



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Agenda**

### **Ordinary Council Meeting**

**12 April 2017**



**NOTICE PAPER**  
**Ordinary Council Meeting**  
**19<sup>th</sup> April 2017**

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 19<sup>th</sup> April 2017 at 5:30pm.

There will be a Forum meeting held in the Council Chambers on 12<sup>th</sup> April 2017 at 5:30 pm to discuss the contents of this agenda.

Yours faithfully



**Jason Whiteaker**  
**Chief Executive Officer**

## DISCLAIMER

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

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## 1. DECLARATION OF OPENING

## 2. ATTENDANCE

### Council:

Shire President	S B Pollard
Deputy Shire President	T M Little
Councillors	D G Beresford
	J E Williams
	J Proud
	R W Tinetti
	C L Davidson
	U Rumjantsev
	C R Antonio

### Staff:

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

### 2.1 APOLOGIES

### 2.2 APPROVED LEAVE OF ABSENCE

Cr D A Hughes has been approved leave of absence from 8 April 2017 to 19 April 2017 inclusive.

## 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Reports of Committee Meetings, Bushfire Advisory Committee Meeting held on 28th March 2017	11.2	Cr U Rumjantsev	Impartiality	Captain Bakers Hill Volunteer Bushfire Brigade
Northam Recreation Centre Cooling	12.5.1	Cr C B Pollard	Impartiality	President of the NABA, a frequent user of the Rec Centre in summer.

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

<b>Visitations and Consultations:</b>	
18/3/17	Women in Business bursary fundraising ball
20/3/17	ABC Regional Radio interview re: solar power generation proposal
20/3/17	Lock and Leave initiative promotional photo shoot
23/3/17	Review Municipal Heritage Inventory and provide feedback
25/3/17	Attend Toodyay Music Festival
27/3/17	NAEIC construction commencement promotional photo shoot
29/3/17	ABC Radio interview re: YHIDC Hardening construction project
31/3/17	Attend opening of AVAS' Fred Killick Art award at Lesser town hall
1/4/17	Northam Festival of Speed day 1
2/4/17	Northam Festival of Speed day 2
3/4/17	AROC meeting in Toodyay
6/4/17	Avonvale ANZAC Day commemoration event
10/4/17	Revitalising Regional Centres meeting
11/4/17	Community Strategic Plan summit
12/4/17	Muresk Graduation Ceremony
19/4/17	Governance review pre survey briefing
<b>Upcoming Events:</b>	
20/4/17	Bendigo Bank - Northam Customer Service Centre re-launch
28/4/17	WALGA Avon Midland Zone meeting
23/4/17	York Motorcycle Festival
25/4/17	ANZAC Day events
28/4/17	Conduct Citizenship Ceremony
30/4/17	Shire of Dowerin steam train R4R capital acquittal event
1/5/17	WALGA IPRF training in Mundaring
3/5/17	DFES local risk workshop in York
9/5/17	Federal budget night
21/5/17	Wundowie Iron Festival
26/5/17	National Sorry Day
27/5 – 3/6/17	National Reconciliation – Week – 50 <sup>th</sup> anniversary of aboriginal right to vote referendum

### **Operational matters:**

#### Northam Aboriginal and Environmental Interpretive Centre (NAEIC)

A building company, FIRM, has been appointed to construct the centre and preliminary work is being undertaken to commence construction. The construction is aiming to be complete by the end of 2017. A Western Power pole and associated distribution infrastructure is to be relocated and this must be done before construction can commence in earnest. The pole is expected to be moved in late May, as this is the earliest that Western Power can get to the job.

#### Northam Swimming Pool

An application for more support funding has been lodged with the Federal Department of Infrastructure and Regional Development for the Building Better Regions Fund (BBRF) program and we hope to hear about the outcome of that highly competitive request in the next few months, via the Federal Budget process.

### **Strategic matters**

#### Avon Region of Councils (AROC)

I am pleased to report that the Shire of York has re-joined this group effective 1<sup>st</sup> July, 2017 after a number of years of involvement with the South East Avon ROC. The SEAVROC has effectively ceased to exist with some previous members of that group forming a smaller ROC.

The AROC group is currently undertaking an audit of existing recreational facilities across the member Councils so that any gaps can be identified and hopefully accommodated in the future.

Additionally, Aged Care accommodation units in Toodyay and Goomalling are being progressed with Royalties for Regions funding the main source of finance.

#### Governance Review

The Shire is undertaking a voluntary review of our governance arrangements to ensure we are operating at best possible practise. This includes delegated authority, meeting procedure, committee operations as well as all other policy and risk arrangements.

#### Community Strategic Plan (CSP) 2012 - 2022

The consultants who are undertaking a review of the CSP with a view to updating our plan are nearing completion of their task. The CSP is a 10 year plan and it is timely to review that plan after 5 years, which is the case here. It will be interesting to see if there are any major redirections to come from this review. The current themes are Governance, Community, Economy, Natural Environment, Infrastructure & Resources and Public Realm & Built Environment.

State Labor government

We have begun engaging with the new Labor government and have invited some members to visit the Shire of Northam to discuss our circumstances and where the State Government may be able to assist us in achieving our ambitions.

Youth Precinct

A consultancy has been undertaken to determine the best possible site and style of a youth space in the town site of Northam. Four possible sites have been proposed and 2 of those spaces appear to be of nearly equal support. Council will decide in due course where the space will be and what sorts of infrastructure will be developed over time to help accommodate the social needs of our youth.

## 5. PUBLIC QUESTION/STATEMENT TIME

### 5.1 PUBLIC QUESTIONS

### 5.2 PUBLIC STATEMENTS

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

Veronica Campbell – Ordinary Council Meeting held on 15<sup>th</sup> March 2017

The following was provided in writing to Mrs Veronica Campbell in response to her question which was taken on notice at the Ordinary Council meeting held on 15<sup>th</sup> March 2017 in relation to rubbish on Eadine Road and offer you the following response;

*Staff have investigated the matter and are unable to identify your request within our records.*

*Council has a process for handling customer requests which involves acknowledging the request and providing the customer with an indication of when this will be completed. Once the request has been completed, the customer will receive a letter advising of its completion. In some cases requests may be immediately addressed and this will be advised through the acknowledgement.*

*It was advised at the meeting that your request was sent to the Works Department. In future, please ensure that all requests are emailed to [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au) or lodged by phone on (08) 9622 6100 or in person at our Administration Centre.*

*As your request could not be identified in our records we have now lodged the request which has been allocated Customer Request No: ICS66422.*

*We apologise for any inconvenience and delay in resolving this matter. Should you wish to discuss this matter further or seek an update on your request, please contact our office during normal business hours referencing your Customer Request Number.*

The CEO further advised staff would look into the adequacy of maintenance occurring at the Northam Airfield to ensure that the concerns raised around risk were adequately managed.

## 7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 7.1 PETITIONS

### 7.2 PRESENTATIONS

### 7.3 DEPUTATIONS

## 8. APPLICATION FOR LEAVE OF ABSENCE

### RECOMMENDATION

That Council grant Cr C L Davidson leave of absence from 20<sup>th</sup> April 2017 to 15<sup>th</sup> May 2017 (inclusive).

## 9. CONFIRMATION OF MINUTES

### 9.1 ORDINARY COUNCIL MEETING HELD 15<sup>th</sup> MARCH 2017

### RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 15<sup>th</sup> March 2017 be confirmed as a true and correct record of that meeting.

### 9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD ON 12<sup>th</sup> APRIL 2017

The notes from the Council Forum meeting will be provided to Councillors on Tuesday, 18<sup>th</sup> April 2017.

### RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 12<sup>th</sup> April 2017.

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

## 11. REPORTS OF COMMITTEE MEETINGS

### 11.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 16<sup>th</sup> MARCH 2017

The Local Emergency Management Committee minutes have been provided in Attachment 1.

#### Receipt of Minutes:

##### RECOMMENDATION

That Council receive the minutes from the Local Emergency Management Committee meeting held on 16<sup>th</sup> March 2017.

#### Adoption of Recommendations:

Nil.

*Cr U Rumjantsev declared an "Impartiality" interest in item 11.2 - Bushfire Advisory Committee Meeting held on 28<sup>th</sup> March 2017 as he is Captain Bakers Hill Volunteer Bushfire Brigade.*

### 11.2 BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON 28<sup>th</sup> MARCH 2017

The Bushfire Advisory Committee minutes have been provided in Attachment 2.

#### Receipt of Minutes:

##### RECOMMENDATION

That Council receive the minutes from the Bushfire Advisory Committee meeting held on 28<sup>th</sup> March 2017.

#### Adoption of Recommendations:

##### RECOMMENDATION

That Council:

1. Endorse the below exemptions to the Harvest Vehicle Movement and Hot Works Ban:



**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:**

- Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for the Electricity Network Corporation as provided in Attachment 1;
- 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;
- The CBFCO or CESM may suspend the exemption for a specified period; and
- Council may at any time review or revoke the exemption.

**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 works which cannot reasonably be postponed to a time with safer fire weather conditions.**

**Conditions of the exemption:**

- Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for the Water Corporation as provided in Attachment 2;
- 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;
- The CBFCO or CESM may suspend the exemption for a specified period; and
- Council may at any time review or revoke the exemption.

**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:**

- Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for Brookfield Rail Pty Ltd as provided in Attachment 3;

- 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;
  - The CBFCO or CESM may suspend the exemption for a specified period; and
  - Council may at any time review or revoke the exemption.
2. Endorse the Inkpen Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 20 January 2017;
  3. Endorse the Old Quarry Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 28 February 2017;
  4. Note the Community Emergency Services Manager Report as provided;
  5. Note the Chief Bushfire Control Officer Report as provided;
  6. Seek clarification from DFES in regards to how prerequisite's work/apply to their minimum FCO training requirements;
  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;
  8. Seek clarification from DFES in regards to how they view brigade members who have previously completed the FCO course; and
  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.

**Attachment 1**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Local Emergency Management  
Committee**

**16 March 2017**

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## 1. DECLARATION OF OPENING

The Chairman, Cr U Rumjantsev declared the meeting open at 3:02pm

## 2. ATTENDANCE

Councillor (Chair)	Ulo Rumjantsev
Councillor	Chris Antonio
Community Emergency Services Manager	Daniel Hendriksen at 3:30pm
Executive Manager Development Services	Chadd Hunt
Executive Assistant – CEO	Alysha Maxwell
Main Roads WA	Rob Seager
State Emergency Service	Roy Walker
Department of Agriculture and Food	Josh Smith
SERCO	Shaun Horseman
Department of Child Protection & Family Services	Jo Spadaccini
Water Corporation	Larry Bayley
ADF Army	Clayton Elder
WA Police	Max Walker
Northam Hospital	Jenny Lee
Department of Education	Marcus Turner
Department of Housing	Attila Mencshelyi at 3:07pm

### 2.1 APOLOGIES

Main Roads WA	Robert Barnsley
WA Police	Geoff Dickson
OEM	Yvette Grigg
Public Health	Anne Foyer
Red Cross	Carolyne Doherty
Western Power	Charlie Baxter

## 3. DISCLOSURE OF INTERESTS

Nil.



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#### 4. CONFIRMATION OF MINUTES

##### 4.1 COMMITTEE MEETING HELD 8 NOVEMBER 2016

###### RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.34

Moved: Josh Smith

Seconded: Clayton Elder

That the minutes of the Local Emergency Management Committee meeting held 8 November 2016 be confirmed as a true and correct record of that meeting.

CARRIED

Mr Mencshelyi entered the Council Chambers at 3:07pm.

#### 5. COMMITTEE REPORTS

##### 5.1 Agency Reports and ISG Activations

For the committee to receive reports from agencies and discuss any issues on any emergencies that occurred since the last meeting including a debrief for the recent flood events.

Agencies listed may include: Shire of Northam Bush Fire Brigades, Northam SES, Northam Police, Wundowie Police, DFES, and Northam Hospital.

###### DFES Flood & Warning System – Flooding events

- Shire of Northam staff have raised an improvement with the system as during the floods it indicated that the entire area was to evacuate or prepare to evacuate however this was only relevant for a particular area/locality. In addition, it was also raised that it only say 'evacuate' when it is time to evacuate.

###### Department of Child Protection (DCP) – Flooding events

- Once the notification was received, DCP had an Evacuation Centre open at the Northam Recreation Centre within 30 minutes. Two people registered at the Centre in Northam however then moved on. Police attended to people in risk areas and sought indication of their intention to evacuate. DCP undertook preliminary investigations in relation to accommodation options available should these be required. No issues

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were identified with their processes however as it was not a large scale exercise it was difficult to identify any shortfalls/improvements.

Water Corporation – Flooding events

- Two or three water mains were washed away leaving some residents without water. In these circumstances, the Water Corporation provided bottled water to residents affected. No Townsites were affected.
- The sewer system was inundated with storm water. The Water Corporation are now carrying out camera inspections and smoking the mains to identify where the water is coming from.
- Fatigue management was required with many staff working 12 hours shifts.
- Suction tankers were required however were allocated to Perth metropolitan areas. Early preparation has now been identified as paramount and tankers are now on 'stand by' should these be required in a future occurrence.
- Gatic lids have now been installed on the man holes in Minson Ave, Northam.
- Large amount of clean up was required for this event.
- Managing the flooding event was an expensive exercise for the Water Corporation.

Northam SES

- During the Christmas period Northam SES went into recess from our normal training program. Whilst on a break the team was still ready for operational activities should the case arise.
- Just before Christmas we attended to request for assistance (RFA) for structure damage following strong wind gusts.
- New Year's saw the activation of our water bomber reloading the team and to date the team had a further 2 activations for help with water bomber reloading.
- The cooler weather and rain saw an increase in the number of requests for assistance. Since January 2017 up to today Northam SES has received 25 RFA's. The reasons for this request;
  - Water entering house through ceiling causes by blocked gutter (in one case the blocked gutter was caused by tree branch growing in the downpipe).
  - Water entering house through ceiling caused by loose roofing iron sheets on roof.
  - Water entering house through ceiling caused by broken tiles on roof.
  - Water entering house due to cover of air conditioner coming off.
  - Water entering house via door way due to poor design of yard drainage.
  - People concerned that they may be flooded by raising water (in these cases, SES attended and there was no risk of water near homes).



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- Water has cut off driveways and people couldn't make a safe exit (house were above water level).
- In 19 of the RFA's received if property owners has done preventative maintenance and repairs, there wouldn't have been a need for us to attend.
- Northam SES have attended to all RFAs.
- Training has now recommenced and whilst we start to wind down on fire support we are now focussing on honing our skills for the winter and storms.

Department of Housing - - Flooding events

- No issues were identified as Department of Housing houses were on higher ground and as a result were not affected by the flooding events.

WA Police- Flooding events

- The Evacuation Centre was activated by WA Police through notification from Department of Fire & Emergency Services.
- Police attended to people in risk areas and sought indication of their intention to evacuate.
- It was raised that there was an insufficient amount of road signage available throughout the Shire's affected by the flooding.
- It was raised that floodway's/levels were not marked which is a concern for motorists. The Avon River is marked however the Mortlock River (North to South) has no marking.

Main Roads WA - Flooding events

- Main Roads are currently in the process of repairing roads affected by the flooding events.

Department of Education - Flooding events

- There were some issues with school busses due to not being able to access some properties, as a result attendance of students was an issue.

Department of Agriculture & Food - Flooding events

- Waiting for an outcome in respect to the WANDERA funding with 4 applications being lodged.
- Drones have been utilised to view damage.

SERCO - Flooding events

- No issues identified, one or two staff members were impacted and unable to attend work.

Northam Hospital - Flooding events

- No impact was caused to the Northam Regional Hospital.

Northam Army Camp

- No impacts were identified.



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Australian Red Cross (Not present at meeting)

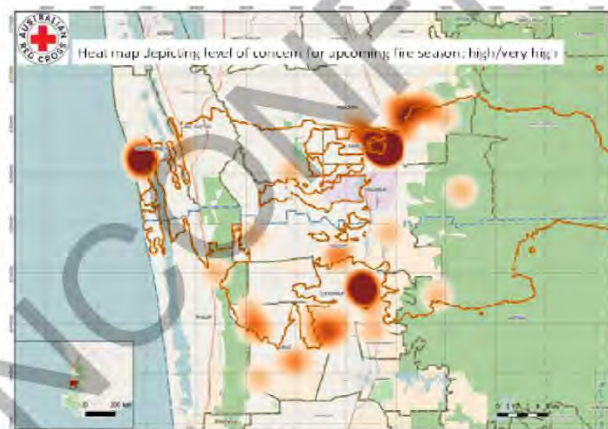


## Red Cross Emergency Services LEMC Update February 2017

Detailing activities November 2016 – February 2017

### 1. PREPAREDNESS

- Delivered 11 RediPlan presentations to 253 community members.
- Delivered 'Pillowcase Project' presentations to 836 primary school students in the Perth Hills, Waroona and Harvey, including during holiday care.
- Piloting our 'Youth Preparedness Project', a preparedness program aimed at year 9 and 10 students.
- Working with DFES on the material for the face-to-face component of the Get Set Together community education portal to be co-facilitated by DFES and Red Cross. Red Cross preparedness program emphasises the importance of being 'psychologically prepared' for an emergency, with a focus on 'preparing to recover'.
- Conducted preparedness outreach in the Shires of Waroona and Harvey from October to December. 837 households were visited, with 399 preparedness conversations had with residents affected by the January 2016 bushfire. As a result of these conversations, we were able to develop a 'heat map' of the area covered, indicating that residents with the greatest level of concern regarding the upcoming fire season are mostly outside the fire scar area (see below).



### 2. RECOVERY

- Red Cross has a recovery project officer based in the Harvey Recovery Hub along with the Shire of Harvey, Department of Child Protection and Family Support, and the Salvation Army.
- We supported the Waroona/Harvey bushfire anniversary events in Yarloop, Preston Beach, and Waroona.
- In addition to outreach, coordinating and supporting community events, and providing advice to the local recovery committee, we have started an external evaluation of our recovery program in Harvey and Waroona. The aim of the independent evaluation is to assess the relevance, appropriateness and effectiveness of our recovery work in response to the bushfire; identify ways to strengthen the value of our contribution to community recovery processes; and make recommendations for improvement. We commissioned external evaluations of our recovery work.

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CRISIS CARE COMMITMENT

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16 March 2017



<p>following the Blue Mountain bushfires and Sampson Flat bushfire in SA, and the outcomes have been useful for the development of other recovery programs across the country.</p> <ul style="list-style-type: none"> <li>Red Cross is currently providing recovery support to the Shire of Ravensthorpe following the recent flooding event. Activities include recovery training for local government staff and the community, and Psychological first aid at community events.</li> </ul>
<p><b>3. REGISTER.FIND.REUNITE.</b></p> <ul style="list-style-type: none"> <li>Register.Find.Reunite. online training is now available to local governments and Department of Child Protection and Family Support staff. Local governments interested in having access to the online portal, please contact Erin Fuery, State Manager Emergency Services (details below).</li> </ul>
<p><b>4. RESEARCH</b></p> <ul style="list-style-type: none"> <li>Red Cross was one of the partners in the Beyond Bushfires five-year study into the medium to long term impacts of the Black Saturday bushfires. The final report has been released: <a href="http://beyondbushfires.org.au/_data/assets/pdf_file/0010/2198134/V3_Beyond-Bushfires-Final-Report-2016.pdf">http://beyondbushfires.org.au/_data/assets/pdf_file/0010/2198134/V3_Beyond-Bushfires-Final-Report-2016.pdf</a> Recent papers from this research have included a study into the importance of reunification services such as Register.Find.Reunite., and the different recovery support needs of people who decide to stay and rebuild vs those who choose to leave. Red Cross will be hosting lead researcher, A/Prof Lisa Gibbs, on Tuesday, 2 May, who will be sharing key learnings from the study. Further information will be circulated soon.</li> <li>A Red Cross Emergency Services staff member has just completed her Churchill Fellowship into 'the role of memorialising in disaster recovery', speaking to agencies and community members in Australia and internationally including those impacted by the 9/11 terror attacks, the Boston Marathon Bombing, the Paris terrorist attacks, and the London Underground Bombings to name a few. The project was inspired by some of the work Red Cross was involved in during the Sydney Siege, in particular our advice to the City of Sydney regarding the appropriate way to dispose of the floral tributes. Shona's full report can be accessed here: <a href="https://www.churchilltrust.com.au/media/fellows/Whitton_S_2015_Methods_of_planning_and_managing_disaster_memorials.pdf">https://www.churchilltrust.com.au/media/fellows/Whitton_S_2015_Methods_of_planning_and_managing_disaster_memorials.pdf</a></li> <li>NCCARF (the National Climate Change Adaption Research Facility) Vulnerable Communities Network will be holding a forum in Perth on Wednesday, 3 May on adaption to extreme heat and the threats to human health for vulnerable communities. The Department of Health will be presenting on the heatwave research released last year, and Red Cross will also be involved discussing our work with University of Queensland researchers looking at preparedness needs of homeless people, and how to address them.</li> </ul>
<p><b>5. VOLUNTEER ENGAGEMENT</b></p> <ul style="list-style-type: none"> <li>We are about to start an intensive regional volunteer training project, externally funded for two years. More information will be available soon with relevant local activities.</li> </ul>
<p><b>6. NATIONAL ACTIVITIES OF INTEREST</b></p> <ul style="list-style-type: none"> <li>At the request of Victoria Police, Red Cross was activated to support the psychological wellbeing needs following the Bourke Street tragedy. More than 180 specialist staff and volunteers provided psychological first aid at Bourke Street Mall and the memorial site, and assisted in the removal of the floral tributes.</li> <li>The Tasmanian Red Cross Emergency Services Team were asked by the Tasmanian government to conduct 'telephone outreach' to community members who received assistance during and after the 2013 Dunalley bushfires. The purpose was to provide psychological first aid and information of relevant social services, collect information for the government and offer referral services if needed. WA Emergency Services volunteers provided 'independent debriefing' to all personnel involved with the purpose to independently check on wellbeing and debrief personnel. This standard Red Cross operating procedure is in addition to EAP services which can be accessed by volunteers and staff.</li> </ul>

*For further information, please contact:*

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CRISIS CARE COMMITMENT



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### 5.2 Updates / Items for Discussion from Members

- Shire's may need to source additional road signage should a large event (e.g. flooding) occur in the future.
- Department of Agriculture & Food:
  - Western Australian grain growers are urged to check cereal crops and grassy weeds for Russian Wheat Aphids and damage symptoms following the detection of the exotic Russian wheat aphid. There is a current quarantine movement control from Perth and the Department are currently investigating to see if the bug is on vegetables (e.g. tomatoes) primarily targeting commercial growers. If a bug is seen, people can take a photo and upload this to the Departments ap.
  - Biosecurity workshop is being held on 29<sup>th</sup> March 2017.

### 5.3 Correspondence

IN:

The SEMC Communiqué from 6 December 2016 available on the OEM website and provided as Attachment 1.

The December 2016 edition of OEM News has been provided as Attachment 2.

SEMC, Local Emergency Management Arrangements letter has been provided in Attachment 3.

OUT:

1. Minutes of the 8 November 2016 LEMC/LRCC meeting.

No discussion was held around this agenda item.

## Attachment 1



The SEMCMC met on 6 December for their last meeting for 2016.

The SEMCMC noted the establishment of the Office of Emergency Management (OEM) effective 1 December 2016. The OEM replaces the SEMCMC Secretariat with the following added functions:

- A dedicated assurance structure within the OEM.
- The co-location of the Office of Bushfire Risk Management (OBRM) with the OEM.
- The OEM will now administer Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA).

### Key discussion areas from the December meeting

#### FERGUSON REPORT - IMPLEMENTATION UPDATE

The Department of Premier and Cabinet (DPC) provided an update on the extensive work undertaken in addressing recommendations from the Report of the Special Inquiry into the January 2016 Waroona Fire (the Ferguson Report).

The Ferguson Report Implementation Working Group convened by DPC is overseeing the implementation process. DPC will provide a formal update on the Government's response to the report's recommendations once available.

The SEMCMC noted that:

- consultation and discussions were underway about the creation of a Rural Fire Service (Recommendation 15)
- the review of the Emergency Services Levy would be carried out by the Economic Regulation Authority commencing in early 2017
- the Office of Emergency Management (Recommendation 1) came into effect on 1 December 2016.

The OEM Executive Director provided an update on the Ferguson Report recommendations and opportunities for improvement assigned to the SEMCMC and OEM:

- Primacy of life (Recommendation 6) - In October 2016, the SEMCMC approved the Strategic Control Priorities for the hazard of fire and the first SEMCMC Bulletin - Strategic Control Priorities for Prescribed Hazard of Fire published.
- Farmer Fire Fighter Units (Recommendation 9) - OEM and DFES are working together with a pilot site to be identified during the 2016-17 season to test measures to improve the uptake of existing arrangements for the use of private assets at bushfires. Aspects of this recommendation are also addressed through responses to Recommendation 13 (identification cards) and Recommendation 14 (traffic management).
- Traffic Management (Recommendation 14) - A working group has been established and met on 4 occasions. Current SEMCMC policy, plans and guidelines will not require amendment, however work will need to be undertaken to implement and communicate current processes and procedures. An aide memoire on Traffic Management has been developed.
- Community Warning Sirens (Opportunity 9) - Draft guidelines will be available for consultation with local government and emergency management agencies from mid-



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December 2016. As part of the consultation process the opportunity for a trial program at two locations (with and without existing sirens) in the South West and Great Southern regions will be pursued.

- Recovery Aide Memoire (Opportunity 13)  
-An aide memoire has been finalised and is available on the OEM website.
- State Bushfire Coordinating Committee (Recommendation 16) - See Establishment of the State Bushfire Coordinating Committee.

### ESTABLISHMENT OF THE STATE BUSHFIRE COORDINATING COMMITTEE

In response to Recommendation 16 of the Ferguson Report, the SEMC members discussed the establishment of the State Bushfire Coordinating Committee (SBCC) as a subcommittee of the SEMC. The Committee will be chaired by the Director of the OBRM and will come into effect on 1 January 2017.

The key responsibilities of the new committee will be to:

- develop a State Bushfire Management Policy and a set of long term bushfire risk management objectives
- provide a forum for key bushfire risk management stakeholder agencies
- advise the SEMC on matters pertaining to bushfire, in particular, to report against the investment in, and achievement of the bushfire risk management objectives
- provide advice and support to the proposed Chief Officer of the Rural Fire Services on bushfire risk management matters
- report to the SEMC and to the community on bushfire risk management matters on at least an annual basis.

The members reviewed the proposed Terms of Reference and membership, which were developed in line with the Ferguson Report recommendation and after consultation with comparable committees in South Australia and New South Wales.

The SEMC noted that the Minister for Emergency Services would dissolve the Interagency Bushfire Managements once the SBCC is established.

The members agreed to review the SBCC after the establishment of the Rural Fire Service.

### POLICY AND LEGISLATION UPDATE

The SEMC approved the proposed amendments to the suite of State EM documents.

Since the new suite of documents came into effect on 24 May 2016, a number of amendments have been identified including:

- amendments to refer to the OEM website
- insertion of references to the strategic control priorities
- clarifications in relation to directed evacuations
- minor amendments to clarify intent
- correction of some inconsistencies, typographical errors and minor omissions of content.

All updated versions will be published on the OEM website by the 16 December 2016.

### POLICY AND GOVERNANCE REVIEW PROJECT

With the completion of the suite of State EM documents in May 2016, the OEM has commenced detailed project planning for the remaining phases of the project, namely phases 4, 6 and 7.

Phase 4 is being undertaken in two parts:

- issues identification and stakeholder consultation phase (Phase 4A)
- policy review and development (Phase 4B)

As part of phase 6, the State EM procedures will be updated in line with amendments to EM Policy and Plans, while Phase 7 will see the rationalisation and amalgamation of Westplans, and the conversion of Westplans into succinct Hazard Specific Plans.

The SEMC approved the Policy and Governance Review Project: Phase 4A: Key Findings Report and its release to emergency management agencies, the SEMC Subcommittee and District Emergency Management Committees.

### POLICIES AND PLANS

- Approved Westplan – Marine Transport Emergency and noted the Exercise Beadon report.

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- Approved the revocation of Westplan – Telecommunications, as a support function, noting that the broader issue of telecommunications disruption as a hazard is being considered by the OEM.
- Approved the correction to Westplan Fire. The words 'by mutual agreement' in section 4.1 – Responsibility for Response of Westplan to be removed.

### STATE RISK PROJECT

Since 2013 the State Risk Project team has been working to gain consistent and comprehensive coverage of risks posed from the 27 hazards prescribed in legislation against the 6 State Core Objectives. This is being carried out at a State, district and local level.

The SEMC noted the progress of the State Risk Project.

State level - during October and November 2016, the team completed two State level hazards (HAZMAT, Rail Crash – passenger. They have a further 10 hazards planned for 2017.

District level - at the district level, the State Risk Project team completed all the risk assessments. Summary risk reports are currently being completed. The full suite of district reports will be available on the OEM website by mid February 2017.

Local Level - the local level workshops are set to commence in early 2017. In November 2016, a trial workshop was held in the Great Southern with 6 local governments.

The workshop was well received and the method deemed to be appropriate. An additional workshop is planned for mid-December with 4 more local governments in the same district.

The full implementation will begin with at least four additional local government groups in the Metropolitan, Wheatbelt, and South West.

### OTHER UPDATES

A range of projects and updates were discussed and noted by the SEMC:

- The SEMC endorsed the joint agency (DFES, WA Police, WA Health, Finance and DAFWA) submission to support Emergency Alert costs in WA. DFES is currently the custodian; however members proposed transferring this function to the OEM.
- The CPFS will fund Register, Find, Reunite. The SEMC noted their intention to request that funding of the operational costs are considered as part of the Emergency Services Levy.
- The Comprehensive Impact Assessment template has been completed and available on the OEM website.
- The SEMC approved the revised Response and Capability subcommittee Terms of Reference.
- The triennial District Emergency Management Committee report including LEMA status.
- The minutes of all SEMC Subcommittees recent meetings.

### SEMC MEETINGS

The SEMC meetings scheduled for 2017 are: 28 March, 2 May, 1 August, 3 October and 5 December.

For further information, please contact the Office of Emergency Management [info@oem.wa.gov.au](mailto:info@oem.wa.gov.au).

The State Emergency Management Committee (SEMC) and the Office of Emergency Management (OEM) wish you a happy and safe Christmas and New Year.





Attachment 2



VOLUME 3 ISSUE 4 - December 2016

## OFFICE OF EMERGENCY MANAGEMENT (OEM) ESTABLISHED – LANDMARK MOMENT IN EM HISTORY IN WA



**The new OEM has an added quality assurance role and reports directly to the Minister for Emergency Services**

A significant milestone in the development of emergency management capability in Western Australia was reached on 1 December with the establishment of the Office of Emergency Management (OEM).

The creation of the OEM was initiated by the findings of the Special Inquiry into the January 2016 Waroona Fire conducted by Euan Ferguson AFSM.

In his report Mr Ferguson referred to the value of greater independence for a peak emergency

management body and emphasised the importance of empowering both the State Emergency Management Committee (SEMC) and the former SEMC Secretariat to undertake a more thorough assurance and reporting role.

Greater independence for the new OEM is reflected in a direct reporting line to the Minister for Emergency Services.

The increased focus on assurance and reporting recommended by Mr Ferguson will be delivered through a refocussing of the

*Continued on next page >>*

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## NATURAL DISASTER RESILIENCE FUNDING AVAILABLE

**The 2016-17 NDRP competitive grants round has opened**

The 2016-17 Natural Disaster Resilience Program (NDRP) competitive grants round is now open, with eligible organisations encouraged to apply for up to \$250,000 in funding.

Funds must be used to enhance disaster resilience in WA, with projects to help address the priority areas of both the State and Commonwealth governments.

Up to \$2.2 million in grant funding is available under the National Partnership Agreement for Natural Disaster Resilience, to help reduce the communities' vulnerability to natural hazards.

Projects that address risks identified through the [State Risk Project](#) are also encouraged, as well as projects that work to enhance natural disaster resilience across the disabled, Indigenous and Culturally and Linguistically Diverse communities.

**Applications must declare their project meets all minimum requirements and be received by 4pm, Wednesday 22 February 2017 to be eligible.**





**APPLICATION STEPS:**

**STEP 1:** Confirm your project and organisation eligibility with the Quick Eligibility Check.

**STEP 2:** Familiarise yourself with the Guidelines for Applicants and Sample Funding Agreement.

**STEP 3:** Download, save and complete the Application Form.

**STEP 4:** Send the completed application to [ndrp@oem.wa.gov.au](mailto:ndrp@oem.wa.gov.au).

**HOW TO APPLY:**

To access Steps 1-4 above, [click here](#).

For more information, please refer to the OEM's [NDRP web page](#) or email [ndrp@oem.wa.gov.au](mailto:ndrp@oem.wa.gov.au).

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### OFFICE OF EMERGENCY MANAGEMENT (OEM) ESTABLISHED

*(Continued from previous page)*

resources of the previous SEMC Secretariat around an assurance role and the creation of a new position of Director, Assurance.

The assurance function will be boosted in 2017 by the secondment of additional staff from the Office of Bushfire Risk Management (OBRM), pending the implementation of more sustainable long term arrangements from the beginning of 2017/18. The emergency management sector will be engaged in dialogue and contribute to the development of the assurance framework throughout 2017.

The assurance function, in conjunction with the OEM's other areas of responsibility, will enable it to inquire into, monitor and report transparently on emergency management standards, preparedness, capability, service delivery and investment performance outcomes.

Two other significant developments will complement these changes:

- The State Recovery Coordinator and associated staff (including those responsible for administering the Western Australia Natural Disaster Relief and Recovery Arrangements - WANDRRA), will transfer from the Department of the Premier and Cabinet to the OEM;
- OBRM will co-locate with OEM in a new location, Durbin House, in the Parliamentary precinct.

The creation of the OEM comes at a time when there are major bodies of work being undertaken under the auspices of the Policy and Governance Review, the ongoing State Risk Project and through the work programs of the SEMC's five Subcommittees.

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## OEM RECEIVES US PERSPECTIVE ON DISASTER MANAGEMENT

In mid-October the OEM Corporate Leadership Team met with Mr Bob Jensen, a senior US disaster management specialist, during a visit organised by the US Consulate General in Perth.

Mr Jensen, a consultant based in Washington DC, has 25 years experience gained through undertaking complex assignments across a broad spectrum of disaster management situations, both inside and outside the US government.

He led the US government's on-ground crisis communications efforts after the massive earthquake in Haiti, for the Deepwater Horizon oil spill, and for 30 other major disasters in North America including Hurricane Ike and Sandy for the Federal Emergency Management Agency (FEMA).

In a wide ranging discussion, Mr Jensen touched on a number of matters directly relevant to the work of the OEM, including issues identified as important in the recent Ferguson report.

These included the importance of preparedness assessments for the allocation of resources and the administration of disaster management grants programs; and the marshalling of reservists to supplement core workforce capability and provide surge capacity.

He also spoke about the emerging cybersecurity threat and the importance of developing links with the private sector.

In relation to the private sector, he gave a very interesting account of how disaster management authorities have been able to tap into the vast surveillance and security network operated by a major retail chain, with more than 2.2 million employees worldwide.

Mr Jensen also talked about the importance of working with extreme scenarios (the need to prepare for the maximum of the maximum), of relevance to our work on the Keeping Our Mob Safe Strategy. Mr Jensen also spoke about the work at national level on communication with native American communities.

In addition to broad strategic themes, Mr Jensen gave some quite specific advice on public warnings, including the importance of the smartphone to channel messages to disaster victims in order to balance messages obtained through other media.

Mr Jensen concluded by offering to assist OEM in making contact with relevant agencies and individuals in the US who may be able to provide assistance or give a useful international perspective on much of the work done here.



*US disaster management specialist Mr Bob Jensen (second from left) pictured with the OEM Corporate Leadership Team (l-r) Stuart Canning, Mick Cronstall, Muriel Lederey and Andrew Sanders*

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## OEM COORDINATES PRE-SEASON RECOVERY BRIEFING ON WAROONA / HARVEY BUSHFIRES

On Tuesday 6 December 2016 the OEM metropolitan District Advisor's Merveen Cross and Quinta La Fossa coordinated a pre-season 'recovery briefing on the January 2016 Waroona/Harvey Bushfires.

The "Road to Recovery" target audience was metropolitan Local Recovery Coordinators from the four metropolitan District Emergency Management Committees.

The session commenced with a networking opportunity over lunch at the Waroona Local Government office. Waroona Local Government Recovery Coordinator Dave Gossage spoke of the strategies implemented during Waroona's recovery and the ongoing needs of the community.

A bus tour followed with the opportunity for participants to view the impact of the Waroona landscape (facilitated by Dave).



*The group at the re-built Forrest Edge Recreation Camp*

impact to his Shire particularly the significantly damaged and destroyed historical buildings.

Michael spoke of the priorities and repair/rebuilding of the Shire's damaged sites. The bus visited Harvey's refurbished war memorial. On 25 April 2016, over 1000 community members attended the ANZAC Day ceremony.

An enormous amount of planning was required to allow the community access to the closed town. The participants realised the importance of restoring significant buildings and landmarks to the local communities, particularly the value of its recovery.



*A full bus (56 participants) attended the tour*

Participants visited Forrest Edge Recreation Camp, where the business owner described how the fire approached the camp, his actions and those of his employees.

The group were given an overview of the many steps and timelines in the rebuilding of the camp including the lessons learnt.

The tour continued through the Shire of Harvey with the CEO Michael Parker describing the




*Harvey's refurbished war memorial*

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## OEM COORDINATES PRE-SEASON RECOVERY BRIEFING ON WAROONA / HARVEY BUSHFIRES

The next stop was the heritage-listed Yarloop Workshops. The Shire is liaising with the Heritage Council and Yarloop Workshop Committee to meet the conservation and interpretation guidelines of the town of Yarloop.



*The site of the heritage-listed Yarloop Workshops*

The remaining facade of the Yarloop Hall



*The remaining facade of the Yarloop Hall*

An evaluation will be sent out shortly to participants to seek their feedback on the event. We have received very positive emails to date.

The OEM and the metropolitan District Advisors would like to thank CEO Ian Curley, Shire of Waroona and CEO Michael Parker, CEO Harvey for their valuable time and contribution in this important recovery briefing.


During the tour, Peta Turner (Executive Officer - SEMC Recovery Subcommittee) provided an update on:

- Comprehensive Impact Assessment
- Recovery Aide Memoire
- Future Recovery Projects

The 56 participants who attended the tour were primarily from local government, Local Recovery Coordinators, representatives from Alcoa, Department of Environment Regulation, DFES, Water Corporation and Main Roads.

Key messages delivered during the tour included:

- The need to have a Communication (media) plan and strategy.
- The need to pre-identify locations for emergency services resources operations, that do not impact the communities' recovery.
- Mental health is a large and very important part of a community's recovery.
- Encouraging communities to check their insurance policy cover (many are under insured).



*"Re-building Yarloop" - an original home (left), a home being re-built (middle) and vacant land where a home once stood (right)*

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## POLICY AND GOVERNANCE REVIEW PROJECT UPDATE

In December 2016, the State Emergency Management Committee (SEMC) approved the review of 16 emergency management (EM) topics to be undertaken on its behalf by the OEM in 2017.

This approval follows the OEM's recent completion of Phase 4(A) of its Policy and Governance Review Project (review project), which indicated that the current EM arrangements are not flawed but require some enhancements to ensure they remain useful, useable and used.

Phase 4(A) of the review project followed completion of Phases 3 and 5. Phase 3 involved amalgamation of the former SEMP policies and creation of the State EM Policy and Phase 5 involved creation of an overarching State EM Plan, which includes the former SEMP 4.1 and the support functions previously in the support Westplans.

After approval by the SEMC in May 2016, the State EM Policy and State EM Plan were released as part of a suite of State EM documents together with the Westplans, SEMC guidelines, amalgamated procedures and glossary in late May 2016.

Phase 4(A) involved the identification of the relevant issues for the policy content review next year. To achieve this, the OEM undertook a range of activities, which included analysis of issues raised in other forums and a survey of emergency management stakeholders.

Additionally, in September 2016, a Blue Sky Strategic Thinkers Workshop was held to capture some fresh ideas and views on EM.

Following this, in October 2016, a Stakeholder Workshop was held to examine and prioritise the EM topics identified for review or consideration in 2017.

In order of priority for review, the topics are:

- 1) State Emergency Management Framework
- 2) Recovery
- 3) Training
- 4) Community Resilience
- 5) Exercising

- 6) Local Emergency Management Arrangements
- 7) Emergency Public Information
- 8) Local Government and Local/District/Regional Issues
- 9) Funding for Emergencies
- 10) Hazard Review
- 11) Exchange of Information
- 12) Volunteers
- 13) Evacuation
- 14) Traffic Management
- 15) Consultation
- 16) SEMC suite of documents

The State Emergency Management Framework, Recovery and Volunteering have been identified as significant bodies of work for 2017.

Some reform ideas were also raised at the Blue Sky Strategic Thinkers Workshop and the OEM will seek direction from the SEMC in 2017 on any further review activities.

During consultation activities, the OEM observed great interest by agency and organisational representatives in the betterment of EM in Western Australia and capturing the issues that require enhancement. They are thanked for their contribution to this important phase of the review project.



Click the icon (above) to access the suite of State EM documents released earlier this year.

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## CASE STUDY: ALBANY AWARE - RECOVERY EXERCISE AND WORKSHOP

The City of Albany successfully obtained an AWARE grant to fund their project Recovery Exercise and Workshop.




The aim of the project was to create and deliver an exercise that would test the City's and neighbouring local governments recovery plans, raise awareness within local governments of recovery responsibilities and to prepare local government staff and other agency personnel for their role in recovery functions.

Aligning to the City's Community Strategic Plan key theme 'Plan for and monitor community safety and security' the shared workshop and exercise helped create networks and build relationships between local government staff involved in recovery roles resulting in a better shared understanding.

The event was attended by 56 delegates covering 16 local governments including Councilors, Chief Executive Officers, Recovery Coordinators, Environmental Health Officers, Building Surveyors and Emergency Management Officers.

The morning session involved presentations from the State Recovery Coordinator, Esperance Fires Recovery Coordinator, Parkerville-Stoneville-Mt Helena Fires Recovery Coordinator and a Department of Parks and Wildlife Level Three Incident Controller.

The afternoon session was a desktop recovery exercise where local governments were able to reflect on the morning's learnings and test their local recovery plan against injects specifically designed to focus on local government recovery issues.



*State Recovery Coordinator Bob Hay presenting at the workshop.*

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## SOUTHERN AUSTRALIA SEASONAL BUSHFIRE OUTLOOK UPDATED

BUSHFIRE AND NATURAL HAZARDS CRC RELEASES HAZARD NOTE 23



**Bushfire Potential 2016-17**

Normal (Yellow) Above Normal (Red) Below Normal (Blue)

**Bushfire and Natural Hazards CRC** **afac**

*The above map reveals the updated bushfire outlook for 2016-17 for southern Australia. It has been combined with the outlook for the northern fire season, released as Hazard Note 18 in July 2016. Note that normal fire conditions can still produce fast running and large fires.*

Bushfire and Natural Hazards CRC has updated its Southern Australia Seasonal Bushfire Outlook, with the release of Hazard Note 23 in late November 2016. This replaces the previous Outlook, published as Hazard Note 19 in August 2016.

The Bushfire and Natural Hazards CRC, which is a national research centre funded by the Australian Government Cooperative Research Centre Program, said the update is the result of a re-examination of southern Australian weather factors (including a wet winter across many regions).

Summer temperatures are forecast to be average to above average, while rainfall is expected to be average to below average in most areas.

These factors have led to an expectation of more areas than those indicated in Hazard Note 19 now expected to experience above normal fire conditions.

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## SOUTHERN AUSTRALIA SEASONAL BUSHFIRE OUTLOOK UPDATED

BUSHFIRE AND NATURAL HAZARDS CRC RELEASES HAZARD NOTE 23

All states and the ACT are warning of increased grass fire danger, particularly as the fire season progresses.

**CHANGES TO FIRE POTENTIAL NOTED IN HAZARD NOTE 23 THAT RELATE TO WESTERN AUSTRALIA**

The fire risk in the South Western Gascoyne has been reassessed as normal due to the predicted increase in grass fuel loads not offsetting, with soil moisture returning to normal during spring.

"In the Gascoyne, Murchison, Goldfields, Central West and Desert areas there is normal bushfire potential due to average rainfall and grass growth" Hazard Note 23 states.

"In the Western Pilbara region there is above normal fire potential as a consequence of higher than average grass fuel loads as a result of above average soil moisture.

"Note that the above normal prediction for the South Western Gascoyne as detailed in Hazard Note 19 has been reassessed as the predicted increase in grass fuel loads due to higher than normal late winter soil moisture did not persist into spring."

The South West and Eucla areas remain classified as above normal fire potential (no change from Hazard Note 19).

Download the full report: [Hazard Note 23](#)



**FIGURE 6**

Change in bushfire potential (2016-17)

Normal (Yellow) Above Normal (Red) Below Normal (Blue)

**NEW HAZARD NOTE INVESTIGATES FIRE ESCALATION BY DOWNSLOPE WINDS**

In December 2016, Bushfire and Natural Hazards CRC released Hazard Note 24.

The hazard note investigates the meteorology of several recent cases where unexpectedly severe fire behaviour has occurred.

In the three bushfires discussed (including the 2011 Margaret River bushfire), a weather phenomenon known as mountain waves contributed to the severe fire behaviour.

The hazard note explains mountain waves, how they cause strong downslope winds on the lee slope of hills and mountains, and what happened in each fire situation.

Download [Hazard Note 24](#).

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## STATE RISK PROJECT 2016 YEAR IN REVIEW

As 2016 comes to a close, the State Risk Project has notched up a number of significant achievements for the year and has developed a substantial forward work plan for 2017.

Our understanding of major risks (of hazards prescribed in legislation) in WA has grown significantly, due in large part to the completion of the district-level risk assessment workshop program (for priority hazards) across all of the State's EM districts.

This was complemented by the continuation of the state-level workshop program, which will be completed in 2017.

The State Risk Project has so far engaged with 1374 agency representatives from 187 Federal, State and local agencies during the risk assessment workshops and scenario planning sessions.

It has developed a wide variety of credible worst case/near worst case scenarios that are scalable for State, District and local levels and tailored accordingly.

The risk assessment program has amassed 3889 risk statements from 72 scenarios across 20 priority hazards.

The data was collected using consistent processes that follow AS/NZS ISO 31000:2009 methodology and align with the national standard for risk assessment (The National Emergency Risk Assessment Guidelines).

The risk data is now being used to compile comprehensive risk reports and risk profiles for the districts.

As at early December 2016, risk reports had been completed for the Wheatbelt, Great Southern and Kimberley EM regions.

The remainder for all EM districts will be completed and available on the OEM website in mid-February 2017.

**LOCAL-LEVEL COMPONENT**

The local-level component will fully commence in 2017, following extensive consultation and



**State Risk Project**

planning.

The aim of the project is to provide training, support and resources to local governments to assist them to undertake the emergency risk management (ERM) process.

Trial workshops began in November 2016 involving groups of 5-7 local governments.

The local level phase is aimed to assist local governments in completing the ERM process as required by existing policy. It will also inform future mitigation at all levels, which will reduce the future cost of disasters.

**TREATMENT PLANNING AND CAPABILITY**

The data obtained through the State Risk Project is beginning to provide stakeholders with a tangible understanding of the risks their agencies and communities face.

With the ever strengthening evidence base, attention is now turning towards treatment planning to reduce risk.

The project is now investigating treatment options and priorities for the districts, which will enable informed decisions regarding the allocation of resources to treat risk.

Informed by the results of the State Risk Project's risk database, a new initiative called the Capability Project will commence in 2017.

*Continued on next page >>*

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**OEM NEWS** December 2016



*Image from the State Rail Crash risk assessment workshop, which took place in October 2016.*

*Continued from previous page*

Running in parallel with the State Risk Project, the Capability Project's key objective is to measure the State's capability and target closing the gap between measured risk and existing capability.

[Learn more about the State Risk Project](#) 

**The State Emergency Management Committee (SEMC) and the Office of Emergency Management (OEM) wish you a happy and safe Christmas and New Year.**



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## OEM STAFF PROFILE – ADAM SMITH

### What is your role:

I am a District Emergency Management Advisor working in the Great Southern EM District based in Albany. I started in the role in 2008. Previously, I had been working for local government since 2000 (Shire of Mundaring and Shire of Exmouth).

### How would you describe the role of the OEM from your perspective?

The OEM is the State's peak emergency management agency and we are in a fortunate position where we provide support at all three levels, State, District and local.

As the OEM we are striving to develop the best emergency management arrangements in the country through understanding our risks, our capability to manage these risks and looking at the impacts of emergencies when they occur.

### The favourite part of your job?

People... emergency management is all about people and our community. It's not about policy or procedures, they are the structures and processes we have to support our community.

I love working with a huge variety of people who all have different experiences and opinions, bringing these experiences together, putting them into an EM context. My biggest satisfaction comes when someone walks away with a new piece of knowledge which helps build their resilience.

### What is the most challenging part of your role?

Time, resources and competing priorities. Emergency management is a broad field with lots of opportunity to be involved in some great work. Paul Jennings wrote a short story called The Copy, where a young boy managed to clone himself so he could be in two places at once. Some days I really would like that machine.



### Over the next year what key achievements are you targeting?

We spent a lot of time in 2016 developing strategy and understanding our risks. In 2017 I would like to operationalise the strategy by breathing life into the Capability Framework. This should involve bringing practical and meaningful activities to the sector with a big focus on building resilience through our stakeholder network.

### How do you relax when you are not at work?

When I'm not playing chauffeur to my kids I like to be outdoors whether it's gardening, fishing, camping or just enjoying some of the spectacular beaches we have on the south coast.

Look out for OEM News on the [OEM website](#). If you would like to join the OEM mailing list, email [publications@oem.wa.gov.au](mailto:publications@oem.wa.gov.au).

Local Emergency Management Committee Meeting Minutes  
16 March 2017



Attachment 3



Government of Western Australia  
State Emergency Management Committee

Our Ref: 3058/295  
Enquiries: Ms Yvette Grigg  
Telephone: 9690 2313

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

5.1.2.4  
I64007  
OUT  
Jason/Senior

Dear Mr Whiteaker

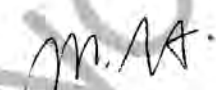
**RE: LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

Thank you for providing a copy of the Shire of Northam's Local Emergency Management Arrangements (LEMA). The LEMA has been reviewed by the State Emergency Management Committee (SEMC) Secretariat now Office of Emergency Management (OEM) for compliance with the requirements of the *Emergency Management Act 2005*. I am pleased to advise that it meets the minimum requirements under the Act.

The Shire of Northam's LEMA was tabled for noting at the last meeting of the SEMC held on 6 December 2016 Resolution No 69/2016 refers.

Please pass on my thanks to your Local Emergency Management Committee (LEMC) for their contribution to the arrangements.

Yours sincerely



Mal Cronstedt AFSM  
EXECUTIVE OFFICER  
STATE EMERGENCY MANAGEMENT COMMITTEE

14/12/2016

cc Ms Yvette Grigg District Adviser

20 Southport Street West Leederville Western Australia 6007  
T: (08) 9482 1700 E: info@oem.wa.gov.au  
W: www.oem.wa.gov.au

Local Emergency Management Committee Meeting Minutes  
16 March 2017



**6. GENERAL BUSINESS**

Nil.

**7. SCHEDULED MEETINGS**

The next LEMC meeting is scheduled for Thursday, 15 June 2017.

**8. DECLARATION OF CLOSURE**

There being no further business the Chairman, Cr U Rumjantsev declared the meeting closed at 3:45pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 16 March 2017 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date



Attachment 2



**Shire of Northam**

**Minutes**

**Bush Fire Advisory Committee**

**28 March 2017**



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## 1. DECLARATION OF OPENING

The Chairperson, Cr Terry Little declared the meeting open at 5:32pm.

## 2. ATTENDANCE

### Voting Committee:

Chairperson / Councillor / Shire of Northam	Terry Little
Councillor / Shire of Northam	Ulo Rumjantsev
Inkpen Brigade	Murray Bow
Clackline Muresk Brigade	Blair Wilding
Irishtown Brigade	David Russell
Jennapullin Brigade	Aaron Smith
Southern Brook Brigade	Paul Antonio
Northam Volunteer Fire and Rescue Service	Greg Montgomery

### Representatives and Staff:

Chief Bush Fire Control Officer	Mathew Macqueen
Deputy Bush Fire Control Officer	Simon Peters
Chief Executive Officer	Jason Whiteaker
Community Emergency Service Manager	Daniel Hendriksen
Executive Assistant – CEO	Alysha Maxwell

### Gallery:

Phillip Gentle

### 2.1 APOLOGIES

Executive Manager Development Services	Chadd Hunt
Grass Valley Brigade	Angus Cooke
Bakers Hill Brigade	Steve Gray

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**3. DISCLOSURE OF INTERESTS**

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Entire agenda	All items	Cr Ulo Rumjantsev	Impartiality	Captain Bakers Hill Bushfire Brigade. Appointed 21 October 2015.

**4. CONFIRMATION OF MINUTES**

**4.1 COMMITTEE MEETING HELD 25 OCTOBER 2016**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: BFAC.150

Moved: Paul Antonio

Seconded: Greg Montgomery

That the minutes of the Bush Fire Advisory meeting held 25 October 2016 be confirmed as a true and correct record of that meeting.

**CARRIED 8/0**



Bush Fire Advisory Committee Meeting Minutes  
28 March 2017



## 5. COMMITTEE REPORTS

### 5.1 Harvest, Vehicle Movement and Hot Works Ban Exemption

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

#### BRIEF

The Harvest, Vehicle Movement and Hot Works Ban Exemption will allow critical services to conduct emergency works during a Ban.

There has been examples in the past where utility providers have not been able to undertake emergency repairs due to the imposition of Harvest, Vehicle Movement and Hot Works ban being in place. This obviously poses a risk to some members of the community with the loss of essential services for a period of time. It is proposed that essential service providers be granted an exemption (subject to conditions) to allow them to undertake emergency repairs during a Harvest Ban.

With an exemption in place the repair could be made under the exemption conditions and the power restored.

#### ATTACHMENTS

- Attachment 1: Section 22c Total Fire Ban Exemption - Wester Power
- Attachment 2: Section 22c Total Fire Ban Exemption – Water Corporation
- Attachment 3: Section 22c Total Fire Ban Exemption – Brookfield Rail

#### BACKGROUND / DETAILS

N/A.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

- Objective: Provide services and processes to enhance public safety.
- Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

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Action: Support local bushfire brigades in bushfire management.

**Financial / Resource Implications**

Nil.

**Legislative Compliance**

The Bush Fires Regulations, 1958 states the following –

38A. *Vehicles etc., power to prohibit etc. use of in restricted or prohibited burning times*

- (1) *Where a bush fire control officer is of the opinion that the use or operation of any engines, vehicles, plant or machinery during the prohibited burning times or restricted burning times, or both, is likely to cause a bush fire, or would be conducive to the spread of a bush fire, the bush fire control officer may by notice or direction prohibit or regulate the carrying out of any activity or operation in a specified area either absolutely or except in accordance with conditions specified in the notice or direction or without the consent of the local government or bush fire control officer.*

**Policy Implications**

Council Policy A8.1 – Policy on Harvest, Vehicle Movement and/or hot works bans provides Council with the power to exempt certain activities from the requirements to comply with a ban provided they meet specific criteria.

These exemption requirements however apply to specific activities and sites whereas the recommendation proposes a more generic approval for those infrastructure providers.

**Stake Holder Engagement / Consultation**

Nil.

**Risk Implications**

Nil.

**OFFICER'S COMMENT**

The exemption will allow critical service providers Western Power, Water Corporation and Brookfield Rail (and their contractors) to conduct emergency works during a Harvest Vehicle Movement and Hot works Ban under the same conditions as their exemption for a Total Fire Ban. It is proposed that this will make it easier to administer as both exemptions have the same conditions. The Total fire Ban conditions have been attached for reference.



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.151**

**Moved: Cr Ulo Rumjantsev**

**Seconded: Blair Wilding**

**That Council endorse the below exemptions to the Harvest Vehicle Movement and Hot Works Ban:**

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:**

- Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for the Electricity Network Corporation as provided in Attachment 1;
- 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;
- The CBFCO or CESM may suspend the exemption for a specified period; and
- Council may at any time review or revoke the exemption.

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 works which cannot reasonably be postponed to a time with safer fire weather conditions.

**Conditions of the exemption:**

- Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for the Water Corporation as provided in Attachment 2;
- 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;
- The CBFCO or CESM may suspend the exemption for a specified period; and
- Council may at any time review or revoke the exemption.

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

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**postponed to a time with safer fire weather conditions.**

**Conditions of the exemption:**

- **Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for Brookfield Rail Pty Ltd as provided in Attachment 3;**
- **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;**
- **The CBFCO or CESM may suspend the exemption for a specified period; and**
- **Council may at any time review or revoke the exemption.**

**CARRIED 8/0**

Discussion:

- Clarification was sought in relation to why this was a requirement when the Chief has the power to issue exemptions. The Community Emergency Services Manager (CESM) advised that this is a requirement of Department of Fire and Emergency Services (DFES) where these exemptions must be formalised. The Total Fire Ban document as attached details a range of conditions associated with the exemption.
- It was queried whether this blanket exemption will mean that the Chief loses control. The CESM advised that point two and three under each of authorities within the recommendation state that the Chief or CESM must be notified when activating the exemption and the Chief or CESM may suspend the exemption for a specified period.
- It was queried whether the references to the authorities names are correct. The CESM confirmed that they are correct as listed within the Total Fire Ban document attached to this report which has been prepared by DFES.
- It was raised that the person being notified of the exemption being activated must know the conditions for the whole Shire as these may vary between east and west.



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Attachment 1



Government of Western Australia  
Department of Fire & Emergency Services



BUSH FIRES ACT 1954  
NOTICE OF EXEMPTION  
TOTAL FIRE BAN  
Section 22C

Lighting or use of fire, or carrying out activity in the open air that causes or is likely to cause fire, during a total fire ban.

Correspondence No. 12353

Department of Fire and Emergency Services

Pursuant to the powers delegated and sub delegated to the DFES Deputy Commissioner, I hereby exempt **Electricity Network Corporation (T/as Western Power)** under section 22C of the *Bush Fires Act 1954*, from the operation of the provisions of sections 22B and 46 of that Act, subject to compliance with the conditions specified hereunder.

This exemption applies to **Western Power** employees and its contractors for the conduct of emergency repairs, bush fire mitigation and maintenance essential to the safe operation of the electrical network including:

- the "off road" access by vehicles and equipment for the purpose of fault finding,
- the "off road" access by vehicles and equipment to its power network to conduct repairs and bush fire mitigation maintenance
- "hot works" (welding, cutting, grinding and heating) at substations, electricity generating stations and other infrastructure,
- operating the transmission system to ensure security of electricity supply,
- carrying out LV disconnection and re-connection of customer supplies,
- operating the distribution system's overhead and ground mounted HV and LV switchgear to energise (restore power), isolating (turning off) the electrical network,
- essential maintenance of poles, wires and substation equipment
- repairs to fallen poles, wires and substation equipment, and
- removing vegetation contacting overhead power lines

on their power supply network throughout Western Australia during a total fire ban declared for the local government area in which the work is to be undertaken.

**SPECIFIED CONDITIONS**

**1. FIRE PREVENTION**

- 1.1 This exemption does not apply for Essential Maintenance when there is in force a fire danger forecast issued for that place by the Bureau of Meteorology in Perth of "very high" or above.
- 1.2 This exemption only applies for work which cannot reasonably be postponed to a time with safer fire weather conditions.
- 1.3 Western Power management is to assess weather conditions and heed warnings, risk assess and limit all activities to that which can be undertaken safely.
- 1.4 The site is to be maintained in accordance with any local government fire break notice.

**2. NOTIFICATION**

- 2.1 If the work is to be conducted within the Metropolitan area the DFES State Situation Awareness Officer is to be notified, preferably by email [sao@dfes.wa.gov.au](mailto:sao@dfes.wa.gov.au), on the day and prior to these activities occurring during a total fire ban.



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- 2.2 If the work is to be conducted outside of the Metropolitan area;
- 2.2.1 the nearest Department of Fire and Emergency Services (DFES) Regional Office, and
  - 2.2.2 the Local Government in which district the work is to be undertaken are to be notified on the day of and prior to these activities occurring during a total fire ban.
- 2.3 If the work is to be conducted within 3 kilometres of State Forest, the respective District Duty Officer of the Department of Parks and Wildlife is to be informed on the day and prior to works requiring this exemption commencing.
- 2.4 Where possible the landowner on who's property the work is to be undertaken is to be advised prior to the activity occurring.
- 2.5 Any fire occurring at the work site, whether extinguished or not, must be reported to the DFES Communications Centre on 9395 9210, or immediately via 000 if the fire cannot be controlled and / or suppressed.
3. **SITES WITHIN GAZETTED METROPOLITAN AREA, REGIONAL CITIES AND TOWNSHIPS.**
- 3.1 **Where hot works are to be conducted at sites free from any area/s of combustible bush or grassland for a radius of not less than 100 metres.**
- 3.1.1 Welding screens and/or the wetting down of surrounding area are required to reduce possible spark ignition around the immediate work site.
  - 3.1.2 The provision of two operational fire extinguishers (16 litre knapsack spray or 9 litre pressurised air/water or a combination of both) to be placed on the ground near the immediate work area in a readily accessible position.
  - 3.1.3 The site is to be fully inspected for any potential fire activity and declared safe prior to their departure.
- 3.2 **Where hot works are to be conducted at sites with area/s of combustible bush or grassland, (of less than 500 square metres and vegetation no higher than 20 centimetres) within a radius of 100 metres.**
- 3.2.1 Welding screens and/or wetting down of surrounding area are required to reduce possible spark ignition around the immediate work site.
  - 3.2.2 The provision of two operational fire extinguishers (16 litre knapsack sprays or 9 litre pressurised air/water or a combination of both) to be placed on the ground near the immediate work area in a readily accessible position.
  - 3.2.3 A fire suppression unit is to be on site, comprising a minimum of 400 litres of water, with an operational pump and 20 metres of 19 millimetres diameter hose (minimum), capable of delivering water through an adjustable nozzle.
  - 3.2.4 At least one able bodied person (trained in extinguisher/unit operation) and wearing the appropriate 'Personal Protective Clothing (PPC)' is to be in attendance and dedicated solely to the detection and suppression of any fire.
  - 3.2.5 The site is to be fully inspected for any potential fire activity and declared safe prior to their departure. Supervision of site to remain for 30 minutes after fire risk activity has ceased.
- 3.3 **Where hot works are to be conducted at sites with area/s of combustible bush or grassland, (of greater than 500 square metres and/or vegetation higher than 20 centimetres) within a radius of 100 metres.**
- 3.3.1 Welding screens and/or wetting down of surrounding area are required to reduce possible spark ignition around the immediate work site.

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- 3.3.2 The provision of two operational fire extinguishers (16 litre knapsack sprays or 9 litre pressurised air/water or a combination of both) to be placed on the ground near the immediate work area in a readily accessible position.
  - 3.3.3 A single, or multiple, fire suppression units are to be on site, comprising a minimum of 800 litres of water, with operational pumps and 20 metres of 19 millimetres diameter hose (minimum), capable of delivering water through an adjustable nozzle).
  - 3.3.4 Each fire unit is to be crewed by at least two able bodied persons (trained in extinguisher/unit operation) and wearing appropriate 'Personal Protective Clothing (PPC)' and dedicated solely to the detection and suppression of any fire.
  - 3.3.5 The site is to be fully inspected for any potential fire activity and declared safe prior to their departure. Supervision of the site to remain for 30 minutes after fire risk activity has ceased.
4. **SITES OUTSIDE OF GAZETTED METROPOLITAN AREA, REGIONAL CITIES AND TOWNSHIP.**
- 4.1 **Where hot works are to be conducted at sites free from any area/s of combustible bush or grassland for a radius of not less than 100 metres.**
    - 4.1.1 Welding screens and/or the wetting down of surrounding area are required to reduce possible spark ignition around the immediate work site.
    - 4.1.2 The provision of two operational fire extinguishers (16 litre knapsack sprays or 9 litre pressurised air/water or a combination of both) to be placed on the ground near the immediate work area in a readily accessible position.
    - 4.1.3 The site is to be fully inspected for any potential fire activity and declared safe prior to their departure.
  - 4.2 **Where hot works are to be conducted at sites with area/s of combustible bush or grassland within a radius of 100 metres.**
    - 4.2.1 Welding screens and/or wetting down of surrounding area are required to reduce possible spark ignition around the immediate work site.
    - 4.2.2 The provision of two operational fire extinguishers (16 litre knapsack sprays or 9 litre pressurised air/water or a combination of both) to be placed on the ground near the immediate work area in a readily accessible position.
    - 4.2.3 A single or multiple fire suppression units are to be on site, comprising a minimum of 800 litres of water, with operational pumps and 20 metres of 19 millimetres diameter hose (minimum), capable of delivering water through an adjustable nozzle.
    - 4.2.4 Each Fire unit is to be crewed with at least two able bodied persons (trained in extinguisher/unit operation) and wearing the appropriate 'Personal Protective Clothing (PPC)' and dedicated solely to the detection and suppression of any fire.
    - 4.2.5 At least two able bodied people are to remain at the work site for at least 30 minutes after the works have been completed to ensure the site remains safe and the site is to be fully inspected for any potential fire activity prior to their departure.



Bush Fire Advisory Committee Meeting Minutes  
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5. "Off Road" Access for bush fire mitigation, essential maintenance and fault finding for emergency repairs.

5.1 If proceeding off road for the purposes of undertaking a preliminary assessment of the safety or condition of the power transmission or distribution network there must be a minimum of the following present:

- A mobile fire suppression unit, to be crewed by two able bodied and trained persons, comprising a minimum of 400 litres of water, with an operational pump and 20 metres of 19 millimetres diameter hose (minimum), capable of delivering water through an adjustable nozzle.

6. Power Re-instatement of overhead power lines —Non Identified Faults

Where a fault cannot be identified visually on the affected network the following shall apply;

- 6.1 A risk assessment must be completed prior to any reinstatement of power being conducted; or
- 6.2 Reinstatement of power is only to be undertaken on a falling Fire Danger Index (FDI) and not before the FDI falls below 32 (High rating 12 to 31); or
- 6.3 In an emergency, DFES may request the reinstatement of power by the network operator.

7. "Off Road" Use of Vehicles

- 7.1 All vehicles and stationary motors are to be inspected prior to leaving any formed road to ensure that the exhaust systems are in a sound condition.
- 7.2 All vehicles and stationary motors are to be refuelled on clear ground and in an appropriate method to avoid the release of static electricity.
- 7.3 The access to the worksite is to be checked to ensure that no vegetation can come into contact with exhaust or catalytic converters fitted to any vehicle.
- 7.4 The vehicles and plant are to be sited/parked in an area free from vegetation and combustible material.

Period of Exemption

This exemption is valid from the date of approval through until 30 June 2018 unless suspended or revoked.



LLOYD BAILEY AFSM

Deputy Commissioner of the Department of Fire and Emergency Services, as sub-delegate of the Minister under sections 15 and 16 of the *Fire and Emergency Services Act 1998*.

23 December 2015



## Attachment 2



Government of Western Australia  
Department of Fire & Emergency Services



### BUSH FIRES ACT 1954 NOTICE OF EXEMPTION TOTAL FIRE BAN Section 22C

Lighting or use of fire, or carrying out activity in the open air that causes or is likely to cause fire, during a total fire ban.

Correspondence No. 12407

Department of Fire and Emergency Services

Pursuant to the powers delegated and sub delegated to the DFES Deputy Commissioner, I hereby exempt **Water Corporation**, under section 22C of the *Bush Fires Act 1954*, from the operation of the provisions of sections 22B and 46 of that Act, subject to compliance with the conditions specified hereunder.

This exemption applies to;

- Water Corporation employees and contractors **within Western Australia**,
- conduct urgent repairs and maintenance (welding, cutting and grinding) on existing infrastructure considered critical for the supply of essential services,
- to enable access to pipelines and other infrastructure that is "off road",
- during a Total Fire Ban called for the Local Government area in which the work is to be undertaken.

#### SPECIFIED CONDITIONS

##### 1. Fire Prevention

- 1.1. This exemption only applies for work which cannot reasonably be postponed to a time with safer weather conditions.
- 1.2. Water Corporation management is to assess weather conditions and heed warnings, limiting all activities to that which can be undertaken safely in accordance with Water Corporation documents WC OSH 134 (Hot Work), WC OSH 007 (Job Safety Analysis) and 01-2237 (Fire Prevention, Hot Work in the Field).

##### 2. Notification

- 2.1. Where such work is undertaken within the Perth Metropolitan area, the DFES State Situation Analysis Officer is to be notified, preferably by email [sao@dfes.wa.gov.au](mailto:sao@dfes.wa.gov.au), on the day of and prior to these activities occurring during a total fire ban.
- 2.2. Where such work is undertaken outside of the Perth metropolitan area the nearest Department of Fire and Emergency Services (DFES) Regional Office is to be notified on the day of and prior to the works commencing.
- 2.3. Additionally, if any of the above activities are to be conducted within 3 km of state forest, then notification to the respective District Duty Officer of the Department of Parks and Wildlife, is required on the day of and prior to the commencement of the operation.

### 3. Site Requirements

#### 3.1. Where such works are to be conducted more than 30 metres from any bush or grassland.

- 3.1.1. An area of 5 metres radius free from flammable materials immediately around the work site will be established and maintained around all hot work areas.
- 3.1.2. Welding screens and the wetting down of surrounding area is required to reduce possible spark ignition around the immediate work site.
- 3.1.3. The provision of two (2) operational 9 litre stored water fire extinguisher (or equivalent water supply) to be at the site of any work.
- 3.1.4. At least one (1) able-bodied person (trained in extinguisher operation) and wearing the appropriate "Personal Protective Clothing (PPC)" is to be in attendance and dedicated solely to the detection and suppression of any fire.
- 3.1.5. At least 2 able bodied people are to remain at the work site for at least 30 minutes after the works have been completed to ensure the site remains safe and the site is to be fully inspected for any potential fire activity prior to their departure.

#### 3.2. Where such works are to be conducted within 30 metres of any bush or grassland.

- 3.2.1. An area of 5 metres radius free from flammable materials immediately around the work site will be established and maintained around all hot work areas.
- 3.2.2. Welding screens and wetting down of surrounding area is required to reduce possible spark ignition around the immediate work site.
- 3.2.3. A fire suppression unit is to be on site, comprising a minimum of 400 litres of water, with an operational pump and 20 metres of 19 mm diameter hose (minimum), capable of delivering water through an adjustable nozzle.
- 3.2.4. At least one able bodied person (trained in the unit operation) and wearing the appropriate 'Personal Protective Clothing (PPC)' is to be in attendance and dedicated solely to the detection and suppression of any fire.
- 3.2.5. A bulk water supply tanker (min 5000 litres) is present when hot work is conducted where no reticulated water supply is available within 1 km of the work site.
- 3.2.6. At least 2 able bodied people are to remain at the work site for at least 30 minutes after the works have been completed to ensure the site remains safe and the site is to be fully inspected for any potential fire activity prior to their departure.

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**4. To enable access to pipelines and other infrastructure that is "off road".**

- 4.1. All vehicles and stationary motors are to be inspected prior to leaving any formed road to ensure that the exhaust systems are in a sound condition and fitted with a spark arrestor of suitable design.
- 4.2. The access to the worksite is to be checked to ensure that no vegetation can come into contact with catalytic converters fitted to any vehicle.
- 4.3. The vehicles and plant are to be sited/parked in an area free from flammable material.

**Period of Exemption.**

This approval is valid from the date of approval through until 30 June 2018 unless suspended or revoked.



**DARREN KLEMM**

A/Deputy Commissioner, Operations of the Department of Fire and Emergency Services, as sub-delegate of the Minister under section 16 of the *Fire and Emergency Services Act 1998*.

October 2015



Bush Fire Advisory Committee Meeting Minutes  
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Attachment 3



Government of Western Australia  
Department of Fire & Emergency Services



BUSH FIRES ACT 1954  
NOTICE OF EXEMPTION  
TOTAL FIRE BAN  
Section 22C

Lighting or use of fire, or carrying out activity in the open air that causes or is likely to cause fire, during a total fire ban.

Correspondence No. 12372

Department of Fire and Emergency Services

Pursuant to the powers delegated and sub delegated to the DFES Deputy Commissioner, I hereby exempt **Brookfield Rail Pty Ltd**, under section 22C of the *Bush Fires Act 1954*, from the operation of the provisions of sections 22B and 46 of that Act, subject to compliance with the conditions specified hereunder.

This exemption applies;

- to Brookfield Rail Pty Ltd employees and contractors,
- for the purpose of hot works (welding, cutting, grinding and heating),
- to conduct urgent maintenance and or repairs to the Brookfield Rail Statewide infrastructure,
- during a total fire ban for the Local Government in which the work is to be undertaken.

**SPECIFIED CONDITIONS**

**1. Fire Prevention**

- 1.1. This exemption only applies for work which cannot reasonably be postponed to a time with safer weather conditions.
- 1.2. Brookfield Rail Pty Ltd management is to assess weather conditions and heed warnings, limiting all activities to that which can be undertaken safely.
- 1.3. The site is to be maintained in accordance with the local government fire break notice.

**2. Notification**

- 2.1. The Department of Fire and Emergency Services (DFES) Cockburn Central is to be notified by email to [sao@dfes.wa.gov.au](mailto:sao@dfes.wa.gov.au) on the day of and prior to these activities occurring during a total fire ban.
- 2.2. If the work is to be undertaken outside of the Metropolitan area the nearest Department of Fire and Emergency Services (DFES) Regional Office is to be notified on the day of and prior to these activities occurring during a total fire ban.
- 2.3. The Local Government or their authorised representative (e.g. Chief Fire Control Officer) is to be informed on the day of and prior to works requiring this exemption commencing.

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- 2.4. If the work is to be conducted with 3 kms of State Forest, the respective District Duty Officer of the Department of Environment and Conservation (DEC) is to be informed on the day and prior to works requiring this exemption commencing.

**3. Site Requirements**

**3.1. Where such works are to be conducted more than 30 metres from any bush or grassland.**

- 3.1.1. An area of 5 metres radius free from flammable materials immediately around the work site will be established and maintained around all hot work areas.
- 3.1.2. Welding screens and the wetting down of surrounding area is required to reduce possible spark ignition around the immediate work site.
- 3.1.3. The provision of two (2) operational 9 litre stored water fire extinguisher (or equivalent water supply) to be at the site of any work.
- 3.1.4. At least one (1) able-bodied person (trained in extinguisher operation) and wearing the appropriate "Personal Protective Clothing (PPC)" is to be in attendance and dedicated solely to the detection and suppression of any fire.
- 3.1.5. At least 2 able bodied people are to remain at the work site for at least 30 minutes after the works have been completed to ensure the site remains safe and the site is to be fully inspected for any potential fire activity prior to their departure.

**3.2. Where such works are to be conducted within 30 metres of any bush or grassland.**

- 3.2.1. An area of 5 metres radius free from flammable materials immediately around the work site will be established and maintained around all hot work areas.
- 3.2.2. Welding screens and wetting down of surrounding area is required to reduce possible spark ignition around the immediate work site.
- 3.2.3. A fire suppression unit is to be on site, comprising a minimum of 400 litres of water, with an operational pump and 20 metres of 19 mm diameter hose (minimum), capable of delivering water through an adjustable nozzle.
- 3.2.4. A bulk water supply tanker (min 5,000 litres) is present when hot works is conducted where no reticulated water supply is available within 1 km.
- 3.2.5. At least one able bodied person (trained in the unit operation) and wearing the appropriate 'Personal Protective Clothing (PPC)' is to be in attendance and dedicated solely to the detection and suppression of any fire.
- 3.2.6. At least 2 able bodied people are to remain at the work site for at least 30 minutes after the works have been completed to ensure the site remains safe and the site is to be fully inspected for any potential fire activity prior to their departure.

**4. To enable "off road" vehicle operations.**

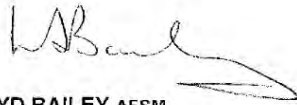
- 4.1. All vehicles and stationary motors are to be inspected prior to leaving any formed road to ensure that the exhaust systems are in a sound condition.

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- 4.2. The access to the worksite is to be checked to ensure that no vegetation can come into contact with catalytic converters fitted to any vehicle.
- 4.3. The vehicles and plant are to be sited/parked in an area free from flammable material.

**Period of Exemption.**

This exemption is valid from the date of approval through until 30 June 2018, unless suspended or revoked.



LLOYD BAILEY AFSM  
Deputy Commissioner, Operations of the Department of Fire and Emergency Services, as sub-delegate of the Minister under section 16 of the *Fire and Emergency Services Act 1998*.

16 September 2015



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**5.2 Fire Management Plans for the Shire of Northam Landfill sites at Inkpen Road and Old Quarry Road**

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

**BRIEF**

The Shire of Northam Landfill sites (Inkpen Road and Old Quarry Road) require a formal fire management plan under the conditions of their licence from Department of Environment Regulation (DER).

**ATTACHMENTS**

- Attachment 1: Inkpen Road Landfill Site Fire Management Plan  
Attachment 2: Old Quarry Road Landfill Site Fire Management Plan

**BACKGROUND / DETAILS**

N/A

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

- Objective: Provide services and processes to enhance public safety.  
Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.  
Action: Support local bushfire brigades in bushfire management.

**Financial / Resource Implications**

The Fire Management Plans recommend that Council install fire water tanks, pumps and hose reels at each site. This will result in a financial implication to the Council should the Plan be adopted.

**Legislative Compliance**

The Inkpen Road Waste Management Facility is a registered category 89 class 2 putrescible landfill site under the Environmental Protection (Rural Landfill) Regulations 2002. Regulation 14 of this legislation requires the Shire of Northam to have appropriate procedures in place at the site so that any

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unauthorised fires are extinguisher promptly, appropriate alarm and evacuation procedures are in place and the DER is notified within 14 days. The Inkpen Road Waste Management Facility was produced by IW Projects to fulfil this requirement.

The Old Quarry Road Waste Management Facility is a licenced (L6977/1997/10) site under the Environmental Protection Regulations 1987. Conditions 19-20 of the licence require the Shire of Northam to have procedures in place at the site so that any unauthorised fires are extinguisher promptly and the DER is notified within 8 days of the fire along with the information required in condition 21. The Old Quarry Road Waste Management Facility Fire Management Plan was produced by IW Projects to fulfil this requirement.

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Nil.

**Risk Implications**

If the Plan is not adopted, Council will not comply with the Environmental Protection (Rural Landfill) Regulations 2002 and Environmental Protection Regulations 1987 (detailed above) for not having appropriate procedures in place at the site. In addition, if a fire occurred at the facilities there would insufficient guidance to manage the incident.

**OFFICER'S COMMENT**

The Plans have been developed in accordance with the DER requirements and have been submitted to BFAC for their information should they be required to respond to an incident at a landfill site.

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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.152**

**Moved: Cr Ulo Rumjantsev**

**Seconded: Paul Antonio**

**That Council endorse:**

- 1. The Inkpen Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 20 January 2017; and**
- 2. The Old Quarry Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 28 February 2017.**

**CARRIED 8/0**

Discussion:

- Clarification was sought around the budget implications. The CEO advised that the Plan is a requirement and costs are unavoidable, the procurement of the consultant to prepare the Plans will be in accordance with Councils Purchasing Policy/parameters (e.g. Over \$3,500 will require two quotes). The exact cost was unknown however the CESM advised that the National Bushfires Grant contributes to these costs.
- Clarification was sought around the equipment used. The CESM advised that there is a skid with a hose reel and blue line poly running back to the tank, and the skid can be moved as required. This is essentially the first method of attack until a brigade arrives.
- Clarification was sought in relation to what boundary the Old Quarry Road Waste Disposal Facility is situated in, and if this is located within the town should this matter be dealt with by the brigades. The CEO advised that it is understood to be situated outside the town boundary however an email will be circulated to the Committee confirming the boundary/brigade.



Attachment 1



**INKPEN ROAD LANDFILL  
RESERVE 25796 INKPEN ROAD, WUNDOWIE  
FIRE MANAGEMENT PLAN**



**Prepared for**

**SHIRE OF NORTHAM**

**IW Projects Pty Ltd**  
6 Anembo Close, DUNCRAIG, WA 6023  
Mobile: 0402 909 291 email: [iwatkins@iwprojects.com.au](mailto:iwatkins@iwprojects.com.au)

Revision: Final  
Date of Issue: 20 Jan '17

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UNCONFIRMED

IW Projects Pty Ltd

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## 1. Introduction

The Shire of Northam (Shire) owns the Inkpen Road landfill facility at Reserve 25796, Inkpen Road, Wundowie. The landfill is a small rural landfill receiving less than 3,000 tonnes of waste per year and is operated by a Contractor. Related activities on site have the potential to result in a fire and hence, fire management is an ever-present concern.

This Fire Management Plan (FMP) has been developed to manage fires originating from on-site activities as well as fires from adjacent properties.

The objective of this FMP is to increased awareness of the potential dangers of fires as well as minimise the impact of fires.

The Shire takes the responsibility associated with fire management extremely seriously.

## 2. Purpose

The purpose of this Plan is to:

- Identified potential on-site sources of fires;
- Provide guidance to the Site Operators on how best to prevent fires;
- Provide guidance to the Site Operators on how best to manage fires;
- Ensure appropriate fire management procedures are carried out;
- Protect life and property; and,
- Maintain the rural character of the Shire.

## 3. Reference

- *Shire of Northam Fire Break & Fuel Load Notice 2016/2017.*
- *Bush Fires Act 1954 (as amended).*
- *Environmental Protection (Rural Landfill) Regulations 2002.*
- *Code of Practise Rural Landfill Management November 2000.*

## 4. Distribution

This Plan is distributed to:

- All employees/Contractor/Contractor's personnel involved in the management and operation of the landfill site.
- Department of Environment Regulation.
- Any other relevant parties/stakeholders.

IW Projects Pty Ltd

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## 5. Definitions

**Contractor** – means a company or individual to which the Shire has contracted out the operation of the waste management facilities on the site.

**Customer** - means a person driving a vehicle, which either delivers or removes material (waste or recyclable materials) from the site.

**Minor Fire** - means a fire that originates on-site and is able to be immediately extinguished by Site Operators.

**Person in Control** - means a person who has control of the site. The person with control is the site supervisor or, when not on site, the nominated representative. Depending on the number of personnel on site, this could also be the Site Operator.

**Significant Fire** – means a fire that originates on-site and is NOT able to be immediately extinguished by Site Operators. This is a fire that requires off-site assistance in order to bring it under control.

**Site** – Reserve 25796, Avon Location 28734, Inkpen Road, Wundowie – Inkpen Road Landfill Facility.

**Site Operator** - means a person undertaking the operational activities of the site, depending on the number of personnel on site, this could also be the Person in Control.

## 6. Site Background

The Inkpen Road landfill Facility is within the Shire of Northam, approximately 3.5 km south east of the town site of Wundowie (6 km by road) and 25 km south, south west of the town site of Northam. The Reserve is 15 ha in size, with the waste management operations utilising the vast majority of the site. Approximately 85% of the site has previously been cleared for landfill activities, with the remaining native vegetation being within the 35 m landfill perimeter buffer zone and the eastern portion of the site. The Wolyinine Nature Reserve surrounds the site.

## 7. Site Infrastructure and Equipment

There is minimal site infrastructure and equipment that could be damaged by a fire. This includes:

- Site perimeter fencing and gates;
- Gate house and associated water tank;
- Storage shed;
- Recycling shed;
- Site signage;
- Front end loader; and,
- Minor mobile/handheld equipment.

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## 8. Implementation Rationale

The rationale for the implementation of fire management strategies is to:

- Reduce the risk of fires occurring on site;
- Reduce the damage caused by fires;
- Reduce the risk of fires impacting on the neighbouring nature reserve; and,
- Reduce the impact from off-site fires that may cross the site boundary.

Should a fire be present on-site or within the immediate area, this FMP will assist in the management of fires as well as the protection of life and property.

## 9. Fire Mitigation Strategies

There are a number of fire mitigation strategies that will be employed in order to reduce the risk of fires occurring on-site, as well as minimise the impact of fires. The mitigation strategy is a function of the type and size of the fire.

### 9.1. Prevention Strategies

#### 9.1.1. Training

Fire awareness training is an essential activity to reduce the occurrence and improve the management of fires.

The Person in Control and all Site Operators are to undergo appropriate fire awareness training. This fire awareness training is to cover all aspects relating to the potential occurrence of fires on site as well as the appropriate management of the various types of fires (ordinary combustibles, electric fires, hydrocarbon fires).

Contractor, Customers and visitors are to be provided with sufficient information to enable awareness of potential fire sources as well as appropriate evacuation procedures.

#### 9.1.2. Signage

Appropriate signage is to be installed on site in order to ensure sufficient fire awareness information is available to users of the site. Typical signage would include:

- Evacuation assembly points;
- No smoking signs;
- On-site fires prohibited;
- Fire extinguisher/equipment positions;
- Emergency contact details (during working hours and after hours); and,
- Additional signs as required.

#### 9.1.3. Site Security

The maintenance of adequate site perimeter fencing to restrict unauthorised site access and potential vandalism.



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#### 9.1.4. Fire Breaks and Protection Zones

The construction and maintenance of adequate firebreaks is an essential activity as well as a requirement of the *Shire of Northam, Fire Break & Fuel Load Notice*.

Firebreaks, of a minimum 3 m wide, 4 m vertical clearance and vehicle accessible, are to be constructed and maintained immediately adjacent to, and within the site boundary.

Protection zones around all buildings (non-habitable) consisting of a 3 m firebreak immediately around the building and no flammable material within 10 m of the building. There are no habitable buildings on site.

The firebreaks and protection zones are to be maintained during the period 1 November through to 30 April of each year.

Should firebreaks not be able to be installed immediately adjacent to the site boundary, then alternative arrangements need to be agreed with the relevant Shire bushfire officer. These alternative arrangements should be agreed to before 1 October each year.

**Appendix 1 – Firebreak & Assembly Point Site Plan** provides details of the firebreaks around the site.

#### 9.1.5. Fire Hazard Reduction

In addition to the construction and maintenance of appropriate firebreaks and protection zones, it is essential to reduce the potential fire hazard by removing excess dead vegetation matter (fuel load) from site as well as to ensure the appropriate containment (landfilling) of flammable waste materials. The fuel load within native bush areas on site is to be maintained at a level of less than 8 tonnes per hectare.

The fuel load reduction measures are to continue during the period 1 November through to 30 April of each year.

#### 9.1.6. Waste Management Operations

A range of landfill operational activities will also improve the fire resistance of the landfilled waste. These include:

- Maintaining the smallest landfill tipping area as possible;
- Appropriate waste compaction;
- Application of adequate waste cover;
- Not placing significant quantities of flammable material in a single area within the landfill (piles of tyres);
- Regular collection of litter around the site;
- Segregation of flammable materials such as greenwaste and tyres by a minimum of 6 m of clear space from each other and stored in small stockpiles not exceeding 10 m long by 10 m wide or 100 m<sup>2</sup> and 3 m in height, and a minimum of 10 m between individual stockpiles;
- Separation of flammable materials from the active landfill tipping area by a minimum of 10 m and a minimum of 35 m from the site boundary;

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- Removing recyclable material from site as soon as possible and not having large stockpiles of flammable recyclable materials on site;
- Regular burning of greenwaste to ensure only minimal greenwaste is stockpiled on site; and,
- Burning greenwaste in accordance with the requirements of the *Rural Landfill Regulations*.

#### 9.1.7. Communication

The appropriate communication channels with the Shire, Fire and Emergency Services and local community is essential in the proactive management of fires within the immediate area.

#### TO REPORT A FIRE DIAL 000

Notifications of Total Fire Bans can be obtained by the following:

- Shire website [www.northam.wa.gov.au](http://www.northam.wa.gov.au);
- Harvest Ban phone line on 9621 1120;
- ABC Radio, 531 AM or Radio West 864; and,
- For SMS notifications on Total Fire Bans register at 9622 6100.

#### Shire Office – General Enquiries

9622 6100

#### Shire of Northam Works Depot

0419 910 319 (after hours emergency number)

#### Wundowie Fire & Emergency Services

9573 6454

#### Northam Fire and Rescue

9622 1071

#### Northam Police Station

9622 4260

#### Chief Bush Fire Control Officer

Mathew Macqueen – 0439 741 572

#### Active Fire Control Officers

Clackline Muresk: Mathew Macqueen – 0439 741 572

Clackline Muresk: Sue Brooker – 0487 184 881

Bakers Hill: Ulo Rumjantsev – 0432 720 144

Bakers Hill: Simon Peters – 0417 921 361

#### Community Emergency Services Coordinator

9622 6137



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**Department of Fire and Emergency Services:**

- 9690 2300
- Website – [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)

**9.2. On-Site Fires**

**9.2.1. Fires Management Philosophy**

The primary philosophy around fire management is to extinguish the landfill fire as fast as possible after being identified. Once a fire has established within the landfill waste mass, it is significantly more difficult to extinguish and even more so if the fire becomes a subterranean fire. Consequently, rapid reaction to the presence of a landfill fire is critical.

**9.2.2. Landfill Fires**

There is a risk associated with spontaneous combustion of some materials placed within the landfill. Due to the mixed nature of the waste there is potentially material in the waste that if they come into contact, will spontaneously combust, resulting in a landfill fire. These landfill fires are a more common occurrence on the surface of the landfill in freshly deposited and compacted waste, but occasionally, occur as subterranean fires.

The impact of a landfill fire is mitigated by:

- Active inspection of incoming waste to try and identify potential ignition sources and remove them from the waste before being disposed to landfill;
- Compaction of waste in the landfill to reduce void spaces and hence reduce oxygen availability;
- Regular and comprehensive covering of the waste surface; and,
- Always having a stockpile of soil available to immediately smother a fire within the waste mass.

**9.2.3. Greenwaste Fires**

There is a risk that during the regular burning of greenwaste, the fire inadvertently ignites some landfill waste or other flammable material on site. This could possibly occur if:

- The greenwaste stockpile is too large;
- The burning activity occurs too close to the active landfill area or other flammable materials;
- There is a sudden change of weather (strong wind); or,
- The greenwaste fire is not properly extinguished on completion of the burning exercise.

Burning greenwaste in accordance with the requirements of the *Rural Landfill Regulations* and monitoring the local weather conditions will go a long way to preventing any uncontrolled fires as a result of the burning of greenwaste.



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#### 9.2.4. Equipment Fires

There is a risk associated with fires originating from mobile and static equipment on site, which includes materials delivery and collection vehicles. Typically this will result from equipment failure such as electrical systems or hydraulic hoses.

Regular maintenance of equipment and having portable fire extinguishers readily available will eliminate or reduce the impact of this type of fire.

#### 9.2.5. Minor Fires

There is a risk of minor fires occurring on site. These would typically be from the uncontrolled disposal of cigarette butts and other careless activities on site.

The size and type of fire will determine how best to extinguish the fire. This could be achieved by:

- Using portable fire extinguishers;
- Smothering the fire with soil; or
- Calling out the Wundowie Fire & Emergency Service.

#### 9.3. Off-Site Fires

The Site Operators have little influence over the source of off-site fires; however, they do have an ability to influence the on-site damage caused as a result of this type of fire.

Perimeter firebreaks are traditionally the primary mechanism to reduce the potential for off-site fires from entering the site. The effectiveness of firebreaks is a function of the size of the neighbouring fire and prevailing weather conditions. In the case of this site, which is immediately surrounded by dense native vegetation, it is unlikely that it will be possible to prevent the fire from entering the site. Consequently, the main focus should be on limiting the impact of the fire.

Reducing the quantity of combustible material (dead vegetation) on site and the adequate covering of waste material will significantly reduce the impact of an off-site fire should it cross the site boundary.

Due to the potential severe nature of an off-site fire (due to the dense surrounding native vegetation), the primary objective is the evacuation of the site and removal of all mobile equipment.

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#### 9.4. Water Supply

There is no fire-fighting water supply available on site. All water is required to be brought onto site.

In the event of a fire, the Person in Control is to contact the Shire of Northam Works Depot on the afterhours emergency mobile number 0419 910 319 and request that the Shire's two water carts be immediately dispatched to the landfill site to provide a constant supply of water to the emergency services. In the event that one or both of the Shire's water carts are unavailable, then the Shire is to provide private contracted water carts.

The Shire should consider the future provision of a static water supply, including water storage tank, pump and associated fittings.

#### 9.5. Fire Fighting Equipment

The only dedicated fire-fighting equipment on site is portable fire extinguishers, which are available to extinguish equipment fires and other small isolated fires. All staff using an extinguisher must be trained to do so and should be aware of the limitations of using fire extinguishers on larger fires.

The Wundowie Fire & Emergency Services is located at Lot 102, Wandoo Parade, Wundowie, which is 5.5 km (7 minutes) from the landfill site and the Inkpen Road Bushfire Brigade is 6.4 km to the south of the site along Inkpen Road. Fire-fighting services will be provided by the Fire and Emergency Services and/or the Bushfire Brigade.

### 10. Fire Identification Procedures

In the event of a fire, the person first identifying the fire is to report the fire to the Person in Control. The Person in Control is to determine whether the fire is deemed a Minor Fire or a Significant Fire.

In the event of a Minor Fire, the site personnel are to fight the fire utilising on-site fire fighting equipment.

In the event of a Significant Fire, the Person in Control is to immediately phone 000 and report the fire. Thereafter, the Person in Control is to also phone the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department in order to obtain the necessary assistance to manage the fire.

In the event of a significant off-site fire, the Person in Control is to liaise with the Wundowie Fire & Emergency Services and the Northam Chief Bushfire Control Officer to determine the extent of the fire and the possible need to evacuate the site.



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## 11. Evacuation Procedure

In the event of a Significant Fire on site or within the immediate area threatening the site, all non-essential site personnel and Customers are to evacuate to the site emergency assembly point and await further instructions from the Person in Control.

All non-essential mobile equipment and other vehicles are to be driven from site.

Appendix 1 – Firebreak & Assembly Point Site Plan provides the location of the Site Assembly Point.

## 12. Fire Fighting Procedures

Site personnel are only to attempt to extinguish Minor Fires, which can be adequately managed with existing on-site fire-fighting equipment and only if they have been provided the appropriate training. All other fires are to be managed by the Fire and Emergency Services by phoning 000.

Once a Significant Fire has been identified the following actions are to be carried out as appropriate:

- Rescue any person(s) involved that cannot help themselves;
- Phone 000 to report the fire and also phone Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department to request assistance;
- Protect anything that is in danger of being involved in the fire;
- If possible confine the fire to as small an area as possible;
- Assist the Fire & Emergency Services as required and as appropriate;
- Clean up the site after the Fire & Emergency Services have departed.

Before entering the vicinity of the fire, site personnel are to conduct an incident appreciation of the surroundings. Personal safety comes before anything else. The wind direction is to be checked to identify where the smoke or fumes will be heading. The preference is to work with the wind coming from behind (up wind of the fire). Awareness of any hazards such as gas cylinders, fuel, sharp objects, etc. is to be maintained. The preference is for site personnel to work in pairs where possible.

Special attention is to be paid to subterranean landfill fires, as there is the possibility of voids being created under the landfill surface as the waste mass is burnt. These voids could collapse when vehicles drive over them or when people are walking in the area. The ideal is to smother the fire with soil cover material; however, if the subterranean fire is to be excavated and exposed to enable water to be sprayed directly onto the fire, there is the potential for the fire to substantially increase as more oxygen becomes available. Depending on the particular circumstance, the initial exposure of the fire can be dramatically combusive.



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## 13. Records and Reporting

### 13.1. Administrative Reporting and Records

To maintain an effective record of all site fires and to assist in the reporting of fires, it is essential for a Fire Incident Report (refer Appendix No. 2) to be completed for all occurrences of unauthorised fires. Fire Incident Reports are to be collated in a Fire Register, which is to be maintained on site or at the Shire offices. The Fire Register may be a paper register or electronic register and all Fire Incident Reports are to be recorded in the register within 48 hours of a fire being declared safe.

### 13.2. Authority Reporting

As soon as is reasonable following an unauthorised fire being declared safe, the Person in Control is to report the fire to the appropriate authority. The reporting requirements are set out in the *Rural Landfill Regulations*, which require the unauthorised fire to be reported to the DER within 14 days and the report to include the following details:

- Date, time and location of the fire;
- Time the location of the fire was declared safe; and,
- The cause, or suspected cause, of the fire.

Significant Fires would have been identified to the Fire & Emergency Services, the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department as part of the call out procedure and hence, there is no requirement to report the fire to these organisations following the fire being declared safe, unless requested to do so.

A Minor Fire is not deemed as being reportable to the Fire & Emergency Services, Northam Chief Bushfire Control Officer, the Community Emergency Services Manager or the Shire Health Department; however, is still to be reported to the DER.

Any incidences of fires suspected as having been caused by vandalism are to be reported to the local police.

## 14. Responsibility

The Person in Control of the site has a duty of care to:

- Implement, maintain and update this FMP;
- In the event of a Significant Fire phone 000 to report the fire and also phone the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health department in order to obtain the necessary assistance to manage the fire;
- Ensure that the fire prevention strategies are appropriately maintained;
- Ensure adequate appropriate training of Site Operators;
- Assess the effectiveness of the various fire management strategies implemented on site;

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- If necessary, develop measures to improve the fire management strategies utilised on site (may include obtaining specialist technical assistance);
- Ensure the appropriate maintenance of fire fighting equipment and PPE;
- Maintain adequate supplies of appropriate fire fighting spares on-site;
- Ensure the safety of all visitors to site in the event of a Significant Fire;
- Report fires to the DER and other authorities as required by this Plan; and,
- Ensure that this FMP is regularly reviewed.

Site Operator(s) has a duty of care to:

- Be aware of the site fire management strategies;
- Ensure that fire management strategies are utilized as appropriate in the event of a fire;
- Report faulty or inefficient fire fighting equipment to the Person in Control;
- Inspect incoming waste for possible ignition sources;
- Notify the Person in Control of any fires that are detected on site or in the immediate area surrounding the site (neighbouring properties);
- In conjunction with the Person in Control, assess the condition of any fires and implement the appropriate fire management procedures;
- Utilise appropriate PPE and fire fighting equipment; and,
- Complete the appropriate Fire Incident Report as necessary and pass on to the Person in Control.

## 15. Awareness Training

Information and training is to be provided on an as needed basis to Contractor, Person in Control, Site Operators, Customers and others who may be involved in on-site activities that have the potential to cause a fire.

If adequate in-house expertise is not available to undertake the training, suitable external training will be made available.

### 15.1. Person in Control and Site Operators

The fire management awareness training is to include:

- The purpose of the training;
- The potential fire sources;
- Available fire mitigation strategies;
- Basic fire fighting techniques;
- The trainees' roles and responsibilities under the FMP;
- Site evacuation procedures;
- Site operating conditions surrounding the management and reporting of fires on site;
- Where the facility's Fire Register is located and how Fire Incident Report forms can be accessed;
- The processes and procedures to be followed when completing the Fire Register and Fire Incident Report; and,

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- Provision of a copy of the FMP.

As a minimum, the Person in Control and the Site Operators are to undergo fire awareness training:

- On commencement of operations on site;
- When a new potential fire hazard has been identified; and,
- Every three years.

#### 15.2. Contractor, Customers and Visitors

The fire management awareness training is to include:

- Appropriate signage in areas of potential fire risk;
- Site evacuation procedures; and,
- Specific training as deemed appropriate by the Person in Control.

### 16. Review

This Plan is to be reviewed by the Person in Control at least every three years or more regularly if circumstances warrant.

Shire Fire Control Officers' names and contact numbers need to be checked annually.



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## Appendices

### Appendix No 1 – Firebreak and Assembly Point Site Plan

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**Appendix No 2 – Fire Incident Report**

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<b>Shire of Northam</b> Reserve 25796 Inkpen Road, Wundowie <b>Inkpen Road Landfill Facility</b> Registration Number 1455 Fire Incident Report No. ....	
<b>Date &amp; Time Incident Occurred:</b> _____	
<b>Type of Fire:</b>	Minor <input type="checkbox"/> Significant <input type="checkbox"/> Off-Site <input type="checkbox"/> Other <input type="checkbox"/> Specify _____
<b>Reported to:</b>	CBFCO <input type="checkbox"/> DFES <input type="checkbox"/> DER <input type="checkbox"/> Other <input type="checkbox"/> Specify _____
<b>Description of Incident:</b> _____ _____ _____	
<b>Person Responsible for Coordinating Activities</b> Name: _____ Designation: _____	
<b>Activities Undertaken:</b> _____ _____ _____	
<b>Future Preventative Measures Adopted:</b> _____ _____ _____	
<b>Site Supervisor (Person in Control)</b> Name: _____ Signature: _____ Date Report Filed: _____	

Attachment 2



## OLD QUARRY ROAD LANDFILL

RESERVE 26840 OLD QUARRY ROAD,  
NORTHAM

## FIRE MANAGEMENT PLAN



Prepared for

SHIRE OF NORTHAM

IW Projects Pty Ltd  
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Revision: Final  
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## 1. Introduction

The Shire of Northam (Shire) owns the Old Quarry Road waste management facility at Reserve 26840, Old Quarry Road, Northam. The site includes a medium sized rural landfill receiving approximately 17,000 tonnes of waste per year and is operated by a Contractor. Related activities on site have the potential to result in a fire and hence, fire management is an ever-present concern.

This Fire Management Plan (FMP) has been developed to manage fires originating from on-site activities as well as fires from adjacent properties.

The objective of this FMP is to increased awareness of the potential dangers of fires as well as minimise the impact of fires.

The Shire takes the responsibility associated with fire management extremely seriously.

## 2. Purpose

The purpose of this Plan is to:

- Identified potential on-site sources of fires;
- Provide guidance to the Site Operators on how best to prevent fires;
- Provide guidance to the Site Operators on how best to manage fires;
- Ensure appropriate fire management procedures are carried out;
- Protect life and property; and,
- Maintain the rural character of the Shire.

## 3. Reference

- *Shire of Northam Fire Break & Fuel Load Notice 2016/2017.*
- *Bush Fires Act 1954 (as amended).*
- *Facility Operating Licence L6977/1997/10.*

## 4. Distribution

This Plan is distributed to:

- All employees/Contractor/Contractor's personnel involved in the management and operation of the landfill site.
- Department of Environment Regulation.
- Any other relevant parties/stakeholders.

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## 5. Definitions

**Contractor** – means a company or individual to which the Shire has contracted out the operation of the waste management facilities on the site.

**Customer** - means a person driving a vehicle, which either delivers or removes material (waste or recyclable materials) from the site.

**Minor Fire** - means a fire that originates on-site and is able to be immediately extinguished by Site Operators.

**Person in Control** - means a person who has control of the site. The person with control is the site supervisor or, when not on site, the nominated representative. Depending on the number of personnel on site, this could also be the Site Operator.

**Significant Fire** – means a fire that originates on-site and is NOT able to be immediately extinguished by Site Operators. This is a fire that requires off-site assistance in order to bring it under control.

**Site** – Reserve 26840, Old Quarry Road, Northam – Old Quarry Road Landfill Facility.

**Site Operator** - means a person undertaking the operational activities of the site, depending on the number of personnel on site, this could also be the Person in Control.

## 6. Site Background

The Old Quarry Road landfill Facility is within the Shire of Northam, approximately 3.5 km west of the town site of Northam (5 km by road) and 80 km North east of Perth. The Reserve is 52.811 ha in size, with the waste management operations utilising only a small portion of the site. Approximately 35% of the site has previously been cleared for landfill activities, with the remainder of the site being native vegetation consisting of low-density shrubs, trees and grasses. The topography of the site consists of a valley line running the length of the site from the south west towards the north east with relatively steep side slopes, which restricts the landfill development to a narrow strip within the valley line. The majority of the site is surrounded by cleared agricultural land, with only a small portion of the eastern and south eastern boundary having a link to adjacent native vegetation.

## 7. Site Infrastructure and Equipment

The site infrastructure and equipment that could be damaged by a fire includes:

- Site perimeter fencing and gates;
- Gate house and weighbridge;
- Recycling lean-to;
- Site signage;
- Contractor's site office;



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- Landfill mobile equipment:
  - Waste compactor - two off;
  - Front-end loader;
- Handheld equipment; and;
- Recycling stores:
  - Sea container;
  - DrumMuster compound; and;
- Lined liquid waste ponds – five off.

## 8. Implementation Rationale

The rationale for the implementation of fire management strategies is to:

- Reduce the risk of fires occurring on site;
- Reduce the damage caused by fires;
- Reduce the risk of fires impacting on the neighbouring properties; and,
- Reduce the impact from off-site fires that may cross the site boundary.

Should a fire be present on-site or within the immediate area, this FMP will assist in the management of fires as well as the protection of life and property.

## 9. Fire Mitigation Strategies

There are a number of fire mitigation strategies that will be employed in order to reduce the risk of fires occurring on-site, as well as minimise the impact of fires. The mitigation strategy is a function of the type and size of the fire.

### 9.1. Prevention Strategies

#### 9.1.1. Training

Fire awareness training is an essential activity to reduce the occurrence and improve the management of fires.

The Person in Control and all Site Operators are to undergo appropriate fire awareness training. This fire awareness training is to cover all aspects relating to the potential occurrence of fires on site as well as the appropriate management of the various types of fires (ordinary combustibles, electric fires, hydrocarbon fires).

Contractor, Customers and visitors are to be provided with sufficient information to enable awareness of potential fire sources as well as appropriate evacuation procedures.

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### 9.1.2. Signage

Appropriate signage is to be installed on site in order to ensure sufficient fire awareness information is available to users of the site. Typical signage would include:

- Evacuation assembly points;
- No smoking signs;
- On-site fires prohibited;
- Fire extinguisher/equipment positions;
- Emergency contact details (during working hours and after hours); and
- Additional signs as required.

### 9.1.3. Site Security

The maintenance of adequate site perimeter fencing to restrict unauthorised site access and potential vandalism.

### 9.1.4. Fire Breaks and Protection Zones

The construction and maintenance of adequate firebreaks is an essential activity as well as a requirement of the *Shire of Northam, Fire Break & Fuel Load Notice*.

Firebreaks, of a minimum 3 m wide, 4 m vertical clearance and vehicle accessible, are to be constructed and maintained immediately adjacent to, and within the site boundary.

Protection zones around all buildings (non-habitable) consisting of a 3 m firebreak immediately around the building and no flammable material within 10 m of the building. There are no habitable buildings on site.

The firebreaks and protection zones are to be maintained during the period 1 November through to 30 April of each year.

Should firebreaks not be able to be installed immediately adjacent to the site boundary, then alternative arrangements need to be agreed with the relevant Shire bushfire officer. These alternative arrangements should be agreed to before 1 October each year.

Appendix 1 – Firebreak & Assembly Point Site Plan provides details of the firebreaks around the site.

### 9.1.5. Fire Hazard Reduction

In addition to the construction and maintenance of appropriate firebreaks and protection zones, it is essential to reduce the potential fire hazard by removing excess dead vegetation matter (fuel load) from site as well as to ensure the appropriate containment (landfilling) of flammable waste materials. The fuel load within native bush areas on site is to be maintained at a level of less than 8 tonnes per hectare.

The fuel load reduction measures are to continue during the period 1 November through to 30 April of each year.

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#### 9.1.6. Waste Management Operations

A range of landfill operational activities will also improve the fire resistance of the landfilled waste. These include:

- Maintaining the smallest landfill tipping area as possible;
- Appropriate waste compaction;
- Application of adequate waste cover;
- Not placing significant quantities of flammable material in a single area within the landfill (piles of tyres);
- Regular collection of litter around the site;
- Segregation of flammable materials such as greenwaste and tyres by a minimum of 6 m of clear space from each other and stored in small stockpiles not exceeding 18 m long by 10 m wide or a maximum of 100 m<sup>2</sup> and 3 m in height, and a minimum of 6 m between individual stockpiles;
- Separation of flammable materials from the active landfill tipping area by a minimum of 10 m and a minimum of 35 m from the site boundary;
- Removing recyclable material from site as soon as possible and not having large stockpiles of flammable recyclable materials on site;
- Removing of mulched greenwaste as soon as possible; and,
- No burning of greenwaste (not permitted in operating licence).

#### 9.1.7. Greenwaste

No greenwaste shall be burned on site. The facility operating licence does not allow greenwaste to be burnt.

#### 9.1.8. Communication

The appropriate communication channels with the Shire, Fire and Emergency Services and local community is essential in the proactive management of fires within the immediate area.

**TO REPORT A FIRE DIAL (Emergency Services) 000**

Notifications of Total Fire Bans can be obtained by the following:

- Shire website [www.northam.wa.gov.au](http://www.northam.wa.gov.au);
- Harvest Ban phone line on 9621 1120;
- ABC Radio, 531 AM or Radio West 864; and,
- For SMS notifications on Total Fire Bans register at 9622 6100.

#### Shire Office – General Enquiries

9622 6100

#### Shire of Northam Works Depot

0419 910 319 (after hours emergency number)

#### Northam Fire and Rescue

9622 1071



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**Northam Police Station**

9622 4260

**Chief Bush Fire Control Officer**

Mathew Macqueen – 0439 741 572

**Community Emergency Services Coordinator**

9622 6137

**Department of Fire and Emergency Services:**

- 9690 2300
- Website – [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au).

**9.2. On-Site Fires**

**9.2.1. Fires Management Philosophy**

The primary philosophy around fire management is to extinguish the landfill fire as fast as possible after being identified. Once a fire has established within the landfill waste mass, it is significantly more difficult to extinguish and even more so if the fire becomes a subterranean fire. Consequently, rapid reaction to the presence of a landfill fire is critical.

**9.2.2. Landfill Fires**

There is a risk associated with spontaneous combustion of some materials placed within the landfill. Due to the mixed nature of the waste there is potentially material in the waste that if they come into contact, will spontaneously combust, resulting in a landfill fire. These landfill fires are a more common occurrence on the surface of the landfill in freshly deposited and compacted waste, but occasionally, occur as subterranean fires.

The impact of a landfill fire is mitigated by:

- Active inspection of incoming waste to try and identify potential ignition sources and remove them from the waste before being disposed to landfill;
- Compaction of waste in the landfill to reduce void spaces and hence reduce oxygen availability;
- Regular and comprehensive covering of the waste surface; and,
- Always having a stockpile of soil available to immediately smother a fire within the waste mass.

**9.2.3. Equipment Fires**

There is a risk associated with fires originating from mobile and static equipment on site, which includes materials delivery and collection vehicles. Typically this will result from equipment failure such as electrical systems or hydraulic hoses.

Regular maintenance of equipment and having portable fire extinguishers readily available will eliminate or reduce the impact of this type of fire.

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#### 9.2.4. Minor Fires

There is a risk of minor fires occurring on site. These would typically be from the uncontrolled disposal of cigarette butts and other careless activities on site.

The size and type of fire will determine how best to extinguish the fire. This could be achieved by:

- Using portable fire extinguishers;
- Smothering the fire with soil; or
- Calling out the Emergency Services on 000.

#### 9.3. Off-Site Fires

The Site Operators have little influence over the source of off-site fires; however, they do have an ability to influence the on-site damage caused as a result of this type of fire.

Perimeter firebreaks are traditionally the primary mechanism to reduce the potential for off-site fires from entering the site. The effectiveness of firebreaks is a function of the size of the neighbouring fire and prevailing weather conditions. In the case of this site, which is predominantly surrounded by cleared agricultural land, it should be achievable to prevent the fire from entering the site. The exception being to the east and south east of the site, which has a direct link to a small portion of surrounding native vegetation; however, this vegetation consists of low-density trees, shrubs and grasses (similar to the site native vegetation); hence, is not a high risk environment.

Reducing the quantity of combustible material (dead vegetation) on site and the adequate covering of waste material will significantly reduce the impact of an off-site fire should it cross the site boundary.

In the event of a large fire in the immediate vicinity of the site, the primary objective is the evacuation of the site and the removal of all mobile equipment from site or being parked within an area on site that is unlikely to be impacted by a fire.

#### 9.4. Water Supply

There is no regular supply of fire fighting water available on site. However, during winter there are two surface water storage dams that are available for use as fire fighting. Once this available source has been exhausted, all subsequent water is required to be brought onto site.

In the event of a fire, the Person in Control is to contact the Shire of Northam Works Depot on the afterhours emergency mobile number 0419 910 319 and request that the Shire's two water carts be immediately dispatched to the landfill site to provide a constant supply of water to the emergency services. In the event that one or both of the Shire's water carts are unavailable, then the Shire is to provide private contracted water carts.

The Shire should consider the future provision of a static water supply, including water storage tank, pump and associated fittings.



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### 9.5. Fire Fighting Equipment

The only dedicated fire fighting equipment on site is portable fire extinguishers, which are available to extinguish equipment fires and other small isolated fires. All staff using an extinguisher must be trained to do so and should be aware of the limitations of using fire extinguishers on larger fires.

The Northam Fire and Rescue is located at 43 Wellington Street, Northam, which is 5 km (8 minutes) from the landfill site. Fire fighting services will be provided by contacting the Emergency Services on 000.

### 10. Fire Identification Procedures

In the event of a fire, the person first identifying the fire is to report the fire to the Person in Control. The Person in Control is to determine whether the fire is deemed a Minor Fire or a Significant Fire.

In the event of a Minor Fire, the site personnel are to fight the fire utilising on-site fire fighting equipment.

In the event of a Significant Fire, the Person in Control is to immediately phone 000 and report the fire. Thereafter, the Person in Control is to also phone the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department in order to obtain the necessary assistance to manage the fire.

In the event of a significant off-site fire, the Person in Control is to liaise with the Northam Fire and Rescue and the Northam Chief Bushfire Control Officer to determine the extent of the fire and the possible need to evacuate the site.

### 11. Evacuation Procedure

In the event of a Significant Fire on site or within the immediate area threatening the site, all non-essential site personnel and Customers are to evacuate to the site emergency assembly point and await further instructions from the Person in Control.

All non-essential mobile equipment and other vehicles are to be driven from site or parked within an area on site that is unlikely to be impacted by a fire.

Appendix 1 – Firebreak & Assembly Point Site Plan provides the location of the Site Assembly Point.



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## 12. Fire Fighting Procedures

Site personnel are only to attempt to extinguish Minor Fires, which can be adequately managed with existing on-site fire fighting equipment and only if they have been provided the appropriate training. All other fires are to be managed by the Northam Fire and Rescue.

Once a Significant Fire has been identified the following actions are to be carried out as appropriate:

- Rescue any person(s) involved that cannot help themselves;
- Phone 000 to report the fire and also phone Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department to request assistance;
- Protect anything that is in danger of being involved in the fire;
- If possible confine the fire to as small an area as possible;
- Assist the Northam Fire and Rescue as required and as appropriate;
- Clean up the site after the Northam Fire and Rescue have departed.

Before entering the vicinity of the fire, site personnel are to conduct an incident appreciation of the surroundings. Personal safety comes before anything else. The wind direction is to be checked to identify where the smoke or fumes will be heading. The preference is to work with the wind coming from behind (up wind of the fire). Awareness of any hazards such as gas cylinders, fuel, sharp objects, etc. is to be maintained. The preference is for site personnel to work in pairs where possible.

Special attention is to be paid to subterranean landfill fires, as there is the possibility of voids being created under the landfill surface as the waste mass is burnt. These voids could collapse when vehicles drive over them or when people are walking in the area. The ideal is to smother the fire with soil cover material; however, if the subterranean fire is to be excavated and exposed to enable water to be sprayed directly onto the fire, there is the potential for the fire to substantially increase as more oxygen becomes available. Depending on the particular circumstance, the initial exposure of the fire can be dramatically combustible.

## 13. Records and Reporting

### 13.1. Administrative Reporting and Records

To maintain an effective record of all site fires and to assist in the reporting of fires, it is essential for a Fire Incident Report (refer Appendix No. 2) to be completed for all occurrences of unauthorised fires. Fire Incident Reports are to be collated in a Fire Register, which is to be maintained on site or at the Shire offices. The Fire Register may be a paper register or electronic register and all Fire Incident Reports are to be recorded in the register within 48 hours of a fire being declared safe.

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### 13.2. Authority Reporting

As soon as is reasonable following an unauthorised fire being declared safe, the Person in Control is to report the fire to the appropriate authority. The reporting requirements are set out in the facility operating licence, which require the unauthorised fire to be reported to the DER within 14 days from the time of becoming aware of an unauthorised fire and the report to include the following details:

- Date and time that the fire was first discovered;
- Date and time that the fire was extinguished;
- The location of the fire;
- The known or suspected cause of the fire;
- Confirmation of attendance of any emergency services personnel;
- Any known or suspected damage to the landfill or landfill infrastructure as a result of the fire;
- Actions undertaken to replace or repair any damage to the landfill or landfill infrastructure; and;
- Actions undertaken to prevent another fire occurring at the premises from the same known or suspected cause.

Significant Fires would have been identified to the Northam Fire and Rescue the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department as part of the call out procedure and hence, there is no requirement to report the fire to these organisations, unless requested to do so.

A Minor Fire is not deemed as being reportable to the Northam Fire and Rescue the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager or the Shire Health Department; however, is still to be reported to the DER.

Any incidences of fires suspected as having been caused by vandalism are to be reported to the local police.

## 14. Responsibility

The Person in Control of the site has a duty of care to:

- Implement, maintain and update this FMP;
- In the event of a Significant Fire phone 000 to report the fire and also phone the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department in order to obtain the necessary assistance to manage the fire;
- Ensure that the fire prevention strategies are appropriately maintained;
- Ensure adequate appropriate training of Site Operators;
- Assess the effectiveness of the various fire management strategies implemented on site;
- If necessary, develop measures to improve the fire management strategies utilised on site (may include obtaining specialist technical assistance);
- Ensure the appropriate maintenance of fire fighting equipment and PPE;



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- Maintain adequate supplies of appropriate fire fighting spares on-site;
- Ensure the safety of all visitors to site in the event of a Significant Fire;
- Report fires to the DER and other authorities as required by this Plan; and,
- Ensure that this FMP is regularly reviewed.

Site Operators have a duty of care to:

- Be aware of the site fire management strategies;
- Ensure that fire management strategies are utilized as appropriate in the event of a fire;
- Report faulty or inefficient fire fighting equipment to the Person in Control;
- Inspect incoming waste for possible ignition sources;
- Notify the Person in Control of any fires that are detected on site or in the immediate area surrounding the site (neighbouring properties);
- In conjunction with the Person in Control, assess the condition of any fires and implement the appropriate fire management procedures;
- Utilise appropriate PPE and fire fighting equipment; and,
- Complete the appropriate Fire Incident Report as necessary and pass on to the Person in Control.

## 15. Awareness Training

Information and training is to be provided on an as needed basis to the Contractor, Person in Control, Site Operators, Customers and others who may be involved in on-site activities that have the potential to cause a fire.

If adequate in-house expertise is not available to undertake the training, suitable external training will be made available.

### 15.1. Person in Control and Site Operators

The fire management awareness training is to include:

- The purpose of the training;
- The potential fire sources;
- Available fire mitigation strategies;
- Basic fire fighting techniques;
- The trainees' roles and responsibilities under the FMP;
- Site evacuation procedures;
- Site operating conditions surrounding the management and reporting of fires on site;
- Where the facility's Fire Register is located and how Fire Incident Report forms can be accessed;
- The processes and procedures to be followed when completing the Fire Register and Fire Incident Report; and,
- Provision of a copy of the FMP.



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As a minimum, the Person in Control and the Site Operators are to undergo fire awareness training:

- On commencement of operations on site;
- When a new potential fire hazard has been identified; and,
- Every three years.

#### 15.2. Contractor, Customers and Visitors

The fire management awareness training is to include:

- Appropriate signage in areas of potential fire risk;
- Site evacuation procedures; and,
- Specific training as deemed appropriate by the Person in Control.

### 16. Review

This Plan is to be reviewed by the Person in Control at least every three years or more regularly if circumstances warrant.

Shire Fire Control Officers' names and contact numbers need to be checked annually.

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## Appendices

### Appendix No 1 – Firebreak and Assembly Point Site Plan

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IW Projects Pty Ltd

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Mobile 0402 909 291

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Appendix No 2 – Fire Incident Report

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<b>Shire of Northam</b> Reserve 26840 Old Quarry Road, Northam <b>Old Quarry Road Landfill Facility</b> Licence Number L6977/1997 Fire Incident Report No. ....	
<b>Date &amp; Time Incident Occurred:</b> _____	
<b>Type of Fire:</b>	Minor <input type="checkbox"/> Significant <input type="checkbox"/> Off-Site <input type="checkbox"/> Other <input type="checkbox"/> Specify _____
<b>Reported to:</b>	CBFCO <input type="checkbox"/> DFES <input type="checkbox"/> DER <input type="checkbox"/> Other <input type="checkbox"/> Specify _____
<b>Description of Incident:</b> _____ _____ _____	
<b>Person Responsible for Coordinating Activities</b> Name: _____ Designation: _____	
<b>Activities Undertaken:</b> _____ _____ _____	
<b>Future Preventative Measures Adopted:</b> _____ _____	
<b>Site Supervisor (Person in Control)</b> Name: _____ Signature: _____ Date Report Filed: _____	

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### 5.3 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>	Daniel Hendriksen 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: Actions on Previous Decisions Listing.
- Attachment 2: DPAW Burn Plan 2017 – Inkpen Road.
- Attachment 3: DPAW Burn Plan 2017 – East Talbot Road.
- Attachment 4: Concept of Operations "Enhanced Zone 3 Mobilising" Metropolitan Supporting Country.

#### BACKGROUND / DETAILS

N/A

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

- Objective: Provide services and processes to enhance public safety.
- Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.
- Action: Support local bushfire brigades in bushfire management.

##### Financial / Resource Implications

Nil.

##### Legislative Compliance

Nil.

##### Policy Implications

Nil.



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**Stake Holder Engagement / Consultation**

Nil.

**Risk Implications**

Nil.

**OFFICER'S COMMENT**

Actions on Previous Decisions

Please refer to Attachment 1.

Personal Protective Equipment.

A Uniform Audit was conducted by brigades. I would like to thank the Equipment Officers of the brigades that contributed to the audit and distributed the equipment. My focus this year was on helmets and torches as many brigade members still had very old plastic hard hat style helmets that were out of date. All members that supplied there PPE information were provided either a helmet torch or a new Kevlar Helmet and torch.

Fuel Cards

As Dunning's have now changed to Shell I have organised all fire units a PUMA card which will allow you to purchase fuel anywhere that motorcharge or WEX cards are accepted

ESL LGGS Budget 17/18

The application for the 2017-2018 LGGS Grant was due on the 17<sup>th</sup> March 2017. Brigades were asked to submit their wish lists with quotes by the beginning of March.

The Shire of Northam on behalf of the brigades submitted an application for two capital grants for extensions to the Grass Valley and Bakers Hill facilities along with numerous items in the \$1200 to \$5000 operating grant.

Training

DFES Training calendar for 2017 is out. I have emailed a copy on to all brigades. Members are encouraged to login to eAcademy to book a training occurrence

Emergency Service Directories

At the DOAC meeting on the 14<sup>th</sup> March DPaW officers advised that they will require numbers of copies for each local government in the next couple of months to go to print in 7 month's time.

Volunteer of the Month

Congratulations, to Garry Shepherdson from Grass Valley volunteer of the month award for November and Gail James from Inkpen for December. Just

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a reminder to all captains to nominate a member each month to promotional your volunteers.

Department Parks and Wildlife

The Shire of Northam had a meeting with DPaW to discuss their 2017 burn plans. Time and weather permitting they hope to conduct two burns one on Inkpen road and the second in East Talbot. Attachment 1 and 2 are maps of the areas.

DFES Zone 3

Spoke with DFES Zone 3 enhanced mobilisation is in place this year.

Brigades are reminded to make sure when attending an incident you notify COMCEN that you have arrived and you can handle the fire with the resources from the region otherwise you may end up with 3 FRS trucks and LTs, 3 BFS trucks a 12.2 and an ICV from Perth Metro to a bin fire!

Attachment 3 is the DFES Zone 3 mobilisation areas

Prescription Burns 2017

The Shire of Northam will be asking local Bushfire Brigades for their assistance in fire mitigation burns at 10 shire managed reserves in the coming months as part of the shires fuel reduction and bushfire mitigation works.

50km of fire breaks were installed across the shire on thirty nine reserves with further spraying and slashing works to be completed throughout winter

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.153**

**Moved: Ulo Rumjantsev**

**Seconded: Aaron Smith**

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

**CARRIED 8/0**

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**Attachment 1**

Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
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).	CESM	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.	CESM	All references to this decision removed	17/11/2016	Closed



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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
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 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.	CESM	17/11/16 Completed - Changes made to BFAC Terms of Reference. Emailed out to BFAC Committee.	17/11/2016	Closed
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 BEB's to respond to structure and car fires in the Shire.	CESM	15/11/16 EMDS discussing with LGIS if they could undertake the risk assessment -23/11/16 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.		Open
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.	CESM	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

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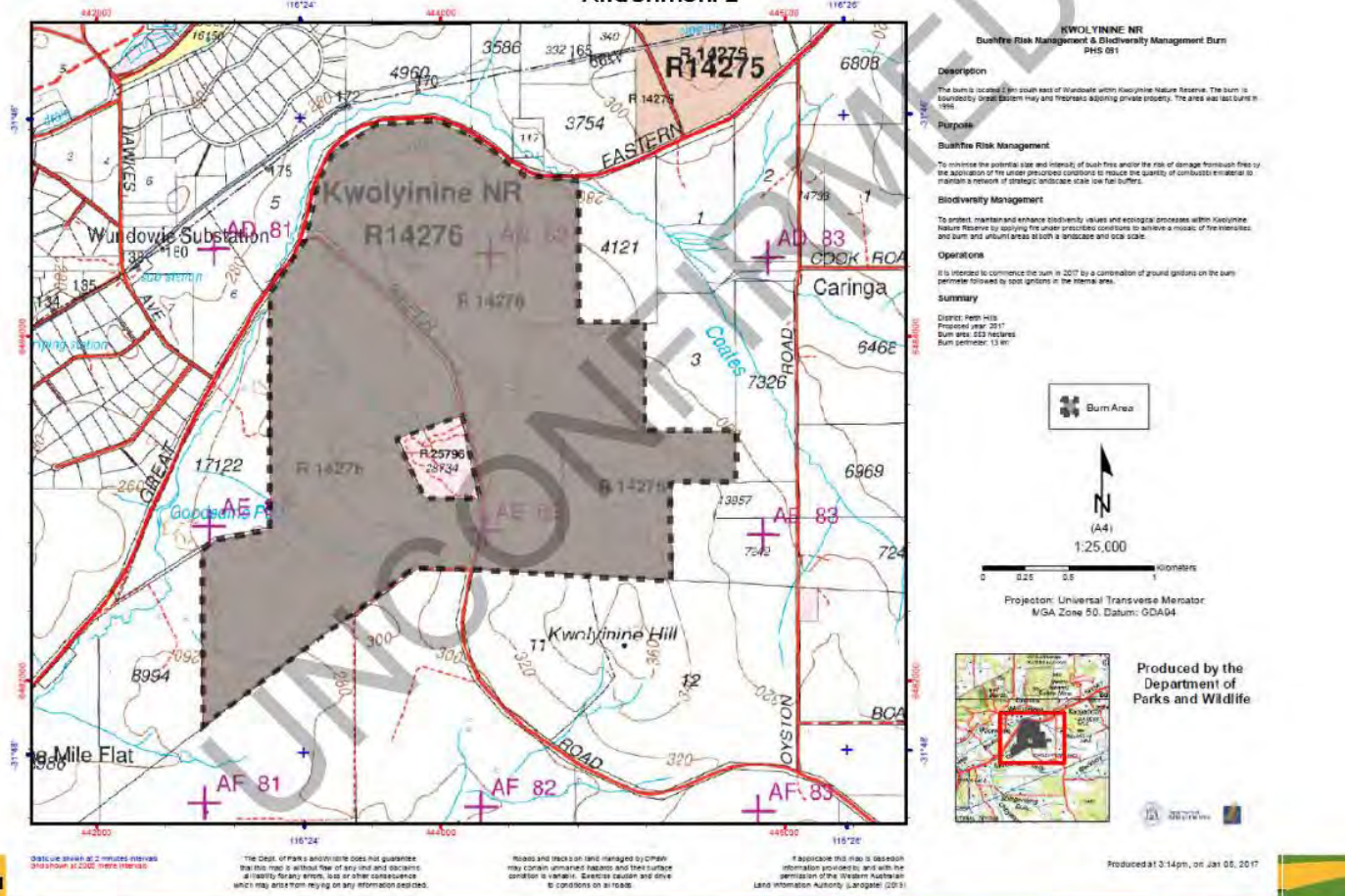
Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
2/11/2016	C.2856	9.1	Committee (BFAC) – 25 October 2016	That it be recommended to Council that it; -Appoints Tyron McMahan as a Fire Control Officer for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards	CESM	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	CESM	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	7/12/2016	Closed
16/11/2016	C.2870	11.4	Adoption of the Recommendations of Local Emergency Management Committee	That Council; 1. Endorse the attached Shire of Northam Local Emergency Management Arrangements 2016 subject to the amendments identified at the meeting including minor typographical adjustments; and 2. Authorise the Chief Executive Officer to update any contact information within the Plan as required.	CESM	Signed copy sent to SEMC for endorsement. Created public version and posted to website. Signed copy sent to all LEMC members. Printed copies to be sent out to agencies and libraries.	18/11/2016	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 complying with the adopted minimum training and experience standards.	CESM	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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Attachment 2

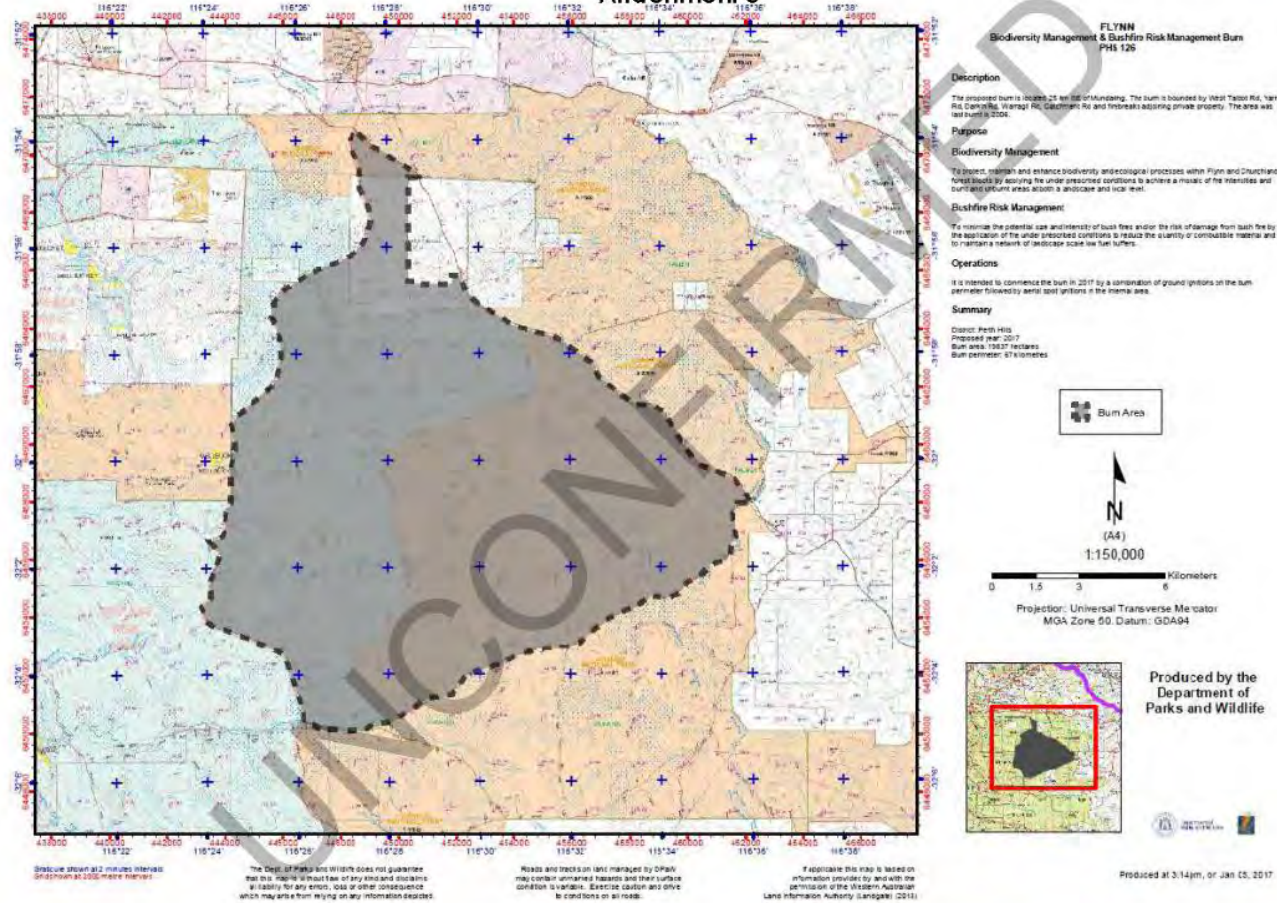




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Attachment 3



**Attachment 4**



Government of Western Australia  
Department of Fire & Emergency Services



**Concept of Operations  
“Enhanced Zone 3 Mobilising”  
Metropolitan Supporting  
Country**

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### Background

The response to fires that may impact communities in the 'peri-urban' environment, located outside of the Metropolitan response areas, have in some cases been problematic due to a lack of human and physical resources available to respond to manage large incidents. For example, the Toodyay fire of 29 December 2009 provided challenges in regards to the deployment of the initial urban interface suppression force.

Over recent years these challenges have been improved through ad hoc enhanced mobilisation and the pre-deployment of appliances and Incident Management Teams on days identified as significant risk. An enhanced and/or pre-emptive response protocol has enabled fire crews to commence earlier suppression activities. This approach has assisted DFES and local resources provide an improved level of fire suppression and prevented widespread property loss (Toodyay fire 2015). Notwithstanding, due to distance, local landscape, fuel loading and weather conditions there will still be instances that pose challenges to effective early suppression activities. For these incidents, the timely response of additional metropolitan based resources will provide improved community safety outcomes and reduce the infrastructure impact within the Rural Urban Interface (RUI).

### Proposal

The purpose of this Concept of Operations (ConOps) is to determine which population centres (Rural centres, settlements of up to 500 residents and other town sites determined appropriate by the relevant region) will benefit from an enhanced response or pre-deployment of additional resources from the metropolitan area.

The first consideration was determining whether the road travel time to these identified "at risk" locations will positively impact on reducing the likely fire development and spread. As a guide, road travel time of one (1) hour from the outer metropolitan career fire station districts has been selected to determine the enhanced response areas to provide more effective intervention measures (refer to Appendix 1). The regions will be responsible to undertake an annual review to determine the need to implement this type of strategy for their respective communities in the future.

This criterion was selected to compliment the *Resource to Risk (R2R) Assessment Summary*. It is recognised there will be a primary local brigade response within this area that is aligned to the *Local Government Response Criteria (Table 1)*. However, the ConOps model traverses a number of different geographical areas with different response criteria. As a result, a pragmatic approach to determining holistic metropolitan response criterion, without undermining the R2R principles was applied (refer to Table 1 on next page). Population centres located within these identified response areas (defined as Zone 3) will benefit from this enhanced mobilising model, while still receiving a local response within the defined R2R parameters.

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LOCAL GOVERNMENT RESPONSE CRITERIA	
KEY- *Property under threat from bushfire # Turnout time to incident. + Aircraft and/or appropriate machinery where required	
PASTORAL	<ul style="list-style-type: none"> <li>Firefighting response for bushfire within 3 hours (200 + kms between services) +</li> <li>Firefighting response on site for property threat within 3 hours*</li> <li>Specialist Units (ICV) on site within 2 days</li> </ul>
RURAL / BROADACRE	<ul style="list-style-type: none"> <li>Up to two fire fighting appliances on site for bushfire in 1 hour (30 + kms between services)#</li> <li>1 fire firefighting appliance on site for property threat in 1 hour</li> <li>Specialist Units (ICV) on site within 6 hours</li> </ul>
SOUTH WEST AGRICULTURAL or CENTRAL WEST COASTAL	<ul style="list-style-type: none"> <li>Up to 6 fire fighting appliances on site for bushfire in 30 minutes (20kms between services) #</li> <li>1 fire fighting appliance on site for property threat in 30 minutes</li> <li>Specialist Units (ICV) on site within 3 hours</li> </ul>
LOWER WEST COASTAL	<ul style="list-style-type: none"> <li>Initial dispatch of 2 fire fighting appliances on site for bushfire in 20 minutes (10 kms between services).</li> <li>1 fire fighting appliance on site for property threat in 20 minutes</li> <li>Specialist Units (ICV) on site within 1 hour, Perth Outer Metropolitan within 45 minutes</li> </ul>

Table 1. Local Government Response Criteria table.

### Intelligence

Another factor in determining the best response model is the RUI identification process. This process should incorporate the local fuel ages, the most likely fire approach direction; taking into account terrain and seasonal weather patterns, risks and assets requiring protection. The RUI assessment process will be undertaken by the regions using a standard template currently being refined. The template should also include a 'structural triage' which will provide clear direction as to which structures are deemed defensible and which are deemed high risk.

The DFES Communication Centre (ComCen) will be responsible for the intelligence gathering process in determining whether an enhanced response is appropriate. The intelligence gathering process includes the first caller interrogation, which encompasses the number and nature of calls received. The following information will be gathered by the Communications Systems Officers (CSO's) to assist the Supervisor Communications Centre (SCC) with making an informed response decision:

- What is the wind speed and direction? Is it pushing the fire towards town?
- Can you see flames how high are they?
- Is the fire giving off a lot of smoke and what colour is it?
- Where is the fire burning i.e. a paddock or in trees?
- How big is the fire? If possible, metres wide or hectares.
- Is the fire moving fast? Can you give an estimated speed, metres per hour?



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The table below can assist with helping the caller describe the local wind speed.

Beaufort scale number	Descriptive term	Units in km/h	Units in knots	Description on Land
0	Calm	0	0	Smoke rises vertically
1-3	Light winds	19 km/h or less	10 knots or less	Wind felt on face; leaves rustle; ordinary vanes moved by wind.
4	Moderate winds	20 - 29 km/h	11-16 knots	Raises dust and loose paper; small branches are moved.
5	Fresh winds	30 - 39 km/h	17-21 knots	Small trees in leaf begin to sway; crested wavelets form on inland waters
6	Strong winds	40 - 50 km/h	22-27 knots	Large branches in motion; whistling heard in telephone wires; umbrellas used with difficulty.
7	Near gale	51 - 62 km/h	28-33 knots	Whole trees in motion; inconvenience felt when walking against wind.
8	Gale	63 - 75 km/h	34-40 knots	Twigs break off trees; progress generally impeded.
9	Strong gale	76 - 87 km/h	41-47 knots	Slight structural damage occurs -roofing dislodged; larger branches break off.

Table 2. Local Wind Speed guide.

Information regarding the level of fire threat posed by a population centre will be imbedded in FESmaps. This information will include critical infrastructure, land use, fuel loading, terrain and the local prevailing weather patterns (MetEye). The FESmaps layer will include a simple overlay that visualises the threat assessment risk level for a particular location. Appropriate resource response coding has been completed for FCAD which will be activated when the ConOps is approved.

In the example on the following page (Figure 1), and after considering caller interrogation information, the eastern side of Northam is classified 'high risk' and the western side 'medium risk'. A fire commencing in the eastern vector associated with an easterly wind, would result in the activation of a Zone 3 response (red shading). A fire commencing in the western vector will attract a partial response (orange shading). Areas falling outside the Zone 3 response areas will receive localised services with enhanced mobilising during designated high threat periods.

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Figure 1. Northam Example

### Protocol

The CSO checks the 'pop up' text box for the geographic area and informs the SCC of the first caller intelligence details. The SCC will analyse the initial contact information together with the Fire Danger Rating (FDR), Rate of Spread (ROS) and the RUI threat assessment for that particular 'at risk' population centre. The SCC can also interrogate FESmaps where preloaded RUI risk information is imbedded. Based on this appreciation, the SCC can determine the appropriate suppression force required to defend threatened properties.

There are three (3) levels of mobilisation:

- Full Response;
- Partial Response; and
- Local Response (No enhanced mobilising unless requested)

In addition to the normal mobilising of local resources, "Full Response" consists of the mobilisation of the following resources:

- Five (5) CFRS pumps;
- Five (5) BFS tankers;
- One (1) Incident Control Vehicle (ICV);
- One (1) Bulk Water Tanker (BWT); and
- Two (2) Managers – One (1) FRS and one (1) BFS.

In addition to the normal mobilising of local resources, "Partial Response" consists of the mobilisation of the following resources:

- Three (3) CFRS pumps;
- Three (3) BFS tankers;
- One (1) ICV;
- One (1) BWT; and
- Two (2) Managers – One (1) FRS and one (1) BFS.

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Mobilising considerations are largely affected by the FDR, ROS, fuel loads and the RUI threat assessments. Table 3 & 4 should be used as a guide to determine the mobilising model required for each particular fire weather threat period. It should be noted that this model operates in the high threat period only, however the number, nature of the calls received and the critical infrastructure and/or population centre threatened may increase the mobilisation level on lower FDR days.

**Table 3. Mobilising Model RED CATEGORY**

Fire Danger Rating for towns identified as requiring full response due to heightened risk levels	Mobilisation
Catastrophic or Extreme	"Full Response" Enhanced mobilisation
Severe or Very High	"Partial Response" Enhanced mobilisation
High or Low to Moderate	"Normal Response" unless intel indicates further resources should be mobilised

**Table 4. Mobilising Model YELLOW CATEGORY**

Fire Danger Rating for towns identified as requiring partial response due to heightened risk levels	Mobilisation
Catastrophic or Extreme	"Partial Response" Enhanced mobilisation
Severe, Very High, High or Low to Moderate	"Normal Response" unless intel indicates further resources should be mobilised

**IMPORTANT:** Please note that some of the towns may have a combination of full and partial response areas to consider.

*If Comcentre receives further information requiring a change in mobilising, the SCC will adjust accordingly and brief the DCS and other appropriate personnel.*

As part of Heightened Risk Actions (HRA) or during periods of Total Fire Bans (TFB), the Chief Superintendent State Operations or the On Call Duty Chief Superintendent (DCS) may in consultation with the relevant RDC, Regional Superintendent, Assistant Commissioner, Deputy Commissioner request the pre-deployment of resources to "at risk" locations identified within this ConOps.

### Metropolitan Latent Resources

Whilst this ConOps provides an enhanced level of support to population centres within Zone 3 areas, there may be periods where metropolitan resources could be tested. When incident activity results in either the State or Metropolitan Operations Centre (SOC/MOC) activation, the SCC will consult with the SOC DCS, MOC Superintendent/ Operations Area Manager (OAM) and Regional RDC if designated who will determine mobilisation based on current and potential incident escalation.



### Implementing the Concept

Population centres have been identified and the information compiled by the regions, Zone 3 information layers have been added to FESmaps awaiting activation. This would enable the SCC to refer to this information, together with the first caller interrogation, the information in the pop up, the number of calls, the weather and FDR for the day to quickly determine the response level required.

The standard response when the criteria is met on the full enhanced mobilisation fire danger days is five CFRS pumps, five BFS tankers, an ICV, a Bulk Water Tanker and two managers. The risk criteria (Table 3) will assist the SCC to adjust the response either up or down. Additionally, the number of available appliances may need to be considered on occasions when several fires are putting a strain on resources. The SCC will need to triage the available appliances to meet the greatest level of operational risk. This may be undertaken in consultation with the SOC DCS or MOC Superintendent/DAM and the Regional RDC.

Pre-deployment of fire crews and incident managers may need to be considered on days when the FDR is Extreme or Catastrophic. The planning for the pre-deployment will need to be considered by the SOC DCS or MOC Superintendent/AOM in consultation with the State Operations Centre Meteorologist (SOCMET) and the Regional RDC.

### Risk Assessment

#### Strengths:

- Assist to reduce the impact and consequences of bushfires within the zone 3 enhanced response areas.
- The establishment of an IMT structure within an appropriate timeframe.
- The provision of new FESmaps layers, FCAD pop-ups information and a set of instructions for ComCen staff will assist to ensure the appropriate response is dispatched.

#### Weaknesses:

- Metropolitan risks and incident activity may limit an enhanced response.
- Insufficient call takers in the ComCen to thoroughly interrogate callers.
- Reduced intelligence from triple zero callers during night time incidents
- The triple zero caller information may not always be accurate (situation found and incident location) and can lead to inappropriate mobilising.
- LG's may not be able to coordinate and manage the resources if a DFES manager is unavailable
- Ongoing mobilisation of resources may result in additional fatigue management issues.
- Mobilising of resources to land tenures managed by other agencies (ie; LG / PaW)
- Existing and/or new locations required to be reviewed annually by the regions

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**Opportunities:**

- The State Wide Operational Response Division (SWORD) may be used to support this model or as a pre-deployment option.
- Potential for additional staffing for ComCen during the high threat period.
- Improved liaison and interoperability between the SOC, MOC and ComCen
- Improved interoperability with other agencies

**Threats:**

- Metropolitan resources may be depleted and unavailable.
- Greater incident activity for volunteers may lead to fatigue management issues.
- Communities living in Zone 3 response areas may always expect this level of service.
- ESL 1 residents may consider ESL 3 residents are receiving a subsidised level of service.
- Radio coverage may not be suitable in some of the identified areas.
- Insufficient call takers in the ComCen.
- LG's unable to coordinate and manage resources if a manager is unavailable

UNCONFIRMED

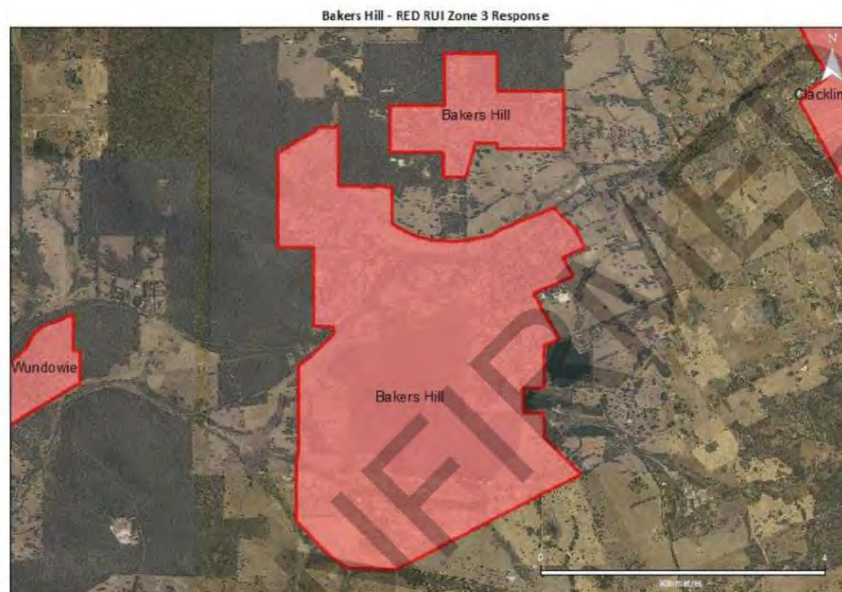
## Appendix 1 – Zone 3 Response Maps

### Goldfields Midlands Region

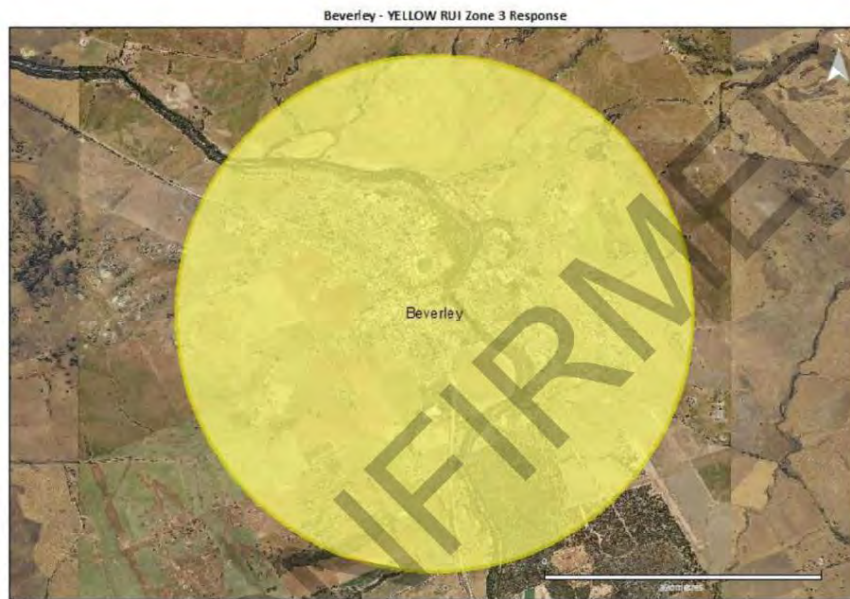
GOLDFIELDS	SOUTH WEST	GREAT SOUTHERN
Bakers Hill	Australind	Boddington
Beverley	Binningup	
Clackline	Dwellingup	
Coondle	Harvey	
Julimar	Lake Clifton	
Morangup	Myalup	
Northam	Pinjarra	
Toodyay	Preston Beach	
Wundowie	Waroona	
York	Yamba	
	Yarloop	
	Yunderup	



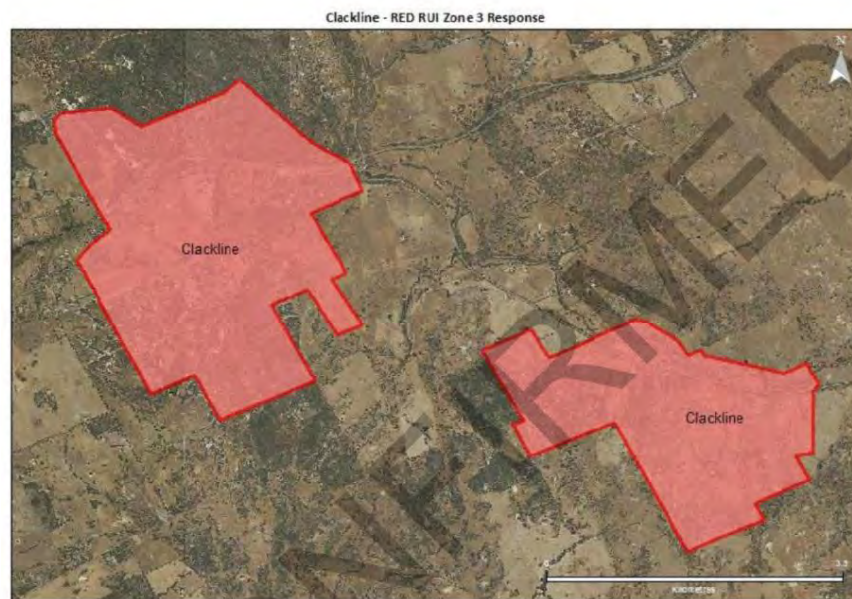
## Bakers Hill – Red



## Beverley – Yellow

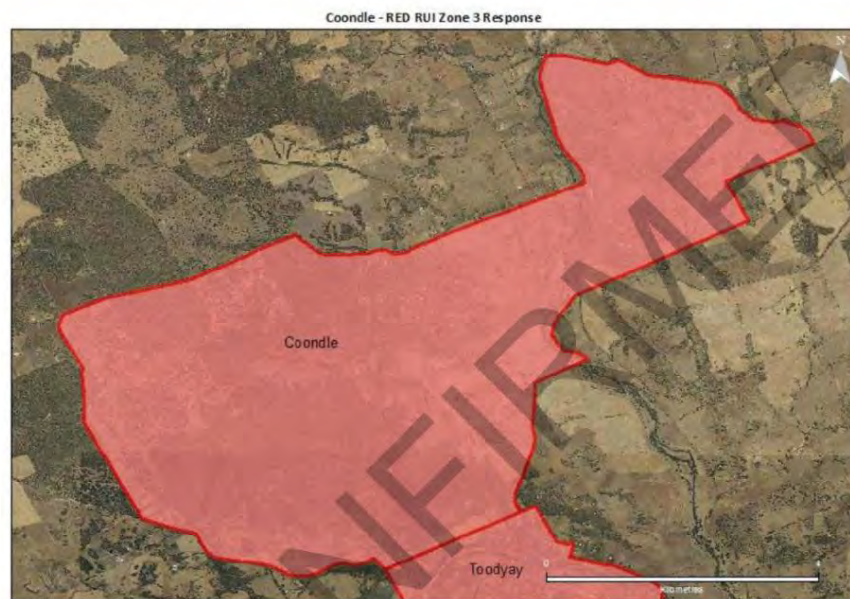


## Clackline – Red

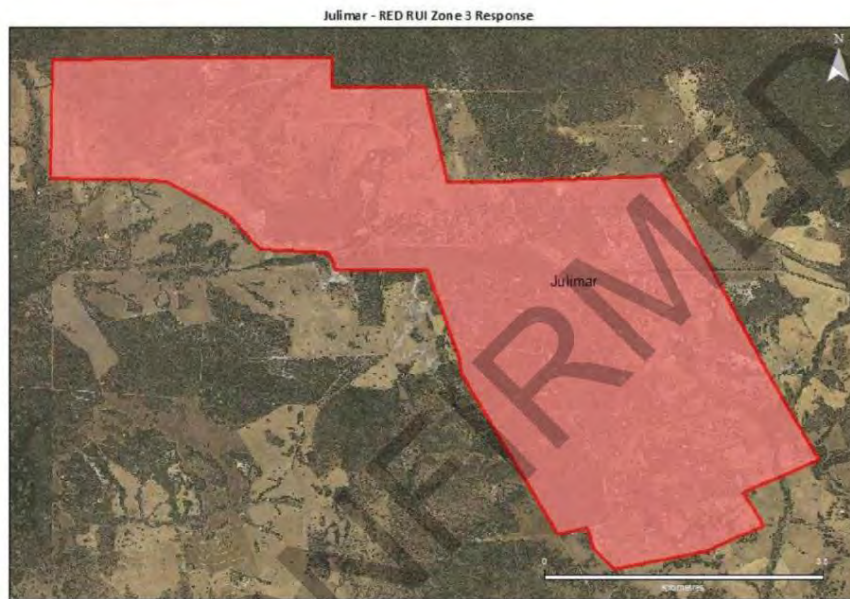




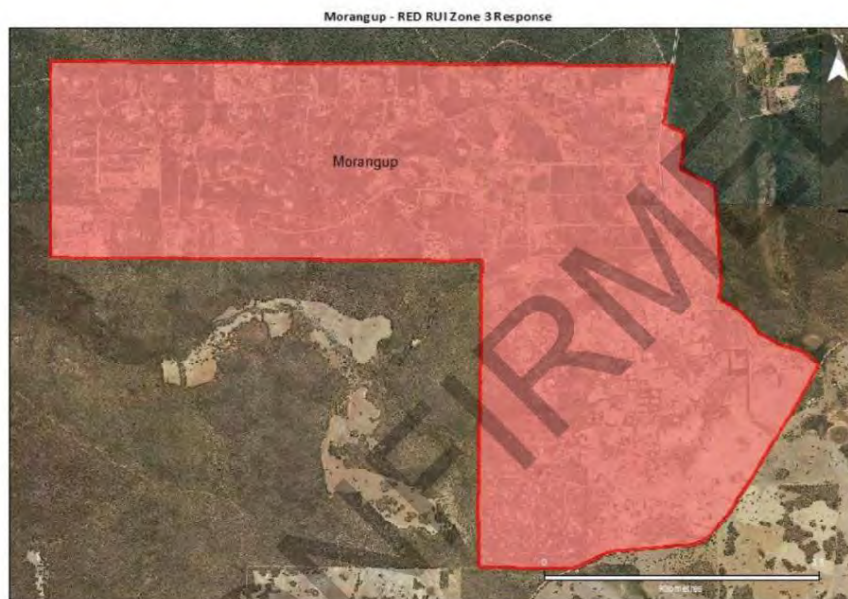
## Coondle – Red



## Julimar - Red

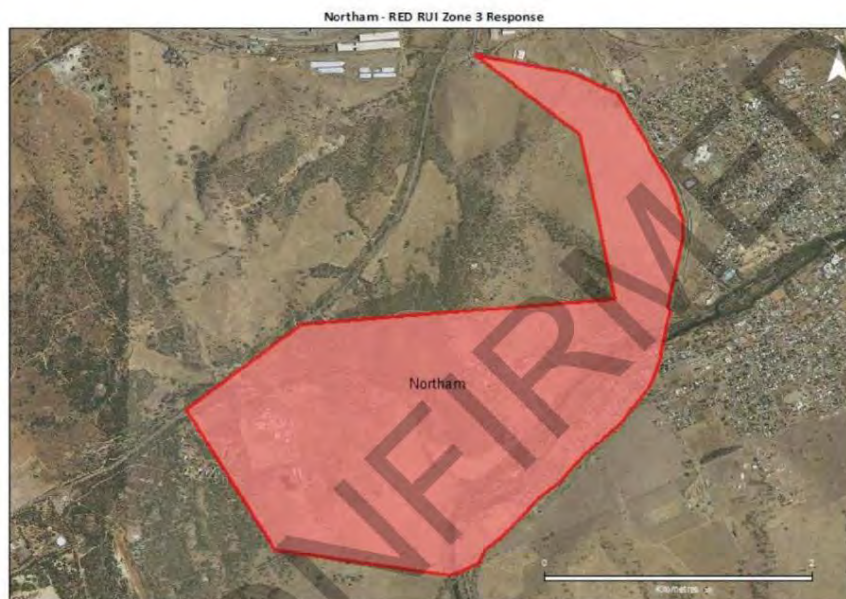


## Morangup - Red

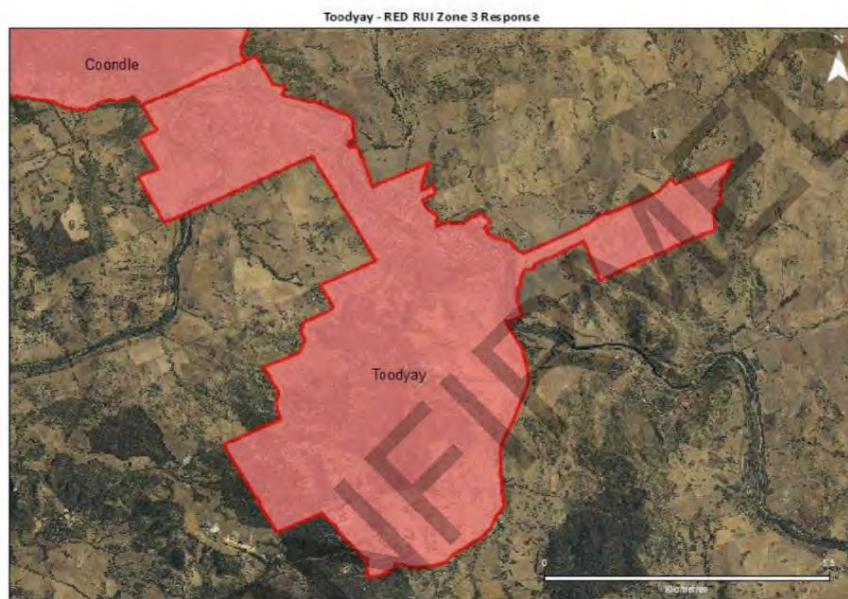




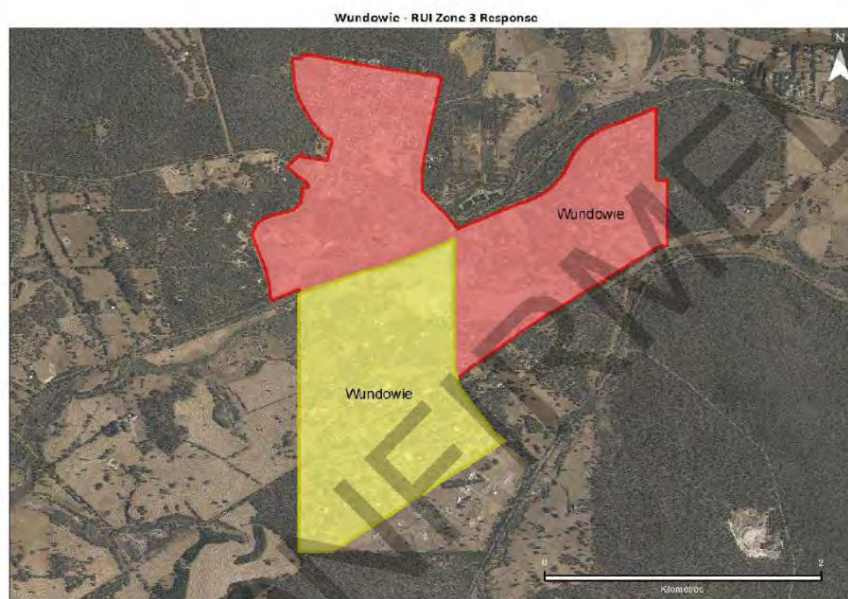
## Northam - Red



## Toodyay - Red



## Wundowie – RUI





## York - Red



## Appendix 1 – Zone 3 Response Maps

### South West Region

GOLDFIELDS	SOUTH WEST	GREAT SOUTHERN
Bakers Hill	Australind	Boddington
Beverley	Binningup	
Clackline	Dwellingup	
Coondle	Harvey	
Julimar	Lake Clifton	
Morangup	Myalup	
Northam	Pinjarra	
Toodyay	Preston Beach	
Wundowie	Waroona	
York	Yamba	
	Yarloop	
	Yunderup	

## Appendix 1 – Zone 3 Response Maps

### Great Southern Region

GOLDFIELDS	SOUTH WEST	GREAT SOUTHERN
Bakers Hill	Australind	Boddington
Beverley	Binningup	
Clackline	Dwellingup	
Coondle	Harvey	
Julimar	Lake Clifton	
Morangup	Myalup	
Northam	Pinjarra	
Toodyay	Preston Beach	
Wundowie	Waroona	
York	Yamba	
	Yarloop	
	Yunderup	

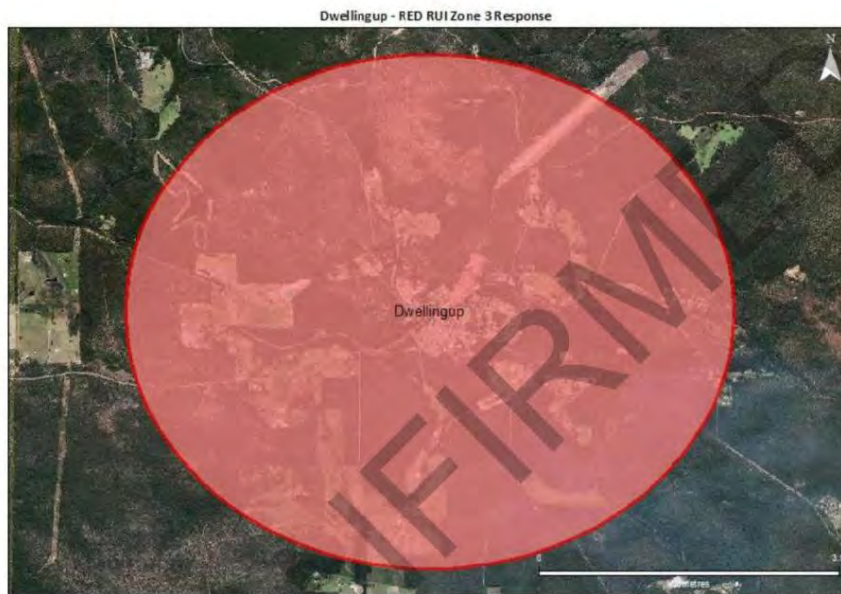


## Binningup - Yellow

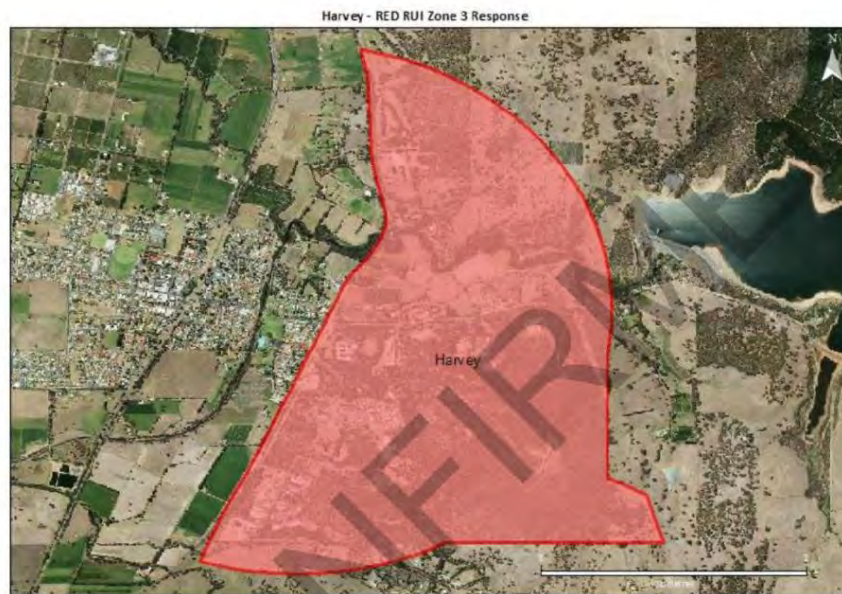


UNCONFIDENTIAL

## Dwellingup - Red



## Harvey - Red





## Lake Clifton - RUI

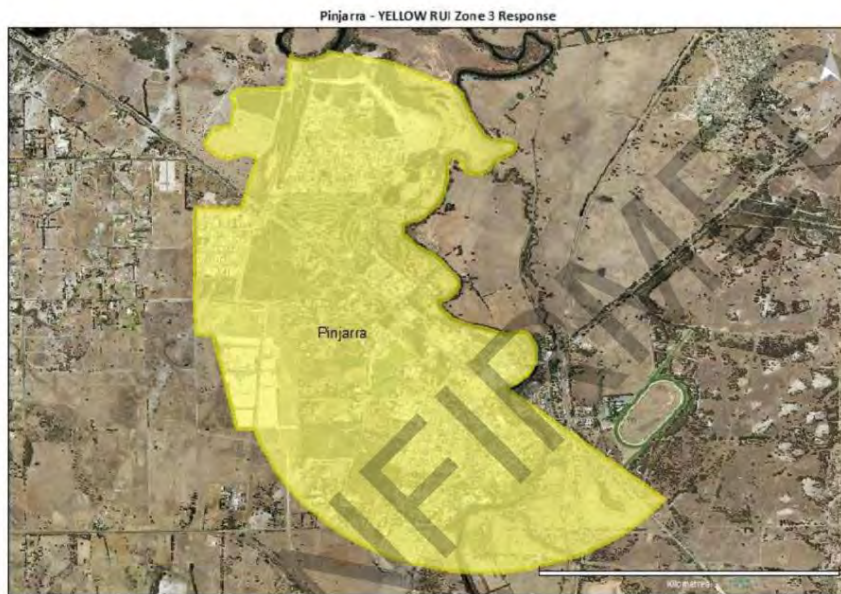


## Myalup - Yellow



UNCONFIDENTIAL

## Pinjarra - Yellow



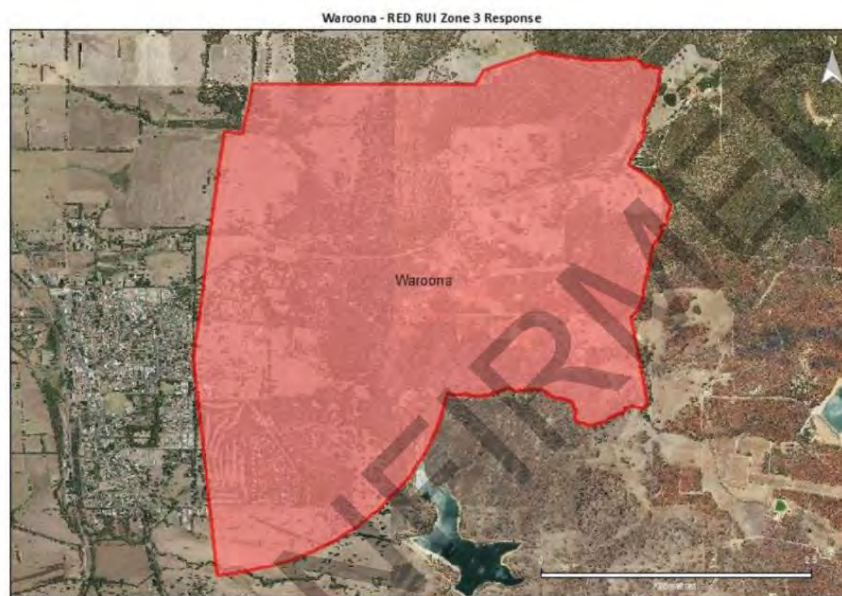
UNCONFIDENTIAL



## Preston Beach - Yellow

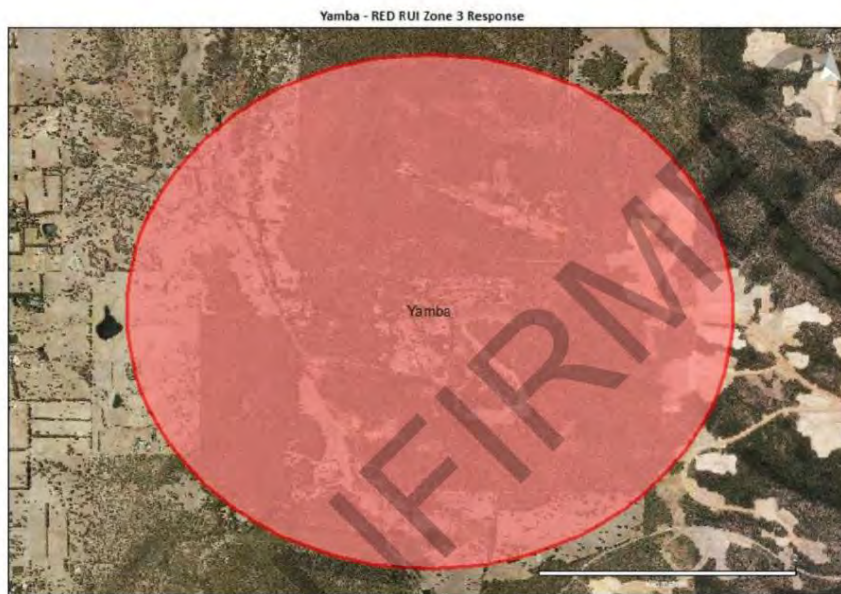


## Waroonoa - Red



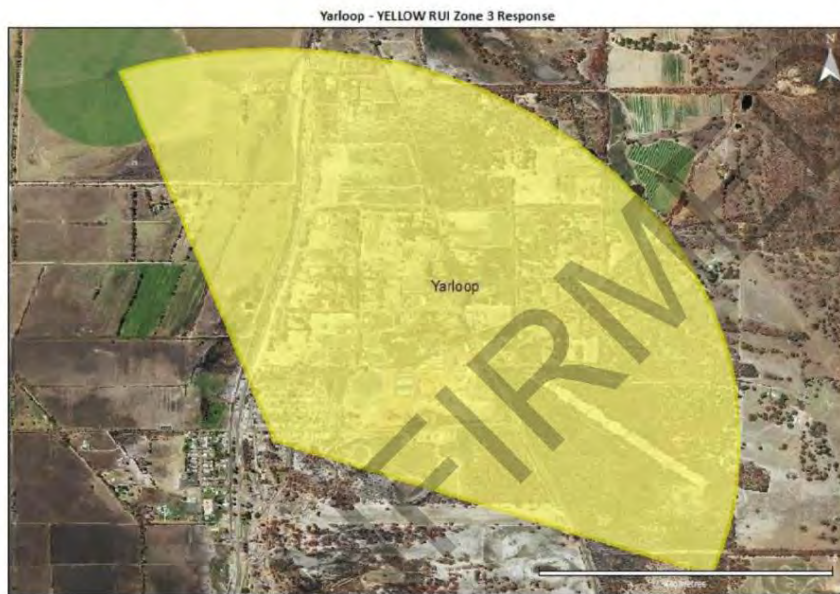
UNCONFIRMED

## Yamba - Red

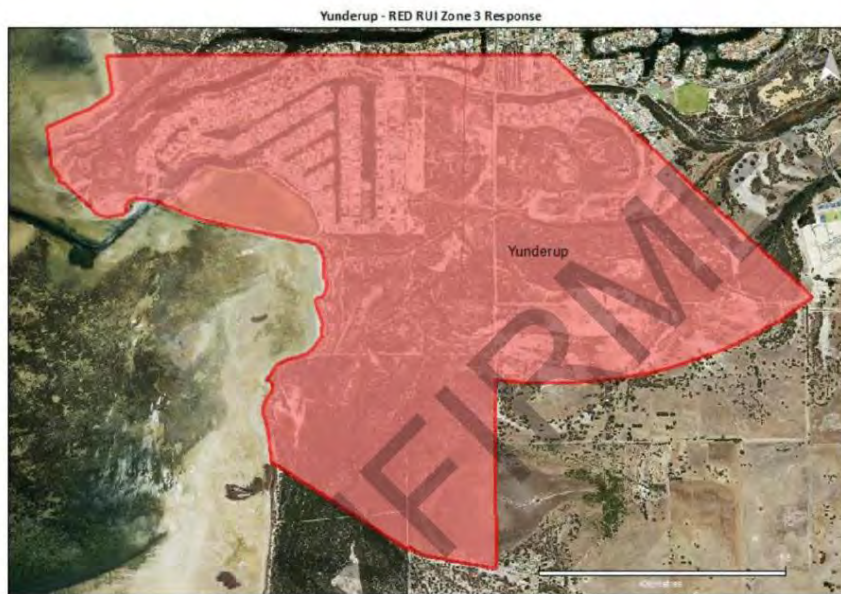




## Yarloop - Yellow



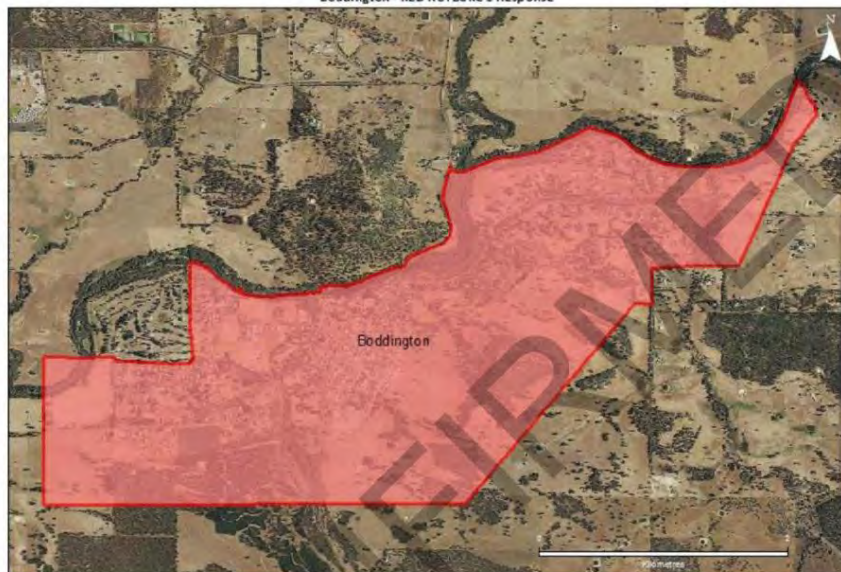
## Yunderup - Red



UNCONFIDENTIAL

## Boddington - Red

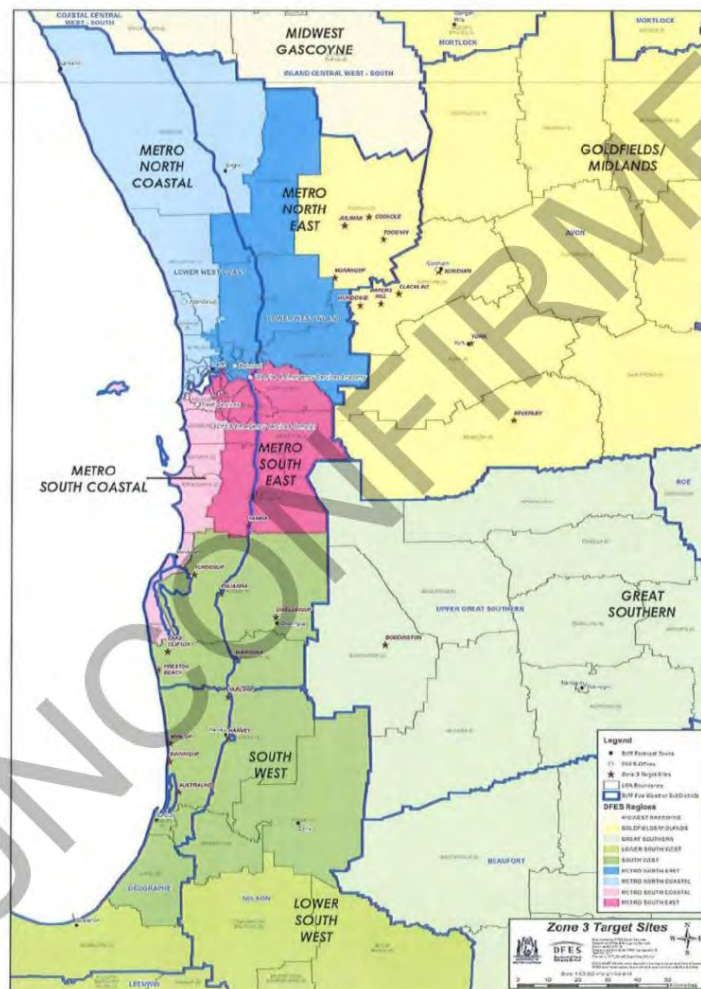
Boddington - RED RUI Zone 3 Response





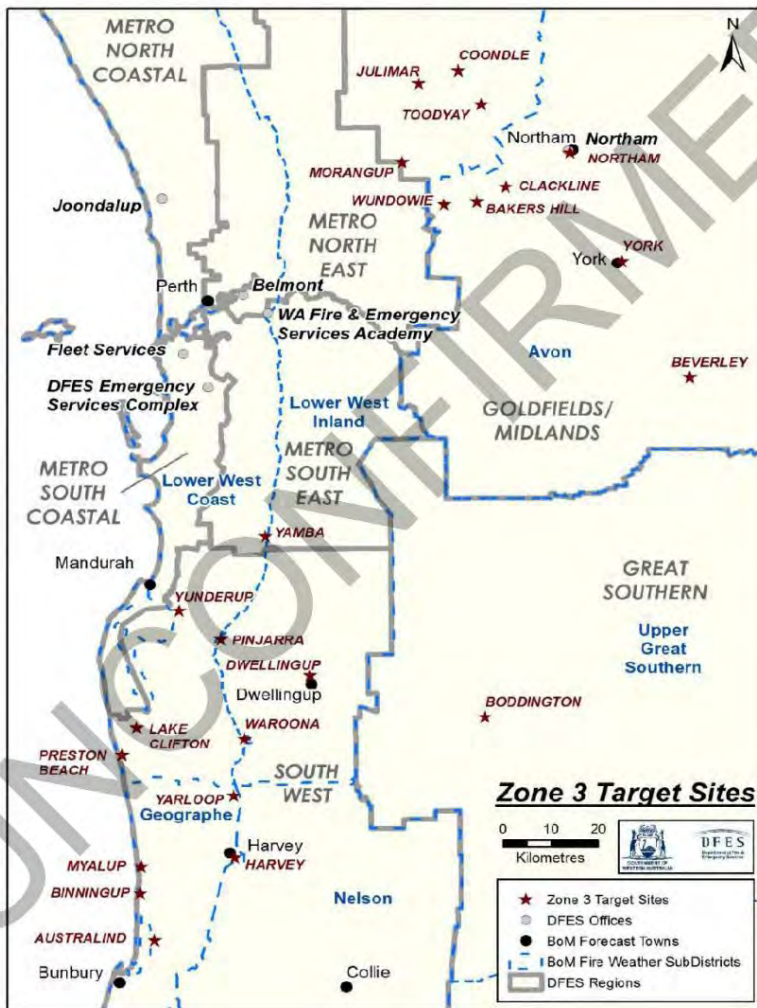
## Other Maps

### Target Sight Map - Zone 3 Mobilising



**Other Maps**

**Bureau of Meteorology Map - Zone 3 Mobilising**



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#### 5.4 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

The Chief Bushfire Control Officer Report will be provided at the meeting.

#### ATTACHMENTS

Nil.

#### BACKGROUND / DETAILS

Items likely to be discussed include;

- Fires since previous meeting;
- Summary/debrief of fire season;
- Operational items; and
- Safety Circulars.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective: Provide services and processes to enhance public safety.

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

Action: Support local bushfire brigades in bushfire management.

##### Financial / Resource Implications

Nil.

##### Legislative Compliance

Nil.

##### Policy Implications

Nil.



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**Stake Holder Engagement / Consultation**

Nil.

**Risk Implications**

Nil.

**OFFICER'S COMMENT**

1. Since the previous BFAC meeting there has been a total of 35 fires. We have seen a very wet fire season and as a result there have been reduced number of fires. The biggest incident was in the Avon River alongside of Great Eastern Hwy with the second incident being Mt Ommanney. With all of the incidents occurring this season I am impressed to see that brigade issues can be put behind them so the job can be completed.
2. It has come to the DCBFCO and Shire's attention that on receiving an SMS call out, not all brigades and units are calling into COMCEN (61P). There is a Radio Procedure that has been circulated for some time which is quite easy to follow. If the brigade or unit does not contact COMCEN either myself, the DCBFCO or the CESM get a phone call from COMCEN seeking information on the units whereabouts. Brigades are reminded to contact COMCEN when they leave the station on route to the incident, when they arrive, when they depart the scene and when they arrive back at the station.
3. Positive feedback has been received from Toodyay Shire and Air Intelligence regarding some of the incidents they have attended this season with crews from the Shire of Northam. Points to note were how well incidents were ran, teamwork between crews, leadership and how well mop-up were conducted. Volunteers should be proud that their professionalism is being noted by other agencies and to keep up the good work.
4. Fire Control Officer's being nominated for the 2017/18 season will only be accepted if they have the full training qualifications as endorsed by the Shire of Northam Council on 15 July 2015.

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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.154**

**Moved: Greg Montgomery**  
**Seconded: David Russell**

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

**CARRIED 8/0**

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

**6.1 Grass Valley - Fire Control Officer Training Requirements**

**BACKGROUND**

The following motion has been put forward by the Grass Valley Bushfire Brigade, refer to Attachment 1.

**PROPOSED MOTION**

**That Council modify the Fire Control Officer (FCO) training requirements as follows:**

- i. FCO courses to be determined by DFES; and**
- ii. The prerequisite training courses that are required by DFES for fire control officers.**

**COMMITTEE DECISION**

**Minute No: BFAC.155**

**Moved: David Russell**

**Seconded: Aaron Smith**

**That Council:**

- 1. Seek clarification from DFES in regards to how prerequisite's work/apply to their minimum FCO training requirements;**
- 2. 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; and**
- 3. Seek clarification from DFES in regards to how they view brigade members who have previously completed the FCO course.**

**CARRIED 8/0**

**OFFICER COMMENT**

The current motion as provided by the Brigade is not clear in its intention. Staff are seeking clarification from the Brigade on the matter however it assumed that the intention is that the minimum requirement to be an FCO is the FCO course only.



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This matter was considered at the BFAC meeting held on 25 October 2016 with the recommendations from the meeting being considered by Council at its Special Council meeting held on 2 November 2016.

The resolution of BFAC as passed at the meeting in October is as follows –  
Minute No: BFAC.144

Moved: David Russell  
Seconded: Blair Wilding

BFAC recommends to Council that:

- Bush fire fighters who have completed the DFES FCO training course or a refresher FCO training course in the last 10 years are eligible for appointment as an FCO in the Shire of Northam provided they can also demonstrate 3 years of frontline firefighting experience in the last 5 years;
- This requirement is to apply to the FCO list as recommended to Council on 15 June 2016;
- The Chief Bush Fire Control Officer, Garry Sheperdson, is to be reinstated for the 2016/17 bush fire season;
- The Shire makes provision for the Recognition of Prior Learning (RPL) in the assessment of firefighting competencies for all fire fighters;
- This resolution supersedes all past resolutions relating to minimum training standards for FCO's; and
- BFAC is to review the minimum training standards for all fire fighters annually.

CARRIED 7/3

The recommendation of BFAC was **not endorsed** at the Council meeting on November 2<sup>nd</sup> 2016.

This motion was lost with the following reason provided for not supporting the Recommendation of the Committee:

The Council formed a view that;

- a. the role of Fire Control Officer is of high importance and that training was necessary.
- b. the training requirements established by Council for Fire Control Officers were based on the recommendations to Council by the Bushfire Advisory Committee in both July 2015 and June 2016.
- c. it had not been provided with sufficient justifiable reasons to adjust the training requirements so close to the bushfire season.

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In addition Council rescinded its previous resolution from June 15<sup>th</sup>, 2016 and subsequently the position adopted by Council with respect to training requirements for FCO's (as resolved on July 15<sup>th</sup> 2015) is as follows –

**Council's adopted position is in order to qualify to the position of Bushfire Control Officer for the 2016 and future fire seasons, the following training requirements are required.**

- **Introduction to Fire Fighting**
- **Bush Fire Firefighting**
- **Structural Awareness**
- **Crew Leader/Advanced Firefighter and/or Sector Commander**
- **FCO course or a refresher within the last 5 years**

The below table is the recommended training by DFES as well as information gathered from other local authorities on the minimum training requirements;

	Number FCO	Fire Control Officer	AllIMS Awareness	Intro FF	Bushfire FF	Crew Leader	Advanced Bushfire Fighting	Machine Supervision	Structural FF	Ground Controller	Sector Commander	AllIMS 4	Incident Controller Level 1	Comments
<b>DFES Path 6</b>								opt						Path 6 is the DFES recommended training to become an FCO
<b>Northam</b>	9					or					or			
<b>Toodyay</b>	11													Are looking to add AllIMS 4
<b>York</b>	17													Level for CBFCO & DCBFCO are higher
<b>Mundaring</b>	Nil set by council. Brigade Captains are the FCO's. Training requirements are under individual brigade constitutions as brigade captain													Will be looking at setting a Shire standard of Pathway 6
<b>Cunderdin</b>	9													
<b>Harvey</b>	8													
<b>Armadale</b>	15													Rangers require less training
<b>Augusta Margaret River</b>	20													Council Recommendation that FCOs follow DFES Pathways 6 for FCO (not enforced yet)
<b>Esperance</b>	20													Looking at upgrading to Pathway 6 as a result of their recent files



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Prior to making any recommendation to Council to alter the training requirements, the BFAC needs to be very careful and clear in its deliberations. The following points need to be considered:

- In order to 'convince' Council to a change its position a strong and detailed factual argument needs to be put forward. It is considered unlikely that Council will alter its position so significantly unless there is new and compelling information provided.
- Consideration needs to be given to the risks associated with the FCO position and the subsequent exposure this provides to both individuals and the Council in the event FCO's are not considered to be adequately qualified to undertake the role. Keeping in mind the above training requirements are put forward by the Department Fire & Emergency Services as a recommended standard of training.

Discussion

- The CEO advised the Committee that they needed to consider the implications of resolving in accordance with the proposed motion being put forward, in that the DFES requirements are slightly different to the current Council requirements (and potentially more onerous) and this may cause those members that have endeavoured to complete the current training requirements to be disenfranchised with any change.
- The CESM confirmed that changing the training requirements will not make completing the training any 'easier' as five courses are still required and in some cases the courses recommended by DFES may require prerequisite courses to be undertaken. Discussion was held around Recognised Prior Learning (RPL), the CEO advised that this is out of the Committee and Council's control and is up to the training authority to assess this.
- It was raised that the courses are not held at suitable times and many Fire Control Officers are unavailable at the scheduled times. The CESM advised that if there is enough interest for a particular course DFES will endeavour to hold this, even if it is after hours (e.g. if members from Brigade's arrange a suitable time and approach DFES).
- The CEO reminded the Committee that Council's position on training requirements has simply been the endorsed position of this Committee, recommended to Council for the last two years in a row.
- Mr Russell further commented that while this is the case (per above point), the Committee had subsequently 'changed their mind' and recommended to Council to change these requirements at the beginning of the recent bushfire season however Council did not support this.



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- The CEO advised that whilst this was the case, it was made very clear to the Committee that such a significant 'last minute' change required strong justification, which the Council obviously did not feel was forthcoming.
- It was suggested that the Committee seek clarification from DFES and reconsider Grass Valley Brigade's motion once this has been received.

## 6.2 DFES Capital Appliances Replacement Program

### BACKGROUND

The following motion has been put forward by the Grass Valley Bushfire Brigade, refer to Attachment 1.

#### RECOMMENDATION / MOTION

Minute No: BFAC.156

Moved: Cr Ulo Rumjantsev

Seconded: Dave Russell

**That Council 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.**

**CARRIED 8/0**

### OFFICER'S COMMENT

Staff support the motion put forward by the Grass Valley Bushfire Brigade however believe that further training on the new vehicle is required.

Brigades are reminded that they are required to report damage or faults immediately to the Community Emergency Services Manager for appropriate action. Should this have occurred, this would have been identified and could have been resolved at the time of occurrence.

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**Attachment 1**

**MOTIONS FOR BFAC meeting on March 24<sup>th</sup>, 2017**

**BACKGROUND**

The Special Meeting held at the Grass Valley Fire Brigade Shed on March 9, 2017 with the Grass Valley Bushfire Brigade and Shire, clarified the procedures required by the Shire and BFAC. Many of the concerns raised by the volunteers were not addressed due to the current approaches and procedures which tend to be onerous and restrictive; simplifying and streamlining policies and procedures would benefit all. It is hoped the current problems between the brigade and shire can be resolved as soon as possible, so the volunteers can do their part towards improved community safety easily and efficiently.

It is hoped the Shire can review current procedures, communication and engagement with volunteer organisations. Should the unsettled situation continue Grass Valley Fire Brigade members will become increasingly disenfranchised and less involved, impacting on the safety of the community as a whole. This is not the intent of any of the parties. If we can fix the problem now it will be a lot better than starting again.

The following motions are to be put to the BFAC meeting on March 24, 2017.

**MOTION 1**

The Grass Valley Fire Brigade recommend to BFAC that the qualifying the guidelines for FCO's as follows:

- i. FCO courses to be determined by DFES; and
- ii. The prerequisite training courses that are required by DFES for fire control officers.

**MOTION 2**

The Grass Valley Bush Fire Brigade request the Shire of Northam write to DFES expressing our concern and disappointment at the predelivery condition of the Grass Valley 44 unit. This resulted in putting our crews at risk in four separate instances in the 2016/17 fire season.

Two of the many incidences are:

- While fighting the fire at Goomalling, the hoses blew off and had to be repaired on the fire ground under stressful positions; and
- The 4.4 unit pump worked intermittently and then stopped at the Muresk fire (note this was after only four hours of use of a new unit). The problem was identified as no oil in the pump motor.

**MOTION 3**

The Grass Valley Bushfire Brigade request clarification of who is responsible for who is responsible for the checking and maintenance of the 16 fire hydrants in the Grass Valley and Seabrook areas.



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## 7. GENERAL BUSINESS

### 7.1 Maintenance of Fire Hydrants

The Grass Valley Bushfire Brigade request clarification of who is responsible for the checking and maintenance of the 16 fire hydrants in the Grass Valley and Seabrook areas.

#### OFFICER COMMENT

All hydrants outside of the Gazetted town sites are the responsibility of the local government in accordance with the *Water Services Act 2012*. Historically the maintenance has been conducted by the relevant bushfire brigade.

DFES maintain and are responsible for the hydrants within the Gazetted town sites (Northam and Wundowie).

#### Discussion:

- The competency of the brigades was queried in relation to 'maintaining' the hydrants. The Deputy Chief Bushfire Control Officer advised that brigades are mostly required to check they are working and report any faults to the Shire. Maintenance and repairs are generally undertaken by the Water Corporation.

### 7.2 Blanket Harvest & Movement Bans – Blair Wilding

At the BFAC meeting held on 10 June 2014 and subsequent Council meeting held on 18 June 2014, the Committee and Council endorsed that harvest bans after the Australia day long weekend be imposed based upon weather readings.

Recently there was a ban imposed on the Labour Day public holiday several days prior to the public holiday and believed that this ban which was imposed did not meet the conditions set by Council.

The Chief advised that he was not aware of this decision however reviewed the forecast which was 40 degrees and believed that there was a risk of incident in West should a ban not be imposed. From the forecast the proposed ban was radioed and with two responses being received the matter was assessed and the decision made to impose that ban as it was believed to be warranted with the high heat forecast for this day.

It was noted that in future bans can be imposed 'upon weather readings'.



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### 7.3 Restricted Burning Period – Blair Wilding

#### SMS

It was queried whether an SMS can be sent to residents advising that the restricted burning period is being imposed.

The CESM advised that there are a number of methods for communicating this to residents, this includes notice placed in the newspaper in accordance with the Act, social media and also the Shire's website. It was believed that the additional cost was unnecessary given the other methods of communication. The CEO advised that staff will investigate the exact costs for sending the SMS notifications.

#### Letter to FES Commissioner

The Committee requested the CESM to follow up a response a letter sent to the FES commissioner regarding the restricted burning period, this was endorsed by Council on 2 November 2016.

#### Non-compliance with Permits

Clarification was sought around prosecuting permit holders when non-compliance occurs and who initiates the prosecution.

The CEO advised that this is initiated by Shire staff, non-compliance would be investigated and through this a determination would be made in relation to how the matter will be dealt with (e.g. an outcome from this may be prosecution, further conditions imposed on permits or permits refused in the future).

### 8. DATE OF NEXT MEETING

5.30pm, 27 June 2017.

### 9. DECLARATION OF CLOSURE

There being no further business the Chairperson, Cr Terry Little declared the meeting closed at 6:56pm.

"I certify that the Minutes of the Bushfire Advisory Committee meeting held on Tuesday, 28 March 2017 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date

## 12. OFFICER REPORTS

### 12.1 CEO'S Office

#### 12.1.1 Great Eastern Highway Upgrade Works - Bakers Hill

<b>Address:</b>	Great Eastern Highway – Bakers Hill
<b>Owner:</b>	Main Roads WA
<b>File Reference:</b>	6.3.2.7 / 166764
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

For Council to resolve to close Yates **Street**, dedicate a new road to replace Yates **Street** and grant approval for Main Roads to access reserves associated with the proposed Highway Works

#### ATTACHMENTS

Attachment 1: Main Roads WA Land Dealings Plan.

Attachment 2: Road Scheme Plan 201310-0575-C.

#### BACKGROUND / DETAILS

In response to a range of meetings held between Main Roads WA (MRWA) staff and Shire of Northam staff, MRWA have now formally corresponded highlighting that the proposed road works on the Great Eastern Highway and a number of local roads will affect various parcels of land and tenure.

MRWA advise they are currently in the process of arranging approvals and consent from land and interest holders to access and acquire the land they require for construction works. Further to this that MRWA is planning for stages works to commence shortly following securing land approvals and confirmation of an agreed project construction strategy with the Shire (this will be subject of a later report to Council).

Road Scheme Plan 201310-0575-C as attached shows;

- Improvement works to Great Eastern Highway which will require acquisition of sections of private and government land held;

- Proposed closure of Shire managed Yates Street
- Additional land required for a cul-de-sac on Shire Managed Newman Street; and
- Creation of a new Shire managed road, currently shown as 'New Street' (replacing Yates)

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Sustainable and Efficient Strategic and Urban Transport, Utilities and Communications Infrastructure;

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

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

Action: Advocate for the Bakers Hill Great Eastern Highway redesign works.

### Financial / Resource Implications

There will be minimal administrative costs associated with the recommendation.

### Legislative Compliance

Land Administration Act 1997 (sections 56 & 58) (LAA).

### Policy Implications

N/A.

### Stake Holder Engagement / Consultation

There has been widespread consultation with the Bakers Hill community and Council with regards to this project, over a long period of time.

### Risk Implications

N/A.

## OFFICER'S COMMENT

In order to facilitate the proposed works along the Great Eastern Highway Bakers Hill, MRWA require a number of resolutions from Council, namely:

- In order to dedicate the new road and road widening, a council resolution is required pursuant to section 56 of the LAA
- Similarly with regards to the closure of Yates Street (redundant) a council resolution is required pursuant to section 58 of the LAA. A 35 day public advertising period is required



- Consent of the Council to excise portion of both reserves 3308 and 4166 to enable the widening of Great Eastern Highway
- Approval for MRWA to access the aforementioned reserve land prior to the excision, to assist in expediting the works

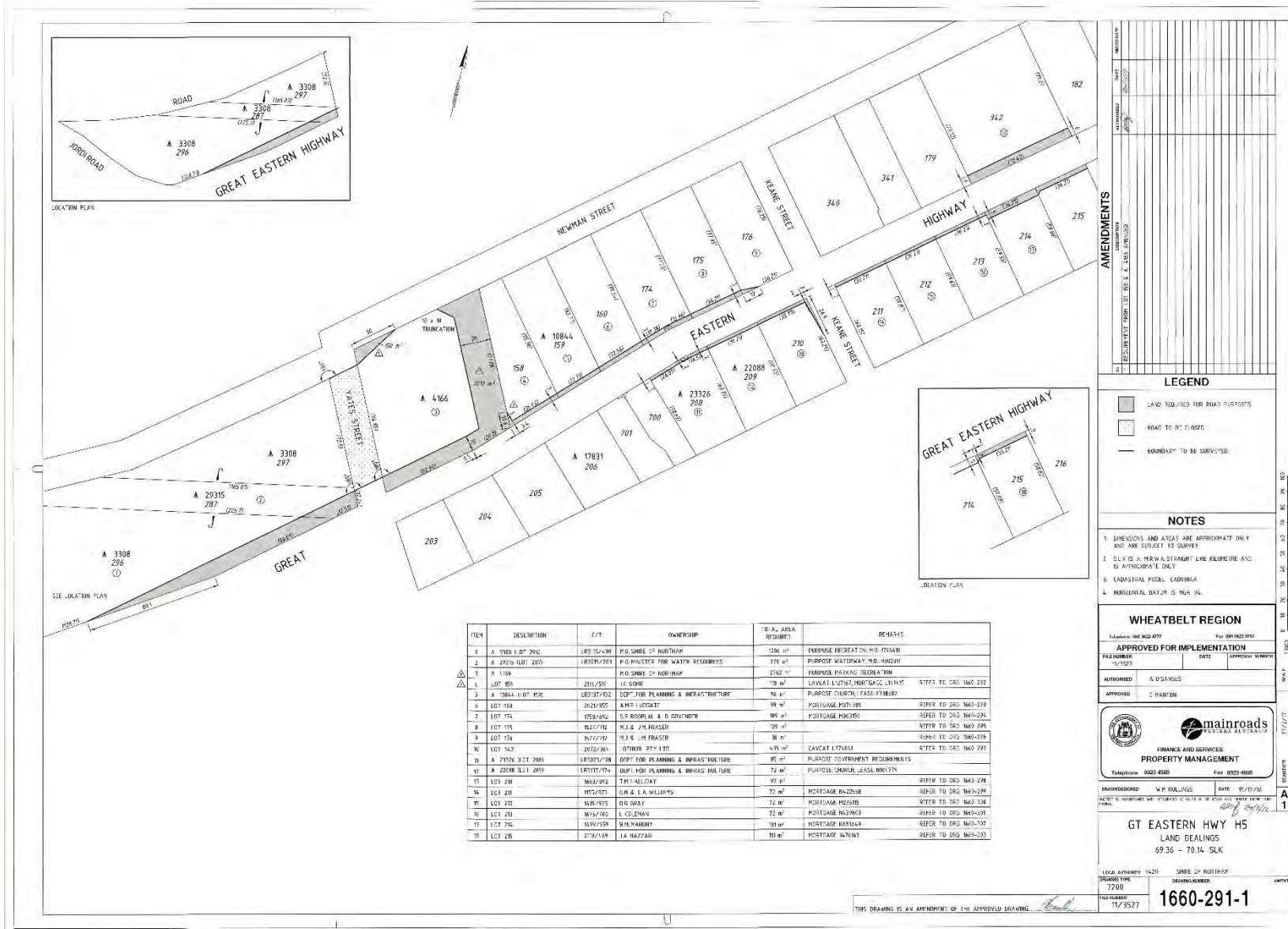
The locations of the aforementioned land is identified in the attached plan 1660-291-1.

## RECOMMENDATION

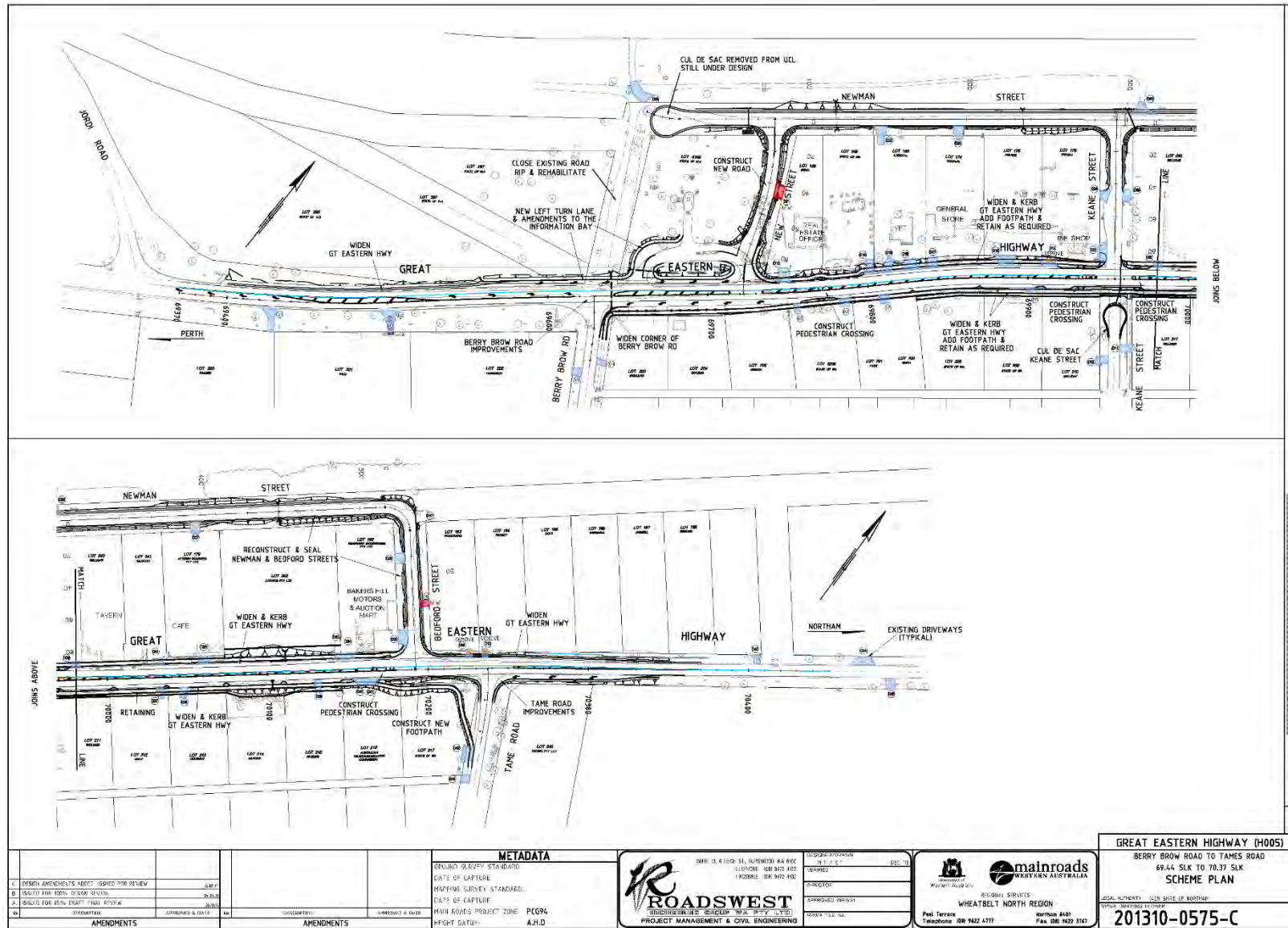
### That Council:

1. Pursuant to section 56 of the Land Administration Act 1997, resolves for the dedication of road and road widening as shown on Main Roads WA drawing number 1660-291-1, subject to Main Roads WA indemnifying the Shire of Northam & Minister for Lands against any claims that may arise as a result of the dedications relating to widening of Great Eastern Highway, in accordance with section 56(4) of the Land Administration Act 1997.
2. Pursuant to section 58 of the Land Administration Act 1997, resolves to initiate the permanent closure of Yates Street, as shown on Main Roads WA drawing number 1660-291-1, by publically advertising the Councils intention for a period of 35 Days. (Noting that the matter must come back before Council for determination/resolution, once the public submission period closes)
3. Consent to excise the land required for the widening of Great Eastern Highway from reserves 3308 and 4166 as shown on Main Roads WA drawing number 1660-291-1
4. Consent for Main Roads WA and its contractors to enter Reserve 3308 & 4166 to carry out construction works which are expected to be scheduled to commence prior to the excision from the reserves being completed
5. Request the Department of Lands to amalgamate the current (to be closed) Yates Street into reserve 4166.

### Attachment 1



Attachment 2





## 12.2 ENGINEERING SERVICES

### 12.2.1 Crossover Policy Review

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	2.3.1.2
<b>Reporting Officer:</b>	Geordas Thariyath Asset Manager
<b>Responsible Officer:</b>	Clinton Kleynhans Executive Manager Engineering Services
<b>Voting Requirement</b>	Absolute Majority

#### BRIEF

This policy provides the framework for decisions to be made under the Local Government Act 1995 for the construction, reconstruction, maintenance and removal of crossovers at residential, commercial and industrial lots. The application of this policy will enable appropriately situated and constructed vehicular access between the road and the private property.

#### ATTACHMENTS

Attachment 1: Crossover Policy.

#### BACKGROUND / DETAILS

In December 2016, Council adopted the Property Access & Crossovers Policy for individual property lot access guidelines.

As part of the on-going review of existing policies, this policy is amended with a more detailed specification and minor formatting corrections.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

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

Strategy R1.1: Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community.

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

##### Financial / Resource Implications

N/A.

**Legislative Compliance**

- Local Government Act 1995 (Schedule 9.1; Clause 7)
- Local Government Regulations (Uniform Local Provisions) Regulations 1996 - Regulations 12 to 17.

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

N/A.

**Risk Implications**

N/A.

**OFFICER'S COMMENT**

The following changes have been made as placement of layers in 75mm depths to achieve compaction is not warranted, as this can be achieved at a depth of up to 300mm.

In addition there were some minor formatting errors that needed correction.

Current Policy Number	Policy Name	Proposed alteration
<b>Engineering Services Policies</b>		
W5.2	Property Access and Crossovers	Rural Access Acceptable Material: Compacted Gravel - min150mm  Changed the wordings  "Gravel material approved by the Shire constructed in maximum 75mm layers, watered and compacted, making a total minimum consolidated thickness of not less than 150mm."  To  "Gravel material must be compacted to not less than 98% of maximum dry density, making a total minimum consolidated thickness of not less than 150mm. Gravel must be free from stones retained on a 25mm sieve, clay lumps, building rubbish and other vegetable matter".

## RECOMMENDATION

That Council adopts the following amendments to Property Access and Crossover Policy W5.2 as provided in Attachment 1:

- Minor typographical corrections; and
- Amendment to the 'Rural Access, Acceptable Material' section of the policy as follows;

*"Compacted Gravel - min150mm*

*Gravel material is expected to achieve a compaction to 98% of maximum dry density, making a total minimum consolidated thickness of not less than 150mm. Gravel must be free from stones retained on a 25mm sieve, clay lumps, building rubbish and other vegetative matter."*



## Attachment 1

### W 5.2 Crossovers

<i>Responsible Department</i>	Engineering Services
<i>Resolution Number</i>	C.2899
<i>Resolution Date</i>	21/12/2016
<i>Next Scheduled Review</i>	2017
<i>Related Shire Documents</i>	Street Tree Policy Verge Management Policy
<i>Related Legislation</i>	Local Government Act 1995

#### OBJECTIVE

- To provide design criteria that is uniform and practical;
- To provide safe access for vehicle and pedestrian traffic with minimal impact to road infrastructure assets and streetscape aesthetics;
- To ensure best practice for storm water management;
- To outline compliance requirements for subsidy eligibility.

#### SCOPE

This Policy applies to the construction of all new crossovers, and the modification to an existing crossover for the purpose of accessing a property within the Shire of Northam.

#### POLICY

##### Introduction

Approval must be sought and obtained from the Shire of Northam for crossovers prior to the commencement of any construction. The design and construction requirements outlined in this Policy have been developed in reference to the "WALGA Guidelines and Specifications for Residential Crossovers", with minor variations made to suit local conditions.

##### Crossover Subsidy

The property owner shall be eligible for a 50% subsidy (to a maximum value of \$600 for a new crossover without culvert or to a maximum of \$1300 for a new crossover with new culvert & headwall) for the construction cost of a **Standard Crossover (\*)** provided the following compliance criteria has been met:

- The crossover has been constructed in accordance with Shire of Northam requirements and has received approval prior to construction.
- Where vehicle crossover prevents stormwater flow within the table drains, a culvert including headwalls must be provided.

This payment is subject to the construction of the crossover being completed within six (6) months of the approved application, also following inspection and confirmation of compliance.

(\*) Shire defines a standard crossover as that detailed on Standard Drawing No. ES-SD-CR-003.

Crossover subsidy will not be available for gravel crossovers without a culvert.

### Number of Crossovers

One crossover per single title property is permitted with the following exceptions subject to Executive Manager Engineering Services approval;

- Properties located on street corners;
- Rural properties, such as farms,
- Group dwellings and non -residential areas where additional crossovers have been approved as part of a planning application.
- Properties which require a second access for off street parking on private property.

In these cases assessment of a second crossover request will give consideration to the following:

- A second crossover does not obstruct sight distance of the primary crossover.
- A second crossover does not have obstructed sight distance by verge vegetation, structures or road geometry;
- Footpath pedestrian users are not at any additional safety risk;
- The property is not group rated where single titles apply.

In the case where a second crossover is approved, no crossover subsidy will be provided.

Vehicle crossovers that are no longer required, or no longer connect with an internal driveway or parking area may be required to be removed at the discretion of the Executive Manager Engineering Services and at the cost of the property owner.

### Footpaths

All crossovers proposed to be built on a verge which is identified to have a footpath constructed by Council must be constructed in a material that is approved by Shire of Northam.

When the Shire constructs new footpaths that intersect existing crossovers the footpath will not be constructed through the crossover unless:

- The crossover is not built to the Shire's specification;
- The crossover will inhibit the footpath being constructed to relevant standards and guidelines;

- In the opinion of the Shire the Crossover is unsafe or does not provide a fit for purpose use.

### Street Trees

Crossovers should not be constructed closer than 1.5 metres from the base of the tree when fully mature.

Any damage caused to crossovers by street trees shall be rectified by the Shire of Northam at their own cost unless:

- The crossover has been built closer than 1.5 metres to the tree;
- The tree has been planted without permission from the Shire of Northam;
- The damage caused by the tree is not considered by The Shire of Northam to be a safety hazard, or affect the structural integrity of the crossover (where applicable).

In these cases the cost to rectify will be borne by the property owner.

### Crossover Maintenance

The property owner is responsible for the maintenance of crossovers. Any footpath that intersects the crossover will be maintained by the Shire of Northam.

### Conflict with Asset Infrastructure

Any relocation or amendment cost to Shire owned assets and underground services resulting from the construction of the proposed crossover will be borne by the property owner.

## SPECIFICATIONS

### Rural Access

Acceptable Material:

- Compacted Gravel - min 150mm  
Gravel material is expected to achieve a compaction to 98% of maximum dry density, making a total minimum consolidated thickness of not less than 150mm. Gravel must be free from stones retained on a 25mm sieve, clay lumps, building rubbish and other vegetative matter.

- Two coat bituminous seal – 14/7mm or 10/5mm

Width: 3.0 meters (minimum)  
11 meters (maximum)

Drainage: A culvert including headwalls must be provided if the vehicle crossover prevents stormwater flow within the



table drains. Reinforced concrete drainage pipes shall be Class "2" unless otherwise required by Council with a minimum diameter of 375mm. Residential culverts are the only culverts that will be considered by the Shire for HDPE pipes. Minimum cover over the pipes must be 300mm.

Taper: 2m at 45 degrees both sides from road edge (optional)

### Urban Access

Acceptable Material:

- Concrete - 150mm (Residential) 25Mpa Min Concrete Strength, Steel reinforcing may be used to reduce cracking or increase strength for crossovers that will have heavy vehicles on them.
- Concrete - 150mm reinforced (Industrial & Commercial) 25Mpa Min Concrete Strength.
- Brick Paved - Trafficable 50mm (Residential)
- Asphalt – 30mm
- Two coat bituminous seal – 14/7mm or 10/5mm

Width: 3 meters minimum, 6 meters maximum (residential)  
3 meters minimum, 10 meters maximum – (Industrial & Commercial)

Drainage: 375dia (min) Concrete reinforced pipe with (if applicable) Precast concrete headwalls.

Kerbing: Mountable kerb type (if applicable)

Taper: 2m at 45 degrees both sides from road edge (optional)

### General Conditions

- All variations to be approved by Executive Manager Engineering Services and paid in full by owner/applicant.
- Maximum dimensions of access apply.
- Crossovers are to be constructed perpendicular to the property boundary with a minimum clearance of 0.75 metres from a side boundary.
- Any alteration to the verge, path or crossover that encroaches onto the land of a neighbouring property will be carried out at the proponents cost. The applicant must notify the neighbour of the proposed works prior to applying to Council for approval. Council

- must be provided with a copy of the written agreement from the neighbour with the application for the crossover;
- Approved multiple access to be separated by a minimum of 10 metres at the roadside.
  - On corner locations, no crossover, or any portion of the crossover including splays is to be constructed closer than 6.0m from the line of the intersection of the road reserve boundary alignments.
  - Crossovers shall be located at a minimum distance to obstructions as follows:
    - Side-entry pits: 1.0m
    - Street trees: 1.5m
    - Utility boxes: 1.0m
    - Street Lights: 1.0m (as required by Western Power's Guidelines for Placement of Power Poles within Road Reserves in Built-Up Areas, 2006)
  - If crossovers must be constructed within this distance, the obstruction shall be relocated wherever possible. Where an existing tree is within 1.5 metres of a proposed crossover, advice shall be obtained from Parks and Gardens Administration on the future size of the tree and the advisability of it being retained. The written approval of the Shire is required for all street tree removals;
  - Sufficient storage length must be provided (crossover length) for a vehicle to stand clear of the carriageway. Where the entrance has a gate, the set back from the edge of the carriageway to the gate shall be a minimum of 6m to allow for this.
  - Path construction guidelines dictate a maximum crossfall of 2.5% to cater for people who have a disability (Austroads Guide to Road Design 6A, Clause 7.6). To allow the path to shed water and to avoid ponding, a crossfall of 2.0-2.5% is recommended.
  - To provide smooth transition from the road edge to the crossover and particularly to the pedestrian path in the most highly constrained situation, the kerb profile must provide 160mm vertical rise from the invert of the kerb, over a 500mm distance. Alternatively a standard mountable kerb profile shall be used.
  - Cross fall of the crossover to be such that any storm water falling onto surface will drain off sides into crossover margin which is to be directed to road table drains. No storm water is to flow from crossover directly onto the road surface.
  - Narrow lots shall be constructed with paired crossovers to minimise conflict and retain verge space for street trees, lighting, overhead power and on-street parking.
  - Where the combined width of residential crossover exceeds 6.0 metres, the two (2) crossovers shall be separated by a minimum 2.0 metres in width, unless specifically approved by the Executive Manager Engineering Services.

- Applicant is responsible for the cost of any traffic management that may be required to ensure the safety of road users, contractors and pedestrians during the construction of the crossover. Only qualified traffic management personnel shall be used and all traffic management shall be in accordance with Main Roads Western Australia's code of Practice "Traffic Management for Roadworks" and Australian Standard AS 1742.3 – 2002.

### **Specifications & Guidelines**

For further information, the Shire of Northam have developed information packages and guidance criteria which outline allowable design and construction standards for crossovers, as well as information on how to apply for the crossover subsidy.



### 12.2.2 King Creek Drainage Improvements – Stage 3

<b>Address:</b>	King Creek, Northam
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	6.1.2.28
<b>Reporting Officer:</b>	Clinton Kleynhans Executive Manager Engineering Services
<b>Responsible Officer:</b>	Clinton Kleynhans Executive Manager Engineering Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

For Council to approve the award of RFT 2 of 2017 for the King Creek Drainage Improvement – Stage 3 works.

#### ATTACHMENTS

The following attachments have been provided to Council as a separate confidential attachment:

- Attachment 1: King Creek Catchment.
- Attachment 2: Evaluation Matrix – Option 1.
- Attachment 3: Evaluation Matrix – Option 2.
- Attachment 4: Evaluation Matrix – Option 3.
- Attachment 5: Evaluation Report – Option 1.

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#### BACKGROUND / DETAILS

King Creek catchment (as depicted in Attachment 1) covers a total area of approximately 435 ha consisting of agricultural land, public open space and urban developments.

In recent years works have been completed to improve drainage through this area by means of constructing retention basins, defined swales to channel overland flows, and piped systems. These works (Stage 1 & 2) stretch from Throssell through to Wellington Street.

Stage 3 proposed works will replace the open channel drain located in Purslow Park between Wellington Street and Fitzgerald Street / Gairdner Street intersection.

The drain in its current form presents safety concerns to the community, unfavourable aesthetic appeal to the Northam town site entry and unusable public open space.

The proposed improvement works will have the open channel culvert enclosed with a box culvert system.

Request for tenders were called on the 8th March 2017 advertising in both West Australian and Avon Valley Advocate newspapers which closed on 29th March 2017.

Tenderers were invited to provide lump sum price for the following options:

- Option 1 – 2100 x 1500 Box Culvert/ base and associated civil works, Wellington Street drainage improvements & construction of car park (separable portion)
- Option 2 – 2 x 2100 x 1500 Box Culverts/ base and associated civil works, Wellington Street drainage improvements & construction of car park (separable portion)
- Option 3 – 4327 x 1524 Box Culvert / base and associated civil works, Wellington Street drainage improvements & construction of car park (separable portion)

Options 2 & 3 were also included in the tender at the request of Council to provide an indicative costing of what culvert design / construction would cost to cater for a 1:100 year event. It should be noted however, although the culvert capacity has been designed for a 1:100, should such an event occur this surrounding area is within the 1:100 year flood level. Therefore there is nothing to be gained by the construction of this sized culvert

Tender submissions have been independently assessed by:

- Executive Manager Development Services;
- Executive Manager Engineering Services, and;
- Operations Manager.

An average score of the assessment panel has been calculated which will form the basis for the final recommendation to Council.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective C3: Provide active and passive recreation facilities and services.  
Strategy C3.1: Develop, maintain and support appropriate recreation facilities throughout the Shire.

### **Financial / Resource Implications**

The Shire has available in the 2016/17 budget a funding amount of \$ 822,125 for the delivery this project.

The tender expenditure, if accepted by Council, will be allocated across the following jobs;

- Job # 2054 CLGF Drainage King Creek
- Job # 2094 Drainage 2012/13 CLGF
- Job # 4314 Infrastructure – Drainage

### **Legislative Compliance**

- Local Government Act 1995 (Schedule 9.1; Clause 7)
- Local Government Regulations (Uniform Local Provisions) Regulations 1996 - Regulations 12 to 17.

### **Policy Implications**

Nil.

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

Request for tenders were advertised on the 8<sup>th</sup> March 2017 in both the West Australian and Avon Valley Advocate Newspapers. A number of local contractors were also directly invited to tender.

### **Risk Implications**

As with all contracts there are financial risks. Specifically these risks relate to provision sums which have included in the tender as well as any unforeseen costs which were not identified in the design or tender documents.

Mitigation of these risks has been incorporated into the Shire of Northam project management process, which requires any contract variations to be signed off by the appropriate Executive Manager and/or Chief Executive Officer (depending on quantum). Amounts which have the potential to exceed budget parameters will be reported to Council.

### **OFFICER'S COMMENT**

At the request of Council staff has there were seven (7) submissions received for the advertised project which included the following tenderers:

1. West Coast Profiling;
2. Dowsing;
3. Jaxon;
4. Comiskey's;
5. Australian Civil;
6. Civils WA, and'
7. Neo Infrastructure.



These submissions were assessed against the following pre-determined criteria's:

Compliance Criteria:

- Compliance with the conditions in the request;
- Compliance with Specification;
- Financial capacity to perform the works;
- Intent to Sub-Contract;
- Declare any conflict of interest;
- Quality assurance;
- Occupational Health and Safety requirements;
- Insurance coverage;
- Public Consultation.

Qualitative Criteria (Scored):

- |                              |     |
|------------------------------|-----|
| • Pricing                    | 50% |
| • Relevant Experience        | 25% |
| • Timeliness of Delivery     | 15% |
| • Safety and Risk Management | 10% |

The assessment determined ranking of tenders to be as follows (in order of preference) for the three options:

- 1<sup>st</sup> Comiskey's
- 2<sup>nd</sup> West Coast Profilers
- 3<sup>rd</sup> Civils WA
- 4<sup>th</sup> Neo Infrastructure
- 5<sup>th</sup> Australian Civil
- 6<sup>th</sup> Dowsing
- 7<sup>th</sup> Jaxon

**RECOMMENDATION**

**That Council:**

- 1. Award Tender No.2 of 2017 to Comiskey's for the contract sum of \$693,837 exc. GST. Inclusive of a \$75,000 provisional sum;**
- 2. Authorise the Chief Executive Officer to approve contract variations within the budget parameters for the completion of King Creek Drainage Stage 3 project.**

### 12.2.3 RFT 6 of 2017 Carlin Valley Drainage Improvements

<b>Address:</b>	Carlin Valley, Bakers Hill
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	8.2.9.1
<b>Reporting Officer:</b>	Tracey Pearce Operations Manager
<b>Responsible Officer:</b>	Executive Manager Engineering Services Clinton Kleynhans
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

For Council to endorse the recommendation by staff for the award of the Carlin Valley subdivision drainage improvement works.

#### ATTACHMENTS

The following attachments have been provided to Council as a separate confidential attachment:

- Attachment 1: Evaluation Matrix.
- Attachment 2: Evaluation Report.
- Attachment 3: Locality Map Drawing.
- Attachment 4: Risk Assessment.
- Attachment 5: Price Comparison.

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#### BACKGROUND / DETAILS

In recent years Carlin Valley has been the subject of significant drainage issues as a result of inadequate design of roadside drainage profiles, stormwater flow paths and road / crossover culvert sizing. This has contributed to significant deterioration of council owned assets and storm damage to private property.

Several storm events in 2016 highlighted these drainage deficiencies with the most severe event in January 2016 causing isolated flash flooding and extensive damage to road shoulders and drainage infrastructure.

This storm was later declared as a 1:100 year occurrence deeming it to be an "abnormal event" which under the WANDRRA (Western Australia Natural Disaster Relief and Recovery Arrangements) guidelines is claimable for funding.

Upon determining the extent of the damage within the subdivision, an independent hydrological specialist was engaged for the purpose of assessing the current drainage network and recommending improvements required to improve functionality.

A summary of the recommendations is identified on the attached locality Map (Attachment 3)

These works were packages and request for tenders were called on the 28th October 2016 advertising in both West Australian and Avon Valley Advocate newspapers which closed on 17th November 2016.

Now that WANDRRA funding has been approved and negotiation with key land owners has been resolved, work can be awarded.

## **CONSIDERATIONS**

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

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

Strategy R1.1: Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community.

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

### **Financial / Resource Implications**

Works to be awarded have been separated into two (2) categories, reinstatement works and improvement works.

WANDDRA will only fund reinstatement works, not improvement works. The improvement works will be funded by existing drainage budgets which is essential in protecting the reinstated works to prevent deterioration from any possible future storm events. Due to limited budgets the remaining improvement works will need to be scheduled in future years.

The following budgets will be utilised for these works:

#### Reinstatement Works:

WANDDRA - \$245,350 approved funding.

Allocating \$113,552 to this project, and reassigning an approximate surplus of \$131,798 to RFT 7 of 2016 Koojedda Hills Drainage Reinstatement Works (Subject of another report)



Improvement Works:

Job # 3450 Rural Stormwater Drainage	\$91,780
Job # 1271 Culvert Renewal	<u>\$50,000</u>
	\$141,780

Allocating \$116,055 to this project and reassigning an approximate surplus of \$25,725 to RFT 7 of 2016 Koojeda Hills Drainage Improvement Works (Subject of another report)

**Legislative Compliance**

N/A.

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Extensive consultation has been occurring with residents in the form of community workshops, face to face meetings and letter notifications keeping residence informed of pending works. In addition a number of local contractors were also directly advised of the advertised Tenders.

**Risk Implications**

N/A.

**OFFICER'S COMMENT**

In response to the advertised tender seven (7) submissions were received for which included the following tenderers:

1. Ringa Civil;
2. GDR Civil (Local);
3. Coalcliff Plant Hire;
4. Australian Civils;
5. Building Civil and Landscape;
6. West Coast Profiling, and
7. Curnow Group.

These submissions were assessed against the following pre-determined criteria's:

Compliance Criteria:

- Compliance with the conditions in the request;
- Compliance with Specification;
- Financial capacity to perform the works;
- Intent to Sub-Contract;
- Declare any conflict of interest;
- Quality assurance;

- Occupational Health and Safety requirements;
- Insurance coverage;
- Public Consultation.

Qualitative Criteria (Scored):

- |                              |     |
|------------------------------|-----|
| • Pricing                    | 50% |
| • Relevant Experience        | 25% |
| • Timeliness of Delivery     | 15% |
| • Safety and Risk Management | 10% |

The assessment determined ranking of tenders to be as follows (in order of preference):

- 1<sup>st</sup> West Coast Profiling
- 2<sup>nd</sup> Coalcliff Plant Hire
- 3<sup>rd</sup> Curnow Group
- 4<sup>th</sup> Ringa Civil
- 5<sup>th</sup> GDR Civil
- 6<sup>th</sup> Australian Civils
- 7<sup>th</sup> Building Civil and Landscape

Further assessment determined the following to be the preferred shortlist of Tenderers:

- GDR Civil
- Curnow Group
- West Coast Profiling
- Coalcliff Plant Hire

Following further clarification on scoped works and construction methodology West Coast Profilers were identified as being the preferred Tender to complete the project.

Works recommended to be awarded include:

- Reinstatement Works - Sections 1 to 6 estimated value of \$113,552 exc. GST
- Improvement Works – Section 5 (Priority Works) estimated value of \$116,055 exc. GST.

Total value of works = \$229,607 ex GST.

## RECOMMENDATION

### That Council:

1. Award Tender 6 of 2017 to West Coast Profiling for the following contract works;
  - Reinstatement Works - Sections 1 to 6 contract value of \$113,522 exc. GST, utilising available approved WANDDRA Funding of \$245,350 and;
  - Improvement works – Section 5 only contract value of \$116,056 exc. GST, utilising available budgets:
    - Job # 3450 Rural Stormwater Drainage; and
    - Job # 1271 Culvert Renewal
2. Authorise the Chief Executive Officer to approve contract variations within the budget parameters for the completion of the works.



#### 12.2.4 RFT 7 of 2016 Koojedda Hills Drainage Improvements

<b>Address:</b>	Koojedda Hills, Bakers Hill
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	8.2.9.1
<b>Reporting Officer:</b>	Operations Manager Tracey Pearce
<b>Responsible Officer:</b>	Executive Manager Engineering Services Clinton Kleynhans
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

For Council to endorse the recommendation by staff for the award of the Koojedda Hills drainage improvement works.

#### ATTACHMENTS

The following attachments have been provided to Council as a separate confidential attachment:

- Attachment 1: Evaluation Matrix.
- Attachment 2: Evaluation Report.
- Attachment 3: Locality Map Drawing.
- Attachment 4: Risk Assessment.
- Attachment 5: Price Comparison.

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#### BACKGROUND / DETAILS

In recent years Koojedda Hills Subdivision has been the subject of significant drainage issues as a result of inadequate design of roadside drainage profiles, stormwater flow paths and road / crossover culvert sizing. This has contributed to significant deterioration of council owned assets and storm damage to private property.

Several storm events in 2016 highlighted these drainage deficiencies with the most severe event in January 2016 causing isolated flash flooding and extensive damage to road shoulders and drainage infrastructure.

This storm was later declared as a 1:100 year occurrence deeming it to be an “abnormal event” which under the WANDRRA (Western Australia Natural Disaster Relief and Recovery Arrangements) guidelines is claimable for funding.

Upon determining the extent of the damage within the subdivision, an independent hydrological specialist was engaged for the purpose of assessing the current drainage network and recommending improvements required to improve functionality.

A summary of the recommendations is identified on the attached locality Map (Attachment 3)

These works were packages and request for tenders were called on the 28th October 2016 advertising in both West Australian and Avon Valley Advocate newspapers which closed on 17th November 2016.

Now that WANDRRA funding has been approved and negotiation with key land owners has been resolved, work can be awarded.

## **CONSIDERATIONS**

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

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

Strategy R1.1: Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community.

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

### **Financial / Resource Implications**

Works to be awarded have been separated into two (2) categories, reinstatement works and improvement works.

WANDRRA will only fund reinstatement works, not improvement works. The improvement works will be funded by existing drainage budgets which is essential in protecting the reinstated works to prevent deterioration from any possible future storm events. Due to limited budgets the remaining improvement works will need to be scheduled in future years.

The following budgets will be utilised for these works:

#### Reinstatement Works:

WANDRRA - \$245,350 approved funding.

Allocating \$131,798 to this project, and reassigning an approximate surplus of \$113,552 to RFT 7 of 2016 Koojemma Hills Drainage Reinstatement Works (Subject of another report)

Improvement Works:

Job # 3450 Rural Stormwater Drainage	\$91,780
Job # 1271 Culvert Renewal	\$50,000
	\$141,780

Allocating \$25,725 to this project and reassigning an approximate surplus of \$116,055 to RFT 6 of 2017 Carlin Valley Drainage Improvement Works (Subject of another report).

**Legislative Compliance**

N/A.

**Policy Implications**

N/A.

**Stake Holder Engagement / Consultation**

Residents have been notified by letters and plans informing them of pending works, inclusive of a community meeting to discuss the Carlin Valley drainage, small groups of residents have elected to have works explained. In addition a number of local contractors were also directly advised of the advertised Tenders.

**Risk Implications**

N/A.

**OFFICER'S COMMENT**

In response to the advertised tender five (5) submissions were received for which included the following tenderers:

1. Australian Civil;
2. GDR Civil (Local);
3. Building Civil and Landscape;
4. Curnow Group;
5. West Coast Profilers

These submissions were assessed against the following pre-determined criteria's:

Compliance Criteria

- Compliance with the conditions in the request;
- Compliance with Specification;
- Financial capacity to perform the works;



- Intent to Sub-Contract;
- Declare any conflict of interest;
- Quality assurance;
- Occupational Health and Safety requirements;
- Insurance coverage;
- Public Consultation.

Qualitative Criteria (Scored)

- |                              |     |
|------------------------------|-----|
| • Pricing                    | 50% |
| • Relevant Experience        | 25% |
| • Timeliness of Delivery     | 15% |
| • Safety and Risk Management | 10% |

The assessment determined ranking of tenders to be as follows (in order of preference)

- |                 |                              |
|-----------------|------------------------------|
| 1 <sup>st</sup> | West Coast Profiling         |
| 2 <sup>nd</sup> | Australian Civil             |
| 3 <sup>rd</sup> | Building Civil and Landscape |
| 4 <sup>th</sup> | Curnow Group                 |
| 5 <sup>th</sup> | GDR Civil                    |

Further assessment determined the following to be the preferred shortlist of Tenderers:

- Australian Civil
- GDR
- Curnow Group
- West Coast Profiling

Following further clarification on scoped works and construction methodology West Coast Profilers were identified as being the preferred Tender to complete the project.

Works recommended to be awarded include:

- Reinstatement Works - Sections 1 to 4 estimated value of \$99,310 exc. GST
- Improvement Works – Section 4 (Greengage Place Priority Works) estimated value of \$29,544 exc. GST

Total value of works = \$128,854 ex GST.

## RECOMMENDATION

### That Council:

1. Award Tender 7 of 2016 to West Coast Profiling for the following contract works:
  - Reinstatement Works - Sections 1 to 4 contract value of \$99,310 exc. GST, utilising available approved WANDDRA Funding of \$245,350; and
  - Improvement works – Section 4 Greengage Place only contract value of \$29,544 exc. GST, utilising available budgets:
    - Job # 3450 Rural Stormwater Drainage; and
    - Job # 1271 Culvert Renewal.
2. Authorise the Chief Executive Officer to approve contract variations within the budget parameters for the completion of the works.

## 12.2.5 Playground Public Open Space Improvements

<b>Address:</b>	Assorted Shire Parks
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	1.3.6.7
<b>Reporting Officer:</b>	Clinton Kleynhans Executive Manager Engineering Services
<b>Responsible Officer:</b>	Clinton Kleynhans Executive Manager Engineering Services
<b>Voting Requirement</b>	Absolute Majority

### BRIEF

This purpose of this report is to provide Council with feedback as to where staff believe the best value for money can be achieved with expending Playground and POS improvement funding.

### ATTACHMENTS

Attachment 1: Established parks with non-shaded play equipment.

### BACKGROUND / DETAILS

In recent months there has been informal discussions between staff and Council regarding where would be the most appropriate focus for playground and POS improvement funding expenditure.

Suggestions have included:

New shade structures for established parks which currently have no form of shade, such as: (refer attachment 1).

- Bernard Park – Water playground;
- Rushton Park;
- Dr Dunlop Park;
- Friend Park;
- Northam Recreation Centre Playground;
- May Street Park.

Upgrade of exiting assets:

- Bakers Hill - Slide;
- Wundowie Park – Single Swing
- Grass Valley – BBQ and Seating

Expansion of usable play / recreation areas within existing parks:

- May Street Park



- George Nuich Park
- Wundowie Park / POS

Staff are in the process of finalising the Parks and Gardens Asset Management Plan which will be completed in the near future with a report presented to Council seeking adoption.

The data which feeds the mentioned Asset Management Plan is what has been used in developing this year's improvement program for public open spaces and playground equipment.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective C3: Provide active and passive recreation facilities and services.  
Strategy C3.1: Develop, maintain and support appropriate recreation facilities throughout the Shire.

### Financial / Resource Implications

The current adopted budget has a remaining allocation amount of approximately \$80,585 for expenditure against Playground POS Improvements.

### Legislative Compliance

- Local Government Act 1995 (Schedule 9.1; Clause 7)
- Local Government Regulations (Uniform Local Provisions) Regulations 1996 - Regulations 12 to 17.

### Policy Implications

Nil.

### Stake Holder Engagement / Consultation

N/A.

### Risk Implications

N/A.

## OFFICER'S COMMENT

When determining the current condition of park infrastructure, assets have been assessed against a 1 to 5 scoring system with 1 = Poor condition and 5 = Excellent condition.

The following assets have been identified as Poor:

Park Name	Total Area (m2)	Category	Item Description	Quantity	Condition Rating
Grass Valley Park	780	E	BBQ	1	1
Grass Valley Park	780	E	Bench seat	2	1
Purslowe Park	1545	D	Drink Fountain	1	1
Dr Dunlop Park	3986	C	Table setting	1	1
Bakers Hill	559	E	Slide	1	1
Wundowie Park	43290	A	Single swing set	1	1
Bakers Hill	559	E	Soft Fall Sand	97m <sup>3</sup>	1
Bernard Park	23486	A	Soft Fall Sand	121m <sup>3</sup>	1
Bernard Park Playgroup	787	E	Soft Fall Sand	60m <sup>3</sup>	1
Wundowie Park	43290	A	Soft Fall Sand	20m <sup>3</sup>	1
Bakers Hill	559	E	Retaining wall	70m	1
Bernard Park Playgroup	787	E	Retaining wall	70m	1
Wundowie Oval Park	1728	D	Retaining wall	70m	1

When analysing the listed assets staff are of the opinion that the majority of those which need replacement can be addressed through future maintenance and renewal budgets.

Staff are proposing that improvement (new) works should focus on a single park each year to bring that park up to a consistent standard in consideration of available space and the facilities offered within the park.

Staff are recommending that May Street Park to have works completed using this strategy. Works would include installation of shade structures over the existing play equipment, expansion of the turfing areas with irrigated landscaping. This work will link the Killara centre and develop the remaining 75% of the park which is currently unusable for recreational purposes.

The pending Parks and Gardens Asset Management Plan to be presented will identify future parks to be developed.

#### RECOMMENDATION

**That Council endorse the development of May Street Park in the 2016/17 financial year.**

### Attachment 1



Water Playground—  
Bernard Park, Minson  
Ave, Northam



Rushton Park—Rushton  
Cres Northam





Dr Dunlop Park—  
Springfield Rd Northam



Friend Place Park—  
Friend Place, Northam





Jubilee Playground—  
Recreation Center, Peel  
Tce Northam

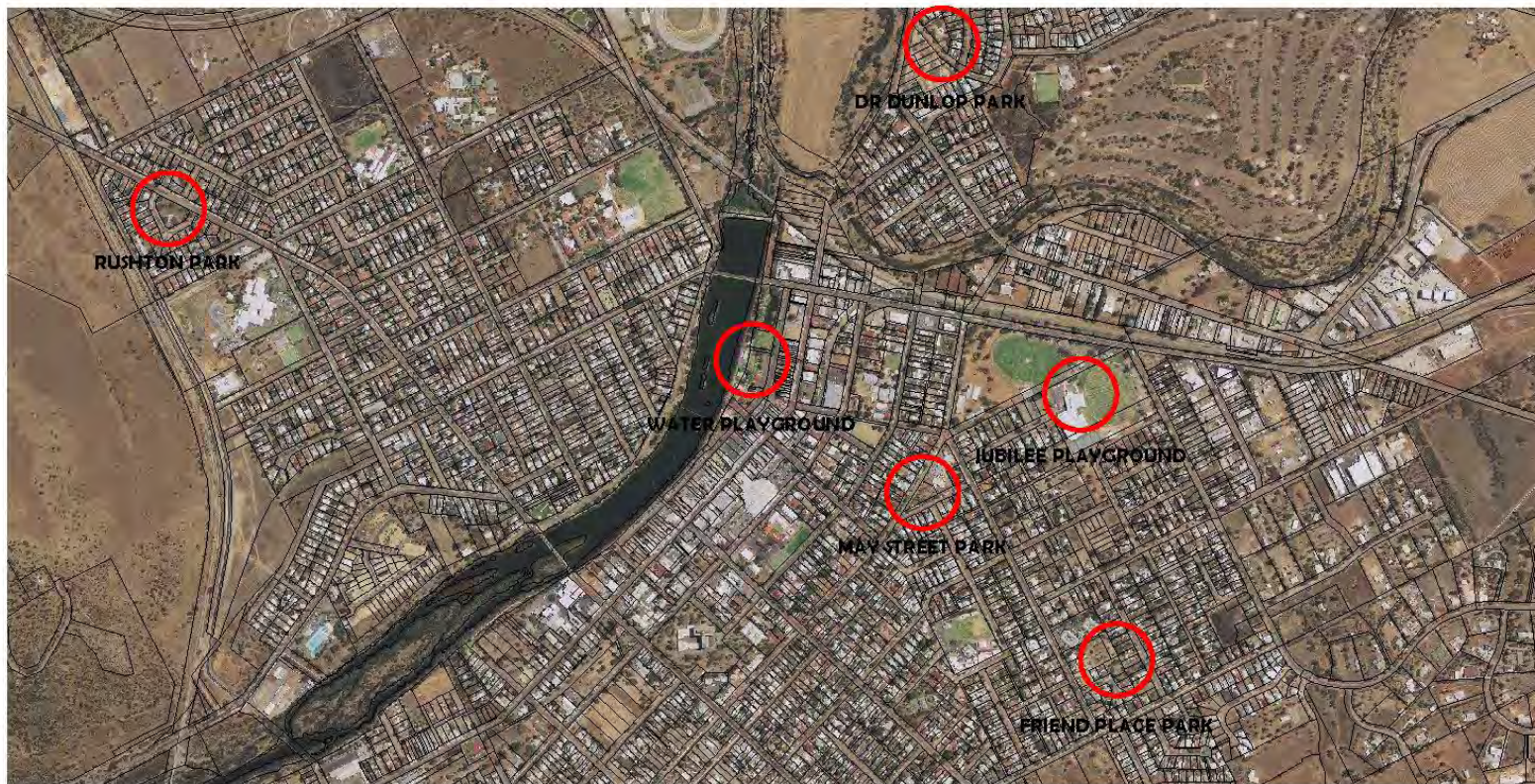




May Street Park—Cnr  
May Street and Chidlow  
Street, Northam







## 12.3 DEVELOPMENT SERVICES

### 12.3.1 Multiple Cat Application - 66 Mitchell Avenue, Northam

<b>Address:</b>	66 Mitchell Avenue, Northam
<b>Owner:</b>	Alison Ferguson
<b>File Reference:</b>	5.2.2.2/ A11594
<b>Reporting Officer:</b>	Kellee Walters Senior Ranger
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

An application to keep more than the prescribed number of cats for a property located at 66 Mitchell Avenue, Northam. Council is required to make a determination on the application in accordance with Council's Cat Local Law 2008.

#### ATTACHMENTS

Attachment 1: Location map.

#### BACKGROUND / DETAILS

In 2016 the Shire of Northam received a multiple cat application from the owner of 66 Mitchell Avenue, Northam. The applicant is seeking to keep a total of three (3) cats on a 0.0933 hectare property zoned as residential R15. Council's Local Laws requires the immediate adjoining neighbours to be advised of the application to establish if they have any objections.

The 3 cats in the application comprise of:

- Domestic short hairs (F)
- Domestic long hair (F)
- Domestic short hairs (F)

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective C1: Create an environment that provides for a caring and healthy community.

Strategy C1.1: Provide quality regulatory services.

##### Financial / Resource Implications



Nil.

### **Legislative Compliance**

#### Cat Act 2011, Division 2, Section 79, Local laws

- (1) A local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.
- (2) A local law made under this Act does not apply outside the local government's district unless it is made to apply outside the district under section 80.
- (3) Without limiting subsection (1), a local law may be made as to one or more of the following —
  - (h) limiting the number of cats that may be kept at premises, or premises of a particular type;

#### Shire of Northam – Keeping and Control of Cats Local Law 2008, Section 3.2 Cats for which permit is required

- (1) Subject to subclause (2) a person shall not keep 3 or more cats on any premises except in accordance with a valid permit;
- (2) A permit is not required under subclause (1) if the premises concerned are:-
  - (a) a refuge of the RSPCA or any other animal welfare organisation;
  - (b) an animal pound which has been approved by the local government;
  - (c) a veterinary surgery;
  - (d) a pet shop;
  - (e) an approved cattery; or
  - (f) a premises with 2 or less cats.

### **Policy Implications**

Nil.

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

Fifteen (15) notification letters were sent to surrounding properties with one response received. This was not of a negative content.

Evidence since application until the present indicates that there are no issues.

### **Risk Implications**

3.5 Factors relevant to determination of application. The below factors have been considered.

- (1) In determining an application for a permit the local government may have regard to -



- (a) the physical suitability of the premises for the proposed use;
- (b) the suitability of the zoning of the premises under any scheme which applies to the premises for the use;
- (c) the structural suitability of any enclosure in which any cat is to be kept;
- (d) the likelihood of a cat causing a nuisance, inconvenience or annoyance to the occupiers of adjoining land;
- (e) the likely effect on the amenity of the surrounding area of the proposed use;
- (f) the likely effect on the local environment, including any pollution or other environment damage which may be caused by the use;
- (g) any submissions received under subclause (2) within the time specified in subclause (2); and
- (h) such other factors which the local government may consider to be relevant in the circumstances of the particular case.

(2) The local government may require an applicant to:-

- (a) consult with adjoining landowners; and
- (b) advise the adjoining landowners that they may make submissions to the local government on the application for the permit within 14 days of receiving that advice, before determining the application for the permit.

Ranger Services, to date have not received any complaints regarding any nuisance behaviour or wandering of the cats.

On past evidence no risk implications can be identified in this instance.

### **OFFICER'S COMMENT**

There have been no breaches of legislation or local laws recorded against this owner or property regarding cats to this date.

In support of the application staff advise that

- The applicant has all 3 cats registered, sterilised and micro chipped.
- A Ranger inspected the premises and as there is no local law to confine cats the property is deemed satisfactory.
- There are no recorded breaches of the Cat Act against these cats or this property.
- The 3 cats have been at the residence without a complaint for several months, awaiting application outcome. The applicant is compliant with the Cat Act 1979 and Shire of Northam Cat Local Law.

Given the above information Council Officers support the application.

Through the review of the Delegated Authority Register which will be presented to Council in June 2017, Officers will be recommending to Council that it grant Delegated Authority to the CEO under Section 3.6 and 3.7 of the Keeping and Control of Cats Local Law to issue permits for the keeping of more than the prescribed number of cats as prescribed by the Local Law subject to no objections being received during the public consultation period.

#### **RECOMMENDATION**

**That Council approve a multiple cat permit (3 cats) for Allison Ferguson at 66 Mitchell Avenue, Northam pursuant to the following conditions;**

- (a) Each cat kept on the premises to which the permit relates shall be an identified cat;**
- (b) Each cat shall be contained on the premises unless under the control of a person;**
- (c) The premises shall be maintained in good order and in a clean and sanitary condition;**
- (d) The permit holder shall not substitute or replace any cat once that cat:-**
  - (i) Dies; or**
  - (ii) Is permanently removed from the premises,**

**Without first obtaining the consent of the local government and if that consent is obtained, the new cat shall be subject to the terms and conditions of the permit.**

- (f) This permit commences on the date of issue and is valid unless and until:-**
  - (i) it is revoked; or**
  - (ii) the permit holder ceases to reside at the premises to which the permit relates.**
- (g) Compliance with the requirements of the Cat Act 2011, Regulations and any Local Law of the Shire of Northam.**

Attachment 1



66 Mitchell Avenue,  
Northam

**Multiple Cat Application  
No.66 Mitchell Avenue, Northam**

Ref: A11594



### 12.3.2 Multiple Dog Application 12 Chuditch Road, Wundowie

<b>Address:</b>	12 Chuditch Road, Wundowie
<b>Owner:</b>	Jason & Corrine Chard
<b>File Reference:</b>	5.2.1.6/A16143
<b>Reporting Officer:</b>	Kellee Walters Ranger Coordinator
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple or Absolute Majority

#### BRIEF

An application to keep more than the prescribed number of dogs for a property located at 12 Chuditch Road, Wundowie. Council is required to make a determination on the application in accordance with Council's Dog Local Law 2008.

#### ATTACHMENTS

Attachment 1: Location map.

Attachment 2: Photos of confinement.

#### BACKGROUND / DETAILS

In 2017 the Shire of Northam received a multiple dog application from the owner of 12 Chuditch Road, Wundowie. The applicant is seeking to keep a total of three (3) dogs on a 1.0312 hectare property zoned as Rural Residential. Council's Local Laws require the immediate adjoining neighbours to be advised of the application to establish if they have any objections.

The 3 dogs in the application comprise of:

- Kelpie Cross Husky (M)
- Huntaway (M)
- Ridgeback (M)

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective C1: Create an environment that provides for a caring and healthy community.

Strategy C1.1: Provide quality regulatory services.

##### Financial / Resource Implications

Nil.

### **Legislative Compliance**

The Dog Act 1976 Part V — The keeping of dogs states the following;

26. *Limitation as to numbers*

- (1) A local government may, by a local law under this Act —
  - (a) limit the number of dogs that have reached 3 months of age that can be kept in or at premises in the local government's district; or
  - (b) limit the number of dogs of a breed specified in the local law that can be kept in or at premises in the local government's district.
- (2) A local law mentioned in subsection (1) —
  - (a) may limit the number of dogs that can be kept in or at premises to 2, 3, 4, 5 or 6 only
- (3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —
  - (a) may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and
  - (b) cannot authorise the keeping in or at those premises of —
    - (i) more than 6 dogs that have reached 3 months of age;

The Current Shire of Northam – Dogs Local Law 2008 stipulates the following;

#### 3.2 Limitation on the number of dogs

- (1) This clause does not apply to premises which have been -
  - (a) licensed under Part 4 as an approved kennel establishment; or
  - (b) granted an exemption under section 26(3) of the Act.
- (2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -
  - (a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
  - (b) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises is situated outside a townsite, if the subject property is less than 40 hectares, or 4 dogs over the age of 3 months and the young of those dogs under that age if the premises is situated outside a townsite and is greater than 40 hectares in area.

## Policy Implications

Council Policy R9. 1 Multiple Dog Policy states the following;

*An exemption under s26(3) of the Dog Act 1976 to keep more than the number of dogs prescribed in the **Shire of Northam Dog Local Law 2008** is to be in accordance with the following conditions:*

*This approval is not transferable and is specific to the person named in the approval letter.*

- 1. The approval is valid only for the nominated dogs within the application form and should any of the dogs die, be sold, go missing or be given away, it cannot be replaced prior to further Council approval.*
- 2. All dogs approved to be kept on the subject premises, must hold and maintain valid registrations and be micro-chipped.*
- 3. Any proven complaints from neighbours regarding offences against the Dog Act 1976, may result in the permit being revoked and the maximum number of dogs on the premises being reduced to two within 14 days.*
- 4. At any time following approval, authorised Council officers can inspect the subject property to check fencing, number of dogs and registration details.*
- 5. Compliance with the requirements of the Dog Act 1976, Regulations and any Local Law of the Shire of Northam.*

## Stakeholder Engagement / Consultation

Due to the property location and surrounding properties a total of 4 notification letters were sent with no responses received. There is no recorded evidence of any issues with the current property and animals on site.

## Risk Implications

The dogs are confined by solid fencing with extended strand wire to further enhance confinement. Ranger Services, to date have not received any complaints regarding any nuisance behaviour or wandering of the dogs.

On past evidence no risk implications can be identified in this instance.

## OFFICER'S COMMENT

There have been no breaches of legislation or local laws recorded against this property or these dogs to this date.

In support of the application staff advise that;

- The applicant has all four dogs registered and micro chipped.



- A Ranger inspected the premises and is satisfied that the fencing and confinement is of a high standard.
- There are no recorded breaches of the Dog Act against these dogs or this property.
- The four dogs have been at the residence without complaint for several months, awaiting application outcome. The applicant is compliant with the Dog Act 1979 and Shire of Northam Local Dog Laws.

Given the above information Council Officers support the application.

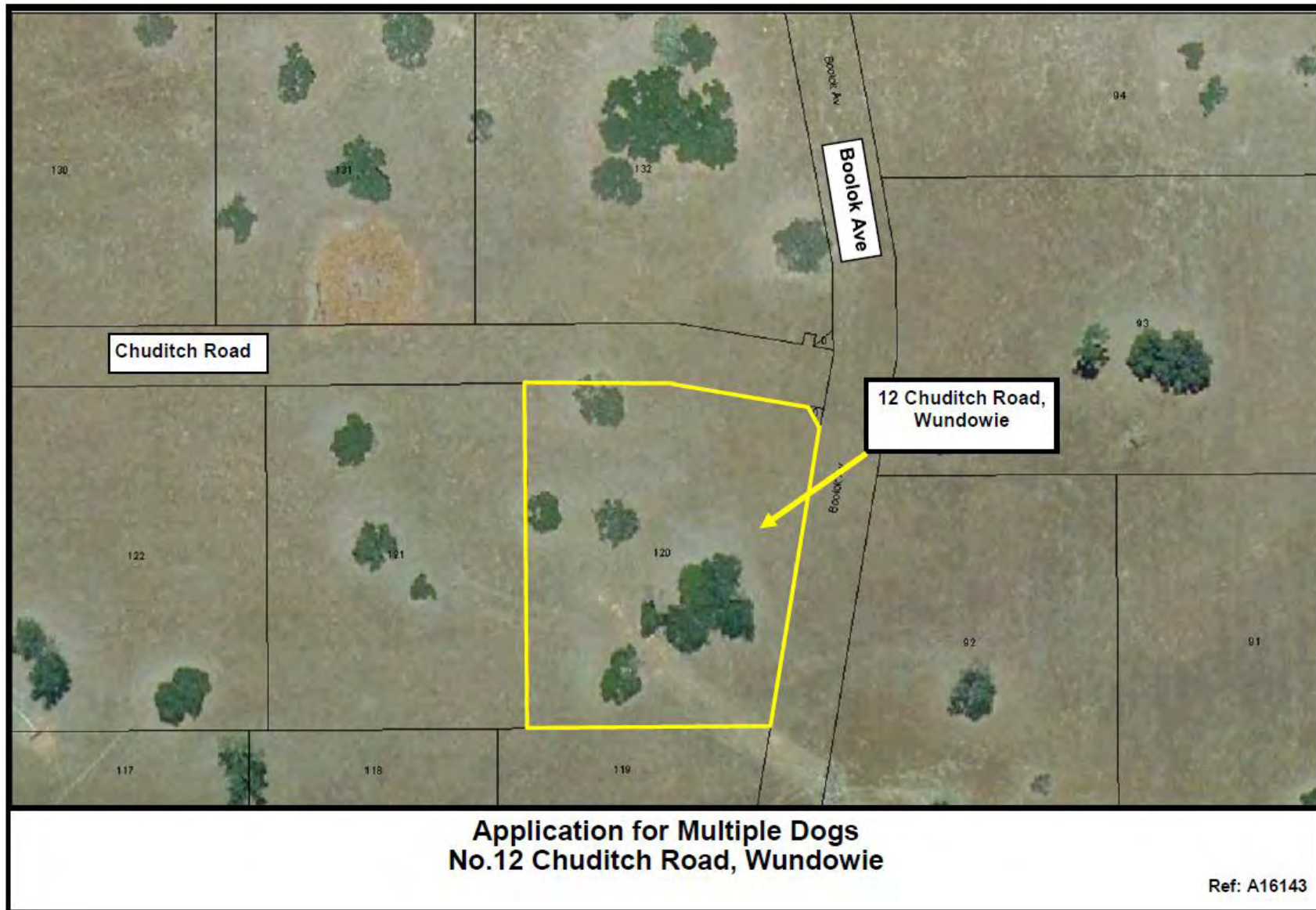
Through the review of the Delegated Authority Register which will be presented to Council in June 2017, Officers will be recommending to Council that it grant Delegated Authority to the CEO under Section 26 (3) of the Dog Act 1976, to approve applications for the keeping of more than the prescribed number of dogs on a property as described by the Shire of Northam Dog local law and Council Policy R9.1 Multiple Dog Policy providing no objections were received during the public consultation period.

#### **RECOMMENDATION**

**That Council approve a multiple dog application (3 dogs) for Jason & Corrin Chard at 12 Chuditch Road, Wundowie pursuant to the following conditions;**

- 1. This approval is not transferable and is specific to the person named in the approval letter.**
- 2. The approval is valid only for the nominated dogs within the application form and should any of the dogs die, be sold, go missing or be given away, it cannot be replaced prior to further Council approval.**
- 3. All dogs approved to be kept on the subject premises, must hold and maintain valid registrations and be micro-chipped.**
- 4. Any proven complaints from neighbours regarding offences against the Dog Act 1976, may result in the permit being revoked and the maximum number of dogs on the premises being reduced to two within 14 days.**
- 5. At any time following approval, authorised Council officers can inspect the subject property to check fencing, number of dogs and registration details.**
- 6. Compliance with the requirements of the Dog Act 1976, Regulations and any Local Law of the Shire of Northam.**

Attachment 1





Attachment 2













### 12.3.3 Tender 1 of 2017 –Wundowie Childcare Centre (Stage 1)

<b>Address:</b>	Boronia Avenue, Wundowie
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	A322/8.2.9.1
<b>Reporting Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Absolute Majority

#### BRIEF

For the Council to consider tenders received in response to the Request for Tender 1 of 2017– Wundowie Childcare Centre. This report provides details of the tenders received and a recommended tenderer.

#### ATTACHMENTS

Attachment 1: Tender Evaluation Report (provided to Council as a separate confidential attachment).

Attachment 2: Site Plans and Building Proposal.

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#### BACKGROUND / DETAILS

The Fluffy Ducklings Day Care Inc. were successful in obtaining funding to expand the building to increase the area available for the children.

The funding is provided through Royalties for Regions and Council, the Wheatbelt Development Commission and the Fluffy Duck Day Care Inc. have entered into a grant agreement for the delivery of the project. As the building is under the ownership of Council, the project is being administered through staff.

A full report on the procurement process and tender evaluation is provided at Attachment 1.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective C1: Create an environment that provides for a caring and healthy community.

Strategy C1.4: Facilitate provision of appropriate child care facilities.



Action: Investigate resource audit of child care facilities and services within Shire.

### **Financial / Resource Implications**

As indicated above funding of \$236,075 has been received to complete the project which is proposed to have a total project cost of \$258,320. Council contribution is to the project management and construction supervision (in-kind).

### **Legislative Compliance**

Section 3.57 of the Local Government Act 1995

A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services".

The Local Government (Functions & General) Regulations 1996

Prescribe the manner in which Tenders are to be called and assessed.

### **Policy Implications**

Policy F 4.2 – Purchasing and Tendering Policy.

### **Stakeholder Engagement / Consultation**

Extensive consultation has occurred between staff, Fluffy Ducks Day Care Inc. and Wheatbelt Development Commission. In addition the planning approval issued for the site involved consultation with adjoining landowners.

The Tender was advertised in the West Australian, Avon Valley Advocate and the Shires Webpage. Local contractors were advised of the tender being advertised.

### **Risk Implications**

The major risk with the project is associated with the actual construction of the building and interaction with the existing childcare facility. It is proposed that the building be manufactured "off-site" and placed on site to minimise site disturbances to the existing building.

Another risk to the project is having insufficient grant funds to complete the project. The costing indicated within the tender documents indicate that the project can be delivered within the allocated budget.

### **OFFICER'S COMMENT**

At the closure of the tender period a total of six tenders from 4 separate companies were received as follows –

- Bulidwise (Conforming)
- Buildwise (Alternate/Non-conforming Tender)

- Aussie Modular Solutions
- T & R Homes
- Fleetwood (Conforming)
- Fleetwood (Alternate/Non-conforming Tender)

The Buildwise non-conforming/alternate tender was based on a constructing the building onsite and with an alternate building product to that specified. The Fleetwood non-conforming/alternate tender was based on the construction of proposed stages one and two together.

A full report on the procurement process and outcomes is provided as a separate document.

With the tenders received the project will be able to be delivered within the parameters of the funding received.

It is therefore recommended that Council endorse the recommendations of the panel.

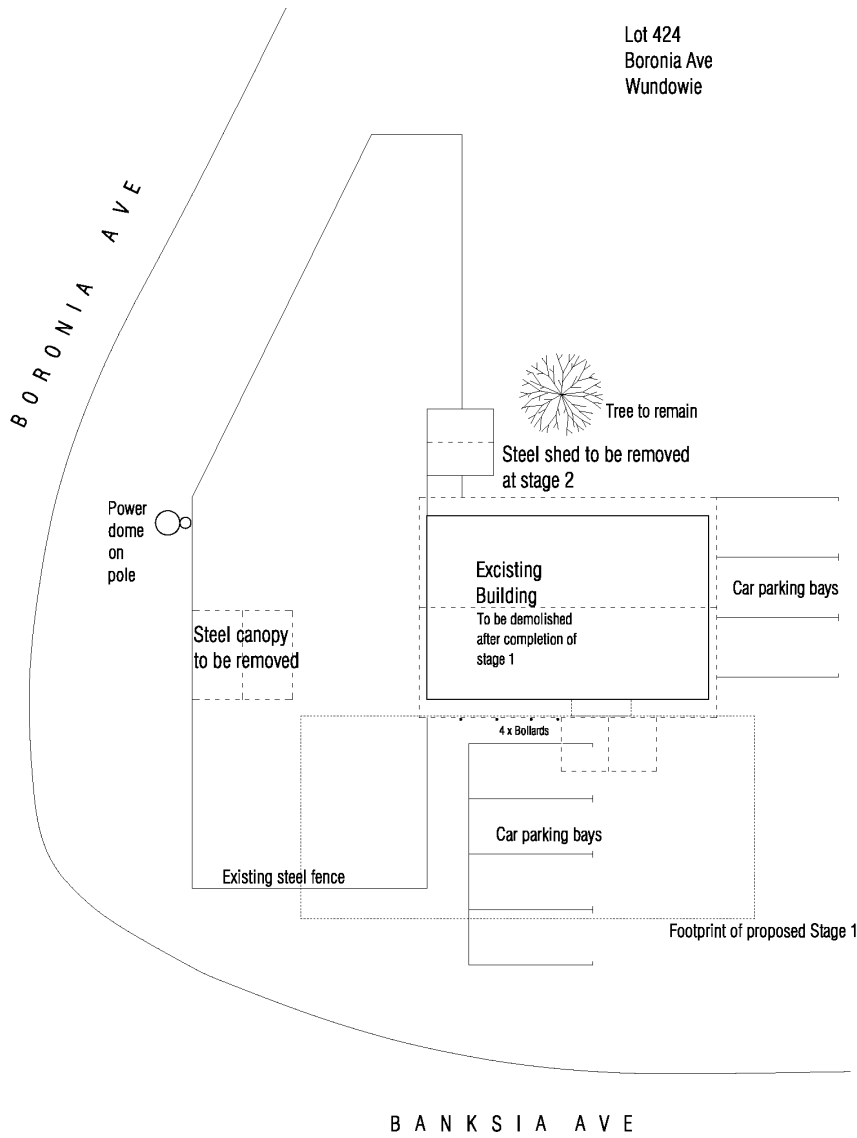
#### **RECOMMENDATION**

##### **That Council;**

- 1. Award Tender No.1 of 2017 for the construction expansion of the Wundowie Childcare Facility to Fleetwood Corporation Ltd for the sum of \$203,068 (GST exclusive); and**
- 2. Authorise the Chief Executive Officer to approve contract variations within the budget parameters for the completion of the works.**

**ABSOLUTE MAJORITY VOTE REQUIRED**

**Attachment 2**



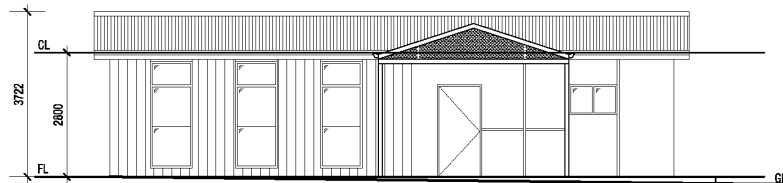
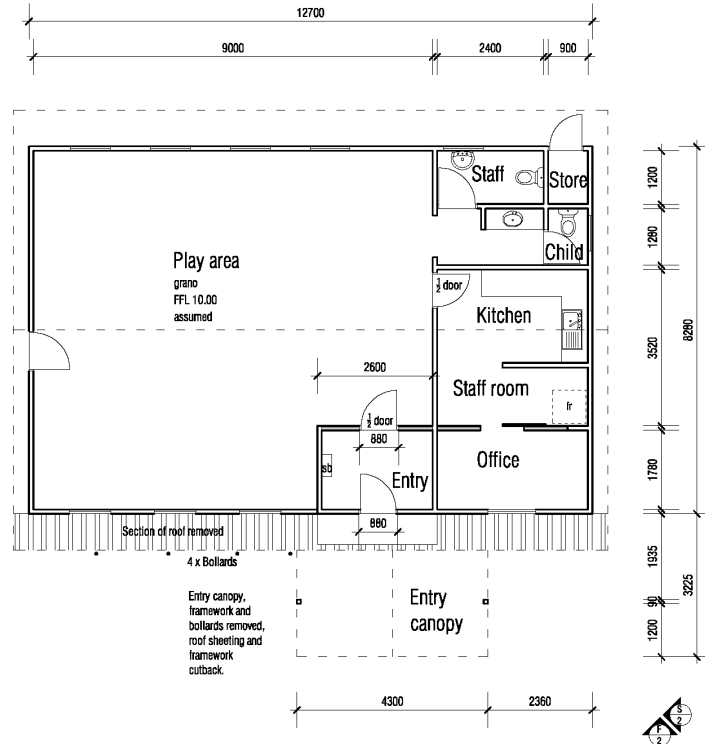
**EXISTING SITE PLAN**  
 scale 1:200

All dimensions on plan, new & existing, to be checked on site prior to commencement of work or placing of orders. Any discrepancies on drawings to be reported to the designer immediately.  
 Designer accepts no responsibility for expenses or costs incurred due to failure to comply with items above.  
 All work to comply with the BCA, relevant Australian Standards Codes, requirements of Local and Government Authorities and to normal good building practice.

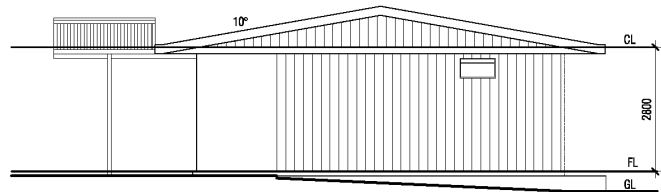
Use figured dimensions in preference to scaled dimensions.  
 All materials, fixtures, fittings and building components to conform to, & to be supplied and installed in accordance with the manufacturer's specifications & details.  
 All work to be carried out by qualified building tradesmen and under the supervision of a qualified Building Supervisor.

client	Northam Council	<b>STAGE I PLANNING SCHEMATIC</b>	<b>2</b>
site address	Fluffy Duckling Day Care Cnr Boronia & Banksia Ave Wundowie. WA	dwg No 1 of 4	<b>PLAN9DESIGN&amp;DRAFTING</b>
job No	1701	dwg size A3	<b>0439 340 785</b>
date	9/02/2017	scale 1:200	info@plan9.com.au
		drawn NS	©





Elevation F



Elevation S



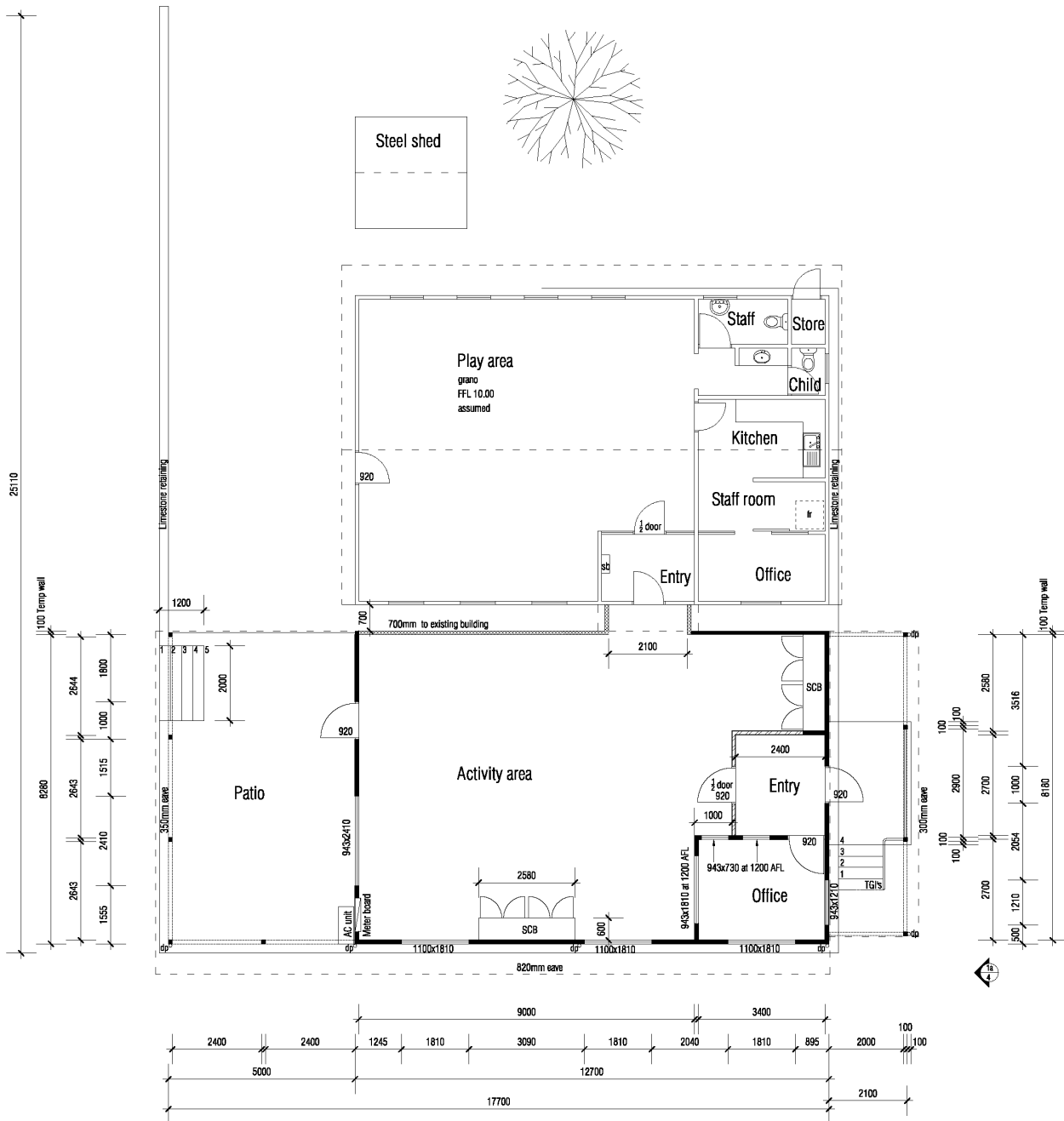
**EXISTING FLOOR PLAN /  
 FRONT and SIDE ELEVATION**

scale 1:100

All dimensions on plan, new & existing, to be checked on site prior to commencement of work or placing of orders. Any discrepancies on drawings to be reported to the designer immediately. Designer accepts no responsibility for expenses or costs incurred due to failure to comply with items above. All work to comply with the BCA, relevant Australian Standards Codes, requirements of Local and Government Authorities and to normal good building practice.

Use figured dimensions in preference to scaled dimensions. All materials, fixtures, fittings and building components to conform to, & to be supplied and installed in accordance with the manufacturer's specifications & details. All work to be carried out by qualified building tradesmen and under the supervision of a qualified Building Supervisor.

client:	Northam Council	<b>STAGE I PLANNING SCHEMATIC 2</b>	
site address:	Fluffy Duckling Day Care Cnr Boronia & Banksia Ave Wundowie, WA	dwg No 2 of 4	PLAN9DESIGN&DRAFTING
job No:	1701	dwg size A3	0439 340 785
date:	9/02/2017	scale 1:100	info@plan9.com.au ©
		drawn N S	



**PROPOSED STAGE 1 FLOOR PLAN**

scale 1:100

Note:  
 Existing structure to receive temporary modifications to accommodate stage 1 construction.

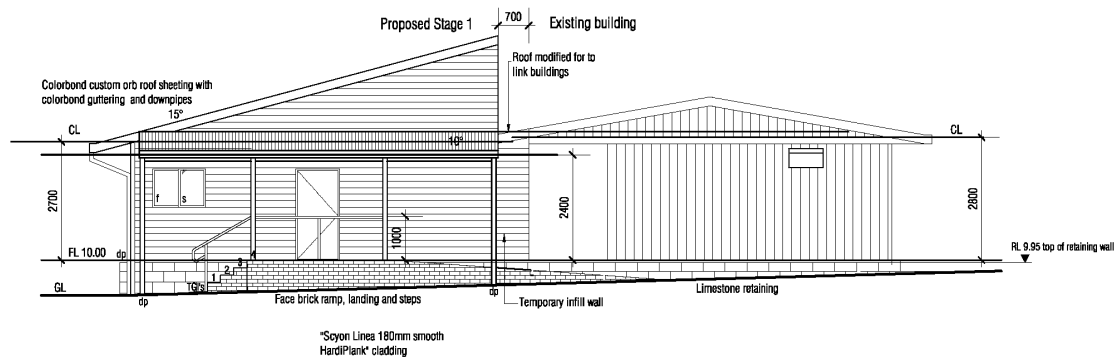
**Legend:**

- New stud frame walls
- 900mm high stud frame walls
- Temporary wall 700mm from existing building. To be removed at stage 2
- 100x100mm SHS gal steel posts
- Built in storage cupboard
- Air conditioning unit to suit application

All dimensions on plan, new & existing, to be checked on site prior to commencement of work or placing of orders. Any discrepancies on drawings to be reported to the designer immediately.  
 Designer accepts no responsibility for expenses or costs incurred due to failure to comply with items above.  
 All work to comply with the BCA, relevant Australian Standards Codes, requirements of Local and Government Authorities and to normal good building practice.

Use figured dimensions in preference to scaled dimensions.  
 All materials, fixtures, fittings and building components to conform to, & to be supplied and installed in accordance with the manufacturer's specifications & details.  
 All work to be carried out by qualified building tradesmen and under the supervision of a qualified Building Supervisor.

client	Northam Council	<b>STAGE 1 PLANNING SCHEMATIC</b>		<b>2</b>
site address	Fluffy Duckling Day Care Cnr Boronia & Banksia Ave Wundowie. WA	dwg No	3 of 4	PLAN9DESIGN&DRAFTING 0439 340 785 info@plan9.com.au
job No	1701	dwg size	A3	
date	9/02/2017	scale	1:100	©
		drawn	N S	



**ELEVATION 1a Stage 1**

scale 1:100

All dimensions on plan, new & existing, to be checked on site prior to commencement of work or placing of orders. Any discrepancies on drawings to be reported to the designer immediately.  
 Designer accepts no responsibility for expenses or costs incurred due to failure to comply with items above.  
 All work to comply with the BCA, relevant Australian Standards Codes, requirements of Local and Government Authorities and to normal good building practice.

Use figured dimensions in preference to scaled dimensions.  
 All materials, fixtures, fittings and building components to conform to, & to be supplied and installed in accordance with the manufacturer's specifications & details.  
 All work to be carried out by qualified building tradesmen and under the supervision of a qualified Building Supervisor.

client	Northam Council	<b>STAGE 1 PLANNING SCHEMATIC</b>		2
site address	Fluffy Duckling Day Care Cnr Boronia & Banksia Ave Wundowie. WA	dwg No	4 of 4	PLAN9DESIGN&DRAFTING 0439 340 785 info@plan9.com.au ©
job No	1701	dwg size	A3	
date	9/02/2017	scale	1:100	
		drawn	NS	



### 12.3.4 Request to Adopt for Final Approval Local Planning Policy No.21 – Extractive Industry

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	3.1.8.22
<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 adopting, without modification, Shire of Northam Local Planning Policy No.21 ‘*Extractive Industry*’ for final approval.

#### ATTACHMENTS

Attachment 1: Shire of Northam Local Planning Policy No.21 – ‘*Extractive Industry*’.

Attachment 2: Schedule of Submissions.

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#### BACKGROUND / DETAILS

Council resolved to adopt for advertising draft Shire of Northam Local Planning Policy No.21 ‘*Extractive Industry*’ at the February 2017 Ordinary Council Meeting (Minute No: C.2947) as follows:

*“That Council prepare Local Planning Policy No.21 ‘Extractive Industry’ for the purposes of advertising for public comment under Part 2, Division 2, subclause 4(1)(a) of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 in accordance with the document that formed the subject of Attachment 1 of this report.”*

Advertising in accordance with clause 4(1)(a) of the *deemed provisions for local planning schemes* occurred from 1<sup>st</sup> March 2017 until 22<sup>nd</sup> March 2017.

Submissions on the draft policy were invited up to and including 22<sup>nd</sup> March 2017.

One (1) submission was received during the submission period. A copy of the as-advertised Policy is attached as **Attachment 1**.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective N2: Enhance the health and integrity of the natural environment.

Strategy N2.2: Protect the integrity of the ecosystems of our rivers and waterways.

### Financial / Resource Implications

There will be approximately \$300 of advertising costs.

### Legislative Compliance

*Procedure for making local planning policy*

If a local government resolves to prepare a local planning policy, the local government must follow the procedure under clause 4(1) up to and including clause 4(6) of the *deemed provisions for local planning schemes* as follows:

*“(1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —*

- (a) publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of —
  - (i) the subject and nature of the proposed policy; and*
  - (ii) the objectives of the proposed policy; and*
  - (iii) where the proposed policy may be inspected; and*
  - (iv) to whom, in what form and during what period submissions in relation to the proposed policy may be made;**
- (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
- (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*

*(2) The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).*

*(3) After the expiry of the period within which submissions may be made, the local government must —*

- (a) review the proposed policy in the light of any submissions made; and*
- (b) resolve to —
  - (i) proceed with the policy without modification; or*
  - (ii) proceed with the policy with modification; or*
  - (iii) not to proceed with the policy.**

- (4) *If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.*
- (5) *A policy has effect on publication of a notice under subclause (4).*
- (6) *The local government —*
- (a) must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and*
  - (b) may publish a copy of each of those local planning policies on the website of the local government."*

Council is now required to resolve to –

- (i) Proceed with the Policy without modification;
- (ii) Proceed with the Policy with modification; or
- (iii) Not to proceed with the Policy.

### **Policy Implications**

If Council resolves to proceed with the Policy (adopting the Policy for Final Approval), staff will cause a public notice to be published in *The Advocate*. The Policy will have effect upon publication of the notice.

### **Stakeholder Engagement / Consultation**

As outlined under 'Background' section of this report, statutory advertising took place in accordance with clause 4(1)(a) of the *deemed provisions for local planning schemes* from 1<sup>st</sup> March 2017 until 22<sup>nd</sup> March 2017 in the following manner:

- Publication of a notice in *The Advocate* of 1<sup>st</sup> March 2017;
- Displaying a copy of the draft Policy in the foyer area at the Council office; and
- Advertising the Policy on the Shire's website from 1<sup>st</sup> March 2017 until 22<sup>nd</sup> March 2017.

One (1) submission was received during the submission period. Refer **Attachment 2** – Schedule of Submissions.

The submitter's submission can be summarised as follows:

- Concerns regarding the distance (buffer zones) between extractive industries and sensitive land uses (such as residential dwellings);
- Advises that the Department of Environment Regulation (DER) requires a separation distance of 1,000 metres and that this distance should be the



absolute minimum requirement for a hard rock extractive industry because it poses several health risks associated with the following:

- Noise and vibration – noise from extractive industries travels a long way and is caused by not only the work in progress but other variables such as safety requirements i.e. beepers;
- Dust – Crushed hard rock i.e. granite dust causes silicosis and eye problems and has been described as a carcinogen;
- Mental Health – disruption of a previously peaceful home environment can cause much distress;
- Health of valuable animals (especially horses) and environmental factors such as prevailing wind, destruction of trees and the damage to trees by dust and access to and control of water used for dust suppression needs to be addressed;
- Extractive industry operators often do not have the monetary means to acquire modern machinery. Instead, they install old second-hand machinery that does not meet modern requirements for noise and dust control.
- Contends that extractive industry operators often have little regard for the viewpoints of neighbouring landowners, who they regard as opposition and a nuisance to their operations, impeding their production.

### **Risk Implications**

There are no risk implications for the Shire if the recommendations of this report is adopted.

### **OFFICER'S COMMENT**

Extractive industries involve the use of an extensive range of plant and equipment which creates noise, dust and even odour, as material is won from the quarry face and then crushed and screened for loading and transport. In some cases blasting is necessary to extract the material.

It is acknowledged that quarrying activities are incompatible with many land uses, particularly those of a residential nature. Even some farming activities may also experience problems, when located close to a quarry. It is therefore desirable to provide a buffer area around quarries to minimise land use conflicts.

#### *Buffer areas around Extractive Industry sites*

The extent of buffers around extractive industries will generally depend on the size of the quarry, whether blasting is utilised, nature of production methods, extent of crushing and screening operations, topography and site conditions and the intensity of surrounding development and land uses.

The generic separation distances table cited in the EPA's Guidance Statement No. 3 – 'Separation Distances between Industrial and Sensitive Land Uses' (i.e. 1,000 metres for extractive industries), are a "tool" only to assist in the determination of suitable distances between industry and sensitive land uses where industry may have the potential to affect the amenity of a sensitive land use.

The 500 metre – 1,000 metre buffer area for hard rock quarries in Table 1 of the Policy acknowledges that buffer areas may be reduced where topographic, climatic, site conditions or production techniques are favourable to reducing distance separation. For example a quarry located within a confined and enclosed basin, or a quarry which operates only on an intermittent basis, may enable a reduction in the extent of the buffer.

Very small quarries, essentially used only as borrow pits, and minor quarries with intermittent use may require a significantly reduced buffer. A section of buffer zone could be reduced where a hill or ridge separates the quarry from a potential development area, or where the quarry is downwind of the development area (i.e. less affected by noise and dust). Likewise, in some cases buffer zones may need to be increased where, for example, the topography is very flat or a development site is located upwind of a quarry.

For the reasons above, it is recommended that Council adopt for final approval Local Planning Policy No. 21 – 'Extractive Industry' without modification and publish a notice of the Policy in *The Advocate* newspaper.

#### **RECOMMENDATION**

**That Council:**

- 1. Adopt for Final Approval Local Planning Policy No.21 'Extractive Industry' without modification.**
- 2. Publish a notice of Local Planning Policy No.21 'Extractive Industry' in a newspaper circulating in the Scheme area.**

## Attachment 2

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.21 – Extractive Industry*

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### LOCAL PLANNING SCHEME NO.6 LOCAL PLANNING POLICY NO.21 – EXTRACTIVE INDUSTRY

#### 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.

##### 1.3 Relationship of this Policy to the *Shire of Northam Extractive Industries Local Law 2008*

The Shire of Northam requires an extractive industry licence to be issued under the provisions of the *Shire of Northam Extractive Industries Local Law 2008* (the 'EI Local Law') together with a land use planning (development) approval before extraction can take place.

An application for an extractive industry licence should be applied for at the same time as the development application.

If a provision of this Policy is inconsistent with a provision of the EI Local Law, the Policy prevails to the extent of the inconsistency.

#### 2. APPLICATION OF THE POLICY

##### 2.1 Definition of Extractive Industry



*Shire of Northam Local Planning Scheme No.6*  
*Local Planning Policy No.21 – Extractive Industry*

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For the purposes of this Policy, the definition of "extractive industry" as provided in Schedule 1 of the Scheme applies, namely "...an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar material from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry – mining"

2.2 Application and Exemptions

The purpose of this Policy is to provide development controls for the establishment, operation and rehabilitation of Extractive Industries in the General Industry, Rural and Rural Smallholding zones as identified by the Scheme.

This policy does not apply to the commercial extraction of minerals for which the approval of the Department of Mines and Petroleum under the *Mining Act 1978* (as amended) is required.

3. **POLICY OBJECTIVES**

The primary objectives of this Policy are to:

- Assist Council in determining applications for Extractive Industries by providing general guidelines and outlining matters Council will have regard for in assessing applications;
- Outline the information to be provided by applicants when requesting Development Approval for Extractive Industry;
- Provide for appropriate 'buffers' between Extractive Industries and sensitive land uses;
- Protect and maintain the existing landscape character, native vegetation, productive agricultural uses and general amenity of the Shire;
- Ensure those portions of Shire of Northam controlled roads affected by the activities relating to Extractive Industries are maintained to a minimum acceptable standard at no extra burden of cost to Council;
- Prescribe an annual road maintenance contribution, applicable to all Extractive Industries within the Shire of Northam, for recovery of expenses towards maintenance and repair of roads due to heavy and/or extraordinary traffic associated with the operation of an Extractive Industry, in keeping with Sections 84 and 85 of the *Road Traffic Act 1974*; and
- Ensure that the prescribed road maintenance contribution correlates with activity and usage of the Shire of Northam road network.

4. **APPROVAL REQUIREMENTS**

4.1 Council Development Approval required for new applications

Where a new extractive industry is proposed, or an existing industry is to be increased in size over what was originally approved, Development Approval by full Council is required prior to the industry commencing/extending. An Application for Development Approval is required to be lodged in accordance with Council requirements and scheduled fees.

*Shire of Northam Local Planning Scheme No.6*  
*Local Planning Policy No.21 – Extractive Industry*

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**4.2 Information to be submitted with Application**

The following information in the form of a 'Pit Management Plan' is to be provided with the Application for Development Approval:

- a) A plan showing the location any existing and proposed excavation of the land showing distances to property boundaries, water courses, remnant vegetation and buildings;
- b) Details of the material to be excavated, including maximum depth of excavation, area to be open at any one time and expected pit life;
- c) Details of the proposed number and size of trucks entering and leaving the site each day/week/month (as appropriate) and the route of routes to be taken by those vehicles;
- d) A description of the measures to be taken to minimise dust nuisance, erosion, watercourse salinity and dangers to the general public;
- e) Demonstrating that any sensitive land uses (e.g. residences) within 0.5km - 1km of the site will not be adversely affected;
- f) Details of measures to be taken as appropriate to minimise impacts on groundwater quality, visual pollution, flora and fauna and sites of cultural or heritage significance;
- g) Details of the storage of fuel and flammable materials on the site;
- h) What rehabilitation/reinstatement of the excavation site is to be undertaken upon completion of the extraction, including a cost estimate of the rehabilitation/reinstatement works from an independent contractor / consultant; and
- i) Any other information that Council may require in considering the application.

**4.3 Matters to be considered by Council**

In considering any application, Council will have regard for the following matters:

- a) Merits – each application be examined on its individual merit having regard for the existing land uses, topography of the land, and its specific location;
- b) Whether the site is in a visually significant location such as on a ridge, close to a national park or nature reserve, visible from a major road, tourist destination or scenic route;
- c) Compatibility with adjoining land uses;
- d) Noise, dust and vibration abatement measures;
- e) Proximity and buffers to water courses;
- f) Drainage implications including surface and groundwater impacts;
- g) Whether the application proposes the clearing of significant remnant vegetation;
- h) Intended end use of the land and future planning for the area under Council's Local Planning Strategy;



*Shire of Northam Local Planning Scheme No.6*  
*Local Planning Policy No.21 – Extractive Industry*

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- i) Rehabilitation measures;
- j) Weed control;
- k) Environmental management and measures proposed to be undertaken by operators to address environmental issues;
- l) Whether the access roads proposed are suitable for the volume of traffic and type of heavy vehicles proposed;
- m) Whether the site has access to major roads, and whether the existing roads to be used by trucks are in good condition;
- n) Proposed road haulage route and whether the use of any state controlled roads are proposed;
- o) Size of trucks and number of truck movements;
- p) Existence of other extractive industry or heavy haulage-associated use in the vicinity;
- q) Details of the storage of fuel and flammable materials on the site;
- r) Material to be excavated, including maximum depth of excavation, area to be open at any one time and expected pit life; and
- s) Consistency with the purposes and relevant considerations of Special Control Areas in the Scheme.

4.4 Requirement for an Extractive Industry Licence under *Shire of Northam Extractive Industries Local Law 2008*

Where Council has granted Development Approval for an extractive industry, the operator must apply for an Extractive Industry Licence under the provisions of Council's Extractive Industries Local Law 2008. A person must not carry on an extractive industry unless the person is the holder of a valid and current licence.

Approval for an Extractive Industry Licence is not transferable unless written approval is granted by Council, and provided all conditions of the existing approval are met.

On or before 30<sup>th</sup> June in each year, a licensee shall pay to the Shire of Northam the annual licence fee determined by the Shire of Northam from time to time.

**5. DEVELOPMENT GUIDELINES**

5.1 Boundary setbacks

The following setbacks will generally be applied to excavation areas/pits:

- A minimum of 75 metres to any road or thoroughfare;
- A minimum of 50 metres to any property boundary in a different ownership; and
- A minimum of 50 metres to any water course or stands of remnant vegetation.

5.2 Buffers

Generic buffers to sensitive land uses



*Shire of Northam Local Planning Scheme No.6  
 Local Planning Policy No.21 – Extractive Industry*

**Table1**

Industry	Description of Industry	Buffer distance (m)
Clay extraction or processing	Mining, extraction or processing of clay	500 – 1,000 depending on size
Extractive Industry – hard rock	quarrying (including blasting), crushing and screening	500 - 1,000 depending on size
Extractive Industry – sand, gravel & limestone	no grinding or milling works	300 - 500 depending on size

**5.3 Compliance with mine safety requirements**

Council will require the Extractive Industry to comply with all relevant requirements of the *Mines Safety and Inspection Act 1994* and Regulations at all times.

**5.4 Requirement to obtain Vegetation Clearing Permit**

Where the extractive industry necessitates the removal of native vegetation, the applicant is required to seek and obtain a Vegetation Clearing Permit from the Department of Environment and Conservation in accordance with the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*. It is the responsibility of the applicant and/or landowner to ensure compliance with the Clearing Vegetation Regulations.

**5.5 Requirement to obtain registration of licence for a Prescribed Premise**

The extractive industry may require registration or a licence as a 'prescribed premise' from the Department of Environment Regulation under Part V of the *Environmental Protection Act 1986 (Environmental Protection Regulations, 1987, Schedule 1)* if:

- **Category 12:** Licensing is required if the material is screened, washed, crushed, ground, milled, sized or separated and more than 50000 tons/annum is processed.
- **Category 70:** Registration is required if the material is screened, washed, crushed, ground, milled, sized or separated and more than 5000 tons/annum but less than 50,000 tonnes per annum is processed.
- **Category 80:** Registration is required if non-metallic minerals are being processed (crushed, ground, milled or separated) and more than 100 tonnes/annum is processed.

**5.6 Environmental protection requirements**

Where the Extractive Industry is located within a Public Drinking Water Source Area, the operation is to comply with the Department of Water Water Quality Protection Note No.15.

**5.7 Weed and disease management plan**

Council will require the operator to develop in consultation with the Department of Environment Regulation, a management plan to control the spread of noxious weeds and other harmful diseases.

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.21 – Extractive Industry*

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**5.8 Pit Rehabilitation Plan**

A Pit Rehabilitation Plan is to be submitted and approved by the Shire of Northam in writing. This plan is to address (but not be limited to) the following issues:

- Restrict the area of open pit to 2 hectares. Larger pits may be considered for extraction where the applicant can demonstrate that it will not have any detrimental impact on the environment or amenity of the area (by lodging a detailed environmental management plan).
- How the portions of land subject to extraction are to be rehabilitated (following each stage of extraction) to allow for future rural use and shall include:-
  - Flattening the land;
  - Spreading of stockpiled topsoil (capable of supporting seed and plant re-growth);
  - Forming stable battered banks not to be steeper than 1 in 5; and/or
  - Revegetation using native trees, shrubs and groundcovers / undergrowth.

**5.9 Security for Site Restoration and Reinstatement**

For the purpose of ensuring that an excavation site is properly restored and/or reinstated, the Shire of Northam shall require that the operator (licensee) give to the Shire of Northam a bond, bank guarantee or other security, of a kind and in a form acceptable to the Shire of Northam, in or for a sum determined by the Shire of Northam from time to time.

**5.10 Road Maintenance Contribution**

Those portions of Shire of Northam controlled roads affected by the activities relating to an Extractive Industry site shall be maintained to a standard acceptable to the Shire of Northam at the operator's (i.e. licensee's) cost.

The licensee shall pay an annual road maintenance contribution equivalent to an amount specified as shown at **Table 2** below for expenses incurred by the Shire of Northam for the repair and maintenance of Shire of Northam controlled roads.

**Table 2**

Tonnes per annum	Fee per tonne
Less than 2,000 tonnes per annum	Nil
2,000 tonnes to 40,000 tonnes per annum	50c per tonne
>40,000 tonnes per annum (per tonne)	As negotiated at time of application (minimum of 50c per tonne)

The road maintenance contribution shall be based on the estimated tonnage of material to be transported from the Extractive Industry site.

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.21 – Extractive Industry*

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The road maintenance contribution shall be made annually for the lifetime of the facility.

Payment of the road maintenance contribution shall be made in advance, with the first payment due upon the commencement of operations and thereafter on an annual basis.

A report detailing all activities and tonnages of material transported to and from the Extractive Industry site for the financial year period ending 30<sup>th</sup> June is to be submitted to the Shire of Northam by 31<sup>st</sup> July each year.

*Date Adopted:*

*Date Effective:*

*Date Reviewed:*

*Next Review:*



### Attachment 1

<b>Shire of Northam Local Planning Scheme No.6                      Proposed Local Planning Policy No. 21 – ‘Extractive Industry’                      Schedule of Submissions</b>			
Number	Name & Address of Submitter	Summary of Submission	Officer’s Comments & Recommendations
1	RB & CM Smart 270 Spencers Brook Road, Northam WA 6401	<p>We wish to comment on a part of the draft planning policy relating to the control of extractive industries in the Shire of Northam and in particular hard rock quarries.</p> <p>Our major area of concern is that of the distance or buffer zones between the area of industry and sensitive land use or the nearest residence.</p> <p>It is noticed that the Shire in its draft policy is recommending a buffer zone of 500 to 1,000 metres for hard rock industries that include crushing. We note the DER requirement is 1,000 metres. We wish to point out that 1,000 metres should be the absolute minimum requirement for a hard rock operation, preferably more for the following reasons.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted. The extent of buffers around extractive industries will generally depend on the size of the quarry, whether blasting is utilised, nature of production methods, extent of crushing and screening operations, topography and site conditions and the intensity of surrounding development and land uses.</p> <p>The generic separation distances table cited in the EPA’s Guidance Statement No. 3 – ‘Separation Distances between Industrial and Sensitive Land Uses’ (i.e. 1,000 metres for extractive industries), are a “tool” only to assist in the determination of suitable distances between industry and sensitive land uses where industry may have the potential to affect the amenity of a sensitive land use.</p> <p>The 500 metre – 1,000 metre buffer area for hard rock quarries in Table 1 of the Policy acknowledges that buffer areas may be reduced where topographic, climatic, site conditions or production techniques are favourable to reducing distance separation. For example a quarry located within a confined and enclosed basin, or a quarry which operates only on an intermittent basis, may enable a reduction in the extent of the buffer.</p> <p>Very small quarries, essentially used only as borrow pits, and minor quarries with intermittent use may require a significantly reduced buffer. A section of buffer zone could be reduced where a hill or ridge separates the quarry from a potential development area, or where the quarry is downwind of the development area (i.e. less affected by noise and dust). Likewise, in some cases buffer zones may need to be increased where, for example, the topography is very flat or a development site is located upwind of a quarry.</p>

<b>Shire of Northam Local Planning Scheme No.6                      Proposed Local Planning Policy No. 21 – ‘Extractive Industry’                      Schedule of Submissions</b>		
	<p>A hard rock crushing operation poses several health risks.</p> <p><u>Noise and vibration</u></p> <p>The noise from extractive industries travels a long way and is caused by not only the work in progress but other variables such as safety requirements i.e. beepers.</p> <p><u>Dust</u></p> <p>Crushed hard rock i.e. granite dust causes silicosis and eye problems and has been described as a carcinogen (ref the work safe web site)</p> <p><u>Mental Health</u></p> <p>This is an important issue. Disruption of a previously peaceful home environment can cause much distress. Noise from the extractive operation includes the use of safety equipment such as warning beepers on machinery and the use of ego refuelling trucks and beepers outside authorised work hours. The beepers can be heard from a considerable distance and are very invasive in daily life routines especially if a person’s home is also the their work place.</p> <p>The health of valuable animals especially horses.</p> <p>Environmental factors such as the prevailing wind destruction of trees and the damage to trees by dust and access to and control of water used for dust suppression needs to be addressed. Often applicants for extractive licences do not have the money or see the need to pay for appropriate modern machinery and install old second hand machinery that does not meet modern requirements for noise and dust control, nor do they look at things from the other side, they usually see opposition to and complaints about their operation as a nuisance, impeding their production.</p>	<p><b>Recommendation: That the submission not be supported.                      Modification of Policy not required.</b></p> <p>Noted.</p> <p><u>Noise and vibration</u></p> <p>Noted.</p> <p><b>Recommendation: That the submission not be supported.                      Modification of Policy not required.</b></p> <p><u>Dust</u></p> <p>Noted. The production of dust in quarries and gravel pits may be controlled by various techniques, depending upon the dust source.</p> <p><b>Recommendation: That the submission not be supported.                      Modification of Policy not required.</b></p> <p><u>Mental Health</u></p> <p>Noted. A simple method of avoiding the noise problems associated with quarrying operations is to restrict the hours of operation at the site excluding, where possible, operations during weekends and before 7.00am and after 6.00pm on weekdays.</p> <p><b>Recommendation: That the submission not be supported.                      Modification of Policy not required.</b></p> <p>Noted.</p> <p>Noted. The environmental aspect has been addressed in the Policy under clause 5.8 – Pit rehabilitation Plan. I.e. larger pits will not be considered for extraction unless the applicant can demonstrate that it will not have any detrimental impact on the environment or amenity of the area (by lodging a detailed environmental management plan).</p>



<b>Shire of Northam Local Planning Scheme No.6                      Proposed Local Planning Policy No. 21 – ‘Extractive Industry’                      Schedule of Submissions</b>			
		<p>This aspect is why the buffer distances for all extractive industries need to be adequate to shield residents who after all pay rates to the Shire and if residents do become affected by an extractive industry then we think there is a case for rates to be waived. Extractive industries and rural residences do not go together. People who buy and develop a rural home are usually looking for a peaceful life style, permitting an extractive industry in the same area leads to angst and hostility as has been well demonstrated in the past.</p>	<p><b>Recommendation:</b> That the submission not be supported.                      Modification of Policy not required.</p> <p>Noted. It is acknowledged that there needs to be appropriate ‘separation’ (buffers) between extractive industries and sensitive land uses.</p> <p>The Policy acknowledges that buffer areas may be reduced where topographic, climatic, site conditions or production techniques are favourable to reducing distance separation. For example a quarry located within a confined and enclosed basin, or a quarry which operates only on an intermittent basis, may enable a reduction in the extent of the buffer.</p> <p><b>Recommendation:</b> That the submission not be supported.                      Modification of Policy not required.</p>





### 12.3.5 Application for Development Approval – Proposed Outbuilding – Lot 15 No.10 Taylor Street, Northam

<b>Address:</b>	Lot 15 (No.10) Taylor Street, Northam
<b>Applicant:</b>	Terry Neale
<b>Owner:</b>	Terry Neale
<b>File Reference:</b>	A12101/P17025
<b>Reporting Officer:</b>	Courtney Wynn Planning Officer
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Council is requested to consider an application for development approval for an outbuilding at Lot 15 (No.10) Taylor Street, Northam.

This application is being referred to Council as the application is proposing an outbuilding that is oversized and inconsistent with Council's Local Planning Policy 1 – Outbuildings.

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

#### ATTACHMENTS

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

#### BACKGROUND / DETAILS

No.10 Taylor Street, Northam is comprised of two separate titles being Lots 14 and 15 (the subject site) is zoned 'Residential R15' under Local Planning Scheme No.6. It should also be noted that the subject site is located within Special Control Area 1 – Avon & Mortlock Rivers (i.e. the 1 in 100 year floodplain).

The two lots have an aggregate area of 2,378m<sup>2</sup>, the subject site, Lot 15 is the larger of the two lots and is 1,265m<sup>2</sup> in area. There is an existing single house

and shade cloth aviary structure on the property which is to be retained. Refer **Attachment 1** – Location Plan.

### The Proposal

The proposed new shed is comprised of a 5m X 9m (45m<sup>2</sup>) lean to and an enclosed 9m X 6m (54m<sup>2</sup>) shed , bringing the total proposed outbuilding to 99m<sup>2</sup>.

The proposed outbuilding would be clad in Colorbond® and has a wall height of 3m and a ridge height of 3.58m. The proposed outbuilding is setback 1m from the nearest boundary. Refer **Attachment 2**– Site Plan, Floor Plan and Elevations.

### Precedent

Council previously granted approval for an oversized outbuilding located at 21 Inkpen Street, Northam and 8 Mitchell Avenue, Northam at its Ordinary Council Meetings held in February and March 2017. Both of these outbuildings were 108m<sup>2</sup> in size, which is consistent with the outbuilding proposed as part of this application.

## **CONSIDERATIONS**

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

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

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

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

### **Financial / Resource Implications**

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

### **Legislative Compliance**

#### Local Planning Scheme No.6

No.10 Taylor Street, Northam is zoned 'Residential R15'. Lot 15 has a legal area of 1265m<sup>2</sup> and Lot 18 – 1113m<sup>2</sup>.

The subject site is also located within the Special Control Area 1 – Avon & Mortlock Rivers (ie. the 1 in 100 year floodplain). In relation to development within the floodplain, Local Planning Scheme No.6 specifies the following;

#### 5.2.2. Application Requirements

Development approval is required to construct or extend a single house and ancillary outbuilding or the demolition of any building or structure.  
5.2.3.2 Development applications for land within the area should not be approved where the development may result in an obstruction to major river flows and increase flood levels upstream. The impacts of proposals for aquaculture, commercial tree plantations or significant revegetation, earthworks (such as filling and excavation) and intensive agriculture will be carefully assessed.

The application was referred to the Department of Water for comment. The Department of Water have advised that they have no objection to the proposed shed.

### **Policy Implications**

#### Local Planning Policy 1 - Outbuildings

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

#### *Maximum Combined Floor Area*

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

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

*Table 2 - Maximum Floor Areas*

<i>Zone</i>	<i>Maximum Floor Area (combined)</i>
<i>Residential R10-R15</i>	<i>80m<sup>2</sup></i>

Therefore under the current policy, the proposed 99m<sup>2</sup> outbuilding is 19m<sup>2</sup> oversized.

#### Draft Local Planning Policy 23 – Outbuildings in the Residential & Mixed Use Zones

At its March Ordinary Council Meeting held 15<sup>th</sup> March 2017, Council resolved to adopt draft LPP23 for advertising.



In relation to maximum permitted outbuilding sizes, draft LPP23 specifies the following:

<i>Lot Size</i>	<i>Maximum Aggregate Floor Area</i>
<i>Lots greater than 2000m<sup>2</sup></i>	<i>120m<sup>2</sup></i>

Therefore, when assessing the application against draft LPP23, the proposed outbuilding would be compliant.

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

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

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

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

### **Stakeholder Engagement / Consultation**

#### Neighbour Referral

Officers gave notice of the application on 1<sup>st</sup> March 2017 to surrounding landowners located directly adjacent to the location of the proposed shed in accordance with Local Planning Policy 20 – Advertising of Planning Proposals.

No objections were received during the referral period.

#### Agency Referral

Because the lot is located within Special Control Area 1 – Avon & Mortlock Rivers, The application was also required to be referred to the Department of Water for comment.

The Department of Water advised that they have no objection to the proposal.

### **Risk Implications**

Nil.

## OFFICER'S COMMENT

As detailed in the background section of the report, the landowner has provided justification for requesting a variation to LPP1. **Refer Attachment 3 – Letter of Justification.** The applicant has specified that he wishes a variation to LPP1 because of a desire for secure vehicle parking and additional storage.

It is considered that the construction of the proposed outbuilding would not obstruct and major river flows and/or increase flood levels upstream.

The application has also been referred to the Department of Water for advice. The Department of Water have advised that they have no objection to the proposed shed being located within the floodplain because the shed is a non-habitable structure.

Due to the size of the two land holdings being 2,378m<sup>2</sup>, it is considered that the bulk and scale of the proposed 99m<sup>2</sup> to be acceptable given the size of the property. Furthermore, the proposal has been assessed and found unlikely to have any potential detrimental impact upon the adjoining land owners due to it being fully screened from the view of the street and well setback from adjoining houses.

It is therefore recommended that Council grant approval subject to conditions as outlined in the Officer's recommendation.

## RECOMMENDATION

That Council grant Development Approval for the proposed outbuilding at Lot 15 No.10 Taylor Street, Northam as outlined in the Application received 27<sup>th</sup> February 2017 (Application P17025) subject to the following conditions:

### GENERAL CONDITIONS

1. The development hereby permitted must substantially commence within two years from the date of this determination notice.
2. The development hereby permitted taking place in accordance with the approved plans dated 19/04/2017.
3. The stormwater shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.
4. Use of the outbuilding shall be for domestic purposes only.
5. The outbuilding shall not be used for human habitation at any given time.
6. External roof and wall cladding of the outbuilding to be pre-painted steel sheeting.

### CONDITIONS TO BE MET PRIOR TO THE COMMENCEMENT OF WORKS

7. A notification being placed on the Certificate of Title under Section 70A of the Transfer of Land Act stating:

*"As the land hereinbefore described falls within the 100 Year Flood Fringe of the Avon River, the registered proprietor for the time being is required to indemnify the Shire of Northam by executing a Deed of Indemnity in favour of the Shire of Northam pursuant to clause 5.2.5 (h) of the Shire of Northam Town Planning Scheme No.6 where the finished floor level of any building on this land is less than 500 millimetres above the designated 100 year flood level as determined by the Department of Water."*

Notification is to be placed within six months of a Building Permit being issued for the outbuilding.

### CONDITIONS REQUIRING ONGOING COMPLIANCE

8. The on-site drainage system shall be maintained on an ongoing basis to the satisfaction of the local government.



Attachment 1

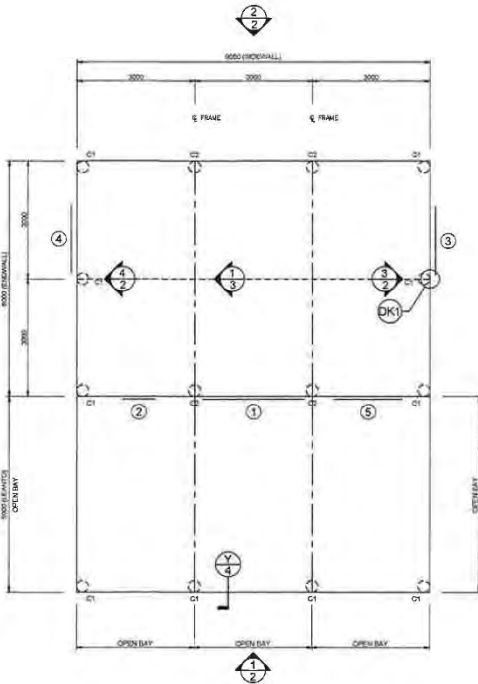


**Attachment 2**

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COLOUR BOND  
 TO BE IN A  
 DARK GREY  
 COLOUR WITH  
 LITE GREY  
 CUTTERS.



**FOUNDATION PLAN AND MEMBER LAYOUT**  
 SCALE: 1:100

MAIN FRAME COLUMN LEGEND	
C1	C15012
C2	C15015

STEEL BUILDING BY (CONTACT)  
**WESTERN SHEDS PTY LTD**  
 08 94178880  
**TERRY NEALE**  
 10 TAYLOR DRIVE  
 NORTHAM



**NORTHERN CONSULTING**  
 engineers  
 Civil & Structural Engineers  
 50 Purnan Street  
 Curington, Qld 4812  
 Fax: 07 4725 5850  
 Email: design@nceng.com.au  
 ABN 34 038 173 56

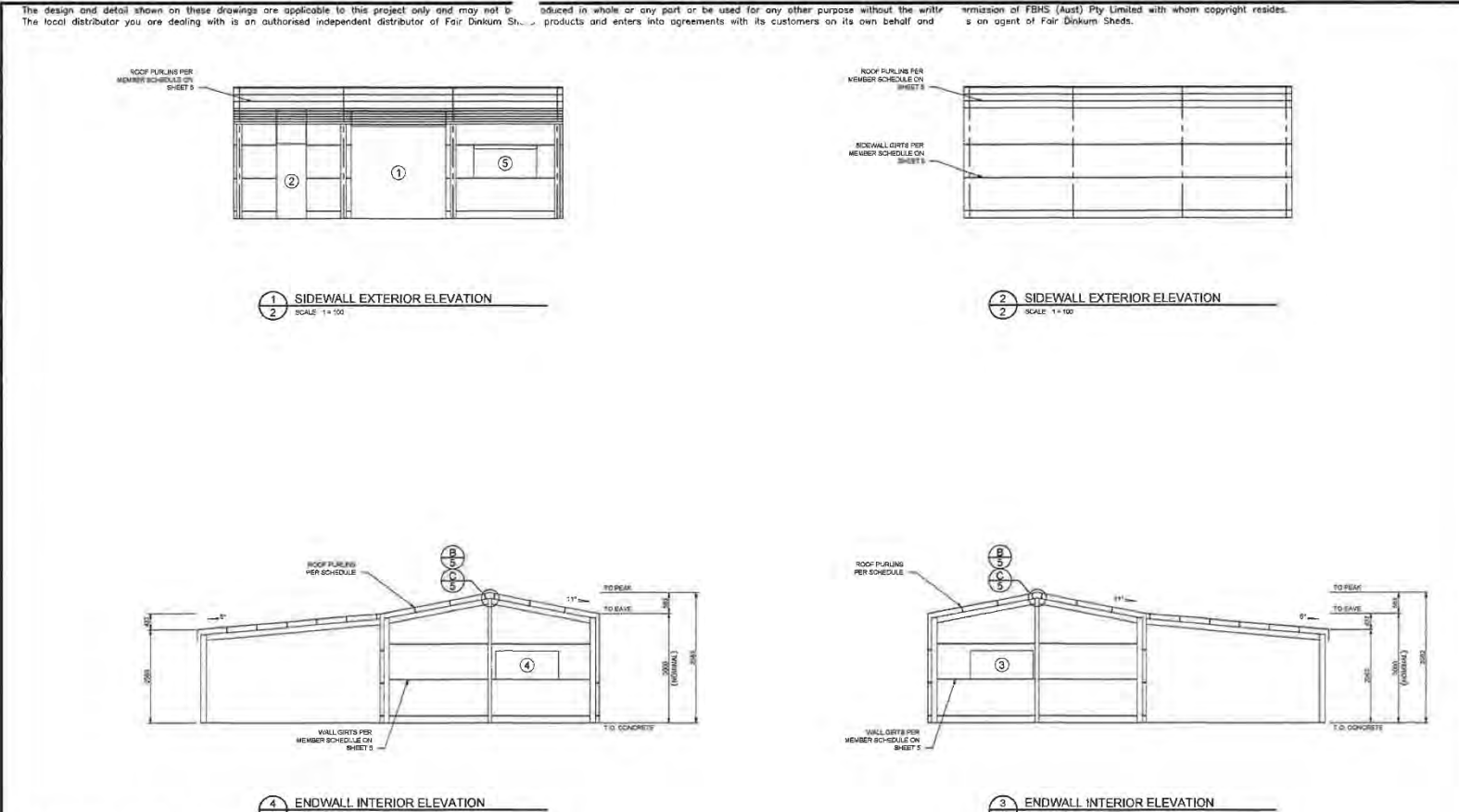
Mr Timothy Roy Messer BE MIEAust RPEQ  
 Registered Professional Engineer 2558980  
 Signature: *[Signature]*  
 Date: 25/12/2017  
 Registered on the NPER in the areas of practice  
 of Civil & Structural National Professional  
 Engineers Register

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**1** SIDEWALL EXTERIOR ELEVATION  
 SCALE: 1 = 100

**2** SIDEWALL EXTERIOR ELEVATION  
 SCALE: 1 = 100

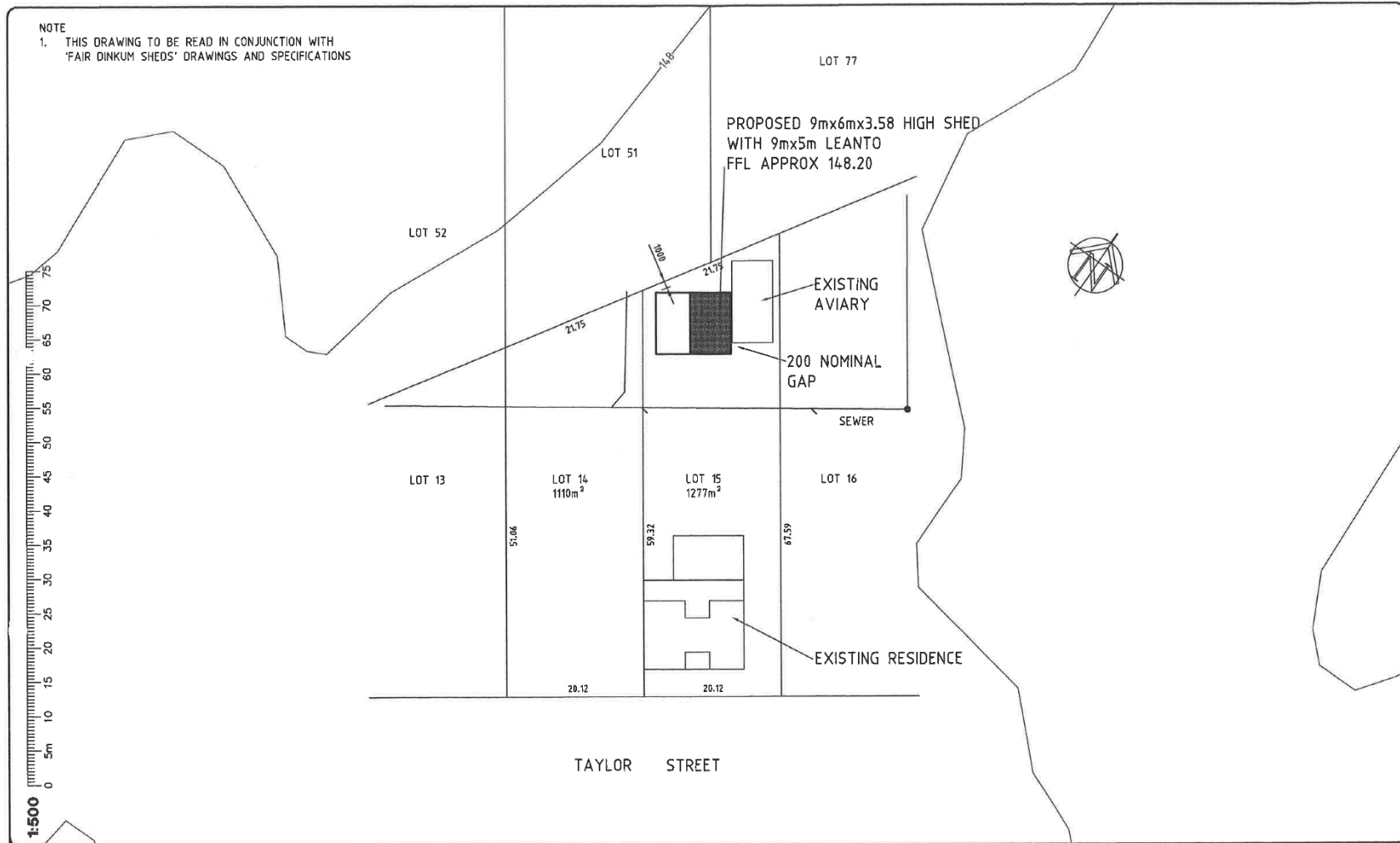
**4** ENDWALL INTERIOR ELEVATION  
 SCALE: 1 = 100

**3** ENDWALL INTERIOR ELEVATION  
 SCALE: 1 = 100

DIAGONAL X BRACING NOT REQUIRED IN THIS BUILDING.  
 CLADDING DIAPHRAGM SUFFICIENT.

2 OF 5	SHEET	DATE	DRAWN	DESIGNED	FOR	STEEL BUILDING BY	(CONTACT) <b>WESTERN SHEDS PTY LTD</b> 08 94178880 <b>TERRY NEALE</b> 10 TAYLOR DRIVE NORTHAM	 SHED SAFE	 Civil & Structural Engineers 50 Pines Street Curragong, Qld 4812 Fax: 07 4725 5850 Email: design@nceng.com.au ABN 24 1 036 173 56	Mr Timothy Roy Messer BE MIEAust RPEQ Registered Professional Engineer 2558980 Signature: <i>[Signature]</i> Date: 25/1/2017 Registered on the NPER in the areas of practice of Civil & Structural National Professional Engineers Register
	PERM NO	DATE	FDS	TM	AT	(CONTACT)				





<b>AVON VALLEY DESIGN AND DRAFTING SERVICE</b> 56 WOODLEY FARM DRIVE NORTHAM W.A. 6401 email: avonvds@bigpond.com		Phone/Fax (08) 9622 2816 Mobile 0419 909 485	SCALE 1:500 © COPYRIGHT	<b>A3</b>	PROPOSED SHED FOR MR T. NEALE LOTS 14 & 15 - 10 TAYLOR STREET NORTHAM SITE PLAN
DRN S.R.C.	DATE FEB 2016	BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE DRAWINGS WHERE APPLICABLE WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING		SHEET 1 OF 1	MEMBER OF BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA
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## Courtney Wynn

---

**From:** Tez Neale [REDACTED]  
**Sent:** Wednesday, 29 March 2017 2:53 PM  
**To:** Courtney Wynn  
**Subject:** Shed application

Hi Courtney,

The reasons for us to construct a shed on our property are as follows:

A- As we have 2 cars, our current driveway cannot support both cars side by side, and we are unable to attach any sort of carport/ garage to the main Dwelling.

B- Our insurance requires us to park our cars in a safe and secure carport or garage to reduce our premiums. We cannot currently do this.

C- As we have downsized from our previous house which had an existing shed, we require the additional safe and secure storage. There is an existing Avery located on our property which has tarpaulins draped over the structure, but this is not sufficient as it is not water proof nor lockable to secure our items of value.

I do believe where the shed is to be positioned will have very minimal effect to our neighbor's as the height of the existing fence, and the mature trees which surround the position of the shed will block the majority of the shed from being seen. We have chosen a color bond colour called Woodland Grey specifically to blend with our surrounds, minimising the visual effect of the shed.

I hope these reasons are sufficient for the Shire of Northam to accept our application.

Regards  
Terry Neale  
10 Taylor Street.



Attachment 4





### 12.3.6 Application for Development Approval – Proposed Extension to Non-Conforming Use (Caravan Park) – Lot 23 (6322) Great Eastern Highway, Northam.

<b>Address:</b>	Lot 23 (6322) Great Eastern Highway, Northam
<b>Owner:</b>	Joseph Fehlauser
<b>Applicant:</b>	As above
<b>File Reference:</b>	A911 / P17010
<b>Reporting Officer:</b>	Leigh Ashby Planning Officer
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Council is requested to consider a development application for an extension of a non-conforming use (caravan park) at Lot 23 (6322) Great Eastern Highway, Northam. This application requires determination by full Council as staff under current delegations can only refuse an application for an extension of a non-conforming use.

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

#### ATTACHMENTS

- Attachment 1: Location Plan
- Attachment 2: Proposed Plans
- Attachment 3: Existing Planning Approval

#### BACKGROUND / DETAILS

Lot 23 (6322) Great Eastern Highway, Northam (subject site) is zoned 'Rural' under the Shire of Northam's Local Planning Scheme No. 6 (the Scheme) and is 8.0258 hectares in size (refer to **Attachment 1** – Location Plan). The application proposes the extension of the existing caravan park by creating five (5) additional caravan bays (refer to **Attachment 2** – Proposed Plans).

#### Background of key dates and determinations

The following table outlines key dates regarding previous determinations on this site:

Item	Date
Approval - Original 4 Chalets and Caretakers Dwelling	4 July 2006
Refused – 6-bay Caravan Park	2 May 2007
Approval – 12 Month temporary approval for 6-bay caravan park	16 January 2008
Approved – 12 month renewal of caravan park	19 November 2008
Approval – 8-bay Caravan Park	16 December 2010
Approval - Four Chalets Within Two Transportable Units	22 February 2012
Proposal – 5 Additional Caravan Bays (Non-conforming use)	25/01/2017

The applicant was granted development approval for a 'caravan park' under Town Planning Scheme No. 3 on the 16<sup>th</sup> of December 2010 as the property was zoned 'Agriculture Local' and the 'caravan park' use was an 'A' use (subject to advertising) under Town Planning Scheme No. 3 (refer to **Attachment 3** – Existing Planning Approval). However, under the current Local Planning Scheme No. 6, the property is zoned 'Rural' and the 'caravan park' use is now an 'X' use (not permitted) in the 'Rural' zone. Therefore, the existing 'caravan park' use becomes a 'non-conforming use'.

Non-conforming uses operate as an exception to the statutory land use permissibility imposed by way of zoning table. A non-conforming use is a use which was lawfully in operation until a planning scheme or amendment made the use non-conforming to the planning scheme. In this instance, the subject site was rezoned and therefore the use permissibility is changed so that approval can no longer be given (i.e. the use is now a prohibited use).

Importantly, the subject site is located directly to the north of the Northam Speedway. The proposed land use is in direct conflict with the adjoining 'noisy sports' land use.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

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



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

Action: The proposed rezoning of residential land to the 'tourist' zone will increase the supply of short term accommodation available within the Shire of Northam.

### **Financial / Resource Implications**

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

### **Legislative Compliance**

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

The use "caravan park" is defined in LPS 6 as "has the same meaning as in the Caravan Park and Camping Grounds Act 1995". The Act defines a caravan park as -"means an area of land on which caravans, or caravans and camps, are situated for habitation"

The Caravan Park and Camping Ground Regulations 1997 give requirements for operating a caravan park.

Most local planning schemes, including the Shire's, specifically provide that a non-conforming use continues to be lawfully operative, notwithstanding the local planning scheme now prohibits the use in the zone. Further development (i.e. an extension to the non-conforming use) may be permitted by the local government where certain conditions are met.

### **"3.8 NON-CONFORMING USES**

*Except as otherwise provided in the Scheme, no provision of the Scheme is to be taken to prevent:*

- (a) the continued use of any land for the purpose for which it was being lawfully used immediately prior to the Gazettal date;*
- (b) the carrying out of any development on that land for which, immediately prior to the Gazettal date, an approval or approvals, lawfully required to authorise the development to be carried out, were duly obtained and are current; or*
- (c) subject to clause 80 of the deemed provisions, the continued display of advertisements."*

### **"3.9 EXTENSIONS AND CHANGES TO A NON-CONFORMING USE**

*3.9.1 A person must not –*

- (a) alter or extend a non-conforming use;*
- (b) erect, alter or extend a building used in conjunction with or in furtherance of a non-conforming use; or*
- (c) change the use of land from a non-conforming use to another non-conforming use,*



*without first having applied for and obtained development approval under the Scheme."*

The objectives of the 'Rural' zone in the Scheme are as follows:

- *"To provide for horticulture, extensive and intensive agriculture, agroforestry, local services and industries, extractive industries and tourist uses which ensure conservation of landscape qualities in accordance with the capability of the land.*
- *To protect the potential of agricultural land for primary production and to preserve the landscape and character of the rural area.*
- *To control the fragmentation of broad-acre farming properties through the process of subdivision.*
- *To protect land from land degradation and further loss of biodiversity by:*

- (i) Minimising the clearing of remnant vegetation and encouraging the protection of existing remnant vegetation;*
- (ii) Encouraging the development of and the protection of corridors of native vegetation;*
- (iii) Encouraging the development of environmentally acceptable surface and sub-surface drainage works; and*
- (iv) Encouraging rehabilitation of salt affected land."*

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

Under the Shire's Local Planning Strategy the subject site is identified as 'Rural' land.

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

Clause 67(n) of the Regulations requires the Council, in considering the application, to have due regard to, among other things, the amenity of the locality including the following:

- (i) environmental impacts of the development;*
- (ii) the character of the locality; and*
- (iii) social impacts of the development.*

#### **Policy Implications**

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

#### **Stakeholder Engagement / Consultation**

##### External Referral

Officers gave notice of the application on the 10<sup>th</sup> February 2017 to surrounding landowners located directly adjacent to the location of the proposed outbuilding for a period of 14 days in accordance with Local Planning Policy 20 – Advertising of Planning Proposals.

No objections were received during the referral period.

#### Internal Referral

The application was also distributed to the internal Development Control Unit (Building, Health & Engineering) for comments. The advice received from the Shire's Senior Environmental Health officer is as follows:

- Health application to amend the Caravan Park license is required;
- Designate those sites which are long stay;
- Long stay sites are required to have a separate electricity meter;
- There is no existing approval for a Camping Ground (as indicated on plans);
- Facility roads to be minimum 6m wide and are to be indicated on plans;
- An additional toilet block is to be constructed so that all caravans are within 90m of an ablution block. Amenity block to be indicated on plans and will require Building and Septic approvals;
- Designated (line marked) hardstand car parking required for all caravan sites;
- Designated (line marked) hardstand visitor parking required and to be indicated on plans;
- At least 1/10<sup>th</sup> of the total area of the facility is to be designated a recreational area and indicated on plans (facility roads not included in calculating area);
- Provide recreational facilities for children which are protected from the weather and enclosed (Building Approval may be required);
- The caravan park grounds are to be suitably and permanently lit at night to provide sufficient visibility for access to ablution blocks. Indicate on the plans the type and location of lighting;
- Sullage waste water dump points are to be indicated on plans;
- A caravan is to be no further than 10 metres from a sullage dump point;
- A communal chemical soil waste dump point is to be constructed in accordance with AS 3500.2.2 and connected to the effluent disposal system and indicated on the plans; and
- Rubbish bins are to be placed within 90 metres of each site and indicated on plans.

#### **Risk Implications**

Given the proximity to the speedway, there is a risk that the Shire could receive an increase in the number of complaints from caravan park residents in relation to pollution (e.g. noise) from the speedway.

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

One of the key considerations in the determination of this application is whether or not the proposed development will be detrimental to the current level of amenity of the subject site and surrounding areas.

Given that the proposed development doesn't require any clearing or earthworks, the level of environmental impact will be low to nil. The likely impact on the character of the area is considered to be minimal given that no objections to the proposal were received from the surrounding landowners and the scale of the development is insignificant. Furthermore, the provision of 5 additional caravan bays will provide a greater supply and diversification of short term accommodation available in the Shire.

Significant consideration is also given to the detrimental impact of the adjoining speedway on long-stay residents of the caravan park. Officers acknowledge that there is a land use conflict present, between the caravan park and the speedway, which can negatively affect the use and enjoyment of the subject site. It is important to note that the abovementioned impacts stem from the speedway, which is not the subject of this application.

The Northam Speedway has been operating at the site for a number of years and the lease is currently in the process of being extended. Therefore, at the time of the original planning approval granted by Council in 2010, the speedway was already in use and the potential negative impacts were known and considered by Council Shire Officers.

It is recommended Council approves the application subject to appropriate conditions.

#### **RECOMMENDATION**

**That Council grant Development Approval for the proposed extension to a non-conforming use (Caravan Park – 5 additional caravan bays) at Lot 23 (6322) Great Eastern Highway, Northam as outlined in the Application received 27<sup>th</sup> February 2017 (Application P17025) subject to the following conditions:**

#### **GENERAL CONDITIONS**

- 1. The development hereby permitted must substantially commence within two years from the date of this determination notice.**
- 2. The development hereby permitted taking place in accordance with the approved plans dated 19/04/2017.**
- 3. The stormwater shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.**



**4. A maximum of nine (9) caravan bays are permitted on Lot 23 (6322) Great Eastern Highway, Northam.**

**CONDITIONS TO BE MET PRIOR TO COMMENCEMENT OF WORKS**

5. Prior to commencement of development, a caravan park management plan shall be submitted to and approved in writing by the local government. The approved plan shall be adhered to at all times and the plan shall indicate the following:
- Designated long-stay sites;
  - Facility roads with dimensions;
  - Location of additional toilet block so that all caravans are within 90m of an ablution block;
  - Designated (marked) hardstand car parking for all caravan sites;
  - Designated (marked) hardstand visitor car parking;
  - Designated recreational area to at least 10% of the total area of the facility;
  - Designated recreational facilities for children which are protected from the weather and enclosed;
  - Type and location of lighting (caravan park grounds are to be suitably and permanently lit at night to provide sufficient visibility for access to ablution blocks);
  - Location of sullage waste water dump points;
  - Location of rubbish bins placed within 90 metres of each site; and
  - Location of communal chemical soil waste dump point constructed in accordance with AS 3500.2.2 and connected to an approved effluent disposal system
6. Prior to commencement of development, a detailed landscaping plan is to be submitted to and approved by the local government.

**CONDITIONS TO BE MET PRIOR TO OCCUPATION OF THE DEVELOPMENT**

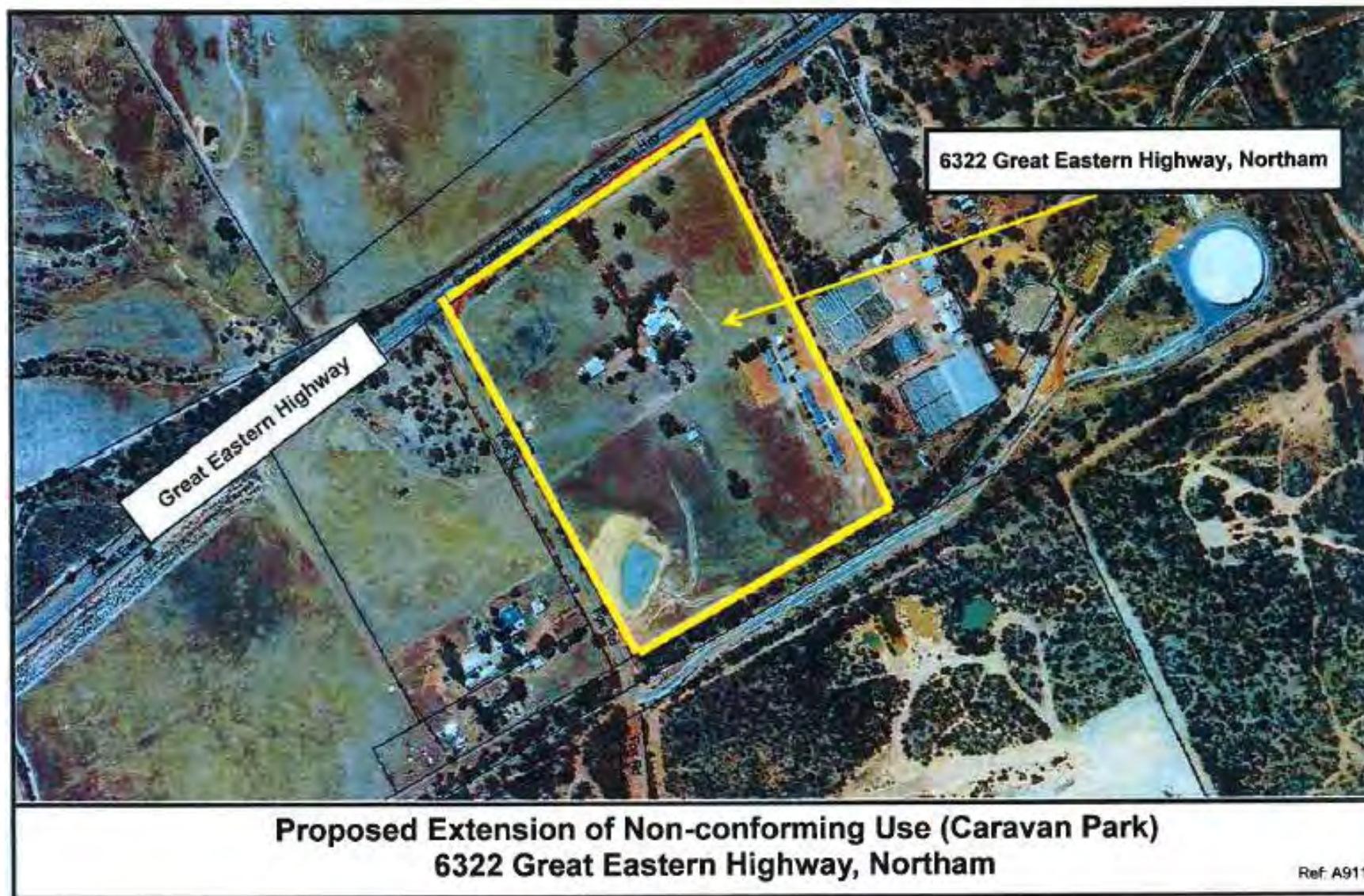
7. Prior to occupation, landscaping is to be completed in accordance with the approved plans or any approved modifications thereto to the satisfaction of the local government.
8. Prior to occupation, the development shall be screened from view from any neighbouring property to the satisfaction of the local government.
- 9. Prior to occupation, a notification is to be placed on the Certificate of Title under Section 70A of the Transfer of Land Act stating:**

***“The land hereinbefore described is located in proximity to a motor sport precinct and the land may be affected by environmental health impacts including noise, dust and odour during authorised events”.***

**CONDITIONS REQUIRING ONGOING COMPLIANCE**

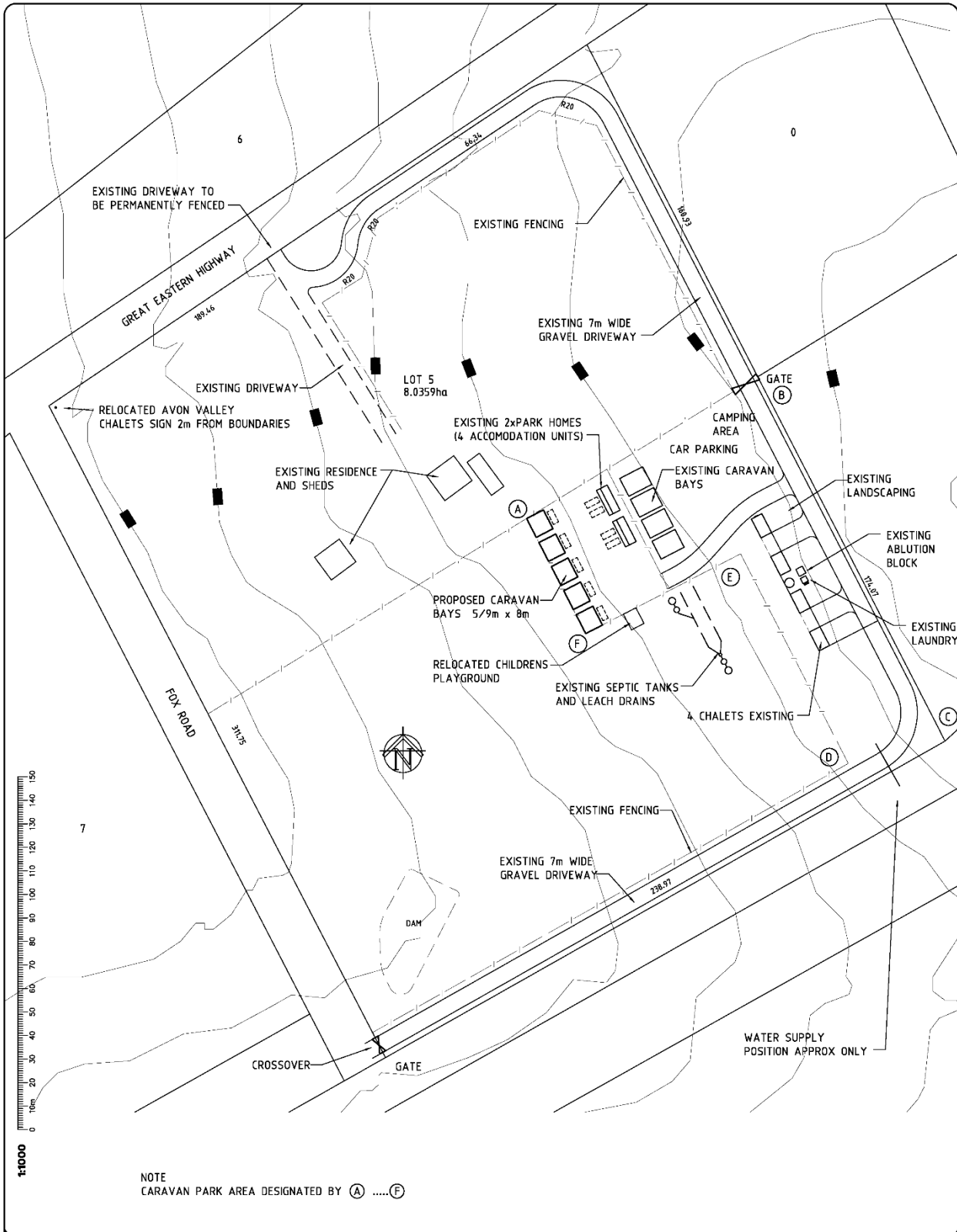
**10. All landscaped areas are to be maintained on an ongoing basis to the satisfaction of the local government.**

Attachment 1





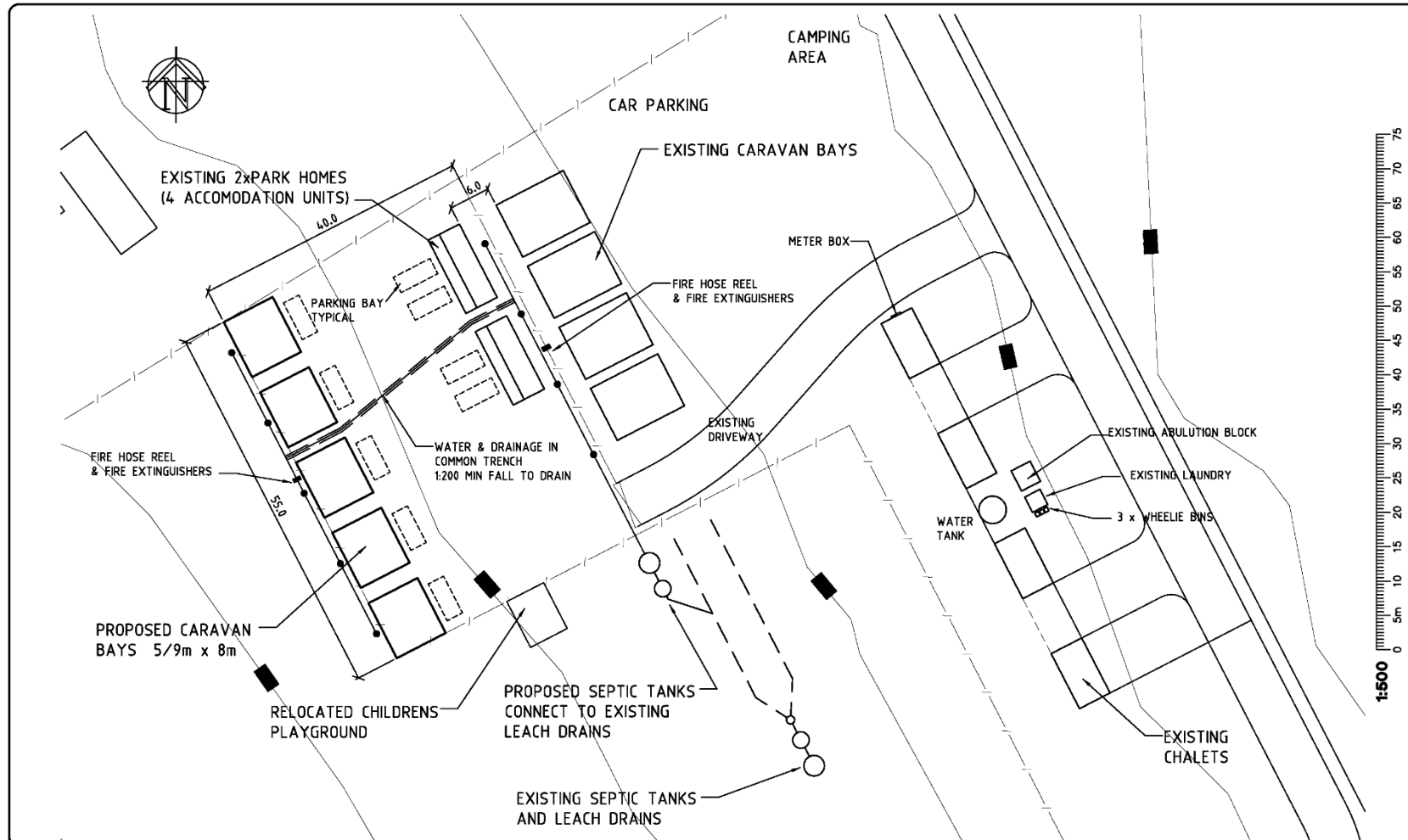
**Attachment 2**



NOTE  
 CARAVAN PARK AREA DESIGNATED BY (A) .....(F)

<b>AVON VALLEY DESIGN AND DRAFTING SERVICE</b> 56 WOOLLEY FARM DRIVE NORTHAM W.A. 6401 email: avonvds@bigpond.com	SCALE 1:1000 © COPYRIGHT	<b>A2</b>	<b>PROPOSED TOURIST ACCOMMODATION                  AVON VALLEY CHALETs                  ON LOT 5 FOX ROAD                  SHIRE OF NORTHAM                  OVERALL SITE PLAN</b>
DRN S.R.C.      DATE JAN 2017	BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE DRAWINGS WHERE APPLICABLE WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING		SHEET 1 OF 2

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<b>AVON VALLEY DESIGN AND DRAFTING SERVICE</b> 56 WOODLEY FARM DRIVE NORTHAM W.A. 6401 email: avonvds@bigpond.com		1:500 © COPYRIGHT	<b>A3</b>	PROPOSED TOURIST ACCOMMODATION AVON VALLEY CHALETS LOT 5 FOX ROAD SHIRE OF NORTHAM PART SITE PLAN
DRN S.R.C.	DATE JAN 2017	BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE DRAWINGS WHERE APPLICABLE WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING		SHEET 2 OF 2 MEMBER OF BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA

File location C:\users\DOWNER\Documents\Chief\Avvds 2016\16058-Fehlauer\

Printed : Tue, 31 Jan 2017 - 4:15pm

Attachment 3



Mr Joseph Fehlauer  
PO Box 678  
NORTHAM WA 6401

Our Ref : A911 / P1246 / OPA10278  
Enquiries : Joshua Wilson

Dear Mr Fehlauer

**RE: PLANNING APPROVAL FOR CARAVAN PARK  
6322 GREAT EASTERN HIGHWAY NORTHAM**

Council has approved your application for an 8-bay Caravan Park at the above address at its Ordinary Council Meeting held on 15 December 2010.

Your formal notice is attached and your attention is drawn to the conditions of approval as well as the Notes at the bottom of the Determination Notice. It is the land owner's responsibility to ensure these conditions are complied with.

Any correspondence regarding this matter should refer to our reference A911 / P1246 to assist the Shire to respond to such correspondence.

Should you have any further queries regarding this matter please contact Joshua Wilson on 08 9622 6133 or via email [planning@northam.wa.gov.au](mailto:planning@northam.wa.gov.au).

Yours sincerely



**CHADD HUNT  
EXECUTIVE MANAGER DEVELOPMENT SERVICES**

**CBH:JW**

16 December 2010

Encl: *Determination  
Approved Plans*

ABN 42 826 617 380  
395 Fitzgerald Street - PO Box 613, Northam WA 6401  
T (08) 9622 6100 F (08) 9622 1910  
E [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au) W [www.northam.wa.gov.au](http://www.northam.wa.gov.au)





**TOWN PLANNING SCHEME No 3  
 DETERMINATION OF APPLICATION FOR PLANNING APPROVAL**

[cl. 10.4.1]

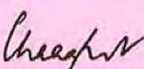
Location: 6322 Great Eastern Highway, Northam			
Lot No: 23	Plan/Diagram: DP 57588		
Certificate of Title	Vol. No: 1336	Folio No: 140	Application No: P1246
Application Date: 15/09/2010		Received On: 15/09/2010	
Description of proposed development: <p style="text-align: center;"><b>8-BAY CARAVAN PARK</b></p> The application for planning approval is granted subject to the following conditions: That Council issue planning approval for an 8-bay caravan park on 6322 Great Eastern Highway, Northam subject to the following conditions:			
<ol style="list-style-type: none"> <li>1. All development being in accordance with the approved plans including any notations marked in red on the approved plans.</li> <li>2. Application being made for and the issue of a Caravan Park Licence from the Shire of Northam prior to the commencement of development.</li> <li>3. All caravans and annexes placed permanently or semi-permanently on the property are to be new or in as-new condition. Caravans and annexes are to be maintained so as not to detract from the visual amenity of the area.</li> <li>4. A Landscaping Plan being submitted to and approved by the Local Government prior to commencement of works. The approved landscaping plan is to be fully implemented before occupation of the development and maintained thereafter to the satisfaction of the Local Government.</li> <li>5. A notification being placed on the Certificate of Title acknowledging that the property is in a noise related motor sports area.</li> <li>6. The vehicle access for the property being relocated from Great Eastern Highway to Fox Road in accordance with Main Roads advice, with plans submitted to and approved by the Local Government prior to construction. The intersection of Great Eastern Highway and Fox Road is to be upgraded to the specifications and requirements of Main Roads WA at the developer's expense or in conjunction with any contribution from Main Roads WA.</li> <li>7. The parking areas, driveways and points of ingress/egress being designed, constructed, drained and marked, and thereafter maintained to the specification and satisfaction of</li> </ol>			

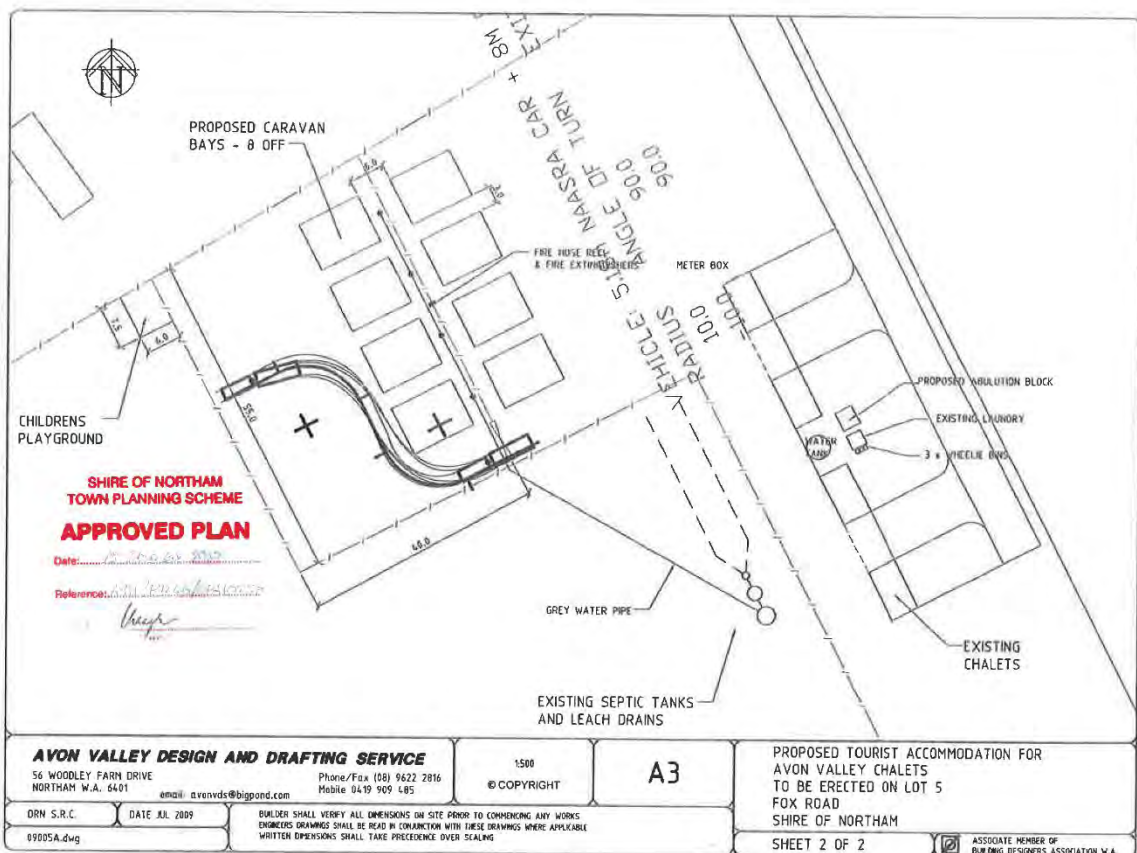
ABN 42 826 617 380  
 395 Fitzgerald Street - PO Box 613, Northam WA 6401  
 T (08) 9622 6100 F (08) 9622 1910  
 E records@northam.wa.gov.au W www.northam.wa.gov.au





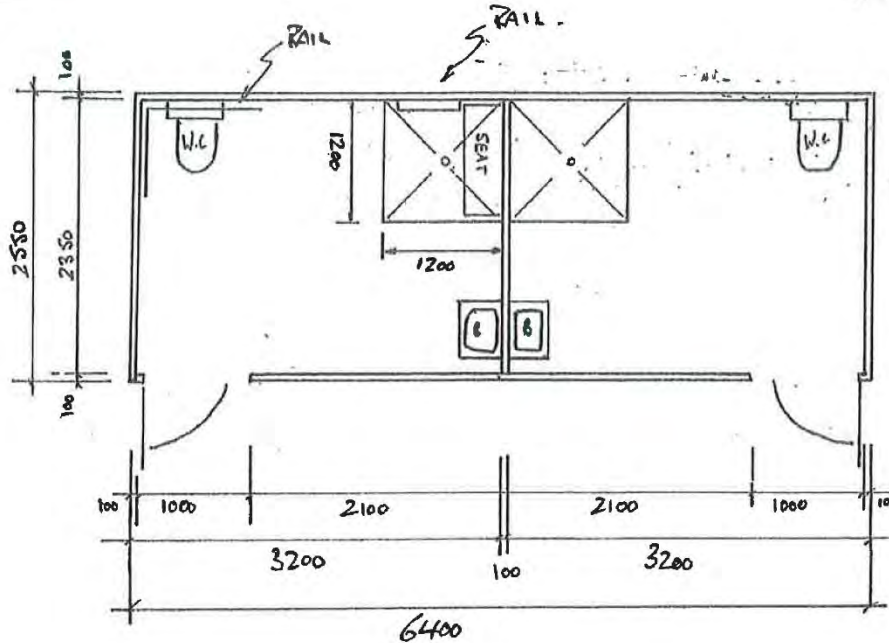
Shire of Northam

the Council. These works are to be done as part of the building program.	
8.	All stormwater to be collected on site and disposed of in accordance with a drainage plan prepared by the applicant and submitted for approval by the Council before installation. Installation of the stormwater drainage system is to be part of the building program.
9.	A suitably screened refuse bin area with wash down facilities to be provided to Council's satisfaction.
10.	The owner ensuring that the land is not laid bare of vegetation resulting in loose eroded conditions.
11.	A 3.0 metre firebreak being maintained along the property boundaries at all times.
12.	A sign being placed on site by the applicant to the satisfaction of Council advising of the approval of the stated development; such sign to remain in place until the development is completed.
Note 1:	This is not an approval to commence development. A Building Licence must be obtained from the Local Government prior to commencement of any works.
Note 2:	This development is required to comply with the State's Caravan Parks and Camping Grounds Regulations Act 1995 and Regulations 1997.
Note 3:	If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.
Note 4:	Where an approval has so lapsed, no development shall be carried out without the further approval of the Local Government having first been sought and obtained.
Note 5:	If an applicant is aggrieved by this determination there is a right of appeal under the <i>Planning and Development Act 2005</i> . An appeal must be lodged within 28 days of the determination.
Signed:	Date: 16 December 2010
	File Reference: A911 / P1246
For and on behalf of the Shire of Northam	

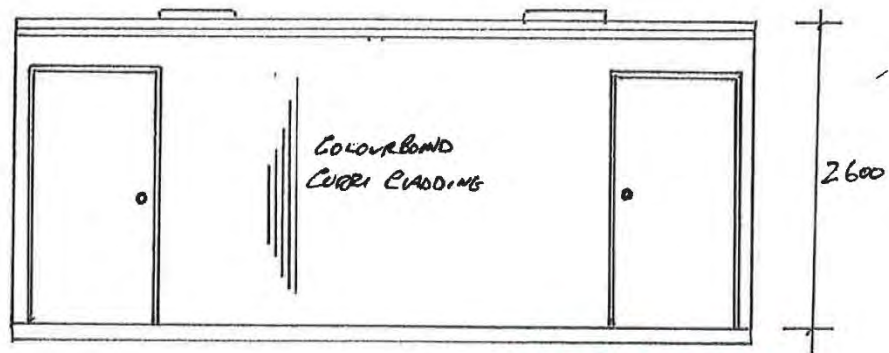




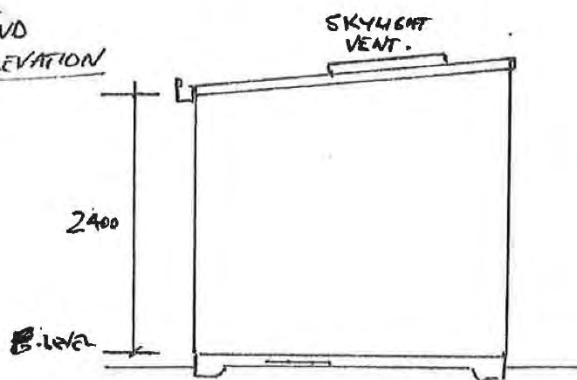
FLOOR PLAN



FRONT ELEVATION



END ELEVATION



**SHIRE OF NORTHAM  
 TOWN PLANNING SCHEME**

**APPROVED PLAN**

Date: 15 December 2010

Reference: 1911/P12/L6/OPA/10270

Sign: [Signature]

100MM THICK CONCRETE RAFT FLOOR SLAB.  
 WITH PLASTIC MEMBRANE AND MESH.

### 12.3.7 Development Contributions Plan – request to not pursue incorporation of a Developer Contribution Areas Scheme for the Shire of Northam through the introduction of provisions into Local Planning Scheme No.6

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	3.1.8.14
<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 whether to proceed with a Developer Contribution Areas Scheme for the Shire of Northam through the introduction of provisions into Local Planning Scheme No.6 (via a Scheme Amendment).

It is recommended that Council not pursue an amendment to the Scheme at this time.

#### ATTACHMENTS

Attachment 1: Extract from 21/112012 Council Minutes.

Attachment 2: Development Contributions Plan.

Attachment 3: Northam Community Infrastructure Plan 2012-2032: ADDENDUM 2015.

#### BACKGROUND / DETAILS

At the Ordinary Council Meeting held on 21<sup>st</sup> November 2012, Council resolved as follows in respect of Item 13.2.2:

*“That Council resolve to,*

- 1) *formally adopt the Shire of Northam's Development Contributions Plan and Report and its recommendations as follows:*
  - a) *infrastructure Items listed for development or improvement be done so in accordance with the timeframe listed in the Development Contributions Plan Report;*

- b) *development Contributions be proportioned in line with the provisions outlined within the Development Contributions Plan Report (DCA1, DCA2, DCA3);*
  - c) *amend Local Planning Scheme No. 6 to include the provision of the Development Contributions Plan; and*
  - d) *the Development Contributions Plan be reviewed annually to ensure population and dwelling projections are as accurate as possible and also to ensure that new structure plans or subdivision plans are taken into account when determining dwelling and population yields.*
- 2) *make the Development Contributions Plan Report available for public inspection during business hours at the Shire offices.*
  - 3) *note that Shire staff will liaise with developers within the Shire to achieve the recommendations of the Development Contributions Plan Report."*

Extract from Council's 21/11/2012 Minutes is attached. Refer **Attachment 1**.

A copy of the adopted Development Contributions Plan (DCP) is attached. Refer **Attachment 2**.

Background of key dates and determinations:

The following table outlines key dates regarding the process of making the Shire of Northam's DCP:

<b>Date</b>	<b>Item/Outcome</b>
July 2011	Blair Stone was appointed to develop a strategy in regards to community infrastructure
August 2011	Staff conducted assessment of the current provision of community infrastructure within the localities of Wundowie and Bakers Hill
Aug/Sept 2011	Staff assessed the future dwelling and population yield within the Shire
Oct/Nov 2011	Draft Development Contributions Plan background was undertaken
July 2012	Draft Development Contributions Plan was developed and a draft forwarded to the Department of Planning for comment
August 2012	Report prepared for Council
15 August 2012	Draft Plan approved/adopted for advertising by Council
22 August 2012	Draft Plan advertised for public comment





03 October 2012	Advertising period expires
29 October 2012	Comments on Draft Development Contributions Plan received from Department of Planning (requesting clarification on several matters)
02 November 2012	Report prepared for Council
21 November 2012	Development Contributions Plan was adopted by Council. Changes/clarification from Department of Planning were not incorporated into the Plan when presented to Council. As a result this Plan was never incorporated into Scheme as it was not approved by DoP.
May 2015	Engage consultant ( <i>Engage Urban Planning</i> ) to update the Community Infrastructure Plan that underpinned the Development Contributions Plan.

As outlined above, the Shire engaged a consultant to ‘update’ the Community Infrastructure Plan (CIP) that underpinned the DCP in circa 2015 and, in particular, to assess the continued suitability of the current community infrastructure proposals.

A copy of the updated document is attached. Refer **Attachment 3** – *Shire of Northam Community Infrastructure Plan 2012-2032: ADDENDUM 2015*.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

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

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

### Financial / Resource Implications

Council’s Administration has spent approximately \$10,000 in consultant fees to date.

### Legislative Compliance

#### State Planning Framework

The process by which government can require contributions from developers towards infrastructure associated with development is formally established in State Planning Policy 3.6 – Development Contributions for Infrastructure (SPP 3.6).

SPP 3.6 sets out the principles underlying development contributions for infrastructure and the form, content and process for the preparation of a DCP.

Under SPP 3.6, development contributions can be sought for items of infrastructure that are required to support the orderly development of an area.

#### Local Planning Framework

A DCP does not have effect until it is incorporated into a local planning scheme, either as part of a new scheme, or through an amendment to a scheme. Each Development Contribution Area (DCA) should be identified as a Special Control Area on the scheme map and in the scheme text and a DCP for each DCA included as a schedule to the scheme text.

A new local planning scheme or scheme amendment is progressed per the statutory process established in the *Planning and Development Act 2005* and subsidiary legislation. Inclusion of a DCA and associated DCP in a scheme must follow this same process, including a period of public consultation, review and assessment by the WAPC, a final decision by the Minister for Planning and publication in the Government Gazette, at which point the DCP takes effect.

#### **Policy Implications**

Nil.

#### **Stakeholder Engagement / Consultation**

Nil.

#### **Risk Implications**

The implementation of a Developer Contribution Scheme through the introduction of provisions into the Shire of Northam Local Planning Scheme No.6 may impact the affordability of housing in the Shire and may result in passing on unwarranted costs to existing and prospective homeowners.

It is also considered the Shire's Administration would have to make significant administrative changes and/or adjustments (i.e. human resources) to cope with the burden of DCPs.

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

In considering whether to proceed with a DCP for the Shire of Northam, Council should have due regard for the following key questions:

- Are DCPs, as a planning instrument, appropriate for Shire of Northam?
- If implemented, is it likely to produce decent outcomes for the Shire's respective local communities?
- DCPs is a sophisticated, yet onerous, planning instrument. What type of changes and/or adjustments will the Shire's Administration have to make in order to cope with the administrative burden of DCPs?
- What are the key-attributes of a successful Development Contribution Areas (DCA) Scheme and is it likely to succeed in Shire of Northam?

Each of the above-mentioned key questions is outlined and discussed in more detail below.

When State Planning Policy 3.6 'Development Contributions for Infrastructure' was formulated, eight overall principles were established to guide the process for determining development contributions for infrastructure and the preparation of DCPs:

1. Need and the nexus – The need for the infrastructure included in a DCP must be clearly demonstrated (need) and the connection between the development and the demand created should be clearly established (nexus).
2. Transparency – Both the method for calculating the development contribution and the way it is applied should be clear, transparent and simple to understand and administer.
3. Equity – Development contributions should be levied from all developments within a development contribution area, based on their relative contribution to need.
4. Certainty – All development contributions should be clearly identified and methods of accounting for escalation agreed upon at the commencement of a development.
5. Efficiency – Development contributions should be justified on a whole of life capital cost basis consistent with maintaining financial discipline on service providers by precluding over recovery of costs.
6. Consistency – Development contributions should be applied uniformly across a development contribution area and the methodology for applying contributions should be consistent.
7. Right of consultation and arbitration – Land owners and developers have the right to be consulted on the way development contributions are determined. They also can seek a review by an independent third party if they believe that the calculation of the contributions is not reasonable.
8. Accountable – There must be accountability in the way development contributions are determined and expended.

These principles apply to the manner in which the need for any proposed infrastructure item is determined and to the method of calculating the level of contributions to be levied. It is essential that the overall principles form the basis for seeking development contributions, including the preparation of every DCP when a DCP is required.

While it would be hard to argue that DCPs would not be beneficial to the Shire, there are several other "establishment principles" that Council would need to consider in assessing whether there is a need for a DCP to enable the provision of infrastructure. To this end, it should be borne in mind that Development contributions are only one mechanism to deliver planning outcomes. Other



streams of funding to deliver the full suite of urban infrastructure (particularly in established areas) include general rates and external grants.

Staff are concerned that, if DCPs are implemented for Shire of Northam, it may severely impact the affordability of housing in the Shire and the system may ultimately result in passing on unwarranted costs to existing and prospective homeowners.

To ensure that a DCP results in a system that operates effectively, various administrative procedures need to be in place to allow the provision of contributions. Contributions received needs to be effectively monitored and any enforcement or arbitration actions (where necessary) should be identified.

Following finalisation of a DCP, further activities need to be undertaken by a variety of parties, to different timetables, sometimes extending over several years. Some of these tasks include:

- receipt of financial contributions at appropriate times;
- in-kind delivery of contributions by the developer to the required standard and timetable;
- delivery of infrastructure the local government or other government agency has agreed to provide to the required standard and timetable;
- appropriate monitoring and review of DCPs; and
- any necessary enforcement or arbitration action.

Therefore, should Council implement a Developer Contribution Scheme/s, Council and the Shire's Administration should be satisfied that it has the right processes available to it to effectively implement DCPs, and developers need to be sure that their contributions are being used appropriately.

On the balance of the facts, currently, it is considered that the Shire's Administration would have to make significant changes and/or adjustments (i.e. human resources) to cope with the administrative burden of DCPs.

Developer Contributions Schemes perform well in local government areas experiencing strong population growth and a rapid rate of land development.

Except for Wundowie, most townsites within the Shire have experienced modest population growth between 2006 and 2011. The balance of the Local Government Area (LGA) – that is, the total LGA excluding Northam, Wundowie and Bakers Hill – experienced a population decline on average -2.3% annually from 2006 to 2011.

In closing, staff consider that, at the present time, a Developer Contribution Scheme for the Shire of Northam would not be feasible / achievable for the following reasons:

- Modest population growth – there is no increased pressure on the Shire for the provision of services to ensure the economic and social well-being of existing and future communities;
- A Developer Contribution Scheme is likely to impact the affordability of housing in the Shire and may result in passing on unwarranted costs to existing and prospective homeowners (refer Cost Apportionment Schedule of the Development Contributions Plan Report – Attachment 2); and
- There are more suitable streams of funding available to the Shire to deliver the full suite of urban infrastructure such as general rates and external grants.

## **NOTICE TO REVOKE DECISION OF COUNCIL OR COMMITTEE**

### **Local Government Act 1995**

5.25. Regulations about council and committee meetings and committees

(1) Without limiting the generality of section 9.59, regulations may make provision in relation to —

- (e) the circumstances and manner in which a decision made at a council or a committee meeting may be revoked or changed (which may differ from the manner in which the decision was made);

### **Local Government (Administration) Regulations 1996**

10. Revoking or changing decisions (Act s. 5.25(1)(e))

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —

- (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

- (b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee,

inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in subregulation

(1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —
- (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
  - (b) in any other case, by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

**Notice is hereby given by the following**

	Councillor Name	Signature
1.		
2.		
3.		
4.		

**To revoke or change the following decision**

Meeting / Date	21 <sup>st</sup> November 2012
Agenda Item No	13.2.2
Agenda Item Name	Adoption of Shire of Northam Development Contributions Plan
File Reference	3.1.8.14
Resolution No	C.1887

**COUNCIL DECISION**

**Minute No C.1887**

**Moved: Cr D Beresford**

**Seconded: Cr T Little**

**That Council resolve to,**

- 1) formally adopt the Shire of Northam's Development Contributions Plan and Report and its recommendations as follows:**
  - a) infrastructure Items listed for development or improvement be done so in accordance with the timeframe listed in the Development Contributions Plan Report;**



- b) development Contributions be proportioned in line with the provisions outlined within the Development Contributions Plan Report (DCA1, DCA2, DCA3);
  - c) amend Local Planning Scheme No. 6 to include the provision of the Development Contributions Plan; and
  - d) the Development Contributions Plan be reviewed annually to ensure population and dwelling projections are as accurate as possible and also to ensure that new structure plans or subdivision plans are taken into account when determining dwelling and population yields.
- 2) make the Development Contributions Plan Report available for public inspection during business hours at the Shire offices.
- 3) note that Shire staff will liaise with developers within the Shire to achieve the recommendations of the Development Contributions Plan Report.

**CARRIED 9/**

#### **RECOMMENDATION**

That Council rescind decision No. C.1887 from the Ordinary Council meeting held on 21<sup>st</sup> November 2012 in relation to the adoption of Shire of Northam Development Contributions Plan.

#### **RECOMMENDATION**

That Council not pursue incorporation of a Developer Contribution Areas Scheme for the Shire of Northam through the introduction of provisions into Local Planning Scheme No.6 at this time.

## Attachment 1

Ordinary Council Meeting - Minutes

21/11/2012

### 13.2.2 ADOPTION OF SHIRE OF NORTHAM DEVELOPMENT CONTRIBUTIONS PLAN

Name of Applicant:	Internal Report
Name of Owner:	N/A
File Ref:	3.1.8.14
Officer:	Phil Steven / Austin Donaghey
Officer Interest:	Nil
Policy:	Western Australian Planning Commission State Planning Policy 3.6 - Development Contributions for Infrastructure
Voting:	Simple Majority
Date:	02 November 2012

#### PURPOSE

For Council to consider the adoption of the Shire of Northam Development Contributions Plan following public advertising as a long term document guiding the contribution of funds from developers toward community infrastructure within the Shire of Northam.

The Shire of Northam Development Contributions Plan (table which is inserted into Schedule 13 of the Local Planning Scheme 6), Community Infrastructure Plan and Development Contributions Plan Report have been prepared by staff, and are attached.

#### BACKGROUND

With the recent adoption of structure plans and scheme amendments within the Shire of Northam it is evident that there is likely to be a great degree of residential development over the next 20 years. As such, community infrastructure will need to be upgraded to meet the needs of the growing population.

Upon conducting a community infrastructure survey and analysis it has been noted that there are many infrastructure items that will need upgrading, developing or modifying to suit the future population of the Shire. Key areas of growth that have been identified in the Community Infrastructure plan include the Northam Townsite, Wundowie, Bakers Hill and Clackline Localities.

The objectives of the Shire of Northam's Development Contributions Plan are:

- To provide funding for improvements to community infrastructure;
- To outline who should fund items of community infrastructure;

- Provide justification for community infrastructure development;
- Outline the methods and justification for costs to be attributed by developers;
- Identify the items of infrastructure that are needed in the future;
- Detail the timeframe of implementing community infrastructure; and
- To recommend a plan that addresses the objectives mentioned above.

Background of key dates and determinations:

The following table outlines key dates regarding the process of making the Shire of Northam's Development Contributions Plan.

Date	Item/Outcome
July 2011	Blair Stone was appointed to develop a strategy in regards to community infrastructure.
August 2011	Staff conducted assessment of the current provision of community infrastructure within the localities of Wundowie and Bakers Hill.
Aug/Sept 2011	Staff assessed the future dwelling and population yield within the Shire.
Oct/Nov 2011	Draft Northam Development Contributions Plan background was undertaken
July 2012	Draft Northam Development Contributions Plan was developed and a draft forwarded to the Department of Planning for comment
August 2012	Report prepared for Council
15 August 2012	Draft Plan approved by Council
22 August 2012	Draft Plan advertised for public comment
03 October 2012	Advertising period expires
02 November 2012	Report prepared for Council

**STATUTORY REQUIREMENTS**

The Shire of Northam's Development Contributions Plan sets out the manner in which contributions can be sought for infrastructure, the items of infrastructure that can be funded by development contributions and the amount in which they should provide. The Plan acknowledges other planning documents, concurrent studies, technical reports and strategic community reports.

As the document is of strategic importance it is proposed that an annual review is conducted by the Development Services staff to ensure the Development Contributions Plan is updated with the latest information and provides accurate information regarding the future population predictions and costs of infrastructure items.

WAPC State Planning Policy 3.6 – Development Contributions for Infrastructure sets out development contribution provisions for standard infrastructure items applied by the Western Australian Planning Commission (WAPC) on the subdivision, strata subdivision, or development of land and provides a consistent, accountable and transparent system



for local governments to plan and charge for community infrastructure items which are not included in the standard provisions through development contribution plans.

### **CONFORMITY WITH THE PLAN FOR THE FUTURE**

Goal: To ensure that the future development of infrastructure items is justified by the needs of the Northam community and that funding for such items can be proportionately levied according to the demand induced by future development.

Goal: To ensure that community infrastructure is provided for in a sustainable, timely and efficient manner for the growing Northam community.

### **BUDGET IMPLICATIONS**

Implementation of the Development Contributions Plan will largely impact on the budgeting of the Shire's Resources. The implementation of the plan will enable community infrastructure items to be funded in a manner which will add support to current funding measures of infrastructure. The contributions from developers will enable infrastructure items to be improved or developed which otherwise may not have been funded by the Shire.

The cost to be paid by developers is to be proportioned according to the demand that their development creates. This demand is generally justified by the population their development will yield. These yield estimates are outlined within the Development Contributions Plan.

The current fees listed in the 2012/13 Budget for Development Contributions are \$1,500 per residential lot and \$1,000 for all other lots.

The following table shows the population trends and developer contributions referred to in the Developer Contribution Plan Report. The figures are slightly different to those advertised, due to a review of the capital works plan which resulted in minor changes to the timeframes for rollout of some of the infrastructure. These are highlighted in the documents.

DCA	Dwelling Units/Population Year 2012 (2011)		Dwelling Units/Population Year 2032 (2031)		New Dwelling Units	DCP
Northam Townsite	2,935	6,580	3,599	8,069	664	\$4,305
Bakers Hill/Clackline	686	1,478	841	1,812	155	\$4,565
Wundowie	542	1,281	665	1,571	123	\$4,882

The contributions are population - based. As a comparison only, the following correlates with the Supertown aspirational population targets:

DCA	Dwelling Units/Population Year 2012 (2011)		Dwelling Units/Population Year 2032 (2031)		New Dwelling Units	DCP
Northam Townsite	2,935	6,580	8,921	20,000	5,986	\$2,167
Bakers Hill/Clackline	686	1478	2,085	4,492	1,399	\$1,863
Wundowie	542	1281	1,647	3,894	1,105	\$2,062

### OFFICER'S COMMENT

The Shire of Northam's Development Contributions Plan recognises the key issues associated with the current provision of community infrastructure items and the future population growth within the Shire of Northam.

#### Future Population Growth

- *Rural land is becoming rezoned to accommodate small-holding lots and residential structure plan developments;*
- *The future population of these lots will require community infrastructure provisions to meet their local needs and aspirations;*
- *The future population of the Northam Shire has been predicted at around 12,300 people;*
- *Population growth is predicted to be concentrated around Wundowie, Bakers Hill and Clackline, as well as the Northam townsite itself; and*
- *Particularly important growth areas include the Wundowie North-West Structure Plan area as well as other structure plans throughout the Shire. Those with structure plans are likely to be developed in the near future.*

#### Infrastructure Items

- *Infrastructure items to be funded by the plan have been justified by the Shire of Northam's Community Infrastructure Plan*

#### Growth Areas

- *The key growth areas that have been outlined by the Plan include Wundowie, Bakers Hill - Clackline and the Northam Townsite; and*
- *The infrastructure items to be funded are outlined in the Development Contributions Plan Overview below.*



### Development Contributions Plan Overview

Below is a brief overview of some of the key components of the Development Contributions Plan and what it will mean when adopted. Infrastructure items that will be funded by the Development Contributions Plan include the following:

<b>Northam Centre-</b>	<b>Aquatic</b>	Stage 2 of the recreation centre will require regional funding and will see the construction of an indoor swimming pool.
<b>Northam Centre</b>	<b>Cultural</b>	The history and culture of Northam has been collected for inclusion in a dedicated centre.
<b>Northam Seniors Centre</b>		A new Seniors Centre would be located close to the new Recreation Centre to cater for an ageing population.
<b>Northam Youth Space upgrades and Youth Centre</b>		New Youth Centre to be located in close proximity to the new recreation centre. Development of youth facilities also in this space for wheeled sports (skateboarding, BMX etc.).
<b>Bakers Hill Recreation Centre expansion</b>		The Bakers Hill Recreation Centre will require improvements for a growing population. Key upgrades will require the reticulation of the Bakers Hill oval.
<b>Bakers Hill Youth Space</b>		At the Recreation Centre, it is proposed to create a space for youth to use, including wheeled sports and obstacle course.
<b>Bakers Hill hardcourt upgrades</b>		The hardcourts in Bakers Hill and Clackline will require upgrading in the next few years, including tennis and basketball courts.
<b>Wundowie Pavilion</b>	<b>Sports</b>	The current clubrooms at the Wundowie oval are run down and inadequate for sporting teams in a growing population. Clubrooms will need redevelopment.
<b>Wundowie Pool</b>	<b>Swimming</b>	Pool facilities require several improvements for an expanding population. These include improvements to the office, changerooms and chemical shed.
<b>Wundowie Resource Centre</b>	<b>Resource</b>	The resources centre will require upgrades for an expanding population. More resources to be made available (Computers, training rooms, books etc.)
<b>Wundowie Youth Space</b>		The youth space in Wundowie could use upgrades for a growing population. Other activities could be included at the youth space, including wheeled sports such as skateboarding.
<b>Wundowie North-West Precinct Fire Shed</b>		The North-West structure plan is located in an area where the development of a new fire shed will be appropriate, either in that subdivision or within the Wundowie town Fire Station.
<b>Wundowie Hardcourt upgrades</b>	<b>Hardcourt</b>	Current hardcourt provisions in Wundowie are not to a standard for competition or for an expanding population. Resurfacing is required to bring the facilities to the required quality, particularly for basketball and netball.



These items of infrastructure are justified within the Shire of Northam's Community Infrastructure Plan.

### **Objective of the Development Contributions Plan**

The Development Contributions Plan sets out to ensure that the contributions are applied consistently and transparently across all Development Contribution Areas. To ensure this the development contributions have been formulated and agreed, whereby this plan prescribes the cost contributions for owners, and these costs are envisaged to be calculated and applied by way of conditions of subdivision, strata subdivision or development.

To ensure that owners are only required to contribute to infrastructure that is partly attributable to its development, the DCA area has been broken down into the following sub-areas, as depicted on the Development Contribution Area map. The sub-areas have generally been broken down in a manner reflecting the Locality Boundaries. These areas include the following;

- a) The Northam sub-area (DCA1)
- b) The Bakers Hill/Clackline sub-area (DCA2)
- c) The Wundowie sub-area (DCA3)

The three areas have been justified as they are the three sub-areas (localities) which will likely see the most of the development in the Shire over the next 20 years. Local infrastructure items within these locations have been justified according to the predicted population increase within the localities. The areas located outside these sub-areas will not be subject to the Development Contribution Plan.

Items of infrastructure have been divided into hierarchal categories of regional, district, sub-district and local catchments. Most of the infrastructure items within the Development Contributions Plan fit in the Local category, meaning that the catchment in which they will receive developer contributions from, is within the same Contributions Boundary. Sub-District items of infrastructure may justify the need for contributions from more than one contributions boundary and District items require contributions from all contribution areas.

The plan has been prepared in accordance with State Planning Policy 3.6 Development Contributions for Infrastructure. It will come into effect on the date of gazettal of Amendment No.1 to Local Planning Scheme No.6 which is currently with the Minister for Planning for consideration. This is Consistent with clause 5.4 of State Planning Policy 3.6, land within the proposed Development Contribution Area will be considered to be subject to the Development Contribution Plan when the Council has commenced advertising of Amendment No.1. In this event, development contributions will be calculated but not collected prior to the gazettal of Amendment No 1. The Shire will seek to secure the interim arrangement through the imposition of a condition of subdivision or development approval requiring satisfactory arrangements being made for a contribution in accordance with the Development Contribution Plan. Such arrangements will involve

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the Owner entering into a legal agreement which provides for payment following gazettal.

The Development Contributions Plan was advertised for public comment on 18 August 2012, following the Council's resolution for adoption on 15 August 2012. During the advertisement process three submissions were received by the Shire. All the submissions received objected to the implementation of the Development Contributions Plan as being onerous on developers and also potentially having a negative effect on development within the Shire due to the additional cost of Development Contributions.

The issues raised in the submissions were carefully considered by officers however it was determined that the points raised did not merit for the Development Contributions Plan to be altered from its original council resolution. It is the officer's opinion that the Developer Contributions Plan is necessary in order for the Shire to provide for the provision of community infrastructure identified within the Shire's Community Infrastructure Plan. This infrastructure will be necessary to cater for future population growth across the Shire. The Development Contribution Plan is the mechanism to enable the Shire to upgrade existing infrastructure and also construct new community infrastructure to meet the needs of all residents in the Shire.

The Plan seeks to provide this infrastructure by seeking contributions on new development and subdivision within the Shire with existing residents not affected by the Contribution Plan. The Shire has a current availability of 1,280 lots approved through subdivision throughout the Shire; it is considered that although the DCP will not impact upon already approved subdivisions the Shire's community infrastructure will need upgrading, developing or modifying to meet the needs of the future population increase within the Shire.

### Conclusion

In conclusion the Development Contributions Plan is considered an important document in ensuring the future sustainability of community infrastructure provision throughout the Shire of Northam. The provision of development contributions will enable the Shire to provide community infrastructure which all its residents can utilise at a local level. The Development Contribution Plan will enable for future development to contribute to the provision of community infrastructure in their immediate vicinities in which future residents will benefit and utilise. Based on the abovementioned comments it is recommended the Development Contributions Plan be formally adopted by the Council.

**RECOMMENDATION/COUNCIL DECISION**

**Minute No C.1887**

**Moved: Cr D Beresford**

**Seconded: Cr T Little**

**That Council resolve to,**

- 1) formally adopt the Shire of Northam's Development Contributions Plan and Report and its recommendations as follows:
  - a) infrastructure items listed for development or improvement be done so in accordance with the timeframe listed in the Development Contributions Plan Report;**
  - b) development contributions be proportioned in line with the provisions outlined within the Development Contributions Plan Report (DCA1, DCA2, DCA3);**
  - c) amend Local Planning Scheme No. 6 to include the provision of the Development Contributions Plan; and**
  - d) the Development Contributions Plan be reviewed annually to ensure population and dwelling projections are as accurate as possible and also to ensure that new structure plans or subdivision plans are taken into account when determining dwelling and population yields.****
- 2) make the Development Contributions Plan Report available for public inspection during business hours at the Shire offices.**
- 3) note that Shire staff will liaise with developers within the Shire to achieve the recommendations of the Development Contributions Plan Report.**

**CARRIED 9/0**



## Attachment 2

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### Development Contributions Plan Report

Shire of Northam

July 2012

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**Contents:**

**1. Overview**

- 1.1 Background
- 1.2 Purpose
- 1.3 The Development Contribution Areas (DCA's)
- 1.4 Infrastructure Delivery
- 1.5 The DCA map
- 1.6 The DCP timeframe
- 1.7 The imposition of Development Contributions
- 1.8 Review
- 1.9 Calculation Methodology

**2. Guiding Principles**

**3. Statutory Framework**

- 3.1 State Planning Policy 3.6 Context
- 3.2 Local Strategic Context
- 3.3 Local Planning Context

**4. Population Yields and Estimates**

- 4.1 Introduction
- 4.3 Residential Dwelling Yield and Population

**5. Infrastructure Items to be funded by the DCP**

- 5.1 Infrastructure Items
- 5.2 Administrative Items

**6. Capital Expenditure Plan**

**7. Cost Apportionment Schedule**

## 1. Overview

### 1.1 Background

This Northam Development Contributions Plan (NDCP) has been developed to support the funding of community infrastructure in the Shire of Northam.

Scheme amendments and structure plans within the Northam Shire have been developed which set out the long-term strategic framework for the development of the Shire in relation to the following:

- Land Use (Including residential development of varying densities, open space and community facilities);
- Lot allocations; and
- Lot sizes

This DCP applies to the entire Northam Shire and requires contributions from all developers in the Shire.

It is envisaged that improved social, economic, environmental and urban design outcomes will be achieved through the provision of community infrastructure early in the development of the expanding Wundowie community. The delivery of key community infrastructure in a timely manner is fundamental to sustainable outcomes in growth areas such as the Wundowie Locality.

### 1.2 Purpose

The purpose of the development contribution plan is to-

- a) enable the applying of development contributions for the development of new, and the upgrade of existing infrastructure, which is required as a result of increased demand generated in the development contribution area;
- b) provide for the equitable sharing of the costs of infrastructure and administrative items between owners;
- c) ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the development contribution area; and
- d) coordinate the timely provision of infrastructure.

### 1.3 The Development Contributions Areas (DCA's)

The Development Contribution Plan is intended to apply to all land within the Shire of Northam which is capable of being developed with a dwelling or dwellings.

To ensure that owners are only required to contribute to infrastructure that is partly attributable to its development, the DCA area has been broken down into the following sub-areas, as depicted on the Development Contribution Area map. The sub-areas have generally been broken down in a manner reflecting the Locality Boundaries. These areas include the following;

- a) The Northam sub-area (DCA1)
- b) The Bakers Hill/Clackline sub-area (DCA2)
- c) The Wundowie sub-area (DCA3)

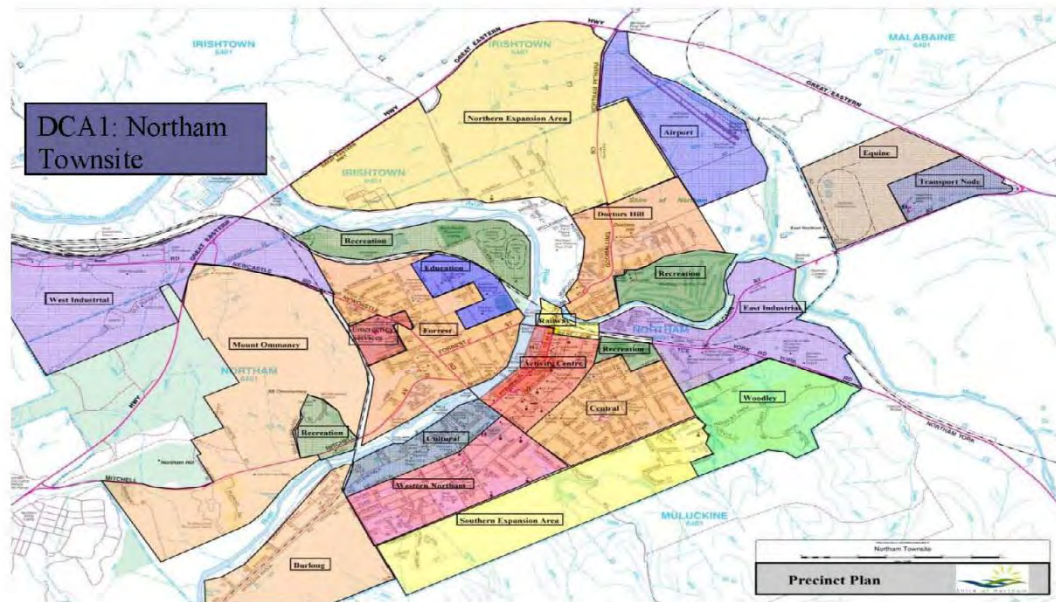


The Development Contribution Areas are shown on the Scheme map as DCA1, DCA2 and DCA 3.

The Shire's Community Infrastructure Plan classifies catchments for the various infrastructure in terms of 'Regional', 'District', and 'Local'. The 'Regional' catchment is considered to comprise of the entire Development Contribution area as well as some hinterland regions, this classification applies to infrastructure items that are likely to be used by not only Northam residents but also residents from surrounding areas. The 'District' Classification applies to infrastructure items that are likely to create use from more than one DCA area. The 'Local' classification applies to items that will be used by residents within a single DCA area.

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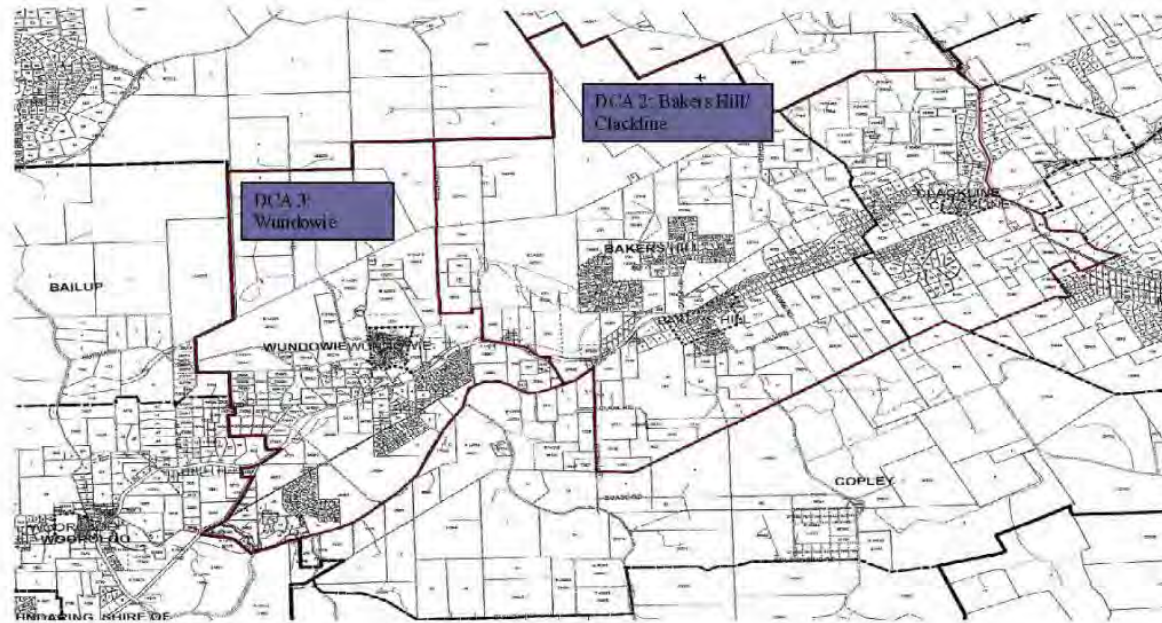
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### 1.6 Imposition of development contributions

This DCP sets out to ensure that the contributions are applied consistently and transparently across all Development Contribution Areas. To ensure this the development contributions have been formulated and agreed, whereby this plan prescribes the cost contributions for owners, and these costs are envisaged to be calculated and applied by way of conditions of subdivision, strata subdivision or development.

### 1.7 Review

In accordance with clause 6.6 of Town Planning Scheme No. 6, the information contained within the Development Contribution Plan Report is to be reviewed at least every 5 years.

### 1.8 Calculation Methodology

In accordance with State Planning Policy 3.6, developers should only be required to contribute to community infrastructure proportional with the demand generated by new development. Accordingly, the Development Contribution Plan seeks to fund the costs of community infrastructure, less:-

- (b) an amount that is proportional to the demand for the Infrastructure that is generated by the current population;
- (c) an amount that is proportional to the demand for the Infrastructure that is generated from outside of the main catchment area; and
- (d) an amount that is proportional to the demand for the Infrastructure that is generated by future development that is outside of the development contribution timeframe.

## 2. Guiding Principles

This Development Contributions Plan has been prepared in accordance with the following principles as required by State Planning Policy 3.6 -

- (a) *Need and the nexus: the Shires draft Community Infrastructure Plan 2011/2012-2020/21 has clearly identified the need for new community infrastructure resulting from projected growth in the Shire.*
- (b) *Transparency: the proposed Development Contribution Plan, by incorporating calculation equations that form part of the Scheme, ensure that the methodology for calculating contributions is clear, transparent and relatively simple.*
- (c) *Equity: the Development Contribution Plan is proposed to apply to all development within the Shire of Northam that involves a residential component*
- (d) *Certainty: the infrastructure to which contributions are required are set out in the proposed Development Contribution Plan, along with the methodology for calculating owners contributions.*
- (e) *Efficiency: Development contributions should be justified on a whole of life capital cost basis consistent with maintaining financial discipline on service providers by precluding over recovery of costs.*
- (f) *Consistency: a consistent methodology has been applied to the calculation contributions across the Development Contribution Area, along with the identification of infrastructure for various areas.*
- (g) *Right of consultation and review: Owners have the right to be consulted on the manner in which development contributions are determined. They also have the opportunity to seek a review by an independent third party if they believe the calculation of the costs of the contributions is not reasonable.*
- (h) *Accountable: There must be accountability*

### 3. Statutory Framework

#### 3.1. The State Planning Policy 3.6: Development Contributions for Infrastructure Context.

This plan has been prepared in accordance with *State Planning Policy 3.6 Development Contributions for Infrastructure*. It will come into effect on the date of amendment to the Shire of Northam's Town Planning Scheme 6 to incorporate the plan.

#### 3.2 Local Planning Context

A number of strategic documents have been prepared for the Wundowie Locality that identifies the need, standard and costs for the infrastructure items that are included in this DCP. The strategic documents that have informed the provision of infrastructure items to be financed by the DCP are:

- Wundowie North-West Precinct Local Structure Plan (2011)
- Shire of Northam Town Planning Scheme 6 (2012)
- Northam Development Plan (2011)
- Northam Plan for the Future (2011)
- Wundowie Community Masterplan (2003)
- Wundowie Community Infrastructure Plan
- Northam Plan for the Future 2010-2020
- Bakers Hill Strategic Plan (2002)

This DCP has been prepared in close consultation with Council officers from relevant departments of the Shire of Northam. Council officers have also provided strategic information and advice regarding costs for this DCP where appropriate.

### 4. Population Yields and Estimates

Local government requirements for development contributions for community infrastructure are calculated on the basis of—

1. the need for that infrastructure based on an analysis of the demand;
2. the nexus where the relationship between the need for infrastructure and the new development has been clearly established;
3. catchment areas that the infrastructure will service, identifying both existing demand and new demand that is associated with the development; and
4. the cost of providing the infrastructure, which is based on the latest or best estimates available to the Shire of Northam and include provision for regular adjustments to account for cost escalation over time (SPP 3.6).

The need of infrastructure items is supported by the Shire of Northam's Community Infrastructure Plan. The community profile has been assessed and infrastructure items needed for the future community identified. The Community Infrastructure Plan will support the Development Contributions Plan by providing the background to the nexus for infrastructure items.

#### 4.1 Introduction

Council has identified a need for each of the community and development infrastructure items that have been included in this DCP. Council has identified that each item is needed in order to provide for the wellbeing, health and safety of the future community.

The cost apportionment methodology which has been adopted in this DCP relies on the nexus principle. The main catchment area for this DCP is

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deemed to have a nexus with an infrastructure item if the occupants of the Locality are likely to make use of the infrastructure item.

A standard 'per dwelling' unit is used for the assessment of the community infrastructure levy.

The land area within the locality and the projected dwelling yield are outlined in this section.

#### 4.2 Residential Dwelling Yield and Population

Population projections prepared by the Western Australian Planning Commission indicate that the total population in the Northam townsite will increase from 6,866 persons in 2010 to 7,300 persons by 2021 and approximately 8,069 in 2031 (Local Planning Strategy 2012, p13-14).

Population projections prepared by the Western Australian Planning Commission indicate that the total population in the Shire will increase by 27.5% to 12,300 persons by 2021 which is larger than the projected growth rate for both the Wheatbelt Region and the State generally during the same period (i.e. 17.1% and 23.7% respectively), and 13,200 in 2031 (WA Tomorrow Population Report).

#### 4.3 Development Area Yield Estimate

The Development Area Yield is defined in Development Contribution Plan as "the Shire of Northam's estimate, from time to time, of the number of dwellings that are likely to be developed within the Development Area during the operation of this Plan".

A description of the figures in the table below is outlined in the Community Infrastructure Plan 2012-2032.

#### 4.4 Dwelling and Population Estimates

Table 1

DCA	Dwelling Units/Population Year 2012 (2011)		Dwelling Units/Population Year 2032 (2031)		New Dwelling Units
Northam Townsite	2935	6,580	3,599	8,069	664
Bakers Hill/Clackline	686	1478	841	1,812	155
Wundowie	542	1281	665	1,571	123
<b>TOTAL</b>	<b>4163</b>	<b>9,339</b>	<b>5,105</b>	<b>11,452</b>	<b>942</b>

#### 4.5 Application Requirements

Where a subdivision, strata subdivision or development application or an extension of land use is lodged which relates to land to which this plan applies, Council shall take the provisions of the plan into account in making a recommendation on or determining that application.

### 5. Infrastructure Items to be funded by the DCP

#### 5.1 Community Infrastructure Items

A definition of Community Infrastructure, for the purposes of this Development Contributions Plan, has been taken from SPP 3.6: Development Contributions for Infrastructure;



*Community infrastructure includes recreational facilities; community centres; child care and after school centres; libraries and cultural facilities and such other services and facilities for which development contributions may reasonably be requested having regard to the objectives, scope and provisions of State Planning Policy 3.6 Development Contributions for Infrastructure*

Development contributions can be sought for items of infrastructure that are required to support the orderly development of an area. This includes the standard requirements for infrastructure contributions as outlined in appendix 1 of SPP 3.6. In addition, local governments can seek contributions for the capital costs of *community infrastructure* which is defined as: *'the structures and facilities which help communities and neighbourhoods to function effectively, including-*

- *Sporting and recreational facilities*
- *Community centres*
- *Child care and after school centres*
- *Libraries and cultural facilities; and*

*Such as services and facilities for which development contributions may reasonably be requested having regard to the objectives, scope and provisions of SPP 3.6.*

Furthermore, development contributions can be sought for –

- A new item of infrastructure
- Land for infrastructure
- An upgrade in the standard of provision of an existing item of infrastructure
- An extension to existing infrastructure
- The total replacement of infrastructure once it has reached the end of its economic life
- Other costs reasonably associated with the preparation, implementation and administration of a development contribution plan

The contributions are for the initial capital requirements only and not for the ongoing maintenance and/or operating costs of the infrastructure.

From within the definition outlined above the following community infrastructure items have been identified to be funded by Development Contributions within the DCA.

- Aquatic Centre
- Senior Citizens Centre
- Cultural Centre
- Recreation Centres replacement or expansion
- Hardcourt upgrades
- Wundowie Pool Upgrade
- Resource Centre / Library upgrade
- Emergency Services-Bushfire Sheds
- Youth space and/or youth centre upgrades including wheeled sports areas upgrades
- Community Centre (Or upgrade of existing Telecentre)

**Regional**

Not applicable

**District**

<b>Bakers Hill Recreation Centre extension</b>	
Catchment Area	DCA2, DCA3
Location	Bakers Hill
Building / Facility Area	453m <sup>2</sup>
Land Area Required	600m <sup>2</sup>
Concept Plan	Avon Valley Design & Drafting 11069
Facility Uses	Passive sport activities, community meeting spaces, preparedness for sport
Functional Areas	Enclosed viewing area, storage, changerooms and toilets, lobby, servery
Capital Cost Estimate	\$50,000 planning & design \$1,300,000 building works \$300,000 external works (\$550,000 external funding) <b>\$1,100,000 total</b>
External Funding	CSRFF \$550,000

<b>Wundowie Sports Pavilion Redevelopment</b>	
Catchment Area	DCA2, DCA3
Location	Wundowie Sports Pavilion
Building / Facility Area	1340m <sup>2</sup>
Land Area Required	2000m <sup>2</sup>
Concept Plan	GD Hayward
Facility Uses	Football, events, school sports, structured events (football matches), unstructured sport and recreation (unstructured football or other sports i.e. kick to kick), health and fitness, community meeting spaces
Functional Areas	Changerooms, Umpires room, women's changeroom, Showers, seated areas, toilet blocks, paved viewing area, grassed viewing area
Capital Cost Estimate	\$51,000 planning & design \$1,200,000 building works \$300,000 external works (\$517,000 external funding) <b>\$1,034,000 total</b>
External Funding	CSRFF \$517,000

<b>Wundowie Swimming Pool Upgrade</b>	
Catchment Area	DCA2, DCA3
Location	Wandoo Parade Wundowie
Building / Facility Area	2000m <sup>2</sup>
Land Area Required	2500m <sup>2</sup>
Concept Plan	Wundowie Community Masterplan

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	(2003)
Facility Uses	Swimming events, school sports, health and fitness, recreation, first aid training, multi purpose hall
Functional Areas	Swimming pool, canteen, pool office, first aid room, seated areas
Capital Cost Estimate	\$50,000 planning & design \$1,930,000 building works <b>\$1,320,000 total</b> (\$660,000 external funding)
External Funding	1/3 CSRFF \$660,000

Wundowie Community Resource Centre Upgrade	
Catchment Area	DCA2 / DCA3
Location	Boronia Avenue, Wundowie
Building / Facility Area	250m <sup>2</sup>
Land Area Required	300m <sup>2</sup>
Concept Plan	Gough
Facility Uses	community group meetings and events, arts/culture activities, playgroups, recreation activities (yoga, pilates, dance), lifelong learning and education, community services delivery
Functional Areas	multipurpose room, function room, office space, kitchen, storage, foyer, outdoor play area, toilets, car parking
Capital Cost Estimate	\$20,000 Building design \$180,000 Building works inc fitout <b>\$200,000 total</b>
External Funding	No external funding confirmed

Local

Northam Aquatic Centre Redevelopment / Relocation	
Catchment Area	All Development Control Areas (DCA's)
Location	Peel Terrace, Northam
Building / Facility Area	2000m <sup>2</sup>
Land Area Required	4000m <sup>2</sup>
Concept Plan	Community Masterplan
Facility Uses	Swimming training/competition, aquatic and fitness programs, therapeutic activities, learn to swim, community meetings, education & training programs
Functional Areas	25m indoor heated pool, multipurpose room, changerooms & toilets, cafe/kiosk, office space, spectator seating, foyer/reception, concourse, pool & mechanical plant room.
Capital Cost Estimate	<b>\$4,600,000</b> (total \$7,200,000) including design, building works, external works and fitout
External Funding	CSRFF \$2,400,000



<b>Northam Seniors Centre Redevelopment / Relocation</b>	
Catchment Area	All Development Control Areas (DCA's)
Location	Peel Terrace, Northam
Building / Facility Area	945m <sup>2</sup>
Land Area Required	1600m <sup>2</sup>
Concept Plan	Community Masterplan, Gough
Facility Uses	Seniors group meetings and events, arts/culture activities, recreation activities, learning and education, community services delivery
Functional Areas	Multipurpose room, function room, office space, kitchen, storage, foyer, craft room, toilets, computer room, carparking
Capital Cost Estimate	\$50,000 planning & design \$2,600,000 building works \$200,000 external works (\$950,000 external funding) <b>\$1,900,000 total</b>
External Funding	Lotterywest \$950,000

<b>Northam Cultural Centre</b>	
Catchment Area	All Development Control Areas (DCA's)
Location	Grey Street, Northam
Building / Facility Area	800m <sup>2</sup>
Land Area Required	1000m <sup>2</sup>
Concept Plan	Supertown Plan
Facility Uses	Arts/culture activities, lifelong learning and education, historical displays, environmental education, community group interaction.
Functional Areas	Storytelling node, environmental education room, Aboriginal interpretation centre, storage, viewing platforms.
Capital Cost Estimate	<b>\$2,400,000</b> (total \$3,500,000) including design, building works, external works and fitout
External Funding	Culture / Lotterywest \$1,100,000

<b>Northam Youth Space and Youth Centre</b>	
Catchment Area	DCA1
Location	Northam Recreation precinct
Building / Facility Area	1700m <sup>2</sup>
Land Area Required	2000m <sup>2</sup>
Concept Plan	Community masterplan
Facility Uses	Unstructured wheeled sports facilities (Skate park/BMX track), Structured wheeled activities (Skate competitions), youth group meetings and activities, community services delivery
Functional Areas	Skate park, Seated Areas, Shade structure, passive surrounds, toilets, youth centre (kitchen, meeting room), carparking

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Capital Cost Estimate	\$50,000 planning & design \$2,350,000 building works <b>\$1,600,000 total</b> (\$800,000 external funding)
External Funding	1/3 Lotterywest \$800,000

Wundowie Youth Space Upgrades	
Catchment Area	DCA3
Location	Wundowie Oval
Building / Facility Area	300m2
Land Area Required	500m2
Concept Plan	GD Hayward
Facility Uses	Unstructured wheeled sports facilities (Skate park/BMX track), Structured wheeled activities (Skate competitions)
Functional Areas	Skate park, Seated Areas, Shaded areas, passive surrounds
Capital Cost Estimate	Design \$22,000 Building works \$180,000 External works \$50,000 <b>\$168,000 total</b>
External Funding	1/3 LotteryWest \$84,000

Bakers Hill Youth Space Upgrades	
Catchment Area	DCA2
Location	Reserve near Hooper Park
Building / Facility Area	300m2
Land Area Required	500m2
Concept Plan	GD Hayward
Facility Uses	Unstructured wheeled sports facilities (Skate park/BMX track), Structured wheeled activities (Skate competitions)
Functional Areas	Skate park, Seated Areas, Shaded areas, passive surrounds
Capital Cost Estimate	Design \$22,000 Building works \$180,000 External works \$50,000 <b>\$168,000 total</b>
External Funding	1/3 LotteryWest \$84,000

Wundowie Hardcourt upgrades	
Catchment Area	DCA3
Location	Wundowie Recreation Centre
Building / Facility Area	2300m2
Land Area Required	3000m2
Concept Plan	GD Hayward
Facility Uses	School sports, structured events (Netball matches), unstructured sport and recreation (unstructured football or other sports i.e. kick to kick), health and fitness, community meeting spaces

Functional Areas	Basketball courts (2), Tennis courts (2), change rooms, seated areas, paved viewing area, lighting
Capital Cost Estimate	Two upgrades in DCP period \$10,000 planning & design \$180,000 building works \$20,000 external works <b>\$140,000 total</b>
External Funding	1/3 CSRFF \$70,000

Bakers Hill Hardcourt upgrades	
Catchment Area	DCA2
Location	Bakers Hill Recreation Centre
Building / Facility Area	2000m2
Land Area Required	3000m2
Concept Plan	Avon Valley Drafting
Facility Uses	School sports, structured events (Netball matches), unstructured sport and recreation (unstructured football or other sports i.e. kick to kick), health and fitness, community meeting spaces
Functional Areas	Basketball courts (2), Tennis courts (2), change rooms, seated areas, paved viewing area, lighting
Capital Cost Estimate	Two upgrades in DCP period \$10,000 planning & design \$150,000 building works \$20,000 external works <b>\$120,000 total</b>
External Funding	1/3 CSRFF \$60,000

Fire Shed Development	
Catchment Area	DCA3
Location	North-West Wundowie
Building / Facility Area	200m2
Land Area Required	1000m2
Concept Plan	North-west structure plan
Facility Uses	Housing of fire trucks, maintenance of fire trucks
Functional Areas	Shed area, wash down area, front verge, area for maintenance and preparation
Capital Cost Estimate	Site acquisition \$70,000 <b>\$70,000 total</b>
External Funding	FESA for building, but not land



## 5.2 Administrative Items

State Planning Policy 3.6 Outlines that Development Contributions are also payable for the administrative costs of preparing and undertaking a Development Contributions plan. The Wundowie Locality Development Contributions Plan includes the following "Administrative Items":

- (a) preparation, administration and review of the Development Contribution Plan;
- (b) preparation and review of the Development Contribution Plan and Costs Apportionment Schedule;
- (c) any arbitration and valuation with respect to this Plan; and
- (d) advice and representation with respect to this Plan including legal accounting, planning

### Administration Costs

Estimates indexed 3.41% annually

	DCP Coordinator	Legal Costs	Consultant costs	Audit costs	Total
2012/13	\$ 4,000	\$ 5,000	\$ 4,000	\$ -	\$ 13,000
2013/14	\$ 4,136	\$ 2,000	\$ 1,000	\$ 400	\$ 7,536
2014/15	\$ 4,277	\$ 2,068	\$ 1,034	\$ 414	\$ 7,793
2015/16	\$ 4,423	\$ 2,139	\$ 1,069	\$ 428	\$ 8,059
2016/17	\$ 4,574	\$ 2,212	\$ 1,106	\$ 442	\$ 8,334
2017/18	\$ 4,730	\$ 2,287	\$ 1,144	\$ 457	\$ 8,618
2018/19	\$ 4,891	\$ 2,365	\$ 1,183	\$ 473	\$ 8,912
2019/20	\$ 5,058	\$ 2,446	\$ 1,223	\$ 489	\$ 9,216
2020/21	\$ 5,231	\$ 2,529	\$ 1,265	\$ 506	\$ 9,530
2021/22	\$ 5,409	\$ 2,615	\$ 1,308	\$ 523	\$ 9,855
2022/23	\$ 5,594	\$ 2,705	\$ 1,352	\$ 541	\$ 10,191
2023/24	\$ 5,784	\$ 2,797	\$ 1,398	\$ 559	\$ 10,539
2024/25	\$ 5,982	\$ 2,892	\$ 1,446	\$ 578	\$ 10,898
2025/26	\$ 6,185	\$ 2,991	\$ 1,495	\$ 598	\$ 11,270
2026/27	\$ 6,396	\$ 3,093	\$ 1,546	\$ 619	\$ 11,654
2027/28	\$ 6,615	\$ 3,198	\$ 1,599	\$ 640	\$ 12,051
2028/29	\$ 6,840	\$ 3,307	\$ 1,654	\$ 661	\$ 12,462
2029/30	\$ 7,073	\$ 3,420	\$ 1,710	\$ 684	\$ 12,887
2030/31	\$ 7,315	\$ 3,537	\$ 1,768	\$ 707	\$ 13,327
2031/32	\$ 7,564	\$ 3,657	\$ 1,829	\$ 731	\$ 13,781
TOTAL	\$ 112,078	\$ 57,257	\$ 30,129	\$ 10,451	\$ 209,916

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**6. Total Catchment Area Yield Estimates**

The Total Catchment Area Yield is defined in Development Contribution Plan No.2 as "in relation to a Catchment Area, means the sum of the Shire's estimate, from time to time, of:

(a) the number of dwellings likely to be developed within the Catchment Area during the operation of this Plan; plus

(b) the number of dwellings existing within the Catchment Area immediately prior to this Plan coming into operation"

For the purpose of calculating the Total Catchment Area Yield, the Shire has included zoned land that is not yet included in the forecasts and calculated dwelling yield at the highest possible density of development.

CAPITAL EXPENDITURE PLAN (PRIORITY & TIMING) WITH INDEXATION																					
Forecast CPI %	4.74	4.88	5.45	4.58	3.59	5.00	4.40	5.35	5.00	4.76	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00		
Cumulative CPI	\$	10	13	18	21	26	31	36	41	46	51	56	61	66	71	76	81	86	91	96	
Indexation	105	110	113	118	121	126	131	136	141	146	151	156	161	166	171	176	181	186	191	196	
Infrastructure Item	cost at 12/13	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Northam Aquatic Centre	\$ 1,698,000			\$ 5,205,820																	
Northam Seniors Centre	\$ 1,568,000																				\$ 3,539,440
Northam Cultural Centre	\$ 2,486,000								\$ 3,384,000												
Northam Youth Space upgrade and Youth Centre	\$ 1,698,000														\$ 2,572,160						
Baker's Hill Recreation Centre expansion	\$ 1,188,000		\$ 1,206,920																		
Baker's Hill Youth Space	\$ 168,000										\$ 253,277										
Baker's Hill hardcourt upgrade	\$ 120,000		\$ 65,832										\$ 93,456								
Wandaville Sports Pavilion and clubhouse	\$ 1,034,000						\$ 1,306,316														
Wandaville Swimming Pool	\$ 1,328,000																\$ 2,386,032				
Wandaville Resource Centre	\$ 290,000														\$ 311,520						
Wandaville Youth Space	\$ 168,000						\$ 219,613														
Wandaville Hardcourt upgrade	\$ 188,000							\$ 106,640													\$ 137,462
Wandaville North-West Precinct Live Shed	\$ 50,000			\$ 79,219																	
<b>TOTAL</b>	\$ 14,828,000	\$ 1,206,920	\$ 5,285,039		\$ 1,306,316	\$ 238,641	\$ -	\$ 174,912	\$ 253,277	\$ -	\$ 311,520	\$ 252,725	\$ 2,386,032	\$ -	\$ 3,529,440						

Information based on 10 year average CPI for Perth (AR0) 2000-2010 of 3.41%

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**7. Cost Apportionment Schedule**

	Infrastructure item	Contribution breakdown		Costs per dwelling unit by sub-area					
		Net project cost	Total catchment area dwellings	\$ per dwelling unit	Municipal	DCP	DCA1	DCA2	DCA3
DCA2/3	Bakers Hill Recreation Centre expansion	\$ 1,206,920	1,506	\$ 801	\$ 984,203	\$ 222,717		\$ 801	\$ 801
DCA2/3	Wundowie Sports Pavilion	\$ 1,306,356	1,506	\$ 867	\$ 1,065,289	\$ 241,066		\$ 867	\$ 867
DCA2/3	Wundowie Swimming Pool	\$ 2,386,032	1,506	\$ 1,584	\$ 1,945,729	\$ 440,303		\$ 1,584	\$ 1,584
DCA2/3	Wundowie Resource Centre	\$ 331,520	665	\$ 499	\$ 177,298	\$ 154,222		\$ 499	\$ 499
DCA1	Northam Aquatic Centre	\$ 5,205,820	3,599	\$ 1,446	\$ 4,245,172	\$ 960,648	\$ 1,446		
DCA1	Northam Seniors Centre	\$ 3,529,440	3,599	\$ 981	\$ 2,878,140	\$ 651,300	\$ 981		
DCA1	Northam Cultural Centre	\$ 3,384,000	3,599	\$ 940	\$ 2,759,539	\$ 624,461	\$ 1,072		
DCA1	Northam Youth Space & Youth Centre	\$ 2,572,160	3,599	\$ 715	\$ 2,097,511	\$ 474,649	\$ 627		
DCA2	Bakers Hill Youth Space	\$ 253,277	841	\$ 301	\$ 206,539	\$ 46,738		\$ 301	
DCA2	Bakers Hill hardcourt upgrades	\$ 159,288	841	\$ 189	\$ 129,894	\$ 29,394		\$ 189	
DCA3	Wundowie Youth Space	\$ 219,643	665	\$ 330	\$ 179,112	\$ 40,532			\$ 330
DCA3	Wundowie Hardcourt upgrades	\$ 238,102	665	\$ 358	\$ 194,165	\$ 43,938			\$ 358
DCA3	Wundowie North-West Precinct Fire Shed	\$ 79,219	665	\$ 119	\$ 64,566	\$ 14,653			\$ 119
	Admin Costs		942	\$ 223	\$ -	\$ 209,916	\$ 223	\$ 223	\$ 223
	TOTAL						\$ 4,349	\$ 4,464	\$ 4,781

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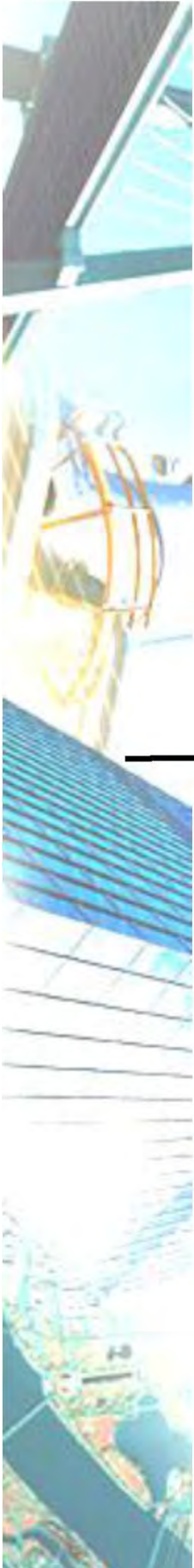
Reference No.	<b>DCP 1</b>
Area Name	DCA1 Northam Townsite
Relationship to other planning instruments	The Development Contributions Plan generally conforms to the Shire of Northam Community Infrastructure Plan and Development Contributions Plan Report
Infrastructure and other administrative items to be funded	<p><b>Purpose:</b> Land Developers within DCA1 set out in this schedule shall make contributions to the following items;</p> <p><b>Local Facilities</b>                      Northam Aquatic Centre                      Northam Cultural Centre                      Northam Seniors Centre                      Northam Youth Space &amp; Youth Centre</p> <p>Administration costs including-</p> <ul style="list-style-type: none"> <li>• Costs to prepare and (for standard items only) administer the DCP during the period of operation (including legal, expenses, valuation fees, proportion of staff salaries, computer software or hardware for purpose of administering DCP)</li> <li>• Costs to prepare and review estimates</li> <li>• Costs to prepare the 'Cost Apportionment Schedule'</li> <li>• Valuation costs</li> </ul>
Method for calculating contributions	<p>The Council's Community Infrastructure Plan and Development Contributions Plan Report identified the needs that impact on the development contribution plan. The contributions outlined in this plan have been derived based on the need for facilities generated by additional development in the development contributions plan. This calculation excludes the-</p> <ul style="list-style-type: none"> <li>• Demand for a facility that is generated by the current population</li> <li>• Demand created by external usage-the proportion of use drawn from outside of the main catchment area; and</li> <li>• Future usage- the proportion of usage that will be generated by future development outside of the development contribution plan timeframe</li> </ul>
Period of operation	20 years 2012-2032
Priority and timing	In accordance with the Shire of Northam Community Infrastructure Plan and Development Contributions Plan Report
Review process	The plan will be reviewed when considered appropriate, having regard to the rate of subsequent development in the area since the last review and the degree of development potential still existing. The estimated infrastructure costs shown in the Development Contributions Plan Report will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs.

Reference No.	<b>DCP 2</b>
Area Name	DCA2 Bakers Hill/ Clackline
Relationship to other planning instruments	The Development Contributions Plan generally conforms to the Shire of Northam Community Infrastructure Plan and Development Contributions Plan Report
Infrastructure and other administrative items to be funded	<p><b>Purpose:</b> Land Developers within DCA2 set out in this schedule shall make contributions to the following items;</p> <p><b>District Facilities</b> Bakers Hill Recreation Centre expansion Wundowie Recreation Centre &amp; Clubrooms Wundowie Swimming Pool upgrade Wundowie Resource Centre upgrade</p> <p><b>Local Facilities</b> Bakers Hill Youth Space Bakers Hill Hardcourt upgrades</p> <p>Administration costs including-</p> <ul style="list-style-type: none"> <li>• Costs to prepare and (for standard items only) administer the DCP during the period of operation (including legal, expenses, valuation fees, proportion of staff salaries, computer software or hardware for purpose of administering DCP)</li> <li>• Costs to prepare and review estimates</li> <li>• Costs to prepare the 'Cost Apportionment Schedule'</li> <li>• Valuation costs</li> </ul>
Method for calculating contributions	<p>The Council's Community Infrastructure Plan and Development Contributions Plan Report identified the needs that impact on the development contribution plan. The contributions outlined in this plan have been derived based on the need for facilities generated by additional development in the development contributions plan. This calculation excludes the-</p> <ul style="list-style-type: none"> <li>• Demand for a facility that is generated by the current population</li> <li>• Demand created by external usage-the proportion of use drawn from outside of the main catchment area; and</li> <li>• Future usage- the proportion of usage that will be generated by future development outside of the development contribution plan timeframe</li> </ul>
Period of operation	20 years 2012-2032
Priority and timing	In accordance with the Shire of Northam Community Infrastructure Plan and Development Contributions Plan Report
Review process	The plan will be reviewed when considered appropriate, having regard to the rate of subsequent development in the area since the last review and the degree of development potential still existing. The estimated infrastructure costs shown in the Development Contributions Plan Report will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs.

Reference No.	<b>DCP 3</b>
Area Name	DCA3 Wundowie
Relationship to other planning instruments	The Development Contributions Plan generally conforms to the Community Infrastructure Plan and Development Contributions Plan Report
Infrastructure and other administrative items to be funded	<p><b>Purpose:</b> Land Developers within DCA3 set out in this schedule shall make contributions to the following items;</p> <p><b>District Facilities</b>                      Bakers Hill Recreation Centre expansion                      Wundowie Recreation Centre &amp; Clubrooms                      Wundowie Swimming Pool upgrade                      Wundowie Resource Centre upgrade</p> <p><b>Local Facilities</b>                      Wundowie Youth Space                      Wundowie Bushfire Brigade Shed                      Wundowie Hardcourt upgrades</p> <p>Administration costs including-</p> <ul style="list-style-type: none"> <li>• Costs to prepare and (for standard items only) administer the DCP during the period of operation (including legal, expenses, valuation fees, proportion of staff salaries, computer software or hardware for purpose of administering DCP)</li> <li>• Costs to prepare and review estimates</li> <li>• Costs to prepare the 'Cost Apportionment Schedule'</li> <li>• Valuation costs</li> </ul>
Method for calculating contributions	<p>The Council's Community Infrastructure Plan and Development Contributions Plan Report identified the needs that impact on the development contribution plan. The contributions outlined in this plan have been derived based on the need for facilities generated by additional development in the development contributions plan. This calculation excludes the-</p> <ul style="list-style-type: none"> <li>• Demand for a facility that is generated by the current population</li> <li>• Demand created by external usage-the proportion of use drawn from outside of the main catchment area; and</li> <li>• Future usage- the proportion of usage that will be generated by future development outside of the development contribution plan timeframe</li> </ul>
Period of operation	20 years 2012-2032
Priority and timing	In accordance with the Shire of Northam Community Infrastructure Plan and Development Contributions Plan Report
Review process	The plan will be reviewed when considered appropriate, having regard to the rate of subsequent development in the area since the last review and the degree of development potential still existing. The estimated infrastructure costs shown in the Development Contributions Plan Report will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs.



Attachment 3



COMMUNITY INFRASTRUCTURE  
PLAN 2012-2032:  
ADDENDUM 2015

*Prepared by Engage Urban Planning for*

Shire of Northam

2015



# CONTENTS

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## **Appendices**

Appendix 1: Facility Ratio Analysis

Appendix 2: Location Analysis

## PART 1: PROJECT DESCRIPTION

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### ***Introduction***

The Shire of Northam Community Infrastructure Plan (CIP) was adopted by the Shire Council in 2012. The CIP identifies community infrastructure needs for the local government area, with a particular focus on community service and recreation facilities. One of the key objectives of the CIP is to provide a robust community infrastructure analysis that would satisfy the requirements of State Planning Policy 3.6 - Development Contributions for Infrastructure and thus form the basis for a Developer Contributions Plan (DCP). While initial work on this project has been undertaken, the Shire has not to date progressed the DCP to final adoption and implementation. The Shire now intends to recommence preparation of the DCP to facilitate the equitable sharing of costs associated with community infrastructure across the local community.

This Addendum details several significant updates to the existing CIP. It is not considered necessary to prepare an entirely new CIP, given the relatively young age of the existing document; rather it is intended to acknowledge several changes to the statutory environment, socio-demographic data and capital works programs. The analysis of this updated information has resulted in recommendations for only minor changes to the existing infrastructure needs analysis and program. However, in preparing the DCP it is considered necessary detail the findings of this analysis for the Shire's proposed community infrastructure program to satisfy the requirements of State Planning Policy 3.6 and provide a transparent and robust rationale for the benefit of the community.

### ***Methodology***

Preparation of this Addendum took the form of a basic review of the current document. Working alongside Shire of Northam staff and utilising various statistical and research databases, a comparison of recent key demographic trends with the original CIP data (which drew largely from 2006 ABS Census data) was undertaken. In particular, this analysis utilises the most recent ABS data releases and development yield estimates having regard for densities provided in the Shire of Northam's Local Planning Scheme 6. Further, summaries relating to primary community participation and activity data - absent from the CIP - are also included. This discussion is used to identify major demographic trends for the Local Government Area.

The findings from this research were used to assess the continued suitability of the current community infrastructure proposals. An updated summary of proposed community infrastructure works is provided having regard for changes to the Shire's capital works timeframes, inflation, and minor details relating to facility form and function to fine-tune community infrastructure for the future community and further the Shire's general strategic objective for multiple-purpose facilities.

COMMUNITY ENGAGEMENT - SUBJECT TO FURTHER DIRECTION AND DISCUSSION WITH SHIRE



## ***Planning and Policy Context***

### **Local Planning Scheme No. 6**

At the time that the CIP was prepared, planning control within the Shire was administered under Town Planning Scheme No. 5 (land within the Northam townsite) and Town Planning Scheme No. 3 (land outside of the Northam townsite). These Schemes have since been replaced by the consolidated Local Planning Scheme No. 6 (LPS 6). The CIP notes that the Local Planning Strategy 2011 – the strategic document forming the basis for LPS 6 – had been drafted at the time and was being progressed through the public advertising process. The CIP also acknowledges that the Town Planning Schemes nos 3 and 5 were to be replaced by a new LPS 6.

The CIP does not provide detailed analysis of the contents of the existing or proposed Schemes. It does, however, detail key provisions from the then-draft Local Planning Strategy 2011. As LPS 6 is based on the Local Planning Strategy, it is not necessary to perform a complete analytical comparison of the old and new framework in this document. Rather, it is highlighted that the previous Town Planning Schemes are no longer in effect and the Local Planning Strategy 2011 and LPS 6 now form the basis for planning control within the Shire of Northam. Furthermore, the current residential density codings identified in LPS 6 now form the basis for an updated analysis of potential lot yield in the Local Government area.

## PART 2: COMMUNITY PROFILE

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### **Community Profile**

At the time of preparing the CIP, the latest census data available was dated from 2006. Since that time, the ABS has released data obtained from the 2011 census. A comparison of key population information using primarily census data alongside other statistical sources follows. It is important to note that the 2006 census was conducted prior to the amalgamation of the Shire of Northam and Town of Northam, and the statistical data presented in the CIP frequently refers to data for "Northam" and its "hinterland", the latter including the broader immediate wheatbelt region.

### **Population Structure**

The CIP states that the Shire of Northam recorded a population of approximately 11,000 at the time of writing (2011/12). This is consistent with 2011 census data which finds a population of 5,199 males and 5,357 females in the Local Government Area, a total population of 10,556. Of these, 6,580 (62.3%) reside in the Northam townsite; 1,282 (12.1%) in the statistical locality\* of Wundowie; and 723 (6.8%) in the statistical locality\* of Bakers Hill.

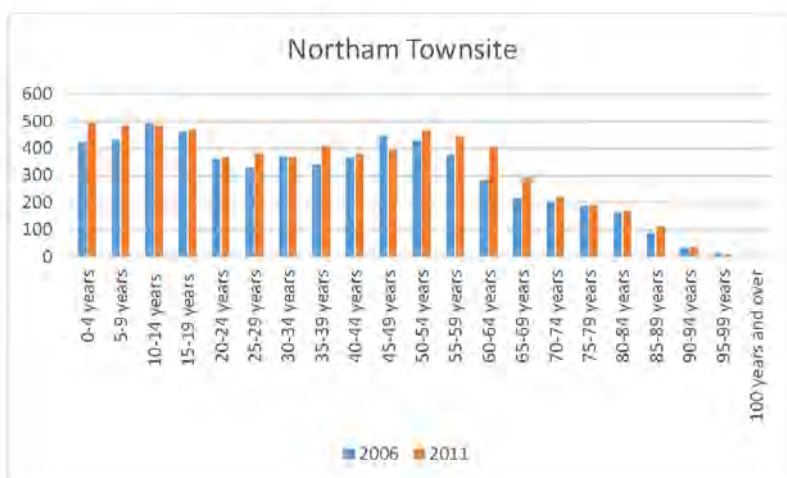
The Northam townsite has a broad population structure, with a notable peak in both males and females aged 50 to 65. This can be in part attributed to the 'baby boomer' generation (born mid-1940s to mid-1960s) but might also occur from an influx of retiring 'tree-changers' or a departure of younger people. This issue is perhaps more apparent outside of the Northam townsite, particularly in Bakers Hill and the rural areas of the Shire. This likely represents a departure of young adults from these areas in pursuit of tertiary education, career and travel opportunities.

Although the population pyramid peaks for the 50 to 65 years age bracket, this represents 15.2% of the LGA's total population compared to 17.7% in the Greater Perth area and 18.1% for the state. However, the total percentage of people over 65 is higher than Greater Perth and Western Australia, being 15.2% compared to 12.5% and 12.3% respectively.

The Wundowie locality varies slightly from the other localities within the Shire, peaking at a slightly lower age (40 to 55) years and also having higher percentages of people under 20 years than other areas outside of Northam townsite. This indicates that a higher portion of Wundowie's population comprises families with dependent children.

The median age in the Local Government Area at 2011 is 39, unchanged from 2006. This indicates a slight shift in the population age structure, which becomes apparent when comparing the data graphically. Further, it is useful to compare data for each major locality within the LGA to assess population change in growth areas.

### **Northam Townsite**



The Northam townsite experienced an average annual population growth of 1.8% from 2006 to 2011. The greatest change occurred in the number of young children and adults aged 25 to 49. This suggests that Northam is experiencing an increase in the number of families residing in town. Also of note is the dramatic drop in people aged 15 to 19 in 2006 and 20 to 24 in 2011, reinforcing the hypothesis that young adults are leaving the area in pursuit of career or education opportunities. The natural aging of the baby boomer population will be a contributor to the increased number of people over 50, but is also likely bolstered by people in this age group moving to town, as they 'downsize' from more rural areas or 'treechange' in retirement from urban areas.

### Wundowie

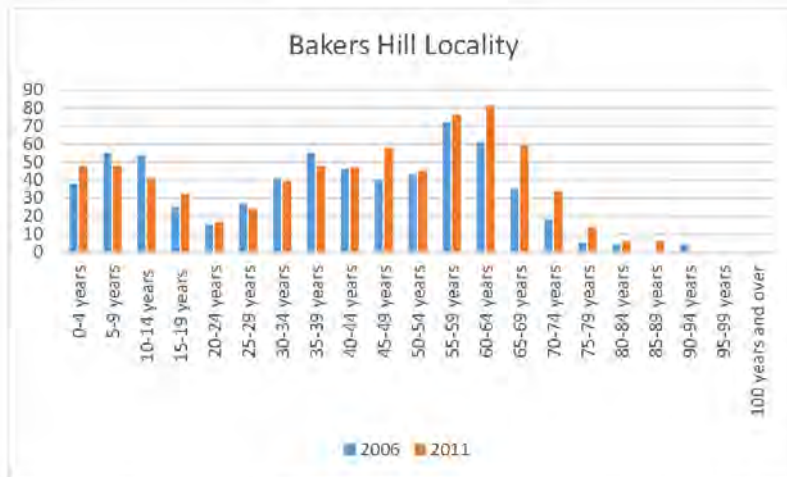


The population of Wundowie has increased at an average annual rate of 6.3% over the five year period, far greater than other localities in the LGA. This growth is broadly distributed and suggests an increase in the number of families with school-aged children and retirees to the area. Notably, although there are less young adults aged 20-29 than other age groups – as evident throughout the LGA – there has not been an actual net decrease in numbers over the period. This



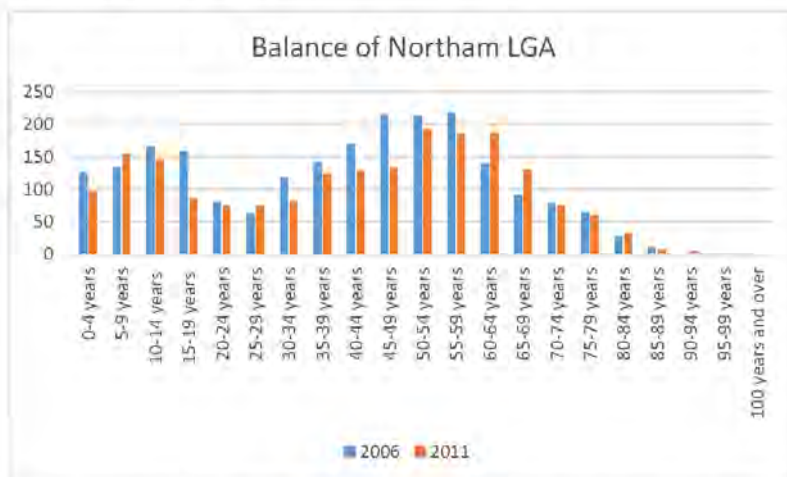
suggests that young adults are either not leaving Wundowie in as great numbers as other areas, or are moving in to the town.

**Bakers Hill**



Bakers Hill experience an average annual population growth rate of 2.5% over the five year period. There was a substantial influx of people aged 55 to 64, again suggesting that retirees are choosing to move to the area. The number of young people aged 10 to 24 leaving the area is also significant.

**Balance of Northam LGA**



The balance of the LGA – that is, the total LGA excluding Northam, Wundowie and Bakers Hill – experienced a population decline on average -2.3% annually from 2006 to 2011. While the broad trend of young adults leaving the area is apparent, the greatest declines are observed in adults aged 40 to 64. It is possible that this trend is commensurate with the increase in retirement aged

people moving in to more urban parts of the Shire. However, it may also be a reflection of a downturn in rural businesses or connected to the departure of young people if whole families are choosing to relocate.

In 2006, a higher percentage of the population was aged between 40 and 50 while in 2011 a higher percentage was aged between 50 and 70. As mentioned above, this will in part be attributed to the aging of the 'baby boomer' population and perhaps in part to 'tree-change' retirees.

In 2006, there is also a higher percentage of younger people aged 5 to 19 years. This spike may be linked with those above and represent families of parents and dependent children. The 2006 statistics also show a decline in the 20 to 29 years age bracket, similarly to the 2011 data, reinforcing the hypothesis that a significant number of young adults are departing the area.

### **Migration / Stability**

The movement of people within the LGA can be further examined using census data relating to migration and stability. Based on analysis of the 2006 data, the CIP concludes that the Northam LGA population is generally stable and people moving into the area are more likely to be coming from interstate than locally. The 2011 data shows that 37.3% of people had changed address in the five year period. Of these, one third had moved within the same Statistical Area Level 2 (which coincides with the LGA). One half had relocated from within Western Australia and only 6.6% had come from outside of Australia.

When combining the number of people who have not changed address with the number who have moved but within the same SA2, it is apparent that two thirds of the Northam LGA population has remained within the area over the five year period. This is up by 4.6% from data collected in 2006 for the period 2001 to 2006, and is higher than in the state as a whole (56.7%) but on par with the larger Wheat Belt Statistical Area (66.8%). In all localities in the LGA, this combined percentage remained consistent. However, for the Northam townsite, the number of people who lived at the *same* address in 2006 as 2011 was just under 50%, compared to roughly 60% for Wundowie, Bakers Hill and the balance of the LGA. There are two conclusions that might be drawn from this. Firstly, that people living in the Northam townsite move house more often, or secondly, that the town is drawing people from other parts of the LGA.

### **Population Characteristics**

#### **Dwelling Types and Occupancy Levels**

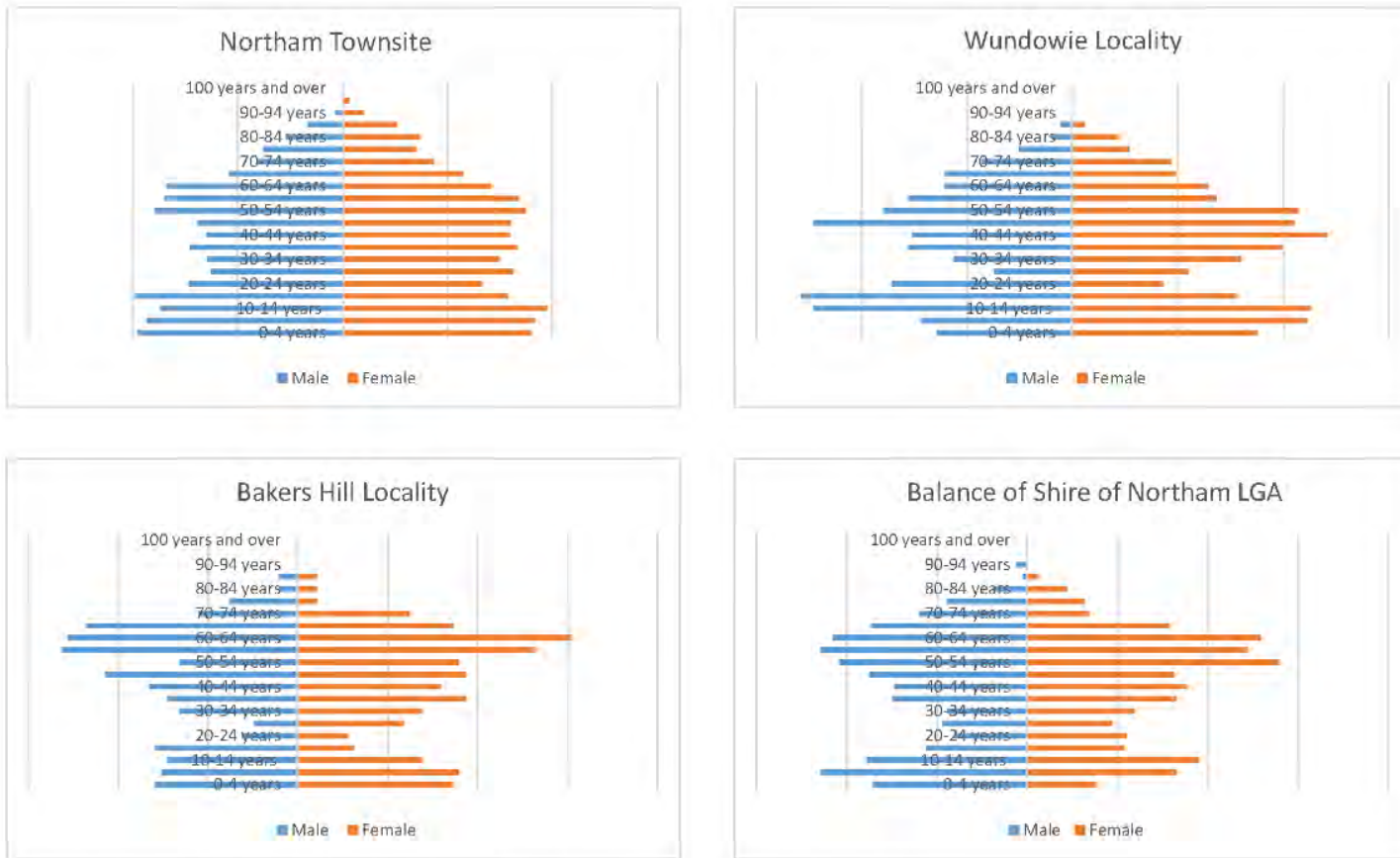
In 2011, the Northam LGA had a private dwelling occupancy rate of 84.6%, a slight decrease from 88% in 2006. This may in part be attributed to an increased number of private dwellings recorded in the area – up by 906 from 2006 to 2011. Separate / detached dwellings remain the predominant housing type in 2011 remains, comprising 92.3% of occupied dwellings. 71.7% of dwellings are owned outright or owned with a mortgage.

Interestingly, the number of occupied semi-detached dwellings / townhouses has decreased from 125 in 2006 to 70 in 2011, while the number of occupied flats / units has increased from 84 to 150. While this may in part be due to real changes in occupied housing types, changes in the way residents are classifying their housing type is also likely to be contributor.

### **Employment by Industry**

The CIP describes Northam's employment profile in 2006 as being more diversified than other regions of Western Australia, attributing this to its status as a regional centre. The broad range of employment industries continues to be true for the 2011 data. Of note, total employment in agriculture, forestry and fishing has dropped by nearly 2% and retail jobs by 2.6%. Slight (<1%) increases can be observed in service industries, particularly health, education and administrative and support services. Change is more apparent in a comparison of employment industries within the Northam townsite and the balance of the Shire. Jobs in the manufacturing industry have nearly doubled to 10.3% of total employment for the town population, and significant increases have also occurred in construction, utilities, transport, postal and warehousing. Growth in these industries is likely bolstered by the ongoing development of the Avon Industrial Park during this period and increases to the number of dwellings and general population. Employment in health and education has increased substantially for the population outside of the townsite, while agriculture, forestry and fishing jobs have decreased by 6.8%.





**Figure 1: Population Pyramids for Urban Centres / Localities within Shire of Northam LGA**

### **Labour Force Participation**

Labour force participation has remained consistent between 2006 and 2011. The greatest change is in the percentage of the total population over 15 years not in the labour force, which has decreased by 2%.

The CIP notes that residents of Northam are less likely than average to be working full-time and more likely than average to not be in the labour force. In 2011, these observations remain generally correct.

The percentage of the labour force looking for work rose slightly, being 6.4% in 2006 and 6.6% in 2011. People in the Northam townsite were more likely to be looking for work than people in the balance of the LGA in both 2006 and 2011.

### **Mobility – Cars/Household**

Vehicle ownership within the LGA remained high in 2011, with 93.7% of households reporting that they owned at least one car. As noted in the CIP, public transport and walking opportunities are limited in the LGA and private vehicles are the most available and efficient means of transport. Dwellings within the Northam townsite account for 200 of the 239 dwellings that reported not owning a vehicle in 2011.

### **Ethnicity**

5.6% of the LGA population identified as Indigenous in 2011. This is a slight decrease from 6% in 2006, however, the number of persons identifying as Indigenous has increased by 22 people. This indicates that the Indigenous population is not necessarily leaving the area as the percentages might suggest, but rather that the non-Indigenous population is increasing at a greater rate. Notably, however, while the population remained generally consistent over time, the number of persons in the age bracket 10 to 14 years was 95 in 2006 while the age bracket 15-19 years in 2011 fell to 54. This would suggest that a significant number of Indigenous young adults have been leaving the Shire in this period. However, as the census data is based on self-identification, it is also possible that people in this age bracket have chosen not to identify as Indigenous. This possibility is difficult to examine further due to the specific age (some will be dependent children/teenagers unlikely to complete the census personally, some will be adults or living independently).

In both census, the majority of people identifying as Indigenous lived within the Northam townsite (84.8% in 2006, 79.7% in 2011). Nearly all Indigenous people over the age of 55 lived within the Northam townsite. The percentage of the population identifying as Indigenous is higher in the Northam LGA than in Western Australia as a whole.

The majority of the population was born within Australia (76.8% in 2006, 75.4% in 2011). The United Kingdom was by far the most common overseas birthplace in both years. New Zealand was the next most common overseas birthplace, and the number of Northam LGA residents born here increased significantly between 2006 and 2011. The number of people born in several South and Central Asian countries also increased over the period, as did the number of people born in South Africa. Concurrently, the number of people speaking primarily English at home dropped by 2.4% and the number of people reporting that they can speak English "Not well or not at all" increased. The overall number of people identifying as having limited English skills remains a very small section of the LGA population however, and only 2.4% of the population born outside of Australia identified with this category.

## **Social Participation Trends**

### **Sports and Physical Recreation**

Broad data on sports and recreation participation is collected through the census. Previously, from 2001 to 2010, the Exercise, Recreation And Sport Survey (ERASS) was conducted annually through the Australian Sports Commission and provided participation data. In 2010, the ERASS found that 84.5% of Western Australians over the age of 15 participated in sporting activities. More men than women participated in sports. For both men and women, participation rates peaked in the 25 to 34 year age bracket and were lowest for the over 65s.

The majority of both men and women participated in only non-organised sporting activities. People under the age of 24 were more likely to participate in organised sports than other age groups. Men were most likely to participate in organised sports through sport or recreation club, while women equally preferred activities provided by sports clubs and fitness / recreation centres. Men's preference for activities through sporting clubs was particularly marked in the over 45s. For women, the category of "other" becomes more on par with sports clubs and fitness centres in the 45-54 age bracket and 65 and over age bracket, suggesting that non-traditional sports activities and formats may appeal to this demographic.

The ERASS also found that most Western Australians were participating in sporting activities at least once per week, with nearly one third responding that they participated in sporting activities five or more times per week. When this question was broadened to include participation in any physical activity, the study found that nearly three quarters were physically active at least once per week. The most popular activity for women was walking, with a participation rate of 48.8%. Aerobics / Fitness was also popular (30.9%), followed by swimming (18.8%). All of these activities were more likely to be non-organised than organised. Walking was also the most popular activity for men but had a smaller participation rate of 28.3%. Aerobics / Fitness, swimming, cycling and running followed, with participation rates between 12% and 20%. Men tended to have higher participation rates than women in team sports such as AFL, cricket, and hockey.

Since the discontinuance of the ERASS sporting activity data is collected primarily by the ABS. Findings from 2013-14 ABS study found participation to be much lower at 63%. The most popular activity was again walking, but participation rates were much lower (24.7% for women and 13.6% for men). The general trends of non-organised activities being more popular than organised activities and a decline in participation amongst older Australians were also observed. It is probable that a real decline in participation rates has occurred over the five year period, however, there are other factors that may impact on personal activity choices and survey results.

A report prepared by the CSIRO and Australia Sports Commission in 2013 identifies a number of trends that may impact the way in which people participate in sports and possibly influence their reporting. In particular, the report found that non-organised and individual activity is on the rise compared to competitive sports and team sports. Walking and fitness were again identified as the most popular activities, however, participation is increasingly motivated by lifestyle and community participation choices. Also of note is the rise of "extreme" or "lifestyle" sports, such as skateboarding, base jumping, parkour and the "Tough Mudder" endurance event that has been held in Northam in recent years. The report notes that participation for these activities is particularly popular amongst Generation Y, but data is limited. An earlier 2007 report specifically considering Western Australian's participation in extreme and lifestyle sports supports this claim, drawing on a literature review to conclude that young males are the most numerous participants. This report also acknowledges the difficulties in both obtaining data on and providing facilities for these sports, due to issues such as lack of formal clubs or associations; a sense of risk or rebellion being part of the sport 'lifestyle'; and a lack of interest to date in recognition of these activities as sports.



Another notable finding from an earlier release of the ABS Survey (2011-12) are preferences for different facility types. Parks and reserves were the most popular location for sporting activities (39.5% of participants had used this facility type) followed by indoor sports of fitness centres (37%) and public playing fields / ovals (28.9%).

### Arts and Culture

Specific current data for arts participation at the Local Government level is not available, however, broad conclusions can be made using statewide data. The *Culture Report 2012 Western Australia*, prepared by the National Centre for Culture and Recreation Statistics using several data sources, provides a general snapshot of participation in arts and culture activities. Much of the data for this report comes from a series of interview conducted in 2009 to 2010. Of note, this study 86% of Western Australian residents over 15 years of age attended at least one cultural event in the twelve months prior to interview, and 92% of young people aged 15 to 24.

Young people in Western Australia have particularly high participation rates with arts and culture activities. The 2009-10 interview study found that 92% of people aged 15 to 24 had attended at least one cultural event in the twelve months prior to interview. For school-aged children, 72% of children aged 5 to 14 had attended a cultural event, library, museum or art gallery, and 100% of people aged 15 to 17 years. A third of children participated in music, dancing, singing or drama activities as a hobby.

The report also presents conclusions on participation in arts and culture activities by Indigenous people, drawing primarily on a 2008 study. This study found that 29% of Indigenous people over the age of 15 had participated in at least one Indigenous creative activity, the most popular being writing or telling stories. Of these, nearly two thirds responded that their participation was motivated by cultural learning or ceremony.

The 2012 Survey of Disability, Ageing and Carers provides data on social participation, including involvement in arts and culture activities, for people with disabilities and people over the age of 65. Although the participation rate for people with disabilities was not as high as for the general population, it was still notable at 79% for people aged 5 to 64. The most popular activity was attending a cinema, concert, theatre or performing arts event (59.1%). Participation rates for people with disabilities aged over 65 were significantly lower. Attending a cinema, concert, theatre or performing arts event was again the most popular activity but only 35.5% had participated. Participation rates also tended to be lower for those with a profound or severe disability compared to those with a moderate or mild disability.

Participation rates for the general population over 60 years of age were higher than the wider adult population. Attending a cinema, concert, theatre or performing arts event was again the most popular activity at 43.4% and visiting a public library was also popular with 29.1% having attended at least once in the twelve months prior to the survey.

### Libraries

The Shire of Northam maintains one regional public library facility located in the Northam townsite. The library averages 1,440 borrower visits per month and over 38,000 issues in the past year. Approximately 70% of borrowers live within Northam, and a small number come from nearby locales outside of the LGA such as Toodyay. In addition to providing information and borrowing services, the library runs a number of community programs such as after-school activities, writing groups, the "Better Beginnings" children's

program and workshops. In addition to the regional library, a limited local resource centre operates in Wundowie.

### Clubs

Clubs and community groups can take a number of structures and cater to any group or interest. Clubs often – although not necessarily – utilise community infrastructure in their activities, from formal ties such as to a local sporting facility to occasional hire of community halls or informal meetings in public spaces. The ABS General Social Survey provides a broad snapshot of club participation rates at the national level, with the most recent data being from 2010.

The highest participation rates were for sporting or physical recreation groups, being one third of respondents. Significant numbers also participated in religious organisations and social clubs providing restaurants / bars (18.2% and 19.6% respectively). Also popular were special interest groups, education and training groups, and parenting / child / youth groups. Participation in clubs and groups is particularly notable amongst people with disabilities and older people as found in the 2012 Survey of Disability, Ageing and Carers. A quarter of all people with disabilities participated in group activities away from the home, as had 22.7% of people over 65. Participation levels can be expected to remain strong as programs encouraging community participation for health and wellbeing outcomes (such as Act, Belong, Commit) grow.

The Shire maintains a contact list for clubs within the Local Government Area. A broad classification of these is found in the following table, designed to illustrate the diversity of club activity rather than provide a full descriptive account. It must also be recognised that this list is not necessarily exhaustive; clubs may have formed or disbanded since the Shire last updated its records, may not be in conversation with the Local Government, or may not be formally recognised / incorporated. However, from the single data source considered here, it is apparent that club activity within the local government area is healthy and diverse.

#### Snapshot of Clubs and Groups in Northam LGA

Sports (including Junior Clubs)	44
Arts & Crafts	7
Civic & Community Service	14
Social & Special Interest	20
Local History	5
Environment	4
Youth Social / Service	6
Over 55 Social / Service	4
Volunteer SES, Fire & Ambulance	8
<i>Total</i>	<i>112</i>

The community infrastructure needs of a club can vary considerably depending on the activities offered, the size of its membership and the formality of its structure. Sporting clubs have significant need for community infrastructure (playing fields, courts, clubhouses and so forth), particularly in the Northam LGA where limited private facilities are available. Other clubs may require facilities on a regular basis, such as for weekly activities; ad hoc basis, such as for an AGM or large fundraiser; or not at all, such as clubs operating exclusively from private premises. Accordingly, community infrastructure that is flexible in design and use, and able to be shared by various users for efficiency, should be aspired to in the Shire. Also of note is the

implied needs of local history groups, which are typically in favour of preserving heritage assets. Incorporating these assets into the Shire's community infrastructure inventory may be one strategy for ensuring preservation and ongoing viability.

### ***Key Demographic Trends***

Data relating to the Northam LGA community profile has not dramatically changed between the 2006 and 2011 census. Perhaps the greatest shift is a significant increase in manufacturing, construction, transport, utilities and warehousing jobs within the Northam townsite, and a small increase in services jobs within the LGA. Concurrently, employment in agriculture, forestry and fishing jobs have declined. This may suggest that the region's agricultural industries are stagnating. However, it is also indicative of growth and diversification of the local economy as Northam consolidates its position as a regional centre and 'supertown'.

The LGA's age-sex profile has also shifted, but this is largely in keeping with the aging of the population over time. Two key trends identified in the CIP – the aging of the 'baby boomer' population and departure of young adults from the LGA – remain evident. These are community characteristics that will greatly influence the provision of community infrastructure within the Shire. Another general trend in Western Australia, however, is likely to impact the age-sex profile of the population. In the past ten years, fertility rates for the state have steadily increased after a period of decline (id). This has two implications: firstly, there is a spike in young children and infants, particularly within the Northam townsite, that will lead to an increased demand for child and family community infrastructure for the next fifteen years; and secondly, if this trend continues, the spike in this age bracket and demand for facilities will continue. Further, with a potentially large number of young adults living in the Shire in the next ten to twenty years, there may be increased demand for further education and broader career opportunities. If Northam is able to meet 'Supertowns' aspirations and strengthen and diversify its economy, it is possible that the departure of young adults from the LGA may be somewhat softened.

The Indigenous population has increased slightly and remains concentrated in the Northam town centre. The ethnicity of people moving to the area from overseas has diversified somewhat, but the vast majority of the LGA's population are from within Western Australia. The population of the LGA remains relatively stable and has a higher percentage of people staying within the area from 2006 to 2011 than the State as a whole.

The other major shift that can be observed is the distribution of the population within the LGA. The main townsites of Northam, Wundowie and Bakers Hill have all increased in population, with Wundowie having the greatest increase of 40%. However, the population for the remainder of the LGA – primarily rural land – has decreased by 11%. This increasing consolidation of the LGA's population in townsites will likely further the demand for community infrastructure, both in Northam as a regional centre and at the local community scale.

### ***Future Community Profile***

According to the most recent ABS population estimates, the Shire's population has had strong growth from 2012-13 in line with the aspirational population targets for the town discussed further below.



	Estimated Resident Population at 30 June										2013 p	Change 2012r- 2013p
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012r		
Shire of Northam	10267	10157	10270	10280	10256	10400	10553	10670	10830	11165	11730	5.10%

The WA Tomorrow (2012) population projections adopt a cohort component model (the intersection of births, deaths and migration) to prepare population projections for the LGA to 2026. Five growth scenarios are presented and summarised in the table below.

Year	Population				
	A	B	C (Median)	D	E
2011 (Census Data)	10,556				
2016	11,200	12,100	12,700	13,100	13,900
2021	12,200	13,100	13,700	14,300	15,100
2026	13,100	14,200	14,800	15,500	16,400

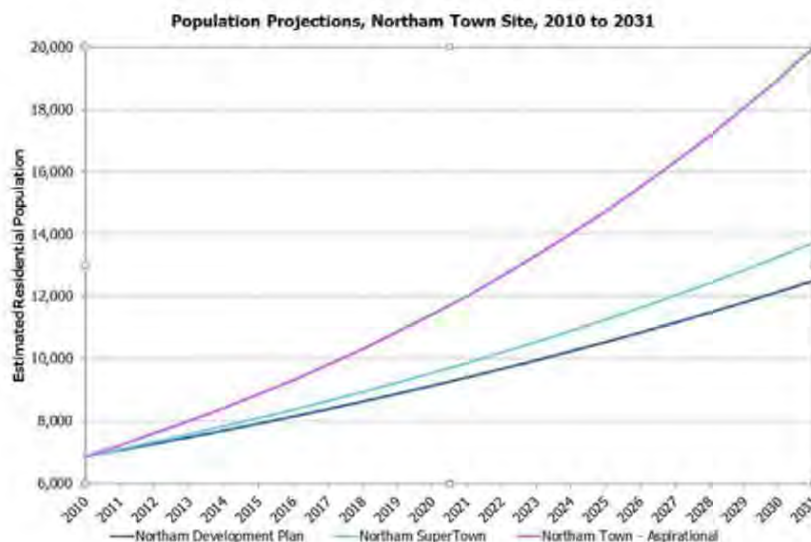
The moderate growth scenario – C – is best aligned with historic population trends. However the rate of growth is anticipated to rise as detailed in the sections regarding specific localities. Therefore, overall LGA population is anticipated to sit between scenario C and scenario E. While these vary significantly on a percentage basis, the practical implications for community infrastructure provision are minimal.

Age-sex profiles prepared using these projections indicate a fairly uniform distribution of population across age groups. The anticipated increase in the percentage of the population over 70 can largely be attributed to the natural aging of the current population. The increased percentage of young adults, however, is not consistent with identified recent trends. It is possible for retention of this demographic to improve, particularly as development in the town of Northam consolidates and further education, career and lifestyle opportunities potentially arise. Anticipated future rural residential subdivision within the LGA may also attract young families. Unpacking these uncertainties is complicated, however, and in this situation projections are considered as a baseline.

The CIP identifies a number of sources for future population predictions and flags the lack of consensus between these. In light of this, the CIP largely relies upon lot / dwelling creation as an indicator of the LGA's future population. As the base community profile for the LGA remains largely similar between 2011 and 2006 and in view of data complications, this report will follow a similar approach.

### Northam

The Northam Regional Growth Plan provides a summary of three population growth scenarios – "Business As Usual", which assumes growth will remain consistent at 2.9%; "Stimulated Growth", which assumes growth will occur at 3.25% to meet 'Supertowns' population targets; and "Aspirational and Visionary", which assumes growth of 5.2% in keeping with the Shire's own targets and density strategies underpinning the Local Planning Scheme.



**Figure 2: POPULATION PROJECTIONS NORTHAM TOWN SITE, FROM NORTHAM REGIONAL GROWTH PLAN**

Potential dwelling yields for the Northam townsite having regard for current residential densities in Local Planning Scheme No. 6 have been assessed utilising the methodology in the Northam Density Study. The resulting estimated dwelling yield is **9,814** and assuming that the average dwelling composition of 2.5 persons remains largely unchanged, the town can accommodate approximately **24,535** persons. Note that these estimates do not include potential dwellings in the Mixed Use zone in the Fitzgerald precinct. Therefore, there is considerable development potential within Northam and all population scenarios could hypothetically be accommodated.

Notwithstanding the above, uptake of development opportunities within the townsite have been limited to date. The Shire is currently processing several Structure Plans for superlot sites, but infill development has generally been sporadic. It is anticipated that full realisation of the densities contemplated in LPS 6 and strategic documents will not occur in the short-term or the anticipated life of the LPS 6.

**Wundowie and Bakers Hill**

Wundowie and Bakers Hill both experienced healthy population growth from 2006 to 2011 and this is likely to continue. Growth is not expected to be as substantial as within Northam, however, due to lower potential lot yields and the strategic focus on strengthening Northam’s position as a regional centre. While residential densities in the core of both towns allow for infill development, growth is expected to occur primarily in Rural Residential developments occurring at the fringes. Structure Plans and subdivision applications for several developments of this type are currently being progressed. The estimated maximum development yields for both towns are summarised in the table below.

**Estimated Residential Lot Yields for Wundowie and Bakers Hill**

	Wundowie	Bakers Hill
Estimated Lot Yields		
<i>Infill Development</i>	305	76
<i>Rural Residential Development</i>	600	##
<i>'Development Zone' Site</i>	80	N/A
Estimated Potential Additional Population	2,462	##
Estimated Potential Population Growth		##

As with the Northam townsite, it is not anticipated that Wundowie and Bakers Hill will achieve the maximum potential development yield and commensurate population growth within the life of the LPS 6.

#### **Balance of Northam Local Government Area**

The balance of the Northam Local Government Area is primarily zoned rural with the exception of some smaller localities and rural residential developments. As there is a general presumption against the subdivision of rural agricultural land, the balance of the LGA has negligible development potential under its current zonings. Population growth will likely be limited and may possibly experience further decline as farming families retire. The demand for community infrastructure outside of the key centres of Northam, Wundowie and Baker's Hill will be limited.



## PART 3: COMMUNITY INFRASTRUCTURE PRINCIPLES

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The CIP document makes reference to a number of design principles and community infrastructure aspirations that remain relevant. These principles are summarised and expanded here.

### ***Multi-Purpose Facilities***

Facilities should be flexible in use to achieve maximum efficiency in community infrastructure provision. This is particularly important in a regional setting where population is generally less dense and thresholds for infrastructure provision must be lower by necessity. That is to say, the potential catchment for a facility is typically far less than in the metropolitan area but it still necessary to provide a minimum level of community infrastructure. Accordingly, facilities should be designed to accommodate a range of potential activities to avoid a need to create multiple discrete facilities that may attract only limited visitation and therefore not present an efficient use of land or return on investment. Multi-purpose facilities will also allow the Shire to adapt its service delivery to shifts in demand without major capital investment.

### ***Secure and Accessible***

There is no local public transport available within the Shire of Northam. Community facilities should therefore be strategically located along safe, connective pedestrian/cycle routes, particularly facilities that might attract young or older people. Community infrastructure sites should be selected where the walkable catchment is maximised and where symbiotic relationships with complimentary land uses can be developed, for example, the location of youth facilities within walking distance of schools, recreation facilities or cafes and shops. Entrance statements, landscaping, street lighting and other design elements will be welcoming and promote passive surveillance.

### ***Commercial Partnership Opportunities***

The community infrastructure identified in this document will be planned for and maintained by the Local Government. However, some commercial partnerships that provide greater efficiency in service delivery and symbiotic relationships with core functions can be of significant benefit. Examples may include café facilities, allied health services and NGO and service organisation offices. Such uses should always compliment the primary use of the facility to provide a well-rounded and convenient experience for the user. Commercial tenants must also be compatible with the facility car parking arrangements, signage strategy, noise emissions/restrictions and other amenity factors. When constructing or refurbishing community infrastructure facilities, the Shire will consider any appropriate commercial tenancy opportunities and incorporate these into facility design in the early stages.



### ***Community Participation in Design***

The core purpose(s) of a facility are identified within the CIP and this Addendum, for example, a swimming pool is intended primarily for aquatic-based recreation and sporting activities. However, facility design should always be mindful of the need for flexibility in use and the needs and values of the community it will serve. The Shire will commit to actively engaging the community in facility design, including matters such as:

- General community needs and aspirations;
- Specific needs for community groups or demographic cohorts;
- Public art and urban activation opportunities; and
- Ancillary uses, including potential commercial tenancies.

## PART 4: ANALYSIS OF INFRASTRUCTURE DEMAND

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### ***CIP Infrastructure Provision Methodology***

The community infrastructure hierarchy and provision assessment employed in the CIP is also employed in the addendum. In summary, the CIP defines a three tier hierarchy connecting community infrastructure facilities to intended catchment areas:

- Regional – catchment includes the whole Shire of Northam LGA and potentially the wider Avon region;
- District – catchment includes the whole Shire of Northam LGA; and
- Local – catchment includes the immediate locality.

The CIP Addendum is concerned primarily with community infrastructure to be included in a future Developer Contributions Scheme. It does not analyse all current or proposed Shire landholdings and services but rather those essential spaces for community facilities that have been identified in the adopted CIP. These have been broadly categorised as sporting; meeting spaces; youth spaces; seniors spaces; information resources; cultural spaces; and service facilities. In keeping with the CIP principle of multi-purpose spaces, some facilities will span across these categories. However, the categories provide a framework for basic assessment of the breadth of community infrastructure available in a locality.

To assess provision of each facility type, a number of indicators have been identified and are outlined below. Table X summarises the findings of the assessment and specifies whether the proposed community infrastructure is consistent with anticipated facility demand.

### ***Facility Type Ratio***

The CIP provides a facility type ratio for community infrastructure facilities under consideration. The ratios are based upon earlier draft guidelines provided by the WA Planning Commission but adjusted for the regional context. The ratios are, therefore, significantly lower than may be expected in a metropolitan setting where higher population densities and more numerous and varied facility choices lend to higher thresholds. The CIP addendum has adopted the facility type ratios laid out in the adopted CIP. The assessment then uses the 'Northam Supertown' population scenario for analysis, being moderately increased growth.

### ***Location Analysis***

In view of the difficulties associated with lower population densities described above, a mapping exercise is used to assess the provision of facilities within a community from a spatial perspective. The location analysis includes community infrastructure that is managed by the Local Government and open to the public, and does not include *private* recreation clubs, emergency services facilities or entertainment centres, nor does it include land that is owned by the Shire but leased to private tenants. The location analysis is undertaken for

the localities of Northam, Wundowie and Bakers Hill, as these are the primary residential centres with regards to density/zoning within the Local Government Area.

### **Key Demographic Indicators**

#### **Aging Population**

The Northam LGA population spikes at the over-50 age cohort. As these people age, it will be necessary to provide facilities to assist people to 'age in place'. Access to social activities, targeted fitness and wellness programs and support services are important contributors to healthy aging and in supporting older people to continue living at home within the Shire.

#### **Youth Population**

Although the Shire has experienced a consistent trend in the departure of young adults, the school-aged population has shown a small increase. As the town of Northam continues to enhance and broaden its service offerings in line with 'Supertowns' principles, and with the increased release of 'lifestyle' subdivisions that appeal to families, it is anticipated that the youth population will continue to grow. Facilities that cater to young people, particularly school-aged teenagers, will be needed to meet gaps in the commercial entertainment market and provide a safe and positive social environment.

#### **Sports Participation**

The available social participation data indicates that physical activity remains a significant leisure activity, however, people are increasingly choosing casual and individual activities over formal sports. Sports facilities should therefore be designed to cater to the general community and casual user as well as clubs. Further, individual users may not be willing to travel as far to a facility as participants in formal sports if physical activity is viewed as an optional activity and there is no loyalty to a club or team.

With the number of older people in the Shire expected to increase, sporting facilities that appeal to this age group should be considered. The data indicates that people over 60 are most active in walking, but indoor fitness and swimming are also popular. Facilities that are accessible, safe and user-friendly for casual users should be provided but with sufficiently flexible design to accommodate organised activities such as seniors' fitness classes or 'have-a-go' activity days if required.

Although the Shire has experienced a general egress of younger people in recent years, an influx of families to the Wundowie area and 'Supertown' development aspirations for Northam suggest that sporting facilities appropriate to school-aged children will remain in demand.

In addition to the above, sporting clubs have traditionally held an important role in the community life of regional towns. Facilitating participation can have positive outcomes for developing informal social/support networks, community identity and fundraising and community service activities.

#### **Previous Supporting Plans**

The Shire has a number of adopted structure plans, feasibility studies and similar where proposed community infrastructure facilities have been identified. These documents tend to consider proposals at a fine grain and inclusion indicates confidence in the need for and viability for the proposed facility.

### Maintenance

Several community infrastructure facilities in the Local Government Area are aging and require significant maintenance works. New facilities or duplication of existing facilities is not necessary so much as upgrading of the existing facilities to ensure community needs continue to be met.

Facility	Category	Population	Location	Demographic	Previous Plan	Maintenance
<b>Northam</b>						
<i>Existing</i>						
Northam Recreation Centre	Sports	Y		Y		
Northam Trotting & Greyhounds	Sports	Y				
Northam Speedway	Sports	Y				
Northam Equestrian Park	Sports	Y				
Northam Aquatic Centre	Sports	N		Y		Replacement
Northam Pistol Club	Sports	Y				
Northam Basketball Courts	Sports	Y		Y		
Bert Hawke Complex	Sports	Y		Y		
Northam Jubilee Pavilion	Sports	Y		Y		
Northam Netball Courts	Sports	Y		Y		
Northam Library & Resource Centre	Information	N				
Northam Lesser Hall	Meeting	Y				
Northam Town Hall	Meeting	Y				
Northam Memorial Hall	Meeting	Y				



Killara Adult Day Care & Respite Centre	Seniors	N		Y		
Northam Rap Skate Park & Outdoor Youth Space	Youth	N		Y		
North Girl Guides Hall	Youth	Y		Y		
Northam Playgroup	Youth	Y		Y		
Northam Visitors Centre	Other (tourism & collections)	N/A				
Northam Railway Museum	Other (tourism & collections)	N/A				
Northam Agricultural Show Pavilion	Cultural	Y				
Avon Valley Arts Society Building	Cultural	Y				
Northam Sound Shell	Cultural	Y				
Northam SES Building	Service	Y				
Irishtown Fire Shed	Service	N				
<i>Proposed in CIP</i>						
Aquatic Centre / Recreation Centre Stage 2)	Sporting	N		Y	Y	
Northam Seniors Centre	Seniors	N		Y	Y	
Northam Youth Space	Youth	Y		Y	Y	
Aboriginal Cultural Centre	Cultural	Y			Y	
BAKERS HILL						
Bakers Hill Golf Club	Sporting	Y				
Bakers Hill Indoor	Sporting	Y		Y	Y	Y

Recreation Centre						
Bakers Hill Hard Courts	Sporting	Y		Y	Y	Y
Bakers Hill Riding School	Sporting	Y				
Bakers Hill Pavilion & Cricket Oval	Sporting	Y		Y		
Bakers Hill BMX Track & Outdoor Youth Space	Youth	Y		Y	Y	Y
CLACKLINE						
Clackline Hall	Meeting	Y				
Clackline Fire Shed	Service	Y				
GRASS VALLEY						
Grass Valley Tennis Courts	Sporting	Y		Y		
Grass Valley Hall	Meeting	Y				
Grass Valley Fire Shed	Service	Y				
RURAL						
Quellington Hall	Meeting	Y				
Southern Brook Hall	Meeting	Y				
SPENCERS BROOK						
Spencers Brook Fire Shed	Service	Y				
WUNDOWIE						
<i>Existing</i>						
Wundowie Golf Club	Sports	Y				
Wundowie Sports Pavilion	Sports	Y		Y	Y	Y
Wundowie Hard Courts	Sports	Y		Y	Y	Y
Wundowie Swimming Pool	Sports	Y		Y	Y	Y
Wundowie Community	Information	Y			Y	Y

Resource Centre						
Wundowie Hall	Meeting	Y				
Wundowie Skate Park & Outdoor Youth Space	Youth	Y		Y	Y	Y
<i>Proposed in CIP</i>						
Wundowie Volunteer Fire Shed	Service	Y			Y	

## PART 5: IMPLEMENTATION

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### ***Capital Works Program***

The implementation of proposed community infrastructure works will be determined through the Shire's capital works program and so is not replicated here. In formulating and reviewing the capital works program, the Shire may have regard to:

- Availability of funding including grants and/or developer contributions;
- Community priorities as assessed from time to time through engagement processes and community feedback;
- Significant demographic changes;
- Significant land releases;
- Periodic matters such as maintenance and safety issues; and
- Strategic affiliated commercial or tourism opportunities.

### ***Review***

The CIP will be reviewed periodically to confirm that its assumptions and proposals remain relevant to current circumstance. It is recommended that the CIP and this Addendum be reviewed a minimum of every five years to coincide with the release of ABS census population data.

In addition, Adoption of a new Local Planning Scheme, or adoption of any Scheme Amendment or Structure Plan that enables substantial intensification of development in the LGA will also prompt review of the CIP. This should occur within four months of adoption regardless of when the next scheduled review is due.



### 12.3.8 Review of Local Planning Policy No. 4 – Home Employment

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.3.1.2
<b>Reporting Officer:</b>	Courtney Wynn Planning Officer
<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 Local Planning Policy No. 4 – Home Employment (LPP 4).

It is recommended that Council revoke LPP4 due to adequate provisions for home employment land uses already existing in Local Planning Scheme No.6.

#### ATTACHMENTS

Attachment 1: Local Planning Policy 4 – Home Employment

#### BACKGROUND / DETAILS

Local Planning Policy 4 – Home Employment was originally adopted on 18<sup>th</sup> December 2013. The policy is now due for review.

The policy was adopted to provide guidelines for home employment land uses including home office, home occupations, home businesses, home store, industry –cottage and rural home businesses.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective G1: Provide accountable and transparent leadership.

Strategy G1.1: Continue to develop Council's policy framework to guide decision making.

Action: Undertake periodic reviews of Council's Local Planning Policies in order to ensure operational efficiency and consistent planning decisions.

#### Financial / Resource Implications

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

### **Legislative Compliance**

The local government may revoke a planning policy in accordance with Schedule 2 Part 2 Clause 6 of the *Planning and Development (Local Planning Schemes) regulations 2015* which state as follows:

*A local planning policy may be revoked —*

- (a) by a subsequent local planning policy that —
  - (i) is prepared in accordance with this Part; and*
  - (ii) expressly revokes the local planning policy;**
- or*
- (b) by a notice of revocation —
  - (i) prepared by the local government; and*
  - (ii) published in a newspaper circulating in the Scheme area.**

### **Policy Implications**

There are clear requirements for home business land uses as outlined in Local Planning Scheme No.6 Schedule 1 – Land Use Definitions. Therefore the revocation of LPP4 will not result in any changes to the assessment and determinations of applications for home employment land uses.

### **Stakeholder Engagement / Consultation**

No stakeholder engagement and consultation has been undertaken as the revocation of the policy will not result any impacts to ratepayers.

### **Risk Implications**

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

### **OFFICER'S COMMENT**

The purpose of this review is to provide feedback on the performance of LPP4 over the past 4 years. In that time, the Shire has received and determined nine (9) planning applications for home businesses and have found that LPP4 has not served any real function due to requirements for home employment uses already being captured Schedule 1- Land Use Definitions under Local Planning Scheme No.6.

Other elements of the home business such as permitted hours of operation can be assessed on a case-by-case basis based on individual merit and overall context of the proposal. The Shire also has the option to impose relevant conditions deemed appropriate to address any potential impact resulting from any approval granted for a home employment land use.

The Shire already has in place procedures to deal with complaints received about land uses and has the power under the *Planning and Development Act 2005* to investigate and pursue allegations of non-compliance. It is therefore not necessary for complaints handling to form part of a local planning policy.

Therefore, it is recommended that Council resolve to revoke Local Planning Policy 4 – Home Employment.

**RECOMMENDATION**

**That Council revoke Shire of Northam Local Planning Policy No. 4 – Home Employment in accordance with Clause 6(b) of the deemed provisions for local planning schemes.**

## Attachment 1

### LPP 4 - HOME EMPLOYMENT (HOME BUSINESS, HOME OCCUPATION, HOME OFFICE, HOME STORE, INDUSTRY-COTTAGE AND RURAL HOME BUSINESS)

POLICY NO:	LPP 4
POLICY SUBJECT:	HOME EMPLOYMENT (HOME BUSINESS, HOME OCCUPATION, HOME OFFICE, HOME STORE, INDUSTRY-COTTAGE AND RURAL HOME BUSINESS)
ADOPTION DATE:	18 December 2013
LAST REVIEW:	17 April 2013

### OBJECTIVES

The primary objectives are to:

- (a) Support and encourage home employment as a suitable local enterprise of economic and social importance to the Shire.
- (b) Maintain residential areas as primarily a place to live, not primarily a place to work whilst recognising that working from home is an expanding area of employment and a significant contributor to the economy.
- (c) Protect the amenity and character of residential and rural areas by ensuring that potential impacts associated with home employment such as noise, traffic, pollution, people and advertising signs are minimised and adequately controlled.
- (d) Ensure that home employment development is compatible with the residential/rural character of surrounding built areas.
- (e) Take into account additional requirements to the Local Planning Scheme No 6 which the Shire will consider in its determination of a development application.
- (f) Provide a consistent and equitable approach for the Shire in the assessment of applications and complaints in relation to home employment.

### DEFINITIONS

The following are definitions that may be used as part of this policy in addition to the definitions included in Local Planning Scheme No 6:

**“Building Envelope”** means an area of land within a lot marked on a plan approved by the responsible authority within which all buildings and effluent disposal facilities on the lot must be contained.



“**Carport**” means a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side, and being without a door unless that door is visually permeable. Carports that are included under the main roof of the residence are not subject to this policy.

“**Council**” means the elected members of the Shire.

“**Dwelling**” means a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

“**Donga**” means a transportable building typically utilised as workers’ accommodation throughout the mining industry and/or utilised as site offices and/or has the general appearance of mine site accommodation.

“**Garage**” means any roofed structure, other than a carport, designed to accommodate one or more motor vehicles and attached to the dwelling or where not attached, provided for the sole use of the dwelling. Garages that are included under the main roof of the residence are not subject to this policy.

“**Earthworks**” means the movement of earth on land which is carried out in conjunction with the construction of a structure or independently and exceeds 0.5m in height at any given point.

“**home business**” means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which -

- (a) does not employ more than 2 people not members of the occupier’s household;
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- (c) does not occupy an area greater than 50 square metres;
- (d) does not involve the retail sale, display or hire of goods of any nature;
- (e) in relation to vehicles and parking, does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and
- (f) does not involve the use of an essential service of greater capacity than normally required in the zone.

“**home occupation**” means an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which -

- (a) does not employ any person not a member of the occupier’s household;

- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- (c) does not occupy an area greater than 20 square metres;
- (d) does not display a sign exceeding 0.2 square metres;
- (e) does not involve the retail sale, display or hire of goods of any nature;
- (f) in relation to vehicles and parking, does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volume in the neighbourhood, does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- (g) does not involve the use of an essential service of greater capacity than normally required in the zone.

**“home office”** means a home occupation limited to a business carried out solely within a dwelling by a resident of the dwelling but which does not -

- (a) entail clients or customers travelling to and from the dwelling;
- (b) involve any advertising signs on the premises; or
- (c) require any external change to the appearance of the dwelling.

**“home store”** means any shop with a net lettable area not exceeding 100 square metres attached to a dwelling and which is operated by a person resident in the dwelling.

**“industry - cottage”** means a trade or light industry producing arts and crafts goods which does not fall within the definition of a home occupation and which -

- (a) not cause injury to or adversely affect the amenity of the neighbourhood;
- (b) where operated in a residential zone, does not employ any person other than a member of the occupier’s household;
- (c) is conducted in an out-building which is compatible with the principal uses to which land in the zone in which it is located may be put;
- (d) does not occupy an area in excess of 50 square metres; and
- (e) does not display a sign exceeding 0.2 square metres in area.

**“LPS 6”** means Local Planning Scheme No 6.

**“Outbuilding”** has the same meaning given to it in the Residential Design Codes and is also a structure used for the housing/storage of machinery or household items which may be provided with power and water and incorporates such structures as sheds, garages and barns. An outbuilding also means a Class 10A building as defined by the Building Code of Australia, which class 10 refers to a “non-habitable” building.

“**Residential Design Codes**” or “**RDC**” means State Planning Policy 3.1 issued by the Department of Planning.

“**Rural Home Business**” means a business, service or profession carried out in a dwelling or on land around a dwelling by the occupier of the dwelling which -

- (a) Does not employ more than 2 people not members of the occupier's household;
- (b) Will not cause injury or adversely affect the amenity of the neighbourhood;
- (c) Does not occupy an area greater than 200 square metres;
- (d) Does not involve the retail sale, display or hire of goods of any nature;
- (e) In relation to vehicles and parking, does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of more than 3 vehicles, with vehicles not being more than 25 tonnes gross weight; and
- (f) Does not involve the use of an essential service of greater capacity than normally required in the zone.

“**Scheme**” means Local Planning Scheme No 6.

“**Setback**” means the distance from boundaries as defined in Local Planning Scheme No 6 or the Residential Design Codes.

“**Shire**” means the Shire of Northam.

## **STATUTORY POWERS**

This Local Planning Policy is made pursuant to clause 2.2 of the Shire's Local Planning Scheme No 6.

## **POLICY STATEMENT**

### **Application**

Home employment includes a Home Occupation, Home Business, Rural Home Business, Home Store and/or Industry - Cottage. All home employment landuses require an application for planning approval.

An approval issued for a home employment landuse is personal to the applicant and shall not run with the land, nor can it be transferred from one person to another.

A Home Office is an exempted landuse under the Scheme and is not subject to this policy.

### **Home Store**

A Home Store must be “in addition” to a dwelling and is not permitted to be located within any existing dwelling ie: within a functional room of a dwelling such as a bedroom.

On site car parking must be provided at the rate of 1 for every 20m<sup>2</sup> of net lettable area (area of shop).

A Home Store will not be permitted in areas zoned Residential R30 or higher.

### **Industry Cottage**

The following uses are included as being an industry - cottage:

- Manufacture and sale of sculptures (wood, metal, clay etc);
- Production and sale of artwork (painting, flower arranging etc);
- Boutique manufacture and sale of textiles eg: handmade knitwear, wool spinning, handmade craft items etc;
- Boutique manufacture and sale of (subject to compliance with Food Regulations) specific food items such as pickles, jams, preserves, olive oil etc.

### **Internet Based Home Employment**

Home employment which involves internet trading is considered to fall under the category of a Home Occupation.

No retail sales from the dwelling of any description are permitted with internet based business.

The delivery of goods from the dwelling to customer locations are acceptable.

Bulk storage of saleable items is not permitted.

### **Amenity**

Protection of amenity will take priority in all considerations relating to home employment. Applicants should understand that if they exceed the limits set down in conditions of approval or complaints are received, and the Shire considers that local amenity is being adversely affected, the Shire may refuse to issue the yearly renewal certificate for the home employment.

Should this occur, the carrying on of a home employment without a valid yearly renewal certificate is considered to be a breach of the Planning and Development Act 2005 and may result in prosecution.

Dongas are not supported to house home employment landuses.



## **Chemical Storage**

In the interests of safety, home employment approvals will contain a condition specifically controlling the storage of dangerous or toxic materials in residential premises (including outbuildings) in accordance with the relevant Australian Standards.

## **Complaints**

The Shire will consider all complaints in a manner consistent with the spirit of home employment. In particular, the provision that home employment shall not, in any way, detract from residential amenity.

In the event of any doubt, the Shire will rule in favour of the complainant, accepting that no security of tenure is implied for home employment and may refuse to issue the yearly renewal certificate for the home employment.

Should this occur, the carrying on of a home employment without a valid yearly renewal certificate is considered to be a breach of the Planning and Development Act 2005 and may result in prosecution.

## **Employees**

Consistent with home employment remaining incidental to the residential use of premises, employees are limited by the Scheme, and appropriate conditions will be imposed.

## **Food Handling**

In the interests of public health, the Shire requires applicants for home employment involving food handling to be made aware of and comply with the Food Hygiene Regulations 1993.

The Regulations prohibit the preparation of food for sale in residential premises except in limited circumstances.

(NOTE: Applicants are asked to obtain an information sheet on preparation of food at home, from the Shire's Environmental Health Officer).

## **Machinery**

All appliances or machinery to be used in a home employment shall be specified by the applicant and shall be of domestic scale or type. The use of what the Shire considers to be industrial appliances or machinery will be prohibited.

## **Residential Use**

As home employment is conducted from residential premises, the residential use of the premises is to remain the predominant use. Specialised or purpose-built accommodation that cannot readily be used for purposes related to the residential use of the premises will not be implied or allowed.

### **Time Limits**

Where home employment involves activities other than office administration, approval may be given subject to a specified time limit. The hours of operation of all home employment shall be 0900 to 1700 hours and be permitted on all days except Sundays and Public Holidays.

### **Traffic**

Home employment shall not give rise to vehicular traffic, nor require the provision of parking facilities beyond that which the Shire regards as normal in the neighbourhood concerned. No deliveries or collection of goods by commercial transport vehicles will be permitted.

## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – March 2017

<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 2017 to 31<sup>st</sup> March 2017.

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – March 2017.  
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 2016/17 Budget.

### Legislative Compliance

Section 6.4 of the Local Government Act  
Financial Management Regulations 2007 9  
Section 6.26(2)(g) of the Local Government Act 1995

### Policy Implications

Nil.

### Stakeholder Engagement / Consultation

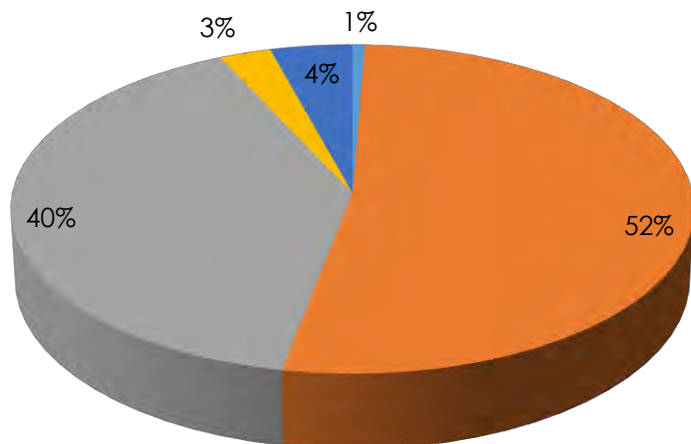
Not applicable.

### 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 2017;



- Staff Expenses
- Purchased from Shire of Northam Businesses or Individuals
- No Organisation or Business in Shire of Northam that can offer service required
- Purchase from Businesses or Individuals outside Shire of Northam
- Contract has gone to Tender

### RECOMMENDATION

**That Council endorse the payments for the period 1<sup>st</sup> March 2017 to 31<sup>st</sup> March 2017, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).**



**Attachment 1**

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
1993	02/03/2017	GEOGRAPHE EXCAVATIONS & UNDERGROUND POWER	REIMBURSEMENT OF STANDPIPE TRUST.	2		50.00
INV T962	02/03/2017	GEOGRAPHE EXCAVATIONS & UNDERGROUND POWER	REIMBURSEMENT OF STANDPIPE TRUST.	2	50.00	
1994	15/03/2017	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BUILDING FEES COLLECTED FOR BSL FOR FEBRUARY 2017.	2		1,979.50
INV T908	15/03/2017	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BUILDING FEES COLLECTED FOR BSL FOR FEBRUARY 2017.	2	1,979.50	
1995	15/03/2017	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BUILDING FEES COLLECTED FOR BCITF FOR FEBRUARY 2017.	2		2,357.90
INV T907	15/03/2017	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BUILDING FEES COLLECTED FOR BCITF FOR FEBRUARY 2017.	2	2,357.90	
1996	15/03/2017	LEANNE KERRY SHADDICK	KERB BOND REFUND - T900 #16117 - 3 LAWLEY AVE NORTHAM.	2		1,000.00
INV T900	15/03/2017	LEANNE KERRY SHADDICK	KERB BOND REFUND - T900 #16117 - 3 LAWLEY AVE NORTHAM.	2	1,000.00	
1997	15/03/2017	SHIRE OF NORTHAM	MONTHLY BUILDING COMMISSION FEE CHARGED FOR COLLECTION OF BSL FOR FEBRUARY 2017.	2		109.50
INV T908	15/03/2017	SHIRE OF NORTHAM	MONTHLY BUILDING COMMISSION FEE CHARGED FOR COLLECTION OF BSL FOR FEBRUARY 2017.	2	60.00	
INV T907	15/03/2017	SHIRE OF NORTHAM	MONTHLY BUILDING COMMISSION FEE CHARGED FOR COLLECTION OF BCITF FOR FEBRUARY 2017.	2	49.50	
1998	15/03/2017	WHEATBELT GP NETWORK	KERB BOND REFUND - T705 64 FERNIE RD, NORTHAM WA #14009.	2		1,500.00
INV T705	15/03/2017	WHEATBELT GP NETWORK	KERB BOND REFUND - T705 64 FERNIE RD, NORTHAM WA #14009.	2	1,500.00	
1999	15/03/2017	WILLWARD PARK NO 1 PTY LTD & REHARD NO	RELEASE OF DEFECTS LIABILITY BOND WAPC145191 LOT 24 WERRIBEE RD WUNDOWIE.	2		8,477.00
INV T877	15/03/2017	WILLWARD PARK NO 1 PTY LTD & REHARD NO	RELEASE OF DEFECTS LIABILITY BOND WAPC145191 LOT 24 WERRIBEE RD WUNDOWIE.	2	8,477.00	
EFT25734	02/03/2017	SYLVANA SHIRLEY SCHAUB	T926- KERB BOND REFUND - A11175.	2		1,000.00
INV T926	02/03/2017	SYLVANA SHIRLEY SCHAUB	T926- KERB BOND REFUND - A11175.	2	1,000.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT25735	02/03/2017	TRACI LEE ATKINSON	REFUND OF PART OF BOND FOR COMPLETION OF STAGE 1 WORKS - RETURN OF PART OF SECOND HAND TRANSPORTABLE BOND.	2		6,000.00
INV T905	02/03/2017	TRACI LEE ATKINSON	REFUND OF PART OF BOND FOR COMPLETION OF STAGE 1 WORKS - RETURN OF PART OF SECOND HAND TRANSPORTABLE BOND.	2	6,000.00	
EFT25736	02/03/2017	INGRID ELIZA PLUKTCHY	BOND REFUND FOR 48 PERINA WAY NORTHAM BLD APP 11296.	2		1,000.00
INV T505	02/03/2017	INGRID ELIZA PLUKTCHY	BOND REFUND FOR 48 PERINA WAY NORTHAM BLD APP 11296.	2	1,000.00	
EFT25737	07/03/2017	ABBOTTS FORGE	HIRE OF TELEHANDLER TO REINSTALL ROUNDABOUT ON FITZGERALD STREET	1		1,580.00
INV 0000239218/11/2016		ABBOTTS FORGE	INSPECT DAMAGE TO FLOCON TRUCK CURRENTLY IN MALAGA	1	200.00	
INV 0000240328/11/2016		ABBOTTS FORGE	HIRE OF TELEHANDLER TO REINSTALL ROUNDABOUT ON FITZGERALD STREET	1	700.00	
INV 0000245009/01/2017		ABBOTTS FORGE	HIRE OF TELEHANDLER TO REINSTALL ROUNDABOUT ON FITZGERALD STREET	1	420.00	
INV 0000247708/02/2017		ABBOTTS FORGE	TELEHANDLER HIRE TO UNLOAD VMS BOARDS.	1	260.00	
EFT25738	07/03/2017	ADT SECURITY	REPLACE X2 BACK UP BATTERIES AT KILLARA ADULT DAY CARE CENTRE.	1		158.99
INV 2059541206/02/2017		ADT SECURITY	REPLACE X2 BACK UP BATTERIES AT KILLARA ADULT DAY CARE CENTRE.	1	158.99	
EFT25739	07/03/2017	ALL FLAGS SIGNS AND BANNERS	X6 SHIRE OF NORTHAM FLAGS & X3 AUSTRALIAN FLAGS FOR SHIRE ADMIN BUILDING & NORTHAM VISITOR CENTRE.	1		1,078.44
INV 0004031322/02/2017		ALL FLAGS SIGNS AND BANNERS	X6 SHIRE OF NORTHAM FLAGS & X3 AUSTRALIAN FLAGS FOR SHIRE ADMIN BUILDING & NORTHAM VISITOR CENTRE.	1	1,078.44	
EFT25740	07/03/2017	ARTCRAFT PTY LTD	PURCHASE OF X2 NEW B SIZE VMS TRAILERS VIN#6U9V550000082159 REGO# N.15079 & VIN#6U9V550000082158 REGO# N.15080.	1		42,636.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV IN-54031.30/01/2017		ARTCRAFT PTY LTD	PURCHASE OF X2 NEW B SIZE VMS TRAILERS VIN#6U9V550000082159 REGO# N.15079 & VIN#6U9V550000082158 REGO# N.15080.	1	42,636.00	
EFT25741	07/03/2017	AV-SEC SECURITY SERVICES	ALARM ATTENDANCE AT BERT HAWKE PAVILLION ON 30/01/2017 & 09/02/2017.	1		302.50
INV 4287	17/02/2017	AV-SEC SECURITY SERVICES	ALARM ATTENDANCE ON 12/01/2017 AT RSL HALL.	1	60.50	
INV 4286	17/02/2017	AV-SEC SECURITY SERVICES	ALARM ATTENDANCE ON 14/01/2017 AT WUNDOWIE LIBRARY.	1	60.50	
INV 4281	12/02/2017	AV-SEC SECURITY SERVICES	ALARM ATTENDANCE AT BERT HAWKE PAVILLION ON 30/01/2017 & 09/02/2017.	1	181.50	
EFT25742	07/03/2017	AVON PAPER SHRED	240LTR BIN PAPER SHRED	1		55.00
INV 355	23/02/2017	AVON PAPER SHRED	240LTR BIN PAPER SHRED	1	55.00	
EFT25743	07/03/2017	AVON VALLEY CONTRACTORS	HALF DAY HIRE OF DINGO & TRENCHER	1		467.00
INV 2807	01/02/2017	AVON VALLEY CONTRACTORS	HALF DAY HIRE OF DINGO & TRENCHER	1	280.00	
INV 1690	16/02/2017	AVON VALLEY CONTRACTORS	MOVE STEEL DRUM ROLLER FROM NORTHAM DEPOT TO SPENCERS BROOK ROAD	1	187.00	
EFT25744	07/03/2017	AVON VALLEY NISSAN	REPAIRS TO HOIST IN VAN PN0820.	1		250.00
INV 288060	21/02/2017	AVON VALLEY NISSAN	REPAIRS TO HOIST IN VAN PN0820.	1	250.00	
EFT25745	07/03/2017	AVON VALLEY PLANT & EQUIPMENT PTY LTD	HIRE OF 3.5T EXCAVATOR & BATTER BUCKET FOR SOUTHERN BROOK ROAD ON 30/01/2017.	1		225.00
INV 98	30/01/2017	AVON VALLEY PLANT & EQUIPMENT PTY LTD	HIRE OF 3.5T EXCAVATOR & BATTER BUCKET FOR SOUTHERN BROOK ROAD ON 30/01/2017.	1	225.00	
EFT25746	07/03/2017	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 17/02/2017.	1		83,016.60
INV 23662	17/02/2017	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 17/02/2017.	1	83,016.60	
EFT25747	07/03/2017	BEAUREPAIRES	REPLACE TYRE ON TANDEM TRAILER 1TQM573.	1		136.86

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INV U524344	03/02/2017	BEAUREPAIRES	REPLACE TYRE ON TANDEM TRAILER 1TQM573.	1	136.86	
EFT25748	07/03/2017	BLACKWELL PLUMBING PTY LTD	NORTHAM OLD TOWN BUILDING. EMERGENCY REPAIRS TO BLOCKED SEWER INCLUDING INSTALLATION OF EXTERIOR ACCESS POINT TO SEWER LINE.	1		3,875.84
INV INV-156110	02/2017	BLACKWELL PLUMBING PTY LTD	NORTHAM OLD TOWN BUILDING. EMERGENCY REPAIRS TO BLOCKED SEWER INCLUDING INSTALLATION OF EXTERIOR ACCESS POINT TO SEWER LINE.	1	3,875.84	
EFT25749	07/03/2017	BLUE FORCE PTY LTD	PROVISION OF CCTV INFRASTRUCTURE AS PER 4 OF 2016	1		894.78
INV 67386	16/12/2016	BLUE FORCE PTY LTD	PROVISION OF CCTV INFRASTRUCTURE AS PER 4 OF 2016	1	894.78	
EFT25750	07/03/2017	BRIDGELEY COMMUNITY CENTRE	REFUND OF HIRE CHARGES WHEN MEETING MOVED (BY SHIRE) TO TOWN HALL BOOKING #2764 - REC CENTRE WAS USED FOR EMERGENCY EVACUATION.	1		140.00
INV 2764	11/02/2017	BRIDGELEY COMMUNITY CENTRE	REFUND OF HIRE CHARGES WHEN MEETING MOVED (BY SHIRE) TO TOWN HALL BOOKING #2764 - REC CENTRE WAS USED FOR EMERGENCY EVACUATION.	1	140.00	
EFT25751	07/03/2017	CHRIS DAVIDSON	COUNCILLOR PAYMENTS FEBRUARY 2017	1		2,279.43
INV FEBRUA28	02/2017	CHRIS DAVIDSON	COUNCILLOR PAYMENTS FEBRUARY 2017	1	2,279.43	
EFT25752	07/03/2017	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FEBRUARY 2017	1		2,179.53
INV FEBRUA28	02/2017	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FEBRUARY 2017	1	2,179.53	
EFT25753	07/03/2017	CLARK EQUIPMENT	BLOCK COUPLER FOR CLARK BOBCAT LOADER N.006.	1		491.73
INV 0815244317	02/2017	CLARK EQUIPMENT	BLOCK COUPLER FOR CLARK BOBCAT LOADER N.006.	1	491.73	
EFT25754	07/03/2017	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN	1		2,798.87
INV S6036	15/02/2017	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN	1	2,798.87	
EFT25755	07/03/2017	COUNTRYWIDE POOLS	REPLACEMENT OF STOLEN GARDENING EQUIPMENT.	1		5,844.60
INV 22754	06/02/2017	COUNTRYWIDE POOLS	CHAINSAW FILES	1	90.00	
INV 22774	09/02/2017	COUNTRYWIDE POOLS	REPLACEMENT OF STOLEN GARDENING EQUIPMENT.	1	4,586.40	



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 22775	09/02/2017	COUNTRYWIDE POOLS	HUSQVARNA 20" CHAINSAW MODEL 460 REPLACEMENT OF ITEMS STOLEN FROM WUNDOWIE DEPOT	1	1,168.20	
EFT25756	07/03/2017	COURIER AUSTRALIA	COURIER DELIVERIES FOR ENGINEERING SERVICES & DEVELOPMENT SERVICES DURING THE PERIOD 11/11/2016 TO 17/02/2017.	1		172.08
INV 0291	17/02/2017	COURIER AUSTRALIA	COURIER DELIVERIES FOR ENGINEERING SERVICES & DEVELOPMENT SERVICES DURING THE PERIOD 11/11/2016 TO 17/02/2017.	1	172.08	
EFT25757	07/03/2017	COURTNEY WYNN	DINNER FOR LEASA, CODEY & COURTNEY WHILE AWAY ATTENDING TRAINING COURSE ON 23/24 FEBRUARY 2017.	1		73.00
INV CH2802228/02/2016		COURTNEY WYNN	DINNER FOR LEASA, CODEY & COURTNEY WHILE AWAY ATTENDING TRAINING COURSE ON 23/24 FEBRUARY 2017.	1	73.00	
EFT25758	07/03/2017	DENIS GRAHAM BERESFORD	COUNCILLOR PAYMENTS FEBRUARY 2017	1		1,905.73
INV FEBRUA28/02/2017		DENIS GRAHAM BERESFORD	COUNCILLOR PAYMENTS FEBRUARY 2017	1	1,905.73	
EFT25759	07/03/2017	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FEBRUARY 2017	1		1,905.73
INV FEBRUA28/02/2017		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FEBRUARY 2017	1	1,905.73	
EFT25760	07/03/2017	DUKES INN	ACCOMMODATION FOR TEMPORARY HEALTH OFFICER SHALINI HERATH ON 28/02/2017.	1		230.00
INV 5374	22/02/2017	DUKES INN	ACCOMMODATION FOR SHALINI HERATH FROM 22/2/2017 TO 23/2/2017.	1	100.00	
INV 5423	01/03/2017	DUKES INN	ACCOMMODATION FOR TEMPORARY HEALTH OFFICER SHALINI HERATH ON 28/02/2017.	1	130.00	
EFT25761	07/03/2017	E FIRE & SAFETY	NORTHAM SES BUILDING. SERVICING FIRE EQUIPMENT. DECEMBER 2016.	1		1,512.50
INV 0018234122/12/2016		E FIRE & SAFETY	NORTHAM SES BUILDING. SERVICING FIRE EQUIPMENT. DECEMBER 2016.	1	847.00	
INV 0018198422/12/2016		E FIRE & SAFETY	SEWERAGE PONDS - TESTING OF THE FIRE EQUIPMENT IN ACCORDANCE WITH AUSTRALIAN STANDARDS AS1851.1 (6 MONTHLY TESTING).	1	55.00	

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INV 0018198322/12/2016		E FIRE & SAFETY	MORBY COTTAGE - TESTING OF THE FIRE EQUIPMENT	1	55.00	
INV 0018198622/12/2016		E FIRE & SAFETY	AVON VALLEY ARTS - TESTING OF THE FIRE EQUIPMENT IN ACCORDANCE WITH AUSTRALIAN STANDARDS AS1851.1 (6 MONTHLY TESTING).	1	55.00	
INV 0018203022/12/2016		E FIRE & SAFETY	NORTHAM POOL - TESTING OF THE FIRE EQUIPMENT IN ACCORDANCE WITH AUSTRALIAN STANDARDS AS1851.1 (6 MONTHLY TESTING).	1	55.00	
INV 0018198522/12/2016		E FIRE & SAFETY	REFUGE SITE / DOG POUND - TESTING OF THE FIRE EQUIPMENT IN ACCORDANCE WITH AUSTRALIAN STANDARDS AS1851.1 (6 MONTHLY TESTING).	1	242.00	
INV 0018202922/12/2016		E FIRE & SAFETY	VINTAGE AUTO MUSEUM - TESTING OF THE FIRE EQUIPMENT IN ACCORDANCE WITH AUSTRALIAN STANDARDS AS1851.1 (6 MONTHLY TESTING).	1	203.50	
EFT25762	07/03/2017	FRONTLINE FIRE & RESCUE EQUIPMENT	INKPEN BFB STOLEN ITEMS - ASSORTED STOLEN ITEMS AS PER QUOTE 42971	1		3,724.74
INV 56035	09/02/2017	FRONTLINE FIRE & RESCUE EQUIPMENT	INKPEN BFB STOLEN ITEMS - UKT514609+ UKE4AA ELED RED HERCULITE CHEMICALLY RESISTANT HELMET TORCH, C/W BATTERIES	1	244.42	
INV 56043	09/02/2017	FRONTLINE FIRE & RESCUE EQUIPMENT	INKPEN BFB STOLEN ITEMS - ASSORTED STOLEN ITEMS AS PER QUOTE 42971	1	3,480.32	
EFT25763	07/03/2017	GAVIN WILTON PETERSEN	USE OF TRACTOR/LOADER AND GRADER BLADE FOR STORM DAMAGE REPAIR ALMOND AVE.	1		127.50
INV 56	20/02/2017	GAVIN WILTON PETERSEN	USE OF TRACTOR/LOADER AND GRADER BLADE FOR STORM DAMAGE REPAIR ALMOND AVE.	1	127.50	
EFT25764	07/03/2017	GLENN STUART BEVERIDGE	EMERGENCY REPAIRS TO KIOSK SLIDING DOOR AT NORTHAM POOL.	1		165.00
INV 26	17/02/2017	GLENN STUART BEVERIDGE	EMERGENCY REPAIRS TO KIOSK SLIDING DOOR AT NORTHAM POOL.	1	165.00	
EFT25765	07/03/2017	GROVE WESLEY DESIGN ART	1000X A1 PAMPHLETS FOLDED DOWN TO DL SIZE	1		1,419.00
INV 4434	22/02/2017	GROVE WESLEY DESIGN ART	1000X A1 PAMPHLETS FOLDED DOWN TO DL SIZE	1	1,419.00	
EFT25766	07/03/2017	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	SERVICES PROVIDED BY TEMPORARY HEALTH OFFICER SHALINI HERATH FOR THE WEEK ENDING 19/02/2017.	1		1,105.54

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INV 6403678	22/02/2017	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	SERVICES PROVIDED BY TEMPORARY HEALTH OFFICER SHALINI HERATH FOR THE WEEK ENDING 19/02/2017.	1	1,105.54	
EFT25767	07/03/2017	IXOM OPERATIONS PTY LTD	SERVICE FEE FOR X3 920KG CHLORINE CYLINDERS FOR THE PERIOD 01/02/2017 TO 28/02/2017.	1		472.16
INV 5794761	28/02/2017	IXOM OPERATIONS PTY LTD	SERVICE FEE FOR X3 920KG CHLORINE CYLINDERS FOR THE PERIOD 01/02/2017 TO 28/02/2017.	1	472.16	
EFT25768	07/03/2017	JODI DAVIS	REFUND OF HIRE CHARGES WHEN MEETING WAS MOVED (BY SHIRE) TO TOWN HALL BOOKING # 2602 - REC CENTRE WAS USED FOR EMERGENCY EVACUATION.	1		500.00
INV 2602	11/02/2017	JODI DAVIS	REFUND OF HIRE CHARGES WHEN MEETING WAS MOVED (BY SHIRE) TO TOWN HALL BOOKING # 2602 - REC CENTRE WAS USED FOR EMERGENCY EVACUATION.	1	500.00	
EFT25769	07/03/2017	JOHN PROUD	COUNCILLOR PAYMENTS FEBRUARY 2017	1		1,905.73
INV FEBRUA28/02/2017		JOHN PROUD	COUNCILLOR PAYMENTS FEBRUARY 2017	1	1,905.73	
EFT25770	07/03/2017	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FEBRUARY 2017	1		2,185.45
INV FEBRUA28/02/2017		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FEBRUARY 2017	1	2,185.45	
EFT25771	07/03/2017	LANDMARK	BAFS OF FERTILIZER.	1		1,023.00
INV 9883866703/01/2017		LANDMARK	3/4 INCH SPRAY NOZZLE	1	41.80	
INV 9876010305/12/2016		LANDMARK	FERTILIZER & TIE DOWN RATCHETS.	1	70.40	
INV 9888973520/01/2017		LANDMARK	BAFS OF FERTILIZER.	1	910.80	
EFT25772	07/03/2017	MCKINLEY DEVELOPMENTS	NORTHAM BERNARD PARK PLAY GROUP. INSTALL WALL SOLID CORE DOOR AND FRAMEWORK.	1		5,573.70
INV 269	30/12/2016	MCKINLEY DEVELOPMENTS	NORTHAM BERNARD PARK PLAY GROUP. INSTALL WALL SOLID CORE DOOR AND FRAMEWORK.	1	2,990.00	
INV 274	15/02/2017	MCKINLEY DEVELOPMENTS	NORTHAM BERNARD PARK PLAY GROUP. FINAL BUILDERS CLEAN OF WHOLE BUILDING. DISPOSAL OF BUILDING WASTE.INSTALL RAMP, SPLASH BACK, RAILS	1	2,583.70	

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EFT25773	07/03/2017	MEGA-FIX	CHEMICAL ANCHOR .RAIL FIXINGS	1		54.45
INV 60326	08/02/2017	MEGA-FIX	CHEMICAL ANCHOR .RAIL FIXINGS	1	54.45	
EFT25774	07/03/2017	NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE 05/02/2017 TO 04/03/2017.	1		417.67
INV 9088681605/02/2017	05/02/2017	NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE 05/02/2017 TO 04/03/2017.	1	417.67	
EFT25775	07/03/2017	NORTHAM MAZDA	20000KM SERVICE TO MAZDA CX5 - SENIOR BUILDING SURVEYOR VEHICLE - PN1519 - N.3433	1		309.01
INV 114248	21/02/2017	NORTHAM MAZDA	20000KM SERVICE TO MAZDA CX5 - SENIOR BUILDING SURVEYOR VEHICLE - PN1519 - N.3433	1	309.01	
EFT25776	07/03/2017	NORTHAM MITRE 10 SOLUTIONS	SPRINKLERS FOR RIVERBANK TO BROOME TCE.	1		454.12
INV 1015623207/02/2017	02/2017	NORTHAM MITRE 10 SOLUTIONS	SHOVEL POST HOLE LONG OAK HAND X 2	1	75.00	
INV 1015457101/02/2017	02/2017	NORTHAM MITRE 10 SOLUTIONS	PIPE FITTINGS FOR HENRY STREET OVAL RETIC	1	28.70	
INV 1015460401/02/2017	02/2017	NORTHAM MITRE 10 SOLUTIONS	PIPE FITTINGS FOR HENRY STREET OVAL RETIC	1	22.28	
INV 1015460701/02/2017	02/2017	NORTHAM MITRE 10 SOLUTIONS	PIPE FITTINGS FOR HENRY STREET OVAL RETIC	1	15.58	
INV 1015445001/02/2017	02/2017	NORTHAM MITRE 10 SOLUTIONS	SPRINKLERS FOR RIVERBANK TO BROOME TCE.	1	212.79	
INV 1015487502/02/2017	02/2017	NORTHAM MITRE 10 SOLUTIONS	BERNARD PARK PLAY GROUP. BATHROOM MODIFICATION.	1	-35.06	
INV 1015476202/02/2017	02/2017	NORTHAM MITRE 10 SOLUTIONS	BERNARD PARK PLAY GROUP. BATHROOM MODIFICATION.	1	134.83	
EFT25777	07/03/2017	NORTHAM NURSERY	PLANTS FOR VARIOUS GARDEN BEDS.	1		2,505.00
INV 55	06/02/2017	NORTHAM NURSERY	PLANTS FOR VARIOUS GARDEN BEDS.	1	2,505.00	
EFT25778	07/03/2017	NORTHAM TOYOTA	70000KM SERVICE TO TOYOTA HILUX PN1607 - N577 FIRE CHIEF VEHICLE	1		513.32
INV 242237	16/12/2016	NORTHAM TOYOTA	70000KM SERVICE TO TOYOTA HILUX PN1607 - N577 FIRE CHIEF VEHICLE	1	513.32	
EFT25779	07/03/2017	OLLY'S CAR & FURNITURE UPHOLSTERY'S	NEW PLAYGROUND SHADE SALE FOR BERNARD PARK 10M X 12M.	1		2,178.00



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INV 2844	23/01/2017	OLLY'S CAR & FURNITURE UPHOLSTERY'S	NEW PLAYGROUND SHADE SALE FOR BERNARD PARK 10M X 12M.	1	2,178.00	
EFT25780	07/03/2017	POLLARD FAMILY SUPERANNUATION FUND T/A POLLARD ENTERPRISES PTY LTD	COUNCILLOR PAYMENTS FEBRUARY 2017	1		3,500.00
INV FEBRUA02/03/2017		POLLARD FAMILY SUPERANNUATION FUND T/A POLLARD ENTERPRISES PTY LTD	COUNCILLOR PAYMENTS FEBRUARY 2017	1	3,500.00	
EFT25781	07/03/2017	PRACSYS	COST BENEFIT ANALYSIS CARRIED OUT FOR THE NORTHAM SWIMMING POOL PROJECT AS PER THE QUOTE SUPPLIED ON THE 13/2/2017 TO BE SUPPLIED ON OR BEFORE THE 24/02/2017	1		24,750.00
INV INV-251714/02/2017		PRACSYS	COST BENEFIT ANALYSIS CARRIED OUT FOR THE NORTHAM SWIMMING POOL PROJECT AS PER THE QUOTE SUPPLIED ON THE 13/2/2017 TO BE SUPPLIED ON OR BEFORE THE 24/02/2017	1	12,375.00	
INV INV-252228/02/2017		PRACSYS	COST BENEFIT ANALYSIS CARRIED OUT FOR THE NORTHAM SWIMMING POOL PROJECT AS PER THE QUOTE SUPPLIED ON THE 13/2/2017 TO BE SUPPLIED ON OR BEFORE THE 24/02/2017	1	12,375.00	
EFT25782	07/03/2017	PRIMARIES OF WA PTY LTD	PIPE & FITTINGS FOR WUNDOWIE OVAL.	1		291.51
INV 2520020006/02/2017		PRIMARIES OF WA PTY LTD	PIPE & FITTINGS FOR WUNDOWIE OVAL.	1	291.51	
EFT25783	07/03/2017	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION FEBRUARY 2017.	1		1,122.00
INV PM2245	25/01/2017	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION FEBRUARY 2017.	1	1,122.00	
EFT25784	07/03/2017	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS FOR JANUARY 2017.	1		14.92
INV JANUAR31/01/2017		PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS FOR JANUARY 2017.	1	14.92	
EFT25785	07/03/2017	R & JT CONTRACTORS PTY LTD	UPGRADE BERNARD PARK PUMPING STATION AS PER ESTIMATE# Q0525.	1		6,549.27
INV A1436	16/02/2017	R & JT CONTRACTORS PTY LTD	UPGRADE BERNARD PARK PUMPING STATION AS PER ESTIMATE# Q0525.	1	6,549.27	
EFT25786	07/03/2017	RED INK HOMES	REIMBURESEMENT DUE TO INCORRECT PAYMENT.	1		1,204.77

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INV 100257	01/03/2017	RED INK HOMES	REIMBURESEMENT DUE TO INCORRECT PAYMENT.	1	1,204.77	
EFT25787	07/03/2017	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FEBRUARY 2017	1		1,905.73
INV FEBRUA28/02/2017		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FEBRUARY 2017	1	1,905.73	
EFT25788	07/03/2017	SAI GLOBAL LIMITED	OTHER EXPENSES - RENEWAL OF BCA + REF STANDARDS ONLINE - SAI GLOBAL	1		2,325.64
INV SAIG11S-15/01/2017		SAI GLOBAL LIMITED	OTHER EXPENSES - RENEWAL OF BCA + REF STANDARDS ONLINE - SAI GLOBAL	1	2,325.64	
EFT25789	07/03/2017	SPECIALISED TREE SERVICE	STREET TREE PRUNING AS PER LIST OF ICS & WESTERN POWER NOTICES.	1		5,910.00
INV 2431	18/02/2017	SPECIALISED TREE SERVICE	REMOVING DEAD TREE OVERHANGING POWER LINES AT BODEGUERO WAY	1	630.00	
INV 2413	07/02/2017	SPECIALISED TREE SERVICE	STREET TREE PRUNING AS PER LIST OF ICS & WESTERN POWER NOTICES.	1	5,280.00	
EFT25790	07/03/2017	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FEBRUARY 2017.	1		2,476.56
INV FEBRUA28/02/2017		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FEBRUARY 2017.	1	2,476.56	
EFT25791	07/03/2017	STEWART & HEATON CLOTHING CO.PTY LTD	PPE EQUIPMENT FOR FIRE BRIGADES.	1		2,430.14
INV SIN-270609/02/2017		STEWART & HEATON CLOTHING CO.PTY LTD	PPE EQUIPMENT FOR FIRE BRIGADES.	1	2,412.19	
INV SIN-270713/02/2017		STEWART & HEATON CLOTHING CO.PTY LTD	BFB NAME BADGES	1	17.95	
EFT25792	07/03/2017	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FEBRUARY 2017	1		3,162.91
INV FEBRUA02/03/2017		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FEBRUARY 2017	1	3,162.91	
EFT25794	07/03/2017	THE WATERSHED	STAINLESS STEEL I20 SPRINKLERS	1		773.20
INV 1014970101/02/2017		THE WATERSHED	STAINLESS STEEL I20 SPRINKLERS	1	773.20	
EFT25795	07/03/2017	THE WORKWEAR GROUP	UNIFORM FOR N HAMPTON.	1		84.15
INV 0120914001/02/2017		THE WORKWEAR GROUP	UNIFORM FOR N HAMPTON.	1	84.15	

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EFT25796	07/03/2017	TOTAL EDEN	1 DAY TRAINING FOR USE OF THE CHLORINE AND WASTE WATER TREATMENT IN BAKERS HILL/ WUNDOWIE INCLUDING SERVICE TECH AND SERVICE KIT	1		550.00
INV 4043382710/02/2017		TOTAL EDEN	1 DAY TRAINING FOR USE OF THE CHLORINE AND WASTE WATER TREATMENT IN BAKERS HILL/ WUNDOWIE INCLUDING SERVICE TECH AND SERVICE KIT	1	550.00	
EFT25797	07/03/2017	ULO RUMJANTSEV	COUNCILLOR PAYMENTS FEBRUARY 2017	1		2,518.45
INV FEBRUA28/02/2017		ULO RUMJANTSEV	COUNCILLOR PAYMENTS FEBRUARY 2017	1	2,518.45	
EFT25798	07/03/2017	W GIBBS & SON	NEWCASTLE BRIDGE WORKS - REMOVE ASBESTOS PIPE SECTION FROM SITE & DISPOSE OF.	1		647.63
INV 10060	23/01/2017	W GIBBS & SON	NEWCASTLE BRIDGE WORKS - REMOVE ASBESTOS PIPE SECTION FROM SITE & DISPOSE OF.	1	647.63	
EFT25799	07/03/2017	WA GRAVEL PTY LTD	SUPPLY OF GRAVEL FROM WA GRAVEL PTY LTD CHITTY ROAD GRAVEL PIT FOR SPENCERS BROOK ROAD 2807 TONNE @ \$7.00 PER TONNE.	1		16,473.07
INV 0000000416/02/2017		WA GRAVEL PTY LTD	SUPPLY OF GRAVEL FROM WA GRAVEL PTY LTD CHITTY ROAD GRAVEL PIT FOR SPENCERS BROOK ROAD 2807 TONNE @ \$7.00 PER TONNE.	1	16,473.07	
EFT25800	07/03/2017	WA HINO SALES & SERVICES	PURCHASE OF NEW HINO 300 SERIES 921 MEDIUM AUTO TIPPER TRUCK MODEL: XJC710R-HKTTJQ3 INCLUDING STEEL TIPPER BODY BY ROLSTEEL C/W	1		78,549.90
INV F2529	31/01/2017	WA HINO SALES & SERVICES	PURCHASE OF NEW HINO 300 SERIES 921 MEDIUM AUTO TIPPER TRUCK MODEL: XJC710R-HKTTJQ3 INCLUDING STEEL TIPPER BODY BY ROLSTEEL C/W	1	78,549.90	
EFT25801	07/03/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY & INSTALLATION OF TWO WAY RADIO INTO NEW WUNDOWIE VERGE CREW TRITON.	1		3,509.50
INV 6625	31/01/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	IMITATION SURVEILLANCE CAMERAS FOR VARIOUS LOCATIONS	1	150.00	
INV 6624	31/01/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR ATTACHMENT PLUG ON CLARK BOBCAT LOADER N.006.	1	247.50	

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INV 6623	31/01/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR VANDALISM TO REINDEER CHRISTMAS LIGHT DECORATION.	1	230.00	
INV 6622	31/01/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	ATTEND SITE & REPLACE ISOLATOR SWITCH ON HINO TRUCK N.4013.	1	290.00	
INV 6621	31/01/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	TRAVEL TO SITE & REPAIR UHF RADIO IN VOLVO BACKHOW LOADER N.004.	1	360.00	
INV 6620	31/01/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY & INSTALLATION OF TWO WAY RADIO INTO NEW WUNDOWIE VERGE CREW TRITON.	1	1,507.00	
INV 6585	12/01/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	TRAVEL TO WUNDOWIE & RE-WIRE BEACONS ON MITSUBISHI UTE N11291.	1	156.00	
INV 6619	31/01/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR RIGHT HAND BEACON ON MAZDA BT50 N10938.	1	220.00	
INV 6618	31/01/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	RECTIFY ELECTRICAL FAULT & REPLACE TRAILER PLUGS ON TRAFFIC LIGHTS.	1	349.00	
EFT25802	07/03/2017	WHEATBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES FOR PRINTERS.	1		922.20
INV 21331	22/02/2017	WHEATBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES FOR PRINTERS.	1	922.20	
EFT25803	07/03/2017	WHEATBELT SAFETYWEAR	PPE EQUIPMENT FOR DEPOT STAFF.	1		170.00
INV 7210	01/02/2017	WHEATBELT SAFETYWEAR	PPE EQUIPMENT FOR DEPOT STAFF.	1	130.00	
INV 7228	07/02/2017	WHEATBELT SAFETYWEAR	GUM BOOTS FOR COLIN LEWIS	1	40.00	
EFT25804	10/03/2017	ALL-WAYS FOODS	ASSORTED CONFECTIONERY ITEMS & CHIPS FOR NORTHAM POOL.	1		394.58
INV 29068	03/02/2017	ALL-WAYS FOODS	ASSORTED CONFECTIONERY ITEMS & CHIPS FOR NORTHAM POOL.	1	394.58	
EFT25805	10/03/2017	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	75MM DIE CAST CAM TYPE HOSE & FITTINGS & 85MM BOLT CLAMPS FOR ENGINEERING SERVICES.	1		31.41
INV 5874625	11/02/2017	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	75MM DIE CAST CAM TYPE HOSE & FITTINGS & 85MM BOLT CLAMPS FOR ENGINEERING SERVICES.	1	31.41	
EFT25806	10/03/2017	AUSTRALIAN SAFETY ENGINEERS	ANNUAL SERVICE MSA AIRGO BA SETS AT NORTHAM POOL.	1		532.22
INV 0132392V24/11/2016		AUSTRALIAN SAFETY ENGINEERS	ANNUAL SERVICE MSA AIRGO BA SETS AT NORTHAM POOL.	1	532.22	



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EFT25807	10/03/2017	AUSTRALIAN SERVICES UNION	Payroll deductions	1		26.35
INV DEDUCT07/03/2017		AUSTRALIAN SERVICES UNION	Payroll deductions		26.35	
EFT25808	10/03/2017	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK ENDING 07/03/2017.	1		61,447.00
INV PAYG 0709/03/2017		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK ENDING 07/03/2017.	1	61,447.00	
EFT25809	10/03/2017	AUTOPRO NORTHAM	WIPER BLADES FOR TRUCKS	1		140.83
INV 655641	09/02/2017	AUTOPRO NORTHAM	WIPER BLADES FOR TRUCKS	1	135.30	
INV 654499	01/02/2017	AUTOPRO NORTHAM	SCREWS FOR MOUNTING NUMBER PLATES	1	5.53	
EFT25810	10/03/2017	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE FACILITY FOR THE PERIOD 14/02/2017 TO 26/02/2017.	1		1,568.00
INV 0147	26/02/2017	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE FACILITY FOR THE PERIOD 14/02/2017 TO 26/02/2017.	1	1,568.00	
EFT25811	10/03/2017	AVON TELECOMS PTY LTD	SERVICE CALL TO RESERVICE ALARM SYSTEM IN FOOTY CLUB AND LITTLE ATHLETICS ROOM.	1		801.00
INV 0000432930/01/2017		AVON TELECOMS PTY LTD	SERVICE CALL TO RESERVICE ALARM SYSTEM IN FOOTY CLUB AND LITTLE ATHLETICS ROOM.	1	198.00	
INV 0000436601/03/2017		AVON TELECOMS PTY LTD	SECURITY MONITORING AT NORTHAM VISITOR CENTRE FOR MARCH 2017.	1	50.00	
INV 0000436601/03/2017		AVON TELECOMS PTY LTD	SECURITY MONITORING AT NORTHAM SES FOR MARCH 2017.	1	55.00	
INV 0000436601/03/2017		AVON TELECOMS PTY LTD	SECURITY MONITORING AT BERT HAWKE OVAL FOR MARCH 2017.	1	50.00	
INV 0000436601/03/2017		AVON TELECOMS PTY LTD	SECURITY MONITORING AT WUNDOWIE LIBRARY & TELECENTRE FOR MARCH 2017.	1	50.00	
INV 0000436601/03/2017		AVON TELECOMS PTY LTD	SECURITY MONITORING AT NORTHAM REC CENTRE FOR MARCH 2017.	1	50.00	
INV 0000436601/03/2017		AVON TELECOMS PTY LTD	SECURITY MONITORING AT NORTHAM REFUSE SITE FOR MARCH 2017.	1	50.00	
INV 0000436601/03/2017		AVON TELECOMS PTY LTD	SECURITY MONITORING AT OLD GIRLS SCHOOL FOR MARCH 2017.	1	50.00	
INV 0000436601/03/2017		AVON TELECOMS PTY LTD	SECURITY MONITORING AT NORTHAM LIBRARY FOR MARCH 2017.	1	50.00	

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INV 0000433030/01/2017		AVON TELECOMS PTY LTD	CONNECT & TEST 2ND DATA OUTLET AT VISITORS CENTRE RECEPTION DESK.	1	198.00	
EFT25812	10/03/2017	AVON WASTE	15 X EVENT RUBBISH BINS FOR AUSTRALIA DAY.	1		150.00
INV 0002363303/02/2017		AVON WASTE	15 X EVENT RUBBISH BINS FOR AUSTRALIA DAY.	1	150.00	
EFT25813	10/03/2017	BEAUREPAIRES	REPLACE TYRE ON VOLVO GRADER N002.	1		1,514.79
INV U524344815/02/2017		BEAUREPAIRES	REPLACE TYRE ON VOLVO GRADER N002.	1	1,514.79	
EFT25814	10/03/2017	BLOOMY'S FLORIST	FLOWERS FOR JOAN WILLIAMS 100TH BIRTHDAY.	1		60.00
INV 17704	27/02/2017	BLOOMY'S FLORIST	FLOWERS FOR JOAN WILLIAMS 100TH BIRTHDAY.	1	60.00	
EFT25815	10/03/2017	CHILD SUPPORT AGENCY	Payroll deductions	1		280.96
INV DEDUCT07/03/2017		CHILD SUPPORT AGENCY	Payroll deductions		280.96	
EFT25816	10/03/2017	COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		2,030.77
INV 2140479401/02/2017		COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	1,280.43	
INV 2140030225/01/2017		COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	750.34	
EFT25817	10/03/2017	COLIN DUNCAN GRANT	CLEANING CARPETS & COTTAGE AT KILLARA ADULT DAY CARE CENTRE.	1		340.00
INV P825	17/02/2017	COLIN DUNCAN GRANT	CLEANING CARPETS & COTTAGE AT KILLARA ADULT DAY CARE CENTRE.	1	340.00	
EFT25818	10/03/2017	COURIER AUSTRALIA	COURIER CHARGES FOR THE PERIOD 18/01/2017 TO 27/01/2017.	1		157.24
INV 0288	27/01/2017	COURIER AUSTRALIA	COURIER CHARGES FOR THE PERIOD 18/01/2017 TO 27/01/2017.	1	157.24	
EFT25819	10/03/2017	DRACO AIR PTY LTD	NORTHAM VISITOR CENTRE. REPAIRS TO AIR CONDITIONING UNITS.	1		214.50
INV DA5859	30/01/2017	DRACO AIR PTY LTD	NORTHAM VISITOR CENTRE. REPAIRS TO AIR CONDITIONING UNITS.	1	214.50	
EFT25820	10/03/2017	EUPHORIA HEALTH & FITNESS	SILVERSPORT FUNDING.	1		200.00

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INV 12	07/03/2017	EUPHORIA HEALTH & FITNESS	SILVERSPORT FUNDING.	1	200.00	
EFT25821	10/03/2017	FM SURVEYS	SURVEY & MARK OUT WORKS ON SOUTHERN BROOK ROAD NORTHAM.	1		2,200.00
INV 0002054927/02/2017		FM SURVEYS	SURVEY & MARK OUT WORKS ON SOUTHERN BROOK ROAD NORTHAM.	1	2,200.00	
EFT25822	10/03/2017	GLENN STUART BEVERIDGE	REPAIR HANDRAILS AND INSTALL BRACKETS FOR BREATHING APPARATUS AT NORTHAM POOL.	1		665.50
INV 97	10/01/2017	GLENN STUART BEVERIDGE	REPAIR HANDRAILS AND INSTALL BRACKETS FOR BREATHING APPARATUS AT NORTHAM POOL.	1	665.50	
EFT25823	10/03/2017	HILLBILLY HAULAGE	COURIER POOL VACUUM TO SHENTON PUMPS.	1		66.00
INV 15883	31/01/2017	HILLBILLY HAULAGE	COURIER POOL VACUUM TO SHENTON PUMPS.	1	33.00	
INV 15984	08/02/2017	HILLBILLY HAULAGE	COURIER POOL VACUUM FROM SHENTON PUMPS	1	33.00	
EFT25824	10/03/2017	IN PHASE TEST & TAG	TESTING & TAGGING OF APPLIANCES AT ASSORTED SHIRE BUILDINGS.	1		1,413.00
INV 0000269627/02/2017		IN PHASE TEST & TAG	TESTING & TAGGING OF APPLIANCES AT ASSORTED SHIRE BUILDINGS.	1	1,413.00	
EFT25825	10/03/2017	KENNARDS HIRE PTY LTD	HIRE OF GENERATOR & CONNECTION CABLES FOR NORTHAM REC CENTRE ON 23/02/2017.	1		2,161.00
INV 1810863528/02/2017		KENNARDS HIRE PTY LTD	HIRE OF GENERATOR & CONNECTION CABLES FOR NORTHAM REC CENTRE ON 23/02/2017.	1	2,161.00	
EFT25826	10/03/2017	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions	1		20.50
INV DEDUCT07/03/2017		LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions		20.50	
EFT25827	10/03/2017	MCKINLEY DEVELOPMENTS	SUPPLY OF SHOWER KIT COMPLETE WITH INVERTED "T" GRABRAIL FOR SOUTHERN BROOK HALL.	1		268.00
INV 276	15/02/2017	MCKINLEY DEVELOPMENTS	SUPPLY OF SHOWER KIT COMPLETE WITH INVERTED "T" GRABRAIL FOR SOUTHERN BROOK HALL.	1	268.00	
EFT25828	10/03/2017	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES PROVIDED FOR DANGEROUS BUILDING MATTER# 40517.	1		4,766.80

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INV 96701	28/02/2017	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES PROVIDED FOR HEALTH ACT PROCEEDINGS MATTER# 39512.	1	989.25	
INV 96702	28/02/2017	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES PROVIDED FOR DANGEROUS BUILDING MATTER# 40517.	1	3,777.55	
EFT25829	10/03/2017	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR MARCH 2017.	1		663.30
INV INV-183301/03/2017		NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR MARCH 2017.	1	663.30	
EFT25830	10/03/2017	NORTHAM & DISTRICT'S GLASS SERVICE	CALL OUT TO BERT HAWKE PAVILLION TO MEASURE & REGLAZE ALUMINIUM WINDOW.	1		191.40
INV 0000868003/03/2017		NORTHAM & DISTRICT'S GLASS SERVICE	CALL OUT TO BERT HAWKE PAVILLION TO MEASURE & REGLAZE ALUMINIUM WINDOW.	1	191.40	
EFT25831	10/03/2017	NORTHAM HOLDEN	PURCHASE OF BRAND NEW 2017 HOLDEN TRAILBLAZER LTZ REGO# N10721 FOR EXECUTIVE MANAGER ENGINEERING SERVICES LESS TRADE IN OF 2014 ISUZU MUX REGO# 1GEE150.	1		13,010.00
INV 114293	23/02/2017	NORTHAM HOLDEN	PURCHASE OF BRAND NEW 2017 HOLDEN TRAILBLAZER LTZ REGO# N10721 FOR EXECUTIVE MANAGER ENGINEERING SERVICES LESS TRADE IN OF 2014 ISUZU MUX REGO# 1GEE150.	1	13,010.00	
EFT25832	10/03/2017	NORTHAM MITRE 10 SOLUTIONS	6 X NUTS AND BOLTS TO INSTALL CHIPPER BIN ON PN1612	1		101.15
INV 1015676508/02/2017		NORTHAM MITRE 10 SOLUTIONS	GRINDING DISKS, CLAMPS, TECH BIT	1	15.98	
INV 1015706409/02/2017		NORTHAM MITRE 10 SOLUTIONS	BLACK SPRAY PAINT FOR MARKING SIGNS	1	27.08	
INV 1015671308/02/2017		NORTHAM MITRE 10 SOLUTIONS	FITTING FOR WUNDOWIE OVAL RETICULATION	1	26.55	
INV 1015697409/02/2017		NORTHAM MITRE 10 SOLUTIONS	6 X NUTS AND BOLTS TO INSTALL CHIPPER BIN ON PN1612	1	31.54	
EFT25833	10/03/2017	NORTHAM SCOUT GROUP	KIDSPORT FUNDING - MAXWELL JONES	1		400.00
INV IV00000502/03/2017		NORTHAM SCOUT GROUP	KIDSPORT FUNDING - AURA MCGHIE	1	200.00	
INV IV00000527/02/2017		NORTHAM SCOUT GROUP	KIDSPORT FUNDING - MAXWELL JONES	1	200.00	
EFT25834	10/03/2017	NORTHAM VETERINARY CENTRE	EUTHANASE DOG.	1		79.50



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INV 57135	23/02/2017	NORTHAM VETERINARY CENTRE	EUTHANASE DOG.	1	79.50	
EFT25835	10/03/2017	OXTER SERVICES	TOILET PAPER FOR BERNARD PARK TOILETS.	1		621.45
INV 17672	20/02/2017	OXTER SERVICES	HAND TOWEL FOR SHIRE ADMIN BUILDING.	1	200.42	
INV 17693	23/02/2017	OXTER SERVICES	TOILET PAPER FOR BERNARD PARK TOILETS.	1	421.03	
EFT25836	10/03/2017	PERTH SAFETY PRODUCTS PTY LTD	GUIDE POSTS.	1		2,420.00
INV 0000704710/02/2017	10/02/2017	PERTH SAFETY PRODUCTS PTY LTD	GUIDE POSTS.	1	2,420.00	
EFT25837	10/03/2017	PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR THE NORTHAM POOL	1		847.55
INV KE41902/06/02/2017	06/02/2017	PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR THE NORTHAM POOL	1	847.55	
EFT25838	10/03/2017	QUBE LOGISTICS	SUPPLY AND TRANSPORT OF CHLORINE GAS TO NORTHAM SWIMMING POOL.	1		826.89
INV 125779	22/01/2017	QUBE LOGISTICS	SUPPLY AND TRANSPORT OF CHLORINE GAS TO NORTHAM SWIMMING POOL.	1	826.89	
EFT25839	10/03/2017	SPORTSPOWER NORTHAM	PURCHASE OF X13 POLO SHIRTS FOR POOL LIFEGUARDS	1		547.70
INV 2210	12/02/2017	SPORTSPOWER NORTHAM	PURCHASE OF X13 POLO SHIRTS FOR POOL LIFEGUARDS	1	427.70	
INV 2220	12/02/2017	SPORTSPOWER NORTHAM	PURCHAE OF X2 BADMINTON NET AND X8 MARKING CORNERS FOR RECREATIONAL SERVICES.	1	120.00	
EFT25840	10/03/2017	SUPERCIVIL	KERBING WORKS AT STRICKLAND AVE NORTHAM.	1		76,875.15
INV 0000599022/12/2016	22/12/2016	SUPERCIVIL	KERBING WORKS AT LAWLEY AVE NORTHAM.	1	23,183.60	
INV 0000598923/12/2016	23/12/2016	SUPERCIVIL	KERBING WORKS AT CHIDLOW & HAWES STREET NORTHAM.	1	26,820.75	
INV 0000598821/12/2016	21/12/2016	SUPERCIVIL	KERBING WORKS AT STRICKLAND AVE NORTHAM.	1	26,870.80	
EFT25841	10/03/2017	THE WORKWEAR GROUP	UNIFORM ORDER FOR ALISON ROWLAND - S/S DETAIL DRESS AND S/S LAYERED TOP.	1		250.75
INV 0123134308/02/2017	08/02/2017	THE WORKWEAR GROUP	UNIFORM ORDER FOR ALISON ROWLAND - S/S DETAIL DRESS AND S/S LAYERED TOP.	1	250.75	
EFT25842	10/03/2017	TYREPOWER	REPAIR PUNCTURED TYRE ON MAZDA CX9 N11206.	1		22.66

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INV 8265121701	03/2017	TYREPOWER	REPAIR PUNCTURED TYRE ON MAZDA CX9 N11206.	1	22.66	
EFT25843	10/03/2017	WA CONTRACT RANGER SERVICES	CAT IMPOUND & TEMPORARY CARE FOR FEBRUARY.	1		550.00
INV 00877	01/03/2017	WA CONTRACT RANGER SERVICES	CAT IMPOUND & TEMPORARY CARE FOR FEBRUARY.	1	550.00	
EFT25844	10/03/2017	WA POLICE AND COMMUNITY YOUTH CENTRES - NORTHAM	KIDSPORT FUNDING - SUMMER SLATER, MYA SLATER AND HAYLEY ANGWIN.	1		600.00
INV SINV11327	02/2017	WA POLICE AND COMMUNITY YOUTH CENTRES - NORTHAM	KIDSPORT FUNDING - SUMMER SLATER, MYA SLATER AND HAYLEY ANGWIN.	1	600.00	
EFT25845	10/03/2017	WATER2WATER	ZIP SITEMASTER FOUNTAIN COOLER FOR NORTHAM POOL.	1		1,688.85
INV INV1475	02/2017	WATER2WATER	ZIP SITEMASTER FOUNTAIN COOLER FOR NORTHAM POOL.	1	1,688.85	
EFT25846	10/03/2017	WUNDOWIE AMATEUR SWIMMING CLUB	KIDSPORT FUNDING.	1		120.00
INV 1	08/03/2017	WUNDOWIE AMATEUR SWIMMING CLUB	KIDSPORT FUNDING.	1	120.00	
EFT25847	10/03/2017	WUNDOWIE AND DISTRICTS MENS SHED INC	DESIGN AND CONSTRUCTION WISHING WELL SCULPTURE BAKERS HILL COMMUNITY PLAN.	1		664.00
INV 94	28/02/2017	WUNDOWIE AND DISTRICTS MENS SHED INC	DESIGN AND CONSTRUCTION WISHING WELL SCULPTURE BAKERS HILL COMMUNITY PLAN.	1	664.00	
EFT25848	10/03/2017	ZENIEN	REPAIRS TO BERNARD PARK CCTV CAMERA & CCTV CAMERA CNR FITZGERALD STREET & ENSIGN DALE PLACE NORTHAM.	1		2,041.60
INV I4034	28/02/2017	ZENIEN	REPAIRS TO BERNARD PARK CCTV CAMERA & CCTV CAMERA CNR FITZGERALD STREET & ENSIGN DALE PLACE NORTHAM.	1	2,041.60	
EFT25849	15/03/2017	CABLING WA PTY. LTD.	REFUND OF STANDPIPE DEPOSIT DUE TO RETURN OF STANDPIPE KEY.	2		50.00
INV T948	15/03/2017	CABLING WA PTY. LTD.	REFUND OF STANDPIPE DEPOSIT DUE TO RETURN OF STANDPIPE KEY.	2	50.00	
EFT25850	15/03/2017	KEVIN LESLEY JONES	REFUND OF CAT TRAP HIRE.	2		100.00
INV T964	15/03/2017	KEVIN LESLEY JONES	REFUND OF CAT TRAP HIRE.	2	100.00	

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EFT25851	15/03/2017	SHIRE OF MERREDIN	WHEATBELT REGIONAL CENTRES PROGRAM - MERREDIN CBD REVITALISATION	2		33,000.00
INV T965	15/03/2017	SHIRE OF MERREDIN	WHEATBELT REGIONAL CENTRES PROGRAM - MERREDIN CBD REVITALISATION	2	33,000.00	
EFT25852	15/03/2017	STALLION HOMES	KERB BOND REFUND - T368 A15300	2		1,000.00
INV T368	15/03/2017	STALLION HOMES	KERB BOND REFUND - T368 A15300	2	1,000.00	
EFT25853	17/03/2017	AG IMPLEMENTS NORTHAM PTY LTD	BLADES FOR LAWNMOWERS.	1		358.95
INV 286889	02/02/2017	AG IMPLEMENTS NORTHAM PTY LTD	BLADES FOR LAWNMOWERS.	1	358.95	
EFT25854	17/03/2017	AUSTRALIAN CIVILS PTY LTD	CONTRACT 1 OF 2016 - BERNARD PARK DRAINAGE BASIN IMPROVEMENTS.	1		14,192.47
INV 3003	09/03/2017	AUSTRALIAN CIVILS PTY LTD	CONTRACT 1 OF 2016 - BERNARD PARK DRAINAGE BASIN IMPROVEMENTS.	1	14,192.47	
EFT25855	17/03/2017	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE FROM 28/02/2017 TO 12/3/2017.	1		1,792.00
INV 0148	12/03/2017	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE FROM 28/02/2017 TO 12/3/2017.	1	1,792.00	
EFT25856	17/03/2017	BLACKWELL PLUMBING PTY LTD	REPLACE FILTER HOUSING AND CARTRIDGE TO WATER FOUNTAIN AND REPAIR CISTERN TO MENS URINAL.	1		324.00
INV INV-157023/02/2017		BLACKWELL PLUMBING PTY LTD	REPLACE FILTER HOUSING AND CARTRIDGE TO WATER FOUNTAIN AND REPAIR CISTERN TO MENS URINAL.	1	324.00	
EFT25857	17/03/2017	BM TRONICS WA	SUPPLY AND INSTALL QUBE, MNAV & SATELLITE IN NEW 12T TIPPER TRUCK	1		287.50
INV INV-155727/01/2017		BM TRONICS WA	SUPPLY AND INSTALL QUBE, MNAV & SATELLITE IN NEW 12T TIPPER TRUCK	1	440.00	
INV INV-155803/02/2017		BM TRONICS WA	SUPPLY AND INSTALL QUBE, MNAV & SATELLITE IN NEW 4T DUAL CAB.	1	440.00	
INV CN-1563/28/02/2017		BM TRONICS WA	CREDIT FOR OVERCHARGE ON INVOICE INV-15507.	1	-328.50	
INV CN-1566214/03/2017		BM TRONICS WA	OVERCHARGE FOR QUBE 300 ON INVOICE INV-15508.	1	-264.00	
EFT25858	17/03/2017	CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING.	1		235.00
INV KS00699/08/03/2017		CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING.	1	235.00	

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EFT25859	17/03/2017	COLIN DUNCAN GRANT	WEEKLY CLEANING OF MEMORIAL HALL - FOR FEBRUARY 2017.	1		836.00
INV P845	01/03/2017	COLIN DUNCAN GRANT	WEEKLY CLEANING OF MEMORIAL HALL - FOR FEBRUARY 2017.	1	616.00	
INV P846	01/03/2017	COLIN DUNCAN GRANT	EXTRA CLEANING AT WUNDOWIE TOWN HALL.	1	220.00	
EFT25860	17/03/2017	CONVIC PTY LTD	NORTHAM YOUTH PRECINCT FEASIBILITY STUDY	1		3,888.50
INV INV-027728/02/2017	02/2017	CONVIC PTY LTD	NORTHAM YOUTH PRECINCT FEASIBILITY STUDY	1	3,888.50	
EFT25861	17/03/2017	COURIER AUSTRALIA	FREIGHT CHARGE FOR DEVELOPMENT SERVICES ON 28/02/2017.	1		13.95
INV 0293	03/03/2017	COURIER AUSTRALIA	FREIGHT CHARGE FOR DEVELOPMENT SERVICES ON 28/02/2017.	1	13.95	
EFT25862	17/03/2017	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR FEBRUARY 2017.	1		25,278.68
INV FEBRUA17/03/2017	17/03/2017	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR FEBRUARY 2017.	1	25,278.68	
EFT25863	17/03/2017	ECOMIST SWAN	YEARLY SERVICE OF NATURAL INSECT CONTROL	1		192.50
INV 0004178702/03/2017	03/2017	ECOMIST SWAN	YEARLY SERVICE OF NATURAL INSECT CONTROL	1	192.50	
EFT25864	17/03/2017	ELSIE BORE	Rates refund for assessment A15667 LOT 110 OAKOVER PLACE NORTHAM 6401	1		788.05
INV A15667	10/03/2017	ELSIE BORE	Rates refund for assessment A15667 LOT 110 OAKOVER PLACE NORTHAM 6401		788.05	
EFT25865	17/03/2017	GRASS VALLEY TAVERN	GIFT VOUCHER TO THE VALUE OF \$150.00 TO BE USED AT GRASS VALLEY TAVERN.	1		150.00
INV DM2812207/02/2017	02/2017	GRASS VALLEY TAVERN	GIFT VOUCHER TO THE VALUE OF \$150.00 TO BE USED AT GRASS VALLEY TAVERN.	1	150.00	
EFT25866	17/03/2017	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	SERVICES OF TEMPORARY HEALTH OFFICER - SHALINI HERATH - WEEK ENDING 26/02/2017	1		2,763.86
INV 6432246	08/03/2017	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	TEMPORARY SERVICES OF HEALTH OFFICER - SHALINI HERATH - WEEK ENDING 5/03/2017	1	1,105.54	
INV 6418279	01/03/2017	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	SERVICES OF TEMPORARY HEALTH OFFICER - SHALINI HERATH - WEEK ENDING 26/02/2017	1	1,658.32	



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EFT25867	17/03/2017	HOST AUTO REPAIRS	INSPECTION OF VMS TRAILER FOR PRE-REGISTRATION VIN# 6U9V550000082158.	1		133.60
INV 59934	28/02/2017	HOST AUTO REPAIRS	INSPECTION OF VMS TRAILER FOR PRE-REGISTRATION VIN# 6U9V550000082158.	1	66.80	
INV 59933	01/03/2017	HOST AUTO REPAIRS	INSPECTION OF VMS TRAILER FOR PRE-REGISTRATION VIN# 6U9V550000082159.	1	66.80	
EFT25868	17/03/2017	IW PROJECTS	OLD QUARRY ROAD & INKPEN ROAD FIRE MANAGEMENT PLANS.	1		5,098.50
INV 856	28/02/2017	IW PROJECTS	LETTER ON INKPEN ROAD LICENSING & WORKS APPROVAL REQUIREMENTS.	1	742.50	
INV 857	28/02/2017	IW PROJECTS	OLD QUARRY ROAD & INKPEN ROAD FIRE MANAGEMENT PLANS.	1	4,356.00	
EFT25869	17/03/2017	JOHN EDWARD CLARK	Rates refund for assessment A2322 11 REDCOURTE ROAD BAKERS HILL WA 6562	1		554.06
INV A2322	10/03/2017	JOHN EDWARD CLARK	Rates refund for assessment A2322 11 REDCOURTE ROAD BAKERS HILL WA 6562		554.06	
EFT25870	17/03/2017	LAURA PATTERSON	REFUND LIFETIME REGO AFTER STERILISATION.	1		62.00
INV CH1503215	03/2017	LAURA PATTERSON	REFUND LIFETIME REGO AFTER STERILISATION.	1	62.00	
EFT25871	17/03/2017	LIDIA VORONTSOVA	ALTERATIONS & ATTACHMENT OF PATCHES TO RANGER UNIFORMS A/C KELLEE WALTERS.	1		141.00
INV 0148552	13/03/2017	LIDIA VORONTSOVA	ALTERATIONS & ATTACHMENT OF PATCHES TO RANGER UNIFORMS A/C KELLEE WALTERS.	1	141.00	
EFT25872	17/03/2017	MAINPEAK PTY LTD	PPE EQUIPMENT FOR SES.	1		2,640.00
INV 104302	30/11/2016	MAINPEAK PTY LTD	PPE EQUIPMENT FOR SES.	1	2,640.00	
EFT25873	17/03/2017	MATT GIRAUDO	CONCEPT DESIGN FOR STORMWATER DRAINAGE CARLIN VALLEY ESTATE - VARIATION OF DETAILED DESIGN LOT 200 TAMAR ROAD.	1		1,200.00
INV 10113	02/03/2017	MATT GIRAUDO	CONCEPT DESIGN FOR STORMWATER DRAINAGE CARLIN VALLEY ESTATE - VARIATION OF DETAILED DESIGN LOT 200 TAMAR ROAD.	1	1,200.00	
EFT25874	17/03/2017	NAVMAN WIRELESS PTY LTD	SATELLITE OVRAGE CHARGE CONNECTION FEE	1		263.78

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INV 9084570313/12/2016		NAVMAN WIRELESS PTY LTD	SATELLITE OVRAGE CHARGE CONNECTION FEE	1	263.78	
EFT25875	17/03/2017	NORTH METROPOLITAN TAFE	SEMESTER 1 OF 2017 - COURSE FEES FOR DIPLOMA OF CIVIL AND STRUCTURAL ENGINEERING - MICHAEL NEWTON	1		913.31
INV I0000312 28/02/2017		NORTH METROPOLITAN TAFE	SEMESTER 1 OF 2017 - COURSE FEES FOR DIPLOMA OF CIVIL AND STRUCTURAL ENGINEERING - MICHAEL NEWTON	1	913.31	
EFT25876	17/03/2017	NORTHAM & DISTRICTS GLASS SERVICE	BERT HAWKE PAVILION - REPLACE 4 DAMAGED TOILET WINDOWS AND CLEAN UP BROKEN GLASS.	1		632.50
INV 0000871008/03/2017		NORTHAM & DISTRICTS GLASS SERVICE	BERT HAWKE PAVILION - REPLACE 4 DAMAGED TOILET WINDOWS AND CLEAN UP BROKEN GLASS.	1	632.50	
EFT25877	17/03/2017	NORTHSTAR ASSET PTY LTD PTY LTD	FINDING DORY TITLE AND LICENCE FOR 2017 TWILIGHT MOVIE IN BERNARD PARK	1		412.50
INV 0000903331/01/2017		NORTHSTAR ASSET PTY LTD PTY LTD	FINDING DORY TITLE AND LICENCE FOR 2017 TWILIGHT MOVIE IN BERNARD PARK	1	412.50	
EFT25878	17/03/2017	OXTER SERVICES	TOILET ROLLS & PAPER TOWELS FOR VARIOUS SHIRE BUILDINGS.	1		197.39
INV 17683	22/02/2017	OXTER SERVICES	TOILET ROLLS & PAPER TOWELS FOR VARIOUS SHIRE BUILDINGS.	1	197.39	
EFT25879	17/03/2017	PATRICIA MARY WELLS	Rates refund for assessment A2158 1611 IRISHTOWN ROAD NORTHAM WA 6401	1		480.50
INV A2158	10/03/2017	PATRICIA MARY WELLS	Rates refund for assessment A2158 1611 IRISHTOWN ROAD NORTHAM WA 6401		480.50	
EFT25880	17/03/2017	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTING SERVICES FOR THE PERIOD 21/02/17 TO 03/03/17.	1		3,686.00
INV 22108	23/02/2017	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTING SERVICES FOR THE PERIOD 13/02/17 TO 20/02/17.	1	850.00	
INV 22121	28/02/2017	PERFECT COMPUTER SOLUTIONS PTY LTD	SUPPLY OF EDGE ROUTER LITE 3	1	500.00	
INV 22159	02/03/2017	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY FEE FOR DAILY MONITORING, MANAGEMENT AND RESOLUTION OF DISASTER RECOVERY OPTIONS AT SITE (FEBRUARY)	1	93.50	
INV 22101	23/02/2017	PERFECT COMPUTER SOLUTIONS PTY LTD	SUPPLY OF EXTERNAL USB HDD FOR VISITOR CENTRE	1	585.00	

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INV 22171	09/03/2017	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTING SERVICES FOR THE PERIOD 21/02/17 TO 03/03/17.	1	1,147.50	
INV 22079	14/02/2017	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTANCY FEES FROM 08/2/2017 TO 10/02/2017.	1	510.00	
EFT25881	17/03/2017	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET, NORTHAM STATEMENT NO: 2119096, ACCOUNT NO: 601148 FOR THE PERIOD 05/02/2017 TO 14/03/2017.	1		403.69
INV 2119096	15/03/2017	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET, NORTHAM STATEMENT NO: 2119096, ACCOUNT NO: 601148 FOR THE PERIOD 05/02/2017 TO 14/03/2017.	1	403.69	
EFT25882	17/03/2017	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION FEBRUARY 2017.	1		1,122.00
INV PM2104	25/01/2017	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION FEBRUARY 2017.	1	1,122.00	
EFT25883	17/03/2017	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES FOR FEBRUARY 2017.	1		126.73
INV FEBRUA28/02/2017		PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES FOR FEBRUARY 2017.	1	126.73	
EFT25884	17/03/2017	QUAD SERVICES PTY LTD	CLEANING OF WUNDOWIE HALL IN FEBRUARY 2017.	1		3,745.20
INV 310972	03/02/2017	QUAD SERVICES PTY LTD	CLEANING OF CLACKLINE PUBLIC TOILETS FEBRUARY 2017.	1	326.66	
INV 310976	03/02/2017	QUAD SERVICES PTY LTD	CLEANING OF WUNDOWIE LIBRARY FEBRUARY 2017.	1	866.11	
INV 310975	03/02/2017	QUAD SERVICES PTY LTD	CLEANING OF WUNDOWIE PUBLIC TOILETS FEBRUARY 2017.	1	330.72	
INV 310978	03/02/2017	QUAD SERVICES PTY LTD	CLEANING OF KATRINE PUBLIC TOILETS IN FEBRUARY 2017.	1	330.72	
INV 310977	03/02/2017	QUAD SERVICES PTY LTD	CLEANING OF WUNDOWIE HALL IN FEBRUARY 2017.	1	898.70	
INV 310974	03/02/2017	QUAD SERVICES PTY LTD	CLEANING OF BAKERS HILL PAVILLION IN FEBRUARY 2017.	1	661.57	
INV 310973	03/02/2017	QUAD SERVICES PTY LTD	CLEANING OF BAKERS HILL PUBLIC TOILETS IN FEBRUARY 2017.	1	330.72	
EFT25885	17/03/2017	RBC RURAL	WUNDOWIE LIBRARY TONER	1		902.00
INV 0002138906/03/2017		RBC RURAL	WUNDOWIE LIBRARY TONER	1	902.00	

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EFT25886	17/03/2017	ROSS SQUIRE HOMES	REFUND SEPTIC APPLICATION FEE, ALREADY PAID X 2 FOR HOUSE & GRANNY FLAT FOR 98 BOOKLOK AVE, WUNDOWIE, ARE GOING AHEAD WITH THE PREVIOUS APPROVALS.	1		236.00
INV 40181	13/03/2017	ROSS SQUIRE HOMES	REFUND SEPTIC APPLICATION FEE, ALREADY PAID X 2 FOR HOUSE & GRANNY FLAT FOR 98 BOOKLOK AVE, WUNDOWIE, ARE GOING AHEAD WITH THE PREVIOUS APPROVALS.	1	236.00	
EFT25887	17/03/2017	SANTALEUCA FORRESTRY	STOCK PURCHASES FOR VISITORS CENTRE.	1		212.14
INV 361	02/03/2017	SANTALEUCA FORRESTRY	STOCK PURCHASES FOR VISITORS CENTRE.	1	212.14	
EFT25888	17/03/2017	SLAV'S CLEANING SERVICE	CLEANING OF VARIOIUS SHIRE BUILDINGS.	1		8,994.01
INV 1099	28/02/2017	SLAV'S CLEANING SERVICE	CLEANING OF VARIOIUS SHIRE BUILDINGS.	1	8,884.01	
INV 1100	28/02/2017	SLAV'S CLEANING SERVICE	BERNARD PARK TOILETS. EXTRA CLEANING AS REQUESTED.	1	110.00	
EFT25889	17/03/2017	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ANNOUNCEMENTS/ADVERTISING FOR THE COMMUNITY MEETINGS TO BE HELD IN BAKERS HILL, WUNDOWIE AND GRASS VALLEY	1		800.80
INV 70405991	28/02/2017	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ANNOUNCEMENTS/ADVERTISING FOR THE COMMUNITY MEETINGS TO BE HELD IN BAKERS HILL, WUNDOWIE AND GRASS VALLEY	1	800.80	
EFT25890	17/03/2017	SPECIALISED TREE SERVICE	TREE PRUNING FOR JENNAPULLIN RESERVE FENCE LINE - TENDER 19 OF 2015.	1		3,300.00
INV 2450	06/03/2017	SPECIALISED TREE SERVICE	TREE PRUNING FOR JENNAPULLIN RESERVE FENCE LINE - TENDER 19 OF 2015.	1	3,300.00	
EFT25891	17/03/2017	SPORTSPOWER NORTHAM	SHIRE POLO SHIRT FOR LEIGH ASHBY - LARGE, CHADD HUNT 2XL	1		106.40
INV 2225	08/03/2017	SPORTSPOWER NORTHAM	SHIRE POLO SHIRT FOR LEIGH ASHBY - LARGE, CHADD HUNT 2XL	1	53.20	
INV 2225	08/03/2017	SPORTSPOWER NORTHAM	SHIRE POLO SHIRTS FOR JOSEPH COLLARD - LARGE	1	53.20	
EFT25892	17/03/2017	STAPLES AUSTRALIA PTY LIMITED	AVERY J8171 FOR INKJET PRINTER LABEL LEVER ARCH 200X60MM 4/SHEET PACK 100	1		145.11



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INV 9020401014/02/2017		STAPLES AUSTRALIA PTY LIMITED	AVERY J8171 FOR INKJET PRINTER LABEL LEVER ARCH 200X60MM 4/SHEET PACK 100	1	145.11	
EFT25893	17/03/2017	THE WORKWEAR GROUP	UNIFORM FOR MICHAEL NEWTON	1		243.11
INV 0129759901/03/2017		THE WORKWEAR GROUP	UNIFORM FOR MICHAEL NEWTON	1	243.11	
EFT25894	17/03/2017	THYLACINE DESIGN & PROJECT MANAGEMENT	PROGRESS CLAIM FOR INTERPRETIVE PLANNING & DESIGN FOR THE ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1		11,000.00
INV 2010284524/02/2017		THYLACINE DESIGN & PROJECT MANAGEMENT	PROGRESS CLAIM FOR INTERPRETIVE PLANNING & DESIGN FOR THE ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1	11,000.00	
EFT25895	17/03/2017	VODAFONE	BRIGADES SMS FOR SHIRE HARVEST BAND LINE - IRISHTOWN.	1		69.30
INV 1115652806/03/2017		VODAFONE	BRIGADES SMS FOR SHIRE HARVEST BAND LINE - IRISHTOWN.	1	69.30	
EFT25896	17/03/2017	WA RANGERS ASSOCIATION INC	UNIFORM BADGES, NOTEBOOKS, RANGER CAPS AND VEHICLE DECALS	1		225.40
INV 19	28/02/2017	WA RANGERS ASSOCIATION INC	UNIFORM BADGES, NOTEBOOKS, RANGER CAPS AND VEHICLE DECALS	1	225.40	
EFT25897	17/03/2017	WADE GORDON ASHMAN	ENFORCED FIREBREAK INSTALLATION / FUEL LOAD REDUCTION AT ASSORTED PROPERTIES IN THE SHIRE OF NORTHAM.	1		1,430.00
INV 633	21/01/2017	WADE GORDON ASHMAN	ENFORCED FIREBREAK INSTALLATION / FUEL LOAD REDUCTION AT ASSORTED PROPERTIES IN THE SHIRE OF NORTHAM.	1	1,045.00	
INV 632	21/01/2017	WADE GORDON ASHMAN	COMPULSARY FIRE BREAKS/CLEANUPS A126 A2374	1	385.00	
EFT25898	17/03/2017	WILLIAM JOSEPH TURLEY	Rates refund for assessment A10891 4 FORREST STREET NORTHAM 6401	1		301.81
INV A10891	13/03/2017	WILLIAM JOSEPH TURLEY	Rates refund for assessment A10891 4 FORREST STREET NORTHAM 6401		301.81	
EFT25899	17/03/2017	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED ON PUMA CARD - FEBRUARY 2017.	1		1,839.30

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INV 27	28/02/2017	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED ON PUMA CARD - FEBRUARY 2017.	1	1,839.30	
EFT25900	24/03/2017	NORTHAM HERITAGE FORUM INC.	REFUND PAYMENT FOR UNNECESSARY EVENT PERMIT APPLICATION.	1		154.00
INV CH2003220/03/2017		NORTHAM HERITAGE FORUM INC.	REFUND PAYMENT FOR UNNECESSARY EVENT PERMIT APPLICATION.	1	154.00	
EFT25901	24/03/2017	ABBOTTS FORGE	TELEHANDLER HIRE - MOVE GOOD SAMMY BINS AND RE LOCATE TO TIP	1		560.00
INV 0000249222/02/2017		ABBOTTS FORGE	TELEHANDLER HIRE - MOVE GOOD SAMMY BINS AND RE LOCATE TO TIP	1	560.00	
EFT25902	24/03/2017	ADT SECURITY	SECURITY MONITORING AT VARIOUS SHIRE BUILDINGS.	1		538.16
INV 2063941401/03/2017		ADT SECURITY	SECURITY MONITORING AT VARIOUS SHIRE BUILDINGS.	1	538.16	
EFT25903	24/03/2017	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM POOL.	1		652.00
INV 29512	01/03/2017	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM SWIMMING POOL CANTEEN.	1	226.16	
INV 29136	08/02/2017	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM POOL.	1	425.84	
EFT25904	24/03/2017	ANDY'S PLUMBING SERVICE	NORTHAM PLAY GROUP. SUPPLY - INSTALL DISABLED PAN AND CISTERN, SHOWER TAPS, HANDRAIL, BASIN & TAPS PLUS ALL METERIALS AND LABOUR.	1		16,737.60
INV A17434	01/03/2017	ANDY'S PLUMBING SERVICE	NORTHAM POP UP SHOP. INVESTIGATE PLUMBING. LACK OF WATER TO SINK.	1	231.00	
INV A17432	01/03/2017	ANDY'S PLUMBING SERVICE	WUNDOWIE KURINGAL VILLAGE - SUPPLY AND INSTALL WALL BASIN IN BATHROOM RUN PLUMBING THROUGH WALL AND CONNECT UP INTO TROUGH WASTE AND HOT AND COLD.	1	1,903.00	
INV A17431	01/03/2017	ANDY'S PLUMBING SERVICE	REPAIR TOILETS AT VARIOUS SHIRE BUILDINGS.	1	759.00	
INV A17430	01/03/2017	ANDY'S PLUMBING SERVICE	NORTHAM BERT HAWKE PAVILION BACK OF BUILDING - CARRY OUT REPAIR TO TAP TO DOG TO DOG BOWL.	1	368.50	
INV A17428	01/03/2017	ANDY'S PLUMBING SERVICE	NORTHAM TOWN HALL. CONNECT STORMWATER DRAIN TO UNDERGROUND SERVICES. REMOVE PIPES ON WALL AND TILE OVER HOLES TO MAKE GOOD.	1	1,853.50	

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INV A17427	01/03/2017	ANDY'S PLUMBING SERVICE	NORTHAM PLAYGROUP. INST ALL PAN, SHOWER FIXTURES AND HAND BASIN.	1	3,102.00	
INV A17429	01/03/2017	ANDY'S PLUMBING SERVICE	VARIOUS REPAIRS AT KURINGAL VILLAGE.	1	1,229.25	
INV A17435	01/03/2017	ANDY'S PLUMBING SERVICE	NORTHAM TOWN HALL. EMERGENCY REPAIRS TO THE GAS STOVE	1	231.00	
INV A17433	01/03/2017	ANDY'S PLUMBING SERVICE	SOUTHERN BROOK HALL. EMERGENCY REPLACEMENT OF GAS REGULATOR.	1	633.60	
INV A17420	09/02/2017	ANDY'S PLUMBING SERVICE	SOUTHERN BROOK HALL. EMERGENCY REPLACEMENT OF GAS REGULATOR.	1	519.75	
INV A17461	09/03/2017	ANDY'S PLUMBING SERVICE	NORTHAM PLAY GROUP. SUPPLY - INSTALL DISABLED PAN AND CISTERN, SHOWER TAPS, HANDRAIL, BASIN & TAPS PLUS ALL METERIALS AND LABOUR.	1	3,184.50	
INV A17449	07/03/2017	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS EMERGENCY UNBLOCK FEMALE TOILET VANDALS BLOCKED DRAIN.	1	720.50	
INV A17450	07/03/2017	ANDY'S PLUMBING SERVICE	EMERGENCY REPAIRS TO BROKEN WATER PIPES AT THE RAP PARK.	1	704.00	
INV A17448	07/03/2017	ANDY'S PLUMBING SERVICE	BERT HAWKE PAVILION - REPLACE MALE URINAL CISTERN WITH IN WALL UNIT, SUPPLY & INSTALL S/S PANEL, CHECK ALL PLUMBING, SUPPLY ALL MATERIALS AND LABOUR.	1	1,298.00	
EFT25905	24/03/2017	ASLAB PTY LTD	PAVEMENT TESTING - PROFILE HOLES AT WELLINGTON STREET, FERMOY AVE & HABGOOD STREET.	1		2,397.37
INV 0002044322/02/2017		ASLAB PTY LTD	PAVEMENT TESTING - PROFILE HOLES AT WELLINGTON STREET, FERMOY AVE & HABGOOD STREET.	1	2,397.37	
EFT25906	24/03/2017	AUSTRALIA POST	POSTAGE, & POST OFFICE BOXES FOR ADMIN, LIBRARY & SES - FEBRUARY 2017.	1		2,718.64
INV 1006173903/03/2017		AUSTRALIA POST	POSTAGE, & POST OFFICE BOXES FOR ADMIN, LIBRARY & SES - FEBRUARY 2017.	1	2,718.64	
EFT25907	24/03/2017	AUSTRALIAN SERVICES UNION	Payroll deductions	1		26.35
INV DEDUCT21/03/2017		AUSTRALIAN SERVICES UNION	Payroll deductions		26.35	
EFT25908	24/03/2017	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 21/03/2017.	1		62,000.00
INV PAYG 2121/03/2017		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 21/03/2017.	1	62,000.00	

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EFT25909	24/03/2017	AV-SEC SECURITY SERVICES	ALARM ATTENDANCE AT BERT HAWKE PAVILLION.	1		484.00
INV 4315	05/03/2017	AV-SEC SECURITY SERVICES	ALARM ATTENDANCE AT NORTHAM REC CENTRE.	1	242.00	
INV 4303	04/03/2017	AV-SEC SECURITY SERVICES	ALARM ATTENDANCE AT BERT HAWKE PAVILLION.	1	242.00	
EFT25910	24/03/2017	AVON HOME IMPROVEMENT CENTRE	TILE SPACER & LEVELLING KIT 1.5MM.	1		141.56
INV G5046	28/02/2017	AVON HOME IMPROVEMENT CENTRE	TILE SPACER & LEVELLING KIT 1.5MM.	1	141.56	
EFT25911	24/03/2017	AVON TELECOMS PTY LTD	NORTHAM SENIORS HALL. REPLACE FAILED SECURITY SYSTEM	1		1,122.00
INV 0000437112/03/2017		AVON TELECOMS PTY LTD	NORTHAM SENIORS HALL. REPLACE FAILED SECURITY SYSTEM	1	1,122.00	
EFT25912	24/03/2017	AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	1		98.55
INV 0004508110/03/2017		AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	1	98.55	
EFT25913	24/03/2017	AVON VALLEY SHOW JUMPING AND PONY CLUB	KIDSPORT FUNDING FOR EMMALEE WALLING MEMBERSHIP & UNIFORMS FOR AVON VALLEY SHOWJUMPING & PC.	1		200.00
INV 34	16/03/2017	AVON VALLEY SHOW JUMPING AND PONY CLUB	KIDSPORT FUNDING FOR EMMALEE WALLING MEMBERSHIP & UNIFORMS FOR AVON VALLEY SHOWJUMPING & PC.	1	200.00	
EFT25914	24/03/2017	AVON VALLEY TRANSFERS	TRANSFER OF PEOPLE FOR THE ALBANY ANZAC CENTRE TRIP FOR THE ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE	1		2,250.00
INV A2561	06/03/2017	AVON VALLEY TRANSFERS	TRANSFER OF 7 PEOPLE FROM NORTHAM TO WA MUSEUM AND STATE LIBRARY (RETURN)	1	450.00	
INV A2569	18/03/2017	AVON VALLEY TRANSFERS	TRANSFER OF PEOPLE FOR THE ALBANY ANZAC CENTRE TRIP FOR THE ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE	1	1,800.00	
EFT25915	24/03/2017	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 03/03/2017.	1		36,728.43



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INV 0002397303/03/2017		AVON WASTE	WUNDOWIE OLD FIRE STATION. SUPPLY AND DELIVER WHEELY BIN.	1	95.00	
INV 23972	03/03/2017	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 03/03/2017.	1	36,633.43	
EFT25916	24/03/2017	BEAUREPAIRES	REPLACE ALL TYRES ON MITSUBISHI OUTLANDER PHEV PN1508 - N11131. HANCOOK 225/55R18	1		2,208.84
INV U524344815/02/2017		BEAUREPAIRES	REPLACE ALL TYRES ON MITSUBISHI OUTLANDER PHEV PN1508 - N11131. HANCOOK 225/55R18	1	1,259.12	
INV U524344713/02/2017		BEAUREPAIRES	PUNCTURE REPAIR TO TRUCK TYRE ON PN1515 - N11187	1	39.12	
INV U524344927/02/2017		BEAUREPAIRES	PN1305 TYRES CS 195/75R16C (8) 107/105S SAKURA S851	1	681.48	
INV U524344924/01/2017		BEAUREPAIRES	REPAIR PUNCTURED TYRE ON MITSUBISHI FUSO TRUCK & CHECK SPARE TYRE WHICH IS CURRENTLY ON THE TRUCK.	1	39.12	
INV U524344923/02/2017		BEAUREPAIRES	PUT TYRE BACK ON RIM PN0908 IN NORTHAM DEPOT YARD	1	190.00	
EFT25917	24/03/2017	BLACKWELL PLUMBING PTY LTD	BAKERS HILL HOOPER PARK TOILETS - AS PER QUOTE - SUPPLY - INSTALL 2 NEW CISTERNS.	1		2,277.00
INV 0001576809/03/2017		BLACKWELL PLUMBING PTY LTD	BAKERS HILL HOOPER PARK TOILETS - AS PER QUOTE - SUPPLY - INSTALL 2 NEW CISTERNS.	1	2,277.00	
EFT25918	24/03/2017	CADD'S FASHIONS	HI VIS VESTS - ORANGE FOR DEPOT STAFF.	1		372.00
INV 17-0000115/02/2017		CADD'S FASHIONS	HI VIS VESTS - ORANGE FOR DEPOT STAFF.	1	372.00	
EFT25919	24/03/2017	CENTRAL MOBILE MECHANICAL REPAIRS	75000KM SERVICE ON PN1218	1		7,124.22
INV 0000175414/03/2017		CENTRAL MOBILE MECHANICAL REPAIRS	REFIT UTE / GRADER ATTACHMENT TO PN1309	1	506.00	
INV 0000175014/03/2017		CENTRAL MOBILE MECHANICAL REPAIRS	REWELD BUCKET ATTACHMENT ON TRACTOR PN1213 (WUNDOWIE)	1	209.00	
INV 0000174614/03/2017		CENTRAL MOBILE MECHANICAL REPAIRS	75000KM SERVICE ON PN1218	1	1,562.61	
INV 0000174914/03/2017		CENTRAL MOBILE MECHANICAL REPAIRS	PN1314 - 2500HR SERVICE FOR GRADER PLUS AIR CON FILTERS AND HYDRAULIC LEAK	1	1,302.13	

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INV 0000175314/03/2017		CENTRAL MOBILE MECHANICAL REPAIRS	REMOVE AND REPLACE HEIGHT ADJUSTING BOLTS AND NUTS ON P542 HOWARD PROCUT ROLLERMOWER	1	258.72	
INV 0000174814/03/2017		CENTRAL MOBILE MECHANICAL REPAIRS	PN1207 - CASE TRACTOR 2260HR SERVICE	1	701.58	
INV 0000175114/03/2017		CENTRAL MOBILE MECHANICAL REPAIRS	PN1611 - FIT OLD WATER TANK ONTO NEW TRUCK	1	819.50	
INV 0000174714/03/2017		CENTRAL MOBILE MECHANICAL REPAIRS	PN1501 WATER TRUCK 110,000KM SERVICE	1	928.68	
INV 0000175214/03/2017		CENTRAL MOBILE MECHANICAL REPAIRS	TO BE REALLOCATED TO PN1612 - REPLACE GUSSETS	1	836.00	
EFT25920	24/03/2017	CHILD SUPPORT AGENCY	Payroll deductions	1		1,110.01
INV DEDUCT21/03/2017		CHILD SUPPORT AGENCY	Payroll deductions		1,110.01	
EFT25921	24/03/2017	COUNTRY COPIERS NORTHAM	LIBRARY COPIER SERVICE	1		783.35
INV S6077	07/03/2017	COUNTRY COPIERS NORTHAM	LIBRARY COPIER SERVICE	1	783.35	
EFT25923	24/03/2017	DEPARTMENT OF FIRE AND EMERGENCY SERVICE(DFES) OF WESTERN AUSTRALIA	2016/17 ESL QUARTER 3 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES OF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36ZJ AND OPTION B AGREEMENT ARRANGEMENTS	1		147,515.19
INV 144739	21/02/2017	DEPARTMENT OF FIRE AND EMERGENCY SERVICE(DFES) OF WESTERN AUSTRALIA	2016/17 ESL QUARTER 3 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES OF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36ZJ AND OPTION B AGREEMENT ARRANGEMENTS	1	147,515.19	
EFT25924	24/03/2017	DOMINOS NORTHAM	CATERING FOR "INTRO TO FIREFIGHTING COURSE" AT DFES OFFICE	1		117.55
INV 45298	22/03/2017	DOMINOS NORTHAM	CATERING FOR "INTRO TO FIREFIGHTING COURSE" AT DFES OFFICE	1	117.55	
EFT25925	24/03/2017	DRACO AIR PTY LTD	RIVERSIDE CAFE. REPAIR TO AIRCONDITIONER AND COOL ROOM COMPRESSOR.	1		787.88
INV DA6029	09/03/2017	DRACO AIR PTY LTD	RIVERSIDE CAFE. REPAIR TO AIRCONDITIONER AND COOL ROOM COMPRESSOR.	1	486.75	
INV DA6039	11/03/2017	DRACO AIR PTY LTD	NORTHAM ADMINISTRATION CENTRE. CLEAN AND SANITIZE AIR CONDITIONERS.	1	301.13	

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EFT25926	24/03/2017	ELDERS LIMITED	DRUMS OF GLYPHOSATE - FOR NOXIOUS WEEDS.	1		495.00
INV AX4824314	03/2017	ELDERS LIMITED	DRUMS OF GLYPHOSATE - FOR NOXIOUS WEEDS.	1	495.00	
EFT25927	24/03/2017	EUPHORIA HEALTH & FITNESS	SILVERSPORT FUNDING FOR DEBORAH MOODY	1		200.00
INV 14	22/03/2017	EUPHORIA HEALTH & FITNESS	SILVERSPORT FUNDING FOR DEBORAH MOODY	1	200.00	
EFT25929	24/03/2017	FRONTLINE FIRE & RESCUE EQUIPMENT	INKPEN BFB STOLEN ITEMS - ASSORTED STOLEN ITEMS AS PER QUOTE 42971	1		202.40
INV 56108	16/02/2017	FRONTLINE FIRE & RESCUE EQUIPMENT	INKPEN BFB STOLEN ITEMS - ASSORTED STOLEN ITEMS AS PER QUOTE 42971	1	202.40	
EFT25930	24/03/2017	FULL BOAR SAFETY PTY LTD	HESSIAN SAND BAGS	1		1,050.00
INV SINV032920	02/2017	FULL BOAR SAFETY PTY LTD	HESSIAN SAND BAGS	1	1,050.00	
EFT25931	24/03/2017	FULTON HOGAN INDUSTRIES PTY LTD	3T BULKA BAG OF COLD MIX TO BE PICKED UP	1		2,816.00
INV 1036785928	02/2017	FULTON HOGAN INDUSTRIES PTY LTD	3T BULKA BAG OF COLD MIX TO BE PICKED UP	1	2,112.00	
INV 1040257910	03/2017	FULTON HOGAN INDUSTRIES PTY LTD	1T BULKA BAG OF COLD MIX TO BE PICKED	1	704.00	
EFT25932	24/03/2017	GEORDAS THARIYATH	PHONE COVER & SCREEN PROTECTOR FOR NEW SON SUPPLIED MOBILE PHONE.	1		45.00
INV 1352	17/03/2017	GEORDAS THARIYATH	PHONE COVER & SCREEN PROTECTOR FOR NEW SON SUPPLIED MOBILE PHONE.	1	45.00	
EFT25933	24/03/2017	GLENN STUART BEVERIDGE	BERNARD PARK TOILET BLOCK - PAINT ALL DAMAGED WALLS & DOORS TO INSIDE OF TOILET BLOCK.	1		6,869.00
INV 46	13/03/2017	GLENN STUART BEVERIDGE	BERNARD PARK - REPAIR-REPLACE 2 WHIRLY BIRDS DAMAGES TO THE SEA CONTAINER FOR THE WATER PARK AND INSTALL EXISTING CAGES.	1	451.00	
INV 44	13/03/2017	GLENN STUART BEVERIDGE	ADMIN BUILDING - CLEAN ALL GUTTERS.	1	198.00	
INV 43	13/03/2017	GLENN STUART BEVERIDGE	OLD AVAS BUILDING - REMOVE GRAFFITI	1	132.00	
INV 42	13/03/2017	GLENN STUART BEVERIDGE	SOUND SHELL - REPLACE HASP & STAPLE TO SEAT BOX.	1	110.00	
INV 41	13/03/2017	GLENN STUART BEVERIDGE	DEPOT OFFICE BUILDING SUPPLY & INSTALL BRACKETS & SHELF	1	242.00	

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INV 45	13/03/2017	GLENN STUART BEVERIDGE	MORBY COTTAGE - CLEAN FRONT VERANDAH & SUPPLY DECKING OIL & OIL DECKING.	1	275.00	
INV 40	13/03/2017	GLENN STUART BEVERIDGE	NORTHAM SES BUILDING - CLEAN GUTTERS & MODIFY & CLEANOUT DOWN PIPE & STORMWATER PIPE.	1	330.00	
INV 48	13/03/2017	GLENN STUART BEVERIDGE	NORTHAM RAILWAY MUSEUM INVESTIGATE & REPAIR LEAKS.	1	330.00	
INV 47	13/03/2017	GLENN STUART BEVERIDGE	BERNARD PARK 4 TOILETS - REMOVE ALL DOORS & CUT BOTTOM OFF TO REMOVE WATER DAMAGE TO BOTTOM OF DOOR.	1	1,485.00	
INV 37	13/03/2017	GLENN STUART BEVERIDGE	BERNARD PARK TOILET BLOCK - PAINT ALL DAMAGED WALLS & DOORS TO INSIDE OF TOILET BLOCK.	1	2,981.00	
INV 38	13/03/2017	GLENN STUART BEVERIDGE	PLACE REPAIRED SHADE SALE OVER NORTHAM	1	275.00	
INV 39	13/03/2017	GLENN STUART BEVERIDGE	1 HOUR LABOUR TO FIX METAL PANEL IN OUTSIDE CRECHE AREA	1	60.00	
EFT25934	24/03/2017	GRAFTON ELECTRICS	REPLACE COURT LIGHT AT REC CENTRE AND REPAIR LIGHTS AT LIBRARY.	1		3,970.35
INV 1007	21/12/2016	GRAFTON ELECTRICS	REPAIR BROKEN LIGHT AT NORTHAM LIBRARY.	1	427.79	
INV 1004	14/12/2016	GRAFTON ELECTRICS	REPLACE SWITCHBOARD LOCK AT OLD POST OFFICE	1	132.00	
INV 1002	09/12/2016	GRAFTON ELECTRICS	WUNDOWIE KURINGAL VILLAGE. INSTALL NEW SMOKE DETECTOR TO UNIT 1.	1	475.09	
INV 1000	06/12/2016	GRAFTON ELECTRICS	REPLACE COURT LIGHT AT REC CENTRE AND REPAIR LIGHTS AT LIBRARY.	1	1,198.40	
INV 1012	20/01/2017	GRAFTON ELECTRICS	REPAIR FAULT TO POWER & DISCONNECT & RECONNECT ROLLER SHUTTERS.	1	198.00	
INV 1003	09/12/2016	GRAFTON ELECTRICS	REPLACE LIGHT SWITCH AT GRASS VALLEY HALL.	1	126.72	
INV 1005	14/12/2016	GRAFTON ELECTRICS	REPLACE LIGHT ON BALCONY AT OLD ADMIN BUILDING.	1	132.00	
INV 1013	23/01/2017	GRAFTON ELECTRICS	URGENT REPAIRS TO CLARKE STREET DAM ELECTRICAL BOARD - NOT ABLE TO PUMP ANY WATER TO OVALS.	1	99.00	
INV 1001	08/12/2016	GRAFTON ELECTRICS	RE- ATTACH POWER TO POWERBOX (RETIC) ON BROOME TERRACE	1	160.27	
INV 1006	16/12/2016	GRAFTON ELECTRICS	TRAVEL TO WUNDOWIE CHECK OPERATION OF PUMP, CHECK OPERATION OF SOFT START, RECALIBRATE AND RESET	1	188.76	



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INV 1015	25/01/2017	GRAFTON ELECTRICS	BERNARD PARK - REPAIR DAMAGED CONDUIT, MATERIALS & LABOUR	1	119.52	
INV 1008	05/01/2017	GRAFTON ELECTRICS	REPLACE AUTOMATIC TIMER ON TOWN POOL AERATORS	1	284.35	
INV 1009	11/01/2017	GRAFTON ELECTRICS	REPAIRS TO WATERPARK. POWER SHORTING OUT. 11/1/2017	1	428.45	
EFT25935	24/03/2017	HOST AUTO REPAIRS	REPAIRS TO 1CIG323 CLACKLINE 2.4.	1		268.10
INV 59979	14/03/2017	HOST AUTO REPAIRS	REPAIRS TO 1CIG323 CLACKLINE 2.4.	1	268.10	
EFT25936	24/03/2017	IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT FOR THE PERIOD 26/12/2016 TO 31/12/2016.	1		3,895.65
INV 3950	31/12/2016	IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT FOR THE PERIOD 26/12/2016 TO 31/12/2016.	1	3,895.65	
EFT25937	24/03/2017	INSTANT WEIGHING	WEIGHING MACHINE CALIBRATION (\$700 PLUS GST), LABOUR TO REPAIR HYDRAULIC LEAK AND PRINTER (\$125 PLUS GST PER HOUR), TRAVEL TO AND FROM SITE (\$450 PLUS GST)	1		1,045.00
INV 0000761602/03/2017		INSTANT WEIGHING	WEIGHING MACHINE CALIBRATION (\$700 PLUS GST), LABOUR TO REPAIR HYDRAULIC LEAK AND PRINTER (\$125 PLUS GST PER HOUR), TRAVEL TO AND FROM SITE (\$450 PLUS GST)	1	1,045.00	
EFT25938	24/03/2017	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA LIMITED	PURCHASE OF IPWEA PRACTICE NOTE 10.2: PARKS ASSET MANAGEMENT RENEWAL PLANNING, VALUATION AND ASSET MANAGEMENT PLANS (INCLUDING SHIPPING)	1		198.00
INV 19817	14/03/2017	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA LIMITED	PURCHASE OF IPWEA PRACTICE NOTE 10.2: PARKS ASSET MANAGEMENT RENEWAL PLANNING, VALUATION AND ASSET MANAGEMENT PLANS (INCLUDING SHIPPING)	1	198.00	
EFT25939	24/03/2017	IRISHTOWN HALL COMMITTEE	15/16 DONATION AS PER \$1,000 AGREEMENT & 16/17 DONATION OF \$1,650 AS PER COUNCIL MOTION C2806.	1		2,650.00
INV CY220322/03/2017		IRISHTOWN HALL COMMITTEE	15/16 DONATION AS PER \$1,000 AGREEMENT & 16/17 DONATION OF \$1,650 AS PER COUNCIL MOTION C2806.	1	2,650.00	

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EFT25940	24/03/2017	JOAN R THOMAS	STOCK PURCHASES FOR VISITORS CENTRE.	1		30.00
INV 198843	08/02/2017	JOAN R THOMAS	STOCK PURCHASES FOR VISITORS CENTRE.	1	30.00	
EFT25941	24/03/2017	KLEENWEST DISTRIBUTORS	TOILET ROLLS, BIN LINERS, HAND TOWEL, PLASTIC CUPS & NAPKINS FOR KILLARA.	1		416.85
INV 0002338415/02/2017		KLEENWEST DISTRIBUTORS	CHEMICALS & GLOVES	1	182.88	
INV 0002362301/03/2017		KLEENWEST DISTRIBUTORS	TOILET ROLLS, BIN LINERS, HAND TOWEL, PLASTIC CUPS & NAPKINS FOR KILLARA.	1	233.97	
EFT25942	24/03/2017	KOMATSU AUSTRALIA PTY LTD	250HOUR SERVICE ON KOMATSU WA380-6 LOADER LOCATED AT INKPEN LANDFILL SITE - PN1018	1		1,396.37
INV 0005737028/02/2017		KOMATSU AUSTRALIA PTY LTD	250HOUR SERVICE ON KOMATSU WA380-6 LOADER LOCATED AT INKPEN LANDFILL SITE - PN1018	1	1,396.37	
EFT25943	24/03/2017	LANDGATE	CERTIFICATE OF TITLES FOR BAKERS HILL PROPERTIES AFFECTED BY STORMWATER DRAINAGE PROJECT.	1		1,552.99
INV 328225-1020/02/2017		LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE:R2016/1 DATED: 26/11/2016 TO 20/01/2017 & SCHEDULE:R2016/2 DATED: 21/01/2016 TO 03/02/2017.	1	239.70	
INV 328177-1017/02/2017		LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO: G2017/2 DATED 14/01/2017 TO 10/02/2017.	1	460.24	
INV 6083344422/02/2017		LANDGATE	IDENTIFICATION OF LAND PARCELS BY TECHNICAL DESCRIPTION REQUEST E 1656463 - DP408212	1	32.40	
INV 746872	02/02/2017	LANDGATE	CERTIFICATE OF TITLES FOR BAKERS HILL PROPERTIES AFFECTED BY STORMWATER DRAINAGE PROJECT.	1	820.65	
EFT25944	24/03/2017	LANDMARK	WOOL PACKS	1		137.77
INV 9903031423/02/2017		LANDMARK	WOOL PACKS	1	87.19	
INV 9901018315/02/2017		LANDMARK	15KG GAS BOTTLE FOR FORKLIFT	1	50.58	
EFT25945	24/03/2017	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions	1		20.50
INV DEDUCT21/03/2017		LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions		20.50	
EFT25946	24/03/2017	MATHEW MACQUEEN	REPAIR REPLACE DAMAGED CLADDING & INSTALL SECURITY SCREWS & INKPEN BFB	1		890.00

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INV 611	18/01/2017	MATHEW MACQUEEN	REPAIR REPLACE DAMAGED CLADDING & INSTALL SECURITY SCREWS & INKPEN BFB	1	890.00	
EFT25947	24/03/2017	MICHELLE KAYE BLACKHURST	REIMBURSEMENT - CATERING FOR FELICITY GILBERT.	1		68.53
INV RR1 70320	7/03/2017	MICHELLE KAYE BLACKHURST	REIMBURSEMENT - CATERING FOR FELICITY GILBERT.	1	68.53	
EFT25948	24/03/2017	NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE FROM 15/02/2017 - 14/03/2017.	1		648.73
INV 9089163715	15/02/2017	NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE FROM 15/02/2017 - 14/03/2017.	1	648.73	
EFT25949	24/03/2017	NORTHAM COURIER SERVICE	SIGMA GOOGLES DELIVERY	1		17.60
INV 64759	10/01/2017	NORTHAM COURIER SERVICE	SIGMA GOOGLES DELIVERY	1	17.60	
EFT25950	24/03/2017	NORTHAM GARDENING SERVICE	SLASHING 20 GREGORY ST	1		1,045.00
INV INV-001910	03/2017	NORTHAM GARDENING SERVICE	SLASHING 29 CHARLES ST NORTHAM - PO PROVIDED 16/3.	1	220.00	
INV INV-001810	03/2017	NORTHAM GARDENING SERVICE	SLASHING 43 MITCHELL AVE, NORTHAM	1	275.00	
INV INV-001910	03/2017	NORTHAM GARDENING SERVICE	SLASHING 20 GREGORY ST	1	330.00	
INV INV-001810	03/2017	NORTHAM GARDENING SERVICE	SLASHING 17 GERALD TERRACE	1	220.00	
EFT25951	24/03/2017	NORTHAM NURSERY	SPRINKERS FOR GEORGE NUICH PARK.	1		727.50
INV 32	04/08/2016	NORTHAM NURSERY	PLANTS AND FERTILIZER FOR THE NORTHAM CEMETERY	1	79.00	
INV 57	23/02/2017	NORTHAM NURSERY	SPRINKERS FOR GEORGE NUICH PARK.	1	648.50	
EFT25952	24/03/2017	NORTHAM TOWING SERVICE	ABANDONED BURNT OUT VEHICLE EXCEL - LX WHITE WERRIBEE ROAD 3KMS FROM WUNDOWIE	1		206.80
INV 205658	16/02/2017	NORTHAM TOWING SERVICE	ABANDONED BURNT OUT VEHICLE EXCEL - LX WHITE WERRIBEE ROAD 3KMS FROM WUNDOWIE	1	206.80	
EFT25953	24/03/2017	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIR TO SHADE SALE FOR NORTHAM SWIMMING POOL	1		275.00
INV 2862	24/02/2017	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIR TO SHADE SALE FOR NORTHAM SWIMMING POOL	1	275.00	

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EFT25954	24/03/2017	OXTER SERVICES	TOILET ROLLS & PAPER TOWELS, HAND WASH FOR VARIOUS SHIRE BUILDINGS.	1		1,003.93
INV 17720	03/03/2017	OXTER SERVICES	TOILET ROLLS & PAPER TOWELS, HAND WASH FOR VARIOUS SHIRE BUILDINGS.	1	1,003.93	
EFT25955	24/03/2017	PERTH SAFETY PRODUCTS PTY LTD	X50 TRAFFIC CONES WITH REFLECTIVE STRIP & SHIRE LOGO.	1		1,375.00
INV 0000709124/02/2017	24/02/2017	PERTH SAFETY PRODUCTS PTY LTD	SIGNS FOR DEPOT.	1	605.00	
INV 0000707220/02/2017	20/02/2017	PERTH SAFETY PRODUCTS PTY LTD	X50 TRAFFIC CONES WITH REFLECTIVE STRIP & SHIRE LOGO.	1	770.00	
EFT25956	24/03/2017	PRIMARIES OF WA PTY LTD	X2 15L KNAPSACK SPRAYERS FOR PARKS & GARDENS.	1		315.66
INV 2520020023/02/2017	23/02/2017	PRIMARIES OF WA PTY LTD	X2 15L KNAPSACK SPRAYERS FOR PARKS & GARDENS.	1	315.66	
EFT25957	24/03/2017	PUREWATER POOL SERVICES	WORKS COMPLETED AT NORTHAM WATER PARK.	1		2,127.86
INV 1776	28/02/2017	PUREWATER POOL SERVICES	WORKS COMPLETED AT NORTHAM WATER PARK.	1	2,127.86	
EFT25958	24/03/2017	R & JT CONTRACTORS PTY LTD	REPAIR LEAK AT WASTE WATER TREATMENT PLANT TRANSFER LINE	1		1,303.34
INV A1437	08/03/2017	R & JT CONTRACTORS PTY LTD	REPAIR LEAK AT WASTE WATER TREATMENT PLANT TRANSFER LINE	1	1,303.34	
EFT25959	24/03/2017	ROYAL LIFE SAVING SOCIETY WA	ACCOMMODATION FOR ROYAL LIFE VISIT	1		149.38
INV 67445	02/03/2017	ROYAL LIFE SAVING SOCIETY WA	ACCOMMODATION FOR ROYAL LIFE VISIT	1	149.38	
EFT25961	24/03/2017	SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSELL DEGRAY - 27/1/2017.TO 05/02/2017.	1		6,774.09
INV 393429	28/02/2017	SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSELL DEGRAY - 20/2/2017 - 26/02/2017.	1	1,160.78	
INV 393143	21/02/2017	SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSELL DEGRAY - 13/2/2017 TO 19/02/2017.	1	1,472.63	
INV 392876	15/02/2017	SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSELL DEGRAY - 9/2/2017.- 12/02/2017.	1	277.20	
INV 392576	07/02/2017	SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSELL DEGRAY - 27/1/2017.TO 05/02/2017.	1	1,524.60	
INV 392319	01/02/2017	SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSEL DEGRAY - 23/1/2017.TO 29/01/2017.	1	866.25	



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INV 393682	07/03/2017	SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSEL DEGRAY - 27/2/2017 TO 05/03/2017.	1	1,472.63	
EFT25962	24/03/2017	ST JOHN AMBULANCE AUSTRALIA	2 X AMBULANCE OFFICERS, 1 X AMBULANCE AS EVENT FIRSTAID AT 2017 TWILIGHT MOVIE IN BERNARD PARK.	1		270.54
INV CYINV003/03/2017		ST JOHN AMBULANCE AUSTRALIA	2 X AMBULANCE OFFICERS, 1 X AMBULANCE AS EVENT FIRSTAID AT 2017 TWILIGHT MOVIE IN BERNARD PARK.	1	270.54	
EFT25963	24/03/2017	STAPLES AUSTRALIA PTY LIMITED	STATIONERY	1		88.30
INV 9019289206/10/2016		STAPLES AUSTRALIA PTY LIMITED	STATIONERY	1	88.30	
EFT25964	24/03/2017	TECHNOLOGY ONE LIMITED	INTRAMAPS GIS SYSTEM	1		3,440.25
INV 153995	24/02/2017	TECHNOLOGY ONE LIMITED	INTRAMAPS GIS SYSTEM	1	3,440.25	
EFT25965	24/03/2017	TOWN PLANNING URBAN DESIGN AND HERITAGE	PREPARATION OF THE NORTHAM CBD DEVELOPMENT AND CONNECTIVITY STRATEGY - TASK 1 (PHASE 2)	1		8,052.00
INV 43064	28/02/2017	TOWN PLANNING URBAN DESIGN AND HERITAGE	PREPARATION OF THE NORTHAM CBD DEVELOPMENT AND CONNECTIVITY STRATEGY - TASK 1 (PHASE 2)	1	8,052.00	
EFT25966	24/03/2017	TUDOR HOUSE	PURCHASE OF BLANK BANNER FOR BANNERS ON THE TERRACE PROJECT 2017	1		126.50
INV 720	21/03/2017	TUDOR HOUSE	PURCHASE OF BLANK BANNER FOR BANNERS ON THE TERRACE PROJECT 2017	1	126.50	
EFT25967	24/03/2017	TYREPOWER	PUNCTURE REPAIR TO MITSUBISHI PAJERO SPORT N11363 - PN1609	1		375.00
INV 121888	14/03/2017	TYREPOWER	PUNCTURE REPAIR TO MITSUBISHI PAJERO SPORT N11363 - PN1609	1	375.00	
EFT25968	24/03/2017	VISIT MERCHANDISE	STOCK PURCHASES FOR VISITORS CENTRE.	1		200.64
INV 134634	10/03/2017	VISIT MERCHANDISE	STOCK PURCHASES FOR VISITORS CENTRE.	1	200.64	
EFT25969	24/03/2017	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN.	1		1,209.06
INV SN0001728/02/2017		WARRICKS NEWSAGENCY	NEWSPAPERS & MAGAZINES FOR FEBRUARY 2017 - LIBRARY.	1	220.63	
INV SN0000628/02/2017		WARRICKS NEWSAGENCY	THE WEST AUSTRALIAN & AVON VALLEY ADVOCATE FOR SHIRE ADMIN BUILDING FOR FEBRUARY 2017.	1	72.80	

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INV SN00017	28/02/2017	WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA FOR FEBRUARY 2017.	1	36.40	
INV 44834	13/02/2017	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN	1	324.40	
INV 44998	02/03/2017	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN	1	215.18	
INV 0203201702	03/2017	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN.	1	339.65	
EFT25970	24/03/2017	WAY SIGNS	ASSORTED SIGNS FOR INKPEN WASTE DISPOSAL SITE.	1		2,032.80
INV 1973	07/03/2017	WAY SIGNS	ASSORTED SIGNS FOR INKPEN WASTE DISPOSAL SITE.	1	2,032.80	
EFT25971	24/03/2017	WEST AUSTRALIAN CRICKET ASSOCIATION	IT BULKA BAG OF WICKET SOIL TO BE PICKED UP BY THE SHIRE OF NORTHAM	1		990.00
INV WFT100002	03/2017	WEST AUSTRALIAN CRICKET ASSOCIATION	IT BULKA BAG OF WICKET SOIL TO BE PICKED UP BY THE SHIRE OF NORTHAM	1	990.00	
EFT25972	24/03/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE SOLENOID ON THE PN1501 WATER TRUCK DRIBBLE BAR	1		546.00
INV 6693	28/02/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REWIRE PN1214 TRAILER	1	251.00	
INV 6692	28/02/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE SOLENOID ON THE PN1501 WATER TRUCK DRIBBLE BAR	1	295.00	
EFT25973	24/03/2017	WHEATBELT SAFETYWEAR	PURCHASE OF X2 WORK PANTS AND X3 WORK SHIRTS FOR KELLEE WALTERS.	1		175.00
INV 7294	28/02/2017	WHEATBELT SAFETYWEAR	PURCAHSE OF X2 WORK PANTS FOR CHRIS TURKICH.	1	50.00	
INV 7280	23/02/2017	WHEATBELT SAFETYWEAR	PURCHASE OF X2 WORK PANTS AND X3 WORK SHIRTS FOR KELLEE WALTERS.	1	125.00	
EFT25974	24/03/2017	ZENIEN	NORTHAM CCTV. RELOCATE SERVER AND MONITORS TO TEMPORARY SITE DUE TO POLICE STATION RENOVATIONS.	1		794.92
INV I4070	16/03/2017	ZENIEN	NORTHAM CCTV. RELOCATE SERVER AND MONITORS TO TEMPORARY SITE DUE TO POLICE STATION RENOVATIONS.	1	794.92	
EFT25975	29/03/2017	KERIN GILBERT	REFUND OF KERB BOND - BUILDING APPLICATION 70340-19 PARKER STREET.	2		500.00
INV T73	29/03/2017	KERIN GILBERT	REFUND OF KERB BOND - BUILDING APPLICATION 70340-19 PARKER STREET.	2	500.00	

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EFT25976	29/03/2017	NORTHAM RETRAVISION	AUXILARY GROUP PURCHASE OF DVD MICRO SYSTEM.	2		349.00
INV T687	29/03/2017	NORTHAM RETRAVISION	AUXILARY GROUP PURCHASE OF DVD MICRO SYSTEM.	2	349.00	
EFT25977	29/03/2017	SHIRE OF DANDARAGAN	JURIEN BAY TOWNCENTRE REVITALISATION PROJECT REFUND.	2		33,000.00
INV T965	29/03/2017	SHIRE OF DANDARAGAN	JURIEN BAY TOWNCENTRE REVITALISATION PROJECT REFUND.	2	33,000.00	
EFT25978	29/03/2017	SHIRE OF NARROGIN	WHEATBELT REGIONAL CENTRES REVITALISATION - NARROGIN CBD PROJECT.	2		33,000.00
INV T965	29/03/2017	SHIRE OF NARROGIN	WHEATBELT REGIONAL CENTRES REVITALISATION - NARROGIN CBD PROJECT.	2	33,000.00	
EFT25979	31/03/2017	NORTHAM HERITAGE FORUM INC.	QUICK RESPONSE GRANT - AUSTRALINA HERITAGE FESTIVAL.	1		550.00
INV NO.1/20121/03/2017	21/03/2017	NORTHAM HERITAGE FORUM INC.	QUICK RESPONSE GRANT - AUSTRALINA HERITAGE FESTIVAL.	1	550.00	
EFT25980	31/03/2017	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	LAY FLAT PIPE, SUCTION PIPE AND PIPE FITTINGS FOR NEW PUMP	1		781.02
INV 5872904	08/02/2017	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	LAY FLAT PIPE, SUCTION PIPE AND PIPE FITTINGS FOR NEW PUMP	1	781.02	
EFT25981	31/03/2017	AV-SEC SECURITY SERVICES	ADMINISTRATION BUILDING - CALL OUTS TO INSPECT ALARM SYSTEM.	1		181.50
INV 4256	04/02/2017	AV-SEC SECURITY SERVICES	ADMINISTRATION BUILDING - CALL OUTS TO INSPECT ALARM SYSTEM.	1	181.50	
EFT25982	31/03/2017	AVON TELECOMS PTY LTD	SWIMMING POOL NORTHAM - REPLACE 2 FAULTY ALARM DETECTORS & CONNECT ARM SECURITY MONITORING.	1		2,068.00
INV 0000438019/03/2017	19/03/2017	AVON TELECOMS PTY LTD	TEST & RECOMMISSION MORBY COTTAGE SECURITY AND CONNECT TO NEW MONITORING SERVICE.	1	302.50	
INV 0000437319/03/2017	19/03/2017	AVON TELECOMS PTY LTD	SERVICE CALL TO REPROGRAM CALL OUT LIST FOR NORTHAM VISITORS CENTRE SECURITY SYSTEM.	1	302.50	
INV 0000437419/03/2017	19/03/2017	AVON TELECOMS PTY LTD	SERVICE CALL TO REPROGRAM CALL OUT LIST FOR NORTHAM LIBRARY SECURITY SYSTEMS.	1	302.50	
INV 0000437519/03/2017	19/03/2017	AVON TELECOMS PTY LTD	SERVICE CALL TO REPROGRAM CALLOUT LIST FOR NORTHAM REC CENTRE.	1	302.50	

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INV 0000437919/03/2017		AVON TELECOMS PTY LTD	SWIMMING POOL NORTHAM - REPLACE 2 FAULTY ALARM DETECTORS & CONNECT ARM SECURITY MONITORING.	1	660.00	
INV 0000438322/03/2017		AVON TELECOMS PTY LTD	SERVICE CALL TO WUNDOWIE LIBRARY TO PROGRAM NEW PIN CODE FOR SECURITY SYSTEM.	1	198.00	
EFT25983	31/03/2017	AVON VALLEY BAKERY	ROLLS FOR AUSTRALIA DAY CONCERT.	1		280.00
INV 2415	17/03/2017	AVON VALLEY BAKERY	ROLLS FOR AUSTRALIA DAY CONCERT.	1	280.00	
EFT25984	31/03/2017	AVON VALLEY PLANT & EQUIPMENT PTY LTD	HIRE OF EXCAVATOR FOR ALMOND AVENUE DRAINAGE	1		495.00
INV 115	16/03/2017	AVON VALLEY PLANT & EQUIPMENT PTY LTD	HIRE OF EXCAVATOR FOR ALMOND AVENUE DRAINAGE	1	495.00	
EFT25985	31/03/2017	BLUE FORCE PTY LTD	PROVISION OF CCTV INFRASTRUCTURE AS PER 4 OF 2016	1		27,743.87
INV 69380	27/02/2017	BLUE FORCE PTY LTD	VARIATION 1 TO TENDER 4 OF 2016 - INSTALLATION OF ANTENNAES ON MT OMMANEY TOWER	1	7,037.80	
INV 69380	27/02/2017	BLUE FORCE PTY LTD	PROVISION OF CCTV INFRASTRUCTURE AS PER 4 OF 2016	1	20,706.07	
EFT25986	31/03/2017	BURGESS RAWSON (WA) PTY LTD	WATER RATES - 01/03/2017 - 30/04/2017 - 1/3/2017 - 30/04/2017.	1		43.79
INV 474872	16/03/2017	BURGESS RAWSON (WA) PTY LTD	WATER RATES - 01/03/2017 - 30/04/2017 - 1/3/2017 - 30/04/2017.	1	43.79	
EFT25987	31/03/2017	CENTRAL REGIONAL TAFE	LIVESTOCK MANAGEMENT & CONTROL COURSE MAY 23-26 - CHRIS TURKICH	1		815.65
INV I0000837 15/03/2017		CENTRAL REGIONAL TAFE	LIVESTOCK MANAGEMENT & CONTROL COURSE MAY 23-26 - CHRIS TURKICH	1	815.65	
EFT25988	31/03/2017	CHADSON ENGINEERING	REPAIR ULTRAMAX CLEANER / INC FREIGHT PERTH / SA / PERTH EX BALCATT	1		2,346.60
INV A007052708/03/2017		CHADSON ENGINEERING	REPAIR ULTRAMAX CLEANER / INC FREIGHT PERTH / SA / PERTH EX BALCATT	1	2,346.60	
EFT25989	31/03/2017	CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING.	1		170.00
INV KS00787927/03/2017		CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING.	1	170.00	
EFT25990	31/03/2017	CHIDLOW NETBALL CLUB	KIDSPORT FUNDING	1		145.00



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INV 1701	27/03/2017	CHIDLOW NETBALL CLUB	KIDSPORT FUNDING	1	145.00	
EFT25991	31/03/2017	CITY OF SWAN	LONG SERVICE LEAVE LIABILITY WALDAMAR CHORZEWSKI.	1		1,774.66
INV 44783	03/02/2017	CITY OF SWAN	LONG SERVICE LEAVE LIABILITY WALDAMAR CHORZEWSKI.	1	1,774.66	
EFT25992	31/03/2017	CLACKLINE FENCING CONTRACTORS	FENCING REPAIRS R HITCHCOCK - SOUTHERN BROOK ROAD - SUPPLY & INSTALL REPAIRS TO (2) CULVERT AREAS & (1) PLAIN WIRE SECTION ALONG PROPERTY BOUNDARY UNDER ROAD WORKING AS PER QUOTE# Q_NSC.HITCHCOCKREPAIRS.2016.	1		1,259.00
INV 1058	16/03/2017	CLACKLINE FENCING CONTRACTORS	FENCING REPAIRS R HITCHCOCK - SOUTHERN BROOK ROAD - SUPPLY & INSTALL REPAIRS TO (2) CULVERT AREAS & (1) PLAIN WIRE SECTION ALONG PROPERTY BOUNDARY UNDER ROAD WORKING AS PER QUOTE# Q_NSC.HITCHCOCKREPAIRS.2016.	1	1,259.00	
EFT25993	31/03/2017	COUNTRY COPIERS NORTHAM	STATIONERY ORDER FOR KILLARA.	1		66.90
INV 40284	28/02/2017	COUNTRY COPIERS NORTHAM	STATIONERY ORDER FOR KILLARA.	1	66.90	
EFT25995	31/03/2017	CUTTING EDGES EQUIPMENT PARTS	TYNES FOR GRADER ITR 6Y5230	1		990.00
INV 3182754	16/02/2017	CUTTING EDGES EQUIPMENT PARTS	TYNES FOR GRADER ITR 6Y5230	1	990.00	
EFT25996	31/03/2017	DANIELS HEALTH SERVICES PTY LTD	REPAIRS OR REPLACEMENT OF SYRINGE DISPOSAL UNITS AT BERNARD PARK.	1		628.83
INV 1543231	28/02/2017	DANIELS HEALTH SERVICES PTY LTD	SERVICING OF STEEL WALL SAFE AT APEX PARK ON 24/02/2017.	1	82.32	
INV 1543231	28/02/2017	DANIELS HEALTH SERVICES PTY LTD	REPAIR STEEL WALL SAFE AT APEX PARK TOILETS.	1	49.50	
INV 1543229	28/02/2017	DANIELS HEALTH SERVICES PTY LTD	SERVICE STEEL WALL SAFE AT BAKERS HILL TOILETS ON 24/02/2017.	1	82.32	
INV 1543232	28/02/2017	DANIELS HEALTH SERVICES PTY LTD	SERVICE STEEL WALL SAFE AT WUNDOWIE PUBLIC TOILETS ON 24/02/2017.	1	41.16	
INV 1543230	28/02/2017	DANIELS HEALTH SERVICES PTY LTD	SERVICE OF BERNARD PARK SHARPS CONTAINER 24/02/17	1	164.65	
INV 1543230	28/02/2017	DANIELS HEALTH SERVICES PTY LTD	REPAIRS OR REPLACEMENT OF SYRINGE DISPOSAL UNITS AT BERNARD PARK.	1	208.88	

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EFT25997	31/03/2017	DEPARTMENT OF PLANNING	PAYMENT OF THE DAP FEE IS REQUIRED IN ACCORDANCE WITH REGULATION 10 OF THE PLANNING AND DEVELOPMENT 1DAP/REGULATIONS 2011. THIS PAYMENT IS FOR DAP APPLICATION DAP/17/01197.	1		6,408.00
INV A1149/P121/03/2017		DEPARTMENT OF PLANNING	PAYMENT OF THE DAP FEE IS REQUIRED IN ACCORDANCE WITH REGULATION 10 OF THE PLANNING AND DEVELOPMENT 1DAP/REGULATIONS 2011. THIS PAYMENT IS FOR DAP APPLICATION DAP/17/01197.	1	6,408.00	
EFT25998	31/03/2017	E FIRE & SAFETY	ROUTINE MAINTENANCE OF FIRE DETECTION SYSTEM AT NORTHAM REC CENTRE FOR FEBRUARY 2017.	1		606.65
INV 0018500528/02/2017		E FIRE & SAFETY	ROUTINE MAINTENANCE OF FIRE DETECTION SYSTEM AT NORTHAM REC CENTRE FOR FEBRUARY 2017.	1	226.60	
INV 0018500428/02/2017		E FIRE & SAFETY	ROUTINE MAINTENANCE OF FIRE DETECTION SYSTEM AT NORTHAM TOWN HALL FOR FEBRUARY 2017.	1	161.15	
INV 0018500728/02/2017		E FIRE & SAFETY	ROUTINE MAINTENANCE TESTING OF FIRE DETECTION SYSTEM AT KILLARA FOR FEBRUARY 2017.	1	218.90	
EFT25999	31/03/2017	FIRETRAIN	FIREEXTINGUISHER TRAINING FOR X20 PEOPLE.	1		2,100.00
INV 0004015908/03/2017		FIRETRAIN	FIREEXTINGUISHER TRAINING FOR X20 PEOPLE.	1	2,100.00	
EFT26000	31/03/2017	GO NUTS 4 DONUTS	REFUND OF FEES PAID FOR FOOD STALL APPLICATION DUE TO EVENT ORGANISER LODGING A BLANKET STALL HOLDER APPLICAITON.	1		60.00
INV 100583	15/02/2017	GO NUTS 4 DONUTS	REFUND OF FEES PAID FOR FOOD STALL APPLICATION DUE TO EVENT ORGANISER LODGING A BLANKET STALL HOLDER APPLICAITON.	1	60.00	
EFT26001	31/03/2017	GRAFTON ELECTRICS	SUPPLY AND WIRE IN 3 LED LIGHTS	1		5,106.86
INV 1033	01/03/2017	GRAFTON ELECTRICS	CHECK FAULT TO POWER AND SECURITY LIGHTS AT TOWN HALL.	1	198.00	
INV 1038	13/03/2017	GRAFTON ELECTRICS	CHECK POWER TO WUNDOWIE DEPOT OFFICE LIGHTS.	1	595.76	
INV 1027	09/03/2017	GRAFTON ELECTRICS	REPAIR BROKEN CARAVAN PLUG AT MINSON AVE.	1	302.50	
INV 1037	10/03/2017	GRAFTON ELECTRICS	CHECK FAULT TO POWER AT ADMIN.	1	77.00	
INV 1035	07/03/2017	GRAFTON ELECTRICS	INSTALL ISOLATION SWITCHES TO POWER POINTS AT BERNARD PARK.	1	596.75	

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INV 1036	07/03/2017	GRAFTON ELECTRICS	REPAIR FAULT TO UNDERGROUND WIRING AT BERNARD PARK DAMAGED DUE TO EXCAVATION WORKS.	1	916.85	
INV 1010	17/01/2017	GRAFTON ELECTRICS	SUPPLY AND WIRE IN 3 LED LIGHTS	1	2,420.00	
EFT26002	31/03/2017	IMMACU SWEEP	CLEAN OUT DRAINS AFTER STORM EVENT JAN - FEB 2017	1		36,689.40
INV 4006	27/02/2017	IMMACU SWEEP	CLEAN OUT DRAINS AFTER STORM EVENT JAN - FEB 2017	1	4,455.00	
INV 3981	02/02/2017	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & SWEEPING & GULLY EDUCATION SERVICES FOR THE PERIOD 23/01/2017 TO 28/01/2017.	1	4,029.30	
INV 3980	02/02/2017	IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS, SWEEPING AND GULLY EDUCATION SERVICES FOR PERIOD 16/01/2017 TO 21/01/2017.	1	4,029.30	
INV 4010	01/03/2017	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & SWEEPING AND GULLY EDUCATION SERVICES 20/02/2017 TO 25/02/2017.	1	4,029.30	
INV 4007	01/03/2017	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & SWEEPING AND GULLY EDUCATION SERVICES 30/01/2017 TO 04/02/2017.	1	4,029.30	
INV 4008	01/03/2017	IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS & SWEEPING AND GULLY SERVICES FROM 06/02/2017 TO 11/02/2017.	1	4,029.30	
INV 4009	01/03/2017	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE & SWEEPING AND GULLY EDUCATION SERVICES FROM 13/02/2017 TO 18/02/2017.	1	4,029.30	
INV 3979	02/02/2017	IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS AND SWEEPING AND GULLY EDUCATION SERVICES - 09/01/2017 TO 14/01/2017.	1	4,029.30	
INV 3978	02/02/2017	IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS & SWEEPING AND GULLY EDUCATION SERVICES FROM 02/01/2017 TO 07/01/2017.	1	4,029.30	
EFT26003	31/03/2017	INTEGRAL DEVELOPMENT	STRATEGIC COMMUNITY PLAN - PROGRESS PAYMENT 2.	1		13,767.24
INV INV-125522/03/2017		INTEGRAL DEVELOPMENT	STRATEGIC COMMUNITY PLAN - PROGRESS PAYMENT 2.	1	13,767.24	

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EFT26004	31/03/2017	KERBTECH P/L T/A GDR CIVIL CONTRACTING	FITZGERALD STREET WORKS FOR FOOTPATH	1		20,240.00
INV 001035	08/12/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	FITZGERALD STREET WORKS FOR FOOTPATH	1	20,240.00	
EFT26005	31/03/2017	KLEENWEST DISTRIBUTORS	X1 CARTON OF 250 80LTR BIN LINERS.	1		49.67
INV 0002363401	03/2017	KLEENWEST DISTRIBUTORS	X1 CARTON OF 250 80LTR BIN LINERS.	1	49.67	
EFT26006	31/03/2017	LLOYDS EARTHMOVING	500 X 240 X 100 SANDSTONE BLOCKS TO COLLECT	1		240.00
INV 8416	10/03/2017	LLOYDS EARTHMOVING	500 X 240 X 100 SANDSTONE BLOCKS TO COLLECT	1	240.00	
EFT26007	31/03/2017	MALINOWSKI HOLDINGS PTY LTD	LEASE OF 174 FITZGERALD STREET, NORTHAM - 01/04/2017 TO 30/04/2017.	1		916.66
INV 02490	23/03/2017	MALINOWSKI HOLDINGS PTY LTD	LEASE OF 174 FITZGERALD STREET, NORTHAM - 01/04/2017 TO 30/04/2017.	1	916.66	
EFT26008	31/03/2017	MARKETFORCE	MONTHLY COST FOR FEBRUARY COUNCIL NEWSLETTER FOR HILS GAZETTE.	1		5,184.26
INV 11576	12/01/2017	MARKETFORCE	ADJUSTMENT NOTE FOR LOCAL GOVERNMENT TENDERS INVOICE - 10916 30/11/2016.	1	-791.35	
INV 12626	28/02/2017	MARKETFORCE	MONTHLY COST FOR FEBRUARY COUNCIL NEWSLETTER FOR HILS GAZETTE.	1	1,526.00	
INV 12628	28/02/2017	MARKETFORCE	AMENDMENT TO SHIRE OF NORTHAM SEEK TEMPLATE FOR EMPLOYMENT ADVERTS	1	137.84	
INV 12631	28/02/2017	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN ON 18/02/2017 - REQUEST FOR TENDER RFT 1/2017 - WUNDOWIE CHILD CARE BUILDING.	1	780.75	
INV 12632	28/02/2017	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN ON 22 FEBRUARY 2017 FOR THE PROPOSED ACTIVITIES IN THOROUGHFARES AND PUBLIC PLACES AND TRADING LOCAL LAW AND PROPOSED PARKING AND PARKING FACILITIES LOCAL LAW	1	683.43	
INV 12630	28/02/2017	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 4 FEBRUARY 2017 FOR THE REVIEW OF THE DOG, STANDING ORDERS AND CEMETERIES LOCAL LAW.	1	1,120.42	



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INV 12629	28/02/2017	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 1 FEBRUARY 2017 FOR THE DISPOSAL OF LAND TO PERDAMEN COMMERCIAL PROPERTY HOLDINGS PTY LTD	1	1,108.76	
INV 12627	28/02/2017	MARKETFORCE	EMPLOYMENT ADVERTISEMENT IN THE AVON VALLEY GAZETTE ON 24/02/2017 AND ON SEEK FOR KILLARA NURSE (RE-ADVERTISED)	1	618.41	
EFT26009	31/03/2017	MM ELECTRICAL MERCHANDISING	ELECTRICAL POWER POING COVER	1		7.17
INV 140185-6	22/03/2017	MM ELECTRICAL MERCHANDISING	ELECTRICAL POWER POING COVER	1	7.17	
EFT26010	31/03/2017	MOORE STEPHENS (WA) PTY LTD	ANNUAL REPORTS ON - ROYALTIES FOR REGIONS - AVON RIVER REVITALISATION AND RIVERFRONT DEVELOPMENT (STAGE 1) PROJECT 0382 -1 ANNUAL REPORT FOR THE YEAR ENDED 30/06/2016. ROYALTIES FOR REGIONS - CLGF 2011-12 END OF LIFE ACQUITTAL REISSUE OF ACQUITTAL AFTER PROJECT VARIATION DOCUMENTATION PROVIDED. ROYALTIES FOR REGIONS - AVON HEALTH AND EMERGENCY SERVICES PRECINCT PROJECT 0371-1-ANNUAL REPORT FOR YEAR ENDED 30 JUNE 2016, ROYALTIES FOR REGIONS - SUPERTOWNS DEVELOPMENT PLANNING DUND NORTHAM PROJECT 0228-1 ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2016, ROYALTIES FOR REGIONS - CLGF 2012-13 END OF LIFE ACQUITTAL.	1		11,770.00

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INV 205919	23/03/2017	MOORE STEPHENS (WA) PTY LTD	ANNUAL REPORTS ON - ROYALTIES FOR REGIONS - AVON RIVER REVITALISATION AND RIVERFRONT DEVELOPMENT (STAGE 1) PROJECT 0382 -1 ANNUAL REPORT FOR THE YEAR ENDED 30/06/2016. ROYALTIES FOR REGIONS - CLGF 2011-12 END OF LIFE ACQUITTAL REISSUE OF ACQUITTAL AFTER PROJECT VARIATION DOCUMENTATION PROVIDED. ROYALTIES FOR REGIONS - AVON HEALTH AND EMERGENCY SERVICES PRECINCT PROJECT 0371-1-ANNUAL REPORT FOR YEAR ENDED 30 JUNE 2016, ROYALTIES FOR REGIONS - SUPERTOWNS DEVELOPMENT PLANNING DUND NORTHAM PROJECT 0228-1 ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2016, ROYALTIES FOR REGIONS - CLGF 2012-13 END OF LIFE ACQUITTAL.	1	11,770.00	
EFT26011	31/03/2017	NORTHAM JUNIOR CRICKET ASSOCIATION	KIDSPORT FUNDING	1		900.00
INV 007	27/03/2017	NORTHAM JUNIOR CRICKET ASSOCIATION	KIDSPORT FUNDING	1	900.00	
EFT26012	31/03/2017	NORTHAM MITRE 10 SOLUTIONS	HITACHI 3PCE BRUSHLESS COMBO FOR WUNDOWIE DEPOT.	1		1,690.44
INV 1015931917/02/2017		NORTHAM MITRE 10 SOLUTIONS	NEED IT PUTTY FOR NORTHAM SWIMMING POOL (AQUA)	1	170.81	
INV 1016007120/02/2017		NORTHAM MITRE 10 SOLUTIONS	GARDENING TOOLS.	1	91.66	
INV 1015895516/02/2017		NORTHAM MITRE 10 SOLUTIONS	4 X BAGS OF CREAM CEMENT	1	35.80	
INV 1016061722/02/2017		NORTHAM MITRE 10 SOLUTIONS	RETICULATION FOR THE AVON MALL GARDENS	1	65.40	
INV 1015926517/02/2017		NORTHAM MITRE 10 SOLUTIONS	MASONARY DIAMOND DISK	1	14.01	
INV 1016198727/02/2017		NORTHAM MITRE 10 SOLUTIONS	X2 100PKT CABLE TIES FOR ENGINEERING SERVICES.	1	16.28	
INV 1016000220/02/2017		NORTHAM MITRE 10 SOLUTIONS	X3 POP UP ROTARY SPRINKLERS FOR BERNARD PARK.	1	111.01	
INV 1015831214/02/2017		NORTHAM MITRE 10 SOLUTIONS	HITACHI 3PCE BRUSHLESS COMBO FOR WUNDOWIE DEPOT.	1	1,044.05	
INV 1015783613/02/2017		NORTHAM MITRE 10 SOLUTIONS	X12 GRINDING DISCS FOR ENGINEERING SERVICES.	1	35.76	
INV 1016201127/02/2017		NORTHAM MITRE 10 SOLUTIONS	X1 QUICKSPRAY BLACK ACCENT PAINT.	1	7.55	
INV 1015782913/02/2017		NORTHAM MITRE 10 SOLUTIONS	CONCRETE SCREWS FOR BOLLARD INSTALLATION	1	28.50	

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INV 1016220127/02/2017		NORTHAM MITRE 10 SOLUTIONS	PVC FITTINGS FOR OLD TOWN ADMIN GARDENS	1	69.61	
EFT26013	31/03/2017	NORTHAM PRIMARY SCHOOL P&C	GRANT - FEDERAL ELECTION SAUSAGE SIZZLE	1		500.00
INV 37	27/03/2017	NORTHAM PRIMARY SCHOOL P&C	GRANT - FEDERAL ELECTION SAUSAGE SIZZLE	1	500.00	
EFT26014	31/03/2017	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SILVERSPORT FUNDING	1		200.00
INV 110	28/03/2017	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SILVERSPORT FUNDING	1	200.00	
EFT26015	31/03/2017	OXTER SERVICES	BURIAL FOR NORMA RODEEN GARLETT, REGINALD CATTACH & GRAVE CERTIFICATION FOR GARLETT & CATTACH.	1		2,001.51
INV 17773	16/03/2017	OXTER SERVICES	NORTHAM ADMINISTRATION CENTRE. CARTONS OF HAND TOWELS	1	300.63	
INV 17707	27/02/2017	OXTER SERVICES	TOILET PAPER, HANDTOWELS & GARBAGE BAGS FOR DEPOT	1	552.36	
INV 17721	03/03/2017	OXTER SERVICES	BURIAL FOR NORMA RODEEN GARLETT, REGINALD CATTACH & GRAVE CERTIFICATION FOR GARLETT & CATTACH.	1	1,148.52	
EFT26016	31/03/2017	PPD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM SWIMMING POOL.	1		351.90
INV KE68161802/03/2017		PPD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM SWIMMING POOL.	1	351.90	
EFT26017	31/03/2017	PLANNING INSTITUTE AUSTRALIA	DEVELOPMENT FEASIBILITY FOR PLANNERS - IN FOCUS - COURTNEY WYNN & JAMES ASHBY.	1		280.00
INV 71618	16/03/2017	PLANNING INSTITUTE AUSTRALIA	DEVELOPMENT FEASIBILITY FOR PLANNERS - IN FOCUS - COURTNEY WYNN & JAMES ASHBY.	1	280.00	
EFT26018	31/03/2017	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION MARCH 2017.	1		1,122.00
INV PM2414	25/03/2017	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION MARCH 2017.	1	1,122.00	
EFT26019	31/03/2017	QUIN'S GOURMET BUTCHERS	ASSORTED MEATS FOR KILLARA KITCHEN	1		369.40
INV 70	21/03/2017	QUIN'S GOURMET BUTCHERS	ASSORTED MEATS FOR KILLARA KITCHEN	1	369.40	

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EFT26020	31/03/2017	RETAIL DECISIONS (COLES)	COLES EXPENSES FOR CARD HOLDERS - FEBRUARY 2017 - MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, CHRISTINE WATERS, VICTORIA JONES, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS.	1		2,430.73
INV FEBRUA28/02/2017		RETAIL DECISIONS (COLES)	COLES EXPENSES FOR CARD HOLDERS - FEBRUARY 2017 - MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, CHRISTINE WATERS, VICTORIA JONES, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS.	1	2,430.73	
EFT26021	31/03/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	SHIRE OF NORTHAM QUARTERLY REPORT CARD	1		5,082.20
INV 5125617	01/02/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	PUBLIC NOTICE IN THE AVON VALLEY ADVOCATE ON 1 FEBRUARY 2017 FOR A SPECIAL COUNCIL MEETING	1	67.91	
INV 5131194	08/02/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	PUBLIC NOTICE - IMPOSITION OF FEES AND CHARGES IN THE AVON VALLEY ADVOCATE ON 08/02/2017	1	155.23	
INV 5040293	15/02/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERTISING FOR COMMUNITY MEETING - WUNDOWIE ON 1ST MARCH 2017 - DISPLAYED IN ADVOCATE ON 15 & 22 FEBRUARY 2017.	1	467.61	
INV 5005371	22/02/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD FEBRUARY 2017.	1	997.57	
INV 5040293	22/02/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERTISING FOR COMMUNITY MEETING WUNDOWIE ON 1/3/2017 DISPLAYED IN ADVOCATE ON 22/2/2017.	1	467.61	
INV 5136740	22/02/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERT IN THE AVON VALLEY ADVOCATE ON 22/02/2017 - REQUEST FOR TENDER RFT 1/2017 - WUNDOWIE CHILD CARE BUILDING	1	77.62	
INV 5112311	11/01/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERT IN THE AVON VALLEY ADVOCATE ON 11/01/2017 FOR THE JANUARY 2017 COUNCIL MEETINGS	1	97.02	
INV 5117180	18/01/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	PUBLIC NOTICE IN AVON VALLEY ADVOCATE 18 JANUARY 2017 FOR REQUEST FOR TENDER (REF: P01/2017) DISPOSAL OF PROPERTY TENDER	1	135.83	
INV 5117223	18/01/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	EMPLOYMENT ADVERT IN THE AVON VALLEY ADVOCATE ON 18/01/2017 FOR SENIOR RANGER, KILLARA NURSE AND PROGRAMME DEVELOPMENT OFFICER	1	371.27	
INV 1899973	25/01/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	SHIRE OF NORTHAM QUARTERLY REPORT CARD	1	997.57	



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INV 5005369	25/01/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD JANUARY 2017.	1	997.57	
INV 5103288	11/01/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERT FOR 2017 AUSTRALIA DAY CELEBRATIONS	1	249.39	
EFT26022	31/03/2017	SONTEC INTERGRATED SYSTEMS	REPAIRS TO COTTAGE GATES SWIPE CARD ACCESS. INVESTIGATE SITE FOR ADDITIONAL SWIPE CARD ACCESS FOR EXTERNAL GATE - QUOTE	1		764.23
INV 13665	09/03/2017	SONTEC INTERGRATED SYSTEMS	REPAIRS TO COTTAGE GATES SWIPE CARD ACCESS. INVESTIGATE SITE FOR ADDITIONAL SWIPE CARD ACCESS FOR EXTERNAL GATE - QUOTE	1	764.23	
EFT26023	31/03/2017	SOUVENIRS AUSTRALIA PTY LTD	STOCK PURCHASE FOR VISITORS CENTRE.	1		378.48
INV 0001668615/03/2017	31/03/2017	SOUVENIRS AUSTRALIA PTY LTD	STOCK PURCHASE FOR VISITORS CENTRE.	1	378.48	
EFT26024	31/03/2017	SPECIALISED TREE SERVICE	REMOVE TREE ON THE CORNER OF BERRY BROW ROAD AS INSTRUCTED FROM OPERATIONS MANAGER	1		840.00
INV 2454	10/03/2017	SPECIALISED TREE SERVICE	REMOVE TREE ON THE CORNER OF BERRY BROW ROAD AS INSTRUCTED FROM OPERATIONS MANAGER	1	840.00	
EFT26025	31/03/2017	THE RIVERSIDE HOTEL	CATERING - ORDINARY COUNCIL MEETING 15 MARCH 2017	1		432.00
INV 1057	15/03/2017	THE RIVERSIDE HOTEL	CATERING - ORDINARY COUNCIL MEETING 15 MARCH 2017	1	432.00	
EFT26026	31/03/2017	THE WORKWEAR GROUP	UNIFORM FOR MANDY MCGUIGAN.	1		99.45
INV 0131820008/03/2017	31/03/2017	THE WORKWEAR GROUP	UNIFORM FOR MANDY MCGUIGAN.	1	99.45	
EFT26027	31/03/2017	VINCELEC	REPLACE POWERPOINT IN COTTAGE BEDROOM	1		142.78
INV 259	15/03/2017	VINCELEC	REPLACE POWERPOINT IN COTTAGE BEDROOM	1	142.78	
EFT26028	31/03/2017	WARRICKS NEWSAGENCY	MARBIG HI-CAP INSERT BINDER 2D 50MM WHITE	1		63.00
INV 45095	08/03/2017	WARRICKS NEWSAGENCY	MARBIG HI-CAP INSERT BINDER 2D 50MM WHITE	1	63.00	
EFT26029	31/03/2017	WEST COAST ICE CREAMS AND COFFEE	REFUND OF FEES PAID FOR FOOD STALL APPLICATION DUE TO EVENT ORGANISER LODGING A BLANKET STALL HOLDER APPLICAITON.	1		61.50

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INV 101144	13/03/2017	WEST COAST ICE CREAMS AND COFFEE	REFUND OF FEES PAID FOR FOOD STALL APPLICATION DUE TO EVENT ORGANISER LODGING A BLANKET STALL HOLDER APPLICAITON.	1	61.50	
EFT26030	31/03/2017	WESTERN POWER	ADDITIONAL COST - RELOCATION OF POLE	1		7,766.00
INV CORPB020/03/2017		WESTERN POWER	ADDITIONAL COST - RELOCATION OF POLE	1	7,766.00	
EFT26031	31/03/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR BACKHOE NOT STARTING (REPLACE STARTER WIRES)	1		3,950.00
INV 6742	28/02/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE TRAILER PLUG ON VMS TRAILER VIN# 6U9V550000082158 AS THE PLUG WAS FOR A TRUCK & WE REQUIRE IT TO BE TOWED BY A VEHICLE/UTE NOT A TRUCK.	1	350.00	
INV 6743	28/02/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE TRAILER PLUG ON VMS TRAILER VIN# 6U9V550000082159 AS THE PLUG WAS FOR A TRUCK & WE REQUIRE IT TO BE TOWED BY A VEHICLE/UTE NOT A TRUCK.	1	350.00	
INV 6711	20/02/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1502 - TYRE ROLLER UHF RADIO AERIAL REQUIRES REPLACEMENT	1	340.00	
INV 6710	28/02/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1221 - AIR CON LEAKING ON FLOOR AND ASSESS NAVMAN WHICH IS NOT WORKING	1	328.00	
INV 6709	28/02/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1314 GRADER - SOME HEADLIGHTS AND TAIL LIGHTS NOT WORKING	1	406.00	
INV 6707	28/02/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	URGENT REPAIRS TO CUT LEAD ON GRAFFITTI REMOVAL TRAILER NO LIGHTS WORKING.	1	329.50	
INV 6708	28/02/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR REVOLVING BEACON ON KUBOTA MOWER	1	406.00	
INV 6706	28/02/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1502 - WATER TRUCK R/H HEADLIGHT NOT WORKING	1	231.00	
INV 6705	28/02/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1222 - UHF CHANNEL ONLY WORKS OCCASIONALY PLEASE CHECK	1	507.50	
INV 6699	28/02/2017	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR BACKHOE NOT STARTING (REPLACE STARTER WIRES)	1	702.00	
EFT26032	31/03/2017	YOUSTOS PHARMACY	1 VOUCHER FOR BAKERS HILL COMMUNITY PLAN SURVEY	1		35.00
INV 45250	17/03/2017	YOUSTOS PHARMACY	1 VOUCHER FOR BAKERS HILL COMMUNITY PLAN SURVEY	1	35.00	

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34694	07/03/2017	LUCY'S TEAROOMS	CATERING FOR STRATEGIC COUNCIL MEETING ON 22 FEBRUARY 2017	1		700.00
INV 1350	21/02/2017	LUCY'S TEAROOMS	CATERING FOR STRATEGIC COUNCIL MEETING ON 22 FEBRUARY 2017	1	280.00	
INV 1334	14/02/2017	LUCY'S TEAROOMS	CATERING SPECIAL COUNCIL MEETING 2 FEBRUARY 2017	1	170.00	
INV 1338	14/02/2017	LUCY'S TEAROOMS	LUNCH FOR OSH COMMITTEE MEETING - 09/02/2017	1	250.00	
34695	07/03/2017	PETER WILLIAM RILEY	REFUND DUE TO OVERCHARGED DOG REGISTRATION SHOULD HAVE BEEN \$25.00.	1		25.00
INV 100481	01/03/2017	PETER WILLIAM RILEY	REFUND DUE TO OVERCHARGED DOG REGISTRATION SHOULD HAVE BEEN \$25.00.	1	25.00	
34696	07/03/2017	SYNERGY	KILLARA NEW BUILDING 19/01/2017 TO 16/02/2017.	1		2,223.55
INV 1819945016	02/2017	SYNERGY	KILLARA NEW BUILDING 19/01/2017 TO 16/02/2017.		875.45	
INV 1585097616	02/2017	SYNERGY	BAKERS HILL FIRE STATION 14/12/2016 TO 16/02/2017.		147.40	
INV 9168227520	02/2017	SYNERGY	WUNDOWIE TENNIS CLUB 16/12/2016 TO 20/02/2017.		67.70	
INV 3053076120	02/2017	SYNERGY	LOT 410 KURINGAL RD WUNDOWIE 16/12/2016 TO 20/02/2017.		30.90	
INV 3006770720	02/2017	SYNERGY	WUNDOWIE FOOTY PAVILLION 16/12/2016 TO 20/02/2017.		150.15	
INV 3706392320	02/2017	SYNERGY	WUNDOWIE TOWN HALL 16/12/2016 TO 20/02/2017.		350.70	
INV 4449973020	02/2017	SYNERGY	WUNDOWIE LIBRARY 16/12/2016 TO 20/02/2017.		445.25	
INV 9626429920	02/2017	SYNERGY	MEDICAL CENTRE 16/12/2016 TO 20/02/2017.		29.50	
INV 1603961216	02/2017	SYNERGY	CLACKLINE FIRE SHED 14/12/2016 TO 16/02/2017.		95.45	
INV 4879640420	02/2017	SYNERGY	3 BORONIA AVE WUNDOWIE - 22/12/2016 TO 20/12/2017.	1	31.05	
34697	07/03/2017	TELSTRA CORPORATION	HENRY ST OVAL - 05/01/2017 TO 04/02/2017.	1		72.32
INV 3864754812	02/2017	TELSTRA CORPORATION	HENRY ST OVAL - 05/01/2017 TO 04/02/2017.	1	72.32	
34698	07/03/2017	WATER CORPORATION	WUNDOWIE SWIMMING POOL 13/12/2016 TO 16/02/2017	1		6,932.15
INV 9007943517	02/2017	WATER CORPORATION	STANDPIPE AT AVRO ANSON RD 10/12/2016 TO 16/02/2017		15.79	

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INV 9007938924/01/2017		WATER CORPORATION	STANDPIPE BODEGUERO WAY 23/11/2016 TO 23/01/2017		608.48	
INV 9007923523/01/2017		WATER CORPORATION	MEDIAN STRIP ON NEWCASTLE RD 24/11/2016 TO 20/01/2017.		295.54	
INV 9007918420/01/2017		WATER CORPORATION	PLAYGROUND AT PERINA WAY 24/11/2016 TO 19/01/2017.		734.13	
INV 9007891702/02/2017		WATER CORPORATION	HOOVER PARK 30/11/2016 TO 01/01/2017.		42.86	
INV 9007872320/02/2017		WATER CORPORATION	UNIT 8/410L KURINGAL RD WUNDOWIE 14/12/2016 TO 17/02/2017.		216.46	
INV 9007872320/02/2017		WATER CORPORATION	UNIT 7/410L KURINGAL RD WUNDOWIE 14/12/2016 TO 17/02/2017.		212.06	
INV 9007872220/02/2017		WATER CORPORATION	UNIT 6/410L KURINGAL RD WUNDOWIE 14/12/2016 TO 17/02/2017.		230.73	
INV 9007872220/02/2017		WATER CORPORATION	UNIT 5/410L KURINGAL RD WUNDOWIE 14/12/2016 TO 17/02/2017.		206.94	
INV 9007872220/02/2017		WATER CORPORATION	UNIT 4/410L KURINGAL RD WUNDOWIE 14/12/2016 TO 17/02/2017.		212.50	
INV 9007872220/02/2017		WATER CORPORATION	UNIT 3/410L KURINGAL RD WUNDOWIE 14/12/2016 TO 17/02/2017.		209.33	
INV 9007872220/02/2017		WATER CORPORATION	UNIT 2/410L KURINGAL RD WUNDOWIE 14/12/2016 TO 17/02/2017.		191.44	
INV 9007872220/02/2017		WATER CORPORATION	410L KURINGAL RD WUNDOWIE 14/12/2016 TO 17/02/2017.		38.18	
INV 9007869117/02/2017		WATER CORPORATION	LIBRARY - WUNDOWIE 13/12/2016 TO 16/02/2017		654.44	
INV 9007868520/02/2017		WATER CORPORATION	WUNDOWIE SWIMMING POOL 13/12/2016 TO 16/02/2017		2,643.17	
INV 9007840209/02/2017		WATER CORPORATION	STANDPIPE AT KEANE ST 03/12/2016 TO 07/02/2017.		231.83	
INV 9007872220/02/2017		WATER CORPORATION	UNIT 1/410L KURINGAL RD WUNDOWIE 14/12/2017 TO 17/02/2017.	1	188.27	
34699	10/03/2017	SHIRE OF NORTHAM	CONTRACT 22 OF 2015 NORTHAM TOWNSITE DRAINAGE DEFECTS LIABILITY RETENTION FOR ALL WEST PLANT HIRE - EXPIRY DATE 09/09/2017.	1		28,773.52
INV 3003	09/03/2017	SHIRE OF NORTHAM	RETENTION AMOUNT HELD FOR 12 MONTHS DEFECTS LIABILITY PERIOD. CONTRACT 1 OF 2016 - BERNARD PARK DRAINAGE BASIN IMPROVEMENTS FOR AUSTRALIAN CIVILS PTY LTD.	1	14,192.47	



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INV 3738	08/03/2017	SHIRE OF NORTHAM	CONTRACT 22 OF 2015 NORTHAM TOWNSITE DRAINAGE DEFECTS LIABILITY RETENTION FOR ALL WEST PLANT HIRE - EXPIRY DATE 09/09/2017.	1	14,581.05	
34700	10/03/2017	SYNERGY	ELECTRICITY CHARGES FOR THE WUNDOWIE OVAL PUMP FROM 21/12/16 TO 20/02/17.	1		1,284.95
INV 1422759520/02/2017		SYNERGY	ELECTRICITY CHARGES FOR THE WUNDOWIE OVAL FROM 15/12/16 TO 16/02/17.	1	170.95	
INV 1640077120/02/2017		SYNERGY	ELECTRICITY CHARGES FOR THE WUNDOWIE DEPOT FROM 15/12/16 TO 16/02/17.	1	326.45	
INV 3619900320/02/2017		SYNERGY	ELECTRICITY CHARGES FOR THE WUNDOWIE OVAL PUMP FROM 21/12/16 TO 20/02/17.	1	715.90	
INV 0353464121/02/2017		SYNERGY	ELECTRICITY ACCOUNT FOR HOOPER PARK GREAT EASTERN HWY BAKERS HILL FOR THE PERIOD 20/12/2016 TO 21/02/2017.	1	71.65	
34701	10/03/2017	WATER CORPORATION	WATER CHARGES FOR WUNDOWIE OVAL FROM 12/12/16 TO 16/02/16.	1		528.39
INV 9007871817/02/2017		WATER CORPORATION	WATER CHARGES FOR RESEVE AT BANKSIA AVE WUNDOWIE FROM 12/12/16 TO 16/02/17	1	176.30	
INV 9007871917/02/2017		WATER CORPORATION	WATER CHARGES FOR WUNDOWIE OVAL FROM 12/12/16 TO 16/02/16.	1	219.16	
INV 9007949916/02/2017		WATER CORPORATION	WATER CHARGES FOR STANDPIPE AT GRASS VALLEY FROM 08/12/16 TO 15/02/16.	1	38.18	
INV 9007871920/02/2017		WATER CORPORATION	WATER CHARGES FOR WUNDOWIE DEPOT FROM 12/12/16 TO 17/02/16.	1	94.75	
34702	17/03/2017	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS FOR 28/01/2017 TO 27/02/2017.	1		3,395.88
INV 1342948225/02/2017		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNT FROM 23/01/2017 TO 24/03/2017.		1,634.48	
INV 6305302927/02/2017		TELSTRA CORPORATION	BAKERS HILL BFB FROM 23/01/2017 TO 22/02/2017.		26.70	
INV 2726008928/02/2017		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS FOR 28/01/2017 TO 27/02/2017.		1,734.70	
34703	17/03/2017	WATER CORPORATION	KILLARA 11/01/2017 TO 08/03/2017.	1		3,705.17
INV 9007948303/03/2017		WATER CORPORATION	STANDPIPE AT IRISHTOWN RD 05/01/2017 TO 02/03/2017.		46.25	

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INV 9007948203/03/2017		WATER CORPORATION	STANDPIPE AT KATRINE RD 04/01/2017 TO 02/03/2017.		41.74	
INV 9007946103/03/2017		WATER CORPORATION	STANDPIPE AT SPENCERS BROOK RD 04/01/2017 TO 02/03/2017.		152.28	
INV 9007945602/03/2017		WATER CORPORATION	STANDPIPE NORTHAM-TOODYAY RD 04/01/2017 TO 01/03/2017.		39.48	
INV 9007945102/03/2017		WATER CORPORATION	TOILETS AT KATRINE RD 04/01/2017 TO 01/03/2017.		13.54	
INV 9007909709/03/2017		WATER CORPORATION	SES BUILDING 11/01/2017 TO 08/03/2017.		51.89	
INV 9007908609/03/2017		WATER CORPORATION	KILLARA 11/01/2017 TO 08/03/2017.		1,339.44	
INV 9007908009/03/2017		WATER CORPORATION	OLD GIRLS SCHOOL 11/01/2017 TO 08/03/2017.		68.61	
INV 9007908009/03/2017		WATER CORPORATION	OLD POST OFFICE BUILDING 11/01/2017 TO 08/03/2017.		102.45	
INV 9007906909/03/2017		WATER CORPORATION	OLD INFANT HEALTH CLINIC 11/01/2017 TO 08/03/2017.		66.88	
INV 9007906709/03/2017		WATER CORPORATION	OLD FIRE STATION 11/01/2017 TO 08/03/2017.		136.29	
INV 9007903708/03/2017		WATER CORPORATION	TOWN & LESSER HALL 10/01/2017 TO 07/03/2017.		392.87	
INV 9007901607/03/2017		WATER CORPORATION	RAILWAY MUSEUM 07/01/2017 TO 03/03/2017.		161.23	
INV 9008729707/03/2017		WATER CORPORATION	SHIRE ADMIN 07/01/2017 TO 03/03/2017.		734.20	
INV 9007907213/03/2017		WATER CORPORATION	WATER CHARGES - 182 FITZGERALD STREET NORTHAM ACCOUNT NO 9007907298 BILL ID 0183 12/01/2017 TO 09/03/2017.	1	358.02	
34704	24/03/2017	DOWERIN EVENTS MANAGEMENT INC	DEPOSIT FOR DOWERIN FIELD DAYS APPLICATION 2017.	1		200.00
INV VW1703217/03/2017		DOWERIN EVENTS MANAGEMENT INC	DEPOSIT FOR DOWERIN FIELD DAYS APPLICATION 2017.	1	200.00	
34705	24/03/2017	LUCY'S TEAROOMS	FOOD FOR STRATEGIC COMMUNITY MEETING.	1		89.00
INV 1359	13/03/2017	LUCY'S TEAROOMS	FOOD FOR STRATEGIC COMMUNITY MEETING.	1	89.00	
34706	24/03/2017	PETTY CASH	PETTY CASH REIMBURSEMENT FOR KILLARA - 16/11/2016 - 17/02/2017.	1		497.70
INV P/C KILL17/02/2017		PETTY CASH	PETTY CASH REIMBURSEMENT FOR KILLARA - 16/11/2016 - 17/02/2017.	1	497.70	

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34707	24/03/2017	RAC BUSINESSWISE	TOW BROKEN DOWN COMMUNITY BUS FROM BUNNINGS MIDLAND TO MIDLAND TOYOTA FOR REPAIRS. - N009	1		109.01
INV 4208218	22/02/2017	RAC BUSINESSWISE	TOW BROKEN DOWN COMMUNITY BUS FROM BUNNINGS MIDLAND TO MIDLAND TOYOTA FOR REPAIRS. - N009	1	109.01	
34708	24/03/2017	SHIRE OF NORTHAM	150 KATRINE ROAD NORTAM INTERIM RATE ADJUSTEMENTS WITH AN EFFECTIVE DATE 23/01/2017 SERVICE C	1		280.54
INV A14140	13/03/2017	SHIRE OF NORTHAM	150 KATRINE ROAD NORTAM INTERIM RATE ADJUSTEMENTS WITH AN EFFECTIVE DATE 23/01/2017 SERVICE C	1	280.54	
34709	24/03/2017	SYNERGY	STREET LIGHTS 07/02/2017 TO 07/03/2017.	1		38,756.44
INV 9152416407/03/2017		SYNERGY	AUXILLARY LIGHTING CHARGES 01/02/2017 TO 07/03/2017.		8.65	
INV 7968413416/03/2017		SYNERGY	SHIRE ADMIN BUILDING 16/02/2017 TO 16/03/2017.		2,037.00	
INV 1686149907/03/2017		SYNERGY	STREET LIGHTS 07/02/2017 TO 07/03/2017.		23,342.55	
INV 0929125210/03/2017		SYNERGY	GRASS VALLEY OVAL 09/01/2017 TO 10/03/2017.		28.70	
INV 9414532310/03/2017		SYNERGY	GRASS VALLEY FIRE SHED 09/01/2017 TO 10/03/2017.		143.60	
INV 7471705313/03/2017		SYNERGY	SKATE PARK 10/01/2017 TO 13/03/2017.		36.25	
INV 5140678113/03/2017		SYNERGY	BERT HAWKE OVAL RETICULATION 10/01/2017 TO 13/03/2017.		28.15	
INV 1365377415/03/2017		SYNERGY	AIRPORT 12/01/2017 TO 15/03/2017.		2,419.55	
INV 7921766203/03/2017		SYNERGY	ELECTRICITY FOR VARIOUS SHIRE PROPERTIES FROM 03/02/2017 TO 03/03/2017.	1	10,711.99	
34710	24/03/2017	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 04/03/2017 TO 04/04/2017.	1		4,856.88
INV 3864754812/03/2017		TELSTRA CORPORATION	HENRY ST OVAL 04/03/2017 TO 04/04/2017.		72.32	
INV 2773735012/03/2017		TELSTRA CORPORATION	SES BUILDING 04/03/2017 TO 04/04/2017		339.90	
INV 9026075012/03/2017		TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 04/03/2017 TO 04/04/2017.		4,404.71	
INV 2000490620/03/2017		TELSTRA CORPORATION	SES ACCOUNT 2000049065756 15/02/2017 - 14/03/2017.		39.95	

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34711	24/03/2017	WATER CORPORATION	BERNARD PARK 12/01/2017 TO 09/03/2017.	1		9,297.14
INV 9007945315/03/2017		WATER CORPORATION	STANDPIPE AT MEENAAR T/S GEH 12/01/2017 TO 14/03/2017		39.48	
INV 9007929413/03/2017		WATER CORPORATION	AVON MALL 12/01/2017 TO 09/03/2017.		767.04	
INV 9012642713/03/2017		WATER CORPORATION	GARDEN AT NIND ST 12/01/2017 TO 09/03/2017.		4.51	
INV 9007923416/03/2017		WATER CORPORATION	APEX PARK TOILETS 18/01/2017 TO 14/03/2017.		101.92	
INV 9007916615/03/2017		WATER CORPORATION	MORBY COTTAGE 17/01/2017 TO 14/03/2017.		267.02	
INV 9007915515/03/2017		WATER CORPORATION	AIRPORT 18/01/2017 TO 14/03/2017.		875.49	
INV 9007909709/03/2017		WATER CORPORATION	JUBILEE OVAL 11/01/2017 TO 08/03/2017.		603.53	
INV 9007909714/03/2017		WATER CORPORATION	RECREATION CENTRE 13/01/2017 TO 09/03/2017.		1,538.63	
INV 9007908109/03/2017		WATER CORPORATION	TRAFFIC ISLANDS 11/01/2017 TO 08/03/2017.		18.05	
INV 9011070413/03/2017		WATER CORPORATION	SNACKBAR AT GREY ST 1/03/2017 TO 30/04/2017.		187.66	
INV 9007907413/03/2017		WATER CORPORATION	BERNARD PARK PLAYCENTRE 12/01/2017 TO 09/03/2017.		228.26	
INV 9007907413/03/2017		WATER CORPORATION	BERNARD PARK 12/01/2017 TO 09/03/2017.		1,995.09	
INV 9007907313/03/2017		WATER CORPORATION	RIVERBANK TO BROOME TCE 12/01/2017 TO 09/03/2017.		2.26	
INV 9007904013/03/2017		WATER CORPORATION	LIBRARY 12/01/2017 TO 09/03/2017.		68.61	
INV 9007904013/03/2017		WATER CORPORATION	OLD TOWN BUILDING 12/01/2017 TO 09/03/2017.		554.18	
INV 9007904013/03/2017		WATER CORPORATION	MEMORIAL HALL 12/01/2017 TO 09/03/2017.		224.53	
INV 9007903913/03/2017		WATER CORPORATION	ST JOHN'S HALL 12/01/2017 TO 09/03/2017.		135.23	
INV 9007901707/03/2017		WATER CORPORATION	PURSLOWE PARK 07/01/2017 TO 03/03/2017.		642.96	
INV 9007901102/03/2017		WATER CORPORATION	PLAYGROUND MORRELL STREET 04/01/2017 TO 01/03/2017.		573.02	
INV 9007908713/03/2017		WATER CORPORATION	KINDERGARDEN AT BURGOYNE 13/01/2017 TO 10/03/2017.	1	427.93	
INV 9007951315/03/2017		WATER CORPORATION	STANDPIPE AT MEENAAR SOUTH RD 12/01/2017 TO 14/03/2017.		41.74	
34712	30/03/2017	LUCY'S TEAROOMS	FRUIT PLATTERS FOR STRATEGIC COMMUNITY PLAN	1		90.00



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INV 1358	13/03/2017	LUCY'S TEAROOMS	FRUIT PLATTERS FOR STRATEGIC COMMUNITY PLAN	1	90.00	
34713	30/03/2017	SYNERGY	KILLARA NEW BUILDINGS 16/02/2017 TO 16/03/2017.	1		939.55
INV 1819945016/03/2017		SYNERGY	KILLARA NEW BUILDINGS 16/02/2017 TO 16/03/2017.	1	939.55	
34714	30/03/2017	WATER CORPORATION	NORTHAM SWIMMING POOL - 21/01/2017 TO 17/03/2017.	1		7,812.74
INV 9007913113/03/2017		WATER CORPORATION	DEPOT AT 67 BYFIELD STREET 13/01/2017 TO 10/03/2017	1	157.92	
INV 9007913513/03/2017		WATER CORPORATION	DEPOT BUILDING 13/01/2017 MTO 10/03/2017.	1	236.88	
INV 9021499421/03/2017		WATER CORPORATION	NORTHAM SWIMMING POOL - 21/01/2017 TO 17/03/2017.	1	6,017.92	
INV 9007923621/03/2017		WATER CORPORATION	SWIMMING POOL HOUSE 21/01/2017 TO 17/03/2017.	1	214.18	
INV 9008729813/03/2017		WATER CORPORATION	VISITORS CENTRE - 12/01/2017 TO 09/03/2017.	1	799.75	
INV 9007917015/03/2017		WATER CORPORATION	CEMETERY - 17/01/2017 TO 14/03/2017.	1	320.67	
INV 9012475716/03/2017		WATER CORPORATION	GARDEN AT TAYLOR ST 17/01/2017 TO 14/03/2017.	1	65.42	
DD10945.1	28/02/2017	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT NORTHAM RECREATION CENTRE FEBRUARY 2017	1		1,046.85
INV FEBRUA28/02/2017		TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT NORTHAM RECREATION CENTRE FEBRUARY 2017	1	1,046.85	
DD10974.1	07/03/2017	WA SUPER	Payroll deductions	1		25,554.16
INV SUPER	07/03/2017	WA SUPER	Superannuation contributions	1	22,000.24	
INV DEDUCT07/03/2017		WA SUPER	Payroll deductions	1	2,772.54	
INV DEDUCT07/03/2017		WA SUPER	Payroll deductions	1	134.68	
INV DEDUCT07/03/2017		WA SUPER	Payroll deductions	1	39.08	
INV DEDUCT07/03/2017		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT07/03/2017		WA SUPER	Payroll deductions	1	408.24	
INV DEDUCT07/03/2017		WA SUPER	Payroll deductions	1	43.53	
INV DEDUCT07/03/2017		WA SUPER	Payroll deductions	1	30.85	
INV DEDUCT07/03/2017		WA SUPER	Payroll deductions	1	100.00	

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DD10974.2	07/03/2017	SUNSUPER	Superannuation contributions	1		402.64
INV SUPER	07/03/2017	SUNSUPER	Superannuation contributions	1	402.64	
DD10974.3	07/03/2017	AMG UNIVERSAL SUPER	Superannuation contributions	1		371.46
INV SUPER	07/03/2017	AMG UNIVERSAL SUPER	Superannuation contributions	1	371.46	
DD10974.4	07/03/2017	QSUPER	Superannuation contributions	1		217.19
INV SUPER	07/03/2017	QSUPER	Superannuation contributions	1	217.19	
DD10974.5	07/03/2017	BENDIGO SMART START SUPER	Superannuation contributions	1		161.48
INV SUPER	07/03/2017	BENDIGO SMART START SUPER	Superannuation contributions	1	161.48	
DD10974.6	07/03/2017	VISION SUPER	Superannuation contributions	1		182.82
INV SUPER	07/03/2017	VISION SUPER	Superannuation contributions	1	182.82	
DD10974.7	07/03/2017	HOSTPLUS SUPER	Superannuation contributions	1		693.77
INV SUPER	07/03/2017	HOSTPLUS SUPER	Superannuation contributions	1	693.77	
DD10974.8	07/03/2017	HESTA SUPER FUND	Superannuation contributions	1		93.67
INV SUPER	07/03/2017	HESTA SUPER FUND	Superannuation contributions	1	93.67	
DD10974.9	07/03/2017	RECRUITMENT SUPER	Superannuation contributions	1		196.99
INV SUPER	07/03/2017	RECRUITMENT SUPER	Superannuation contributions	1	196.99	
DD10989.1	13/03/2017	BANKWEST	CLINTON KLEYNHANS MASTERCARD -21/1/17 TO 20/2/17	1		4,233.91
INV C YOUNG	13/03/2017	BANKWEST	COLIN YOUNG MASTERCARD 21/1/17 TO 20/2/17	1	669.99	
INV J WHITE	13/03/2017	BANKWEST	JASON WHITEAKER MASTERCARD 21/1/17 TO 20/2/17	1	50.70	
INV C HUNT	13/03/2017	BANKWEST	CHADD HUNT MASTERCARD -21/1/17 TO 20/2/17	1	1,707.95	
INV R RAYSON	13/03/2017	BANKWEST	ROSS RAYSON MASTERCARD -21/1/17 TO 20/2/17	1	920.58	
INV C KLEYM	13/03/2017	BANKWEST	CLINTON KLEYNHANS MASTERCARD -21/1/17 TO 20/2/17	1	884.69	

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DD11023.1	21/03/2017	WA SUPER	Payroll deductions	1		25,322.50
INV SUPER	21/03/2017	WA SUPER	Superannuation contributions	1	21,897.07	
INV DEDUCT21/03/2017	21/03/2017	WA SUPER	Payroll deductions	1	2,622.01	
INV DEDUCT21/03/2017	21/03/2017	WA SUPER	Payroll deductions	1	143.99	
INV DEDUCT21/03/2017	21/03/2017	WA SUPER	Payroll deductions	1	37.97	
INV DEDUCT21/03/2017	21/03/2017	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT21/03/2017	21/03/2017	WA SUPER	Payroll deductions	1	422.08	
INV DEDUCT21/03/2017	21/03/2017	WA SUPER	Payroll deductions	1	43.53	
INV DEDUCT21/03/2017	21/03/2017	WA SUPER	Payroll deductions	1	30.85	
INV DEDUCT21/03/2017	21/03/2017	WA SUPER	Payroll deductions	1	100.00	
DD11023.2	21/03/2017	SUNSUPER	Superannuation contributions	1		401.82
INV SUPER	21/03/2017	SUNSUPER	Superannuation contributions	1	401.82	
DD11023.3	21/03/2017	AMG UNIVERSAL SUPER	Superannuation contributions	1		356.98
INV SUPER	21/03/2017	AMG UNIVERSAL SUPER	Superannuation contributions	1	356.98	
DD11023.4	21/03/2017	QSUPER	Superannuation contributions	1		187.57
INV SUPER	21/03/2017	QSUPER	Superannuation contributions	1	187.57	
DD11023.5	21/03/2017	BENDIGO SMART START SUPER	Superannuation contributions	1		184.56
INV SUPER	21/03/2017	BENDIGO SMART START SUPER	Superannuation contributions	1	184.56	
DD11023.6	21/03/2017	VISION SUPER	Superannuation contributions	1		183.26
INV SUPER	21/03/2017	VISION SUPER	Superannuation contributions	1	183.26	
DD11023.7	21/03/2017	HOSTPLUS SUPER	Superannuation contributions	1		739.27
INV SUPER	21/03/2017	HOSTPLUS SUPER	Superannuation contributions	1	739.27	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD11023.8	21/03/2017	HESTA SUPER FUND	Superannuation contributions	1		182.67
INV SUPER	21/03/2017	HESTA SUPER FUND	Superannuation contributions	1	182.67	
DD11023.9	21/03/2017	RECRUITMENT SUPER	Superannuation contributions	1		196.99
INV SUPER	21/03/2017	RECRUITMENT SUPER	Superannuation contributions	1	196.99	
DD11055.1	29/03/2017	TENNANT AUSTRALIA	LEASE OF CLEANING EQUIPMENT NORTHAM RECREATION CENTRE MARCH 2017	1		1,046.85
INV MARCH	29/03/2017	TENNANT AUSTRALIA	LEASE OF CLEANING EQUIPMENT NORTHAM RECREATION CENTRE MARCH 2017	1	1,046.85	
DD10974.10	07/03/2017	ESSENTIAL SUPER	Superannuation contributions	1		134.46
INV SUPER	07/03/2017	ESSENTIAL SUPER	Superannuation contributions	1	134.46	
DD10974.11	07/03/2017	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		2,409.83
INV SUPER	07/03/2017	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,409.83	
DD10974.12	07/03/2017	REST INDUSTRY SUPER	Superannuation contributions	1		559.35
INV SUPER	07/03/2017	REST INDUSTRY SUPER	Superannuation contributions	1	559.35	
DD10974.13	07/03/2017	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1		193.08
INV SUPER	07/03/2017	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1	193.08	
DD10974.14	07/03/2017	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		249.31
INV SUPER	07/03/2017	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	249.31	
DD10974.15	07/03/2017	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		155.43
INV SUPER	07/03/2017	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	155.43	
DD10974.16	07/03/2017	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		281.35



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	07/03/2017	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	281.35	
DD10974.17	07/03/2017	AMP LIFE LIMITED	Superannuation contributions	1		498.11
INV SUPER	07/03/2017	AMP LIFE LIMITED	Superannuation contributions	1	498.11	
DD10974.18	07/03/2017	EWRAP SUPER	Superannuation contributions	1		151.88
INV SUPER	07/03/2017	EWRAP SUPER	Superannuation contributions	1	151.88	
DD11023.10	21/03/2017	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		2,161.60
INV SUPER	21/03/2017	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,161.60	
DD11023.11	21/03/2017	REST INDUSTRY SUPER	Superannuation contributions	1		566.60
INV SUPER	21/03/2017	REST INDUSTRY SUPER	Superannuation contributions	1	566.60	
DD11023.12	21/03/2017	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1		194.52
INV SUPER	21/03/2017	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1	194.52	
DD11023.13	21/03/2017	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		249.31
INV SUPER	21/03/2017	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	249.31	
DD11023.14	21/03/2017	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		137.44
INV SUPER	21/03/2017	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	137.44	
DD11023.15	21/03/2017	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		281.35
INV SUPER	21/03/2017	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	281.35	
DD11023.16	21/03/2017	AMP LIFE LIMITED	Superannuation contributions	1		498.11
INV SUPER	21/03/2017	AMP LIFE LIMITED	Superannuation contributions	1	498.11	

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DD11023.17	21/03/2017	EWRAP SUPER	Superannuation contributions	1		122.93
INV SUPER	21/03/2017	EWRAP SUPER	Superannuation contributions	1	122.93	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,331,288.61
2	TRUST FUND	124,472.90
TOTAL		1,455,761.51

## Attachment 1

### Payment dates 1<sup>st</sup> March 2017 to 31<sup>st</sup> March 2017

- Municipal Fund payment cheque numbers 34694 to 34714 total \$110,569.93.
- Trust Fund payment cheque numbers 1993 to 1999 total \$15,473.90.

#### Electronic Funds Transfer

- Municipal Fund EFT25737 to EFT26032 total \$1,149,916.61.
- Trust Fund \$108,999.00.

Direct Debits total \$70,802.07

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42)

Month	Cheques 2016/17	EFT Payments 2016/17	Direct Debits 2016/17	Payroll 2016/17	Total Payments 2016/17
July	\$ 140,303.80	\$1,735,888.57	\$ 59,904.45	\$ 385,392.90	\$ 2,321,489.72
August	\$ 136,849.26	\$1,446,763.64	\$ 62,959.52	\$ 388,948.80	\$ 2,035,521.22
September	\$ 130,673.61	\$1,173,159.47	\$ 73,153.18	\$ 409,601.96	\$ 1,786,588.22
October	\$ 92,486.94	\$1,919,410.46	\$ 62,022.40	\$ 415,528.34	\$ 2,489,448.14
November	\$ 87,367.01	\$1,829,179.68	\$ 95,725.27	\$ 394,750.69	\$ 2,407,022.65
December	\$ 99,569.96	\$1,482,023.73	\$ 68,860.47	\$ 618,407.99	\$ 2,268,862.15
January	\$ 53,632.24	\$1,172,265.23	\$ 67,669.65	\$ 430,022.95	\$ 1,723,590.07
February	\$ 169,046.40	\$1,274,203.19	\$ 68,051.45	\$ 431,919.95	\$ 1,943,220.99
March	\$ 126,043.83	\$1,258,915.61	\$ 70,802.07	\$ 434,975.77	\$ 1,890,737.28
April					\$ -
May					\$ -
June					\$ -
<b>Total</b>	<b>\$1,035,973.05</b>	<b>\$13,291,809.58</b>	<b>\$629,148.46</b>	<b>\$3,909,549.35</b>	<b>\$18,866,480.44</b>

The Following table presents all payments made for the month from Council Credit cards paid by Direct Debit 10989.1

Summary Credit Card Payments	\$	Total
<b>Executive Manager Engineering Services</b>		
SHIRE OF NORTHAM - PLATE REMAKE N.1709	29.20	
BP THE LAKES 1903 CHIDLOW DIESEL	78.25	
PUMA ENERGY EL CABALLO - DIESEL	60.29	
SHIRE OF NORTHAM - RETAIN PLATE	25.30	
CALTEX STAR MART MUNDARING DIESEL	74.57	
PUMA ENERGY EL CABALL - DIESEL	83.64	
MCDONALDS NORTHAM	92.00	
BP THE LAKES 1903	75.54	
BP THE LAKES 1903	78.80	
SHIRE OF NORTHAM - LICENCE	173.70	
SHIRE OF NORTHAM - LICENCE	40.90	
SHIRE OF NORTHAM - LICENCE DAVID SLATER	72.50	<b>884.69</b>
<b>Executive Manager Corporate Services</b>		
KANNAS PTY LTD DANDARAGAN -DIESEL	29.99	
KINGS PARK MOTEL - ACCOMODATION STAFF TRAININGC GREENOUGH & J BECKER	640.00	<b>669.99</b>
<b>Executive Manager Community Services</b>		
SHIRE OF NORTHAM - LICENCE	178.00	
SHIRE OF NORTHAM - LICENCE	28.70	
FACEBOOK ADVERTISING AUSTRALIA DAY	134.44	
TELSTRA - PREPAID INTERNET	30.00	
ADOBE SYSTEMS SOFTWARE MONTHLY FEE	164.97	
CITY OF PERTH PARK 5	11.82	
HJ BELMONT - LUNCH FOR STAFF	17.35	
LUCY'S TEAROOMS - CATERING	330.00	
SHIRE OF NORTHAM-PLATE CHANGE	25.30	<b>920.58</b>
<b>Executive Manager Development Services</b>		
SHIRE OF NORTHAM -CHANGE OF PLATE	25.30	
BENCHMARK ENGRAVING PENROSE -SIGNAGE BEV JONES	75.90	
STJOHN OF AMBULANCE FIRST AID - R HERZER, M CARTER & B HUGESSEN	480.00	
SUBWAY - CATERING	171.00	
SHIRE OF NORTHAM - LICENCE	175.20	
SHIRE OF NORTHAM - LICENCE	12.10	
WA POLICE - CORPORATE FIREARM LICENCE	122.00	
SUBWAY- CATERING AEIC	114.00	
EHA (SA) INC - AUSTRALIAN FOOD SAFETY ASSESSMENT PADS & POSTAGE G MANSFIELD	212.45	
ST JOHN AMBULANCE - K BROWN & J MARASCO	320.00	<b>1,707.95</b>
<b>Chief Executive Officer</b>		
SAFFRON WA PTY LTD - MEETING AVON VALLEY ADVOCATE	8.00	
CITY OF PERTH PARKING	15.76	
PRZCHARGE.PREZI.COM - MONTHLY CHARGE	26.17	
FOREIGN TRANSACTION FEE	0.77	<b>50.70</b>
<b>Total Credit Card Expenditure</b>		<b>\$ 4,233.91</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 \$1,890,737.28 was submitted to the Ordinary Meeting of Council on Wednesday, 19 April 2017.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers and electronic funds transfer payments as per above and totalling \$1,890,737.28 was submitted to each member of the Council on Wednesday, 19 April 2017, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

\_\_\_\_\_ CHIEF EXECUTIVE OFFICER



## 12.4.2 Financial Statements - 28 February 2017

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Zoe Macdonald Accountant
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

### BRIEF

For Council to receive the Financial Statement for the period ending 28 February 2017.

### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 28 February 2017.

### BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 28 February 2017 is included as Attachment 1 to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Operating Statements;
- Balance Sheet;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves; and
- Net Current Assets;
- 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. **Governance Income is under budget due to the timing of the grant receipt for the Wheatbelt Development Commission. Funding has been received and will be moved from Trust in March 2017.**
2. **General Purpose Funding Other Income is under budget due to a timing difference in Legal Costs Recoverable, which will occur in May 2017.**
3. **Community Amenities Income is under budget by \$81,782 predominantly due to the delay in the start of earthworks for the AIEC, hence funding receipt of \$50,000 from WDC.**
4. Transport is under by \$1,109,365 primarily due to the timing of Roads to Recovery Grant funding 2016 2017 of \$919,809, Wandrra funding of \$133,328 and MRWA Commodity Route funding of \$37,581.
5. **Economic Services income is under budget by \$70,420, \$39,144 was budgeted for Income Retic System that will not be charged as no additional water is required, no gravel has been sold that was budgeted at \$6,664, lease fees and outgoings for NRM and the Medical Centre are lower than budget by \$18,483.**
6. Other Property & Services under budget \$22,772 due predominantly to the timing of insurance claims income.

### Operating Expenditure

7. Governance is under budget 15.34% due to the timing of the items represented below;
  - Consultants are under budget by \$97,809.
  - Meeting Fees are under budget by \$16,778
8. Law, Order and Public Safety is over budget by 19.31% predominantly relating to the items disclosed below;
  - There was a significant Loss on the sale of the Fire Trucks of \$104,663 that was unbudgeted (non-cash)
  - Standpipe expenses over budget \$17,709
9. Education and Welfare are under budget 9.68%, predominantly relating to the timing of Killara Salaries \$46,623, Killara consumables are under budget by \$17,483, **Killara training is under budget by \$6,528** depreciation is \$10,332 lower than budget
10. Community Amenities is under budget \$408,169 due to the following items
  - Street bin maintenance \$18,504
  - Septage pond maintenance of \$41,994
  - Town Planning Salaries \$11,037
  - Refuse collection contract costs \$53,834
  - Refuse Site maintenance is \$213,859 lower than anticipated. It includes **Inkpen Road Waste Management Cell Development project has legislative requirements to comply with for reclassification licensing prior to commencement. Hence a delay in its start. Budget for the project is \$95,040.**

- Regional verge bins expense of \$37,564, lower than budgeted uptake of new service.
  - Green Waste Management \$13,261
  - **The Cemetery expenses are \$17,147 under budget**
11. Recreation and Culture expenditure is 4.02% lower than budget. This is
- Wundowie Pool Operating Expenses of \$36,933
  - Northam Pool Operating Expenses of \$28,599
  - Wundowie Pool Building Maintenance of \$23,827
  - Parks and gardens of \$70,959
  - Jubilee Pavillion Maintenance of \$28,658
  - Depreciation is over budget by \$166,919
12. Transport expenditure is under budget by \$150,352 due predominantly to lower than anticipated depreciation charges following the Fair Valuation adjustment, non-cash
- **Road works maintenance is over budget by \$231,257 due to the timing of the capital works program and additional resources allocated to storm damage of \$74,199**
  - Street lighting is under budget by \$56,389
  - Street Cleaning is under budget by \$46,005
  - **Bridge maintenance is under by \$25,957**
13. Other Economic Services is under budget by \$164,159 represented by the items presented below;
- Festivals and events are under budget by \$12,988
  - Reticulation system maintenance under budget by \$22,333
  - Council Property Maintenance \$17,152
  - Salaries Visitor Centre \$28,507
  - Other Property and Services is over budget \$25,585, 21.34% due to the supervision salaries and wages in public works overheads of \$12,557

#### **Operating Income by Nature and Type**

14. Other revenue is under budget by \$175,430 predominantly due to timing differences with legal fee recovery \$34,240, DFES overspend budget recovery \$33,086, Town Planning Fines \$19,754, Insurance \$61,419 being the pending Wundowie Pool Claim.

#### **Operating Expenditure by Nature and Type**

15. Materials and contracts are under budget by 26%, this is
- the timing of expenditure relating to, the Avon Waste and site maintenance for the operation of Councils waste facility by \$354,826
  - Consultants \$97,809
  - Northam and Wundowie Pool Operating and building expenses of \$99,573
  - Recreation control is \$35,287
  - Parks and Gardens \$27,498
    - Jubilee Pavillion \$28,319



- 16. Utility charges are under budget by \$41,084, relating to the timing of Street Lighting expenditure.
- 17. Depreciation expenditure is under budget \$101,800, (non-cash)
- 18. Interest expenditure is under budget \$33,626 (timing).
- 19. Insurance expenses is over budget by \$24,630 predominantly due to the budget timing differences.
- 20. Other expenditure is over budget \$259,190, Landgate valuations \$16,882, Meeting Fees \$16,777, timing of Chamber of Commerce Area Promotion \$20,000.

Non-Operating Income

- 21. Capital Income is under budget by \$1,049,641, this relates to timing of expenditure \$919,809 of Roads to Recovery Grant, with the exception of the items disclosed below.

Capital Expenditure Item reporting

<b>ACQUISITION OF ASSETS</b>	<b>16/17 Budget \$</b>	<b>Ytd Actual \$</b>
<b><u>By Program</u></b>		
<b>Law &amp; Order</b>		
Brigade Appliance 3.4 Grass Valley	335,000	365,333

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

- Objective G2: Improve organisational capability and capacity.
- Strategy G2.3: Operate / manage organisation in a financially sustainable manner.

**Financial / Resource Implications**

The Statement of Accounts have been prepared in accordance with Council's 2016/17 Budget.

**Legislative Compliance**

Section 6.4 and 6.26(2)(g) of the Local Government Act.  
 Local Government (Financial Management) Regulations 1996.

**Policy Implications**

Nil.

**Stakeholder Engagement / Consultation**

N/A.

**Risk Implications**

Nil.

**OFFICER'S COMMENT**

Nil.

**RECOMMENDATION**

**That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended 28 February 2017.**

## Attachment 1



SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2017

	NOTE	16/17 Revised Budget \$	Ytd Budget \$	Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance	1	95,992	87,141	71,533	(15,608)	(17.91%)
General Purpose Funding Other	2	3,824,263	2,803,479	2,773,208	(30,271)	(1.08%)
General Purpose Funding Rates		8,945,651	8,908,790	8,955,958	47,168	0.53%
Law, Order, Public Safety		1,304,615	1,030,495	1,025,466	(5,029)	(0.49%)
Health		75,000	48,328	53,028	4,700	9.73%
Education and Welfare		1,585,637	1,232,932	1,238,126	5,194	0.42%
Housing		44,978	29,968	24,893	(5,075)	(16.94%)
Community Amenities	3	2,594,125	2,208,360	2,126,578	(81,782)	(3.70%)
Recreation and Culture		5,542,044	786,965	816,312	29,347	3.73%
Transport	4	2,680,616	1,695,266	585,901	(1,109,365)	(85.44%)
Economic Services	5	516,543	346,428	276,008	(70,420)	(20.33%)
Other Property and Services	6	113,200	98,448	75,676	(22,772)	(23.13%)
<b>Total Operating Revenue</b>		<b>27,322,665</b>	<b>19,276,600</b>	<b>18,022,687</b>	<b>(1,253,913)</b>	<b>(6.50%)</b>
<b>Expenses</b>						
Governance	7	(1,297,588)	(869,009)	(735,694)	133,315	15.34%
General Purpose Funding		(301,469)	(156,698)	(144,324)	12,374	7.90%
Law, Order, Public Safety	8	(1,174,917)	(797,799)	(951,873)	(154,074)	(19.31%)
Health		(343,092)	(217,668)	(210,806)	6,862	3.15%
Education and Welfare	9	(1,422,368)	(947,265)	(855,605)	91,660	9.68%
Housing		(90,621)	(61,337)	(55,958)	5,379	8.77%
Community Amenities	10	(3,568,391)	(2,181,898)	(1,772,188)	409,710	18.78%
Recreation & Culture	11	(4,468,491)	(3,066,051)	(2,940,293)	125,758	4.10%
Transport	12	(5,156,429)	(3,404,506)	(3,254,154)	150,352	4.42%
Economic Services	13	(2,009,102)	(1,390,240)	(1,225,526)	164,714	11.85%
Other Property and Services		(96,883)	(119,907)	(149,993)	(30,086)	(25.09%)
<b>Total Operating Expenses</b>		<b>(19,930,150)</b>	<b>(13,212,378)</b>	<b>(12,296,412)</b>	<b>915,966</b>	<b>6.93%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		(67,036)	(112,146)	2,267	114,413	102.02%
Movement in Employee Benefit Provisions		0	0	(7,462)	(7,462)	
Depreciation on Assets		4,157,607	2,771,654	2,669,954	(101,800)	3.67%
<b>Non Operating Items</b>						
Purchase Land Held for Resale		0	0	0	0	0.00%
Purchase Land and Buildings		(6,871,273)	(1,582,665)	(738,892)	843,773	53.31%
Purchase Plant and Equipment		(1,301,485)	(972,832)	(715,910)	256,922	26.41%
Purchase Furniture and Equipment		(57,989)	(48,827)	(15,641)	33,186	67.97%
Purchase Bush Fire Equipment		(460,000)	0	(490,159)	(480,159)	
Purchase Infrastructure Assets - Roads		(4,050,626)	(2,724,266)	(1,278,391)	1,445,875	53.07%
Purchase Infrastructure Assets - Bridges		0	0	0	0	
Purchase Infrastructure Assets - Footpaths		(402,939)	(268,584)	(157,314)	111,270	41.43%
Purchase Infrastructure Assets - Drainage		(2,301,694)	(1,441,641)	(803,637)	638,004	44.26%
Purchase Infrastructure Assets - Parks & Oval		(1,211,715)	(191,158)	(91,891)	99,267	51.93%
Purchase Infrastructure Assets - Streetscape		(175,000)	(116,664)	(148,588)	(31,924)	(27.36%)
Purchase Infrastructure Assets - Other		(2,249,187)	(234,540)	(170,814)	63,726	27.17%
Proceeds from Disposal of Assets		605,429	335,269	459,354	124,085	(37.01%)
Repayment of Debentures		(223,416)	(148,920)	(165,173)	(16,253)	(10.91%)
Proceeds from New Debentures		1,684,000	0	150,000	150,000	
Advances to Community Groups		(150,000)	0	0	0	
Self-Supporting Loan Principal Income		31,979	21,319	15,748	(5,571)	26.13%
Transfers to Restricted Assets (Reserves)		(1,439,788)	0	(317,756)	(317,756)	
Transfers from Restricted Asset (Reserves)		3,083,881	0	0	0	
Transfers from Restricted Asset (Other)		0	0	0	0	0.00%
ADD Net Current Assets July 1 B/Fwd		4,006,738	4,006,738	5,906,402	1,899,664	
LESS Year End Adjustment - Killara		-	0	0	0	
LESS Net Current Assets Year to Date		0	0	7,906,458	7,906,458	
<b>Surplus</b>		<b>0</b>	<b>5,356,959</b>	<b>1,850,539</b>	<b>(3,506,420)</b>	

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 28 FEBRUARY 2017**

**1. OPERATING STATEMENT**

	Note	16/17 Budget \$	Ytd Budget	Ytd Actual \$	Variations Actuals to Budget \$	Variations Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		9,016,965	8,992,386	9,017,148	24,762	0%
Operating Grants Subsidies and Contributions		5,253,542	3,954,238	3,995,007	40,769	1%
Fees and Charges		3,748,012	2,998,007	2,867,510	(130,497)	-4%
Proceeds from Sale of Assets						
Service Charges			0	0	0	
Interest Earnings		340,000	226,656	219,976	(6,680)	-3%
Other Revenue	14	851,245	498,690	323,460	(175,430)	-35%
<b>TOTAL OPERATING REVENUE</b>		<b>19,209,765</b>	<b>16,670,177</b>	<b>16,423,101</b>	<b>(247,076)</b>	<b>-1%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(7,757,067)	(5,143,227)	(5,040,461)	102,766	2%
Materials and Contracts	15	(6,310,220)	(4,089,055)	(3,011,329)	1,077,726	26%
Utility Charges	16	(812,191)	(540,888)	(499,804)	41,084	8%
Depreciation of Non Current Assets	17	(4,157,607)	(2,771,654)	(2,669,854)	101,800	4%
Interest Expenses	18	(143,380)	(95,568)	(61,942)	33,626	35%
Insurance Expenses	19	(438,444)	(438,401)	(463,031)	(24,630)	-6%
Other Expenditure	20	(224,879)	(135,355)	(394,545)	(259,190)	-191%
<b>TOTAL OPERATING EXPENSE</b>		<b>(19,843,788)</b>	<b>(13,214,148)</b>	<b>(12,140,966)</b>	<b>1,073,183</b>	<b>-8%</b>
Non Operating Grants Subsidies and Contribution	21	7,959,501	2,496,047	1,446,406	(1,049,641)	42%
Profit on Asset Disposals		212,712	209,242	212,494	3,252	-2%
Loss on Asset Disposals		(145,676)	(97,096)	(214,761)	(117,665)	-121%
<b>RESULTING FROM OPERATIONS</b>		<b>7,392,514</b>	<b>6,064,222</b>	<b>5,726,275</b>	<b>(337,946)</b>	<b>-6%</b>



**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 28 FEBRUARY 2017**

**2. BALANCE SHEET**

	<b>Ytd Actual \$</b>	<b>2015/2016 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash Assets	11,328,868	10,169,233
Receivables	3,040,003	2,223,094
Inventories	0	35,885
<b>TOTAL CURRENT ASSETS</b>	<b>14,368,871</b>	<b>12,428,212</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	560,285	410,285
Inventories	0	0
Land and Buildings	52,292,596	52,041,703
Property, Plant and Equipment	6,147,125	5,130,117
Infrastructure	144,641,446	144,424,083
<b>TOTAL NON-CURRENT ASSETS</b>	<b>203,641,452</b>	<b>202,006,188</b>
<b>TOTAL ASSETS</b>	<b>218,010,323</b>	<b>214,434,400</b>
<b>CURRENT LIABILITIES</b>		
Payables	88,072	2,216,031
Interest-bearing Liabilities	44,706	209,878
Provisions	999,858	1,007,320
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,132,636</b>	<b>3,433,229</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	2,241,881	2,091,882
Provisions	190,732	190,732
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,432,613</b>	<b>2,282,614</b>
<b>TOTAL LIABILITIES</b>	<b>3,565,249</b>	<b>5,715,843</b>
<b>NET ASSETS</b>	<b>214,445,074</b>	<b>208,718,557</b>
<b>EQUITY</b>		
Retained Surplus	83,670,988	78,255,231
Reserves - Cash Backed	5,944,829	5,634,070
Reserves - Asset Revaluation	124,829,257	124,829,256
<b>TOTAL EQUITY</b>	<b>214,445,074</b>	<b>208,718,557</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2017

3. ACQUISITION OF ASSETS	16/17 Budget \$	Ytd Actual \$
The following assets have been acquired during the period under review:		
<b><u>By Program</u></b>		
<b>Governance</b>		
CEO Vehicle	58,000	55,909
Executive Manager Corporate Services	40,000	40,841
Admin Building	337,500	0
Intramaps GIS	30,523	0
<b>Law, Order &amp; Public Safety</b>		
Toyota Hilux Dual Cab	26,363	26,364
Brigade Appliance -3.4 Grass Valley	335,000	365,333
Brigade Appliance - Light Tanker Irishtown BFE	125,000	114,826
Inkpen Fireshed	114,589	105,227
Electronic Conversion of Standpipe	12,500	11,815
CCTV - Fitzgerald St & Peel Tce	235,000	1,169
<b>Health</b>		
Health Officer Vehicle	25,000	0
<b>Education &amp; Welfare</b>		
Bernard Park Play Group modify toilet & disabled access	19,500	15,586
Kuringal Village Unit Upgrade	54,890	10,107
<b>Community Amenities</b>		
Gate House - Inkpen Landfill	9,500	3,800
Recycling Area - Inkpen Landfill	20,000	7,426
Infrastructure Septage Ponds	150,000	83,077
Bernard Park Drainage	690,167	687,705
Other Drainage	297,012	31,881
Northam Town Centre Drainage	43,423	1,769
King Creek Drainage	552,189	15,840
CLGF Drainage 2012 2013	200,756	0
Town Pool Reserve Supertowns CF	75,000	0
Fencing Inkpen	55,000	50,738
Fencing Old Refuse Site Grass Valley	20,000	0
Inkpen Site Drainage	100,000	2,243
Upgrade River Bank Fencing	30,318	0
Snr Planners Vehicle	35,000	31,719
Hoopers Park Toilets Bakers Hill	4,050	0
Avon Mall Upgrade & Streetscaping	165,000	148,588
Cemetery New Rest Room	53,972	0
Cemetery Drainage	2,769	2,273
Cemetery Car Parking	40,000	0
Cemetery Lot Development	28,600	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2017

3. ACQUISITION OF ASSETS (Continued)	16/17 Budget \$	2017 Actual \$
<u>By Program (Continued)</u>		
<b>Recreation and Culture</b>		
Town Hall Balcony & Render	313,990	3,633
Quellington Hall Windows & Doors	23,880	0
Swimming Pool Redevelopment	1,500,000	19,500
Rec Centre Air floor reseal & linemarking	157,000	107,637
Rec Centre Additional Exit Doors	31,519	0
Rec Centre Hardstand	3,350	0
Bert Hawk Pavillion Upgrade	40,000	1,550
Bakers Hill Golf & Tennis Kitchen Refurb	60,365	0
Bakers Hill Pavillion Air Conditioning	22,136	18,409
Ceiling Mounted Projector Hospitality Room	3,000	1,925
George Nuich Park	46,607	43,419
Play Equip Wundowie Retaining Wall	9,796	8,609
Broome Terrace Fitness Equipment	34,243	21,439
BMX Lighting	20,000	732
Bert Hawke Drainage	40,000	0
Bert Hawke Lighting	20,000	0
Hooper Park upgrade lighting	10,000	0
Long Jump Pit	17,580	295
Upgrade Bernard Park Reticulation	44,078	0
Bridge Crossing Fixings	10,000	0
POS Playground Equipment	100,000	5,481
Northam Youth Space	859,411	11,915
Replace Sewer Line Wundowie	14,300	0
Library Server Cabinet	3,500	0
Old Railway Station	50,000	0
AVVVA - Building	117,365	62,714
Aboriginal & Environmental Building	5,108,686	400,004



**SHIRE OF NORTHAM**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDING 28 FEBRUARY 2017**

<b>3. ACQUISITION OF ASSETS (Continued)</b>	<b>16/17 Budget \$</b>	<b>2017 Actual \$</b>
<b><u>By Program (Continued)</u></b>		
<b>Transport</b>		
Northam Depot Redesign	10,000	0
Footpath Construction	373,939	157,314
Footpath Renewal	29,000	0
Rural Drainage	493,147	66,442
Roads RRG	880,471	835,186
Roadworks - General Construction	612,294	20,065
Bridge Construction	-	0
Roadworks - Roads to Recovery	1,487,115	64,685
Roadworks - Supplementary Funding	328,601	324
Laneway Land Acquisition	57,000	0
Roadworks - Blackspot Funding	181,165	132,073
Infra Development - Super Towns	-	0
Roadworks - Gravel Sheeting	414,980	182,484
Kerb Renewal	96,000	43,574
Culvert Renewal	50,000	0
Plant & Equipment - Road Plant Purchases	915,941	561,077
<b>Economic Services</b>		
Visitors Centre Audio	20,966	13,716
Soil Drains	12,000	2,800
Signs Tower - GEH	10,000	0
Waste Water Pump Station	201,181	0
Bakers Hill & Wundowie Water Project	25,000	0
	<b>19,082,302</b>	<b>4,601,237</b>



**SHIRE OF NORTHAM**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDING 28 FEBRUARY 2017**

3. ACQUISITION OF ASSETS (Continued)	16/17 Budget \$	2017 Actual \$
<u>By Class</u>		
Land Held for Resale	0	0
Land and Buildings	6,871,667	738,892
Plant and Equipment	1,301,485	715,910
Furniture and Equipment	57,989	15,641
Bush Fire Equipment	460,000	480,159
Playground Equipment	0	0
Infrastructure Assets - Roads	4,050,626	1,278,391
Infrastructure Assets - Footpaths	402,939	157,314
Infrastructure Assets - Bridges & Culverts	0	0
Infrastructure Assets - Drainage	2,301,694	803,637
Infrastructure Assets - Parks & Ovals	1,211,715	91,891
Infrastructure Assets - Airfields	0	0
Infrastructure Assets - Streetscape	175000.00	148,588
Infrastructure Assets - Other	2,249,187	170,814
	<b>19,082,302</b>	<b>4,601,237</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2017

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$
<b>Governance</b>						
PN1315 CEO Vehicle (N4082) MV1315	35,742	41,929	35,000	35,000	(742)	(6,929)
PN1313 EMCS Vehicle (N10931) MV1313	27,832	31,866	25,000	22,727	(2,832)	(9,139)
<b>Law, Order, Public Safety</b>						
PN1223 N.4021Holden Colorado Snr Ranger		21,463		24,457		2,994
1DAB 318 2002 Landcruiser Irishtown BFB		114,465		28,352	0	(86,113)
N.1562 3.4 Rural Appliance Grass Valley		38,096		19,545		(18,551)
<b>Health</b>						
PN1402 Mgr Planning Vehicle (N.3333) MV1402	29,015	29,585	23,500	18,182	(5,515)	(11,404)
<b>Community Amenities</b>						
PN1403 Toyota Rav4 2wd Petrol	20,048		16,900		(3,148)	
<b>Recreation &amp; Culture</b>						
Sale of Land Tfr to community recreation & Facilities Reserve	15,500	15,500	217,806	225,000	202,306	209,500
<b>Transport</b>						
PN0917 N003 Fuso Canter Dual Cab 4T 9251	45,297	41,500	28,000	20,454	(17,297)	(21,046)
PN0914 N007 Fuso Fighter 9T 9247	76,000	63,000	50,000	39,091	(26,000)	(23,909)
Caterpillar Skid Steer	24,000		5,500		(18,500)	
PN1709 N1709 Multi Roller S589	43,748	43,798	5,000	12,000	(38,748)	(31,798)
PN0819 N5413 Afron Cherry Picker Trailer 9220	1,250		9,580		8,330	
PN5066 Road Broom 2003 S133	12,323		1,500		(10,823)	
No Asset No PN2123 Husqvarna ride on reel mower	0		1,000		1,000	
PN2482 Trailer Bobcat 4.5T S98	1,424		2,500		1,076	
Papas Box Top Trailer Dynapac Roller 211 PN590	1,100		500		(600)	
PN542 P542 Howard Procut Mower 210 2008 9113	4,049		1,500		(2,549)	
PN1004 N5461 Bobcat Trailer 4.5T RP0001	7,997		5,000		(2,997)	
PN1404 N10721 suzu Stsdn 2014 Exec Mgr Works Serv M	34,860		32,000		(2,860)	
PN1308 N4099 Toyota Hilux 2.7i Petrol Ute MV1308	13,422		9,000		(4,422)	
PN1401 N10938 Mazda BT50 T Top Ute MV1401	17,314		10,000		(7,314)	
PN1409 N11069 Mitsubishi ASX 2.5i Premium MV1408	23,729	20,419	22,400	14,545	(1,329)	(5,873)
	434,650	461,621	501,686	459,354	67,036	(2,267)



**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 28 FEBRUARY 2017**

**4. DISPOSALS OF ASSETS**

The following assets have been disposed of during the period under review:

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$
<b>Land &amp; Buildings</b>						
Sale of Land Tfr to community recreation & Facilities Reserve	15,500	15,500	217,806	225,000	202,306	209,500
<b>Plant &amp; Equipment</b>						
PN1315 CEO Vehicle (N4082) MV1315	35742	41,929	35000	35,000	-742	(6,929)
PN1223 N.4021Holden Colorado Snr Ranger		21,463		24,457		2,994
PN1313 EMCS Vehicle (N10931) MV1313	27832	31865.78	25000	22727.27	-2832	-9138.51
1DAB 318 2002 Landcruiser Irishtown BFB		114,465		28,352		(86,113)
N.1562 3.4 Rural Appliance Grass Valley		38,096		19,545		(18,551)
PN1402 Mgr Planning Vehicle (N.3333) MV1402	29015	29585.34	23500	18181.82	-5515	-11403.52
PN1403 Toyota Rav4 2wd Petrol	20048	0	16900	0	-3148	0
PN0917 N003 Fuso Canter Dual Cab 4T 9251	45297	41500	28000	20454	-17297	-21046
PN0914 N007 Fuso Fighter 9T 9247	76000	63000	50000	39090.91	-26000	-23909.09
Caterpillar Skid Steer	24000	0	5500	0	-18500	0
PN1709 N1709 Multi Roller S589	43748.14	43798.38	5000	12000	-38748.14	-31798.38
PN0819 N5413 Afcon Cherry Picker Trailer 9220	1250.12	0	9580	0	8329.88	0
PN5066 Road Broom 2003 S133	12322.93	0	1500	0	-10822.93	0
No Asset No PN2123 Husqvarna ride on reel mower	0	0	1000	0	1000	0
PN2482 Trailer Bobcat 4.5T S98	1424.3	0	2500	0	1075.7	0
Papas Box Top Trailer Dynapac Roller 211 PN590	1100.23	0	500	0	-600.23	0
PN542 P542 Howard Procut Mower 210 2008 9113	4048.71	0	1500	0	-2548.71	0
PN1004 N5461 Bobcat Trailer 4.5T RP0001	7997.16	0	5000	0	-2997.16	0
PN1404 N10721 suzu Stsdn 2014 Exec Mgr Works Serv M	34859.73	0	32000	0	-2859.73	0
PN1308 N4099 Toyota Hilux 2.7i Petrol Ute MV1308	13421.77	0	9000	0	-4421.77	0
PN1401 N10938 Mazda BT50 T Top Ute MV1401	17314.43	0	10000	0	-7314.43	0
PN1409 N11069 Mitsubishi ASX 2.5i Premium MV1408	23728.67	20418.86	22400	14545.45	-1328.67	-5873.41
	434,650	461,621	501,686	459,354	67,036	(2,267)
<b>Summary</b>					<b>16/17 Budget \$</b>	<b>Ytd Actual \$</b>
Profit on Asset Disposals					212,712	212,494
Loss on Asset Disposals					(145,676)	(214,761)
					<u>67,036</u>	<u>(2,267)</u>





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2017

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$
<b>Recreation &amp; Culture</b>									
Loan 208 - Northam Country Club **	20,351	0	0	5,292	2,598	15,059	17,753	1,402	485
Loan 219 - Northam Bowling Club **	69,743	150,000	150,000	26,687	13,150	193,056	206,593	3,664	1,500
Loan 223 - Recreation Facilities	476,699	0	0	108,724	108,724	367,975	367,975	27,265	16,808
Loan 224 - Recreation Facilities	940,058	0	0	38,622	19,003	901,436	921,055	60,300	23,304
Loan New - Swimming Pool		1,000,000	0		0	1,000,000	0		
Loan New - Youth Space		500,000	0		0	500,000	0		
<b>Transport</b>									
Loan 221 - Airstrip Upgrade	25,770	0	0	12,491	6,150	13,279	19,620	1,412	777
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	769,138	0	0	31,600	15,548	737,538	753,590	49,336	19,067
	2,301,759	1,650,000	150,000	223,416	165,173	3,728,343	2,286,586	143,379	61,941

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 2017

	16/17 Budget				Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Aged Accomodation Reserve	215,019	4,606	5,000	(13,500)	211,125	216,265	3,431	-	-	219,696
Employee Liability Reserve	467,474	10,010	-	(26,000)	452,484	469,890	7,455	-	-	477,345
Housing Reserve	246,892	6,287	-	-	252,179	248,079	3,936	-	-	252,015
Reticulation Scheme Reserve	89,575	1,916	10,000	(44,078)	57,415	89,816	1,425	-	-	91,241
Office Equipment Reserve	124,531	2,667	-	(30,523)	96,675	125,130	1,985	-	-	127,115
Plant & Equipment Reserve	521,676	11,171	230,000	(480,252)	282,595	524,607	8,323	-	-	532,930
Recreation Reserve	-	-	-	-	-	-	-	-	-	-
Road & Bridgeworks Reserve	97,028	2,076	-	-	99,106	99,676	1,591	-	-	101,256
Refuse Site Reserve	362,732	7,767	56,940	(75,000)	352,439	363,859	5,773	-	-	369,632
Regional Development Reserve	888,434	19,024	-	(480,981)	426,477	892,704	14,164	-	-	906,868
Speedway Reserve	137,252	2,939	-	-	140,191	137,911	2,188	-	-	140,099
Community Bus Replacement Reserve	31,665	676	20,000	-	52,343	31,817	505	-	-	32,322
Septage Pond Reserve	355,905	7,621	54,848	(186,000)	232,374	357,491	5,572	-	-	363,163
Killara Reserve	148,474	3,179	7,000	-	158,653	149,297	2,369	-	-	151,666
Stormwater Drainage Projects Reserve	27,906	598	-	-	28,504	28,040	445	-	-	28,485
Recreation and Community Facilities Reserve	768,243	16,446	831,000	(1,120,447)	485,242	772,149	15,619	225,000	-	1,012,768
Administration Office Reserve	659,978	14,111	-	(337,500)	335,589	662,257	10,507	-	-	672,764
Council Buildings & Amenities Reserve	32,406	694	-	(27,000)	6,102	33,038	524	-	-	33,562
River Town Pool Dredging Reserve	286,488	6,177	-	(223,600)	71,065	289,875	4,599	-	-	294,474
Parking Facilities Construction Reserve	119,884	2,567	70,000	(40,000)	152,451	120,488	1,912	-	-	122,400
Art Collection Reserve	21,578	462	-	-	22,040	21,682	344	-	-	22,026
Election Reserve	-	-	15,000	-	15,000	-	-	-	-	-
Revaluation Reserve	-	-	20,000	-	20,000	-	-	-	-	-
<b>Total Cash Backed Reserves</b>	<b>5,604,142</b>	<b>120,000</b>	<b>1,319,788</b>	<b>(3,083,881)</b>	<b>3,960,049</b>	<b>5,634,070</b>	<b>92,756</b>	<b>225,000</b>	<b>-</b>	<b>5,951,828</b>
<b>Total Interest</b>				<b>1,439,788</b>			<b>92,756</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 2017

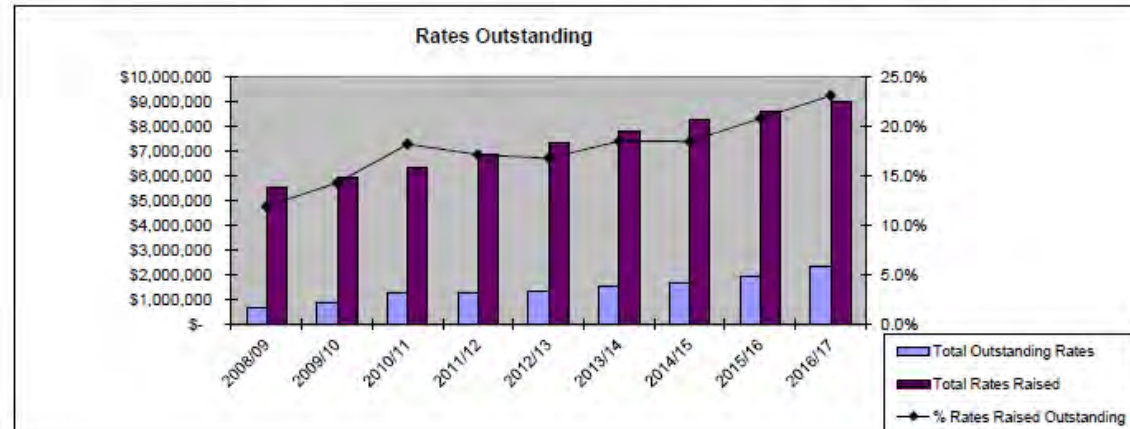
	16/17 Budget	Ytd Actual	2015/2016 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	3,691,970	2,346,221
Cash - Restricted Unspent Grants	0	1,685,069	0
Cash - Restricted Reserves	3,960,049	5,951,829	7,823,012
Self Supporting Loan		2,695	0
Sundry Debtors	1,601,337	231,251	2,223,095
Rates - Current	0	2,840,499	0
Pensioners Rates Rebate	0	15,592	0
Provision for Doubtful Debts	0	(99,088)	0
Accrued Income/Prepayments	0	49,055	0
Inventories	10,000	0	35,885
	5,771,386	14,368,872	12,428,212
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(2,612,237)	(233,649)	(2,216,031)
Rates Income in Advance	0	50,775	0
Accrued Interest on Debentures	0	240	0
Payg Payable	0	94,562	0
Loan Liability	0	(44,706)	(209,878)
Provision for Annual Leave	0	(602,378)	(602,378)
Provision for Long Service Leave	0	(397,480)	(404,942)
	(2,612,237)	(1,132,636)	(3,433,229)
<b>NET CURRENT ASSET POSITION</b>	<b>3,159,149</b>	<b>13,236,236</b>	<b>8,994,983</b>
Less: Cash - Reserves - Restricted	(3,960,049)	(5,951,829)	(5,634,070)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition			(15,500)
Less: Loans receivable - clubs/institutions			(18,442)
Add: Current Loan Liability	223,416	44,706	209,878
Add: Leave Liability Reserve	477,484	477,345	469,890
Add: Budgeted Leave	100,000	100,000	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>0</b>	<b>7,906,458</b>	<b>4,006,739</b>

**SHIRE OF NORTHAM  
 RATING REPORT  
 FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Key Rating Dates**  
 RATES ISSUED  
 RATES DUE  
 2nd INSTALMENT DUE  
 3rd INSTALMENT DUE  
 4th INSTALMENT DUE

	<u>2008/09</u>	<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>
12/08/2008	28/07/09	04/08/10	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15	30/09/2016	
16/09/2008	9/09/2009	13/09/2010	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/11/2016	
17/11/2008	9/11/2009	12/11/2010	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/01/2017	
19/01/2009	11/01/2010	11/01/2011	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/03/2017	
19/03/2009	11/03/2010	14/03/2011	22/03/2012	29/03/2013	24/04/2014	9/04/2015	28/03/2016		
Outstanding 1st July	\$388,392	\$405,172	\$540,290	\$521,194	\$562,531	\$568,847	\$716,120	\$873,886	\$1,118,220
Rates Levied	\$5,512,994	\$5,879,217	\$6,268,889	\$6,851,706	\$7,312,029	\$7,758,147	\$8,222,618	\$8,552,189	\$8,931,257
Interest, Ex gratia	\$56,034	\$52,427	\$75,632	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$91,384
<b>Rates Paid by month</b>									
July	51,557	48,247	24,588	51,948	38,805	47,443	62,554	29,105	43,333
August	772,417	1,402,457	1,272,790	1,120,912	1,043,183	23,961	119,840	700,198	367,776
September	2,856,797	2,241,533	2,736,315	3,251,816	3,604,324	1,152,416	2,650,420	4,519,842	4,243,288
October	389,196	627,550	374,463	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136
November	557,192	404,773	800,065	889,461	680,522	444,497	506,022	842,856	908,844
December	167,537	179,425	158,023	172,178	160,665	685,338	654,900	214,507	336,154
January	354,293	333,075	362,368	441,740	489,219	194,157	295,629	441,681	464,526
February	94,802	101,317	99,165	112,296	166,351	502,178	508,828	148,327	260,963
March									
April									
May									
June									
Total YTD	5,243,791	5,428,378	5,827,774	6,159,051	6,606,752	6,840,634	7,348,285	7,527,403	7,791,018
% Rates Outstanding	11.9%	14.3%	18.3%	17.2%	16.8%	18.6%	18.5%	20.8%	23.2%

- 711,630 - 908,439 - 1,257,037 - 1,276,928 - 1,336,886 - 1,558,789 - 1,870,605 - 1,981,644 - 2,347,843



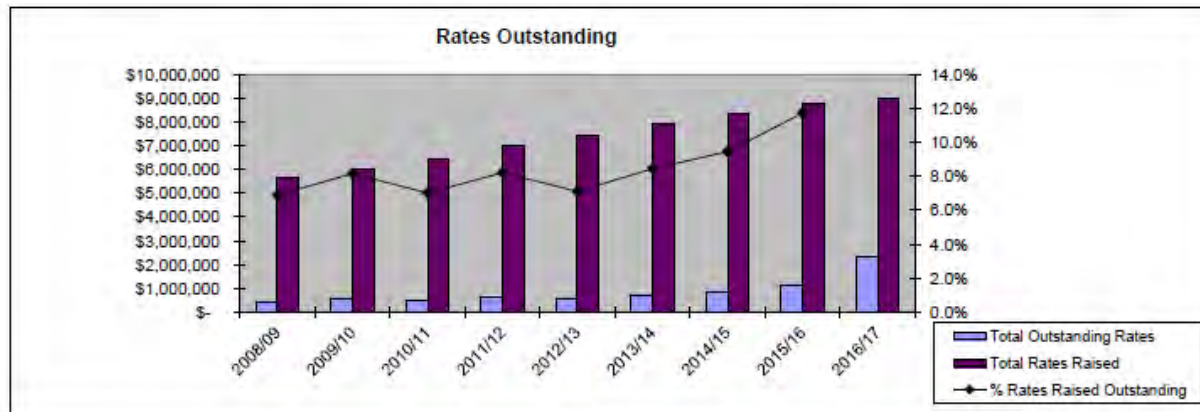


**SHIRE OF NORTHAM  
 RATING REPORT  
 FOR THE PERIOD ENDED 30 JUNE 2017**

**Key Rating Dates**  
 RATES ISSUED  
 RATES DUE  
 2nd INSTALMENT DUE  
 3rd INSTALMENT DUE  
 4th INSTALMENT DUE

	<u>2008/09</u>	<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>
12/08/2008	28/07/09	04/08/10	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15	19/08/2016	
16/09/2008	9/09/2009	13/09/2010	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	
17/11/2008	9/11/2009	12/11/2010	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	
19/01/2009	11/01/2010	11/01/2011	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	
19/03/2009	11/03/2010	14/03/2011	22/03/2012	29/03/2013	24/04/2014	9/04/2015	28/03/2016	30/03/2017	
<b>Outstanding 1st July</b>	\$386,392	\$405,172	\$540,290	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220
<b>Rates Levied</b>	\$5,512,994	\$5,879,217	\$6,268,889	\$6,851,706	\$7,312,029	\$7,758,147	\$8,222,618	\$8,552,189	\$8,931,257
<b>Interest, Ex gratia, Interim</b>	\$ 139,855	\$128,604	\$166,828	\$138,973	\$162,556	\$156,337	\$157,960	\$220,636	\$91,384
<b>Rates Paid by month</b>									
July	51,557	48,247	24,586	51,948	38,805	47,443	62,554	29,105	43,333
August	772,417	1,402,467	1,272,790	1,120,912	1,043,163	23,961	119,840	700,198	367,776
September	2,856,797	2,241,533	2,736,315	3,251,815	3,804,324	1,152,416	2,650,420	4,519,842	4,243,288
October	389,196	627,550	374,463	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136
November	557,192	494,773	600,065	689,461	680,522	444,497	506,022	842,856	908,844
December	167,637	179,425	158,023	172,178	160,665	685,338	654,900	214,507	336,154
January	354,293	333,075	362,368	441,740	469,219	194,157	295,629	441,681	464,526
February	94,802	101,317	99,165	112,296	166,351	502,176	508,828	148,327	260,963
March	214,072	304,264	404,575	438,277	448,126	176,270	256,379	601,416	
April	84,602	60,140	202,155	105,463	261,010	517,451	484,165	166,567	
May	43,505	26,615	162,815	101,999	119,726	110,851	87,473	102,660	
June	36,945	69,843	88,639	87,525	30,530	120,455	59,527	115,947	
<b>Total YTD</b>	<b>5,622,916</b>	<b>5,889,241</b>	<b>6,485,958</b>	<b>6,892,315</b>	<b>7,466,145</b>	<b>7,765,661</b>	<b>8,235,829</b>	<b>8,513,993</b>	<b>7,791,018</b>
<b>% Rates Outstanding</b>	<b>6.9%</b>	<b>8.2%</b>	<b>7.0%</b>	<b>8.2%</b>	<b>7.1%</b>	<b>8.5%</b>	<b>9.5%</b>	<b>11.7%</b>	<b>23.2%</b>

- 416,326 - 523,752 - 489,850 - 617,558 - 570,972 - 717,470 - 860,868 - 1,132,518 - 2,347,843





### 12.4.3 May Street Kindergarten Building

<b>Address:</b>	8 Burgoyne Street Northam
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	A10334
<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 is to assist Council to make an informed decision on the future of the building known as May Street Kindergarten located at 8 Burgoyne Street, Northam and to consider if the building should be leased to a community group subject to further satisfactory structural investigation or if the building should be demolished.

#### ATTACHMENTS

Attachment: 1 – Building Maintenance officer Property Condition Report

#### BACKGROUND / DETAILS

The building at 8 Burgoyne Street, on Reserve 40862 was built prior to 1951 and has been used as a Kindergarten by the Department of Education since 4 April 2005. The Department leased the building for a period of 5 years at a value of \$1,400 and is known as the May Street Kindergarten located at the rear of Killara. On the 2 June 2010, the Department took up the option to renew for a further 5 years finalising on 3 April 2015.

The Shire wrote to the Department on 12 November 2012 informing them that prior to renewing an agreement the building may require major upgrades to make the building compliant for a kindergarten.

In May 2015 the Department contacted the Shire with regard to renewing the lease for the building and the above concerns were repeated. On 31 August 2016 after receipt of the Shire's Building Condition Report, the Department of Education vacated the building and relocated elsewhere.

#### CONSIDERATIONS

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

- Objective P1: Promote a diverse mix of development opportunities throughout the Shire.
- Strategy P1.2: Provide a proactive and supportive service to (potential) land developers.

### **Financial / Resource Implications**

An investment of up to \$150,000 may be required to bring the building up to specifications.

### **Legislative Compliance**

#### Local Government (Functions and General) Regulations 1996

#### 30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
- (b) the land is disposed of to a body, whether incorporated or not —
- (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
  - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

### **Policy Implications**

B7.11 - Management of Council Property.

#### 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.*
- 2.11 *The Lessee or Licensee will not incur any costs for property damage excluding contents occasioned by fire, fusion, explosion, lightning, civil commotion, storm, tempest, or earthquake.*
- 2.12 *On an annual basis, Lessees and Shire representatives will meet to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.*

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

Nil.

### **Risk Implications**

If the building is left vacant there is an increased potential for vandalism.

### **OFFICER'S COMMENT**

The old kindergarten building is classified as a class 9 building under the Building Code which is an assembly hall. Officers have re-inspected the building and the Environmental Health Officer has provided the following comment:

The following is required:

- The double doors are the designated fire exit doors and they require correct hardware;
- A fire extinguisher with signage is required and the dilapidated fire blanket removed;
- Curtains to be removed – not fire retarded;

- Toilets would need to be altered to allow 1 Female toilet, 1 male toilet and 1 accessible toilet.
- I suggest the building be inspected for structural soundness.

The Building Maintenance Officer has reported that:

- *"The ablutions would require a complete remodelling of the wet areas costing approximately 60k.*
- *The building is not structurally sound. Evidence of this visible in the sagging roof line and uneven floor. The Kitchen floor subsides 100mm over 3m. This indicates the under floor framing is rotted.*
- *It is impossible to predict the cost of repairs until the asbestos is removed in order to inspect the timber frame. The building is also close to the ground so the floor will need to be removed to gain access for the re stumping.*

*As an indication, costs of the Station Masters house repair recently just the re stumping cost nearly \$80,000.00. With the removal of the asbestos cladding and repairs to timber frame, I would envisage the costs of this building being at least double.*

- *When the building is jacked up it will crack the asbestos sheeting so all internal and external cladding will be required to be removed by licenced contractor and disposed of.*
- *Add to that the cost of Building permits and engineering, floor coverings, decorating, fire and exit equipment, accessible modifications, accessible parking and the roof will soon require replacement.*
- *If only 10 people at one time were using the building only one unisex accessible toilet would be required but it is highly unlikely that numbers could be kept to that level with the inclusion of parents and would leave no room for future growth.*

*Due to the high cost of repairs and ongoing maintenance I would not recommend its use as a Classification 9B Public Assembly Building."*

After discussions with Officers the Building Maintenance Officer suggested it may be prudent to obtain a more in depth opinion on the stability of the property and the viability of being able to use the property for community purposes. Axis Engineers were engaged to conduct a structural engineering report which is available should Council request.

Axis Engineers completed an on-site inspection of the May Street Pre-Primary School building, relating specifically to structural condition. In particular the building structure is comprised of the roof framing, wall framing, floor framing, concrete slabs and foundations.

Their conclusion was that despite the building apparently being older than the required design working life of 50 years the structural condition of the building appears to be largely sufficient to meet the planned performance



requirements of a classification 9b public building, in accordance with Volume 1. Of the Building Code of Australia (BCA).

However there were some areas they could not access and a further and more detailed inspection is recommended. From initial observations some minor strengthening is required.

There are several community groups who would benefit from being able to use the building and its grounds. The Northam Scouts have expressed an interest in using the building for community purposes as their Scout office.

### **RECOMMENDATION**

#### **That Council:**

- 1. Resolve not to lease the building until a break-down of costs to either refurbish or demolish the building has been provided; and**
- 2. Request CEO to present a detailed report to 2017/18 budget in respect to the demolition or refurbishment.**

## Attachment 1

# BUILDING REPORT

May Street Pre Primary  
8 Burgoyne Street  
Northam

### REPORT Summary

REPORT DATE	BUILDING NAME	PREPARED BY
May 27, 2015	May Street Pre Primary Northam	Nathan Gough Building and Project Supervisor

### BUILDING AGE

The building was built prior to 1951.

### BUILDING CONDITION

The building is in poor condition.

Construction is a timber sub frame, flooring, wall framing and roof frame with asbestos cladding and corrugated iron roof.

Damp and dry rot have caused the stumps to subside and movement is seen in the levels of the walls and roof line.

The roof, gutters and down pipes are also in poor condition.

The cost to repair the building is not viable as the asbestos cladding should be removed and replaced, the building re-levelled and the design of the building would need to be substantially altered to comply with current building standards.

### COMPLIANCE ISSUES

#### ASBESTOS

Most of the building's interior and exterior walls are constructed of asbestos. This does not ordinarily constitute a hazard to the health of the users of the building as the asbestos is painted. Care needs to be taken that it is not broken or disturbed in any way.

An asbestos management plan needs to be available in the building.

#### ACCESSIBILITY

The building provides no accessible access or facilities to disabled persons.

#### HEALTH AND SAFETY

Exit door locks are non-compliant.

Fire extinguishers are not present.

Emergency exit plan is not present.  
Gas heater needs to be checked for certification or removed.

## RECOMMENDATIONS

For the building to continue to be used as a preschool and for the health and safety of the users it would be required to:

1. Provide an asbestos management plan for the building.
2. Provide compliant exit door locks.
3. Provide fire extinguishers and signage.
4. Provide an emergency exit plan.
5. Install illuminated exit signs, discharge unit and log book.
6. Check gas heater for certification or remove.
7. It may be advisable to provide access for disabled persons especially if the building is to be continued to be used on a long term basis.







#### 12.4.4 Sale of Lot 39 (11) Dempster Street Northam

<b>Address:</b>	11 Dempster St Northam
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	A10509
<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

For council to consider a revised offer from Mr Stuart Dodemaide for the purchase of the above land.

#### ATTACHMENTS

Nil.

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#### BACKGROUND / DETAILS

The rates for this property have been outstanding in excess of 10 years. Perpetual Trustee Company Limited is the executor of the deceased's estate.

Several attempts were made between 2012 to 2015 to sell this property however these attempts were unsuccessful and the scheduled auction fell through on a number of occasions due to implications with complying with the *Local Government Act 1995* (i.e. timeframes for advertising requirements were not achieved). Bob Davey Real Estate were approached to auction the property, this was held on 15 August 2015 however no one attended the auction and the property was passed in. Bob Davey Real Estate listed the property on their website for \$65,000.

The following advice was received from Valenti Lawyers on 28 August 2015;

*"it is now possible for the Shire to transfer the land to itself or to the Crown. Please advise if you would like some more information on these avenues."*

Bob Davey Real Estate has approached the Chief Executive Officer on 22 June 2016 and at the 20 July 2016 Ordinary Council meeting Council endorsed the following recommendation:

*That Council;*

1. Authorise the CEO to execute the contract for sale of land for Lot 39 (11) Dempster Street for a sum of \$34,000.00 subject to;
  - a. The issue of a development approval for the proposed use; and
  - b. The aerobic treatment unit (ATU) be permitted for effluent disposal.
2. Write off the remaining outstanding debt for Lot 39 (11) Dempster Street being a total sum of \$20,815.53.

One of the Special Conditions of purchase included within the offer was for the use of a conventional septic tank and leach drain by the proposed purchaser. This was in direct contradiction to the above resolution and hence further discussions have been held with the prospective purchaser and Council Officers. The reason for the requirement for the ATU is due to the location of the property directly adjacent the Mortlock River and being located within the 1 in 100 year flood fringe. The purchaser has come back with a lesser offer of \$23,700 and conditions relating to the construction of a retaining wall equal to the highest point of the lot and a parapet wall on the west side. Should Council accept this offer it will be subject to the purchaser installing the ATU. Currently the net due is \$56,480.71 and rising.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective G1: Provide accountable and transparent leadership.

Strategy G1.1: Continue to develop Council's policy framework to guide decision making.

### Financial / Resource Implications

There is currently \$56,480.71 owing in rates. Council would have to write off \$32,780.71

### Legislative Compliance

Section 6.64 of the Local Government Act 1995 authorises a local government to proceed with the sale of land on which rates have been unpaid for at least 3 years. This action can only be taken if Council has at least once, in the previous 3 year period, attempted to recover the overdue rates by legal action under section 6.56.

As soon as a rates debt approached 3 full years, a letter should be sent to the ratepayer advising that Council has the authority to sell land and recover rates which have been outstanding for at least 3 years.

If after a reasonable period of time, no response has been received, and legal action has been attempted at least once during the previous 3 year period,

staff can report the matter to Council, with a recommendation that the land be sold under the provisions of section 6.64.

### **Policy Implications**

N/A.

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

Nil.

### **Risk Implications**

The risk is that if Council do not dispose of the property, the rates debt will increase exponentially without any other interest in the sale.

### **OFFICER'S COMMENT**

Although the offer is less than first anticipated, it would be better to sell the property of rather than allow further accumulation of debt.

#### **RECOMMENDATION**

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

- 1. Authorise the CEO to execute the contract for sale of land for Lot 39 (11) Dempster Street for a sum of \$23,700 subject to;**
  - a. The issue of a development approval for the proposed use; and**
  - b. The aerobic treatment unit (ATU) be permitted for effluent disposal.**
  
- 2. Write off the remaining outstanding debt for Lot 39 (11) Dempster Street being a total sum of \$32,780.**



### 12.4.5 Northam Pistol Club - Lease Agreement for Part Reserve 3303 Location N99 Clarke Street, Northam

<b>Address:</b>	Part Reserve 3303 Location N99 Clarke Street Northam.
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	A15653
<b>Reporting Officer:</b>	Cheryl Greenough Governance/Administration Coordinator
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

This report is to advise the Council of the Northam Pistol Club's request to commence a new lease agreement for Part Reserve 3303 Location N99 Clarke Street, Northam.

#### ATTACHMENTS

Nil.

#### BACKGROUND / DETAILS

In 2005 the Northam Pistol Club commenced a 5 year lease agreement with the Town of Northam.

On 1 July 2012 the Pistol Club commenced a new agreement with the Shire of Northam for sue of the clubrooms and shooting range.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective C3: Provide active and passive recreation facilities and services.

Strategy C3.1: Develop, maintain and support appropriate recreation facilities throughout the Shire.

##### Financial / Resource Implications

Nil.

##### Legislative Compliance

*Local Government (Functions and General) Regulations 1996:*

*30. Dispositions of property excluded from Act s. 3.58*

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
  - (b) the land is disposed of to a body, whether incorporated or not —
    - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
    - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

### **Policy Implications**

#### A8.5 - Management of Council Property Leases.

##### 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.
- 2.11 The Lessee or Licensee will not incur any costs for property damage excluding contents occasioned by fire, fusion, explosion, lightning, civil commotion, storm, tempest, or earthquake.
- 2.12 On an annual basis, Lessees and Shire representatives will meet to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.

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

Nil.

### **Risk Implications**

Risk implications to the Shire are low.

### **OFFICER'S COMMENT**

Should the Council consider approving a new lease agreement for a five (5) year period with the Pistol club, they will be responsible for the following outgoings:

1. Water charges to be paid on invoice within 14 days;
2. Pay for all lease costs;
3. \$1 rental per annum;
4. Telephone charges direct from Telstra;
5. Electricity charges direct from Western Power;
6. Rubbish collection charges to be paid on account from Lessor;
7. Reimburse the Lessor for building insurance within 14 days as per 4.15 of the lease;
8. Maintenance of the buildings and outgoings associated therewith;
9. Pay any excesses for insurance as required, and
10. Restrictions:  
Shooting activities are to be between 9am and 5pm on no more than 3 days during a particular calendar week.

The agreement is to be sent to the Minister of Lands for his approval also.

## **RECOMMENDATION**

**That Council:**

**Approve a five (5) year lease with the Northam Pistol Club to occupy a part of Reserve No. 3303 Location N99, Clarke Street Northam with the following outgoings:**

- 1. Water charges to be paid on invoice within 14 days;**
- 2. Pay for all lease costs;**
- 3. \$1 rental per annum;**
- 4. Telephone charges direct from Telstra;**
- 5. Electricity charges direct from Western Power;**
- 6. Rubbish collection charges to be paid on account from Lessor;**
- 7. Reimburse the Lessor for building insurance within 14 days as per 4.15 of the lease;**
- 8. Maintenance of the buildings and outgoings associated therewith;**
- 9. Pay any excesses for insurance as required, and**
- 10. Restrictions:**  
**Shooting activities are to be between 9am and 5pm on no more than 3 days during a particular calendar week.**

**The agreement is to be presented to the Minister for Lands for his approval.**



### 12.4.6 WA Country Health Service Lease Agreement

<b>Address:</b>	Lot 283 Boronia Ave Wundowie
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	A1781
<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

On 15 March 2017 the Department of Health requested in writing a new lease agreement upon the expiry of the old agreement for Lot 283 Boronia Avenue, Wundowie also known as Wundowie Medical Centre, 58 Boronia Avenue Wundowie for 5 years with a 5 year option to renew.

#### ATTACHMENTS

Nil.

#### BACKGROUND / DETAILS

In 2008 the Department of Health commenced a lease agreement for WA Country Health Services to set up a practice on Lot 283 on Deposited Plan 165486 being the whole land contained in Certificate of Title Volume 1721 Folio 414 for a period of five years with a five year option to renew, finalising 30 June 2017.

The Department was required to pay all fees relating to the setup of the lease, all insurances, all outgoings except the land rates, and \$1.00 rental.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective C1: Create an environment that provides for a caring and healthy community.

Strategy C1.3: Advocate for appropriate and accessible health services.

##### Financial / Resource Implications

Nil.

##### Legislative Compliance

*Local Government (Functions and General) Regulations 1996:*

Reg 30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
  - (f) it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice.

### Policy Implications

A8.5 - Management of Council Property Leases.

Although a State run medical service does not come under the above Policy for Not-for-Profit leases, staff have utilised the previous lease agreement endorsed by Council as the starting point and consequently are recommending the same conditions as it is providing a community service.

### Stake Holder Engagement / Consultation

Nil.

### Risk Implications

The risk is that if the Shire did not lease the property to the medical service, Wundowie would be without a medical practice.

### OFFICER'S COMMENT

It is considered to be in the Shire's best interest to lease the building to the Wundowie Medical Centre to ensure medical facilities are maintained in the community of Wundowie.

As it stands the services provided are minimal and if the lease fees are increased, the current level of services may not be sustainable.

### RECOMMENDATION

**That Council agree to sign a new lease agreement with the Department of Health for Lot 283 on Deposited Plan 165486 being the whole land contained in Certificate of Title Volume 1721 Folio 414 for a period of five years finalising 30 June 2022 with a five year option to renew with the following conditions:**

1. The Lessee to pay all costs for the preparation of the lease;
2. Pay all outgoings except Shire rates;
3. Pay \$1 per annum rental;
4. For a period of 5 years until 30 June 2022; and
5. A 5 year option to renew.

### 12.4.7 Leasing of Unit 5 Kuringal Village

<b>Address:</b>	5/420 Kuringal Village Kuringal Road, Wundowie
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	A325
<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 is for Council to consider approving the refurbishment of and leasing of Unit 5 Kuringal Village, 420 Kuringal Road, Wundowie. Also to consider on merit the eligibility of the best candidate to rent the unit.

#### ATTACHMENTS

Attachment 1: Applicants biography's (provided as a separate confidential attachment to Councillors on 18<sup>th</sup> April 2017).

#### BACKGROUND / DETAILS

On 29 June 1995 the Shire of Northam entered into a contract with the then the State Housing Commission, (now known as the Housing Authority) for the management of 8 senior citizen units called Kuringal Village as a joint venture. The properties were handed over to the Shire for their management.

On 22 May 1996, debtors S6445 moved into Unit 5 which is a two bedroom unit and at some stage one of debtor S6445 passed away leaving one to occupy the unit until 16 March 2017 when their daughter advised the Shire that her father would be moving to a nursing home.

The unit has been left in a reasonable condition however some walls have large cracks which the Building Maintenance Officer advises is due to movement from the stepping up of the next unit and some other minor cracks and gouges. The rooms could do with repainting and the lino is tired and a bit scruffy having not glued down around the edges which also may contribute as a trip hazard.

#### CONSIDERATIONS

The selection criteria to be considered is:

1. You must be on the Housing Authority or Shire waiting list;

2. Be an Australian Citizen and not own or part own property or land
3. Not have cash assets in excess of \$38,400 (singles) or \$63,800 (couples)
4. Be the recipient of an aged pension.

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

Objective C1: Create an environment that provides for a caring and healthy community.

Strategy C1.5: Facilitate provision of services for aged persons and people with disabilities.

### **Financial / Resource Implications**

The rental would provide \$232.00 per fortnight. Expenditure on refurbishment would be approximately \$7,580.00 which would be absorbed within the current maintenance budget for Kuringal Village.

### **Legislative Compliance**

Local government Act 1995, Section 3.58. Disposing of property:

- (2) Except as stated in this section, a local government can only dispose of property to —
  - (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (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.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
  - (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a



*true indication of the value at the time of the proposed disposition."*

Local Government (Functions and General) Regulations 1996 s30(2)(g):

- (2) A disposition of land is an exempt disposition if —  
(g) it is the leasing of residential property to a person.

### **Policy Implications**

A8.5 - Management of Council Property Leases.

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

An advertisement was placed in Saturdays, 1<sup>st</sup> April 2017 edition of the West Australian Newspaper. The expressions of interest close on 17<sup>th</sup> April 2017. Council will be advised by email prior to the meeting if any other applicants come forward to allow an informed decision to be made.

### **Risk Implications**

There is a high risk if we do not find a suitable tenant the property would be left vacant and vulnerable to vandalism and the Shire would suffer financially, missing out on the rental.

### **OFFICER'S COMMENT**

To date there are two applicants for the unit who have been on the Shire or the Department of Housing waiting list:

- Applicant 1 - Does not fulfil the criteria of **being in receipt of an aged pension** but has been on the Shire waiting list for 3 months and is in receipt of a **disability** pension and has specific reasons for needing new accommodation. This applicant is currently living in Department of Housing accommodation in Perth and is very keen to move to back to Wundowie as she has friends and family who live in the area which would provide a good support system for her.
- Applicant 2 - also does not fulfil the **requirement of being in receipt of an aged pension** but has been on the Department of Housing waiting list since 1 May 2014.
- Applicant 3 - **Fulfils the aged pension criteria but has not been on the waiting list. Her rental accommodation is being sold and she felt that the units at Wundowie would be suitable for her.**

Staff contacted the Department of Housing and asked if it was essential from their point of view for the occupant to be on an aged pension and was advised that it was not strictly necessary and was entirely up to the Shire if they wished to relax that rule.

As the application period does not conclude until 17<sup>th</sup> April 2017, Officer's will provide Council with a detailed confidential listing of the applications prior to the Ordinary Council meeting to be held on 19<sup>th</sup> April 2017.

**RECOMMENDATION**

**That Council approve \_\_\_\_\_ application to rent Unit 5 with the rental rate of \$232 per fortnight and a \$464 bond.**

## 12.5 COMMUNITY SERVICES

Cr S B Pollard declared an "Impartiality" interest in item 12.5.1 – Northam Recreation Centre Cooling as he is President of the NABA, a frequent user of the Rec Centre in summer.

### 12.5.1 Northam Recreation Centre Cooling

<b>Address:</b>	Northam Recreation Centre
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	1.3.16.8
<b>Reporting Officer:</b>	Milton Brooks Manager Recreation Services
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

The purpose of this report is to provide Council with an update on the effectiveness of the High Volume Low Speed (HVLS) fans installed at the Northam Recreation Centre.

#### ATTACHMENTS

Attachment 1: Comment from Northam Indoor Hockey

Attachment 2: Comment from Northam Basketball Association.

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#### BACKGROUND / DETAILS

Council at its meeting of 20 April 2016, resolved the following:

*Minute No: C.2681*

*Moved: Cr Little*

*Seconded: Cr Davidson*

*That Council;*

- 1. Notes the contents and recommendations of the report on cooling options for the Northam Recreation Centre prepared by Geoff Hesford Consultants.*
- 2. Endorse the installation of HVLS fans for the cooling of the Northam Recreation Centre.*

3. *Request the Chief Executive Officer to provide a report to Council in April 2017 giving an update on the operation and effectiveness of these fans.*

CARRIED 8/1

The HVLS fans have been in operation throughout the 2016/17 summer period. During this time the main users have been Northam Basketball Association, Northam Indoor Hockey, Recreation Centre Social Sports Programme, and some large functions, including St Josephs annual Presentation night.

In general, the feedback from user groups has been positive, with the main user groups, being both Indoor Hockey and Basketball, provided positive feedback on the improved conditions within the centre for their players. While there is some evidence to suggest that spectator comfort has not been improved, the small number of large spectator events has made it difficult to gain any evidence one way or the other.

## **CONSIDERATIONS**

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

Strategy C3.1: Develop, maintain and support appropriate recreation facilities throughout the Shire.

### **Financial / Resource Implications**

If Council supports the recommendation, the only ongoing budget obligations will be operating and maintenance costs for the fans.

### **Legislative Compliance**

N/A.

### **Policy Implications**

N/A.

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

Since the installation of the HVLS fans, Council staff have been monitoring their performance, and have asked for formal feedback from the main user groups on their effectiveness at the conclusion of summer. The 2 main summer sports, Basketball and Indoor Hockey have provided positive feedback regarding the effectiveness of the fans. Whilst no formal feedback has been received, commentary from participants in Social Sports programs have been positive.

### **Risk Implications**

N/A.

## **OFFICER'S COMMENT**



In April 2016, Council was provided with a report which outlined five options for the cooling of the Recreation Centre being –

- Air-conditioning (AC)
- Evaporative Cooling (EC)
- Indirect Evaporative Cooling (IEC)
- HVLS Fans
- EC and HVLS Fans

Council endorsed the fitting of HVLS fans, with an assessment being made across the summer season on their effectiveness.

Whilst the response from the major sports users has been positive, there is some evidence to suggest that the effectiveness on cooling or improving comfort level for spectators is not as high. However, given that the majority of use is for organised sport, the main objective is to achieve a greater level of player comfort and officers believe that the HVLS fans achieve this aim.

Whilst the fans have only been installed across one summer season, there is a degree of satisfaction with their operation from the major users to show that they are effective and that no additional cooling options, such as Evaporative Cooling are required.

#### **RECOMMENDATION**

**That Council does not consider retro fitting Evaporative Cooling to assist the HVLS fans at this time.**

## Attachment 1

**From:** Northam Indoor Hockey  
**Sent:** Friday, 24 March 2017 7:16 PM  
**To:** Milton Brooks  
**Subject:** Re: Indoor

Hi Milton

Just giving you some positive feedback on the addition of the fans this season! They have made the Rec centre a lot cooler with the air circulation. Wonderful addition.

Thanks  
Ali Hince  
Secretary

## Attachment 2

### Alysha Maxwell

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**From:** Christine Dunkerton [REDACTED]  
**Sent:** Thursday, 6 April 2017 11:26 AM  
**To:** Milton Brooks  
**Subject:** Re: Fans at the rec centre


Morning Milton,

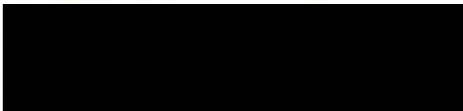
I can absolutely advise that the fans made a substantial difference to the playing conditions our members experienced throughout the 2016/17 basketball season and this was commented on many times by players, committee and spectators alike.

We feel they are sufficient and no further cooling is required to improve player comfort as this stage.

Thank you,

Christine Dunkerton  
NABA Inc.  
Secretary

**Christine Dunkerton** Finance Broker **Loan Market** 



Australian Credit Licence 390222



### 12.5.2 Request for Fee Reduction - Henry Street Oval

<b>Address:</b>	Henry Street Oval
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	1.3.6.10
<b>Reporting Officer:</b>	Milton Brooks Manager Recreation Services
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Voting Requirement</b>	Absolute Majority

#### BRIEF

For Council to consider charging an hourly fee to a user group for the use of the Henry Street oval.

#### ATTACHMENTS

Attachment 1: Request for fee waiver & Booking Form.

#### BACKGROUND / DETAILS

In previous years, as a part of the schedule of fees and charges council adopted both an hourly hire fee as well as the half day / full day oval hire fees. The hourly rate allowed for smaller groups to access the oval for short periods. In 2015/16 financial year a fee of \$15 per hour per team (excluding lights) was available for this purpose. The 2016/17 financial year saw this hourly rate omitted.

A group of people wish to utilise Henry St oval for casual football training. This group are not in a position to participate in a regular football program, and are wishing to use oval for a regular informal kick around. As the desired time (6:00 to 7:30pm) is after sunset, oval lights are required. As Henry St oval is the only oval that has lights suitable for the purpose, this is the only field they can use. As referenced above, in the absence of an hourly rate, the only option to book this field is per half day.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective C3: Provide active and passive recreation facilities and services.

Strategy C3.2: Develop, maintain and support appropriate recreation facilities throughout the Shire.

##### Financial / Resource Implications



As per the current schedule of fees and charges, casual half day hire (up to four hours) is \$200 and full day hire (over four hours) is \$350 and includes the change rooms. The intent of this fee was directed at the likes of sports clubs who also utilised storage and change rooms attached to the recreation centre.

In 2015/16 financial year a fee of \$15 per hour per team was available for the use of the ovals. Based on the charges levied for the two football clubs (Railways and Federals) which sees \$7700 levied for approximately 10 hours per week over 34 weeks (or  $\$7700 \div 340 \text{ hours} = \$22.65$  per hour), it is recommended a fee of \$25 per hour is charged.

Although the dates are not reflected on the booking form, the intent of the group is to hire the oval for 23 weeks. Should the full fee be charged, this would equate to \$4600. Charging the hourly rate referenced above would equate to \$862.50, resulting in a \$3737.50 discount. This \$3737.50 exceeds the amount the CEO has the authority to waive.

The fees as outlined above, do not include the hourly charge for lights. This will be charged at the usual rate of \$15 per hour.

### **Legislative Compliance**

Local Government Act 1995:

#### Section 6.16 Imposition of fees and charges

(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

\* *Absolute majority required.*

(2) A fee or charge may be imposed for the following —

(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;

(b) supplying a service or carrying out work at the request of a person;

(c) subject to section 5.94, providing information from local government records;

(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;

(e) supplying goods;

(f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

(a) imposed\* during a financial year; and

(b) amended\* from time to time during a financial year.

\* *Absolute majority required.*

Section 6.17 Setting level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
  - (a) the cost to the local government of providing the service or goods; and
  - (b) the importance of the service or goods to the community; and
  - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
  - (a) under section 5.96; or
  - (b) under section 6.16(2)(d); or
  - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
  - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
  - (b) limit the amount of a fee or charge in prescribed circumstances.

Section 6.18 Effect of other written laws

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —
  - (a) determine an amount that is inconsistent with the amount determined under the other written law; or
  - (b) charge a fee or charge in addition to the amount determined by or under the other written law.
- (2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

Section 6.19 Local government to give notice of fees and charges

- (1) If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —
  - (a) its intention to do so; and
  - (b) the date from which it is proposed the fees or charges will be imposed.

### **Policy Implications**

Nil.

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

The group wishing to utilise the fields have been consulted in the preparation of this report.

### **Risk Implications**

Nil.

### **OFFICER'S COMMENT**

The absence of an hourly rate in this year's fees and charges limits the flexibility afforded to officers to effectively manage the Shire's recreation facilities. Officers are currently reviewing the fees and charges to be presented as part of the 2017/18 budget, and have identified a number of amendments. One such amendment will be the imposition of an hourly rate for oval use.

### **RECOMMENDATION**

#### **That Council**

- 1. Approve a \$25 (including GST) per hour casual hire fee for the use of Shire ovals (excluding Lights); and**
- 2. Authorise the Chief Executive Officer to give local public notice of the new fees and charges that will come into effect as of 4<sup>th</sup> May 2017 in accordance with section 6.19 of the *Local Government Act 1995*.**

**ABSOLUTE MAJORITY VOTE REQUIRED**

## Attachment 1

### Alysha Maxwell

---

**From:** Ben Wibberley [REDACTED]  
**Sent:** Thursday, 23 March 2017 4:52 PM  
**To:** Alysha Maxwell  
**Subject:** I66437 -

Hello Alysha,

I have been told to write to Jason Whiteaker in relation to the use of Henry Street Oval.  
Me and a small group of friends are wanting to use the oval and lights on Monday nights between 7 - 8.30pm for a bit of fitness/footy training and small scratch matches. I've been told that the oval fee is \$200 which for us is too expensive for the short period of time we will be using it for. We are expecting to pay a fee but I'm asking if Jason could please give us a reasonable fee waiver so we can have the opportunity to use the oval and lights.

Look forward to your response.

Regards  
Ben Wibberley  
[REDACTED]





**Shire of Northam** To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth.  
www.northam.wa.gov.au or find us on Facebook: www.facebook.com/NorthamRecreationCentre  
bookings@northam.wa.gov.au  
Phone: (08) 9622 5153

**Booking Hire Application Form**

Organisation: \_\_\_\_\_

Contact name: Ben Wilberley Phone: \_\_\_\_\_

Email / Address: \_\_\_\_\_ Post Code: 6401

Tick here to join our mailing list to keep abreast of what is happening at the Centre

**Booking details**

**Booking Type:**  Sporting  Birthday Party  Meeting/Training  Event/Show  Other: \_\_\_\_\_

**Dates, Days & Times:**  Fixtures as attached OR  From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Complete Days

Monday From: 7 AM / PM To: 8.30 AM / PM  Thursday From: \_\_\_\_\_ AM / PM To: \_\_\_\_\_ AM / PM

Tuesday From: \_\_\_\_\_ AM / PM To: \_\_\_\_\_ AM / PM  Friday From: \_\_\_\_\_ AM / PM To: \_\_\_\_\_ AM / PM

Wednesday From: \_\_\_\_\_ AM / PM To: \_\_\_\_\_ AM / PM  Sat  Sun From: \_\_\_\_\_ AM / PM To: \_\_\_\_\_ AM / PM

**How many people will be attending?** 10-30

**Are you an incorporated body?** Yes  No  If yes, please attach Public Liability Certificate of currency

**Will you be selling food?** Yes  No  If yes, please attach Environmental Health approval

**Will alcohol be sold/consumed?** Yes  No  If yes, please attach liquor licence from DRG and Shire of Northam CEO approval

**Facilities (tick all that are required)**

**Indoor Sports Courts:**  Indoor Crt 1  Indoor Crt 2  Indoor Crt 3  Kitchen / Kiosk

**Outdoor Sport Courts:**  Outdoor Crt 4  Outdoor Crt 5  Outdoor Crt 6  Outdoor Crt 7

**Function Rooms:**  Hospitality Room  Meeting Room 1  Meeting Room 2  Meeting Room 3

**Sports Ovals / Fields:**  Henry Street Oval  Jubilee Oval  Bert Hawke

**Public Halls:**  Town Hall  Lesser Hall  Sound Shell

**Northam Aquatic Centre:**  Lap Lanes – Number: \_\_\_\_\_  Leisure Pool  Toddler Pool

**Wundowie Aquatic Centre:**  Lap Lanes – Number: \_\_\_\_\_  Leisure Pool  Toddler Pool

**Other:** \_\_\_\_\_

**Additional Notes:** DEPENDING ON FEE WAIVER IF BOOKING

**Additional Booking Requirements**

Equipment	# Req.	Cost	Subtotal	Please use the space below to indicate how you'd like the space to be set up if applicable. <u>WILL GO AHEAD JUST A KICK AROUND WITH FRIENDS FOR AN HOUR</u>
Chairs		Free		
Trestle Tables		Free		
Whiteboard		Free		
Projector / Screen		20		
Sound System		20		
Tea / Coffee		2.50 per person		
Lights Outside Courts		3.60		
Oval Lights		15 per hour		
<b>Total:</b>				





**Shire of Northam** To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth.  
www.northam.wa.gov.au or find us on Facebook: www.facebook.com/NorthamRecreationCentre  
bookings@northam.wa.gov.au  
Phone: (08) 9622 5153

**Payment Options**  Upfront  Invoice - Purchase Order Number: \_\_\_\_\_

**Help us out... How did you hear about the option to book the facilities:**

Facebook  Newsletter  Sports Clubs  Word-of-mouth  Staff Member  Other: \_\_\_\_\_

**Terms and Conditions**

- Terms and Conditions**
- The applicable bond – see below - is required to secure all bookings.
  - Bookings will only be approved upon receipt of this Booking Hire Application Form
  - A certificate of currency is required from all incorporated bodies
  - Bookings are not confirmed until a booking confirmation email has been sent.
  - Storage of items before or after the event is not permitted without prior arrangement.
  - Smoking is not permitted within five metres of any Shire of Northam facility.
  - A cleaning fee will be applied should the hirer not leave the facility in a presentable condition.
  - The Council reserves the right to withdraw permission for the use of any facility at any time.

- Hirer's Responsibilities**
- Set up activities/areas required
  - Return all used equipment to correct locations;
  - Ensure all doors and windows are locked;
  - Ensure all lights are turned off;
  - Collect and Return all keys from the Northam Recreation Centre by prior arrangement through regular business hours
  - Place all refuse in the bins provided and leave the area in a clean and tidy state.
  - Comply with all national, state and local government laws including permission to consume alcohol and relevant liquor licences if applicable
  - Report all damage
  - All cancellations must be received in writing by the signatory to this form no less than seven days prior to the scheduled date.

**Authorisation**

Upon acceptance of the hiring, the hirer undertakes to hold the Shire of Northam and the employees of the Shire of Northam indemnified in respect or any loss or damage to the facility or any part thereof or to any equipment or property at or upon the facility and in respect of all claims which may be made against it or them for damages or otherwise in respect of or resulting from any loss, damage, death or injury caused by or in the course of or arising out of or in connection with the hiring or use of the venue by the hirer.

Name: Ben Wilberley Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only**

1. Upon Receipt of Booking Form	2. Pre-booking			
<input type="checkbox"/> Details complete <input type="checkbox"/> Certificate of Currency attached <input type="checkbox"/> Multi-department Event? <input type="checkbox"/> Call Football Clubs (if Henry St oval booked) <input type="checkbox"/> Availability Checked <input type="checkbox"/> Risk Matrix checked and signed off <input type="checkbox"/> Roster Checked <u>11/7/17</u> by: <u>[Signature]</u>	Service	Rate	Hours	Sub-Total
	Facility Hire	\$ _____ p/h		
	Equip't Hire		From overleaf:	
	Subtotal:			
	Plus bond			
	Amount Paid:			<u>m</u>
	Outstanding:			
3. At Time Of Booking				
<input type="checkbox"/> Room set-up <input type="checkbox"/> Site-brief given <u>   </u> / <u>   </u> / <u>   </u> by: <u>   </u>	<input type="checkbox"/> Receipt Number: _____ <input type="checkbox"/> Entered in Outlook calendar <input type="checkbox"/> Synergy Booking Number: _____ <input type="checkbox"/> Adjust weekly sheet (if required) <input type="checkbox"/> Confirmation sent <input type="checkbox"/> Filed in month file <u>   </u> / <u>   </u> / <u>   </u> by: <u>   </u>			
4. After Booking				
<input type="checkbox"/> Bond refund request sent <input type="checkbox"/> Invoice sent creditors <input type="checkbox"/> Email address added to mail list <u>   </u> / <u>   </u> / <u>   </u> by: <u>   </u>				

**Risk Matrix**

Function Type	Multipliers	Bond & Sign-off	
1 <input type="checkbox"/> Sporting 5 <input type="checkbox"/> Birthday Party < 25 years 3 <input type="checkbox"/> Birthday Party > 25 years 1 <input type="checkbox"/> Meeting / Training 3 <input type="checkbox"/> Event/Show _ <input type="checkbox"/> Other: _____	+50% <input type="checkbox"/> Alcohol -50% <input type="checkbox"/> Licenced Security +50% <input type="checkbox"/> Unsocial hours +50% <input type="checkbox"/> Unsocial days +50% <input type="checkbox"/> Large event > 30ppl +25% <input type="checkbox"/> Contact Sport +100% <input type="checkbox"/> History of anti-social	Function Type Points: _____ <input type="checkbox"/> <5 points Nil Bond <input type="checkbox"/> <10 points \$100 Bond <input type="checkbox"/> <20 points \$500 Bond <input type="checkbox"/> <30 points \$1000 Bond <input type="checkbox"/> <50 points \$2000 Bond Sign-off: _____	After Multipliers: _____ Admin Officer Snr Rec Officer Man Rec Serv. Exec Man CEO

G:\Community Services\Recreation\BOOKING FORMS ORIGINAL\Booking Hire Form.docx

**13. MATTERS BEHIND CLOSED DOORS**

Nil.

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

Nil.

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

**16. DECLARATION OF CLOSURE**