



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**SHIRE OF NORTHAM**

**MINUTES**

**SPECIAL COUNCIL MEETING**

**HELD**

**MONDAY**

**30 NOVEMBER 2015**

UNCONFIRMED

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

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**TABLE OF CONTENTS**

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1.	OPENING AND WELCOME .....	4
2.	DECLARATION OF INTEREST.....	4
3.	ATTENDANCE .....	4
4.	APOLOGIES .....	4
5.	LEAVE OF ABSENCE PREVIOUSLY APPROVED.....	5
6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	5
7.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	5
8.	PUBLIC QUESTION TIME .....	5
9.	PUBLIC STATEMENT TIME .....	5
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS .....	5
11.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....	6
11.1	RECEIPT OF MINUTES OF THE AUDIT COMMITTEE MEETING .....	6
11.2	ADOPTION OF THE RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING.....	6
11.3	RECEIPT OF MINUTES OF THE BUSHFIRE ADVISORY COMMITTEE MEETING.....	7
11.4	ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING.....	7
12.	SPECIAL ITEMS .....	10
12.1	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE – ARCHITECTURAL SERVICES .....	10
12.2	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE – INTERPRETIVE SERVICES.....	13
13.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	16
14.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	16
14.1.	ELECTED MEMBERS.....	16
14.2.	OFFICERS .....	16
15.	DECLARATION OF CLOSURE .....	16

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

---

**Minutes of the Special Meeting of Council held in the Council Chambers on  
MONDAY, 30 November 2015 at 5:30 pm**

**DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Northam disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Northam during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Northam. The Shire of Northam warns that anyone who has an application lodged with the Shire of Northam must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

---

**1. OPENING AND WELCOME**

The Shire President, Cr S B Pollard declared the meeting open at 5.31pm.

**2. DECLARATION OF INTEREST**

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Adoption of the recommendations of the Bushfire Advisory Committee meeting	11.3	Cr Rumjantsev	Impartiality	He is a FCO BHVBFB (SoN).

**3. ATTENDANCE**

**COUNCIL**

Councillors

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

Chief Executive Officer  
Executive Manager Development Services  
Executive Manager Community Services  
A/Executive Manager Corporate Services  
Executive Assistant – CEO

J B Whiteaker  
C B Hunt  
R Rayson  
C Green  
A C Maxwell

**GALLERY**

Nil.

**4. APOLOGIES**

Executive Manager Engineering Services      C D Kleynhans

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

---

**5. LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Nil.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.2588**

**Moved: Cr Rumjantsev**

**Seconded: Cr Hughes**

**That Cr Terry Little be granted leave of absence between the following dates:  
Saturday, 19 December 2015 to Sunday, 17 January 2016 inclusive.**

**CARRIED 10/0**

**7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**8. PUBLIC QUESTION TIME**

Nil.

**9. PUBLIC STATEMENT TIME**

Nil.

**10. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

---

**11. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**11.1 RECEIPT OF MINUTES OF THE AUDIT COMMITTEE MEETING**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.2589**

**Moved: Cr Proud  
Seconded: Cr Antonio**

**That Council receives the minutes of the Audit Committee Meeting held 25 November 2015.**

**CARRIED 10/0**

**11.2 ADOPTION OF THE RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.2590**

**Moved: Cr Davidson  
Seconded: Cr Rumjantsev**

**That Council;**

- 1. Endorse that the meeting between the Audit Committee and the Auditor at the Audit Committee Meeting held on 25 November 2015, satisfy the requirements of Section 7.12A(2) the Local Government (Audit) Regulations 1996 and that the minutes of the meeting show the auditor was involved and the matters discussed; and**
- 2. Accept the verbal report provided by the Shire Auditor Mr Greg Godwin from Moore Stephens.**
- 3. Sections 5.53 and 5.54 of the Local Government Act 1995, accepts the Annual Report for the 2014/2015 financial year; and**
- 4. Section 5.55 of the Local Government Act 1995, authorise the Chief Executive Officer to give public notice of the availability of the Annual Report from Tuesday, 1 December 2015.**
- 5. Holds the Annual Electors General Meeting on Wednesday, 16 December 2015 at 5.00pm in the Shire of Northam Council Chambers and authorise the Chief Executive Officer to give public notice of the meeting from Tuesday, 1 December 2015.**

**CARRIED 10/0**

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

---

**11.3 RECEIPT OF MINUTES OF THE BUSHFIRE ADVISORY COMMITTEE MEETING**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.2591**

**Moved: Cr Little  
Seconded: Cr Hughes**

**That Council receives the minutes of the Bushfire Advisory Committee Meeting held 17 November 2015.**

**CARRIED 10/0**

*Cr Rumjantsev has declared an impartiality interest in item 11.3 Receipt of Bushfire Advisory Committee meeting as he is a FCO BHVBFB (SoN).*

The Chief Executive Officer departed the Council Chambers at 5.34pm and returned at 5.34pm.

**11.4 ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING**

**RECOMMENDATION**

**Moved: Cr Little  
Seconded: Cr Proud**

**That Council;**

- 1. Notes the status of the current review of the Bushfire Administration Procedure Manual.**
- 2. Provides an annual allocation of \$500.00 for mobile telephone expenses for the CBFCO and 2 x DCBFCO's.**
- 3. Makes an annual allocation to reimburse the CBFCO and DBCO's for vehicle expenses in accordance with the Australian Taxation Office rates and subject to claims being made by 30 June each year.**
- 4. Update the Shire of Northam Policy manual to reflect points 2 and 3 of this recommendation.**
- 5. Notes the status of the current review of the Bush Fire Advisory Council Terms of Reference.**
- 6. Request DFES give consideration to the provision of a suitable vehicle to the Shire of Northam, Chief Bushfire Control Officer.**

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

---

7. In the event of being unable to secure a suitable vehicle through DFES that it allocates a Council vehicle to the CBFCO for use during the fire season;
8. In the event of being unable to secure a suitable vehicle through DFES utilise the existing Shire Ranger vehicle when available (currently due for replacement) and allocate funds from the plant replacement reserve to offset purchase and set up costs of \$20,000; and
9. Makes a budget amendment to reflect the above resolution.
10. Continues with the installation of backflow prevention devices into the current standpipes throughout the Shire of Northam, however in consultation with individual brigade Captains makes provision for the installation of an overhead feed and/or specific size camlock fitting (in addition to the standard BIC fitting for emergency vehicles).
11. Notes the contents of the Community Emergency Services Manager report
12. Request the Chief Executive Officer to investigate the possibility of Council Officers issuing permits to burn for the 2016/17 fire season and present a report through BFAC.

**AMENDMENT**

*The Shire President ruled that while the above amendment was potentially negating the original motion that he would accept the proposed amendment in the context of the standing orders position on dealing with Committee Recommendations.*

**Moved: Cr Beresford**  
**Seconded: Cr Williams**

**That Council;**

1. Removes items 7, 8 & 9 from the above recommendation at this time

**LOST 2/8**

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

---

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.2592**

**Moved: Cr Little**  
**Seconded: Cr Proud**

**That Council;**

- 1. Notes the status of the current review of the Bushfire Administration Procedure Manual.**
- 2. Provides an annual allocation of \$500.00 for mobile telephone expenses for the CBFCO and 2 x DCBFCO's.**
- 3. Makes an annual allocation to reimburse the CBFCO and DBCO's for vehicle expenses in accordance with the Australian Taxation Office rates and subject to claims being made by 30 June each year.**
- 4. Update the Shire of Northam Policy manual to reflect points 2 and 3 of this recommendation.**
- 5. Notes the status of the current review of the Bush Fire Advisory Council Terms of Reference.**
- 6. Request DFES give consideration to the provision of a suitable vehicle to the Shire of Northam, Chief Bushfire Control Officer.**
- 7. In the event of being unable to secure a suitable vehicle through DFES that it allocates a Council vehicle to the CBFCO for use during the fire season;**
- 8. In the event of being unable to secure a suitable vehicle through DFES utilise the existing Shire Ranger vehicle when available (currently due for replacement) and allocate funds from the plant replacement reserve to offset purchase and set up costs of \$20,000; and**
- 9. Makes a budget amendment to reflect the above resolution.**
- 10. Continues with the installation of backflow prevention devices into the current standpipes throughout the Shire of Northam, however in consultation with individual brigade Captains makes provision for the installation of an overhead feed and/or specific size camlock fitting (in addition to the standard BIC fitting for emergency vehicles).**
- 11. Notes the contents of the Community Emergency Services Manager report**
- 12. Request the Chief Executive Officer to investigate the possibility of Council Officers issuing permits to burn for the 2016/17 fire season and present a report through BFAC.**

**CARRIED 9/1**

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

---

**12. SPECIAL ITEMS**

**12.1 NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE – ARCHITECTURAL SERVICES**

Name of Applicant:	Shire of Northam
Name of Owner:	Shire of Northam
File Ref:	1.3.13.5
Officer:	Jason Whiteaker
Officer Interest:	N/A
Policy:	N/A
Voting:	Simple Majority
Date:	25 November 2015

**PURPOSE**

For the Council to appoint an Architectural Firm to undertake the final design of the Aboriginal and Environmental Interpretive Centre.

**BACKGROUND**

The Council, through its Regional Centres Committee, has selected the Aboriginal & Environmental Centre as its priority project. A business case was developed and endorsed by Council in late 2014. This clearly highlighted that the facility, while achievable and beneficial, would come at a potentially significant capital and operational cost to the Council. The Council endorsed the plan and a subsequent grant application was submitted for \$2.1m to the Commonwealth Government National Stronger regions Fund. The Council was advised in mid 2015 that the application was successful.

**STATUTORY IMPACTS**

N/A

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

OBJECTIVE C4: Protect and promote the Shire's diverse culture and heritage

STRATEGY C4.3: Understand and acknowledge Aboriginal and European heritage through the provision of interpretive venues, materials and activities

Develop concept and viability of Northam Aboriginal interpretive Centre

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

---

**FINANCIAL IMPLICATIONS**

It is estimated that the Aboriginal & Environmental Centre will cost in the vicinity of \$4.2m. As outlined in the background 50% of this is now funded, while staff are currently in the process of trying to secure additional funding. The following organisations are being targeted;

- LotteryWest
- Royalties for Regions
- Indigenous Business Australia
- Tourism WA

In addition to the committed \$2.1m from the Commonwealth, the Shire of Northam has \$209,000 in the current 2015/16 annual Budget for the planning of the Aboriginal & Environmental Centre (G/L - 11362152). This \$209,000 is remaining from the Supertowns funded business case.

Based on the costs associated with the tenders it is estimated that the Architectural (& associated) Services will cost in the area of \$225,500 - \$321,000 (ex GST) (final price will depend on agreed final build cost).

The following table of funding and expenses to date is provided;

	11362152 Supertowns Aboriginal Environmental Centre Planning	-	11367004 (1034) Aboriginal & environmental Interpretive Building
2015/16 Budget	(209,000)		(2,100,000)
Architectural & Associated services	209,000		112,000
Balance		Nil	1,988,000

Additionally the tender requested a submission for the provision of project superintendent services for the construction phase of the project. This was an optional component. At this point no firm decision has been made on the requirement for such services, however the recommendation is to provide authority for the Chief Executive Officer to engage these services if deemed necessary. It is considered more likely than not that these services would be utilised by the Shire of Northam.

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

---

**OFFICER'S COMMENT**

A full report on the procurement process and outcomes is provided as a separate document.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.2593**

**Moved: Cr Rumjantsev**  
**Seconded: Cr Hughes**

**That Council appoints Iredale Pederson Hook to;**

- 1. Provide Architectural Services to the Shire of Northam for the development of the Aboriginal & Environmental Interpretive Centre at a cost of up to \$321,000 (ex GST).**
- 2. Provide Project Superintendent Services for the Construction of the Aboriginal & Environmental Interpretive Centre at a cost of up to \$120,000 (ex GST), if deemed required by the Chief Executive Officer**

**CARRIED 9/1**

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

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**12.2 NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE – INTERPRETIVE SERVICES**

Name of Applicant:	Shire of Northam
Name of Owner:	Shire of Northam
File Ref:	1.3.13.5
Officer:	Jason Whiteaker
Officer Interest:	N/A
Policy:	N/A
Voting:	Simple Majority
Date:	25 November 2015

**PURPOSE**

For the Council to appoint an Interpretive Consultant to undertake the internal design of the Aboriginal and Environmental Interpretive Centre.

**BACKGROUND**

The Council, through its Regional Centres Committee, has selected the Aboriginal & Environmental Centre as its priority project. A business case was developed and endorsed by Council in late 2014. This clearly highlighted that the facility, while achievable and beneficial, would come at a potentially significant operational cost to the Council. The Council endorsed the plan and a subsequent grant application was submitted for \$2.1m to the Commonwealth Government National Stronger regions Fund. The Council was advised in mid 2015 that the application was successful.

**STATUTORY IMPACTS**

N/A

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

OBJECTIVE C4: Protect and promote the Shire's diverse culture and heritage

STRATEGY C4.3: Understand and acknowledge Aboriginal and European heritage through the provision of interpretive venues, materials and activities

Develop concept and viability of Northam Aboriginal interpretive Centre

**FINANCIAL IMPLICATIONS**

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

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It is estimated that the Aboriginal & Environmental Centre will cost in the vicinity of \$4.2m. As outlined in the background 50% of this is now funded, while staff are currently in the process of trying to secure additional funding. The following organisations are being targeted;

- LotteryWest
- Royalties for Regions
- Indigenous Business Australia
- Tourism WA

The funds will be applied against the commonwealth funding in accordance with the grant agreement. With the allocation of \$112,000 to the Architect this leave \$98,000 of funding which is claimable in the 2015/16 financial year in accordance with the Commonwealth Grant Agreement. Consequently from a cash flow perspective Council may be required to carry \$14,000 until the second instalment of the Commonwealth funding is due (September 2016).

Based on the costs associated with the tenders it is estimated that the interpretive services will cost in the area of \$111,500. This cost is however on the basis of the interpretive design costing \$500,000. Additional costs may be incurred as a result of the design requirements of Council. For example if extensive multimedia displays are required an additional cost would be incurred to engage a multimedia designer. In order to allow the project to proceed in a timely manner it is being recommended that the CEO be authorised to expend up to \$200,000 on interpretive design works

The following table of funding and expenses to date is provided;

	11362152 Supertowns Aboriginal Environmental Centre Planning	– &	11367004 (1034) Aboriginal & environmental Interpretive Building	Total
2015/16 Budget	(209,000)		(2,100,000)	(2,309,000)
Architectural & Associated services	209,000		112,000	321,000
Interpretive Services			111,500	111,500
Balance	Nil		1,876,500	1,876,500

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

---

**OFFICER'S COMMENT**

A full report on the procurement process and outcomes is provided as a separate document.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.2594**

**Moved: Cr Hughes**

**Seconded: Cr Tinetti**

**That Council appoints Thylacine Exhibition Design to;**

- 1. Provide Interpretation Design & Development Services to the Shire of Northam for the Aboriginal & Environmental Interpretive Centre at a cost of up to \$111,500 (ex GST).**
- 2. Authorise the Chief Executive Officer to expend up to an additional \$88,500 on interpretive design if required.**

**CARRIED 9/1**

**SHIRE OF NORTHAM**  
**MINUTES**  
**SPECIAL COUNCIL MEETING HELD ON 30 NOVEMBER 2015**

---

**13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**14.1. Elected Members**

Nil.

**14.2. Officers**

Nil.

**15. DECLARATION OF CLOSURE**

There being no further business, the Shire President, Cr S B Pollard declared the meeting closed at 6.22pm.

"I certify that the Minutes of the Special Meeting of Council held on Monday, 30 November 2015 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date