER CORPORATION	AVON MALL 10/01/2018 to 12/03/2018.	1	1,157.24	
INV 9011070413/03/2018		WATER CORPORATION	SNACKBAR AT GREY ST 01/03/2018 to 30/04/2018	1	198.93	
INV 9007907413/03/2018		WATER CORPORATION	BERNARD PARK PLAYCENTRE 10/01/2018 to 13/03/2018.	1	275.40	
INV 9008729813/03/2018		WATER CORPORATION	VISITORS CENTRE 10/01/2018 to 12/03/2018.	1	1,782.52	
INV 9007907413/03/2018		WATER CORPORATION	BERNARD PARK 10/01/2018 to 13/03/2018.	1	5,079.37	
INV 9007904013/03/2018		WATER CORPORATION	MEMORIAL HALL 10/01/2018 to 12/03/2018.	1	269.09	
INV 9007913114/03/2018		WATER CORPORATION	DEPOT BUILDING 67 BYFIELD ST 11/01/2018 to 13/03/2018.	1	229.54	
INV 9007913514/03/2018		WATER CORPORATION	DEPOT AT 116 PEEL TCE 12/01/2018 to 13/03/2018.	1	325.18	
INV 9007908713/03/2018		WATER CORPORATION	MAY ST PRE-PRIMARY - 11/01/2018 to 12/03/2018.	1	459.20	
INV 9007907213/03/2018		WATER CORPORATION	182 FITZGERALD STREET, 10/01/2018 TO 12/03/2018.	1	379.50	
34921	28/03/2018	PETTY CASH	PETTY CASH REIMBURSEMENT FOR ADMIN - 14/12/2017 TO 21/03/2018.	1		282.20
INV P/C ADM21/03/2018		PETTY CASH	PETTY CASH REIMBURSEMENT FOR ADMIN - 14/12/2017 TO 21/03/2018.	1	282.20	
34922	28/03/2018	SHIRE OF NORTHAM	RETENTION FOR CLAIM 1 OF CONTRACT 2 OF NAEIC.	1		8,537.10
INV 4200055107/03/2018		SHIRE OF NORTHAM	RETENTION FOR CLAIM ONE OF CONTRACT 3 OF NAEIC	1	3,088.80	
INV 4200055007/03/2018		SHIRE OF NORTHAM	RETENTION FOR CLAIM 1 OF CONTRACT 2 OF NAEIC.	1	5,448.30	
34923	28/03/2018	SYNERGY	SHIRE ADMIN BUILDING - 15/02/2018 TO 15/03/2018.	1		2,773.35
INV 7968413415/03/2018		SYNERGY	SHIRE ADMIN BUILDING - 15/02/2018 TO 15/03/2018.	1	1,850.05	
INV 1819945015/03/2018		SYNERGY	KILLARA NEW BUILDINGS 15/02/2018 TO 15/03/2018.	1	923.30	
34924	28/03/2018	TELSTRA CORPORATION	SES BROADBAND - 15/02/2018 TO 14/03/2018.	1		39.95
INV 2000049019/03/2018		TELSTRA CORPORATION	SES BROADBAND - 15/02/2018 TO 14/03/2018.	1	39.95	
34925	28/03/2018	WATER CORPORATION	CENTRE AT HENRY ST 11/01/2018 TO 13/03/2018.	1		11,512.44

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INV 9007917015/03/2018		WATER CORPORATION	CEMETERY - 13/01/2018 TO 14/03/2018.	1	1,233.76	
INV 9007909715/03/2018		WATER CORPORATION	CENTRE AT HENRY ST 11/01/2018 TO 13/03/2018.	1	4,178.08	
INV 9007925920/03/2018		WATER CORPORATION	RESERVE AT NEWCASTLE RD 18/01/2018 TO 19/01/2018.	1	751.60	
INV 9007918420/03/2018		WATER CORPORATION	PERIMA PARK 19/01/2018 TO 19/03/2018.	1	746.88	
INV 9007949715/02/2018		WATER CORPORATION	STANDPIPE - HUNTER RD 08/12/2017 TO 13/02/2017	1	523.45	
INV 9007948406/03/2018		WATER CORPORATION	IRISHTOWN HALL - 04/01/2018 TO 02/03/2018.	1	2.39	
INV 9007909712/03/2018		WATER CORPORATION	SES BUILDING 09/01/2018 TO 09/03/2018.	1	88.47	
INV 9012475716/03/2018		WATER CORPORATION	VACANT LAND - GARDEN - 13/01/2018 TO 14/03/2018.	1	141.07	
INV 9007923416/03/2018		WATER CORPORATION	APEX PARK TOILETS - 17/01/2018 TO 15/03/2018.	1	91.30	
INV 9007915516/03/2018		WATER CORPORATION	AIRPORT - 16/01/2018 TO 15/03/2018.	1	1,790.30	
INV 9007917219/03/2018		WATER CORPORATION	BERT HAWKE OVAL - 18/01/2018 TO 16/03/2018.	1	1,285.18	
INV 9007916615/03/2018		WATER CORPORATION	MORBY COTTAGE - 13/01/2018 TO 14/03/2018.	1	679.96	
DD12258.1	06/03/2018	WA SUPER	Payroll deductions	1		23,247.22
INV SUPER	06/03/2018	WA SUPER	Superannuation contributions	1	20,558.86	
INV DEDUCT06/03/2018		WA SUPER	Payroll deductions	1	1,532.37	
INV DEDUCT06/03/2018		WA SUPER	Payroll deductions	1	79.01	
INV DEDUCT06/03/2018		WA SUPER	Payroll deductions	1	34.03	
INV DEDUCT06/03/2018		WA SUPER	Payroll deductions	1	295.73	
INV DEDUCT06/03/2018		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT06/03/2018		WA SUPER	Payroll deductions	1	103.82	
INV DEDUCT06/03/2018		WA SUPER	Payroll deductions	1	91.98	
INV DEDUCT06/03/2018		WA SUPER	Payroll deductions	1	325.00	
INV DEDUCT06/03/2018		WA SUPER	Payroll deductions	1	201.42	
DD12258.2	06/03/2018	BENDIGO SMART START SUPER	Superannuation contributions	1		189.00
INV SUPER	06/03/2018	BENDIGO SMART START SUPER	Superannuation contributions	1	189.00	



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DD12258.3	06/03/2018	SUNSUPER	Superannuation contributions	1		451.86
INV SUPER	06/03/2018	SUNSUPER	Superannuation contributions	1	451.86	
DD12258.4	06/03/2018	VISION SUPER	Superannuation contributions	1		191.89
INV SUPER	06/03/2018	VISION SUPER	Superannuation contributions	1	191.89	
DD12258.5	06/03/2018	HOSTPLUS SUPER	Superannuation contributions	1		346.25
INV SUPER	06/03/2018	HOSTPLUS SUPER	Superannuation contributions	1	346.25	
DD12258.6	06/03/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1		94.18
INV SUPER	06/03/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1	94.18	
DD12258.7	06/03/2018	KINETIC SUPER	Superannuation contributions	1		144.30
INV SUPER	06/03/2018	KINETIC SUPER	Superannuation contributions	1	144.30	
DD12258.8	06/03/2018	ESSENTIAL SUPER	Superannuation contributions	1		108.21
INV SUPER	06/03/2018	ESSENTIAL SUPER	Superannuation contributions	1	108.21	
DD12258.9	06/03/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		203.78
INV SUPER	06/03/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	203.78	
DD12274.1	12/03/2018	BANKWEST	CHADD HUNT 23/1/2018 TO 20/2/2018	1		2,476.63
INV C KLEYN12/03/2018		BANKWEST	CLINTON KLEYNHANS MASTERCARD 23/1/18 TO 20/2/2018	1	946.08	
INV C YOUNG12/03/2018		BANKWEST	COLIN YOUNG MASTERCARD 23/1/18 TO 20/2/2018	1	395.10	
INV R RAYSC12/03/2018		BANKWEST	ROSS RAYSON MASTERCARD 23/1/18 TO 20/2/2018	1	533.95	
INV J WHITE.12/03/2018		BANKWEST	JASON WHITEAKER MASTERCARD 23/1/18 TO 20/2/2018	1	48.50	
INV C HUNT212/03/2018		BANKWEST	CHADD HUNT 23/1/2018 TO 20/2/2018	1	553.00	
DD12308.1	20/03/2018	WA SUPER	Payroll deductions	1		23,851.19
INV SUPER	20/03/2018	WA SUPER	Superannuation contributions	1	20,990.55	

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18 April 2018



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT20/03/2018		WA SUPER	Payroll deductions	1	1,571.42	
INV DEDUCT20/03/2018		WA SUPER	Payroll deductions	1	87.96	
INV DEDUCT20/03/2018		WA SUPER	Payroll deductions	1	37.60	
INV DEDUCT20/03/2018		WA SUPER	Payroll deductions	1	422.98	
INV DEDUCT20/03/2018		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT20/03/2018		WA SUPER	Payroll deductions	1	102.56	
INV DEDUCT20/03/2018		WA SUPER	Payroll deductions	1	86.70	
INV DEDUCT20/03/2018		WA SUPER	Payroll deductions	1	325.00	
INV DEDUCT20/03/2018		WA SUPER	Payroll deductions	1	201.42	
DD12308.2	20/03/2018	BENDIGO SMART START SUPER	Superannuation contributions	1		192.20
INV SUPER	20/03/2018	BENDIGO SMART START SUPER	Superannuation contributions	1	192.20	
DD12308.3	20/03/2018	SUNSUPER	Superannuation contributions	1		450.98
INV SUPER	20/03/2018	SUNSUPER	Superannuation contributions	1	450.98	
DD12308.4	20/03/2018	VISION SUPER	Superannuation contributions	1		191.50
INV SUPER	20/03/2018	VISION SUPER	Superannuation contributions	1	191.50	
DD12308.5	20/03/2018	HOSTPLUS SUPER	Superannuation contributions	1		417.78
INV SUPER	20/03/2018	HOSTPLUS SUPER	Superannuation contributions	1	417.78	
DD12308.6	20/03/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1		117.39
INV SUPER	20/03/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1	117.39	
DD12308.7	20/03/2018	KINETIC SUPER	Superannuation contributions	1		144.30
INV SUPER	20/03/2018	KINETIC SUPER	Superannuation contributions	1	144.30	
DD12308.8	20/03/2018	ESSENTIAL SUPER	Superannuation contributions	1		150.75
INV SUPER	20/03/2018	ESSENTIAL SUPER	Superannuation contributions	1	150.75	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12308.9	20/03/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		203.79
INV SUPER	20/03/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	203.79	
DD12258.10	06/03/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		1,703.82
INV SUPER	06/03/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	1,703.82	
DD12258.11	06/03/2018	REST INDUSTRY SUPER	Superannuation contributions	1		514.83
INV SUPER	06/03/2018	REST INDUSTRY SUPER	Superannuation contributions	1	514.83	
DD12258.12	06/03/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		254.29
INV SUPER	06/03/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	254.29	
DD12258.13	06/03/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		298.26
INV SUPER	06/03/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	298.26	
DD12258.14	06/03/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		518.82
INV SUPER	06/03/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	518.82	
DD12258.15	06/03/2018	AMP LIFE LIMITED	Superannuation contributions	1		390.64
INV SUPER	06/03/2018	AMP LIFE LIMITED	Superannuation contributions	1	390.64	
DD12258.16	06/03/2018	AMG UNIVERSAL SUPER	Superannuation contributions	1		173.98
INV SUPER	06/03/2018	AMG UNIVERSAL SUPER	Superannuation contributions	1	173.98	
DD12258.17	06/03/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		258.59
INV SUPER	06/03/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	258.59	
DD12308.10	20/03/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		1,881.09
INV SUPER	20/03/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	1,881.09	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12308.11	20/03/2018	REST INDUSTRY SUPER	Superannuation contributions	1		516.26
INV SUPER	20/03/2018	REST INDUSTRY SUPER	Superannuation contributions	1	516.26	
DD12308.12	20/03/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		254.29
INV SUPER	20/03/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	254.29	
DD12308.13	20/03/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		360.52
INV SUPER	20/03/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	360.52	
DD12308.14	20/03/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		518.82
INV SUPER	20/03/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	518.82	
DD12308.15	20/03/2018	AMP LIFE LIMITED	Superannuation contributions	1		390.64
INV SUPER	20/03/2018	AMP LIFE LIMITED	Superannuation contributions	1	390.64	
DD12308.16	20/03/2018	AMG UNIVERSAL SUPER	Superannuation contributions	1		174.54
INV SUPER	20/03/2018	AMG UNIVERSAL SUPER	Superannuation contributions	1	174.54	
DD12308.17	20/03/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		258.59
INV SUPER	20/03/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	258.59	

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,198,106.68
2	TRUST FUND	10,550.28
<b>TOTAL</b>		<b>1,208,656.96</b>

## Attachment 2

### Payment dates 01<sup>st</sup> of March 2018 to 31<sup>st</sup> March 2018

- Municipal Fund payment cheque numbers 34904 to 34925 total \$120,136.22.
- Trust Fund payment cheque numbers 2039 total \$231.00.

#### Electronic Funds Transfer

- Municipal Fund EFT29161 to EFT29463 total \$1,016,329.28.
- Trust Fund \$10,319.28.

Direct Debits total \$61,641.18.

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Month	Cheques 2017/2018	EFT Payments 2017/2018	Direct Debits 2017/2018	Payroll 2017/2018	Total Payments 2017/2018
July	\$ 145,110.71	\$2,083,341.31	\$ 59,063.47	\$ 391,344.81	\$ 2,678,860.30
August	\$ 120,443.60	\$1,945,745.15	\$ 59,266.02	\$ 367,520.50	\$ 2,492,975.27
September	\$ 92,808.84	\$1,797,504.44	\$ 63,419.26	\$ 377,666.43	\$ 2,331,398.97
October	\$ 115,632.21	\$2,241,443.48	\$ 65,410.08	\$ 384,440.60	\$ 2,806,926.37
November	\$ 85,610.37	\$1,744,644.75	\$ 68,807.75	\$ 610,482.28	\$ 2,509,545.15
December	\$ 111,140.95	\$2,011,540.63	\$ 64,220.44	\$ 403,021.15	\$ 2,589,923.17
January	\$ 89,143.32	\$1,855,660.63	\$ 62,806.40	\$ 403,816.88	\$ 2,411,427.23
February	\$ 177,450.70	\$1,379,375.92	\$ 67,318.32	\$ 414,622.25	\$ 2,038,767.19
March	\$ 120,367.22	\$1,026,648.56	\$ 61,641.18	\$ 416,001.43	\$ 1,624,658.39
April					\$ -
May					\$ -
June					\$ -
<b>Total</b>	<b>\$1,057,707.92</b>	<b>\$16,085,904.87</b>	<b>\$571,952.92</b>	<b>\$3,768,916.33</b>	<b>\$21,484,482.04</b>

The Following table presents all payments made for the month from Council Credit cards paid by Direct Debit 12274.1:

Summary Credit Card Payments	\$	Total
<b>Executive Manager Engineering Services</b>		
ST JOHN OF GOD - STAFF GET WELL -R DEGRAY	125.00	
RAMCITY.COM.AU - UPGRADING LIBRARY COMPUTER	468.85	
PRIMARIES NORTHAM -SNAKE DEFENCE MULTI PULSE TWIN PACK	217.93	
AUSTSTAB LIMITED	134.30	<b>946.08</b>
<b>Executive Manager Corporate Services</b>		

Summary Credit Card Payments	\$	Total
SAFFRON WA PTY LTD-REFRESHMENTS MANAGERS MEETING	29.00	
MICHAEL DOYLE PL BAKERS HILL TAVERN COUNCIL MEETING-REFRESHMENTS	366.10	<b>395.10</b>
<b>Executive Manager Community Services</b>		
OFFICE WORKS SCANNING OF PLANS	19.18	
FACEBOOK - AUSTRALIA DAY 2018 CELEBRATIONS	244.23	
ADOBE PS CREATIVE CLD MONTHLY SUBSCRIPION	270.54	<b>533.95</b>
<b>Executive Manager Development Services</b>		
FRESHSTART RECOVERY REFRESHMENT -WELCOME TO TOWN MORNING TEA 30/1/2018	418.00	
SUBWAY CATERING FOR MEETING AT REC CENTRE 20/2/2018	90.00	
SUBWAY CATERING FOR MEETING AT REC CENTRE 20/2/2018	45.00	<b>553.00</b>
<b>Chief Executive Officer</b>		
CITY OF PERTH PARK 6 8TH FEBRUARY -RCA	16.13	
CITY OF PERTH PARK 16 13TH FEBRUARY -IPH AEIC MEETING	19.35	
BOCELLI ESPRESSO - REFRESHMENTS 13/2/18 IPH AEIC MEETING	12.90	
bank charges	0.12	<b>48.50</b>
<b>Total Credit Card Expenditure</b>		<b>\$ 2,476.63</b>

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$1,624,658.39 was submitted to the Ordinary Meeting of Council on Wednesday, 18 April 2018.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$1,624,658.39 was submitted to each member of the Council on Wednesday, 18 April 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 Financial Statement for the periods ending 28<sup>th</sup> February and 31<sup>st</sup> March 2018

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Zoe Macdonald Accountant
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

For Council to receive the Financial Statement for the periods ending 28<sup>th</sup> February and 31<sup>st</sup> March 2018.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31<sup>st</sup> March 2018.  
Attachment 2: Financial Statement for the period ending 28<sup>th</sup> February 2018.

#### BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the periods ending 28<sup>th</sup> February and 31<sup>st</sup> March 2018 is included as Attachment 1 & 2 to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Operating Statements;
- Balance Sheet;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves; and
- Net Current Assets;
- Rating Information

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or

any other matters relating to this please contact Council Finance staff prior to the meeting.

### **Notes to the Financial Statements (items in bold represent new notes)**

#### **Operating Income**

1. General Purpose Funding is under budget \$60,015 predominantly due to the timing for raising interim rates. The new shopping centre will have interim rates raised once the valuations are received from Landgate.
2. Law, Order and Public safety is under budget by \$23,974 predominantly due to the timing of DFES and, SEMC grants.
3. Health is under budget \$22,040, predominantly due to less reimbursements from legal action taken than budgeted, this is offset with reduced legal action expenditure.
4. **Education & Welfare is under budget \$120,453 due predominantly to the timing of Killara HACC funding.**
5. Community Amenities is \$73,316 under budget predominantly due to the timing of septage disposal fees of \$20,642, Planning Development Fees of \$41,077.
6. **Recreation and Culture is under budget due to the items listed below;**
  - **Grant Town Hall Render \$55,000, will be claimed on the completion of the works.**
  - **Swimming Pool School Fees, \$21,226 (timing).**
  - **Recreation Grants of \$26,591.**
7. Transport is under budget by \$79,688 due to the timing of the submission of the progressive claims with Mainroads.

#### **Operating Expenditure**

8. Governance is under budget by \$87,684 due to salaries and wages of \$38,785 and the timing of expenditure of Consultants \$55,309.
9. Education and Welfare is under budget by \$92,829 due predominantly to Killara salaries and super of \$35,753, training of \$6,808, vehicle expenses of \$8,928, non-recurrent expenses on furniture and equipment of \$5,625, lower depreciation of \$8,210, admin allocation of \$16,473 (internal transaction), Youth Services of \$2,212 and Bernard Park Play Centre of \$4,280.
10. Community Amenities is under budget by \$385,123 predominantly due to the timing of expenditure on the items presented below;
  - Refuse Site maintenance of \$194,308.
  - Green Waste of \$16,666.
  - Regional Verge Bins of \$31,610.
  - Septage Pond maintenance of \$56,346.
  - Septage Pond dividends of \$21,631.
  - Planning Consultants of \$42,849.
  - Town Planning Salaries of \$20,595.



11. Recreation and Culture is \$300,903 under budget, predominantly due to the items disclosed below;
- Wundowie pool utilities \$5,829.
  - Northam pool plant maintenance \$14,994 (timing).
  - Northam pool stock purchases \$7,294.
  - Northam Pool operating expenditure \$28,334.
  - Water Park \$7,456.
  - Recreation control of \$37,530.
  - Public parks and gardens of \$122,133.
  - Jubilee Pavilion maintenance of \$5,212.
  - Wundowie Oval building of \$22,668.
  - Public Halls of \$21,324.
  - Depreciation other Sport and Recreation \$36,665.
12. Transport is over budget by \$356,303 due to the items listed below;
- Street trees is over budget by \$60,143.
  - Storm Damage \$46,798.
  - Roadworks maintenance by \$250,089.
  - Depot Yard maintenance by \$10,513.
13. Economic Services is under budget by \$183,244 due to the items listed below;
- Festivals and events is \$24,059 (timing).
  - Main Street Heritage \$51,504.
  - **Maintenance Council Property \$20,057.**
  - Aboriginal Environmental Interpretative Centre operating expenses \$89,587.
14. Other Property & Services is over budget \$190,136 due predominantly to public works overhead costing and recovery timing allocation.

#### **Operating Income by Nature and Type**

15. **Operating grants are under budget due predominantly to items 2 and 4 presented above and grants associated with the Town Hall Render \$55,000 and Recreation of \$26,591.**
16. **Fees & Charges are under budget as per items 3 & 5 above plus the School swimming fees as disclosed at point 6.**
17. **Interest Earnings are over budget \$45,776 due predominantly to holding greater than budgeted funds throughout the year in term deposits.**

#### **Operating Expenditure by Nature and Type**

18. **Employee costs are under budget \$140,624 due predominantly to the timing of the pay run.**
19. Materials and contracts are under budget by 19%, due to a timing issues between budget and actual expenditure as disclosed in the notes 10, 11 & 13 as presented above.
20. **Utilities, over budget by \$82,296 (timing)**

21. Depreciation is over budget by 6%, predominantly relating to the revaluation of Councils buildings at fair value and unbudgeted depreciation due to new BFB plant and buildings.
22. Other expenditure is over budget by \$197, 670 due to timing of internal overhead and plant recovery.

### **Capital Expenditure Item reporting**

23. Trimmer Road expenditure was \$200,781, year to date budget was \$131,822. This was additional labour and overhead costs.
24. The Art Collection has now been brought to account as a Council Asset (non-cash adjustment, initial valuation).

## **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**

The Financial Statements have been prepared in accordance with Council's 2017/18 Budget.

### **Legislative Compliance**

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Local Government (Financial Management) Regulations 1996.

### **Policy Implications**

Nil.

### **Stakeholder Engagement / Consultation**

N/A.

### **Risk Implications**

Nil.

## **OFFICER'S COMMENT**

Nil.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3330**

**Moved: Cr Pollard**

**Seconded: Cr Della**

**That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 28<sup>th</sup> February 2018 and 31<sup>st</sup> March 2018.**

**CARRIED 7/0**

Clarification was sought in relation to the overhead allocation. The Executive Manager Corporate Services advised that this is due to timing and Officers are comfortable that this will be at an acceptable level at the end of financial year. The Chief Executive Officer provided a brief overview of how the public work overhead was applied.

## Attachment 1



### SHIRE OF NORTHAM MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MARCH 2018

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SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 MARCH 2018

NOTE	17/18 Budget \$	Ytd Budget \$	Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %	
<b>Operating</b>						
<b>Revenues</b>						
	67,288	65,367	72,455	7,088	10.84%	
Governance						
General Purpose Funding Other	1	2,058,265	1,547,862	4,971	0.32%	
General Purpose Funding Rates	1	9,704,740	9,641,487	(65,015)	(0.67%)	
Law, Order, Public Safety	2	564,353	282,963	258,989	(23,974)	(8.47%)
Health	3	56,000	48,054	26,014	(22,040)	(45.86%)
Education and Welfare	4	1,333,027	1,112,173	991,720	(120,453)	(10.83%)
Housing		40,842	30,580	34,548	3,968	12.97%
Community Amenities	5	2,536,847	2,229,659	2,156,343	(73,316)	(3.29%)
Recreation and Culture	6	9,220,744	3,744,299	3,627,854	(116,445)	(3.11%)
Transport	7	1,973,789	654,993	575,305	(79,688)	(12.17%)
Economic Services		567,648	360,953	341,389	(19,564)	(5.42%)
Other Property and Services		105,200	95,135	95,761	626	0.66%
<b>Total Operating Revenue</b>		<b>28,228,744</b>	<b>19,813,525</b>	<b>19,309,685</b>	<b>(503,841)</b>	<b>(2.54%)</b>
<b>Expenses</b>						
	(1,313,794)	(994,298)	(906,614)	87,684	8.82%	
Governance	8					
General Purpose Funding		(268,267)	(201,271)	(181,483)	19,788	9.83%
Law, Order, Public Safety		(1,207,854)	(909,868)	(897,537)	12,331	1.36%
Health		(301,754)	(223,367)	(209,060)	14,307	6.41%
Education and Welfare	9	(1,421,256)	(1,007,295)	(914,466)	92,829	9.22%
Housing		(70,533)	(53,579)	(61,458)	(7,879)	(14.71%)
Community Amenities	10	(3,530,457)	(2,492,483)	(2,107,360)	385,123	15.45%
Recreation & Culture	11	(4,683,105)	(3,461,322)	(3,160,419)	300,903	8.69%
Transport	12	(5,040,164)	(3,661,464)	(4,017,767)	(356,303)	(9.73%)
Economic Services	13	(2,266,912)	(1,732,904)	(1,549,660)	183,244	10.57%
Other Property and Services	14	18,828	(134,321)	(324,457)	(190,136)	(141.55%)
<b>Total Operating Expenses</b>		<b>(20,085,267)</b>	<b>(14,872,171)</b>	<b>(14,330,280)</b>	<b>541,891</b>	<b>3.64%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		(75,622)	70,821	120,870	50,049	
Movement in Employee Benefit Provisions		(29,403)	0	0	0	
Depreciation on Assets		4,035,413	3,026,430	3,208,058	181,628	(6.00%)
<b>Non Operating Items</b>						
Purchase Land Held for Resale		0	0	0	0	
Purchase Land and Buildings		(5,946,151)	(5,231,814)	(4,094,259)	1,137,555	21.74%
Purchase Plant and Equipment		(1,572,284)	(1,002,743)	(534,057)	468,686	46.74%
Purchase Furniture and Equipment		(67,090)	(44,715)	(176,969)	(132,254)	(295.77%)
Purchase Bush Fire Equipment		0	0	0	0	
Purchase Playground Equipment		0	0	0	0	
Purchase Infrastructure Assets - Roads		(3,610,138)	(3,057,235)	(737,208)	2,320,027	75.89%
Purchase Infrastructure Assets - Bridges		0	0	0	0	
Purchase Infrastructure Assets - Footpaths		(442,344)	(331,677)	(13,289)	318,388	95.99%
Purchase Infrastructure Assets - Drainage		(2,184,080)	(1,276,791)	(1,292,360)	(15,569)	(1.22%)
Purchase Infrastructure Assets - Parks & Ovals		(1,362,006)	(966,792)	(276,170)	690,622	71.43%
Purchase Infrastructure Assets - Airfields		(50,000)	(37,494)	(45,600)	(8,106)	(21.62%)
Purchase Infrastructure Assets - Streetscape		(178,500)	(123,750)	0	123,750	100.00%
Purchase Infrastructure Assets - Other		(8,369,356)	(1,153,525)	(139,185)	1,014,340	87.93%
Proceeds from Disposal of Assets		793,139	549,252	129,178	(420,074)	76.48%
Repayment of Debentures		(227,611)	(174,824)	(170,688)	4,136	2.37%
Proceeds from New Debentures		2,800,000	0	0	0	
Advances to Community Groups		0	0	0	0	
Self-Supporting Loan Principal Income		24,073	18,055	11,912	(6,143)	34.02%
Transfers to Restricted Assets (Reserves)		(1,546,211)	(90,000)	(108,009)	(18,009)	
Transfers from Restricted Asset (Reserves)		3,071,085	740,850	(740,850)	(1,481,700)	
ADD Net Current Assets July 1 B/Fwd		6,793,609	6,793,609	6,793,607	(2)	
LESS Net Current Assets Year to Date		0	2,649,011	8,641,021	5,992,010	
<b>Surplus</b>		<b>(0)</b>	<b>(0)</b>	<b>(1,825,715)</b>	<b>(1,825,715)</b>	

This statement is to be read in conjunction with the accompanying notes. The Budget Review is incorporated in the Financial Report

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2018

1. OPERATING STATEMENT

	Note	17/18 Budget \$	Ytd Budget	Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		9,704,740	9,641,487	9,576,473	(65,014)	-1%
Operating Grants Subsidies and Contributions	15	3,958,699	2,670,240	2,399,053	(271,187)	-10%
Fees and Charges	16	3,740,078	3,113,094	2,931,751	(181,343)	-6%
Interest Earnings	17	380,000	255,241	301,017	45,776	18%
Other Revenue		731,507	531,762	527,837	(3,925)	-1%
<b>TOTAL OPERATING REVENUE</b>		<b>18,515,024</b>	<b>16,211,824</b>	<b>15,736,131</b>	<b>(475,693)</b>	<b>-3%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs	18	(7,914,485)	(5,817,691)	(5,677,067)	140,624	2%
Materials and Contracts	19	(6,174,911)	(4,630,048)	(3,735,944)	894,104	19%
Utility Charges	20	(851,187)	(617,305)	(699,601)	(82,296)	-13%
Depreciation of Non Current Assets	21	(4,035,413)	(3,026,430)	(3,208,058)	(181,628)	-6%
Interest Expenses		(148,149)	(49,773)	(57,405)	(7,632)	-15%
Insurance Expenses		(471,331)	(471,284)	(446,546)	24,738	5%
Other Expenditure	22	(346,042)	(187,119)	(384,789)	(197,670)	-106%
<b>TOTAL OPERATING EXPENSE</b>		<b>(19,941,518)</b>	<b>(14,799,650)</b>	<b>(14,209,411)</b>	<b>590,239</b>	<b>-4%</b>
Non Operating Grants Subsidies and Contributions		9,493,449	3,600,000	3,573,554	(26,446)	1%
Profit on Asset Disposals		221,271	1,701		(1,701)	100%
Loss on Asset Disposals		(144,749)	(72,522)	(120,870)	(48,348)	-67%
<b>RESULTING FROM OPERATIONS</b>		<b>8,143,477</b>	<b>4,941,353</b>	<b>4,979,404</b>	<b>38,051</b>	<b>1%</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2018

2. BALANCE SHEET

	Ytd Actual \$	Actual 2016/2017 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	11,185,028	11,700,546
Receivables	2,773,044	2,441,368
Inventories	631	631
<b>TOTAL CURRENT ASSETS</b>	<b>13,958,703</b>	<b>14,142,545</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	547,356	547,356
Inventories	0	0
Land and Buildings	53,560,831	50,003,006
Property, Plant and Equipment	6,334,760	5,830,177
Infrastructure	145,319,831	145,527,705
<b>TOTAL NON-CURRENT ASSETS</b>	<b>205,762,778</b>	<b>201,908,244</b>
<b>TOTAL ASSETS</b>	<b>219,721,481</b>	<b>216,050,789</b>
<b>CURRENT LIABILITIES</b>		
Payables	203,186	1,516,537
Interest-bearing Liabilities	53,922	224,611
Provisions	1,049,953	1,049,952
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,307,061</b>	<b>2,791,100</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	2,011,062	2,011,062
Provisions	248,832	248,832
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,259,894</b>	<b>2,259,894</b>
<b>TOTAL LIABILITIES</b>	<b>3,566,955</b>	<b>5,050,994</b>
<b>NET ASSETS</b>	<b>216,154,526</b>	<b>210,999,795</b>
<b>EQUITY</b>		
Retained Surplus	89,857,542	84,238,303
Reserves - Cash Backed	4,832,949	5,472,789
Reserves - Asset Revaluation	121,464,035	121,288,703
<b>TOTAL EQUITY</b>	<b>216,154,526</b>	<b>210,999,795</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2018

3. ACQUISITION OF ASSETS	17/18 Budget \$	Ytd Actual \$
The following assets have been acquired during the period under review:		
<b>By Program</b>		
<b>Governance</b>	<b>Note</b>	
Admin Building	337,500	0
New Telephone System	42,096	0
Intramaps GIS	-	0
<b>Law, Order &amp; Public Safety</b>		
CESM Vehicle	89,363	0
Grass Valley Fire shed Earthworks	35,000	0
Electronic Conversion of Standpipe	12,500	0
CCTV - Fitzgerald St & Peel Tce	91,838	35,950
<b>Education &amp; Welfare</b>		
Fluffy Ducks	232,954	230,835
Killara Commuter Bus	73,539	0
Killara Bus	141,809	0
<b>Housing</b>		
Kurringal Units Upgrade	19,000	1,750
<b>Community Amenities</b>		
Cemetery Toilet	53,972	0
Community Coaster Bus	120,903	0
King Creek Drainage	790,307	677,011
Area Drainage	186,669	13,676
Design of Recycling Station Inkpen	10,000	6,095
Inkpen Site Drainage	110,000	0
Upgrade Riverbank Fencing	36,318	36,193
NRM Grant Capital Expenditure	40,100	0
Exec Mgr Development Services Vehicle	45,000	44,690
Cemetery Lot development	28,600	0
Cemetery Car Parking	40,000	0
CBD Works - Street Scaping	75,000	0
Avon Mall Upgrade & Street Scaping	90,000	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2018

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Paint Eaves & Fascia Wundowie Hall		5,500	9,090
Replace Veranda Ceilings Wundowie Hall		2,200	0
Town Hall Render Remedial Works cfwd		98,423	45,003
Painting Window Frames Northam Town Hall		3,200	0
Painting and Patching Internal Walls Town Hall		4,200	0
External Turnstil Outdoor Courts Northam Rec Centre		7,450	455
Downlights Hospitality Area Northam Rec Centre		4,800	0
Rec Centre Scoreboard & Safety Latches		9,790	
Replace Lights Stadium, Northam Rec Centre		6,000	0
Install Security Screens to Club Office Windows		5,865	4,851
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Replace Sewer Line Wundowie Library C/fwd		14,300	0
Repairs to Exterior Steps Northam Library		20,000	0
Old Railway Station Precinct Upgrade C/fwd		63,000	0
AVVVA - Roof Replacement		145,000	0
Northam Library Server Cabinet		3,500	1,639
Executive Manager Community Services Vehicle		45,000	44,675
Recreation Manager Vehicle		35,000	0
Purchase of Land Boulevard Shopping Centre		175,000	179,450
Bernard Park Bridge Refurbishment		15,000	0
Wundowie Basketball Surface Upgrade		80,000	0
Upgrade Bernard Park Reticulation		22,578	15,251
Bridge Crossing Fixings		10,000	0
POS Playground Improvements		140,017	52,574
BMX Lighting		0	0
Bert Hawke - Drainage		40,000	0
Bert Hawke - Lighting		20,000	0
Northam Youth Space		859,411	28,895
Swimming Pool Redevelopment		8,000,000	60,947

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2018

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Northam Depot Redesign		10,000	0
Jennapullin Road		94,465	113,290
Irishtown Road		105,193	2,772
Irishtown Road		133,216	0
Spencers Brook Road		157,825	9,528
Spencers Brook Road		304,215	0
Maintenance Capitalised		100,000	714
GEH BS Contribution		64,500	0
Bedford Street C/fwd		109,280	14,326
Fermoy Avenue		126,133	0
Trimmer Road C/fwd	23	131,822	200,781
Rushton Crescent		97,130	0
Katrine Road		221,593	0
Carter Road		222,151	175,940
Mitchell Avenue C/fwd		96,247	61,313
Chidlow/Hawes/Burgoyne Street C/fwd		118,598	0
Newman Road - Spray Seal C/fwd		116,258	115,948
O'Neill Road C/fwd		286,229	2,860
Mount Ommanney Road C/fwd		10,600	461
Rockett Street		149,914	0
Thomas Street C/fwd		20,735	19,674
Coates Road/ C/fwd		155,317	200
Queen Street		3,000	338
Werribee Road 0.56-2.8 slk - 15/16 Blackspot C/fwd		24,889	2,200
Spencers Brook 1020 C/fwd		39,223	0
Spencers Brook Road		224,680	479
Kerb Renewal		134,238	16,007
Chinanning Road		80,086	379
Chedaring		223,365	0
Laneway Land Acquisition		57,000	0
Mitchell Avenue		188,782	13,258
Fitzgerald Street		84,127	31
Lobellia Avenue		108,882	0
Lance Street		60,553	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2018

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
Drainage - Rural		1,182,104	601,674
Culvert Renewal		59,238	0
Airport Line Marking		30,000	28,600
Drop Down Gate Airstrip		20,000	17,000
PN1218 Mitsubishi Fuso		120,000	0
PN1706 Volvo Grader		299,000	299,273
PN1221 4T Truck		92,135	0
PN1302 Ferris Mower		26,950	28,000
PN1222 3.5T Truck		78,745	0
PN1505, 4X4 Ute		40,000	29,946
Posi Truck Attachment C/fwd		25,000	0
4T Excavator (drainage crew)		95,000	78,460
Grader Blade (Pozitrac)		10,800	7,575
Profiler Attachment (Pozitrac)		18,600	0
Flocon Spraybar		14,259	0
Single Axle Trailer Traffic Management		0	1,439
<b>Economic Services</b>			
Visitors Centre CCTV		11,704	
AEIC Building		4,747,054	3,802,276
AEIC Drainage		33,733	
Waste Water Pump Station		201,181	0
Bakers Drainage		25,000	0
Upgrade Caravan Dump Site		3,500	0
Signage Tower GEH Mitchell Avenue		10,000	0
Art Collection	24	-	175,330
		23,781,949	7,309,098

**SHIRE OF NORTHAM**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDING 31 MARCH 2018**

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		5,946,151	4,094,259
Plant and Equipment		1,572,284	534,057
Furniture and Equipment		67,090	176,969
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,610,138	737,208
Infrastructure Assets - Footpaths		442,344	13,289
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		2,184,080	1,292,360
Infrastructure Assets - Parks & Ovals		1,362,006	276,170
Infrastructure Assets - Airfields		50,000	45,600
Infrastructure Assets - Streetscape		178,500	-
Infrastructure Assets - Other		8,369,356	139,185
		23,781,949	7,309,098



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 MARCH 2018

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$
<b>Governance</b>						
Admin Photocopier (written off)	0	3,085	0	0	0	(3,085)
<b>Law, Order, Public Safety</b>						
Mitsubishi Challenger 2015	27,145		22,727		(4,418)	0
<b>Education &amp; Welfare</b>						
Killara Toyota Hiace Commuter	27,061		23,000		(4,061)	0
Killara Bus	24,181		68,181		44,000	
<b>Community Amenities</b>						
Toyota Coaster Bus Community	51,721		45,000		(6,721)	0
Isuzu Mu-X Silver Stsdn Diesel	35,332	35,384	30,000	31,436	(5,332)	(3,948)
<b>Recreation &amp; Culture</b>						
Toyota Hilux T Top 2015 white	23,491		19,000		(4,491)	0
Mitsubishi Outlander Phev 2015 Silver	33,933	34,158	25,000	17,273	(8,933)	(16,885)
Sale of Land Boulevard Shopping Centre	175,000		350,000		175,000	0
<b>Transport</b>						
Mitsubishi Fuso	43,000		45,000		2,000	0
Hino 500 Series 4T	61,410		45,000		(16,410)	0
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Hino 300 Series 3.5T	42,729		43,000		271	0
Procut Mower		4,036		1,364		(2,673)
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Bobcat Trailer 4T	0	1,400	0	783	0	(617)
Volvo Grader PN0806	121,670	121,670	42,595	42,595	(79,075)	(79,075)
Ford Ranger Ute XI 4X4 2015	29,294	28,644	23,636	22,727	(5,658)	(5,917)
	717,517	250,048	793,139	129,178	75,622	(120,870)



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 MARCH 2018

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$
<b>Land &amp; Buildings</b>						
Sale of Land Tfr to community recreation & Facilities Reserve	175,000	0	350,000	0	175,000	0
<b>Plant &amp; Equipment</b>						
Admin Photocopier (written off)		3,085		0		(3,085)
Mitsubishi Challenger 2015	27,145	0	22,727	0	(4,418)	0
Killara Toyota Hiace Commuter	27,061	0	23,000	0	(4,061)	0
Killara Bus	24,181	0	68,181	0	44,000	0
Toyota Coaster Bus Community	51,721	0	45,000	0	(6,721)	0
Isuzu Mu-X Silver Stsdn Diesel	35,332	35,384	30,000	31,436	(5,332)	(3,948)
Toyota Hilux T Top 2015 white	23,491	0	19,000	0	(4,491)	0
Mitsubishi Outlander Phev 2015 Silver	33,933	34,158	25,000	17,273	(8,933)	(16,885)
Mitsubishi Fuso	43,000	0	45,000	0	2,000	0
Hino 500 Series 4T	61,410	0	45,000	0	(16,410)	0
Procut Mower	0	4,036	0	1,364	0	(2,673)
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Hino 300 Series 3.5T	42,729	0	43,000	0	271	0
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Bobcat Trailer 4T	0	1,400	0	783	0	(617)
Volvo Grader PN0806	121,670	121,670	42,595	42,595	(79,075)	(79,075)
Ford Ranger Ute XI 4X4 2015	29,294	28,644	23,636	22,727	(5,658)	(5,917)
	717,517	250,048	793,139	129,178	75,622	(120,870)
<b>Summary</b>					<b>17/18 Budget \$</b>	<b>Ytd Actual \$</b>
Profit on Asset Disposals					221,271	
Loss on Asset Disposals					(145,649)	(120,870)
					75,622	(120,870)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2018

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$
<b>Recreation &amp; Culture</b>									
Loan 208 - Northam Country Club **	7.36%	15,059	0	5,695	2,795	9,364	12,264	1,092	358
Loan 219A - Northam Bowling Club **	3.18%	200,386	0	18,378	9,117	182,007	191,269	7,503	3,436
Loan 223 - Recreation Facilities	6.06%	367,975	0	115,413	115,412	252,562	252,563	22,920	12,543
Loan 224 - Recreation Facilities	6.48%	901,436	0	41,165	20,254	860,271	881,182	63,740	22,358
Loan New - Swimming Pool		0	1,000,000	0	0	1,000,000	0	0	0
Loan New - Youth Space		0	500,000	0	0	500,000	0	0	0
<b>Transport</b>									
Loan 221 - Airstrip Upgrade	6.22%	13,280	0	13,280	6,538	0	6,742	743	417
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	6.48%	737,539	0	33,680	16,572	703,858	720,967	52,151	18,293
		2,235,675	1,500,000	227,611	170,688	3,508,063	2,064,987	148,149	57,405

Note: \*\* indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.

Loan 221 - No longer a self supporting loan to Northam Aero Club now financed by general purpose revenue.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2018

	17/18 Budget					Ytd Actual				
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Aged Accomodation Reserve	224,877	4,958	5,000	(19,000)	215,835	216,265	4,301			220,566
Employee Liability Reserve	453,025	9,988		(47,246)	415,767	469,890	8,269		47,246	525,405
Housing Reserve	252,463	5,566			258,029	248,079	4,824			252,903
Reticulation Scheme Reserve	57,515	1,268	10,000		66,783	89,816	1,098			90,914
Office Equipment Reserve	96,818	2,135		(42,276)	56,677	125,130	3,009			128,139
Plant & Equipment Reserve	282,150	6,221	365,000	(544,565)	106,806	524,607	3,928		179,565	708,100
Road & Bridgeworks Reserve	63,549	1,401	10,000		74,950	99,675	1,259			100,934
Refuse Site Reserve	352,842	7,779	114,662		475,283	363,859	6,732			370,591
Regional Development Reserve	85,149	1,877		(80,000)	7,026	892,704	1,701			894,405
Speedway Reserve	140,349	3,094			143,443	137,911	2,682			140,593
Community Bus Replacement Reserve	52,381	1,155	10,000	(62,000)	1,536	31,817	10,566		62,000	104,383
Seplage Pond Reserve	310,701	6,850		(126,500)	191,051	357,491	4,887		126,500	488,878
Killara Reserve	235,896	5,201	133,929	(124,166)	250,860	149,297	4,082		50,539	203,918
Stormwater Drainage Projects Reserve	28,536	629	100,000		129,165	28,040	545			28,585
Recreation and Community Facilities Reserve	1,579,933	34,834	382,210	(1,555,817)	441,160	772,149	27,963		260,000	1,060,112
Administration Office Reserve	673,723	14,854		(337,500)	351,077	662,257	11,720			673,977
Council Buildings & Amenities Reserve	8,149	180	341,785	(77,015)	273,099	33,038	167			33,205
River Town Pool Dredging Reserve	294,999	6,505			301,504	289,875	5,637			295,512
Parking Facilities Construction Reserve	192,597	4,247	53,625	(40,000)	210,469	120,488	3,675			124,163
Art Collection Reserve	22,065	486			22,551	21,682	422			22,104
Election Reserve	15,001	331		(15,000)	332		161		15,000	15,161
Revaluation Reserve	20,002	441	20,000		40,443		380			380
<b>Total Cash Backed Reserves</b>	<b>5,442,720</b>	<b>120,000</b>	<b>1,546,211</b>	<b>(3,071,085)</b>	<b>4,037,846</b>	<b>5,634,070</b>	<b>108,009</b>	<b>-</b>	<b>740,850</b>	<b>6,482,929</b>
<b>Total Interest</b>				<b>1,666,211</b>			<b>108,009</b>		<b>632,841</b>	

All of the above reserve accounts are to be supported by money held in financial institutions.





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

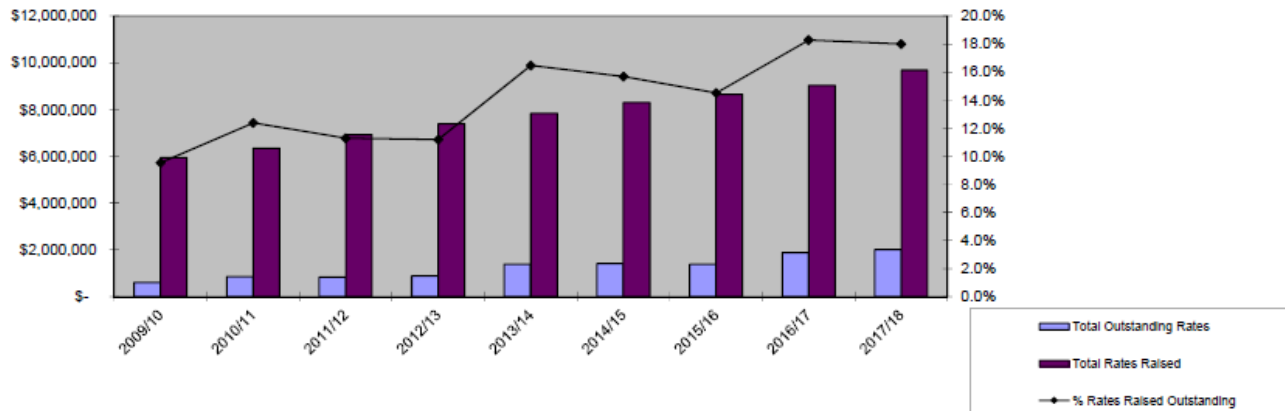
FOR THE PERIOD ENDING 31 MARCH 2018

	17/18 Budget	Ytd Actual	Actual 2016/2017 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	5,267,890	4,102,486
Cash - Restricted Unspent Grants	0	1,077,189	2,125,271
Cash - Restricted Reserves	4,037,846	4,839,949	5,472,790
Self Supporting Loan		3,187	15,099
Sundry Debtors	2,170,316	185,317	478,800
Rates - Current	0	2,492,267	1,890,598
Pensioners Rates Rebate	0	136,557	0
Provision for Doubtful Debts	0	(151,505)	(151,505)
GST Receivable	0	77,388	178,542
Accrued Income/Prepayments	0	29,834	29,834
Inventories	10,000	631	631
	<u>6,418,162</u>	<u>13,958,704</u>	<u>14,142,545</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(3,320,940)	(219,211)	(1,224,306)
Rates Income in Advance	0	55,224	(2,944)
GST Payable	0	(39,226)	0
Accrued Salaries & Wages	0	0	(63,173)
Accrued Interest on Debentures	0	240	(35,666)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	(190,449)
Withholding Tax Payable	0	(74)	0
Payg Payable	0	(140)	0
Loan Liability	0	(53,922)	(224,611)
Provision for Annual Leave	0	(563,236)	(563,236)
Provision for Long Service Leave	0	(486,716)	(486,716)
Other Payables	0	0	0
	<u>(3,320,940)</u>	<u>(1,307,061)</u>	<u>(2,791,101)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>3,097,222</b>	<b>12,651,643</b>	<b>11,351,444</b>
Less: Cash - Reserves - Restricted	(4,037,846)	(4,839,949)	(5,472,790)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition			0
Less: Loans receivable - clubs/institutions			(15,099)
Add: Current Loan Liability	227,611	53,922	224,611
Add: Leave Liability Reserve	415,767	525,405	455,441
Add: Budgeted Leave	297,246	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>0</b>	<b>8,641,021</b>	<b>6,793,607</b>

**SHIRE OF NORTHAM  
 RATING REPORT  
 FOR THE PERIOD ENDED 31 MARCH 2018**

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
<b>Key Rating Dates</b>									
RATES ISSUED	28/07/09	04/08/10	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15	30/09/2016	1/08/2017
RATES DUE	9/09/2009	13/09/2010	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017
2nd INSTALMENT DUE	9/11/2009	12/11/2010	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017
3rd INSTALMENT DUE	11/01/2010	11/01/2011	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018
4th INSTALMENT DUE	11/03/2010	14/03/2011	22/03/2012	29/03/2013	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018
Outstanding 1st July	\$405,172	\$540,290	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,492,068.00
Rates Levied	\$5,879,217	\$6,268,889	\$6,851,708	\$7,312,029	\$7,758,147	\$8,222,816	\$8,552,189	\$8,931,257	\$9,564,551.00
Interest, Ex gratia	\$52,427	\$75,632	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$110,723.89
<b>Rates Paid by month</b>									
1 July	48,247	24,586	51,948	38,805	47,443	62,554	29,105	43,333	60,002
2 August	1,402,467	1,272,790	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,054,983
3 September	2,241,533	2,736,315	3,251,815	3,604,324	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731
4 October	627,550	374,463	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136	484,607
5 November	494,773	600,065	689,461	680,522	444,497	506,022	842,856	908,844	1,036,340
6 December	179,425	158,023	172,178	160,665	685,338	654,900	214,507	336,154	189,794
7 January	333,075	362,368	441,740	469,219	194,157	295,629	441,681	464,526	637,664
8 February	101,317	99,165	112,296	166,351	502,176	508,828	148,327	280,963	258,355
9 March	304,264	404,575	439,277	448,126	176,270	256,379	601,416	589,684	670,462
10 April	60,140	202,155	105,463	261,010	517,451	484,165	166,567	182,282	
11 May	26,615	162,815	101,999	119,726	110,851	87,473	102,660	91,433	
12 June	69,843	88,639	87,525	30,530	120,455	59,527	115,947	109,069	
Total YTD	5,732,642	6,032,349	6,597,328	7,054,878	7,016,904	7,604,664	8,128,818	8,380,703	9,156,938
% Rates Outstanding	9.5%	12.4%	11.3%	11.2%	16.5%	15.7%	14.5%	18.3%	18.0%
	604,174	852,462	838,651	888,540	1,383,520	1,414,225	1,380,229	1,874,852	2,010,405

**Rates Outstanding**



## Attachment 2



### SHIRE OF NORTHAM MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 28 FEBRUARY 2018

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SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2018

	NOTE	17/18 Budget \$	Ytd Budget \$	Ytd Actual \$	Variance Actuals to Budget \$	Variance Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance		67,288	63,528	60,072	(3,456)	(5.44%)
General Purpose Funding Other	1	2,058,265	1,536,781	1,523,490	(13,291)	(0.86%)
General Purpose Funding Rates	1	9,704,740	9,641,321	9,586,641	(54,680)	(0.57%)
Law, Order, Public Safety	2	564,353	261,072	254,321	(6,751)	(2.59%)
Health	3	56,000	45,428	25,266	(20,162)	(44.38%)
Education and Welfare	4	1,333,027	956,513	976,659	20,146	2.11%
Housing		40,842	27,224	34,432	7,208	26.48%
Community Amenities	5	2,536,847	2,195,034	2,065,720	(129,314)	(5.89%)
Recreation and Culture	6	9,220,744	3,673,526	3,606,200	(67,326)	(1.83%)
Transport	7	1,973,789	510,706	303,140	(207,566)	(40.64%)
Economic Services		567,648	324,832	322,220	(2,612)	(0.80%)
Other Property and Services		105,200	90,120	95,561	5,441	6.04%
<b>Total Operating Revenue</b>		<b>28,228,744</b>	<b>19,326,085</b>	<b>18,853,721</b>	<b>(472,364)</b>	<b>(2.44%)</b>
<b>Expenses</b>						
Governance	8	(1,313,794)	(915,425)	(813,789)	101,636	11.10%
General Purpose Funding		(268,267)	(180,221)	(165,198)	15,023	8.34%
Law, Order, Public Safety		(1,207,854)	(829,024)	(808,809)	20,215	2.44%
Health		(301,754)	(198,180)	(186,594)	11,586	5.85%
Education and Welfare	9	(1,421,256)	(902,015)	(819,318)	82,697	9.17%
Housing		(70,533)	(47,948)	(57,176)	(9,228)	(19.25%)
Community Amenities	10	(3,530,457)	(2,220,573)	(1,956,010)	264,563	11.91%
Recreation & Culture	11	(4,683,105)	(3,093,858)	(2,828,118)	265,740	8.59%
Transport	12	(5,040,164)	(3,311,958)	(3,622,949)	(310,991)	(9.39%)
Economic Services	13	(2,266,912)	(1,573,809)	(1,432,887)	140,922	8.95%
Other Property and Services	14	18,828	(159,432)	(259,775)	(100,343)	(62.94%)
<b>Total Operating Expenses</b>		<b>(20,085,267)</b>	<b>(13,432,444)</b>	<b>(12,950,623)</b>	<b>481,821</b>	<b>3.59%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		(75,622)	(62,952)	120,870	183,822	
Movement in Employee Benefit Provisions		(29,403)	0	0	0	
Depreciation on Assets		4,035,413	2,690,160	2,846,649	156,489	(5.82%)
<b>Non Operating Items</b>						
Purchase Land Held for Resale		0	0	0	0	
Purchase Land and Buildings		(5,946,151)	(5,076,888)	(3,894,247)	1,182,641	23.29%
Purchase Plant and Equipment		(1,572,284)	(873,287)	(526,482)	346,805	39.71%
Purchase Furniture and Equipment		(67,090)	(44,424)	(175,330)	(130,906)	(294.67%)
Purchase Bush Fire Equipment		0	0	0	0	
Purchase Playground Equipment		0	0	0	0	
Purchase Infrastructure Assets - Roads		(3,610,138)	(2,873,782)	(580,315)	2,293,467	79.81%
Purchase Infrastructure Assets - Bridges		0	0	0	0	
Purchase Infrastructure Assets - Footpaths		(442,344)	(294,824)	(13,289)	281,535	95.49%
Purchase Infrastructure Assets - Drainage		(2,184,080)	(828,080)	(1,219,819)	(391,739)	(47.31%)
Purchase Infrastructure Assets - Parks & Ovals		(1,362,006)	(857,704)	(273,260)	584,444	68.14%
Purchase Infrastructure Assets - Airfields		(50,000)	(33,328)	(45,600)	(12,272)	(36.82%)
Purchase Infrastructure Assets - Streetscape		(178,500)	(110,000)	0	110,000	100.00%
Purchase Infrastructure Assets - Other		(8,369,356)	(1,067,522)	(139,185)	928,337	86.96%
Proceeds from Disposal of Assets		793,139	488,224	129,178	(359,046)	73.54%
Repayment of Debentures		(227,611)	(173,718)	(170,688)	3,030	1.74%
Proceeds from New Debentures		2,800,000	0	0	0	
Advances to Community Groups		0	0	0	0	
Self-Supporting Loan Principal Income		24,073	16,049	11,912	(4,137)	25.78%
Transfers to Restricted Assets (Reserves)		(1,546,211)	(80,000)	(85,946)	(5,946)	
Transfers from Restricted Asset (Reserves)		3,071,085	740,850	(740,850)	(1,481,700)	
ADD Net Current Assets July 1 B/Fwd		6,793,609	6,793,609	6,793,607	(2)	
LESS Net Current Assets Year to Date		0	4,246,024	9,668,583	5,422,559	
<b>Surplus</b>		<b>(0)</b>	<b>(0)</b>	<b>(1,827,358)</b>	<b>(1,827,358)</b>	

This statement is to be read in conjunction with the accompanying notes. The Budget Review has been incorporated in the current Financial Report

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2018

1. OPERATING STATEMENT

	Note	17/18 Budget \$	Ytd Budget	Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		9,704,740	9,641,404	9,582,110	(59,294)	-1%
Operating Grants Subsidies and Contributions	15	3,958,699	2,587,908	2,399,053	(188,855)	-7%
Fees and Charges	16	3,740,078	2,988,647	2,795,787	(192,860)	-6%
Proceeds from Sale of Assets				0	0	
Service Charges	17	0	-	0	0	
Interest Earnings		380,000	246,992	285,789	38,797	16%
Other Revenue		731,507	477,122	489,427	12,305	3%
<b>TOTAL OPERATING REVENUE</b>		<b>18,515,024</b>	<b>15,942,073</b>	<b>15,552,165</b>	<b>(389,908)</b>	<b>-2%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs	18	(7,914,485)	(5,218,937)	(5,084,876)	134,061	3%
Materials and Contracts	19	(6,174,911)	(4,167,241)	(3,427,245)	739,996	18%
Utility Charges	20	(851,187)	(546,440)	(604,050)	(57,610)	-11%
Depreciation of Non Current Assets	21	(4,035,413)	(2,690,160)	(2,846,649)	(156,489)	-6%
Interest Expenses		(148,149)	(49,773)	(57,405)	(7,632)	-15%
Insurance Expenses		(471,331)	(471,284)	(446,546)	24,738	5%
Other Expenditure	22	(346,042)	(224,145)	(362,982)	(138,837)	-62%
<b>TOTAL OPERATING EXPENSE</b>		<b>(19,941,518)</b>	<b>(13,367,980)</b>	<b>(12,829,753)</b>	<b>538,227</b>	<b>-4%</b>
Non Operating Grants Subsidies and Contributions	16	9,493,449	3,382,500	3,301,555	(80,945)	2%
Profit on Asset Disposals		221,271	1,512		(1,512)	100%
Loss on Asset Disposals		(144,749)	(64,464)	(120,870)	(56,406)	-87%
<b>RESULTING FROM OPERATIONS</b>		<b>8,143,477</b>	<b>5,893,641</b>	<b>5,903,098</b>	<b>9,457</b>	<b>0%</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2018

2. BALANCE SHEET

	Ytd Actual \$	Actual 2016/2017 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	11,559,892	11,700,546
Receivables	3,290,219	2,441,368
Inventories	631	631
<b>TOTAL CURRENT ASSETS</b>	<b>14,850,742</b>	<b>14,142,545</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	547,356	547,356
Inventories	0	0
Land and Buildings	53,421,416	50,003,006
Property, Plant and Equipment	6,371,827	5,830,177
Infrastructure	145,338,475	145,527,705
<b>TOTAL NON-CURRENT ASSETS</b>	<b>205,679,074</b>	<b>201,908,244</b>
<b>TOTAL ASSETS</b>	<b>220,529,816</b>	<b>216,050,789</b>
<b>CURRENT LIABILITIES</b>		
Payables	87,828	1,516,537
Interest-bearing Liabilities	53,922	224,611
Provisions	1,049,953	1,049,952
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,191,703</b>	<b>2,791,100</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	2,011,062	2,011,062
Provisions	248,832	248,832
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,259,894</b>	<b>2,259,894</b>
<b>TOTAL LIABILITIES</b>	<b>3,451,597</b>	<b>5,050,994</b>
<b>NET ASSETS</b>	<b>217,078,219</b>	<b>210,999,795</b>
<b>EQUITY</b>		
Retained Surplus	90,803,299	84,238,303
Reserves - Cash Backed	4,810,886	5,472,789
Reserves - Asset Revaluation	121,464,035	121,288,703
<b>TOTAL EQUITY</b>	<b>217,078,220</b>	<b>210,999,795</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2018

3. ACQUISITION OF ASSETS	17/18 Budget \$	Ytd Actual \$
The following assets have been acquired during the period under review:		
<b>By Program</b>		
<b>Governance</b>	<b>Note</b>	
Admin Building	337,500	0
New Telephone System	42,096	0
Intramaps GIS	-	0
<b>Law, Order &amp; Public Safety</b>		
CESM Vehicle	89,363	0
Grass Valley Fire shed Earthworks	35,000	0
Electronic Conversion of Standpipe	12,500	0
CCTV - Fitzgerald St & Peel Tce	91,838	35,950
<b>Education &amp; Welfare</b>		
Fluffy Ducks	232,954	230,835
Killara Commuter Bus	73,539	0
Killara Bus	141,809	
<b>Housing</b>		
Kurringal Units Upgrade	19,000	1,750
<b>Community Amenities</b>		
Cemetery Toilet	53,972	0
Community Coaster Bus	120,903	0
King Creek Drainage	790,307	647,209
Area Drainage	186,669	6,446
Design of Recycling Station Inkpen	10,000	6,095
Inkpen Site Drainage	110,000	0
Upgrade Riverbank Fencing	36,318	36,193
NRM Grant Capital Expenditure	40,100	0
Exec Mgr Development Services Vehicle	45,000	44,690
Cemetery Lot development	28,600	0
Cemetery Car Parking	40,000	0
CBD Works - Street Scaping	75,000	0
Avon Mall Upgrade & Street Scaping	90,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2018

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Paint Eaves & Fascia Wundowie Hall		5,500	9,090
Replace Veranda Ceilings Wundowie Hall		2,200	0
Town Hall Render Remedial Works c/wd		98,423	40,115
Painting Window Frames Northam Town Hall		3,200	0
Painting and Patching Internal Walls Town Hall		4,200	0
External Turnstil Outdoor Courts Northam Rec Centre		7,450	455
Downlights Hospitality Area Northam Rec Centre		4,800	0
Rec Centre Scoreboard & Safety Latches		9,790	
Replace Lights Stadium, Northam Rec Centre		6,000	0
Install Security Screens to Club Office Windows		5,865	4,851
Bert Hawke Pavilion - Upgrade, Including Kitchen C/wd		40,000	0
Replace Sewer Line Wundowie Library C/wd		14,300	0
Repairs to Exterior Steps Northam Library		20,000	0
Old Railway Station Precinct Upgrade C/wd		63,000	0
AVVVA - Roof Replacement		145,000	0
Northam Library Server Cabinet		3,500	0
Executive Manager Community Services Vehicle		45,000	44,675
Recreation Manager Vehicle		35,000	0
Purchase of Land Boulevard Shopping Centre		175,000	179,450
Bernard Park Bridge Refurbishment		15,000	0
Wundowie Basketball Surface Upgrade		80,000	0
Upgrade Bernard Park Reticulation		22,578	15,251
Bridge Crossing Fixings		10,000	0
POS Playground Improvements		140,017	52,574
BMX Lighting		0	0
Bert Hawke - Drainage		40,000	0
Bert Hawke - Lighting		20,000	0
Northam Youth Space		859,411	25,985
Swimming Pool Redevelopment		8,000,000	60,947



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2018

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Northam Depot Redesign		10,000	0
Jennapullin Road		94,465	55,659
Irishtown Road		105,193	433
Irishtown Road		133,216	0
Spencers Brook Road		157,825	3,266
Spencers Brook Road		304,215	0
Maintenance Capitalised		100,000	0
GEH BS Contribution		64,500	0
Bedford Street C/fwd		109,280	14,326
Fermoy Avenue		126,133	0
Trimmer Road C/fwd	23	131,822	200,781
Rushton Crescent		97,130	0
Katrine Road		221,593	0
Carter Road		222,151	84,655
Mitchell Avenue C/fwd		96,247	58,686
Chidlow/Hawes/Burgoyne Street C/fwd		118,598	0
Newman Road - Spray Seal C/fwd		116,258	84,280
O'Neill Road C/fwd		286,229	2,860
Mount Ommanney Road C/fwd		10,600	461
Rockett Street		149,914	0
Thomas Street C/fwd		20,735	19,674
Coates Road/ Cfwd		155,317	200
Queen Street		3,000	338
Werribee Road 0.56-2.8 slk - 15/16 Blackspot C/fwd		24,889	2,200
Spencers Brook 1020 C/fwd		39,223	0
Spencers Brook Road		224,680	479
Kerb Renewal		134,238	16,007
Chinanning Road		80,086	379
Chedaring		223,365	0
Laneway Land Acquisition		57,000	0
Mitchell Avenue		188,782	13,258
Fitzgerald Street		84,127	31
Lobellia Avenue		108,882	0
Lance Street		60,553	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2018

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
Drainage - Rural		1,182,104	566,164
Culvert Renewal		59,238	0
Airport Line Marking		30,000	28,600
Drop Down Gate Airstrip		20,000	17,000
PN1218 Mitsubishi Fuso		120,000	0
PN1706 Volvo Grader		299,000	299,273
PN1221 4T Truck		92,135	0
PN1302 Ferris Mower		26,950	28,000
PN1222 3.5T Truck		78,745	0
PN1505, 4X4 Ute		40,000	29,946
Posi Truck Attachment C/fwd		25,000	0
4T Excavator (drainage crew)		95,000	78,460
Grader Blade (Pozitrac)		10,800	0
Profiler Attachment (Pozitrac)		18,600	0
Flocon Spraybar		14,259	0
Single Axle Trailer Traffic Management		0	1,439
<b>Economic Services</b>			
Visitors Centre CCTV		11,704	
AEIC Building		4,747,054	3,607,152
AEIC Drainage		33,733	
Waste Water Pump Station		201,181	0
Bakers Drainage		25,000	0
Upgrade Caravan Dump Site		3,500	0
Signage Tower GEH Mitchell Avenue		10,000	0
Art Collection	24	-	175,330
		<u>23,781,949</u>	<u>6,867,527</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2018

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		5,946,151	3,894,247
Plant and Equipment		1,572,284	526,482
Furniture and Equipment		67,090	175,330
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,610,138	580,315
Infrastructure Assets - Footpaths		442,344	13,289
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		2,184,080	1,219,819
Infrastructure Assets - Parks & Ovals		1,362,006	273,260
Infrastructure Assets - Airfields		50,000	45,600
Infrastructure Assets - Streetscape		178,500	-
Infrastructure Assets - Other		8,369,356	139,185
		23,781,949	6,867,527



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2018

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$
<b>Governance</b>						
Admin Photocopier (written off)	0	3,085	0	0	0	(3,085)
<b>Law, Order, Public Safety</b>						
Mitsubishi Challenger 2015	27,145		22,727		(4,418)	0
<b>Education &amp; Welfare</b>						
Killara Toyota Hiace Commuter	27,061		23,000		(4,061)	0
Killara Bus	24,181		68,181		44,000	
<b>Community Amenities</b>						
Toyota Coaster Bus Community	51,721		45,000		(6,721)	0
Isuzu Mu-X Silver Stsdn Diesel	35,332	35,384	30,000	31,436	(5,332)	(3,948)
<b>Recreation &amp; Culture</b>						
Toyota Hilux T Top 2015 white	23,491		19,000		(4,491)	0
Mitsubishi Outlander Phev 2015 Silver	33,933	34,158	25,000	17,273	(8,933)	(16,885)
Sale of Land Boulevard Shopping Centre	175,000		350,000		175,000	0
<b>Transport</b>						
Mitsubishi Fuso	43,000		45,000		2,000	0
Hino 500 Series 4T	61,410		45,000		(16,410)	0
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Hino 300 Series 3.5T	42,729		43,000		271	0
Procut Mower		4,036		1,364		(2,673)
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Bobcat Trailer 4T	0	1,400	0	783	0	(617)
Volvo Grader PN0806	121,670	121,670	42,595	42,595	(79,075)	(79,075)
Ford Ranger Ute XI 4X4 2015	29,294	28,644	23,636	22,727	(5,658)	(5,917)
	717,517	250,048	793,139	129,178	75,622	(120,870)



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2018

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$
<b>Land &amp; Buildings</b>						
Sale of Land Tfr to community recreation & Facilities Reserve	175,000	0	350,000	0	175,000	0
<b>Plant &amp; Equipment</b>						
Admin Photocopier (written off)		3,085		0		(3,085)
Mitsubishi Challenger 2015	27,145	0	22,727	0	(4,418)	0
Killara Toyota Hiace Commuter	27,061	0	23,000	0	(4,061)	0
Killara Bus	24,181	0	68,181	0	44,000	0
Toyota Coaster Bus Community	51,721	0	45,000	0	(6,721)	0
Isuzu Mu-X Silver Stsdn Diesel	35,332	35,384	30,000	31,436	(5,332)	(3,948)
Toyota Hilux T Top 2015 white	23,491	0	19,000	0	(4,491)	0
Mitsubishi Outlander Phev 2015 Silver	33,933	34,158	25,000	17,273	(8,933)	(16,885)
Mitsubishi Fuso	43,000	0	45,000	0	2,000	0
Hino 500 Series 4T	61,410	0	45,000	0	(16,410)	0
Procut Mower	0	4,036	0	1,364	0	(2,673)
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Hino 300 Series 3.5T	42,729	0	43,000	0	271	0
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Bobcat Trailer 4T	0	1,400	0	783	0	(617)
Volvo Grader PN0806	121,670	121,670	42,595	42,595	(79,075)	(79,075)
Ford Ranger Ute XI 4X4 2015	29,294	28,644	23,636	22,727	(5,658)	(5,917)
	717,517	250,048	793,139	129,178	75,622	(120,870)
					<b>17/18 Budget</b>	<b>Ytd Actual</b>
					\$	\$
<b>Summary</b>					221,271	
Profit on Asset Disposals					(145,649)	(120,870)
Loss on Asset Disposals					75,622	(120,870)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2018

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$
<b>Recreation &amp; Culture</b>									
Loan 208 - Northam Country Club **	7.36%	15,059	0	5,695	2,795	9,364	12,264	1,092	358
Loan 219A - Northam Bowling Club **	3.18%	200,386	0	18,378	9,117	182,007	191,269	7,503	3,436
Loan 223 - Recreation Facilities	6.06%	367,975	0	115,413	115,412	252,562	252,563	22,920	12,543
Loan 224 - Recreation Facilities	6.48%	901,436	0	41,165	20,254	860,271	881,182	63,740	22,358
Loan New - Swimming Pool		0	1,000,000	0	0	1,000,000	0	0	0
Loan New - Youth Space		0	500,000	0	0	500,000	0	0	0
<b>Transport</b>									
Loan 221 - Airstrip Upgrade	6.22%	13,280	0	13,280	6,538	0	6,742	743	417
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	6.48%	737,539	0	33,680	16,572	703,858	720,967	52,151	18,293
		2,235,675	1,500,000	227,611	170,668	3,508,063	2,064,987	148,149	57,405

Note: \*\* indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.

Loan 221 - No longer a self supporting loan to Northam Aero Club now financed by general purpose revenue.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2018

	17/18 Budget					Ytd Actual				
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Aged Accommodation Reserve	224,877	4,958	5,000	(19,000)	215,835	216,265	3,250			219,515
Employee Liability Reserve	453,025	9,988		(47,246)	415,767	469,899	6,371		47,246	523,507
Housing Reserve	252,463	5,568			258,029	248,079	3,846			251,725
Reticulation Scheme Reserve	57,515	1,268	10,000		68,783	89,816	830			90,646
Office Equipment Reserve	96,818	2,135		(42,276)	56,677	125,130	2,273			127,403
Plant & Equipment Reserve	282,150	6,221	365,000	(544,565)	106,806	524,607	3,429		179,565	707,601
Road & Bridgeworks Reserve	63,549	1,401	10,000		74,950	99,675	952			100,627
Refuse Site Reserve	352,842	7,779	114,662		475,283	363,859	5,088			368,947
Regional Development Reserve	85,149	1,877		(80,000)	7,026	892,704	1,285			893,989
Speedway Reserve	140,349	3,094			143,443	137,911	2,027			139,938
Community Bus Replacement Reserve	52,381	1,155	10,000	(62,000)	1,536	31,817	10,561		62,000	104,378
Seplage Pond Reserve	310,701	6,850		(126,500)	191,051	357,491	4,018		126,500	488,009
Killara Reserve	235,896	5,201	133,929	(124,166)	250,860	149,297	3,214		50,539	203,050
Stormwater Drainage Projects Reserve	28,536	629	100,000		129,165	28,040	412			28,452
Recreation and Community Facilities Reserve	1,579,933	34,834	382,210	(1,555,817)	441,160	772,149	21,800		280,000	1,053,949
Administration Office Reserve	673,723	14,854		(337,500)	351,077	662,257	8,859			671,116
Council Buildings & Amenities Reserve	8,149	180	341,785	(77,015)	273,099	33,038	126			33,164
River Town Pool Dredging Reserve	294,999	6,505			301,504	289,875	4,260			294,135
Parking Facilities Construction Reserve	192,597	4,247	53,625	(40,000)	210,469	120,488	2,777			123,265
Art Collection Reserve	22,065	486			22,551	21,682	319			22,001
Election Reserve	15,001	331		(15,000)	332		160		15,000	15,160
Revaluation Reserve	20,002	441	20,000		40,443		288			288
<b>Total Cash Backed Reserves</b>	<b>5,442,720</b>	<b>120,000</b>	<b>1,546,211</b>	<b>(3,071,085)</b>	<b>4,037,846</b>	<b>5,634,070</b>	<b>85,946</b>	<b>-</b>	<b>740,850</b>	<b>6,460,866</b>
<b>Total Interest</b>				<b>1,666,211</b>			<b>85,946</b>		<b>654,904</b>	

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2018

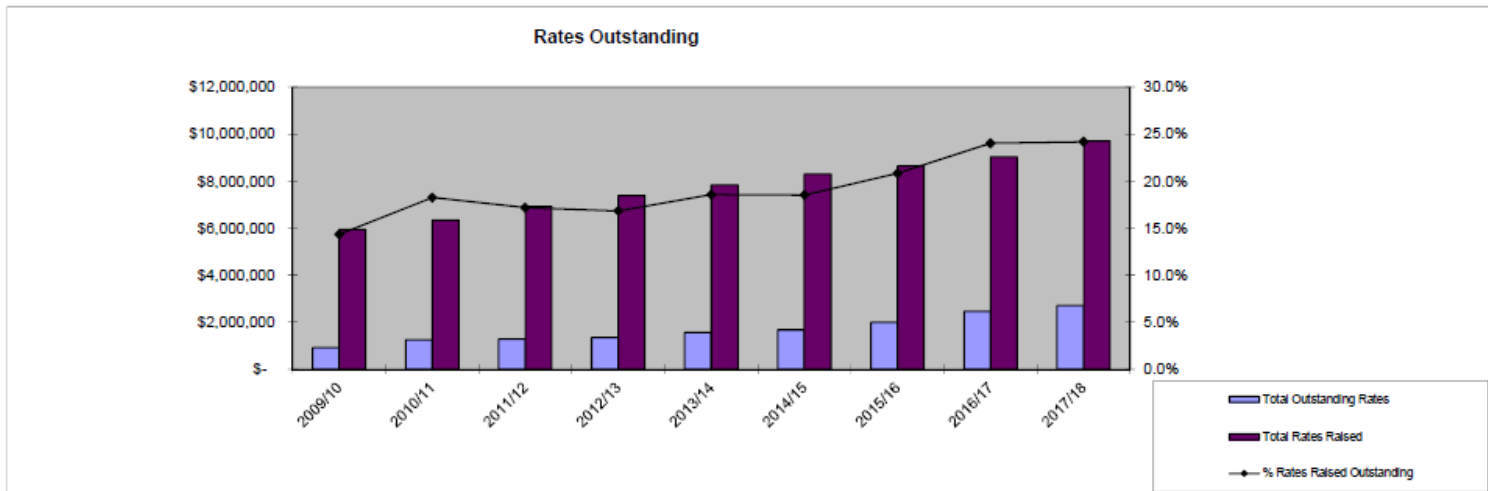
	17/18 Budget	Ytd Actual	Actual 2016/2017 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	5,666,013	4,102,486
Cash - Restricted Unspent Grants	0	1,075,993	2,125,271
Cash - Restricted Reserves	4,037,846	4,817,886	5,472,790
Self Supporting Loan		3,187	15,099
Sundry Debtors	2,170,316	164,283	478,800
Rates - Current	0	3,213,501	1,890,598
Pensioners Rates Rebate	0	30,919	0
Provision for Doubtful Debts	0	(151,505)	(151,505)
GST Receivable	0	0	178,542
Accrued Income/Prepayments	0	29,834	29,834
Inventories	10,000	631	631
	<u>6,418,162</u>	<u>14,850,742</u>	<u>14,142,545</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(3,320,940)	(273,204)	(1,224,306)
Rates Income in Advance	0	85,655	(2,944)
GST Payable	0	0	0
Accrued Salaries & Wages	0	0	(63,173)
Accrued Interest on Debentures	0	240	(35,666)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	(190,449)
Withholding Tax Payable	0	0	0
Payg Payable	0	99,481	0
Loan Liability	0	(53,922)	(224,611)
Provision for Annual Leave	0	(563,236)	(563,236)
Provision for Long Service Leave	0	(486,716)	(486,716)
Other Payables	0	0	0
	<u>(3,320,940)</u>	<u>(1,191,702)</u>	<u>(2,791,101)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>3,097,222</b>	<b>13,659,040</b>	<b>11,351,444</b>
Less: Cash - Reserves - Restricted	(4,037,846)	(4,817,886)	(5,472,790)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition			0
Less: Loans receivable - clubs/institutions			(15,099)
Add: Current Loan Liability	227,611	53,922	224,611
Add: Leave Liability Reserve	415,767	523,507	455,441
Add: Budgeted Leave	297,246	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>0</b>	<b>9,668,583</b>	<b>6,793,607</b>



**SHIRE OF NORTHAM  
 RATING REPORT  
 FOR THE PERIOD ENDED 28 FEBRUARY 2018**

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
<b>Key Rating Dates</b>									
RATES ISSUED	28/07/09	04/08/10	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15		1/08/2017
RATES DUE	9/09/2009	13/09/2010	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017
2nd INSTALMENT DUE	9/11/2009	12/11/2010	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017
3rd INSTALMENT DUE	11/01/2010	11/01/2011	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018
4th INSTALMENT DUE	11/03/2010	14/03/2011	22/03/2012	29/03/2013	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018
Outstanding 1st July	\$405,172	\$540,290	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,492,068.00
Rates Levied	\$5,879,217	\$6,268,889	\$6,851,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551.00
Interest, Ex gratia	\$52,427	\$75,632	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$136,035.66
<b>Rates Paid by month</b>									
1 July	48,247	24,586	51,948	38,805	47,443	62,554	29,105	43,333	60,002
2 August	1,402,457	1,272,790	1,120,912	1,043,183	23,961	119,840	700,198	367,776	2,054,983
3 September	2,241,533	2,736,315	3,251,815	3,804,324	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731
4 October	627,550	374,463	318,701	443,703	3,790,646	2,550,091	630,886	1,106,136	484,607
5 November	494,773	600,065	689,461	680,522	444,497	506,022	842,856	908,844	1,036,340
6 December	179,425	158,023	172,178	160,665	685,338	654,900	214,507	336,154	189,794
7 January	333,075	382,368	441,740	469,219	194,157	295,629	441,681	484,526	637,664
8 February	101,317	99,165	112,296	166,351	502,176	508,828	148,327	260,963	258,356
9 March	304,264	404,575	438,277	448,126	176,270	256,379	601,416	589,684	
10 April	60,140	202,155	105,463	281,010	517,451	484,165	166,567	182,282	
11 May	26,615	162,815	101,999	119,726	110,851	87,473	102,660	91,433	
12 June	69,843	88,639	87,525	30,530	120,455	59,527	115,947	109,069	
Total YTD	5,428,378	6,627,774	6,156,051	6,606,752	6,840,634	7,348,285	7,527,403	7,791,018	8,486,476
% Rates Outstanding	14.3%	18.3%	17.2%	16.8%	18.6%	18.5%	20.8%	24.0%	24.2%

908,439      1,257,037      1,276,928      1,336,666      1,559,789      1,670,605      1,981,644      2,464,536      **2,706,179**



### 12.4.3 Change of Ownership for Hangar 34

<b>Address:</b>	Lot 105 Withers Street, Northam
<b>Owner:</b>	Donald James Cowley
<b>File Reference:</b>	A15610
<b>Reporting Officer:</b>	Cheryl Greenough Coordinator Governance & Administration
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Mr Donald Cowley who owned Hangar 34 has sold the Hangar to Mr David Edward Kerr and requests that Council approve a transfer of the lease agreement.

#### ATTACHMENTS

Nil.

#### BACKGROUND / DETAILS

Originally the lease agreement was held with Mr Brian Whittington in July 2009. On 1 May 2013 Mr Whittington assigned the lease to Mr Robert Emery, Mr David Lawrence and Mr Charles Schoch. On the 8 June 2016 Mr Emery assigned his lease to Mr Donald Cowley.

#### 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.

- Improve and encourage utilisation of existing airport facilities and associated air services.

##### **Financial / Resource Implications**

Nil.

##### **Legislative Compliance**

Section 3.58, Local Government Act 1995, Disposing of Property does not apply in this instance.

##### **Policy Implications**

### Policy A8.5(3) Management of Council Property Leases

#### 3.0 Airport Hangar Site Agreement:

- 3.1. 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
- 3.2. No less than market value of vacant land determined by the Valuer General for any lease area or licence.
- 3.3. 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".
- 3.4. All agreements will have a common expiry date and an option to renew shall be limited to no more than five years.
- 3.5. 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.
- 3.6. All improvements, repairs and maintenance to the "Demised Premises" are the sole responsibility of the Lessee or Licensee.
- 3.7. The Lessee or Licensee will be responsible for building and contents and also hold current public liability insurance and worker compensation (if applicable) to the value stipulated in the agreement.

#### **Stakeholder Engagement / Consultation**

Nil as the re-assignment is a private matter between members of the community.

#### **Risk Implications**

Nil.

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

Mr Donald Cowley is now deceased and Mr Trevor Nankivell, has been nominated as his Executor. Mayberry Hammond have been engaged by Mr Nankivell to conduct the Deed of Assignment to transfer Mr Cowley's interest in the hangar to Mr David Kerr. Hangar 34 will now be owned by Mr Kerr, Mr Lawrence and Mr Schoch.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3331**

**Moved: Cr Tinetti**

**Seconded: Cr Pollard**

**That Council authorise the transfer of lease for Hangar 34, Lot 105 Withers Street, Northam to Mr David Kerr subject to the same conditions in the master lease.**

**CARRIED 7/0**

Clarification was sought in relation to whether this can be dealt with under delegated authority. The Chief Executive Officer advised that Officers are investigating whether it is something that can be delegated under the Local Government Act 1995.

#### 12.4.4 Health Amendment Local Law 2018

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	2.3.2.15
<b>Reporting Officer:</b>	Cheryl Greenough Coordinator Governance/Administration
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

This report seeks Council approval to initiate the amendment process of the Shire of Northam of the Health Local Law 2008 and commence making the Health Amendment Local Law 2018.

#### ATTACHMENTS

Attachment 1: Marked up Health Amendment Local Law 2018.

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#### BACKGROUND / DETAILS

At the Ordinary Council meeting held 16 November 2016 Council resolved, in accordance with s.3.16 of the *Local Government Act 1995* (the Act), for the Shire to commence a statutory review of the Shire's Health Local Law 2008.

After the completion of the consultation period, advice was provided from the Department of Local Government, Sport and Cultural Industries that the new Health Act would not be completed for some time, an estimated 3 – 5 years.

However to ensure that the Shire remained within the legislative timeline, a review of the Health Local Law 2008 was still required. It was suggested that the Shire make minimal changes to bring the current local law up to more modern standards until the new Act has been completed. After the legislation is complete the Shire can either start a new amendment or wait for the statutory 8 year process again which would occur in the year 2026.

Staff have provided their recommendations for amendment of the Local Law and Councillors were provided with a copy of the local law prior to this meeting to allow for any questions or clarification they may be seeking. Following is a table of the questions asked by Councillors and the answers provided by staff.

Section	Query	Response
1.1	Change to 2018	This will occur when changes are made
Head	Is the reference to Miscellaneous Provisions not required? Is this consistent with our LL format?	This is the same as the previous Local Law and format gazetted in 2008.
	Should reference to Public Health Act and transitions be required?	No this Local Law is made under the Health (Miscellaneous Provisions) Act 1911, the Public Health Act is only currently for powers of entry etc. and not the head of power for health local laws.
	Is it necessary to be as big? It seems there is repetition	This Local Law is based on the model local law and is very similar to other local governments.
	Is there much difference between model local law and this one?	Very little. The adaptations made are almost identical to other local governments when tailored to suit their needs.
	Distances to be in Metres or 'M' not Feet?	This should be in metres. Local Laws are review regularly (previously in 2008) so the reference to metres is correct.
	Do we need anything on chicken farms given recent history?	No. All aspects should be covered by a combination of planning approval and the Health Local Law.
2.1.1	Requirements of the Metropolitan Water Supply Sewerage and Drainage Act 1909" - do regional areas not have their own Act?	There is not a specific 'Regional' Act.
2.1.3&5	toilets - suitable sign indicating which sex the toilets are for - with constantly changing anti-discrimination rules is this still just 'male' and 'female'?	Yes this is just 'male' and 'female'.  The Local Law requires appropriate signage which could include unisex signage obviously depending on the use of the facility.
	Is there an objective measurement for adequate lighting?	This is a generic term used in most Council's Health Local Laws. We would interpret this to be in accordance with the Australian standard however it also gives us some flexibility where alternatives can be produced by the applicant.
2.2.1 (2)	Same question	
2.2.4	Kitchen – same question	
3.4.1 & 3.4.2	"filthy" - is this the most appropriate word? It seems a bit subjective.	The word would be interpreted as per a dictionary and therefore would be appropriate to use in this context.
5.2.4	Disposal of dead animals - does this include all animals? (eg fish, guinea pigs...)	This is the generic requirements outlined in most Health Local Laws. It would be too onerous to differentiate between different animals so it really needs to be left all encompassing.  The line drawn would be if a nuisance or public health issue was being created such as bacteriological, odour, vermin or unsightliness. For example a deceased sheep, 50 poultry in one bin would be considered excessive and disposing of medium and large animals or large quantities of small animals through the wheelie bin service would be deemed inappropriate. Similarly onsite burial may attribute to new home owners digging up animal remains, may attract vermin or people's pets digging up remains if buried on residential premises.

Section	Query	Response
		<p>This legislation would be most likely used when someone did not dispose of an animal correctly such as a deceased horse, sheep or cow. An Authorised Officer could enforce that disposal of the animal if it had not been undertaken correctly and causing a nuisance.</p> <p>An alternative clause could be – <i>5.2.4 Disposal of Dead Animals</i> <i>(1) An owner or occupier of premises on which there is a dead animal or bird shall dispose of it as soon as practicable and in a manner that does not create a nuisance.</i></p>
5.4.1	Keeping of poultry and pigeons - just confirming this does not include doves? (doves are mentioned with pigeons at 5.4.6)	Doves and pigeons are from the same family Columbidae so they would be taken into the same definition and requirements.
5.4.3	Does this affect the chicken farm outside of town? "Outside town" = 50 poultry maximum	No. Anyone who wants more than 50 poultry outside of the townsite can apply to the Shire of Northam for approval as stated in clause 3 of 5.4.2. The Chicken Farm already has approval under planning so they are covered.
5.5.2	Buffer table for feedlots - this is remaining unchanged, despite the recommendation re the chicken farm recently?	The table is a recommended distance generally followed by most local governments. The inclusion of 'unless otherwise approved' enables local governments to approve a closer proximity when it can be demonstrated that there will be no impact on the surrounding properties.
5.6.1	Regarding Piggery, should the word 'shelters' also be included after the word 'Sheds' as some pigs are raised in shelters or eco shelters	The words used in the Local Laws are the same as most other local laws. I do not foresee an issue with the addition of the words 'shed and/ or shelter' if it is acceptable to the reviewing body.
6.3.2(2)(b)(i)	"if it is not already dead, kill it immediately"? Can people be forced to kill animals? Does anyone have the legal right to demand this? And (ii) - dispose of the carcass - see 5.2.4?	<p>As rodents are vector for disease the local government can require an owner to undertake eradication when it is determined to be a public health issue.</p> <p>This legislation is applied when a person is not controlling vermin on their property. A vermin plague may cause public health issue as vermin carry many zoonotic diseases (diseases easily passed from animal to humans). These diseases are normally present in most rodent populations however not generally passed onto humans these days due to modern controls such as good hygiene practices and baiting.</p> <p>With regards to the reference 'kill immediately' the method an Authorised Officer would request, would be through the baiting and traps. These methods are considered acceptable to enforcement agencies. Again this appears to be a standard clause across several Health</p>

Section	Query	Response
6.3.6	Why are people not allowed to have pet rats in the Shire of Northam?	<p>local laws that have been recently gazetted.</p> <p>Whilst this is not necessarily a clause we have had to utilise in recent times, people keeping rodents as pets may result in animals escaping and adding to the breeding population. They are also a vector for diseases such as Salmonella Typhimurium, Leptospirosis, Typhus, Tinea, Ratbite Fever and Trichinosis.</p> <p>Rats have long been a transmitter of disease to humans and the restriction on the sale and breeding of rats has significantly reduced the incidence of disease in humans. It is know that often people dump animals or they may escape.</p> <p>Council may wish to permit the keeping of pet rats however it would be recommended that a maximum number of 2 adults be permitted at any one time and a requirement that all live rodents are kept in the effective control of a person or in locked cages. An additional clause could also be included that a greater number of rats may be kept in a prescribed manner, approved by an authorised officer.</p> <p>This would still allow officers to enforce controls on rat populations that were causing a public health issue.</p>
8.1.1	Lodging Houses - does this include farmstay and camps or are they under separate definitions	<p>The definition of a 'Lodging House' is under the <i>Health (Miscellaneous Provisions) Act 1911</i> which is defined as any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than 6 persons, exclusive of the family of the keeper thereof, for hire or reward; but the term does not include —</p> <ul style="list-style-type: none"> <li>(a) premises licensed under a publican's general licence, limited hotel licence, or wayside-house licence, granted under the Licensing Act 1911 2; or</li> <li>(b) residential accommodation for students in a non-government school within the meaning of the School Education Act 1999; or</li> <li>(c) any building comprising residential flats.</li> </ul> <p>Therefore a lodging house may include a Farm Stay if it is approved to accommodate over 6 persons and would include any private camp facility but not currently public school boarding facilities or another facility as excluded in the above definition.</p>



Section	Query	Response
9.1.3	is that a daily Regional or Perth paper? And does this concur with our current advertising policy?	Clause (d) would allow for either a Perth or local paper. We have not issued a new Offensive Trades Licence in the past 10 years however if we did receive a new application this clause would be required to be complied with.
10.1.1	the penalties are set according to the severity of the offence? Are these pre-set?	These are the standard penalties and are aligned with the Health (Miscellaneous Provisions) Act 1911.
	Also there is mention in a few places of people being given direction to rectify or action something when given oral direction of the EHO - should all directions not be in writing of some description?	Yes we usually give directions in writing however when there is an issue such a public health risk and it is required that something is done immediately then a verbal direction may be required. This is consistent with the <i>Health (Miscellaneous Provisions) Act 1911</i> .

Section 3.12 of the Act prescribes the statutory procedures for making a local law:

- The Shire President to read aloud the purpose and effect of the proposed amended local law and is to be included in the agenda and the minutes of the meeting at which they are considered.
- A Statewide and Local public notice of the proposed amended local law is to be published, detailing:
  - The purpose and effect of the proposed amended local law;
  - Where a copy of the proposed amended local law may be inspected; and
  - A minimum 6 weeks public submission period.
- A copy of the notice and the proposed amended local law is to be provided to the Minister for Local Government and any other Minister responsible for administering the Act/s under which the Local Law is proposed to be made.
- After the close of the public submission period, a further report will be presented to Council to enable Council's consideration of any public submissions and, where the consequentially proposed local law is not substantially different from that advertised in the public notice, the Council may then resolve by absolute majority to make the amended local law.
- The amended local law must then be published in the Government Gazette and a copy of the gazetted amendments is to be provided to the relevant Minister/s and the Parliamentary Joint Standing Committee on Delegated Legislation.
- A Local Public Notice must then be given stating the title of the amended local law, a summary of its purpose and effect and advising where copies may be inspected or obtained.

This report seeks to commence the s.3.12 process (highlighted above).

The following table outlines what stage of the process each local law is currently at:

2008 Local Laws	Stage 1	s3.16	Council adopted to review Local Law & advertise for 6 weeks	Stage 2	s3.12	Council adopted to make changes to the local law and advertise changes	Stage 3	Council adopt the new local law, advertise & send for Gazettal
Dogs Local Law 2008						24/3/18		June meeting
Cemeteries Local law 2008								Local Law gazetted 12/12/17
Activities on Thoroughfares						18/10/17		Local Law gazetted 27/2/18
Extractive Industries						21/3/18		June meeting
Standing Orders								April meeting
Operation of Waste Facilities						No changes required		
Parking and Parking Facilities								
Health Local Law 2008						April meeting		
Keeping Control of cats								
Local Government Property						April meeting		

## 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.

- Implement systems and processes which deliver quality outcomes for our community;
- Maintain a high standard of corporate governance;
- Encourage active community participation in our local government; and
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

### Financial / Resource Implications

Commencing an amendment to a local law process will incur:

- Advertising costs in the West Australian - Approximate cost of \$400.00
- Gazettal of the adopted amended local law. Approximate cost of \$212.00 per page.

- Advertising in the Avon Advocate relating to the adoption of the amended local law. Approximate cost of \$200.00

### **Legislative Compliance**

Section 3.12 of the Local Government Act 1995 which outline the procedures for making local laws.

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
  - (a) give Statewide public notice stating that —
    - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.

\*Absolute majority required.

- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice —

- (a) stating the title of the local law; and
  - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

Section 9.17, Notice, content of

(3) Unless otherwise prescribed by regulation, the modified penalty that a local law may prescribe for an offence is not to exceed 10% of the maximum fine that could be imposed for that offence by a court

### **Policy Implications**

Nil

### **Stakeholder Engagement / Consultation**

Statewide and local notification will be undertaken in the West Australian newspaper and the Avon Advocate providing six (6) weeks for community consultation including notices at the Shire and in the two libraries.

### **Risk Implications**

Failure to comply with the process would cause a potential breach of legislation.

### **OFFICER'S COMMENT**

The proposed Health Amendment Local Law 2018 has been drafted to address the minor errors raised by staff and Councillors.

After consideration of this local law, State wide public notice is to be given that the Shire intends to amend the Local Law, the purpose and effect of the proposed Amended Local Law and have it available for public inspection. This includes displaying copies of the Amended Local Law at the Shire office and both of the Shire's library services.

Below is a table of the amendments to the local law for easier perusal and understanding:

<b>Delete/Insert/ Replace</b>	<b>Clause</b>	<b>Reason</b>
Replace	The reference to 'EHO' and 'Environmental Health Officer' with 'Authorised Officer'	To ensure consistency with legislation.
Whole	delete Health Act 1911 throughout document and insert Health (Miscellaneous Provisions) Act 1911	Out of date legislation

Insert	In the local law title, after the word 'Health' insert the word 'Amendment' delete '2008' and insert '2018'	To give correct new local law title
clause 1.2 definitions	<b>AS 1530.2 1993</b> delete the words 'Test for flammability of materials'	
	<b>AS/NZS 1530.3: 1999</b> delete all words after 'components'	
	<b>AS 1668.2-2002</b> delete '02' and insert '11' and delete all words after 'in buildings'	
	<b>AS 2001.5.4-2005</b> delete all words after 'textiles'	
	AS/NZS 3666.2: 2002 delete '02' and insert '11'	
3.2.4(2)(b)	delete '2002' and insert '2012'	To give correct legislation
3.2.4(3)(a)	delete '2002' and insert '2011'	To give correct legislation
3.5.1(4)(b)	delete '31 December' and insert '30 June'	To bring in line with the fiscal year
4.1.3(2)(b)	Delete 'Executive Director' insert 'Chief Health officer'	To give correct title
4.1.3(2)(c)	Delete 'Executive Director' insert 'Chief Health officer'	
5.3.2(1)	Insert 'within a townsite' after the words '4 hectares'.	As rural blocks of this size don't require a stable license.
5.3.3(1)	Insert 'within a townsite' after the words '4 hectares'.	
5.3.3(2)	Delete '31 December' insert '30 June'	
5.4.2 (heading)	Insert 'in a townsite' after the word 'pigeons'	
5.4.2(1)(b)	Delete '150' and insert '50'	
5.4.2	Insert new clause (3) (3) An owner or occupier of a premises is required to obtain approval from the Local Government to keep more than 50 pigeons or poultry, on any one lot of land.	
5.4.4(1)	insert 'in a townsite' after the word premises	
8.1.2(d)	Delete 'with the written approval of the CEO'	

To comply with the provisions of section 3.12 of the Act, when proposing to make a local law, the presiding person is to read aloud the Purpose and Effect of the Health Amendment Local Law 2018.

## RECOMMENDATION

### That Council:

1. Pursuant to section 3.12 of the *Local Government Act 1995* make amendments to the *Health Local Law 2008* by commencing the *Health Amendment Local Law 2018*.
2. Authorise the CEO to give Statewide public notice that the Shire intends to make the *Shire of Northam Health Amendment Local Law 2018* with the purpose and effect of this local law being as follows:

**Purpose:** The *Shire of Northam Health Amendment Local Law 2018* makes amendments to the *Shire of Northam Health Local Law 2008* which provides for the effective controlling of issues which may have the potential to impact the health and wellbeing of the community.

**Effect:** To allow health related issues to be effectively controlled and provide an acceptable standard for the maintenance of public health.

3. Request the CEO to commence the local law process inviting public submissions on the proposal as described in s3.12(3) of the *Local Government Act 1995*.

**CARRIED**

## MOTION / COUNCIL DECISION

Minute No: C.3332

Moved: Cr Williams

Seconded: Cr Tinetti

That Council:

1. Pursuant to section 3.12 of the *Local Government Act 1995* make amendments to the *Health Local Law 2008* by commencing the *Health Amendment Local Law 2018*, including the following additional amendments:

- Amend clause 5.2.4 to read - “(1) An owner or occupier of premises on which there is a dead animal or bird shall dispose of it as soon as practicable and in a manner that does not create a nuisance. (2) An owner, or a person having the care of any animal or bird that dies or is killed in a public or private place, shall dispose of it as soon as practicable and in a manner that does not create a nuisance.”
- Amend clause 5.4.1 to “Keeping of Poultry and Pigeons or Doves” and any references to pigeons to include doves.
- Amend clause 6.3.1 - remove “(other than rats)”
- Amend clause 6.3.2 - (2)(b)(i) to “if it is not already dead, effect the humane destruction of the rodent, and”
- Amend section 6.3.6 - (1) (a) A”n owner or occupier of a premises shall not keep more than two adult rats. A greater number of rats may only be kept, in a prescribed manner, if approved by an authorised officer. (b) Any such rats are at all times to be kept in the effective control of a person or in a locked cage.”

2. Authorise the CEO to give Statewide public notice that the Shire intends to make the Shire of Northam Health Amendment Local Law 2018 with the purpose and effect of this local law being as follows:

**Purpose:** The Shire of Northam Health Amendment Local Law 2018 makes amendments to the Shire of Northam Health Local Law 2008 which provides for the effective controlling of issues which may have the potential to impact the health and wellbeing of the community.

**Effect:** To allow health related issues to be effectively controlled and provide an acceptable standard for the maintenance of public health.

3. Request the CEO to commence the local law process inviting public submissions on the proposal as described in s3.12(3) of the *Local Government Act 1995*.

CARRIED 7/0

REASON FOR CHANGE TO OFFICER RECOMMENDATION

Council formed a view that the amendments would provide for a more contemporary local law.

The Deputy President read aloud the purpose and effect of the Local Law as listed in the decision above.



Attachment 1

HEALTH **(MISCELLANEOUS PROVISIONS)**  
ACT 1911  
LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

HEALTH **AMENDMENT**  
LOCAL LAW **2018**

**HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
LOCAL GOVERNMENT ACT 1995**

SHIRE OF NORTHAM

**HEALTH AMENDMENT LOCAL LAW 2018**

ARRANGEMENT

**PART 1 - PRELIMINARY**

- 1.1. Citation
- 1.2. Definitions
- 1.3. Repeal

**PART 2 - SANITATION**

*Division 1 - Sanitary Conveniences*

- 2.1.1 Definition
- 2.1.2 Dwelling house
- 2.1.3 Premises other than a dwelling house
- 2.1.4 Outdoor festivals
- 2.1.5 Toilets
- 2.1.6 Temporary works
- 2.1.7 Maintenance of sanitary conveniences and fittings
- 2.1.8 Ventilation of toilets
- 2.1.9 Public Sanitary conveniences
- 2.1.10 Lighting
- 2.1.11 Installation

*Division 2 - Bathrooms, Laundries and Kitchens*

- 2.2.1 Bathrooms
- 2.2.2 Laundries
- 2.2.3 Washing or keeping of clothes in kitchens
- 2.2.4 Kitchens

**PART 3 - HOUSING AND GENERAL**

*Division 1 - Maintenance of Dwelling Houses*

- 3.1.1 Dwelling House maintenance
- 3.1.2 Maintenance of guttering and down pipes and disposal of rainwater

*Division 2 - Ventilation of Dwelling Houses*

- 3.2.1 Exemption for short term hostels and recreational campsites
- 3.2.2 Overcrowding
- 3.2.3 Calculated sufficient space
- 3.2.4 Ventilation
- 3.2.5 Sub-floor ventilation

*Division 3 - Water Supply*

- 3.3.1 Water supply
- 3.3.2 Rain water tanks
- 3.3.3 Wells
- 3.3.4 Pollution

*Division 4 - Secondhand Furniture, Bedding and Clothing*

- 3.4.1 Prohibition of sale
- 3.4.2 Prohibition of possession

*Division 5 - Morgues*

- 3.5.1 Licensing of Morgues

**PART 4 – WASTE FOOD AND LIQUID REFUSE**

*Division 1 – Liquid Refuse*

- 4.1.1 Definition
- 4.1.2 Deposit of liquid refuse
- 4.1.3 Disposal of liquid waste

*Division 2 – Transport of Butchers' Waste*

- 4.2.1 Definition
- 4.2.2 Restriction of Vehicles
- 4.2.3 Transport of Butchers' Waste

**PART 5 - NUISANCES**

*Division 1 - Nuisances*

- 5.1.1 Definition
- 5.1.2 Footpaths etc. to be kept clean
- 5.1.3 Escape of smoke etc.
- 5.1.4 Public vehicles to be kept clean
- 5.1.5 Prohibition against spitting
- 5.1.6 Transportation, use and storage of offal or blood
- 5.1.7 Use or storage of fertiliser
- 5.1.8 Storage and dispatch of artificial fertiliser
- 5.1.9 Storage of fertiliser in a dwelling house

*Division 2 - Keeping of Animals*

- 5.2.1 Cleanliness
- 5.2.2 Animal enclosures
- 5.2.3 Slaughter of animals
- 5.2.4 Disposal of dead animals

*Division 3 - Keeping of Large Animals*

- 5.3.1 Definition
- 5.3.2 Stables
- 5.3.3 Registration of Stables
- 5.3.4 Proximity of animals to a dwelling house
- 5.3.5 Manure and Chaff receptacles
- 5.3.6 Horse Stocking Rates

*Division 4 - Keeping of Poultry and Pigeons*

- 5.4.1 Definition
- 5.4.2 Limitation on numbers of poultry and pigeons
- 5.4.3 Conditions on keeping poultry
- 5.4.4 Roosters
- 5.4.5 Pigeons or doves
- 5.4.6 Removal of non-conforming structure or enclosure

- 5.4.7 Restrictions on pigeon nesting or perching
- 5.4.8 Restrictions on Feeding Wild Birds

*Division 5—Keeping of Feedlots*

- 5.5.1 Definition
- 5.5.2 Premises to be approved
- 5.5.3 Site conditions

*Division 6—Piggeries*

- 5.6.1 Definition
- 5.6.2 Premises to be approved
- 5.6.3 Site conditions
- 5.6.4 Prevention of nuisances

**PART 6 - PEST CONTROL**

*Division 1 - Flies*

- 6.1.1 Definition
- 6.1.2 Fly breeding matter not to be left on premises unless covered or treated
- 6.1.3 Measures to be taken by an occupier
- 6.1.4 **Authorised Officer** may give notice directing measures to be taken
- 6.1.5 Local government may execute work and recover costs

*Division 2 - Mosquitoes*

- 6.2.1 Definition
- 6.2.2 Premises to be kept free of mosquito breeding matter
- 6.2.3 Measures to be taken by an owner or occupier
- 6.2.4 Measures to be taken by occupier
- 6.2.5 Removal of undergrowth or vegetation
- 6.2.6 Filling in excavations etc.
- 6.2.7 Drains, channels and septic tanks
- 6.2.8 Drainage of land

*Division 3 - Rodents*

- 6.3.1 Definition
- 6.3.2 Measures to be taken to eradicate rodents
- 6.3.3 Waste food etc. to be kept in rodent proof receptacles
- 6.3.4 Restrictions on materials affording harbourage for rodents
- 6.3.5 Food premises etc. to be cleaned after use
- 6.3.6 Restrictions on the sale or keeping of rats.

*Division 4 - Cockroaches*

- 6.4.1 Definition
- 6.4.2 Measures to be taken to eradicate cockroaches

*Division 5 - Argentine Ants*

- 6.5.1 Definition
- 6.5.2 Measures to be taken to keep premises free from Argentine Ants

*Division 6 - European Wasps*

- 6.6.1 Definition
- 6.6.2 Measures to be taken to keep premises free from European Wasp Nests

*Division 7 - Bee Keeping*

- 6.7.1 Definition
- 6.7.2 Limitation on numbers of hives
- 6.7.3 Restrictions on keeping of bees in hives
- 6.7.4 Bees which cause a nuisance not to be kept

*Division 8 - Arthropod Vectors of Disease*

- 6.8.1 Definition
- 6.8.2 Responsibility of the owner or occupier

**PART 7 - INFECTIOUS DISEASES**

*Division 1 - General Provisions*

- 7.1.1 **Authorised Officer** may visit, inspect and report
- 7.1.2 Requirements on owner or occupier to clean, disinfect and disinfect
- 7.1.3 **Authorised Officer** may disinfect or disinfect premises
- 7.1.4 Insanitary houses, premises and things
- 7.1.5 Medical Officer may authorise disinfecting
- 7.1.6 Persons in contact with an infectious disease sufferer
- 7.1.7 Declaration of infected house or premises
- 7.1.8 Destruction of infected animals
- 7.1.9 Disposal of a body
- 7.1.10 Local government may carry out work and recover costs

*Division 2 - Disposal of Used Condoms and Needles*

- 7.2.1 Disposal of used condoms
- 7.2.2 Disposal of used needles

**PART 8 - LODGING HOUSES**

*Division 1 - Registration*

- 8.1.1 Definition
- 8.1.2 Lodging house not to be kept unless registered
- 8.1.3 Application for registration
- 8.1.4 Approval of application
- 8.1.5 Renewal of registration
- 8.1.6 Notification upon sale or transfer
- 8.1.7 Revocation of registration

*Division 2 - Construction and Use Requirements*

- 8.2.1 General construction requirements
- 8.2.2 Sanitary conveniences
- 8.2.3 Laundry
- 8.2.4 Kitchen
- 8.2.5 Cooking facilities
- 8.2.6 Dining room
- 8.2.7 Lounge room
- 8.2.8 Fire prevention and control
- 8.2.9 Obstruction of passages and stairways
- 8.2.10 Fitting of locks
- 8.2.11 Restriction on use of rooms for sleeping
- 8.2.12 Sleeping accommodation short term hostels and recreational campsites
- 8.2.13 Furnishing etc. of sleeping apartments
- 8.2.14 Ventilation
- 8.2.15 Numbers to be placed on doors

*Division 3 - Management and Care*

- 8.3.1 Keeper or manager to reside in the lodging house
- 8.3.2 Register of lodgers
- 8.3.3 Keeper report
- 8.3.4 Certificate in respect of sleeping accommodation
- 8.3.5 Duplicate keys and inspection
- 8.3.6 Room occupancy
- 8.3.7 Maintenance of a room by a lodger or resident
- 8.3.8 Cleaning and maintenance requirements
- 8.3.9 Responsibilities of lodgers and residents
- 8.3.10 Approval for storage of food

**PART 9 - OFFENSIVE TRADES**

*Division 1 - General*

- 9.1.1 Definition
- 9.1.2 Consent to establish offensive trade
- 9.1.3 Notice of application
- 9.1.4 Registration of premises
- 9.1.5 Certificate of registration
- 9.1.6 Change of occupier
- 9.1.7 Alterations to premises

*Division 2 - General Duties of an Occupier*

- 9.2.1 Definition
- 9.2.2 Cleanliness
- 9.2.3 Rats and other vectors of disease
- 9.2.4 Sanitary conveniences and hand wash basins
- 9.2.5 Painting of walls etc
- 9.2.6 Effluvia, vapours or gases
- 9.2.7 Offensive material
- 9.2.8 Storage of materials
- 9.2.9 Specified offensive trades
- 9.2.10 Directions
- 9.2.11 Other duties of occupier

*Division 3 - Flock Factories*

- 9.3.1 Definition
- 9.3.2 New and used material
- 9.3.3 Collection and removal of dust
- 9.3.4 Building requirements
- 9.3.5 Unclean rags
- 9.3.6 Bedding and upholstery

*Division 4 - Laundries, Dry Cleaning Establishments and Dye Works*

- 9.4.1 Definition
- 9.4.2 Receiving depot
- 9.4.3 Reception room
- 9.4.4 Walls and floors
- 9.4.5 Laundry floor
- 9.4.6 Escape of dust
- 9.4.7 Precautions against combustion

- 9.4.8 Trolleys
- 9.4.9 Sleeping on premises

*Division 5—Fat Rendering Establishments*

- 9.5.1 Definition
- 9.5.2 Exhaust ventilation
- 9.5.3 Covering of apparatus
- 9.5.4 Rendering of walls

**PART 10 - OFFENCES AND PENALTIES**

- 10.1 Penalties

**SCHEDULES OF FORMS AND FEES**

Schedule  
Number

Description

1. Application for Licence of a Morgue
2. Application for Registration of a Stable
3. Certificate of Registration of a Stable
4. Application for Registration of a Lodging House
5. Certificate of Registration of a Lodging House
6. Notice of Change of Owner of a Lodging House
7. Register of Lodgers
8. List of Lodgers on a Particular date
9. Certificate of Sleeping Accommodation
10. Application for Consent to Establish an Offensive Trade
11. Application for Registration of Premises for Offensive Trade
12. Certificate of Registration of Premises for Offensive Trade

HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

HEALTH AMENDMENT LOCAL LAW 2018

Made by the Council of the Shire of Northam under section 342 of the *Health (Miscellaneous Provisions) Act 1911* in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995*.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the "Shire of Northam Health Amendment Local Law 2018".

1.2. Definitions

(1) In this local law, unless the context otherwise requires:-

"Act" means the *Health (Miscellaneous Provisions) Act 1911*;

"adequate supply of water" means a flow of water of not less than 0.076 litres per second;

"approved" means approved by the local government;

"AS" means Australian Standard published by the Standards Association of Australia;

"AS 1530.2: 1993" means the standard published by the Standards Association of Australia as AS 1530.2: 1993 and called "Methods for fire tests on building materials, components and structures - Tests for flammability of materials";

"AS/NZS 1530.3: 1999" means the standard published by the Standards Association of Australia as AS/NZS 1530.3: 1999 and called "Methods for fire tests on building materials, components and structures - Simultaneous determination of ignitability, flame propagation, heat release and smoke release";

"AS 1668.2-2011" means the standard published by the Standards Association of Australia as AS 1668.2-2011 and called "The use of ventilation and air-conditioning in buildings. Ventilation design for indoor air contaminant control";

"AS 2001.5.4-2005" means the standard published by the Standards Association of Australia as AS 2001.5.4-2005 and called "Methods of test for textiles - Dimensional change - Domestic washing and drying procedures for textile testing";

"AS/NZS 3666.2: 2011" means the standard published by the Standards Association of Australia as AS/NZS 3666.2: 2011 and called "Air-handling and water systems of buildings - Microbial Control - Operation and maintenance";

"Building Code" means the latest edition of the Building Code of Australia published from time to time by, or on behalf of, the Australian Building Codes Board, as amended from time to time, but not including explanatory information published with that Code;

"CEO" means the Chief Executive Officer of the Shire of Northam and includes an Acting Chief Executive Officer;

"district" means the district of the Shire of Northam and includes any area placed under the jurisdiction of the local government pursuant to section 22 of the Act;

"dwelling house" means a place of residence containing at least one sleeping room and includes a room or outbuilding separate from, but ancillary to, the building in which the sleeping room is located;

"AUTHORISED OFFICER" means an Authorised Officer appointed by the local government under the Act and includes an Acting or Assistant Authorised Officer.



- “habitable room”** means a room used for normal domestic activities, and
- (a) includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, play-room, family room and sun-room; but
  - (b) excludes a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, lobby, photographic dark room, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods;
- “hot water”** means water at a temperature of at least 75 degrees Celsius;
- “local government”** means the Shire of Northam;
- “Medical Officer”** means the Medical Officer appointed by the local government under the Act and includes an Acting Medical Officer so appointed;
- “public place”** includes every place to which the public ordinarily have access, whether by payment of a fee or not;
- “sanitary convenience”** includes urinals, water-closets, earth-closets, privies, sinks, baths, wash troughs, apparatus for the treatment of sewage, ash-pits, ash-tubs, or other receptacle for the deposit of ashes, faecal matter or refuse and all similar conveniences;
- “sewage”** means any kind of sewage, nightsoil, faecal matter or urine, and any waste composed wholly or in part of liquid;
- “sewer”** includes sewers and drains of every description, except drains to which the word “drain” as defined in the Act applies, also water channels constructed of stone, brick, concrete, or any other material, including the property of the local government;
- “street”** includes any highway, and any public bridge, and any road, lane, footway, square, court, alley or passage, whether a thoroughfare or not;
- “toilet”** means a water closet, earth closet, privy or urinal and includes a room or cubicle in which one or more of these is located;
- “townsite”** means all townsites within the district which are-
- (a) constituted under section 26(2) of the *Land Administration Act 1997*;
  - (b) referred to in clause 37 of Schedule 9.3 of the *Local Government Act 1995*; or
  - (c) within Spencers Brook or Seabrook;
- “water”** means drinking water within the meaning of the Australian Drinking Water Guidelines as published by the National Health and Medical Research Council in 2004 and as amended from time to time; and
- “window”** means a glass panel, roof light, glass brick, glass louver, glazed sash, glazed door, or other device which transmits natural light directly from outside a building to the room concerned when in the closed position.
- (2) Where in these local laws, a duty or liability is imposed on an “owner or occupier”, the duty or liability shall be deemed to be imposed jointly and severally on each of the owner or occupier.
- (3) Where under these local laws an act is required to be done or forbidden to be done in relation to any premises, the owner or occupier of those premises has, unless the contrary intention appears, the duty of causing to be done the act so required to be done or of preventing from being done the act so forbidden to be done, as the case may be.

### 1.3. Repeal

The following local laws are repealed—

- *The Shire of Northam Health Local Laws 2003* published in the *Government Gazette 20 February 2003*.
- *The Town of Northam Health Local Laws 2003* published in the *Government Gazette 16 March 2004*.

## PART 2 - SANITATION

### Division 1 - Sanitary Conveniences

#### 2.1.1 Definition

In this Part, unless the context otherwise requires: -

“**festival**” includes a fair, function or event;

“**organiser**” means a person: -

- (a) to whom approval has been granted by the local government to conduct the festival; or
- (b) responsible for the conduct of the festival;

“**public sanitary convenience**” means a sanitary convenience to which the public ordinarily have access, whether by payment of a fee or not; and

“**temporary sanitary convenience**” means a sanitary convenience, temporarily placed for use by ;-

- (a) patrons in conjunction with a festival; or
- (b) employees at construction sites or the like.

#### 2.1.2 Dwelling House

(1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house unless it has at least one toilet.

(2) A room in which a toilet is located shall have adequate lighting.

#### 2.1.3 Premises other than a Dwelling House

(1) The owner of premises other than a dwelling house shall not use or occupy, or permit to be used or occupied, premises other than a dwelling house unless:-

- (a) the premises have sanitary conveniences in accordance with the Building Code and this Part;
- (b) the toilets required by this clause are situated within a reasonable distance and are easily accessible to the persons for whom they are provided; and
- (c) the premises have hand wash basins:-
  - (i) in accordance with the Building Code;
  - (ii) for the use of persons employed or engaged on the premises;
  - (iii) provided with an adequate supply of water supplied by taps located over each basin;
  - (iv) separate from any trough, sink or basin used in connection with any process carried out on the premises; and
  - (v) situated within a reasonable distance of the sanitary conveniences and easily accessible to the person for whom they are provided.

(2) The occupier of premises other than a dwelling house shall ensure that:-

- (a) clean toilet paper is available at all times in each cubicle;
  - (b) a sanitary napkin disposal facility is provided in each toilet set aside for the use of females;
- and;
- (c) each hand wash basin is provided with:-
    - (i) an adequate supply of soap or other hand cleaning substances; and;
    - (ii) hand drying facilities, situated adjacent to and visible from the hand wash basin.

(3) Where more than one toilet is provided on premises other than a dwelling house, the entrance to each toilet shall bear a suitable sign indicating for which sex its use is intended.

#### 2.1.4 Outdoor Festivals

(1) The organiser of an outdoor festival at which not more than 20,000 people are expected to attend shall provide sanitary conveniences in accordance with the following scale:-

- (a) for the first 1,000 males:-
  - (i) one water closet for each 333;
  - (ii) one urinal stall for each 100; and
  - (iii) one hand wash basin for each 500;
- (b) for additional males:-
  - (i) one water closet for each 500;
  - (ii) one urinal stall for each 100; and
  - (iii) one hand wash basin for each 500;
- (c) for the first 1,000 females:-
  - (i) one water closet for each 77; and
  - (ii) one hand wash basin for each 500;
- (d) for additional females:-
  - (i) one water closet for each 100; and
  - (ii) one hand wash basin for each 500.

(2) Where, under subclause (1), the number of a particular sanitary convenience to be provided is not a whole number, that number shall be rounded up to the next higher whole number.

(3) The organiser of an outdoor festival at which more than 20,000 people are expected to attend shall provide sanitary conveniences of a number as directed by an **Authorised Officer**.

#### 2.1.5 Toilets

Toilets on premises other than a dwelling house shall, where more than one toilet is provided on the premises, bear, on the entrance to each toilet, a suitable sign indicating for which sex its use is intended.

#### 2.1.6 Temporary Works

A person who undertakes temporary work at any place shall:-

- (a) provide and maintain for the use of persons engaged, whether as employees or as independent contractors or otherwise, one temporary approved toilet for every 20 such persons; and
- (b) remove the toilet at the conclusion of the work or at an earlier time in accordance with a direction from an AUTHORISED OFFICER, and ensure the site is left clean.

#### 2.1.7 Maintenance of Sanitary Conveniences and Fittings

(1) The occupier of premises shall:-

- (a) keep clean, in good condition and repair; and
- (b) whenever required by an **Authorised Officer**, effectively disinfect and clean, all sanitary conveniences including sanitary fittings in or on the premises.

(2) The owner of premises shall:-

- (a) keep or cause to be kept in good repair; and;
- (b) maintain an adequate supply of water to, all sanitary conveniences including sanitary fittings in or on the premises.

#### 2.1.8 Ventilation of Toilet

(1) A toilet in any premises shall be ventilated in accordance with the *Sewerage*

*(Lighting, Ventilation and Construction) Regulations 1971* and the Building Code.

(2) A mechanical ventilation system provided under subclause (1) shall be maintained in good working order and condition.

### **2.1.9 Public Sanitary Conveniences**

(1) A person shall not:-

- (a) foul;
- (b) damage or vandalise; or
- (c) write on or otherwise deface,

a public sanitary convenience or sanitary fixtures or fittings or the premises in or on which the sanitary convenience is located.

(2) A person using a public sanitary convenience shall where the convenience has been provided by the local government and a charge for its use has been levied, forthwith pay that charge.

(3) A person shall not live or sleep in or on the premises in which a public sanitary convenience is located or use it for a purpose other than that for which it was intended.

### **2.1.10 Lighting**

The owner and occupier of premises in which a sanitary convenience or a public sanitary convenience is located shall provide and maintain adequate electric lighting for persons using the convenience.

### **2.1.11 Installation**

(1) Every sanitary convenience shall be installed in accordance with the requirements of the *Metropolitan Water Supply Sewerage and Drainage Act 1909* and shall have an adequate supply of water.

(2) Every temporary sanitary convenience shall be installed in accordance with the requirements of the *Health (Temporary Sanitary Conveniences) Regulations 1997*.

## *Division 2 - Bathroom, Laundries and Kitchens*

### **2.2.1 Bathrooms**

(1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a bathroom that:-

- (a) is adequately lined with an impervious material and has an adequate ceiling;
- (b) complies with the *Health Act (Laundries and Bathrooms) Regulations*; and
- (c) is equipped with:-
  - (i) a hand wash basin; and
  - (ii) either a shower in a shower recess or a bath.

(2) All baths, showers, hand wash basins and similar fittings shall be provided with an adequate supply of hot and cold water.

### **2.2.2 Laundries**

(1) A laundry must conform to the provisions of the Building Code.

(2) Where, in any building, a laundry is situated adjacent to a kitchen or a room where food is stored or consumed, the laundry shall be separated from the kitchen by a wall extending from the floor to the roof or ceiling.

(3) Where there is an opening between a laundry and a kitchen or other room where food is stored or consumed, the opening shall:-

- (a) not be more than 1220 millimetres wide; and
- (b) have a door which when closed shall completely fill the opening

### 2.2.3 Washing or Keeping of Clothes in Kitchens

A person shall not in any kitchen or other place where food is kept:-

- (a) wash or permit to be washed any clothing or bedding; or
- (b) keep or permit to be kept any soiled clothing or bedding.

### 2.2.4 Kitchens

(1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a kitchen equipped with:-

- (a) a cooking facility which is adequate in the opinion of an **Authorised Officer**;
- (b) a sink which shall:-

- (i) be at least 380 millimetres long, 300 millimetres wide and 150 millimetres deep; and
- (ii) have an adequate supply of hot and cold water.

(2) The occupier of a dwelling house shall ensure that the stove, oven and sink are kept clean, in good order and repair and fit for use.

(3) A cooking facility shall:-

- (a) be installed in accordance with the requirements of Energy Safety; and
- (b) not be installed or used in any room other than a kitchen.

(4) Where mechanical extraction is provided in a kitchen, the exhaust air shall be:-

- (a) carried to the outside air as directly as practicable; and
- (b) boxed throughout.

(5) In this clause, a "cooking facility" includes a stove, oven, facility or appliance used for or in connection with the cooking of food.

## PART 3 - HOUSING AND GENERAL

### Division 1 - Maintenance of Dwelling Houses

#### 3.1.1 Dwelling House Maintenance

The owner or occupier of a dwelling house shall maintain the house and any appurtenant buildings in sound condition and fit for use and, in particular, shall:-

- (a) maintain all roofs, guttering and down pipes in sound weatherproof condition;
- (b) maintain any footings, foundations and walls, either external or internal, in a sound condition;
- (c) replace any missing, broken, decayed or termite-eaten timber or other deteriorated material in any verandah, roof, walls, steps, handrails, floors or their supports with material of sound quality;
- (d) comply with the directions of an **Authorised Officer** to treat the premises for the purpose of destroying any termites;
- (e) maintain any brick, stone, mortar or cement work in a sound condition;
- (f) maintain, repair or replace any flashings or ant caps which are missing or defective;
- (g) maintain all ventilators in good order and repair;
- (h) maintain all floors even in surface and free from cracks;
- (i) maintain all ceilings, internal wall finishes, skirtings, architraves and other fixtures and fittings complete and with smooth unbroken surfaces;
- (j) maintain all doors and windows in good working order and weatherproof condition;
- (k) retain all natural lighting free from any obstruction which would reduce the natural lighting, below the ratio of 10% of the floor area;
- (l) maintain all pipes, fittings and fixtures connected with water supply, drainage or sewerage so that they comply in all respects with the provisions of the

- Metropolitan Water Supply, Sewerage and Drainage Act 1909* and the requirements of the Office of Water Regulation; and
- (m) maintain all electric wiring, gas services and fittings to comply in all respects with the requirements of Energy Safety.

### **3.1.2 Maintenance of Guttering and Down Pipes and Disposal of Rainwater**

The owner or occupier of a dwelling house shall:-

- (a) where provided, maintain all guttering, down pipes and drains on the premises in a good state of repair, clean and free from obstruction; and
- (b) not permit any rainwater from the premises to discharge onto or over a footpath, street or other property.

#### *Division 2 - Ventilation of Dwelling Houses*

### **3.2.1 Exemption for Short Term Hostels and Recreational Campsites**

This Division shall not apply to short term hostels and recreational campsites referred to in Division 2 of Part 8.

### **3.2.2 Overcrowding**

The owner or occupier of a dwelling house shall not permit:-

- (a) a room in the dwelling house that is not a habitable room to be used for sleeping purposes; or
- (b) a habitable room in the dwelling house to be used for sleeping purposes unless:-
- (i) for every person over the age of 10 years using the room there is at least 14 cubic metres of air space per person; and
- (ii) for every person between the ages of 1 and 10 years there is at least 8 cubic metres of air space per person; or
- (c) any garage or shed to be used for sleeping purposes.

### **3.2.3 Calculate Sufficient Space**

For the purpose of clause 3.2.2, in calculating the space required for each person:-

- (a) each room shall be considered separately and sufficient space shall be allowed in each room for the number of persons present in the room at any one time; and
- (b) a deduction shall be made for the space occupied by furniture, fittings and projections of the walls into a room.

### **3.2.4 Ventilation**

(1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house unless the dwelling house is properly ventilated.

(2) For the purpose of subclause (1) a dwelling house shall be deemed to be properly ventilated if it complies with the Building Code, including the provision of:-

- (a) natural ventilation; or
- (b) a mechanical ventilation or air-conditioning system complying with AS1668.2-2012

(3) The owner of a dwelling house provided with a mechanical ventilation or air-conditioning system shall ensure that the system is:-

- (a) maintained in good working condition and in accordance with AS/NZS 3666.2-2011; and
- (b) in use at all times the building is occupied, if it is a building without approved natural ventilation.

- (4) If, in the opinion of an **Authorised Officer**, a dwelling house is not properly ventilated, the local government may by notice require the owner of the house to:-
- (a) provide a different, or additional method of ventilation; or
  - (b) cease using the dwelling house until it is properly ventilated.
- (5) The owner shall comply with a notice under subclause (4).

### **3.2.5 Sub-Floor Ventilation**

The owner or occupier of a dwelling house shall make provision for sub-floor ventilation by ensuring that air bricks and other openings are kept clear of refuse, vegetation, building materials, dirt and the like.

## *Division 3 - Water Supply*

### **3.3.1 Water Supply**

- (1) The owner of a dwelling house shall ensure that it is connected with a separate and independent water supply from the mains of a licensed water service operator or a water supply to the satisfaction of the local government.
- (2) The water supply shall at all times deliver an adequate supply of drinking water to each tap in the dwelling house.

### **3.3.2 Rain Water Tanks**

The owner or occupier of a dwelling house for which part of the water supply is drawn from a rain water tank shall:-

- (a) maintain in a clean condition:-
  - (i) the roof forming the catchment for the tank; and
  - (ii) the guttering and down pipes appurtenant to the roof;
- (b) ensure that each rain water tank is fitted with a tight-fitting mosquito proof cover which shall not be removed at any time except for the purpose of cleaning, repairing or maintaining the tank;
- (c) at least once in each year, thoroughly clean any tank the water from which is used for human consumption;
- (d) when directed by an **Authorised Officer**, empty, clean and disinfect any tank upon the premises, the water from which is used for human consumption.

### **3.3.3 Wells**

The owner or occupier of any premises shall not use or permit for human consumption the use of the water of any bore or well unless the bore or well is:-

- (a) at least 30 metres from any soak well or other possible source of pollution, unless otherwise approved by the Executive Director Public Health; and
- (b) covered with a tight-fitting cover without openings of any sort other than those essential for the insertion of a pump.

### **3.3.4 Pollution**

A person shall not deposit on or under any land, any sewage, offensive matter or any other thing which may pollute or render unfit for human consumption, water from a well or other underground source.

## *Division 4 - Second hand Furniture, Bedding and Clothing*

### **3.4.1 Prohibition on Sale**

A person shall not offer for sale or sell any second hand furniture, bedding or clothing which is filthy or infested with vectors of disease.

### 3.4.2 Prohibition of Possession

A dealer in second hand furniture, bedding or clothing shall not have on any premises used for the operation of the business any second hand furniture, bedding or clothing which is filthy or infested with vectors of disease.

#### *Division 5 - Morgues*

### 3.5.1 Licensing of Morgues

(1) All non-government morgues shall be licensed pursuant to the provisions of this Clause.

(2) The annual fee for a licence for a place for the temporary reception and keeping of the bodies of the dead awaiting burial or cremation shall be the fee as fixed from time to time by local government under section 344C of the Act.

(3) An application for a morgue licence shall be in the form set out in Schedule 1.

(4) A licence shall:-

(a) be in the form as determined by the local government from time to time; and

(b) expire **on 30 June** after the date of its issue.

(5) A licence shall not be granted in respect of any premises unless-

(a) provision has been made for the keeping of the bodies of the dead at a temperature not exceeding zero degrees Celsius;

(b) the walls are constructed of stone or brickwork or other approved material;

(c) the interior surface of all walls is covered with glazed tiles or is rendered impervious so as to be non-absorbent and washable;

(d) all floors are constructed of impervious material, having a fall to an outlet discharging over a trapped gully; and

(e) the premises are adequately ventilated by direct communication with the outside air.

## **PART 4 – WASTE FOOD AND LIQUID REFUSE**

### *Division 1 – Liquid Refuse*

#### **4.1.1 Definition**

In this division, unless the context otherwise requires:-

“**liquid refuse**” includes all washing’s from windows and vehicles, overflow, bleed off, condensate and drainage from air conditioning equipment including cooling towers and evaporative coolers and other liquid used for cooling purposes and swimming pool discharges; and

“**liquid waste**” means bathroom, kitchen, scullery and laundry wastes, all washing’s from animal and poultry pens and any other domestic or trade wastes that are discharged by means of a drain to a receptacle for drainage.

#### **4.1.2 Deposit of Liquid Refuse**

A person shall not deposit or cause or permit to be deposited liquid refuse or liquid waste:-

(a) on a street;

(b) in a stormwater disposal system; or

(c) on any land or place other than a place or depot duly authorised for that purpose.

#### **4.1.3 Disposal of Liquid Waste**

(1) The owner or occupier of premises shall:-



- (a) provide, by one of the methods prescribed in this clause, for the disposal of all liquid waste produced on the premises; and
  - (b) at all times maintain in good working order and condition any apparatus used for the disposal of liquid waste.
- (2) Liquid waste shall be disposed of by one of the following methods:-
- (a) discharging it into the sewerage system of a licensed water service operator in a manner approved by the licensed water service operator;
  - (b) discharging it into an apparatus for the treatment of sewage and disposal of effluent and liquid waste approved by the **Chief Health Officer**, Public Health or the local government;
  - (c) collection and disposal at an approved liquid waste disposal site in a manner approved by the **Chief health Officer** Public Health.

#### *Division 2 - Transport of Butchers' Waste*

##### **4.2.1 Definition**

In this Division, unless the context otherwise requires:-

“**butchers' waste**” includes animal skeletons and rib cages from a boning room and the inedible products of an abattoir.

##### **4.2.2 Restriction of Vehicles**

A person shall not use, for the transport of butchers' waste:-

- (a) a vehicle used for the transport of food or drugs; or
- (b) anything intended to be used for the packing or handling of food or drugs.

##### **4.2.3 Transport of Butchers' Waste**

(1) A person shall not transport butchers' waste otherwise than in:-

- (a) a compartment complying with the following specifications:-
  - (i) the floor and 4 walls to be made of an approved impervious material and the walls to be not less than 910 millimetres high;
  - (ii) all joints to be sealed, welded, soldered or brazed and made water-tight;
  - (iii) the loading doors, if any, to be water-tight and kept closed at all times except when loading; and
  - (iv) the top to be completely covered by a tarpaulin or other impervious sheet material approved by an **Authorised Officer**, carried over, and secured to the outside of the walls at least 300 millimetres from the top so as to keep the load out of sight of the public; or
- (b) a water-tight durable and impervious container fitted with a lid which can be tightly closed.

(2) A person shall not transport any butchers' waste in a vehicle unless the vehicle and its fittings, including the compartment or container referred to in this clause, are:-

- (a) maintained in good order and condition; and
- (b) thoroughly cleaned at the conclusion of each day's work.

(3) A person shall not load, transport, or unload butchers' waste in a manner that is or may be offensive due to:-

- (a) the sight of animal skeletons, bones, offal or waste matter;
- (b) the odour of putrefaction, offal or waste matter; or
- (c) the presence of blood and particles of flesh or fat dropping onto the surface of the street pavement or ground.

## **PART 5 - NUISANCES AND GENERAL**

### *Division 1 - Nuisances*

#### **5.1.1 Definition**

In this Division, unless the context otherwise requires “fertiliser” includes manure.

#### **5.1.2 Footpaths etc, to be kept clean**

An owner or occupier of premises shall maintain any footpath, pavement, area or right of way immediately adjacent to the premises, clear of any rubbish, matter or things coming from or belonging to the premises.

#### **5.1.3 Escape of Smoke etc.**

An owner or occupier of premises shall not cause or permit the escape of smoke, dust, fumes, offensive or foul odours, liquid waste or liquid refuse from the premises in such quantity or of such a nature as to cause or to be a nuisance.

#### **5.1.4 Public Vehicles to be kept clean**

The owner or person in control of a public vehicle shall:-

- (a) maintain the vehicle at all times:-
  - (i) in a clean condition; and
  - (ii) free from vectors of disease; and
- (b) whenever directed to do so by an **Authorised Officer**, thoroughly clean and disinfect the vehicle as directed.

#### **5.1.5 Prohibition against Spitting**

A person shall not spit:-

- (a) on a footpath, street or public place; or
- (b) in a train, bus or other public transport.

#### **5.1.6 Transportation, Use and Storage of Offal or Blood**

A person shall not transport or store offal or blood, for the purpose of being used as manure, unless it has been sterilised by steam and properly dried.

#### **5.1.7 Use or Storage of Fertiliser**

An owner or occupier of premises shall not use or keep for the purpose of use, as fertiliser any:-

- (a) pig manure;
- (b) human faeces; or
- (c) urine.

#### **5.1.8 Storage and Dispatch of Artificial Fertiliser**

An owner or occupier of premises where artificial fertiliser is stored in bulk for sale shall:-

- (a) keep all artificial fertiliser in a building
  - (i) of which the walls, floors and ceilings or undersides of the roof are constructed of durable and non-absorbent materials, finished internally with a smooth surface; and
  - (ii) free from damp and properly ventilated;
- (b) take proper precautions to prevent the emission of dust or offensive effluvia from the building; and
- (c) ensure that all artificial fertiliser despatched from the premises is packed in such a manner as to prevent any nuisance arising during transit.

#### **5.1.9 Storage of Fertiliser in a Dwelling House**

The owner or occupier of a dwelling house where fertiliser or compost is stored or used shall:-

- (a) prevent the escape of odours, dust or particles of fertiliser or compost;
- (b) treat the fertiliser or compost in such a manner as to effectively prevent it attracting or being a breeding place for flies or other vectors of disease; and
- (c) store only such amounts of fertiliser or compost:-
  - (i) as can be readily used within a reasonable period; or
  - (ii) as may be directed by an **Authorised Officer**.

#### *Division 2 - Keeping of Animals*

##### **5.2.1 Cleanliness**

An owner or occupier of premises in or on which a dog, cat or other animal or bird is kept shall:-

- (a) keep the premises free from excrement, filth, food waste and all other matter which is or is likely to become offensive or injurious to health or to attract rats or other vectors of disease;
- (b) when so directed by an **Authorised Officer**, clean and disinfect the premises; and
- (c) keep the premises, so far as possible, free from flies or other vectors of disease, by spraying with a residual insecticide or other effective means.

##### **5.2.2 Animal Enclosures**

(1) A person shall not keep or cause or permit to be kept any animals or birds on premises which are not effectively drained or of which the drainage flows to the walls or foundations of any building.

(2) The owner or occupier of premises where animals or birds are kept shall, when directed by an **Authorised Officer**, pave, grade and drain the floors of all structures and the surface of the ground of all enclosures used for the keeping of animals or birds.

##### **5.2.3 Slaughter of Animals**

(1) Subject to subclause (2), a person, unless exempted under Regulation 5 of the *Health (Meat Hygiene) Regulations 2001*, shall not slaughter any animal within the district.

(2) Subclause (1) does not apply to:-

- (a) euthanasia of animals by veterinarians or other duly authorised persons;
- (b) slaughter of animals for the purposes of pet meat and game meat operations; and
- (c) slaughter of animals for human consumption in abattoirs approved by the local government.

##### **5.2.4 Disposal of Dead Animals**

(1) An owner or occupier of premises on which there is a dead animal, shall immediately remove the carcass and arrange for its disposal at an approved disposal site.

(2) An owner, or a person having the care of any animal that dies or is killed in a public or private place, shall as soon as possible remove the carcass and arrange for its disposal at an approved disposal site, except it may be buried on broadacre farmland by the owner.

#### *Division 3 - Keeping of Large Animals*

##### **5.3.1 Definition**

In this Division, unless the context otherwise requires:-

- “**approved animal**” means a horse, cow or large animal the subject of an approval by local government under clause 5.3.2;
- “**cow**” includes an ox, calf or bull;
- “**horse**” includes an ass, mule, donkey or pony;
- “**large animal**” includes a pig, sheep, goat, alpaca or llama;
- “**stable**” means any building in which a horse is stabled or kept and includes any shed, loose box, stall or shelter used for the keeping, stabling, feeding, watering, grooming, sheltering, shoeing or veterinary treatment of horses; and
- “**paddock**” means an area of land in excess of 2000m<sup>2</sup> which is a single parcel of land within a fence on all boundaries.

### 5.3.2 Stables

- (1) An owner or occupier of premises shall not keep a horse, cow or large animal on properties of less than 4 hectares within a townsite without the written approval of the local government.
- (2) An owner or occupier of premises who has approval to keep a horse, cow or large animal shall provide for its use a stable, unless exempted by the local government, which shall:-
  - (a) not be situated within 15 metres of a house or other premises;
  - (b) have a proper separate stall:-
    - (i) for each horse or cow; and
    - (ii) the floor area of which shall be a minimum of 6 square metres;
  - (c) have each wall and roof constructed of an impervious material;
  - (d) have on all sides of the building between the wall and the roof, a clear opening of at least 150 millimetres in height;
  - (e) subject to subclause (3), have a floor, the upper surface of which shall:-
    - (i) be raised at least 75 millimetres above the surface of the ground;
    - (ii) be constructed of cement, concrete or other similar impervious material; and
    - (iii) have a fall of 1 in 100 to a drain, which shall empty, into a trapped gully situated outside the stable and shall discharge in a manner approved by an **Authorised Officer**.
- (3) A stable constructed with a sand floor may be permitted by the local government, subject to the following:-
  - (a) the site must be well drained with the highest known water table at least 1.5 metres below the sand floor level, which may be achieved artificially;
  - (b) sand, whether natural or imported, must be clean, coarse and free from dust;
  - (c) footings to each stable shall be a minimum of 450mm below ground level;
  - (d) the stable design must allow for the access of small earth moving machinery, such as a skid steer loader, into each individual stall, to maintain the correct floor height;
  - (e) the minimum floor area of each stall shall not be less than 28 square metres and walls shall not be less than 3 metres vertically or 4 metres horizontally;
  - (f) the roofed area of each stall shall not be less than 50 percent of the floor area of the stall.
- (4) The owner or occupier of premises on which a stable is located shall:-
  - (a) maintain the stable in a clean condition and clean, wash and disinfect it when so directed by an **Authorised Officer**;
  - (b) keep all parts of the stable so far as possible free from flies or other vectors of disease by spraying with a residual insecticide or other effective means; and
  - (c) when so ordered by an **Authorised Officer**, spray the stable, or such parts as

may be directed, with a residual insecticide.

### 5.3.3 Registration of Stables

- (1) The owner or occupier of a property of less than 4 hectares **within a townsite** on which a stable is located shall:-
- apply to the local government for an "Application For Registration of a Stable" in the form set out in Schedule 2;
  - pay to local government the annual registration fee as fixed from time to time by local government under section 344C of the Act.
- (2) A certificate of registration issued by the local government shall:-
- be in the form of "Certificate Of Registration of a Stable" set out in Schedule 3;
  - expire on the **30 June** next after the date of its issue.
- (3) The local government may cancel the registration of a stable during the currency of its registration for any of the following reasons:-
- if in its opinion the premises upon which the stable is located are not being maintained in good repair; or
  - the owner or occupier has been convicted of an offence under these local laws in respect of the stable.

### 5.3.4 Proximity of Animals to a Dwelling House

The owner or occupier of premises shall not permit an approved animal to approach within 15 metres of a dwelling house.

### 5.3.5 Manure and Chaff Receptacles

An owner or occupier of premises on which an approved animal is kept shall:-

- provide in a position convenient to the stable, a receptacle for manure, constructed of smooth, impervious and durable materials, provided with a tight-fitting hinged cover, and with no part of the floor lower than the surface of the adjoining ground;
- keep the lid of the receptacle closed except when manure is being deposited or removed;
- cause the receptacle to be emptied at least once a week and as often as may be necessary to prevent it becoming offensive or a breeding place for flies or other vectors of disease;
- keep the receptacle so far as possible free from flies or other vectors of disease by spraying with a residual insecticide or other effective means; and
- cause all manure produced on the premises to be collected daily and placed in the receptacle.
- provide an impervious, rodent proof receptacle for the storage of all chaff or grain which is stored on the premises.

### 5.3.6 Horse Stocking Rates

- No person shall keep more than 1 horse per 4000 square metres of paddock, unless otherwise approved by the local government;
- No person shall paddock or stable more than 10 horses on any land without having obtained the permission of the local government;
- In relation to the equine precinct, this matter will be covered by the local government's Town Planning Scheme.

## *Division 4 - Keeping of Poultry and Pigeons*

### 5.4.1 Definition

In this Division, unless the context otherwise requires:-

“poultry” includes fowls, peafowls, turkeys, geese, ducks and other domestic fowls;

#### 5.4.2 Limitation on Numbers of Poultry and Pigeons in a townsite.

(1) An owner or occupier of premises:-

(a) who is not an Affiliated Person, shall not keep a combined total of more than 20 poultry and pigeons; and

(b) who is an Affiliated Person, shall not keep a total of more than 50 pigeons and poultry, on any one lot of land.

(2) In this clause, “Affiliated Person” means a person who is a member of pigeon club, caged bird club, poultry breeding club or poultry breeding society which is an incorporated body under the *Associations Incorporation Act 1987*.

(3) An owner or occupier of a premises is required to obtain approval from the Local Government to keep more than 50 pigeons or poultry, on any one lot of land.

#### 5.4.3 Conditions of Keeping Poultry

A person who keeps poultry or permits poultry to be kept shall ensure that-

(a) no poultry is able to approach within 15 metres of a dwelling house, public building or premises where people are employed or where food is stored, prepared, manufactured or sold;

(b) all poultry is kept in a properly constructed and securely fastened structure or enclosure;

(c) the structure or enclosure is in a yard having an otherwise unobstructed area of at least 30 square metres;

(d) no poultry is able to approach within 18 metres of a street other than a right of way unless, in the case of land at the junction of two or more streets, local government has approved a lesser distance; and

(e) no poultry is able to approach within 1.2 metres of any side or rear boundary of the premises.

#### 5.4.4 Roosters

(1) An owner or occupier of premises in a townsite shall not:-

(a) without the written approval of an Authorised Officer; or

(b) except in accordance with any conditions imposed by an Authorised Officer in connection with the approval under paragraph (a), keep or permit a rooster to be kept on the premises.

(2) An Authorised Officer may, upon written application, grant approval with or without conditions to the owner or occupier of premises to keep on the premises a specified number of roosters.

#### 5.4.5 Pigeons or Doves

A person who keeps, or permits to be kept, pigeons or doves shall ensure that:-

(a) none is able to approach within 15 metres of a dwelling, public building or premises where people are employed or where food is stored, prepared, manufactured or sold; and

(b) except where registered homing pigeons are freed for exercise, the pigeons or doves are kept in a properly constructed pigeon loft or dove cote that is in a yard having an otherwise unobstructed area of at least 30 square metres.

#### 5.4.6 Removal of Non-Conforming Structure or Enclosure

(1) If a structure or enclosure is used for the keeping of poultry or of pigeons or doves contrary to the provisions of clauses 5.4.3 and 5.4.5, an Authorised Officer may direct

the owner or occupier to remove it.

(2) An owner or occupier shall comply with a direction from an **Authorised Officer**, made under this clause.

#### 5.4.7 Restrictions on Pigeon Nesting or Perching

(1) The local government may order an owner or occupier of a house in or on which pigeons are, or are in the habit of, nesting or perching to take adequate steps to prevent them continuing to do so.

(2) An owner or occupier shall comply with a local government order made under this clause.

#### 5.4.8 Restrictions on Feeding Wild Birds

A person shall not feed a pigeon, dove, seagull, ibis, raven or other wild bird, so as to cause a nuisance or be injurious or dangerous to health.

### Division 5—Keeping of Feedlots

#### 5.5.1 Definition

In this Division, unless the context otherwise requires—

“**feedlot**” means a confined area with watering and feeding facilities where animals or birds are held and fed for the purpose of weight gain;

“**animal**” includes sheep, lambs, goat, deer, cattle and buffalo;

“**birds**” includes roosters, hens, geese, turkeys and ducks, poultry, emus and ostriches.

#### 5.5.2 Premises to be approved

(1) No premises shall be used as a feedlot unless approved by local government;

(2) Subject to subsection (3), no premises shall be approved as a feedlot by the local government unless every portion of such feedlot complies with the minimum distances in Table 1; and

(3) Sites unable to satisfy the separation requirements may be approved at the discretion of the local government, if the local government is satisfied that approving the feedlot will not give rise to a health nuisance.

Table 1  
Required Buffer Distances for Feedlots

Buffer	Distances
Townsite Boundaries	5000m
Isolated rural dwellings, dairies and Industries	1000m
Public roads and recreation areas	100m
Neighbouring rural property boundaries	50m
Major water courses and water impoundment	300m
Bores, wells or soak wells used for drinking, stock or irrigation	300m
Minor water courses	100m

#### 5.5.3 Site conditions

(1) The owner or occupier of the approved feedlot shall ensure the premises—

(a) is sited on gently sloping land no greater than 1.20 but not less than 1.100;

(b) is sited on soils composed of sandy loam soils with sufficient infiltration to

- avoid surface ponding or run-off;
  - (c) has a minimum groundwater clearance of 3 metres;
  - (d) drainage diverts all uncontaminated storm water from the general waste stream;
  - (e) has solid and liquid waste disposal arrangements that are not offensive or injurious to health.
- (2) The owner or occupier of the approved feedlot shall take effective measures to prevent the discharge of dust, which may involve—
- (a) reducing stocking rate immediately to a level that does not cause the discharge of dust; or
  - (b) stabilisation of the soil surface to a level that does not cause the discharge of dust; or
  - (c) provision of adequate windbreaks to effectively prevent the discharge of dust.

*Division 6—Piggeries*

**5.6.1 Definition**

In this Division, unless the context otherwise requires—

“**intensive piggery**” means pigs are housed, fed and watered in breeding and growing sheds;

“**piggery**” in relation of premises shall include any portion of premises to which pigs have access.

**5.6.2 Premises to be approved**

- (1) No premises shall be used as a piggery unless approved by the local government.
- (2) Subject to subsection (3), no premises shall be approved as a piggery by the local government, unless every portion of such piggery complies with the minimum separation distances listed in Table 2, or if it is an intensive piggery, the minimum distances listed in Table 3; and
- (3) Sites unsuitable to satisfy the separation requirements may be approved at the discretion of the local government, if the local government is satisfied that approving the piggery will not give rise to a health nuisance.

*Table 2*  
**Required Buffer Distances for Piggeries**

<b>Buffer</b>	<b>Distances</b>
Townsite Boundaries	5000m
Isolated rural dwellings, dairies and industries	1000m
Public roads and recreation areas	100m
Neighbouring rural property boundaries	100m
Major water courses and water impoundment	300m
Bores, wells or soak wells used for drinking, stock or irrigation	300m
Minor water courses	100m

**5.6.3 Site Conditions**

The owner or occupier of premises shall take effective measures to prevent the discharge of dust which may involve—

- (a) reducing stock rate immediately to a level that does not cause the discharge of dust; or
- (b) stabilisation of the soil surface to a level that does not cause the discharge of dust; or



(c) provision of adequate windbreaks to effectively prevent the discharge of dust.

#### 5.6.4 Prevention of Nuisances

In order to prevent dust, offensive fumes and effluent becoming a nuisance to the health of the inhabitants of the district, an intensive piggery shall comply with the minimum separation distances listed in Table 3.

*Table 3*  
**Required Buffer Distances for Intensive Piggeries**

	Townsite boundaries	Isolated rural dwellings, dairies, industries	Public roads, recreation areas	Neighbouring rural property boundaries	Surface water supply catchments	Water courses/ rural water impoundments	Bores/wells Soaks drinking water supply
Piggeries and facilities catering for more than 5000 pigs	5 0 0 0 m	300m	200m	100m	Not permitted	300m	300m
500—5000 pigs	3500m	300m	150m	100m	Not permitted	300m	300m
50—499 pigs	2000m	300m	100m	50m	Not permitted	300m	300m
Less than 50 pigs	500m	300m	50m	30m	Not permitted	200m	300m
Land used to dispose of raw or partly treated wastes	1000m 300m	300m	100m	50m	Not permitted	300m	300m
Land used to dispose of effectively treated wastes	200m	50m	50m	20m	Not permitted	100m	100m

## PART 6 - PEST CONTROL

### *Division 1 - Flies*

#### 6.1.1 Definition

In this Division, unless the context otherwise requires:-

“flies” means any of the two-winged insects constituting the order Diptera commonly known as flies.

#### 6.1.2 Fly breeding matter not to be left on Premises unless Covered or Treated

An owner or occupier of premises shall not place, throw or leave, or permit or cause to

be placed, thrown or left in, on or about the premises any matter or thing which is liable to attract or be a breeding place for flies, unless that matter or thing is covered, protected, treated or dealt with in such a manner as to effectively prevent it from attracting or being a breeding place for flies.

#### **6.1.3 Measures to be taken by an Occupier**

An owner or occupier of premises shall ensure that:-

- (a) rubbish receptacles are kept clean and tightly sealed at all times except when refuse is being deposited or emptied;
- (b) food scraps and uneaten pet food are wrapped tightly and deposited in a rubbish receptacle without delay;
- (c) lawn clippings used on gardens as mulch are raked out thinly;
- (d) fertilisers are dug well into the soil;
- (e) compost heaps are kept well covered;
- (f) barbecues are kept clean and free from food scraps;
- (g) anything that is buried and may attract or be a breeding place for flies is covered with at least 100 millimetres of soil; and
- (h) excrement from pets is collected and properly disposed of without delay.

#### **6.1.4 Authorised Officer may give notice directing measures to be taken**

Where in the opinion of an Authorised Officer flies are prevalent or are breeding on any premises, an Authorised Officer may give to the owner or occupier of the premises notice in writing directing him or her to take, within the time specified in the notice, such measures as in the opinion of an Authorised Officer are necessary to:-

- (a) control the prevalence;
- (b) effect the eradication; or
- (c) effectively prevent the breeding;

of flies.

#### **6.1.5 Local government may Execute Work and Recover Costs**

(1) Where:-

- (a) a person is required under this Division or directed by a notice given under Clause 6.1.4, to execute any work; and
- (b) that person fails or neglects to comply with the requirement,

the local government may execute the work and may recover from that person the cost of executing the work in addition to any penalty for which that person may be liable under these local laws.

(2) The costs and expenses incurred by the local government in the execution of a power under subclause (1) may be recovered in a court of competent jurisdiction from the person referred to in subclause (1).

(3) The local government shall not be liable to pay compensation or damages of any kind to the person referred to in subclause (1) in relation to any action taken by the local government under this clause, other than compensation or damages for loss or damage suffered because the local government acted negligently or in breach of duty.

### *Division 2 - Mosquitoes*

#### **6.2.1 Definition**

In this Division, unless the context otherwise requires:-

“mosquitoes” means any of the two-winged insects constituting the family Diptera Culicidae commonly known as mosquitoes.

#### **6.2.2 Premises to be kept free of Mosquito Breeding Matter**

An owner or occupier of premises shall keep the premises free of:-

- (a) refuse; and
- (b) water located so as to be, liable to become the breeding place of mosquitoes.

#### **6.2.3 Measures to be taken by an Owner or Occupier**

An owner or occupier of premises:-

- (a) where there is a fountain, pool, pond or excavation of any kind which contains water suitable for the breeding of mosquitoes, shall keep the water:-
  - (i) stocked with mosquito destroying fish; or
  - (ii) covered with a film of petroleum oil or other larvicide; and
- (b) where there is a water tank, well, cistern, vat or barrel, shall:-
  - (i) keep it protected with a mosquito-proof cover; and
  - (ii) screen all openings, other than the delivery exit, with wire mesh having openings no larger than 1.2 millimetres.

#### **6.2.4 Measures to be taken by Occupier**

An occupier of premises where water is kept in a horse trough, poultry drinking vessel or other receptacle shall:-

- (a) frequently change the water; and
- (b) keep the water clean and free from vegetable matter and slime.

#### **6.2.5 Removal of Undergrowth or Vegetation**

(1) Where it appears to an **Authorised Officer** that there is, on any premises, undergrowth or vegetation likely to harbour mosquitoes, he or she may direct, orally or in writing, the owner or occupier of the premises to cut down and remove within specified time the undergrowth or vegetation.

(2) An owner or occupier of premises shall comply with a direction from, and within the time allowed by, an **Authorised Officer** under this clause.

#### **6.2.6 Filling in Excavations etc.**

Unless written permission to the contrary is obtained from the local government, a person who cuts turf or removes soil or other material from any land shall forthwith ensure that each excavation is filled in with clean sound material and made level with the surrounding surface.

#### **6.2.7 Drains, Channels and Septic Tanks**

An owner or occupier of land shall:-

- (a) cause all drains and channels in or on the land to be kept in good order and free from obstruction; and
- (b) where a septic tank is installed on the land:-
  - (i) apply an approved larvicide according to the directions on the container, into the septic tank system, whenever directed to do so by an **Authorised Officer**.
  - (ii) provide, and keep in sound condition at all times, wire mesh having openings no larger than 1.2 millimetres covering any inlet vent to the tank.

#### **6.2.8 Drainage of Land**

An owner or occupier of land upon which there is water liable to become a breeding place for mosquitoes shall, when required by the local government, effectively drain the land and, for that purpose, shall:-

- (a) make or provide drains on the land;

- (b) remove all irregularities in the surface of the land;
- (c) if necessary, adjust the surface of the land or raise the level of the surface in such a manner that:-
  - (i) the water on the land may flow into the drains without obstruction; and
  - (ii) no water shall remain on any portion of the land other than the drains; and
- (d) keep all drains in good order and free from obstruction.

#### *Division 3 - Rodents*

##### **6.3.1 Definition**

In this Division, unless the context otherwise requires:-

“**rodents**” means those animals belonging to the order Rodentia and includes rats and mice but does not include animals (other than rats) kept as pets in an enclosure designed for the purpose of keeping as pets animals of that kind.

##### **6.3.2 Measures to be taken to eradicate Rodents**

- (1) An owner or occupier of premises shall at all times take effective measures to eradicate any rodents in or on the premises.
- (2) Without limiting the generality of subclause (1), an owner or occupier of premises, whenever there are indications of the presence of rodents in, on or about the premises, and while such indications continue, shall:-
  - (a) take effective measures to keep the premises free from rodents including:-
    - (i) protecting food stuffs;
    - (ii) using a rodenticide bait or a properly baited trap; and
    - (iii) preventing rodents having access to water on the premises;
  - (b) inspect daily each rodenticide bait or trap used and, whenever a rodent is found, shall:-
    - (i) if it is not already dead, kill it immediately; and
    - (ii) dispose of the carcass in such a manner as will not create a nuisance; and
  - (c) take whatever measures for the eradication of rodents as an **Authorised Officer** may from time to time direct.

##### **6.3.3 Waste food etc. to be kept in rodent proof Receptacles**

A person must not store, or allow to be stored, on any premises, any food, refuse or other waste matter unless it is contained in a rodent proof receptacle or compartment.

##### **6.3.4 Restrictions on materials affording harbourage for Rodents**

- (1) An owner or occupier of premises shall cause:-
  - (a) any part of the premises; or
  - (b) any material, sewer, pipe or other thing in or on the premises,that might afford access or harbourage to rodents to be altered, repaired, protected, removed or otherwise dealt with so as to prevent it being used as access for, or harbourage of, rodents.
- (2) An **Authorised Officer** may direct, orally or in writing, an owner or occupier of premises to take whatever action that, in the opinion of an **Authorised Officer**, is necessary or desirable to prevent or deter the presence of rodents in or on the premises.
- (3) An owner or occupier shall, within the time specified, comply with any direction given by an **Authorised Officer** under this clause.

##### **6.3.5 Food premises, etc. to be cleaned after Use**

An owner or occupier of a food premises, theatre or place of entertainment, whether indoor or outdoor, shall cause the premises to be cleaned immediately after the last occasion on which the premises have been used on that day or, if the use extends after midnight, then immediately after that use.

#### **6.3.6 Restrictions on the Sale or Keeping of Rats**

- (1) Subject to subclause (2) an owner or occupier of premises shall not, on or from those premises:-
- (a) keep or permit to be kept a rat; or
  - (b) sell or offer for sale or permit to be sold or offered for sale a rat.
- (2) Subclause (1) shall not prevent the keeping of rats for the purpose of scientific or medical research on premises owned or occupied by:-
- (a) a university or school;
  - (b) a person approved by the local government; or
  - (c) a public hospital or a private hospital within the meaning of those expressions in the *Hospital and Health Services Act 1927*.
- (3) A person or body specified in subclause (2) which keeps rats for the purpose of scientific or medical research shall:-
- (a) at all times ensure that all live rats are kept in the effective control of a person or in locked cages; and
  - (b) if a rat escapes, forthwith comply with the requirements of clause 6.3.2 and ensure that all reasonable steps are taken to destroy the rat.

#### *Division 4 - Cockroaches*

##### **6.4.1 Definition**

In this Division, unless the context otherwise requires:-

“**cockroach**” means any of the various orthopterous insects commonly known as cockroaches.

##### **6.4.2 Measures to be taken to eradicate Cockroaches**

- (1) An owner or occupier of premises shall take effective measures to eradicate any cockroaches in or on the premises.
- (2) Without limiting the generality of subclause (1), an owner or occupier of premises, whenever there are any indications of the presence of cockroaches in, on or about the premises, and while such indications continue, shall take effective measures to keep the premises free from cockroaches including:-
- (a) washing and storing, immediately after use, cooking and eating utensils;
  - (b) wrapping and depositing in a rubbish receptacle without delay all food scraps, uneaten pet food and garbage;
  - (c) properly treating the premises with an insecticide, taking care not to harm the safety of humans and pets or to contaminate food or cooking or eating utensils; and
  - (d) whenever required by an **Authorised Officer**, treating any area with baits or other methods to eradicate cockroaches.

#### *Division 5 - Argentine Ants*

##### **6.5.1 Definition**

In this Division, unless the context otherwise requires:-

“**Argentine Ant**” means an ant belonging to the species *Irdomyrmex humilis*.

#### 6.5.2 Measures to be taken to keep premises free from Argentine Ants

An owner or occupier of premises shall ensure that the premises are kept free from Argentine Ant colonies and shall:-

- (a) immediately notify the local government of any ant nest located on the premises suspected to be an Argentine Ant nest;
- (b) take all steps to locate any nests if Argentine Ants are noticed in, on or about the premises;
- (c) properly treat all nests of Argentine Ants with an approved residual based insecticide; and
- (d) whenever required by an **Authorised Officer**:-
  - (i) treat any area or infestation with an insecticide referred to in paragraph (c); and
  - (ii) remove any objects, including timber, firewood, compost or pot plants in accordance with a direction from an **Authorised Officer**.

#### *Division 6 - European Wasps*

##### 6.6.1 Definition

In this Division, unless the context otherwise requires:-

“**European Wasp**” means a wasp *Vespula germanica*.

#### 6.6.2 Measures to be taken to keep premises free from European Wasp Nest

An owner or occupier of premises shall ensure that the premises are kept free from European Wasp nests and shall:-

- (a) immediately notify the local government of any wasp nest in, on or about the premises that is suspected to be a European Wasp nest;
- (b) follow any direction of an **Authorised Officer** for the purpose of destroying the wasps and their nest; and
- (c) assist an **Authorised Officer**, or his or her representative, to trace any nest that may be present in, on or about the premises.

#### *Division 7 - Bee Keeping*

##### 6.7.1 Definition

In this Division, unless the context otherwise requires:-

- “**bee**” means an insect belonging to any of the various hymenopterous insects of the super family Apoidea and commonly known as a bee;
- “**footpath**” includes a path used by, or set aside or intended for use by, pedestrians, cyclists or both pedestrians and cyclists;
- “**hive**” means a moveable or fixed structure, container or object in which a colony of bees is kept;
- “**lot**” has the meaning given to it in the *Planning and Development Act 2005*; and
- “**private street**” has the meaning given to it by the *Local Government (Miscellaneous Provisions) Act 1960*.

##### 6.7.2 Limitation on numbers of Hives

- (1) A person shall not keep or permit the keeping of bees except on a lot in accordance with this Division.
- (2) Subject to subclause (3) and (4), a person shall not keep or permit the keeping of bees in more than 2 hives on a lot.
- (3) The local government may, upon written application, consent, with or without

conditions, to a person keeping bees in more than 2 hives on a lot which is not zoned or classified for residential purposes.

(4) A person shall comply with any conditions imposed by the local government under subclause (3).

#### **6.7.3 Restrictions on keeping of Bees in Hives**

A person shall not keep or permit the keeping of bees in a hive on a lot unless, at all times:-

- (a) an adequate and permanent supply of water is provided on the lot within 10 metres of the hives;
- (b) the hive is kept:-
  - (i) outside, and at least 10 metres from, any building other than a fence;
  - (ii) at least 10 metres from any footpath, street, private street or public place; and
  - (iii) at least 5 metres from the boundary of the lot; and
- (c) the hive is enclosed on all sides by a fence, wall or other enclosure.

#### **6.7.4 Bees which cause a nuisance not to be kept**

(1) A person shall not keep, or permit the keeping of, bees which cause a nuisance.

(2) The local government may direct any person to remove any bees or beehives which in the opinion of an **Authorised Officer** are causing a nuisance.

(3) A person shall comply with a direction under subclause (2), within the time specified.

### *Division 8 - Arthropod Vectors of Disease*

#### **6.8.1 Definition**

In this Division, unless the context otherwise requires:-

“arthropod vectors of disease” includes: -

- (a) fleas (*Siphonaptera*);
- (b) bedbugs (*Cimex lectularius*);
- (c) crab lice (*Phthirus pubis*);
- (d) body lice (*Pediculus humanus var.corporis*); and
- (e) head lice (*Pediculus humanus var.capitis*).

#### **6.8.2 Responsibility of the Owner or Occupier**

The owner or occupier of premises shall:-

- (a) keep the premises and any person residing in or on the premises, free from any arthropod vectors of disease; and
- (b) comply with the direction of an **Authorised Officer** to treat the premises, or anything on the premises, for the purpose of destroying any arthropod vectors of disease.

## **PART 7 - INFECTIOUS DISEASES**

### *Division 1 - General Provisions*

#### **7.1.1 Authorised Officer may visit, inspect and report**

An **Authorised Officer** :-

- (a) may visit and inspect any house, its occupants, fixtures and fittings; and
- (b) who has reason to believe that there has been a breach of the Act, any regulation made under the Act or these local laws relating to infectious diseases, shall, as soon as possible, submit a written report on the matter to

the local government.

#### **7.1.2 Requirements on owner or occupier to clean, disinfect and disinfect**

(1) The local government or an **Authorised Officer** may, by notice in writing, direct an owner or occupier of premises, within the time and in the manner specified in the notice, to clean, disinfect and disinfect:-

- (a) the premises; or
- (b) such things in or on the premises as are specified in the notice or both, to the satisfaction of the **Authorised Officer**.

(2) An owner or occupier shall comply with a notice given under subclause (1).

#### **7.1.3 Authorised Officer may disinfect or disinfect premises**

(1) Where the local government or the Medical Officer is satisfied that any case of infectious disease has occurred on any premises, the local government or the Medical Officer may direct an **Authorised Officer**, other local government officer or other person to disinfect and disinfect the premises or any part of the premises and anything in or on the premises.

(2) An owner or occupier of premises shall permit, and provide access to enable, an **Authorised Officer**, other local government officer or other person to carry out the direction given under subclause (1).

(3) The local government may recover, in a court of competent jurisdiction, the cost of carrying out the work under this clause from the owner or occupier of the premises in or on which the work was carried out.

(4) The local government shall not be liable to pay compensation or damages of any kind to the owner or occupier of premises in relation to any action taken by the local government or any of its staff or employees under this clause, other than compensation or damages for loss or damage suffered because the local government acted negligently or in breach of duty.

#### **7.1.4 Insanitary houses, premises and things**

(1) An owner or occupier of any house or premises shall maintain the house or premises free from any insanitary condition or thing.

(2) Where the local government considers that a house is insanitary, it may, by notice in writing, direct an owner of the house, within the time and in the manner specified in the notice, to destroy or amend the house.

(3) Where an **Authorised Officer** considers that:-

- (a) a house or premises is not being maintained in a sanitary condition; or
- (b) any thing is insanitary,

an **Authorised Officer** may, by notice in writing, direct, as the case may be -

- (i) the owner or occupier of the house or premises to amend any insanitary condition; or
- (ii) the owner or occupier of the thing to destroy or amend it,

within the time and in the manner specified in the notice.

(4) A person to whom a notice has been given under subclauses (2) or (3) shall comply with the terms of the notice.

#### **7.1.5 Medical Officer may authorise disinfecting**

(1) Where the Medical Officer believes that a person is or may be infected by an infectious disease, the Medical Officer may direct the person to have his or her body, clothing and effects disinfected at a place and in a manner directed by the Medical Officer.

(2) A person shall comply with any direction of the Medical Officer under this clause.



#### **7.1.6 Persons in contact with an infectious disease sufferer**

If a person in any house is, or is suspected of, suffering from an infectious disease, any occupant of the house or any person who enters or leaves the house:-

- (a) shall obey such instructions or directions as the local government or the Medical Officer may issue;
- (b) may be removed, at the direction of the local government or the Medical Officer to isolation in an appropriate place to prevent or minimise the risk of the infection spreading; and
- (c) if so removed, shall remain in that place until the Medical Officer otherwise directs.

#### **7.1.7 Declaration of infected house or premises**

- (1) To prevent or check the spread of infectious disease, the local government or the Medical Officer may from time to time declare any house or premises to be infected.
- (2) A person shall not enter or leave any house or premises declared to be infected without the written consent of the Medical Officer or an **Authorised Officer**.

#### **7.1.8 Destruction of infected animals**

(1) An **Authorised Officer**, upon being satisfied that an animal is or may be infected or is liable to be infected or to convey infection may, by notice in writing, direct that the animal be examined by a registered veterinary officer and all steps taken to enable the condition to be controlled or eradicated or the animal destroyed and disposed of:-

- (a) in the manner and within the time specified in the notice; and
- (b) by the person in whose possession, or upon whose premises, the animal is located.

(2) A person who has in his or her possession or upon premises occupied by him or her, an animal which is the subject of a notice under subclause (1), shall comply with the terms of the notice.

#### **7.1.9 Disposal of a body**

(1) An occupier of premises in or on which is located the body of a person who has died of an infectious disease shall, subject to subclause (2), cause the body to be buried or disposed of in such manner, within such time and with such precautions as may be directed by the Medical Officer.

(2) A body shall not be removed from premises where death occurred except to a cemetery or morgue.

#### **7.1.10 Local government may carry out work and recover costs**

(1) Where:-

- (a) a person is required under this Division or by a notice given under this Division, to carry out any work; and
- (b) that person fails or neglects to comply with the requirement,

that person commits an offence and the local government may carry out the work or arrange for the work to be carried out by another.

(2) The costs and expenses incurred by the local government in the execution of a power under this clause may be recovered in a court of competent jurisdiction from the person referred to in subclause (1)(a).

(3) The local government shall not be liable to pay compensation or damages of any kind to the person referred to in subclause (1)(a) in relation to any action taken by the local government under this clause, other than compensation or damages for loss or damage suffered because the local government acted negligently or in breach of duty.

*Division 2 - Disposal of used condoms and needles*

**7.2.1 Disposal of used condoms**

(1) An occupier of premises on or from which used condoms are produced shall ensure that the condoms are:-

- (a) placed in a sealed impervious container and disposed of in a sanitary manner; or
- (b) disposed of in such a manner as may be directed by an **Authorised Officer**.

(2) A person shall not dispose of a used condom in a public place except in accordance with subclause (1).

**7.2.2 Disposal of used needles**

A person shall not dispose of a used hypodermic syringe or needle in a public place unless it is placed in an impenetrable, leak-proof container and deposited in a refuse receptacle.

**PART 8 - LODGING-HOUSES**

*Division 1 - Registration*

**8.1.1 Definition**

(1) In this Part, unless the context otherwise requires:-

“**bed**” means a single sleeping berth only, and a double bed provided for the use of couples has the same floor space requirements as two single beds;

“**bunk**” means a sleeping berth comprising one of two arranged vertically;

“**dormitory**” means a building or room utilised for sleeping purposes at a short term hostel or a recreational campsite;

“**Food Standards Code**” means the Australian New Zealand Food Standards Code as defined in the *Commonwealth Food Standards Australia New Zealand Act 1991*.

“**keeper**” means a person whose name appears on the register of keepers, in respect of a lodging house, as the keeper of that lodging-house;

“**lodger**” means a person who obtains, for hire or reward, board or lodging in a lodging-house;

“**lodging-house**” includes a recreational campsite, a serviced apartment and a short term hostel;

“**manager**” means a person duly appointed by the keeper in accordance with this Division to reside in, and have the care and management of, a lodging-house;

“**recreational campsite**” means a lodging-house:-

(a) situated on a campsite principally used for:-

- (i) recreational, sporting, religious, ethnic or educational pursuits; or
- (ii) conferences or conventions; and

(b) where the period of occupancy of any lodger is not more than 14 consecutive days, and includes youth camps, youth education camps, church camps and riding schools;

“**register of lodgers**” means the register kept in accordance with section 157 of the Act and this Part;

“**resident**” means a person other than a lodger, who resides in a lodging-house;

“**serviced apartment**” means a lodging-house in which each sleeping apartment, or group of sleeping apartments in common occupancy, is provided with its own sanitary conveniences and may have its own cooking facilities;

“**short term hostel**” means a lodging-house where the period of occupancy of any

lodger is not more than 14 consecutive days and includes a youth hostel or a backpacker hostel;

“**vector of disease**” means an arthropod or rodent that transmits, by biological or mechanical means, an infectious agent from a source or reservoir to a person, and includes fleas, bedbugs, crab lice, body lice and head lice.

(2) Where in this Part an act is required to be done or forbidden to be done in relation to any lodging- house, the keeper of the lodging-house has, unless the contrary intention appears, the duty of causing the act to be done, or of preventing the act so forbidden from being done, as the case may be.

### **8.1.2 Lodging-house not to be kept unless registered**

A person shall not keep or cause, suffer or permit to be kept, a lodging-house unless:-

- (a) the lodging-house is constructed in accordance with the requirements of this Part;
- (b) the lodging-house is registered by the local government under clause 8.1.4;
- (c) the name of the person keeping or proposing to keep the lodging-house is entered in the register of keepers; and
- (d) either:-
  - (i) the keeper; or
  - (ii) a manager who, with the written approval of the CEO has been appointed by the keeper to have the care and management of the lodging-house, resides, or intends to reside, continuously in the lodging-house whenever there is one or more lodgers in the lodging-house.

### **8.1.3 Application for registration**

An application for registration of a lodging-house shall be:-

- (a) in the form prescribed in Schedule 4;
- (b) duly completed and signed by the proposed keeper; and
- (c) accompanied by:-
  - (i) the fee as fixed from time to time by the local government under section 344C of the Act ; and
  - (ii) detailed plans and specifications of the lodging-house.

### **8.1.4 Approval of application**

The local government may approve, with or without conditions, an application under clause 8.1.3 by issuing to the applicant a certificate in the form of Schedule 5.

### **8.1.5 Renewal of registration**

A person who keeps a lodging-house which is registered under this Part shall:-

- (a) during the month of June in each year apply to the local government for the renewal of the registration of the lodging-house; and
- (b) pay the fee as fixed from time to time by the local government under section 344C of the Act.

### **8.1.6 Notification upon sale or transfer**

If the owner of a lodging-house sells or transfers or agrees to sell or transfer the lodging-house to another person, he or she shall, within 14 days of the date of sale, transfer or agreement, give to the CEO, in the form of Schedule 6, written notice of the full name, address and occupation of the person to whom the lodging-house has been, or is to be, sold or transferred.

### **8.1.7 Revocation of registration**

- (1) Subject to subclause (3), the local government may, at any time, revoke the registration of a lodging-house for any reason which, in the opinion of the local government, justifies the revocation.
- (2) Without limiting the generality of subclause (1), the local government may revoke a registration upon any one or more of the following grounds:-
  - (a) that the lodging-house has not, to the satisfaction of the local government, been kept free from vectors of disease or in a clean, wholesome and sanitary condition;
  - (b) that the keeper has:-
    - (i) been convicted of an offence under this Part in respect of the lodging-house;
    - (ii) not complied with a requirement of this Part; or
    - (iii) not complied with a condition of registration;
  - (c) that the local government, having regard to a report from the Police Service, is satisfied that the keeper or manager is not a fit and proper person;
  - (d) that, by reason of alterations or additions or neglect to repair and renovate, the condition of the lodging-house is such as to render it, in the opinion of an **Authorised Officer**, unfit to remain registered.
- (3) Before revoking the registration of a lodging-house under this, the local government shall give notice to the keeper requiring him or her, within a time specified in the notice, to show cause why the registration should not be revoked.
- (4) Whenever the local government revokes the registration of a lodging-house, it shall give the keeper notice of the revocation and the registration is revoked as from the date on which the notice is served on the keeper.

#### *Division 2 - Construction and Use Requirements*

##### **8.2.1 General construction requirements**

The general construction requirements of a lodging-house shall comply with the Building Code.

##### **8.2.2 Sanitary conveniences**

- (1) A keeper shall maintain in good working order and condition and in convenient positions on the premises:-
  - (a) toilets; and
  - (b) bathrooms, each fitted with a hand wash basin, and either a shower or a bath.
- (2) A bathroom or toilet which is used as a private bathroom or toilet to the exclusion of other lodgers or residents does not fall under the provisions of subclause (1).
- (3) Each bath, shower and hand wash basin shall be provided with an adequate supply of hot and cold water.
- (4) The walls of each shower and bath shall be of an impervious material to a minimum height of 1.8 metres above the floor level.
- (5) Each toilet and bathroom shall:-
  - (a) be so situated, separated and screened as to ensure privacy;
  - (b) have a distinct sign displayed in a prominent position denoting the sex for which the toilet or bathroom is provided; and
  - (c) be provided with adequate electric lighting.
- (6) Paragraph (b) of subclause (5) does not apply to a serviced apartment.

##### **8.2.3 Laundry**

- (1) A keeper shall:-
  - (a) subject to subclause (2):-

- (i) in the case of a recreational campsite, provide on the premises a laundry consisting of at least one 45 litre stainless steel trough; and
  - (ii) in any other case, provide on the premises a laundry unit for each 15 lodgers;
  - (b) at all times maintain each laundry or laundry unit in a proper sanitary condition and in good repair;
  - (c) provide an adequate supply of hot and cold water to each wash trough, sink, or washing machine; and
  - (d) ensure that the floor area of each laundry or laundry unit is properly surfaced with an even fall to a floor waste.
- (2) An **Authorised Officer** may approve the provision of a reduced number of laundry units if suitable equipment of a commercial type is installed.
- (3) In this clause:-
- “laundry unit” means a group of facilities consisting of:-
- (a) a washing machine with a capacity of not less than 4 kilograms weight of dry clothing;
  - (b) one wash trough of not less than 36 litres capacity, connected to both hot and cold water;
  - (c) either an electric drying cabinet or not less than 30 metres of clothes line; and
  - (d) a hot water system that:-
    - (i) is capable of delivering an adequate supply of water at a temperature of at least 75°C for each washing machine provided with the communal facilities; and
    - (ii) has a delivery rate of not less than 0.076 litres per second to each washing machine.

#### 8.2.4 Kitchen

The keeper of a lodging-house shall provide in that lodging-house a kitchen which

- (a) has a minimum floor area of:-
  - (i) where lodgers prepare their own meals - 0.65 square metres per person;
  - (ii) where meals are provided by the keeper or manager - 0.35 square metres per person; or
  - (iii) where a kitchen and dining room are combined - 1 square metre per person, but in any case not less than 16 square metres;
- (b) has adequate:-
  - (i) food storage facilities and cupboards to prevent contamination of food, or cooking or eating utensils, by dirt, dust, flies or other vectors of disease; and
  - (ii) refrigerator space for storage of perishable goods;
- (c) complies with any of the requirements of Standard 3.2.3 of the Food Standards Code; and
- (d) has a hand wash basin and a double bowl sink, each provided with an adequate supply of hot and cold water.

#### 8.2.5 Cooking facilities

(1) The keeper of a lodging-house where lodgers prepare their own meals shall provide a kitchen with electrical, gas or other stoves and ovens approved by an **Authorised Officer** in accordance with the following table:-

No. of Lodgers	Ovens	4 Burner Stoves
1 -15	1	1

16 - 30	1	2
31 - 45	2	3
46 - 60	2	4
Over 60	2	4 + 1 for each additional 15 lodgers (or part thereof) over 60

(2) The keeper of a lodging-house where meals are provided by the keeper or manager shall provide a kitchen with cooking appliances of a number and type approved by an **Authorised Officer**.

#### 8.2.6 Dining room

The keeper of a lodging-house shall provide in that lodging-house a dining room:-

- (a) located in close proximity to, or combined with, the kitchen;
- (b) the floor area of which shall be not less than the greater of:-
  - (i) 0.5 square metres per person; or
  - (ii) 10 square metres; and
- (c) which shall be:-
  - (i) adequately furnished to accommodate, at any one time, half of the number of lodgers, and
  - (ii) provided with a suitable floor covering.

#### 8.2.7 Lounge room

The keeper of a lodging-house shall provide in that lodging-house, a lounge room:-

- (a) with a floor area of:-
  - (i) where the lounge is not combined with the dining room - not less than 0.6 square metres per person; or
  - (ii) where the lounge room is combined with a dining room - not less than 1.2 square metres per person,but in either case having a minimum of 13 square metres; and
- (b) which shall be:-
  - (i) adequately furnished to accommodate, at any one time, half of the number of lodgers;  
and
  - (ii) provided with a suitable floor covering.

#### 8.2.8 Fire Prevention and control

(1) A keeper shall:-

- (a) in each passage in the lodging-house, provide an emergency light:-
  - (i) in such a position, and of such a pattern, as approved by an **Authorised Officer**; and
  - (ii) which shall be kept separate from the general lighting system and kept illuminated during the hours of darkness;
- (b) ensure a fire blanket, of a type approved by an **Authorised Officer**, is positioned within 2 metres of the cooking area in each kitchen; and
- (c) ensure that each exit sign and fire fighting appliance is clearly visible, accessible and maintained in good working order at all times.

(2) A keeper shall ensure that all buildings comprising the lodging house are fitted with fire protection equipment in accordance with the Building Code.

#### 8.2.9 Obstruction of passages and stairways

A keeper shall not cause, suffer or permit furniture, fittings or other things to be placed

either temporarily or permanently in or on:-

- (a) a stairway, stair landing, fire-escape, window or common passageway; or
- (b) part of the lodging-house in common use or intended or adapted for common use,

in such a manner as to form an obstruction to the free passage of lodgers, residents or persons in or occupying the lodging-house.

#### **8.2.10 Fitting of locks**

A person shall not fit, or cause or permit to be fitted, to an exit door, a lock or other device which prevents the door being opened from within a lodging-house.

#### **8.2.11 Restriction on use of rooms for sleeping**

(1) Subject to subclause (3) and clause 8.3.10, a keeper shall not use or permit to be used as a sleeping apartment a room in a lodging-house:-

- (a) which contains food;
- (b) which contains or is fitted with a cooking appliance or kitchen sink;
- (c) which is used as a kitchen, scullery, storeroom, dining room, general sitting room or lounge room, or for the preparation or storage of food;
- (d) which is not reasonably accessible without passing through a sleeping or other room in the private occupation of another person;
- (e) which, except in the case of a short term hostel or a recreational campsite, contains less than 5.5 square metres of clear space for each lodger occupying the room;
- (f) which is naturally illuminated by windows having a ratio of less than 0.1 square metres of unobstructed glass to every 1.0 square metre of floor area;
- (g) which is ventilated at a ratio of less than 0.5 square metres of unobstructed ventilating area to every 10 square metres of floor area;
- (h) in which the lighting or ventilation referred to in paragraphs (f) and (g) is obstructed or is not in good and efficient order;
- (i) which is not free from internal dampness;
- (j) of which any part of the floor is below the level of the adjoining ground; or
- (k) the floor of which is not fitted with an approved carpet or vinyl floor covering or other floor treatment approved by an **Authorised Officer**.

(2) For the purposes of this clause, 2 children under the age of 10 years are counted as one lodger.

(3) Paragraphs (a), (b) and (c) of subclause (1) do not apply to a serviced apartment.

#### **8.2.12 Sleeping accommodation - short term hostels and recreational campsites**

(1) A keeper of a short term hostel or recreational campsite shall provide clear floor space of not less than:-

- (a) 4 square metres per person in each dormitory utilising beds;
- (b) 2.5 square metres per person in dormitories utilising bunks.

(2) The calculation of floor space in subclause (1) shall exclude the area occupied by any large items of furniture, such as wardrobes, but may include the area occupied by beds.

(3) The minimum height of any ceiling in a short term hostel or recreational campsite shall be 2.4 metres in any dormitory utilising beds, and 2.7 metres in any dormitory utilising bunks.

(4) The minimum floor area requirements in subclause (1) will only apply if there is ventilation, separation distances, fire egress and other safety requirements in accordance with the Building Code.

(5) The keeper of any short term hostel or recreational campsite shall provide:-

- (a) fixed outlet ventilation at a ratio of 0.15 square metres to each 10 square metres of floor area of the dormitories, and shall ensure that dormitories are provided with direct ventilation to the open air from a point within 230 millimetres of the ceiling level through a fixed open window or vents, carried as direct to the open air as is practicable;
  - (b) mechanical ventilation in lieu of fixed ventilation, subject to local government's approval.
- (6) The keeper of any short term hostel or recreational campsite shall provide:-
- (a) beds with a minimum size of:-
    - (i) in short term hostels - 800 millimetres x 1.9 metres; and
    - (ii) in recreational campsites - 750 millimetres x 1.85 metres.
  - (b) storage space for personal effects, including backpacks, so that cleaning operations are not hindered and access spaces are not obstructed.
- (7) The keeper of any short term hostel or recreational campsite shall:-
- (a) arrange at all times a distance of 750 millimetres between beds, and a distance of 900 millimetres between bunks;
  - (b) ensure that, where bed or bunk heads are placed against the wall on either side of a dormitory, there is a passageway of at least 1.35 metres between each row of beds and a passageway of at least 2 metres between each row of bunks, and shall ensure that the passageway is kept clear of obstruction at all times; and
  - (c) ensure all doors, windows and ventilators are kept free of obstruction.
- (8) The keeper of a short term hostel or recreational campsite shall ensure that:-
- (a) materials used in dormitory areas comply with AS 1530.2-1993 and AS/NZS 1530.3-1999.
    - Drapes, Curtains, Blinds & Bedcovers A maximum Flammability Index of 6
    - Upholster & Bedding A maximum Spread of Flame Index of 6
    - Floor Coverings A maximum Smoke Developed Index of 5
    - A maximum Spread of Flame Index of 7
    - A maximum Smoke Developed Index of 5
- Fire retardant coatings used to make a material comply with these indices must be:-
- (i) certified by the manufacturer as approved for use with the fabric to achieve the required indices; and
  - (ii) certified by the manufacturer to retain its fire retardative effect after a minimum of 5 commercial dry cleaning or laundering operations carried out in accordance with AS 2001.1-1995, Procedure 7A, using ECE reference detergent; and
  - (iii) certified by the applicator as having been carried out in accordance with the manufacturer's specification,
- (b) emergency lighting is provided in accordance with the Building Code;
  - (c) a lodger or other person does not smoke in any dormitory, kitchen, dining room or other enclosed public place, within a short term hostel or recreational campsite;
  - (d) all mattresses in a short term hostel or recreational campsite are fitted with a mattress protector.

### 8.2.13 Furnishing etc. of sleeping apartments

- (1) A keeper shall:-
- (a) furnish each sleeping apartment with a sufficient number of beds and sufficient bedding of good quality;
  - (b) ensure that each bed:-
    - (i) has a bed head, mattress and pillow; and



- (ii) is provided with a pillow case, 2 sheets, a blanket or rug and, from the 1st day of May to the 30th day of September, not less than one additional blanket or rug; and
  - (c) furnish each bedroom so that there are adequate storage facilities for belongings within the room.
- (2) A keeper shall not cause, suffer or permit any tiered beds or bunks to be used in a sleeping apartment other than in a lodging-house used exclusively as a short term hostel or a recreational campsite;
- (3) The sheets and blankets required to be provided by subclause (1)(b)(ii), shall be deemed to have been provided by the keeper, where the keeper offers them for hire to the lodgers. In such circumstances, each lodger must either provide his own clean sheets or hire them from the keeper;
- (4) In a short-term hostel or recreational campsite, the storage facilities required by subclause (1)(c) may be located in a separate secure storage room or locker room.

#### **8.2.14 Ventilation**

- (1) If, in the opinion of an **Authorised Officer**, a kitchen, bathroom, toilet, laundry or habitable room is not adequately or properly ventilated, he or she may direct the keeper to provide a different or additional method of ventilation.
- (2) The keeper shall comply with any direction given under subclause (1) within such time as directed.

#### **8.2.15 Numbers to be placed on doors**

- (1) A keeper shall place or cause to be placed on the outside of the doors of all rooms available to lodgers in the lodging-house, serial numbers so that:-
- (a) the number "1" is placed on the outside of the door of the room nearest to the front or main entry door of the lodging-house; and
  - (b) the numbers continue in sequence throughout each floor (if there is more than one) of the lodging-house.
- (2) The numbers to be placed on the doors under subclause (1) shall be:-
- (a) not less than 40 millimetres in height;
  - (b) 1.5 metres from the floor; and
  - (c) permanently fixed either by being painted on the doors or shown by other legible means.

### *Division 3 - Management and Care*

#### **8.3.1 Keeper or manager to reside in the lodging-house**

No keeper of a lodging house shall absent himself from such house, unless he leaves some reputable person in charge thereof.

#### **8.3.2 Registers of lodgers**

- (1) A keeper shall keep a register of lodgers in the form of Schedule 7.
- (2) The keeper shall ensure that the register of lodgers is:-
- (a) kept in the lodging-house; and
  - (b) open to inspection at any time on demand by any member of the Police Service or by an **Authorised Officer**.

#### **8.3.3 Keeper report**

A keeper shall, whenever required by the local government, report to the local government, in the form of Schedule 8, the name of each lodger who lodged in the lodging-house during the preceding day or night.

#### **8.3.4 Certificate in respect of sleeping accommodation**

- (1) An **Authorised Officer** may issue to a keeper a certificate, in respect of each room, which shall be in the form of Schedule 9.
- (2) The certificate issued under subclause (1) shall specify the maximum number of persons permitted to occupy each room of a sleeping apartment at any one time.
- (3) When required by an **Authorised Officer**, a keeper shall exhibit the certificate issued under this clause in a conspicuous place in the room to which the certificate refers.
- (4) A person shall not cause, suffer or permit a greater number of persons than is specified on a certificate issued under this clause to occupy the room to which it refers.

#### **8.3.5 Duplicate keys and inspection**

Each keeper and manager of a lodging-house shall:-

- (a) retain possession of a duplicate key to the door of each room; and
- (b) when required by an **Authorised Officer**, open the door of any room for the purposes of inspection by the **Authorised Officer**.

#### **8.3.6 Room occupancy**

- (1) A keeper shall not:-
  - (a) cause, suffer or permit more than the maximum number of persons permitted by the Certificate of Registration of the lodging-house to be lodged at any one time in the lodging house;
  - (b) cause, suffer or permit to be placed or kept in any sleeping apartments -
    - (i) a larger number of beds; or
    - (ii) a larger quantity of bedding,than is required to accommodate and provide for the maximum number of persons permitted to occupy the sleeping apartment at any one time; and
  - (c) use or cause, suffer or permit to be used for sleeping purposes, a room that:-
    - (i) has not been certified for that purpose; or
    - (ii) the local government or the Medical Officer has forbidden to be used as a sleeping apartment.
- (2) For the purpose of this clause, 2 children under 10 years of age are counted as one lodger.

#### **8.3.7 Maintenance of a room by a lodger or resident**

- (1) A keeper may permit, or contract with, a lodger or resident to service, clean or maintain the room or rooms occupied by the lodger or resident.
- (2) Where permission is given or a contract entered into under subclause (1), the keeper shall:-
  - (a) inspect each room the subject of the permission or agreement at least once a week; and
  - (b) ensure that each room is being maintained in a clean condition.
- (3) A lodger or resident who contracts with a keeper to service, clean or maintain a room occupied by him or her, shall maintain the room in a clean condition.

#### **8.3.8 Cleaning and maintenance requirements**

- (1) A keeper of a lodging-house shall:-
  - (a) maintain in a clean, sound and undamaged condition:-
    - (i) the floor, walls, ceilings, woodwork and painted surfaces;
    - (ii) the floor coverings and window treatments; and
    - (iii) the toilet seats;

- (b) maintain in a clean condition and in good working order:-
    - (i) all fixtures and fittings; and
    - (ii) windows, doors and door furniture;
  - (c) ensure that the internal walls of each bathroom and toilet are painted so as to maintain a smooth impervious washable surface;
  - (d) whenever there is one or more lodgers in a lodging-house, ensure that the laundry floor is cleaned daily;
  - (e) ensure that:-
    - (i) all bed linen, towels and house linen in use are washed at least once a week;
    - (ii) within a reasonable time of a bed having been vacated by a lodger or resident, the bed linen is removed and washed;
    - (iii) a person does not occupy a bed which has been used by another person unless the bed has been provided with clean bed linen;
    - (iv) all beds, bedsteads, blankets, rugs, covers, bed linen, towels and house linen are kept clean, in good repair and free from vectors of disease;
    - (v) when any vectors of disease are found in a bed, furniture, room or sleeping apartment, immediate effective action is taken to eradicate the vectors of disease; and
    - (vi) a room which is not free from vectors of disease is not used as a sleeping apartment;
  - (f) when so directed by an **Authorised Officer**, ensure that:-
    - (i) a room, together with its contents, and any other part of the lodging-house, is cleaned and disinfected; and
    - (ii) a bed or other article of furniture is removed from the lodging-house and properly disposed of;
  - (g) ensure that the yard is kept clean at all times;
  - (h) provide all bedrooms, passages, common areas, toilets, bathrooms and laundries with adequate lighting; and
  - (i) comply with any direction, whether orally or in writing, given by an **Authorised Officer**.
- (2) In this clause:-  
“**bed-linen**” includes sheets and pillow cases and, in the case of a short term hostel or a recreational campsite, mattress protectors.

### 8.3.9 Responsibilities of lodgers and residents

A lodger or resident shall not:-

- (a) use any room available to lodgers -
  - (i) as a shop, store or factory; or
  - (ii) for manufacturing or trading services;
- (b) keep or store in or on the lodging-house any goods or materials that are inflammable or offensive;
- (c) use a bath or hand wash basin other than for ablutionary purposes;
- (d) use a bathroom facility or fitting for laundry purposes;
- (e) use a sink installed in a kitchen or scullery for any purpose other than the washing and cleaning of cooking and eating utensils, other kitchenware and culinary purposes;
- (f) deposit rubbish or waste food other than into a proper rubbish receptacle;
- (g) in a kitchen or other place where food is kept:-
  - (i) wash or permit the washing of clothing or bedding; or
  - (ii) keep or permit to be kept any soiled clothing or bedding;
- (h) subject to clause 8.3.10:-

- (i) keep, store, prepare or cook food in any sleeping apartment; or
- (ii) unless sick or invalid and unable to leave a sleeping apartment for that reason, use a sleeping apartment for dining purposes;
- (i) place or keep, in any part of a lodging-house, any luggage, clothing, bedding, or furniture that is infested with vectors of disease;
- (j) store or keep such a quantity of furniture, material or goods within the lodging-house:-
  - (i) in any kitchen, living or sleeping apartment so as to prevent the cleaning of the floors, walls, fittings or fixtures; or
  - (ii) in a sleeping apartment so as to decrease the air space to less than the minimum required by this Part;
- (k) obstruct or prevent the keeper or manager from inspecting or examining the room or rooms occupied by the lodger or resident; and
- (l) fix any fastener or change any lock to a door or room without the written approval of the keeper.

#### 8.3.10 Approval for storage of food

- (1) An **Authorised Officer** may:-
  - (a) upon written application from a keeper, approve the storage of food within a refrigerator or sealed container in a sleeping apartment; and
  - (b) withdraw the approval if a nuisance or vector of disease infestation is found to exist in the lodging-house.
- (2) The keeper of a serviced apartment may permit the storage and consumption of food within that apartment if suitable storage and dining facilities are provided.

### PART 9 - OFFENSIVE TRADES

#### Division 1 - General

##### 9.1.1 Definition

In this Part, unless the context otherwise requires:-

“**occupier**” in relation to premises includes the person registered as the occupier of the premises in the Schedule 12 - Certificate of Registration;

“**offensive trade**” means any one or more of the trades, businesses or occupations usually carried on, in or connected with, the following works or establishments:-

- (a) fat rendering premises;
- (b) fish processing premises
- (c) flock factories;
- (d) laundries, dry cleaning premises and dye works;
- (e) any trade as defined by section 186 of the Act; and

“**premises**” includes houses.

##### 9.1.2 Consent to Establish Offensive Trade

(1) A person seeking the consent of the local government under section 187 of the Act to establish an offensive trade shall:-

- (a) advertise notice of his intention to apply for consent in accordance with clause 9.1.3; and
- (b) lodge with the CEO an application in the form of Schedule 10.

(2) A person who makes a false statement in an application under section 187 shall be guilty of an offence.

##### 9.1.3 Notice of Application

A notice required under subclause 9.1.2(1)(a) shall:-

- (a) contain the name and address of the person who intends to make the application;
- (b) contain a description of the nature of the offensive trade;
- (c) contain details of the premises in or upon which it is proposed to carry on the proposed trade;
- and
- (d) appear in a Regional or a Perth daily newspaper at least two weeks but not more than one month before the application under subclause 9.1.2(1)(b) is lodged with the CEO.

#### **9.1.4 Registration of Premises**

An application for the registration of premises pursuant to section 191 of the Act shall be:-

- (a) in the form of Schedule 11;
- (b) accompanied by the fee prescribed in the *Health (Offensive Trades Fees) Regulations 1976*; and
- (c) lodged with the CEO.

#### **9.1.5 Certificate of Registration**

Upon the registration of premises for the carrying on of an offensive trade, the local government shall issue to the applicant a certificate in the form of Schedule 12.

#### **9.1.6 Change of Occupier**

Where there is a change of occupier of the premises registered pursuant to this Division, the new occupier shall forthwith notify the CEO in writing of such change.

#### **9.1.7 Alterations to Premises**

While any premises remain registered under this Division, a person shall not, without the written permission of the local government, make or permit any change or alteration whatever to the premises.

### *Division 2 - General Duties of an Occupier*

#### **9.2.1 Definition**

In this Division, unless the context otherwise requires:-

“**occupier**” means the occupier, or where there is more than one occupier, each of the occupiers of the premises in or upon which an offensive trade is carried on;

and

“**the premises**” means those premises in or upon which an offensive trade is carried on.

#### **9.2.2 Cleanliness**

The occupier shall:-

- (a) keep or cause to be kept in a clean and sanitary condition and in a state of good repair the floors, walls and ceilings and all other portions of the premises;
- (b) keep or cause to be kept in a clean and sanitary condition and in a state of good repair all fittings, fixtures, appliances, machinery, implements, shelves, counters, tables, benches, bins, cabinets, sinks, drain boards, drains, grease traps, tubs, vessels and other things used on or in connection with the premises;
- (c) keep the premises free from any unwholesome or offensive odour arising from

- the premises;
- (d) maintain in a clean and tidy condition all yards, footpaths, passage ways, paved areas, stores or outbuildings used in connection with the premises; and
  - (e) clean daily and at all times keep and maintain all sanitary conveniences and all sanitary fittings and grease traps on the premises in a clean and sanitary condition.

#### **9.2.3 Rats and other Vectors of Disease**

The occupier shall:-

- (a) ensure that the premises are kept free from rodents, cockroaches, flies and other vectors of disease; and
- (b) provide in and on the premises all effective means and methods for the eradication and prevention of rodents, cockroaches, flies and other vectors of disease.

#### **9.2.4 Sanitary Conveniences and Hand Wash Basins**

The occupier shall provide on the premises in an approved position, sufficient sanitary conveniences and hand wash basins, each with an adequate supply of hot and cold water for use by employees and by all other persons lawfully upon the premises.

#### **9.2.5 Painting of Walls etc.**

The occupier shall cause the internal surface of every wall, the underside of every ceiling or roof and all fittings as may be directed in and on the premises to be cleaned and painted when instructed by an **Authorised Officer**.

#### **9.2.6 Effluvia, Vapours or Gases**

The occupier shall provide, use and maintain in a state of good repair and working order, appliances capable of effectively destroying or of rendering harmless all offensive effluvia, vapours or gases arising in any process of his business or from any material, residue or other substance which may be kept or stored upon the premises.

#### **9.2.7 Offensive Material**

The occupier shall:-

- (a) provide on the premises, impervious receptacles of sufficient capacity to receive all offensive material and trade refuse produced upon the premises in any one day;
- (b) keep air-tight covers on the receptacles, except when it is necessary to place something in or remove something from them;
- (c) cause all offensive material and trade refuse to be placed immediately in the receptacles;
- (d) cause the contents of the receptacles to be removed from the premises at least once in every working day or at such other intervals as may be approved or directed by an **Authorised Officer**; and
- (e) cause all receptacles after being emptied to be cleaned immediately with an efficient disinfectant.

#### **9.2.8 Storage of Materials**

The occupier shall cause all material on the premises to be stored so as not to be offensive or injurious to health whether by smell or otherwise and so as to prevent the creation of a nuisance.

#### **9.2.9 Specified Offensive Trades**

- (1) For the purposes of this clause, “specified offensive trade” means one or more of the offensive trades carried on, in or connected with the following works or premises:-
- (a) fat rendering premises;
  - (b) fish processing premises; and
  - (c) laundries, dry cleaning premises and dye works.
- (2) Where premises are used for or in relation to a specified offensive trade, the occupier shall:-
- (a) cause the floor of the premises to:-
    - (i) be properly paved and drained with impervious materials;
    - (ii) have a smooth surface; and
    - (iii) have a fall to a bucket trap or spoon drain in such a way that all liquids falling on the floor shall be conducted by the trap or drain to a drain inlet situated inside the building where the floor is situated; and
  - (b) cause the angles formed by the walls with any other wall, and by the wall with the floor, to be coved to a radius of not less than 25 millimetres.
  - (c) cause all liquid refuse to be-
    - (i) cooled to a temperature not exceeding 26 degrees Celsius and in accordance with the *Metropolitan Water Supply, Sewerage & Drainage By-laws 1981*, before being discharged into any drain outlet from any part of the premises; and
    - (ii) directed through such screening or purifying treatment as an **Authorised Officer** may from time to time direct.

#### 9.2.10 Directions

- (1) An **Authorised Officer** may give to the occupier, directions to prevent or diminish the offensiveness of a trade or to safeguard the public health.
- (2) The occupier shall comply with any directions given under this clause.

#### 9.2.11 Other Duties of Occupier

In addition to the requirements of this Division, the occupier shall comply with all other requirements of this Part that apply to the particular offensive trade or trades carried on by him.

### *Division 3 - Flock Factories*

#### 9.3.1 Definition

In this Division, unless the context otherwise requires:-

“**flock factory**” means any premises or place where flock is produced wholly or partly by tearing up or teasing, wadding, kapok, rags, cotton, linters, fibre, or other material used or likely to be used for the filling of mattresses, pillows, bedding, upholstery, cushions or substances used in packaging material or the manufacture of underfelt;

#### 9.3.2 New and Used Material

- (1) Subject to subclause (2), the occupier shall not use for the manufacture of flock any material other than new material.
- (2) Material other than new material may be used for the manufacture of flock if, before being used, every part of that material is subjected to moist heat maintained at a temperature of 100 degrees Celsius for at least 30 minutes.

#### 9.3.3 Collection and Removal of Dust

The occupier shall provide effective means to prevent the escape into the open air of

all dust or other material from the premises.

#### 9.3.4 Building Requirements

The occupier shall cause each building on the premises to comply with the following requirements:-

- (a) the floor shall be of concrete;
- (b) the walls shall be of concrete or brick and shall be finished internally with cement plaster with a steel float finish or other approved finish to a height of 2 metres; and
- (c) the ceiling or underside of the roof shall be of durable and non-absorbent material finished internally with a smooth surface.

#### 9.3.5 Unclean Rags

A person shall not:-

- (a) collect, deliver, offer for sale or sell for the manufacture of flock;
- (b) receive, store or deliver for the manufacture of flock; or
- (c) make flock from,

rags which are unclean or which have been taken from any refuse or rubbish or from any receptacle used for the storage or collection of refuse or rubbish.

#### 9.3.6 Bedding and Upholstery

A person shall not, for the purpose of sale or in the course of any business, remake, renovate, tease, retease, fill, refill or repair any:-

- (a) used bedding; or
- (b) upholstery,

which is unclean, offensive, or infested with vectors of disease, unless the:-

- (i) material of which the bedding is made; or
- (ii) filling material of which the upholstery is made,

has been boiled for 30 minutes or otherwise effectively disinfected and cleaned.

### *Division 4 - Laundries, Dry Cleaning Establishments and Dye Works*

#### 9.4.1 Definition

In this Division, unless the context otherwise requires: -

**“dry cleaning establishment”** -

- (i) means premises where clothes or other articles are cleaned by use of solvents without using water; but
- (ii) does not include premises in which perchlorethylene or arklone is used as dry cleaning fluid in a machine operating on a full cycle and fully enclosed basis;

**“dye works”** means a place where articles are commercially dyed, but does not include dye works in which provision is made for the discharge of all liquid waste there from into a public sewer;

**“exempt Laundromat”** means a premises in which:-

- (i) laundering is carried out by members of the public using, on payment of a fee, machines or equipment provided by the owners or occupiers of those establishments;
- (ii) laundering is not carried out by those owners or occupiers for or on behalf of other persons; and
- (iii) provision is made for the discharge of all liquid waste there from into a public sewer.

**“Laundromat”** means a public place with coin operated washing machines, spin



dryers or dry cleaning machines; and

“laundry” means any place where articles are laundered by commercial grade machinery but does not include an exempt laundromat.

#### 9.4.2 Receiving Depot

An owner or occupier of premises shall not use or permit the premises to be used as a receiving depot for a laundry, dry cleaning establishment or dye works except with the written permission of an **Authorised Officer** who may at any time by written notice withdraw such permission.

#### 9.4.3 Reception Room

(1) The occupier of a laundry, dry cleaning establishment or dye works shall:-

- (a) provided a reception room in which all articles brought to the premises for treatment shall be received and shall not receive or permit to be received any such articles except in that room; and
- (b) cause such articles as may be directed by an **Authorised Officer** to be thoroughly disinfected to the satisfaction of the officer.

(2) A person shall not bring or permit food to be brought into the reception room referred to in this clause.

#### 9.4.4 Walls and Floors

The occupier of a laundry, dry cleaning establishment or dye works shall cause:-

- (a) the internal surfaces of all walls to be rendered with a cement plaster with a steel float finish or other approved material to a height of 2 metres and to be devoid of holes, cracks or crevices;
- (b) the floor to be impervious, constructed of concrete and finished to a smooth surface; and
- (c) every floor and wall of any building on the premises to be kept at all times in good order and repair, so as to prevent the absorption of any liquid which may be splashed or spilled or may fall or be deposited on it.

#### 9.4.5 Laundry Floor

The occupier of a laundry shall provide in front of each washing machine, a non-corrosive grating, with a width of at least 910 millimetres, so constructed as to prevent any person from standing in water on the floor.

#### 9.4.6 Escape of Dust

The occupier of a dry cleaning establishment shall provide effective means to prevent the escape into the open air of all dust or other material from the premises.

#### 9.4.7 Precautions against Combustion

The occupier of a dry cleaning establishment where volatile liquids are used, shall take all proper precautions against combustion and shall comply with all directions given by an **Authorised Officer** for that purpose.

#### 9.4.8 Trolleys

The occupier of a laundry or dry cleaning establishment shall:-

- (a) provide trolleys for the use of transporting dirty and clean linen; and
- (b) ensure that each trolley is:-
  - (i) clearly designated to indicate the use for which it is intended;
  - (ii) lined internally with a smooth, impervious, non-absorbent material that is

- easily cleaned; and
- (iii) thoroughly cleaned and disinfected on a regular basis.

#### **9.4.9 Sleeping on Premises**

A person shall not use or permit any room in a laundry, dry cleaning establishment or dye works to be used for sleeping purposes.

### *Division 5—Fat Rendering Establishments*

#### **9.5.1 Definition**

In this Division, unless the context otherwise requires—

“**fat rendering establishments**” means a premises where edible fats including suet, dripping or premier jus are rendered down by any heat processing method.

#### **9.5.2 Exhaust Ventilation**

The occupier shall provide and maintain—

- (a) a hood which shall—
  - (i) be of an approved design and construction;
  - (ii) be situated so as to arrest all effluvia, odours and smoke from the process of fat rendering; and
  - (iii) extend a minimum of 150 millimetres beyond the length of each appliance; and
- (b) an exhaust ventilation system—
  - (i) the point of discharge of which shall be at least 1 metre above the ridge of a pitched roof or 3 metres above a flat roof and shall not be located within 6 metres of an adjoining property or any fresh air intake; and
  - (ii) which shall discharge in such manner and in such a position that no nuisance is created.

#### **9.5.3 Covering of Apparatus**

External parts of the fat rendering apparatus shall be constructed or covered with a smooth, non- corrosive and impervious material, devoid of holes, cracks and crevices.

#### **9.5.4 Rendering of Walls**

The occupier shall cause each wall within a radius of 3 metres of the rendering apparatus or machinery, to be rendered with a cement plaster with a steel float finish or other approved finish to a height of 2 metres and to be devoid of holes, cracks or crevices.

## **PART 10 - OFFENCES AND PENALTIES**

### **10.1.1 Penalties**

- (1) A person who contravenes a provision of this local law, commits an offence.
- (2) A person who commits an offence under subclause (1) is liable to:-
  - (a) a penalty which is not more than \$1,000 and not less than:-
    - (i) in the case of a first such offence, \$100;
    - (ii) in the case of a second such offence, \$200; and
    - (iii) in the case of a third or subsequent such offence, \$500; and
  - (b) if the offence is a continuing offence, a daily penalty which is not more than \$100 and not less than \$50.

**Schedule 1 (clause 3.5.1(3))**  
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
Shire of Northam  
Health Amendment Local Law 2018

**APPLICATION FOR LICENCE OF A MORGUE**

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

I .....  
(full name in block letters)

of .....  
(full residential address)

apply to licence the premises listed below as a Morgue. Address of premises:

.....  
.....

Name of premises-

.....

..... (Signature of applicant/s)

..... (Date)



**Schedule 2 (clause 5.3.3 (1(a)))**  
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
Shire of Northam  
Health Amendment Local Law 2018

**APPLICATION FOR REGISTRATION OF A STABLE**

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

I/We,

.....  
(full name of applicant/s)

of .....

.....  
(residential address of applicant/s)

apply for registration, for the year ending 31 December .....

of .....  
(location of premises)

being premises in or upon which there is (or is to be) a stable trading under the name of

.....  
.....

Whether owner or occupier as tenant .....

Owner's name & address if tenant .....

Distance of stable/paddock from nearest building .....

Number of stable stalls .....

Number of horses intended to be stabled / kept .....

Area of paddock available to horse(s) in square metres .....

Site plan is attached .....

The prescribed registration fee of \$..... is attached.

..... (Signature of Applicant/s)

..... Date



**Schedule 3 (clause 5.3.3 (2(a)))**  
 HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
 Shire of Northam  
 Health Amendment Local Law 2018

**CERTIFICATE OF REGISTRATION OF A STABLE**

This is to certify that the premises situated at  
 .....  
 .....  
 of which  
 .....  
 is the occupier, are registered as a stable.  
 Business name  
 ..... This  
 registration expires on the 31 December ..... unless previously cancelled.  
 Dated this ..... day of ..... 20.....  
 .....  
**Authorised Officer** Shire of Northam

**Schedule 4 (clause 8.1.3)**  
 HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
 Shire of Northam  
 Health Local Law 2018

**APPLICATION FOR REGISTRATION OF A LODGING HOUSE**

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

I/We, .....  
 (Full name of Applicant/s)

of .....  
 (Residential address of Applicant/s)

apply for the registration of premises situated (or to be situated) at  
 .....  
 as a lodging house to be classified as-

- lodging house;
- a recreational campsite;
- a short term hostel; or
- serviced apartments,

(Specify which is to apply)

and for my name to be entered in the Register as a keeper of the lodging house.

DESCRIPTION OF LODGING HOUSE  
 Number of storeys.....

<b>Rooms for private use</b>	<b>Number</b>	<b>Area</b>
Laundries/toilets/bathrooms	.....	.....
Bedrooms	.....	.....
Dining rooms	.....	.....
Kitchens	.....	.....
Sitting rooms	.....	.....

Other (specify)	.....	.....
<b>Rooms for lodgers</b>	<b>Number</b>	<b>Area</b>
Bedrooms	.....	.....
Dining rooms	.....	.....
Kitchens	.....	.....
Sitting rooms	.....	.....
Other (specify)	.....	.....

**Sanitary conveniences for female lodgers**

Toilets	.....
Baths	.....
Showers	.....
Hand wash basins	.....

**Sanitary conveniences for male lodgers**

Toilets	.....
Urinals	.....
Baths	.....
Showers	.....
Hand wash basins	.....

**Laundry facilities**

Wash troughs	.....
Washing machines.	.....
Drying cabinets or clothes lines.	.....

**Additional details**

- (a) Lodger's meals will be provided by the manager/keeper/lodgers.
- (b) The keeper will/will not reside continuously on the premises.
- (c) Name and occupation of the proposed manager if the keeper resides elsewhere:-

.....

- (d) There will be.....family members residing on the premises with the keeper/manager.

Application fee of \$..... is attached.

..... (Signature of applicant/s)

.....

.. (Date)

\_\_\_\_\_



Shire of Northam  
PO Box 613  
NORTHAM WA 6401

**Schedule 5 (clause 8.1.4)**  
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
Shire of Northam  
Health Amendment Local Law 2018

**CERTIFICATE OF REGISTRATION OF A LODGING HOUSE**

This is to certify that the premises situated  
at..... are registered as a lodging house  
and are classified as-  
- lodging house;  
- a recreational campsite;  
- a short term hostel; or  
- serviced apartments,  
(Specify which is to apply)

until 30 June, ....., on the following conditions-

1. that....., whose name appears on the register of keepers of the Shire of Northam continues to be the keeper of the lodging house;
2. that....., appointed by the keeper to be the manager of the lodging house, continues to be the manager of the lodging house;
3. that the Certificate of Registration is not sooner cancelled or revoked;
4. that the maximum number of rooms to be used as sleeping apartments for lodgers is.....; and
5. that the maximum number of lodgers accommodated on the premises at any one time shall not exceed.....

This Certificate of Registration is issued subject to the *Health (Miscellaneous Provisions) Act 1911* and the Health Local Law of the Shire of Northam and is not transferable.

Dated.....  
.....

Authorised Officer  
Shire of Northam  
Fee received: \$.....



**Schedule 6 (clause 8.1.6)**  
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
Shire of Northam  
Health Amendment Local Law 2018

**NOTICE OF CHANGE OF OWNER OF A LODGING HOUSE**

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

I/We,.....

(Full name of  
Applicant/s)

of .....

(Residential address of Applicant/s)

am/are the new owners of premises situated at

..... which are registered in the name of

..... for the carrying on of the lodging house business.

..... (Signature of applicant/s)

.....  
.. (Date)





**Schedule 7 (clause 8.3.2)**  
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
Shire of Northam  
Health Amendment Local Law 2018

**REGISTER OF LODGERS**

Location of lodging house:

Date of Arrival	Name	Previous Address	Signature	Room No.	Date of Departure
-----------------	------	------------------	-----------	----------	-------------------

.....

.....

.....

.....

.....

.....

.....

.....

.....



**Schedule 8 (clause 8.3.3)**  
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
Shire of Northam  
Health Amendment Local Law 2018

**LIST OF LODGERS ON A PARTICULAR DATE**

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

The following is the name of every person who resided in the lodging house at  
.....  
..... on the.....day of....., .....

Name	Address	Room No
------	---------	---------

(Signed) ..... (Keeper)  
Date: .....

**Schedule 9 (clause 8.3.4)**  
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
Shire of Northam  
Health Amendment Local Law 2018

**CERTIFICATE OF SLEEPING ACCOMMODATION**

To: .....  
(Name of keeper)

of .....  
(Address of keeper)

For the registered lodging house situated at  
.....

This room, No....., can be used as a sleeping apartment (for sleeping purposes only) to accommodate not more than.....persons at any one time.

(Signed) ..... (Authorised Officer)  
Date: .....

**Schedule 10 (clause 9.1.2)**  
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
Shire of Northam  
Health Amendment Local Law 2018

**APPLICATION FOR CONSENT TO ESTABLISH AN OFFENSIVE TRADE**

I/We,

.....

(Full Name of Applicant/s)

of .....

(Residential Address of Applicant/s)

apply for consent to establish an offensive trade being

.....

(Description of Offensive Trade)

in or upon

.....

(Location of the House or Premises)

Plans and specifications of the buildings proposed to be used or erected in connection with the proposed offensive trade are attached.

.....

Signature of Applicant/s)

.....

(Date)

**Schedule 11 (clause 9.1.4)**  
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
Shire of Northam  
Health Amendment Local Law 2018

**APPLICATION FOR REGISTRATION OF PREMISES FOR OFFENSIVE TRADE**

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

I/We,

.....  
(Full Name of Applicant/s)

of .....  
(Residential Address of Applicant/s)

apply for registration, for the year ended .....

of .....  
(Location of Premises)

being premises in or upon which there is (or is to be) carried on an offensive trade,  
namely

.....  
(Description of Offensive Trade)

under the business name of

.....

The prescribed registration fee of \$                      is attached.

.....  
(Signature of Applicant/s)

.....  
(Date)



**Schedule 12 (clause 9.1.5)**  
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
Shire of Northam  
Health Amendment Local Law 2018

**CERTIFICATE OF REGISTRATION OF PREMISES FOR OFFENSIVE TRADE**

Shire of Northam  
PO Box 613  
NORTHAM WA 6401

This is to certify that the premises situated at .....

of which ..... is the  
occupier, are registered for the carrying on of the trade of -

Trade Name .....

This registration expires on the .....

Dated this ..... day of .....

Authorised Officer Shire of Northam

\_\_\_\_\_

Passed at a meeting of the Council of the Shire of Northam held on .....

The Common Seal of the Shire of Northam was hereunto affixed by authority of the Council in the presence of:-

CR C.R. ANTONIO, Shire President.  
J.B. WHITEAKER, Chief Executive Officer.

dated this ..... day of ..... 20...

\_\_\_\_\_

Consented to:

\_\_\_\_\_ CHIEF HEALTH OFFICER  
PUBLIC HEALTH

dated this ..... day of ..... 20...



### 12.4.5 Local Government Property Local Law 2008

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	2.3.2.15
<b>Reporting Officer:</b>	Cheryl Greenough Coordinator Governance/Administration
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

This report seeks Council approval to close the section 3.16 review of the Shire of Northam *Local Government Property Local Law 2008* as required in the *Local Government Act 1995*.

#### ATTACHMENTS

Attachment 1: Gazetted Local Government Property Local Law 2008.

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#### BACKGROUND / DETAILS

At the Ordinary Council meeting held 16 November 2016 Council resolved, In accordance with s.3.16 of the *Local Government Act 1995* (the Act), for the Shire to commence a statutory review of the Shire's *Local Government Property Local Law 2008*.

Staff have reviewed the local law and Councillors were provided with a copy of the local law prior to this meeting to allow for any questions or clarification they may be seeking. As at the writing of this report there have not been any recommended changes.

The following table outlines what stage of the process each local law is currently at:

2008 Local Laws	Stage 1	s3.16	Council adopted to review Local Law & advertise for 6 weeks	Stage 2	s3.12	Council adopted to make changes to the local law and advertise changes	Stage 3	Council adopt the new local law, advertise & send for Gazettal
Dogs Local Law 2008						24/3/18		June meeting
Cemeteries Local law 2008								Local Law gazetted 12/12/17
Activities on Thoroughfares						18/10/17		Local Law gazetted 27/2/18
Extractive Industries						21/3/18		June meeting
Standing Orders								April meeting
Operation of Waste Facilities						No changes required		
Parking and Parking Facilities								
Health Local Law 2008						April meeting		
Keeping Control of cats								
Local Government Property						April meeting		

## 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.

- Implement systems and processes which deliver quality outcomes for our community;
- Maintain a high standard of corporate governance;
- Encourage active community participation in our local government; and
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

### Financial / Resource Implications

Commencing an amendment to a local law process would incur:

- Advertising costs in the West Australian - Approximate cost of \$400.00



- Gazettal of the adopted amended local law. Approximate cost of \$212.00 per page.
- Advertising in the Avon Advocate relating to the adoption of the amended local law. Approximate cost of \$200.00

### **Legislative Compliance**

*Local Government Act 1995, Section 3.16. Periodic review of local laws:*

- (1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.
- (2) The local government is to give Statewide public notice stating that —
  - (a) the local government proposes to review the local law; and
  - (b) a copy of the local law may be inspected or obtained at any place specified in the notice; and
  - (c) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.
- (2a) A notice under subsection (2) is also to be published and exhibited as if it were a local public notice.
- (3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.
- (4) When its council has considered the report, the local government may determine\* whether or not it considers that the local law should be repealed or amended.

\* *Absolute majority required.*

### **Policy Implications**

Nil.

### **Stakeholder Engagement / Consultation**

Statewide and local notification was undertaken in the West Australian newspaper and the Avon Advocate on 12 April 2017 providing six (6) weeks for community consultation including notices at the Shire and in the two libraries.

### **Risk Implications**

Failure to comply with the process would cause a potential breach of legislation.

### **OFFICER'S COMMENT**

As part of the s3.16 review, Officers, Councillors and the community were provided with the opportunity to comment. As no submissions were received the Shire considers the document should not be changed and remain as it is.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3333**

**Moved: Cr Little**

**Seconded: Cr Della**

**That Council accept this report as confirmation that the s3:16 review is complete and the Local Government Property Local Law 2008 does not require amending at this time.**

**CARRIED 7/0**

## Attachment 1

16 September 2008

GOVERNMENT GAZETTE, WA

4251

### LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

### LOCAL GOVERNMENT PROPERTY LOCAL LAW 2008

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**LOCAL GOVERNMENT ACT 1995**

SHIRE OF NORTHAM

**LOCAL GOVERNMENT PROPERTY LOCAL LAW 2008**

Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the Shire of Northam resolved on 23rd July 2008 to make the following local law.

**PART 1—PRELIMINARY**

**1.1 Citation**

This local law may be cited as the Shire of Northam Local Government Property Local Law 2008.

**1.2 Definitions**

In this local law unless the context otherwise requires—

“**Act**” means the *Local Government Act 1995*;

“**applicant**” means a person who applies for a permit under clause 3.2;

“**authorized person**” means a person authorized by the local government under section 9.10 of the Act to perform any of the functions of an authorized person under this local law;

“**boat**” means any ship, vessel or structure capable of being used in navigation by water, however propelled or moved, and includes a jet ski;

“**building**” means any building which is local government property and includes a—

- (a) hall, recreation centre or room;
- (b) corridor, stairway or annexe of any hall, recreation centre or room; and
- (c) pedestrian bridge;

“**CEO**” means the Chief Executive Officer of the local government;

“**commencement day**” means the day on which this local law comes into operation;

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

“**date of publication**” means, where local public notice is required to be given of a matter under this local law, the date on which notice of the matter is published in a newspaper circulating generally throughout the district;

“**determination**” means a determination made under clause 2.1;

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

“**function**” means an event or activity characterised by all or any of the following—

- (a) formal organisation and preparation;
- (b) its occurrence is generally advertised or notified in writing to particular persons;
- (c) organisation by or on behalf of a club;
- (d) payment of a fee to attend it; and
- (e) systematic recurrence in relation to the day, time and place;

“**liquor**” has the same meaning as is given to it in section 3 of the *Liquor Control Act 1988*;

“**local government**” means the Shire of Northam;

“**local government property**” means anything except a thoroughfare—

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an “otherwise unvested facility” within section 3.53 of the Act;

“**Manager**” means the person for the time being employed by the local government to control and manage a pool area or other facility which is local government property and includes the person’s assistant or deputy;

“**permit**” means a permit issued under this local law;

- “**permit holder**” means a person who holds a valid permit;
- “**person**” does not include the local government;
- “**pool area**” means any swimming and wading pools and spas and all buildings, structures, fittings, fixtures, machinery, chattels, furniture and equipment forming part of or used in connection with such swimming and wading pools and spas which are local government property;
- “**Regulations**” means the *Local Government (Functions and General) Regulations 1996*;
- “**sign**” includes a notice, flag, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols;
- “**trading**” means the selling or hiring, or the offering for sale or hire of goods or services, and includes displaying goods for the purpose of—
- offering them for sale or hire;
  - inviting offers for their sale or hire;
  - soliciting orders for them; or
  - carrying out any other transaction in relation to them; and
- “**vehicle**” includes—
- every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
  - an animal being ridden or driven,
- but excludes—
- a wheel-chair or any device designed for use, by a physically impaired person on a footpath;
  - a pram, a stroller or a similar device; and
  - a boat.

### 1.3 Interpretation

In this local law unless the context otherwise requires a reference to local government property includes a reference to any part of that local government property.

### 1.4 Application

- This local law applies throughout the district.
- Notwithstanding anything to the contrary in this local law, the local government may—
  - hire local government property to any person; or
  - enter into an agreement with any person regarding the use of any local government property.

### 1.5 Repeal

- The following local laws are repealed—
  - The Shire of Northam By-laws for the Management and use of the Wundowie Community Hall published in the *Government Gazette* of 19 March 1982.
  - The Town of Northam By-laws Relating to Northam Aquatic Centre published in the *Government Gazette* of 20 April 1990.
  - The Town of Northam By-laws Relating to the Control and Management of Halls and Northam Recreation Centre published in the *Government Gazette* of 28 February 1986 and as amended and published in the *Government Gazette* of 12 June 1987, 25 November 1988 and 17 August 1990.
  - The Town of Northam By-laws Relating to the Control and Usage of Pedestrian Bridges over the Avon River within the District of the Municipality of the Town of Northam published in the *Government Gazette* of 14 September 1979 and as amended and published in the *Government Gazette* of 3 August 1990.
- Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.
- The Council may resolve that notwithstanding subclause (2), specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.

## PART 2—DETERMINATIONS IN RESPECT OF LOCAL GOVERNMENT PROPERTY

### Division 1—Determinations

#### 2.1 Determinations as to use of local government property

- The local government may make a determination in accordance with clause 2.2—
  - setting aside specified local government property for the pursuit of all or any of the activities referred to in clause 2.7;
  - prohibiting a person from pursuing all or any of the activities referred to in clause 2.8 on specified local government property;
  - as to the matters in subclauses 2.7(2) and 2.8(2); and
  - as to any matter ancillary or necessary to give effect to a determination.

- (2) The determinations in Schedule 2—
- are to be taken to have been made in accordance with clause 2.2;
  - may be amended or revoked in accordance with clause 2.6; and
  - have effect on the commencement day.

#### **2.2 Procedure for making a determination**

- (1) The local government is to give local public notice of its intention to make a determination.
- (2) The local public notice referred to in subclause (1) is to state that—
- the local government intends to make a determination, the purpose and effect of which is summarised in the notice;
  - a copy of the proposed determination may be inspected and obtained from the offices of the local government; and
  - submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.
- (3) If no submissions are received in accordance with subclause (2)(c), the Council is to decide to—
- give local public notice that the proposed determination has effect as a determination on and from the date of publication;
  - amend the proposed determination, in which case subclause (5) will apply; or
  - not continue with the proposed determination.
- (4) If submissions are received in accordance with subclause (2)(c) the Council is to—
- consider those submissions; and
  - decide—
    - whether or not to amend the proposed determination; or
    - not to continue with the proposed determination.
- (5) If the Council decides to amend the proposed determination, it is to give local public notice—
- of the effect of the amendments; and
  - that the proposed determination has effect as a determination on and from the date of publication.
- (6) If the Council decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the date of publication.
- (7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).
- (8) A decision under subclause (3) or (4) is not to be delegated by the Council.

#### **2.3 Discretion to erect sign**

The local government may erect a sign on local government property to give notice of the effect of a determination which applies to that property.

#### **2.4 Determination to be complied with**

A person shall comply with a determination.

#### **2.5 Register of determinations**

- (1) The local government is to keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6.
- (2) Sections 5.94 and 5.95 of the Act are to apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

#### **2.6 Amendment or revocation of a determination**

- (1) The Council may amend or revoke a determination.
- (2) The provisions of clause 2.2 are to apply to an amendment of a determination as if the amendment were a proposed determination.
- (3) If the Council revokes a determination it is to give local public notice of the revocation and the determination is to cease to have effect on the date of publication.

#### *Division 2—Activities which may be pursued or prohibited under a determination*

#### **2.7 Activities which may be pursued on specified local government property**

- (1) A determination may provide that specified local government property is set aside as an area on which a person may—
- bring, ride or drive an animal;
  - take, ride or drive a vehicle, or a particular class of vehicle;
  - fly or use a motorised model aeroplane;
  - use a children's playground provided that the person is under an age specified in the determination, but the determination is not to apply to a person having the charge of a person under the specified age;
  - launch, beach or leave a boat;



- (f) take or use a boat, or a particular class of boat;
  - (g) deposit refuse, rubbish or liquid waste, whether or not of particular classes, and whether or not in specified areas of that local government property;
  - (h) play or practice—
    - (i) golf or archery;
    - (ii) pistol or rifle shooting, but subject to the compliance of that person with the *Firearms Act 1973*; or
    - (iii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
  - (i) ride a bicycle, a skateboard, rollerblades, a sandboard or a similar device; and
  - (j) wear no clothing.
- (2) A determination may specify the extent to which and the manner in which an activity referred to in subclause (1) may be pursued and in particular—
- (a) the days and times during which the activity may be pursued;
  - (b) that an activity may be pursued on a class of local government property, specified local government property or all local government property;
  - (c) that an activity is to be taken to be prohibited on all local government property other than that specified in the determination;
  - (d) may limit the activity to a class of vehicles, boats, equipment or things, or may extend it to all vehicles, boats, equipment or things;
  - (e) may specify that the activity can be pursued by a class of persons or all persons; and
  - (f) may distinguish between different classes of the activity.

#### **2.8 Activities which may be prohibited on specified local government property**

- (1) A determination may provide that a person is prohibited from pursuing all or any of the following activities on specified local government property—
- (a) smoking on premises;
  - (b) riding a bicycle, a skateboard, rollerblades, a sandboard or a similar device;
  - (c) taking, riding or driving a vehicle on the property or a particular class of vehicle;
  - (d) riding or driving a vehicle of a particular class or any vehicle above a specified speed;
  - (e) taking or using a boat, or a particular class of boat;
  - (f) the playing or practice of—
    - (i) golf, archery, pistol shooting or rifle shooting; or
    - (ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
  - (g) the playing or practice of any ball game which may cause detriment to the property or any fauna on the property; and
  - (h) the traversing of sand dunes or land which in the opinion of the local government has environmental value warranting such protection, either absolutely or except by paths provided for that purpose.
- (2) A determination may specify the extent to which and the manner in which a person is prohibited from pursuing an activity referred to in subclause (1) and, in particular—
- (a) the days and times during which the activity is prohibited;
  - (b) that an activity is prohibited on a class of local government property, specified local government property or all local government property;
  - (c) that an activity is prohibited in respect of a class of vehicles, boats, equipment or things, or all vehicles, boats, equipment or things;
  - (d) that an activity is prohibited in respect of a class of persons or all persons; and
  - (e) may distinguish between different classes of the activity.
- (3) In this clause—
- “premises” means a building, stadium or similar structure which is local government property, but not an open space such as a park or a playing field.

#### *Division 3—Transitional*

#### **2.9 Signs taken to be determinations**

- (1) Where a sign erected on local government property has been erected under a local law of the local government repealed by this local law, then it is to be taken to be and have effect as a determination on and from the commencement day, except to the extent that the sign is inconsistent with any provision of this local law or any determination made under clause 2.1.
- (2) Clause 2.5 does not apply to a sign referred to in subclause (1).

**PART 3—PERMITS**

*Division 1—Preliminary*

**3.1 Application of Part**

This Part does not apply to a person who uses or occupies local government property under a written agreement with the local government to do so.

*Division 2—Applying for a permit*

**3.2 Application for permit**

- (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law shall—
  - (a) be in the form determined by the local government;
  - (b) be signed by the applicant;
  - (c) provide the information required by the form; and
  - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.
- (4) The local government may require an applicant to give local public notice of the application for a permit.
- (5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

**3.3 Decision on application for permit**

- (1) The local government may—
  - (a) approve an application for a permit unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for a permit.
- (2) If the local government approves an application for a permit, it is to issue to the applicant, a permit in the form determined by the local government.
- (3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.

*Division 3—Conditions*

**3.4 Conditions which may be imposed on a permit**

- (1) Without limiting the generality of paragraph 3.3(1)(a), the local government may approve an application for a permit subject to conditions relating to—
  - (a) the payment of a fee;
  - (b) compliance with a standard or a policy of the local government adopted by the local government;
  - (c) the duration and commencement of the permit;
  - (d) the commencement of the permit being contingent on the happening of an event;
  - (e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
  - (f) the approval of another application for a permit which may be required by the local government under any written law;
  - (g) the area of the district to which the permit applies;
  - (h) where a permit is issued for an activity which will or may cause damage to local government property, the payment of a deposit or bond against such damage; and
  - (i) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government.
- (2) Without limiting paragraph 3.3(1)(a) and subclause (1), the following paragraphs indicate the type and content of the conditions on which a permit to hire local government property may be issued—
  - (a) when fees and charges are to be paid;
  - (b) payment of a bond against possible damage or cleaning expenses or both;
  - (c) restrictions on the erection of material or external decorations;
  - (d) rules about the use of furniture, plant and effects;
  - (e) limitations on the number of persons who may attend any function in or on local government property;
  - (f) the duration of the hire;
  - (g) the right of the local government to cancel a booking during the course of an annual or seasonal booking, if the local government sees fit;
  - (h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is first obtained for that purpose under the *Liquor Control Act 1988*;

- (i) whether or not the hire is for the exclusive use of the local government property;
- (j) the obtaining of a policy of insurance in the names of both the local government and the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer; and
- (k) the provision of an indemnity from the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer.

### 3.5 Imposing conditions under a policy

(1) In this clause—

“**policy**” means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under paragraph 3.3(1)(a).

(2) Under paragraph 3.3(1)(a) the local government may approve an application subject to conditions by reference to a policy.

(3) The local government shall give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in subclause 3.3(2).

(4) An application for a permit shall be deemed not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.

(5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy shall be deemed to be information within section 5.94(u)(i) of the Act.

### 3.6 Compliance with and variation of conditions

(1) Where an application for a permit has been approved subject to conditions, the permit holder shall comply with each of those conditions.

(2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

#### *Division 4—General*

### 3.7 Agreement for building

Where a person applies for a permit to erect a building on local government property the local government may enter into an agreement with the permit holder in respect of the ownership of the materials in the building.

### 3.8 Duration of permit

A permit is valid for one year from the date on which it is issued, unless it is—

- (a) otherwise stated in this local law or in the permit; or
- (b) cancelled under clause 3.12.

### 3.9 Renewal of permit

(1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.

(2) The provisions of this Part shall apply to an application for the renewal of a permit *mutatis mutandis*.

### 3.10 Transfer of permit

(1) An application for the transfer of a valid permit is to—

- (a) be made in writing;
- (b) be signed by the permit holder and the proposed transferee of the permit;
- (c) provide such information as the local government may require to enable the application to be determined; and
- (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.

(3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by an endorsement on the permit signed by the Chief Executive Officer.

(4) Where the local government approves the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

### 3.11 Production of permit

A permit holder is to produce to an authorized person her or his permit immediately upon being required to do so by that authorized person.

### 3.12 Cancellation of permit

(1) Subject to clause 9.1, a permit may be cancelled by the local government if the permit holder has not complied with a—

- (a) condition of the permit; or

- (b) determination or a provision of any written law which may relate to the activity regulated by the permit.
- (2) On the cancellation of a permit the permit holder—
  - (a) shall return the permit as soon as practicable to the CEO; and
  - (b) is to be taken to have forfeited any fees paid in respect of the permit.

*Division 5—When a permit is required*

**3.13 Activities needing a permit**

- (1) A person shall not without a permit—
  - (a) subject to subclause (3), hire local government property;
  - (b) advertise anything by any means on local government property;
  - (c) erect a structure for public amusement or for any performance, whether for gain or otherwise, on local government property;
  - (d) teach, coach or train, for profit, any person in a pool area or an indoor recreation facility which is local government property;
  - (e) plant any plant or sow any seeds on local government property;
  - (f) carry on any trading on local government property unless the trading is conducted—
    - (i) with the consent of a person who holds a permit to conduct a function, and where the trading is carried on under and in accordance with the permit; or
    - (ii) by a person who has a licence or permit to carry on trading on local government property under any written law;
  - (g) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose—
    - (i) drive or ride or take any vehicle on to local government property; or
    - (ii) park or stop any vehicle on local government property;
  - (h) conduct a function on local government property ;
  - (i) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;
  - (j) light a fire on local government property except in a facility provided for that purpose;
  - (k) parachute, hang glide, abseil or base jump from or on to local government property;
  - (l) erect a building or a refuelling site on local government property;
  - (m) make any excavation on or erect or remove any fence on local government property;
  - (n) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person;
  - (o) depasture any horse, sheep, cattle, goat, camel, ass or mule on local government property; or
  - (p) conduct or take part in any gambling game or contest or bet, or offer to bet, publicly.
- (2) The local government may exempt a person from compliance with subclause (1) on the application of that person.
- (3) The local government may exempt specified local government property or a class of local government property from the application of paragraph (1)(a).

**3.14 Permit required to camp outside a facility**

- (1) In this clause—

“**facility**” has the same meaning as is given to it in section 5(1) of the *Caravan Parks and Camping Grounds Act 1995*.
- (2) This clause does not apply to a facility operated by the local government.
- (3) A person shall not without a permit—
  - (a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property; or
  - (b) erect any tent, camp, hut or similar structure on local government property other than a beach shade or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day.
- (4) The maximum period for which the local government may approve an application for a permit in respect of paragraph (a) or (b) of subclause (3) is that provided in regulation 11(2)(a) of the *Caravan Parks and Camping Grounds Regulations 1997*.

**3.15 Permit required for possession and consumption of liquor**

- (1) A person, on local government property, shall not consume any liquor or have in her or his possession or under her or his control any liquor, unless—
  - (a) that is permitted under the *Liquor Control Act 1988*; and
  - (b) a permit has been obtained for that purpose.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

*Division 6—Responsibilities of permit holder*

**3.16 Responsibilities of permit holder**

A holder of a permit shall in respect of local government property to which the permit relates—

- (a) ensure that an authorized person has unobstructed access to the local government property for the purpose of inspecting the property or enforcing any provision of this local law;
- (b) leave the local government property in a clean and tidy condition after its use;
- (c) report any damage or defacement of the local government property to the local government; and
- (d) prevent the consumption of any liquor on the local government property unless the permit allows it and a licence has been obtained under the *Liquor Control Act 1988* for that purpose.

**PART 4—BEHAVIOUR ON ALL LOCAL GOVERNMENT PROPERTY**

*Division 1—Behaviour on and interference with local government property*

**4.1 Behaviour which interferes with others**

A person shall not in or on any local government property behave in a manner which—

- (a) is likely to interfere with the enjoyment of a person who might use the property; or
- (b) interferes with the enjoyment of a person using the property.

**4.2 Behaviour detrimental to property**

(1) A person shall not behave in or on local government property in a way which is or might be detrimental to the property.

(2) In subclause (1)—

“**detrimental to the property**” includes—

- (a) removing any thing from the local government property such as a rock, a plant or a seat provided for the use of any person; and
- (b) destroying, defacing or damaging any thing on the local government property, such as a plant, a seat provided for the use of any person or a building.

**4.3 Taking or injuring any fauna**

(1) A person shall not, take, injure or kill or attempt to take, injure or kill any fauna which is on or above any local government property, unless that person is authorized under a written law to do so.

(2) In this clause—

“**animal**” means any living thing that is not a human being or plant; and

“**fauna**” means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes in relation to any such animal—

- (a) any class of animal or individual member;
- (b) the eggs or larvae; or
- (c) the carcass, skin, plumage or fur.

**4.4 No prohibited drugs**

A person shall not take a prohibited drug on to, or consume or use a prohibited drug on, local government property.

*Division 2—Signs*

**4.6 Signs**

(1) A local government may erect a sign on local government property specifying any conditions of use which apply to that property.

(2) A person shall comply with a sign erected under subclause (1).

(3) A condition of use specified on a sign erected under subclause (1) is—

- (a) not to be inconsistent with any provision of this local law or any determination; and
- (b) to be for the purpose of giving notice of the effect of a provision of this local law.

**PART 5—MATTERS RELATING TO PARTICULAR LOCAL GOVERNMENT PROPERTY**

*Division 1—Swimming pool areas*

**5.1 When entry must be refused**

A Manager or an authorized person shall refuse admission to, may direct to leave or shall remove or cause to be removed from a pool area any person who—

(a) in her or his opinion is—

- (i) under the age of 10 years and who is unaccompanied by a responsible person over the age of 17 years;
- (ii) suffering from any contagious, infectious or cutaneous disease or complaint, or is in an unclean condition;
- (iii) under the influence of liquor or a prohibited drug; or

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- (b) is to be refused admission under and in accordance with a decision of the local government for breaching any clause of this local law.

**5.2 Consumption of food or drink may be prohibited**

A person shall not consume any food or drink in an area where consumption is prohibited by a sign.

*Division 3—Fenced or closed property*

**5.3 No entry to fenced or closed local government property**

A person must not enter local government property which has been fenced off or closed to the public by a sign or otherwise, unless that person is authorized to do so by the local government.

*Division 4—Toilet blocks and change rooms*

**5.4 Only specified gender to use entry of toilet block or change room**

Where a sign on a toilet block or change room specifies that a particular entry of the toilet block or change room is to be used by—

- (a) females, then a person of the male gender shall not use that entry of the toilet block or change room; or  
(b) males, then a person of the female gender shall not use that entry of the toilet block or change room.

*Division 5—Aerodrome (airport)*

**5.5 Access of animals restricted**

- (1) A person shall not bring an animal on to an aerodrome unless—  
(a) the person is a person referred to in section 8 of the *Dog Act 1976* acting in accordance with that provision;  
(b) the animal is being air freighted from the aerodrome;  
(c) the animal has been air freighted to the aerodrome; or  
(d) the person is authorized to do so by the local government.  
(2) A person in charge of an animal shall keep the animal under control and shall not allow it to wander at large on the aerodrome.  
(3) If an animal is at any time on an aerodrome in contravention of subclause (2), in addition to the person specified in that subclause, the owner of the animal at that time commits an offence against subclause (2).

**PART 6—FEES FOR ENTRY ON TO LOCAL GOVERNMENT PROPERTY**

**6.1 No unauthorized entry to function**

- (1) A person shall not enter local government property on such days or during such times as the property may be set aside for a function for which a charge for admission is authorized, except—  
(a) through the proper entrance for that purpose; and  
(b) on payment of the fee chargeable for admission at the time.  
(2) The local government may exempt a person from compliance with subclause(1)(b).

**PART 7—PEDESTRIAN BRIDGES**

*Division 1—Preliminary*

**7.1 Interpretation**

- (1) This Part only applies to pedestrian bridges on local government property.  
(2) In this Part—  
“**pedestrian bridge**” means any bridge intended for use by pedestrians only.

*Division 2—Control and usage of pedestrian bridges over the Avon River*

**7.2 Vehicles on pedestrian bridge**

A person must not drive, ride or take a vehicle onto or allow the vehicle to remain on any pedestrian bridge without express permission of the local government.

**7.3 Animals on pedestrian bridge**

A person must not herd, drive, ride, lead or allow any cattle, horse, sheep, dog or other animal to stray or to be at large upon any pedestrian bridge.

**7.4 Obstruction of pedestrian bridge**

- (1) No person shall place or cause to be placed on any pedestrian bridge any obstruction without permission in writing of the local government.  
(2) No person shall obstruct any representative or employee of the local government in constructing, repairing, adding to or working on or in relation to any pedestrian bridge.

#### **7.5 Rubbish, etc**

A person must not throw or place or cause to be thrown or placed at or onto any pedestrian bridge any glass, stone, missile, filth, dirt, rubbish or other matter of similar nature.

#### **7.6 Fires**

A person shall not under any pretext whatsoever light, place or keep a fire upon or against any pedestrian bridge.

### **PART 8—SALEYARDS**

#### *Division 1—Preliminary*

#### **8.1 Interpretation**

In this Part—

“**auction**” has the meaning given to it in the *Auction Sales Act 1973*;

“**sale**” means a sale by way of auction;

“**saleyard**” means local government property which is used for the sale of stock;

“**stock**” has the meaning given to “livestock” in the *Auction Sales Act 1973*; and

“**stock agent**” means any person appointed by the owner of stock to sell that stock at a saleyard.

#### *Division 2—Sale of stock*

#### **8.2 Requirements of auctioneer’s licence**

A person shall not sell by way of auction any stock at a saleyard unless that person is the holder of an auctioneer’s licence to sell stock under the *Auction Sales Act 1973*.

#### **8.3 Sale times to be approved**

Sales are to be conducted at a saleyard only on such days and at such times as may be appointed by a stock agent with the prior approval of the Chief Executive Officer.

#### **8.4 Order of sales**

The order in which stock agents conduct sales on any day under clause 8.3 is to be the order agreed to by those stock agents, and in default of agreement, as directed by the CEO or an authorized person.

#### *Division 3—Care of and responsibility for stock*

#### **8.5 Diseased and injured stock**

(1) A person shall not—

(a) offer for sale any stock which is diseased, emaciated, injured or suffering from ill health for sale at a saleyard; or

(b) deliver to any saleyard any stock which is diseased, emaciated, injured or suffering from ill health.

(2) Where in the opinion of an authorized person stock at a saleyard is diseased, emaciated, injured or suffering from ill health, the authorized person may direct the stock agent of the stock, or if there is no stock agent, the owner or the person apparently in control of that stock, to remove that stock immediately from the saleyard.

#### **8.6 Care of stock**

Where the stock is yarded in any saleyard the stock agent (or if there is no stock agent, the owner) shall—

(a) ensure that the stock is properly cared for; and

(b) if the stock is kept yarded for more than 24 hours, provide the stock with adequate food and water.

#### **8.7 When purchaser becomes responsible for stock**

The purchaser of any stock yarded in a saleyard is responsible for such stock from the time the contract of sale is entered into.

#### **8.8 Time limit for removal of stock**

The purchaser of any stock at a saleyard is to remove such stock from the saleyard by 5.00pm on the day after the day of sale, or by such later time as may be allowed by an authorized person.

#### **8.9 Removal of unsold stock**

Where stock yarded in a saleyard remain unsold, the stock agent or, if there is no stock agent, the owner of the stock is responsible for the care and removal of such stock from the saleyard.

#### **8.10 Removal of dead or maimed stock**

Stock which have died or which have been maimed shall be as soon as possible be removed from the saleyard where the stock—

(a) are unsold, by the stock agent, or if there is no stock agent, the owner; or

(b) have been sold, by the purchaser.

*Division 4—Payment of fees*

**8.11 Payment of yard fees**

Where stock is brought into a saleyard for a sale or any other purpose by a stock agent or owner, that stock agent or owner shall—

- (a) within 7 days of bringing the stock into a saleyard, give the local government a written statement signed by the stock agent or owner advising—
  - (i) the total number of stock by class brought into the saleyard; and
  - (ii) the date on which the stock was brought into the saleyard; and
- (b) within 28 days of bringing the stock into a saleyard, pay the local government the applicable yard fees set by the local government.

**8.12 Documents may be inspected**

The stock agent or owner shall, on demand by the CEO, make available to the CEO for inspection such documents as may be necessary to enable the CEO to verify a statement given under clause 8.11.

*Division 5—Control of dogs*

**8.13 Only working dogs allowed**

A person shall not bring into a saleyard any dog which will not be used for working with stock in that saleyard on the day which it is brought in.

**8.14 Diseased dogs prohibited**

A person shall not bring or permit to be brought into a saleyard a dog which is diseased.

**PART 9—OBJECTIONS AND APPEALS**

**9.1 Application of Division 1, Part 9 of the Act**

When the local government makes a decision as to whether it will—

- (a) grant a person a permit or consent under this local law; or
- (b) renew, vary, or cancel a permit or consent that a person has under this local law,

the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations apply to that decision.

**PART 10—MISCELLANEOUS**

**10.1 Authorized person to be obeyed**

A person on local government property shall obey any lawful direction of an authorized person and shall not in any way obstruct or hinder an authorized person in the execution of her or his duties.

**10.2 Persons may be directed to leave local government property**

An authorized person may direct a person to leave local government property where she or he reasonably suspects that the person has contravened a provision of any written law.

**10.3 Disposal of lost property**

An article left on any local government property, and not claimed within a period of 3 months, may be disposed of by the local government in any manner it thinks fit.

**10.4 Liability for damage to local government property**

(1) Where a person unlawfully damages local government property, the local government may by notice in writing to that person require that person within the time required in the notice to, at the option of the local government, pay the costs of—

- (a) reinstating the property to the state it was in prior to the occurrence of the damage; or
- (b) replacing that property.

(2) On a failure to comply with a notice issued under subclause (1), the local government may recover the costs referred to in the notice as a debt due to it.

**PART 11—ENFORCEMENT**

*Division 1—Notices given under this local law*

**11.1 Offence to fail to comply with notice**

Whenever the local government gives a notice under this local law requiring a person to do any thing, if a person fails to comply with the notice, that person commits an offence.

**11.2 Local government may undertake requirements of notice**

Where a person fails to comply with a notice referred to in clause 11.1, the local government may do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.



*Division 2—Offences and penalties*

Subdivision 1—General

**11.3 Offences and general penalty**

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

Subdivision 2—Infringement notices and modified penalties

**11.4 Prescribed offences**

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.
- (3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorized person should be satisfied that—
- commission of the prescribed offence is a relatively minor matter; and
  - only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

**11.5 Form of notices**

- (1) For the purposes of this local law—
- where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
  - the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
  - the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.
- (2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

*Division 3—Evidence in legal proceedings*

**11.6 Evidence of a determination**

- (1) In any legal proceedings, evidence of a determination may be given by tendering the register referred to in clause 2.5 or a certified copy of an extract from the register.
- (2) It is to be presumed, unless the contrary is proved, that the determination was properly made and that every requirement for it to be made and have effect has been satisfied.
- (3) Subclause (2) does not make valid a determination that has not been properly made.

*Schedule 1*

Shire of Northam

Local Government Property Local Law 2008

**PRESCRIBED OFFENCES**

Clause	Description	Modified Penalty \$
2.4	Failure to comply with determination	125
3.6	Failure to comply with conditions of permit	125
3.13(1)	Failure to obtain a permit	125
3.14(3)	Failure to obtain permit to camp outside a facility	125
3.15(1)	Failure to obtain permit for liquor	125
3.16	Failure of permit holder to comply with responsibilities	125
4.2(1)	Behaviour detrimental to property	125
4.6(2)	Failure to comply with sign on local government property	125
5.2	Consuming food or drink in prohibited area	125
5.3	Unauthorized entry to fenced or closed local government property	125
5.4	Gender not specified using entry of toilet block or change room	125
5.5(1)	Unauthorized presence of animal on aerodrome	350

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Clause	Description	Modified Penalty \$
5.5(2)	Animal wandering at large on aerodrome—person in charge	350
5.5(3)	Animal wandering at large on aerodrome—owner	350
6.1(1)	Unauthorized entry to function on local government property	125
7.2	Unauthorised vehicle on pedestrian bridge	125
7.3	Unauthorised animal on pedestrian bridge	125
7.4	Obstruction of a pedestrian bridge	125
7.5	Throwing or placing rubbish on a pedestrian bridge	125
7.6	Lighting or placing a fire on a pedestrian bridge	250
8.2	Selling by way of auction without licence	125
8.8	Failure to remove stock	250
8.10	Failure to remove dead or maimed stock	250
8.11	Failure to give statement or pay fees to local government	250
8.12	Failure to produce documents for inspection by local government	250
8.13	Unauthorized entry of dog into saleyard	125
11.1	Failure to comply with notice	250

#### Schedule 2

#### DETERMINATIONS

The following determinations are to be taken to have been made by the local government under clause 2.1.

#### PART 1—PRELIMINARY

##### 1.1 Definitions

In these determinations unless the context otherwise requires—

“local law” means the Local Government Property Local Law made by the local government;

##### 1.2 Interpretation

Unless the context otherwise requires, where a term is used but not defined in a determination and that term is defined in the local law then the term shall have the meaning given to it in the local law.

#### PART 2—DRIVING VEHICLES ON LOCAL GOVERNMENT PROPERTY

##### Speed of Vehicles on Reserves

2.1 A person shall not drive a vehicle or allow a vehicle to be driven upon a reserve which is local government property at a speed exceeding 20 kilometres an hour, or in such a manner as to cause danger to any person.

#### PART 3—ACTIVITIES PROHIBITED ON LOCAL GOVERNMENT PROPERTY

Activities prohibited on local government property

3.1 A person is prohibited from pursuing all or any of the following activities on local government property except on land which is reserved to the local government for the purpose, or which is set aside under subclause 2.7(1) for the purpose.

- (a) Play or practice at golf, archery, pistol shooting or rifle shooting.

Dated 23rd July 2008.

The Common Seal of the Shire of Northam was affixed by authority of a resolution of the Council in the presence of—

Cr S. B. POLLARD, Shire President.

G. BRENNAN, Acting Chief Executive Officer.

### 12.4.6 Standing Orders Local Law 2018

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	2.3.2.4
<b>Reporting Officer:</b>	Cheryl Greenough Coordinator Governance / Administration
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Absolute Majority

#### BRIEF

This report is to finalise s3.12 of the *Local Government Act 1995* and make a new Standing Orders Local Law 2018 which will repeal the *Shire of Northam Standing Orders Local Law 2008*.

#### ATTACHMENTS

- Attachment 1: Marked Up Standing Orders Local Law 2018.  
Attachment 2: Final Standing Orders Local Law 2018.

#### BACKGROUND / DETAILS

The Standing Orders Local Law 2008 was Gazetted on 16 September 2008.

At the Ordinary Council meeting 25 January 2017, Council put forward a motion to commence the first stage of reviewing all of the 2008 local laws. Following on from that motion, a consultation period of six (6) weeks was held from 28 January 2017 ending on 20 March 2017.

On 20 March 2017 the Department of Local Government, Sport and Cultural Industries (formerly Department of Local Government and Communities) advised their recommendations for amendments to the Local Law.

No comments were received from the community during the review process and as such the Shire staff conducted a workshop with several Councillors to discuss the changes provided by the Department and any other changes staff have deemed as necessary. The statutory review of the Shire's Standing Orders Local Law 2008 in accordance with s.3.16 of the Act has been finalised.

At the Ordinary Council meeting 20 December 2017 Council voted to make a new local law and to repeal the 2008 local law once adopted. As the new local law is being made in 2018 it will be known as the Shire of Northam Standing Orders Local Law 2018.

The following table outlines what stage of the process this local law is currently at:

2008 Local Laws	Stage 1	s3.16	Council adopted to review Local Law & advertise for 6 weeks	Stage 2	s3.12	Council adopted to make changes to the local law and advertise changes	Stage 3	Council adopt the new local law, advertise & send for Gazettal
Dogs Local Law 2008						24/3/18		June meeting
Cemeteries Local law 2008								Local Law gazetted 12/12/17
Activities on Thoroughfares						18/10/17		Local Law gazetted 27/2/18
Extractive Industries						21/3/18		June meeting
Standing Orders								April meeting
Operation of Waste Facilities						No changes required		
Parking and Parking Facilities								
Health Local Law 2008						April meeting		
Keeping Control of cats								
Local Government Property						April meeting		

## 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.

- Implement systems and processes which deliver quality outcomes for our community;
- Maintain a high standard of corporate governance;
- Encourage active community participation in our local government; and
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

### Financial / Resource Implications

Repealing a local law process will incur:

- Advertising costs in the West Australian - Approximate cost \$400;
- Advertising in the Avon Advocate relating to the adoption of the amendment local law. Approximate cost \$200; and
- Further Gazettal costs when adopted which will be approximately \$3,000

### **Legislative Compliance**

Section 3.12 of the Local Government Act 1995 which outline the procedures for making local laws.

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
  - (a) *give Statewide public notice stating that —*
    - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
    - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
    - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
  - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
  - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3a) *A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.*
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\*Absolute majority required.*

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if*

- another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice —
- (a) stating the title of the local law; and
  - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

### Policy Implications

Nil.

### Stakeholder Engagement / Consultation

A consultation period of six (6) weeks was held from 28<sup>th</sup> January 2017 ending on 20<sup>th</sup> March 2017.

### Risk Implications

Non-compliance with the Act.

### OFFICER'S COMMENT

As the 2008 local law does not meet the standards of the *Local Government Act 1995* Officers considered the document should be repealed rather than amended. A workshop was held with Councillors and staff to discuss the WALGA model local law.

During the workshop several changes were made to the model local law to reflect the circumstances and style of the Shire of Northam. The changes are listed in the below table. The local law has since been advertised and the Department of Local Government, Sport and Cultural Industries have provided changes which are now highlighted in green. These changes can be either accepted or rejected but are considered to be best practice.

Insert/Delete	Changes	Reason
Clause 1.4	In Definition of 'District' insert the words 'Shire of Northam'	
Clause 1.5	Delete all old Repeals	As they are not needed
Inserted	Clause 1.5 Repeal - Standing Orders Local Law 2008 as published in the Government Gazette on 16 September 2008	Requested by Councillors

Insert/Delete	Changes	Reason
Clause 1.5	Repeal - Insert' This local law repeals the Shire of Northam <i>Standing Orders Local Law 2008</i> as published in the <i>Government Gazette</i> on 16 September 2008	<b>DLGC correction to this clause.</b>
Clause 1.6	Provisions of the Act, Regulations and other legislation	As per Model Local Law
PART 2	Establishment and membership of committees	As per Model Local Law
Inserted	The relevant sections of the Act throughout the document	
Clause 2.7	Use entire clause - Absence from committee meetings	As per Model Local Law
Clauses 2.11- 2.21	Use entire clauses	As per Model Local Law
Clause 3.6	Use entire clause - Attendance by telephone etc -	As per Model Local Law
Clause 3.7	Use entire clause - Attendance by telephone etc after natural disaster.	As per Model Local Law
Clause 5.2	Delete - Order of Business – items 1-15 from the Model Local Law	Model Local Law
Clause 5.2	<p>Insert new clause - Order of Business</p> <p>(1) The order of business of an ordinary meeting shall be as decided by the Presiding Member or the CEO, unless the Council resolves what the order of business shall be.</p> <p>(2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.</p> <p>(3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed. <i>[See section 5.24 of the Act; and regulations 6 &amp; 7 of the Regulations]</i></p>	from 2008 Local law
Clause 6.9(3)	<p>Delete 'Unless the council resolves otherwise, a deputation invited to attend a Council meeting:</p> <p>(a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;</p>	Councillor requested changes to allow more to speak at a deputation if required.

Insert/Delete	Changes	Reason
	(b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.	
Clause 6.14	Insert the words 'Administration Office' after the words 'Shire of Northam'	DLGSC change to clarify location
Clause 8.1	Delete - Members to be in their proper places (1) At the first meeting held after each election day, the CEO is to allot, alphabetically by ward, a position at the Council table to each Member. (2) Each Member is to occupy his or her allotted position at each Council meeting.	(change to current practice)
Clause 8.1	Insert – Members to be in their proper places (1) At the first meeting held after each election day, the CEO is to allot a position at the Council table to each Member. (2) Each Member is to occupy his or her allotted position at each Council meeting.	Changed to reflect current practice by CEO
Clause 8.8.2(ii)	<b>Delete the word 'Decorum'</b>	DLGSC change as the word is subjective
Clause 8.9	Speaking twice – Delete 'A Member may address the Council more than once on any motion or amendment' and insert 'A Member is not to address the Council more than once on any motion or amendment except:'	Changed as requested to make it clearer
Clause 8.15(1)	Insert – 'unless the meeting resolves, without debate, that the matter before the meeting cannot otherwise be adequately considered' after the word 'changed'	
Delete	All references to 'insulting'	As raised at the Council Forum meeting, Officers have removed due to the word



Insert/Delete	Changes	Reason
		'insulting' being subjective.
Clause 8.15(4)	Insert – 'A member must not make a statement that a local government employee is incompetent or dishonest, either verbally or in writing.	
Clause 9.5(3)(a)	Delete the words 'it is not to be considered further;' and insert the words 'is not to be the subject of debate or comment;'	
Clause 9.5(3)(a)	Should be deleted as joint Committee ruled against not being subject to debate	DLGSC suggested change
Clause 9.5(3)(b)	Delete the (b)	
Clause 19.1	Delete entire clause - A person who breaches a provision of these Local Laws commits an offence. Penalty: \$5,000.00 where the offence is of a continuing nature a daily penalty of \$500.00 in respect of each day or part day during which the offence has continued.	DLGSC suggested change
Clause 19.1	A person who commits an offence under this local law is liable to a penalty of \$1000 and where the offence is of a continuing nature, to a daily penalty of \$100 in respect of each day or part day during which the offence has continued.	Joint Standing Committee recommendation

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3334**

**Moved: Cr Proud**

**Seconded: Cr Tinetti**

**That Council:**

- 1. Request the CEO to provide Statewide public notice that Council intends to adopt the Shire of Northam Standing Orders Local Law 2018 as provided in Attachment 2, with the following purpose and effect, in accordance with s3.12 of the *Local Government Act 1995* and invites public submissions on the proposal:**

**Purpose:** The purpose of the Standing Orders Local Law 2018 is to repeal the Standing Orders Local Law 2008 and provide for the orderly conduct of meetings of the council and committees, the manner of making an effective petition to the local government, and for the safe custody and use of the common seal.

**Effect:** The effect of this local law is that all council and committee meetings, the manner of making a petition to the local government, and the use of the common seal, are to be governed by the standing orders unless otherwise provided in the Act or regulations.

- 2. Request the CEO complete the local law process by publishing the local law in the *Government Gazette* as described in s3.12(6) of the *Local Government Act 1995*.**

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

Clarification was sought in relation to whether the word 'insulting' was removed. The Coordinator Governance / Administration confirmed that this was removed.

## Attachment 1

WESTERN AUSTRALIA

Local Government Act 1995

*SHIRE OF NORTHAM*  
Standing Orders Local Law 2018

ARRANGEMENT

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LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

**Standing Orders Local Law 2018**

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Shire of Northam resolved on **[INSERT DATE]** to make the following local law.

**Part 1 - Preliminary**

- 1.1 Citation**  
This local law may be cited as the Shire of Northam – Standing Orders Local Law 2018.
- 1.2 Commencement**  
By virtue of s3.14 of the Act, these Local Laws come into operation 14 days after the date of their publication in the *Government Gazette*.
- 1.3 Application and intent**
- (1) These Local Laws provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.
  - (2) All meetings are to be conducted in accordance with the Act, the Regulations and these Local Laws.
  - (3) These Local Laws are intended to result in-
    - (a) better decision-making by the Council and committees;
    - (b) the orderly conduct of meetings dealing with Council business;
    - (c) better understanding of the process of conducting meetings; and
    - (d) the more efficient and effective use of time at meetings.
- 1.4 Interpretation**  
In these Local Laws unless the context otherwise requires:
- Absolute majority** has the meaning given to it in s1.4 Introductory Matters of the Act;
- 75% majority** has the meaning given to it in s1.4 Introductory Matters of the Act;
- Act** means the *Local Government Act 1995*;
- CEO** means the Chief Executive Officer of the Local Government;
- Committee** means a committee of the Council established under s5.8 of the Act;
- Committee meeting** means a meeting of a committee;
- Council** means the Council of the Shire of Northam;
- District** means the district of the Shire of Northam;
- Local Government** means the Shire of Northam;
- President** means the President of the Local Government or other Presiding Member at a Council meeting under s5.6 of the Act;
- Meeting** means a meeting of the Council or a committee, as the context requires;
- Member** has the meaning given to it in s1.4 Introductory Matters of the Act;

**Presiding member means-**

- (a) in respect of the Council, the person presiding under s5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13 and 5.14 of the Act;

**Regulations** means the Local Government (Administration) Regulations 1996;

**Simple majority** means more than 50% of the members present and voting; and,

**Substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined in these Local Laws, the terms and expressions used in these Local Laws are to have the meaning given to them in the Act and Regulations.

**1.5 Repeal**

This local law repeals the Shire of Northam *Standing Orders Local Law 2008* as published in the *Government Gazette* on 16 September 2008

**1.6 Provisions of the Act, Regulations and other legislation**

- (1) Throughout these Local Laws, provisions of the Act and Regulations, and provisions of other legislation, are reproduced in a boxed format.
- (2) The purpose of reproducing these provisions is to assist the reader by giving a fuller picture of related legislative provisions that also apply to meetings of the Council, committees and electors.
- (3) The reproduced provisions of the Act and Regulations and other legislation-
  - (a) are to be treated as footnotes and are not part of these Local Laws (see section 32(2) of the *Interpretation Act 1984*); and
  - (b) reproduce only the provisions that were in force at the time that the Council resolved to adopt these Local Laws and therefore may not necessarily be correct at a future date.

## **Part 2 – Establishment and membership of committees**

**2.1 Establishment of committees**

- (1) The establishment of committees is dealt with in the Act.
- (2) A Council resolution to establish a committee under s5.8 of the Act is to include-
  - (a) the terms of reference of the committee;
  - (b) the number of council members, officers and other persons to be appointed to the committee;
  - (c) the names or titles of the council members and officers to be appointed to the committee;
  - (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
  - (e) details of the delegation of any powers or duties to the committee under s5.16 of the Act.
- (3) This local law is to apply to the conduct of committee meetings.

**2.2 Types of committees**

The types of committees are dealt with in s5.9 of the Act.

**2.3 Delegation of some powers and duties to certain committees**

The delegation of some powers and duties to certain committees is dealt with in s5.16 of the Act.

\*Absolute Majority



- 2.4 Limits on delegation of powers and duties to certain committees**  
The limits on the delegation of powers and duties to certain committees are dealt with in s5.16 of the Act. \* Absolute Majority
- 2.5 Appointment of committee members**  
The appointment of committee members is dealt with in s5.10 of the Act. \*Absolute Majority
- 2.6 Tenure of committee membership**  
Tenure of committee membership is dealt with in s5.11 of the Act.
- 2.7 Absence from committee meetings**  
If any member of a committee, other than the President, is absent from three consecutive meetings without having obtained consent from the Council or committee, that member's seat on the committee will become vacant.
- 2.8 Resignation of committee members**  
The resignation of committee members is dealt with in regulation 4 of the Regulations.
- 2.9 Register of delegations to committees**  
The register of delegations to committees is dealt with in s5.18 of the Act.
- 2.10 Committees to report**  
A committee-
- (a) is answerable to the Council; and
  - (b) is to report on its activities when, and to the extent, required by the Council.
- 2.11 Reports of committees to be taken as read**  
The reports and recommendations of every committee shall, when presented to the Council be taken as read.
- 2.12 Confirmation of committees report**  
The confirmation and adoption of recommendations of the committee shall be moved by-
- (a) the Chairperson of each committee;
  - (b) or if absent, another member of committee;
  - (c) if no member of committee is present, a member of the Council nominated by the President;
- and it shall not be necessary to second the motion to adopt.
- 2.13 Procedure of report of committees**
- (1) Upon the consideration by the Council or any report or recommendations of a committee, the President shall, without further motion, put the recommendations, in numerical order, unless the Council shall otherwise determine.
  - (2) Each item adopted by the Council shall become a resolution of the Council.
- 2.14 Withdrawal, correction and amendments of committees**
- (1) In moving, the adoption of a recommendation of any Committee, the mover may not propose any amendment to any recommendation, except for the correction of a verbal or clerical error.
  - (2) The Presiding Member of a committee, may be excused from moving the adoption if the Presiding Member wishes to move an amendment to it. In that case, another member of the Council may move the confirmation and adoption of the recommendation.
  - (3) The Presiding Member or other members of a committee bringing up a recommendation may move the confirmation and adoption of the recommendation.
- 2.15 Reports of committees—questions**  
When a recommendation of any committee of the Council is submitted for confirmation and adoption, any member of that Council may direct questions directly relating to the recommendation-
- (a) through the President;

- (b) to the Presiding Member; or
  - (c) any member of the committee bringing up the recommendation. No argument or speeches are permitted.
- 2.16 Procedure on amendments on reports of the committees**  
When an amendment is proposed with reference to the adoption or otherwise of any recommendation of any committee, the amendment shall be disposed of before the other proceedings of the committee are considered.
- 2.17 Non-related motions on reports of committees**  
A Member of the Council may not move any motion on any report or recommendation of any committee which does not relate to the recommendations presented by the committee.
- 2.18 Recommendations of committees—inspection of plans**  
All plans referred to in the recommendations of the committee that may require the consideration of the Council, shall lay on the table of the Council Chamber for the inspection of Members of the Council at the meeting at which the matter is being considered.
- 2.19 Committee procedure**  
Each committee may, subject to the Act, these Standing Orders and any policy made by the Council, regulate its own procedure.
- 2.20 Rights and responsibilities of members who are not committee members**  
Members who are not members of a committee may participate in the meeting, only at the invitation of the Presiding Member but they are not entitled to vote.
- 2.21 Local law applies to committees**  
Unless otherwise specifically provided, the provisions of this local law apply generally to the proceedings of committees, except for Clause 8.1

### **Part 3 - Calling and convening meetings**

- 3.1 Ordinary and special Council meetings**
- (1) Ordinary and special Council meetings are dealt with in s5.3 of the Act.
  - (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
  - (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.
- 3.2 Calling council meetings**  
The calling of Council meetings is dealt with in s5.4 of the Act.
- 3.3 Convening council meetings**
- (1) The convening of a Council meeting is dealt with in s5.5 of the Act.
  - (2) Subject to subclause (3), the CEO is to give at least 72 hours notice, for the purposes of section 5.5, in convening a special meeting of the Council.
  - (3) Where, in the opinion of the President or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.
- 3.4 Calling committee meetings**  
The CEO is to call a meeting of any committee when requested by the President, the Presiding Member of a committee or any two members of that committee.
- 3.5 Public notice of meetings**

Public notice of meetings is dealt with in the regulation 12 of the Regulations.

- 3.6 Attendance by Telephone etc**  
Attending a meeting by telephone or other electronic media is dealt with in regulation 14A of the Regulations.
- 3.7 Attendance by telephone etc after natural disaster**  
Attending a meeting by telephone or other electronic media after a natural disaster is dealt with in regulation 14B of the Regulations.

## **Part 4 – Presiding Member and quorum**

### *Division 1: Who presides*

- 4.1 Who presides**  
Who presides at a Council meeting is dealt with in s5.6 of the Act.
- 4.2 When the Deputy President can act**  
When the Deputy President can act is dealt with in s5.34 of the Act.
- 4.3 Who acts if no President**  
Who acts if there is no President is dealt with in s5.35 of the Act.
- 4.4 Election of presiding members of committees**  
The election of Presiding Members of committees and their deputies is dealt with in s5.12 of the Act.
- 4.5 Election of deputy presiding members of committees**  
The election of Deputy Presiding Members of committees is dealt with in s5.12 of the Act.
- 4.6 Functions of deputy presiding members**  
The functions of Deputy Presiding Members are dealt with in s5.13 of the Act.
- 4.7 Who acts if no presiding member**  
Who acts if no Presiding Member is dealt with in s5.14 of the Act.

### *Division 2 – Quorum*

- 4.8 Quorum for meetings**  
The quorum for meetings is dealt with in s5.19 of the Act.
- 4.9 Reduction of quorum for Council meetings**  
The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in s5.7 of the Act.
- 4.10 Reduction of quorum for committee meetings**  
The reduction of a quorum for committee meetings is dealt with in s5.15 of the Act.  
\* Absolute Majority
- 4.11 Procedure where no quorum to begin a meeting**  
The procedure where there is no quorum to begin a meeting is dealt with in regulation 8 of the Regulations.
- 4.12 Procedure where quorum not present during a meeting**  
If at any time during a meeting a quorum is not present, the Presiding Member is:  
(a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and  
(b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.

**4.13 Names to be recorded**

At any meeting:

- (a) at which there is not a quorum present; or
  - (b) which is adjourned for want of a quorum,
- the names of the Members then present are to be recorded in the minutes.

**Part 5 - Business of a meeting**

**5.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Presiding Member or the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the Council other than that:
  - (a) specified in the notice of the meeting which had been adjourned; and
  - (b) which remains unresolved.
- (4) Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

**5.2 Order of business**

- (1) The order of business of an ordinary meeting shall be as decided by the Presiding Member or the CEO, unless the Council resolves what the order of business shall be.
- (2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
- (3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed. *[See section 5.24 of the Act; and regulations 6 & 7 of the Regulations]*

**5.3 Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or these Local Laws otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
  - (a) may with the concurrence of the President, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of these Local Laws or any other written law;
  - (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
  - (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
  - (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless-
  - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

**5.4 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

**5.5 Adoption by exception resolution**

- (1) In this clause 'adoption by exception resolution' means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.
- (2) Subject to subclause (3), the Local Government may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter-
  - (a) that requires a 75% majority or a special majority;
  - (b) in which an interest has been disclosed;
  - (c) that has been the subject of a petition or deputation;
  - (d) that is a matter on which a Member wishes to make a statement; or
  - (e) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

## **Part 6 - Public participation**

**6.1 Meetings generally open to the public**

Meetings being generally open to the public is dealt with in s5.23 of the Act.

**6.2 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried-
  - (a) the Presiding Member is to direct everyone to leave the meeting except:
    - (i) the Members;
    - (ii) the CEO; and
    - (iii) any Officer specified by the Presiding Member; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.
- (7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a Member to be included in the minutes.

**6.3 Question time for the public**

Question time for the public is dealt with in s5.24 of the Act.

**6.4 Question time for the public at certain meetings**

Question time for the public at certain meetings is dealt with in regulation 5 of the Regulations.

**6.5 Minimum question time for the public**

Minimum question time for the public is dealt with in regulation 6 of the Regulations.

**6.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in regulation 7 of the Regulations.

**6.7 Other procedures for question time for the public**

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that-
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to-
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where:
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

**6.8 Distinguished visitors**

If a distinguished visitor is present at a meeting of the Council, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

**6.9 Deputations**

- (1) Any person or group wishing to be received as a deputation by the Council is to either-
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either-
  - (a) approve the request and invite the deputation to attend a meeting of the Council; or
  - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

**6.10 Petitions**

- (1) A petition is to -
  - (a) be addressed to the President;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;

- (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
- (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

#### 6.11 Presentations

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

#### 6.12 Participation at committee meetings

- (1) In this clause a reference to a person is to a person who-
- (a) is entitled to attend a committee meeting;
  - (b) attends a committee meeting; and
  - (c) is not a member of that committee.
- (2) Without the consent of the Presiding Member, no person is to address a committee meeting.
- (3) The Presiding Member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (4) A person addressing the committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.
- (5) A person who fails to comply with a direction of the Presiding Member under subclause (4) may, by order of the Presiding Member, be removed from the committee room.
- (6) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

#### 6.13 Council may meet to hear public submissions

- (1) Where an item on the agenda at a Council meeting is contentious and is likely be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the President shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall-
- (a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;
  - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 6.9 to make a deputation on the issue; and
  - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.
- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
- (6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member.
- (7) Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.

- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.
- (9) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

**6.14 Public Inspection of agenda materials**

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at the Shire of Northam Administration Office and on the Local Government's website.

**6.15 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be-
  - (a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed";
  - (b) marked "*Confidential*" in the agenda; and
  - (c) kept confidential by Officers and Members until the Council resolves otherwise.
- (2) A member or an officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another member or an officer to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not apply where a member or officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

**6.16 Recording of proceedings**

- (1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.
- (2) If the Presiding Member gives permission under subclause (1), the Presiding Member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.

**6.17 Prevention of disturbance**

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone or pager is not audible during any meeting of the Council.
- (5) A person shall not behave in a manner that is contrary to the *Criminal Code*.

## Part 7 - Questions by Members

- 7.1
  - (1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.
  - (2) A Member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.
  - (3) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that -
    - (a) the question be placed on notice for the next meeting of Council; and
    - (b) the answer to the question be given to the Member who asked it within 14 days.



- (4) Every question and answer -
  - (a) is to be brief and concise; and
  - (b) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

## Part 8 – Conduct of Members

- 8.1 **Members to be in their proper places**
  - (1) At the first meeting held after each election day, the CEO is to allot a position at the Council table to each Member.
  - (2) Each Member is to occupy his or her allotted position at each Council meeting.
- 8.2 **Respect to the Presiding Member**

After the business of a Council has been commenced, a Member is not to enter or leave the meeting without first paying due respect to the Presiding Member.
- 8.3 **Titles to be used**

A speaker, when referring to the President, Deputy President or Presiding Member, or a Member or Officer, is to use the title of that person's office.
- 8.4 **Advice of entry or departure**

During the course of a meeting of the Council, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time or entry or departure.
- 8.5 **Members to indicate their intention to speak**

A Member of the Council who wishes to speak is to indicate his or her intention to speak by raising his or her hand and must stand when speaking at council meetings (excluding committee meetings.) Standing is not required for a member who has an impairment which excludes his/her ability to stand.
- 8.6 **Priority of speaking**
  - (1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.
  - (2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.
  - (3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.
- 8.7 **Presiding Member may take part in debates**

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with these Local Laws.
- 8.8 **Relevance**
  - (1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
  - (2) The Presiding Member, at any time, may-
    - (a) call the attention of the meeting to:
      - (i) any irrelevant, repetitious, offensive language by a Member; or
      - (ii) any breach of order by a Member; and
    - (b) direct that Member, if speaking, to discontinue his or her speech.
  - (3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.
- 8.9 **Speaking twice**

A Member is not to address the Council more than once on any motion or amendment except:

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

**8.10 Duration of speeches**

- (1) A Member is not to speak on any matter for more than 5 minutes without the consent of the Council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

**8.11 No speaking after conclusion of debate**

A Member is not to speak on any motion or amendment-

- (a) after the mover has replied; or
- (b) after the question has been put.

**8.12 No interruption**

A Member is not to interrupt another Member who is speaking unless-

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.13; or
- (d) to move a procedural motion that the Member be no longer heard.

**8.13 Personal explanations**

- (1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.
- (2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.
- (3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

**8.14 No reopening of discussion**

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed.

**8.15 Adverse reflection**

- (1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed unless the meeting resolves, without debate, that the matter before the meeting cannot otherwise be adequately considered.
- (2) A Member is not:
  - (a) to reflect adversely on the character or actions of another Member or Officer; or
  - (b) to impute any motive to a Member or Officer, unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (3) A Member is not to use offensive expressions in reference to any Member, Officer or other person.
- (4) A member must not make a statement that a local government employee is incompetent or dishonest, either verbally or in writing.
- (5) If a Member specifically requests, immediately after their use, that any particular words used by a Member be recorded in the minutes:
  - (a) the Presiding Member is to cause the words used to be taken down and read to the meeting for verification; and
  - (b) the Council may, by resolution, decide to record those words in the minutes.

**8.16 Withdrawal of offensive language**

- (1) A Member who, in the opinion of the Presiding Member, uses an expression which:
  - (a) in the absence of a resolution under clause 8.15-

- (i) reflects adversely on the character or actions of another Member or Officer; or
  - (ii) imputes any motive to a Member or Officer; or
  - (b) is offensive, must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.
- (2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

## Part 9 - Preserving order

### 9.1 Presiding Member to preserve order

- (1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.
- (2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.
- (3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.7, but to preserve order.

### 9.2 Point of order

- (1) A Member may object, by way of a point of order, only to a breach of:
  - (a) any of these Local Laws; or
  - (b) any other written law.
- (2) Despite anything in these Local Laws to the contrary, a point of order:
  - (a) takes precedence over any discussion; and
  - (b) until determined, suspends the consideration or discussion of any other matter.

### 9.3 Procedures on a point of order

- (1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.
- (2) A Member interrupted on a point of order is to resume his or her seat until:
  - (a) the Member raising the point of order has been heard; and
  - (b) the Presiding Member has ruled on the point of order,and, if permitted, the Member who has been interrupted may then proceed.

### 9.4 Calling attention to breach

A Member may, at any time, draw the attention of the Presiding Member to any breach of these Local Laws.

### 9.5 Ruling by the Presiding Member

- (1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the Presiding Member on a point of order is to be final unless the majority of members present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that:
  - ~~(a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and~~
  - ~~(b)~~ a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

### 9.6 Continued breach of order

If a Member:

- (a) persists in any conduct that the Presiding Member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3), the Presiding Member may direct the Member to refrain

from taking any further part in the matter under discussion, other than by voting, and the Member is to comply with that direction.

**9.7 Right of Presiding Member to adjourn**

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

## **Part 10 - Debate of substantive motions**

**10.1 Motions to be stated and in writing**

Any Member who wishes to move a substantive motion or an amendment to a substantive motion:

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the Presiding Member, is to put the motion or amendment in writing.

**10.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

**10.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.
- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting.

**10.4 Only one substantive motion at a time**

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

**10.5 Order of call in debate**

The Presiding Member is to call speakers to a substantive motion in the following order:

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) a speaker against the motion;
- (e) the seconder to speak to the motion
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating in view where possible; and
- (h) mover takes right of reply which closes debate.

**10.6 Limit of debate**

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

**10.7 Member may require question to be read**

A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

- 10.8 Consent of seconder required for alteration**  
The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.
- 10.9 Order of amendments**  
Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.
- 10.10 Form of an amendment**  
An amendment must add, delete, or substitute words to the substantive motion.
- 10.11 Amendment must not negate original motion**  
An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.
- 10.12 Relevance of amendments**  
Each amendment is to be relevant to the motion in respect of which it is moved.
- 10.13 Mover of motion may speak on amendment**  
Any Member may speak during debate on an amendment.
- 10.14 Effect of an amendment**  
If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.
- 10.15 Withdrawal of motion or amendment**
- (1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
  - (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.
- 10.16 Right of reply**
- (1) The mover of a substantive motion has the right of reply.
  - (2) The mover of any amendment to a substantive motion has a right of reply.
  - (3) The right of the reply may only be exercised:
    - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
    - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
  - (4) After the mover of the substantive motion has commenced the reply:
    - (a) no other Member is to speak on the question;
    - (b) there is to be no further discussion on, or any further amendment to, the motion.
  - (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
  - (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

## Part 11 - Procedural motions

- 11.1 Permissible procedural motions**  
In addition to the right to move an amendment to a substantive motion a Member may move the following procedural motions:
- (a) that the meeting proceed to the next item of business;
  - (b) that the debate be adjourned;

- (c) that the meeting now adjourn;
- (d) that the question be now put;
- (e) that the Member be no longer heard;
- (f) that the ruling of the Presiding Member be disagreed with;
- (g) that the Standing Orders clause.... be suspended;
- (h) that the Standing Orders be resumed;
- (i) that the meeting be closed to the public (see clause 6.2).
- (j) that the motion lie on the table

**11.2 No debate**

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

**11.3 Who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

**11.4 Procedural motions - right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

**11.5 Meeting to proceed to the next business**

The motion "that the meeting proceed to the next business", if carried, has the effect that:

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

**11.6 Debate to be adjourned**

A motion "that the debate be adjourned":

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

**11.7 Meeting now adjourn**

- (1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution.
- (3) A motion "that the meeting now adjourn":
  - (a) is to state the time and date to which the meeting is to be adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

**11.8 Question to be put**

- (1) If the motion "that the question be now put", is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the question be now put" is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

**11.9 Member to be no longer heard**

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

**11.10 Ruling of the Presiding Member to be disagreed with**

If the motion “that the ruling of the Presiding Member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

### **Part 12 - Disclosure of interests**

**12.1 Disclosure of interests**

Disclosure of interests is dealt with in Part 5 Division 6 of the Act .

### **Part 13 - Voting**

**13.1 Question - when put**

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -
  - (a) is to put the question to the Council; and
  - (b) if requested by any Member, is to again state the terms of the question.
- (2) A Member is not to leave the meeting when the Presiding Member is putting any question.

**13.2 Voting**

Voting is dealt with in s5.21 of the Act and the Regulations.

**13.3 Majorities required for decisions**

The majorities required for decisions of the Council and committees are dealt with in the Act.

**13.4 Method of taking vote**

- (1) In taking the vote on any motion or amendment the Presiding Member:
  - (a) is to put the question, first in the affirmative, and then in the negative;
  - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
  - (c) may accept a vote on the show of hands; and,
  - (d) is subject to this clause to declare the result.
- (2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) If a member of council or a committee specifically requests that there be recorded -
  - (a) his or her vote; or,
  - (b) the vote of all members present on a matter voted on at a meeting of the council or committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (4) If a Member calls for a division:
  - (a) those voting in the affirmative are to pass to the right of the Chair; and
  - (b) those voting in the negative are to pass to the left of the Chair.
- (5) For every division, the CEO is to record:
  - (a) the name of each member who voted; and
  - (b) whether he or she voted in the affirmative or negative.

### **Part 14 – Minutes of meetings**

**14.1 Keeping of minutes**

The keeping and confirmation of minutes are dealt with in s5.22 of the Act.

- 14.2 Content of minutes**
- (1) The content of minutes is dealt with in regulation 11 of the Regulations.
  - (2) In addition to the matters required by regulation 11, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.
- 14.3 Public inspection of unconfirmed minutes**  
The public inspection of unconfirmed minutes is dealt with in regulation 13 of the Regulations.
- 14.4 Confirmation of minutes**
- (1) When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the Local Government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.
  - (2) At the next ordinary meeting of the Council, the Member who provided the alternative wording shall, at the time for confirmation of minutes –
    - (a) state the item or items with which he or she is dissatisfied; and
    - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
  - (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

## Part 15 - Adjournment of meeting

- 15.1 Meeting may be adjourned**  
The Council may adjourn any meeting:
- (a) to a later time on the same day; or
  - (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.
- 15.2 Effect of adjournment**  
Where any matter, motion, debate or meeting is adjourned under these Local Laws:
- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
  - (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
  - (c) the provisions of clause 8.9 [speaking twice] apply when the debate is resumed.

## Part 16 – Revoking or changing decisions

- 16.1 Requirements to revoke or change decisions**  
The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.
- 16.2 Limitations on powers to revoke or change decisions**
- (1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision:
    - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
    - (b) where the decision is procedural in its form or effect.
  - (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.
- 16.3 Implementing a decision**
- (1) In this clause-
    - (a) "authorisation" means a licence, permit, approval or other means of authorising a person to do anything;



- (b) "implement", in relation to a decision, includes:
  - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
  - (ii) take any other action to give effect to the decision; and
- (c) "valid notice of revocation motion" means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Local Laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
- (4) A decision made at a meeting is not to be implemented by the CEO or any other person:
  - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
  - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
- (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation:
  - (a) is to take effect only in accordance with this clause; and
  - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

## Part 17 - Suspension of Local Laws

### 17.1 Suspension of Local Laws

- (1) A Member may at any time move that the operation of one or more of the provisions of these Local Laws be suspended and nominate which clause they wish to suspend.
- (2) A Member moving a motion under subclause (1) is to state the reasons for the motion, but no other discussion is to take place.
- (3) A motion under subclause (1) which is:
  - (a) seconded; and
  - (b) carried by an absolute majority, is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

### 17.2 Where Local Laws do not apply

- (1) In situations where-
  - (a) one or more provisions of these Local Laws have been suspended; or
  - (b) a matter is not regulated by the Act, the Regulations or this local law, the Presiding Member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

### 17.3 Cases not provided for in Local Laws

The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where these Local Laws, the Act or the Regulations are silent. The decision of the Presiding Member in these cases is final, except where a motion is moved and carried under clause 11.10.

## Part 18 - Meetings of electors

### 18.1 Electors' general meetings

Electors' general meetings are dealt with in s5.27 of the Act.

### 18.2 Matters for discussion at electors' general meetings

The matters to be discussed at electors' general meetings are dealt with in Regulation 15 of the Regulations.

- 18.3 Electors' special meetings**  
Electors' special meetings are dealt with in s5.28 of the Act.
- 18.4 Requests for electors' special meetings**  
Requests for electors' special meetings are dealt with in regulation 16 of the Regulations.
- 18.5 Convening electors' meetings**  
Convening electors' meetings is dealt with in s5.29 of the Act.
- 18.6 Who presides at electors' meetings**  
Who presides at electors' meetings is dealt with in s5.30 of the Act.
- 18.7 Procedure for electors' meetings**  
(1) The procedure for electors' meetings is dealt with in s5.31 of the Act and regulation 18 of the Regulations.  
(2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to these Local Laws.
- 18.8 Participation of non-electors**  
A person who is not an elector of the Local Government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.
- 18.9 Voting at electors' meetings**  
Voting at electors' meetings is dealt with in Regulation 17 of the Regulations.
- 18.10 Minutes of electors' meetings**  
Minutes of electors' meetings are dealt with in s5.32 of the Act.
- 18.11 Decisions made at electors' meetings**  
Decisions made at electors' meetings are dealt with in s5.33 of the Act.

## Part 19 - Enforcement

**19.1 Penalty for breach**

A person who commits an offence under this local law is liable to a penalty of \$1000 and where the offence is of a continuing nature, to a daily penalty of \$100 in respect of each day or part day during which the offence has continued.

**19.2 Who can prosecute**

Who can prosecute is dealt with in the Act.

Dated: **[INSERT DATE]**

The Common Seal of the SHIRE OF NORTHAM  
was affixed by the authority of  
a resolution of Council in the presence of:

\_\_\_\_\_  
CR CHRISTOPHER ANTONIO  
President

\_\_\_\_\_  
JASON WHITEAKER  
Chief Executive Officer

## Attachment 2

WESTERN AUSTRALIA

Local Government Act 1995

SHIRE OF NORTHAM  
Standing Orders Local Law 2018

ARRANGEMENT

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LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

**Standing Orders Local Law 2018**

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Shire of Northam resolved on **[INSERT DATE]** to make the following local law.

**Part 1 - Preliminary**

- 1.1 Citation**  
This local law may be cited as the Shire of Northam – Standing Orders Local Law 2018.
- 1.2 Commencement**  
By virtue of s3.14 of the Act, these Local Laws come into operation 14 days after the date of their publication in the *Government Gazette*.
- 1.3 Application and intent**
- (1) These Local Laws provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.
  - (2) All meetings are to be conducted in accordance with the Act, the Regulations and these Local Laws.
  - (3) These Local Laws are intended to result in-
    - (a) better decision-making by the Council and committees;
    - (b) the orderly conduct of meetings dealing with Council business;
    - (c) better understanding of the process of conducting meetings; and
    - (d) the more efficient and effective use of time at meetings.
- 1.4 Interpretation**  
In these Local Laws unless the context otherwise requires:
- Absolute majority** has the meaning given to it in s1.4 Introductory Matters of the Act;
- 75% majority** has the meaning given to it in s1.4 Introductory Matters of the Act;
- Act** means the *Local Government Act 1995*;
- CEO** means the Chief Executive Officer of the Local Government;
- Committee** means a committee of the Council established under s5.8 of the Act;
- Committee meeting** means a meeting of a committee;
- Council** means the Council of the Shire of Northam;
- District** means the district of the Shire of Northam;
- Local Government** means the Shire of Northam;
- President** means the President of the Local Government or other Presiding Member at a Council meeting under s5.6 of the Act;
- Meeting** means a meeting of the Council or a committee, as the context requires;
- Member** has the meaning given to it in s1.4 Introductory Matters of the Act;

**Presiding member means-**

- (a) in respect of the Council, the person presiding under s5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13 and 5.14 of the Act;

**Regulations** means the Local Government (Administration) Regulations 1996;

**Simple majority** means more than 50% of the members present and voting; and,

**Substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined in these Local Laws, the terms and expressions used in these Local Laws are to have the meaning given to them in the Act and Regulations.

**1.5 Repeal**

This local law repeals the Shire of Northam *Standing Orders Local Law 2008* as published in the *Government Gazette* on 16 September 2008

**1.6 Provisions of the Act, Regulations and other legislation**

- (1) Throughout these Local Laws, provisions of the Act and Regulations, and provisions of other legislation, are reproduced in a boxed format.
- (2) The purpose of reproducing these provisions is to assist the reader by giving a fuller picture of related legislative provisions that also apply to meetings of the Council, committees and electors.
- (3) The reproduced provisions of the Act and Regulations and other legislation-
  - (a) are to be treated as footnotes and are not part of these Local Laws (see section 32(2) of the *Interpretation Act 1984*); and
  - (b) reproduce only the provisions that were in force at the time that the Council resolved to adopt these Local Laws and therefore may not necessarily be correct at a future date.

## **Part 2 – Establishment and membership of committees**

**2.1 Establishment of committees**

- (1) The establishment of committees is dealt with in the Act.
- (2) A Council resolution to establish a committee under s5.8 of the Act is to include-
  - (a) the terms of reference of the committee;
  - (b) the number of council members, officers and other persons to be appointed to the committee;
  - (c) the names or titles of the council members and officers to be appointed to the committee;
  - (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
  - (e) details of the delegation of any powers or duties to the committee under s5.16 of the Act.
- (3) This local law is to apply to the conduct of committee meetings.

**2.2 Types of committees**

The types of committees are dealt with in s5.9 of the Act.

**2.3 Delegation of some powers and duties to certain committees**

The delegation of some powers and duties to certain committees is dealt with in s5.16 of the Act.

\*Absolute Majority



- 2.4 Limits on delegation of powers and duties to certain committees**  
The limits on the delegation of powers and duties to certain committees are dealt with in s5.16 of the Act. \* Absolute Majority
- 2.5 Appointment of committee members**  
The appointment of committee members is dealt with in s5.10 of the Act. \* Absolute Majority
- 2.6 Tenure of committee membership**  
Tenure of committee membership is dealt with in s5.11 of the Act.
- 2.7 Absence from committee meetings**  
If any member of a committee, other than the President, is absent from three consecutive meetings without having obtained consent from the Council or committee, that member's seat on the committee will become vacant.
- 2.8 Resignation of committee members**  
The resignation of committee members is dealt with in regulation 4 of the Regulations.
- 2.9 Register of delegations to committees**  
The register of delegations to committees is dealt with in s5.18 of the Act.
- 2.10 Committees to report**  
A committee-
- (a) is answerable to the Council; and
  - (b) is to report on its activities when, and to the extent, required by the Council.
- 2.11 Reports of committees to be taken as read**  
The reports and recommendations of every committee shall, when presented to the Council be taken as read.
- 2.12 Confirmation of committees report**  
The confirmation and adoption of recommendations of the committee shall be moved by-
- (a) the Chairperson of each committee;
  - (b) or if absent, another member of committee;
  - (c) if no member of committee is present, a member of the Council nominated by the President;
- and it shall not be necessary to second the motion to adopt.
- 2.13 Procedure of report of committees**
- (1) Upon the consideration by the Council or any report or recommendations of a committee, the President shall, without further motion, put the recommendations, in numerical order, unless the Council shall otherwise determine.
  - (2) Each item adopted by the Council shall become a resolution of the Council.
- 2.14 Withdrawal, correction and amendments of committees**
- (1) In moving, the adoption of a recommendation of any Committee, the mover may not propose any amendment to any recommendation, except for the correction of a verbal or clerical error.
  - (2) The Presiding Member of a committee, may be excused from moving the adoption if the Presiding Member wishes to move an amendment to it. In that case, another member of the Council may move the confirmation and adoption of the recommendation.
  - (3) The Presiding Member or other members of a committee bringing up a recommendation may move the confirmation and adoption of the recommendation.
- 2.15 Reports of committees—questions**  
When a recommendation of any committee of the Council is submitted for confirmation and adoption, any member of that Council may direct questions directly relating to the recommendation-
- (a) through the President;

- (b) to the Presiding Member; or
  - (c) any member of the committee bringing up the recommendation. No argument or speeches are permitted.
- 2.16 Procedure on amendments on reports of the committees**  
When an amendment is proposed with reference to the adoption or otherwise of any recommendation of any committee, the amendment shall be disposed of before the other proceedings of the committee are considered.
- 2.17 Non-related motions on reports of committees**  
A Member of the Council may not move any motion on any report or recommendation of any committee which does not relate to the recommendations presented by the committee.
- 2.18 Recommendations of committees—inspection of plans**  
All plans referred to in the recommendations of the committee that may require the consideration of the Council, shall lay on the table of the Council Chamber for the inspection of Members of the Council at the meeting at which the matter is being considered.
- 2.19 Committee procedure**  
Each committee may, subject to the Act, these Standing Orders and any policy made by the Council, regulate its own procedure.
- 2.20 Rights and responsibilities of members who are not committee members**  
Members who are not members of a committee may participate in the meeting, only at the invitation of the Presiding Member but they are not entitled to vote.
- 2.21 Local law applies to committees**  
Unless otherwise specifically provided, the provisions of this local law apply generally to the proceedings of committees, except for Clause 8.1

### **Part 3 - Calling and convening meetings**

- 3.1 Ordinary and special Council meetings**
- (1) Ordinary and special Council meetings are dealt with in s5.3 of the Act.
  - (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
  - (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.
- 3.2 Calling council meetings**  
The calling of Council meetings is dealt with in s5.4 of the Act.
- 3.3 Convening council meetings**
- (1) The convening of a Council meeting is dealt with in s5.5 of the Act.
  - (2) Subject to subclause (3), the CEO is to give at least 72 hours notice, for the purposes of section 5.5, in convening a special meeting of the Council.
  - (3) Where, in the opinion of the President or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.
- 3.4 Calling committee meetings**  
The CEO is to call a meeting of any committee when requested by the President, the Presiding Member of a committee or any two members of that committee.
- 3.5 Public notice of meetings**

Public notice of meetings is dealt with in the regulation 12 of the Regulations.

- 3.6 Attendance by Telephone etc**  
Attending a meeting by telephone or other electronic media is dealt with in regulation 14A of the Regulations.
- 3.7 Attendance by telephone etc after natural disaster**  
Attending a meeting by telephone or other electronic media after a natural disaster is dealt with in regulation 14B of the Regulations.

## **Part 4 – Presiding Member and quorum**

### *Division 1: Who presides*

- 4.1 Who presides**  
Who presides at a Council meeting is dealt with in s5.6 of the Act.
- 4.2 When the Deputy President can act**  
When the Deputy President can act is dealt with in s5.34 of the Act.
- 4.3 Who acts if no President**  
Who acts if there is no President is dealt with in s5.35 of the Act.
- 4.4 Election of presiding members of committees**  
The election of Presiding Members of committees and their deputies is dealt with in s5.12 of the Act.
- 4.5 Election of deputy presiding members of committees**  
The election of Deputy Presiding Members of committees is dealt with in s5.12 of the Act.
- 4.6 Functions of deputy presiding members**  
The functions of Deputy Presiding Members are dealt with in s5.13 of the Act.
- 4.7 Who acts if no presiding member**  
Who acts if no Presiding Member is dealt with in s5.14 of the Act.

### *Division 2 – Quorum*

- 4.8 Quorum for meetings**  
The quorum for meetings is dealt with in s5.19 of the Act.
- 4.9 Reduction of quorum for Council meetings**  
The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in s5.7 of the Act.
- 4.10 Reduction of quorum for committee meetings**  
The reduction of a quorum for committee meetings is dealt with in s5.15 of the Act.  
\* Absolute Majority
- 4.11 Procedure where no quorum to begin a meeting**  
The procedure where there is no quorum to begin a meeting is dealt with in regulation 8 of the Regulations.
- 4.12 Procedure where quorum not present during a meeting**  
If at any time during a meeting a quorum is not present, the Presiding Member is:  
(a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and  
(b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.

**4.13 Names to be recorded**

At any meeting:

- (a) at which there is not a quorum present; or
  - (b) which is adjourned for want of a quorum,
- the names of the Members then present are to be recorded in the minutes.

**Part 5 - Business of a meeting**

**5.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Presiding Member or the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the Council other than that:
  - (a) specified in the notice of the meeting which had been adjourned; and
  - (b) which remains unresolved.
- (4) Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

**5.2 Order of business**

- (1) The order of business of an ordinary meeting shall be as decided by the Presiding Member or the CEO, unless the Council resolves what the order of business shall be.
- (2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
- (3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed. *[See section 5.24 of the Act; and regulations 6 & 7 of the Regulations]*

**5.3 Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or these Local Laws otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
  - (a) may with the concurrence of the President, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of these Local Laws or any other written law;
  - (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
  - (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
  - (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless-
  - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

**5.4 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

**5.5 Adoption by exception resolution**

- (1) In this clause 'adoption by exception resolution' means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.
- (2) Subject to subclause (3), the Local Government may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter-
  - (a) that requires a 75% majority or a special majority;
  - (b) in which an interest has been disclosed;
  - (c) that has been the subject of a petition or deputation;
  - (d) that is a matter on which a Member wishes to make a statement; or
  - (e) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

## Part 6 - Public participation

**6.1 Meetings generally open to the public**

Meetings being generally open to the public is dealt with in s5.23 of the Act.

**6.2 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried-
  - (a) the Presiding Member is to direct everyone to leave the meeting except:
    - (i) the Members;
    - (ii) the CEO; and
    - (iii) any Officer specified by the Presiding Member; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.
- (7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a Member to be included in the minutes.

**6.3 Question time for the public**

Question time for the public is dealt with in s5.24 of the Act.

**6.4 Question time for the public at certain meetings**

Question time for the public at certain meetings is dealt with in regulation 5 of the Regulations.

**6.5 Minimum question time for the public**

Minimum question time for the public is dealt with in regulation 6 of the Regulations.

**6.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in regulation 7 of the Regulations.

**6.7 Other procedures for question time for the public**

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that-
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to-
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where:
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

**6.8 Distinguished visitors**

If a distinguished visitor is present at a meeting of the Council, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

**6.9 Deputations**

- (1) Any person or group wishing to be received as a deputation by the Council is to either-
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either-
  - (a) approve the request and invite the deputation to attend a meeting of the Council; or
  - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

**6.10 Petitions**

- (1) A petition is to -
  - (a) be addressed to the President;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;

- (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
- (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

#### 6.11 Presentations

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

#### 6.12 Participation at committee meetings

- (1) In this clause a reference to a person is to a person who-
- (a) is entitled to attend a committee meeting;
  - (b) attends a committee meeting; and
  - (c) is not a member of that committee.
- (2) Without the consent of the Presiding Member, no person is to address a committee meeting.
- (3) The Presiding Member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (4) A person addressing the committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.
- (5) A person who fails to comply with a direction of the Presiding Member under subclause (4) may, by order of the Presiding Member, be removed from the committee room.
- (6) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

#### 6.13 Council may meet to hear public submissions

- (1) Where an item on the agenda at a Council meeting is contentious and is likely be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the President shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall-
- (a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;
  - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 6.9 to make a deputation on the issue; and
  - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.
- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
- (6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member.
- (7) Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.

- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.
- (9) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

**6.14 Public Inspection of agenda materials**

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at the Shire of Northam Administration Office and on the Local Government's website.

**6.15 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be-
  - (a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed";
  - (b) marked "*Confidential*" in the agenda; and
  - (c) kept confidential by Officers and Members until the Council resolves otherwise.
- (2) A member or an officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another member or an officer to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not apply where a member or officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

**6.16 Recording of proceedings**

- (1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.
- (2) If the Presiding Member gives permission under subclause (1), the Presiding Member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.

**6.17 Prevention of disturbance**

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone or pager is not audible during any meeting of the Council.
- (5) A person shall not behave in a manner that is contrary to the *Criminal Code*.

## Part 7 - Questions by Members

- 7.1 (1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.
- (2) A Member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.
- (3) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that -
  - (a) the question be placed on notice for the next meeting of Council; and
  - (b) the answer to the question be given to the Member who asked it within 14 days.



- (4) Every question and answer -
  - (a) is to be brief and concise; and
  - (b) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

## Part 8 – Conduct of Members

- 8.1 **Members to be in their proper places**
  - (1) At the first meeting held after each election day, the CEO is to allot a position at the Council table to each Member.
  - (2) Each Member is to occupy his or her allotted position at each Council meeting.
- 8.2 **Respect to the Presiding Member**

After the business of a Council has been commenced, a Member is not to enter or leave the meeting without first paying due respect to the Presiding Member.
- 8.3 **Titles to be used**

A speaker, when referring to the President, Deputy President or Presiding Member, or a Member or Officer, is to use the title of that person's office.
- 8.4 **Advice of entry or departure**

During the course of a meeting of the Council, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time or entry or departure.
- 8.5 **Members to indicate their intention to speak**

A Member of the Council who wishes to speak is to indicate his or her intention to speak by raising his or her hand and must stand when speaking at council meetings (excluding committee meetings.) Standing is not required for a member who has an impairment which excludes his/her ability to stand.
- 8.6 **Priority of speaking**
  - (1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.
  - (2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.
  - (3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.
- 8.7 **Presiding Member may take part in debates**

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with these Local Laws.
- 8.8 **Relevance**
  - (1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
  - (2) The Presiding Member, at any time, may-
    - (a) call the attention of the meeting to:
      - (i) any irrelevant, repetitious, offensive language by a Member; or
      - (ii) any breach of order by a Member; and
    - (b) direct that Member, if speaking, to discontinue his or her speech.
  - (3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.
- 8.9 **Speaking twice**

A Member is not to address the Council more than once on any motion or amendment except:

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

**8.10 Duration of speeches**

- (1) A Member is not to speak on any matter for more than 5 minutes without the consent of the Council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

**8.11 No speaking after conclusion of debate**

A Member is not to speak on any motion or amendment-

- (a) after the mover has replied; or
- (b) after the question has been put.

**8.12 No interruption**

A Member is not to interrupt another Member who is speaking unless-

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.13; or
- (d) to move a procedural motion that the Member be no longer heard.

**8.13 Personal explanations**

- (1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.
- (2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.
- (3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

**8.14 No reopening of discussion**

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed.

**8.15 Adverse reflection**

- (1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed unless the meeting resolves, without debate, that the matter before the meeting cannot otherwise be adequately considered.
- (2) A Member is not:
  - (a) to reflect adversely on the character or actions of another Member or Officer; or
  - (b) to impute any motive to a Member or Officer, unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (3) A Member is not to use offensive expressions in reference to any Member, Officer or other person.
- (4) A member must not make a statement that a local government employee is incompetent or dishonest, either verbally or in writing.
- (5) If a Member specifically requests, immediately after their use, that any particular words used by a Member be recorded in the minutes:
  - (a) the Presiding Member is to cause the words used to be taken down and read to the meeting for verification; and
  - (b) the Council may, by resolution, decide to record those words in the minutes.

**8.16 Withdrawal of offensive language**

- (1) A Member who, in the opinion of the Presiding Member, uses an expression which:
  - (a) in the absence of a resolution under clause 8.15-

- (i) reflects adversely on the character or actions of another Member or Officer; or
  - (ii) imputes any motive to a Member or Officer; or
  - (b) is offensive, must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.
- (2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

## Part 9 - Preserving order

### 9.1 Presiding Member to preserve order

- (1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.
- (2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.
- (3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.7, but to preserve order.

### 9.2 Point of order

- (1) A Member may object, by way of a point of order, only to a breach of-
  - (a) any of these Local Laws; or
  - (b) any other written law.
- (2) Despite anything in these Local Laws to the contrary, a point of order:
  - (a) takes precedence over any discussion; and
  - (b) until determined, suspends the consideration or discussion of any other matter.

### 9.3 Procedures on a point of order

- (1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.
- (2) A Member interrupted on a point of order is to resume his or her seat until-
  - (a) the Member raising the point of order has been heard; and
  - (b) the Presiding Member has ruled on the point of order,and, if permitted, the Member who has been interrupted may then proceed.

### 9.4 Calling attention to breach

A Member may, at any time, draw the attention of the Presiding Member to any breach of these Local Laws.

### 9.5 Ruling by the Presiding Member

- (1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the Presiding Member on a point of order is to be final unless the majority of members present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that:

a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

### 9.6 Continued breach of order

If a Member:

- (a) persists in any conduct that the Presiding Member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3), the Presiding Member may direct the Member to refrain from taking any further part in the matter under discussion, other than by voting, and the Member is to comply with that direction.

**9.7 Right of Presiding Member to adjourn**

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

**Part 10 - Debate of substantive motions**

**10.1 Motions to be stated and in writing**

Any Member who wishes to move a substantive motion or an amendment to a substantive motion:

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the Presiding Member, is to put the motion or amendment in writing.

**10.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

**10.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.
- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting.

**10.4 Only one substantive motion at a time**

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

**10.5 Order of call in debate**

The Presiding Member is to call speakers to a substantive motion in the following order:

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) a speaker against the motion;
- (e) the seconder to speak to the motion
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating in view where possible; and
- (h) mover takes right of reply which closes debate.

**10.6 Limit of debate**

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

**10.7 Member may require question to be read**

A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

- 10.8 Consent of seconder required for alteration**  
The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.
- 10.9 Order of amendments**  
Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.
- 10.10 Form of an amendment**  
An amendment must add, delete, or substitute words to the substantive motion.
- 10.11 Amendment must not negate original motion**  
An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.
- 10.12 Relevance of amendments**  
Each amendment is to be relevant to the motion in respect of which it is moved.
- 10.13 Mover of motion may speak on amendment**  
Any Member may speak during debate on an amendment.
- 10.14 Effect of an amendment**  
If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.
- 10.15 Withdrawal of motion or amendment**
- (1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
  - (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.
- 10.16 Right of reply**
- (1) The mover of a substantive motion has the right of reply.
  - (2) The mover of any amendment to a substantive motion has a right of reply.
  - (3) The right of the reply may only be exercised:
    - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
    - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
  - (4) After the mover of the substantive motion has commenced the reply:
    - (a) no other Member is to speak on the question;
    - (b) there is to be no further discussion on, or any further amendment to, the motion.
  - (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
  - (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

## Part 11 - Procedural motions

- 11.1 Permissible procedural motions**  
In addition to the right to move an amendment to a substantive motion a Member may move the following procedural motions:
- (a) that the meeting proceed to the next item of business;
  - (b) that the debate be adjourned;
  - (c) that the meeting now adjourn;
  - (d) that the question be now put;

- (e) that the Member be no longer heard;
- (f) that the ruling of the Presiding Member be disagreed with;
- (g) that the Standing Orders clause.... be suspended;
- (h) that the Standing Orders be resumed;
- (i) that the meeting be closed to the public (see clause 6.2).
- (j) that the motion lie on the table

**11.2 No debate**

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

**11.3 Who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

**11.4 Procedural motions - right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

**11.5 Meeting to proceed to the next business**

The motion "that the meeting proceed to the next business", if carried, has the effect that:

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

**11.6 Debate to be adjourned**

A motion "that the debate be adjourned":

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

**11.7 Meeting now adjourn**

- (1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution.
- (3) A motion "that the meeting now adjourn":
  - (a) is to state the time and date to which the meeting is to be adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

**11.8 Question to be put**

- (1) If the motion "that the question be now put", is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the question be now put" is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

**11.9 Member to be no longer heard**

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

**11.10 Ruling of the Presiding Member to be disagreed with**

If the motion “that the ruling of the Presiding Member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

### **Part 12 - Disclosure of interests**

**12.1 Disclosure of interests**

Disclosure of interests is dealt with in Part 5 Division 6 of the Act .

### **Part 13 - Voting**

**13.1 Question - when put**

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -
  - (a) is to put the question to the Council; and
  - (b) if requested by any Member, is to again state the terms of the question.
- (2) A Member is not to leave the meeting when the Presiding Member is putting any question.

**13.2 Voting**

Voting is dealt with in s5.21 of the Act and the Regulations.

**13.3 Majorities required for decisions**

The majorities required for decisions of the Council and committees are dealt with in the Act.

**13.4 Method of taking vote**

- (1) In taking the vote on any motion or amendment the Presiding Member:
  - (a) is to put the question, first in the affirmative, and then in the negative;
  - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
  - (c) may accept a vote on the show of hands; and,
  - (d) is subject to this clause to declare the result.
- (2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) If a member of council or a committee specifically requests that there be recorded -
  - (a) his or her vote; or,
  - (b) the vote of all members present on a matter voted on at a meeting of the council or committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (4) If a Member calls for a division:
  - (a) those voting in the affirmative are to pass to the right of the Chair; and
  - (b) those voting in the negative are to pass to the left of the Chair.
- (5) For every division, the CEO is to record:
  - (a) the name of each member who voted; and
  - (b) whether he or she voted in the affirmative or negative.

### **Part 14 – Minutes of meetings**

**14.1 Keeping of minutes**

The keeping and confirmation of minutes are dealt with in s5.22 of the Act.

**14.2 Content of minutes**

- (1) The content of minutes is dealt with in regulation 11 of the Regulations.
- (2) In addition to the matters required by regulation 11, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

**14.3 Public inspection of unconfirmed minutes**

The public inspection of unconfirmed minutes is dealt with in regulation 13 of the Regulations.

**14.4 Confirmation of minutes**

- (1) When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the Local Government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.
- (2) At the next ordinary meeting of the Council, the Member who provided the alternative wording shall, at the time for confirmation of minutes –
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

### **Part 15 - Adjournment of meeting**

**15.1 Meeting may be adjourned**

The Council may adjourn any meeting:

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

**15.2 Effect of adjournment**

Where any matter, motion, debate or meeting is adjourned under these Local Laws:

- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 8.9 [speaking twice] apply when the debate is resumed.

### **Part 16 – Revoking or changing decisions**

**16.1 Requirements to revoke or change decisions**

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

**16.2 Limitations on powers to revoke or change decisions**

- (1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision:
  - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
  - (b) where the decision is procedural in its form or effect.
- (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

**16.3 Implementing a decision**

- (1) In this clause-
  - (a) "authorisation" means a licence, permit, approval or other means of authorising a person to do anything;
  - (b) "implement", in relation to a decision, includes:



- (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
  - (ii) take any other action to give effect to the decision; and
- (c) "valid notice of revocation motion" means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Local Laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
- (4) A decision made at a meeting is not to be implemented by the CEO or any other person:
  - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
  - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
- (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation:
  - (a) is to take effect only in accordance with this clause; and
  - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

## Part 17 - Suspension of Local Laws

### 17.1 Suspension of Local Laws

- (1) A Member may at any time move that the operation of one or more of the provisions of these Local Laws be suspended and nominate which clause they wish to suspend.
- (2) A Member moving a motion under subclause (1) is to state the reasons for the motion, but no other discussion is to take place.
- (3) A motion under subclause (1) which is:
  - (a) seconded; and
  - (b) carried by an absolute majority, is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

### 17.2 Where Local Laws do not apply

- (1) In situations where-
  - (a) one or more provisions of these Local Laws have been suspended; or
  - (b) a matter is not regulated by the Act, the Regulations or this local law, the Presiding Member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

### 17.3 Cases not provided for in Local Laws

The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where these Local Laws, the Act or the Regulations are silent. The decision of the Presiding Member in these cases is final, except where a motion is moved and carried under clause 11.10.

## Part 18 - Meetings of electors

### 18.1 Electors' general meetings

Electors' general meetings are dealt with in s5.27 of the Act.

### 18.2 Matters for discussion at electors' general meetings

The matters to be discussed at electors' general meetings are dealt with in Regulation 15 of the Regulations.

- 18.3 Electors' special meetings**  
Electors' special meetings are dealt with in s5.28 of the Act.
- 18.4 Requests for electors' special meetings**  
Requests for electors' special meetings are dealt with in regulation 16 of the Regulations.
- 18.5 Convening electors' meetings**  
Convening electors' meetings is dealt with in s5.29 of the Act.
- 18.6 Who presides at electors' meetings**  
Who presides at electors' meetings is dealt with in s5.30 of the Act.
- 18.7 Procedure for electors' meetings**  
(1) The procedure for electors' meetings is dealt with in s5.31 of the Act and regulation 18 of the Regulations.  
(2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to these Local Laws.
- 18.8 Participation of non-electors**  
A person who is not an elector of the Local Government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.
- 18.9 Voting at electors' meetings**  
Voting at electors' meetings is dealt with in Regulation 17 of the Regulations.
- 18.10 Minutes of electors' meetings**  
Minutes of electors' meetings are dealt with in s5.32 of the Act.
- 18.11 Decisions made at electors' meetings**  
Decisions made at electors' meetings are dealt with in s5.33 of the Act.

### Part 19 - Enforcement

- 19.1 Penalty for breach**  
A person who commits an offence under this local law is liable to a penalty of \$1000 and where the offence is of a continuing nature, to a daily penalty of \$100 in respect of each day or part day during which the offence has continued.
- 19.2 Who can prosecute**  
Who can prosecute is dealt with in the Act.

Dated: ...../...../2018

The Common Seal of the SHIRE OF NORTHAM  
was affixed by the authority of  
a resolution of Council in the presence of:

---

MICHAEL RYAN  
Deputy President

---

JASON WHITEAKER  
Chief Executive Officer

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## 12.5 COMMUNITY SERVICES

*Cr J E G Williams declared an "Impartiality" interest in item 12.5.1 - Free Camping in the Shire of Northam as her Daughter-In-Law is the author of this agenda item (as Manager of Events and Tourism). Impartiality only, no specific interest in item.*

The Manager Killara left the meeting at 7:40pm.

### 12.5.1 Free Camping in the Shire of Northam

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	4.1.3.13
<b>Reporting Officer:</b>	Victoria Williams Manager Tourism & Events
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

To discuss the feedback regarding free overnight camping within the Shire of Northam.

#### ATTACHMENTS

Attachment 1: Letter from Bob Allert, received in 2016.

Attachment 2: Email from tourist, received December 2017.

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#### BACKGROUND / DETAILS

Over a period of time Council have been receiving feedback from visitors that they are disappointed to find that we are one of the remaining Shires without an area for free overnight camping in town.

At the Strategic Meeting of 25 May 2016, Council considered a report arising from correspondence from Mr Bob Allert regarding a short stay caravan site for Northam.

In 2015/16, an application was lodged for Northam to be listed as an 'RV Friendly town'. This application was rejected on the grounds that no free overnight camp site exists within the townsite.

At the Strategic Meeting of August 2017, Council discussed the RV friendly concept, as raised by Cr Tinetti. As reported, Officers have had discussions with

the local caravan park proprietors regarding the proposal, and given their lack of support and possible effect on local business, it was decided not to progress the matter.

Council previously had a day site located adjacent to the Northam Visitors Centre, where travellers had access to power and water. This site is now the site of the Bilya Koort Boodja Centre.

Council also has a Caravan dump point located in Peel Terrace, adjacent to the Railway Station and opposite McDonalds and has budgeted for upgrades in the current financial year.

At present, the RV community currently utilise a number of unsanctioned sites within the Shire for overnight stays and with use word of mouth as a means of finding free overnight camping. Enright Park, the area on the corner of Minson Avenue (adjacent to Purslowe Tinetti Funeral Home is currently used by many caravanners and RV owners and the area near Northam Cemetery is popular with those with tents. The RV friendly community, and day trippers often utilise the parking areas at, and adjacent to, Bernard Park, which can potentially create issues with other car park users.

## **CONSIDERATIONS**

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

Theme Area 1: Economic Growth.

Objective 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.

### **Financial / Resource Implications**

If Council wishes to re-establish a day park, or establish an overnight parking area costs for setup, maintenance of the site, and marketing of a new camp site would be required.

### **Legislative Compliance**

N/A.

### **Policy Implications**

N/A.

### **Stakeholder Engagement / Consultation**

Council's Chief Executive Officer has previously spoken informally with the owner/operators of the local caravan park about this subject. Other informal feedback about the lack of an overnight camping area has been received via the Northam Visitors Centre.

### **Risk Implications**

The risk involved in:

1. Not re-establishing the RV day site, and
2. Establishing an overnight site adjacent to the CBD,

Is the potential for lost direct economic benefit from potential visitors to the region. As stated in the Background, RV owners and caravanners utilise word of mouth, and social media to identify RV Friendly areas, and the lack of such facilities could have negative impact on local business.

As discussed previously, the establishment of a free overnight area could have a negative impact on the business of the existing caravan park.

### **OFFICER'S COMMENT**

It has been established that a day site is needed to replace that lost in the construction of the Bilya Koort Boodja Centre. The original day site had the provision for RV's to park up for the day while exploring the town, and also access to power and water for their vehicle. The central location of the previous site was very popular with tourists, and it is thought that a central location within close proximity to the Northam Visitor Centre is ideal.

Visitor Centre staff receive regular requests from visitors in regard to a site for a single overnight stays within the Northam townsite. Other requests have included the provision of an electric vehicle charging station.

Feedback received from the RV Friendly representative was that a free overnight camping area in town impacts the local economy in a much more direct way than those situated outside of the townsite (e.g. Eadine Springs). It has since been confirmed with Officers that if an 'RV Friendly' status is desired, the free overnight camp area must be within Northam's 'CBD', which would in turn mean that the preferred site at Katrine would not qualify.

Visitor Centre staff do advise that these areas are not gazetted as overnight stopover spots, however it is believed that they are still heavily used, as the large majority of travellers do not wish to travel out to Eadine Springs, and feel safer in town.

Officers believe there is merit in investigating provision of an overnight camping area in the Northam townsite, due to flow on economic and visitor benefits that would ensue.

Due to its proximity to the CBD, and other services (e.g. toilets) officers believe that the preferred location for these sites is Bernard Park. However, given that the current caravan dump point is not located in that area, considerations need to be given to the need for its connection to the proposed site, and the costs of establishing a new dump point.

## RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3335**

**Moved: Cr Little**

**Seconded: Cr Della**

**That Council request the Chief Executive Officer to undertake a feasibility study for establishing day sites and overnight camping sites within the Shire of Northam to enable them to meet the RV Friendly accreditation requirements.**

**CARRIED 7/0**

Clarification was sought in relation to the requirements to become RV Friendly. The Executive Manager Community Services advised the criteria is:

### Essential Criteria:

- Provision of appropriate parking within the town centre, with access to a general shopping area for groceries and fresh produce.
- Provision of short term, low cost overnight parking (24/48 hours) for self-contained recreational vehicles, as close as possible to the CBD.
- Access to potable water.
- Access to a free dump point at an appropriate location.

### Desirable Criteria:

- Provision of long term parking for self-contained recreational vehicles.
- Access to medical facilities or an appropriate emergency service.
- Access to a pharmacy or a procedure to obtain pharmaceutical products.
- Visitor Information Centre (VIC) with appropriate parking facilities.
- VIC to provide a town map showing essential facilities, such as short and long term parking areas, dump point and potable water.
- RV Friendly Town signs to be erected within the town precinct.

### Arguments for the motion:

- Cr Little – The proposal would support the towns and businesses within the Shire.
- Cr Della – Ties in with the Town Revitalisation Strategy which has a component to bring people to town and this would support this.

### Arguments against the motion:

- Cr Pollard – The conditions are onerous and does not believe there is a need.
- Cr Proud – The recognition is overrated.

### Right of Reply:

- Nil.

## Attachment 1

The President,  
Mr. Stephen Pollard  
Town of Northam  
Fitzgerald St.,  
Northam...W.A...6401

Dear Steve,

For the past four years Maureen and I have been travelling extensively around Australia in our caravan, and we have noticed how RV friendly some small country towns are becoming and the huge benefits local businesses are receiving from this initiative.

The purpose of this letter is that we have recognized that Northam is ideally situated to benefit from the growing number of people on the road in caravans and motor homes. There are many examples of towns we have visited that welcome travelers with either free or low cost campsites for 48 hour stopovers, enabling visitors to stop and shop, get fuel or repairs done or explore in depth what is on offer in the town, rather than just drive through.

Offering such a facility would not necessarily have an impact on the existing caravan park, as a lot of these parks are now mainly occupied by permanent residents (Northam is a good example of this). A lot of travelers prefer the security that a park offers, but do not need laundries, playgrounds or shower facilities.

As an example, we recently listened to Ms. Kelly Howlett, Mayor of Port Hedland extolling the benefits the town has received by opening up the race course,( which is close to a shopping centre and centre of town) on a trial basis for 48 hour stopovers for travelers at no cost. This trial has been so successful that they are now going to open this facility for 3-4 months during the tourist season.

We have come across quite a few towns in our travels offering similar deals, and we have heard of these places from other travelers. Goomalling is one such town in W.A that has a great reputation with the Grey Nomads.

The average couple that pull into RV friendly towns with free or low cost campsites spend money on food, fuel, cafes, newsagents, chemists and because they have time to wander the town look at tours on offer and maybe a meal at a hotel at night.

We looked at the grounds around Jubilee Oval and think this would be an ideal site to offer travelers to our town. It is within walking distance to the town, provides shade and shelter and the toilets at the oval could be utilized as well.

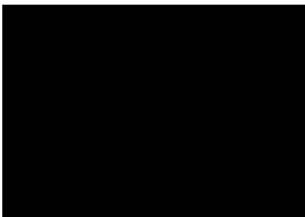
Going on our own experience we estimate that on average travelers would spend a minimum of \$250 in the town. Once word spread of this, sites would quickly fill and the towns businesses would benefit.



If you would like to explore this idea further, we are more than happy to come and talk to council about our experiences and the real benefits we can envisage for our town by making us a welcoming, friendly place to stay for a day or two, rather than bypass us.

Yours faithfully,

R.(Bob) Allert



## Attachment 2

### Victoria Williams


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**From:** Marlene Plews  
**Sent:** Thursday, 14 December 2017 10:00 AM  
**To:** Murray Gray  
**Cc:** Victoria Williams; Ross Rayson  
**Subject:** Re: I74074 - A11475 - Northam Caravan Park

**SynergySoft:** I74074

regards

Marlene Plews  
Senior Records Officer  
Shire of Northam  
e: [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)  
p: (08) 9622 6100 | f: (08) 9622 1910  
w: [www.northam.wa.gov.au](http://www.northam.wa.gov.au) | [www.visitnortham.com.au](http://www.visitnortham.com.au)  
PO Box 613 Northam WA, 6401

 Like us on Facebook for updates  
[www.facebook.com/shireofnortham](http://www.facebook.com/shireofnortham)

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**From:** Michael Reilly [mailto:michael.reilly4@bigpond.com]  
**Sent:** Wednesday, 13 December 2017 6:49 PM  
**To:** Marlene Plews  
**Subject:** I74074 - A11475 - Northam Caravan Park

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**From:** Michael Reilly [redacted]  
**Sent:** Wednesday, 13 December 2017 6:47 PM  
**To:** 'records@northamwa.gov.au' <[records@northamwa.gov.au](mailto:records@northamwa.gov.au)>  
**Subject:**

We wish to direct the enclosed to both  
A) Northam Council and  
B) Northam Tourist Information Centre

We had the unforgettable pleasure of an extended stay in Northam Caravan Park. Have detailed areas' where we believe we not up to standard required when you are representing the local area in terms of tourism.

- 1) The current web page no way resembles the condition of the park to-day
- 2) The place is overrun, with weeds growing through the pavers, and left unattended.
- 3) Rubbish bin's serviced weekly
- 4) Never seen the camp kitchen cleaned in the total time we were there
- 5) Camp kitchen plagued with wasps – enter at own risk
- 6) Dogs', including the owners dog, allowed to defecate wherever they wish.
- 7) Tariff was exorbitant [paying less in Perth at the moment – even less in Exmouth] Plus no incentives given if staying longer.

We believe that the condition of the park and the current rate per night is limiting tourism in Northam. We used it as a base to visit surrounding areas of interest yet we were probably one of two who stayed more than one night. We are sure their monopoly is working for them.

We have been on the road now for nearly five [5] years, stayed in towns' to the top of Queensland, Darwin in the territory and this park would rate up there with the worst we have ever stayed in. [ And this includes some of the roadhouses in Central Australia. Believe you both need to look at the situation because we really believe they are stopping people staying in your town.

Regards, Michael & Judy Reilly



Tried to do a review but they are on Facebook



Virus-free. [www.avq.com](http://www.avq.com)

### 13. MATTERS BEHIND CLOSED DOORS

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3336

Moved: Cr Pollard

Seconded: Cr Della

That Council meet behind closed doors to consider agenda item 13.1 – Potential Sale of Victoria Oval 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.

CARRIED 7/0

The Gallery departed the Council Chambers at 7:49pm.

### 13.1 POTENTIAL SALE OF VICTORIA OVAL

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3337

Moved: Cr Pollard

Seconded: Cr Proud

That Council:

1. Authorise the Chief Executive Officer to;
  - a. Based on the valuation and the original purchase price of the property, enter into negotiations for the disposal of 135-155 Wellington Street, Northam WA 6401 by private treaty, to Uniting Church Homes, with the following development negotiation points;
    - development must commence within eighteen months of settlement;
    - sale of the site is subject to the entire site being 'developed' to some extent ensuring an improvement to the amenity of the area;
    - sale being subject to Council issuing a final planning approval for the development of the site;
    - the sale would be subject to advertising requirements in accordance with S3.58 of the Local Government Act 1995.
2. Requires the Chief Executive Officer to provide a further report to Council on the outcomes of negotiations, prior to final terms being accepted;
3. Withhold the decision from public record until negotiations have finalised.

CARRIED 7/0

Debate was held around the motion.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3338**

**Moved: Cr Pollard**

**Seconded: Cr Tinetti**

**That Council move out from behind closed doors.**

**CARRIED 7/0**

The Gallery departed the Council Chambers at 7:56pm.

The Deputy President advised that Council resolved to withhold the decisions from public record until negotiations had finalised and therefore did not advise the Gallery of the decisions made behind closed doors.

## 14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

The Deputy President advised that an urgent item is requested to be considered by Council.

### COUNCIL DECISION

**Minute No: C.3339**

**Moved: Cr Little**

**Seconded: Cr Pollard**

**That Council introduce an urgent item of business relating to an 'Amendment to 2017/18 Road Program'.**

**CARRIED 7/0**

One (1) member of the Gallery departed the Council Chambers at 8:01pm.

The Chief Executive Officer departed the Council Chambers at 8:03pm and returned at 8:05pm.

The Executive Manager Engineering Services provided an overview of the agenda item.

## 15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

### 15.1 AMENDMENT TO 2017/18 ROAD PROGRAM

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	6.1.2.8
<b>Reporting Officer:</b>	Paul Kher Engineering Technical Officer
<b>Responsible Officer:</b>	Clinton Kleynhans Executive Manager Engineering Services
<b>Voting Requirement</b>	Absolute Majority

### BRIEF

This report is to seek approval from Council to amend the 2017/18 Road Program by reallocating surplus road project funds from:

- Job # 3530 Spencer Brook Road, to;

- Job # 3527 Jennapullin Road (increasing scope), and also defer;
- Job # 3529 Irishtown Road to the 2018/19 Road Program due to delays in obtaining vegetation clearing permits.

## ATTACHMENTS

Nil.

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## BACKGROUND / DETAILS

Having delivered Job# 3530 Spencer Brook Road in its entirety, staff have been able to achieve a cost saving estimated to be \$81,040 of which 2/3 of that is regional Road Group Funding (RRG) being \$54,026. Typically any unspent RRG funding would be returned to the RRG, Sub-group and then reallocated to other projects.

When determining which project will be successful the Sub-Group will typically apply the following prioritised principles:

The funding will be reallocated to:

1. The next highest ranked project which was successful with funding, but had scope reduced to meet budget constraints;
2. Next highest ranked submitted project which was unsuccessful with funding; or
3. A project within a single Shire's group of successful projects, for various reasons.

In the case of the 2017/18 round of submissions, the Shire of Northam projects qualify for all scenarios.

In consideration as to which option would benefit the Shire most, the following factors have been taken into account when making a determination:

- A) The Shire is currently experiencing prolonged delays in trying to obtain vegetation clearing permits when compared to the length of time this process has taken in the past.

The reason for this is that all Shire of Northam clearing permits that have been approved by the Department of Water and Environment Regulation (DWER) in recent years, have subsequently been appealed by environmental community groups. This results in an extending length of time to obtain the approval as the submission is escalated to Minister level for approval.

Compounding this, the advice staff have received from DWER Officers is that due to the recent change in Government, processes are under review.

In light of this staff have concerns that the required clearing permit for Job # 3529 Irishtown Road will not be approved in time to enable completion before the end of financial year. If this is the case, any unspent RRG funds for the current financial year, will be deducted from the Shire's potential allocation the following year.

- B) When determining project funding allocations for the Avon Sub-Group in October 2016, the Shire of Northam's submission for Job # 3527Jennapullin Road had its scope significantly reduced in order to meet funding RRG (1/3) allocation constraints (from \$177,451 to \$47,521)

## 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

- Job # 3530 Spencer Brook Road, surplus of \$81,040 to be reallocated to Job # 3527Jennapullin Road;
- Job # 3529 Irishtown Road, unspent funding amount of \$121,275 to be reallocated to Job # 3527Jennapullin Road;

### Legislative Compliance

Nil.

### Policy Implications

Nil.

### Stakeholder Engagement / Consultation

The proposed amendments to the Shire of Northam RRG funded project allocation has been discussed in detail with representatives of all Shires forming the Avon Sub-Group, with agreement confirmed. This is subject to final approval by Main Roads which was given verbally 17.4.18, written confirmation of this is pending.

### Risk Implications

Should Council decide not to endorse the recommendation it is possible the surplus RRG funding will be returned to the Avon Sub-Group, with a financial loss of possible funding for 2018/19 projects.

## OFFICER'S COMMENT

In consideration of which option would best benefit the Shire of Northam, staff are of the opinion that the surplus funding from Job # 3530 Spencer Brook



Road, should be reallocated to Job # 3527Jennapullin Road, and also withdraw Job # 3529 Irishtown Road from the 2017/18 group of successful RRG projects, deferring it to 2018/19, with the funding allocation for that project also reallocated to Job # 3527Jennapullin Road

This will allow the majority if the original scope for Jennapullin Road to be completed.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3340**

**Moved: Cr Proud**  
**Seconded: Cr Tinetti**

**That Council subject to final written approval from Main Roads:**

- 1. Endorse the reallocation of surplus funds from Job # 3530 Spencer Brook Road (being the estimated sum of \$81,040) to Job # 3527Jennapullin Road;**
- 2. Endorse Job # 3529 Irishtown Road be deferred to the 2018/19 Road program, and have the funding reallocated (being the estimated sum of \$121,275) to Job # 3527Jennapullin Road;**
- 3. Endorse the scope of works for Job # 3527Jennapullin Road, to be increased to what can be delivered within the funding constraints.**

**CARRIED 7/0**  
**BY ABSOLUTE MAJORITY**

**16. DECLARATION OF CLOSURE**

There being no further business, the Deputy President, Cr M P Ryan declared the meeting closed at 8:06pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 18<sup>th</sup> April 2018 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date