



Shire of Northam  
*Heritage, Commerce and Lifestyle*

Shire of Northam

Minutes

Ordinary Council Meeting

18 July 2018



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## 1. DECLARATION OF OPENING

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

## 2. ATTENDANCE

### Council:

President

C R Antonio

Deputy President

M P Ryan

Councillors

J E G Williams

C L Davidson

R W Tinetti

S B Pollard

A J Mencshelyi

T M Little

J Proud

C P Della

### Staff:

Chief Executive Officer

J B Whiteaker

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

### Gallery:

Avon Valley Advocate

Eliza Wynn

H&H Development Enterprises

Mike Hollett

Fermora Pty Ltd

Chris Harrison

Mathew Pavlinovich

Sharron Williams

Grass Valley Bush Fire Brigade

Chris Marris

Public

Sally Hart

Ulo Rumjantsev

Annette Poulton

Rupert Poulton

### 2.1 APOLOGIES

Executive Manager Engineering Services

C D Kleynhans

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Bush Fire Advisory Committee Meeting held on 3rd July 2018.	11.1	Cr J E G Williams	Impartiality	As Secretary of the Bakers Hill Progress Association she has requested Progress input into the relocation of the Bakers Hill fire shed. Also, she is friends with the nominated Deputy BFCO (Simon Peters).
WAPC Referral – Proposed Green Title & Subsequent Survey Strata Subdivision Proposal – Lot 90 (#51) Jocoso Rise, Wundowie (El Caballo).	12.3.1	Cr S B Pollard	Impartiality	Director of Femora P/L is well known to him.
		Cr C L Davidson	Impartiality	Director of El Caballo, Mathew Pavlinovich is known to him.
Proposed naming of New Road, Bakers Hill.	12.3.5	Cr R W Tinetti	Impartiality	Business owners effected by this are well known to him.
		Cr J E G Williams	Impartiality	The affected landowners are well known to her.
		Cr A J Mencshelyi	Impartiality	He knows Annette and Rupert Poulton at 9 Yates Street. Very minimal.
		Cr S B Pollard	Impartiality	Landowners affected are well known to him.
		Cr C L Davidson	Impartiality	Business owners affected by this are known to him.
Tender 4 of 2018 – Extension to Grass Valley Fire Brigade Shed	12.3.6	Cr R W Tinetti	Impartiality	One of his casual employees is employed by one of the tendering companies.
		Cr A J Mencshelyi	Impartiality	He knows Steve Davies from Multicon and Stallion Homes. The extent of his interest is very minimal. He has completed several projects for his employer and one of the non-profit groups where he is a board member.
Perdaman Commercial Property Holdings Pty	12.4.4	Cr J E G Williams	Impartiality	Two of her sons one dependant, one not, work at red dot

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Ltd Deed of Easement for Lot 71 & 73 Northam Boulevard.				(dependant only casually).
		Cr T M Little	Financial	His daughter is a tenant of the Perdaman Group in the Boulevard and he is a Director of her business.
Community Bus – Wundowie to Northam	14.1	Cr T M Little	Impartiality	He is a member of Wundowie Progress Association Inc.
		Cr J E G Williams	Impartiality	As Secretary of the Bakers Hill Progress Association, she has written a letter of support to the Shire on this matter (on Progress/Bakers Hill Community's behalf).
		Cr C L Davidson	Impartiality	Owners of the Wundowie IGA are known to him.

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

<u>Visitations and Consultations</u>	
21/06/18	Radio interview with ABC Midwest on "Ready Set Go" Campaign
21/06/18	Meeting with Aero Club - Northam
22/06/18	Avon-Midland Zone Meeting - York
22/06/18	Presentation of Lotterywest Grant Cheque for Youth Space
24/06/18	Northam Performing Arts Festival Official Opening
24/06/18	Rural Ambassador Awards Judging – Northam
24/06/18	Radio interview with ABC Midwest on Innovation Hub
26/06/18	Meeting with Avon Descent organizer - Northam
26/06/18	Radio Interview with MMM radio on "Ready Set Go" Campaign
27/06/18	Give me 5 for Kids Disco Fundraiser – Northam
28/06/18	State Risk Project Workshop – Northam
29/06/18	Northam Performing Arts Choir Shields Presentation
05/07/18	Northam Chamber of Commerce Business After Hours
06/07/18	Effective Community Leadership Training - Perth
07/07/18	Northam Aero Club Annual Presentation Dinner
08/07/18	Start of NAIDOC week
15/07/18	Mundaring Arena Official Opening
<u>Upcoming Events</u>	
31/07/18	Training on Performance Appraisals - Perth
31/07/18	2018 Mayors and Presidents Reception - Perth
01/08/18	Regional Capitals Alliance Meeting – Perth
01/08/18	Local Government Week welcome reception - Perth
02/08/18	Local Government Week - Perth
03/08/18	Local Government Week - Perth
03/08/18	Avon River Festival - Northam
04/08/18	Avon Descent Opening event and Race Start - Northam
05/08/18	Avon Descent Finish Line Awards - Bayswater
06/08/18	AROC Meeting - Toodyay
09/08/18	Local Health Advisory Group Meeting - Northam

Operational Matters:

#### Community Events

Over the past few weeks, I've had the privilege of having been involved with a number of talented groups and individuals, ranging from the talented youth



throughout the Northam Performing Arts Festival to assisting the Rural Ambassador Awards. Well done to all the volunteers involved.

NAIDOC week runs from the 8<sup>th</sup> to the 15<sup>th</sup> July with the National theme – “Because of Her, We Can”. Let’s not forget our history.

#### Branding

At the recent June Meeting, Council voted in favour of the “Ready Set Go” branding concept. The official launch and implementation is to follow. Look out for the campaign as it progresses

Strategic Matters:

#### Shire of Northam Budget

The Shire staff have been working steadily over the past few weeks on presenting a budget to Council. Councillors assess all the information and then approve the budget for the 2018 / 2019 year. The budget also sets the rates for the 2018 / 2019 year.

#### Major Projects

Over the next few weeks, the final touches will be made to the Bilya Koort Boodja Centre. The official opening is planned in July pending confirmation of the Federal Government.

## 5. PUBLIC QUESTION/STATEMENT TIME

### 5.1 PUBLIC QUESTIONS

The following questions were received prior to the Council Forum meeting held on 11<sup>th</sup> July 2018. The Chief Executive Officer advised that the questions received would be outlined and responded to in the Ordinary Council meeting agenda. The questions and responses are listed below:

Name: Eddy Saulys.

Background: Correspondence was received from Eddy Sauly's on 11<sup>th</sup> July 2018 asking a number of questions and requesting a response from Council. This correspondence was provided to Elected Members on 11<sup>th</sup> July 2018.

Question 1: Who approved the development of the new Shopping Centre?

Response 1: The approval was issued by the Mid-West/Wheatbelt Joint Development assessment Panel (JDAP) at its meeting held on 19th October 2015.

Question 2: To whom was the approval given to develop the new shopping centre?

Response 2: The approval was issued to the applicant and now landowner, Northam Project Pty Ltd.

Question 3: Has the Northam Shire Council a duty of care to its residents/ratepayers to protect and safe guard **ratepayer's rights, interests** and property so they are in no way disadvantaged or adversely affected by the decision making of Council?

Response 3: The Shire of Northam is committed to representing the views and aspirations of the Community. In relation to specific issues / concerns private individuals have as a result of development it is not the role fo the Council to become involved in each and every one. In this instance however, Shire of Northam staff have been endeavouring to assist the complainant obtain an outcome with the proponent of the Shopping Centre development.

Question 4: What protocols were put/or in place to safe guard my daughter as a resident/ratepayer in protecting her rights,

interest and property so she was/or in no way majorly disadvantaged or adversely affected by the approval given to the developer (by whomever) allowing this development?

Response 4: The application was assessed in accordance with normal planning procedures including the potential impacts on the adjoining landowners. As part of the consultation period nearby neighbours were notified of the proposed development and any issues raised were considered in provided the responsible authority report to Council. One of the concerns raised was potential damage to properties through (primarily) the demolition of the Old Hospital. Subsequently a recommended condition of approval was for a dilapidation survey for surrounding buildings which was subsequently approved by the JDAP.

Question 5: Who is responsible to provide Dilapidation Report?

Response 5: The dilapidation report was required as a condition of approval (No. 8) issued by the JDAP which required a Demolition and Construction Management Plan. The reports were prepared by a Building Surveyor appointed by the Developer.  
The dilapidation report is required to be undertaken by, and for the benefit or, the Developer to ensure they have a record of property condition pre-development. The Shire of Northam will provide a copy of the report if the proponent is not forthcoming.

Question 6: What was the Dilapidation Report requirement and condition imposed by the Council or anyone else on the developer in approving the development?

Response 6: As per above - a requirement of the approval issued by the JDAP.

Question 7: Should a copy of the Dilapidation Report have been given to all sides prior to work starting?

Response 7: The dilapidation reports were provided to the developer and a copy to the Shire of Northam prior to works commencing. It is understood that the reports can be made available to the landowners through the developer or alternately through the Shire of Northam. In this particular case staff have requested that the

developer provide a copy of the report to the landowner. If, for whatever reason, the developer is not prepared to do that then a copy can be provided by Council.

Question 8: If not, why not?

Response 8: As stated above the reports can be made available by the developer or Council. It is understood that the Building Surveyors do not normally provide a copy of the report to the landowner as they are preparing the report for the developer. It is generally the landowner that can request a copy from the developer.

Question 9: Has the developer abided by, adhered to and met in full all requirements of their contractual obligations?

Response 9: There is no contractual obligations between the developer and Council. However all conditions imposed by the JDAP on the developer have been complied with.

Question 10: Who has the right to create havoc and damage to ones property then simply ignore, walk away leaving the home owner to deal with the damage and problems that have been created?

Response 10: This is a question staff are unable to answer as there has been no determination that the said impact has occurred (this is not saying that it hasn't). The Shire of Northam is endeavouring to assist in brokering an outcome.

Question 11: Who is responsible to deal with this fiasco and make good the damage to my daughter's home?

Response 11: It is staff's understanding that ultimately it is the responsibility of the developer and/or their subcontractors (Builders) to rectify any damage that is caused to adjoining property that is directly attributable to the construction of the shopping centre.

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Name: Mike Hollett – H&H Development Enterprises.

Background: H&H as owner representatives / developers of the Northam Eco Lifestyle Village sought to defer for two years the component of the Development Condition 13 relating to turning lane condition requirement on Mitchell

Avenue into Mt Ommanney Road until a review of the appropriate speed limit of that section of Mitchell Avenue can be considered as this will impact the length of the turning lane.

It was advised that they believe that the speed limit is too fast for this portion of road as it is built up, forms part of the Gazetted townsite and contains an information bay which has traffic entering and exiting frequently. With the current speed limit a 90m turning lane would be required which would also result in a number of trees requiring removal.

With respect to condition 14 requiring a turning lane into Gratte Street, this will only ever be an exit with entry only being permitted for emergency access. It is therefore requested that this not be a requirement as access is not permitted through Gratte Street.

Question 1: Respectfully would Council reconsider its position in relation to turning lanes on Mitchell Avenue as proposed by officers at the Council Meeting on June 20, 2018?

Officer Comment: The following are the outcomes from the Ordinary Council meeting held on 20<sup>th</sup> June 2018:

Agenda item 12.3.1 - Request to Amend Condition No. 13 and 14 of Development Approval – Proposed Lifestyle Village, Lot 9000 Mt Ommanney Road, Northam;

*RECOMMENDATION / MOTION*

*Moved: Cr Pollard*

*Seconded: Cr Tinetti*

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

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

*“13. Within two years from commencement of Stage one, the Mitchell Avenue intersection with*

Mount Ommanney Road is to be upgraded, widened and turning lanes installed to the specification and satisfaction of the local government."

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

"14. The Mitchell Avenue intersection with Gratte Street is to be upgraded, widened and turning lanes installed to the specification and satisfaction of the local government prior to the commencement of Stage 3 of the development unless otherwise determined by Council."

LOST 4/5

Debate was held around the motion.

Reason:

Council believes that the original condition should remain and be adhered to.

Agenda item 12.3.2 - Mitchell Avenue Traffic Speed Limit;

RECOMMENDATION / MOTION

Moved: Cr Pollard

Seconded: Cr Della

That Council requests Main Roads WA to undertake a reassessment of the speed limit of the entire length Mitchell Avenue to determine the appropriateness of the existing signposted speeds, making recommendations for the following speed limits:

- 50km from Newcastle Street to Fernie Road roundabout;
- 60km from Fernie Road Roundabout to Purkiss Drive; and
- 80km from Purkiss Drive to Great Eastern Highway.

LOST 4/5

Debate was held around the motion.

Reason:

*Council did not feel there is a necessity to reduce the speed limit along this portion of road at this point in time.*

The Chief Executive Officer advised that the Council has a number of options in relation to responding to the question, these are:

1. Council respond to the question through the President, however it wishes to respond this evening;
2. Introduce as urgent business under agenda item 15, Shire President may wish to bring this forward under item 10 of the agenda as interested persons are in attendance at the meeting, and make a determination on the matter now.
3. Resolve to request the Chief Executive Officer to represent the matter to the next Ordinary Council meeting.

It was clarified that a rescission motion would not be required as no decision was made in relation to the matter as the motion put at the last meeting was lost, therefore there is no motion to rescind.

Clarification was sought in relation to whether there was new information to warrant the matter being reconsidered by the Council. The Chief Executive Officer advised that the new information would only be what has been raised by the applicant.

The Chief Executive Officer advised that as it was apparent there were different views in relation to whether the Council should reconsider the matter, it may be prudent to receive a formal motion to be considered. Following this advice, Cr Ryan moved the following:

MOTION / COUNCIL DECISION

Minute No: C.3408

Moved: Cr Ryan

Seconded: Cr Mencshelyi

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

CARRIED 10/0

- 
- Name: Annette Poutlon, Bakers Hill.
- Agenda Item: 12.3.5 - Proposed naming of New Road, Bakers Hill.
- Question 1: If the recommendation from the Geographical Naming Committee is not accepted by the Shire. Why have no other options to maintain the name of Yates Street been looked at by Shire staff and if so why have they been rejected?
- Response 1: The Executive Manager Development Services advised that the two options presented are what have been suggested by the Geographical Naming Committee.
- Question 2: Why is the plan depicted in Attachment 2 not correct when compared to the work that has actually been completed by the Shire?
- Response 2: The Executive Manager Development Services clarified that the property does not abut either of the roads (Newman or the previous Yates Street) and is required to cross over a portion of reserve in order to access the property.
- Question 3: Can the Shire please tell me why after all the consultation with the Shire it was deemed too dangerous to keep this access to our property open? At the meeting, when the Councillors voted to close Yates Street it was given the amount of accidents that had occurred which would require it to be closed, please note Main Roads audit of these accidents, does not state that any of the accidents occurred between Yates Street and Berry Brow Road. On page 47 of the agenda, among the recommendation for the Bakers Hill fire shed to be built on the BMX track. It outlines that it will be a safe entrance onto Great Eastern Highway from the fire shed. If the new fire shed is built on the BMX track and Main Roads are not in favour of the entrance and exit from the fire shed onto Great Eastern Highway. We would like to know and be reassured by the Shire that there will not be any plans put in place that would then impede on our access. Can the Shire reassure us?
- Response 3: The Chief Executive Officer advised that he was unable to answer the first part of the question, however noted it

was a decision of Council, made in the context of the information provided in a report. In relation to the fire shed, The Executive Manager Development Services advised that if access is not granted from Great Eastern Highway then this would come from Newman Street.

## 5.2 PUBLIC STATEMENTS

Name: Rupert Poulton, Bakers Hill.

Agenda Item: 12.3.5 - Proposed naming of New Road, Bakers Hill.

Statement: After consultation with the Shire about the proposed Road works, we were expecting:

1. A Roundabout at the end of driveway, of a size that Tourist Coaches can turn around, as shown on the plan in the Shire minutes.
2. Yates Street to be closed but to remain as a surveyed, unmade road, so that our address can remain and so that in the future access can be provided for the BMX track or a new Fire Shed off Yates Street.
3. Bollards and kerbing to restrict motorised traffic on the Kep track to provide a duty of care to protect horse riders and pedestrian traffic.

What we have got so far:-

1. No Roundabout, but a cul-de-sac nowhere near our driveway and in no way able to accommodate a coach turning around.
2. Yates Street name removed, leaving the remnant 30 metres of Yates Street unnamed.
3. No restrictions to prevent cars and motor bikes from using the Kep track.

It is extremely important to us that we keep our address as Yates Street, as all our advertising over the last 10 years has been with that address and people will be looking for it in the future. We also have a lot of business registrations, licenses and personal documents which would have to be changed.

We have invested a considerable amount of time and money in our business, which we expect to become an important landmark in Bakers Hill, and, indeed the whole Shire of Northam. We will attract tourists, provide

employment, keep the local history alive and provide entertainment for the locals. We also believe that we will kick start other business enterprises, such as Bed & Breakfast.

The new constructed road will become quite busy, with most of the traffic coming to us, in the form of Coaches, Delivery vehicles and cars. It therefore makes sense to make this the main road.

Our preferred outcome would therefore be for Yates Street to keep its present name, a proper Roundabout and entrance to our property to be constructed. Should it be deemed not possible to keep the name Yates Street as is, we would submit to Councillors that the new road be called Yates Street and continue round to our front gate.

I thank Councillors for their attention.

---

Name: Chris Marris, Grass Valley Bush Fire Brigade.

Agenda Item: 11.1 – Bush Fire Advisory Committee Meeting held on 3<sup>rd</sup> July 2018.

Basis of Statement: Raised that there are inconsistencies with the Bush Fire Manual and scheduling of workshops. Brigades were only provided 6 days notice to review the manual prior to the workshops. Grass Valley Bush Fire Brigade made a complaint and an extension was granted. There were items raised at the workshop and agreed to be amended in the manual however these changes are not reflected in the manual presented to Council, one example is in relation to the chain of command.

Grass Valley Brigade strongly feel that they need a second appliance. They cover the largest geographical area in the region and believe they cannot meet the community requirements and are currently exposed. There has been discussions over the past decade about this however no decisions have been made.



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

The following response was provided to Ms Marilyn Piper to her question which was taken on notice at the Ordinary Council meeting held on 20<sup>th</sup> June 2018:

Question: What is the criteria, how do you apply, what costs are associated and how long is a RAV approval issued for?

Response: I refer to your question which was taken on notice at the Ordinary Council meeting held on 20 June 2018 in relation to the Restricted Access Vehicle (RAV) route approval process and wish to offer the following response:

How do you Apply:

Through Main Roads WA (Heavy Vehicle Services) – They send the application to the Local Government for comment and initial assessment, if approved they then perform the assessment based on the Guidelines.

Guidelines for approving RAV Routes:

<https://www.mainroads.wa.gov.au/Documents/Guidelines%20for%20Approving%20RAV%20Access%20-%20Current%20as%20at%2023%20September%202016.RCN-D16%5E23605305.PDF>

Route Assessment Guidelines:

[https://www.mainroads.wa.gov.au/Documents/Standard%20Restricted%20Access%20Vehicle%20\(RAV\)%20Route%20Assessment%20Guidelines.RCN-D17%5E23587887.PDF](https://www.mainroads.wa.gov.au/Documents/Standard%20Restricted%20Access%20Vehicle%20(RAV)%20Route%20Assessment%20Guidelines.RCN-D17%5E23587887.PDF)

How long does it last for:

Typically if the approval is indefinitely. In some circumstances it may be an annual basis, this has to be a specific condition.

Should you have any further queries with regard to this matter please do not hesitate to contact Mr Clinton Kleynhans on (08) 9622 6100.

## 7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 7.1 PETITIONS

Nil.

### 7.2 PRESENTATIONS

Nil.

### 7.3 DEPUTATIONS

Nil.

## 8. APPLICATION FOR LEAVE OF ABSENCE

### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3409

Moved: Cr Mencshelyi

Seconded: Cr Della

That Council grant Cr R W Tinetti leave of absence from 13<sup>th</sup> August 2018 to 9<sup>th</sup> September 2018 (inclusive).

CARRIED 10/0

## 9. CONFIRMATION OF MINUTES

### 9.1 ORDINARY COUNCIL MEETING HELD 20<sup>TH</sup> JUNE 2018

The following correspondence was received from Mr Brian Hugessen requesting amendments to the Council Forum Meeting Notes. These amendments have been included within the recommendation for the confirmation of minutes with the exception of the amendment to page 64 as Officers believe that this was clarified at the meeting:

*Good morning Alysha,*

*I have been reading the epic 644 page document mentioned above and have found quite a few errors and omissions. Mind you, I didn't envy you trying to document all that was going on last Wednesday! So, I'd ask that the following changes be considered, please.*

*Page 17) The following people attended and weren't listed and we DID sign the attendance list near the top: Brian Hugessen,*

- Carolyn Smart. My wife's name is Gill Hugessen (but EVERYONE spells it wrong).
- Page 30) "Brian Hughes" is me, Brian Hugessen.
- Page 31) Brian Hugessen please.
- Page 64) States that the Executive Manager Engineering Services advised that the RAV route ends at Burlong Road. I distinctly remember that Cr. Pollack asked the question and the answer was that it ended at the quarry. I don't think it's a good idea to amend Agenda / Minutes with information after the fact. The answer WAS wrong but it shouldn't be corrected this way. The answer was given as I remember it and I have many other members of the public gallery who could substantiate this.

Thanks for considering these corrections.

Regards  
Brian Hugessen

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3410

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That the minutes of the Ordinary Council meeting held on Wednesday, 20<sup>th</sup> June 2018 be confirmed as a true and correct record of that meeting Subject to the following amendments being made in the Council Forum Meeting Notes:

1. Page 28 – **Reference to 'Gill Huggessen' being amended to 'Gill Hugessen' and the following names being included under 'Attendance, Gallery':**
  - a. Brian Hugessen; and
  - b. Carolyn Smart.
2. Page 41 - **Reference to 'Brian Hughes' being amended to 'Brian Hugessen'; and**
3. Page 42 - **Reference to 'Brian Huggessen' being amended to 'Brian Hugessen'.**

CARRIED 10/0

Clarification was sought in relation to the page numbering reference. The Chief Executive Officer advised that the page number reference received from Mr Hugessen is believed to be referencing the agenda page number and

the recommendation of Council correspondence refer to the minute number where the amendment is required.

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

The Coordinator Governance/Administration departed the Council Chambers at 6:16pm.

### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3411

Moved: Cr Ryan

Seconded: Cr Mencshelyi

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

CARRIED 10/0

Attachment 1



## Shire of Northam

### Notes

### Council Forum Meeting

11 July 2018

Council Forum Meeting Notes  
**11 July 2018**



### DISCLAIMER

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

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Council Forum Meeting Notes  
**11 July 2018**



**Preface**

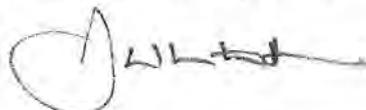
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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

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

**Unconfirmed Notes**

These notes were approved for distribution on 13<sup>th</sup> July 2018.



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

**Received Notes**

These notes were received at an Ordinary Meeting of Council held on 18<sup>th</sup> July 2018.

Signed: .....

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

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## 1. DECLARATION OF OPENING

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

## 2. ATTENDANCE

### Council:

President	C R Antonio
Deputy President	M P Ryan
Councillors	J E G Williams
	R W Tinetti
	S B Pollard
	A J Mencshelyi
	T M Little
	J Proud

### Staff:

Chief Executive Officer	J B Whiteaker
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

### Gallery:

Public	Annette Poulton
	Rupert Poulton
	Mathew Pavlovich
	Sharron Williams

### 2.1 APOLOGIES

Councillor	C L Davidson
Executive Manager Engineering Services	C D Kleynhans

### 2.2 APPROVED LEAVE OF ABSENCE

Cr C P Della has been granted leave of absence from 9<sup>th</sup> July 2018 to 15<sup>th</sup> July 2018 (inclusive).

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**3. DISCLOSURE OF INTERESTS**

Item Name	Item No.	Name	Type of Interest	Nature of Interest
WAPC Referral – Proposed Green Title & Subsequent Survey Strata Subdivision Proposal – Lot 90 (#51) Jocoso Rise, Wundowie (El Caballo).	12.3.1	Cr S B Pollard	Impartiality	Director of Femora P/L is well known to him.
Proposed naming of New Road, Bakers Hill.	12.3.5	Cr R W Tinetti	Impartiality	Business owners effected by this are well known to him.
		Cr J E G Williams	Impartiality	The affected landowners are well known to her.
		Cr A J Mencshelyi	Impartiality	He knows Annette and Rupert Poulton at 9 Yates Street. Very minimal.
		Cr S B Pollard	Impartiality	Landowners affected are well known to him.
Perdaman Commercial Property Holdings Pty Ltd Deed of Easement for Lot 71 & 73 Northam Boulevard.	12.4.4	Cr J E G Williams	Impartiality	Two of her sons one dependant, one not, work at red dot (dependant only casually).
		Cr T M Little	Financial	His daughter is a tenant of the Perdaman Group in the Boulevard and he is a Director of her business.

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

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

**5. PUBLIC QUESTION/STATEMENT TIME**

**5.1 PUBLIC QUESTIONS**

The Chief Executive Officer advised that some questions were received from Eddy Sauly's on behalf of his daughter in relation to the (Gairdner Street) shopping centre development, known as Northam Village Square. It was advised that these will be listed and responded to in the Ordinary Council Meeting agenda to be published on 13<sup>th</sup> July 2018. The Chief Executive Officer outlined that Officers are satisfied in relation to the

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condition for the dilapidation survey which Mr Sauly's raised queries with. Officers have requested the developer provide this to the resident. It was advised that if the developer does not provide this, Council can provide a copy. It is the view of the Officers that it is not Council's responsibility to resolve the matter, however Officers have been trying to assist in order to broker an outcome.

There were no questions raised by the Gallery present at the Forum meeting.

**5.2 PUBLIC STATEMENTS**

Nil.

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

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

**7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**

**7.1 PETITIONS**

Nil.

**7.2 PRESENTATIONS**

Nil.

**7.3 DEPUTATIONS**

Nil.

**8. APPLICATION FOR LEAVE OF ABSENCE**

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

**9. CONFIRMATION OF MINUTES**

**9.1 ORDINARY COUNCIL MEETING HELD 20<sup>TH</sup> JUNE 2018**

The Chief Executive Officer advised that there were a number of corrections requested by a member of the Gallery which is detailed within the agenda. Officers recommend that these corrections be made, excluding the correction on page 64 as Officer believe the comments within the Forum notes are reflected as a true and correct record from the meeting, however if Council believes otherwise, Council may make the requested amendments.

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

Nil.

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

The Shire President advised that agenda item 12.3.5 - Proposed naming of New Road, Bakers Hill would be brought forward.

*Cr R W Tinetti declared an "Impartiality" interest in item 12.3.5 - Proposed naming of New Road, Bakers Hill as the business owners effected by this are well known to him.*

*Cr J E G Williams declared an "Impartiality" interest in item 12.3.5 - Proposed naming of New Road, Bakers Hill as the affected landowners are well known to her.*

*Cr A J Mencshelyi declared an "Impartiality" interest in item 12.3.5 - Proposed naming of New Road, Bakers Hill as he knows Annette and Rupert Poulton at 9 Yates Street. Very minimal.*

*Cr S B Pollard declared an "Impartiality" interest in item 12.3.5 - Proposed naming of New Road, Bakers Hill as the landowners affected are well known to him.*

**12.3.5 Proposed naming of New Road, Bakers Hill**

Clarification was sought around the following matters:

- Where Yates Street starts/finished. The Chief Executive Officer advised that Council resolved to close the road and therefore it does not currently exist and Newman Road continues all the way through as the closure process has been completed.
- What makes up the \$10,000 which is the costs associated? The Executive Manager Development Services advised that this is for the intersection upgrade including semi-mountable kerb and infill as this must be a contiguous road (currently a 'T' junction).
- When was the closure completed and was consultation undertaken? The Executive Manager Development Services advised that this occurred two years ago and consultation was undertaken, the landowners objected to the proposal. Cr Pollard advised that it is his understanding that Main Roads WA would not entertain the Great Eastern Highway upgrade if Yates Street remained which is what initiated the closure.
- The Chief Executive Officer and Executive Manager Development Services advised that Officers are proposing Option 1. The Geographical

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Naming Committee provided the 2 options and option 2 would require the intersection upgrade and therefore resulting in costs to Council.

Two (2) members of the Gallery left the meeting at 5:55pm.

## 11. REPORTS OF COMMITTEE MEETINGS

### 11.1 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 3<sup>RD</sup> JULY 2018

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

## 12. OFFICER REPORTS

### 12.1 CEO'S Office

Nil.

### 12.2 ENGINEERING SERVICES

Nil.

### 12.3 DEVELOPMENT SERVICES

*Cr S B Pollard declared an "Impartiality" interest in item 12.3.1 - WAPC Referral - Proposed Green Title & Subsequent Survey Strata Subdivision Proposal - Lot 90 (#51) Jocoso Rise, Wundowie (El Caballo) as the Director of Femora P/L is well known to him.*

#### 12.3.1 WAPC Referral - Proposed Green Title & Subsequent Survey Strata Subdivision Proposal - Lot 90 (#51) Jocoso Rise, Wundowie (El Caballo)

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

Two (2) members of the Gallery left the meeting at 5:56pm.

#### 12.3.2 Review of Local Planning Policy No.9 - Northam Airport Development

Clarification was sought around the following matters:

- Whether this item had any impact on agenda item 12.4.3. The Executive Manager Development Services advised that there is no impact.
- Whether consultation has occurred. The Executive Manager Development Services advised that this item initiates this process.

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**12.3.3 Development Application for a Motel – Lot 11 (9) John Street Northam – Request for Extension of Approval Time**

Clarification was sought around the following matters:

- Whether this item had any impact on agenda item 12.4.3. The Executive Manager Development Services advised that there is no impact.
- How many times an extension has been granted as there is reference going back to 2009. The Executive Manager Development Services advised that this was due to the rezoning. This is the first extension for the current Development Application which was lodged on 23<sup>rd</sup> June 2016.

**12.3.4 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**

Clarification was sought around the following matters:

- Whether the matter was discussed at a Strategic Council meeting. The Chief Executive Officer confirmed that this report is the outcome of the discussion held at the Strategic Council Meeting held on 23<sup>rd</sup> May 2018.

**12.4 CORPORATE SERVICES**

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

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

Reference	Page #	\$	Details Reference	Question	Query By	Answer
EFT 30080	82	800.25	Andy's plumbing - fix running cistem	Seems high	Cr Pollard	Cistem was deemed unserviceable and was replaced, also another cistem in the same duct was found to be leaking and was serviced whilst on site.
EFT 30085	83	2530.00	Grass Valley Fire Shed Extension	Extension or new site?	Cr Pollard	Plans for Extension to existing shed.
EFT 30108	87	6254.43	Town Hall remedial Variation 3	Why 3 variations?	Cr Pollard	This was to grey wash the newly repaired decorative trims. Cheaper to do white Scaffold was already up and finish the job off nicely, overall job within budget.
EFT 30124	89	7980.50	Bakers Hill Hall yearly termite inspect	More properties involved?	Cr Pollard	This was for all Shire buildings yearly termite inspections.
EFT 30144	92	1238.07	4 padlocks	Seems extremely high?	Cr Pollard	Part of a bigger purchase, multiple locks and new locks for the new cemetery toilet
EFT 30174	96	4993.45	Final rectification works shade sails	Why are we paying for rectification?	Cr Pollard	This is the final invoice (\$4993.45), 1st invoice was (\$44,941.05) No! Rectification work, But EMES directed AWP group for work needed to get up to standard and held the final

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Reference	Page #	\$	Details Reference	Question	Query By	Answer
						Payment which is this payment.
EFT 30187	98	17009.7	Return unspent Kidsport funds	See query in Note 5 below	Cr Pollard	This includes GST. Please see below
EFT 30192	99	7029.00	Monthly check of fire panel @ \$660, 2 Mag locks \$5269?	Why so frequent/expensive?	Cr Pollard	This was the Annual Fee not Monthly as stated Correct these where the new emergency locks included in the budget review
EFT 30206	101	10933.5	30% deposit - PDX Power Cell conversion	Weightbridge??	Cr Pollard	Yes for works on the weightbridge at Old Quarry Road Landfill site
EFT 30217	104	499.08	Master key lock	Expensive?	Cr Pollard	This was to supply and install whole new Master key lock to suit our master key system at Morby cottage.
EFT 30239	107	691.50	Repair RH indicator	Expensive?	Cr Pollard	Attend Site two times and had to remove whole console & Seat to allow for wiring from cab & repair wire in floor junction
EFT 30253	109	5456.84	For Traffic Management	How did we go re: on staff controllers?	Cr Pollard	Due to the amount of roadworks being carried out at one time, contract controllers needed to be utilised
EFT 30364	128	10976.0	For Traffic Management			As above
EFT 30366	129	6994.00	Traffic management training			Training new staff members
EFT 30332	123	155.10	Keys for new lock	Really??	Cr Pollard	This was to supply and install whole new Master key lock to suit our master key system at Morby cottage.
EFT 30341	125	379.67	Spandex Malaga - Paint for banners	No paint in Shire of Northam?	Cr Pollard	No, Banners in the Terrace stipulate a specific paint, it is only available in Perth
EFT 30386	133	1738.00	Asbestos report on old steam loco	Why are we paying for/doing this?	Cr Pollard	This was agreed to be done with EMDS and Manager of Health as a duty of care.
EFT 30401	137	11000.0	Mixed Media - contract variation	Why variation?	Cr Pollard	Additional filming required, budget amended June OCM.
CHQ 34961	143	7943.36	Water Corp swimming pool 1/5 - 30/6	Pool is closed 31/3 - why so high?	Cr Pollard	The pool is leaking and we are losing around 55kl per day. However, once we hit a threshold amount of water usage for the financial year, we go up into a new rate band of \$2.39 per Kl. We hit this in May, hence why the price has skyrocketed.

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Reference	Page #	\$	Details Reference	Question	Query By	Answer
		1959,43	Water Corp BH Rec 1/5 - 30/6	Consumption? High?	Cr Pollard	As above the water is being charged at 2.39K as it is the last quarter of the financial year, total water usage expense similar to the 16/17 financial year

### 12.4.2 Financial Statement for the period ending 30<sup>th</sup> June 2018

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

Reference	\$	Details Reference	Question	Query By	Answer
Income	Note 2	Rates re Shopping Centre still to be calculated	How will this affect 2018/19 rates modelling?	Cr Pollard	An Amount of 140k has been include in the 2018/19 as an interim rate for the shopping centre, will not affect the modelling.
	Note 5	Kidsport Grant underspend \$30656 Repaid to Government	Seems very high underspend of \$50k grant?	Cr Pollard	The grant funding for July to December was paid in advance. The amount we received was \$27,500 excl gst, we needed to repay \$12036.64 that was not spent in that period. The grants from January to April have been submitted for \$12,308 excl gst. May and June are yet to be claimed.
Expend	Note 20	Pool aerators electricity \$17206 over	What was budget please?	Cr Pollard	Budget was \$23,135.
		Water use - increased over summer	Isn't that to be expected?		The last summer was drier than previous years, with less summer rainfall, therefore additional watering was required.
	Note 27	Newman Street, Bakers Hill: construction \$188k actual on \$116k budget i.e. \$70k over	Why such a variation on a relatively straight forward job?	Cr Pollard	The over expenditure was due to Shire Labour plant etc to make good the surface prior to the contractors coming in, the labour and plant had not been budgeted for.

### 12.4.3 Changes to Airport Hangar Sites

Clarification was sought around the following matters:

- Which hangars are already leased and the impacts that may be incurred. The Coordinator Governance / Administration advised that hangars 2, 6 and 11 are vacant, 2 and 11 are currently leased, hangars 14 to 17 are vacant. Due to those with an existing lease they are unable to have a buffer zone. This may result in smaller hangar or a fire wall may be required. A buffer zone will not be achieved for all hangars.

Cr J E G Williams declared an "Impartiality" interest in item 12.4.4 - Perdaman Commercial Property Holdings Pty Ltd Deed of Easement for Lot 71 & 73

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*Northam Boulevard as two of her sons one dependant, one not, work at red dot (dependant only casually).*

*Cr T M Little declared a "Proximity" interest in item 12.4.4 - Perdaman Commercial Property Holdings Pty Ltd Deed of Easement for Lot 71 & 73 Northam Boulevard as his daughter is a tenant of the Perdaman Group in the Boulevard and he is a Director of her business.*

Cr Little departed the Council Chambers at 6:06pm.

**12.4.4 Perdaman Commercial Property Holdings Pty Ltd Deed of Easement for Lot 71 & 73 Northam Boulevard**

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

Cr Little returned to the Council Chambers at 6:08pm. The Shire President advised that there were no questions or clarifications raised in relation to this item.

**12.4.5 Write off Debt for debtor M128**

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

**12.4.6 Standing Orders Local Law 2018 Undertaking**

Clarification was sought around the following matters:

- Whether this required the process to recommence / restart from the beginning. The Chief Executive Officer advised that it is his understanding that this is not required and changes are required to be made within six months. The Chief Executive Officer acknowledged the efforts of the Coordinator Governance / Administration as it is an extremely complex process.
- Whether other Council's are experiencing these issues given the local laws are based off of WALGA's model and the Department's of Local Governments advice. The Chief Executive Officer advised that many large Councils have their own legal teams or contract the services which is something Council may consider with future reviews. It is unsure whether other Councils are experiencing the same issues however Officers will provide feedback to WALGA and the Department around the process and the models as this was relied upon during the review, with the documents being sent to WALGA and the Department who would look at the key elements and confirm consistency with the models. The Coordinator Governance / Administration advised that the Joint Standing Committee's website outlines that there are approximately 130 Councils required to do undertakings and it is not uncommon.

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- The Coordinator Governance / Administration advised that it is her understanding that the process is required to start from section 3.12 of the Local Government Act which requires the local laws to be readvertised.
- What was the fine for an offence? The Coordinator Governance / Administration advised that this is set at \$5,000.

**12.5 COMMUNITY SERVICES**

Nil.

The Coordinator Governance / Administration departed the Council Chambers at 6:17pm and returned at 6:19pm.

Discussion was held around the following items which were provided separately to the Council agenda however will be included within the revised agenda to be published on 13<sup>th</sup> July 2018.

**12.3.6 Tender 4 of 2018 –Extension to Grass Valley Fire Brigade Shed**

**12.1.1 WALGA Annual General Meeting**

**13. MATTERS BEHIND CLOSED DOORS**

The Chief Executive Officer advised there may be a late item to Council in relation to the Victoria Oval site. This will be provided to Elected Members as soon as the required information becomes available.

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

Nil.

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

The Shire President advised that the late items circulated separately to the agenda have already been discussed at the conclusion of item 12.5.

**16. DECLARATION OF CLOSURE**

The Shire President declared the meeting closed at 6:33pm.

### 9.3 SPECIAL COUNCIL MEETING HELD 9<sup>TH</sup> JULY 2018

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3412

Moved: Cr Pollard

Seconded: Cr Proud

That the minutes of the Special Council meeting held on Monday, 9<sup>th</sup> July 2018 be confirmed as a true and correct record of that meeting.

CARRIED 10/0

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

The Shire President advised that agenda item 12.3.5 - Proposed naming of New Road, Bakers Hill would be brought forward.

*Cr R W Tinetti declared an "Impartiality" interest in item 12.3.5 - Proposed naming of New Road, Bakers Hill as the business owners effected by this are well known to him.*

*Cr J E G Williams declared an "Impartiality" interest in item 12.3.5 - Proposed naming of New Road, Bakers Hill as the affected landowners are well known to her.*

*Cr A J Mencshelyi declared an "Impartiality" interest in item 12.3.5 - Proposed naming of New Road, Bakers Hill as he knows Annette and Rupert Poulton at 9 Yates Street. Very minimal.*

*Cr S B Pollard declared an "Impartiality" interest in item 12.3.5 - Proposed naming of New Road, Bakers Hill as the landowners affected are well known to him.*

*Cr C L Davidson declared an "Impartiality" interest in item 12.3.5 - Proposed naming of New Road, Bakers Hill as the business owners affected by this are known to him.*

### 12.3.5 Proposed naming of New Road, Bakers Hill

Address:	Great Eastern Highway – Bakers Hill
Owner:	Shire of Northam
File Reference:	6.3.2.7 / I66764
Reporting Officer:	Benjamin Robbins Planning Officer
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

#### BRIEF

The purpose of this report is for Council to consider a request to name a portion of the new road being created as a component of the Great Eastern Highway improvement project in Bakers Hill. A request has been received from an adjoining landowner seeking to retain their street address of Yates Street.

In order to facilitate this request Council would be required to consent to the naming of the new road and a portion of Newman Street as Yates Street which will also permit the current street address of the adjoining property to be retained.

#### ATTACHMENTS

- Attachment 1: Location plan and Road Upgrading Plans
- Attachment 2: Proposed street name plan (Option 1)
- Attachment 3: Intersection modification plan (Option 2)
- Attachment 4: Letter of request

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#### BACKGROUND / DETAILS

As a component of the upgrading project being undertaken the street known previously as Yates Street is in the process of being formally closed and amalgamated with the adjoining property. Council resolved to formally close Yates Street at its meeting held on August 16<sup>th</sup>, 2017. The formal closure procedure is currently with the Department of Planning, Lands and Heritage.

A request has been received from the owner of the property adjoining the former Yates Street road seeking Council to maintain their legal street address (9 Yates Street, Bakers Hill). Within the plans endorsed by Council for the upgrade project (Refer Attachment 1) the adjoining property owner would have a street address of Newman Street.

In order to facilitate the request received to retain the current property address Council would be required to rename the new road and a portion of Newman Street to Yates Street (Refer to attachment 2). In addition to facilitate the change in road priority, the current intersection of the new road and Newman Road would need to be modified (Refer to attachment 3).

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure & Service Delivery

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

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

Financial / Resource Implications

There will be minimal administrative costs associated with the recommendation. The intersection upgrade will be approximately \$10,000. There is currently no specific budget allocation for these works.

Legislative Compliance

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

Policy Implications

The naming of roads is required to be assessed through Landgate by the Geographic Names Committee.

Stakeholder Engagement / Consultation

Please refer to attachment 4 for correspondence from the adjoining landowner seeking Council to retain current legal street address.

Over the past several years both the Shire of Northam and Main Roads have held numerous stakeholder and community meetings regarding this project.

Staff have consulted with Landgate who have confirmed that they would support the following actions:

1. *The name Yates Street be removed from closed road;*
2. *The name Yates Street to be applied to the new road between Great Eastern Highway and Newman Street;*
3. *A portion of Newman Street between "new road" and current Yates Street (to be closed) be renamed Yates Street;*
4. *The new intersection of Yates and Newman be clearly defined with road treatment or signage (ie give way or stop sign) to ensure travellers on Newman are aware when they have crossed over to Yates.*

Risk Implications  
N/A.

## **OFFICER'S COMMENT**

Council has a number of options with respect to the request submitted.

### Option 1

This would be to rename that section of new street shown in Attachment 1 only. This is as per the original plans however the adjoining landowner would be required to change their property address.

### Option 2

This would be to undertake the actions as indicated by Landgate which would enable the adjoining property owner to retain Yates Street as their property address. As discussed above the estimated cost of implementing this option is approximately \$10,000. The intersection is required to be modified so that the suggested new Yates Street is the priority road. A schematic design has been prepared and costed by Council staff (refer to Attachment 3)

Given the cost implications of Option 2 staff support the actions in Option 1. This will retain the name Yates Street in close proximity to the adjoining landowner and still directly intersects with GEH (approximately 100m east from its previous location). It obviously does not resolve the street address issue for the adjoining landowner and it is recognised that there will be inconvenience and costs for the landowner associated with changing the property's street address. With respect to the visitors to the existing business additional signage is proposed to be erected at the intersection of the new street and GEH as well as the intersection with Newman Street directing them to property.

### RECOMMENDATION

That Council resolves to name the new section of road shown in Attachment 1 (Plan 201310-0575-C) as Yates Street subject to approval by the Geographic Names Committee.

The Coordinator Governance / Administration returned to the Council Chambers at 6:19m.

MOTION / COUNCIL DECISION

Minute No: C.3413

Moved: Cr Tinetti

Seconded: Cr Mencshelyi

That Council resolves to name the new section of road shown in Attachment 2 as Yates Street, including the renaming of a portion of Newman Street, subject to approval by the Geographic Names Committee and authorise the expenditure up to \$10,000 to make the necessary road adjustments.

CARRIED 9/1

Clarification was sought in relation to the following matters:

- The legal address and entry. The Executive Manager Development Services advised that this is recognised as Carlin Road however historically access has been via Yates Street. It was confirmed that the property does not abut the previous Yates or existing Newman Street as access is required over a reserve. Should Council resolve to proceed with the renaming of road as per Attachment 2, this will not be different from what has occurred historically.
- Whether Council can take possession from the Crown. The Chief Executive Officer advised that it is understood that this is not possible.
- How long the distance is between the end of the cul-de-sac to the landowners driveway. The Executive Manager Development Services advised that this is approximately 25 metres.

Debate was held around the motion.

REASON FOR NOT SUPPORTING OFFICER RECOMMENDATION

Council was of the view that the impact of changing the address was too significant on the impacted business and hence the current address should be retained.

Attachment 1

*Option 1:*

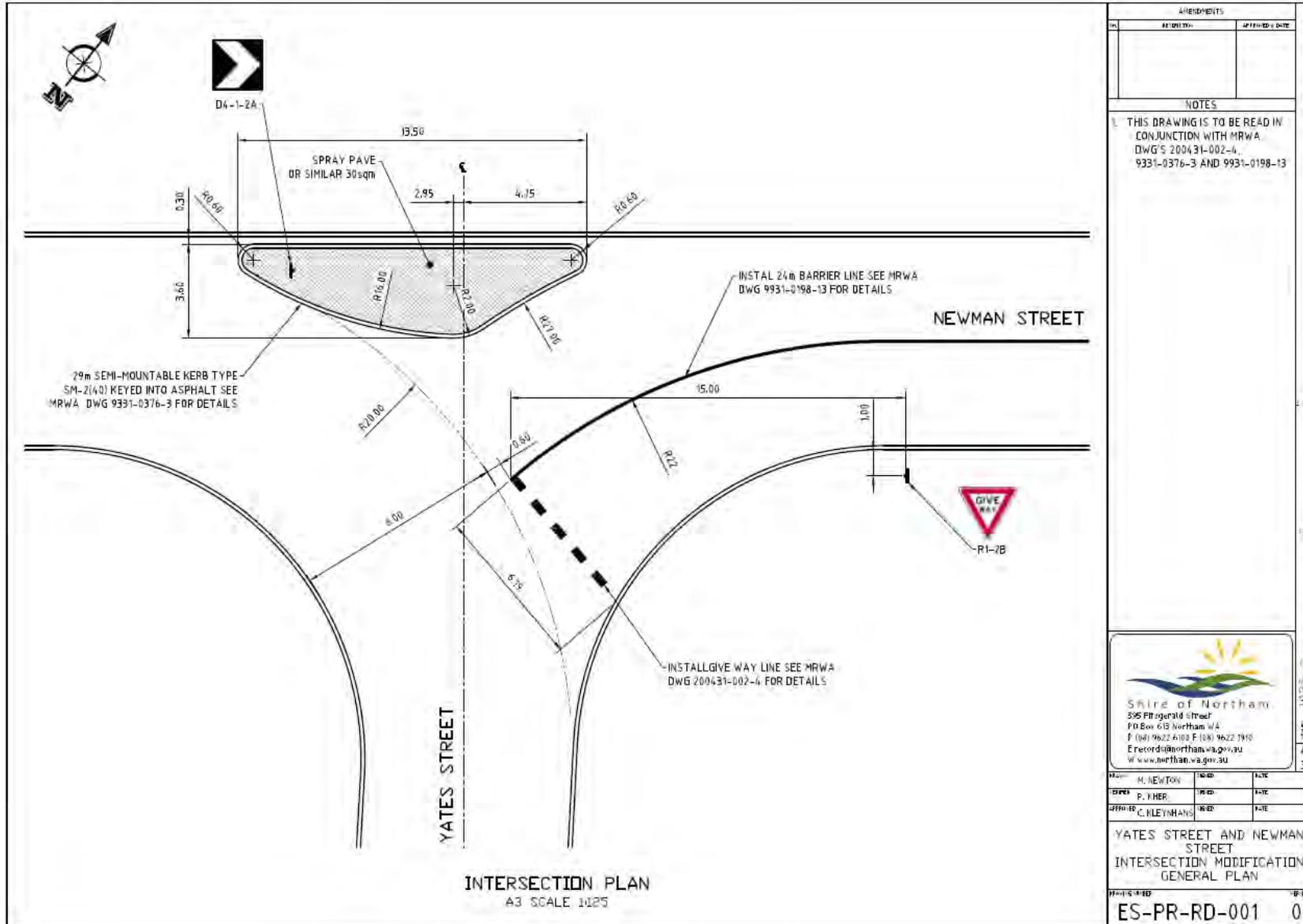


Option 2:

Attachment 2



Attachment 3



Attachment 4

Summer Creek Restaurant, Brewery  
9 Yates Street  
Bakers Hill

28/06/2018

Now that the Yates Street entrance off of the Great Eastern Highway to our property has been closed.

I am seeking the support of the Councilors & the Shire of Northam to find a solution to help us keep our legal address of 9 Yates Street Bakers Hill.

We are aware that this request to maintain 9 Yates Street will need to be submitted by the Shire of Northam, to the geographical naming committee. With your submission to the geographical naming committee, we request that the Shire of Northam support the maintaining of 9 Yates Street. As effected residence , we explain the reasons why.

We conduct our Business of a restaurant & micro brewery on our heritage listed property at this address.

1. This is our legal address for a commercial business, for licenses, insurance & banks. Our private residence is also at this address.
2. For historic reasons. 9 Yates Street has been the address of this property for many decades
3. Our patrons, many of whom travel from the metro area, know to find us at 9 Yates Street Bakers Hill.
4. Our advertising, business cards, web page & facebook page all use this address.

We look forward to a positive solution,  
Yours Sincerely  
A.Poulton

## 11. REPORTS OF COMMITTEE MEETINGS

*Cr J E G Williams declared an "Impartiality" interest in item 11.1 – Bush Fire Advisory Committee Meeting held on 3<sup>rd</sup> July 2018 as Secretary of the Bakers Hill Progress Association she has requested Progress input into the relocation of the Bakers Hill fire shed. Also, she is friends with the nominated Deputy BFCO (Simon Peters).*

### 11.1 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 3<sup>RD</sup> JULY 2018

Receipt of Minutes:

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3414

Moved: Cr Della

Seconded: Cr Mencshelyi

That Council receive the minutes from the Bush Fire Advisory Committee meeting held on 3<sup>rd</sup> July 2018.

CARRIED 10/0

Adoption of Recommendations:

#### RECOMMENDATION

That Council:

1. Note the Community Emergency Services Manager Report as provided.
2. Note the Risk Assessment for vehicle and structural fires.
3. Endorse the construction of a new Bakers Hill Fire Shed on a portion of Reserve 3308 subject to approval being issued by the Department of Heritage, Planning and Lands and the additional funding being provided by the ESL.
4. Appoint Mr Mathew Macqueen as the Chief Bushfire Control Officer and Mr Simon Peters as the Deputy Chief Bushfire Control Officer for the 2018/19 period.
5. accept the revised Fire Breaks & Fuel Load Notice for the 2018/19 period subject to the following amendments:
  - a. Section 1 – Building Protection Zone, item 15 being removed which relates to roof mounted evaporative air coolers being fitted with ember proof screens;

- b. Section 3 – Land with an area greater than 10,000m<sup>2</sup> (1 **hectare**), **item 3(2) add 'excluding cropped and/or stubble land'**;
  - c. Section 10 – Harvest, Movement of Vehicles and Hot Works Ban, Remove the proposed additions as highlighted in Attachment 1.
  - d. Amending the Firebreak requirements to be consistent with the requirements detailed in 2017/18 Firebreak & Fuel Load Notice(with reference to having different requirements for lots less than 10 hectares and a separate section for lots greater than 10 hectares) with the addition of remnant vegetation requiring a firebreak of 3 metres within 10 metres of the property boundary.
6. Endorse sections 1 and 2 of the Bush Fire Manual as completed and approved by brigade representatives.
  7. Request the Chief Executive Officer to investigate an annual fee for the Chief and Deputy BFCO for the 2018/19 season and the findings be presented to the next Bush Fire Advisory Committee meeting.

Clarification was sought in relation to the following:

- Whether the concerns raised by Mr Marris have an impact on the recommendation. It was confirmed that they do have an impact. The Executive Manager Development Services advised that if Council is not comfortable adopting the manual it was suggested that this be re-presented to the Bush Fire Advisory Committee. The Chief Executive Officer advised that Council can deal with the recommendation excluding item 6 and deal with this item through a separate resolution. It was advised that the minutes are not being questioned in terms of their accuracy, rather the outcomes from the workshop held are raised as not being reflected in the manual.
- Risk to Resource assessment. The Executive Manager Development Services advised that this review is currently underway, it is expected to be finalised prior to the next bush fire season. This could potentially result in a unit being reallocated from one brigade to another and may not necessarily mean that a new unit is required to be purchased.
- The location of the Bakers Hill fire shed, as there is no plan identifying the reserve. The Executive Manager Development Services advised that this is where the current BMX track is located.
- The Fire Break Notice being containing more information than previous years, with reference being made to the items listed in the recommendation for amendment. The Executive Manager Development Services advised that this is what was recommended and the items listed are items to be removed.

Cr Della moved the following motion, excluding item 6 of the recommendation. Cr Williams advised that she wished to move an amendment relating to item 3 to include that the matter regarding the fire shed be referred back to Council for formal approval following the submission of a planning application and consultation with adjoining landowners and the Bakers Hill Progress Association. Cr Della agreed for this to form part of the motion.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3415

Moved: Cr Della

Seconded: Cr Mencshelyi

That Council:

1. Note the Community Emergency Services Manager Report as provided.
2. Note the Risk Assessment for vehicle and structural fires.
3. Endorse the construction of a new Bakers Hill Fire Shed on a portion of Reserve 3308 subject to approval being issued by the Department of Heritage, Planning and Lands and the additional funding being provided by the ESL to be referred back to Council for formal approval following the submission of a planning application and consultation with adjoining landowners and the Bakers Hill Progress Association.
4. Appoint Mr Mathew Macqueen as the Chief Bushfire Control Officer and Mr Simon Peters as the Deputy Chief Bushfire Control Officer for the 2018/19 period.
5. Accept the revised Fire Breaks & Fuel Load Notice for the 2018/19 period subject to the following amendments:
  - a. Section 1 – Building Protection Zone, item 15 being removed which relates to roof mounted evaporative air coolers being fitted with ember proof screens;
  - b. Section 3 – Land with an area greater than 10,000m<sup>2</sup> (1 **hectare**), **item 3(2) add ‘excluding cropped and/or stubble land’**;
  - c. Section 10 – Harvest, Movement of Vehicles and Hot Works Ban, Remove the proposed additions as highlighted in Attachment 1.
  - d. Amending the Firebreak requirements to be consistent with the requirements detailed in 2017/18 Firebreak & Fuel Load Notice (with reference to having different requirements for lots less than 10 hectares and a separate section for lots greater than 10 hectares) with the addition of remnant vegetation

requiring a firebreak of 3 metres within 10 metres of the property boundary.

6. Request the Chief Executive Officer to investigate an annual fee for the Chief and Deputy BFCO for the 2018/19 season and the findings be presented to the next Bush Fire Advisory Committee meeting.

CARRIED 10/0

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3416

Moved: Cr Williams

Seconded: Cr Della

That Council refer the presented sections 1 and 2 of the Bush Fire Manual back to the Bush Fire Advisory Committee for further consideration in light of concerns raised by the Grass Valley Bush Fire Brigade.

CARRIED 10/0

Attachment 1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Bush Fire Advisory Committee**

**3 July 2018**



### DISCLAIMER

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

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**3 July 2018**



## 1. DECLARATION OF OPENING

The Executive Manager Development Services, Mr Chadd Hunt declared the meeting open at 5:30pm.

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

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

### COMMITTEE DECISION

**Minute No: BFAC.179**

**Moved: Mr Mathew Macqueen**

**Seconded: Mr Scott Horlin**

**That Tyron McMahon be appointed as the presiding member for the Bush Fire Advisory Committee meeting held on 3<sup>rd</sup> July 2018.**

**CARRIED 10/0**

Mr McMahon took the Chair.

## 2. ATTENDANCE

### Voting Committee:

Councillor – Shire of Northam  
Chief Bush Fire Control Officer  
Deputy Bush Fire Control Officer  
Inkpen Brigade  
Clackline Muresk Brigade  
Bakers Hill Brigade  
Irishtown Brigate  
Southern Brook Brigade  
Wundowie Volunteer Fire and Rescue Service  
Northam Volunteer Fire and Rescue Service

Carl Della  
Mathew Macqueen  
Simon Peters  
Linton Mincherton  
Liam Connolly  
Steve Gray  
Murray McGregor  
Paul Antonio  
Tyron McMahon  
Scott Horlin

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**Non-Voting:**

Northam Volunteer Fire and Rescue Service      Brett Turnbull

**Representatives and Staff:**

Executive Manager Development Services      Chadd Hunt  
A/Community Emergency Service Manager      Brendon Rutter  
Executive Assistant – CEO      Alysha Maxwell

**2.1 APOLOGIES**

**Non-Voting:**

Department of Parks and Wildlife (Perth Hills)      Michael Pasotti  
Department of Fire and Emergency Services      Sven Andersen  
Acting Area Officer Upper Wheatbelt (DFES)      Daniel Hendriksen

**Voting Committee:**

Councillor – Shire of Northam      Terry Little

**3. DISCLOSURE OF INTERESTS**

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Appointment of 2018/19 Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO).	5.3	Mathew Macqueen	Impartiality	Nominated as CBFCO.
		Simon Peters	Impartiality	Nominated as DCBFCO.
Attendance Fee/Honorarium for the CBFCO and DCBFCO Positions.	5.6	Mathew Macqueen	Financial	Potential financial benefit as CBFCO.
		Simon Peters	Financial	Potential financial benefit as DCBFCO.

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**4. CONFIRMATION OF MINUTES**

**4.1 COMMITTEE MEETING HELD 10 APRIL 2018**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: BFAC.180

Moved: Cr Carl Della

Seconded: Mr Mathew Macqueen

That the minutes of the Bush Fire Advisory meeting held 10<sup>th</sup> April 2018 be confirmed as a true and correct record of that meeting.

**CARRIED 10/0**

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**5. COMMITTEE REPORTS**

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

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

**BRIEF**

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

**ATTACHMENTS**

Nil.

---

**BACKGROUND / DETAILS**

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

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 3: Safety and Security

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

**Financial / Resource Implications**

Nil.

**Legislative Compliance**

Nil.

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Nil.

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**Risk Implications**

Nil.

**OFFICER'S COMMENT**

Report to be provided on the night

**RECOMMENDATION**

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

Discussion

The Chief Bushfire Control Officer advised that there is no report to provide.

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## 5.2 COMMUNITY EMERGENCY SERVICES MANAGER REPORT

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

### BRIEF

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

### ATTACHMENTS

- Attachment 1: Progress against Outstanding BFAC / Council decisions.  
Attachment 2: Northam Risk Assessment.
- 

### BACKGROUND / DETAILS

N/A.

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

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

#### Financial / Resource Implications

Nil.

#### Legislative Compliance

Nil.

#### Policy Implications

Nil.

#### Stake Holder Engagement / Consultation

Nil.

#### Risk Implications

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Nil.

**OFFICER'S COMMENT**

The 2017/18 bush fire season is officially over, and as we move into the training season, it is important to acknowledge the dedication and commitment of each brigade throughout the last season. Although it was a relatively quiet season, some brigades were very busy once we moved into the restricted season.

As is often the case those first few weeks of the unrestricted period had brigades especially busy with unattended burns and the professionalism displayed by our brigade members whilst out in the public realm has received positive comments from members of the public so please pass this on to all your members along with my sincere gratitude for making my transition into this role seamless.

**Annual Dinner** - On the 25<sup>th</sup> of May we had a firefighter's dinner, and although the numbers were down on last year it was still a good night and those that attended enjoyed themselves. Thank you for those that came along and I look forward to building on this for next year.

On the night we had some life memberships to hand out to 4 of our volunteers,

Phil Gentle – Grass Valley BFB

Alan Brockman – Bakers Hill BFB

John Chitty – Bakers Hill BFB

Gordon Ashman – Bakers Hill BFB

Each member has received a framed certificate, a jarrah plaque and a lapel pin in recognition of their dedication, compassion and commitment to both their brigade and indeed their community.

**Full face masks** – July will be the start of the rollout of the Scott Pro full face respirators and I'll be contacting each brigade to tee up a time to deliver the annual refresher training for these masks. These will be allocated to each brigade on a 1 per seat basis. The members present on the night will touch up on donning and doffing the mask as well as effective cleaning of the masks ensuring that they remain operationally ready for use.

**PPC** – July will also see the roll out of some new items of PPC. In May I sent out the PPC register to all brigades to enable the equipment officer or captain to liaise with members to ensure that all active members have the required PPC as required. Many of you may have noticed that BFB members are now eligible to order cotton turnout shirts as part of your standard operational uniform. All active members are eligible to be supplied with 2 shirts initially with any replacement shirts ordered on a case by case basis.

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I've received some of the registers back from brigades and these shirts will be ordered in July, any brigades that are yet to supply your register with the sizes for the shirts, please do so ASAP, as you can imagine the orders are going to take some time to produce as there will be thousands ordered across the state so the sooner we get ours ordered the sooner I can get them issued.

**Annual appliance service** – It is the time of year were we will be getting all appliances serviced ready for the new season. This will take place during August and September, all appliances will be serviced including axillary pumps. In the coming weeks I'll be sending out a vehicle fault request sheet, please ask your equipment officers to complete the form and return to me as this information will be sent to the local repairers to quote on any additional works. Once the work has been scheduled, I'll be in touch with your EQ officers & captains to advise the repair schedule for your brigade appliance, and the repairer will collect from station, carry out the works and return once complete.

**Risk Assessment of BFB members attending Structural & Vehicle Fires outside of gazetted town sites.**

Due to a previous BFAC resolution a risk assessment has been undertaken to assess the risk posed to BFB members by attending Structural and Vehicle fires outside the gazetted town sites. The assessment has been developed in accordance with the Australian Standard AS/NZ 3100:2009 and has been endorsed by the office of Emergency Management as compliant.

The purpose of the risk assessment was to identify the hazards and through the development of processes & procedures as outlined in the Shire of Northam SOP 13 & SOP 14, apply the treatments to reduce these risks. By following the procedures outlined in the above SOP's the risk has been minimised as much as practical.

**Community Engagement** – A recent email was sent out to brigades about some options for community engagement, I have developed a cache of items that are available to all brigades to book out for any community exercise the brigade wishes to take part in. The cache has a collection of colouring in posters to hand out to kids, some helmets, tunics for the kids to dress up in and maybe get a photo in the truck, and also some recruitment information for mum and/or dad that might be interested in joining their local brigade.

Over the next 2 weeks I'll be attending each station and adding a shared calendar on the station pc, this is how the cache can be booked. If possible I'll request 7 days' notice where practical to enable me to ensure all stocks of colouring pages etc. are replenished and ready for the next group.

**Brigade Training** – On the weekend of the 24<sup>th</sup> June, members from Bakers Hill & Grass valley attended a vehicle fire training session with Wundowie VFRS. The members who attended seemed to enjoy the exercise and have left with a better understanding of the correct procedures and protocols surrounding

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vehicle fires. Perhaps the most important part of the training session, members learned about what to look out for at these incidents, also what crucial information is required in those first few minutes after arriving to be relayed to 6IP, as this will assist the OIC in developing his/her incident action plan at the same time as ensuring his/her crew safety.

Should any brigades be interested in taking part in extra brigade information/training sessions such as this, please feel free to contact me and I'll liaise with the relevant captains of the VFRS and facilitate this invaluable training which we can schedule into a programmed training session if required.

The feedback received from the VFRS members was extremely positive and they have suggested that they would be happy to train with our bush fire service volunteers on a regular basis and build on the excellent working relationship that was displayed on the day.

**Below Ground Hydrants** – In recent times I have been asked by members of brigades about the responsibility of maintaining below ground hydrants outside of the 2 gazetted town sites.

It is the responsibility of the brigade in which district the hydrants are situated to service, inspect & maintain these hydrants at least once every 2 years, but can be done sooner if the brigade chooses.

It takes less than 5 mins to service a hydrant, and the necessary equipment and training will be provided upon request.

Servicing these below ground hydrants familiarises brigade members with their district and over time, they will develop a mental note of the hydrants in their district which will assist in an emergency. Any hydrants that are deemed defective are reported to the Water Corp for repair/replacement if required.

**Public Standpipes** – All brigades have been provided with a public stand pipe swipe card to access water from the 5 electronic standpipes strategically dotted throughout the shire. These standpipes are for emergency use only and should only be used to fill the appliance if engaged in firefighting activities only.

This allows me to accurately track the usage of the water at these stand pipes and to assign the consumption to an active incident for cost control measures. Please use existing methods for filling the appliance.

**Shire of Northam Volunteer Bush Fire Service, Safety Committee**

Friday the 6<sup>th</sup> of June 2018 was the inaugural meeting of the Volunteer Bush Fire Service, Safety Committee.

We had a representative from the following 3 brigades:

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Joe Marasco – Clackline/Muresk  
Kris Brown – Bakers Hill  
Murray McGregor – Irishtown.

The first meeting we had a visit from Mr Greg Cooke from the Local Government Insurance Scheme (LGIS). There was a lot of excitement on the night as Mr Cooke who is a volunteer FF himself (SWORD) confirmed this is the first committee of its kind anywhere in WA, and possibly the country. The Safety Committee will be responsible for responding to safety issues throughout the shire and will then make recommendations to BFAC for discussions. The committee will meet quarterly approx. 1 month prior to BFAC to ensure any agenda items are raised in time for BFAC.

The committee will keep in touch during all other times via email or on an as needed basis if an important safety issue requires immediate attention. We are still calling on interested representatives from the remaining brigades, so please ask your brigades if there is any interest, and if so to contact me to find out how to be involved.

The minutes of the meeting are attached for review.

**Grass Valley Shed Extension** – The project is at Tender stage at the moment, once all tender documentation has been received, the assessment phase will begin and the assessment panel will make a recommendation to council for appointment. As soon as construction starts the Station will no longer be operational, and as a result the Grass Valley 4.4 will be temporary located at a location yet to be decided by the brigade as to remain accessible by members in the event of an incident.

I'm working on a timeframe that the extension will be completed in time for the coming season, but further updates will be provided to the brigade as the building progresses.

**Bakers Hill Fire Shed** – After extensive consultation with the brigade, it has been decided by vote by from the brigade members that extending the shed in its current location would be not be a viable option as parking is already an issue and access onto the highway is becoming dangerous due to the steep incline off Tames Rd. The brigade was provided with four possible locations to consider a potential relocation, and stakeholders in the area have been consulted.

The location decided by the brigade as the most suitable is off Yates St in Bakers Hill adjacent to the pipeline and the BMX Track. This location is most suitable as it is already cleared, the ground requires minimal earth works and is a safer location for emergency vehicles entering the highway as Yates St is already closed to the public so would form part of the driveway to the new shed. I have requested to DFES that the money provided from the ESL for the 2017/18 year be rolled over to the 2018/19 financial year.

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Additional to this roll over of funds, I've made a further request to DFES on behalf of the brigade through this year's grant submission for the allocation of some extra funds to enable a new shed to be built at the proposed location, highlighting the likely need to consider future expansion on the western edge of the Shire. A new shed at the proposed location is a much more responsible use of public funds, and the proposal has been supported by the District Officer and the Superintendent of the Goldfields/Midland Region, as DFES is the controlling agency for the ESL grant funding it is promising that we have received such high level support on our 2018/19 ESL Grant Application.

It is hoped that this shed will also be ready for the coming season, however Bakers Hill will still be operational from the existing shed until completion of the new premises.

I would like to thank the members from both Grass Valley and Bakers Hill for the significant amount of time they have put into these projects from conception to design stage, it has made the management of these projects much more efficient.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.181**

**Moved: Mr Steve Gray**

**Seconded: Mr Murray McGregor**

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

**CARRIED 10/0**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.182**

**Moved: Mr Paul Antonio**

**Seconded: Mr Murray McGregor**

**That Council:**

- 1. Note the Risk Assessment for vehicle and structural fires.**
- 2. Endorse the construction of a new Bakers Hill Fire Shed on a portion of Reserve 3308 subject to approval being issued by the Department of Heritage, Planning and Lands and the additional funding being provided by the ESL.**

**CARRIED 10/0**

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Discussion

Clarification was sought in relation to whether the correct wash facilities will be provided for the face masks which will eliminate risk of contamination (i.e. specific wash basins). The Community Emergency Services Manager advised that this will initially occur in the wash basins that are existing at the facilities with sanitiser. Providing the specific facilities will be investigated in the future.

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Attachment 1

Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
16/03/2016	C.2655	11.4	ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Review all (any) current Local Laws that are bush fire related, including those that apply to fire breaks, and if they are found to be out-of-date or not applicable that they be rescinded or amended.</li> <li>2. Request BFAC to investigate and report back to Council regarding the adoption of WALGA's Model Bush Fire Brigade Local Laws as adopted by several other Shires to better reflect the current BUSH FIRES ACT 1954, LOCAL GOVERNMENT ACT 1995 and the FIRE AND EMERGENCY SERVICES ACT. Should Council decide that the adoption of "Local Laws" may be appropriate then these be developed in conjunction with the Shire of Northam's Bush Fire Brigades Administration Procedures Manual.</li> <li>3. Note the progress on the BFAC Terms of reference working party.</li> <li>4. Endorse that the following restriction apply to the burning of garden refuse in accordance with Section 24G (2) of the Bush fires Act 1954-             <ol style="list-style-type: none"> <li>i. During the prohibited period no burning without a permit. This includes incinerators and on the ground burning.</li> <li>ii. During the restricted period no burning on a property less than 2000m2 with in the Shire of Northam without a permit.</li> <li>iii. During the restricted period properties 2000m2 and above can light a fire under the conditions of Section 24F (3) of the Act without a permit.</li> </ol> </li> <li>5. Following the adoption of the above recommendation, place public notice of the new restrictions and include within the future Firebreak Orders for the Shire of Northam.</li> <li>6. Note the content of the Fire Permits report.</li> <li>7. Create a subcommittee to undertake a review of the existing and future structure of the Bush Fire Brigades as indicated within this report and requests that a further report be presented to BFAC with the findings</li> </ol>	CESM	<p>1.Complete 2. Next BFAC 3.Next BFAC 4. Posted in Government Gazette and local Paper on 17/05/16 5. Ongoing 6. Complete 7.Ongoing Subcommittee report next BFAC 8. Ongoing Subcommittee report next BFAC 9. Complete.</p> <p>Next meeting is to be held on 31 May 2016.</p>	17/05/2016	Closed

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				<p>of the review. The subcommittee is to consist of the following members;</p> <p>Daniel Hendriksen; Ulo Rumjantsev; Greg Montgomery; and Rob Herzer.</p> <p>8. Forms a subcommittee of BFAC, consisting of Daniel Hendriksen as the Shire representative and David Russell as the BFAC representative, to investigate and report on the prospect of establishing a Central Heavy Fast Reaction Bush Fire Brigade.</p> <p>9. Notes the contents of the CESM report.</p>				
15/06/2016	C.2722	11.5	ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse, as elected by the members of the Bushfire Advisory Committee that Gary Shepherdson be the Presiding Member for the Bushfire Advisory Committee for the following 12 months, or until the next BFAC AGM;</li> <li>2. Endorses the BFAC Terms of Reference as attached to this agenda subject to the Northam and Wundowie Volunteer Fire Rescue Service (VFRS) being included as voting delegates;</li> <li>3. Accepts the Shire of Northam Bush Fire Brigades Administration Manual as attached to this agenda with the following modifications:</li> </ol> <p>Part 3 3.12 That the minimum training standard to be an FCO be included only. 6.3 Change Date to 20 February as ESL Grant closes on 11 March. 1st Schedule - Part 2 2.9 Remove point 1, 2.8 All reference to CBFCO be replaced with: - Brigade captain who will pass on to the CBFCO and CESM. 1st Schedule -Part 3 3.3(e) Include CESM in notification 3.3(g) Change date to 'by the BFAC annual general meeting'.</p>	CESM	<p>1 - Noted 2. 2/09/16 Complete - Email to be sent to all BFAC members with new Terms of Reference O41124 3. 27/09/16 Complete - Email to be sent to all Brigades O41474 4. Complete - Email to be sent to both sub-committees 5. 05-Jul-2016 Complete - Published in Government Gazette No. 122. 6. Complete - Invitation to be sent to next meeting sent for 6th Oct 2016 7. 20/09/16 Complete - Followed Chain of command and the motion went forward to DOAC with an expected date of March 2017 see DOAC Minutes 20/09/16 8. 2/09/16 Complete - Letter to be sent to all officers confirming appointment and considerations attached there to 9. noted 10. noted 11. 2/09/16 Complete - Letter to Greg Montgomery to be sent 12. 2/09/16 Complete - Letter to Gary to be sent 13. 2/09/16 Complete - Letter to Mat to be sent 14&amp;15 Noted 16. It would be</p>	17/11/2016	Closed

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				<p>3.7 Change date to 20 February as FSI Grant closes on 11 March. 1st Schedule - Part 5 That after any reference to the CBFCO, this be followed by an additional reference to the DCBFCO and CESM.</p> <p>4. Merge the Subcommittee of BFAC with the existing subcommittee established for the creation of the new brigades.</p> <p>5. Endorse the 2016/17 Fire Break Order subject to the following amendments as presented in Attachment 2 of this report:</p> <ul style="list-style-type: none"> <li>- Section 1 – Rename to include land between 1 hectare to 10 hectares;</li> <li>- Section 1 - Remove point 7 relating to divisional breaks;</li> <li>- Section 2 – Rename to include land less than 1 hectare;</li> <li>- Add a new section after point 2 for 'Land over 10 hectares to only require 2 metre firebreaks; and</li> <li>- Section 4 – Remove point 8 relating to divisional breaks.</li> </ul> <p>6. Invite all Elected Members and appointed FCO's to attend the next Fire Control Officer (FCO) meeting;</p> <p>7. Formally correspond with DFES regarding the current status of the Risk to Resource (R2R) model;</p> <p>8. Appoints the following Fire Control Officers for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards prior to the commencement of the 2016/17 fire season:</p> <p>Inkpen BFB: - Sim Kuiper - Soren Neilson - Clive Owen</p> <p>Bakers Hill BFB: - Ulo Rumjansey - Steve Gray</p>		<p>prevalent to wait until the outcome of the structure of the Rural Fire Service is set by the State Government.</p>		

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				- Simon Peters - Gordon Ashman (Weather Officer Only)  Clackline BFB: - Matt Macqueen - Sue Booker - Matthew Letch - Blair Wilding - Nick Tighe  Irishtown BFB: - Don French (Permit Only) - Ross MacKenzie - Rob Herzer - David Russell - Murray McGregor  Grass Valley BFB: - Garry Shepherdson - Philip Lloyd - Richard Manis (Permit Only) - Al Brown (Permit Only) - Phil Gentle (Permit Only) & (Weather Officer) - Paul Reynolds (Permit Only)  Southern Brook BFB: - Paul Antonio  Jennapullin BFB: - Aaron Smith - Trevor Smith - Brett Smith - Lynton Smith (Weather Officer Only)  Northam Shire CESM - Daniel Hendriksen  Northam Fire & Rescue Service - Greg Montgomery					

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				<p>9. Modify the requirements to be a fully operational Active FCO to have undertaken the following DFES training modules in addition to having a minimum 3 years Fire Fighting Experience within the last 5 years –</p> <ul style="list-style-type: none"> <li>i. Introduction to Fire Fighting;</li> <li>ii. Bush Fire Firefighting;</li> <li>iii. Structural Awareness; and</li> <li>iv. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years.</li> </ul> <p>10. Endorse that the requirements for a Permit Issuing FCO or Fire Weather Officer only is to have undertaken the following DFES training modules–</p> <ul style="list-style-type: none"> <li>i. FCO Course or a refresher within the last 10 years.</li> </ul> <p>11. Appoints Greg Montgomery as a FCO for the Northam Townsite;</p> <p>12. Appoints Gary Shepherdson as the Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards prior to the commencement of the 2016/17 fire season;</p> <p>13. Appoints Matt Macqueen as the Deputy Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards prior to the commencement of the 2016/17 fire season;</p> <p>14. Receive the Community Emergency Services Manager Report as provided; and</p> <p>15. Note the Bushfire Control Officer Report as provided.</p> <p>16. Request the Chief Executive Officer to prepare a detailed feasibility report on the proposed creation of both the Northam Central Bushfire Brigade and Wundowie Bushfire brigade. The report is to be submitted to the BFAC prior to further considerations by Council.</p>				
15/10/2016	C.2307	11.7	ADOPTION OF THE RECOMMENDATIONS OF	That Council	CESM			Closed

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			THE BUSH FIRE ADVISORY COMMITTEE (APPENDIX 3)	1. Approve the Fire Control Officers for 2014/2015 as listed: Gary Shepherdson (CBFCO / Grass Valley) Mathew Macqueen (DCBFCO West / Clackline Muresk) Robert Herzer (DCBFCO East / Irishtown) John Hansen (CESM) Gordon Ashman – Bakers Hill (Weather Officer Only) Ulo Rumjantsev – Bakers Hill Chris Barington - Bakers Hill Geoff Both – Bakers Hill Mathew Macqueen – Clackline Muresk Sue Brooker – Clackline Muresk Phil Gentle (Weather Officer & FCO) – Grass Valley Richard Manis – Grass Valley Paul Reynolds - Grass Valley Don French – Irishtown Ross Mackenzie – Irishtown David Russell – Irishtown Sim Kuiper (Weather Officer & FCO) – Inkpen Soren Neilson – Inkpen Clive Owen – Inkpen Aaron Smith – Jennapullin Trevor Smith – Jennapullin Brett Smith – Jennapullin Lynton Smith (Weather Officer Only) – Jennapullin Paul Antonio – Southern Brook 2. Endorse the decommissioning of the Chedaring Road stand pipe.				
2/11/2016	C.2850	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	That the minutes of the Bush Fire Advisory meeting held 31st May 2016 be confirmed as a true and correct record of that meeting subject to confirmation that the attachment within Item 6.2-BFAC Terms of Reference should state that the Chief Bushfire Control Officer and Deputy Chief Bushfire Control are Non-Voting members (as contained within the printed Agenda for the meeting).	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	CESM	All references to this decision removed	17/11/2016	Closed

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				addition to having a minimum 3 years Fire Fighting Experience within the last 5 years – i. Introduction to Fire Fighting ii. Bush Fire firefighting iii. Structural Awareness Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years.				
2/11/2016	C.2853	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	BFAC recommends to Council that: <ul style="list-style-type: none"> <li>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</li> <li>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.</li> </ul>	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: <ul style="list-style-type: none"> <li>The Shire undertakes an immediate risk assessment by a competent person(s) into the readiness of BFB's to respond to structure and car fires in the Shire.</li> </ul>	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. 17/03/2017 - DFES are undertaking the Risk Assessment which will be provided as soon as possible. Some instruction manuals have been provided. 14/07/2017 - Still waiting for Assessment to be completed by DFES. No change. 18/12/2017 - Advice has been received from DFES that they will not prepare this as their are multiple procedures e.g. Standard Operating Procedure in place. Councils CESM has also prepared		Open

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						a Standard Operating Procedure specific to the Shire of Northam which has been circulated to the brigades. Due to DFES not completing, this will be required to be completed by Council's CESM. 14/05/2018 - CESM is working with guidance of the EM Northam, will be tabled for discussion at the next BFAC meeting.		
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
2/11/2016	C.2856	9.1	Committee (BFAC) – 25 October 2016	That it be recommended to Council that it: <ul style="list-style-type: none"><li>Appoints Tyron McMahon as a Fire Control Officer for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards.</li></ul>	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: <ul style="list-style-type: none"><li>Restricted 1st October to 30th November</li><li>Prohibited 1st December to the 28th February the following calendar year</li><li>Restricted 1st March to the 30th April.</li></ul>	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		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: <ol style="list-style-type: none"><li>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.</li><li>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.</li></ol>	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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15/02/2017	C.2951	12.3.9	Appointment as Lieutenant of the Bakers Hill Bushfire Brigade	That Council appoint Tania Petersen, Kristofer Brown and Patricia Rumjanitsev as Lieutenants of the Bakers Hill Bushfire Brigade until the next annual general meeting of the Brigade to be held April 2017.	CESM	Letters have been sent.	7/02/2017	Closed
19/04/2017	C.2993	11.2	BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON 28th MARCH 2017	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the below exemptions to the Harvest Vehicle Movement and Hot Works Ban:                             <ol style="list-style-type: none"> <li>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:                                     <ul style="list-style-type: none"> <li>• Compliance with the requirements as specified in the Department of Fire &amp; Emergency Services Total Fire Ban Exemption Notice for the Electricity Network Corporation as provided in Attachment 1;</li> <li>• Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and/or Community Emergency Service Manager (CESM) prior to activating the exemption;</li> <li>• The CBFCO or CESM may suspend the exemption for a specified period; and</li> <li>• Council may at any time review or revoke the exemption.</li> </ul> </li> <li>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:                                     <ul style="list-style-type: none"> <li>• Compliance with the requirements as specified in the Department of Fire &amp; Emergency Services Total Fire Ban Exemption Notice for the Water Corporation as provided in Attachment 2;</li> <li>• Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and or</li> </ul> </li> </ol> </li> </ol>	CESM	<p>1.1 The Shire of Northam Grants an Exemption to the Electricity Network Corporation; 9/05/17 Letter sent confirming exemption.</p> <p>1.2 The Shire of Northam Grants an Exemption to the Water Corporation; 9/05/17 Letter sent confirming exemption.</p> <p>1.3 The Shire of Northam Grants an Exemption to the Brookfield Rail Pty Ltd; 9/05/17 Letter sent confirming exemption.</p> <p>2. Endorse the Inkpen Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 20 January 2017; 26/4/17 Fire plan included in waste management plan and implemented.</p> <p>3. Endorse the Old Quarry Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 28 February 2017; 26/4/17 Fire plan included in waste management plan and implemented.</p> <p>4. Note the Community Emergency Services Manager Report as provided; 9/05/17 NFA.</p> <p>5. Note the Chief Bushfire Control Officer Report as provided; 9/05/17 NFA.</p> <p>6. Seek clarification from DFES in regards to how prerequisite's work/apply to their minimum FCO training requirements; 9/05/17 Emailed to DFES awaiting</p>	20/07/2017	Closed

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				<p>Community Emergency Service Manager (CESM) prior to activating the exemption;</p> <ul style="list-style-type: none"> <li>The CBFCO or CESM may suspend the exemption for a specified period; and</li> <li>Council may at any time review or revoke the exemption.</li> </ul> <p>1.3 The Shire of Northam Grants an Exemption to the Brookfield Rail Pty Ltd, and their Contractors during a Shire imposed Harvest, Hot Works and Vehicle Movement Bans for works which cannot reasonably be postponed to a time with safer fire weather conditions. Conditions of the exemption:</p> <ul style="list-style-type: none"> <li>Compliance with the requirements as specified in the Department of Fire &amp; Emergency Services Total Fire Ban Exemption Notice for Brookfield Rail Pty Ltd as provided in Attachment 3;</li> <li>Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and or Community Emergency Service Manager (CESM) prior to activating the exemption;</li> <li>The CBFCO or CESM may suspend the exemption for a specified period; and</li> <li>Council may at any time review or revoke the exemption.</li> </ul> <p>2. Endorse the Inkpen Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 20 January 2017;</p> <p>3. Endorse the Old Quarry Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 28 February 2017;</p> <p>4. Note the Community Emergency Services Manager Report as provided;</p> <p>5. Note the Chief Bushfire Control Officer Report as provided;</p> <p>6. Seek clarification from DFES in regards to how prerequisite's work/apply to their minimum FCO training requirements;</p> <p>7. Endorse that the notice of motion put forward by the Grass Valley BFB pertaining to FCO training</p>		<p>response. Response recieved and put forward to BFAC in June meeting</p> <p>7. Endorse that the notice of motion put forward by the Grass Valley BFB pertaining to FCO training requirements is reconsidered once the above clarification is received; Awaiting response from DFES on item 6 will be re address at BFAC. Response recieved and put forward to BFAC in June meeting</p> <p>8. Seek clarification from DFES in regards to how they view brigade members who have previously completed the FCO course; and 9/05/17 Emailed to DFES awaiting response. Response recieved and put forward to BFAC in June meeting</p> <p>9. Request the Chief Executive Officer to write to DFES expressing the Grass Valley Brigade's concern and disappointment of the pre-delivery conditions of the Grass Valley 4.4 unit which resulted in the crews being at risk in four separate instances in the 2016/17 fire season. 28/04/17 Grass Valley 4.4 was taken to Host for a full operational check of the Pumping and plumbing system. 9/5/17 Spoke to DFES Fleet regarding correspondence. 14/07/2017 - Item 9, prepared letter for CEO signing to forward to DFES. 21/07/2017 Letter sent to DFES</p>		

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				<p>requirements is reconsidered once the above clarification is received;</p> <p>8. Seek clarification from DFES in regards to how they view brigade members who have previously completed the FCO course; and</p> <p>9. Request the Chief Executive Officer to write to DFES expressing the Grass Valley Brigade's concern and disappointment of the pre-delivery conditions of the Grass Valley 4.4 unit which resulted in the crews being at risk in four separate instances in the 2016/17 fire season.</p>				
19/07/2017	C.3083	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 20 JUNE 2017	<p>That Council:</p> <ol style="list-style-type: none"> <li>Note the Community Emergency Services Manager Report as provided;</li> <li>Appoints the following Fire Control Officers for the 2017/18 Season subject to the individual complying with the adopted minimum training and experience standards: <ul style="list-style-type: none"> <li>Bakers Hill <ul style="list-style-type: none"> <li>Ulo Rumjantsev</li> <li>Simon Peters</li> <li>Kristofer Brown</li> <li>- Suzanne Brown</li> <li>- Gordon Ashman (Weather Officer only)</li> </ul> </li> <li>Clackline / Muresk <ul style="list-style-type: none"> <li>- Matthew Macqueen</li> <li>- Matthew Letch (Permit Only until training requirement met)</li> <li>- Blair Wkling (Permit Only until training requirement met)</li> <li>- Nick Tighe (Permit Only until training requirement met)</li> </ul> </li> <li>Grass Valley <ul style="list-style-type: none"> <li>- Phillip Lloyd</li> <li>- Paul Reynolds (Permit Only until training requirement met)</li> <li>- Phil Gentle (Weather Officer only)</li> </ul> </li> </ul> </li> </ol>	CESM	<ol style="list-style-type: none"> <li>Complete no action. 08/09/2017</li> <li>Complete - Certificates and acknowledgement letter set to FCO's New list created and added to website.</li> <li>Complete - Certificates and acknowledgement letter set to Chief and Deputy. New list created and added to website.</li> <li>Complete - Letter sent to FES Commissioner advising of the creation of the brigade. No acknowledgement received.</li> <li>Complete - Brigade created</li> <li>Advice has been received from DFES advising that they currently will not fund, further discussions with the Chief Superintendent of DFES have indicated that they will reconsider the matter and possible supply a 3.4 or high season unit for the next two years. Awaiting confirmation from DFES.</li> <li>Complete.</li> <li>This has been advertised on the Shire website, Facebook page and radio, interest has only been received from three members of the community. Item to be</li> </ol>		Closed

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				<p>Inkpen</p> <ul style="list-style-type: none"> <li>- Sim Kuiper (Weather &amp; Permit Only until training requirement met)</li> <li>- Clive Owen (Permit Only until training requirement met)</li> <li>- Nic Dewar</li> </ul> <p>Irishtown</p> <ul style="list-style-type: none"> <li>- Rob Herzer</li> </ul> <p>Southern Brook</p> <ul style="list-style-type: none"> <li>- Paul Antonio (Permit Only until training requirement met)</li> </ul> <p>Northam</p> <ul style="list-style-type: none"> <li>- Greg Montgomery</li> <li>- Daniel Hendriksen</li> </ul> <p>Wundowie</p> <ul style="list-style-type: none"> <li>- Tyrone McMahon</li> </ul> <p>Jennapullin</p> <ul style="list-style-type: none"> <li>- Aaron Smith (Weather Officer only)</li> </ul> <ol style="list-style-type: none"> <li>3. Appoint Mr Matthew Macqueen as the Chief Bushfire Control Officer and Mr Simon Peters as the Deputy Chief Bushfire Control Officer for the 2017/18 period;</li> <li>4. Create the Wundowie Bushfire Brigade under Section 41 Bushfire Act 1954;</li> <li>5. Create and discuss a draft memorandum of understanding with Wundowie FRS and DFES to utilise their facilities and members in Wundowie;</li> <li>6. Advertise the proposed intention to create a joint Wundowie BFB/VFRS Brigade to attract new membership of volunteer;</li> <li>7. Submit a business case to DFES to fund the Wundowie joint brigade out of the ESL and supply vehicles suitable for the area (Possibly a 3.4U and LT) make the necessary adjustments to the current building; and</li> </ol>		<p>prepared for the next BFAC meeting in 2018 (approx. March) for direction on the matter, 10. Completed - Firebreak notice printed and sent out with rates to residents.</p>		

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				8. Create a specific fire district for Windowie BFB to include the land east of Linley Valley Road, west of Coates and Sims road, and everything north of Great Eastern Highway. (See Map above). 9. Advise the proposed Northam Central Bushfire Brigade seeking expression of interest in the Northam locality and present the findings to a Bushfire Advisory Committee Meeting; 10. Endorse the 2017/18 Fire Break Notice as previously adopted for the 2016/17 subject to the inclusion of: <ul style="list-style-type: none"> <li>• Giving landowners of land greater than 1 hectare the options of either installing a firebreak, slashing the entire property or a combination of both; and</li> <li>• Minor streamlining changes to make the notice more readable for the general public.</li> <li>• An alteration to the restricted and prohibited burning period dates in section 9 of the Firebreak Notice to:                             <ul style="list-style-type: none"> <li>• Restricted: 1st October to 30th November; o</li> <li>• Prohibited: 1st December to 28th February; and</li> <li>• Restricted: 1st March to 30th April.</li> </ul> </li> </ul>				
20/12/2017	C.3226	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 14TH NOVEMBER 2017	That Council: <ol style="list-style-type: none"> <li>1. Note the Community Emergency Services Manager Report as provided.</li> <li>2. Allow permits to burn to be issued on any day of the week including Sundays.</li> <li>3. Request the Department of Fire and Emergency Services (DFES) to review the Shire of Northam's Risk to Resource Plan, in liaison with the Shire of Northam.</li> <li>4. Request that at the completion of the Risk to Resource Plan review the draft document be presented to a Bush Fire Advisory Committee and subsequently Council meeting for endorsement.</li> <li>5. Request the Department of fire &amp; Emergency Services (DFES) for the provision of a representative to assist the Brigades in liaising with the community to raise awareness about volunteers/bushfire safety and new recruits.</li> <li>6. Send a letter to the Department of Fire and Emergency Services (DFES) raising the following</li> </ol>	CESM	Update: 23/05/2018 1. No action required. 2. No action required. 3. Complete. 4. To be done after the review is completed, expected to be after June 2018. 5. To be actioned. 6. Complete. Raised with District Officer, on site visit has occurred, letter has been sent to DFES Future Fleet raising issues 7. All Brigades have been provided their training records. Decision remains with Brigade in relation to whether they wish to display these records. Complete. 8. No action required. Noted for future reference.		Open

Bush Fire Advisory Committee Meeting Minutes  
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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>concerns with the DFES Crew Protection System upgrade:</p> <ul style="list-style-type: none"> <li>No muffler on Diesel Pump with high noise levels;</li> <li>No Pump controls on the rear pump panel; and</li> <li>Plumbing work and allowances for pump movement.</li> </ul> <p>7. Recommend brigades to display their members training records on a graph board at each of their stations; and</p> <p>8. Consult with the Bush Fire Advisory Committee (BFAC) prior to a Council decision for any changes being made to the BFAC Terms of Reference.</p>				
18/04/2018	C.3323	11.2	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 10TH APRIL 2018	<p>That Council:</p> <ol style="list-style-type: none"> <li>Note the Chief Bushfire Control Officer Report as provided;</li> <li>Note the Community Emergency Services Manager Report as provided;</li> <li>Endorse the preparation of the Bush Fire Manual and the proposed methodology as outlined in this report;</li> <li>Appoints the following Fire Control Officers for the 2018/19 Season subject to the individual complying with the adopted minimum training and experience standards:                             <ul style="list-style-type: none"> <li>Bakers Hill                                     <ul style="list-style-type: none"> <li>- Simon Peters.</li> <li>- Kristofer Brown.</li> <li>- Suzanne Brown.</li> <li>- Ulo Rumjantsev.</li> <li>- Gordon Ashman (Weather Officer Only).</li> </ul> </li> <li>Clackline / Muresk                                     <ul style="list-style-type: none"> <li>- Mathew Macqueen.</li> <li>- Matthew Letch.</li> <li>- Blair Wilding (Permit Officer only, until training requirement met).</li> </ul> </li> <li>Grass Valley                                     <ul style="list-style-type: none"> <li>- Phil Lloyd (including Weather Officer)</li> <li>- Paul Reynolds (Permit Officer only, until training requirement met).</li> </ul> </li> </ul> </li> </ol>	CESM	<p>Updated: 14/05/2018</p> <ol style="list-style-type: none"> <li>No action required.</li> <li>No action required.</li> <li>Currently being finalised. Awaiting minor changes. Section 1, 2, 3 and 5 proposed to be circulated in May 2018. Section 4 (Bush Fire Risk Management Plan) is mostly completed, awaiting endorsement of the Office of Bush Fire Risk Management.</li> <li>FCO's to be Gazetted and advertised by August 2018 for the new season. Awaiting for two FCO's to complete training to allow them to be fully operational and advertised as this accordingly.</li> </ol>		Open

Bush Fire Advisory Committee Meeting Minutes  
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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				- Chris Manis (Permit Officer only, until training requirement met).  Itishtown - Rob Herzer (Permit Officer only, until training requirement met).  Inkpen - Nic Dewar. - Sim Kuiper (Weather/Permit Officer only).  Jennapullin - Aaron Smith (Weather Officer only).  Southern Brook - Paul Antonio (Permit Officer only, until training requirement met).  Wundowie VFRS - Tyron McMahon, Wundowie BFB - Brendon Ruttler (Permit Officer only, until training requirement met).  Northam VFRS - Greg Montgomerie.  Shire of Northam - Daniel Hendriksen. - Brendon Ruttler (Permit Officer only, until training requirement met).				



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Structural & Vehicle Fires Outside Gazetted Town Sites.



**SHIRE OF NORTHAM**

**Bush Fire Brigade Risk Assessment**

This document has been prepared by the Community Emergency Service Manager in consultation with the following agencies - the Office of Emergency Management, the Department of Fire and Emergency Services and the Local Government Insurance Service (LGIS).

The Risk assessment and subsequent report has been developed in accordance with AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines.

This report must be read in conjunction with the BFB Risk Assessment 2018, the Shire of Northam Risk Statements for Structural & Vehicle Fires outside a gazette town site, Shire of Northam SOP.13 & SOP.14, DFES Directive 3.4 & DFES SOP 3.4.

West Australian government legislation referenced to compile this report, conduct the risk assessment and develop the Shire of Northam SOP's are as follows.

Fire Brigades Act 1942  
Bush Fires Act 1954  
Fire and Emergency Services Act 1998  
Emergency Management Act 2005  
Occupational Safety & Health Act 1984  
Local Government Act 1995

All figures quoted in this report have been taken over a five year period from 1<sup>st</sup> July 2013 17<sup>th</sup> May 2018, with all figures obtained from official DFES Incident reporting systems.

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Structural & Vehicle Fires Outside Gazetted Town Sites.



### Introduction

As volunteer Fire Fighters, there is an element of risk in everything that we do. We purposely place ourselves in harm's way to serve and protect our communities. Due to the risk placed on our volunteer fire fighters, several important processes and procedures have been developed to assist by developing a minimum standard of safety in what can be a hazardous environment.

This has been achieved by consulting with various personnel, other government agencies from across the country, and in accordance with multiple state and federal government legislation, including but not limited to the Occupational Safety & Health Act 1984, the Emergency Management Act 2005, the Fire Brigades Act 1942, Local Government Act 1995 & Shire of Northam Local Laws to name a few.

As a result of this consultation several Standard Operating Procedures (SOP's) and Directives and have been developed by the Department of Fire and Emergency Services as the Hazard Management Agency (HMA) for fire in the state of Western Australia.

The Shire of Northam aligns all processes and procedures with all relevant DFES SOP's, and Directives and have taken further measures by developing several SOP's that are contextualized to all bushfire brigades within the Shire of Northam.

Under the Bush Fires Act 1954, Shire of Northam Bush Fire brigades are the primary turnout to all structure and vehicle fires outside the gazette town sites of Northam and Wundowie which are serviced by their respective Volunteer Fire and Rescue Service.

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Structural & Vehicle Fires Outside Gazetted Town Sites.



**1. Structural Fires**

The risk posed to Shire of Northam Bush Fire Brigades during the event of a structure fire outside of a gazetted town site is relatively low due to the low number of incidents in the past five years. The total number of incidents of exposure per brigade to Structure Fires outside the gazetted town sites for the reporting period is 21. The actual number of structure fires in the reporting area is likely to be much less due to multiple brigade turnout for a single incident. This figure has been broken down further as per the below breakdowns that identifies the risk posed to each brigade.

**6300 – Inkpen Volunteer BFB, Structure Fire response**

Incident Classification	Total
Building fire; insuff info to classify (0)	0
Building fire not classified (0)	0
Fire damaging structure and contents (1)	1
Not specified (0)	0
Fire damaging contents only (0)	0
Fire damaging structure only (0)	0
Support External Agency (0)	0
<b>Total</b>	<b>1</b>

**6029 – Bakers Hill Volunteer BFB, Structure Fire response**

Incident Classification	Total
Building fire; insuff info to classify (0)	0
Building fire not classified (0)	0
Fire damaging structure and contents (1)	4
Not specified (0)	0
Fire damaging contents only (0)	1
Fire damaging structure only (0)	0
Support External Agency (0)	0
<b>Total</b>	<b>5</b>

**6142 - Clackline/Muresk Volunteer BFB, Structure Fire response**

Incident Classification	Total
Building fire; insuff info to classify (0)	0
Building fire not classified (0)	0
Fire damaging structure and contents (1)	6
Not specified (0)	0
Fire damaging contents only (0)	6
Fire damaging structure only (0)	0
Support External Agency (0)	0
<b>Total</b>	<b>12</b>

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Structural & Vehicle Fires Outside Gazelld Town Sites.



**6300 - Irishtown Volunteer BFB, Structure Fire response**

Incident Classification	Total
Building fire; insuff info to classify (0)	0
Building fire not classified (0)	0
Fire damaging structure and contents (1)	0
Not specified (0)	0
Fire damaging contents only (0)	1
Fire damaging structure only (0)	0
Support External Agency (0)	0
<b>Total</b>	<b>1</b>

**6588 - Southern Brook Volunteer BFB, Structure Fire response**

Incident Classification	Total
Building fire; insuff info to classify (0)	0
Building fire not classified (0)	0
Fire damaging structure and contents (1)	1
Not specified (0)	0
Fire damaging contents only (0)	1
Fire damaging structure only (0)	0
Support External Agency (0)	0
<b>Total</b>	<b>2</b>

**6267 - Grass Valley Volunteer BFB, Structure Fire response**

Incident Classification	Total
Building fire; insuff info to classify (0)	0
Building fire not classified (0)	0
Fire damaging structure and contents (1)	8
Not specified (0)	0
Fire damaging contents only (0)	1
Fire damaging structure only (0)	1
Support External Agency (0)	0
<b>Total</b>	<b>10</b>

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Structural & Vehicle Fires Outside Gazetted Town Sites.



The Shire of Northam have identified that bush fire brigade members lack the appropriate training, PPC, and/or resources that would enable them to tackle these fires using defensive firefighting techniques.

Council have opted to adopt DFES SOP 3.4.1 with Shire of Northam SOP.14 that identifies an automatic mobilization of VFRS brigades, and requires bush fire brigade members to utilize offensive firefighting tactics only with a focus on protecting exposures, and hand operational control of the structure fire to the VFRS brigade Officer in Charge (OIC) who does have the relevant training, experience and/or resources to complete the task safely and in accordance with DFES Directive 3.4 – Structural Fire.

Shire of Northam bush fire brigades take on a support role during defensive firefighting operations and assist VFRS crew members as directed by the OIC until such a time as control is handed back to the brigade area's OIC, Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (DC BFCO) or Shire of Northam Community Emergency Services Manager (CESM).

## 2. Vehicle Fire

The total number of incidents for the reporting period of the past 5 years although higher than that of structure fires it is still comparatively low, with a total of incidents of exposure per brigade of 53 reported incidents throughout the shire. The actual number of vehicle fires in the reporting area is likely to be much less due to multiple brigade turnout for a single incident. This figure can be further broken down into each brigade as demonstrated in the below charts.

6300 - Inkpen BFB - Vehicle Fire response

Incident Classification	Total
Aircraft fire (0)	0
Vehicle fire; insuff info to classify (0)	0
Off-road vehicles or mobile equipment fire (0)	0
Not specified (0)	0
Camper, caravan or rec. vehicle fire (not on block) (0)	0
Vehicle fire not classified (0)	0
Support External Agency (0)	0
Passenger vehicle fire (6)	6
Water vessel fire (0)	0
Rail vehicle fire (0)	0
Road or transport vehicle fire (0)	0
<b>Total</b>	<b>6</b>

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Structural & Vehicle Fires Outside Gazeloned Town Sites.



**6029 - Bakers Hill BFB - Vehicle Fire response**

Incident Classification	Total
Aircraft fire (0)	0
Vehicle fire; insuff info to classify (0)	0
Off-road vehicles or mobile equipment fire (0)	0
Not specified (0)	0
Camper, caravan or rec. vehicle fire (not on block) (0)	0
Vehicle fire not classified (0)	0
Support External Agency (0)	0
Passenger vehicle fire (6)	11
Water vessel fire (0)	0
Rail vehicle fire (0)	0
Road or transport vehicle fire (0)	3
<b>Total</b>	<b>14</b>

**6142 - Clackline/Muresk BFB - Vehicle Fire response**

Incident Classification	Total
Aircraft fire (0)	0
Vehicle fire; insuff info to classify (0)	0
Off-road vehicles or mobile equipment fire (0)	1
Not specified (0)	0
Camper, caravan or rec. vehicle fire (not on block) (0)	0
Vehicle fire not classified (0)	0
Support External Agency (0)	0
Passenger vehicle fire (6)	11
Water vessel fire (0)	0
Rail vehicle fire (0)	0
Road or transport vehicle fire (0)	2
<b>Total</b>	<b>14</b>

**6301 - Irishtown BFB - Vehicle Fire response**

Incident Classification	Total
Aircraft fire (0)	0
Vehicle fire; insuff info to classify (0)	0
Off-road vehicles or mobile equipment fire (0)	1
Not specified (0)	0
Camper, caravan or rec. vehicle fire (not on block) (0)	0
Vehicle fire not classified (0)	0
Support External Agency (0)	0
Passenger vehicle fire (6)	3
Water vessel fire (0)	0
Rail vehicle fire (0)	0
Road or transport vehicle fire (0)	1
<b>Total</b>	<b>5</b>

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Structural & Vehicle Fires Outside Gazetted Town Sites.



**6588 - Southern Brook BFB - Vehicle Fire response**

Incident Classification	Total
Aircraft fire (0)	0
Vehicle fire; insuff info to classify (0)	0
Off-road vehicles or mobile equipment fire (0)	0
Not specified (0)	0
Camper, caravan or rec. vehicle fire (not on block) (0)	0
Vehicle fire not classified (0)	0
Support External Agency (0)	0
Passenger vehicle fire (6)	1
Water vessel fire (0)	0
Rail vehicle fire (0)	0
Road or transport vehicle fire (0)	0
<b>Total</b>	<b>1</b>

**6267 - Grass Valley BFB - Vehicle Fire response**

Incident Classification	Total
Aircraft fire (0)	0
Vehicle fire; insuff info to classify (0)	0
Off-road vehicles or mobile equipment fire (0)	1
Not specified (0)	0
Camper, caravan or rec. vehicle fire (not on block) (0)	0
Vehicle fire not classified (0)	0
Support External Agency (0)	0
Passenger vehicle fire (6)	9
Water vessel fire (0)	0
Rail vehicle fire (0)	1
Road or transport vehicle fire (0)	2
<b>Total</b>	<b>13</b>

As with structural fires, the risks associated with vehicle fires outside of the gazette town site's to bush fire brigades have been reduced as a result of the development of the Shire of Northam SOP.13

Council have identified that bush fire brigade members lack the required training, PPC, and/or resources to deploy defensive firefighting techniques to vehicle fires.

SOP.13 has been developed to ensure automatic mobilization of the nearest VFRS brigade, who upon arrival will assume operational control of the fire, thereby allowing the bush fire brigade members to take on a support role, and engage in active prevention of further spread of fire to surrounding areas.



Shire of Northam  
Heritage, Commerce and Lifestyle

# Risk Assessment

Structure & Vehicle Fires outside  
Gazetted Town Sites  
2018

UNCOMPLETED







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Structural & Vehicle Fires Outside Gazetted Town Sites.



**SOP.13 VEHICLE FIRES OUTSIDE OF GAZETTED TOWNSITE**

Procedure No.	SOP.13
Procedure Subject:	Vehicle Fires Outside of Gazetted Town site
Last Reviewed:	

**Introduction**

Bush Fire Brigades are the primary turnout to vehicle fires that occur outside of the gazetted town site of Northam or Wundowie. The Shire of Northam Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke. Given the fact that vehicles give off multiple types of toxic fumes and contain various metals and components which are considered explosive when encountering water; it is not safe for the Bush Fire Brigades to conduct offensive firefighting techniques on vehicle fires of any type.

**Procedure**

- Once the initial call has been received and the brigade has turned out to the vehicle fire incident, the crew leader or incident controller must advise DFES communications that the Volunteer Fire and Rescue is required to attend, due to the nature of the incident being HAZMAT. Also the crew leader may request that Police attend for traffic control if required.
- Once the brigade appliances arrive the units should be parked up wind or out of the toxic smoke and in the fend off position across the road to stop passing traffic.
- Beacons and head lights shall be on to warn approaching motorist.
- The crew leader or incident controller shall conduct a scene size up to determine if any persons may be trapped or located close to the vehicle. The information on the incident shall be relayed to DFES communications.
- Firefighting shall only be in the form of a defensive technique, meaning to protect any other assets or preventing the fire spreading to the road verge or surrounding bush or grass.
- Fire fighters shall stop traffic from passing and keep public spectators away from the incident.
- The BFB crew leader or incident controller may hand over control of the vehicle fire incident to the Volunteer Fire and Rescue officer in charge.

**Note**

- Vehicle fires are extremely dangerous due to many pressurized vessels for example; LPG cylinders, tyres, and airbag deployment systems etc. These may cause explosions so maintaining a safe distance and wearing full PPE is required.
- It is also advised that the brigade member conducting a the scene size-up should be aware that in some instance where vehicle fires have been called in by a passing motorist, there has been in fact persons still trapped inside the vehicle which can give the false impression that it may only be a vehicle fire.

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Structural & Vehicle Fires Outside Gazetted Town Sites.



## SOP.14 STRUCTURE FIRES OUTSIDE OF GAZETTED TOWN SITE

Procedure No.	SOP.14
Procedure Subject:	Structure Fires Outside of Gazetted Town Site
Reviewed:	

### Introduction

Bush Fire Brigades are the primary turnout for structure fires that occur outside of the gazetted town site of Northam or Wundowie. The Shire of Northam Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke.

### Procedure

- Once the initial call has been received and the brigade has turned out to the structure fire incident, the crew leader or incident controller must advise DFES communications that the Volunteer Fire and Rescue is required to attend due to the nature of the incident. Also the crew leader may request that Police, ambulance and Western Power attend if necessary.
- The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the structure fire. The information on the incident shall be relayed to DFES communications. The BFB crew leader or incident controller shall look for any potential hazards to the firefighters and the public.
- Before any type of firefighting is conducted, power shall be isolated at the buildings power box by removing all fuses and shutting down the mains switch, the firefighter conducting the size up must also note if solar power modules are located anywhere on this structure. LPG cylinders shall also be isolated at the cylinder valves.
- Firefighting activities for the Bush Fire Brigades are limited to defensive techniques and brigades shall only enter the structure if it is completely necessary and deemed safe to do so. Defensive firefighting is to protect surrounding assets and to prevent the fire spreading. Internal firefighting is the responsibility of The Fire and Rescue Service.
- The BFB crew leader or incident controller shall conduct a thorough SITREP hand over and hand control of the structure fire incident to the Volunteer Fire and Rescue officer in charge.

### Note

- Depending on the location of the structure fire incident, it is advised that extra water resourcing may be required and additional bulk water tankers may need to be sourced.
- BFB appliances should not obstruct access to the structure for the arriving Fire and Rescue trucks, as they will need to park closer to the building than what the BFB does.
- The BFB appliances may be required to conduct relay pumping techniques to the Fire and Rescue Appliances if required.

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Mr Mathew Macqueen and Mr Simon Peters declared an "Impartiality" interest in item 5.3 - Appointment of 2018/19 Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO) as they are nominated as CBFCO and DCBFCO.

**5.3 APPOINTMENT OF 2018/19 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICER (DCBFCO)**

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

**BRIEF**

Upon appointment of the Fire Control Officer's for the 2018/19 period, Council is required to appoint a Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO).

**ATTACHMENTS**

Nil.

**BACKGROUND / DETAILS**

Mr Mathew Macqueen is the current CBFCO and Mr Simon Peters is the DCBFCO.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 3: Safety and Security

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

**Financial / Resource Implications**

Advertising costs.

**Legislative Compliance**

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

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

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

**Policy Implications**

Nil.

**Stakeholder Engagement / Consultation**

Officers have received nominations for CBFCO & DCBFCO positions from brigades by way of votes at the brigade AGM's. Only two BFCO's were nominated to fill these positions.

**Risk Implications**

Council is requested to appoint a CBFCO and DCBFCO who meet the minimum training requirements set by Council in order to minimise any potential risks.

**OFFICER'S COMMENT**

It should be noted that in order to appoint an Officer to this position they must have met the minimum training requirements set by Council for a Fire Control Officer. The current CBFCO & DCBFCO meet the criteria.

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: BFAC.183

Moved: Linton Mincherton

Seconded: Mr Murray McGregor

That Council appoint Mr Mathew Macqueen as the Chief Bushfire Control Officer and Mr Simon Peters as the Deputy Chief Bushfire Control Officer for the 2018/19 period.

CARRIED 10/0

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#### 5.4 FIRE BREAK AND FUEL LOAD NOTICE 2018/19 PERIOD

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

#### BRIEF

Changes to the Fire Breaks and Fuel Load Notice for the 2018/19 period.

#### ATTACHMENTS

- Attachment 1: Fire Break and Fuel Load Notice with recommended changes highlighted for the 2018/19 period.  
Attachment 2: Final Fire Break and Fuel Load Notice for the 2018/19 period as endorsed by BFAC.

#### BACKGROUND / DETAILS

The 2017/18 notice has been reviewed and there is some areas that need attention to make it easier for members of the public to understand their obligations under the Bush Fires Act 1954.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

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

##### Financial / Resource Implications

Advertising costs.

##### Legislative Compliance

Bush Fires Act 1954.

##### Policy Implications

Nil.

##### Stakeholder Engagement / Consultation

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Review has been conducted by CESM, CBFCO & DCBFCO

**Risk Implications**

Nil.

**OFFICER'S COMMENT**

The 2017/18 notice has been reviewed by officers and after discussion with the CBFCO and the DCBFCO it became apparent that the notice in its current form has caused some confusion with members of the public, in relation to the differing requirements for the widths of mineral earth breaks within the shire based on property size.

Simplifying the notice to have a standard approach that is consistent across the whole shire will make it easier for residents to understand their obligations under the Bush Fires Act 1954, as well as making it easier to identify non-compliant fire breaks.

There has also been clarification around imposing a Harvest, Vehicle Movement and Hot Works Ban (HVMB), and under what conditions these will be imposed.

Officers recommend that for any day where the FDR reaches very high or above, a HVMB is automatically imposed, this again will make it easier to educate the public and prevent any potential escaped burns.

It was also identified by members of the public, to clarify that under Section 46(a) of the Bush Fires Act 1954 the HVMB, or Prohibition of lighting a fire can be imposed at any time of year regardless of the time of year as we seen at the end of May, we were in unrestricted season, and still had to impose a prohibition as the weather conditions warranted the prohibition order.

Due to the Shire being exposed to extreme risk of bushfire, officers together with DFES personnel are recommending the fitment of mesh screens to roof top evaporative air conditioner units within bush fire prone areas. These screens assist with the prevention of property loss due to ember attack which is the most common cause of property loss during a bushfire event.

**RECOMMENDATION**

**That Council accept the revised Fire Breaks & Fuel Load notice for the 2018/19 period.**

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Discussion

The following motion was moved as a result of the discussion held.

Clarification was sought around the following matters:

- Whether the requirement for roof mounted evaporative air coolers being fitted with ember proof screens is something that should be included in the Notice and the potential financial impact this may have on residents. It was queried whether this can be managed through the building approval process. The CESM advised that it is not a requirement to be included and can be managed through other processes.
- The requirements for gas appliances and cooking fires as it was understood that these are not permitted in the prohibited period. It was clarified that this is currently enforced under the Bush Fires Act 1954 and are permitted all year apart from when there is a ban. It was requested that the CESM investigate the camp fires and cooking fire exemptions and present a report to the next BFAC meeting.
- The impacts that Section 3, item 3(2) may have on cropped or stubble landholders.
- The additions under Section 10 and the potential for this to cause issues. It was believed that this should be assessed on the day rather than being 'automatic' and the failure to comply is managed under the Act and therefore not believed to be necessary.
- The financial impacts on farmers if the firebreak requirements are amended from 2m to 3m, discussion was held around keeping this the same as the 2017/18 Notice however requiring a firebreak of 3 metres within 10 metres of the property boundary where there is remnant vegetation to enable access for fire appliances if necessary.

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**RECOMMENDATION / COMMITTEE DECISION**

Minute No: BFAC.184

Moved: Mr Murray McGregor

Seconded: Mr Steve Gray

That Council accept the revised Fire Breaks & Fuel Load Notice for the 2018/19 period subject to the following amendments:

- Section 1 – Building Protection Zone, item 15 being removed which relates to roof mounted evaporative air coolers being fitted with ember proof screens;
- Section 3 – Land with an area greater than 10,000m<sup>2</sup> (1 hectare), item 3(2) add 'excluding cropped and/or stubble land';
- Section 10 – Harvest, Movement of Vehicles and Hot Works Ban, Remove the proposed additions as highlighted in Attachment 1.
- Amending the Firebreak requirements to be consistent with the requirements detailed in 2017/18 Firebreak & Fuel Load Notice (with reference to having different requirements for lots less than 10 hectares and a separate section for lots greater than 10 hectares) with the addition of remnant vegetation requiring a firebreak of 3 metres within 10 metres of the property boundary.

**CARRIED 10/0**

*Note: With respect to the proposed second dot point – this has been superseded by dot point 4.*

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## Attachment 1

### BUSH FIRES ACT 1954

#### Firebreak and Fuel Load Notice

Shire of Northam

Pursuant to the powers contained in Section 33 of the *Bush Fires Act 1954* (as amended), notice is hereby given to all owners and occupiers of land within the Shire of Northam adopted the following requirements as a measure to assist in the control of bush fires, or preventing the spread or extension of a bush fire which may occur within the Shire.

All owners and/or occupiers of land within the Shire of Northam are required to carry out fire prevention work in accordance with this notice by 1 November each calendar year and maintained until 30 April the following calendar year, or within 14 days of becoming an owner or occupier of land if after that date, to comply with the requirements set out in this notice.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDER MAY RESULT WITH THE ISSUING OF AN INFRINGEMENT NOTICE PENALTY \$250.00 OR PROSECUTION IN A COURT OF LAW WITH A MAXIMUM PENALTY OF \$5,000 AND BE LIABLE WHETHER PROSECUTED OR NOT TO PAY THE COSTS OF PERFORMING THE WORK DIRECTED BY THE NOTICE.

#### 1. Building Protection Zone

The Building Protection Zone is an area of very low fuel levels and managed vegetation 20 metres out from habitable buildings (As defined in the Residential Design Codes of WA and in AS 3959) and must meet the following requirements.

Habitable building means a dwelling, workplace, place of gathering or assembly, a building used for the storage or display of goods or produce for sale by wholesale in accordance with classes 1-9 of the Building Code of Australia. The term habitable building includes attached and adjacent structures like garages, carports, verandahs or similar roofed structures that are attached to, or within 6 metres of, the dwelling or primary building.

- Building Protection Zones for habitable buildings must extend a minimum of 20 metres out from any external walls of the building, attached structures, or adjacent structures within 6 metres of the habitable building.
- On sloping ground the Building Protection Zone distance shall increase at least 1 metre for every degree in slope on the sides of the habitable building that are exposed to down slope natural vegetation.
- Building Protection Zones must consist of non-flammable managed vegetation, reticulated lawns and gardens and other non-flammable features.
- All grass in Building Protection Zones must be maintained to or under 5cm in height.
- Fuel loads within Building Protection Zones must be maintained at 2 tonnes per hectare or lower.
- The crowns of trees must be separated to create a clear separation distance between adjoining or nearby tree crowns. The separation distance between tree crowns is not required to exceed 10 metres.
- A small group of trees within close proximity to one another may be treated as one crown provided the combined crowns do not exceed the area of a large or mature crown size for that species.
- Trees are to be low pruned (or under pruned) to at least a height of 2 metres from ground.
- No tree, or shrub over 2 metres high are to be within 2 metres of a habitable building.
- Trees and shrubs over 2 metres high must not be planted in groups close to the habitable building and there must be a gap of at least 3 times the height (at maturity) of the shrub away from the habitable building.
- There must be no tree crowns or branches hanging over habitable buildings.
- Firewood and flammable materials must be stored 20m from habitable buildings.
- Driveways and access ways are to be a minimum of (3) metres wide with a vertical clearance of (4) metres to allow for the safe passage of a fire appliance to all buildings and assets on the land.
- Roof gutters should be free of leaves and other combustible material.
- Roof mounted evaporative air coolers must be fitted with ember proof screens to the filter medium to reduce the possibility of bushfire embers igniting the air cooler on all new dwellings from January 1<sup>st</sup> 2019 and all existing dwellings sold and all rental properties within the Shire of Northam that are in the bush fire prone areas. All other dwellings within a bushfire prone area must comply with the requirement by Jan 1<sup>st</sup> 2020.

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**YOUR PROPERTY**

**2. Land with area less than 10,000m<sup>2</sup> (1 hectare)**

- Maintain all grass on the land to a height no greater than 10cm all windrows or dead flammable material must be removed.
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land
- Land with a habitable building on it must maintain a Building Protection Zone in line with the requirements of Section 1 of this notice.

**3. Land with an area greater than 10,000m<sup>2</sup> (1 hectare)**

Options (selected one out of the three options)

1. Install bare earth firebreaks three (3) metres wide immediately inside within (10) metres of all boundaries in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres to allow for the safe passage of a fire appliance or.
  2. Maintain all grass on the land to a height no greater than 10cm all windrows and or dead flammable material must be removed. An access area within (10) metres of the boundary with a minimum width of three (3) metres with a vertical clearance of (4) metres were all overhanging branches are trimmed back to allow for the safe passage of a fire appliance or.
  3. A combination of the above two options for properties with natural bush sections and pastured land sections
- Land with a building on it must maintain a Building Protection Zone in line with the requirements of Section 1 of this notice.
  - On land for the use of tendering livestock a level of feed can be maintained to last the season. All grass a distance of 5m from any firebreak must be maintained to a height no greater than 10cm. Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.
  - On land for the use of tendering livestock a level of feed can be maintained to last the season. All grass a distance of 5m from any firebreak must be maintained to a height no greater than 10cm.
  - Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

**Firebreak**

Means a strip or area of trafficable ground, which is at least three (3) metres wide with a minimum height of four (4) metres, which is kept and maintained totally clear of all inflammable matter. Any living or dead trees, scrub or any other material encroaching within the minimum height of the firebreak must be pruned or removed. In Pastoral areas it is considered acceptable if a vehicle can travel through crop area within 10m of the firebreak to traverse around low branches or limbs.

**4. Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.**

- Remove all flammable matter within (10) metres of Fuel Depot and Storage Areas of where fuel drums whether containing fuel or not, fuel ramps or fuel dumps are located, Haystacks, Chaff Dumps, Stockpiled Flammable Materials, Stationary Machinery are stored.
- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form with a vertical clearance of (4) metres were overhanging branches are trimmed back immediately adjacent to Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.

**5. Bushfire or Emergency Management Plans  
(Compliance is required throughout the year, every year)**

Means a bushfire management plan, emergency management plan or an approved Bushfire attack level (BAL) assessment that has been developed and approved to reduce and mitigate fire hazards as part of a Town Planning Scheme, subdivision approval, development approval or a building permit

- All properties with a Bush Fire, Fire or Emergency Management Plan shall comply with the plan in its entirety.
- Any requirements identified in a Bush Fire, Fire or Emergency Management Plan are in addition to the requirements of this notice.

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**6. Application to vary the Firebreak Requirements with Alternative Arrangements**

If it is considered impracticable for any reason whatsoever to implement any of the requirements of this Notice, you may apply in writing to the Shire of Northam by no later than the 7th September each year for permission to implement alternative measures. If permission is not granted in writing you must comply with the requirements of this notice.

**7. The Burning of Garden Refuse**

Pursuant to the powers contained in section 24G (2) of the *Bush Fires Act 1954*, the Shire of Northam prohibits the burning of all garden refuse within its district during the Prohibited Burning Times. This prohibition applies to all persons within the Shire's district.

- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited absolutely on all land within the district during the Prohibited Burning Time.
- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited on all land under 2000m<sup>2</sup> (square metres) in size during the Restricted Burning Time, without a Fire Permit issued under Regulation 15 of the *Bush Fires Act 1954*.
- During the Restricted Burning Time, residents of the Shire may burn the bush for fire mitigation purposes by following the conditions of a valid permit to burn.
- During the Restricted Burning Time, residents on land that is greater than 2,000m<sup>2</sup> in area it is permissible to undertake the burning of garden refuse (dry leaves, small branches, off cuts, etc.) in separate piles on the ground no larger than 1.0 m<sup>2</sup> between the hours of 18:00 (6pm) and 23:00 (11pm) by complying with all the conditions of section 24F (3) in the *Bush Fires Act 1954*.

**8. Restricted and Prohibited Burning times**

- The "Prohibited Burning Time" means the 1 December each calendar year through until 28th February the following calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).
- The "Restricted Burning Time" means the 1 October through until 30 November and the 1 March through until 30 April each calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).

**9. Permits to burn**

Means a "Permit to Burn the Bush" as issued by an Authorised Officer under section 18 of the *Bush Fires Act 1954*.

- Applications for Permits are available from the Shire of Northam at no cost.
- You must comply with all prescribed conditions imposed by the Shire or an Authorised Officer in respect of any Permit issued by the Shire.
- Permits will not be valid on days of "very high", "severe", "extreme" or "catastrophic" fire danger.
- Permits may also be revoked if in the opinion of an authorised officer the conditions are not deemed suitable for prescribed burns.

Take Notice that pursuant to Section 18 (11) of the *Bush Fires Act 1954* Where a person starts a fire on land, if the fire escapes from the land or if the fire is in the opinion of a bush fire control officer or an officer of a bush fire brigade out of control on the land, the person shall be liable to pay to the local government on the request of and for receipt to its bush fire brigade, any expenses up to a maximum amount of \$10,000 incurred by it in preventing the extension of or extinguishing the fire, and such expenses may be recovered in any court of competent jurisdiction.

A person who commits a breach of this section other than subsection (11) is guilty of an offence.

Penalty: For a first offence \$4,500.  
For a second or subsequent offence \$10,000.

**10. Harvest, Movement of Vehicles and Hot Works Bans**

All persons within the Shire are required to comply with these bans under the provisions of the *Bush Fires Act*.

- A Harvest Ban requires the cessation of all harvesting operations within the Shire of Northam.
- A Vehicle Movement ban does not permit the movement of vehicles on properties within the Shire of Northam except for the essential watering of stock in a diesel powered vehicle.
- A Hot Works ban is defined as a ban on the outdoor use of all welding, grinding and abrasive tools on properties

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within the Shire of Northam. Exemptions in accordance with Council Policy may be available. Further information is available by contacting Shire of Northam (08) 9622 6100.

Take notice that pursuant to Section 46(a) of the *Bush Fires Act 1954*, a Harvest, Vehicle Movement or Hot Works ban/prohibition will automatically be imposed on any given day when the Fire Danger Rating (FDR) is Very High or above, regardless of the time of year if a bush fire control officer, or the local government in whose district the land is situated in believes the conditions could make control of the fire difficult to maintain and make efforts to reduce the spread of fire difficult.

A person/s who lights a fire contrary to the provisions of this section or who fails to carry out any direction given to him is guilty of an offence that carries a maximum penalty of \$10,000.

A Harvest Vehicle Movement and Hot works Ban will be advertised on the Shire of Northam Website or Emergency Information Line on (08) 9621 1120. Where possible on ABC Radio 531 AM, Radio West 864 AM and. Ban updates can be obtained or via a free SMS service which is available upon request from the Shire of Northam (08) 9622 6100.

#### 11. Additional Works

In addition to the requirements noted above, regardless of land size and location, the Shire of Northam or its duly authorised officer may require you to undertake additional works on your property to improve access and/or undertake further hazard removal and/or reduction works, where in the opinion of that authorised officer, it is to be necessary to prevent the outbreak and/or the spread of a bush fire.

Take notice that pursuant to Section 35(4) of the *Bush Fires Act 1954*, where the owner and/or occupier of land fails or neglects to comply with the requisitions of this Notice within the times specified, the Shire of Northam may by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of this Notice which have not been complied with and pursuant to Section 33(5) of the *Bush Fires Act 1954*, the amount of any costs and expenses incurred may be recovered from you as the owner and/or occupier of the land.

If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the *Bush Fires Act 1954*.

The Penalty for failing to comply with this Notice is a fine not exceeding \$5000 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this Notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

#### 12. Reserves vested with the Shire of Northam

The Shire of Northam reserves the right to conduct any mitigation works deemed necessary on any reserves vested with Shire of Northam for the purpose of reducing the risk of fire to the community. Each reserve will be assessed in accordance with ISO 31000 2018 and identified in the Bushfire Risk Management Plan. Treatment implemented may include but not be limited to prescribed burns, slashing, mulching or any other means necessary as determined by the Shire of Northam to ensure the risk is reduced to a satisfactory level.

#### GENERAL ADVICE

This notice gives the minimum requirements for fire control within the Shire of Northam and all residents and ratepayers are encouraged to be "Bushfire Ready" by undertake additional fire protection measures, creating a household "Bushfire Survival Plan" to ensure the safety of property and life. Further additional information to that contained in this notice can be obtained from the Are You Bushfire Ready website [www.oneyouready.wa.gov.au](http://www.oneyouready.wa.gov.au) or from the Shire of Northam website [www.northam.wa.gov.au](http://www.northam.wa.gov.au)

All previous versions of this notice are hereby cancelled.

By order of the Council,

JASON WHITEAKER, Chief Executive Officer

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## Attachment 2

### BUSH FIRES ACT 1954

#### Firebreak and Fuel Load Notice

Shire of Northam

Pursuant to the powers contained in Section 33 of the *Bush Fires Act 1954* (as amended), notice is hereby given to all owners and occupiers of land within the Shire of Northam adopted the following requirements as a measure to assist in the control of bush fires, or preventing the spread or extension of a bush fire which may occur within the Shire.

All owners and/or occupiers of land within the Shire of Northam are required to carry out fire prevention work in accordance with this notice by 1 November each calendar year and maintained until 30 April the following calendar year, or within 14 days of becoming an owner or occupier of land if after that date, to comply with the requirements set out in this notice.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDER MAY RESULT WITH THE ISSUE OF AN INFRINGEMENT NOTICE PENALTY \$250.00 OR PROSECUTION IN A COURT OF LAW WITH A MAXIMUM PENALTY OF \$5,000 AND BE LIABLE WHETHER PROSECUTED OR NOT TO PAY THE COSTS OF PERFORMING THE WORK DIRECTED BY THE NOTICE.

#### 1. Building Protection Zone

The Building Protection Zone is an area of very low fuel levels and managed vegetation 20 metres out from habitable buildings (As defined in the Residential Design Codes of WA and in AS 3959) and must meet the following requirements.

Habitable building means a dwelling, workplace, place of gathering or assembly, a building used for the storage or display of goods or produce for sale by wholesale in accordance with classes 1-9 of the Building Code of Australia. The term habitable building includes attached and adjacent structures like garages, carports, verandas or similar roofed structures that are attached to, or within 6 metres of, the dwelling or primary building.

- Building Protection Zones for habitable buildings must extend a minimum of 20 metres out from any external walls of the building, attached structures, or adjacent structures within 6 metres of the habitable building.
- On sloping ground the Building Protection Zone distance shall increase at least 1 metre for every degree of slope on the sides of the habitable building that are exposed to down slope natural vegetation.
- Building Protection Zones must consist of non-flammable managed vegetation, reticulated lawns and gardens and other non-flammable features
- All grass in Building Protection Zones must be maintained to or under 5cm in height.
- Fuel loads within Building Protection Zones must be maintained at 2 tonnes per hectare or lower.
- The crowns of trees must be separated to create a clear separation distance between adjoining or nearby tree crowns. The separation distance between tree crowns is not required to exceed 10 metres.
- A small group of trees within close proximity to one another may be treated as one crown provided the combined crowns do not exceed the area of a large or mature crown size for that species.
- Trees are to be low pruned (or under pruned) to at least a height of 2 metres from ground.
- No tree, or shrub over 2 metres high are to be within 2 metres of a habitable building.
- Trees and shrubs over 2 metres high must not be planted in groups close to the habitable building and there must be a gap of at least 3 times the height (at maturity) of the shrub away from the habitable building.
- There must be no tree crowns or branches hanging over habitable buildings.
- Firewood and flammable materials must be stored 20m from habitable buildings
- Driveways and access ways are to be a minimum of (3) metres wide with a vertical clearance of (4) metres to allow for the safe passage of a fire appliance to all buildings and assets on the land
- Roof gutters should be free of leaves and other combustible material

#### YOUR PROPERTY

##### 2. Land with an area less than 10,000m<sup>2</sup> (1 hectare)

- Maintain all grass on the land to a height no greater than 10cm all windrows or dead flammable material must be removed.
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land
- Land with a habitable building on it must maintain a Building Protection Zone in line with the requirements of Section 1 of this notice.

##### 3. Land with an area > 10,000m<sup>2</sup> (1 hectare) to 100,000m<sup>2</sup> (10 hectares)

Options (selected one out of the three options)

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1. Install bare earth firebreaks three (3) metres wide immediately inside within (10) metres of all boundaries in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres to allow for the safe passage of a fire appliance or;
  2. Maintain all grass on the land to a height no greater than 10cm all windrows and or dead flammable material must be removed. An access area within (10) metres of the boundary with a minimum width of (3) metres with a vertical clearance of (4) metres where all overhanging branches are trimmed back to allow for the safe passage of a fire appliance or;
  3. A combination of the above two options for properties with natural bush sections and pastured land sections
- Land with a building on it must maintain a Building Protection Zone in line with the requirements of Section 4 of this notice
  - On land for the use of tendering livestock a level of feed can be maintained to last the season. All grass a distance of 5m from any firebreak must be maintained to a height no greater than 10cm. Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

**Firebreak**

Means a strip or area of trafficable ground, which is at least three (3) metres wide with a minimum height of four (4) metres, which is kept and maintained totally clear of all inflammable matter. Any living or dead trees, scrub or any other material encroaching within the minimum height of the firebreak must be pruned or removed. In Pastoral areas it is considered acceptable if a vehicle can travel through crop area within 10m of the firebreak to traverse around low branches or limbs.

**4. Land with an area greater than 100,000m<sup>2</sup> (10 hectares)**

Options (selected one out of the three options)

1. Install bare earth firebreaks two (2) metres wide immediately inside within (10) metres of all boundaries in a continuous form, for all cropped/stubble areas, or three (3) metres wide for all natural bush/rennant vegetation areas on the property within ten (10) metres of the property boundary. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres to allow for the safe passage of a fire appliance or;
  2. Maintain all grass on the land to a height no greater than 10cm all windrows and or dead flammable material must be removed. An access area within (10) metres of the boundary with a minimum width of (3) metres with a vertical clearance of (4) metres where all overhanging branches are trimmed back to allow for the safe passage of a fire appliance or;
  3. A combination of the above two options for properties with natural bush sections and pastured land sections
- On land for the use of tendering livestock a level of feed can be maintained to last the season. All grass a distance of 5m from any firebreak must be maintained to a height no greater than 10cm.
  - Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

**Firebreak**

Means a strip or area of trafficable ground, which is at least two (2) metres wide for cropped/stubble areas, or three (3) metres wide for bushland/rennant vegetation areas (if the property is greater than 10 hectares) with a minimum height of four (4) metres, which is kept and maintained totally clear of all inflammable matter. Any living or dead trees, scrub or any other material encroaching within the minimum height of the firebreak must be pruned or removed. In Pastoral areas it is considered acceptable if a vehicle can travel through crop area within 10m of the firebreak to traverse around low branches or limbs.

**5. Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.**

- Remove all flammable matter within (10) metres of Fuel Depot and Storage Areas of where fuel drums whether containing fuel or not, fuel ramps or fuel dumps are located, Haystacks, Chaff Dumps, Stockpiled Flammable Materials, Stationary Machinery are stored.
- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form with a vertical clearance of (4) metres where overhanging branches are trimmed back immediately adjacent to Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.

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**6. Bushfire or Emergency Management Plans**  
(Compliance is required throughout the year, every year)

Means a bushfire management plan, emergency management plan or an approved Bushfire attack level (BAL) assessment that has been developed and approved to reduce and mitigate fire hazards as part of a Town Planning Scheme, subdivision approval, development approval or a building permit.

- All properties with a Bush Fire, Fire or Emergency Management Plan shall comply with the plan in its entirety.
- Any requirements identified in a Bush Fire, Fire or Emergency Management Plan are in addition to the requirements of this notice.

**7. Application to vary the Firebreak Requirements with Alternative Arrangements**

If it is considered impracticable for any reason whatsoever to implement any of the requirements of this Notice, you may apply in writing to the Shire of Northam by no later than the 7th September each year for permission to implement alternative measures. If permission is not granted in writing you must comply with the requirements of this notice.

**8. The Burning of Garden Refuse**

Pursuant to the powers contained in section 24G (2) of the *Bush Fires Act 1954*, the Shire of Northam prohibits the burning of all garden refuse within its district during the Prohibited Burning Times. This prohibition applies to all persons within the Shire's district.

- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited absolutely on all land within the district during the Prohibited Burning Time.
- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited on all land under 2000m<sup>2</sup> (square metres) in size during the Restricted Burning Time, without a Fire Permit issued under Regulation 15 of the *Bush Fires Act 1954*.
- During the Restricted Burning Time, residents of the Shire may burn the bush for fire mitigation purposes by following the conditions of a valid permit to burn.
- During the Restricted Burning Time, residents on land that is greater than 2,000m<sup>2</sup> in area it is permissible to undertake the burning of garden refuse (by leaves, small branches, off cuts, etc.) in separate piles on the ground no larger than 1.0 m<sup>2</sup> between the hours of 18:00 (6pm) and 23:00 (11pm) by complying with all the conditions of section 24E (3) in the *Bush Fires Act 1954*.

**9. Restricted and Prohibited Burning times**

- The "Prohibited Burning Time" means the 1 December each calendar year through until 28th February the following calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).
- The "Restricted Burning Time" means the 1 October through until 30 November and the 1 March through until 30 April each calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).

**10. Permits to burn**

Means a "Permit to Burn the Bush" as issued by an Authorised Officer under section 18 of the *Bush Fires Act 1954*.

- Applications for Permits are available from the Shire of Northam at no cost.
- You must comply with all conditions imposed by the Shire or an Authorised Officer in respect of any Permit issued by the Shire.
- Permits will not be valid on days of "very high", "severe", "extreme" or "catastrophic" fire danger.
- Permits may also be revoked if in the opinion of an authorised officer the conditions are not deemed suitable for prescribed burns.

Take Notice that pursuant to Section 18 (11) of the *Bush Fires Act 1954* - Where a person starts a fire on land, if the fire escapes from the land or if the fire is in the opinion of a bush fire control officer or an officer of a bush fire brigade out of control on the land, the person shall be liable to pay to the local government on the request of and for recoup to its bush fire brigade, any

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expenses up to a maximum amount of \$10 000 incurred by it in preventing the extension of or extinguishing the fire, and such expenses may be recovered in any court of competent jurisdiction.

A person who commits a breach of this section other than subsection (11) is guilty of an offence.

Penalty: For a first offence \$1 500.

For a second or subsequent offence \$10 000.

### 11. Harvest, Movement of Vehicles and Hot Works Bans

All persons within the Shire are required to comply with these bans under the provisions of the Bush Fires Act.

- A Harvest Ban requires the cessation of all harvesting operations within the Shire of Northam.
- A Vehicle Movement ban does not permit the movement of vehicles on properties within the Shire of Northam except for the essential watering of stock in a diesel powered vehicle.

A Hot Works ban is defined as a ban on the outdoor use of all welding, grinding and abrasive tools on properties within the Shire of Northam. Exemptions in accordance with Council Policy may be available. Further information is available by contacting Shire of Northam (08) 9622 6100.

A person's who lights a fire contrary to the provisions of this section or who fails to carry out any direction given to him is guilty of an offence that carries a maximum penalty of \$10,000.

A Harvest Vehicle Movement and Hot works Ban will be advertised on the Shire of Northam Website or Emergency Information Line on (08) 9621 1120. Where possible on ABC Radio 531AM, Radio West 864 AM and. Ban updates can be obtained or via a free SMS service which is available upon request from the Shire of Northam (08) 9622 6100

### 12. Additional Works

In addition to the requirements noted above, regardless of land size and location, the Shire of Northam or its duly authorised officer may require you to undertake additional works on your property to improve access and/or undertake further hazard removal and/or reduction works, where in the opinion of that authorised officer, it is to be necessary to prevent the outbreak and/or the spread of a bush fire.

Take notice that pursuant to Section 33(4) of the *Bush Fires Act 1954*, where the owner and/or occupier of land fails or neglects to comply with the requisitions of this Notice within the times specified, the Shire of Northam may by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of this Notice which have not been complied with and pursuant to Section 33(5) of the *Bush Fires Act 1954*, the amount of any costs and expenses incurred may be recovered from you as the owner and/or occupier of the land.

If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the *Bush Fires Act 1954*.

The Penalty for failing to comply with this Notice is a fine not exceeding \$5000 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this Notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

### 13. Reserves vested with the Shire of Northam

The Shire of Northam reserves the right to conduct any mitigation works deemed necessary on any reserves vested with Shire of Northam for the purpose of reducing the risk of fire to the community. Each reserve will be assessed in accordance with ISO 31000 2018 and identified in the Bushfire Risk Management Plan. Treatment implemented may include but not be limited to prescribed burns, slashing, mulching or any other means necessary as determined by the Shire of Northam to ensure the risk is reduced to a satisfactory level.

### GENERAL ADVICE

This notice gives the minimum requirements for fire control within the Shire of Northam and all residents and ratepayers are encouraged to be "Bushfire Ready" by undertake additional fire protection measures, creating a household "Bushfire Survival Plan" to ensure the safety of property and life. Further additional information to that contained in this notice can be obtained from the Are You Bushfire Ready website [www.areyouready.wa.gov.au](http://www.areyouready.wa.gov.au) or from the Shire of Northam website [www.northam.wa.gov.au](http://www.northam.wa.gov.au)

All previous versions of this notice are hereby cancelled.

By order of the Council,

JASON WHITEAKER, Chief Executive Officer

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3 July 2018



## 5.5 BUSH FIRE MANUAL

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

### BRIEF

Creation of the Shire of Northam Bush Fire Manual.

### ATTACHMENTS

Attachment 1: **Section 1** – Introduction and **Section 2** – Bush Fire Response Manual as reviewed and completed by brigade representatives at the workshops on the 21<sup>st</sup> June 2018.

Attachment 2: **Section 4** – Bush Fire Brigades of the manual as reviewed and completed by brigade representatives at the workshops on the 28<sup>th</sup> June 2018.

*Note: Attachment 2 will be provided on Friday, 29<sup>th</sup> June 2018 as a separate attachment to this agenda once the workshop has been held and section finalised.*

### BACKGROUND / DETAILS

The Community and Emergency Services Manager has taken all the existing documents relative to the Volunteer Bushfire Service and has correlated them all into the one document. This makes this document a one stop shop where any member of any brigade can locate information on BFAC decisions, Council resolutions, Shire of Northam and relevant DFES SOP's, as well as safety circulars.

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

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

#### Financial / Resource Implications

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Nil.

**Legislative Compliance**

Bush Fires Act 1954.

Emergency Management Act 2005.

Fire and Emergency Service Act 1998.

Fire Brigades Act 1942

Fire Brigades Regulations 1943

Local Government Act 1995

Occupational Safety & Health Act 1996

Australasian Inter-Agency Incident Management System (AIIMS)

**Policy Implications**

Once the manual has been finalised it will include policies of Council such as the code of conduct.

**Stakeholder Engagement / Consultation**

Review has been conducted by CESM, CBFCO & DCBFCO, Bushfire service Volunteers.

**Risk Implications**

Nil.

**OFFICER'S COMMENT**

The manual has come about after it became apparent that locating information relating to the management of both bushfires and volunteers within the Shire of Northam was somewhat difficult and at times cumbersome to locate all relevant info required to enable a prompt resolution to an enquiry.

There was many individual pieces of information that dictated the day to day running of emergency management within the Shire of Northam, but it had to be referenced from multiple sources.

The idea was developed to ensure that all information contained in this manual could be referenced by any brigade members at any time they chose and to make it a single point of reference to enable the dissemination of information quickly and efficiently.

The manual will comprise of past & present BFAC decisions, Council resolutions as well as all relevant Shire of Northam SOP's and relevant DFES SOP's as well as all safety circulars, and correspondence relative to the Bush Fire Service.

This will save the volunteers time and answer 99% of queries relating to all emergency management within the Shire of Northam

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The manual has been workshopped with brigade representatives and any revisions were made on the night to the live document. The above mentioned sections are now ready for council endorsement as they stand.

**RECOMMENDATION**

**That Council endorse sections 1, 2 & 4 of the Bush Fire Manual as completed and approved by brigade representatives.**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.185**

**Moved: Mr Lynton Mincherton**

**Seconded: Mr Murray McGregor**

**That Council endorse sections 1 and 2 of the Bush Fire Manual as completed and approved by brigade representatives.**

**CARRIED 10/0**

Discussion

It was suggested that Section 4 be removed and be presented to the next BFAC meeting to allow members adequate time to review this section which was sent separate to the agenda on Friday, 29<sup>th</sup> June 2018.

Attachment 1



Shire of Northam  
Heritage, Commerce and Lifestyle

# BUSH FIRE MANUAL

Management, Policies and Procedures

2018



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Shire of Northam Bush Fire Manual



**SHIRE OF NORTHAM**

**Shire of Northam Bushfire Manual**

The Shire of Northam Bush Fire Manual has been prepared by Community Emergency Service Manager in consultation with the following - the Northam District Officer DFES and the Chief Bush Fire Control Officer in conjunction with the Northam Bush Fire Brigades and endorsed by the Shire of Northam Bush Fire Advisory Committee (BFAC)

These Arrangements must be read in conjunction with the *Bushfire Act 1954, State Emergency Management Plans (WESTPLAN FIRE)*

Accepted by Bush Fire Advisory Committee on the 8 March 2018.

Endorsed by The Shire of Northam Council on the 16 March 2018.

Endorsed by;

\_\_\_\_\_  
Mathew Macqueen  
Northam Chief Bush Fire Control Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Little  
Chairperson Northam BFAC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chris Antonio  
Northam Shire President

\_\_\_\_\_  
Date

Document Review

\_\_\_\_\_  
Date

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**Distribution**

Distribution List	
Organisation	No. Copies
Shire of Northam	2
WA Police Northam Station	1
WA Police Wundowie Station	1
DFES District Office	2
Inkpen Bush Fire Brigade	1
Bakers Hill Bush Fire Brigade	1
Clackline Muresk Bush Fire Brigade	1
Irishtown Bush Fire Brigade	1
Grass Valley Bush Fire Brigade	1
Jennapullin Bush Fire Brigade	1
Southern Brook Bush Fire Brigade	1
State Emergency Service Northam	1
Fire and Rescue Service Northam	1
Fire and Rescue Service Wundowie	1
Shire of Northam Chief Bush Fire Control Officer	1
Shire of Northam Deputy Chief Bush Fire Control Officer	1
Department of Parks and Wildlife (Perth Hills)	1
Department of Parks and Wildlife (Avon District)	1
Shire of Toodyay	1
Shire of Cunderdin	1
Shire of York	1
Shire of Mundaring	1

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**Amendment Record**

Suggestions and comments from the community and stakeholders can help improve the arrangements.

Feedback can include:

- What you do or do not like about the arrangements
- Unclear or incorrect expression
- Out of date information or practices
- Inadequacies
- Errors, omissions or suggested improvements.

To forward feedback to:

Community Emergency Service Manager  
[cesm@northam.wa.gov.au](mailto:cesm@northam.wa.gov.au)

No.	Date	Amendment Details	By
1	2010	Bushfire Management Plan	Felix McQuistan
2	2009	Bushfire Administration Manual	
3	2016	Bushfire Administration Manual update	Daniel Hendriksen
4	2018	Bushfire Manual new document encompassing above	Daniel Hendriksen
5			
6			
7			
8			
9			

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## Interpretation

Unless the context otherwise requires, where a term is used in this Manual and any defined in the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in that Act or the Regulations, as the case may be.

## Glossary of Terms

For additional information in regards to the Glossary of terms, refer to the current Emergency Management Glossary for Western Australia.

**BUSH:** Includes trees, bushes, plants, stubble, scrub, and undergrowth of all kinds whatsoever whether alive or dead standing or not standing and also part of a tree, bush, plant, or undergrowth, mulch, and whether severed there from or not so severed. The term does not include sawdust and other waste timber remains upon the premises of the sawmill in which sawmilling is carried on.

**BUSH FIRE:** A fire or potential fire, however caused, and includes a fire in a building. (Bush Fires Act 1954)

**BUSH FIRE HAZARD:** Concerned with the condition of the fuel and takes into consideration several factors including vegetation type (land use), quantity of fuel (fuel load), arrangement of fuel, seasonal conditions, moisture content, and topography.

**BUSH FIRE PREVENTION:** the planning and implementation of measures necessary to minimise and alleviate the occurrence and effect of bush fires. This includes firebreaks and access maintenance, fire detection and education.

**BUSH FIRE PROTECTION:** A combination of bush fire prevention (planning, fuel reduction) and response.

**BUSH FIRE RISK:** The likelihood of a fire starting and the probability that it will burn out of control to become a bush fire. It is important to identify causes of bush fires (e.g. arson, machinery, escape from controlled burn, etc.).

**BUSH FIRE THREAT:** The combination of bush fire risk and hazard. Bush fire threat is greatest where the likelihood of fires starting is high and where fuels are adjacent to developments or assets.

**BUSH FIRE ADVISORY COMMITTEE (BFAC):** A Committee of council established to advise Council on matters relating to Bush Fire.

**COMBAT AGENCY:** A public authority, or other person, may be prescribed by the regulations to be a Combat Agency who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s.6(2) of the EM Act].

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A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

**COMMUNITY EMERGENCY RISK MANAGEMENT:** See RISK MANAGEMENT.

**COMPREHENSIVE APPROACH:** The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'

**COMMAND:** The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation.

**CONTROL:** The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.

**CONTROLLING AGENCY:** An agency nominated to control the response activities to a specified type of emergency.

**COORDINATION:** The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also CONTROL and COMMAND:

**EMERGENCY:** An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

**EMERGENCY MANAGEMENT:** The management of the adverse effects of an emergency including:

- Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- Preparedness – preparation for response to an emergency
- Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

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- Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

**EMERGENCY MANAGEMENT AGENCY:** A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of the Emergency Management Act 2005.

**EMERGENCY RISK MANAGEMENT:** A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

**ESSENTIAL SERVICES:** The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well being of the community depends.

**FIRE BREAK:** Any natural or constructed discontinuity in a fuel bed used to segregate, stop, and control the spread of a bush fire, or to provide a fire line from which to suppress a fire.

**HAZARD:**

- a cyclone, earthquake, flood, storm, tsunami or other natural event
- a fire
- a road, rail or air crash
- a plague or an epidemic
- a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code 1995 of the Commonwealth
- any other event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety or harm to the health of persons or animals or
- destruction of or damage to property or any part of the environment and is prescribed by Emergency Management Regulations 2006

**HAZARD MANAGEMENT AGENCY (HMA):** A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

**INCIDENT:** An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

**INCIDENT CONTROLLER:** The person designated by the Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology; however the function remains the same]

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**INCIDENT MANAGEMENT TEAM (IMT):** A group of incident management personnel comprising the incident controller, and personnel they appoint to be responsible for the functions of planning, operations, logistics and public information.

**INCIDENT SUPPORT GROUP (ISG):** A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC):** Means a committee established under section 38 of the Emergency Management Act 2005

**MUNICIPALITY:** Means the district of the local government.

**OCCUPIER OF LAND:** A person residing on the land or having charge or control of it, whether the person is the owner or tenant or a bailiff, servant, caretaker, or other person residing or having charge or control of the land and includes a person who as mortgagee in possession has possession of the land, while the land is unoccupied, and also a person who has the charge or control of two or more separate parcels of land, although the person resides on only one of the parcels

**OPERATIONAL AREA (OA):** The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

**OPERATIONAL AREA SUPPORT GROUP (OASG):** a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened by the Operational Area Manager/Incident Controller to provide agency specific expert advice and support in relation to strategic management of the incident/s

**PREVENTION:** Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. See also COMPREHENSIVE APPROACH.

**PREPAREDNESS:** Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also COMPREHENSIVE APPROACH.

**RESPONSE:** Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See also COMPREHENSIVE APPROACH.

**RESTRICTED BURNING TIMES:** The times of the year during which it is declared by the Authority under section 18 to be unlawful to set fire to the bush within a zone of the

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State except in accordance with a permit obtained under that section and with the conditions prescribed for the purposes of that section and, in relation to land in such a zone;

- (a) Includes any extension of those times made, or any further times imposed, under that section in respect of the whole of that zone or in respect of the part of that zone, or the district or part of a district, in which that land is situated; but;
- (b) Does not include any period by which those times are reduced, or for which those times are suspended, under that section in respect of the whole of that zone or in respect of that part of that zone, or the district or part of a district, in which that and is situated.

**RECOVERY:** The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. See also COMPREHENSIVE APPROACH.

**RISK:** A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

**RISK MANAGEMENT:** The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

**RISK REGISTER:** A register of the risks within the local government, identified through the Community Emergency Risk Management process.

**RISK STATEMENT:** A statement identifying the hazard, element at risk and source of risk.

**SUPPORT ORGANISATION:** A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

**TREATMENT OPTIONS:** A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

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**TOTAL FIRE BANS:** A total fire ban is declared by the Minister for Emergency Services on advice from DFES after consultation with the relevant local shire councils that may be affected.

- When a Total Fire Ban is declared it prohibits the lighting of any fires in the open air and any other activities that may start a fire
- The ban includes all open air fires for the purpose of cooking or camping. It also includes incinerators, welding, grinding, soldering or gas cutting. Exemptions are allowed for domestic purposes with conditions applied.

**VULNERABILITY:** The degree of susceptibility and resilience of the community and environment to hazards. \*The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 10 (total loss).

**WELFARE CENTRE:** Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

### Disclaimer

The Shire of Northam makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided without warranty of any kind to the extent permitted by law. The Shire of Northam hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title and non-infringement. In no event shall the Shire of Northam be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

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**General acronyms used in these arrangements**

<b>AIIMS</b>	Australasian Interagency Incident Management System
<b>BFAC</b>	Bush Fire Advisory Committee
<b>BFB</b>	Bush Fire Brigade
<b>BFCO</b>	Bush Fire Control Officer
<b>BFS</b>	Bush Fire Service
<b>CBFCO</b>	Chief Bush Fire Control Officer
<b>CEO</b>	Chief Executive Officer
<b>CESM</b>	Community Emergency Service Manager
<b>DCBFCO</b>	Deputy Chief Bush Fire Control Officer
<b>DFES</b>	Department of Fire and Emergency Services
<b>DPaW</b>	Department of Parks and Wildlife
<b>FDR</b>	Fire Danger Rating
<b>FRS</b>	Fire and Rescue Service
<b>HMA</b>	Hazard Management Agency
<b>IMT</b>	Incident Management Team
<b>IC</b>	Incident Controller
<b>ISG</b>	Incident Support Group
<b>LEMA</b>	Local Emergency Management Arrangements
<b>SES</b>	State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SOP</b>	Standard Operating Procedures
<b>UXO</b>	Unexploded Ordnance

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## Part One - Introduction

### 1.1 Community Consultation

A Community Emergency Risk Management Workshop along with an online survey was conducted in 2012 where community were asked to rate the emergency management risks for the Shire of Northam. In this work shop Bush Fire was considered the highest risk to the residents within the Shire.

### 1.2 Document Availability

Copies of the Arrangements are available for members of the public from the Shire of Northam office at:

- Shire of Northam 395 Fitzgerald Street, Northam.
- Northam Library
- Wundowie Library
- Shire of Northams website. [\(Click Here\)](#)

### 1.3 Area Covered

The Shire of Northam is located in the Wheatbelt district 56km east of the Perth metropolitan area just over the Darling Range. The district is 57km east to west and approximately 25km from north to south. The district covers 1,425km<sup>2</sup> and has a population of approximately 10600. A map detailing the boundaries of the district is attached as [Appendix 1](#).

### 1.4 Aim

The aim of the Shire of Northam Bush Fire Management Manual is to provide detailed fire management strategies used to ensure the prevention of, preparedness for, response and ensure an understanding between agencies and stakeholders involved in managing emergencies and recovery from the impact of bushfires on life, property and the environment within the Shire of Northam.

Planning for bushfires means ensuring the resources, information and communication methods used in fighting fires are established, reliable and current. It also means establishing emergency management procedures for managing—bushfires, evacuations, road closures and the dissemination of information to the public and key stakeholders.

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### 1.5 Scope

The Bushfire Manual is to assist responders to a Bushfire in the Shire of Northam. The document applies to the local government district of the Shire of Northam which includes the areas of El Caballo, Bakers Hill, Inkpen, Clackline, Spencers Brook, Muresk, Grass Valley, Irishtown, Jennapullin and Southern Brook. It does not cover the Gazetted fire districts of Northam or Wundowie. This document details the Shire of Northam's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Northam's responsibilities in relation to bushfire.

This Manual is to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

### 1.6 Related Documents & Authority

The Department of Fire and Emergency Services (DFES) is the designated Hazard Management Agency (HMA) for the emergency management aspect of response to fire, for the whole of the State, with the Shire of Northam being the Lead Combat Agency for all land outside DFES controlled areas and for Unmanaged Reserves (UMR) and Unallocated Crown Land (UCL) outside town sites (Gazetted Fire Districts).

To enable coordinated delivery of emergency management this plan is consistent with State Emergency Management Policies and State Emergency Plans (WESTPLANS)

Responsibilities are allocated as follows (WESTPLAN Fire)

#### Existing Plans & Arrangements

- The Bush Fire Administrative Manual and Standard Operating Procedures
- Shire of Northam Fire Break and Fuel Load notice
- The Shire of Northam Local Emergency Management Arrangements 2017
- Westplan Fire
- Bushfires Act 1954
- Fire Brigades Act 1942

### 1.7 Agreements, Understandings & Commitments

Parties to the Agreement		Summary of the Agreement	Special Considerations
Shire of Northam	Multiple LGs DFES & Parks & Wildlife	Avon Valley Response Plan	

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### 1.8 Objectives

To provide a guideline to first responders and Volunteer Bush Fire Brigades on the management of Fire within the Shire of Northam.

- To define initial response actions through this interagency agreement by the combat agencies in response areas according to the FDR.
- The agreed management process for any incident will be set up by using the AllMS structure.
- Provide timely, quality and effective emergency service;
- Minimise the impact of emergencies on the community;
- Work with the community to increase bush fire awareness and fire prevention
- Endeavour to ensure that active Brigade members training requirements are maintained and documented to meet DFES standards and that prior learning is to be taken into consideration through the DFES RCC process if applicable;
- Ensure all operational equipment is serviceable and available for emergencies;
- Provide a workplace where every individual is treated with respect, in an environment free from discrimination or harassment;
- Work cohesively with other agencies;
- ~~Report to council on matters referred to the Brigades by the Council, through the Bush Fire Advisory Committee. Promote open 2 way communications between brigades and council through the Bush Fire Advisory Committee.~~

### 1.9 Values

Bush Fire Brigade Members are to adopt the following principles at all times when representing the Bush Fire Brigades. These values shall include;

- Put the community first;
- Act with integrity and honesty;
- Work together as a committed team;
- Strive to keep ourselves and others safe;
- Respect and value the contribution of others;
- Have open and honest two way communication; and
- Continuously develop our skills to service the community.

### 1.10 Locality

The Shire of Northam covers 1,419 square kilometres in the Central Wheatbelt. It has approximately 1,275 dwellings and a population of 3,600 outside of the Northam Town site. The Shire has a rapidly growing population for a West Australian country Shire. The growth is due mainly to the development of special rural sub divisions and in more recent time's substantial growth within the town site itself.

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The main town of Northam is situated 96 kilometres from Perth. The town occupies approximately 2,400 hectares and is the main urban and commercial hub of the Shire of Northam. The town has a population of 7000 and 2,600 dwellings. It is the Regional Centre of the Avon Valley and Central Wheatbelt. The town is identified as a Market Town, which survives and grows through the provision of services to surrounding towns and communities. It is the focal point for important rail and road links to Eastern Australia. Other towns and localities include, Bakers Hill, Clackline, Grass Valley, Spencers Brook, Irishtown, Katrine and Wundowie.

The Shire of Northam's primary industries include broad acre farming, tourism, extractive industries, and abattoirs.

### 1.11 Fire History

The Shire of Northam experiences a number of bush fires every year. With the growth of the community and an increase in housing density, a greater number of people are being exposed to the risk of bushfire than previously has been the case.

Historically, bush fires have always been a major problem within the Shire. The fires are ~~generally have the potential to be~~ large, inaccessible and out of control. Some of the difficulties that are encountered include:

- Severe local weather conditions
- Temperatures
- Fire inaccessibility
- Limited fire fighting resources
- Limited human resources
- Fuel Loads

Fire statistics show the main causes of fire are escapes from burning-off operations, deliberately lit fires and lightning strikes. The response is usually limited in available human and equipment resources.

### 1.12 Specific Bushfire Risk

The Shire has an increasing number of small landholders, which in itself has created an environment that has increased the ~~values-risk~~ and the potential for more fire. The major fire threats to the District are cereal harvesting, hay transporting, ARC Infrastructure Rail activities, and activities on small rural lots. Major road links also pass through the Shire. The threats within the town sites consist of houses, hotels, service stations, light industry, public buildings and the transport of hazardous materials by both rail and road.

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### 1.12A Industrial Hazards

Industrial operations that may pose significant hazards to fire fighters include:

Areas that may pose significant hazards to fire fighters include:

- Avon Industrial Park – significant quantity of various chemicals.
- Large quantities of grain – risk of explosion due to grain dust. Exclusion zones as per DFES HAZMAT operating procedures will apply. That is a hot zone of at least 70 metres from the incident site and a warm zone as large as the Incident Controller deems necessary.
- Avon Railway Yard – The diesel recovery area/ponds can be very hard to see, all fire fighters to be aware that they are there.
- Road train assembly area and hazmat related issues.
- Hay Storage Sheds
- Farm sheds contain various fuels and toxins (pesticides, herbicides etc)
- Old grounds of Wundowie Foundry – residual charcoal, fines and chemicals on grounds. Possibility could burn like a peat fire.
- Stored tyres on farms. A few farms have been noted to have very large stockpiles of tyres.
- Industrial Areas – Newcastle Rd, Old York Rd, Yilgarn Ave, Contain various industries with hazardous Goods such as fuel and chemical depots.
- Mining areas – BGC Quarry, Lakes
- Solar farm and associated infrastructure.

### 1.12B Flora

Flora and Fauna represent particular significance for the Shire as they are not only recognised environmental assets in their own right, but also impact the treatment options available for identified risks in relation to other assets. For example, the breeding cycle of some mammals, such as the Phascogale, will restrict the period in which prescribed burns can be undertaken due to the need to ensure nests are not disturbed during the breeding season. Within the Shire there is also some correlation between high and extreme fire risk areas and areas containing environmental assets heightening the need to ensure due diligence is applied before determining or applying treatments. All treatments need to be assessed in line with the requirements of the identified flora and fauna detailed below with care given to ensure appropriate authorities are consulted prior to any mitigation work commencing. Where possible, consultation should also occur prior to implementing any response strategies. The rivers and reserves within the Shire of Northam, as well as the bush land reserves, could all be regarded as local environmental assets.

The Shire of Northam has many significant pockets and areas of natural vegetation throughout the shire which include:

- Parks and Wildlife reserves and Water Catchment area in the south west of the Shire.
- Local Government Managed Reserves
- Unallocated Crown Land
- Large parcels of native vegetation with in freehold land.

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When working in these areas fire fighters need to be aware of;

- Environmental Tree planting and tree plantations
- Invasive weed spread by fire
- Rare Flora – the Acacia Aphylla is a rare native plant known to exist in the Mokin reserve in the Rifle Range area.
- DEC maintain a register of Rare or endangered Flora found within the Shire of Northam
- Erosion caused by fire or machinery used on the fire ground
- Run off into watercourses
- The use of firefighting foam in sensitive areas

**1.12C Outdoor Recreation Areas**

- Northam Race track and trotting track
- Northam Caravan Park.
- Eadine Picnic area – Barbeque and shrub lands.
- Golf Courses, Wundowie, Bakers Hill, and Spring Hill,
- Hurricane Go cart track, Burma Road Wundowie
- Training Track, State Forest Burma Road.
- Speedway Track, Fox Road Northam
- Motorcycle Track, GEH Bypass Northam
- Pony Club, Bakers Hill

**1.12D Infrastructure**

- ~~Bobakine communications tower~~
- ~~Bakers Hill telephone tower~~
- Fox Rd Communication tower's and related infrastructure
- Non directional aircraft radio beacon Corner Smith Rd and Bobakine Road.
- Power Poles,
- Rail East West –
- Great Eastern Hwy –
- Water – Water pipes and the Goldfields Pipeline and pump stations
- Telstra infrastructure
- Western Power sub stations and Depot, York-Northam Rd
- Water Corporation tanks and infrastructure
- Northam Army Camp
- Waste disposal sites active and decommissioned – Old Quarry Rd Northam and Inkpen

All these locations of Critical Infrastructure need to be considered and protected in firefighting operations and also may pose significant hazards to fire fighters.

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#### 1.12E Unexploded ordnance

Refer to the Standard Operating Procedure on ~~Unexploded Ordnance (UXO)~~ for information on how to deal with fire management in purported UXO areas.

Maps showing UXO zones are available showing possible affected areas, the CBFCO, the Shire of Northam and the DFES regional office can provide maps as required.

Please note if working in these areas and you require specialist information please contact DFES Regional office or the Duty Coordinator.

#### 1.12F Access

Access is a major issue within the Shire with many estates only having single points of entry which pose a risk to firefighters and residents who need to evacuate. The western end of the shire poses further risk due to its topography and fall timber. Some areas with limited access are:

- Avon Yard if train over crossing.
- Smith Road – only one access
- ~~Redcourte Estate – only one access~~
- Railway Road, Clackline only one access
- Roads off Leeder Road (Mokine) only one access
- Bobakine Sub division – only one access
- Raymond Court – only one access
- Maurovillo Estate – only one access

#### 1.12G Environmental & Cultural Issues

Approximately 16.4% of the Shire remains covered by relatively intact native vegetation 8.8% (12,479 hectares) of which is found on private land. The remaining 7.6% exists as public reserves, water reserves, crown land, gravel pits etc.

To the West of the Shire, are the forested areas of the Darling Plateau. The forest is of gnarled jarrah with Banksia and grass trees. Rough, grey, red-stained marri are found mainly on the loamy soils of lower valley slopes often with Wandoo. The valley floors, with deeper clay soils, support Wandoo and blackbut. The dense understory of this woodland includes bull banksia, scratchy parrot bush, couch honeypot and the bushy snail hakea.

Clearing for agriculture has taken place mainly on the red alluvial soils of the slopes and valleys. Further ~~eastwest~~, the area is dominated by agricultural land use with the natural vegetation having been extensively cleared. The landscape is gently undulating with broad fields and scattered remnants on the periphery, which become dominant landscape features. These remnants are common along fence lines and watercourses. ~~Straggly~~, York gum is the common tree in combination with low bushy jam.

Roadside vegetation may be the only remaining example of the original vegetation within an otherwise cleared area and has high conservation value. Frequently, these areas contain rare and endangered plants and can provide nesting sites or refuges for wildlife. These strips of roadside vegetation may also act as biological corridors

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connecting other bush remnants. Native vegetation is generally easier to maintain and is less fire prone than non-native species and weeds.

### 1.13 Land Use

The Shire of Northam has 5 town sites within its borders

- ~~The town of Northam is the main town site and is gazetted under the WA Fire Brigades Act and as such is serviced by the Volunteer Fire and Rescue Service.~~
- ~~The town of Wundowie – with a population of approximately 800 is gazetted under the WA Fire Brigades Act and as such is serviced by the Wundowie Volunteer Fire and Rescue Service. The town abuts onto areas of forest.~~
- ~~The three towns of Grass Valley, Clackline and Bakers Hill have small populations ranging between 50 and 200 people, and are serviced by their local fire brigades and the VFRS from Wundowie and Northam.~~
- ~~The town of Wundowie – with a population of approximately 800 is gazetted under the WA Fire Brigades Act and as such is serviced by the Wundowie Volunteer Fire and Rescue Service. The town abuts onto areas of forest.~~
- ~~And two further communities:~~
- ~~Seabrook Estate and the Spencer's Brook and Quellington locality, both each with an approximate population of 50 residents.~~

#### 1.13A Semi-Rural

These ~~areas~~ of the shire includes the following subdivisions ~~areas~~.

- El Caballo
- Carlin Valley
- Koojeddah Hills
- Benrue
- Red Court Estate
- Warranine/Mokine
- Railway Road Clackline
- Wangamine
- Jilladine/Bobakine
- Maurovillo Estate
- Oyston Rd
- ~~Glenmore~~
- ~~Chitty/Refractory Rd~~

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**1.13B Commercial/Industrial businesses**

- Avon Industrial Park
- Edward O'Driscoll Hay/chaff processing facility
- Bodium plant – Export hay processing facility
- RM Smith & Co hay processing facility
- Wundowie Foundry
- Avon railway yard – VFRS (diesel storage)
- Norrish service group – Bakers Hill
- El Caballo resort and function centre
- Abattoir – Lynley Valley and Goomalling Road,
- Road Train assembly area
- Foundry (Wundowie)
- Australian Defence force Army Camp
- Prisons & Detention Facility
- BGC Quarry
- Poultry Farm

**1.13C Rural**

The rural sector is made up nearly entirely of broad acre/livestock farming.

**1.14 Testing, Exercising and Reviewing**

These arrangements will be reviewed annually prior to the commencement of the bush fire season. The CESM & CBFCO will initiate the review.

These arrangements may be exercised as part of the Local Emergency Management Committees as their requirement to hold exercises as designated under State Emergency Management Policy.



Shire of Northam  
Heritage, Commerce and Lifestyle

# BUSH FIRE RESPONSE PLAN

Shire of Northam Bushfire Manual

PART 2

2018

UNCONFIRMED



## Part Two – Bush Fire Response Plan

### 2.1 Prevention

#### 2.1A Fire Danger Ratings

Wind, temperature, humidity and rainfall all combine to affect the behaviour of bushfires. In Australia there is a system of assessing these in conjunction with the state of the available fuels to determine a measure of "fire danger", or the difficulty of putting out any fires which may occur. The Bureau of Meteorology issues two types of product to alert the public when conditions are likely to be dangerous - Fire Weather Warnings and Total Fire Ban Advises.

A nationally agreed Fire Danger Rating scale was developed in 2009 to help communities understand information about fire danger. This scale recognises the significant increase in severe bushfire conditions over the past decade and the subsequent greater level of danger to the community.

This information can be obtained from the Bureau of Meteorology's website at – <http://www.bom.gov.au/wa/forecasts/fire-danger.shtml>

The Shire of Northam is located in the Avon fire district which is number 36 on the below map:



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FIRE DANGER RATING	WHAT DOES IT MEAN
 <p>CATASTROPHIC</p>	<ul style="list-style-type: none"> <li>• These are the worst conditions for a bush or grass fire.</li> <li>• If a fire starts and takes hold, it will be extremely difficult to control and will take significant firefighting resources and cooler conditions to bring it under control.</li> <li>• Spot fires will start well ahead of the main fire and cause rapid spread of the fire. Embers will come from many directions.</li> <li>• Homes are not designed or constructed to withstand fires in these conditions.</li> <li>• The only safe place to be is away from bushfire risk areas.</li> </ul>
 <p>EXTREME</p>	<ul style="list-style-type: none"> <li>• These are very hot, dry and windy conditions for a bush or grass fire.</li> <li>• If a fire starts and takes hold, it will be unpredictable, move very fast and difficult for fire fighters to bring under control.</li> <li>• Spot fires will start and move quickly. Embers may come from many directions.</li> <li>• Homes that are prepared to the highest level have been constructed to bushfire protection levels and are actively defended may provide safety.</li> <li>• You must be physically and mentally prepared to defend in these conditions.</li> <li>• The only safe place to be is away from bushfire risk areas.</li> </ul>
 <p>SEVERE TOTAL FIRE BAN</p>	<ul style="list-style-type: none"> <li>• These are hot, dry and possibly windy conditions for a bush or grass fire.</li> <li>• If a fire starts and takes hold, it may be hard for firefighters to control.</li> <li>• Well prepared homes that are actively defended can provide safety.</li> <li>• You must be physically and mentally prepared to defend in these conditions.</li> </ul>
 <p>VERY HIGH</p>	<ul style="list-style-type: none"> <li>• If a fire starts, it is likely to be controlled in these conditions and homes can provide safety.</li> </ul>
 <p>MODERATE</p>	<ul style="list-style-type: none"> <li>• Be aware of how fires can start and reduce the risk.</li> <li>• Controlled burning may occur in these conditions if it is safe check to see if permits apply</li> </ul>

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**2.1B Restricted Burning Times**

The "Restricted Burning Time" means the 1 October through until 30 November and the 1 March through until 30 April each calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the Bush Fires Act 1954).

On days of "Very High", "Severe", "Extreme", or "Catastrophic" fire danger ratings no fires are permitted.

**2.1C Prohibited Burning Times**

The "Prohibited Burning Time" means the 1 December each calendar year through until 28th February the following calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the Bush Fires Act 1954).

**2.1D Permits**

Bush Fire Permits are utilised during the Restricted Burning Period in an effort to prevent the escape of controlled burns and to ensure property owners safely plan and carry out their burning. Examples of the restrictions and requirements that may be included on permits cover factors such as:

- Informing DFES and neighbors before commencing the burn.
- Restricting burning to coincide with the appropriate weather conditions.
- Implementing precautions to prevent the escape of the burn.
- Having sufficient water and personnel to control and extinguish the burn.
- Providing a time limit in which the burn can be carried out.

Bush Fire permits are issued exclusively by Bush Fire Control Officers who are delegated under the *Bush Fires Act 1954*.

Permits are not valid during days of "Very High", "Severe", "Extreme", or "Catastrophic" fire danger. Permits may be revoked or suspended at any time by a Bush Fire Control Officer if, in his/her opinion, the fire, if lit, would become a source of danger.

A Bush Fire Control Officer is not compelled to inspect an area to be burnt before issuing a permit to burn. The onus lies on the person not only to comply with the provisions of the *Bush Fires Act 1954*, but also to ensure there is no danger of the fire escaping. The issue of a permit in no way affects that responsibility.

(A BFCO can refuse to issue a permit and the applicant may not approach another BFCO but may appeal the decision through the Chief BFCO.)

**2.1E Total Fire Ban**

Under *Section 21* of the *Bush Fires Act 1954* the Commissioner of DFES (Commissioner) may declare a total fire ban for the whole of the state or an area of the state. Total Fire Bans are declared because of extreme weather conditions or when widespread fires are seriously stretching resources.

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They are declared on days where fires are most likely to threaten lives and property and consider local conditions such as how moist the soil is or the amount of trees and bush in an area that could burn during a fire.

When a Total Fire Ban is declared it is illegal to do anything that is likely to start a fire. That means if you live in a location where a Total Fire Ban is in place you must not:

- light, maintain or use a fire in the open air
- carry out an activity in the open air that causes or is likely to cause a fire
- this includes undertaking 'hot work' such as metal work, grinding or the like unless you have an exemption; all open solid fuel fires for the purpose of cooking or camping and the use of incinerators and other activities

During a Total Fire Ban you will still be able to:

- Use a gas cooker or barbecue with an enclosed flame or an electrical stove at home or in a designated area. Many recreation sites within local government areas have gas or electric barbecues installed, which may be used at any time
- Smoke but must put out your cigarettes or cigars properly and safely dispose of the butt
- Undertake any work covered by a current exemption as long as you meet any special conditions that apply.

An exemption may be granted if you can show you are taking proper steps to prevent any fire spreading and can control and put out any fire that might start. Exemptions can cover specific times and locations and can be changed or cancelled at any time.

To apply for an exemption permit, go to the DFES web site at [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)

### 2.1F Harvest Vehicle Movement and Hot Works Bans

All persons within the Shire are required to comply with these bans under the provisions of the Bush Fires Act.

- A Harvest Ban requires the cessation of all harvesting operations within the Shire of Northam.
- A Vehicle Movement ban does not permit the movement of vehicles on properties within the Shire of Northam except for the essential watering of stock in a diesel powered vehicle.
- A Hot Works ban is defined as a ban on the outdoor use of all welding, grinding and abrasive tools on properties within the Shire of Northam. Exemptions in accordance with Council Policy may be available. Further information is available by contacting Shire of Northam (08) 9622 6100.

A Harvest Vehicle Movement and Hot works Ban will be advertised on the Shire of Northam Website or Emergency Information Line on (08) 9621 1120 and where possible on ABC Radio 531 AM, Radio West 864 AM and ~~and~~. Ban updates can be obtained ~~or~~ via a free SMS service which is available upon request from the Shire of Northam (08) 9622 6100.

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### 2.1G The Burning of Garden Refuse

Pursuant to the powers contained in section 24G (2) of the Bush Fires Act 1954, the Shire of Northam prohibits the burning of all garden refuse within its district during the Prohibited Burning Times. This prohibition applies to all persons within the Shire's district.

- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited absolutely on all land within the district during the Prohibited Burning Time.
- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited on all land under 2000m<sup>2</sup> (square metres) in size during the Restricted Burning Time, without a Fire Permit issued under Regulation 15 of the Bush Fires Act 1954.
- During the Restricted Burning Time, residents of the Shire may burn the bush for fire mitigation purposes by following the conditions of a valid permit to burn.
- During the Restricted Burning Time, residents on land that is greater than 2,000m<sup>2</sup> in area ~~are it is permitted~~ to undertake the burning of garden refuse (dry leaves, small branches, off cuts, etc.) in separate piles on the ground no larger than 1.0m<sup>2</sup> between the hours of 18:00 (6pm) and 23:00 (11pm) by complying with all the conditions of section 24F (3) in the Bush Fires Act 1954.

### 2.1H Community Education

The Avon Region is considered to be in a 'high fire risk area' and the entire community is subject to the potential dangers of bushfire. Therefore, community education is a vital step toward maintaining an effective fire management and prevention plan and receiving the cooperation of the entire community.

The Shire uses prevention as its main defence against bushfires and a general community education program and some other more group specific fire education programs are needed to ensure a satisfactory outcome.

The high rate of sub divisions in the area creates an influx of new people to the area each year. Education is the key to overcoming the difficulties associated with this phenomenon. All community groups are considered to be at some level of risk, and therefore are in need of an effective community education program, these groups include:

- New Land owners in the community
- Tourists and travellers that are not accustomed to the harsh conditions
- ~~Pastoralists-Farmers~~ and their employees
- Industry personnel
- Firefighting volunteers
- All other residents and visitors to the Shire

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In conjunction with posting of firebreak notices the Shire of Northam will endeavor to assist residents and provide community information and educational materials. The public can obtain information on bush fires from the following locations:

- The Shire Northam's website; <http://www.northam.wa.gov.au>
- DFES Website – <http://www.dfes.gov.au>
- Shire of Northam Ranger Services
- Volunteer Bush Fire Brigades
- Northam Volunteer Fire & Rescue Service
- Wundowie Volunteer Fire & Rescue Service

## 2.2 Preparedness

### 2.2A Firebreaks and Inspections

Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, the owner or occupier of land is required to clear firebreaks and reduce the fuel load from the land owned or occupied by them from the 1st day of November, up to and including the 30th day of April the following calendar year.

### 2.2B Unallocated Crown Land (UCL)

DFES is responsible for the risk management and inspection of Unallocated Crown Land within their Gazetted boundaries.

### 2.2C Land under the Control of the Department of Parks and Wildlife (DPaW)

The Department of Parks and Wildlife is responsible for lands vested to them which includes the co-ordination of fire mitigation measures, hazard reduction and firebreaks to reduce the impacts of fire on their land and on adjacent neighboring lands.

### 2.2D Hazard Reduction

~~Although there is at risk from bush fires within the Scarp and Avon Region, The Shire of plays a role in Preparedness and Response.~~ The Shire of Northam as well as other government agencies such as Parks and Wildlife DFES, Water Corporation, Department of Education and the Prisons will reduce the effects of fire in the area by conducting fuel reduction works and reduce fuel loads on lands under their control. The local community will also play its part to reduce the hazard and are obligated to do so as per the Shire of Northam's Firebreak and Fuel Load notice. ~~Farmers~~ ~~Pastoralists~~ also use controlled burning to maximise pastoral growth and prepare for the following years season for agricultural purposes.

### 2.2E Fireworks

Any person using fireworks within the Shire of Northam must do so in accordance with regulation 39E of the Bush Fires Regulations 1954, including following any directions given by the Shire of Northam and / or the CBFCO.

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Advanced approval must also be obtained from the Department of Mines and Petroleum, Police, DFES and the Airport.

**2.2F Restricted Access**

There are many areas within the Shire of Northam that have limited access such as the bushland adjacent to the Avon River. ~~But~~ there are areas that may need consultation with the property owner for the safety of firefighters and people. Areas that may need premissions are Yonga Hills Detention Centre, Northam Army Camp, BGC Quarry and Wooroloo and Aceacia Prisons.

**2.2G Operation of Private Equipment**

The Shire of Northam will endeavour to make all Contractors & ~~Pastoralists-Farmers~~ aware of the Guidelines for Operation of Private Equipment at Fires. See below link to DFES Guideline.



[http://www.fesa.wa.gov.au/internet/upload/shared/docs/FESA\\_Guidelines\\_for\\_OPE.pdf](http://www.fesa.wa.gov.au/internet/upload/shared/docs/FESA_Guidelines_for_OPE.pdf)

**2.2H Training**

All Brigade members and BFCO's ~~and members of the bush fire brigade~~ must be adequately trained in accordance with Part 4 Bushfire Brigades in this manual. All other Shire employees, contractors and ~~pastoralist farmers~~ who may operate on a fire ground are offered the same level of training.

The Shire of Northam with the support of the DFES District Office will provide Fire Fighters with the appropriate training to ensure their safety and effectiveness on the fire ground and public education programs to the community in managing burning and awareness around fire and preparing a fire plan.

**2.2I Personal Protective Equipment**

On a Fire Ground all registered members of the Fire Brigades are required to wear the personal protective equipment issued. Shire staff (if not issued with Level 1 PPC) and other contractors must comply with minimum standards being long pants, long sleeve shirt (of which must be 100% cotton or wool, no synthetic material allowed), ~~steel~~ ~~leather~~ boots, ~~riggers~~ gloves and safety glasses.

All Fire Fighters at a Bush Fire must wear full protective (level 1) tunic & trousers, (level 1) helmet, ~~goggles~~, boots, gloves ~~in accordance with Part 4 Bushfire Brigades in this manual.~~

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~~Gand-ogales and respirators should be worn as required if fire conditions warrant their use in accordance with Part 4 Bushfire Brigades in this manual.~~

### 2.2J Occupational Safety, Health & Harassment

The Shire of Northam has an Occupational Safety & Health Policy, Hazard Reporting Form and a Code of Conduct which applies to Shire staff and volunteers. See Section on [Volunteering](#)

### 2.2K Insurance

Section 37 of the Bush Fires Act 1954 requires the Shire of Northam to maintain an insurance policy that covers (but not limited to – refer s37 for full detail);

- Staff, Contractors and volunteers for personal injury sustained in the course of their duties ~~as at an incident as long as the Incident Controller is aware that they are operating in the emergency area, are also covered by this policy.~~
- ~~All normal brigade activities within the shire.~~
- ~~Any non emergency activity outside the shire must have Shire approval .~~
- ~~Appliances, equipment belonging to the Shire and any privately owned equipment operating at the direction of the Incident Controller, are covered by the above policy.~~

Appliances, machinery and personal who are contracted to conduct works must have their own insurance that covers operations at a fire.

### 2.2L Standard Operating Procedures

The Shire of Northam has adopted Standard Operating Procedures relevant to bushfires which have been incorporated as part of this Manual.

See Section on [Standard Operating Procedures](#)

The Shire of Northam Standard Operating Procedures should be read in conjunction with DFES's procedures. Where there is a discrepancy or no specific procedure in place from the Shire of Northam then the DFES Procedure is to be adopted.

For a copy of all DFES Standard Operating Procedures see the [DFES Volunteer Portal](#)

### 2.2M Bush Fire Advisory Committee (BFAC)

The Shire of Northam has established a BFAC in accordance with section 67(1) of the Bush Fires Act 1954 to advise on all matters relating to the prevention, controlling and extinguishing of bushfires. The committee meets as required for more information refer to [Part 5 Bushfire Control Officers](#) in this manual.

### 2.2N District Operations Advisory Committee (DOAC)

The CBFCA or ~~their~~ proxy represents the Shire of Northam at the DOAC on Regional matters relating to the prevention, controlling and extinguishing of bushfires.

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## 2.2O Planning & Liaison

The Shire relies mainly upon its fire management capabilities and prevention strategies to combat the impact of bush fires. This means that there are usually many organisations and authorities involved in the fire prevention and fire control activities.

Planning and liaison may involve one or all of the following agencies:

- ~~Pesteralists~~ ~~Farmers~~ control the majority of land within the ~~town~~ Shire and are nearly always involved in (or affected by) any bush fires that occur.
- The major ~~Industries~~ operating in the Shire have their own plans and strategies in place for fire prevention and control, and are usually involved in any fire activities that occur near their operations.
- Community Groups and members are quite often affected by the fire activities and are an important inclusion in the fire prevention strategies.
- Shire of Northam employees, including the CBFCO and the Shires's Rangers, are often involved in fire activities within the municipal boundaries.
- DFES District Office provides support and liaison and further resourcing if the fire cannot be controlled with the Shires resources.

## 2.2P Prepare and Plan for a Bushfire

In conjunction with posting of firebreak notices, DFES Operational Services and the Shire of Northam will endeavour to make all residents bush fire aware ~~by advising~~.

Before summer starts you need to decide what you will do ~~when~~ a bushfire threatens.

- Prepare your family, home or business – know your bushfire risk and have a bushfire survival plan
- Act on the fire danger ratings – put your preparations into action, do not wait and see
- Survive by monitoring conditions ~~when~~ a fire starts – know the bushfire warning alert levels and what you will do ~~when~~ if you are caught in a fire.

## 2.2Q Community Evacuation

~~Should~~ ~~When~~ an evacuation ~~is~~ necessary then this will be carried out in accordance with the Local Emergency Management Arrangements.

Community members should be given the opportunity and forward notice to make an informed decision to stay or evacuate when threatened by an emergency. The decision to evacuate will be made by the Controlling Agency when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

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**2.2R Welfare Centre**

Welfare Centres are established as an emergency facility to provide shelter, food, clothing and all other welfare services until alternative arrangements can be made. This centre is set up as per the Local Emergency Management Arrangements.

A list of local evacuation and welfare centres can be located in the Local Emergency Management Arrangements. The decision to open a Welfare Centre is made by the Incident Controller in conjunction with the Incident Support Group (ISG).

**2.2S Fixed Wing Water Bomber Reloading**

On the request of the Air attack supervisor, the Northam State Emergency Service will mobilise the refilling station at the Northam aerodrome. The Equipment is located in a small sea container in front of the water tanks and is keyed with the Northam Standpipe fire key which all appliances have with in the Shire.

**2.2T Helitac Loading Zones**

- El Caballo Golf course – collar tank/dam\_s
- Chinganning Rd – Mike Oldens dam large
- Colgongine Road – Gail James dam large
- Talbot Rd – Clive Owens dam
- Gt Eastern Hwy – Dempsters Bridge – soak
- ~~Turner Gravel Pit~~
- ~~Hampton Road~~
- Airport – collar tanks ( helitacs and fixed wing)
- McNabs – Wundabiniring Rd Inkpen – large dam
- ~~Dam – boating lake Wundawie + Mauravilla – John Court's Dam~~

**2.2U Shire and Privately owned Water tankers**

The Shire of Northam has two water tankers a 15,000lt and a 9,000lt which are on standby to be deployed to an incident on request through the Shire Depots After Hours Mobile Number.

The Toodyay 12.2 can be deployed to the incident by contacting DFES Communications and requesting the appliance.

A List of private contractors is supplied in the [Contacts section](#) of this Manual.

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**2.2V Standpipes**

Shire of Northam Standpipes are available to fill all appliances and tankers with the Northam Standpipe fire key which all appliances have with in the shire at;

[Northam Standpipes](https://www.google.com/maps/d/viewer?mid=14qptkbE0Ygb6nsE-7CxfsEY45wE) on Google Maps. Link  
<https://www.google.com/maps/d/viewer?mid=14qptkbE0Ygb6nsE-7CxfsEY45wE>

Street	Suburb	38mm Camlock	BIC Fitting	100mm Camlock	Overhead Standpipe	Swipe Card Public
Bodeguero Way	Wundowie	Yes	Yes			
(Swipe Card) Keane St	Bakers Hill	Yes	Yes	Yes	Yes	Yes
(Swipe Card) GE Hwy Spencers Brook	Clackline	Yes	Yes	Yes	Yes	Yes
Avro Anson Rd	Mokine	Yes	Yes		Yes	
Spencers Brook Rd	Spencers Brook	Yes	Yes		Yes	
Northam/Toodyay Rd	Katrine	Yes	Yes			
Katrine Rd	Katrine	Yes	Yes			
(Swipe Card) Clarke St	Northam	Yes	Yes	Yes		Yes
Peel Tce	Northam				Yes	
Hunter Rd	Seabrook	Yes	Yes			
(Swipe Card) Keane St	Grass Valley	Yes	Yes	Yes		Yes
Grass Valley Rd North	Grass Valley	Yes	Yes			
Meiklem Rd	Meenaar South	Yes	Yes			
Grass Valley Rd South	Grass Valley	Yes	Yes			
Cnr Parker Rd/Meenaar South	Meenaar	Yes	Yes		Yes	
Smith Rd	Burlong	Yes	Yes		Yes	
Irishtown Rd	Irishtown	Yes	Yes		Yes	
Southern Brook Rd	Southern Brook	Yes	Yes		Yes	
O'Niel Rd	Southern Brook	Yes	Yes		Yes	
Chitabin Rd	Jennapullin	Yes	Yes		Yes	
St George	Bakers Hill		Double			
Army Camp Gt Eastern Hwy	Northam		Double			
Army Camp Gt Eastern Hwy	Northam				Yes	
Army Camp Gt Eastern Hwy	Northam		Double			
Army Camp Gt Eastern Hwy	Northam				Yes	
Army Camp Gt Eastern Hwy	Northam				Yes	

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**2.2W Water tanks**

Shire of Northam Water Tanks are available to fill all appliances and tankers with the Northam Standpipe fire key which all appliances have with in the shire at;

[Northam Standpipes](https://www.google.com/maps/d/viewer?mid=14qptkbE0Yqb6nsE-7CxFsEY45wE) on Google Maps. Link  
<https://www.google.com/maps/d/viewer?mid=14qptkbE0Yqb6nsE-7CxFsEY45wE>

Street	Suburb	38mm Camlock	BIC Fitting	100mm Camlock	50mm Camlock
Chitty Rd	Bakers Hill				Yes
Warin/Wootatting	Wootatting			Yes	Yes
Gt Southern Hwy	The Lakes		Yes	Yes	Yes
Inkpen Rd	Wootatting			Yes	Yes
Inkpen Rd	Inkpen			Yes	Yes

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2.3 Response

2.3A Reporting

All fires must be reported through 000:

~~000 calls to DFES COMCEN for fires outside the gazetted fire districts, on Shire managed land or where assistance may be required by another Agency. The Incident Controller is to contact the DFES Regional Duty Coordinator (RDC) if assistance is required.~~

Personnel receiving fire reports should ask the caller to phone 000. If they refuse get as much relevant information as possible and pass on report to the DFES Communications Centre. Brigades can self-mobilise by calling 000 and advising they are turning out to a report of a fire.

At the earliest opportunity Brigades and ~~Private/Pastoral~~ units responding to fires will report their involvement to the person in charge or direct to the CBFCCO.

All fires should be reported to DFES Communications Centre to assist State wide situational awareness.

All fires burning within the Shire are to be reported to DFES COMCEN. ~~Dependent~~ on weather conditions and time of the year the Duty Officer at the DFES Regional Office is also to be advised. The Officer in Charge will report to the District Office of the DPaw, immediately when fires burn on or threaten land vested in that Authority,

Should a suspicious fire occur it should be reported to the DFES COMCEN and/ or the Police via the Incident Controller. Where possible the area of ignition should be cordoned off and disturbance of the area should be avoided if possible.

2.3B Incident Notification and Turnouts

The normal notification of a fire is through the Local Government '000' service agreement system. Below is a copy of the Northam agreement from DFES

**Current 000 SERVICE AGREEMENT for NORTHAM (S)**

In order to advise Local Government of 000 calls promptly it is suggested that contacts are 24/7 numbers.  
The 4th contact will always be DFES Regional Duty Coordinator

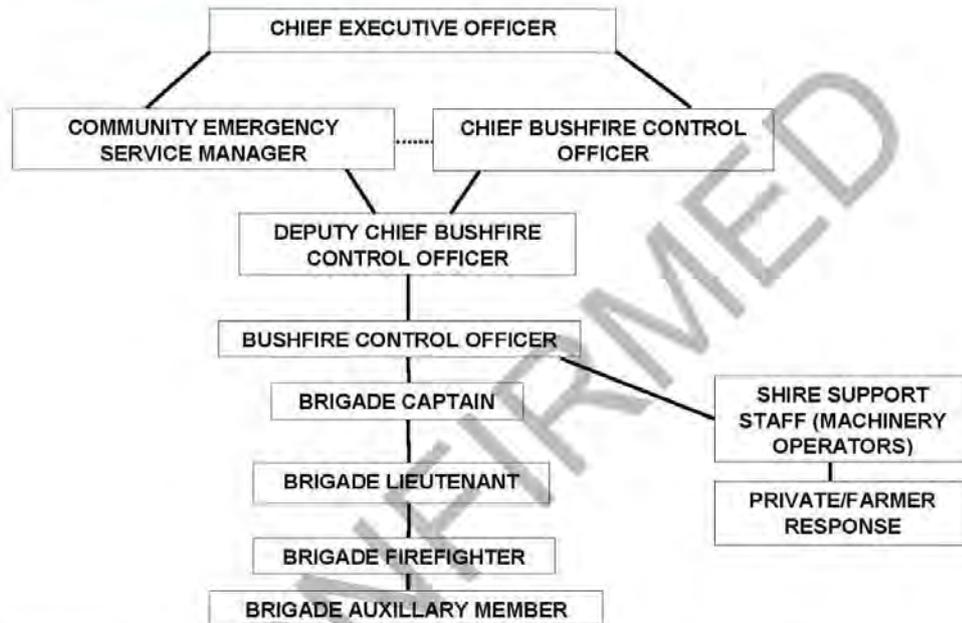
No more than 3 contacts per LGA will be recorded.

Our 24 hour, 365 day emergency 000 contacts from the Communications Centre are as follows:

Organisation	Role	Name	Contact Type	Number
1 Shire of Northam	Pages	Northam Shire	Hutsonson	Northam Shire
2 Shire of Northam	CBFCO	Northam BFB On Call Phone	Mobile (All 195)	0436 684 316
3 Shire of Northam	CEEM	Daniel Hendriksen	Mobile (All 195)	0458 080 816
4 (DFES) Goldfield Midlands Region	Regional Duty Co-Ordinat	DFES Regional Duty Co-Ordinator		8990 2300

Note: Contacts may make reference to an SMS group which allows multiple pages or mobile phones to be alerted to that group. An SMS list form needs to have been completed.

**2.3C Incident Management Structure Chain of Command**



**Role of the CESM**

The role of the CESM in local government can be broken into two categories, Operations & Support.

- The CESM reports only to the CEO and sits as his/her representative within the IMT for all incidents that are under the local government control.
- The CESM sits alongside the CBFO or his/her next senior representative within the IMT to offer assistance with resourcing of the incident
- The CESMs role in the IMT is to support the Incident Controller with Logistical, Operational and Safety requirements, as well as looking after the welfare of emergency service personnel. The CESM does not automatically assume responsibility for the management of an incident, however he/she may become IC at the request of the current Incident Controller, the Chief Executive Officer of the Shire of Northam, or if the incident is escalating beyond the control of the current IC.

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### 2.3D Initial Appliance & Resource Turnout

Incident Classification for Local Government Bush Fire Brigades

Incident response will be indicated as a result of consideration of the following factors

- Grassland Fire Danger Index
- Nature of asset at risk
- Size of fire at time of notification

### 2.3E Local Notifications

1. SMS Messaging
2. BART Application (provide updated information e.g location to incoming units)
3. UHF CB Channel 5 (talk to Private/~~Pastoralist~~ Units and machinery)
4. VHF HI radio WAERN 329 or Channel 43 VHF Mid
5. CBFCO to be contacted
6. At the earliest opportunity the Officer in Charge will report the situation to DFES Communication Centre with a situation report.
7. If the fire is under control and no further assistance is required, cancel other brigades on route to the fire by use of the DFES Communication Centre, VHF radio.
8. Additional resources can be coordinated through the Community Emergency Services Manager, Shire or DFES Communications Centre (ComCen) is to be advised. The Officer in Charge will report to the Regional Duty Officer at the DFES Regional Office.
9. DPaW is to be notified if the fire is within 32km of a DPaW reserve-, immediately when fires burn on or threaten land vested in that Authority.

### 2.3F Incidents during Prohibited Burning Periods

On receipt of a '000' fire emergency telephone call, the Senior Officer, will cause a SMS and BART Message to be made turning out a minimum of two (2) brigades to every fire. ~~On arrival to the incident if the first brigade until such time as they arrive and are capable of containing the fire then the secondary brigade can be stood down.~~

On days of 'Severe' and above Fire Danger Rating, a minimum of two (2) brigades, ~~the~~ Northam Fire Support Vehicle, Northam CBFCO and a secondary FCO to assist should be turned out.

If the fire is confirmed and fire behaviour is erratic ~~the incident controller all brigades shall be turned shall turn out all brigades out~~ along with ICV and Crew, 2 Shire water carts, loader and other equipment as required. The fire is to be reported to DFES District Office, Northam (ALL HOURS PHONE: 9690 2300).

### 2.3G Incidents during Restricted Burning Periods

In the Restricted Season, ~~a~~ minimum of one brigade will be mobilised. A senior officer will assess the conditions and make a decision to turn out further brigades ~~will be made~~. This turn out must still be carried out through the use of the SMS service and BART

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Message so that other brigades are aware of the fire and can commence to make themselves available if required.

### 2.3H Incidents during Unrestricted Burning Periods

On receipt of a '000' fire emergency telephone call, a minimum of one unit from the brigade in whose area the fire is located, will be turned out to check every report of a fire, regardless of the belief that it is a controlled fire, until the fire is confirmed as being under control by the Incident Controller by radio, telephone or visit.

### 2.3I Fire Suppression Strategies

Fire protection strategies for all responders should reflect the following:

1. Protection of life.
2. Public Information and warnings
3. Protection of property
4. Protection of environmental/heritage values
5. Extinguishment of the fire
6. Containment of the incident within strategic firebreaks
7. Map Up
8. Patrol and Monitor the Incident

The application of these strategies will be determined by the IC having regard for the existing conditions and available resources.

Suppression of fire on an individual's property ~~(Rural farms)~~ is the responsibility of the occupier of that property. Should assistance be required or resources are depleted, the owner or occupier is to contact 000.

### 2.3J Handover Protocols

To provide support to local governments and Bush Fire Brigades, the Bush Fires Act 1954 was amended to enable a local government to request that DFES, under Section 13(4):

Where a bush fire is burning in the district of a local government the Authority may, at the request of the local government, authorise a bush fire liaison officer to take control of all operations in relation to that fire.

A DFES Bush Fire Liaison Officer (BFLO) or another person to take control of a bush fire burning on Local Government or Conservation land at the request of the Local Government or the CALM Act CEO, or due to the nature and extent of the fire, DFES may, without a request, authorise a BFLO or another person to take control of a fire.

When DFES authorises the BFLO or another person to take control of the fire that person has control of all Bush Fire Control Officers, Bush Fire Liaison Officers, authorised CALM Act Officers and Officers and members of Bush Fire Brigades present at the fire.

Any person who is not a BFLO and is authorised under this section has same powers as a BFLO.

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**2.3K Availability Rosters**

There are no formal on call rosters for the volunteer Bush Fire Brigades within the Shire of Northam. A roster is setup for the Christmas, New Year's Period to ensure coverage

Individual brigades are encouraged to log member's availability utilising the BART application availability screen.

**2.3L Current List of Bushfire Control Officers**

Please refer to [Contacts Section](#) of this document for details of current Fire Control officers.

Refer to the Local Government or Brigade listings, or to the DFES OMS database for a comprehensive listing of all current records, including DFES training competencies.

Alternatively, for a list of all Brigade Captains, FCOs and office bearers refer to the current edition of the DFES regional directory.

**2.3M Northam Bush Fire Brigade Resources**

Please refer to [Appendix 3](#) for a full list of Northam Bushfire and SES appliances.

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## 2.4 Incident Management Structure

### 2.4A Australian Interagency Incident Management System (AIIMS)

DFES, DPaW and the Shire of Northam adopt the Australasian Interagency Incident Management System (AIIMS). All agencies recognise the AIIMS and its establishment on the fire ground through the formation of an Incident Management Team (IMT). At all multi-agency incidents, all agencies will recognise a single IMT normally identified through a common Incident Control facility. Regardless of jurisdictional and geographic boundaries, agency command structures are utilised through the formation of divisions or sectors or through the appointment of liaison officers;

If appropriate, the Incident Controller is encouraged to nominate expertise of other fire agencies as formal members of the IMT;

At Level 3 multi-agency incidents, the appointment of an Incident Controller is by the FES Commissioner.

The designated Incident Controller has the decision-making authority at the incident and is respected by all services and rank.

#### 2.4A Level One Incident

Initial responding officer will maintain control. The Incident Controller can be any member capable and qualified to take on the role or a brigade member may take on the role under guidance and supervision of someone who is qualified. Under the Bushfires Act the IC is the person who is available and is highest officer in the chain of command ([shown in section 2.3C](#)) should be appointed. It is conceivable that this officer may maintain or pass on any of the AIIMS functions such as maintain logistics and planning functions, but may pass operations to another officer. This is based on incident or on the experience of the officers on the ground.

The Incident controller will contact DFES ComCen and give SITREP as soon as practicable on arrival and every hour after will the fire is running.

The incident will be made safe within a 24 hour period, with minor disruption to the community. Local Brigade resources will be sufficient to contain and patrol until safe.

#### 2.4B Level Two Incident

The escalation to a level 2 incident would be obvious when the initial response is insufficient to manage the incident, due to its scale or complexity. It is conceivable that the competencies required for the control of the incident would be such that a senior officer (CBFCO) would be required or a DFES manager to relieve the first arriving officer, who may take a lesser role in the incident management structure.

A full Incident Management (IMT) structure may be implemented, using the AIIMS structure. Officers should be fully competent in the roles that they will occupy at the level they are expected to operate.

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It is likely that the time to control may be greater than 8 hours (potentially days) with significant community involvement.

It is also likely that significant external resources would be required to supplement local ones. The DFES Regional Duty Officer will be notified, if only for coordination functions. Reporting to the Regional DFES Office should be regular and accurate.

If it is apparent that the incident may escalate beyond local resources, or become more significant in terms of losses, the actioning of a Transfer of Control under Section 45 to DFES should occur.

#### **2.4C Level Three Incident**

For an incident of this size and/or complexity, the OIC should have already established contact with the Regional Duty Officer of DFES for assistance. At this stage, significant assistance should have been gained from DFES and resources from surrounding local governments. DFES through Section 45 of the Bush Fires Act may take control at this stage.

The OIC and the remainder of persons within the IMT should have sufficient competencies for any functions that they are to perform.

#### **2.4D Mobilisation Arrangements & Plans out of the Shire**

A requests for assistance from outside the Shire or out of the region needs to be requested by the DFES Duty Officer to the Shire of Northam. The CBFCO and the CESM will consult and approve the required appliances and volunteers. Including mobilisation to fill positions in task forces.

Informal and formal contingency arrangements exist with neighbouring Shires for cross border response.

#### **2.4E Communications**

The Shire of Northam uses the DFES VHF radio network Channel 329 for normal operations. Where possible, sectorisation of the fire should take place and each sector should be allocated a Simplex channel (ie channels 354,355,356). In addition the Shire also monitors the UHF repeater frequency, UHF CHANNEL 5, as used by the farming community and is in a position to respond on UHF radio to farming units.

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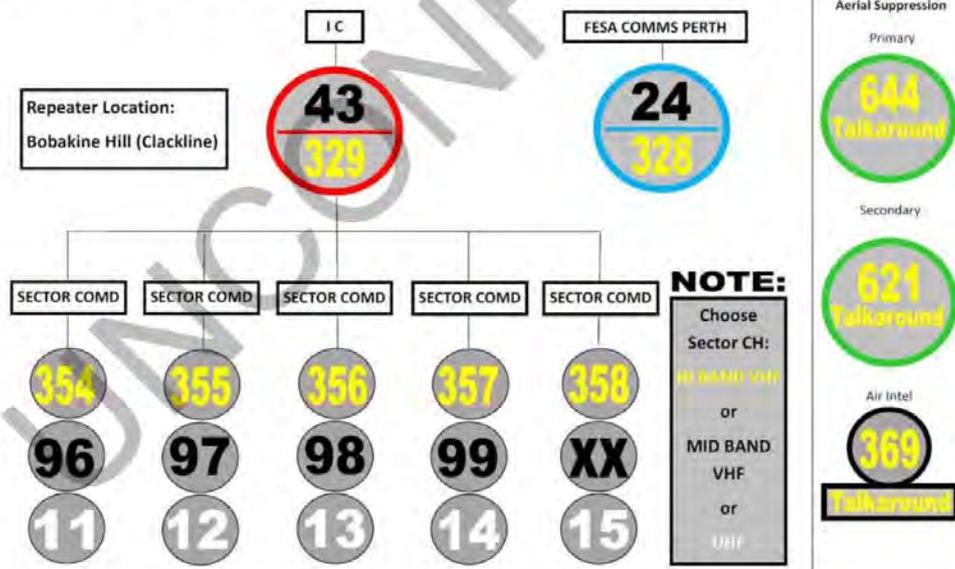
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Northam uses DFES Avon Communications Plan 1 shown below;

Local Authority (Area)	DFES 6IP COMCEN Repeater	Primary Shire Repeater Channel	Primary Simplex Channels		UHF
			354	356	
York	328	353	354	356	CB 5
Northam	328	329 (375 FRS)	357	354	CB 5
Mundaring	206/380	346/238	357	356	
Toodyay	328	327	357	356	
Cunderdin	328	164	356	357	
Wundowie	376		99		CB 5

Midlands Goldfields Preformed Communications Plan: AVON 1



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**2.4F Communications Redundancy Plan**

The Shire has some redundancies for communications as shown in the above tables. Below are some other considerations.

- Table of radio channels as above using VHF High or VHF Mid or UHF
- DFES Communications trailer or Incident Control Vehicle or Satellite phones. To be arranged via the DFES Regional Duty Officer.
- 400Mhz UHF repeater and simplex channels
- CB Channels
- Mobile Phones

**2.4G Control Point Requirements**

Routine fire operations are generally controlled / managed through the provision of Forward Control Points (FCP). This may be the IC vehicle, or more formally, through the provision of a dedicated facility or vehicle (Incident Control Vehicle). Where the incident becomes more significant, it may be necessary to establish an Emergency Coordination Centre (ECC).

The specific location of the FCP will be dependent on the situation at the time however as a guide the location chosen should be;

- Close enough to the fire ground to act as a check point for people entering and leaving from the fire ground
- Located far enough away so that the location (preferably) should not have to move
- Located far enough away so personnel working at the FCP are not affected by heat, smoke etc.

Description	Service	Contacts
Level 1 Minor Incident	Fire Support vehicle (Chief's vehicle) or CESM Vehicle or Bush Fire Station	0436 684 318 Call sign Northam Chief 0458 080 818 Call sign Northam CESM
Level 1 Multiple Incidents Or Level 2 Medium Incident	Incident Control Vehicle or Bush Fire Station or Northam State Emergency Service Building	Request through CBFCO or CESM  DFES Duty Officer 9690 2300
Level 3	Northam State Emergency Service Building	DFES Duty Officer 9690 2300

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## 2.4H Coordination Centres

Refer to the Local Emergency Management Arrangements to ensure the Emergency Coordination Centre is appropriate for the incident.

Northam State Emergency Services Unit  
Henry Street Northam  
Phone: 0407 674 111

## 2.4I Air Support

Air support to assist with fire-fighting operations, is available from DFES.

Water bombers should be used when there is significant threat to property and the fire cannot be contained on the ground.

Water bombers can also be requested for a fire if conditions are very high or above. Requesting officers should be aware that Air support is strictly prioritised, and aircraft can be withdrawn at any time if there is a greater need for their services elsewhere.

Air reconnaissance can be requested through the DFES regional Duty Officer on 9690 2300.

Air Attack can be requested through the DFES Communications Centre. Radio channel 328 or by ringing 1800 198 140.

When requesting an aircraft the following will be required;

1. Fire location
2. Ground Controller
3. Nominated air attack radio channel

## 2.4J Incident Management Team (IMT)

The IMT comprises of the IC, Operations, Planning, Information and Logistics Officer. During level 1 incident the IC may fulfil all of these functions, however if the incident increases to a level 2 or 3 incident it is paramount that local people be used in key positions within the IMT to maintain local knowledge input to the decision making process. To make this effective it will require calling in outside resources to enable local people to move from frontline firefighting to the IMT.

## 2.4K Incident Support Group (ISG)

The ISG will be formed in support of the IMT and will be formed through consultation between the HMA and WA Police. It is likely to consist of members of the LEMC who are involved by virtue of their expertise. Other members may be co-opted, as required. The main focus of the ISG is to ensure community interests are served and that they are informed of the situation, as required. The ISG is a coordination organisation, for the provision of effective support to an IMT (or multiple – within an area)

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#### 2.4L Operations Area Support Group (OASG)

In the event of a complex multi-agency bushfire emergency or numerous active bushfire incidents covering several jurisdictions within a designated operational area, the HMAs will consult and may appoint an Operations Area Manager (OAM).

The OASG will be convened by the OAM, in consultation with the relevant District Emergency Coordinator, to assist in the overall management of Incidents within the designated Operations Area. The OASG is comprised of representatives from relevant combat agencies and support organisations and will assist with the coordination of resources, personnel, telecommunications and community requirements.

Each OASG will have a defined operational area. Specifically, the OASG will ensure that combat agencies and support organisations are working together effectively to achieve control objectives for each bushfire incident by reviewing priorities, resource needs and reporting systems. The OASG will convene in a nominated ECC.

#### 2.4M Incident Command and Control

For small, low complexity incidents, the first arriving officer shall assume control of the incident and manage all functions of the AIMS, delegating wherever necessary. They will also manage any escalation that may become necessary.

The CBFCO at his/her discretion shall be the IC at all major fires and will establish a Forward Control Point in close proximity to the fire ground. In the absence of the CBFCO, the IC shall be a Deputy CBFCO or a Senior Fire Brigade Officer.

The IC shall have overall management of the fire incident and any resources applied to incident management at that time.

#### 2.4N Declaration of Incidents Levels

The Controlling Agency, through the IC, will make a determination as to the appropriate incident level as soon as practicable, upon arriving at the incident

The IC will note the declared incident in all communications (internal and external). This includes the IC's personal log and all Situation Reports sent through the command line

#### 2.4O DFES May Assume Control

In accordance with Section 13 of the Bush Fires Act 1954, if a fire is burning in the district of a Local Government or on DPaW managed land, the DFES Commissioner may authorise a Bush Fire Liaison Officer (BFLO) or another person to take control of all operations in relation to that bushfire, ~~if requested by the controlling authority or because of the nature or extent of the fire, DFES considers it appropriate to do so.~~

Appointment as an Authorised Person by the DFES Commissioner will be on the recommendation of the DFES Regional Superintendent, who will if possible consult with Shire of Northam.

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It is important that any incident be continually monitored and re-assessed in order to ensure that any changes to its nature are identified and a revised incident level is appropriately communicated.

Full requirements Incident Level Declaration are detailed in the Operational Policy 23 – Incident Level Declaration. Incident Level Declaration

## 2.5 Incident Controls

### 2.5A Funding Arrangements & Protocols

Once all available Shire resources are utilised or depleted, (Further funding or equipment assistance is available through the DFES Regional Office. To trigger this assistance the Regional Duty Officer must be notified on 9690 2300 at the time of the incident. No funding assistance will be available retrospectively. To ensure local suppliers are paid promptly, all invoices must be made out to DFES quoting the incident name and number,

OEM Policy provides that the cost of responding and managing an incident ~~rests~~ with the Controlling Agency.

For major wildfires, financial assistance may be available through the State Wildfire Fund. This is accessed via DFES in accordance with Standard Administrative Procedure No 12.

An application can be made for supplementary funding by application to the Minister. When an emergency involves a multi-agency response, all costs associated with the emergency shall be met by each individual emergency management agency, provided such costs are related to the delivery of services or resources which form part of the agencies core functions or if, the agency has a bi-lateral agreement in either Plans or Memoranda of Understanding to provide such services and resources at its own cost.

If the use of commercial aircraft at bushfires is required, assistance must be requested in advance with DFES ~~via commcen in~~ accordance with both Standard Operating Procedures R10 (SOP R10) ~~and~~ Standard Operating Procedure R12 (SOP R12 ~~AMI~~).

Note: The Shire of Northam ~~provides~~ financial and in kind commitment to fire control. Accordingly, the Shire agrees to commit additional resources at an appropriate level dependant on the circumstances of individual events, in order to receive assistance. During a wildfire, District Officers from DFES may attend the Fire Control Centre on request or to audit the funding allocation.

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### 2.5B Traffic Management Protocols

Traffic management needs to be considered whenever fire-fighting activities (including hazard reduction and training activities) occur within the Shire.

Personnel need to be aware of their responsibilities for the safety and welfare of themselves, their colleagues and the public on roadways while working on roads for any operational reasons.

The Shire of Northam and DFES personnel have the legal power to restrict and/or close roadways affecting or being affected by incident operations. However, these powers should be carefully considered should an officer not be familiar with their provisions. In the case of fire or emergency activities, FCO's may cause roads to be shut in accordance with Section 39(g) of the Bush Fires Act 1954 and/or SEMP Policy Traffic Management during Emergencies, for the protection of fire-fighters and/or road users.

The IC shall ensure that the operational risks taken are acceptable; where it is deemed unsatisfactory, they shall appoint or liaise with the following officers as necessary:

- Main Roads WA;
- WA Police or SES to provide traffic control and road closures;
- DEC (non-incident related);
- Shire of Northam (non-incident related)

Police will be called in when traffic management is required on main arterial roads or at a high level incident until traffic management has arrived.

The Shire is responsible for all traffic management on Local Government roads and will use Shire vehicles, trained Shire staff and signage to achieve this.

### 2.5C Evacuation Procedures

The decision to evacuate is made by the HMA Incident Controller and implemented by the WA Police Service. For information on evacuation procedures see the Evacuation Section of the [Local Emergency Management Arrangements](#).

### 2.5D Back Burning

Back burning is used by Fire Response Agencies to combat large bush fires where access is limited or where the main fire is inaccessible as a means of suppressing bush fires. This is done under the strictest of control and can only be authorised by the Incident Controller of that bush fire.

### 2.5E Fire Ground Machinery

In most cases, machinery such as graders, bulldozers or loaders will be used to assist with the containment and suppression of the fire.

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Where machinery is to be used, it must be in good working order, sufficient to carry out the required tasks, be adequately insured and operators should have some level of fire ground experience and training.  
The request for utilisation of machinery from either the Shire of Northam or private contractors must be made by the Incident Controller

All machinery on the fire ground must have a minimum of a 1000litre fire support unit to accompany them on the fire ground. The unit is to remain in sight of the machine at all times and must not use their water supply for fire suppression if is only for machinery protection.

Where possible a mobile Automatic Vehicle Locator (AVL) unit should be carried by the machine when operating on the fire ground.

#### 2.5F Meals and Refreshments

In consultation with the IC, the CESH or member of the Shire will be responsible for the provision of food and refreshments. The information below is to be used as a guideline.

When a fire crew has been called to a fire (at least 2 hours before a meal period and it has been established that they will still be required for at least 2 hours past the meal period) appropriate refreshments will be supplied (not including alcoholic beverages).

For continuation of firefighting duties after this period, refreshments will be supplied at the various meal periods (with hydration being available at all times).

#### 2.5G Medical Assistance

Consideration should be made for the development of a medical plan for prolonged or significant operations. It is the Incident Controllers responsibility to consider and initiate this requirement where appropriate.

All request for medical assistance should be made through DFES COMCEN where possible, if a severe medical emergency occurs, communications should be done via telephone and not radio if possible.

With more than 50 personal on the fire ground a first aid post should be present.

#### 2.5H Trauma Counselling / Peer Support

Trauma counselling following an incident might be required, not only for Local Government and Brigade personnel, but for members of the public who might have been involved in the incident prior to the brigades arrival and directly affected by the incident.

During incident debriefs, officers should assess whether any of their crew members may require trauma counselling or peer support. DFES provides a Chaplin and a peer support program if required. This service may be requested via DFES COMCEN.

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### 2.5I Dissemination of Information to the Public

The IC is responsible for the management and authorisation of media releases during an incident. The IC or the CEO of the Shire of Northam (or delegate) are the only people authorised to issue "media releases" on behalf of the Shire. This includes any information on social media.

DFES Media and Public Affairs may assign a Media Liaison Officer (MLO) if requested to work for/on behalf of, the IC, in association with the Shire of Northam. Information provided to the media by the MLO is of an operational nature only.

The IC will rely upon an officer from the Shire of Northam to provide local knowledge and expertise in the development and provision of media releases and community information bulletins, for dissemination to the public through the local government, or DFES Media, as agreed at the time of the incident. DFES may release media statements that reflect the Regional and multi - agency perspective, of the status of fire incidents throughout the Region. DFES Media and Public Affairs may also be requested to release public information alerts through radio and television (in extreme circumstances) as well as updates on the DFES website and a recorded message dial in and dial out service.

### 2.5J Bushfire Warning System

During a bushfire, the Incident controller from the controlling agency will provide as much information as possible to potentially affected communities utilising all possible means. In the Shire of Northam any uncontrolled fire must have the minimum level of warning. There are three levels of warning, these will change to reflect the increasing risk to life and the decreasing amount of time until the fire arrives.

The three levels of warning are:

- **ADVICE:** a fire has started and there is no immediate danger, this general information is to keep you informed and up to date with developments.
- **WATCH AND ACT:** a fire is approaching and conditions are changing, you need to leave or prepare to actively defend to protect you and your family
- **EMERGENCY WARNING:** you are in danger and you need to take immediate action to survive as you will be impacted by fire. This message may start with a siren sound called the Standard Emergency Warning Signal (SEWS)

A table detailing the public warning regime and detailed messaging is available at <http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/Pages/default.aspx>

### 2.5K Post Incident Review

The IC is to declare the incident safe before any stand down procedures can be activated. In a major emergency stand down should not occur until the recovery process is underway.

For Level 1 Incident a hot-debrief should occur in which any recommendations can be included in the fire report. This report is to be submitted to the Shire of Northam who in

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Turn will forward it to DFES COMCEN and the DFES District Office. Any recommendations need to be considered and if appropriate, passed onto BFAC for their consideration.

For Level 2 incidents or above, consideration should be given to inviting DFES personnel to assist with the preparation and documentation of a Post Incident Analysis (PIA).

Where an accident, injury or near miss has occurred, a report must be lodged. All vehicle ~~cl~~ damage is to be reported to the shire and repaired as soon as practicable.

### 2.5L Rehabilitation and Restoration

As part of the incident, the Incident Controller will arrange for affected land manager(s) to assess and report on damage to infrastructure and environmental damage, and make recommendations for rehabilitation and restoration. Assistance may be sought through Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA). Combat agencies and support organisations are required to participate and assist with the environmental assessment.

Site clean ups will only commence once the associated risks are reduced to a point considered acceptable to the Incident Controller. The Incident Controller may, on the advice of technical or local advisory groups, permit recognised contractors to commence clean-up operations. However, preservation of evidence must be considered prior to any restoration work commencing. The controlling agency remains the custodian of property until the owners or the Police arrive to take responsibility.

### 2.5M Bushfire Investigation

Should a suspicious fire occur it should be reported to the DFES COMCEN or the Police Arson Squad via the Incident Controller. Where possible the area of ignition should be cordoned off and disturbance of the area should be avoided if possible.

If you see something that looks out of place, this may be what the Police are looking for as every piece of information you can provide is important. It could help the Police to prevent bushfire arson or apprehend an arsonist.

To report suspected arson, call Crime Stoppers on 1800 333 000.

### 2.5N Recovery

The Emergency Management Act 2005 (Section 36 (b)) legislates that it is a function of a local government to manage recovery upon an emergency affecting the community in its district.

All recovery shall be conducted in accordance with the guidelines contained within the Local Emergency Management Arrangements. Recovery includes all activities intended to return the community to normal as soon as possible after the impact of a disaster or emergency.

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Recovery activities should begin to be planned and implemented during the incident, as soon as the community is identified as under threat.

This includes all activities intended to return the community to normal as soon as possible after the impact of a disaster or emergency.

Post Fire Recovery Strategies	Responsible Organisation
Restoration of essential services	Shire of Northam
Consider safety of public facilities – close if unsafe	Shire of Northam
Remove any dead animals away from public sight (tracks and fence lines)	Shire of Northam
If required, obtain carers for injured fauna	DPIRD/DEC – Dept of Food & Agriculture
Clean up the fire site and appropriately rehabilitate areas adversely affected by the fire or fire suppression activities. Close and rehabilitate any unwanted firebreaks during fire suppression activities	Shire of Northam or DEC
Inspect and assess Shire road networks and associated infrastructure	Shire of Northam
Consider restricting public access to the area until safe to enter. Possible burning trees etc...	Incident Controller
Check power lines for safety if in the fire area	SynergyWestern Power
Facilitation of post trauma recovery counselling	Shire of Northam

2.50 Hand Over of Control

Once the fire is contained and controlled and the threat is removed all attempts should be made to hand back control of the incident to the property owner or occupier.

Contact with the owner can be made through local knowledge or through the Shire or CESH who can utilise shire records to ~~contact~~ identify the owner. The property owner or occupier must be capable ~~both~~ physically and have the required equipment to ~~complete the task~~ take control of the incident otherwise the control remains with the Shire until made safe.

The Incident Controller must give a hand over briefing in person to the person taking control with a list of priorities and risks and possible treatments. They should also be informed if the incident escalates beyond their control to call 000 for units to re attend.

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Mr Mathew Macqueen and Simon Peters declared a "Financial" interest in item 5.6 - Attendance Fee/Honorarium for the CBFCO and DCBFCO Positions as there is a potential financial benefit as CBFCO and DCBFCO.

The CBFCO and DCBFCO departed the Council Chambers at 6:32pm.

**5.6 ATTENDANCE FEE/HONORARIUM FOR THE CBFCO AND DCBFCO POSITIONS**

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

**BRIEF**

The payment of honorarium payments to the Chief BFCO and Deputy BFCO positions

**ATTACHMENTS**

Nil.

**BACKGROUND / DETAILS**

The Chief and Deputy Bush Fire Control Officer positions are at times demanding positions and the officer/s periodically have to attend meetings and other functions as part of their role that can be quite time consuming and as a result of the extra workload can have a negative financial impact on the income of the officers.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 3: Safety and Security

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

**Financial / Resource Implications**

There are no current financial implication resulting from this report and recommendation. This item seeks authorisation of Council to investigate an annual fee for the Chief and Deputy BFCO for the 2018/19 season and the

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findings be presented to the next Bush Fire Advisory Committee meeting. This would involve consulting with other local governments in WA.

**Legislative Compliance**

Nil.

**Policy Implications**

Nil.

**Stakeholder Engagement / Consultation**

Officers are aware that some metro and regional shires have honorariums in place for the Chief and/or Deputy BFCO positions. Officers have also sought comment from the current CBFCO & DCBFCO to determine if an honorarium would be appropriate for the role.

**Risk Implications**

Council is requested to consider the provision of honorariums paid to the Chief and Deputy BFCO positions to reduce the financial burden placed on these voluntary but critically important positions as officers for the Shire.

**OFFICER'S COMMENT**

There are multiple local and regional meetings that the Chief and/or deputy are required to attend as a representative of both the Shire of Northam, and the volunteer bushfire service.

Meetings such as the District Operations Advisory Committee (DOAC) and Local Emergency Management Committee (LEMC) are normally conducted during business hours and as a result of attending would impose a loss of income on the Chief and/or Deputy positions.

This is additional normal incident related activities that the CBFCO & DCBFCO officers attend as part of their role as a volunteer.

Taking into consideration the Shire of Northam currently provides mobile phones to the CBFCO & DCBFCO positions, as well as a forward control vehicle that is utilised by the CBFCO and the DCBFCO in his absence, BFAC should discuss the possible recommendation for an honorarium/attendance fee to be paid to either the CBFCO or the DCBFCO or both for consideration by council. Should BFAC agree that an honorarium/attendance fee should be appropriate, discuss and come to an agreement on a recommendation to council on the amount

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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.185**

**Moved: Mr Scott Horlin**

**Seconded: Mr Paul Antonio**

**That Council request the Chief Executive Officer to investigate an annual fee for the Chief and Deputy BFCO for the 2018/19 season and the findings be presented to the next Bush Fire Advisory Committee meeting.**

**CARRIED 8/0**

The CBFCO and DCBFCO returned to the Council Chambers at 6:35pm and were advised of the above decision.

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

Murray McGregor - Irishtown BFB

I think it would be a good idea that Brigades have the opportunity to familiarise ourselves with some of the major industrial facilities within the Shire so we at least have some idea about what firefighting facilities (hydrants, etc), risk areas to avoid, etc. I realise that much of this is VFRS territory but the BFB will provide backup and need an appreciation of the VFRS plans at each site and what our role would be if there was a fire.

Some of the sites include CBH, Abattoir, hay sheds by CBH, Meenar. I'm sure there are others.

This should occur pre-season and be updated every 2 years.

Discussion

A number of other locations were suggested, these included the Immigration Centre, Foundry at Wundowie, Small Industry at Bakers Hill, Waste Disposal Facilities. It was suggested that members raise locations with the CESM to look into whether this is a possibility. In relation to the Immigration Centre, it was suggested that the arrangement that St John's have be investigated in terms of access in an emergency.

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

Nil.

**8. DATE OF NEXT MEETING**

September 2018, date to be confirmed.

**9. DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Tyron McMahon declared the meeting closed at 6:47pm.

"I certify that the Minutes of the Bush Fire Advisory Committee meeting held on Tuesday, 3<sup>rd</sup> July 2018 have been confirmed as a true and correct record."

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

\_\_\_\_\_ Date

## 12. OFFICER REPORTS

### 12.1 **CEO'S** Office

#### 12.1.1 WALGA Annual General Meeting

Address:	N/A
Owner:	N/A
File Reference:	1.6.5.5
Reporting Officer:	Jason Whiteaker Chief Executive Officer
Responsible Officer:	Jason Whiteaker Chief Executive Officer
Voting Requirement	Simple Majority

#### BRIEF

For the Council to provide direction to the Shire President and Deputy Shire President (as Councils nominated voting delegates) in relation to matters for consideration at the WALGA AGM.

#### ATTACHMENTS

Attachment 1: Extract from WALGA AGM Agenda

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#### BACKGROUND / DETAILS

The following items are for consideration at the upcoming WALGA Annual General Meeting;

- 4.1 Proposal to Amend the Association Constitution
- 4.2 Roadside Vegetation - Regulatory Amendments
- 4.3 GST Revenue Distribution Share for WA
- 4.4 Rural, Regional and Remote Community State Government Funding Cuts

#### CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Financial / Resource Implications

Nil.

Legislative Compliance  
Nil.

Policy Implications  
Nil.

Stakeholder Engagement / Consultation  
Nil.

Risk Implications  
Nil.

### **OFFICER'S COMMENT**

Section 4 of the WALGA AGM agenda has been included in Attachment 1, the complete agenda is available for Elected Members to view as a separate attachment to this agenda.

#### 4.1 Proposal to Amend the Association Constitution

- A number of Constitutional amendments proposed by State Council as well as some technical clarifications;
- Proposed amendments endorsed by State Council in May 2018.

Comment:

Staff are comfortable with the proposed changes to the Association constitution

#### 4.2 Roadside Vegetation - Regulatory Amendments

- Motion for regulatory amendments to enable clearing of vegetation close to driveways, road bends and intersections;
- With a view to improving road safety.

Comment:

Staff are in support of the proposed motion

#### 4.3 GST Revenue Distribution Share for WA

- WA is underrepresented in the amount of GST share received;
- Seeking WALGA's support to advocate for an increase to the GST distribution for WA.

Comment:

Believe this matter has been dealt with at a Federal level already, support the notion, however not sure the motion is required.

#### 4.4 Rural, Regional and Remote Community State Government Funding Cuts

- Concern regarding funding cuts, particularly to education services and infrastructure, affecting rural communities.

Comment:

Whilst the specific issues are not a concern for the Shire of Northam, the general notion of changes to regional funding models and initiatives impacting local governments is supported. Examples of this are the obvious royalties for regions impacts and the position of the State Government that there is no funding available outside of programmed initiatives and election commitments, for the foreseeable future.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3417

Moved: Cr Williams

Seconded: Cr Mencshelyi

That Council:

1. Supports items 4.1 – 4.4 as presented in the WALGA Annual General Meeting Agenda;
2. Authorises the Council voting delegates to vote in accordance with the Council position on these matters, unless additional information is presented at the AGM which the voting delegates consider warrants a change in the position of Council; and
3. In the event the voting delegates do not vote in accordance with the stated Council position this is to be reported back to the next meeting of Council, along with the reasons for altering the Council position.
4. Authorise the Council voting delegates to make a determination on voting for any late items presented to the WALGA AGM, in the context of the Councils adopted Strategic Community Plan and other guiding plans or policies.

CARRIED 10/0

Attachment 1



## 4. Consideration of Executive and Member Motions

### 4.1 Proposal to Amend the Association Constitution

Executive Member to move:

#### MOTION

1. That Clause 18 and Clause 19 of the Association Constitution be amended as follows:

I. Clause 18, sub-clause (1) be amended with the addition of the underlined words, as follows:

(1) Following determination of the election of the President pursuant to clause 17 of this Constitution, the State Council shall elect a Deputy President from amongst its metropolitan and country representatives, provided the Deputy President represents the alternate constituency to the President elected pursuant to clause 17.

II. Clause 19 be amended with the addition of the underlined words and the deletion of the strikethrough words, as follows:

(1) If the office of the President becomes vacant or if for any other reason the President is unable to take or hold office at a period which exceeds six months from the date of the next scheduled election for that office, then the State Council shall meet to elect from among their number a President who, subject to this Constitution shall hold the office of President for the balance of the term of the President replaced.

(2) Where a vacancy occurs in the office of President at a period which is six months or less from the date of the next scheduled election for that office, the State Council may convene a meeting to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced, or the State Council may in its discretion, determine that the vacancy be filled by the Deputy President until the date of the next scheduled election.

(3) An election pursuant to sub-clause 19(1) or sub-clause 19(2) shall cause the office of Deputy President to be declared vacant immediately prior to the conduct of the election.

(4) Following an election pursuant to sub-clause 19(1) or sub-clause 19(2) an election pursuant to Clause 19(5) will be conducted for the office of

#### **IN BRIEF**

- A number of Constitutional amendments proposed by State Council as well as some technical clarifications.
- Proposed amendments endorsed by State Council in May 2018.



**Deputy President from amongst representatives of the alternate constituency to that of the President just elected.**

**(3)(5) If the office of Deputy President becomes vacant or if for any other reason the Deputy President is unable to take or hold office, then the State Council shall meet to elect from among their number a Deputy President who shall hold the office for the balance of the term of the Deputy President replaced, provided the Deputy President represents the alternate constituency to that of the President.**

**(4)(6) A State Council representative elected to fill a vacancy of President or Deputy President pursuant to clause 18 19 shall still be eligible for election to a subsequent two (2) full consecutive terms.**

2. That Clause 17A – Rotation of Presidency be added to the Association Constitution, as follows:

**17A – Rotation of Presidency**

1. At an election for the position of President conducted under sub-clause 17(2), only the incumbent President, subject to complying with sub-clause 17(5), or State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
  2. At an election for the position of President conducted under Clause 19, only State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
3. That Clause 20 of the Association Constitution be amended with the addition of the underlined words as follows:  
A person shall cease or be disqualified from being a representative or deputy representative on the State Council, or from being President or Deputy President of the Association, or from attending State Council in an ex-officio capacity, if that person:
4. That sub-clause 20(j) of the Association Constitution be amended with the addition of the underlined words and the deletion of the strikethrough words as follows:
- (j) Is a Councillor that has been suspended by the Minister for Local Government under Part 8 of an Ordinary Member that has been peremptorily suspended under Section 8.15C(2) of the Local Government Act 1995.
5. That sub-clause 10(2) of the Association Constitution be amended with the addition of the underlined words as follows:
- (2) Each representative on the State Council shall be entitled to exercise one (1) deliberative vote on any matter considered by the State Council



provided that this clause shall not apply to any ex-officio members of the State Council. The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16 in which the President is entitled to a deliberative vote only.

6. That sub-clauses 2(1), 5(7)(a), 9(1)(d), and 31(4)(b) be amended as follows:
- I. That the following strikethrough words be replaced with the following underlined words in sub-clause 2(1):  
  
~~“Local Government Managers Australia” means the Western Australian Division of the Local Government Managers Australia (LGMA), which body is incorporated under the Victorian Companies Act 1961.~~  
“Local Government Professionals Australia WA” means the Western Australian Division of Local Government Professionals Australia.
  - II. That sub-clause 5(7)(a) of the Association Constitution relating to Associate Members of WALGA be amended with the words “Local Government Managers Australia (LGMA)” to be replaced with the words “Local Government Professionals Australia WA”.
  - III. That sub-clause 9(1)(a) of the Association Constitution relating to ex-officio members of State Council be amended to replace the words “Local Government Managers Australia (LGMA)” with the words “Local Government Professionals Australia WA”.
  - IV That sub-clause 31(4)(b) of the Association Constitution relating to a dispute resolution panel be amended by replacing the word “LGMA” with the words “Local Government Professionals Australia WA”.
7. That sub-clause 14(4a)(h) be amended with the addition of the underlined words and the deletion of the strike through words as follows:
- (h) Is a Councillor that has been suspended by the Minister for Local Government under part 8 of an Ordinary Member that has been peremptorily suspended under Section 8.15C(2)(c) of the Local Government Act 1995.

#### SECRETARIAT COMMENT

This item proposes a number of amendments to WALGA’s Constitution that have been raised or identified since the last governance review and amendments to WALGA’s Constitution in 2016.

Amendment of the Constitution involves a two-step process, as detailed in Clause 29 of the Constitution, as follows:

*The Constitution of the Association may be altered, added to or repealed by:*



- (1) *A resolution at any meeting of the State Council on the receipt of a special majority of not less than 75% of representatives as, being entitled to do so, vote in person or by their deputy representatives; and*
- (2) *A resolution at an Annual General Meeting or Special General Meeting passed by a majority of not less than 75% of delegates as, being entitled to do so, vote in person or duly authorize a proxy vote to be exercised on their behalf, provided that:*
  - a. *75% of Ordinary Members who are eligible to vote are present or represented; and,*
  - b. *The Chief Executive Officer has given not less than sixty (60) days notice of any proposal to alter, add or repeal the Constitution to all Ordinary Members.*

The proposed amendments were endorsed by a Special Majority at the 4 May 2018 meeting of State Council. Endorsement by a Special Majority at the Annual General Meeting is required for the amendments to come into effect.

This report considers seven issues put forward for Constitutional Amendment, with each issue corresponding to the numbered recommendations, as follows:

1. President and Deputy President – Metropolitan and Country Representation
2. President and Deputy President – Rotation of Presidency between Metropolitan and Country constituencies
3. State Councillor Eligibility – Ex-officio Members
4. State Councillor Eligibility – Ministerial Suspension of Council or Councillor
5. Election Procedure – Confirmation that the WALGA President is entitled to vote in elections for the positions of President and Deputy President
6. Change of Name – Local Government Professionals Australia WA
7. Zone Delegate Eligibility – Ministerial Suspension of Council or Councillor

### **Issue 1 – President and Deputy President: Metropolitan and Country Representation**

An emerging issue was raised at the March 2018 meeting of State Council in relation to the representation of both the Metropolitan and Non-metropolitan constituencies in the positions of President and Deputy President of WALGA.

Following consideration of this issue, State Council resolved as follows:

*That an item for decision be prepared for the May 2018 State Council agenda to provide consideration to proposed amendments to the WALGA Constitution and Corporate Governance Charter to ensure representation from both Metropolitan and Country constituencies for the President and Deputy President positions.*

Since the formation of WALGA as the single Local Government association in 2001, there has been a convention that the President and Deputy President would be elected from opposite constituencies. That is, if the President is from the country constituency, the Deputy President would be elected from the metropolitan constituency and vice-versa.

This convention has not been challenged or broken in the 17 years since WALGA's formation, although it is possible that State Council could elect a President and Deputy President from the same constituency.



The argument in favour of this Constitutional amendment is that it would ensure that the Deputy President is drawn from the alternate constituency from that of the President, ensuring representation for both constituencies.

The argument against this Constitutional amendment is that it reduces the decision-making function of State Council to elect the 'best person for the job' and, as the convention has not been broken since WALGA's formation, it may not be an issue that requires regulation via Constitutional amendments.

To effect the change, amendments are required to Clause 18 – Deputy President, and to Clause 19 – Vacancy: President and Deputy President.

The following amendment is proposed to Clause 18 – Deputy President, by adding the underlined text as follows:

- (1) Following determination of the election of the President pursuant to clause 17 of this Constitution, the State Council shall elect a Deputy President from amongst its metropolitan and country representatives, provided the Deputy President represents the alternate constituency to the President elected pursuant to clause 17.
- (2) The Deputy President shall be elected by the State Council at the first Ordinary Meeting of State Council of an even numbered year. The Deputy President's term shall commence from the date of election and shall conclude on the day of the first Ordinary Meeting of State Council of the following even numbered year.
- (3) Prior to expiration of a term of office, a Deputy President may seek re-election for a consecutive term.
- (4) Where a Deputy President seeks and is re-elected for a consecutive term, that person shall not hold office beyond two (2) full consecutive terms.

The proposed amendment above would sufficiently address the issue for regular, end-of-term elections following the election of a new State Council.

However, where a vacancy arises in the office of President, the election of a replacement President would need to ensure that metropolitan and country representation remains in the two positions. Ensuring continued representation of both constituencies in the event of a casual vacancy in the office of President could be addressed in one of two ways, both of which have pros and cons.

Either:

- A. The replacement President must be drawn from same constituency as the current President. That is, if the WALGA President is from the country constituency, election of the replacement President for the balance of the President's term must be drawn from the country constituency.

Or:

- B. The office of Deputy President is declared vacant at the time the election for President is held. This would enable State Council to elect a President from amongst all members with the subsequent election for Deputy President being limited to the alternate constituency.

Option A – Replacement President from the same constituency – limits the options of State Council in electing a President to half of State Council, the half representing the same constituency as the departing President. While this may be appropriate in some circumstances, it does not necessarily provide State Council with the ability to elect the 'best person for the job'. Secondly, the Deputy



President may be an appropriate candidate for the position of President, but would be unable to nominate for the position under this scenario unless they resigned from the position of Deputy President.

Option B – Office of Deputy President declared vacant at election of President – addresses the issues with Option A outlined above in that State Council would be able to elect a President from amongst all State Councillors, including the Deputy President who may be suitable. However, it may not be considered appropriate that the Deputy President loses office due to the resignation or inability of the President to continue in the role.

On the basis that electing a President from amongst all State Councillors is considered the most important criteria, amendments in accordance with Option B have been drafted to Clause 19 – Vacancy: President and Deputy President – by adding the underlined text and amending the numbering as follows:

- (1) If the office of the President becomes vacant or if for any other reason the President is unable to take or hold office at a period which exceeds six months from the date of the next scheduled election for that office, then the State Council shall meet to elect from among their number a President who, subject to this Constitution shall hold the office of President for the balance of the term of the President replaced.
- (2) Where a vacancy occurs in the office of President at a period which is six months or less from the date of the next scheduled election for that office, the State Council may convene a meeting to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced, or the State Council may in its discretion, determine that the vacancy be filled by the Deputy President until the date of the next scheduled election.
- (3) An election pursuant to sub-clause 19(1) or sub-clause 19(2) shall cause the office of Deputy President to be declared vacant immediately prior to the conduct of the election.
- (4) Following an election pursuant to sub-clause 19(1) or sub-clause 19(2) an election pursuant to Clause 19(5) will be conducted for the office of Deputy President from amongst representatives of the alternate constituency to that of the President just elected.
- ~~(3)~~(5) If the office of Deputy President becomes vacant or if for any other reason the Deputy President is unable to take or hold office, then the State Council shall meet to elect from among their number a Deputy President who shall hold the office for the balance of the term of the Deputy President replaced, provided the Deputy President represents the alternate constituency to that of the President.
- ~~(4)~~(6) A State Council representative elected to fill a vacancy of President or Deputy President pursuant to clause 48 19 shall still be eligible for election to a subsequent two (2) full consecutive terms.

## Issue 2 – Rotation of Presidency between Metropolitan and Country Constituencies

Similar to issue 1, above, the Governance and Organisational Services Policy Team of State Council considered the issue of the Presidency of the Association being rotated between the Metropolitan and Country constituencies.



Again, this has been managed since WALGA's formation in 2001 by convention. When a President has retired or stepped down from the role, a representative from the other constituency (often the serving Deputy President) has been elected to the Presidency.

The Governance and Organisational Services Policy Team of State Council requested that the issue of rotating the Presidency between the constituencies on a formal basis through Constitutional amendments be considered.

The Policy Team resolved:

*That an item for decision be prepared for the May 2018 State Council agenda to provide amendments to the WALGA Constitution and Corporate Governance Charter to cover the following issues:*

- *That the position of WALGA President transfers between the two constituencies following the completion of the incumbent's entitlement to be elected for two full consecutive terms.*

Similar to Issue 1, above, implementation of this concept through Constitutional amendment has pros and cons. While, an amendment of this nature would ensure rotating representation of metropolitan and country constituencies in the office of President, it could also limit State Council's prerogative to elect the 'best person for the job'.

This proposal raises a number of scenarios that are not necessarily simple to deal with through Constitutional amendments. For instance, depending on the amendments to the Constitution, issues could arise if a President resigns part way through a term, or even if a President only completes one two-year term.

For example, if a President from the metropolitan constituency resigned after one two-year term, there would be three possible scenarios:

1. The country constituency could then have a claim to the Presidency as it would be the country's turn and only State Councillors from the country constituency would be eligible to be elected;
2. A replacement President could be elected from the metropolitan constituency as the metropolitan constituency had only held the Presidency for two years (the newly elected President may then expect to be re-elected for a second term, lengthening the reign of the metropolitan constituency to six years, thereby causing further issues); or,
3. State Council could elect a President from either constituency, as per current arrangements.

One option could be to only 'force' the rotation of the Presidency once the President has completed two terms, however this could create an issue if a President resigned part way through their second term as the replacement President would then be 'entitled' to two terms before a constitutionally enforceable rotation of the Presidency.

In the interest of simplicity it is suggested that a new Clause 17A be added to the Constitution to ensure rotation of the office of Presidency no matter the length of time served by the President:

#### 17A – Rotation of Presidency

3. At an election for the position of President conducted under sub-clause 17(2), only the incumbent President, subject to complying with sub-clause 17(5), or State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
4. At an election for the position of President conducted under Clause 19, only State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.



This would mean, at any election for President, only the incumbent President or State Councillors from the alternate constituency would be eligible to nominate. If the President has retired or has completed two full terms (as per sub-clause 17(5)), only State Councillors from the alternate constituency would be eligible to nominate and be elected.

### **Issue 3 – State Councillor Eligibility: Ex-officio Members**

At the July 2017 State Council meeting, an emerging issue was considered in relation to the continuing eligibility of to serve on State Council following a serious breach of the *Local Government Act 1995*.

State Council resolved as follows:

*That:*

- 1. The issue of amending the Constitution relating to State Councillor, ordinary or ex officio, eligibility be considered by the Governance Policy Team;*
- 2. The Policy Team to consider the implications of amending the Constitution so that if any State Councillor, ordinary or ex officio, is found guilty of a serious breach of the Local Government Act 1995, as amended, that person will become ineligible to become or continue as a State Councillor, ordinary or ex officio.*

As per State Council's resolution above, the Governance and Organisational Services Policy Team considered this issue at their March 2018 meeting and resolved as follows:

*That an item for decision be prepared for the May 2018 State Council agenda to provide amendments to the WALGA Constitution and Corporate Governance Charter to cover the following issues;*

- That if any State Councillor, ordinary or ex officio, is found guilty of a serious breach of the Local Government Act 1995, as amended, that person will become ineligible to become or continue as a State Councillor, ordinary or ex officio.*

Clause 20, sub-clause (e) disqualifies a representative or deputy representative from serving on the State Council if that person is convicted of an offence under the *Local Government Act 1995*.

To give effect to the Policy Team's recommendation, an amendment is required to clarify that Clause 20 of the Constitution also applies to ex-officio members, with the addition of the underlined text, as per below:

A person shall cease or be disqualified from being a representative or deputy representative on the State Council, or from being President or Deputy President of the Association, or from attending State Council in an ex-officio capacity, if that person:

- Dies;
- Ceases to be a Councillor of the Ordinary Member;
- Resigns the position by notice in writing delivered or sent by post to the Chief Executive Officer, and such resignation is accepted;
- Is a member of State or Federal Parliament;
- Is convicted of an offence under the *Local Government Act 1995*;
- Is permanently incapacitated by mental or physical ill-health;
- Is absent from more than 3 consecutive State Council meetings;
- Is a member of a Local Government that ceases to be a member of the Association;
- Is the subject of a resolution passed by the Zone from which that person was originally elected terminating his or her appointment as a representative or deputy representative



- of that Zone, except where that person is the subject of any resolution consequent upon his or her being elected President of the Association and in pursuance of sub-clause 17(4); or,
- (j) Is a Councillor of an Ordinary Member that has been peremptorily suspended under Section 8.15C(2)(c) of the *Local Government Act 1995*.

#### **Issue 4 – State Councillor Eligibility: Ministerial Suspension of Council or Councillor**

A further issue relating to State Councillor eligibility relates to the suspension of Councils and the proposed amendment to the *Local Government Act 1995* to enable the Minister for Local Government to stand down an individual Elected Member.

Currently sub-clause 20(j) of the Constitution states that a State Councillor will not be eligible to be elected or to continue on State Council if “a Councillor of an Ordinary Member that has been peremptorily suspended under Section 8.15C(2)(c) of the *Local Government Act 1995*.”

It is the opinion of the secretariat that sub-clause 20(j) is too specific as Councils can also be suspended under Section 8.19 of the *Local Government Act 1995*. Further, if the *Local Government Amendment (Suspension and Dismissal) Bill 2018* passes the Parliament, as expected, the Minister for Local Government will also have the power to suspend individual Elected Members.

It is therefore recommended that sub-clause 20(j) be amended to clarify that a State Councillor who is suspended or stood down by the Minister using various sections of the *Local Government Act 1995* is not eligible to be elected to, or continue on, State Council, as follows:

A person shall cease or be disqualified from being a representative or deputy representative on the State Council, or from being President or Deputy President of the Association if that person:

- (a) Dies;
- (b) Ceases to be a Councillor of the Ordinary Member;
- (c) Resigns the position by notice in writing delivered or sent by post to the Chief Executive Officer, and such resignation is accepted;
- (d) Is a member of State or Federal Parliament;
- (e) Is convicted of an offence under the *Local Government Act 1995*;
- (f) Is permanently incapacitated by mental or physical ill-health;
- (g) Is absent from more than 3 consecutive State Council meetings;
- (h) Is a member of a Local Government that ceases to be a member of the Association;
- (i) Is the subject of a resolution passed by the Zone from which that person was originally elected terminating his or her appointment as a representative or deputy representative of that Zone, except where that person is the subject of any resolution consequent upon his or her being elected President of the Association and in pursuance of sub-clause 17(4); or,
- (j) Is a Councillor that has been suspended by the Minister for Local Government under Part 8 of an Ordinary Member that has been peremptorily suspended under Section 8.15C(2)(e) of the *Local Government Act 1995*.

#### **Issue 5 – Election Procedure – Confirmation that the WALGA President is entitled to vote in elections for the positions of President and Deputy President**

Another clarification that has arisen is to confirm that the incumbent President is entitled to vote in elections for President and Deputy President of WALGA.

The Constitution is clear that the President does not exercise a deliberative vote on matters before State Council (but does have a casting vote if there is an equality of votes), but the Constitution is



silent on whether the President is entitled to vote in elections. It has been standard operating practice that the President has voted in elections for the position of President and Deputy President.

Clause 10 – Proceedings of State Council, sub-clause (2) relates to the President's voting and it is proposed that it be amended with the addition of the underlined words, as follows to make clear that the President may vote for office bearer positions:

- (2) Each representative on the State Council shall be entitled to exercise one (1) deliberative vote on any matter considered by the State Council provided that this clause shall not apply to any ex-officio members of the State Council. The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16 in which the President is entitled to a deliberative vote only.

#### **Issue 6 – Change of Name – Local Government Professionals Australia WA**

Following the change of name of the Local Government Managers Australia (LGMA) to Local Government Professionals Australia WA it is proposed that the following sub-clauses be amended to reflect the name change:

- 2(1)
- 5(7)(a)
- 9(1)(d)
- 31(4)(b)

#### **Issue 7 – Zone Delegate Eligibility: Ministerial Suspension of Council or Councillor**

Similar to Issue 4 above, this amendment proposes that sub-clause 14(4a)(h) be amended to clarify that a Zone delegate who is suspended or stood down by the Minister using various sections of the *Local Government Act 1995* is not eligible to be elected to, or continue on, the Zone, as follows:

- (4a) The term of a person who is a delegate of a member of a Zone expires when the person:
  - (a) dies;
  - (b) ceases to be a Councillor of the Ordinary Member;
  - (c) resigns the position by notice in writing given to the Ordinary Member who elected or appointed the person as its delegate and the resignation is accepted;
  - (d) becomes a member of State or Federal Parliament;
  - (e) is convicted of an offence under the *Local Government Act 1995*;
  - (f) is permanently incapacitated by mental or physical ill-health;
  - (g) is the subject of a resolution passed by the Ordinary Member who appointed the person as its delegate terminating their appointment as the delegate of that Ordinary Member; or
  - (h) Is a Councillor that has been suspended by the Minister for Local Government under part 8 of an Ordinary Member that has been peremptorily suspended under Section 8.15C(2)(e) of the Local Government Act 1995.



## 4.2 Roadside Vegetation - Regulatory Amendments

Shire of Victoria Plains Delegate to move:

### MOTION

That the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* be amended to permit clearing or reduction of vegetation:

1. Within 30m of all farm driveways/gates/entrances;  
and,
2. On road bends and intersections obstructing 'line of sight', be cleared.

### **IN BRIEF**

- Motion for regulatory amendments to enable clearing of vegetation close to driveways, road bends and intersections;
- With a view to improving road safety.

### MEMBER COMMENT

Drivers in country area face multiple issues on the roads, not the least of which is entry onto Shire controlled roads from property entrances and side roads. The issues exist not just for the driver on the continuing road, but for the driver attempting to enter.

Sight distances are often obscured, and in hilly terrain or where the road being entered does not provide a reasonable merging distance, entry can be problematic. This is made worse where the roads have curves or crests close to the entry point.

The issues are even worse for slow moving traffic joining a road that has a 110km/hr limit, such as school buses and heavy transport, often requiring the continuing vehicles to brake for a vehicle that has joined the continuing traffic when all indications were that it was safe and appropriate to do so.

The *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* are inadequate.

- Schedule 2 of the Regulations addresses clearing for crossovers from a property, but limits the clearing to what has been previously cleared within the previous 10 years.
- Schedule 3 applies to the maintenance of infrastructure.

The Shire is of the opinion that the proposed change to the Regulations would add significantly to road safety.



### 4.3 GST Revenue Distribution Share for WA

Shire of Donnybrook Balingup Delegate to move:

#### MOTION

That WALGA adopts a policy and position as the representative of the WA Local Government section to persistently seek and advocate for an increase of the GST distribution share back to Western Australia.

#### **IN BRIEF**

- WA is underrepresented in the amount of GST share received
- Seeking WALGA's support to advocate for an increase to the GST distribution for WA

#### MEMBER COMMENT

At the Ordinary Meeting on 23 May 2018, the Shire of Donnybrook Balingup Council resolved to support the above motion and present it to the Western Australian Local Government for consideration at the 2018 Annual General Meeting of the Western Australian Local Government Association.

In comparison to other states and territories, Western Australia is underrepresented in the amount of GST revenue share received and remains the only state or territory that receives less than half of the GST it generates. This, in effect, is depriving Western Australia of much needed funds for infrastructure and development.

### GST breakdown state by state 2018-19

State	GST share per dollar	GST share %	Total GST distribution \$m
VIC	98c	25.6	\$16,830
WA	47c	4.9	\$3,255
NSW	85c	27.4	\$18,030
SA	\$1.47	10.3	\$6,751
Tas	\$1.77	3.7	\$2,434
ACT	\$1.18	2.0	\$1,298
NT	\$4.26	4.2	\$2,755
Qld	\$1.09	22.0	\$14,447



#### 4.4 Rural, Regional and Remote Community State Government Funding Cuts

Shire of Moora Delegate to move:

##### MOTION

That WALGA express its deep concern to the W.A State Government regarding the continued attack on rural, regional and remote communities in W.A through reducing funding to critical services and infrastructure programs, cuts that disproportionately discriminate against already disadvantaged communities across W.A.

##### **IN BRIEF**

- Concern regarding funding cuts, particularly to education services and infrastructure, affecting rural communities.

##### MEMBER COMMENT

In December 2017, Shire of Moora was advised by the Department of Education Director General, Sharyn O'Neill that the Moora Residential College would close at the end of the 2018 school year. The State Government of W.A cited reasoning of commitment to budget repair measures to deliver sustainable growth and an operating surplus by 2020/2021.

Notwithstanding the immediate effect on the Moora community and wider region because of the decision to close the Moora Residential College, the Shire of Moora is extremely concerned with the State Governments continued attack on rural, regional and remote W.A. communities, many of which are already at serious disadvantage because of isolation and population decline.

As an example, access to education and health infrastructure and services are important to rural, regional and remote communities and greatly enhances their ability to attract residents, workers and businesses.

Access to the full range of health services (including GP's, acute and high care hospital, allied health, aged care, dental care) and educational services (K-12, Childcare, TAFE) becomes a major decision factor for anyone looking to move to a rural, regional and remote community. In the case of Moora, the existing infrastructure and services, including the current education offered at the Central Midlands Senior High School, has featured prominently in many local resident's decision to move to the area. This resonates across many W.A communities.

Funding reductions to key areas of services and infrastructure such as education, health, transport and sewerage augurs to further erode and put at risk fair and equitable access to the very basics of amenity and lifestyle in rural, regional and remotes areas of W.A many of which are experiencing continued population, service and infrastructure decline.



## Attachment 1: Association Standing Orders

1. **INTERPRETATIONS**

For the purposes of these Standing Orders, if not inconsistent with the context, the following words shall have the following meanings:
- 1.1 **"Absolute Majority"** means:  
a majority of delegates of the Association whether present and voting or not.
- 1.2 **"Association"** means:  
all or any part of the Western Australian Local Government Association.
- 1.3 **"Delegate or Deputy Delegate"** means:  
those persons duly nominated, from time to time, to represent a Member Local Government at a meeting of the Association.
- 1.4 **"Deputy President"** means:  
the Deputy President for the time being of the Association.
- 1.5 **"Meeting"** means:  
an Annual or Special General Meeting of the Association.
- 1.6 **"Member Local Government"** means:  
a Local Government admitted to ordinary membership of the Association in accordance with the provisions of the Constitution.
- 1.7 **"President"** means:  
the President for the time being of the Association.
- 1.8 **"Simple Majority"** means:  
a majority of the delegates from the Association that are present and voting.
2. **CONDUCT OF MEETINGS**

The proceedings and business of meetings of the Association shall be conducted according to these Standing Orders.
3. **NOTICE OF MEETING**
- 3.1 **Annual General Meeting**

The Chief Executive Officer of the Association shall give at least ninety (90) days notice of an Annual General Meeting to all Member Local Governments, advising of the closing date for submission of motions for inclusion on the agenda.
- 3.2 **Special General Meeting**

A Special General Meeting of the Association is to be held if a request is received by the Association President, in accordance with the requirements of the Association's Constitution. No business shall be transacted at a Special General Meeting other than that for which the Special General Meeting was called.
- 3.3 Notice shall be given at the destinations appearing in the records of the Association.  
  
Notice will be deemed to have been delivered immediately if transmitted electronically or on the second working day after posting.
4. **QUORUM**
- 4.1 The Association shall not conduct business at a meeting unless a quorum is present.
- 4.2 At any meeting of the Association greater than one half of the delegates who are eligible to vote must be present to form a quorum.
- 4.3 The Association is not to transact business at a meeting unless a quorum is present.
- 4.4 If a quorum has not been established within the 30 minutes after a meeting is due to begin then the Association can be adjourned –
  - (a) by the President or if the President is not present at the meeting, by the Deputy President;
  - (b) if neither the President nor Deputy President is present at the meeting, by a majority of delegates present;
  - (c) if only one delegate is present, by that delegate; or
  - (d) if no delegate is present, by the Chief Executive Officer or a person authorised by the Chief Executive Officer.
- 4.5 If at any time during a meeting a quorum is not present, the President shall thereupon suspend the proceedings of the meeting for a period of five (5) minutes and if a quorum is not present at the expiration of that period, the meeting shall be deemed to have been adjourned and the person presiding is to reschedule it for some future time.
- 4.6 Notice of a meeting adjourned because of absence of a quorum is to be given to all Member Local Governments.
5. **MEETINGS OPEN TO THE PUBLIC**

The business of the Association shall be open to the public except upon such occasions as the Association may by resolution otherwise decide.
6. **ORDER OF BUSINESS**

Unless the Association should decide otherwise, the order of business at meetings of the Association, with the exception of special meetings or an adjourned meeting, shall be as follows:

  - (a) Record of attendance and apologies;
  - (b) Announcements;
  - (c) Confirmation of minutes of previous meetings;



<p>(d) President's report;</p> <p>(e) Financial report for the financial year; and</p> <p>(f) Consideration of Executive and Member Motions.</p> <p><b>7. VOTING ENTITLEMENTS</b></p> <p><b>7.1</b> Each Member Local Government shall be entitled to be represented at any meeting of the Association.</p> <p><b>7.2</b> Only eligible and registered delegates may vote.</p> <p><b>7.3</b> A delegate shall be entitled to exercise one vote on each matter to be decided. Votes are to be exercised in person.</p> <p><b>7.4</b> A delegate unable to attend any meeting of the Association shall be entitled to cast a vote by proxy.</p> <p><b>7.5</b> A proxy shall be in writing and shall nominate the person in whose favour the proxy is given, which person need not be a delegate. Proxy authorisations shall be delivered to the Chief Executive Officer of the Association before the commencement of the meeting at which the proxy is to be exercised and shall be signed by the delegate or by the Chief Executive Officer of the Member Local Government that nominated the delegate.</p> <p><b>8. SPECIAL URGENT BUSINESS</b> At any time during a meeting a delegate may, with the approval of an absolute majority, introduce a motion relating to special urgent business that calls for an expression of opinion from the meeting.</p> <p>In presenting an item of special urgent business, a delegate shall have sufficient copies of the motion in writing for distribution to all delegates present at the meeting and, where practicable, give prior notice to the President of such intention.</p> <p><b>9. PRESIDENT</b> In the construction of these Standing Orders unless the context requires otherwise, the word "President" shall in the absence of the President include the Deputy President or the delegate chosen by resolution to preside at any meeting of the Association.</p> <p><b>10. DELEGATE AND DEPUTY DELEGATE</b></p> <p><b>10.1</b> In the construction of these Standing Orders unless the context requires otherwise, the word "delegate" shall in the absence of the delegate include the deputy delegate.</p> <p><b>10.2</b> A deputy delegate acting in the capacity of a delegate unable to attend a meeting of the Association shall exercise all rights of that delegate.</p> <p><b>11. PRESIDENT TO PRESIDE</b></p>	<p><b>11.1</b> The President shall preside at all meetings of the Association, but in absence of the President, the Deputy President shall preside.</p> <p><b>11.2</b> In the absence of the President and the Deputy President, the delegates shall choose by resolution, a delegate present to preside at the meeting.</p> <p><b>12. SPEAKING PROTOCOL</b></p> <p><b>12.1</b> Only registered delegates and members of the Association's State Council shall be entitled to speak at meetings of the Association.</p> <p><b>12.2</b> The first person that is entitled to speak at a meeting who attracts the attention of the person presiding shall have precedence in speaking.</p> <p><b>12.3</b> Speakers are to use the microphones supplied.</p> <p><b>12.4</b> When addressing a meeting, speakers are to:</p> <ul style="list-style-type: none"> <li>(a) rise and remain standing unless unable to do so by reason of sickness or disability;</li> <li>(b) address the meeting through the person presiding;</li> <li>(c) state their name and Local Government before otherwise speaking;</li> <li>(d) refrain from reading comment printed in the agenda paper in support of a motion, but may identify key points or make additional comment; and</li> <li>(e) refrain from using provoking or discourteous expressions that are calculated to disturb the peaceful current of debate.</li> </ul> <p><b>12.5</b> Mobile phones shall not be switched on while the meeting is in session.</p> <p><b>13. DEBATE PROCEDURES</b></p> <p><b>13.1</b> A delegate moving a substantive motion may speak for –</p> <ul style="list-style-type: none"> <li>(a) 5 minutes in his or her opening address; and</li> <li>(b) 3 minutes in exercising the right of reply.</li> </ul> <p><b>13.2</b> Other speeches for or against motions are to be limited to 3 minutes unless consent of the meeting is obtained which shall be signified without debate.</p> <p><b>13.3</b> No delegate, except the mover of a motion in reply, is to speak more than once on the same motion except by way of personal explanation.</p> <p><b>13.4</b> As soon as the right of reply has been exercised, the motion is to be forthwith put to the vote without further comment.</p> <p><b>13.5</b> No discussion shall take place on any motion unless it is moved and seconded. Only one amendment on any one motion shall be received at a time, and such amendment shall be disposed of before any further amendment can be received. Any number of amendments may be proposed.</p>
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- 13.6 The provisions of these Standing Orders applicable to motions apply mutatis mutandis to amendments, except that the mover of an amendment shall have no right of reply.
- 13.7 When a motion has been moved and seconded, the person presiding shall at once proceed to take a vote thereon unless a delegate opposes it or an amendment is proposed.
- 13.8 No more than two delegates shall speak in succession on one side, either for or against the question before the meeting, and if at the conclusion of the second speaker's remarks, no delegate speaks on the other side, the motion or amendment may be put to the vote.
- 13.9 Notwithstanding clause 13.7, where a composite motion is moved which embodies the core aspects of subsequent motions listed on the agenda, a delegate whose motion has been superseded shall have the opportunity to speak on the question of the composite motion before it is put.
- Once a composite motion has been carried, no further debate shall be permitted in respect of the superseded motions.
- 13.10 At any time during a debate, but after the conclusion of a delegate's comments, a delegate who has not spoken during the debate may move, without discussion, "that the question be now put". If that motion is seconded and carried by a majority, the question shall be submitted at once to the meeting, after the mover has replied.
14. **QUESTIONS**  
Any delegate seeking to ask a question at any meeting of the Association shall direct the question to the President.
15. **POINT OF ORDER**  
A delegate who is addressing the President shall not be interrupted except on a point of order, in which event the delegate shall wait until the delegate raising the point of order has been heard and the question of order has been disposed of, whereupon the delegate so interrupted may, if permitted, continue.
16. **MOTION - SUBSTANCE TO BE STATED**  
A delegate seeking to propose an original motion or amendment shall state its substance before addressing the meeting thereon and, if so required by the President, shall put the motion or amendment in writing.
17. **PRIORITY OF SPEAKERS**  
If two or more delegates wish to speak at the same time, the President shall decide who is entitled to priority.
18. **PRESIDENT TO BE HEARD**  
Whenever the President signifies a desire to speak during a debate, any delegate speaking or offering to speak is to be silent, so that the President may be heard without interruption.
19. **WITHDRAWAL OF MOTION**  
A motion or amendment may be withdrawn by the mover with the consent of the meeting, which shall be signified without debate, and it shall not be competent for any delegate to speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.
20. **PRESIDENT MAY CALL TO ORDER**  
The President shall preserve order, and may call any delegate to order when holding an opinion that there shall be cause for so doing.
21. **RULING BY PRESIDENT**  
The President shall decide all questions of order or practice. The decision shall be final and be accepted by the meeting without argument or comment unless in any particular case the meeting resolves that a different ruling shall be substituted for the ruling given by the President. Discussions shall be permitted on any such motion.
22. **RESOLUTIONS**
- 22.1 Except as otherwise provided in the Association Constitution and these Standing Orders, all motions concerning the affairs of the Association shall be passed by a simple majority.
- 22.2 Any matter considered by the Association at a Special Meeting shall not be passed unless having received an absolute majority.
23. **NO DISCUSSION**  
Where there is no discussion on a motion, the President may deem the motion to be passed unless the meeting resolves otherwise.
24. **PERMISSIBLE MOTIONS DURING DEBATE**
- 24.1 When a motion is under debate, no further motion shall be moved except the following:  
(a) that the motion be amended;  
(b) that the meeting be adjourned;  
(c) that the debate be adjourned;  
(d) that the question be now put;  
(e) that the meeting proceed with the next item of business; or  
(f) that the meeting sits behind closed doors.
- 24.2 Any delegate who has not already spoken on the subject of a motion at the close of the speech of any other delegate, may move without notice any one of the motions listed in clause 24.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.
- 24.3 When a debate is adjourned, the delegate who moves the adjournment shall be the first to speak on the motion when the debate is



- resumed unless the delegate advises of no desire to speak on the motion. Where this occurs, the President shall then call for further speakers, with the exception of those delegates who have previously spoken (unless the meeting otherwise agrees).
- 25. RESCISSION OF RESOLUTION**
- 25.1 At the same meeting**  
Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may, by simple majority at the same meeting at which it is passed, rescind or alter a resolution if all delegates who were present at the time when the original resolution was passed are present.
- 25.2 At a Future Meeting**  
Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may rescind or alter a resolution made at an earlier meeting:
- (a) by simple majority, where the delegate intending to move the motion has, through the Chief Executive Officer, given written notice of the intended motion to each delegate at least seven (7) days prior to the meeting; or
  - (b) by absolute majority, in any other case.
- 26. METHOD OF TAKING VOTES**  
The President shall, in taking a vote on any motion or amendment, put the question first in the affirmative, and then in the negative and may do so as often as is necessary to enable formation and declaration of an opinion as to whether the affirmative or the negative has the majority on the voices or by a show of hands or by an electronic key pad voting system.
- 27. DIVISION**  
The result of voting openly is determined on the count of official voting cards and, immediately upon a vote being taken, a delegate may call for a division.
- 28. ALL DELEGATES TO VOTE**
- 28.1** At meetings of the Association, a delegate present at the meeting when a question is put shall vote on the question.
- 28.2** Each delegate shall be entitled to exercise one deliberative vote on any matter considered.
- 29. PRESIDENT'S RIGHT TO VOTE**  
The President shall have a casting vote only.
- 30. SUSPENSION OF STANDING ORDERS**
- 30.1** In cases of urgent necessity or whilst the Association is sitting behind closed doors, any of these Standing Orders may be suspended on a motion duly made and seconded, but that motion shall not be declared carried unless a simple majority of the delegates voting on the question have voted in favour of the motion.
- 30.2** Any delegates moving the suspension of a Standing Order shall state the object of the motion, but discussion shall not otherwise take place.
- 31. NO ADVERSE REFLECTION ON ASSOCIATION**  
A delegate shall not reflect adversely upon a resolution of the Association, except on a motion that the resolution be rescinded.
- 32. NO ADVERSE REFLECTION ON DELEGATE**  
A delegate of the Association shall not reflect adversely upon the character or actions of another delegate nor impute any motive to a delegate unless the Association resolves, without debate, that the question then before the Association cannot otherwise be adequately considered.
- 33. MINUTES**
- 33.1** The Chief Executive Officer of the Association is to cause minutes of the meeting to be kept and preserved.
- 33.2** The minutes of a meeting are to be submitted to the next Annual or Special General Meeting for confirmation.
- 33.3** Copies of the minutes will be supplied to all delegates prior to the meeting.

## 12.2 ENGINEERING SERVICES

Nil.

## 12.3 DEVELOPMENT SERVICES

*Cr S B Pollard declared an "Impartiality" interest in item 12.3.1 - WAPC Referral – Proposed Green Title & Subsequent Survey Strata Subdivision Proposal – Lot 90 (#51) Jocoso Rise, Wundowie (El Caballo) as the Director of Femora P/L is well known to him.*

*Cr C L Davidson declared an "Impartiality" interest in item 12.3.1 - WAPC Referral – Proposed Green Title & Subsequent Survey Strata Subdivision Proposal – Lot 90 (#51) Jocoso Rise, Wundowie (El Caballo) as the Director of El Caballo, Mathew Pavlinovich is known to him.*

### 12.3.1 WAPC Referral – Proposed Green Title & Subsequent Survey Strata Subdivision Proposal – Lot 90 (#51) Jocoso Rise, Wundowie (El Caballo)

Address:	Lot 90 (#51) Jocoso Rise, Wundowie
Owner:	Femora Pty Ltd
File Reference:	156794 & 608-18
Reporting Officer:	Kobus Nieuwoudt Manager Planning Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

## BRIEF

Council considered its advice to the Western Australian Planning Commission (WAPC) regarding a 47 Survey Strata allotment proposal (Application Ref. 211-18) at its Ordinary Council Meeting held on 18 April 2018 (Minute No: C.3319).

The WAPC have since requested changes be made to the proposal. This has led to two (2) separate subdivision referrals (i.e. one referral for a 5-lot green title subdivision and one referral for a 42-lot survey strata subdivision).

Council is asked to consider its advice to the WAPC regarding the modified proposal.

## ATTACHMENTS

- Attachment 1: Plan of Subdivision – Green Title.
- Attachment 2: Proposed Strata Title Subdivision.

Attachment 3: Extract from LPS No.6.

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## BACKGROUND / DETAILS

At the Ordinary Council Meeting held on 18 April 2018, Council resolved as follows in respect of Item No. 12.3.3: -

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

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

5. A notification, pursuant to Section 165 of the Planning and Development Act 2005, is to be placed on the certificate(s) of title of the proposed lot(s) with a Bushfire Attack Level (BAL) rating of 12.5 or above, advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:  
*“This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is/may be subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land”.*
6. A notification, pursuant to Section 70A of the Transfer of Land Act 1893 is to be placed on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:  
*“The lots are situated in proximity to the Linley Valley abattoir and may potentially be impacted from the operations of the abattoir.”*

Department of Planning staff have, however, raised concerns over infrastructure servicing requirements (notably waste management and how this would work in a gated-access subdivision, and the need to cater for public access and associated services to the proposed residential aged care facility on a day-to-day basis). Discussions between the Department and the proponent's representatives have led to significant modifications to the original layout design.

The parties have subsequently agreed that the best way forward with the proposed subdivision was to withdraw the original application (WAPC Ref. No. 211-18), and to submit two (2) separate applications – one depicting a five (5) lot green title subdivision of Lot 90, and another depicting a 42 lot survey strata subdivision. Refer Attachment 1 and Attachment 2.

#### Green Title Subdivision

The green title subdivision application proposes to create five (5) lots serviced by a 16m wide road reserve as follows:

Proposed Lot #	Size & Brief Description
1	3.50ha
2	8.69ha (includes existing park home park village and proposed 'Stage 1' of the ECLV over an area of 1.71ha)
3	1.03 ha (this is the site of the proposed residential aged care facility)

4	10.51ha (includes future 'Stage 2' of the ECLV over an area of 8.77ha)
5	14.24ha

### Survey Strata Subdivision

This component of the application seeks to create a total of 42 survey strata allotments over part of proposed Lot 2 and proposed Lot 4. Refer Attachment 2.

An overview of the key subdivision details of the proposal is depicted in the table below.

Key Subdivision Detail	Proposed
Total Land Area	10.51ha
Total Number of Lots	42
Grouped Dwelling Lots	40
Balance Survey Strata Lots	1
Common Property Lots	1
Maximum Lot Size	8.77ha
Minimum Lot Size	260m <sup>2</sup>
Average Lot Size	2502m <sup>2</sup>
Average Grouped Dwelling Lot Size	301m <sup>2</sup>

Lots 1-40 on the plan represent 40 grouped dwelling lots which may be approved prior to the construction of the residential aged care facility in accordance with condition 7 of SU12 (refer Attachment 3) in LPS6.

Lot 41 on the plan encompasses 'Stage 2' of the grouped dwelling ECLV development. In accordance with condition 7 of SU12, development / subdivision of this lot cannot occur until the residential aged care facility has commenced development. As such, Lot 41 will remain vacant in the interim and will be subject to a separate subdivision/development application once the aged care facility commences development.

Lot 42 is a 'common property' lot which provides shared access between all lots within the proposed survey strata subdivision. This common property lot also includes a 614m<sup>2</sup> area in the north-eastern corner of the site for communal open space and drainage purposes.

### Provision of Public Open Space

The applicant advises that Department of Planning staff have indicated that the proposed subdivision will be assessed as a conventional residential subdivision against the requirements of the Commission's Development Control Policy No. 2.3 (DCP 2.3). DCP 2.3 typically requires 10% public open space (POS) to be provided for residential subdivisions, or an appropriate cash-in-lieu



equivalent. The proposed survey strata subdivision proposes no formal public open space to be ceded and no cash-in-lieu equivalent.

Due to the unique nature of the existing and proposed ECLV, the proponent proposes to –

- allocate 614m<sup>2</sup> of communal open space (COS) in the north-eastern corner of the survey strata site;
- designate formal recreation easements over 4,330m<sup>2</sup> of COS within Lot 2 to the benefit of all proposed survey strata lots; and
- allocate extensive areas of COS within future development/subdivision stages of SU12.

The principle of providing POS for the proposed subdivision is further discussed under the 'Officer's Comment' section of this report.

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

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

Financial / Resource Implications

There are no financial or budgetary implications for the Shire in relation to the recommendations of this report. Should the subdivision proceed as proposed there will be long term maintenance requirements for the proposed public road that is being created.

Legislative Compliance

The following legislation and Policies are applicable to the proposal:

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *State Planning Policy 3.1 – Residential Design Codes*
- *Development Control Policy 2.3 – Public Open Spaces in Residential Areas*
- *Development Control Policy 1.3 – Strata Titles*
- *Liveable Neighbourhoods* (operational policy)

Policy Implications

Nil.

Stakeholder Engagement / Consultation

External consultation is not required.

Risk Implications

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

## **OFFICER'S COMMENT**

Officers are generally satisfied that the green title and survey strata subdivision of Lot 90 Jocoso Rise as proposed, is consistent with the development provisions of SU12 as contained in Schedule 4 (Special Use Zones) of LPS6.

The key issue associated with this proposal is seen to be the issue regarding the provision of public open space for the first and future stages of the El Caballo Lifestyle Village (ECLV).

While the WAPC have indicated that the proposed subdivision will be assessed against the requirements of Development Control Policy 2.3 (i.e. the requirement to provide 10% public open space or an appropriate cash-in-lieu equivalent), the applicant including Shire Officers firmly believe that this may not be the most appropriate approach. It is understood that the WAPC have indicated that the POS provision would apply to proposed Lot 4 only (given that it is lot 4 that will be developed for the survey –strata), which would, if applied, require the creation of 1.05 hectares of public open space or a cash in lieu equivalent.

Officers consider that ECLV has always operated, and will continue to operate, as a private facility and is located at the end of Jocoso Rise, which is a 'no through road'. It is therefore highly unlikely that any formal POS would attract the general public. Any areas of open space will be used by residents and visitors of the lifestyle village and should hence be assigned as 'community open space' (COS) rather than ceded POS.

Officers also consider that the provision of COS at the lifestyle village as outlined under 'Background' section of this report would be sufficient to cater for the outdoor and recreational requirements of ECLV residents and visitors.

It should also be noted that future COS areas have been identified for subsequent stages of the ECLV area and will be formally designated in terms of size and location through the endorsement of a Local Development Plan (LDP) as a condition of subdivision approval.

## RECOMMENDATION / COUNCIL DECISION

Minute No: C.3418

Moved: Cr Proud

Seconded: Cr Little

That Council advise the Western Australian Planning Commission that the proposal for the green title and survey strata subdivision of Lot 90 (No. 51) Jocoso **Rise, Wundowie (WAPC Referral No's. 156794 & 608-18)** is supported, subject to the following recommended conditions:

### Green Title Subdivision (WAPC Ref. 156794)

1. Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved engineering drawings, specifications and approved plan of subdivision, for grading and/or stabilisation of the site to ensure that:
  - a) lots can accommodate their intended use; and
  - b) finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting.
2. Prior to the commencement of subdivisional works, an urban water management plan is to be prepared and approved, in consultation with the Department of Water and Environmental Regulation, consistent with any approved Drainage and Water Management Plan.
3. Engineering drawings and specifications are to be submitted and approved, and works undertaken in accordance with the approved engineering drawings and specifications and approved plan of subdivision, for the filling and/or draining of the land, including ensuring that stormwater is contained on-site, or appropriately treated and connected to the local drainage system. Engineering drawings and specifications are to be in accordance with an approved Urban Water Management Plan (UWMP) for the site, or where no UWMP exists, to the satisfaction of the Western Australian Planning Commission.
4. Prior to the commencement of subdivisional works, the landowner/applicant is to provide a pre-works geotechnical report certifying that the land is physically capable of development or advising how the land is to be remediated and compacted to ensure it is capable of development; and  
In the event that remediation works are required, the landowner / applicant is to provide a post geotechnical report certifying that all subdivisional works have been carried out in accordance with the pre-works geotechnical report.
5. Drainage easements and reserves as may be required by the local government for drainage infrastructure being shown on the diagram or

plan of survey (deposited plan) as such, granted free of cost, and vested in that local government under Sections 152 and 167 of the *Planning and Development Act 2005*.

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

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

7. Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications, to ensure that those lots not fronting an existing road are provided with frontage to a constructed road(s) connected by a constructed road(s) to the local road system and such road(s) are constructed and drained at the landowner/applicant's cost. As an alternative, and subject to the agreement of the Local Government the Western Australian Planning Commission (WAPC) is prepared to accept the landowner/applicant paying to the local government the cost of such road works as estimated by the local government and the local government providing formal assurance to the WAPC confirming that the works will be completed within a reasonable period as agreed by the WAPC.
8. Engineering drawings and specifications are to be submitted and approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications to ensure that:
  - a) street lighting is installed on all new subdivisional roads to the standards of the relevant licensed service provider and/or
  - b) roads that have been designed to connect with existing or proposed roads abutting the subject land are coordinated so the road reserve location and width connect seamlessly and/or
  - c) temporary turning areas are provided to those subdivisional roads that are subject to future extensionto the satisfaction of the Western Australian Planning Commission.

#### Survey Strata Subdivision (WAPC Ref. 608-18)

1. A restriction(s) in accordance with Section 6 of the Strata Titles Act 1985 is to be placed on the certificate(s) of title of the proposed lot(s) confirming that use restrictions shall be imposed on lots to limit occupancy to persons 45 years and older. The restriction(s) are to be included on the deposited plan. The restriction(s) are to state as follows:

**“No person shall occupy the El Caballo Lifestyle Village that is not disabled, physically dependent or aged over 45, or is the surviving spouse of such a person.”**

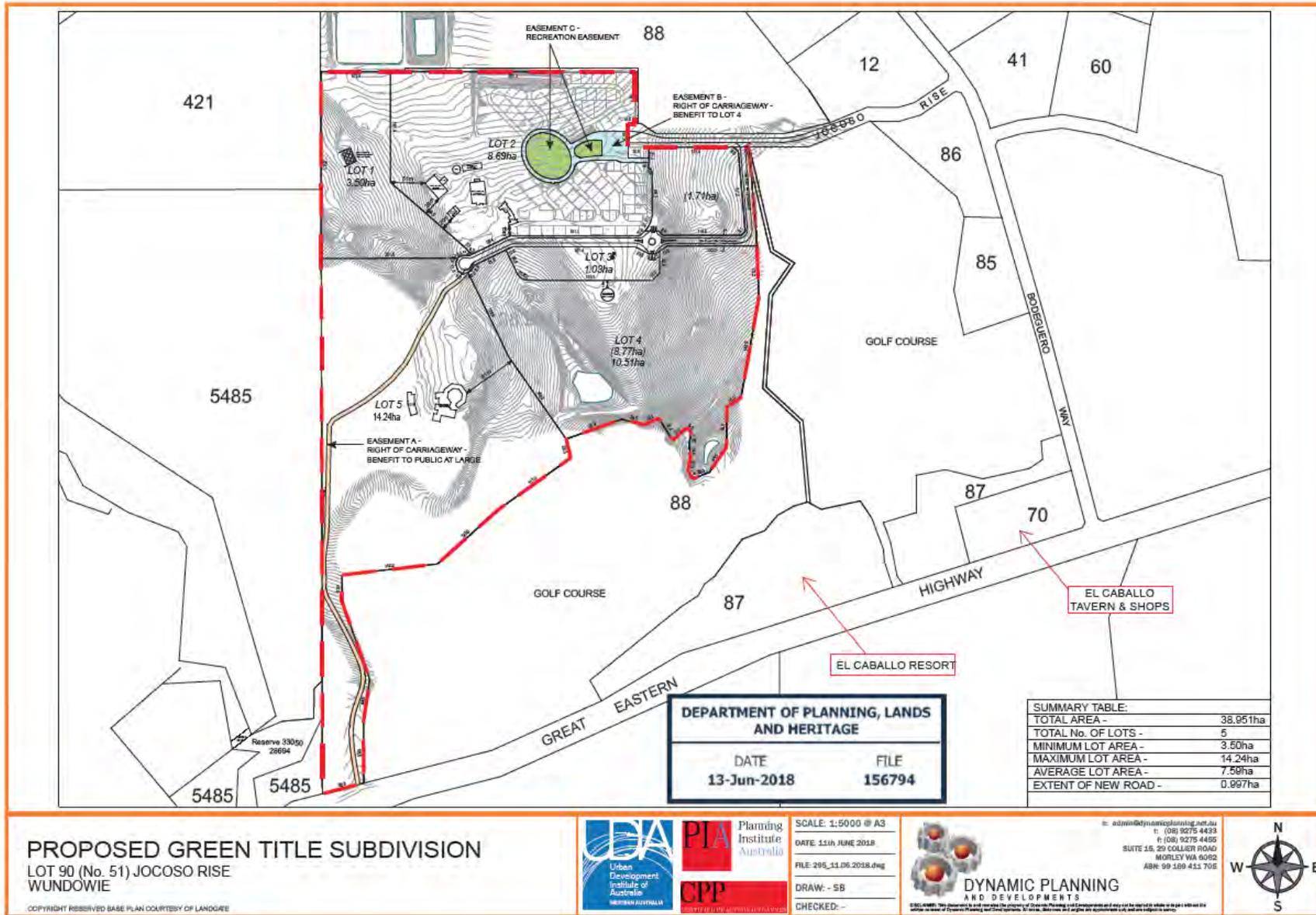
2. Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved engineering drawings, specifications and approved plan of subdivision, for grading and/or stabilisation of the site to ensure that: a) lots can accommodate their intended use; and b) finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting.
3. Prior to the commencement of subdivisional works, an urban water management plan is to be prepared and approved, in consultation with the Department of Water and Environmental Regulation, consistent with any approved Drainage and Water Management Plan.
4. Engineering drawings and specifications are to be submitted and approved and works undertaken in accordance with the approved engineering drawings and specifications and approved plan of subdivision, for the filling and/or draining of the land, including ensuring that stormwater is contained on-site, or appropriately treated and connected to the local drainage system. Engineering drawings and specifications are to be in accordance with an approved Urban Water Management Plan (UWMP) for the site, or where no UWMP exists, to the satisfaction of the Western Australian Planning Commission.
5. A notification, pursuant to Section 165 of the Planning and Development Act 2005, is to be placed on the certificate(s) of title of the proposed lot(s) with a Bushfire Attack Level (BAL) rating of 12.5 or above, advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:  
**“This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is/may be subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land”.**
6. A notification, pursuant to Section 70A of the Transfer of Land Act 1893 is to be placed on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:  
**“The lots are situated in proximity to the Linley Valley abattoir and may potentially be impacted from the operations of the abattoir.**

CARRIED 10/0

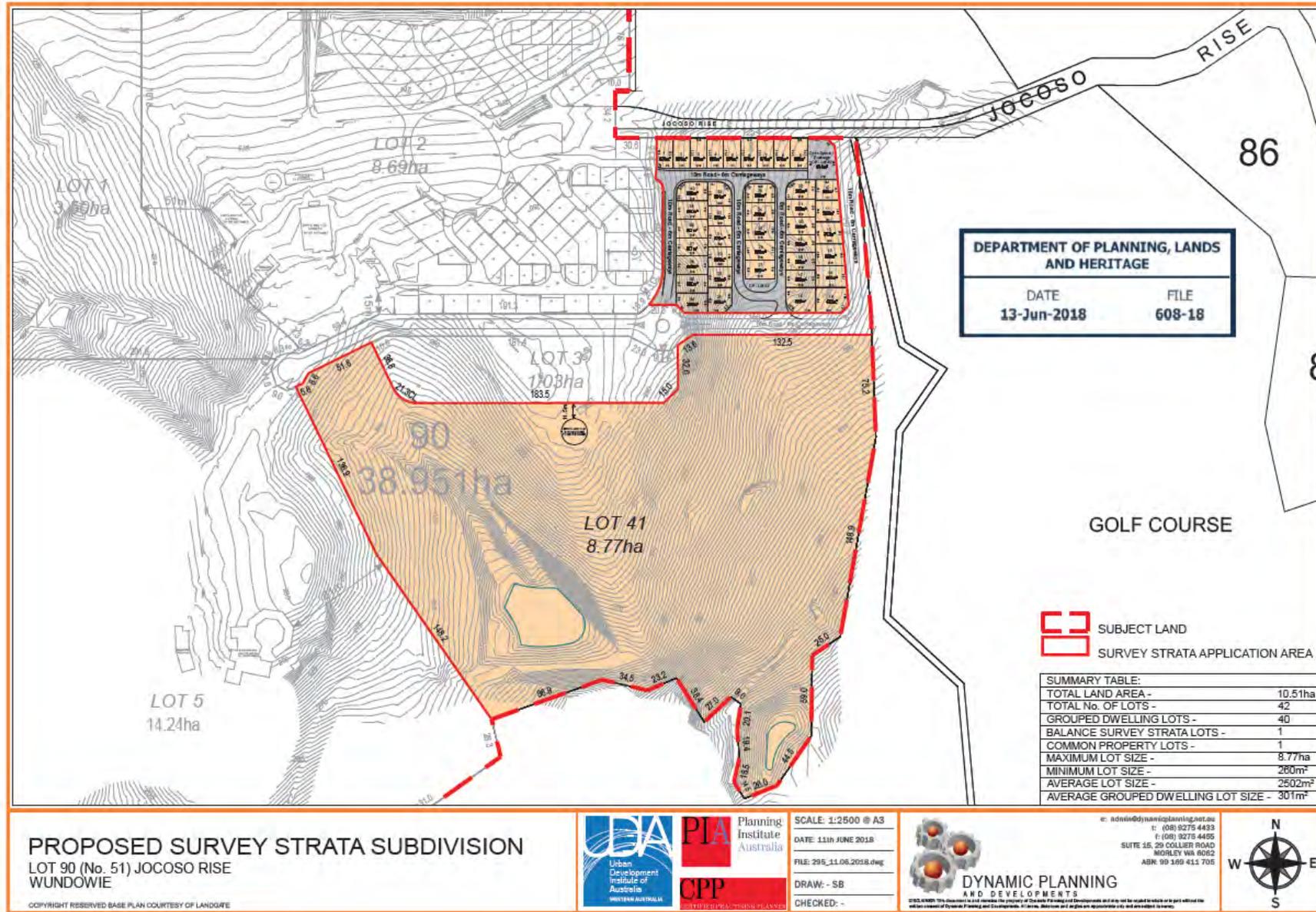
Six (6) members of the Gallery left the meeting at 6:54pm.

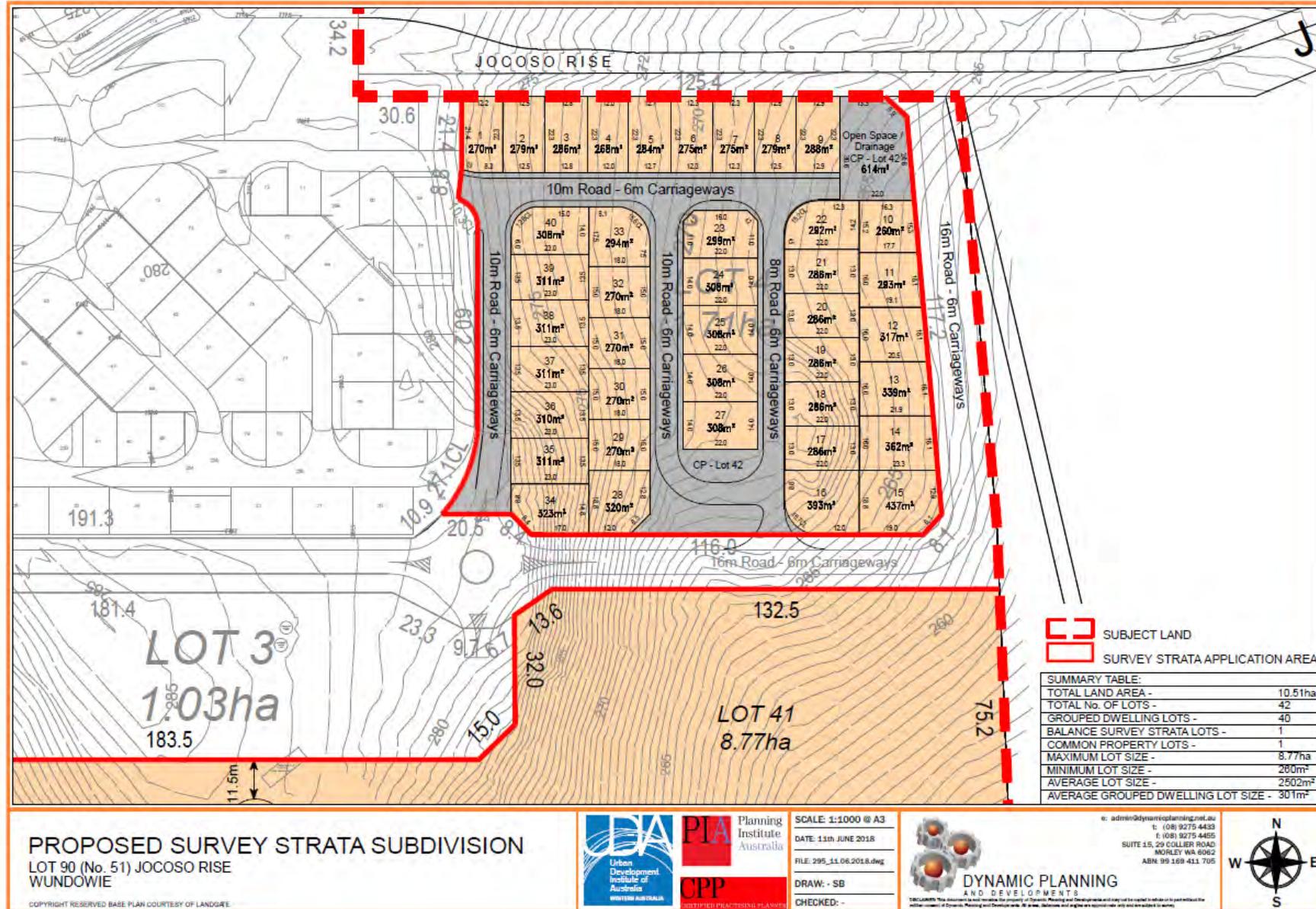
The Shire President advised there would be a short intermission at 6:55pm. The meeting reconvened at 6:57pm.

Attachment 1



Attachment 2





Attachment 3

SHIRE OF NORTHAM LOCAL PLANNING SCHEME NO 6

No.	Description of land	Special use	Conditions
SU 12.	<p>Portion of Lot 90 (No. 51) Jocoso Rise, Wundowie as designated on the Scheme Map.</p> <p>AMD 5 GG 05/09/17</p>	<p>Grouped dwellings and residential aged care facility and associated uses.</p>	<ol style="list-style-type: none"> <li>1. Subdivision of land shall be limited to built or survey strata subdivision.</li> <li>2. At subdivision stage use restrictions shall be imposed on lots to limit occupancy to person 45 years and older.</li> <li>3. At subdivision or development stage lots shall be subject to a notification on title to advise landowners of potential impact from the operation of the Linley Valley abattoir.</li> <li>4. The R-Codes are to apply. Subdivision and development is to be in accordance with the 'R30' density code.</li> <li>5. Lots shall be connected to a reticulated water supply and sewerage system.</li> <li>6. No development will be permitted within 500 metres of the Linley Valley abattoir and its associated wastewater ponds.</li> <li>7. Construction of the residential aged care facility is to be substantially commenced prior to approval of the 41st lot in SU12.</li> <li>8. Prior to the submission of an application for development approval, a Local Development Plan (LDP) for the land is to be prepared and approved by the local government. The LDP should provide sufficient information to address the requirements of the Scheme including traffic management, car parking, waste management and pedestrian access and walk ways.</li> <li>9. Prior to subdivision or development, a Bushfire Management Plan (BMP) and Emergency Evacuation Plan is to be prepared and approved, in accordance with the Guidelines for Planning in Bushfire Prone Areas (as amended). The BMP should provide sufficient information to address the bushfire protection criteria including siting and design of development and vehicle access.</li> </ol>
SU 13.	<p>Lot 860 Yilgam Avenue, Malabaine</p> <p>AMD 10 GG 29/12/17</p>	<ul style="list-style-type: none"> <li>• Roadhouse</li> <li>• Market</li> </ul>	<ol style="list-style-type: none"> <li>1. All development and use shall be subject to an Application for Development Approval.</li> <li>2. All development and use shall be in accordance with any plans, conditions and management requirements approved by the local government.</li> <li>3. No alterations or extensions to the land use shall be undertaken without the approval of the local government.</li> <li>4. The following services and facilities are not permitted within SU13: <ul style="list-style-type: none"> <li>• Drive-through service of food and beverages.</li> <li>• Short term accommodation.</li> <li>• Wrecking, panel beating and spray painting.</li> </ul> </li> </ol>

### 12.3.2 Review of Local Planning Policy No.9 – Northam Airport Development

Address:	N/A
Owner:	N/A
File Reference:	3.1.8.20
Reporting Officer:	Benjamin Robins Planning Officer
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

#### BRIEF

Council is asked to review the operation of *Shire of Northam Local Planning Policy No.9 - 'Northam Airport Development'* (LPP9).

LPP9 has not been reviewed since its initial endorsement by Council on 18/12/2013 (C.2190). Significant modifications are proposed which enhance the operation of the policy and the development of the aerodrome in-line with current demand and future proposed requirements. Officers have prepared a draft modified policy for Council's consideration.

#### ATTACHMENTS

- Attachment 1: Draft Revised - Local Planning Policy No.9 – '*Northam Airport Development*'.
- Attachment 2: Current - Local Planning Policy No.9.

Note: A tracked changes version is usually provided however due to the significant modifications made, the policies are presented in their current and proposed format.

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#### BACKGROUND / DETAILS

In order to ensure Local Planning Policies remain effective, Planning Services staff have recently instigated a review of Council's adopted local planning policies to ensure effectiveness in their operation.

Following the review of Local Planning Policy 13 – '*Ancillary Dwelling*' in April 2018 and its adoption in June 2018, LPP9 is presented to Council for review. The review of the Local Planning Policies for the Shire of Northam is being conducted over 6-8 months to consider modification to these policies where applicable.

The Policy (LPP9) was reviewed on 17 April 2013 and adopted by Council on 18 December 2013. No variations have been made since.

Local Planning Policy 9 specifically applies to all development within the Northam Airport as identified by the Scheme as 'Public Purpose – 'A' (Airport)'.

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

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

Financial / Resource Implications

The modification to existing hangar spaces as a component of the policy review shall result in the loss of a vacant, serviced hangar space. However the modification provides appropriate provisions for fire suppression absent which may otherwise inhibit further development at the Northam Airport.

Legislative Compliance

The following legislation is applicable to the proposal:

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

Policy Implications

If Council resolves to adopt the draft revised version of LPP9 for advertising purposes, Council would be required to follow the process for preparing a local planning policy under Schedule 2, Part 2, clause 5 (procedure for amending local planning policy).

Council can, after this period, resolve to:

- proceed with the policy without modification; or
- proceed with the policy with modification; or
- not to proceed with the policy.

Stakeholder Engagement / Consultation

If Council resolves to adopt the draft revised version of LPP9 for advertising purposes, staff will cause a notice to be published in a newspaper circulating in the Scheme area and publish a notice electronically on the Shire's website.

Risk Implications

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

## OFFICER'S COMMENT

As discussed under 'Background' of this report, in the use of Local Planning Policy 9 it has become apparent that modifications are required to assist in providing orderly and proper planning for the Northam Airport. In respect to the modifications, these are summarised below (also refer Attachment 1):

- Section 1: Preliminary Inserted (Section 1.1 & 1.2 – New);
- Section 1.3: Definitions Updated (Council, Leaseholder/Lessee, Lease Area, Scheme, Shire & Non-Build Buffer);
- Section 2: Application Of The Policy Inserted (Section 2.1, 2.2, 2.3 & 2.4 New);
- Section 4: Approval Requirements Inserted (Section 4.1, 4.2, 4.3 New)
- Section 5: Development Requirements Inserted;
  - Section 5.1 (Including (5.1.2, 5.1.3, 5.1.4) – Setback Distance Modified – Consistency with Building Code of Australia;
- Section 5.2 – Joint Development Requirements For Hangar Development Area
- Section 5.3 – Joint Development Requirements For Private & Commercial Outlined;
- Section 5.4 – Specific Requirements For Private Hangars Outlined;
- Section 5.5 – Specific Requirements For Commercial Hangars Outlined;
- Schedule 1 – Modified Hangar Dimension Map Identified (For All Future Lease Areas – Those Not Subject To Present Agreements); and
- Schedule 2 – Hangar Identifier (ID) For Modified Site Layout (For All Future Lease Areas – Those Not Subject To Present Agreements).

The proposed changes to the Policy are aimed at aligning building and planning requirements and strengthening the assessment framework to ensure appropriate design outcomes occur. The present guise of Local Planning Policy 9 (Attachment 2) does not provide appropriate planning mechanisms which assist in achieving elements of the 'Northam Airport Masterplan' (2015), an endorsed document of Council.

Officers have assessed the framework provisions of LPP9 against proposals considered during the 2015-2018 period, and have noted that the policy has been inadequate in the creation of good planning outcomes. This is particularly evident in matters such as fire separation and construction standards between private and commercial hangar spaces.

The new policy provisions provide detailed guidance factors for applicants in their design, and Officers a detailed assessment framework for new proposals.

It is recommended Council adopt for advertising draft revised Local Planning Policy No.9 – Northam Airport Development.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3419

Moved: Cr Proud

Seconded: Cr Mencshelyi

That Council:

1. Pursuant to Clause 5 of the *deemed provisions for local planning schemes*, Council adopts for advertising the draft revised Local Planning Policy No.9 – Northam Airport Development; and
2. After the expiry of the period within which submissions may be made, the matter is returned to Council to review the as-advertised Draft Revised Local Planning Policy No.9 – Northam Airport Development in the light of any submissions received during the submission period.

CARRIED 10/0

Attachment 1

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.9 – Northam Airport Development*

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**LOCAL PLANNING SCHEME NO.6  
LOCAL PLANNING POLICY NO.9 –  
NORTHAM AIRPORT DEVELOPMENT**

**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 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:

- "Council" means the elected members of the Shire.
- "Leaseholder/Lessee" means the legal signatory to the lease held for the leasehold area with the Shire of Northam.
- "Lease Area" means the area held by the lessee for hangar development which are denoted individually within Schedule 1 and 2.
- "Scheme" means Local Planning Scheme No 6.
- "Shire" means the Shire of Northam.
- "Non-Build Buffer" means hashed areas denoted within Schedule 1 and 2 for the purposes of retaining access and egress to which no development shall be permitted to occur within areas designated as such (retained by the Shire of Northam).

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.9 – Northam Airport Development*

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**2. APPLICATION OF THE POLICY**

**2.1 Purpose**

The purpose of this Local Planning Policy is to provide design guidelines that achieve development outcomes which complement the desired outcomes of the Northam Airport Masterplan (2015) and compliance requirements as identified by the Scheme and the Building Code of Australia.

**2.2 Application**

This Policy applies to all development within the Northam Airport as identified by the Scheme as 'Public Purpose – 'A' (Airport)'.

**2.3 Exemptions**

This Policy does not affect private aviation development held on private landholdings (Rural).

**2.4 Relationship of this Policy to other Local Planning Policies**

This Policy is to be read in conjunction with the following Local Planning Policies:

- Local Planning Policy No.2 'Site Construction, General Development and Subdivision Guidelines';
- Local Planning Policy No.5 'Use of Sea Containers & Other Similar Storage Structures'; and
- Local Planning Policy No.16 'Advertising Signage'.

**3. POLICY OBJECTIVES**

The primary objectives of this Policy are to:

- a) Provide certainty for lease holders at the Northam Airport in terms of private and commercial hangar development by ensuring that all development issues are considered when applying for planning approval and that the amenity of the Northam Airport is preserved;
- b) Ensure that private and commercial hangars are constructed with appropriate materials;
- c) Ensure that private and commercial hangars proposed to be constructed are assessed against minimum design standards as set out in this policy; and
- d) Provide guidance to Council and Council's officers when considering applications made under this policy.

**4. APPROVAL REQUIREMENTS**

**4.1 Delegated Development Approval**

The Regulations require all development (works and use) on 'Local Reserves' for 'Public Purposes' (A – Airport) to obtain Development Approval. Where a development proposal is proposed that meets the requirements of this Policy, it will be granted Development Approval by Council's Chief Executive Officer or Council's Executive Manager Development Services under Delegated Authority from Council.

*Shire of Northam Local Planning Scheme No.6*  
*Local Planning Policy No.9 – Northam Airport Development*

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An Application for Development Approval is required to be lodged in accordance with Council's requirements and the scheduled fee paid.

Delegated staff may place conditions on the approval to ensure relevant provisions of this Policy are met by the development.

Approval of the Development Approval application will be required prior to issue of a Building Permit and on-site works commencing.

**4.2 Full Council Development Approval required for all other proposals**

Where a Hangar or Storage Structure is proposed that does not meet one or more requirements of this Policy, the application will require the approval of full Council. An Application for Development Approval is required to be lodged in accordance with Council's requirements and the scheduled fee paid. A written justification of the variation to the Policy sought is required to be lodged for consideration together with the Application.

Council will take into account the likely impact on the function of the Northam Airport and adjoining leaseholder areas (including land held by the Shire of Northam) in respect to the proposal, and compliance matters dealing with the Building Code of Australia when considering granting approval to a development that varies a provision of this Policy.

Where Council considers the proposed variation will adversely impact on the function of the Aerodrome or adjoining leasehold areas, it may place conditions on the approval to ensure the development complies with this Policy or refuse the application outright.

Approval of the application by full Council will be required prior to issue of a Building Permit and on-site works commencing.

**4.3 Need for a Building Permit**

**A Building Permit is required to be sought and issued for any structures prior to on-site works commencing.** Building Permit fees and levies are payable in accordance with the current Shire of Northam Fees and Charges.

A Certified Building Application must be submitted which has been signed off by a Structural Engineer/Certifying Authority other than the Shire of Northam.

**5. DEVELOPMENT GUIDELINES**

**5.1 Hangar Development – Setbacks & Lease Area (Private & Commercial Hangars)**

5.1.1 Hangars shall comply with the following minimum building setbacks and requirements:

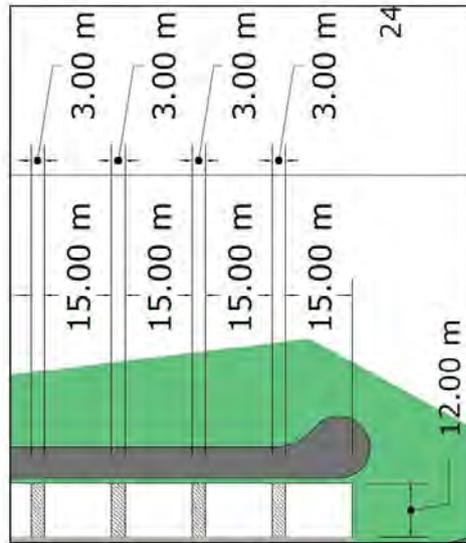
Setback Area	Setback/Building Requirements
Front	• Nil setback – no obstructions/objects located outside leasehold area
Rear	• Nil setback – no obstructions/objects located outside leasehold area
Sides	• 1.5m Setback

5.1.2 Where the relevant side setback cannot be achieved, a firewall shall be required to be installed.

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.9 – Northam Airport Development*

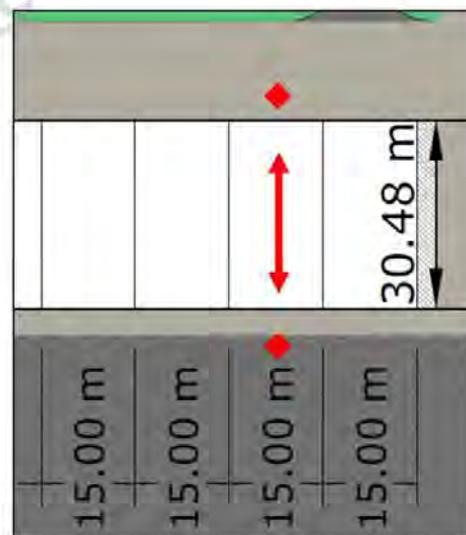
5.1.3 Notwithstanding 5.1.1, where a hangar space incorporates a building exclusion area (Non-Build Buffer) between each hangar lease area (3m buffer), the side setback may be varied at the discretion of the local government.

Example:



5.1.4 Notwithstanding 5.1.1, where an existing hangar lease area contains a dual frontage to two taxiways, the development of a front and rear facing hangar (2 hangars) may be permitted if it complies with the provisions of this policy, and where a 3m buffer to existing hangars can be established. If a 3m buffer cannot be established, firewall/s shall be required to be installed.

Example:



*Shire of Northam Local Planning Scheme No.6*  
*Local Planning Policy No.9 – Northam Airport Development*

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**5.2 Hangar Development Area (Private & Commercial Hangars)**

- 5.2.1 Development shall be wholly confined to the lease area.
- 5.2.2 Development is not permitted within the "Non-Build Buffer" unless otherwise approved at the discretion of the local government. "Non-Build Buffer" areas are denoted with hashed shading in Schedule 1 and 2.

**5.3 Hangar Development Requirements (Private & Commercial Hangars)**

- 5.3.1 All Hangars shall have a maximum wall height of 4.5 metres.
- 5.3.2 All development shall be confined to the lessees designated lease area unless otherwise approved by the Shire of Northam.
- 5.3.3 All hangars are to be clad to a minimum standard of factory applied non-reflective painted steel to the walls and roof.
- 5.3.4 Storage of all equipment used in the operation of the private hangar is to be contained within the hangar(s) at all times.
- 5.3.5 Aviation fuel and combustible chemicals are to be stored in accordance with established guidelines/regulations from the Department of Consumer & Employment Protection (Dangerous Goods Safety). No more than 410 litres of aviation fuel is to be stored on a lease area without Shire approval.
- 5.3.6 No person shall use a hangar site for industrial purposes (General Industry/Light & Service Industry). Use of any Northam Airport hangar site shall be aviation related business only.
- 5.3.7 No hangar site, private or commercial, is to be used for the purpose of human habitation or fitted out for human habitation.
- 5.3.8 The installation of wood burning appliances is not permitted.
- 5.3.9 All applicants proposing development at the Northam Airport should be made aware of the limitations in relation to the supply of water pressure.
- 5.3.10 A minimum 2,000 litre rain water tank is to be installed within the leased area for the purposes of stormwater management.

**5.4 Specific Requirements – Private Hangars**

- 5.4.1 All vehicles are to be parked entirely within the leased area or in the public car parking area provided on the Northam Airport site.
- 5.4.2 Developers of private hangars are not obligated to provide private ablution facilities within the hangar. There are public ablution facilities at the Northam Airport site that can be accessed.
- 5.4.3 The owners of private hangar sites shall maintain the hangar in a neat and tidy manner and ensure the surrounding lease site is kept free of disused materials and rubbish.

**5.5 Specific Requirements – Commercial Hangars**

- 5.5.1 Car Parking bays are to be provided within the leased area at a minimum rate of one bay per employee wholly located within the lease area. The general public utilising the services of the commercial hangar

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.9 – Northam Airport Development*

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are to use the public car parking facility unless additional car parking is provided.

- 5.5.2 A minimum of one unisex, accessible toilet may be provided per commercial hangar, as per the requirements of the Building Code of Australia (where determined applicable by the local government).
- 5.5.3 Prior to any signage being erected on a commercial hangar site, a signage application is to be submitted to and approved by the Shire.
- 5.5.4 The owners of commercial hangar sites shall maintain the hangar in a neat and tidy manner and ensure the surrounding lease site is kept free of disused materials and rubbish.

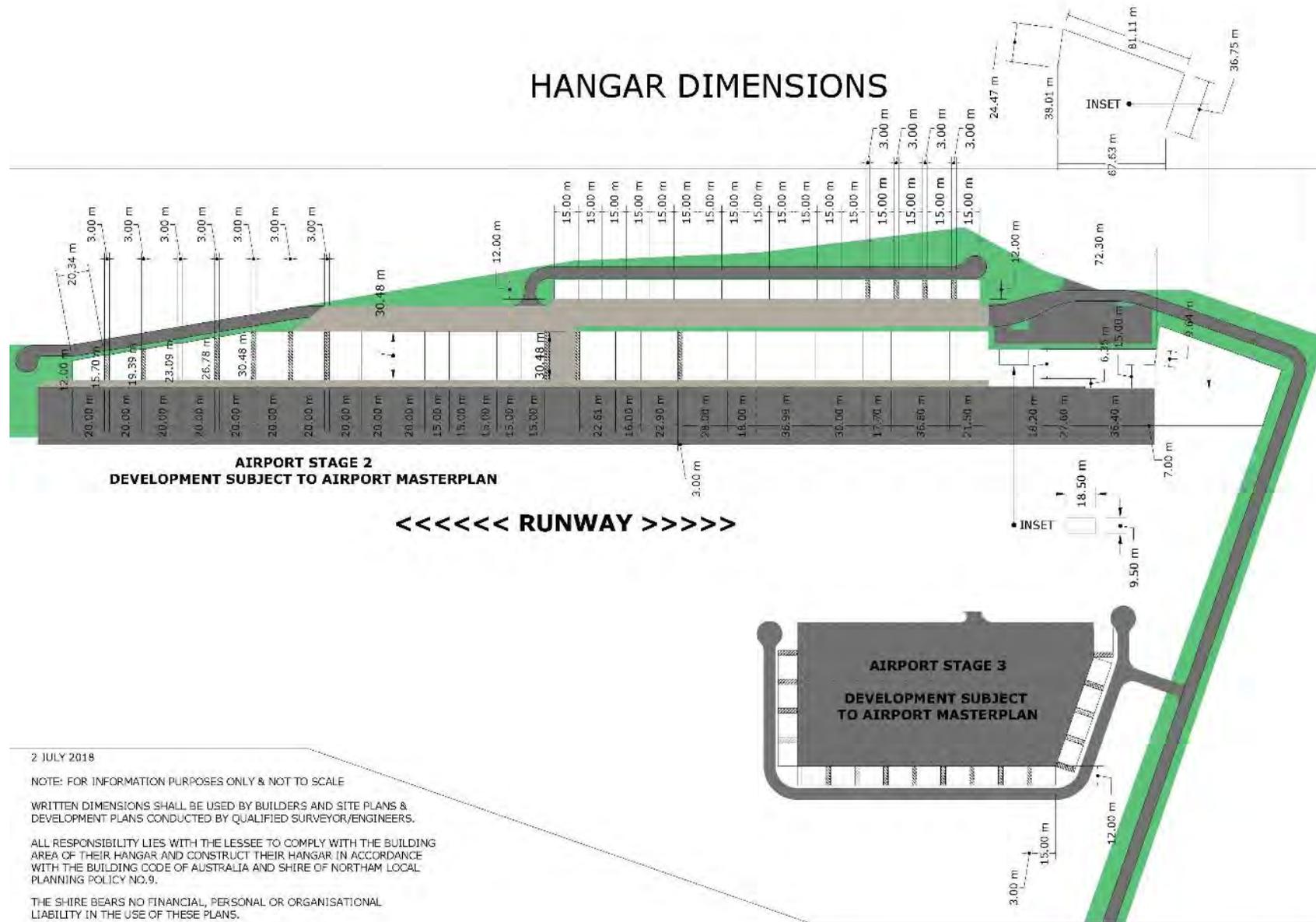
*Date Adopted:*

*Date Effective:*

*Date Reviewed:*

*Next Review:*

*Schedule 1  
Hangar Dimensions*

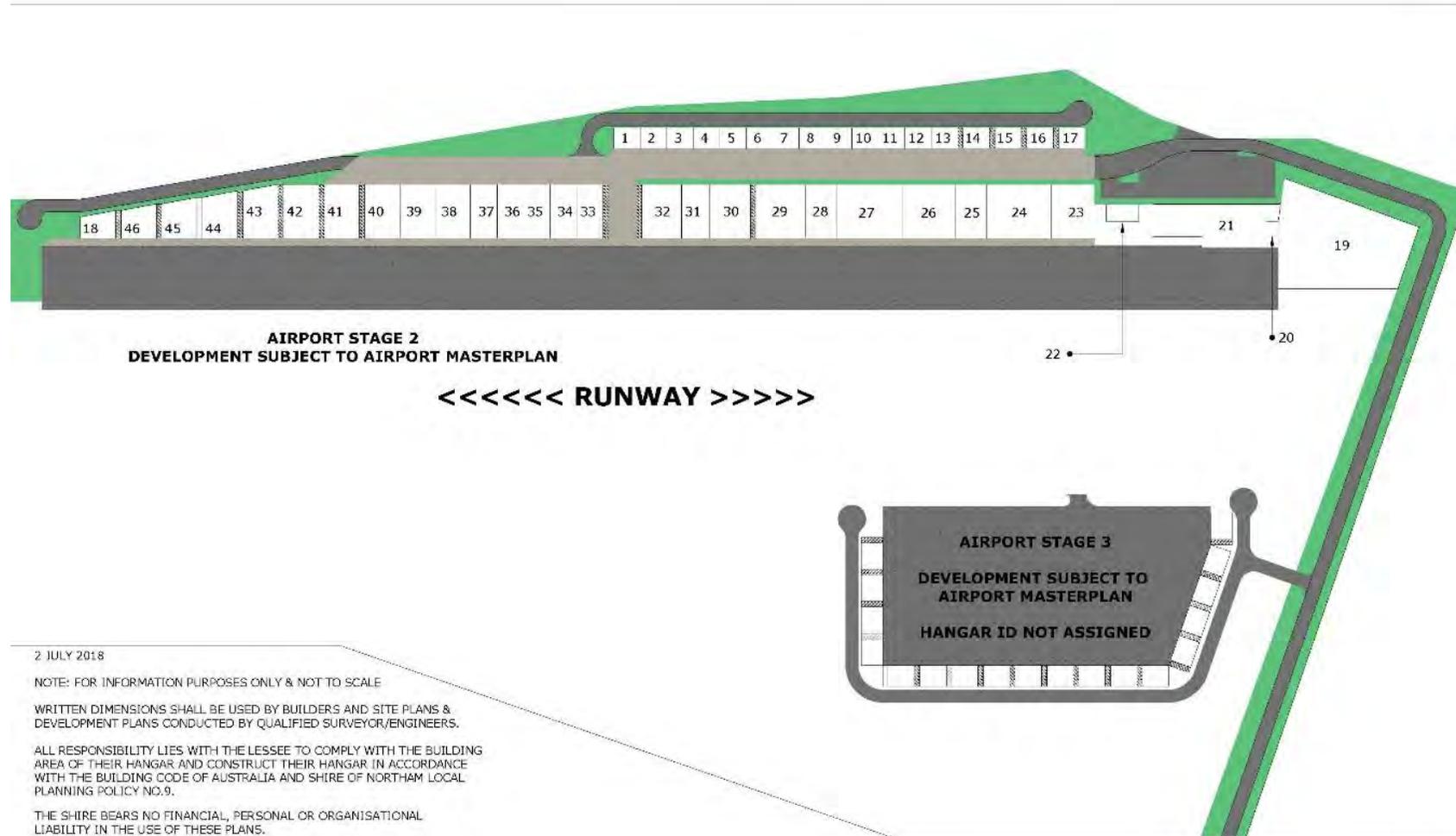


*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.9 – Northam Airport Development*

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*Schedule 2  
Hangar ID*

## HANGAR ID



Attachment 2



Shire of Northam Planning Policy Manual (Section II)  
LPP10 - Developments Abutting Rights of Way

**LPP 9 - NORTHAM AIRPORT DEVELOPMENT**

POLICY NO:	LPP 9
POLICY SUBJECT:	NORTHAM AIRPORT DEVELOPMENT
ADOPTION DATE:	18 December 2013
LAST REVIEW:	17 April 2013

**OBJECTIVES**

The primary objectives are to:

- (a) provide certainty for lease holders at the Northam Airport in terms of private and commercial hangar development by ensuring that all development issues are considered when applying for planning approval and that the amenity of the Northam Airport is preserved;
- (b) ensure that private and commercial hangars are constructed with appropriate materials;
- (c) ensure that private and commercial hangars proposed to be constructed are assessed against minimum design standards as set out in this policy; and
- (d) provide guidance to Council and Council's officers when considering applications made under this policy.

**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:

"**Council**" means the elected members of the Shire.

"**Owner**" means an owner of land that is located within a development contribution area.

"**Scheme**" means Local Planning Scheme No 6.

"**Shire**" means the Shire of Northam.

**STATUTORY POWERS**

This Local Planning Policy is made pursuant to clause 2.2 of the Shire's Scheme.



## **POLICY STATEMENT**

### **Private Hangar Development**

#### Setbacks

Private hangars shall comply with the following minimum building setbacks:

Front: Nil Setback  
Rear: Nil Setback  
Sides: 0.5m Setback

#### Building Materials to be Used

All private hangars are to be clad to a minimum standard of factory applied non reflective painted steel to the walls and roof.

#### Building Height

All private hangars are to have a maximum wall height of 4.5 metres.

#### Car Parking

All vehicles are to be parked entirely within the leased area or in the public car parking area provided on the Northam Airport site.

#### Fuel Storage

Aviation fuel and combustible chemicals are to be stored in accordance with established guidelines/regulations from the Department of Consumer & Employment Protection (Dangerous Goods Safety). No more than 410 litres of aviation fuel is to be stored on a lease area without Shire approval.

#### Ablutions

Developers of private hangars are not obligated to provide private ablation facilities within the hangar. There are public ablation facilities at the Northam Airport site that can be accessed.

#### Storage of Equipment

Storage of all equipment used in the operation of the private hangar is to be contained within the hangar(s) at all times.



*Shire of Northam Planning Policy Manual (Section II)  
LPP10 - Developments Abutting Rights of Way*

**Maintenance of Buildings and Surrounds**

The owners of private hangar sites shall maintain the hangar in a neat and tidy manner and ensure the surrounding lease site is kept free of disused materials and rubbish.

**Use of Hangar**

No person shall use a private hangar site for commercial or industrial purposes or for human habitation.

**Rainwater Tank**

A minimum of 2,000 litre rain water tank is to be installed within the leased area.

**Commercial Hangar Development**

**Setbacks**

Commercial hangars shall comply with the following minimum building setbacks:

Front: Nil Setback  
Rear: Nil Setback  
Sides: 0.5m Setback

**Building Materials to be Used**

All commercial hangars are to be clad to a minimum standard of factory applied non reflective painted steel including walls and roof.

**Building Height**

All commercial hangars are to have a maximum wall height of 4.5 metres.

**Car Parking**

Car Parking bays are to be provided within the leased area at a minimum rate of one bay per employee. The general public utilising the services of the commercial hangar are to use the public car parking facility unless additional car parking is provided.

**Fuel Storage**

Aviation fuel and combustible chemicals are to be stored in accordance with established guidelines/regulations from the Department of Consumer & Employment Protection (Dangerous Goods Safety). No more than 410 litres of aviation fuel is to be stored on a lease area without Shire approval.



*Shire of Northam Planning Policy Manual (Section II)  
LPP10 - Developments Abutting Rights of Way*

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**Ablutions**

A minimum of one unisex, accessible toilet is to be provided per commercial hangar, as per the requirements of the BCA.

**Storage of Equipment**

Storage of all equipment pertaining to the operation of the commercial hangar is to be fully contained within the hangar(s) at all times.

**Signage**

Prior to any signage being erected on a commercial hangar site, a signage application is to be submitted to and approved by the Shire.

**Maintenance of Buildings and Surrounds**

The owners of commercial hangar sites shall maintain the hangar in a neat and tidy manner and ensure the surrounding lease site is kept free of disused materials and rubbish.

**Use of Hangar**

No person shall use a commercial hangar site for industrial purposes or for human habitation.

**Advisory Notes for all Applicants**

All applicants proposing development at the Northam Airport should be made aware of the limitations in relation to the supply of water pressure.

No hangar site, private or commercial, is to be used for the purpose of human habitation.

### 12.3.3 Development Application for a Motel – Lot 11 (9) John Street Northam – Request for Extension of Approval Time

Address:	Lot 11 (9) John Street, Northam
Owner:	Perfect Gift WA Pty Ltd
Applicant:	Sam Butto and Associates Design Consultants
File Reference:	A11726/P16071.1
Reporting Officer:	Benjamin Robins – Planning Officer
Responsible Officer:	Chadd Hunt – Executive Manager of Development Services
Voting Requirement	Simple Majority

#### BRIEF

Council is considering a time extension request by Sam Butto and Associates on behalf of Perfect Gift WA Pty Ltd. The extension request is made in regards to a development approval granted by Council for the 'Proposed Motel' development located at Lot 11 (9) John Street, Northam, zoned 'Mixed Use' under the Shire of Northam Local Planning Scheme No.6.

The existing development approval granted by Council on 17<sup>th</sup> August 2016 is due to expire 17<sup>th</sup> August 2018. A one year extension is requested to the existing approval to 17<sup>th</sup> August 2019.

#### ATTACHMENTS

Attachment 1: Extension Request Letter.

Attachment 2: OCM Minutes (17/8/2016) – Item 13.2.2 Extract.

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#### BACKGROUND / DETAILS

On 17<sup>th</sup> August 2016, Council granted development approval for Lot 11 (9) John Street, Northam for 12 Self-Contained Motel Rooms, Linen & Bin Store and 12 Parking Spaces. This proposal is located adjacent to the existing Northam Motel, and therefore shares common infrastructure (Driveway, Reception, Dining & Linen Facilities). Both the existing Northam Motel site and proposed extensions on Lot 11 (9) John Street are zoned 'Mixed Use'

Six variations were outlined under the prior report to Council, being:

- *Front Boundary Setback of 3m in lieu of 7.5m;*
- *South-Eastern Side Boundary Setback of 1.3m in lieu of 4m;*
- *North-Western Side Boundary Setback of 1.8m in lieu of 4m;*
- *Rear Boundary Setback of 6m in lieu of 7.5m;*
- *Up to 2m of cut below natural ground level and;*
- *Retaining walls that are up to 2.4m above natural ground level.*

The proposal was originally advertised in July 2016 in the Avon Advocate, the Shire website, on-site Signage and mail-out within 250m radius of the proposal. One submission at the time was received (Main Roads Western Australia) who advised they had no objections.

Except for the request for time extension to the approval granted by Council, the requested extension by the applicant does not pose any variations to the development approval previously granted.

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area1: Economic Growth

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

Objective: Develop tourism opportunities based around the Shire's unique cultural, heritage and environmental assets.

Financial / Resource Implications

There are no cost/resource implications.

Legislative Compliance

The proposal is consistent with the Planning and Development (Local Planning Scheme) Regulations 2015, with the request for extension being a valid planning consideration under the Regulations:

Schedule 2, Part 9, Clause 77:

*“(1) An owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following:”*

*“(a) to amend the approval so as to extend the period within which any development approved must be substantially commenced;”*

*“(b) to amend or delete any condition to which the approval is subject;”*

*“(c) to amend an aspect of the development approved which, if amended, would not substantially change the development approved;”*

*“(d) to cancel the approval.”*

*“(2) An application under subclause (1) –*

*“(a) is to be made in accordance with the requirements in Part 8 and dealt with under this Part as if it were an application for development approval, and*

*“(b) may be made during or after the period within which the development approved must be substantially commenced.”*

*“(3) Despite subclause (2), the local government may waive or vary a requirement in Part 8 or this Part in respect of an application if the local government is satisfied that the application relates to a minor amendment to the development approval.”*

The Officers are satisfied that the development approval is a minor amendment, and the request sought for a time extension does not warrant formal assessment under Part 8 (Applications for Development Approval) as follows:

Schedule 2, Part 8, Clause 63: Accompanying Material

*“(2) The local government may waive or vary a requirement set out in subclause (1).”*

Schedule 2, Part 8, Clause 64: Advertising Applications

*“(1) An application for development approval must be advertised under this clause if the proposed development –“*

*“(e) is of a type that this scheme requires to be advertised.”*

Officers note that while the land use “Motel” is an ‘A’ use which would require advertising if it were a new development application, the original proposal presented to Council has previously been advertised. The request for a time limited extension to the development approval is consistent with Schedule 2, Part 9, Clause 77 (1), (2) and (3) as the request is a minor amendment.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

As no variations were proposed, the application did not require re-advertising.

No engagement or consultation has been conducted.

Risk Implications

There are no risk implications.

## **OFFICER'S COMMENT**

Based on the compliance of the request with the Planning and Development (Local Planning Scheme) Regulations 2015, the requested one year extension is appropriate.

As an 'A' use in the 'Mixed Use' zone, the proposal was advertised in accordance with Council Policy at the time. In addition, following the 'Omnibus 6 Scheme Amendment' (Government Gazettal Date – 29/12/2017) the following four of the six setback variations considered at the time of the original approval are now at the discretion of the local government:

Table 2 Setback Requirements For Mixed Use:					
As At 17/8/2016	Required Setback	Approved Setback	Present Requirements	Required Setback	Request For Extension
Front	7.5m	3m	Front	At Discretion of Local Government	3m
Side (W & E)	4m	1.8m & 1.3m	Side (W & E)		1.8m & 1.3m
Rear	7.5m	6m	Rear		6m

The original variations relating to cut/fill/retaining of the proposal is still assessed under 4.11 of the Local Planning Scheme No.6. The applicant has made no modifications in this regard:

- *Up to 2m of cut below natural ground level and;*
- *Retaining walls that are up to 2.4m above natural ground level.*

As no modifications to the development are proposed, the time extension for one (1) additional year is recommended for approval subject to the modifications affecting original conditions (modifications highlighted).

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3420

Moved: Cr Mencshelyi

Seconded: Cr Tinetti

That Council Approves the extension of time for one (1) year from the date that the development application (P16071) was to expire (17<sup>th</sup> August 2018) for a Motel at Lot 11 (9) John Street, Northam subject to the original conditions of approval.

CARRIED 10/0

Attachment 1



***SAM BUTTO and ASSOCIATES***  
***Design Consultants***  
**SALVATORE BUTTO (Bachelor Architecture WA.)**

55 DOUGLAS AVE  
SOUTH PERTH  
WESTERN AUSTRALIA 6151

A&M NOMINEES PTY. LTD.

A.B.N. 35 008 791 231

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Mobile 0418 941 764  
Email: [sambutto@gmail.com](mailto:sambutto@gmail.com)

18th June, 2018

Shire of Northam  
PO Box 613  
Northam WA 6401

Re: Proposed Motel  
Lot 11 John Street  
Northam

Hi Kobus,

As discussed we hereby apply for an extension to the DA approval for another 12 months to August 2019.

Thank you for considering this request.

Regards  
Sam Butto (on behalf of Perfectgift WA Pty. Ltd.)

Attachment 2  
**SHIRE OF NORTHAM**  
**MINUTES**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 17 AUGUST 2016**

**13.2.2 DEVELOPMENT APPLICATION FOR A MOTEL - LOT 11 NO.9 JOHN STREET, NORTHAM**

Name of Applicant:	Perfect Gift WA Pty Ltd T/A Northam Motel
Name of Owner:	Perfect Gift WA Pty Ltd
File Ref:	A11726 / P16071
Officer:	Chadd Hunt / Courtney Wynn
Officer Interest:	Nil
Policy:	<i>Local Planning Scheme No.6 Planning and Development (Local Planning Schemes) Regulations 2015</i>
Voting:	Simple Majority

**PURPOSE**

Council is requested to consider an application for development approval for a Motel at Lot 11 No.9 John Street, Northam. This application is being referred to Council as an application for a Motel located on a lot zoned 'Mixed Use' may only be refused under Delegated Authority. The Officer's recommendation is to approve the development application.

**BACKGROUND**

Lot 11 No.9 John Street, Northam is zoned 'Mixed Use' under Local Planning Scheme No.6 and is currently occupied by a single house and is located directly adjacent to the existing Northam Motel located at No.13 John Street.

The subject lot was recently rezoned through Amendment 1 to Local Planning Scheme No 6 from "Residential" to "Mixed Use". The applicant is proposing the construction of a new motel building comprising of 12 self-contained motel rooms, linen and bin store and twelve (12) car parking spaces. The motel will be an extension to the existing Northam Motel and as such will utilise the existing driveway, reception, dining and linen facilities located on the adjoining Northam Motel site (refer Attachment 1).

The development is proposing the following variations to Local Planning Scheme No.6:

- Front Boundary Setback of 3m in lieu of 7.5m;
- South-Eastern Side Boundary Setback of 1.3m in lieu of 4m;
- North-Western Side Boundary Setback of 1.8m in lieu of 4m;
- Rear Boundary Setback of 6m in lieu of 7.5m;
- Up to 2m of cut below natural ground level and;
- Retaining walls that are up to 2.4m above natural ground level.

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

**SHIRE OF NORTHAM**  
**MINUTES**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 17 AUGUST 2016**

Date	Item / Outcome
20 <sup>th</sup> May 2009	Development Approval P1002 granted for seven (7) Motel Units on the subject site.
26 <sup>th</sup> August 2009	Development Approval granted for modifications of the plans approved 20/5/09
25 October 2011	An extension was granted for an extension of time for Development approval.
July 2013	Local Planning Scheme No.6 came into effect.
25 <sup>th</sup> October 2013	Development approval for the Motel lapsed as the applicant failed to act on the approval granted.
14 <sup>th</sup> April 2015	The lot was rezoned from 'Residential' to 'Mixed Use'
23 <sup>rd</sup> June 2016	The current development application was lodged with the Shire.

**STATUTORY REQUIREMENTS**

**LOCAL PLANNING SCHEME NO 6**

Lot 11 No.13 John Street, Northam is zoned 'Mixed Use' under Local Planning Scheme No.6 (the Scheme). A 'Motel' is classified as a 'A' (Advertising) land use and is defined in the Scheme as follows:

*“motel” means premises used to accommodate patrons in a manner similar to a hotel but in which specific provision is made for the accommodation of patrons with motor vehicles and may comprise premises licensed under the Liquor Control Act, 1988;*

**Clause 4.5 Site and Development Standards & Requirements**

The Scheme specifies the following minimum boundary setbacks for lots zoned 'Mixed Use';

- Front Boundary: 7.5m
- Rear Boundary: 7.5m
- Side Boundaries: 4m

However, under draft Omnibus Amendment 6 to the Shire of Northam Local Planning Scheme No.6 initiated by Council at its April 2016 Ordinary Council Meeting, these minimum setback standards are proposed to be removed from the Scheme and

## SHIRE OF NORTHAM MINUTES ORDINARY COUNCIL MEETING TO BE HELD ON 17 AUGUST 2016

replaced with a \* symbol. \* Means – to be determined by the local government in each particular case.)

### Clause 4.11 Retaining Walls

Clause 4.11.1 of the Scheme specifies that retaining walls that exceed 0.5m may be approved where the local government is satisfied that the proposal will not adversely impact on the amenity of surrounding land and developments, occupants or the streetscape.

### **PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015**

Under Schedule 1 Part 4 Clause 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the local government may approve a variation to the Scheme as per the following;

#### *34. Variations to site and development requirements*

- (1) *In this clause —  
additional site and development requirements means requirements set out in clauses 32 and 33.*
- (2) *The local government may approve an application for a development approval that does not comply with an additional site and development requirements.*
- (3) *An approval under subclause (2) may be unconditional or subject to any conditions the local government considers appropriate.*
- (4) *If the local government is of the opinion that the non-compliance with an additional site and development requirement will mean that the development is likely to adversely affect any owners or occupiers in the general locality or in an area adjoining the site of the development the local government must —*
  - (a) *consult the affected owners or occupiers by following one or more of the provisions for advertising applications for development approval under clause 64 of the deemed provisions; and*
  - (b) *have regard to any expressed views prior to making its determination to grant development approval under this clause.*
- (5) *The local government may only approve an application for development approval under this clause if the local government is satisfied that —*
  - (a) *approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67 of the deemed provisions; and*

## **SHIRE OF NORTHAM MINUTES ORDINARY COUNCIL MEETING TO BE HELD ON 17 AUGUST 2016**

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- (b) *the non-compliance with the additional site and development requirement will not have a significant adverse effect on the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.*

### **PUBLIC CONSULTATION**

Officers gave notice of the application on 1<sup>st</sup> July 2016 by placing a notice in the Avon Valley Advocate and the Shire's website. In addition to this, a sign was erected on the site and letters were mailed to surrounding land owners located within a 250m radius of the subject site in accordance with Local Planning Policy 20 - Advertising of Planning Proposals.

One submission was received during the public consultation period from Main Roads Western Australia, who advise that they have no objection to the proposal.

### **CONFORMITY WITH COMMUNITY STRATEGIC PLAN**

OBJECTIVE E2: Facilitate further development of regional tourism.  
OBJECTIVE E1.3: Promote a diverse mix of development opportunities throughout the Shire.

### **BUDGET IMPLICATIONS**

There are no financial/budgetary implications for the Shire of the recommendations of this report.

### **OFFICER'S COMMENT**

As outlined under the 'Proposal' section of this report there are six (6) variations to the Scheme which impact the proposal. Each of these variations is outlined and discussed below.

#### *Earthworks & Retaining Walls*

Where an application proposed earthworks, including cut, fill and retaining Clause 4.11.1 of the Scheme must be taken into consideration. This application is proposing to elevate the building to a maximum height of 1.4m above natural ground level by utilising a suspended floor or 'brick build up' method in the form of terracing. This construction method also involves cut or excavation of up to 2m below natural ground level to facilitate the construction of an undercroft level under the building at the rear of the site. A series of stepped retaining walls are also proposed along the south-eastern side boundary and rear boundary (refer Attachment 2).

The proposed variations are considered acceptable by planning officers taking into account the 4.25m fall between the front and rear boundaries. Rather than utilising excessive fill to achieve a level building pad, the applicant has taken measures to

## SHIRE OF NORTHAM MINUTES ORDINARY COUNCIL MEETING TO BE HELD ON 17 AUGUST 2016

incorporate appropriate construction methods to ensure that the building has been designed to follow the natural contours of the land as much as possible to minimise the overall bulk and scale of the building and to mitigate overshadowing impacts.

### *Building Setbacks*

The subject lot is only 1012m<sup>2</sup> in area, in order to achieve compliance with the minimum 7.5m front and rear setbacks and the 4m side boundary setbacks under the Scheme would leave a window of only 432m<sup>2</sup> to build on in the middle of the lot. In order to achieve a feasible development on this site, the applicant has proposed the following setbacks:

- Front Boundary Setback of 3m in lieu of 7.5m;
- South-Eastern Side Boundary Setback of 1.3m in lieu of 4m;
- North-Western Side Boundary Setback of 1.8m in lieu of 4m;
- Rear Boundary Setback of 6m in lieu of 7.5m;

Although there will be balconies overlooking the south-eastern side boundary, the applicant has addressed the visual privacy issue by erecting a 1.8m boundary fence, the planting landscaping for additional screening and by erecting 1.6m high privacy screens to all balconies that face the south-eastern boundary. Awnings and obscured glass will be utilised for the windows in Units 11 & 12 which do not have balconies.

It is considered by planning officers that the minimum setbacks for the 'Mixed Use' zone are unreasonable to facilitate any kind of commercial development considering the size of this lot. In order to achieve desirable development outcomes within the 'Mixed Use' zone it was recommended to Council in that these setbacks be reviewed in the draft Omnibus Amendment 6 to the Shire of Northam Local Planning Scheme No.6 initiated by Council at its April 2016 Ordinary Council Meeting.

### *Access*

It should be noted that the only proposed vehicle access to this property will be via the existing crossover and driveway on the adjoining existing Northam Motel site. In addition to this, the proposed motel would be reliant on the existing reception, dining, staff toilets and linen facilities on the adjoining lot in order to function as a motel. To ensure that the principles of orderly and properly planning are maintained, it is recommended as a condition of approval that the two lots be amalgamated into one Certificate of Title.

### **RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.2776**

**Moved: Cr Rumjantsev**

**Seconded: Cr Tinetti**

**That Council approve the development application (P16071) for a Motel at Lot**

**SHIRE OF NORTHAM**  
**MINUTES**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 17 AUGUST 2016**

**11 No.9 John Street, Northam 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 17/08/2016.
- 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** All fencing within the primary street setback area is to be a maximum 1.2m high or to be 50% visually permeable to a maximum height of 1.8m.

**CONDITIONS TO BE MET PRIOR TO THE COMMENCEMENT OF THE DEVELOPMENT**

- 5** Prior to the commencement of development, detailed drainage plans shall be submitted to the satisfaction of the local government.
- 6** Prior to commencement of development, all signage being submitted to and approved by the local government prior to installation.
- 7** Prior to the commencement of the works hereby permitted, Lots 11 and 18 John Street are to be legally amalgamated or alternatively the owner may enter into a legal agreement with the local government, drafted by the local government's solicitors at the expense of the owner. The legal agreement will allow the owner twelve (12) months to amalgamate the lots. The agreement will have to be executed by all parties concerned prior to the commencement of the works hereby permitted.

**CONDITIONS TO BE MET PRIOR TO OCCUPATION OF THE DEVELOPMENT**

- 8** Prior to the occupation of the development, vehicle crossover(s) shall be constructed to the specification and satisfaction of the local government.
- 9** Prior to occupation of the development, the car parking and loading area(s), and vehicle access and circulation areas shown on the approved site plan, including the provision of universally accessible (disabled) car parking, is to be constructed, drained, and line marked to the satisfaction of the local government.
- 10** 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.
- 11** Prior to occupation, stormwater drainage works must be completed in accordance with the approved plans to the satisfaction of the local government.
- 12** A suitably screened refuse bin storage area is to be provided in accordance with Shire of Northam's *Health Local Law 2008* prior to the development first being occupied.

**SHIRE OF NORTHAM**  
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**13** Prior to occupation, the development hereby permitted shall be connected to an approved effluent disposal system.

**14** Prior to occupation, screening measures as indicated on the approved plan to be installed to the satisfaction of the local government.

**CONDITIONS REQUIRING ONGOING COMPLIANCE**

**15** All car parking/loading areas, and vehicle access and circulation areas are to be maintained and available for car parking/loading, and vehicle access and circulation on an ongoing basis to the satisfaction of the local government.

**16** All landscaped areas are to be maintained on an ongoing basis to the satisfaction of the local government.

**17** The on-site drainage system shall be maintained on an ongoing basis to the satisfaction of the local government.

**ADVICE NOTES**

**NOTE 1:** 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 2:** 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 3:** If an applicant is aggrieved by this determination there is a right of appeal under the *Planning and Development Act 2005*. An appeal must be lodged with the State Administrative Tribunal within 28 days of the determination.

**NOTE 4:** The applicant is reminded that this is a Development Approval only and does not obviate the responsibility of the applicant to comply with all relevant building, health and engineering requirements.

**NOTE 5:** The building is required to be registered as a Lodging House under the Shire's Health Local Law 2008 prior to occupation.

**NOTE 6:** A Building Permit being obtained prior to the commencement of any building works and an Occupancy Permit is to be obtained prior to the use of the building.

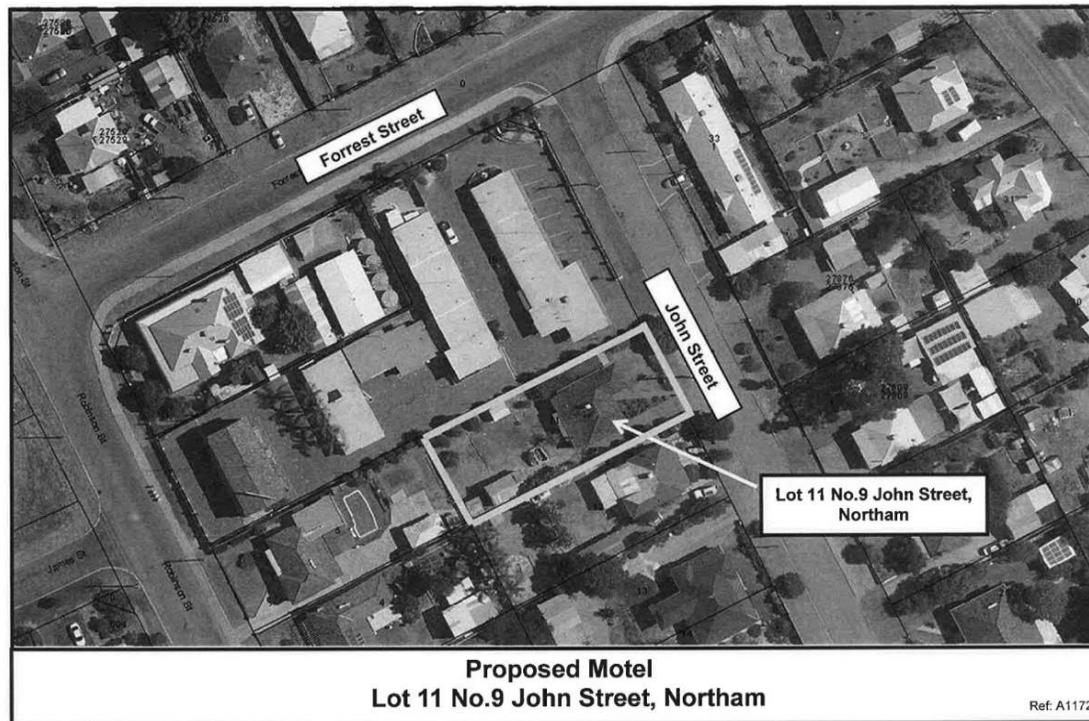
**NOTE 7:** The application is required to be referred to the Fire and Emergency Service Authority prior to the issuing of Building Permit.

**NOTE 8:** Please note that the External Walls less than 3m from the property boundary will be required to be fire walls, note that these walls on the plan show windows. These windows will need to comply with the BCA requirements for Fire Safety.

**CARRIED 10/0**

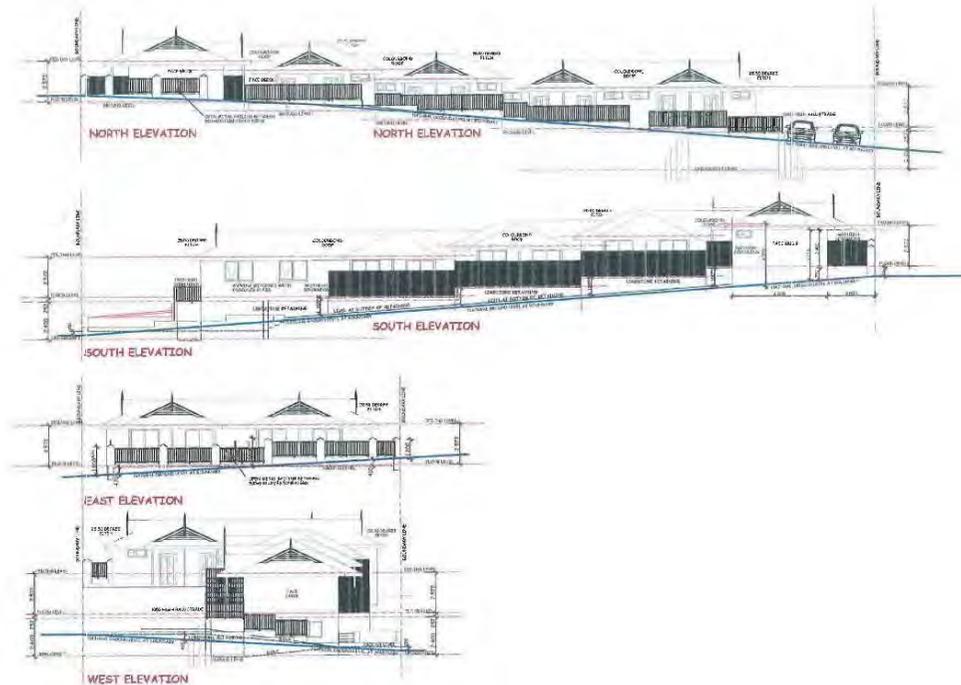
**SHIRE OF NORTHAM**  
**MINUTES**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 17 AUGUST 2016**

**ATTACHMENT 1 – LOCATION PLAN**



**SHIRE OF NORTHAM  
MINUTES  
ORDINARY COUNCIL MEETING TO BE HELD ON 17 AUGUST 2016**

**ATTACHMENT 2 - ELEVATIONS**



**ELEVATIONS**

1 : 200

A3 SHEET = 1:200 SCALE

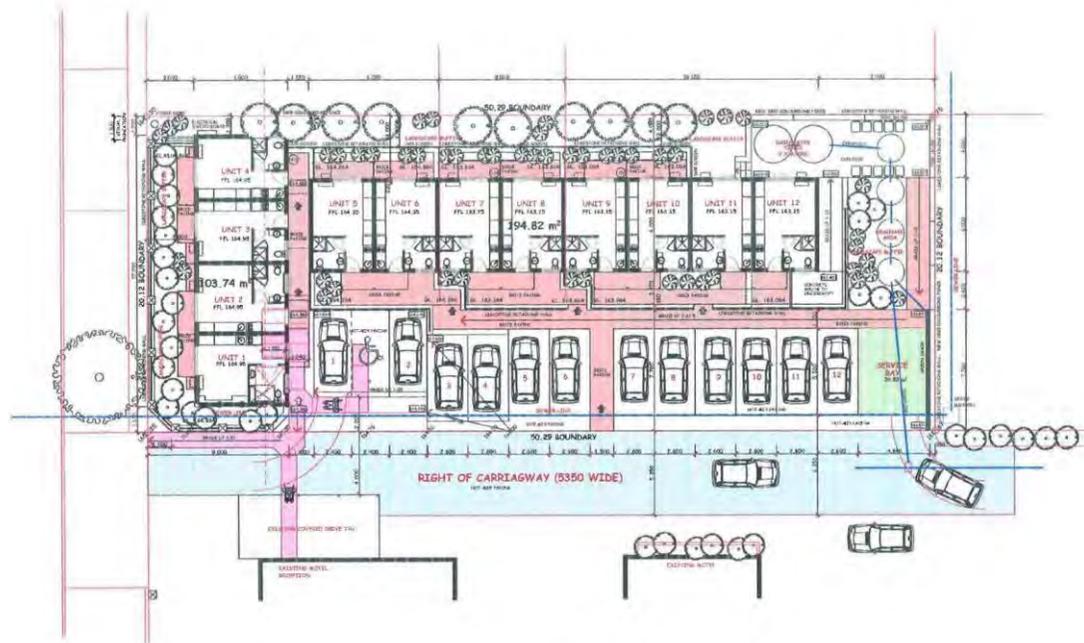
**DA DRAWINGS 15-05-16**

<p><b>SAM BUTTO &amp; ASSOCIATES</b> DESIGN CONSULTANTS</p> <p>55 DOUGLAS AVE. SOUTH PERTH W.A. 6152 TEL: (08) 9368 1206 - MOB: 0418 941 764 EMAIL: sambutto@gmail.com</p>	REV	DESCRIPTION	DATE
	PROJECT	PROPOSED NORTHAM MOTEL LOT 11 JOHN STREET NORTHAM WA	SHEET NO. A-06
DATE	DRAWN	SCALE	PAGE NO.
APRIL 2016	SB	AS SHOWN	REV



**SHIRE OF NORTHAM**  
**MINUTES**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 17 AUGUST 2016**

**ATTACHMENT 4 – SITE PLAN**



**SITE PLAN**  
1 : 200

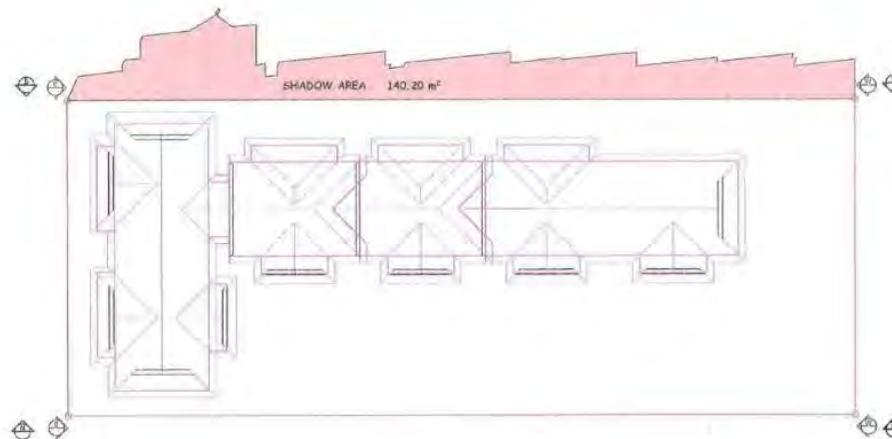
A3 SHEET = 1:200 SCALE

**DA DRAWINGS 15-05-16**

<p><b>SAM BUTTO &amp; ASSOCIATES</b> DESIGN CONSULTANTS</p> <p>55 DOUGLAS AVE, SOUTH PERTH W.A. 6152 TEL: (08) 9368 1205 MOB: 0418 941 764 EMAIL: sambutto@gmail.com</p>	REV	DESCRIPTION	DATE
	PROJECT:	PROPOSED NORTHAM MOTEL LOT 11 JOHN STREET NORTHAM WA	SHEET NO:
DATE:	DRAWN:	SCALE:	PROJECT NO:
APRIL, 2016	SB	AS SHOWN	REV:

**SHIRE OF NORTHAM**  
**MINUTES**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 17 AUGUST 2016**

**ATTACHMENT 5 – ROOF PLAN**



**ROOF PLAN**  
1 : 200

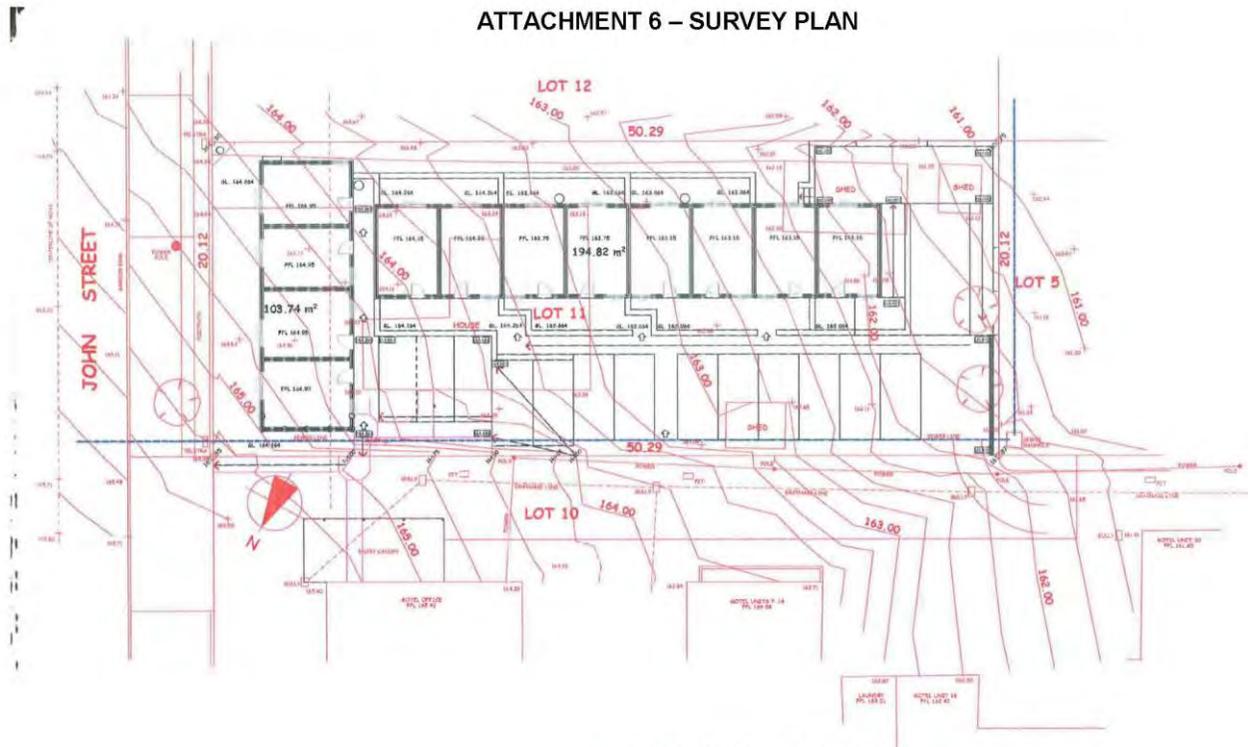
A3 SHEET = 1:200 SCALE

**DA DRAWINGS 15-05-16**

 <b>SAM BUTTO &amp; ASSOCIATES</b> DESIGN CONSULTANTS	REV	DESCRIPTION	DATE
	PROJECT	PROPOSED NORTHAM MOTEL LOT 11 JOHN STREET NORTHAM WA	SHEET No. A-05
55 DOUGLAS AVE, SOUTH PERTH W.A. 6152 TEL: (08) 9368 1206 - MOB: 0418 941 764 EMAIL: <a href="mailto:sambutto@gmail.com">sambutto@gmail.com</a>	TITLE	SCALE	PROJECT No.
	APRIL 2016	SB	AS SHOWN
	DATE	DRAWN	REV.

**SHIRE OF NORTHAM**  
**MINUTES**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 17 AUGUST 2016**

**ATTACHMENT 6 – SURVEY PLAN**



SITE WITH SURVEY  
1 : 200

A3 SHEET = 1:200 SCALE

**DA DRAWINGS 15-05-16**

 <p><b>SAM BUTTO &amp; ASSOCIATES</b> DESIGN CONSULTANTS</p> <p>55 DOUGLAS AVE. SOUTH PERTH W.A. 6152 TEL: (08) 9368 1206. MOB: 0418 941 764. EMAIL: sambutto@gmail.com</p>	REV	DESCRIPTION	DATE
	PROJECT	PROPOSED NORTHAM MOTEL LOT 11 JOHN STREET NORTHAM WA	SHEET NO A-01
DATE	DRAWN	CHECKED	PROJECT NO.
APRIL 2016	SS	AS SHOWN	



12.3.4 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

Address:	N/A
Owner:	N/A
File Reference:	3.1.8.14
Reporting Officer:	Kobus Nieuwoudt Manager Planning Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

#### BRIEF

At the Ordinary Council Meeting held on 19<sup>th</sup> April 2017, Shire Officers requested Council to reconsider its position regarding the preparation and progression of a Scheme Amendment to Local Planning Scheme No. 6 (LPS6) to include provisions for a Developer Contribution Areas Scheme. Council, however, resolved to still pursue incorporation of a Developer Contribution Areas Scheme for the Shire of Northam through the introduction of provisions into Local Planning Scheme No.6. Refer Minute No. C.3006.

The Shire has received correspondence from the Department of Planning, Lands and Heritage advising that, a Development Contribution Plan for the Shire may not be capable of implementation at this time. The Department's correspondence was placed on the Agenda of Council's Strategic Council Meeting held at the Lesser Hall on 23<sup>rd</sup> May 2018 at 5:30pm where the matter was discussed.

It is requested that Council revisit its resolution of 19<sup>th</sup> April 2017.

#### ATTACHMENTS

Attachment 1: Copy of Correspondence - Department of Planning, Lands and Heritage.

---

#### 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."*

Background of key dates and determinations:

The following table outlines key dates regarding the process of making the Shire of Northam's DCP:

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 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



Date	Item/Outcome
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 Department of Planning.
May 2015	Engage consultant ( <i>Engage Urban Planning</i> ) to update the Community Infrastructure Plan that underpinned the Development Contributions Plan.
19 April 2017	Officers return the matter to Council, recommending that Council – <ul style="list-style-type: none"> <li>• 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; and</li> <li>• 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.</li> </ul> <p>Council, however, resolved to “... 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.”</p>
14 May 2018	Council receives correspondence from the Department of Planning, Lands and Heritage (DPLH) advising that a Development Contribution Plan for the Shire may not be capable of implementation at this time.
23 May 2018	DPLH's correspondence of 14 May '18 presented to Council by staff at Strategic Council Meeting, seeking direction from Council in relation to the proposed Developer Contribution Plan.



## CONSIDERATIONS

### Strategic Community Plan

Theme Area 6: Governance & Leadership

Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.

Objective: Ensure effective and well-utilised long term planning.

### 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**

The Department of Planning, Lands and Heritage advises that the population projections underpinning the Shire's Development Contribution Plan are aspirational and have not come to pass, and the number of new residential lots and/or dwellings created in the Shire each year is unlikely to provide a fair and equitable basis for contributing toward the infrastructure projects in the Shire's Plan.

According to the Department, the Shire's Development Contribution Plan fails to establish a connection between the needs of the community, infrastructure catchments, the expected contributions raised and the proposed infrastructure.

Finally, the Department also advises that, based on the intensity of growth pressures being experienced in the Shire, a Development Contribution Plan may not be capable of implementation at this time.

Despite the above-mentioned advice, Council is reminded that 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 —

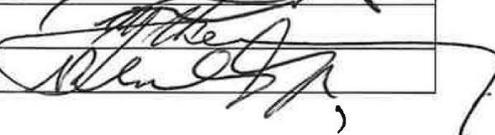
(a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or

(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.

1. At least 1/3 of the Council must agree (and sign) a notice indicating a willingness to consider revoking the decision, this must also include the mover. In this case it is Denis Beresford (Motion C.1887) who is no longer a current Councillor and Cr Terry Little (Motion C.3006).

Notice is hereby given by the following:

	Councillor Name	Signature
1.	Carl Della	
2.	TERRY LITTLE	
3.	ARILA MENCSEHETI	
4.	ROB TINETTI	

To revoke or change the following decisions:

A:

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 9/0

B:

Meeting / Date	19 <sup>th</sup> April 2017
Agenda Item No	12.3.7
Agenda Item Name	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
File Reference	3.1.8.14
Resolution No	C.3006

**MOTION / COUNCIL DECISION**

Minute No: C.3006

Moved: Cr Little  
Seconded: Cr Rumjantsev

*That Council 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.*

CARRIED 6/2

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

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3421

Moved: Cr Little

Seconded: Cr Mencshelyi

That Council:

1. 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; and
2. Rescind decision No. C.3006 from the Ordinary Council Meeting held on 19<sup>th</sup> April 2017 in relation to a 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.

CARRIED 9/1

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

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3422

Moved: Cr Proud

Seconded: Cr Little

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.

CARRIED 9/1

Attachment 1



Department of Planning,  
Lands and Heritage

Our ref: 853/04/03/0006  
Enquiries: Cath Meaghan (6551 9362)

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

Attention: Kobus Nieuwoudt , Manager Planning Services

Transmitted by email only: [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)

Dear Kobus

### DEVELOPMENT CONTRIBUTION PLAN

As requested via email on 9 May 2018, I am writing in response to Council item 3.1.8.14 - Development Contributions Plan, considered at the 19 April 2017 meeting. Having reviewed the report to Council, the previous report of November 2012 and previous advice from the Department in 2012 and 2017, the Department's advice is the same.

The population projections underpinning the Development Contribution Plan are aspirational and have not come to pass, and the number of new residential lots and/or dwellings created in the Shire each year is unlikely to provide a fair and equitable basis for contributing toward the infrastructure projects in the plan.

In order to be implemented, the Development Contribution Plan needs to establish a connection between the needs of the community, infrastructure catchments, the expected contributions raised and the proposed infrastructure, and it does not currently do this. For example:

- It could take 100 years to raise contributions for the \$1.1M extension to the Bakers Hill recreation centre, which couldn't be enjoyed by the people who made contributions;
- There is a long list of potential projects, but no clear indication of what is a priority based on the needs and demographics of the communities; and
- Are Wundowie residents accessing facilities in Northam, or is there a possibility they go to Mundaring?

Based on the intensity of growth pressures being experienced in the Shire, a Development Contribution Plan may not be capable of implementation at this time.

yours sincerely



Cath Meaghan  
Planning Director, Wheatbelt

14 May 2018

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000  
Tel: (08) 655 18002 Fax: (08) 655 19001 [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au) [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)  
ABN 68 565 723 484  
WA 6000 AU

*Cr R W Tinetti declared an "Impartiality" interest in item 12.3.6 - Tender 4 of 2018 –Extension to Grass Valley Fire Brigade Shed as one of his casual employees is employed by one of the tendering companies.*

*Cr A J Mencshelyi declared an "Impartiality" interest in item 12.3.6 - Tender 4 of 2018 –Extension to Grass Valley Fire Brigade Shed as he knows Steve Davies from Multicon and Stallion Homes. The extent of his interest is very minimal. He has completed several projects for his employer and one of the non-profit groups where he is a board member.*

#### 12.3.6 Tender 4 of 2018 –Extension to Grass Valley Fire Brigade Shed

Address:	Keane and Wilson Street, Grass Valley
Owner:	Shire of Northam
File Reference:	8.2.9.2/A991
Reporting Officer:	Chadd Hunt Executive Manager Development Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Absolute Majority

#### BRIEF

For the Council to consider tenders received in response to the Request for Tender 4 of 2018– Supply and Construct Grass Valley Fire Shed extension. This report provides details of the tenders received and a recommended tenderer.

#### ATTACHMENTS

- Attachment 1: Tender Evaluation report (to be provided to Council as a separate confidential attachment).
- Attachment 2: Site Plans and Building Proposal.

---

#### BACKGROUND / DETAILS

The Shire of Northam were successful in obtaining funding to expand the building to increase the area available for the Fire Brigade.

The funding is provided through ESL and Council. 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

Theme Area 5: Infrastructure & Service Delivery.

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

- Build on community service delivery models to ensure services are continuously improved and modernised to meet community needs.

## Financial / Resource Implications

As indicated above funding of \$253,919 has been received to complete the project which is proposed to have a total project cost of \$283,919. Council contribution is \$30,000 for the earthworks component of the project (which is not eligible under the ESL funding) as well as the project management and construction supervision (in-kind).

## Legislative Compliance

Section 3.57 of the Local Government Act 1995 requires "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.

In addition the land on which the current Fire Brigade shed is located is a reserve under the management of Council for the purposes of parks and recreation as the whole reserve includes the tennis courts and children's playground. It is staff's suggestion that the area currently being utilised for the Fire Brigade should have its purpose modified to reflect its current and future use.

## Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

## Stakeholder Engagement / Consultation

Engagement has been undertaken with the Grass Valley Fire Brigade regarding the design and documentation for the extensions.

## Risk Implications

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**

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 / COUNCIL DECISION

Minute No: C.3423

Moved: Cr Proud

Seconded: Cr Mencsheyi

That Council:

1. Award Tender 4 of 2018 for the supply and construction of the Grass Valley Fire Shed Extension to Stallion Homes for the sum of \$231,556 (GST exclusive); and.
2. Authorise the CEO to approve contract variations within the budget parameters for the completion of the works.
3. Requests that the Department of Heritage, Planning and Lands modify the **purpose of Reserve 6103 to include "Emergency Services" to reflect** current and future use of a portion of that Reserve.

CARRIED 9/1  
BY ABSOLUTE MAJORITY

Attachment 2

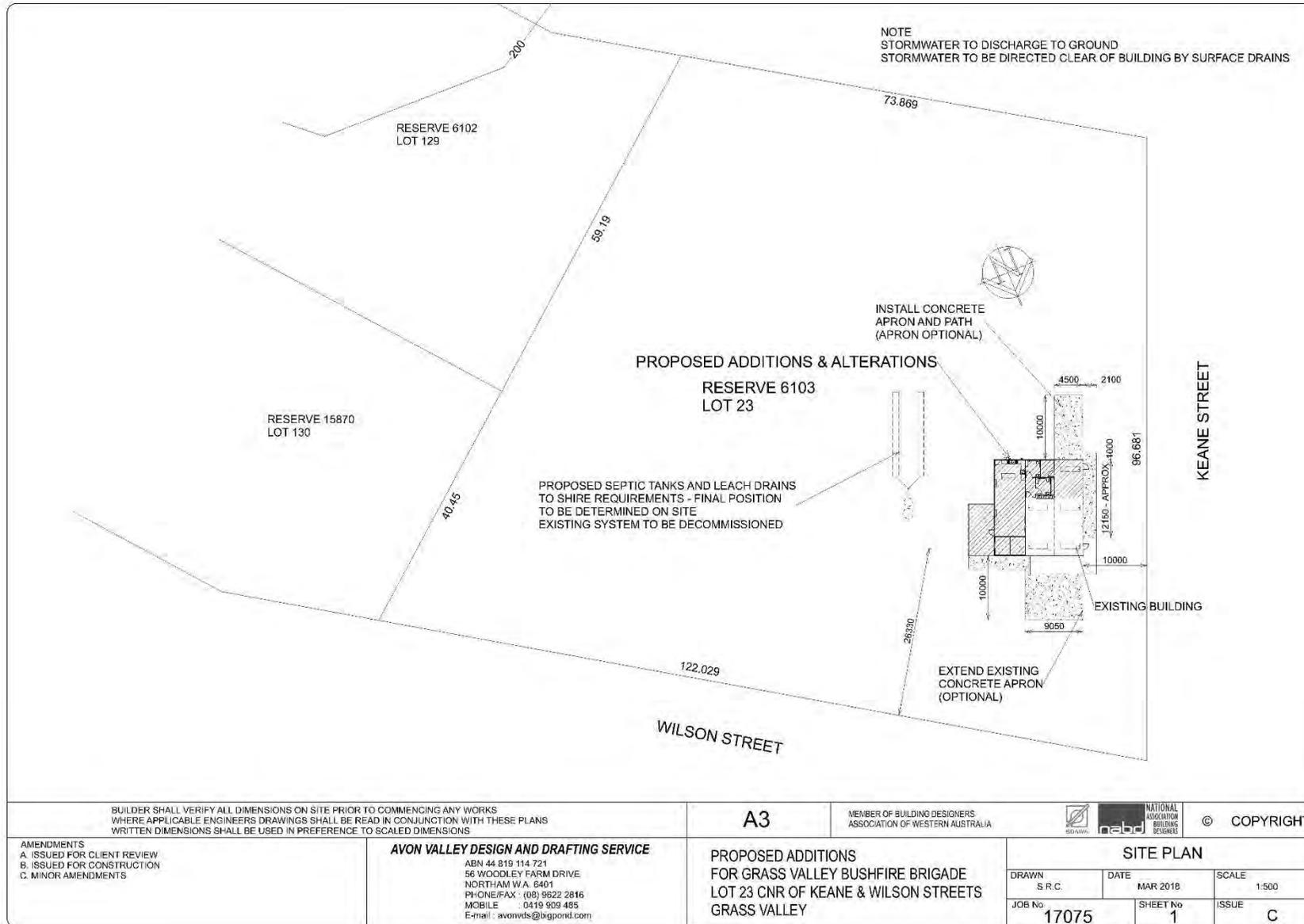
**PROPOSED ADDITIONS  
FOR GRASS VALLEY BUSHFIRE BRIGADE  
LOT 23 CNR OF KEANE & WILSON STREETS  
GRASS VALLEY**

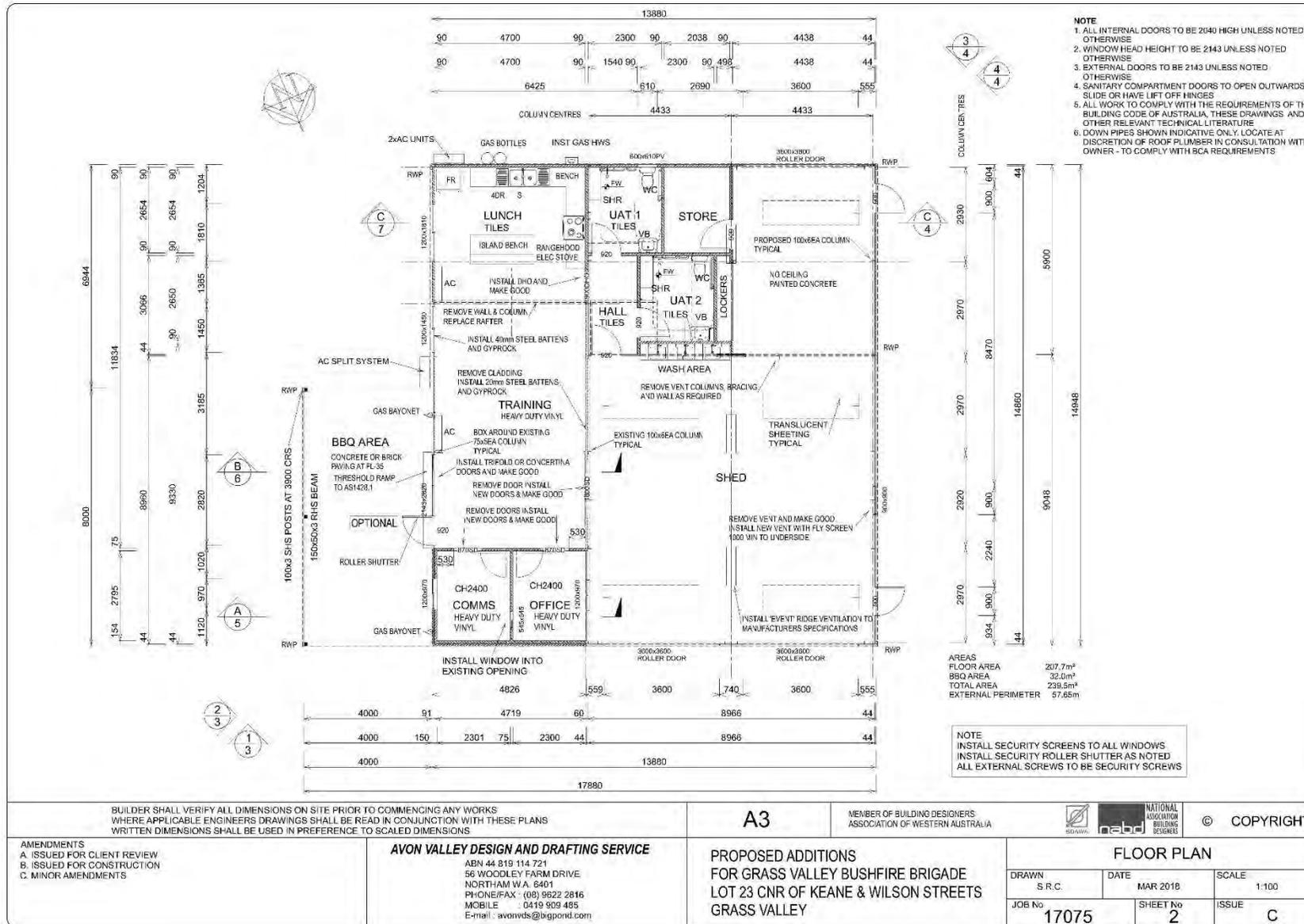


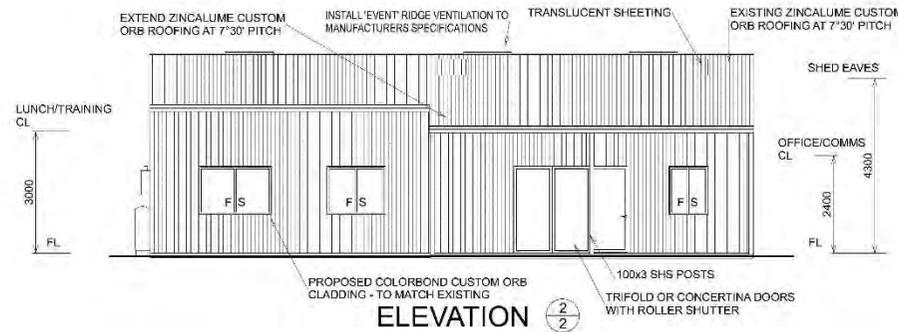
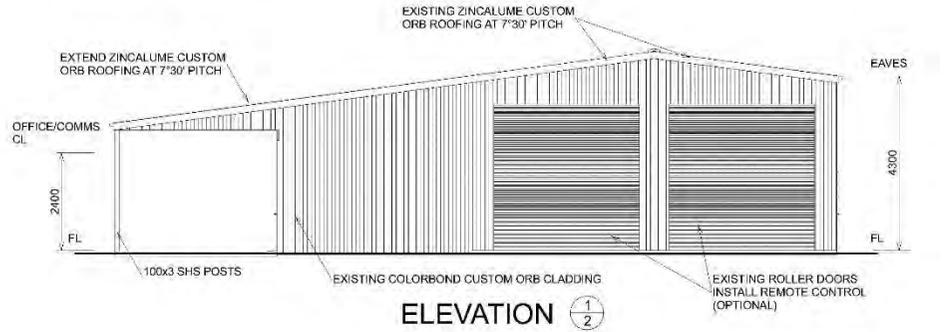
***AVON VALLEY DESIGN & DRAFTING SERVICE ©***

**56 WOODLEY FARM DRIVE  
NORTHAM W.A. 6401**

Phone / Fax (08) 9622 2816      Mobile 0419 909 485







NOTE  
INSTALL SECURITY SCREENS TO ALL WINDOWS  
INSTALL SECURITY ROLLER SHUTTER AS NOTED  
ALL EXTERNAL SCREWS TO BE SECURITY SCREWS

BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS  
WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE PLANS  
WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS

A3

MEMBER OF BUILDING DESIGNERS  
ASSOCIATION OF WESTERN AUSTRALIA



© COPYRIGHT

AMENDMENTS  
A. ISSUED FOR CLIENT REVIEW  
B. ISSUED FOR CONSTRUCTION  
C. MINOR AMENDMENTS

**AVON VALLEY DESIGN AND DRAFTING SERVICE**

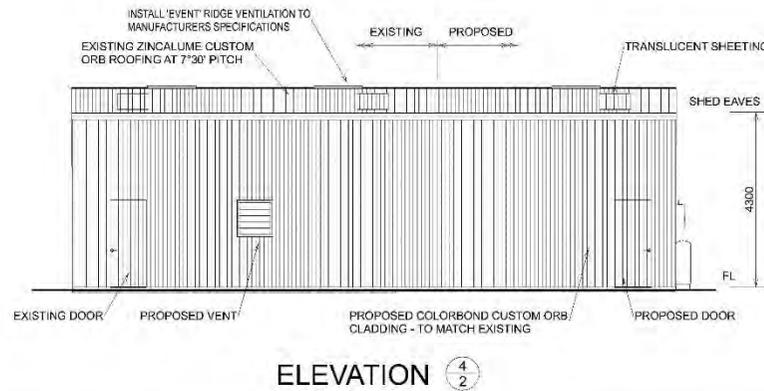
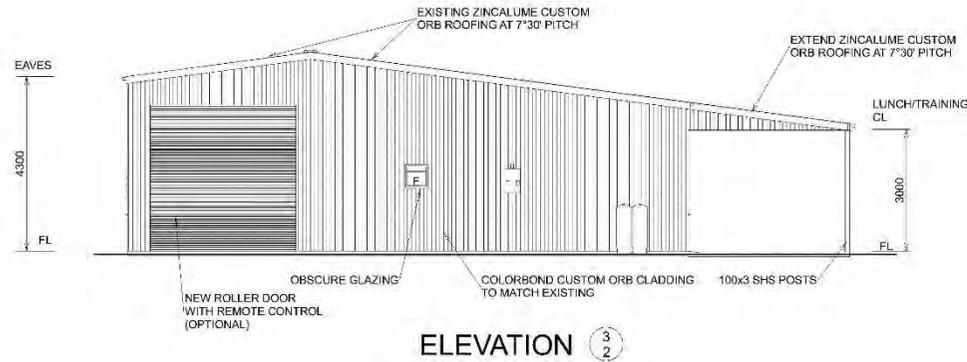
ABN 44 819 114 721  
56 WOODLEY FARM DRIVE  
NORTHAM W.A. 6401  
PHONE/FAX : (08) 9622 2816  
MOBILE : 0419 909 485  
E-mail : avonvds@bigpond.com

PROPOSED ADDITIONS  
FOR GRASS VALLEY BUSHFIRE BRIGADE  
LOT 23 CNR OF KEANE & WILSON STREETS  
GRASS VALLEY

**ELEVATIONS**

DRAWN S.R.C.	DATE MAR 2018	SCALE 1:100
JOB No 17075	SHEET No 3	ISSUE C

PRINTED 3:28:26 PM 26/05/2018 VERSION X10



NOTE  
INSTALL SECURITY SCREENS TO ALL WINDOWS  
INSTALL SECURITY ROLLER SHUTTER AS NOTED  
ALL EXTERNAL SCREWS TO BE SECURITY SCREWS

BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS  
WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE PLANS  
WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS

A3

MEMBER OF BUILDING DESIGNERS  
ASSOCIATION OF WESTERN AUSTRALIA



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AMENDMENTS  
A. ISSUED FOR CLIENT REVIEW  
B. ISSUED FOR CONSTRUCTION  
C. MINOR AMENDMENTS

**AVON VALLEY DESIGN AND DRAFTING SERVICE**

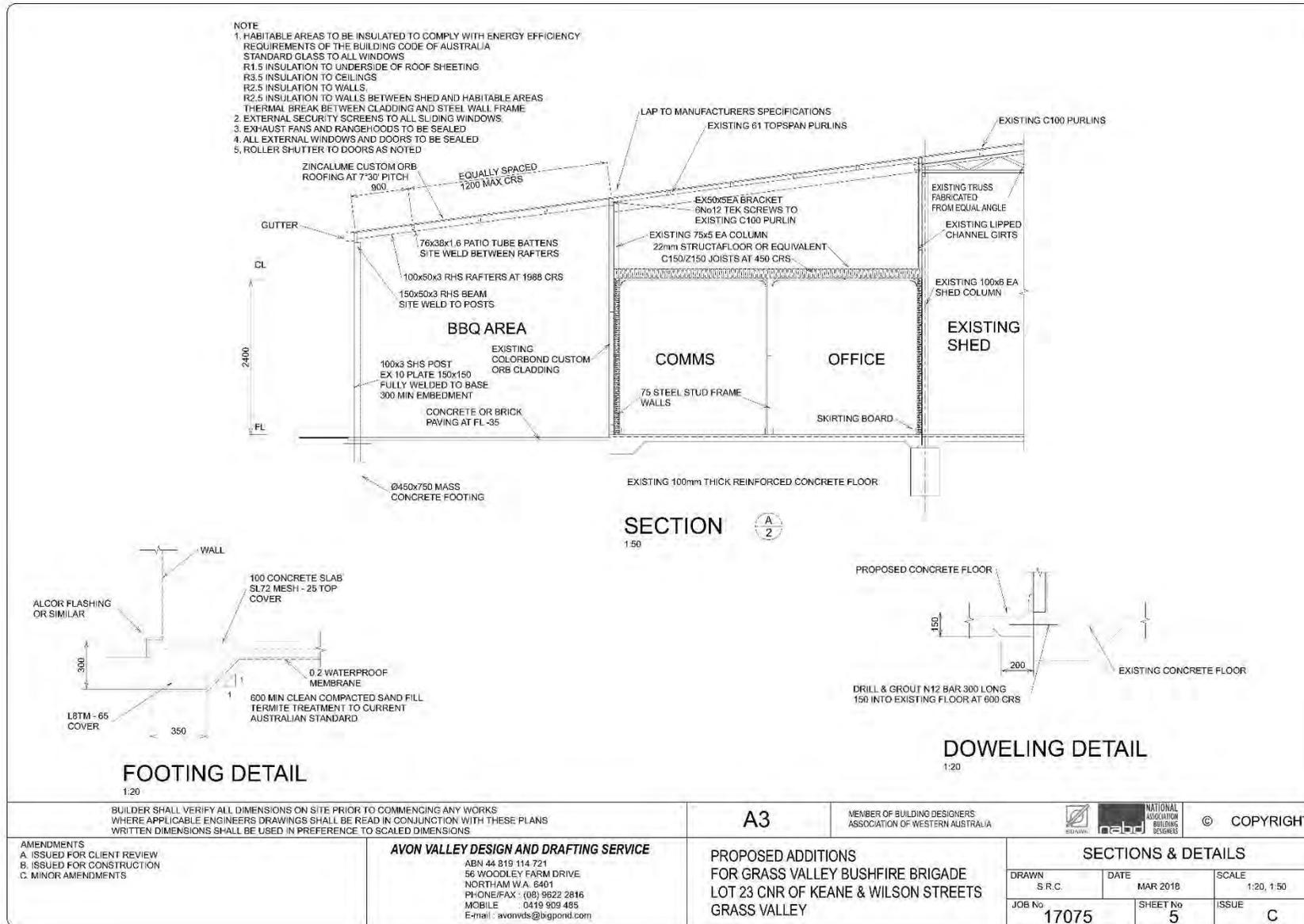
ABN 44 819 114 721  
56 WOODLEY FARM DRIVE  
NORTHAM W.A. 6401  
PHONE/FAX : (08) 9622 2816  
MOBILE : 0419 909 485  
E-mail : avonvds@bigpond.com

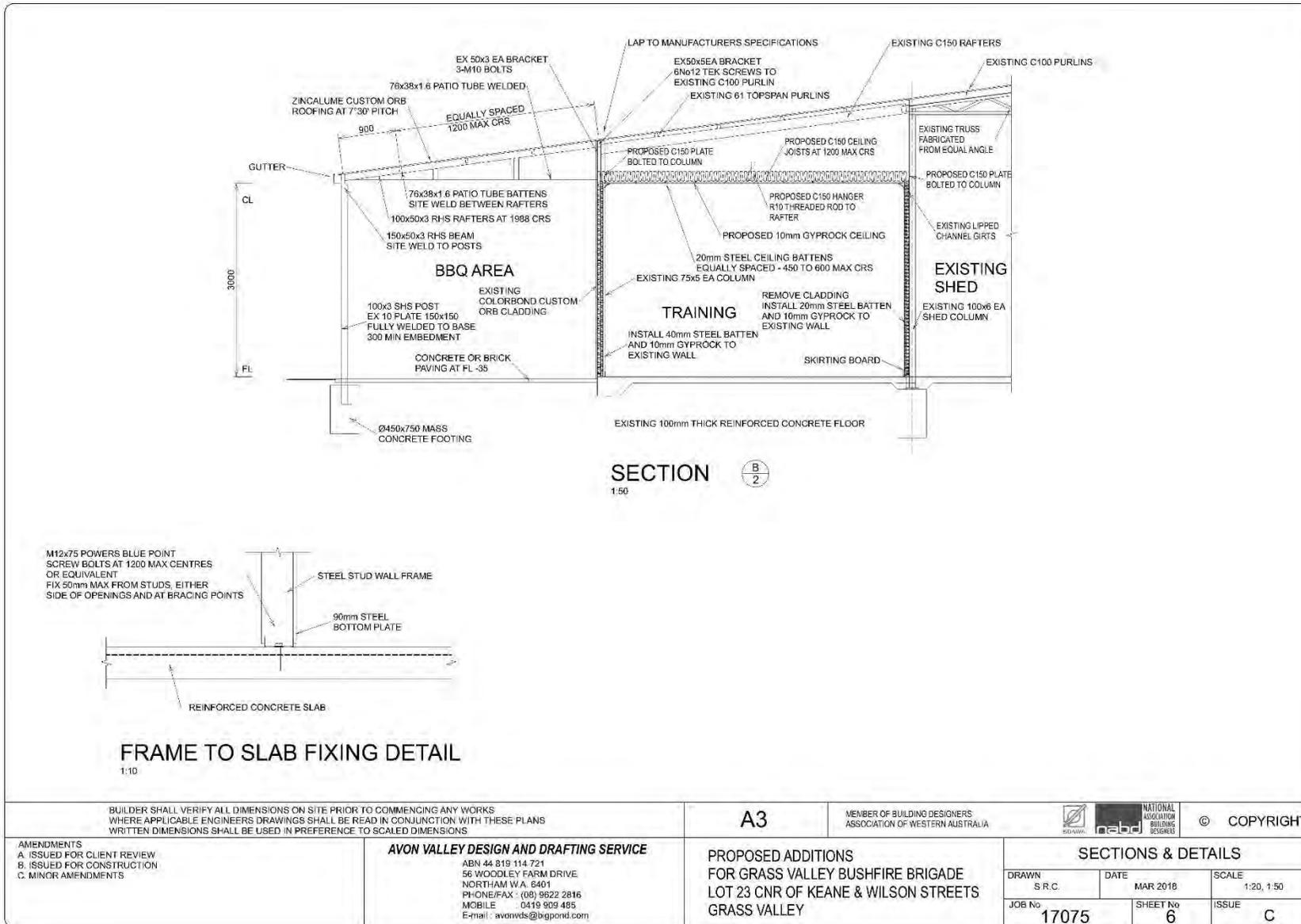
PROPOSED ADDITIONS  
FOR GRASS VALLEY BUSHFIRE BRIGADE  
LOT 23 CNR OF KEANE & WILSON STREETS  
GRASS VALLEY

**ELEVATIONS**

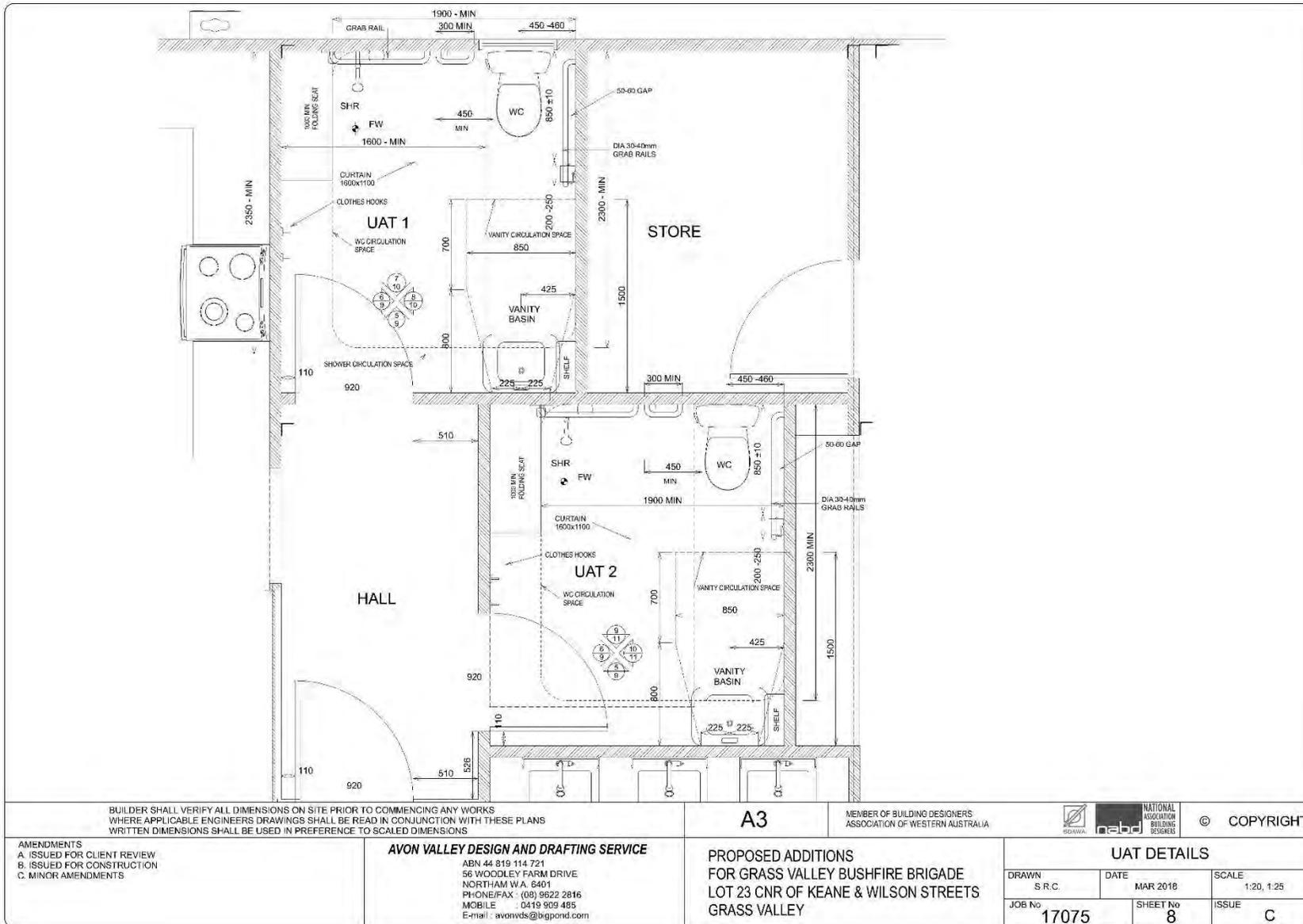
DRAWN S.R.C.	DATE MAR 2018	SCALE 1:100
JOB No 17075	SHEET No 4	ISSUE C

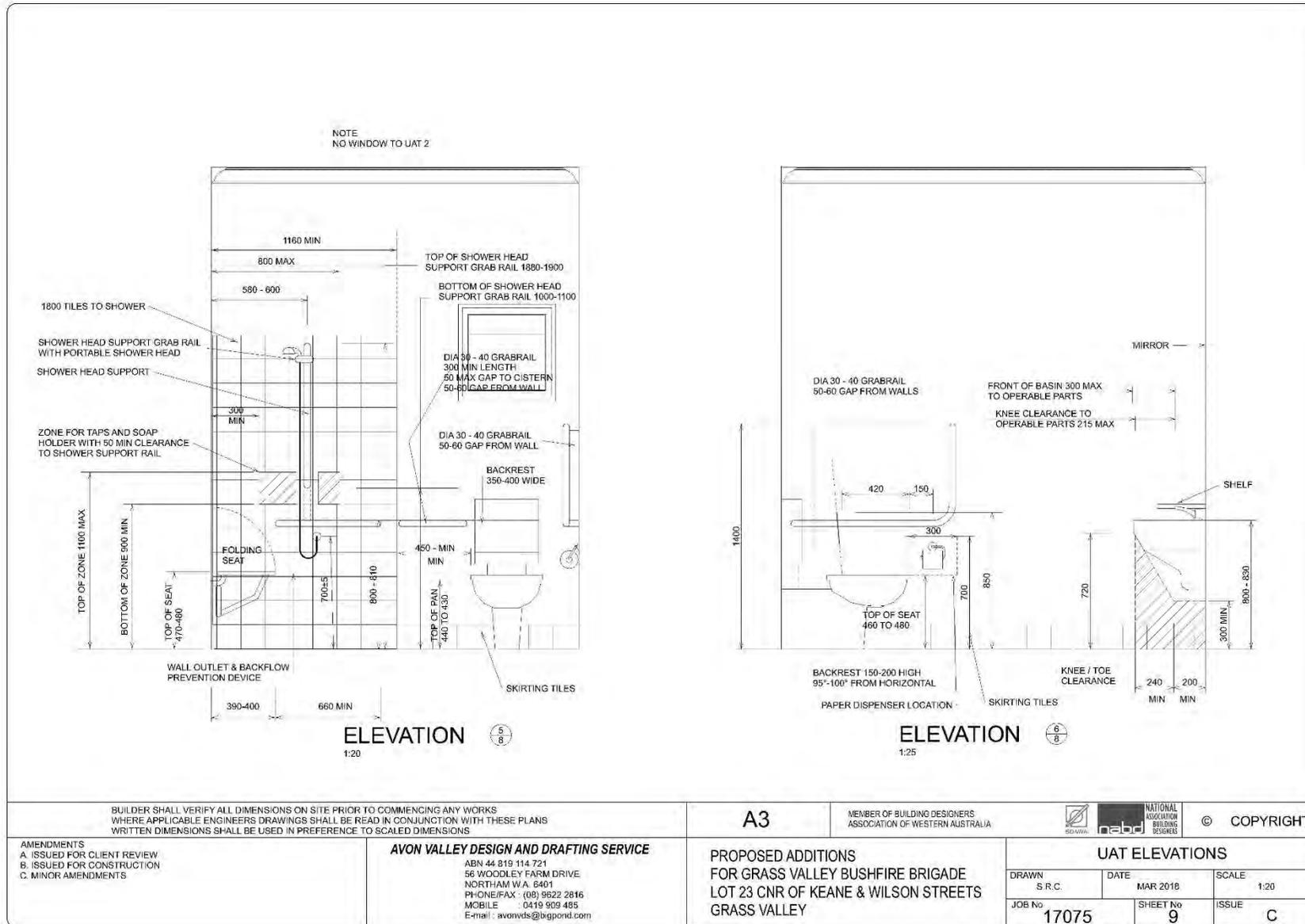
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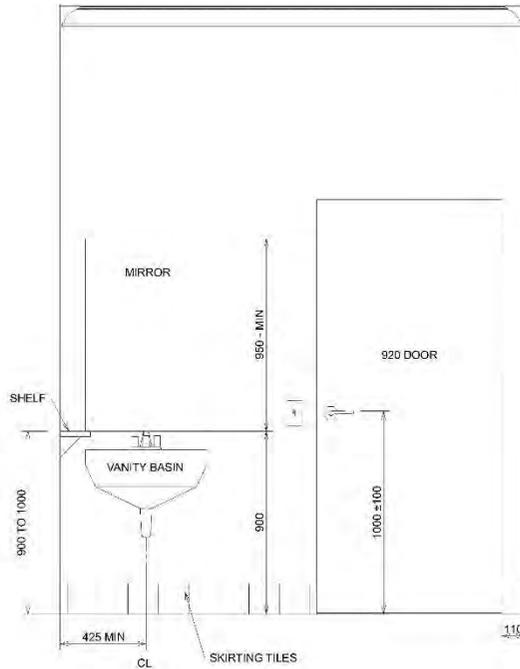




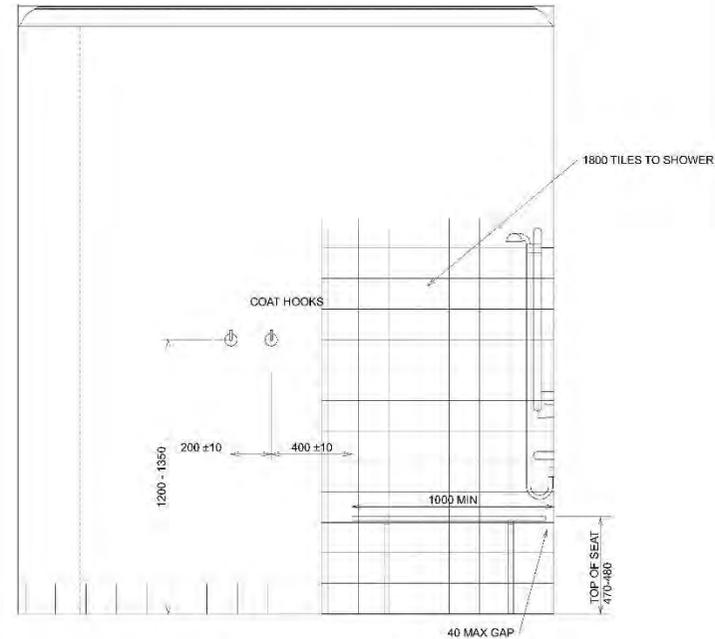








**ELEVATION** ⑧  
1:25



**ELEVATION** ⑧  
1:20

BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS  
WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE PLANS  
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**A3**

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AMENDMENTS  
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**AVON VALLEY DESIGN AND DRAFTING SERVICE**

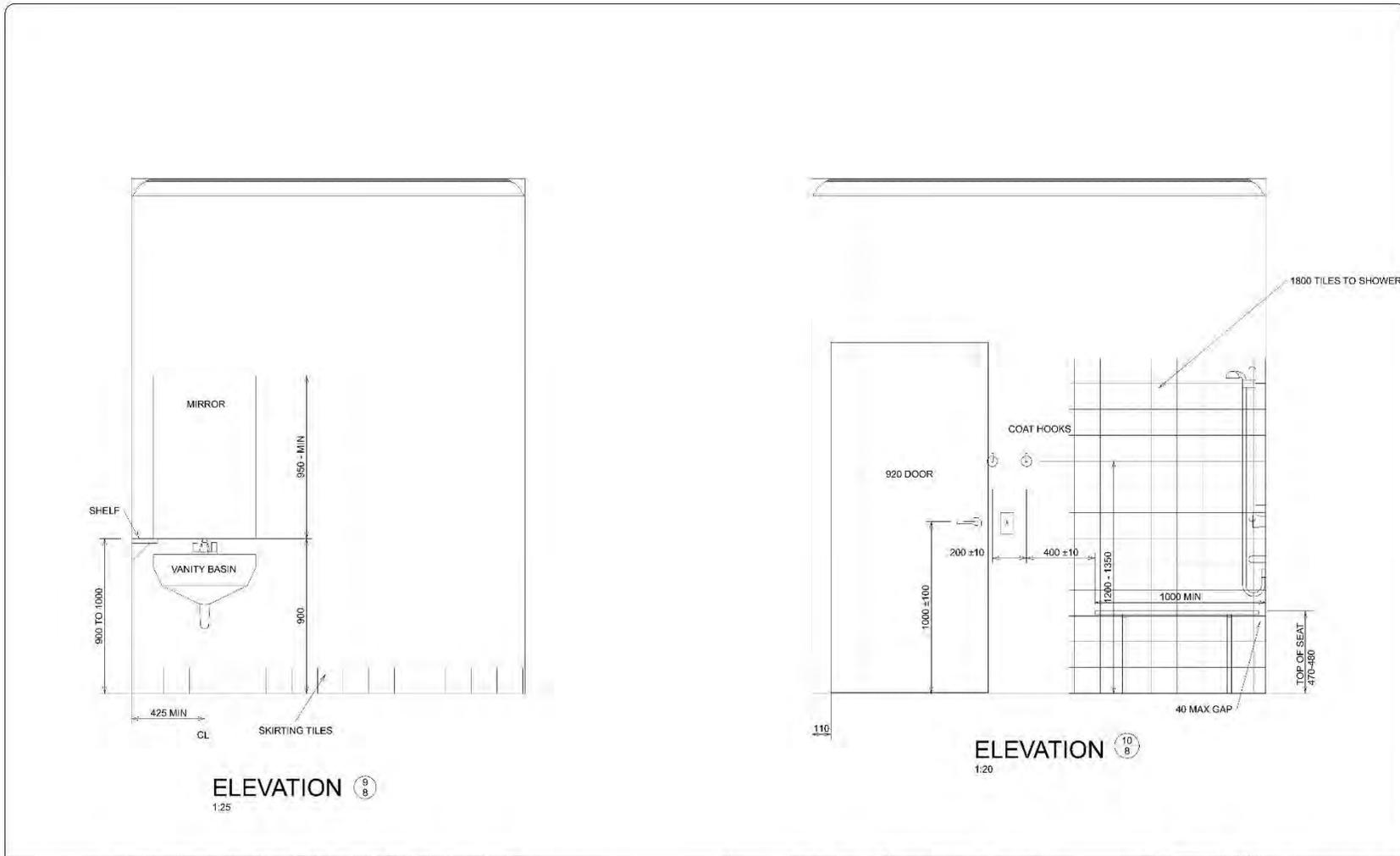
ABN 44 819 114 721  
56 WOODLEY FARM DRIVE  
NORTHAM W.A. 6401  
PHONE/FAX : (08) 9622 2816  
MOBILE : 0419 909 485  
E-mail : avonvds@bigpond.com

PROPOSED ADDITIONS  
FOR GRASS VALLEY BUSHFIRE BRIGADE  
LOT 23 CNR OF KEANE & WILSON STREETS  
GRASS VALLEY

**UAT ELEVATIONS**

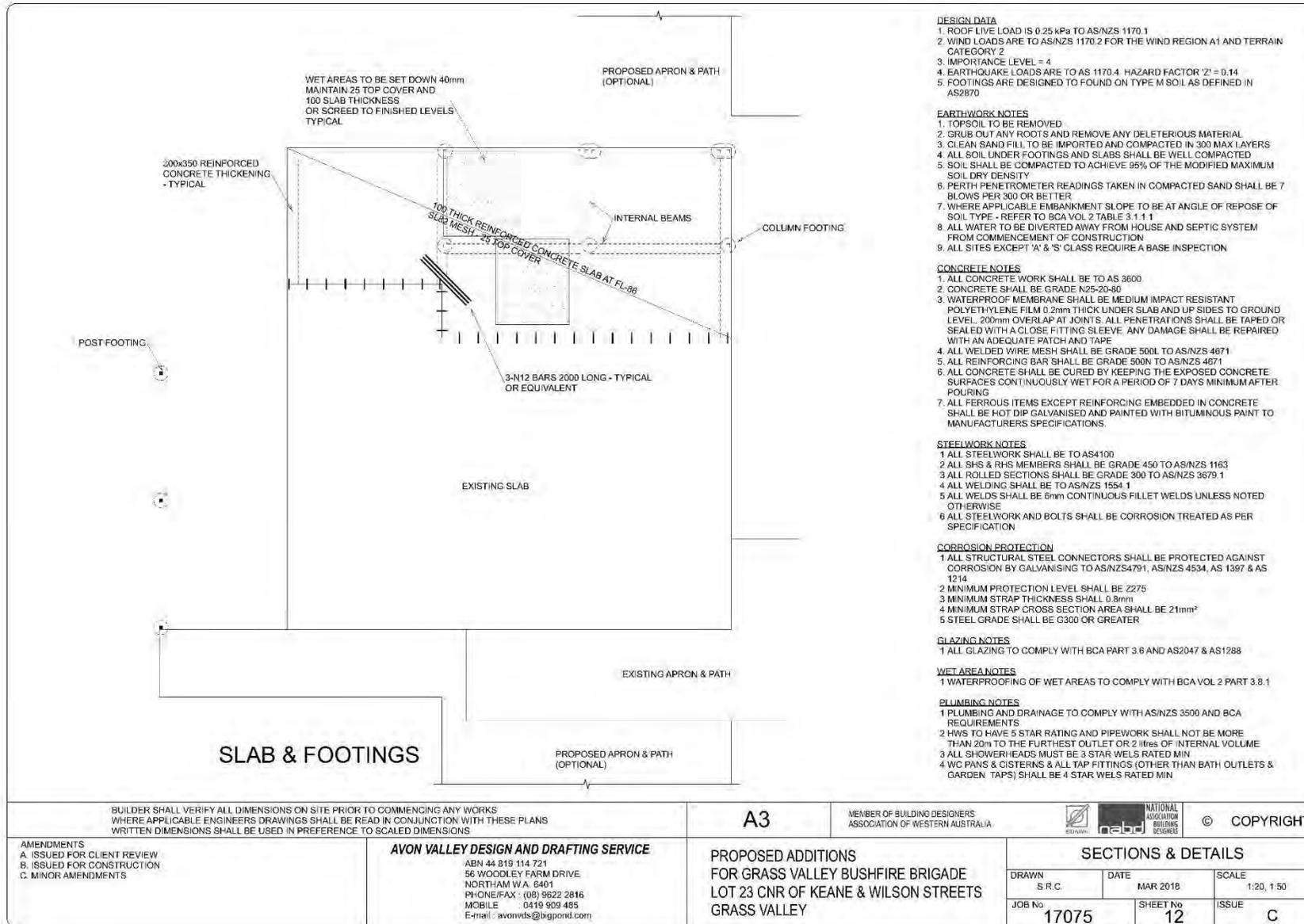
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JOB No <b>17075</b>	SHEET No <b>10</b>	ISSUE <b>C</b>

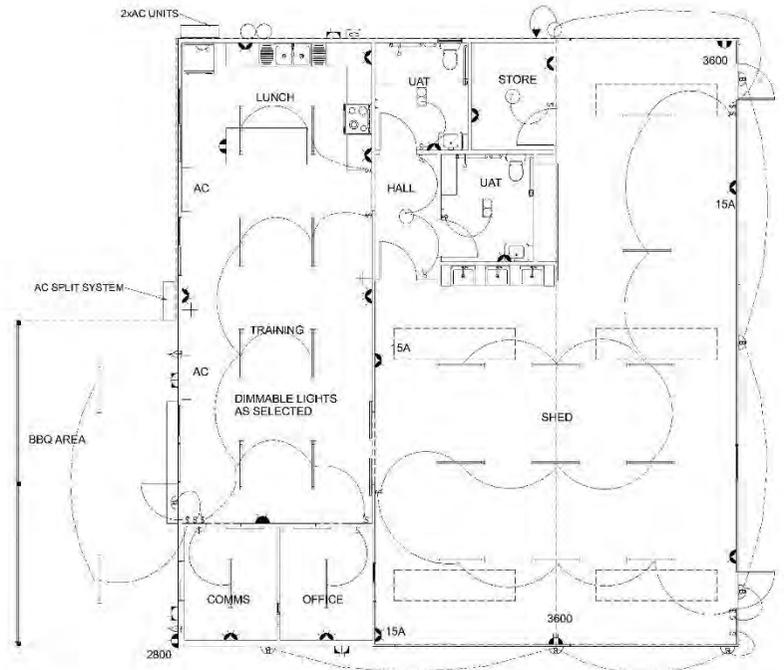
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<p>BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE PLANS WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS</p>		<p><b>A3</b></p>	<p>MEMBER OF BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA</p>		<p>© COPYRIGHT</p>						
<p>AMENDMENTS A. ISSUED FOR CLIENT REVIEW B. ISSUED FOR CONSTRUCTION C. MINOR AMENDMENTS</p>	<p><b>AVON VALLEY DESIGN AND DRAFTING SERVICE</b> ABN 44 819 114 721 56 WOODLEY FARM DRIVE NORTHAM W.A. 5401 PHONE/FAX : (08) 9622 2816 MOBILE : 0419 909 485 E-mail : avonvds@bigpond.com</p>	<p>PROPOSED ADDITIONS FOR GRASS VALLEY BUSHFIRE BRIGADE LOT 23 CNR OF KEANE &amp; WILSON STREETS GRASS VALLEY</p>	<p><b>UAT ELEVATIONS</b></p> <table border="1"> <tr> <td>DRAWN S.R.C.</td> <td>DATE MAR 2018</td> <td>SCALE 1:20</td> </tr> <tr> <td>JOB No <b>17075</b></td> <td>SHEET No <b>11</b></td> <td>ISSUE <b>C</b></td> </tr> </table>			DRAWN S.R.C.	DATE MAR 2018	SCALE 1:20	JOB No <b>17075</b>	SHEET No <b>11</b>	ISSUE <b>C</b>
DRAWN S.R.C.	DATE MAR 2018	SCALE 1:20									
JOB No <b>17075</b>	SHEET No <b>11</b>	ISSUE <b>C</b>									

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**Electrical Legend**

○ ROUND FLUORO	☎ PHONE PT	☼ CEILING FAN LIGHT
○ CEILING LIGHT	☼ CEILING FAN	☼ CEILING FAN LIGHT
○ WALL LIGHT	☼ SMOKE DETECTOR	
⬇️ DOWN LIGHT	⚡ TIE/BOOSTER SWITCH FOR HWS	
○ OYST. LIGHT	⚡ ELEC METER BOX	
⬇️ FLUORO LIGHT	⚡ 4 LAMP COMB EX FAN	⚡ DOUBLE GPO @ 900 AFL
⚡ 2 LAMP COMB EX FAN	⚡ 2 LAMP COMB EX FAN	⚡ DOUBLE GPO @ 1100 AFL
⚡ SENSOR	⚡ EXHAUST FAN UNFLUMED	⚡ QUAD GPO @ 1100 AFL
⚡ EXHAUST FAN FLUMED	⚡ EXHAUST FAN FLUMED	⚡ DOUBLE GPO @ 1550 AFL
⚡ GAS POINT	⚡ TV PCNT	⚡ WPROOF DOUBLE GPO
		⚡ CEILING MOUNTED GPO
		⚡ BUNKER LIGHT ON TIE

NOTE  
ELECTRICIAN TO MAKE ALLOWANCE FOR  
- DOUBLE WEATHERPROOF GPO FOR HWS  
- 15A POWER SUPPLY FOR OVEN  
- POWER SUPPLY FOR AIR CONDITIONING

NOTE  
ALL BUNKER LIGHTS CONTROLLED BY TIMER  
HOURS OF OPERATION 1800 TO 0600

BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE PLANS WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS		<b>A3</b>	MEMBER OF BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA	 NATIONAL ASSOCIATION BUILDING DESIGNERS	© COPYRIGHT
AMENDMENTS A. ISSUED FOR CLIENT REVIEW B. ISSUED FOR CONSTRUCTION C. MINOR AMENDMENTS	<b>AVON VALLEY DESIGN AND DRAFTING SERVICE</b> ABN 44 819 114 721 56 WOODLEY FARM DRIVE NORTHAM W.A. 6401 PHONE/FAX : (08) 9622 2816 MOBILE : 0419 909 485 E-mail : avonvds@bigpond.com	PROPOSED ADDITIONS FOR GRASS VALLEY BUSHFIRE BRIGADE LOT 23 CNR OF KEANE & WILSON STREETS GRASS VALLEY	<b>ELECTRICAL PLAN</b>		
		DRAWN S.R.C.	DATE MAR 2018	SCALE 1:100	
		JOB No <b>17075</b>	SHEET No <b>13</b>	ISSUE C	
PRINTED 3:26:28 PM 26/05/2018 VERSION X10					

## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – June 2018

Address:	N/A
Owner:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Creditors Officer Kathy Scholz
Responsible Officer:	Colin Young Executive Manager Corporate Services
Voting Requirement:	Simple Majority

#### BRIEF

For Council to receive the accounts for the period from 1<sup>st</sup> June 2018 to 30<sup>th</sup> June 2018.

#### ATTACHMENTS

- Attachment 1: Accounts & Statements of Accounts – June 2018.  
Attachment 2: Declaration.

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#### BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

#### CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Financial / Resource Implications

Payments of accounts are in accordance with Council's 2017/18 Budget.

### Legislative Compliance

Section 6.4 & 6.26(2)(g) of the Local Government Act 1995.  
Financial Management Regulations 2007, Regulation 12 & 13.

### Policy Implications

Nil.

### Stakeholder Engagement / Consultation

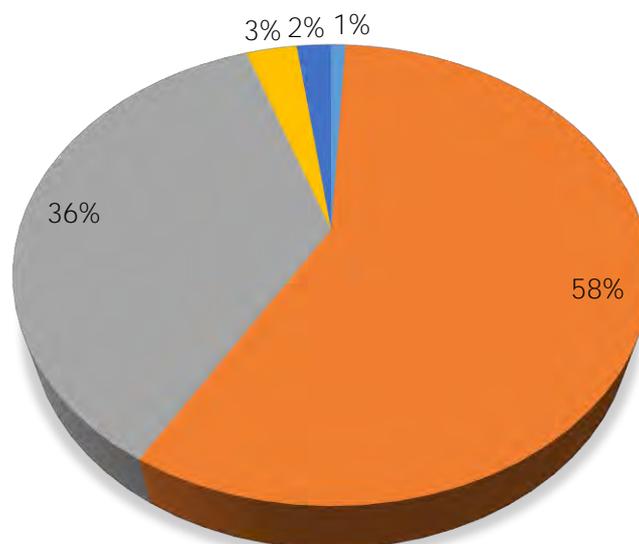
Not applicable.

### Risk Implications

Nil.

## OFFICER'S COMMENT

The matter of Council 'supporting local business' has been raised over a long period. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of June 2018;



- Staff Expenses
- Purchased from Shire of Northam Businesses or Individuals
- No Organisation or Business in Shire of Northam that can offer service required
- Purchase from Businesses or Individuals outside Shire of Northam
- Contract has gone to Tender



RECOMMENDATION / COUNCIL DECISION

Minute No: C.3424

Moved: Cr Williams

Seconded: Cr Little

That Council endorse the payments for the period 1<sup>st</sup> June 2018 to 30<sup>th</sup> June 2018 as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

CARRIED 10/0

Attachment 1

Date: 29/06/2018  
Time: 4:13:21PM

Shire of Northam

USER: Kathy Scholz  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
2043	20/06/2018	SHIRE OF NORTHAM	COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MAY 2018.	2		176.00
INV T995	20/06/2018	SHIRE OF NORTHAM	COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MAY 2018.	2	110.00	
INV T994	20/06/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MAY 2018.	2	66.00	
2044	28/06/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JUNE 2018.	2		71.25
INV T994	28/06/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JUNE 2018.	2	41.25	
INV T995	28/06/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JUNE 2018.	2	30.00	
2045	28/06/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JUNE 2018 - PART 2 ADDITIONAL DUE TO ERROR WITH FIRST ONE.	2		40.00
INV T995	28/06/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JUNE 2018 - PART 2 ADDITIONAL DUE TO ERROR WITH FIRST ONE.	2	40.00	
EFT30079	06/06/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 219A Interest payment - BOWLING CLUB DEVELOPMENT 2016	1		12,302.77
INV 219A	06/06/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 219A Interest payment - BOWLING CLUB DEVELOPMENT 2016		12,302.77	
EFT30080	08/06/2018	ANDY'S PLUMBING SERVICE	REPAIR TO RUNNING TOILET (OUTSIDE MALE TOILET) REPLACE CISTERN IN MALE TOILETS	1		800.25
INV A18004	21/05/2018	ANDY'S PLUMBING SERVICE	REPAIR TO RUNNING TOILET (OUTSIDE MALE TOILET) REPLACE CISTERN IN MALE TOILETS	1	800.25	

Date: 29/06/2018  
Time: 4:13:21PM

Shire of Northam

USER: Kathy Scholz  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT30081	08/06/2018	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR MAY 2018	1		2,018.21
INV MAY 20131/05/2018		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR MAY 2018		2,018.21	
EFT30082	08/06/2018	AUS RECORD	TRADITIONAL TUBE CLIP SET X 200	1		143.00
INV 0008760315/05/2018		AUS RECORD	TRADITIONAL TUBE CLIP SET X 200	1	143.00	
EFT30083	08/06/2018	AVON PAPER SHRED	61 ARCHIVE BOXES FOR DESTRUCTION FROM DEPOT	1		606.95
INV 920	28/05/2018	AVON PAPER SHRED	61 ARCHIVE BOXES FOR DESTRUCTION FROM DEPOT	1	606.95	
EFT30084	08/06/2018	AVON VALLEY CONTRACTORS	HIRE OF FLOAT TO MOVE TYRE ROLLER FROM WUNDOWIE DEPOT TO CHRISTMAS ROAD	1		528.00
INV 2287	22/05/2018	AVON VALLEY CONTRACTORS	HIRE OF FLOAT TO MOVE TYRE ROLLER FROM WUNDOWIE DEPOT TO CHRISTMAS ROAD	1	528.00	
EFT30085	08/06/2018	AVON VALLEY DESIGN AND DRAFTING SERVICE	GRASS VALLEY FIRE SHED EXTENSION. PROVIDE FULL SET OF DRAWINGS FOR THE EXTENSION OF THE SHED FROM DRAWINGS AND INFORMATION SUPPLIED.	1		2,530.00
INV 0000103130/05/2018		AVON VALLEY DESIGN AND DRAFTING SERVICE	GRASS VALLEY FIRE SHED EXTENSION. PROVIDE FULL SET OF DRAWINGS FOR THE EXTENSION OF THE SHED FROM DRAWINGS AND INFORMATION SUPPLIED.	1	2,530.00	
EFT30086	08/06/2018	AVON WASTE	40 X EVENT BINS FOR 2018 NORTHAM MOTORSPORT FESTIVAL. PLEASE DELIVER BY 06/04/2018 TO REAR OF NO 90 MUSIC AND GALLERY NEAR GATE.	1		910.00
INV 0002920022/05/2018		AVON WASTE	6 X EVENT BINS FOR 2017 DOGS DAY OUT, 21/10/2017	1	110.00	
INV 0002920322/05/2018		AVON WASTE	20 X EVENT BINS FOR 2018 AUSTRALIA DAY CONCERT	1	200.00	
INV 0002920222/05/2018		AVON WASTE	1 X 12M3 HOOK BIN FOR 2018 NORTHAM MOTORSPORT FESTIVAL	1	200.00	
INV 0002920122/05/2018		AVON WASTE	40 X EVENT BINS FOR 2018 NORTHAM MOTORSPORT FESTIVAL. PLEASE DELIVER BY 06/04/2018 TO REAR OF NO 90 MUSIC AND GALLERY NEAR GATE.	1	400.00	
EFT30087	08/06/2018	BAKERS HILL PROGRESS AND RECREATION ASSOCIATION	COMMUNITY FAIR	1		5,304.48
INV RR31/05/31/05/2018		BAKERS HILL PROGRESS AND RECREATION ASSOCIATION	COMMUNITY FAIR	1	4,447.67	

Date: 29/06/2018  
Time: 4:13:21PM

Shire of Northam

USER: Kathy Scholz  
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1805-02	31/05/2018	BAKERS HILL PROGRESS AND RECREATION ASSOCIATION	2017 BAKERS HILL STRATEGIC PLAN MEETING	1	856.81	
EFT30088	08/06/2018	BEAUREPAIRES	YOKOHAMA SUPERSTEELS TYRE 225/80R 17.5 - 123/122L	1		1,102.43
INV 6409907626/05/2018	05/2018	BEAUREPAIRES	REPLACEMENT TYRE REMINGTON 425 - 11 R22.5	1	450.13	
INV 6409907626/05/2018	05/2018	BEAUREPAIRES	YOKOHAMA SUPERSTEELS TYRE 225/80R 17.5 - 123/122L	1	652.30	
EFT30089	08/06/2018	BLACKWELL PLUMBING PTY LTD	BERNARD PARK TOILETS. UNBLOCK MALE TOILETS.	1		49.50
INV INV-177915/05/2018	05/2018	BLACKWELL PLUMBING PTY LTD	BERNARD PARK TOILETS. UNBLOCK MALE TOILETS.	1	49.50	
EFT30090	08/06/2018	BOYD KICKETT	BKB CENTRE FILMING	1		300.00
INV RR07/06/07/06/2018	06/2018	BOYD KICKETT	BKB CENTRE FILMING	1	300.00	
EFT30091	08/06/2018	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MAY 2018	1		1,500.00
INV MAY 20131/05/2018	05/2018	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MAY 2018		1,500.00	
EFT30092	08/06/2018	CANNON HYGIENE AUSTRALIA PTY LTD	ADMIN BUILDING. QUARTERLY SERVICE OF SANITRY UNIT. JULY, AUG, SEP.	1		360.51
INV 0008713601/04/2018	04/2018	CANNON HYGIENE AUSTRALIA PTY LTD	ADMIN BUILDING. QUARTERLY SERVICE OF SANITRY UNIT. JULY, AUG, SEP	1	360.51	
EFT30093	08/06/2018	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR MAY 2018	1		1,905.73
INV MAY 20131/05/2018	05/2018	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR MAY 2018		1,905.73	
EFT30094	08/06/2018	CENTRAL MOBILE MECHANICAL REPAIRS	PN1009A - URGENT REPLACEMENT OF ROCKER BOX, BUSHES, BRAKE LINES, AND REPAIR REAR TAILGATE	1		2,537.21
INV 0000225320/05/2018	05/2018	CENTRAL MOBILE MECHANICAL REPAIRS	PN1314 - SERVICE TO GRADER 12/3	1	1,244.71	
INV 0000226520/05/2018	05/2018	CENTRAL MOBILE MECHANICAL REPAIRS	PN1009A - URGENT REPLACEMENT OF ROCKER BOX, BUSHES, BRAKE LINES, AND REPAIR REAR TAILGATE	1	1,292.50	
EFT30095	08/06/2018	CENTRAL REGIONAL TAFE	YVONNE RYDER - CERTIFICAT II IN TOURISM COURSE FEES	1		1,323.93
INV I0004110 30/04/2018	04/2018	CENTRAL REGIONAL TAFE	YVONNE RYDER - CERTIFICAT II IN TOURISM COURSE FEES	1	1,323.93	

Date: 29/06/2018  
Time: 4:13:21PM

Shire of Northam

USER: Kathy Scholz  
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT30096	08/06/2018	CHRIS DAVIDSON	COUNCILLOR PAYMENTS MAY 2018	1		1,905.73
INV MAY 20131/05/2018		CHRIS DAVIDSON	COUNCILLOR PAYMENTS MAY 2018		1,905.73	
EFT30097	08/06/2018	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS MAY 2018	1		5,349.76
INV MAY 20131/05/2018		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS MAY 2018		5,349.76	
EFT30098	08/06/2018	CLAIRE ESSMORE MCGUIRE	BKB CENTRE FILIMING	1		300.00
INV RR07/06/07/06/2018		CLAIRE ESSMORE MCGUIRE	BKB CENTRE FILIMING	1	300.00	
EFT30099	08/06/2018	CLARK EQUIPMENT	PART NUMBER 7109662 - DOOR HANDLE	1		445.32
INV 0817391117/05/2018		CLARK EQUIPMENT	PART NUMBER 7109662 - DOOR HANDLE	1	445.32	
EFT30100	08/06/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN PHOTOCOPIER	1		1,043.94
INV 6931	28/05/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN PHOTOCOPIER	1	1,043.94	
EFT30101	08/06/2018	COUNTRYWIDE GROUP	BICARB SODA; CYANURIC ACID; HYDROCHLORIC ACID; LIQUID CHLORINE; DRY CHLORINE; SODA ASH; SODIUM BISULPHATE; WATERPOLISHER	1		958.22
INV 25347	15/05/2018	COUNTRYWIDE GROUP	20L CONTAINER OF CHLORINE	1	114.51	
INV 25191	18/04/2018	COUNTRYWIDE GROUP	EDGER BLADES	1	100.00	
INV 24900	15/02/2018	COUNTRYWIDE GROUP	BICARB SODA; CYANURIC ACID; HYDROCHLORIC ACID; LIQUID CHLORINE; DRY CHLORINE; SODA ASH; SODIUM BISULPHATE; WATERPOLISHER	1	62.50	
INV 24769	29/01/2018	COUNTRYWIDE GROUP	BICARB SODA; CYANURIC ACID; HYDROCHLORIC ACID; LIQUID CHLORINE; DRY CHLORINE; SODA ASH; SODIUM BISULPHATE; WATERPOLISHER	1	622.71	
INV 25130	03/04/2018	COUNTRYWIDE GROUP	BAR FOR POLE SAW	1	58.50	
EFT30102	08/06/2018	CTI SECURITY SERVICES PTY LTD	NORTHAM RECREATION CENTRE. ALARM MONITORING MAY 2018	1		535.33
INV CINS304023/05/2018		CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL. ALARM MONITORING FOR MAY 2018	1	53.00	

Date: 29/06/2018  
Time: 4:13:21PM

Shire of Northam

USER: Kathy Scholz  
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV CINS304023/05/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM SWIMMING POOL. ALARM MONITORING FROR MAY 2018	1	53.00	
INV CINS304023/05/2018		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE. ALARM MONITORING FOR MAY 2018	1	53.00	
INV CINS304023/05/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM RECREATION CENTRE. ALARM MONITORING MAY 2018	1	53.33	
INV CINS304023/05/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM SES ADMINISTRATION BUILDING. ALARM MONITORING MAY 2018	1	29.00	
INV CINS304023/05/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM VISITORS CENTRE. ALARM MONITORING FOR MAY 2018	1	53.00	
INV CINS304023/05/2018		CTI SECURITY SERVICES PTY LTD	SES WAREHOUSE. ALARM MONITORING FOR MAY 2018	1	29.00	
INV CINS304023/05/2018		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY. ALARM MONITORING FOR MAY 2018	1	53.00	
INV CINS304023/05/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY. ALARM MONITORING FROR MAY 2018	1	53.00	
INV CINS304023/05/2018		CTI SECURITY SERVICES PTY LTD	OLD RAILWAY STATION. ALARM MONITORING FOR MAY 2018	1	53.00	
INV CINS304023/05/2018		CTI SECURITY SERVICES PTY LTD	BERT HAWK OVAL. ALARM MONITORING FROM 01 JAN TO 30 JUN	1	53.00	
EFT30103	08/06/2018	FM SURVEYS	LEVEL AND FEATURE SURVEY ON 36 ST GEORGE STREET	1		1,320.00
INV 0002072331/05/2018		FM SURVEYS	LEVEL AND FEATURE SURVEY ON 36 ST GEORGE STREET	1	1,320.00	
EFT30104	08/06/2018	FRONTLINE FIRE & RESCUE EQUIPMENT	2 X 4 PACK EFLARES KIT, BLUE/RED E-FLARES INCLUDING RUBBER ROAD BASES AND FENCE CLIPS	1		759.00
INV 60309	18/04/2018	FRONTLINE FIRE & RESCUE EQUIPMENT	2 X 4 PACK EFLARES KIT, BLUE/RED E-FLARES INCLUDING RUBBER ROAD BASES AND FENCE CLIPS	1	759.00	
EFT30105	08/06/2018	GLENN STUART BEVERIDGE	ERECT AWNING OVER DUMP SHOWER BESIDE PUMP ROOM AT NORTHAM POOL	1		1,903.00
INV 93	29/05/2018	GLENN STUART BEVERIDGE	REPAIR SHELVING IN CLEANING CUPBOARD AT NORTHAM POOL (STORAGE ROOM)	1	132.00	
INV 92	29/05/2018	GLENN STUART BEVERIDGE	ERECT AWNING OVER DUMP SHOWER BESIDE PUMP ROOM AT NORTHAM POOL	1	726.00	
INV 91	29/05/2018	GLENN STUART BEVERIDGE	REPLACE CHECKERED PLATE OVER PIT @ NORTHAM SWIMMING POOL	1	495.00	

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INV 90	29/05/2018	GLENN STUART BEVERIDGE	RECTIFY THE BOTTOM OF TWO POLES AT THE NORTHAM SWIMMING POOL. THE POLES HAVE RUSTED AND NEED SECURING.	1	550.00	
EFT30107	08/06/2018	HARDIE GRANT MEDIA PTY LTD	ADVERTISING IN WA STREET DIRECTORY	1		1,100.00
INV 0000892609/04/2018		HARDIE GRANT MEDIA PTY LTD	ADVERTISING IN WA STREET DIRECTORY	1	1,100.00	
EFT30108	08/06/2018	HI CONSTRUCTIONS AUST PTY LTD	NORTHAM TOWN HALL. REPAIRS TO DECORATIVE RENDER AS PER QUOTE 9/02/2017. TO SPECIFICATIONS SUPPLIED BY SON.	1		13,153.93
INV NTHM-125/05/2018		HI CONSTRUCTIONS AUST PTY LTD	NORTHAM TOWN HALL. REPAIRS TO DECORATIVE RENDER AS PER QUOTE 9/02/2017. TO SPECIFICATIONS SUPPLIED BY SON.	1	6,899.50	
INV GW-2	25/05/2018	HI CONSTRUCTIONS AUST PTY LTD	TOWN HALL REMEDIAL WORKS. VARIATION 3. GREY WASHING OF REPAIRED EXISTING CEMENT MOULDINGS TO GORDON STREET SIDE. TO ACHIEVE UNIFORM COLOUR.	1	6,254.43	
EFT30109	08/06/2018	HOST AUTO REPAIRS	STANDARD SERVICE FOR SES TROOPCARRIER REGO: IDID 141	1		302.50
INV 61625	21/03/2018	HOST AUTO REPAIRS	STANDARD SERVICE FOR SES TROOPCARRIER REGO: IDID 141	1	302.50	
EFT30110	08/06/2018	IRENE JONES	BKB CENTRE FILMING	1		300.00
INV RR07/06/07/06/2018		IRENE JONES	BKB CENTRE FILMING	1	300.00	
EFT30111	08/06/2018	JOHN PROUD	COUNCILLOR PAYMENTS MAY 2018	1		1,905.73
INV MAY 20131/05/2018		JOHN PROUD	COUNCILLOR PAYMENTS MAY 2018		1,905.73	
EFT30112	08/06/2018	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR MAY 2018	1		1,905.73
INV MAY 20131/05/2018		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR MAY 2018		1,905.73	
EFT30113	08/06/2018	KATHY DAVIS	BKB CENTRE FILMING	1		150.00
INV RR07/06/07/06/2018		KATHY DAVIS	BKB CENTRE FILMING	1	150.00	
EFT30114	08/06/2018	KEVIN STACK	BKB CENTRE FILMING	1		300.00

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INV RR07/06/07/06/2018		KEVIN STACK	BKB CENTRE FILMING	1	300.00	
EFT30115	08/06/2018	KIRK GARLETT	BKB CENTRE FILMING	1		150.00
INV RR07/06/07/06/2018		KIRK GARLETT	BKB CENTRE FILMING	1	150.00	
EFT30116	08/06/2018	LANDMARK ENGINEERING & DESIGN T/A EXTERIA	MANUFACTURE, AND DELIVERY OF 240L NORFOLK PRESSED METAL MGB SURROUND POWDER COATED "HERITAGE RED" FINISH WITH BOLT DOWN	1		10,679.90
INV 0000756425/05/2018		LANDMARK ENGINEERING & DESIGN T/A EXTERIA	MANUFACTURE, AND DELIVERY OF 240L NORFOLK PRESSED METAL MGB SURROUND POWDER COATED "HERITAGE RED" FINISH WITH BOLT DOWN	1	10,679.90	
EFT30117	08/06/2018	LLOYDS EARTHMOVING	CHRISTMAS GIFT CARD - DAVID GOLDSMITH	1		100.00
INV INV-038309/01/2018		LLOYDS EARTHMOVING	CHRISTMAS GIFT CARD - DAVID GOLDSMITH	1	100.00	
EFT30118	08/06/2018	LUCY'S TEAROOMS	CATERING AS PER QUOTE FOR 100 PEOPLE INC DESSERT FOR THE 2018 FIREFIGHTERS DINNER.	1		2,768.50
INV 69	01/06/2018	LUCY'S TEAROOMS	CLIENT OUTING	1	103.50	
INV 1661	22/05/2018	LUCY'S TEAROOMS	CATERING - COUNCILLOR WALGA TRAINING 14/05/2018	1	165.00	
INV 1674	30/05/2018	LUCY'S TEAROOMS	CATERING AS PER QUOTE FOR 100 PEOPLE INC DESSERT FOR THE 2018 FIREFIGHTERS DINNER.	1	2,500.00	
EFT30119	08/06/2018	MAD DOG PROMOTIONS	STOCK PURCHASES FOR VISITORS CENTRE.	1		2,025.10
INV INV-102823/05/2018		MAD DOG PROMOTIONS	STOCK PURCHASES FOR VISITORS CENTRE.	1	2,025.10	
EFT30120	08/06/2018	MARLENE MARIE PLEWS	REIMBURSEMENT OF FOOD COSTS RECORDS COURSE 16/17 MAY 2018.	1		78.00
INV 38311	17/05/2018	MARLENE MARIE PLEWS	REIMBURSEMENT OF FOOD COSTS RECORDS COURSE. 16/17 MAY 2018.	1	78.00	
EFT30121	08/06/2018	MAYDAY EARTHMOVING	HIRE OF JUMPING JACK FOR ONE DAY	1		88.00
INV 0006899311/04/2018		MAYDAY EARTHMOVING	HIRE OF JUMPING JACK FOR ONE DAY	1	88.00	
EFT30122	08/06/2018	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MAY 2018	1		2,843.23
INV MAY 20131/05/2018		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MAY 2018		2,843.23	

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EFT30123	08/06/2018	MOORE STEPHENS (WA) PTY LTD	2017/2018 WEST AUSTRALIAN LOCAL GOVERNMENT RATES COMPARISON REPORT.	1		214.50
INV 307081	14/05/2018	MOORE STEPHENS (WA) PTY LTD	2017/2018 WEST AUSTRALIAN LOCAL GOVERNMENT RATES COMPARISON REPORT.	1	214.50	
EFT30124	08/06/2018	MORRIS PEST AND WEED CONTROL	BAKERS HILL PAVILION. YEARLY TERMITE INSPECTION.	1		8,299.50
INV 8902	29/05/2018	MORRIS PEST AND WEED CONTROL	REC CENTRE. TREAT ANTS IN PAVING AROUND FOOTY CLUBROOMS AS PER DISCUSSION.	1	319.00	
INV 8912	29/05/2018	MORRIS PEST AND WEED CONTROL	BAKERS HILL PAVILION. YEARLY TERMITE INSPECTION.	1	7,980.50	
EFT30125	08/06/2018	MR NATURALLY CLEAN	SECURITY CALL OUTS FOR MAY 2018.	1		660.00
INV INV-077009/05/2018		MR NATURALLY CLEAN	SECURITY CALL OUTS FOR MAY 2018.	1	660.00	
EFT30126	08/06/2018	MULTICON COMMERCIAL CONSTRUCTIONS	NORTHAM CEMETERY RESTROOM. SUPPLY AND INSTALL UNISEX ACCESSIBLE RESTROOM TO THE NORTHAM CEMETERY AS PER SCOPE OF WORKS AND YOUR QUOTE.	1		15,000.00
INV 856	24/05/2018	MULTICON COMMERCIAL CONSTRUCTIONS	NORTHAM CEMETERY RESTROOM. SUPPLY AND INSTALL UNISEX ACCESSIBLE RESTROOM TO THE NORTHAM CEMETERY AS PER SCOPE OF WORKS AND YOUR QUOTE.	1	15,000.00	
EFT30127	08/06/2018	MUNDARING JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING- MUNDARING JUNIOR FOOTBALL CLUB	1		90.00
INV KS022356/18/05/2018		MUNDARING JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING- MUNDARING JUNIOR FOOTBALL CLUB	1	90.00	
EFT30128	08/06/2018	NORTHAM BETTA ELECTRICAL	OPTIPLEX 7050 SFF I7-7700 8GB(2400-DDR4) 256GB(M.2-SSD) DVDRW USB3.0 RJ45 HDMI DISPLAYPORT KEYBOARD AND MOUSE WINDOWS 10 PRO(64BIT) 3YR ONSITE	1		21,531.00
INV 19815	10/05/2018	NORTHAM BETTA ELECTRICAL	TREND WORRY FREE BUSINESS ANTIVIRUS LICENCES - 80 WORKSTATIONS	1	8,800.00	
INV 19816	15/05/2018	NORTHAM BETTA ELECTRICAL	NIGHTHAWK WIRELESS ROUTERS	1	1,046.00	

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INV 19817	15/05/2018	NORTHAM BETTA ELECTRICAL	OPTIPLEX 7050 SFF 17-7700 8GB(2400-DDR4) 256GB(M.2-SSD) DVDRW USB3.0 RJ45 HDMI DISPLAYPORT KEYBOARD AND MOUSE WINDOWS 10 PRO(64BIT) 3YR ONSITE	1	11,685.00	
EFT30129	08/06/2018	NORTHAM COUNTRY CLUB INC	COMMUNITY GRANT- LADIES GOLF SPONSORSHIP	1		1,000.00
INV RR31/05/31/05/2018		NORTHAM COUNTRY CLUB INC	COMMUNITY GRANT- LADIES GOLF SPONSORSHIP	1	500.00	
INV RR31/05/31/05/2018		NORTHAM COUNTRY CLUB INC	COMMUNITY GRANT	1	500.00	
EFT30130	08/06/2018	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR RODNEY HAYES	1		236.50
INV 80768	23/03/2018	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR RODNEY HAYES	1	236.50	
EFT30131	08/06/2018	NORTHAM FEED & HIRE	FORKLIFT GAS BOTTLE	1		96.00
INV 0000121027/03/2018		NORTHAM FEED & HIRE	FORKLIFT GAS BOTTLE	1	65.00	
INV 0000135831/01/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS- JANUARY	1	31.00	
EFT30132	08/06/2018	NORTHAM HOCKEY CLUB	KIDSPORT FUNDING- NORTHAM HOCKEY CLUB INC	1		500.00
INV KS0230629/05/2018		NORTHAM HOCKEY CLUB	KIDSPORT FUNDING- NORTHAM HOCKEY CLUB INC	1	500.00	
EFT30133	08/06/2018	NORTHAM JUNIOR FOOTBALL ASSOCIATION	KIDSPORT FUNDING - NORTHAM JUNIOR FOOTBALL CLUB	1		90.00
INV KS0230931/05/2018		NORTHAM JUNIOR FOOTBALL ASSOCIATION	KIDSPORT FUNDING - NORTHAM JUNIOR FOOTBALL CLUB	1	90.00	
EFT30134	08/06/2018	NORTHAM LIQUOR BARONS	REFRESHMENTS FOR THE 2018 VOLUNTEER FIREFIGHTER DINNER, 25/05/2018 @ NORTHAM REC CENTRE	1		480.50
INV 1210-12330/05/2018		NORTHAM LIQUOR BARONS	REFRESHMENTS FOR THE 2018 VOLUNTEER FIREFIGHTER DINNER, 25/05/2018 @ NORTHAM REC CENTRE	1	480.50	
EFT30135	08/06/2018	NORTHAM MAZDA	50000KM SERVICE TO MAZDA CX5 PN1519 - N3433 SENIOR BUILDING SURVEYOR VEHICLE.	1		300.00
INV 119952	17/05/2018	NORTHAM MAZDA	50000KM SERVICE TO MAZDA CX5 PN1519 - N3433 SENIOR BUILDING SURVEYOR VEHICLE	1	300.00	

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EFT30136	08/06/2018	NORTHAM POLICE & CITIZENS YOUTH CLUB (INC)	KIDSPORT FUNDING NORTHAM PCYC	1		330.00
INV KS02314631	03/05/2018	NORTHAM POLICE & CITIZENS YOUTH CLUB (INC)	KIDSPORT FUNDING NORTHAM PCYC	1	330.00	
EFT30137	08/06/2018	NORTHAM SUB BRANCH RETURNED & SERVICES LEAGUE	ANZAC DAY COMMUNITY GRANT	1		2,693.50
INV RR31/05/31/05/2018	03/05/2018	NORTHAM SUB BRANCH RETURNED & SERVICES LEAGUE	ANZAC DAY COMMUNITY GRANT	1	2,693.50	
EFT30138	08/06/2018	NORTHAM TOY LIBRARY	COMMUNITY GRANT	1		5,000.00
INV RR31/05/31/05/2018	03/05/2018	NORTHAM TOY LIBRARY	COMMUNITY GRANT	1	5,000.00	
EFT30139	08/06/2018	NORTHAM VETERINARY CENTRE	SPEY & MICRO-CHIP - VOUCHER 69, ELEANOR ROGERS	1		400.00
INV 65545	14/05/2018	NORTHAM VETERINARY CENTRE	SPEY & MICRO-CHIP - VOUCHER 69, ELEANOR ROGERS	1	150.00	
INV 65719	24/05/2018	NORTHAM VETERINARY CENTRE	SPEY & MIRCCHIP - VOUCHER 71- MINTY STEER.	1	100.00	
INV 65544	14/05/2018	NORTHAM VETERINARY CENTRE	CASTRATE & MICRO-CHIP - VOUCHER 68, SPIDEY ROGERS	1	150.00	
EFT30140	08/06/2018	OFFICEWORKS SUPERSTORES PTY LTD	J.BURROWS 12 DIGIT DESKTOP TAX CALCULATOR SILVER	1		56.00
INV 3900610908/05/2018	08/05/2018	OFFICEWORKS SUPERSTORES PTY LTD	J.BURROWS 12 DIGIT DESKTOP TAX CALCULATOR SILVER	1	56.00	
EFT30141	08/06/2018	OXTER SERVICES	BERNARD PARK TOILETS. SUPPLY 3 X CARTONS OF TOILET PAPER, 5 LITRES OF HAND WASH.	1		2,946.63
INV 19743	25/05/2018	OXTER SERVICES	BAKERS HILL PAVILLION TOILETS. CLEANING FOR MAY.	1	233.20	
INV 19742	25/05/2018	OXTER SERVICES	KATRINE TOILETS. CLAENING FOR MAY.	1	233.20	
INV 19741	25/05/2018	OXTER SERVICES	BAKERS HILL HOOPER PARK TOILETS. CLEANING FOR MAY.	1	349.80	
INV 19747	25/05/2018	OXTER SERVICES	QUELLINGTON HALL TOILETS. WEEKLY CLEANS 14/05/2018-25/05/2018	1	382.80	
INV 19467	05/04/2018	OXTER SERVICES	BERNARD PARK TOILETS. SUPPLY 3 X CARTONS OF TOILET PAPER, 5 LITRES OF HAND WASH.	1	583.13	
INV 19746	25/05/2018	OXTER SERVICES	CLACKLINE TOILETS. CLEANING FOR MAY	1	349.80	

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INV 19744	25/05/2018	OXTER SERVICES	WUNDOWIE TOILETS. CLEANING FOR MAY	1	382.80	
INV 19745	25/05/2018	OXTER SERVICES	CEMETERY TOILETS. CLEANING FOR MAY	1	233.20	
INV 19682	25/05/2018	OXTER SERVICES	WUNDOWIE HALL TOILETS. SUPPLY 2 X CARTONS	1	198.70	
EFT30142	08/06/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY FEE FOR DAILY MONITORING, MANAGEMENT & RESOLUTION OF DISASTER RECOVERY OPTIONS AT SITE MAY 2018.	1		85.00
INV 23668	31/05/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY FEE FOR DAILY MONITORING, MANAGEMENT & RESOLUTION OF DISASTER RECOVERY OPTIONS AT SITE MAY 2018.	1	85.00	
EFT30143	08/06/2018	PRIMARIES OF WA PTY LTD	ECO EMERALD FERTIZER BAG	1		471.90
INV 2520020009/05/2018		PRIMARIES OF WA PTY LTD	ECO EMERALD FERTIZER BAG	1	471.90	
EFT30144	08/06/2018	PROFESSIONAL LOCKSERVICE	BERT HAWKE PAVILLION. SUPPLY 4 X D07 PADLOCKS.	1		1,238.07
INV 0010267831/05/2018		PROFESSIONAL LOCKSERVICE	BERT HAWKE PAVILLION. SUPPLY 4 X D07 PADLOCKS.	1	1,238.07	
EFT30145	08/06/2018	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS MAY 2018	1		1,905.73
INV MAY 20131/05/2018		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS MAY 2018		1,905.73	
EFT30146	08/06/2018	RUTH HAYDEN	BKB CENTRE FILMING	1		500.00
INV RR29/05/29/05/2018		RUTH HAYDEN	USE OF QUOTES FOR BILYA KOORT BOODJA CENTRE	1	200.00	
INV RR07/06/07/06/2018		RUTH HAYDEN	BKB CENTRE FILMING	1	300.00	
EFT30147	08/06/2018	SKILL HIRE WA PTY LTD	LABOUR HIRE FOR ROBERT WILSON FOR W/E 20/05/2018	1		1,735.87
INV AP52132/23/05/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR ROBERT WILSON FOR W/E 20/05/2018	1	1,735.87	
EFT30148	08/06/2018	SPECIALE SMASH REPAIRS	EXCESS ON INSURANCE CLAIM# 633591966 FOR NISSAN NAVARA DUAL CAB N11084.	1		1,000.00
INV 17282/2	27/02/2018	SPECIALE SMASH REPAIRS	EXCESS ON INSURANCE CLAIM# 633591966 FOR NISSAN NAVARA DUAL CAB N11084.	1	1,000.00	

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EFT30149	08/06/2018	SPECIALISED TREE SERVICE	STREET TREE 90 DAY NOTICE, 70 KATRINE ROAD, GOOMALLING ROAD, 87 CLARK STREET, 124 NEWCASTLE ROAD, 141 NEWCASTLE ROAD, 50 YILGARN AVE	1		1,470.00
INV 2834	23/05/2018	SPECIALISED TREE SERVICE	STREET TREE 90 DAY NOTICE, 70 KATRINE ROAD, GOOMALLING ROAD, 87 CLARK STREET, 124 NEWCASTLE ROAD, 141 NEWCASTLE ROAD, 50 YILGARN AVE	1	1,470.00	
EFT30150	08/06/2018	SPORTSPOWER NORTHAM	SPORTING EQUIPMENT FOR REC CENTRE.	1		793.00
INV 18-0000630	05/2018	SPORTSPOWER NORTHAM	SPORTING EQUIPMENT FOR REC CENTRE.	1	793.00	
EFT30151	08/06/2018	STASS ENVIRONMENTAL	HYDROGOLIST REPORT FOR BORE SAMPLES AT OLD QUARRY LANDFILL SITE	1		1,507.00
INV SN006	30/05/2018	STASS ENVIRONMENTAL	HYDROGOLIST REPORT FOR BORE SAMPLES AT OLD QUARRY LANDFILL SITE	1	1,507.00	
EFT30152	08/06/2018	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS MAY 2018	1		2,038.93
INV MAY 20131	05/2018	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS MAY 2018		2,038.93	
EFT30153	08/06/2018	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS MAY 2018	1		1,959.01
INV MAY 20131	05/2018	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS MAY 2018		1,959.01	
EFT30154	08/06/2018	THE WORKWEAR GROUP	BROOKE EVANS - CAP SLEEVE PEPLUM TOP	1		1,297.02
INV 1044976714	05/2018	THE WORKWEAR GROUP	JAIME HAWKINS - CAT3KM SLIMLINE PANTT	1	109.65	
INV 1044328414	05/2018	THE WORKWEAR GROUP	JAIME HAWKINS - CAT3KM SLIMLINE PANTT	1	260.95	
INV 1044328514	05/2018	THE WORKWEAR GROUP	BROOKE EVANS - CAP SLEEVE PEPLUM TOP	1	314.50	
INV 1044507816	05/2018	THE WORKWEAR GROUP	MICHELLE BLACKHURST - CAT3KM SLIMLINE PANT	1	258.32	
INV 1044976616	05/2018	THE WORKWEAR GROUP	MICHELLE BLACKHURST - CAT3KM SLIMLINE PANT	1	109.65	
INV 1045133616	05/2018	THE WORKWEAR GROUP	N.HAMPTON - CAT3NM - BLK - BLACK - SLIMLINE PANT	1	243.95	
EFT30155	08/06/2018	WA CONTRACT RANGER SERVICES	CAT MANGEMENT EXPENSE MAY 2018	1		770.00

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INV 01549	28/05/2018	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES - ON CALL & CALL OUTS FOR 24TH, 25TH 26TH AND 27/05/18	1	220.00	
INV 01567	01/06/2018	WA CONTRACT RANGER SERVICES	CAT MANGEMENT EXPENSE MAY 2018	1	550.00	
EFT30156	08/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1201 - ASSESS STARTING ISSUES 4 MAY 2018 FOR FLOCON REPLACE BATTERY IF REQUIRED	1		1,453.00
INV 7780	30/04/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN0908 - ATTEND SITE DIAGNOSE AND REPAIR STARTING ISSUES (BAKERS HILL)	1	584.50	
INV 7809	31/05/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1201 - ASSESS STARTING ISSUES 4 MAY 2018 FOR FLOCON REPLACE BATTERY IF REQUIRED	1	868.50	
EFT30157	08/06/2018	WHEATBELT PARTY AND EVENT HIRE	HIRE OF 20 X BLACK TABLE CLOTHS FOR 2018 FIRE FIGHTER DINNER	1		475.20
INV 1029	14/05/2018	WHEATBELT PARTY AND EVENT HIRE	HIRE OF 20 X BLACK TABLE CLOTHS FOR 2018 FIRE FIGHTER DINNER	1	475.20	
EFT30158	08/06/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR JOHN RUTHERFORD	1		210.00
INV 8177	07/05/2018	WHEATBELT SAFETYWEAR	BOX OF P2 MASKS	1	60.00	
INV 8182	08/05/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR JOHN RUTHERFORD	1	150.00	
EFT30159	08/06/2018	WILD-CARD.ORG	STOCK PURCHASES FOR VISITORS CENTRE	1		117.92
INV 0000620908/11/2017		WILD-CARD.ORG	RETURN OF STOCK PURCHASES VISITORS CENTRE	1	-23.10	
INV 48422	06/02/2018	WILD-CARD.ORG	STOCK PURCHASES FOR VISITORS CENTRE	1	141.02	
EFT30160	08/06/2018	WILKIE PAINTING & MAINTENANCE	KURINGAL VILLAGE. PREPARE AND PAINT FACIAS, EAVES, POST/BEAMS, DOWN PIPES, STORE ROOM, GABLES AND METRE BOXES. AS PER QUOTE 00461	1		5,500.00
INV #381	31/05/2018	WILKIE PAINTING & MAINTENANCE	KURINGAL VILLAGE. PREPARE AND PAINT FACIAS, EAVES, POST/BEAMS, DOWN PIPES, STORE ROOM, GABLES AND METRE BOXES. AS PER QUOTE 00461	1	5,500.00	
EFT30161	08/06/2018	WINNIE MCHENRY	BKB CENTRE FILMING	1		300.00
INV RR07/06/07/06/2018		WINNIE MCHENRY	BKB CENTRE FILMING	1	300.00	

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EFT30162	18/06/2018	ABBOTTS FORGE	PN1620 - MOVE JOCKEYWHEEL TO ENSURE IT WILL NO LONGER DAMAGE TOWING TRUCK DURING RIGHT TURN	1		440.00
INV 0000316407/06/2018		ABBOTTS FORGE	PN1620 - MOVE JOCKEYWHEEL TO ENSURE IT WILL NO LONGER DAMAGE TOWING TRUCK DURING RIGHT TURN	1	440.00	
EFT30163	18/06/2018	ANDY'S PLUMBING SERVICE	AERODROME TOILETS. PUMP OUT SEPTIC TANKS AND UNBLOCK LINE.	1		4,087.05
INV A18020	31/05/2018	ANDY'S PLUMBING SERVICE	MEMORIAL HALL. REPLACE FAULTY GAS HEATER.	1	1,452.00	
INV A18028	05/06/2018	ANDY'S PLUMBING SERVICE	KATRINE TOILETS. SERVICE CISTERNS.	1	533.50	
INV A18021	31/05/2018	ANDY'S PLUMBING SERVICE	NORTHAM TIP. INSURANCE - EMERGENCY PLUMBING REPAIRS AFTER BREAK IN.	1	396.55	
INV A18029	07/06/2018	ANDY'S PLUMBING SERVICE	AERODROME TOILETS. PUMP OUT SEPTIC TANKS AND UNBLOCK LINE.	1	1,705.00	
EFT30164	18/06/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	COLLECTION COSTS OF RATES MAY 2018.	1		3,913.39
INV 83182	29/05/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	COLLECTION COSTS OF RATES MAY 2018.	1	3,913.39	
EFT30165	18/06/2018	AUSTRALIA POST	POSTAGE FOR VISITORS CENTRE, KILLARA & ADMIN - MAY 2018.	1		1,488.84
INV 1007539103/06/2018		AUSTRALIA POST	POSTAGE FOR VISITORS CENTRE, KILLARA & ADMIN - MAY 2018.	1	1,488.84	
EFT30166	18/06/2018	AUSTRALIAN PAPER	1500 WINDOW FACED ENVELOPES 140034	1		105.77
INV 9601000315/05/2018		AUSTRALIAN PAPER	1500 WINDOW FACED ENVELOPES 140034	1	105.77	
EFT30167	18/06/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		27.45
INV DEDUCT12/06/2018		AUSTRALIAN SERVICES UNION	Payroll deductions		27.45	
EFT30168	18/06/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 12/06/2018.	1		58,859.00
INV PAYG12/12/06/2018		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 12/06/2018.	1	58,859.00	
EFT30169	18/06/2018	AUTOPRO NORTHAM	TIE DOWN STRAPS	1		15.72

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INV 725069	11/05/2018	AUTOPRO NORTHAM	TIE DOWN STRAPS	1	15.72	
EFT30170	18/06/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	95000KM SERVICE TO MITSUBISHI TRITON UTE PN1514 - N11184	1		350.00
INV 311213	16/05/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	95000KM SERVICE TO MITSUBISHI TRITON UTE PN1514 - N11184	1	350.00	
EFT30171	18/06/2018	AVON DEMOLITION & EARTHMOVING	INKPEN WASTE SITE MANAGEMENT 22/5/18 TO 4/6/2018	1		1,792.00
INV 0082	04/06/2018	AVON DEMOLITION & EARTHMOVING	INKPEN WASTE SITE MANAGEMENT 22/5/18 TO 4/6/2018	1	1,792.00	
EFT30172	18/06/2018	AVON PAPER SHRED	EMPTYING OF ADMIN SHREDDER BIN	1		60.00
INV 922	30/05/2018	AVON PAPER SHRED	EMPTYING OF ADMIN SHREDDER BIN	1	60.00	
EFT30173	18/06/2018	AVW ELECTRICAL	REC CENTRE. SUPPLY, HIRE AND HOOK UP EMERGENCY GENERATOR DUE TO WESTERN POWER OUTAGE.	1		3,726.80
INV A2278	05/06/2018	AVW ELECTRICAL	REC CENTRE. SUPPLY, HIRE AND HOOK UP EMERGENCY GENERATOR DUE TO WESTERN POWER OUTAGE.	1	3,726.80	
EFT30174	18/06/2018	AWP GROUP	MANUFACTURE SUPPLY & INSTALL HIP ROOF SHADE STRUCTURES AT DR DUNLOP PARK, FREIND PLACE PARK & MAY STREET PARK.	1		4,993.45
INV CN-0222	31/10/2017	AWP GROUP	CREDIT NOTE FOR TAX INVOICE#INV-0029 AS TWO TAX INVOICES ISSUED FOR THE SAME WORKS BY MISTAKE.	1	-49,934.50	
INV INV-002928/07/2017		AWP GROUP	MANUFACTURE SUPPLY & INSTALL HIP ROOF SHADE STRUCTURES AT DR DUNLOP PARK, FREIND PLACE PARK & MAY STREET PARK.	1	49,934.50	
INV INV-055930/05/2018		AWP GROUP	FINAL RECTIFICATION WORKS FOR SHADE STRUCTURES DR DUNLOP PARK, FREIND PLACE PARK & MAY STREET PARK.	1	4,993.45	
EFT30175	18/06/2018	BALLANTYNES JEWELLERS	GIFT FOR RACHEL GUNN (CLUB DEVELOPMENT OFFICER)	1		230.00
INV 001-365708/06/2018		BALLANTYNES JEWELLERS	GIFT FOR RACHEL GUNN (CLUB DEVELOPMENT OFFICER)	1	230.00	
EFT30176	18/06/2018	BLACKWELL PLUMBING PTY LTD	INKPEN TIP. REPLACE SOLAR WATER PUMP AND ASSOCIATED ITEMS AND HOOK UP WATER SERVICE,	1		2,049.00

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INV 17855	31/05/2018	BLACKWELL PLUMBING PTY LTD	INKPEN TIP, REPLACE SOLAR WATER PUMP AND ASSOCIATED ITEMS AND HOOK UP WATER SERVICE,	1	1,937.00	
INV INV-178323/05/2018		BLACKWELL PLUMBING PTY LTD	CHECK AND ASSES LEAKING HOT WATER SYSTEM AT SHIRE DEPOT	1	112.00	
EFT30177	18/06/2018	BOEKEMAN MACHINERY	REMOVE FUEL INJECTOR PUMP & THEN SUPPLY PRICE TO REPAIR CASE IH JX80 TRACTOR (N10863) BEFORE FURTHER WORKS ARE DONE.	1		1,479.50
INV 236431	07/05/2018	BOEKEMAN MACHINERY	REMOVE FUEL INJECTOR PUMP & THEN SUPPLY PRICE TO REPAIR CASE IH JX80 TRACTOR (N10863) BEFORE FURTHER WORKS ARE DONE.	1	1,479.50	
EFT30178	18/06/2018	CIVIC LEGAL	REVIEW OF HEADS OF POWER AGREEMENT - SALE OF LAND	1		1,925.00
INV 503669	31/05/2018	CIVIC LEGAL	REVIEW OF HEADS OF POWER AGREEMENT - SALE OF LAND	1	1,925.00	
EFT30179	18/06/2018	CONNOLLY FAMILY TRUST T/AS DREAM TIME KULLILA	STOCK PURCHASES FOR BKB CENTRE.	1		179.50
INV N17390	23/05/2018	CONNOLLY FAMILY TRUST T/AS DREAM TIME KULLILA	STOCK PURCHASES FOR BKB CENTRE.	1	179.50	
EFT30180	18/06/2018	CONTRAFLOW PTY LTD	DEVELOP NEW TMP FOR 2018 AVON RIVER FESTIVAL	1		275.00
INV T18/4454/11/05/2018		CONTRAFLOW PTY LTD	DEVELOP NEW TMP FOR 2018 AVON RIVER FESTIVAL	1	275.00	
EFT30181	18/06/2018	COUNTRY COMFORTSTYLE NORTHAM	BERMUDA OFFICE CHAIRS	1		1,328.00
INV 4978	16/05/2018	COUNTRY COMFORTSTYLE NORTHAM	VANCOUVER COFFEE TABLE	1	528.00	
INV 3877	01/09/2017	COUNTRY COMFORTSTYLE NORTHAM	BERMUDA OFFICE CHAIRS	1	800.00	
EFT30182	18/06/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/ METER READING FOR KILLARA	1		998.54
INV S6930	28/05/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/ METER READING FOR KILLARA	1	998.54	
EFT30183	18/06/2018	COUNTRYWIDE GROUP	CHAIN AND BAR OIL	1		136.95
INV 25423	31/05/2018	COUNTRYWIDE GROUP	WHIPPER SNIPPER CORD	1	60.00	
INV 25401	25/05/2018	COUNTRYWIDE GROUP	CHAIN AND BAR OIL	1	76.95	

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EFT30184	18/06/2018	COUNTRYWIDE LANDSCAPING	SOLENOIDS - FOR RETIC	1		3,341.40
INV 25469	11/06/2018	COUNTRYWIDE LANDSCAPING	LIBRARY RETICULATION - SUPPLY & INSTALL 6 STATION SYSTEM TO AREA BETWEEN RIVERBANK & NORTHAM LIBRARY	1	566.40	
INV 24345	16/11/2017	COUNTRYWIDE LANDSCAPING	REPLACE 5 VALVE BOXES NO LONGER IN SERVICE TO MAKE SAFE. EXISTING VALVE BOXES DAMAGED	1	300.00	
INV 24182	25/10/2017	COUNTRYWIDE LANDSCAPING	HRI419-7VBOL USED SOLENOIDS - FOR RETIC	1	2,475.00	
EFT30185	18/06/2018	COURIER AUSTRALIA	COURIER CHARGES	1		168.74
INV 0351	20/04/2018	COURIER AUSTRALIA	COURIER CHARGES	1	168.74	
EFT30186	18/06/2018	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2017/2018 ESL QUARTER 4 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE & EMERGENCY SERVICES OF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY.	1		52,332.56
INV 147399	21/05/2018	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2017/2018 ESL QUARTER 4 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE & EMERGENCY SERVICES OF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY.	1	52,332.56	
EFT30187	18/06/2018	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	RETURN OF GRANT MONEY NOT SPEND FOR KIDSPORT 1ST JULY -31 DECEMBER 2017	1		17,009.70
INV RRKIDSH3/06/2018		DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	RETURN OF GRANT MONEY NOT SPEND FOR KIDSPORT 1ST JULY -31 DECEMBER 2017	1	17,009.70	
EFT30188	18/06/2018	DIRECTIONS WORKFORCE SOLUTIONS	MENTORING FOR AEIC TRAINEE AS OUTLINED IN PROPOSAL-MONTH APRIL YVONNE RYDER	1		440.00
INV INV-022930/05/2018		DIRECTIONS WORKFORCE SOLUTIONS	MENTORING FOR AEIC TRAINEE AS OUTLINED IN PROPOSAL - MONTH OF MAY YVONNE RYDER	1	220.00	
INV INV-022701/05/2018		DIRECTIONS WORKFORCE SOLUTIONS	MENTORING FOR AEIC TRAINEE AS OUTLINED IN PROPOSAL-MONTH APRIL YVONNE RYDER	1	220.00	
EFT30189	18/06/2018	DS AGENCIES PTY	SEAT PS7 PEDESTAL FRAME DDA (SAND CAST)- C318 POWDER COATED DEEP POOL". CODE:	1		388.30
INV 145056	23/05/2018	DS AGENCIES PTY	LEG_CAS_ALU_DA6_RAW_0318. INCLUDING DELIVERY" SEAT PS7 PEDESTAL FRAME DDA (SAND CAST)- C318 POWDER COATED DEEP POOL". CODE: LEG_CAS_ALU_DA6_RAW_0318. INCLUDING DELIVERY"	1	388.30	

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EFT30190	18/06/2018	DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	10 OLIVE OIL	1		90.00
INV 0000280224/05/2018		DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	10 OLIVE OIL	1	90.00	
EFT30191	18/06/2018	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR MAY 2018	1		29,316.53
INV MAY 20131/05/2018		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR MAY 2018	1	29,316.53	
EFT30192	18/06/2018	E FIRE & SAFETY	SUPPLY AND INSTALL 2 X MAG LOCKS WITH BRACKET AND SPACERS ON THE 2 DOUBLE DOORS AS DISCUSSED ON THE SITE	1		7,029.00
			SUPPLY AND INSTALL 2 X POSITION SWITCHES AND MOUNTING BOXES			
			SUPPLY AND INSTALL UPGRADEDAH FIRE PANEL BATTERIES TO SUIT NEW CURRENT LOAD			
INV 0021968909/05/2018		E FIRE & SAFETY	SUPPLY AND INSTALL 2 X MAG LOCKS WITH BRACKET AND SPACERS ON THE 2 DOUBLE DOORS AS DISCUSSED ON THE SITE	1	5,269.00	
			SUPPLY AND INSTALL 2 X POSITION SWITCHES AND MOUNTING BOXES			
			SUPPLY AND INSTALL UPGRADEDAH FIRE PANEL BATTERIES TO SUIT NEW CURRENT LOAD			
INV 0022040815/05/2018		E FIRE & SAFETY	NORTHAM TOWN HALL MONTHLY FIRE PANEL TESTING FOR MAY	1	660.00	
INV 0022041115/05/2018		E FIRE & SAFETY	KILLARA MONTHLY FIRE PANEL TESTING FOR MAY	1	660.00	
INV 0022040515/05/2018		E FIRE & SAFETY	NORTHAM RECREATION CENTRE MONTHLY FIRE PANEL TESTING FOR MAY	1	440.00	
EFT30193	18/06/2018	EASIFLEET	Payroll deductions	1		2,113.48
INV DEDUCT12/06/2018		EASIFLEET	Payroll deductions		1,194.12	
INV DEDUCT12/06/2018		EASIFLEET	Payroll deductions		919.36	
EFT30194	18/06/2018	EMU ESSENCE	STOCK PURCHASES FOR VISITORS CENTRE,	1		182.40
INV 81	13/02/2018	EMU ESSENCE	STOCK PURCHASES FOR VISITORS CENTRE,	1	182.40	

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EFT30195	18/06/2018	GLENN STUART BEVERIDGE	FENCING AND TRENCHING FOR RELINING OF SEPTAGE POND 2	1		11,946.00
INV 86	18/05/2018	GLENN STUART BEVERIDGE	JUBILEE PAVILION. REPLACE LID TO INGROUND PIT AND INSTALL BOLLARD.	1	286.00	
INV 94	30/05/2018	GLENN STUART BEVERIDGE	FENCING AND TRENCHING FOR RELINING OF SEPTAGE POND 2	1	4,070.00	
INV 89	18/05/2018	GLENN STUART BEVERIDGE	POP UP SHOP. SUPPLY TILES AND REPLACE MISSING TILES TO FRONT OF BUILDING.	1	660.00	
INV 87	18/05/2018	GLENN STUART BEVERIDGE	BERT HAWKE PAVILION. RELAY PAVING AS DISCUSSED TO REMOVE TRIP HAZARDS & BERT HAWKE PAVILION. INSTALL STRAP BOLT TO LIGHTING/RETIC BOX AS DISCUSSED ON SITE	1	792.00	
INV 95	30/05/2018	GLENN STUART BEVERIDGE	NORTHAM POUND. SUPPLY AND INSTALL HANDRAIL TO CONCRETE PATH.	1	3,190.00	
INV 96	06/06/2018	GLENN STUART BEVERIDGE	STEEL FRAME FOR TRUCK DISPOSAL AT SEPTAGE POND 2	1	2,948.00	
EFT30196	18/06/2018	HILLS RANGERS FOOTBALL CLUB INC	KIDSPORT FUNDING	1		150.00
INV KS0234009/06/2018		HILLS RANGERS FOOTBALL CLUB INC	KIDSPORT FUNDING	1	150.00	
EFT30197	18/06/2018	INSTANT TREE NURSERY	SUPPLY & DELIVER 6 X 90LTR PYRUS CALLERYANA REDSPIRE TREES.	1		1,441.00
INV INV-012825/05/2018		INSTANT TREE NURSERY	SUPPLY & DELIVER 6 X 90LTR PYRUS CALLERYANA REDSPIRE TREES.	1	1,441.00	
EFT30198	18/06/2018	ISOBEL ROBERTS	STOCK PURCHASES FOR BFB CENTRE.	1		490.00
INV 16	24/05/2018	ISOBEL ROBERTS	STOCK PURCHASES FOR BFB CENTRE.	1	490.00	
EFT30199	18/06/2018	LEMON MYRTLE FRAGRANCES	STOCK PURCHASES FOR BKB CENTRE.	1		621.17
INV 2129	22/05/2018	LEMON MYRTLE FRAGRANCES	STOCK PURCHASES FOR BKB CENTRE.	1	621.17	
EFT30200	18/06/2018	MAD DOG PROMOTIONS	STOCK PURCHASES FOR BKB CENTRE.	1		6,301.90
INV INV-104501/06/2018		MAD DOG PROMOTIONS	STOCK PURCHASES FOR BKB CENTRE.	1	6,301.90	
EFT30201	18/06/2018	MAJOR MOTORS	PN1 509 - 40,000KM SERVICE AND ASSESS PROBLEM WITH PTO GEARBOX LEAKING OIL	1		1,187.07

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INV 631639	17/05/2018	MAJOR MOTORS	PN1509 - 40,000KM SERVICE AND ASSESS PROBLEM WITH PTO GEARBOX LEAKING OIL	1	1,187.07	
EFT30202	18/06/2018	MALINOWSKI HOLDINGS PTY LTD	RENT - 174 FITZGERALD STREET, NORTHAM 01/06/2018 TO 30/06/2018.	1		916.66
INV 02641	27/05/2018	MALINOWSKI HOLDINGS PTY LTD	RENT - 174 FITZGERALD STREET, NORTHAM 01/06/2018 TO 30/06/2018.	1	916.66	
EFT30203	18/06/2018	MARKETFORCE	Public Notice in the West Australian 28/04/2018 for Standing Orders Local Law	1		973.91
INV 21092	24/04/2018	MARKETFORCE		1	801.97	
INV 20521	26/03/2018	MARKETFORCE	ADVERT IN THE AVON VALLEY ADVOCATE 24/01/2018, GAZETTE 26/01/2018 AND SEEK FOR KILLARA NURSE X 2	1	171.94	
EFT30204	18/06/2018	MAYDAY EARTHMOVING	MOBILISATION DRY COMPACTOR	1		264.00
INV 0006924109/05/2018		MAYDAY EARTHMOVING	MOBILISATION DRY COMPACTOR	1	264.00	
EFT30205	18/06/2018	MCLEODS BARRISTERS & SOLICITORS	LODGEMENT OF CAVEATE ON 181 WELLINGTON STREET, NORTHAM FOR REIMBURSEMENT OF DEMOLITION COSTS HOUSE AND LAND CLEAN UP AS A RESULT OF NON COMPLIANCE WITH HEALTH ACT NOTICE.	1		1,193.72
INV 103380	31/05/2018	MCLEODS BARRISTERS & SOLICITORS	LODGEMENT OF CAVEATE ON 181 WELLINGTON STREET, NORTHAM FOR REIMBURSEMENT OF DEMOLITION COSTS HOUSE AND LAND CLEAN UP AS A RESULT OF NON COMPLIANCE WITH HEALTH ACT NOTICE.	1	1,193.72	
EFT30206	18/06/2018	METTLER-TOLEDO LIMITED	CLAIM UPON RECEIPT OF ORDER FOR METTLER TOLEDO PDX POWERCELL CONVERSION 30% DEPOSIT	1		10,933.56
INV 0000283612/06/2018		METTLER-TOLEDO LIMITED	CLAIM UPON RECEIPT OF ORDER FOR METTLER TOLEDO PDX POWERCELL CONVERSION 30% DEPOSIT	1	10,933.56	
EFT30207	18/06/2018	MILMAR DISTRIBUTORS	X 24 WHITE/YELLOW RECEIPT ROLLS - SR76761152PLY	1		76.16
INV 0001993307/06/2018		MILMAR DISTRIBUTORS	X 24 WHITE/YELLOW RECEIPT ROLLS - SR76761152PLY	1	76.16	
EFT30208	18/06/2018	MINT CIVIL PTY LTD T/AS/IMMACU SWEEP	STREET SWEEPING TOWN CENTRE PP 20TH MAY TO 27TH MAY & GILLY EDUCATION SERVICES	1		8,058.60

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INV N1911	28/05/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING TOWN CENTRE PP 20TH MAY TO 27TH MAY & GILLY EDUCATION SERVICES	1	4,029.30	
INV N1910	28/05/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING TOWN CENTRE FR 14TH MAY TO 20TH MAY 2018 & GULLY EDUCATION SERVICE	1	4,029.30	
EFT30209	18/06/2018	MOORE STEPHENS (WA) PTY LTD	PAYMENT FOR REVIEW OF PROCUREMENT POLICIES AND PROCEDURES FOR 2017/18	1		10,931.70
INV 306862	30/04/2018	MOORE STEPHENS (WA) PTY LTD	PAYMENT FOR REVIEW OF PROCUREMENT POLICIES AND PROCEDURES FOR 2017/18	1	10,931.70	
EFT30210	18/06/2018	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR DAWN DAVEY.	1		1,136.50
INV 85462	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85422	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85437	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85428	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85436	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85435	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85467	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85461	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85459	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85456	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85455	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85453	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85452	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85451	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85443	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85450	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85448	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85441	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	

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INV 85445	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85427	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85429	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85425	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85424	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE	1	20.00	
INV 85463	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE FOR ANASTASIA WILLIAMS AND BEV JONES	1	20.00	
INV 85421	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINE FOR ANASTASIA WILLIAMS AND BEV JONES	1	20.00	
INV 85418	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR JENNIFFER BECKER	1	20.00	
INV 85419	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR KATHLEEN SCHOLZ	1	20.00	
INV 85449	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR BARBARA JAKUBOW	1	20.00	
INV 85423	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR VICKI SCHWIDDEN	1	20.00	
INV 85420	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR LEASA OSBORNE	1	20.00	
INV 78981	08/03/2018	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR DAWN DAVEY.	1	236.50	
INV 85465	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
INV 85408	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
INV 85407	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
INV 85405	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
INV 85406	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
INV 85400	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
INV 85399	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
INV 85464	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
INV 85444	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
INV 85442	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
INV 85417	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	

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INV 85416	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
INV 85415	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
INV 85414	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
INV 85413	17/05/2018	NORTHAM FAMILY PRACTICE	FLU VACCINES FOR ENGINEERING STAFF	1	20.00	
EFT30211	18/06/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS JUNE 2018.	1		15.50
INV 0000137406/06/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS JUNE 2018.	1	15.50	
EFT30213	18/06/2018	NORTHAM JUNIOR CRICKET ASSOCIATION	KIDSPORT FUNDING.	1		360.00
INV KS02350013/06/2018		NORTHAM JUNIOR CRICKET ASSOCIATION	KIDSPORT FUNDING.	1	360.00	
EFT30214	18/06/2018	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIR OF SHADE SAIL FOR FLUFFY DUCKS PLAYGROUP	1		110.00
INV 3109	10/05/2018	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIR OF SHADE SAIL FOR FLUFFY DUCKS PLAYGROUP	1	110.00	
EFT30215	18/06/2018	OSHGROUP PTY LTD	FITNESS FOR WORK COMPLEX AND REPORT	1		1,728.00
INV 0011827013/06/2018		OSHGROUP PTY LTD	FITNESS FOR WORK COMPLEX AND REPORT	1	1,728.00	
EFT30216	18/06/2018	OXTER SERVICES	PURCHASE OF ASSORTED SIZED PAPER BAGS FOR THE VISITOR CENTRE.	1		429.26
INV 19809	07/06/2018	OXTER SERVICES	PURCHASE OF ASSORTED SIZED PAPER BAGS FOR THE VISITOR CENTRE.	1	402.73	
INV 19452	03/04/2018	OXTER SERVICES	ROLL OF HAND TOWELS FOR WUNDOWIE DEPOT	1	26.53	
EFT30217	18/06/2018	PROFESSIONAL LOCKSERVICE	MORBY COTTAGE. SUPPLY AND INSTALL MASTER KEY LOCK AS PER QUOTE.	1		499.08
INV 0010270808/06/2018		PROFESSIONAL LOCKSERVICE	MORBY COTTAGE. SUPPLY AND INSTALL MASTER KEY LOCK AS PER QUOTE.	1	499.08	
EFT30218	18/06/2018	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE DEPOT. INSTALL TIMER TO EXTERNAL LIGHTS.	1		275.00
INV 0000539914/05/2018		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE DEPOT. INSTALL TIMER TO EXTERNAL LIGHTS.	1	275.00	

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EFT30219	18/06/2018	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION MAY 2018.	1		1,122.00
INV INV-037225/05/2018		PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION MAY 2018.	1	1,122.00	
EFT30220	18/06/2018	PUBLIC TRANSPORT AUTHORITY	TICKET SALES - 2 MAY 2018 TO 1 JUNE 2018 TRANSWA	1		275.89
INV MAY 20131/05/2018		PUBLIC TRANSPORT AUTHORITY		1	275.89	
EFT30221	18/06/2018	RED DOT STORES	SUPPLIES FOR BUSH FIRES BRIGADES	1		50.60
INV 3613972725/05/2018		RED DOT STORES	SUPPLIES FOR BUSH FIRES BRIGADES	1	50.60	
EFT30222	18/06/2018	RHONDA LYN TURNER	REIMBURSEMENT OF PRE-EMPLOYMENT MEDICAL.	1		165.00
INV 227346	12/06/2018	RHONDA LYN TURNER	REIMBURSEMENT OF PRE-EMPLOYMENT MEDICAL.	1	165.00	
EFT30223	18/06/2018	RIVERGUM VALLEY LAVENDER	STOCK PURCHASES BKB CENTRE.	1		254.00
INV 0000030224/05/2018		RIVERGUM VALLEY LAVENDER	STOCK PURCHASES BKB CENTRE.	1	254.00	
EFT30224	18/06/2018	ROOGENIC - ROO TEA PTY LTD	PURCHASE OF ASSORTED TEAS AND MERCHANDISE OF THE VISITOR CENTRE.	1		547.19
INV INV-126907/06/2018		ROOGENIC - ROO TEA PTY LTD	PURCHASE OF ASSORTED TEAS AND MERCHANDISE OF THE VISITOR CENTRE.	1	547.19	
EFT30225	18/06/2018	SHOP FOR SHOPS	SMALL (X400) AND MEDIUM (X300) BROWN PAPER BAGS	1		234.36
INV 591525	24/05/2018	SHOP FOR SHOPS	SMALL (X400) AND MEDIUM (X300) BROWN PAPER BAGS	1	234.36	
EFT30226	18/06/2018	SKILL HIRE WA PTY LTD	ORDINARY AND OVERTIME HOURS FOR ROBERT WILSON	1		2,208.12
INV AP52072815/05/2018		SKILL HIRE WA PTY LTD	ORDINARY AND OVERTIME HOURS FOR ROBERT WILSON	1	2,208.12	
EFT30227	18/06/2018	SOURCE MY PARTS PTY LTD	SCARIFIER TIP	1		225.50
INV 406006	08/06/2018	SOURCE MY PARTS PTY LTD	SCARIFIER TIP	1	225.50	
EFT30228	18/06/2018	SOUTHERN CROSS AUSTEREO PTY LTD	I LOVE AVON VALLEY CAMPAIGN- MONTH 1 (MAY)	1		1,595.00
INV 7066735631/05/2018		SOUTHERN CROSS AUSTEREO PTY LTD	I LOVE AVON VALLEY CAMPAIGN- MONTH 1 (MAY)	1	1,595.00	

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EFT30229	18/06/2018	SOUVENIRS AUSTRALIA PTY LTD	STOCK PURCHASES -VISITORS CENTRE T/TOWELS, TEA BOX, STICKERS, CREAM	1		295.75
INV 0001805922/05/2018		SOUVENIRS AUSTRALIA PTY LTD	STOCK PURCHASES -VISITORS CENTRE T/TOWELS, TEA BOX, STICKERS, CREAM	1	295.75	
EFT30230	18/06/2018	SPRINGFIELD FOOTBALL CLUB	KIDSPORT FUNDING	1		1,870.00
INV KS02332/06/06/2018		SPRINGFIELD FOOTBALL CLUB	KIDSPORT FUNDING	1	1,870.00	
EFT30231	18/06/2018	STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISEMENT FOR SHIRE OF NORTHAM CHANGING LAND USE AS APPROVED BY THE MINISTER FOR LOCAL GOVERNMENT - DP 410115	1		73.25
INV 161255	14/06/2018	STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISEMENT FOR SHIRE OF NORTHAM CHANGING LAND USE AS APPROVED BY THE MINISTER FOR LOCAL GOVERNMENT - DP 410115	1	73.25	
EFT30232	18/06/2018	SUPERCIVIL	MITCHELL AVE NORTHAM - 15M OF BARRIER KERB @ \$35.50 + GST	1		1,397.00
INV 0000789631/05/2018		SUPERCIVIL	MITCHELL AVE NORTHAM - 15M OF BARRIER KERB @ \$35.50 + GST	1	1,397.00	
EFT30233	18/06/2018	THE WORKWEAR GROUP	UNIFORM FOR ZOE MCDONALD	1		1,672.34
INV 1048407429/05/2018		THE WORKWEAR GROUP	UNIFORM CARMEN SADLEIR	1	224.41	
INV 1048378628/05/2018		THE WORKWEAR GROUP	CORPORATE UNIFORM SUSAN BURLEY	1	101.15	
INV 1047874825/05/2018		THE WORKWEAR GROUP	UNIFORM FOR JENNY BECKER	1	304.29	
INV 1047874725/05/2018		THE WORKWEAR GROUP	UNIFORM FOR ZOE MCDONALD	1	340.84	
INV 1044975514/05/2018		THE WORKWEAR GROUP	UNIFORM FOR MARLENE PLEWS	1	109.65	
INV 1044975416/05/2018		THE WORKWEAR GROUP	UNIFORM FOR BARBARA JAKUBOW	1	109.65	
INV 1026867222/03/2018		THE WORKWEAR GROUP	UNIFORM FOR BEV JONES	1	126.65	
INV 1048407329/05/2018		THE WORKWEAR GROUP	UNIFORM FOR ALISON ROWLAND	1	243.50	
INV 1044621816/05/2018		THE WORKWEAR GROUP	UNIFORM FOR JODI WHITE	1	112.20	
EFT30234	18/06/2018	TOWN OF CLAREMONT	LSL REIMBURSEMENT FOR HITESH HANS.	1		1,973.09

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INV S106204	08/03/2018	TOWN OF CLAREMONT	LSL REIMBURSEMENT FOR HITESH HANS.	1	1,973.09	
EFT30235	18/06/2018	VANESSA AUSTRALIA PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		1,092.85
INV SINV41830	30/05/2018	VANESSA AUSTRALIA PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	1,092.85	
EFT30236	18/06/2018	VERLINDENS ELECTRICAL SERVICE (WA)	BERT HAWKE OVAL. REPAIR LIGHT ON POLE CLOSEST TO CRICKET NETS.	1		1,169.52
INV 87536	31/05/2018	VERLINDENS ELECTRICAL SERVICE (WA)	SOUND SHELL. REPAIR CONDUITS IN INGROUND PIT AND QUOTE TO MOVE SOUND LIGHTING POINTS INSIDE BACK ROOM AND REMOVE SEATS.	1	198.00	
INV 87541	31/05/2018	VERLINDENS ELECTRICAL SERVICE (WA)	BERT HAWKE OVAL. REPAIR LIGHT ON POLE CLOSEST TO CRICKET NETS.	1	971.52	
EFT30237	18/06/2018	VODAFONE	HARVEST BAN LINE - 01/06/2018 TO 30/06/2018.	1		1,050.85
INV 1120201806	06/2018	VODAFONE	HARVEST BAN LINE - 01/06/2018 TO 30/06/2018.	1	1,050.85	
EFT30238	18/06/2018	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES ON CALL FOR 28/05, 30/05, 01/06, 02/06, 03/06 AND 04/06/2018 AND CALL OUTS AND POUND DUTIES.	1		544.50
INV 01566	05/06/2018	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES ON CALL FOR 28/05, 30/05, 01/06, 02/06, 03/06 AND 04/06/2018 AND CALL OUTS AND POUND DUTIES.	1	544.50	
EFT30239	18/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1207 - REPAIR BACK RIGHT INDICATOR NOT	1		1,027.35
INV 7835	31/05/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUNDRIES, CABLES, PLUGS AND LABOUR	1	335.85	
INV 7811	31/05/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1207 - REPAIR BACK RIGHT INDICATOR NOT	1	691.50	
EFT30240	18/06/2018	WHEATBELT HEALTH CENTRE PHARMACY	MOVICOL SACHETS	1		21.99
INV 44085	14/05/2018	WHEATBELT HEALTH CENTRE PHARMACY	MOVICOL SACHETS	1	21.99	
EFT30241	18/06/2018	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	PUMA ACCOUNT MAY 2018.	1		1,773.90
INV 42	31/05/2018	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	PUMA ACCOUNT MAY 2018.	1	1,773.90	

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EFT30242	18/06/2018	ZENIEN	ADDITIONAL SECURITY CAMERAS FOR NORTHAM VISITOR CENTRE AS OUTLINED IN QUOTE	1		11,223.50
INV 15101	06/03/2018	ZENIEN	ADDITIONAL SECURITY CAMERAS FOR NORTHAM VISITOR CENTRE AS OUTLINED IN QUOTE	1	11,223.50	
EFT30243	20/06/2018	NORTHAM CHAMBER OF COMMERCE	REFUND OF \$100 BOND FOR BOOKING #3534.	2		200.00
INV T1071	20/06/2018	NORTHAM CHAMBER OF COMMERCE	REFUND OF \$100 BOND FOR BOOKING #3534.	2	100.00	
INV T1071	20/06/2018	NORTHAM CHAMBER OF COMMERCE	BOND REFUND FOR BOOKING #3547	2	100.00	
EFT30244	20/06/2018	AVON CONCRETE	DEFECT LIABILITY RETENTION	2		15,249.41
INV T906	20/06/2018	AVON CONCRETE	DEFECT LIABILITY RETENTION	2	15,249.41	
EFT30245	20/06/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF MAY 2018.	2		3,553.44
INV T995	20/06/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF MAY 2018.	2	3,553.44	
EFT30246	20/06/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MAY 2018.	2		3,650.31
INV T994	20/06/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MAY 2018.	2	3,650.31	
EFT30247	20/06/2018	CLIFFS EARTHMOVING	REFUND OF RETURNED STANDPIPE KEY 74.	2		50.00
INV T316S	20/06/2018	CLIFFS EARTHMOVING	REFUND OF RETURNED STANDPIPE KEY 74.	2	50.00	
EFT30248	20/06/2018	J & A BUILDING PTY LTD	KERB BOND REFUND FOR BLDG APP 17050-A161203 - T966 - R#101050.	2		1,500.00
INV T966	20/06/2018	J & A BUILDING PTY LTD	KERB BOND REFUND FOR BLDG APP 17050-A161203 - T966 - R#101050.	2	1,500.00	
EFT30249	20/06/2018	MICHAEL BOLDEPERSON	RETURN PLANNING BOND FOR RESITED DWELLINGS.	2		500.00
INV T187	20/06/2018	MICHAEL BOLDEPERSON	RETURN PLANNING BOND FOR RESITED DWELLINGS.	2	500.00	
EFT30250	20/06/2018	STALLION BUILDING CO PTY LTD	REFUND KERB BOND FOR BLDG APP 17179 R#105308.	2		1,000.00

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INV T1000	20/06/2018	STALLION BUILDING CO PTY LTD	REFUND KERB BOND FOR BLDG APP 17179 R#105308.	2	1,000.00	
EFT30251	25/06/2018	A COUNTRY PRACTICE	CAT STERILISATION - VOUCHERS	1		650.00
INV M61155141/06/2018		A COUNTRY PRACTICE	CAT STERILISATION - VOUCHERS	1	650.00	
EFT30252	25/06/2018	ABBOTTS FORGE	REPLACE ROUNDABOUT 18/4/18 AFTER FLYING 50'S REMOVAL	1		560.00
INV 0000309418/04/2018		ABBOTTS FORGE	REPLACE ROUNDABOUT 18/4/18 AFTER FLYING 50'S REMOVAL	1	560.00	
EFT30253	25/06/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR NEWMAN ROAD INCLUDES: 3 TRAFFIC CONTROLLERS, SIGNS & CONES (2 VEHICLES) BASED ON 2 DAYS @ \$147.00 + GST PER HOUR AS PER QUOTE# JG0630.	1		5,456.84
INV 0011801918/05/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR NEWMAN ROAD INCLUDES: 3 TRAFFIC CONTROLLERS, SIGNS & CONES (2 VEHICLES) BASED ON 2 DAYS @ \$147.00 + GST PER HOUR AS PER QUOTE# JG0630.	1	1,270.23	
INV 0011795916/05/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR NEWMAN ROAD INCLUDES: 3 TRAFFIC CONTROLLERS, SIGNS & CONES (2 VEHICLES) BASED ON 2 DAYS @ \$147.00 + GST PER HOUR AS PER QUOTE# JG0630.	1	1,884.85	
INV 0011845805/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	2 X TRAFFIC CONTROLLERS PLUS SIGNS AND CONES, 1 UTE, STOP BAT, UHF RADIOS (3 DAYS FROM 31/5/2018.	1	792.83	
INV 0011835631/05/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	2 X TRAFFIC CONTROLLERS PLUS SIGNS AND CONES, 1 UTE, STOP BAT, UHF RADIOS (3 DAYS FROM 30/5/2018	1	562.65	
INV 0011886118/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROL SERVICES FOR WORKS BEING UNDERTAKEN ON KATRINE ROAD NORTHAM.	1	946.28	
EFT30254	25/06/2018	AG IMPLEMENTS NORTHAM PTY LTD	CHAPS FOR WUNDOWIE	1		103.84
INV 334147	25/05/2018	AG IMPLEMENTS NORTHAM PTY LTD	CHAPS FOR WUNDOWIE	1	103.84	
EFT30255	25/06/2018	ANDY'S PLUMBING SERVICE	NORTHAM POUND. URGENT REPAIR LEAKING MAIN WATER FEED.	1		334.95
INV A18027	05/06/2018	ANDY'S PLUMBING SERVICE	NORTHAM POUND. URGENT REPAIR LEAKING MAIN WATER FEED.	1	334.95	

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EFT30256	25/06/2018	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	NIR3.2MM (120 WIDE) - 130CM RUBBER FOR WOOD CHIPPER SKIRT	1		42.90
INV 6126338	25/05/2018	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	NIR3.2MM (120 WIDE) - 130CM RUBBER FOR WOOD CHIPPER SKIRT	1	42.90	
EFT30257	25/06/2018	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JUNE 2018.	1		2,030.05
INV JUNE 20125/06/2018	25/06/2018	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JUNE 2018.	1	2,030.05	
EFT30258	25/06/2018	AUTOPRO NORTHAM	OX OF WIPER BLADES (NVTR710-10) 7.5MM WIDE - 710MM - 28"	1		198.00
INV 727143	25/05/2018	AUTOPRO NORTHAM	OX OF WIPER BLADES (NVTR710-10) 7.5MM WIDE - 710MM - 28"	1	198.00	
EFT30259	25/06/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT FACILITY. APPROX 30 HOURS PER WEEK 05/06/2018 TO 17/06/2018	1		1,568.00
INV 0083	17/06/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT FACILITY. APPROX 30 HOURS PER WEEK 05/06/2018 TO 17/06/2018	1	1,568.00	
EFT30260	25/06/2018	AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	1		198.85
INV 0004866816/06/2018	25/06/2018	AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	1	198.85	
EFT30261	25/06/2018	AVON WASTE	RUBBISH COLLECTION FOR F/E 08/06/2018.	1		36,662.25
INV 29531	08/06/2018	AVON WASTE	RUBBISH COLLECTION FOR F/E 08/06/2018.	1	36,662.25	
EFT30262	25/06/2018	BEAUREPAIRES	SUPPLY AND FIT 4 X TYRES TO MITSUBISHI TRITON PN1514 - N11184 RANGER SERVICES VEHICLE.	1		1,179.12
INV 6409907526/05/2018	25/06/2018	BEAUREPAIRES	SUPPLY AND FIT 4 X TYRES TO MITSUBISHI TRITON PN1514 - N11184 RANGER SERVICES VEHICLE.	1	1,179.12	
EFT30263	25/06/2018	BENARA NURSERIES	FREIGHT - DELIVERY OF EUCALYPTUS	1		1,650.00
INV 456964	06/06/2018	BENARA NURSERIES	FREIGHT - DELIVERY OF EUCALYPTUS TREES	1	550.00	
INV 456963	06/06/2018	BENARA NURSERIES	FREIGHT - DELIVERY OF EUCALYPTUS	1	1,100.00	

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EFT30264	25/06/2018	BENJAMIN CISTERNE DESIGN PTY LTD	BKB CENTRE - LIGHTING FOR INTERPRETIVE SPACE	1		13,924.90
INV 1718-707	19/06/2018	BENJAMIN CISTERNE DESIGN PTY LTD	BKB CENTRE - LIGHTING FOR INTERPRETIVE SPACE	1	13,924.90	
EFT30265	25/06/2018	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JUNE 2018.	1		1,500.00
INV JUNE 20125/06/2018		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JUNE 2018.	1	1,500.00	
EFT30266	25/06/2018	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JUNE 2018.	1		1,905.73
INV JUNE 20125/06/2018		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JUNE 2018.	1	1,905.73	
EFT30267	25/06/2018	CENTRAL REGIONAL TAFE	TAFE FEES FOR JORDYN BUDAS	1		1,681.23
INV 10004212	14/05/2018	CENTRAL REGIONAL TAFE	TAFE FEES FOR JORDYN BUDAS	1	1,088.75	
INV 10004379	01/06/2018	CENTRAL REGIONAL TAFE	ENROLMENT - ALYSHA MAXWELL - CERTIFICATE IV IN MANAGEMENT AND LEADERSHIP	1	592.48	
EFT30268	25/06/2018	CHRIS DAVIDSON	COUNCILLOR PAYMENTS JUNE 2018.	1		2,085.55
INV JUNE 20125/06/2018		CHRIS DAVIDSON	COUNCILLOR PAYMENTS JUNE 2018.	1	2,085.55	
EFT30269	25/06/2018	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JUNE 2018.	1		4,890.96
INV JUNE 20125/06/2018		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JUNE 2018.	1	4,890.96	
EFT30270	25/06/2018	CONVIC PTY LTD	DETAILED ASSESSMENT OF FINAL DESIGN INCLUDING ENGINEERING CERTIFICATIONS.	1		2,756.60
INV INV-050931	05/2018	CONVIC PTY LTD	DETAILED ASSESSMENT OF FINAL DESIGN INCLUDING ENGINEERING CERTIFICATIONS.	1	2,756.60	
EFT30271	25/06/2018	COUNTRYWIDE GROUP	10 X EDGER BLADES	1		100.00
INV 25501	14/06/2018	COUNTRYWIDE GROUP	10 X EDGER BLADES	1	100.00	
EFT30272	25/06/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR HEALTH, DEPOT & LIBRARY FOR W/E 04/05/2018.	1		279.02
INV 0353	04/05/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR HEALTH, DEPOT & LIBRARY FOR W/E 04/05/2018.	1	279.02	

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EFT30273	25/06/2018	CROSSLAND & HARDY PTY LTD	ANNUAL VOLUMETRIC SURVEY FOR THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY, SURVEY TO BE UNDERTAKEN ON THE 25 MAY 2018.	1		3,154.25
INV 0001379712/06/2018		CROSSLAND & HARDY PTY LTD	SUPPLY AND INSTALL APPROX 10 BATTER BOARDS FOR FINAL LANDFILL PROFILE AT THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY.	1	1,045.00	
INV 0001379612/06/2018		CROSSLAND & HARDY PTY LTD	ANNUAL VOLUMETRIC SURVEY FOR THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY, SURVEY TO BE UNDERTAKEN ON THE 25 MAY 2018.	1	2,109.25	
EFT30274	25/06/2018	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	10,000 SHIRE OF NORTHAM LETTERHEAD	1		895.56
INV 1,028,22630/05/2018		CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	10,000 SHIRE OF NORTHAM LETTERHEAD	1	895.56	
EFT30275	25/06/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	VISITORS CENTRE. INSTALL NEW ALARM PIN PAD AND BACK UP BATTERY.	1		601.27
INV 109997	31/05/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	VISITORS CENTRE. INSTALL NEW ALARM PIN PAD AND BACK UP BATTERY.	1	601.27	
EFT30276	25/06/2018	DAIMLER TRUCKS PERTH	80,000KM SERVICE TO BE CONDUCTED ON 17 APRIL 2018 AND ASSESS CLUTCH ISSUE	1		4,464.55
INV DFCSD249/04/2018		DAIMLER TRUCKS PERTH	80,000KM SERVICE TO BE CONDUCTED ON 17 APRIL 2018 AND ASSESS CLUTCH ISSUE	1	4,464.55	
EFT30277	25/06/2018	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SERVICING OF SHARPS SAFES MAY 2018	1		344.52
INV 1659208	31/05/2018	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SERVICING OF SHARPS SAFES MAY 2018	1	172.26	
INV 1659209	31/05/2018	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SERVICING OF SHARPS SAFES MAY 2018	1	172.26	
EFT30278	25/06/2018	DEBORAH MOODY	RECONCILIATION MORNING TEA - WELCOME TO COUNTRY	1		250.00
INV 14	28/05/2018	DEBORAH MOODY	RECONCILIATION MORNING TEA - WELCOME TO COUNTRY	1	250.00	
EFT30279	25/06/2018	DMC CLEANING	CLEANING THE SHIRE OF NORTHAM ADMINISTRATION BUILDING FOR THE PERIOD 1ST OCTOBER 2017 TO 30TH JUNE 2018.	1		5,096.12

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INV SON008	28/05/2018	DMC CLEANING	CLEANING THE SHIRE OF NORTHAM ADMINISTRATION BUILDING FOR THE PERIOD 1ST OCTOBER 2017 TO 30TH JUNE 2018.	1	5,096.12	
EFT30280	25/06/2018	DOWNER EDI WORKS PTY LTD	SPENCERS BROOK - SM ASPHALT 3 YEAR	1		88,496.85
INV 6004521	31/05/2018	DOWNER EDI WORKS PTY LTD	SPENCERS BROOK SM ASPHALT 3 YEAR	1	21,686.72	
INV 6004520	31/05/2018	DOWNER EDI WORKS PTY LTD	SPENCERS BROOK - SM ASPHALT 3 YEAR	1	66,810.13	
EFT30281	25/06/2018	ELDERS LIMITED	20L DRUMS OF GLYPHOSATE	1		575.51
INV AX4937329	05/2018	ELDERS LIMITED	20L DRUMS OF GLYPHOSATE	1	575.51	
EFT30282	25/06/2018	FIRM CONSTRUCTION PTY LTD	BUILDING CONSTRUCTION ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE	1		56,687.99
INV 0000144830	05/2018	FIRM CONSTRUCTION PTY LTD	BUILDING CONSTRUCTION ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE	1	56,687.99	
EFT30283	25/06/2018	FLAT OUT FREIGHT	PICK UP 7 X 15L TUBS OF EMULSEAL FROM FULTON HOGAN AND DELIVER TO NORTHAM SHIRE DEPOT	1		502.50
INV 0000680101	05/2018	FLAT OUT FREIGHT	PICK UP 7 X 15L TUBS OF EMULSEAL FROM FULTON HOGAN AND DELIVER TO NORTHAM SHIRE DEPOT	1	415.50	
INV 0000680101	05/2018	FLAT OUT FREIGHT	PICK UP 22 X 15L TUBS OF EMULSEAL FROM FULTON HOGAN AND DELIVER TO SHIRE DEPOT	1	87.00	
EFT30284	25/06/2018	FRAMESWEST	TABLE TROLLEY AS PER QUOTE	1		473.00
INV 0001541812	06/2018	FRAMESWEST	TABLE TROLLEY AS PER QUOTE	1	473.00	
EFT30285	25/06/2018	FULTON HOGAN INDUSTRIES PTY LTD	EP2174 - 15L TUB OF EMULSEAL	1		7,892.50
INV 1167041404	05/2018	FULTON HOGAN INDUSTRIES PTY LTD	EP2174 - 15L TUB OF EMULSEAL	1	2,997.50	
INV 1169798215	05/2018	FULTON HOGAN INDUSTRIES PTY LTD	15L TUB OF EMULSEAL	1	2,783.00	
INV 1175544131	05/2018	FULTON HOGAN INDUSTRIES PTY LTD	1 BULKA BAG COLMIX	1	2,112.00	
EFT30286	25/06/2018	GDR CIVIL CONTRACTING PTY LTD	MOVE ROLLER FROM CHRISTMAS ROAD TO WARIN/WOOTATTING ROAD	1		1,650.00
INV 1345	23/05/2018	GDR CIVIL CONTRACTING PTY LTD	MOVE ROLLER FROM CHRISTMAS ROAD TO WARIN/WOOTATTING ROAD	1	660.00	

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INV 1349	31/05/2018	GDR CIVIL CONTRACTING PTY LTD	RELOCATE SHIRE ROLLER FROM WARRIIN ROAD TO SHIRE DEPOT	1	495.00	
INV 1350	31/05/2018	GDR CIVIL CONTRACTING PTY LTD	HIRE OF FLOAT TO MOVE PNI006 STEEL DRUM ROLLER FROM SPENCERS BROOK-YORK ROAD TO SPENCERS BROOK, PLEASE CALL COLIN TO CONFIRM LOCATIONS 0437275776	1	495.00	
EFT30287	25/06/2018	GEOFABRICS AUSTRALASIA PTY LTD	RENO MATTRESS GALMAC & PVC 6M X 2M X .3M @ \$163.07 + GST PER UNIT	1		1,793.77
INV CD2018214/06/2018		GEOFABRICS AUSTRALASIA PTY LTD	RENO MATTRESS GALMAC & PVC 6M X 2M X .3M @ \$163.07 + GST PER UNIT	1	1,793.77	
EFT30288	25/06/2018	GLENN STUART BEVERIDGE	BERNARD PARK BRIDGE. UPGRADE BRIDGE AS PER SCOPE AND SITE INSPECTION.	1		22,284.00
INV 4	18/06/2018	GLENN STUART BEVERIDGE	FLUFFY DUCKS. INSTALL SHADE SAIL.	1	66.00	
INV 2	15/06/2018	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. BOARD UP BROKEN WINDOW.	1	66.00	
INV 100	15/06/2018	GLENN STUART BEVERIDGE	REPAIR TO NETBALL RING COURT 4 AND BASKETBALL RING COURT 6	1	220.00	
INV 99	14/06/2018	GLENN STUART BEVERIDGE	NORTHAM TIP BUILDING. AS PER QUOTE REPLACE WALL SHEETS AND ASSOCIATED WORKS DUE TO DAMAGE AFTER BREAK IN.	1	2,960.00	
INV 1	18/06/2018	GLENN STUART BEVERIDGE	NORTHAM RAILWAY MUSEUM. PICK UP POTENTIAL ACM AND HYDROCARBON MATTING FROM GROUNDS. TO BE DONE UNDER ACM CONDITIONS.	1	825.00	
INV 3	18/06/2018	GLENN STUART BEVERIDGE	KURINGAL UNIT 5. REWIRE FOLDA CLOTHESLINE - CONNIE 0479 072 934	1	297.00	
INV 97	14/06/2018	GLENN STUART BEVERIDGE	JUBILEE PAVILION. SUPPLY AND INSTALL FENCE AT TOP OF HILL AS DISCUSSED ON SITE.	1	2,596.00	
INV 98	14/06/2018	GLENN STUART BEVERIDGE	BERNARD PARK BRIDGE. UPGRADE BRIDGE AS PER SCOPE AND SITE INSPECTION.	1	15,254.00	
EFT30289	25/06/2018	GRAFTON ELECTRICS	EMERGENCY REPAIRS TO TRIPPING POWER POINTS AT NORTHAM RECREATION CENTRE	1		165.00
INV 5113	14/06/2018	GRAFTON ELECTRICS	EMERGENCY REPAIRS TO TRIPPING POWER POINTS AT NORTHAM RECREATION CENTRE	1	165.00	
EFT30290	25/06/2018	GREENACRES TURF GROUP	380M2 OF GREEN KIKUYU TURF	1		2,870.00

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INV 0005310121/05/2018		GREENACRES TURF GROUP	380M2 OF GREEN KIKUYU TURF	1	2,870.00	
EFT30291	25/06/2018	STRATAGREEN	STRAIGHT CURVE FLEXLINE EDGING - WEATHERING STEEL (FL240WS)	1		1,203.44
INV 93687	15/05/2018	STRATAGREEN	STRAIGHT CURVE FLEXLINE EDGING - WEATHERING STEEL (FL240WS)	1	1,203.44	
EFT30292	25/06/2018	GWY PAINTING SERVICE	PREPARE & PAINT THREE (3) NEW GALVANISED POLES TO AVON MALL.	1		495.00
INV 1611	15/06/2018	GWY PAINTING SERVICE	PREPARE & PAINT THREE (3) NEW GALVANISED POLES TO AVON MALL.	1	495.00	
EFT30293	25/06/2018	HITSERT CONTRACTING	PRESSURE WASH AND SEAL EXISTING EXPOSED AG IN NICHE WALL AREA.	1		2,090.00
INV 223	20/06/2018	HITSERT CONTRACTING	PRESSURE WASH AND SEAL EXISTING EXPOSED AG IN NICHE WALL AREA.	1	2,090.00	
EFT30294	25/06/2018	INGRID PRETORIUS	ITEMS BOUGHT FOR CHILDRENS PROGRAMMES.	1		83.29
INV RR1906219/06/2018		INGRID PRETORIUS	ITEMS BOUGHT FOR CHILDRENS PROGRAMMES.	1	83.29	
EFT30295	25/06/2018	IT VISION	PREPARING SYSTEM TO BE ALTUS READY FOR SINGLE TOUCH PAYROLL	1		1,100.00
INV 29638	31/05/2018	IT VISION	PREPARING SYSTEM TO BE ALTUS READY FOR SINGLE TOUCH PAYROLL	1	1,100.00	
EFT30296	25/06/2018	IW PROJECTS	VISIT OLD QUARRY ROAD WASTE MANAGEMENT FACILITY ON 25 MAY 2018 TO REVIEW PROGRESS OF SITE AND THAT IT IS BEING DEVELOPED IN ACCORDANCE WITH PLAN. SUPPLY AND INSTALL BATTER BOARD WHILTS SURVEYOR ARE ONSITE.	1		2,161.50
INV 967	31/05/2018	IW PROJECTS	VISIT OLD QUARRY ROAD WASTE MANAGEMENT FACILITY ON 25 MAY 2018 TO REVIEW PROGRESS OF SITE AND THAT IT IS BEING DEVELOPED IN ACCORDANCE WITH PLAN. SUPPLY AND INSTALL BATTER BOARD WHILTS SURVEYOR ARE ONSITE.	1	2,161.50	

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EFT30297	25/06/2018	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE FOR THE PERIOD 01/05/2018 TO 31/05/2018.	1		522.75
INV 5975428	31/05/2018	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE FOR THE PERIOD 01/05/2018 TO 31/05/2018.	1	522.75	
EFT30298	25/06/2018	JASON SIGNMAKERS	DFES TRIPOD SIGN, "EMERGENCY WORKERS AHEAD"	1		700.81
INV 187874	12/06/2018	JASON SIGNMAKERS	DFES TRIPOD SIGN, "EMERGENCY WORKERS AHEAD"	1	700.81	
EFT30299	25/06/2018	JOHN PROUD	COUNCILLOR PAYMENTS JUNE 2018.	1		1,905.73
INV JUNE 20125/06/2018		JOHN PROUD	COUNCILLOR PAYMENTS JUNE 2018.	1	1,905.73	
EFT30300	25/06/2018	JONES CONTRACTING PTY LTD	SUPPLY 1600 TONNE OF GRAVEL @ \$11.00 PER TONNE FOR SPENCERS BROOK YORK ROAD.	1		14,874.20
INV 3896	31/05/2018	JONES CONTRACTING PTY LTD	SUPPLY 1600 TONNE OF GRAVEL @ \$11.00 PER TONNE FOR SPENCERS BROOK YORK ROAD.	1	14,874.20	
EFT30301	25/06/2018	JUICEBOX	DESIGN OF BUSINESS PROSPECTUS	1		2,992.00
INV JBC-111916/05/2018		JUICEBOX	DESIGN OF BUSINESS PROSPECTUS	1	2,992.00	
EFT30302	25/06/2018	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JUNE 2018.	1		2,181.01
INV JUNE 20125/06/2018		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JUNE 2018.	1	2,181.01	
EFT30303	25/06/2018	KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA - INV#00031356	1		349.09
INV 0003135623/05/2018		KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA - INV#00031356	1	271.21	
INV 0003108723/05/2018		KLEENWEST DISTRIBUTORS	20L GLEAM KLEEN (WINDOW CLEANER)	1	77.88	
EFT30304	25/06/2018	LANDGATE	X 88 LAND ENQUIRY	1		390.05
INV 6327262607/05/2018		LANDGATE	IDENTIFICATION OF LAND PARCELS BY TECHNICAL DESCRIPTION	1	33.20	
INV 837870	03/04/2018	LANDGATE	X 88 LAND ENQUIRY	1	253.00	
INV 340002-1025/05/2018		LANDGATE	MINIMUM CHARGE	1	38.35	
INV 340034-1025/05/2018		LANDGATE	MINIMUM CHARGE	1	65.50	

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EFT30305	25/06/2018	LANDMARK	RGDC CAMLOCK D 3 PIN COUPLER & RGDC CAMLOCK E ADAPTOR	1		177.52
INV 9005927518/05/2018		LANDMARK	FREIGHT	1	33.00	
INV 9006301129/05/2018		LANDMARK	RGDC CAMLOCK D 3 PIN COUPLER & RGDC CAMLOCK E ADAPTOR	1	88.00	
INV 9005781215/05/2018		LANDMARK	KLEE PROPANE CYLINDER 15KG	1	56.52	
EFT30306	25/06/2018	LLOYDS EARTHMOVING	WASHED WHITE SAND 100M3 BAKERS HILL PLAYGROUND	1		6,500.00
INV INV-059531/05/2018		LLOYDS EARTHMOVING	WASHED WHITE SAND 100M3 BAKERS HILL PLAYGROUND	1	6,500.00	
EFT30307	25/06/2018	LUCY'S TEAROOMS	CATERING COUNCIL FORUM MEETING 13/06/2018	1		210.00
INV 1680	14/06/2018	LUCY'S TEAROOMS	CATERING COUNCIL FORUM MEETING 13/06/2018	1	210.00	
EFT30308	25/06/2018	MARKETFORCE	MONTHLY COMMUNITY NEWSLETTER - HILLS GAZETTE (4/8/17)	1		6,729.72
INV 21736	28/05/2018	MARKETFORCE	PUBLIC NOTICE IN THE AVON VALLEY ADVOCATE 09/05/2018 FOR MINISTERIAL APPROVAL - AMENDMENT NO. 11 LPS NO.6	1	201.72	
INV 21730	28/05/2018	MARKETFORCE	MONTHLY COMMUNITY NEWSLETTER - HILLS GAZETTE (4/8/17)	1	1,526.00	
INV 21733	28/05/2018	MARKETFORCE	ADVERT FOR GARDENER/GENERAL MAINTENANCE WORKER - SEEK	1	171.94	
INV 21734	28/05/2018	MARKETFORCE	ADVERT FOR GARDENER/GENERAL MAINTENANCE WORKER - ADVOCATE 02/05/2018 & GAZETTE 04/05/2018	1	722.22	
INV 21739	28/05/2018	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN 02/05/2018 FOR HEALTH AMENDMENT LOCAL LAW	1	538.00	
INV 21732	28/05/2018	MARKETFORCE		1	262.44	
INV 21738	28/05/2018	MARKETFORCE	ADVERTISEMENT ON SEEK, AVON VALLEY GAZETTE 25/05/2018, AVON VLLY ADVOCATE 30/05/2018 AND LG ASSIST FOR ENVIRONMENTAL HEALTH OFFICER	1	1,341.32	
INV 21735	28/05/2018	MARKETFORCE	EMPLOYMENT ADVERT AVON VALLEY GAZETTE 04/05/2018, AVON VALLEY ADVOCATE 09/05/2018 & SEEK PLANT OPERATOR	1	894.16	

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INV 21737	28/05/2018	MARKETFORCE	ADVERTISEMENT ON SEEK, AVON VALLEY ADVOCATE 16/05/2018 AND HILLS GAZETTE 18/05/2018 FOR ICT OFFICER	1	1,071.92	
EFT30309	25/06/2018	MAYBERRY HAMMOND & CO	LEASE AND DEVELOPMENT AGREEMENT FOR AVON VALLEY SPEEDWAY PTY LTD	1		1,909.82
INV 41382	28/05/2018	MAYBERRY HAMMOND & CO	LEASE AND DEVELOPMENT AGREEMENT FOR AVON VALLEY SPEEDWAY PTY LTD	1	1,909.82	
EFT30310	25/06/2018	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JUNE 2018.	1		2,843.22
INV JUNE 20125/06/2018		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JUNE 2018.	1	2,843.22	
EFT30311	25/06/2018	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM 15/05/2018-14/06/2018.	1		1,264.29
INV 9129573905/05/2018		NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE FLEET TRACKING SYSTEM - 5.5.2017 - 4.6.2017.	1	417.67	
INV 9130168115/05/2018		NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM 15/05/2018-14/06/2018.	1	846.62	
EFT30312	25/06/2018	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION JUNE 2018.	1		671.00
INV INV-250901/06/2018		NETSIGHT	MYOSH MONTHLY SUBSCRIPTION JUNE 2018.	1	671.00	
EFT30313	25/06/2018	NORTHAM BETTA ELECTRICAL	30 LITRE BIRKO URN - NORTHAM RECREATION CENTRE	1		389.00
INV 2957219415/06/2018		NORTHAM BETTA ELECTRICAL	30 LITRE BIRKO URN - NORTHAM RECREATION CENTRE	1	389.00	
EFT30314	25/06/2018	NORTHAM CLEANING SERVICE	FIREBREAK/FUEL LOAD REDUCTION - 10 CHIPPING RISE NORTHAM	1		4,042.50
INV INV-004405/02/2018		NORTHAM CLEANING SERVICE	FIRE BREAK AND FUEL LOAD REDUCTION 57 GOOMALLING ROAD	1	66.00	
INV INV-004405/02/2018		NORTHAM CLEANING SERVICE	FIRE BREAK AND FUEL LOAD REDUCTION 63 GOOMALLING RD.	1	198.00	
INV INV-005120/06/2018		NORTHAM CLEANING SERVICE	FIREBREAK/FUEL LOAD REDUCTION - 36 BROOME TERRACE NORTHAM	1	66.00	
INV INV-005220/06/2018		NORTHAM CLEANING SERVICE	FUEL LOAD REDUCTION - 214 WELLINGTON STREET, NORTHAM	1	264.00	
INV INV-005220/06/2018		NORTHAM CLEANING SERVICE	FUEL LOAD REDUCTION - 47 LOCKYER AVE NORTHAM	1	198.00	

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INV INV-005220/06/2018		NORTHAM CLEANING SERVICE	FUEL LOAD REDUCTION - 31 LOCKYER AVE NORTHAM	1	264.00	
INV INV-005320/06/2018		NORTHAM CLEANING SERVICE	FUEL LOAD REDUCTION - 10 HATTON ST NORTHAM	1	198.00	
INV INV-005320/06/2018		NORTHAM CLEANING SERVICE	FUEL LOAD REDUCTION - 13 TANKARD ST NORTHAM	1	132.00	
INV INV-005320/06/2018		NORTHAM CLEANING SERVICE	FUEL LOAD REDUCTION - 232 DUKE ST NORTHAM	1	198.00	
INV INV-005220/06/2018		NORTHAM CLEANING SERVICE	FUEL LOAD REDUCTION - 468 FITZGERALD STREET NORTHAM	1	297.00	
INV INV-005120/06/2018		NORTHAM CLEANING SERVICE	FIREBREAK/FUEL LOAD REDUCTION - 47 WILSON STREET, NORTHAM (A218)	1	291.50	
INV INV-005120/06/2018		NORTHAM CLEANING SERVICE	FIREBREAK/FUEL LOAD REDUCTION - 17 HUNTER RD MULUKINE	1	159.50	
INV INV-005220/06/2018		NORTHAM CLEANING SERVICE	FIREBREAK/FUEL LOAD REDUCTION - 15 ORE ST MULAKINE	1	291.50	
INV INV-005220/06/2018		NORTHAM CLEANING SERVICE	FIREBREAK/FUEL LOAD REDUCTION - 10 CHIPPING RISE NORTHAM	1	396.00	
INV INV-005220/06/2018		NORTHAM CLEANING SERVICE	FIREBREAK/FUEL LOAD REDUCTION - 10 BUNKER WAY NORTHAM	1	198.00	
INV INV-005220/06/2018		NORTHAM CLEANING SERVICE	FIREBREAK/FUEL LOAD REDUCTION - 202 DUKE ST NORTHAM	1	264.00	
INV INV-005220/06/2018		NORTHAM CLEANING SERVICE	FIREBREAK & FUEL LOAD REDUCTION - 35 GOOMALLING ROAD (A10089)	1	330.00	
INV INV-005220/06/2018		NORTHAM CLEANING SERVICE	FIREBREAK & FUEL LOAD REDUCTION - 49 CHARLES STREET (A10277)	1	231.00	
EFT30315	25/06/2018	NORTHAM DISCOUNT DRUG STORE	SPECIMEN CONTAINERS x2 PIL BOB x1	1		7.77
INV 1024434	13/06/2018	NORTHAM DISCOUNT DRUG STORE	SPECIMEN CONTAINERS x2 PIL BOB x1	1	7.77	
EFT30316	25/06/2018	NORTHAM FEED & HIRE	POULTRY MIX	1		93.00
INV 0000138308/06/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS	1	15.50	
INV 0000140114/06/2018		NORTHAM FEED & HIRE	POULTRY MIX	1	15.50	
INV 0000140219/06/2018		NORTHAM FEED & HIRE	POULTRY MIX	1	15.50	
INV 0000140013/06/2018		NORTHAM FEED & HIRE	POULTRY MIX	1	15.50	

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INV 0000139912/06/2018		NORTHAM FEED & HIRE	POULTRY MIX	1	31.00	
EFT30317	25/06/2018	NORTHAM HOCKEY CLUB	KIDSPORT FUNDING NORTHAM HOCKEY CLUB INC	1		100.00
INV KS0231805/06/2018		NORTHAM HOCKEY CLUB	KIDSPORT FUNDING NORTHAM HOCKEY CLUB INC	1	100.00	
EFT30318	25/06/2018	NORTHAM HYUNDAI	52,500km SERVICE KILLARA	1		347.80
INV HYCS67C22/05/2018		NORTHAM HYUNDAI	52,500km SERVICE KILLARA	1	347.80	
EFT30319	25/06/2018	NORTHAM MITRE 10 SOLUTIONS	ADVANCED CHINESE TALLOW (DELIVERY INCLUDED)	1		5,666.22
INV 1290555	01/05/2018	NORTHAM MITRE 10 SOLUTIONS	20L WATER TANK FOR WUNDOWIE	1	26.13	
INV 1029075402/05/2018		NORTHAM MITRE 10 SOLUTIONS	SPRINKLERS FOR CEMETERY	1	37.00	
INV 1029094002/05/2018		NORTHAM MITRE 10 SOLUTIONS	2 X RAPID SET BAGS	1	13.50	
INV 1029086902/05/2018		NORTHAM MITRE 10 SOLUTIONS	PALLET OF CEMENT	1	518.00	
INV 1029151904/05/2018		NORTHAM MITRE 10 SOLUTIONS	NATIVE PLANTS FOR CITIZENSHIP CEREMONY 4TH MAY 2018	1	106.65	
INV 1029096402/05/2018		NORTHAM MITRE 10 SOLUTIONS	FERTILISER AND GARDEN MAINTENANCE	1	90.10	
INV 1029397511/05/2018		NORTHAM MITRE 10 SOLUTIONS	HI-LIME BAG	1	95.00	
INV 1029143504/05/2018		NORTHAM MITRE 10 SOLUTIONS	6M AIR HOSE	1	21.38	
INV 1029167704/05/2018		NORTHAM MITRE 10 SOLUTIONS	PADLOCKS FOR NEW VMB N.15080	1	44.65	
INV 1029071602/05/2018		NORTHAM MITRE 10 SOLUTIONS	MORTAR MIX X 1 BAG	1	6.95	
INV 1029276908/05/2018		NORTHAM MITRE 10 SOLUTIONS	VARIOUS SIZES OF CABLE TIES	1	37.95	
INV 1029326509/05/2018		NORTHAM MITRE 10 SOLUTIONS	2 X BAGS OF RAPID SET 3 X DUSTPAN & BRUSH 5 X SMALL SPRAY BOTTLES	1	39.81	
INV 1029112203/05/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR PERINA WAY PARK	1	103.95	
INV 1029156804/05/2018		NORTHAM MITRE 10 SOLUTIONS	ASSORTED RETICULATION PARTS	1	44.99	
INV 1029327909/05/2018		NORTHAM MITRE 10 SOLUTIONS	DRIPPER HOSE FOR CBD GARDEN BEDS	1	105.97	
INV 1029108003/05/2018		NORTHAM MITRE 10 SOLUTIONS	ROPE AND FETCHING HOOK	1	34.15	

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INV 1029573716/05/2018		NORTHAM MITRE 10 SOLUTIONS	GARDEN MAINTENANCE	1	105.65	
INV 1029309709/05/2018		NORTHAM MITRE 10 SOLUTIONS	PIPE FITTINGS FOR AVON MALL RETIC	1	18.88	
INV 1029483714/05/2018		NORTHAM MITRE 10 SOLUTIONS	ROPE FOR WASTE WATER TREATMENT PLANT	1	13.87	
INV 1029544015/05/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR TAYLOR ST/OLD YORK ROAD	1	17.23	
INV 1029412311/05/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR GARDEN BEDS IN FITZGERALD STREET	1	33.65	
INV 1029411811/05/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR GARDEN BEDS IN FITZGERALD STREET	1	49.13	
INV 1029286408/05/2018		NORTHAM MITRE 10 SOLUTIONS	WESTRINGA MUNDI 5L POTS	1	1,159.00	
INV 1029571016/05/2018		NORTHAM MITRE 10 SOLUTIONS	HOSE PIPE & FITTINGS, SPRINKLER & SPRINKLER HEAD, NUTS & BOLTS	1	3.95	
INV 1029570916/05/2018		NORTHAM MITRE 10 SOLUTIONS	HOSE PIPE & FITTINGS, SPRINKLER & SPRINKLER HEAD, NUTS & BOLTS	1	-3.95	
INV 1029570016/05/2018		NORTHAM MITRE 10 SOLUTIONS	HOSE PIPE & FITTINGS, SPRINKLER & SPRINKLER HEAD, NUTS & BOLTS	1	250.81	
INV 1029831724/05/2018		NORTHAM MITRE 10 SOLUTIONS	AIR HOSE FOR FLOCON	1	24.04	
INV 1030032931/05/2018		NORTHAM MITRE 10 SOLUTIONS	PALLET OF CEMENT	1	518.00	
INV 1029873225/05/2018		NORTHAM MITRE 10 SOLUTIONS	ADVANCED CHINESE TALLOW (DELIVERY INCLUDED)	1	1,794.00	
INV 1029812623/05/2018		NORTHAM MITRE 10 SOLUTIONS	POLY PIPE FOR RETICULATION	1	301.44	
INV 1029050501/05/2018		NORTHAM MITRE 10 SOLUTIONS	2 LITRE ACRYLIC SEMI GLOSS ENAMEL PAINT FOR PAINTING CHILDREN'S LIBRARY ARCHWAY	1	54.34	
EFT30320	25/06/2018	NORTHAM NETBALL ASSOCIATION	KIDSPORT FUNDING NORTHAM NETBALL ASSOCIATION INC	1		150.00
INV KS0231	7:05/06/2018	NORTHAM NETBALL ASSOCIATION	KIDSPORT FUNDING NORTHAM NETBALL ASSOCIATION INC	1	150.00	
EFT30321	25/06/2018	NORTHAM THEATRE GROUP	BKB CENTRE - HIRE OF LINK THEATRE FOR FILMING	1		500.00
INV 00252	16/06/2018	NORTHAM THEATRE GROUP	BKB CENTRE - HIRE OF LINK THEATRE FOR FILMING	1	500.00	
EFT30322	25/06/2018	NORTHAM TOWING SERVICE	REMOVE BLUE, KIA RIO, REGO: 1BXW 709 FROM CREEK ON CHEDARING ROAD	1		379.50

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INV 206944	09/05/2018	NORTHAM TOWING SERVICE	REMOVAL OF SILVER SEDAN, REGO: N11502 FROM 20 HOPETOUN AVENUE, NORTHAM	1	88.00	
INV 206985	17/05/2018	NORTHAM TOWING SERVICE	REMOVE BLUE, KIA RIO, REGO: 1BXW.709 FROM CREEK ON CHEDARING ROAD	1	291.50	
EFT30323	25/06/2018	NORTHAM TYREPOWER	REPAIR TYRE - HAS SLOW LEAK	1		35.00
INV 125893	16/05/2018	NORTHAM TYREPOWER	REPAIR TYRE - HAS SLOW LEAK	1	35.00	
EFT30324	25/06/2018	NORTHAM VETERINARY CENTRE	EUTHANASIA OF HASAN'S ELDERLY DOG	1		82.00
INV 65987	08/06/2018	NORTHAM VETERINARY CENTRE	EUTHANASIA OF HASAN'S ELDERLY DOG	1	82.00	
EFT30325	25/06/2018	OASIS OUTDOOR STRUCTURES	REMOVAL & DISPOSAL & REPLACEMENT OF CONCRETE FOOTPATH BETWEEN POOLE & HATTON STREETS.	1		47,624.50
INV INV-030722/05/2018		OASIS OUTDOOR STRUCTURES	CONSTRUCTION OF RETAINING WALL AT THE BAKERS HILL PLAYGROUND AS IDENTIFIED ON THE PROVIDED PLAN, UTILISING THE COMMUNITY SUPPLIED BLOCKS; CARTAGE OF BLOCKS TO SITE. EXCAVATION & SUPPLY, INSTALL CONCRETE/MESH FOOTINGS. SUPPLY, INSTALL OF AGG DRAIN & BACKFILL.	1	11,000.00	
INV INV-031817/06/2018		OASIS OUTDOOR STRUCTURES	REMOVAL & DISPOSAL & REPLACEMENT OF CONCRETE FOOTPATH BETWEEN POOLE & HATTON STREETS.	1	36,624.50	
EFT30326	25/06/2018	OFFICEWORKS SUPERSTORES PTY LTD	AVERY A4 INDEXMAKER WITH 10 TABS CLEAR	1		1,027.11
INV 3904076211/05/2018		OFFICEWORKS SUPERSTORES PTY LTD	AVERY A4 INDEXMAKER WITH 10 TABS CLEAR	1	574.13	
INV 3922429030/05/2018		OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY FOR ADMIN.	1	452.98	
EFT30327	25/06/2018	PAVEMENT MANAGEMENT SERVICES PTY LTD	PROVIDE A SEALED CONDITION AUDIT AND WORKS PROGRAM AS PER PROPOSAL 2017297.	1		32,345.50
INV 0000860201/05/2018		PAVEMENT MANAGEMENT SERVICES PTY LTD	PROVIDE A SEALED CONDITION AUDIT AND WORKS PROGRAM AS PER PROPOSAL 2017297.	1	7,480.00	
INV 0000859220/04/2018		PAVEMENT MANAGEMENT SERVICES PTY LTD	PROVIDE A SEALED CONDITION AUDIT AND WORKS PROGRAM AS PER PROPOSAL 2017297.	1	24,865.50	
EFT30328	25/06/2018	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET, NORTHAM STATEMENT NO: 2150417, ACCOUNT NO:601148.	1		250.59

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INV 601148	15/06/2018	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET, NORTHAM STATEMENT NO: 2150417, ACCOUNT NO:601148.	1	250.59	
EFT30329	25/06/2018	PERTH SAFETY PRODUCTS PTY LTD	RURAL STREET PLATE - BLANK	1		220.00
INV 00008129	21/05/2018	PERTH SAFETY PRODUCTS PTY LTD	RURAL STREET PLATE - BLANK	1	220.00	
EFT30330	25/06/2018	PFD FOOD SERVICES PTY LTD	CLEANING PRODUCTS FOR TOWN & LESSER HALL.	1		1,115.95
INV KK7340806	06/2018	PFD FOOD SERVICES PTY LTD	047990 5LTR HAND WASH LIQUID (3 BOTTLE PER CARTON)	1	433.05	
INV KJ86975004	04/2018	PFD FOOD SERVICES PTY LTD	CLEANING PRODUCTS FOR TOWN & LESSER HALL.	1	682.90	
EFT30331	25/06/2018	PRIMARIES OF WA PTY LTD	MATERIALS 100420585 - SPR GEARDRIVE 140ULTRA OPOSING NOZ 150MM	1		2,823.61
INV 2520020023	05/2018	PRIMARIES OF WA PTY LTD	MATERIALS 100420585 - SPR GEARDRIVE 140ULTRA OPOSING NOZ 150MM	1	2,438.15	
INV 2520010001	06/2018	PRIMARIES OF WA PTY LTD	STOCKLOCK FENCE 1 X ROLL	1	385.46	
EFT30332	25/06/2018	PROFESSIONAL LOCKSERVICE	MORBY COTTAGE, SUPPLY KEYS FOR NEW LOCK AND MASTER KEYS.	1		155.10
INV 00102722	12/06/2018	PROFESSIONAL LOCKSERVICE	MORBY COTTAGE, SUPPLY KEYS FOR NEW LOCK AND MASTER KEYS.	1	155.10	
EFT30333	25/06/2018	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE LIBRARY. REPAIR EARTH STAKE.	1		132.00
INV 00005401	21/05/2018	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE LIBRARY. REPAIR EARTH STAKE.	1	132.00	
EFT30334	25/06/2018	RED DOT STORES	STOCK FOR LIRARY PROGRAMMES.	1		635.30
INV 36113620	24/05/2018	RED DOT STORES	PHOTO FRAME LARGE	1	46.40	
INV 36015037	16/05/2018	RED DOT STORES	RUG FOR WUNDOWIE LIBRARY	1	119.20	
INV 35992601	14/05/2018	RED DOT STORES	STOCK FOR LIRARY PROGRAMMES.	1	325.20	
INV 35931211	10/05/2018	RED DOT STORES	3 SHELF BOOKCASE FOR STORAGE ROOM	1	92.00	
INV 36003519	15/05/2018	RED DOT STORES	EQUIPMENT FOR RECREATION PROGRAMES.	1	52.50	

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EFT30335	25/06/2018	RETAIL DECISIONS (COLES)	MAY 2018 COLES ACCOUNT - CARD HOLDERS - NICOLE HAMPTON, MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS, LEASA OSBORNE, KIM MURCUTT, KIM COLBOURNE, VICTORIA JONES, BROOKE EVANS	1		3,400.19
INV MAY 20131/05/2018		RETAIL DECISIONS (COLES)	MAY 2018 COLES ACCOUNT - CARD HOLDERS - NICOLE HAMPTON, MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS, LEASA OSBORNE, KIM MURCUTT, KIM COLBOURNE, VICTORIA JONES, BROOKE EVANS	1	3,400.19	
EFT30336	25/06/2018	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JUNE 2018.	1		1,905.73
INV JUNE 20125/06/2018		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JUNE 2018.	1	1,905.73	
EFT30337	25/06/2018	ROTARY CLUB OF NORTHAM	COMMUNITY GRANT 2017/2018.	1		2,113.00
INV 18001	14/06/2018	ROTARY CLUB OF NORTHAM	COMMUNITY GRANT 2017/2018.	1	2,113.00	
EFT30338	25/06/2018	SGS AUSTRALIA PTY LTD	A SWEEP OF WATER ANALYSIS SAMPLES FOR THE REUSE WATER SYSTEM INCLUDING PH, TSS, DO, FREE & TOTAL CHLORINE, % ORGANIC SS, E.COLI, AND AN TOTAL ALGAL ID & COUNT.	1		676.50
INV NE00070-30/05/2018		SGS AUSTRALIA PTY LTD	A SWEEP OF WATER ANALYSIS SAMPLES FOR THE REUSE WATER SYSTEM INCLUDING PH, TSS, DO, FREE & TOTAL CHLORINE, % ORGANIC SS, E.COLI, AND AN TOTAL ALGAL ID & COUNT.	1	676.50	
EFT30339	25/06/2018	SOS - SWITCHED ONTO SAFETY	SHIRE OF NORTHAM ANNUAL MAINTENANCE FEE FOR GOLDFFX LICENCE MAY 2018 TO APRIL 2019 (CHEMWATCH).	1		2,145.00
INV 0003961013/06/2018		SOS - SWITCHED ONTO SAFETY	SHIRE OF NORTHAM ANNUAL MAINTENANCE FEE FOR GOLDFFX LICENCE MAY 2018 TO APRIL 2019 (CHEMWATCH).	1	2,145.00	
EFT30340	25/06/2018	SOUTHERN CROSS AUSTereo PTY LTD	RADIO ANNOUNCEMENTS FOR COMMUNITY MEETINGS AT WUNDOWIE, BAKERS HILL AND GRASS VALLEY	1		1,037.30

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INV 7066735731/05/2018		SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ANNOUNCEMENTS FOR COMMUNITY MEETINGS AT WUNDOWIE, BAKERS HILL AND GRASS VALLEY	1	1,037.30	
EFT30341	25/06/2018	SPANDEX MALAGA	PAINT FOR BANNERS IN THE TERRACE COMPETITION	1		379.67
INV 1221555011/06/2018		SPANDEX MALAGA	PAINT FOR BANNERS IN THE TERRACE COMPETITION	1	298.20	
INV 1221556315/06/2018		SPANDEX MALAGA	PAINT FOR BANNERS IN THE TERRACE COMPETITION	1	81.47	
EFT30342	25/06/2018	ST JOHN AMBULANCE AUSTRALIA	VERONICA HOWELL FIRST AID TRAINING (31/05/2018)	1		541.26
INV CYINV0005/06/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING - WUNDOWIE LIBRARY	1	85.30	
INV CYINV0030/05/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING -LIBRARY	1	105.70	
INV CYINV0030/05/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING - VISITOR CENTRE	1	79.12	
INV CYINV0007/06/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR NORTHAM POUND AND RANGER VEHICLES - P1514 AND PN1517	1	111.14	
INV FAINV0031/05/2018		ST JOHN AMBULANCE AUSTRALIA	VERONICA HOWELL FIRST AID TRAINING (31/05/2018)	1	160.00	
EFT30343	25/06/2018	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JUNE 2018.	1		1,905.73
INV JUNE 20125/06/2018		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JUNE 2018.	1	1,905.73	
EFT30344	25/06/2018	STRATEGIC HUMAN RESOURCES	REVIEW AND STRATEGIC UPDATE OF THE WORKFORCE PLAN (CONSULTING SERVICES)	1		19,196.07
INV 13743	14/03/2018	STRATEGIC HUMAN RESOURCES	REVIEW AND STRATEGIC UPDATE OF THE WORKFORCE PLAN (CONSULTING SERVICES)	1	19,196.07	
EFT30345	25/06/2018	SUPERCIVIL	NEWMAN STREET NORTHAM - 577M OF SM2	1		48,654.10
INV 0000767707/06/2018		SUPERCIVIL	NEWMAN STREET NORTHAM - 577M OF SM2	1	24,731.85	
INV 0000767607/06/2018		SUPERCIVIL	BEDFORD STREET NORTHAM - 185M OF SM2	1	7,554.25	
INV 0000767807/06/2018		SUPERCIVIL	NEWMAN STREET NORTHAM - 465M OF SM2	1	16,368.00	
EFT30346	25/06/2018	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JUNE 2018.	1		1,905.73
INV JUNE 20125/06/2018		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JUNE 2018.	1	1,905.73	
EFT30347	25/06/2018	THE WORKWEAR GROUP	UNIFORM FOR BEV JONES.	1		220.14

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INV 1048111	28/05/2018	THE WORKWEAR GROUP	UNIFORM FOR BEV JONES.	1	220.14	
EFT30348	25/06/2018	TOURISM COUNCIL	2x NOMINATIONS IN WA TOURISM AWARDS	1		380.00
INV #WA017	25/05/2018	TOURISM COUNCIL	2x NOMINATIONS IN WA TOURISM AWARDS	1	380.00	
EFT30349	25/06/2018	TRANSWEST ASSET PTY LTD	SUPPLY & DELIVER OF 1422.70 TONNE OF GRAVEL FOR CHRISTMAS ROAD @ \$19.40 + GST PER TONNE.	1		39,178.97
INV 11042	31/05/2018	TRANSWEST ASSET PTY LTD	SUPPLY & DELIVER OF 1422.70 TONNE OF GRAVEL FOR CHRISTMAS ROAD @ \$19.40 + GST PER TONNE.	1	30,360.42	
INV 11017	31/05/2018	TRANSWEST ASSET PTY LTD	SUPPLY & DELIVER 471.58 TONNE OF GRAVEL TO SPENCERS BROOK ROAD DURING THE PERIOD 03/05/2018 TO 09/05/2018.	1	8,818.55	
EFT30350	25/06/2018	TUTT BRYANT EQUIPMENT PTY LTD	ITEM 05574286 VALVE AS PER QUOTE 0001065544	1		416.66
INV 0084493	22/06/2018	TUTT BRYANT EQUIPMENT PTY LTD	ITEM 05574286 VALVE AS PER QUOTE 0001065544	1	416.66	
EFT30351	25/06/2018	VERNICE PTY LTD	EARTHWORKS LOCATING 5000M3 OF CLEAN FILL TO TIP FACE FOR COVERING OF PUTRESCIBLE WASTE TO COMMENCE ON 7 MAY 2018.	1		36,630.00
INV 6022	21/05/2018	VERNICE PTY LTD	EARTHWORKS LOCATING 5000M3 OF CLEAN FILL TO TIP FACE FOR COVERING OF PUTRESCIBLE WASTE TO COMMENCE ON 7 MAY 2018.	1	36,630.00	
EFT30352	25/06/2018	VINCENT RYDER	BKB CENTRE AUDIO RECORDING OF FIRE COMES TO NYOONGAR PEOPLE.	1		150.00
INV 0506201	8/06/2018	VINCENT RYDER	BKB CENTRE AUDIO RECORDING OF FIRE COMES TO NYOONGAR PEOPLE.	1	150.00	
EFT30353	25/06/2018	WA CONTRACT RANGER SERVICES	RELIEF RANGER @ \$60.50 P/H FOR THREE DAYS PER WEEK OVER A FOUR WEEK PERIOD	1		3,621.75
INV 01597	17/06/2018	WA CONTRACT RANGER SERVICES	RELIEF RANGER @ \$60.50 P/H FOR THREE DAYS PER WEEK OVER A FOUR WEEK PERIOD	1	3,621.75	
EFT30354	25/06/2018	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN.	1		1,325.62
INV KILLAR4	12/06/2018	WARRICKS NEWSAGENCY	ASSORTED STATIONERY ITEMS FOR KILLARA.	1	375.29	
INV 49158	12/06/2018	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN.	1	427.11	

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INV 49251	12/06/2018	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN.	1	523.22	
EFT30355	25/06/2018	WAY SIGNS	SHIRE ADMIN. SUPPLY 2 X HARD SIGNS AND 2 X STICKERS FOR CCTV AND RECORDING AS DISCUSSED.	1		396.00
INV 2185	13/06/2018	WAY SIGNS	SHIRE ADMIN. SUPPLY 2 X HARD SIGNS AND 2 X STICKERS FOR CCTV AND RECORDING AS DISCUSSED.	1	396.00	
EFT30356	25/06/2018	WEST AUSTRALIAN CRICKET ASSOCIATION	1 TON BULKA BAG OF WICKET SOIL.	1		694.00
INV WTF100123/04/2018		WEST AUSTRALIAN CRICKET ASSOCIATION	1 TON BULKA BAG OF WICKET SOIL.	1	909.00	
INV WFTC0030/05/2018		WEST AUSTRALIAN CRICKET ASSOCIATION	CREDIT DELIVERY CHARGE FOR PICKUP.	1	-215.00	
EFT30357	25/06/2018	WESTGROW FARM TREES	FOR THE PURCHASE OF TUBESTOCK FOR REHABILITATION ON THE RIVER.	1		137.00
INV 1629	06/06/2018	WESTGROW FARM TREES	FOR THE PURCHASE OF TUBESTOCK FOR REHABILITATION ON THE RIVER.	1	137.00	
EFT30358	25/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1510 - DIAGNOSE AND REPAIR TRAFFIC LIGHTS NOT COMMUNICATING (REPLACE AERIAL BROKEN OFF)	1		2,916.50
INV 7846	31/05/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	INSTALL PROFILER WIRING ON CLARK BOBCAT.	1	136.50	
INV 7847	31/05/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1510 - DIAGNOSE AND REPAIR TRAFFIC LIGHTS NOT COMMUNICATING (REPLACE AERIAL BROKEN OFF)	1	913.00	
INV 7848	31/05/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1312 - PLEASE REPAIR TRAILER PLUG NOT WORKING	1	316.50	
INV 7845	31/05/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1706 - MOVE AERIALS DOWN SIMILAR TO PN1314 AS ONE HAS BEEN KNOCKED OFF BY TREES	1	602.50	
INV 7834	31/05/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN3555 - BACKHOE REPAIR BRAKE LIGHTS AND L/H REAR TAIL LIGHTS	1	661.50	
INV 7853	31/05/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1214 - BOBCAT TRAILER REPLACE TRAILER PLUG	1	286.50	
EFT30359	25/06/2018	WHEATBELT SAFETYWEAR	SPRAY PARK CANS AND PRO VIBE GLOVES	1		851.50
INV 8176	07/05/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR PHIL UTBER	1	150.00	
INV 8238	25/05/2018	WHEATBELT SAFETYWEAR	20 PAIR RIGGER GLOVES & 3 ROLLS DUCT TAPE	1	173.50	
INV 8218	18/05/2018	WHEATBELT SAFETYWEAR	SPRAY PARK CANS AND PRO VIBE GLOVES	1	228.00	

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INV 8217	18/05/2018	WHEATBELT SAFETYWEAR	YAKKA UTILITY ZIP SAFETY BOOTS	1	150.00	
INV 8255	05/06/2018	WHEATBELT SAFETYWEAR	SAFETY BOOTS FOR PAUL KHER.	1	150.00	
EFT30360	25/06/2018	WREN OIL	OIL WASTE DISPOSAL	1		33.00
INV 51023	21/05/2018	WREN OIL	OIL WASTE DISPOSAL	1	16.50	
INV 51022	21/05/2018	WREN OIL	OIL WASTE DISPOSAL	1	16.50	
EFT30361	28/06/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JUNE 2018.	2		1,074.23
INV T995	28/06/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JUNE 2018.	2	1,074.23	
EFT30362	28/06/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JUNE 2018.	2		7,458.75
INV T994	28/06/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JUNE 2018.	2	7,458.75	
EFT30363	28/06/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE COMMISSION FOR THE MONTH OF JUNE 2018 - PART 2 ADDITIONAL DUE TO ERROR WITH FIRST ONE.	2		5,309.85
INV T995	28/06/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE COMMISSION FOR THE MONTH OF JUNE 2018 - PART 2 ADDITIONAL DUE TO ERROR WITH FIRST ONE.	2	5,309.85	
EFT30364	29/06/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT SERVICES FOR WORKS BEING UNDERTAKEN ON SPENCERS BROOK ROAD.	1		10,976.08
INV 0011886218/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT SERVICES FOR WORKS BEING UNDERTAKEN ON SPENCERS BROOK ROAD.	1	3,291.75	
INV 0011905025/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT RUSHTON CRESCENT 23/06/2018	1	651.20	
INV 0011881715/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROLLERS, SIGNS AND CONES RUSHTON CRESCENT 13/06/2018	1	409.20	
INV 0011867012/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROLLERS, SIGNS AND CONES OLIVER/LYON/ROCKET/HABGOOD/MORRELL 11/06/2018	1	1,790.25	

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INV 0011853307/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROLLERS, SIGNS AND CONES 01/06/2018 FERMOY AVENUE	1	639.38	
INV 0011856507/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROLLER, SIGNS AND CONES 05/06/2018 ROCKET ST, 06/06/2018 BUSTON	1	818.40	
INV 0011863511/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROLLERS, SIGNS AND CONES 08/06/2018 ROCKET, HABGOOD MORRELL & KURINGAL	1	971.85	
INV 0011872813/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROLLERS, SIGNS AND CONES 12/06/2018 RUSHTON	1	613.80	
INV 0011872913/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROLLERS, SIGNS AND CONES 12/06/2018 CHARLES STREET	1	1,074.15	
INV 0011857308/06/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROLLERS, SIGNS, CONES 07/06/2018 OLIVER/BYFIELD AND DUKE	1	716.10	
EFT30365	29/06/2018	ANDY'S PLUMBING SERVICE	REPAIR PIPE LEAKING AT WATER PLAYGROUND.	1		2,684.00
INV 42	22/06/2018	ANDY'S PLUMBING SERVICE	REPAIRS LEAKING PIPE AT NORTHAM SWIMMING POOL PLANT ROOM.	1	748.00	
INV 41	22/06/2018	ANDY'S PLUMBING SERVICE	REPAIR PIPE LEAKING AT WATER PLAYGROUND.	1	935.00	
INV A18036	13/06/2018	ANDY'S PLUMBING SERVICE	REC CENTRE. PUMP OPUT GREASE TRAPS AS PERT OF WATER CORP COMPLIANCE.	1	528.00	
INV 43	22/06/2018	ANDY'S PLUMBING SERVICE	RIVERS EDGE CAFE. EMERGENCY REPAIR OF OVEN.	1	346.50	
INV 38	22/06/2018	ANDY'S PLUMBING SERVICE	CEMETERY. REPAIR TAP NEAR NICHE WALL, CONSTANTLY LEAKING.	1	126.50	
EFT30366	29/06/2018	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROLLER	1		6,994.00
INV 3259	22/06/2018	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT & TRAFFIC CONTROLLER - REACCREDITATION	1	998.00	
INV 3246	19/06/2018	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROLLER	1	3,996.00	
INV 3211	11/06/2018	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROLLER - REACCREDITATION	1	1,000.00	
INV 3208	07/06/2018	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROLLER	1	1,000.00	
EFT30367	29/06/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		27.45
INV DEDUCT26/06/2018		AUSTRALIAN SERVICES UNION	Payroll deductions		27.45	

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EFT30368	29/06/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 26/06/2018	1		57,678.00
INV PAYG 26	26/06/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 26/06/2018	1	57,678.00	
EFT30369	29/06/2018	AVON VALLEY BAKERY	CATERING CITIZENSHIP CEREMONY - MIXED SANDWICHES	1		62.00
INV 2588	19/06/2018	AVON VALLEY BAKERY	CATERING CITIZENSHIP CEREMONY - MIXED SANDWICHES	1	62.00	
EFT30370	29/06/2018	AVON VALLEY GLASS	BKB CENTRE - MIRROR FOR WELCOME SPACE	1		6,188.40
INV 0000899520	06/2018	AVON VALLEY GLASS	BKB CENTRE - MIRROR FOR WELCOME SPACE	1	6,188.40	
EFT30371	29/06/2018	AVON VALLEY PLANT & EQUIPMENT PTY LTD	GORDON STREET FOOTPATH 26.5M CUT & REMOVE AND DISPOSE BROKEN PANELS PREP AREA, SUPPLY CONCRETE, LAY NEW PATH 26.5M X 100M MESHED.	1		6,458.10
INV IV10276	24/05/2018	AVON VALLEY PLANT & EQUIPMENT PTY LTD	GORDON STREET FOOTPATH 26.5M CUT & REMOVE AND DISPOSE BROKEN PANELS PREP AREA, SUPPLY CONCRETE, LAY NEW PATH 26.5M X 100M MESHED.	1	6,458.10	
EFT30372	29/06/2018	AVW ELECTRICAL	NORTHAM LIBRARY. REPLACE ALL LIGHT GLOBES TUBES AND STARTERS THROUGHOUT, AS PER QUOTE A2226	1		2,370.50
INV A2295	21/06/2018	AVW ELECTRICAL	NORTHAM LIBRARY. REPLACE ALL LIGHT GLOBES TUBES AND STARTERS THROUGHOUT, AS PER QUOTE A2226	1	2,370.50	
EFT30373	29/06/2018	CENTRAL MOBILE MECHANICAL REPAIRS	PN1502 - BOMAG ROLLER 2,750HR SERVICE (21 MAY 2018)	1		4,255.08
INV 0000232324	06/2018	CENTRAL MOBILE MECHANICAL REPAIRS	PN0916 - ATTACH FRONT DOOR AND REPAIR OIL LEAK (FROM UNDERNEATH OF MACHINE)	1	363.00	
INV 0000232624	06/2018	CENTRAL MOBILE MECHANICAL REPAIRS	PN1305 - 45,000KM SERVICE PLEASE LOOK AT LOCKING MECHANISM (15 JUNE 2018)	1	656.70	
INV 0000232924	06/2018	CENTRAL MOBILE MECHANICAL REPAIRS	REPAIRS TO PULLEY AND BEARINGS ON WOOD CHIPPER APPROX COST	1	484.00	
INV 0000232724	06/2018	CENTRAL MOBILE MECHANICAL REPAIRS	REPAIRS TO BROKEN WELDS ON TANDEM TRAILER 1TQM573 - PN1413	1	220.00	

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INV 0000233024/06/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1501 - REPLACE EGR GASKET	1	159.50	
INV 0000232224/06/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1218 - TRUCK 100,000KM SERVICE (21 MAY 2018)	1	726.11	
INV 0000232824/06/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1605 - SERVICE UTE 60,000KM (18 JUNE 2018)	1	379.89	
INV 0000232524/06/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1502 - BOMAG ROLLER 2,750HR SERVICE (21 MAY 2018)	1	1,144.88	
INV 0000232424/06/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1312 - ADJUST HANDBRAKE	1	121.00	
EFT30374	29/06/2018	COLIN DUNCAN GRANT	WUNDOWIE LIBRARY. CLEANING FOR MAY 2018	1		3,051.25
INV P902	31/05/2018	COLIN DUNCAN GRANT	WUNDOWIE DEPOT. CLEANING FOR MAY 2018.	1	264.00	
INV P903	26/06/2018	COLIN DUNCAN GRANT	WUNDOWIE TOWN HALL. CLEANING FOR WUNDOWIE HALL.	1	408.50	
INV P903	26/06/2018	COLIN DUNCAN GRANT	WUNDOWIE LIBRARY. CLEANING FOR APR, MAY JUN.	1	408.50	
INV P903	26/06/2018	COLIN DUNCAN GRANT	WUNDOWIE DEPOT. CLEANING FOR, JUNE 2018.	1	132.00	
INV P902	31/05/2018	COLIN DUNCAN GRANT	WUNDOWIE TOWN HALL. CLEANING MAY 2018.	1	867.25	
INV P902	31/05/2018	COLIN DUNCAN GRANT	WUNDOWIE LIBRARY. CLEANING FOR MAY 2018	1	971.00	
EFT30375	29/06/2018	COUNTRY COMFORTSTYLE NORTHAM	2X STUDIO OFFICE CHAIRS	1		418.00
INV 4775	17/04/2018	COUNTRY COMFORTSTYLE NORTHAM	2X STUDIO OFFICE CHAIRS	1	418.00	
EFT30376	29/06/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING DEPOT	1		568.93
INV 86988	25/06/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING DEPOT	1	568.93	
EFT30377	29/06/2018	COURIER AUSTRALIA	FREIGHT CHARGE FOR DEVELOPMENT SERVIES & ENGINEERING W/E 18/5/2018.	1		254.73
INV 0356	25/05/2018	COURIER AUSTRALIA	FREIGHT CHARGE FOR DEVELOPMENT SERVICES.	1	18.35	
INV 0359	15/06/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEVELOPMENT SERVICES & COMMUNITY SERVICES- W/E 15/06/2018.	1	25.80	
INV 0357	01/06/2018	COURIER AUSTRALIA	FREIGHT CHARGE FOR ENGINEERING W/E 01/06/2018.	1	19.10	
INV 0355	18/05/2018	COURIER AUSTRALIA	FREIGHT CHARGE FOR DEVELOPMENT SERVIES & ENGINEERING W/E 18/5/2018.	1	191.48	

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EFT30378	29/06/2018	CTI SECURITY SERVICES PTY LTD	ALARM MONITORING AT OLD GIRLS SCHOOL - 01/04/2018 TO 30/04/2018.	1		53.00
INV CINS30320/03/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING AT OLD GIRLS SCHOOL - 01/04/2018 TO 30/04/2018.	1	53.00	
EFT30379	29/06/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	OLD GIRLS SCHOOL. LOWER ALARM KEYPAD FOR EASY ACCESS.	1		255.01
INV 110000	31/05/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	OLD GIRLS SCHOOL. LOWER ALARM KEYPAD FOR EASY ACCESS.	1	255.01	
EFT30380	29/06/2018	DAMIAN'S PLUMBING	KURINGAL UNIT 2. REPLACE HWS WITH ONE PROVIDED BY SHIRE OF NORTHAM. PLEASE CALL PRIOR TO ATTENDING.	1		466.40
INV 3341	18/06/2018	DAMIAN'S PLUMBING	KURINGAL UNIT 2. REPLACE HWS WITH ONE PROVIDED BY SHIRE OF NORTHAM. PLEASE CALL PRIOR TO ATTENDING.	1	466.40	
EFT30381	29/06/2018	DAVID GRAY & CO PTY LTD	SUPPLY AND DELIVER DARK GREEN BIN 240L	1		356.24
INV 1476692	10/04/2018	DAVID GRAY & CO PTY LTD	SUPPLY AND DELIVER DARK GREEN BIN 240L.	1	356.24	
EFT30382	29/06/2018	DE VITA LEGAL	LEASE FOR AVON VALLEY ARTS SOCIETY FROM 2018 UNTIL 2023	1		1,650.00
INV 18/9138	13/06/2018	DE VITA LEGAL	LEASE FOR AVON VALLEY ARTS SOCIETY FROM 2018 UNTIL 2023	1	1,650.00	
EFT30383	29/06/2018	EASIFLEET	Payroll deductions	1		2,113.48
INV DEDUCT26/06/2018		EASIFLEET	Payroll deductions		1,194.12	
INV DEDUCT26/06/2018		EASIFLEET	Payroll deductions		919.36	
EFT30384	29/06/2018	GDR CIVIL CONTRACTING PTY LTD	CEMETERY EXTENSION LOT 2 - REMOVE KERB AS PER DRAWING & DISPOSAL TO SHIRE APPROVED SITE @ \$30.00 + GST PER UNIT L/M.	1		15,427.56
INV 1356	26/06/2018	GDR CIVIL CONTRACTING PTY LTD	FLOATING STEEL DRUM ROLLER FROM WUNDOWIE DEPOT TO JENNAPULLIN ROAD	1	495.00	
INV 1355	26/06/2018	GDR CIVIL CONTRACTING PTY LTD	FLOAT THE RUBBER TYRE ROLLER FROM BRIDGEMAN ROAD TO JENNAPULLIN ROAD	1	495.00	
INV 1358	26/06/2018	GDR CIVIL CONTRACTING PTY LTD	PICK UP ROLLER PN1608 FROM CHRISTMAS ROAD AND DELIVER TO TRIMMER ROAD	1	495.00	

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INV 1357	26/06/2018	GDR CIVIL CONTRACTING PTY LTD	DRY HIRE OF MINI EXCAVATOR (2DAYS)	1	616.00	
INV 1347	31/05/2018	GDR CIVIL CONTRACTING PTY LTD	CEMETERY EXTENSION LOT 2 - REMOVE KERB AS PER DRAWING & DISPOSAL TO SHIRE APPROVED SITE @ \$30.00 + GST PER UNIT L/M.	1	11,527.56	
INV 1353	20/06/2018	GDR CIVIL CONTRACTING PTY LTD	FLOAT STEEL DRUM ROLLER FROM SPENCERS BROOK RD SLK 14.6 TO SPENCERS BROOK ROAD / SPENCER BROOK YORK RD INTERSECTION.	1	1,199.00	
INV 1353	20/06/2018	GDR CIVIL CONTRACTING PTY LTD	FLOAT RUBBER TYRE ROLLER FROM WUNDOWIE DEPOT TO KATRINE ROAD.	1	600.00	
EFT30385	29/06/2018	GEOFABRICS AUSTRALASIA PTY LTD	RENO MATTRESS GALMAC & PVC 6M X 2M X 3M @ \$163.07 + GST PER UNIT	1		2,332.77
INV CD2018221/06/2018		GEOFABRICS AUSTRALASIA PTY LTD	RENO MATTRESS GALMAC & PVC 6M X 2M X 3M @ \$163.07 + GST PER UNIT	1	2,332.77	
EFT30386	29/06/2018	GOLDER ASSOCIATES PTY LTD	RAILWAY MUSEUM. LOCOMOTIVE. ASBESTOS REPORT AND RECCOMENDATIONS ON THE LOCOMOTIVE AND CARRIAGES.	1		1,738.00
INV 64844	26/06/2018	GOLDER ASSOCIATES PTY LTD	RAILWAY MUSEUM. LOCOMOTIVE. ASBESTOS REPORT AND RECCOMENDATIONS ON THE LOCOMOTIVE AND CARRIAGES.	1	1,738.00	
EFT30387	29/06/2018	GRAFTON ELECTRICS	MINSON AVE STREET LIGHTS. REPAIR ALL LIGHTS ALONG MINSON AVE, INCLUDING CHANGING DOUBLE HEAD LIGHT TO SINGLE HEAD NEAR AEIC.	1		11,159.63
INV 4923	27/03/2018	GRAFTON ELECTRICS	MINSON AVE STREET LIGHTS. INSPECT ALL LIGHTS AND PROVIDE QUOTE FOR FIXING ALL LIGHTS AND CHANGING DOUBLE HEAD TO SINGLE HEAD. SPARE SINGLE HEAD AT DEPOT.	1	396.00	
INV 4911	21/03/2018	GRAFTON ELECTRICS	TOWN HALL. CHECK SWITCHING FOR AIRCONDITIONERS.	1	99.00	
INV 5118	14/06/2018	GRAFTON ELECTRICS	BROOME TERRACE PARK. REPLACE BROKEN POWER POLE AND RECONNECT ELECTRICAL BOX.	1	1,760.00	
INV 4953	12/04/2018	GRAFTON ELECTRICS	MINSON AVE STREET LIGHTS. REPAIR ALL LIGHTS ALONG MINSON AVE, INCLUDING CHANGING DOUBLE HEAD LIGHT TO SINGLE HEAD NEAR AEIC.	1	4,075.01	

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INV 4950	10/04/2018	GRAFTON ELECTRICS	MEMORIAL HALL. ATTEND SITE ON TUESDAY 10TH APRIL TO CHECK LIGHT SWITCH THAT WAS CRACKLING. LABEL ALL LIGHT SWITCHES.	1	572.83	
INV 4940	04/04/2018	GRAFTON ELECTRICS	REC CENTRE. PLEASE REPLACE NON WORKING FLUROS IN RAILWAYS CHANGE ROOMS AS WELL AS OUTSIDE LIGHTS. CHANGE TIMERS TO COME ON 30MINS EARLIER.	1	1,090.10	
INV 4901	16/03/2018	GRAFTON ELECTRICS	REPAIR FLICKERING LIGHT IN VISITOR CENTRE	1	203.50	
INV 4986	26/04/2018	GRAFTON ELECTRICS	REPAIR LIGHTS AT VISITORS CENTRE	1	297.66	
INV 4917	22/03/2018	GRAFTON ELECTRICS	REPLACE BOTH WATER METERS AT CLARKE STREET	1	1,177.00	
INV 5058	22/05/2018	GRAFTON ELECTRICS	FIT TIMER TO SECURITY LIGHTS IN HOOPER PARK	1	326.70	
INV 4936	03/04/2018	GRAFTON ELECTRICS	CHECK RELAY FOR PUMP AT APEX PARK	1	167.20	
INV 5063	25/05/2018	GRAFTON ELECTRICS	REPAIR ELECTRICAL SWITCHING FAULT AT WASTE WATER TREATMENT PLANT	1	449.24	
INV 5114	14/06/2018	GRAFTON ELECTRICS	SUPPLY & INSTALL ELECTRICAL POWER POINT AT NORTHAM LIBRARY FOR RETICULATION WORKS.	1	545.39	
EFT30388	29/06/2018	GROVE WESLEY DESIGN ART	TWO SIGNS 2500 X 2500MM USING 3MM ACM PANEL. SIGN WILL BE IN TWO SHEETS (2500 X 1250MM EACH SIZE) OPTION 2 USING 7- 10 YEAR DIGITAL FILM	1		6,608.25
INV 4918	09/03/2018	GROVE WESLEY DESIGN ART	NAME BADGES AND BUSINESS CARDS FOR PAUL KHER, NADEEM GUL AND SHANE MOORHEAD	1	328.00	
INV 4918	09/03/2018	GROVE WESLEY DESIGN ART	BUSINESS CARDS AND BADGES FOR DEVELOPMENT SERVICES.	1	435.50	
INV 4918	09/03/2018	GROVE WESLEY DESIGN ART	BUSINESS CARDS FOR CR STEVEN POLLARD	1	100.50	
INV 4918	09/03/2018	GROVE WESLEY DESIGN ART	X2 NAME BADGES AND BUSINESS CARDS FOR KIM COLBOURNE, BROOKE EVANS, JAIME HAWKINS & ROSS RAYSON.	1	353.00	
INV 4918	09/03/2018	GROVE WESLEY DESIGN ART	NAME BADGE AND BUSINESS CARDS FOR CONNIE JAUNCEY & LAURA WALKSH	1	125.50	
INV 4918	09/03/2018	GROVE WESLEY DESIGN ART	NAME BADGES FOR ALYSHA MAXWELL AND ANASTASIA WILLIAMS	1	30.50	
INV 5047	31/05/2018	GROVE WESLEY DESIGN ART	150 X HATS FOR BFB MEMBERS	1	1,988.25	
INV 5039	31/05/2018	GROVE WESLEY DESIGN ART	NEW SIGN FOR AVON DESCENT START TOWER	1	869.00	

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INV 5044	31/05/2018	GROVE WESLEY DESIGN ART	MAGNETIC NAME BADGE FOR CR TINETTI	1	27.50	
INV 5043	31/05/2018	GROVE WESLEY DESIGN ART	NAME PLATES FOR LIFE MEMBERSHIP SHIELDS	1	33.00	
INV 5065	26/06/2018	GROVE WESLEY DESIGN ART	TWO SIGNS 2500 X 2500MM USING 3MM ACM PANEL. SIGN WILL BE IN TWO SHEETS (2500 X 1250MM EACH SIZE) OPTION 2 USING 7- 10 YEAR DIGITAL FILM	1	2,046.00	
INV 5083	26/06/2018	GROVE WESLEY DESIGN ART	PURCHASE OF 11 NAME BADGES FOR BUSH FIRE CONTROL OFFICERS	1	137.50	
INV 4918	09/03/2018	GROVE WESLEY DESIGN ART	X2 NAME BADGES AND BUSINESS CARDS FOR KIM COLBOURNE	1	34.75	
INV 4918	09/03/2018	GROVE WESLEY DESIGN ART	NAME BADGE AND BUSINESS CARDS FOR CONNIE JAUNCEY	1	12.00	
INV 4918	09/03/2018	GROVE WESLEY DESIGN ART	AME BADGES FOR ALYSHA MAXWELL AND ANASTASIA WILLIAMS	1	2.00	
INV 4918	09/03/2018	GROVE WESLEY DESIGN ART	NAME BADGES AND BUSINESS CARDS FOR PAUL KHER, NADEEM GUL AND SHANE MOORHEAD	1	33.25	
INV 4918	09/03/2018	GROVE WESLEY DESIGN ART	NAME BADGE AND BUSINESS CARDS FOR MARIUS STRYDOME	1	43.00	
INV 4918	09/03/2018	GROVE WESLEY DESIGN ART	BUSINESS CARDS FOR CR STEVEN POLLARD	1	9.00	
EFT30389	29/06/2018	HITACHI CONSTRUCTION MACHINERY (AUSTRALIA) PTY LTD	ON JOHN DEERE GRADER N.001 AS PER MAINTENANCE PLANNER, CLEAN UP & TEST MACHINE, CHANGE A/C FILTERS & SUPPLY TOP UP FLUIDS - 20LTR COOLANT & 20LTR TRANS OIL AS PER QUOTE# QS500108040.	1		2,488.28
INV IS500113	26/06/2018	HITACHI CONSTRUCTION MACHINERY (AUSTRALIA) PTY LTD	ON JOHN DEERE GRADER N.001 AS PER MAINTENANCE PLANNER, CLEAN UP & TEST MACHINE, CHANGE A/C FILTERS & SUPPLY TOP UP FLUIDS - 20LTR COOLANT & 20LTR TRANS OIL AS PER QUOTE# QS500108040.	1	2,488.28	
EFT30390	29/06/2018	HOLLETT & LAWRENCE	NORTHAM DEPOT LAND VALUATION FOR FEASIBILITY STUDY.	1		110.00
INV 4847	22/06/2018	HOLLETT & LAWRENCE	NORTHAM DEPOT LAND VALUATION FOR FEASIBILITY STUDY.	1	110.00	
EFT30391	29/06/2018	HOST AUTO REPAIRS	GRASS VALLEY 4.4 - REPAIR DAMAGE TO BACK BUMPER	1		1,784.80
INV 62056	22/06/2018	HOST AUTO REPAIRS	INKPEN BFB SHED - ANNUAL SERVICE OF GENERATOR	1	826.60	
INV 62057	22/06/2018	HOST AUTO REPAIRS	GRASS VALLEY 4.4 - REPAIR DAMAGE TO BACK BUMPER	1	858.80	

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INV 61703	09/04/2018	HOST AUTO REPAIRS	DOT INSPECTION OF REPLACEMENT VMS TRAILER.	1	99.40	
EFT30392	29/06/2018	IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1		2,343.00
INV 0000050103/05/2018	03/05/2018	IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1	2,343.00	
EFT30393	29/06/2018	JONES CONTRACTING PTY LTD	SUPPLY 259.40 TONNE OF 19MM SCREENED ROADBASE DURING THE PERIOD 23/05/2018 TO 25/05/2018 FOR SPENCERS BROOK ROAD.	1		3,638.25
INV 3903	31/05/2018	JONES CONTRACTING PTY LTD	GRAVEL FOR BACKFILLING KERB (100T)	1	784.85	
INV 3903	31/05/2018	JONES CONTRACTING PTY LTD	SUPPLY 259.40 TONNE OF 19MM SCREENED ROADBASE DURING THE PERIOD 23/05/2018 TO 25/05/2018 FOR SPENCERS BROOK ROAD.	1	2,853.40	
EFT30394	29/06/2018	LANDGATE	CREATION OF STATUTORY DEPOSITED PLAN - SHOWING SHIRE OF NORTHAM BOUNDARY ADJUSTMENT PLAN.	1		2,729.50
INV 850881	06/06/2018	LANDGATE	76 X LAND ENQUIRY	1	379.50	
INV 6233637822/05/2018	05/2018	LANDGATE	CREATION OF STATUTORY DEPOSITED PLAN - SHOWING SHIRE OF NORTHAM BOUNDARY ADJUSTMENT PLAN.	1	2,350.00	
EFT30395	29/06/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMUNITY DEVELOPMENT NETWORK SPOTLIGHT FORUM - JAMIE HAWKINS	1		215.00
INV 8_132	19/06/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMUNITY DEVELOPMENT NETWORK SPOTLIGHT FORUM - JAMIE HAWKINS	1	55.00	
INV 8_131	19/06/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMUNITY DEVELOPMENT NETWORK SPOTLIGHT FORUM MICHELLE BLACKHURST	1	55.00	
INV 8_130	19/06/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMUNITY DEVELOPMENT NETWORK SPOTLIGHT FORUM ROSS RAYSON	1	50.00	
INV 8_133	19/06/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMUNITY DEVELOPMENT NETWORK SPOTLIGHT FORUM	1	55.00	
EFT30396	29/06/2018	LUCY'S TEAROOMS	ASSORTED CATERING FOR WORKSHOP ON CONSTITUTIONS FOR SPORTS CLUBS	1		110.00
INV 1634	04/05/2018	LUCY'S TEAROOMS	ASSORTED CATERING FOR WORKSHOP ON CONSTITUTIONS FOR SPORTS CLUBS	1	110.00	
EFT30397	29/06/2018	MARY GRACE BANDOLA ESLER	REIMBURSEMENT FOR POLICE CLEARANCE.	1		52.60

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INV 2341351	14/06/2018	MARY GRACE BANDOLA ESLER	REIMBURSEMENT FOR POLICE CLEARANCE.	1	52.60	
EFT30398	29/06/2018	MATHEW MACQUEEN	GYPROCK. INSTALL A 920MM DOOR FRAME WITH 180 DEGREES' HINGES AND SOLID DOOR (GLASS IN TOP ¼), MATCHING ORIGINAL DOOR HANDLE. PAINT TO MATCH EXISTING WALLS AND DOORS.	1		2,247.00
INV 682	20/06/2018	MATHEW MACQUEEN	GYPROCK. INSTALL A 920MM DOOR FRAME WITH 180 DEGREES' HINGES AND SOLID DOOR (GLASS IN TOP ¼), MATCHING ORIGINAL DOOR HANDLE. PAINT TO MATCH EXISTING WALLS AND DOORS.	1	1,625.00	
INV 682	20/06/2018	MATHEW MACQUEEN	REPAIR AND MODIFY FIRE TRAFFIC SIGNS	1	200.00	
INV 682	20/06/2018	MATHEW MACQUEEN	RE INSTATE FENCE POSTS AND RE STRAIN FENCE WIRE AFTER STRUCTURE FIRE AT 22 MOONDYNE RD	1	422.00	
EFT30399	29/06/2018	MHW INTEGRATION PTY LTD	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE INTERIOR FITOUT - MEDIA HARDWARE - CLAIM 3.	1		27,010.50
INV 0000125026/06/2018		MHW INTEGRATION PTY LTD	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE INTERIOR FITOUT - MEDIA HARDWARE - CLAIM 3.	1	27,010.50	
EFT30400	29/06/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT. 28/05/2018 TO 03/06/2018.	1		8,058.60
INV N1927	11/06/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT. 28/05/2018 TO 03/06/2018.	1	4,029.30	
INV N1928	11/06/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT. 04/06/2018 TO 10/06/2018	1	4,029.30	
EFT30401	29/06/2018	MIXED MEDIA CORPORATION PTY LTD	VARIATION TO CONTRACT 8 OF NAEIC - FILMING SERVICES	1		18,920.00
INV INV-301610/06/2018		MIXED MEDIA CORPORATION PTY LTD	CONTRACT 8 OF NAEIC - MEDIA SOFTWARE B PROGRAMMING (ONLY) FOR THE BILYA KOORT BOODJA CENTRE	1	7,920.00	
INV INV3016	10/06/2018	MIXED MEDIA CORPORATION PTY LTD	VARIATION TO CONTRACT 8 OF NAEIC - FILMING SERVICES	1	11,000.00	
EFT30402	29/06/2018	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE SUPPLIED GLASS TO THE POZITRACK	1		132.00
INV 1300	08/05/2018	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE SUPPLIED GLASS TO THE POZITRACK	1	132.00	

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EFT30403	29/06/2018	NORTHAM BETTA ELECTRICAL	6MTR TELEPHONE EXTENSION CORD FOR LICENCING	1		15.90
INV 2957220920/06/2018		NORTHAM BETTA ELECTRICAL	6MTR TELEPHONE EXTENSION CORD FOR LICENCING	1	15.90	
EFT30404	29/06/2018	NORTHAM DISCOUNT DRUG STORE	1X OMRON EAR THERM & OMRON PROBE COVERS	1		79.87
INV 1026078	20/06/2018	NORTHAM DISCOUNT DRUG STORE	1X OMRON EAR THERM & OMRON PROBE COVERS	1	79.87	
EFT30405	29/06/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - 27/06/2018	1		15.50
INV 0000142427/06/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - 27/06/2018	1	15.50	
EFT30406	29/06/2018	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL CHAMBERS	1		183.96
INV 165250	20/06/2018	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL CHAMBERS	1	183.96	
EFT30407	29/06/2018	NORTHAM MITRE 10 SOLUTIONS	SYNTHETIC GRASS	1		236.05
INV 1030029931/05/2018		NORTHAM MITRE 10 SOLUTIONS	BAGS OF RAPID SET	1	13.50	
INV 1028475413/04/2018		NORTHAM MITRE 10 SOLUTIONS	SYNTHETIC GRASS	1	195.02	
INV 1029605017/05/2018		NORTHAM MITRE 10 SOLUTIONS	3 X LENGTHS OF CONDUIT	1	27.53	
EFT30408	29/06/2018	NORTHAM TOYOTA	120000 KM SERVICE ON TOYOTA HIACE VAN KILLARA 4	1		432.30
INV 312933	18/06/2018	NORTHAM TOYOTA	120000 KM SERVICE ON TOYOTA HIACE VAN KILLARA 4	1	432.30	
EFT30409	29/06/2018	OMEGA PEST CONTROL PTY LTD T/A STEWARTS PEST CONTROL	RODENT CONTROL FOR VARIOUS SITES.	1		2,127.95
INV 42540	11/04/2018	OMEGA PEST CONTROL PTY LTD T/A STEWARTS PEST CONTROL	RODENT CONTROL FOR VARIOUS SITES.	1	2,127.95	
EFT30410	29/06/2018	OXTER SERVICES	CLEANING PRODUCTS FOR VARIOUS BUILDINGS.	1		4,915.00
INV 19883	22/06/2018	OXTER SERVICES	BAKERS HILL HOOPER PARK TOILETS. CLEANING FOR 11/06/2018 to 29/06/2018.	1	524.70	
INV 19884	22/06/2018	OXTER SERVICES	KATRINE TOILETS. CLAENING FOR 11/06/2018 to 29/06/2018.	1	349.80	
INV 19885	22/06/2018	OXTER SERVICES	BAKERS HILL PAVILLIONN TOILET'S. CLEANING FOR 11/06/2018 to 29/06/2018.	1	349.80	

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INV 19887	22/06/2018	OXTER SERVICES	CEMETERY TOILETS. CLEANING FOR 11/06/2018 to 29/06/2018.	1	349.80	
INV 19886	22/06/2018	OXTER SERVICES	WUNDOWIE TOILETS. CLEANING FOR 11/06/2018 to 29/06/2018.	1	574.20	
INV 19889	22/06/2018	OXTER SERVICES	QUELLINGTON HALLTOILETS. WEEKLY CLEANS UNTIL END OF JUNE.	1	574.20	
INV 19888	22/06/2018	OXTER SERVICES	CLACKLINE TOILETS. CLEANING FOR 11/06/2018 to 29/06/2018.	1	524.70	
INV 19170	24/01/2018	OXTER SERVICES	CLEANING PRODUCTS FOR VARIOUS BUILDINGS.	1	1,523.83	
INV 19831	12/06/2018	OXTER SERVICES	QUELLINGTON HALL. SUPPLY 2 X CARTONS OF TOILET	1	143.97	
EFT30411	29/06/2018	PFD FOOD SERVICES PTY LTD	CLEANING PRODUCTS FOR TOWN HALL.	1		278.90
INV KJ94456911/04/2018		PFD FOOD SERVICES PTY LTD	CLEANING PRODUCTS FOR TOWN HALL.	1	278.90	
EFT30412	29/06/2018	PHILIP JOHN ROBINSON	DUG OUTS HENRY STREET OVAL X 2 TO DIG INSIDE CONCRETE FOOTINGS X6 PLACE BORDER AROUND DUGOUT INCLUDING ECO DECKING FILL IN WITH BLUE METAL DUST INCLUDING ALL LABOUR AND MATERIALS	1		1,771.00
INV 0000039/120/06/2018		PHILIP JOHN ROBINSON	DUG OUTS HENRY STREET OVAL X 2 TO DIG INSIDE CONCRETE FOOTINGS X6 PLACE BORDER AROUND DUGOUT INCLUDING ECO DECKING FILL IN WITH BLUE METAL DUST INCLUDING ALL LABOUR AND MATERIALS	1	1,771.00	
EFT30413	29/06/2018	PRIMARIES OF WA PTY LTD	SUPPLY 125 SPRINKLERS	1		362.03
INV 2520020023/05/2018		PRIMARIES OF WA PTY LTD	SUPPLY 125 SPRINKLERS	1	362.03	
EFT30414	29/06/2018	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION JUNE 2018.	1		1,122.00
INV INV-056425/06/2018		PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION JUNE 2018.	1	1,122.00	

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EFT30415	29/06/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING FOR DIANNE TURNOCK	1		300.00
INV 0020934	25/06/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	150.00	
INV 0020766	20/06/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING FOR DIANNE TURNOCK	1	150.00	
EFT30416	29/06/2018	SANDWELL ENTERPRISES PTY LTD	STOCK PURCHASES FOR BKB.	1		607.65
INV 3718	26/06/2018	SANDWELL ENTERPRISES PTY LTD	STOCK PURCHASES FOR BKB.	1	607.65	
EFT30417	29/06/2018	SPECIALISED TREE SERVICE	CLEARING OF VEGETATION FOR JENNAPULIN ROAD SLK 0.88 - 2.10.	1		12,825.00
INV 2847	14/06/2018	SPECIALISED TREE SERVICE	CLEARING OF VEGETATION FOR JENNAPULIN ROAD SLK 0.88 - 2.10.	1	12,825.00	
EFT30418	29/06/2018	ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR THE ADMIN BUILDING	1		118.57
INV CYINV0021	06/2018	ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR THE ADMIN BUILDING	1	118.57	
EFT30419	29/06/2018	STRATAGREEN	15LT TUB BLACK FEILD LINEMARKING PAINT	1		231.42
INV 96548	20/06/2018	STRATAGREEN	15LT TUB BLACK FEILD LINEMARKING PAINT	1	231.42	
EFT30420	29/06/2018	SUPERCIVIL	KERBING WORKS - MITCHELL AVE, FITZGERALD STREET, FORREST STREET, STIRLING STREET.	1		3,461.97
INV 0000713431	08/2017	SUPERCIVIL	KERBING WORKS - MITCHELL AVE, FITZGERALD STREET, FORREST STREET, STIRLING STREET.	1	3,461.97	
EFT30421	29/06/2018	TASHCO SYSTEMS	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE - INTERIOR FIT OUT - SHOWCASES	1		64,449.00
INV IN11522025	06/2018	TASHCO SYSTEMS	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE - INTERIOR FIT OUT - SHOWCASES	1	64,449.00	
EFT30422	29/06/2018	THE RIVERSIDE HOTEL	CATERING ORDINARY COUNCIL MEETING 20 JUNE 2018	1		432.00
INV 1968	20/06/2018	THE RIVERSIDE HOTEL	CATERING ORDINARY COUNCIL MEETING 20 JUNE 2018	1	432.00	
EFT30423	29/06/2018	THE WEST AUSTRALIAN	2 UNIT AD- WARMING UP WINTER 2018	1		870.00

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INV 1002256331	05/2018	THE WEST AUSTRALIAN	2 UNIT AD- WARMING UP WINTER 2018	1	870.00	
EFT30424	29/06/2018	THE WORKWEAR GROUP	UNIFORM FOR JENNY MAHER	1		1,506.23
INV 1051670008	06/2018	THE WORKWEAR GROUP	UNIFORM FOR ALISON ROWLAND	1	84.15	
INV 1046256421	05/2018	THE WORKWEAR GROUP	UNIFORM FOR LYNDA WITWICKL	1	50.15	
INV 1048336029	05/2018	THE WORKWEAR GROUP	UNIFORM FOR GAJ MARTIN	1	57.81	
INV 1046656722	05/2018	THE WORKWEAR GROUP	UNIFORM FOR JENNY MAHER	1	293.27	
INV 1050302401	06/2018	THE WORKWEAR GROUP	UNIFORM FOR ALISON DOWELL	1	156.40	
INV 1051474808	06/2018	THE WORKWEAR GROUP	UNIFORM FOR JENNY ABBOTT	1	84.15	
INV 1052078207	06/2018	THE WORKWEAR GROUP	UNIFORM FOR JENNIFER BECKER,	1	101.15	
INV 1051475108	06/2018	THE WORKWEAR GROUP	UNIFORM FOR CARMEN SADLIER	1	84.15	
INV 1052113913	06/2018	THE WORKWEAR GROUP	UNIFORM FOR BEV JONES	1	232.90	
INV 1054440618	06/2018	THE WORKWEAR GROUP	UNIFORM FOR LEE-ELLEN EDMONDS	1	109.65	
INV 1052525013	06/2018	THE WORKWEAR GROUP	UNIFORM FOR CHERYL GREENOUGH	1	84.15	
INV 1051549108	06/2018	THE WORKWEAR GROUP	UNIFORM FOR C GREENOUGH	1	168.30	
EFT30425	29/06/2018	TRISLEY'S HYDRAULIC SERVICES PTY LTD	MAJOR SERVICE TO WUNDOWIE POOL	1		616.00
INV 9020308019	06/2018	TRISLEY'S HYDRAULIC SERVICES PTY LTD	MAJOR SERVICE TO WUNDOWIE POOL	1	616.00	
EFT30426	29/06/2018	VERLINDENS ELECTRICAL SERVICE (WA)	HIRE OF SCISSOR LIFT DELIVERY AND PICK UP OF SCISSOR LIFT REMOVE EXISTING LAMPS RENEW ALL LAMPS TO HIGH BAYS ASSOCIATED LABOUR COSTS TEST AND COMMISSION	1		7,557.00

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INV 87704	26/06/2018	VERLINDENS ELECTRICAL SERVICE (WA)	DISCONNECT EXISTING SCOREBOARD RELOCATE EXISTING SCOREBOARD TO LOCATION NEAR COURT 3 AS DISCUSSED INSTALL NEW SCOREBOARD SUPPLIED BY CLIENT UTILISE EXISTING POWER/DATA CONNECTION REQUIRED ASSOCIATED LABOUR COSTS	1	655.60	
INV 87705	26/06/2018	VERLINDENS ELECTRICAL SERVICE (WA)	HIRE OF SCISSOR LIFT DELIVERY AND PICK UP OF SCISSOR LIFT REMOVE EXISTING LAMPS RENEW ALL LAMPS TO HIGH BAYS ASSOCIATED LABOUR COSTS TEST AND COMMISSION	1	5,266.80	
INV 87706	26/06/2018	VERLINDENS ELECTRICAL SERVICE (WA)	SOUND SHELL. AUDIO VISUAL WORKS AS PER SITE VISIT AND QUOTE NQ03841.	1	1,634.60	
EFT30427	29/06/2018	WARRICKS NEWSAGENCY	NEWSPAPERS, MAGAZINES FOR LIBRARY MAY 2018.	1		364.22
INV SN00006105/06/2018		WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS FOR ADMIN	1	90.70	
INV SN0001705/06/2018		WARRICKS NEWSAGENCY	NEWSPAPERS, MAGAZINES FOR LIBRARY MAY 2018.	1	141.62	
INV JUNE A/020/06/2018		WARRICKS NEWSAGENCY	PAPER REAMS 4X	1	84.80	
INV SN0001705/06/2018		WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA	1	47.10	
EFT30428	29/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE E-STOP BUTTON ON PN1501 WHICH HAS BEEN BROKEN	1		642.90
INV 7810	31/05/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE E-STOP BUTTON ON PN1501 WHICH HAS BEEN BROKEN	1	642.90	
EFT30429	29/06/2018	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT CEMETERY MAINTENANCE 2017-2019. \$432 + GST PER DAY - 3 DAYS PER WEEK.	1		4,752.00
INV 0030092816/05/2018		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT CEMETERY MAINTENANCE 2017-2019. \$432 + GST PER DAY - 3 DAYS PER WEEK.	1	4,752.00	

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EFT30430	29/06/2018	WHEATBELT SAFETYWEAR	2X RANGER TROUSERS SETS	1		30.00
INV 8293	15/03/2018	WHEATBELT SAFETYWEAR	2X RANGER TROUSERS SETS	1	30.00	
EFT30431	29/06/2018	WILKIE PAINTING & MAINTENANCE	PAINTING WORKS TO KURINGAL UNITS IN WUNDOWIE	1		13,035.00
INV 383	26/06/2018	WILKIE PAINTING & MAINTENANCE	PAINTING WORKS TO KURINGAL UNITS IN WUNDOWIE	1	13,035.00	
EFT30432	29/06/2018	WUNDOWIE GOLF CLUB INC	QUICK RESPONSE GRANT 2017/2018.	1		500.00
INV 2018/41	18/06/2018	WUNDOWIE GOLF CLUB INC	QUICK RESPONSE GRANT 2017/2018.	1	500.00	
34958	08/06/2018	SHIRE OF NORTHAM	ADJUSTMENT TO RATES AT KILLARA - 17/05/2018 TO 30/06/2018.	1		40.19
INV A10335	17/05/2018	SHIRE OF NORTHAM	ADJUSTMENT TO RATES AT KILLARA - 17/05/2018 TO 30/06/2018.	1	40.19	
34959	08/06/2018	SYNERGY	AIRPORT - 19/03/2018 TO 21/05/2018.	1		1,273.75
INV 7471705316	05/2018	SYNERGY	SKATE PARK 06/03/2018-10/05/2018	1	172.35	
INV 1365377421	05/2018	SYNERGY	AIRPORT - 19/03/2018 TO 21/05/2018.	1	1,064.60	
INV 1539025129	05/2018	SYNERGY	OLD SHIRE DEPOT BUILDING 24/03/2018-24/05/2018	1	36.80	
34960	08/06/2018	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 05/04/2018 TO 04/05/2018.	1		4,963.39
INV 3864754812	05/2018	TELSTRA CORPORATION	HENRY ST OVAL 04/05/-04/06/2018	1	72.32	
INV 6305302927	05/2018	TELSTRA CORPORATION	BAKERS HILL BFB 23/4/2018 TO 22/5/2018.		31.14	
INV 9026075012	05/2018	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 05/04/2018 TO 04/05/2018.		4,859.93	
34961	08/06/2018	WATER CORPORATION	SWIMMING POOL 01/05/2018-30/06/2018	1		16,964.08
INV 9007925917	05/2018	WATER CORPORATION	RESERVE 32386 01/05/2018-30/06/2018	1	714.91	
INV 9010596323	05/2018	WATER CORPORATION	GEORGE NUICH PARK 01/05/2018-30/06/2018	1	802.11	
INV 9007909711	05/2018	WATER CORPORATION	RECREATION CENTRE 01/05/2018-30/06/2018	1	1,672.31	
INV 9021499418	05/2018	WATER CORPORATION	SWIMMING POOL 01/05/2018-30/06/2018	1	7,943.36	
INV 9007926021	05/2018	WATER CORPORATION	SPORTS GROUND 01/05/2018-30/06/2018	1	69.34	

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INV 9007917216/05/2018		WATER CORPORATION	BERT HAWKE OVAL 01/05/2018-30/06/2018	1	815.33	
INV 9007923518/05/2018		WATER CORPORATION	TRAFFIC ISLAND 01/05/2018-30/06/2018	1	88.47	
INV 9012562918/05/2018		WATER CORPORATION	ROAD VERGE 01/05/2018-30/06/2018	1	66.95	
INV 9007918417/05/2018		WATER CORPORATION	PERINA WAY PARK 01/05/2018-30/06/2018	1	777.08	
INV 9007938528/05/2018		WATER CORPORATION	CLACKLINE HALL 01/05/2018-30/06/2018	1	4.78	
INV 9007950009/02/2018		WATER CORPORATION	STANDPIPE - GRASS VALLEY- 06/12/2017 TO 07/02/2018.	1	882.10	
INV 9007913511/05/2018		WATER CORPORATION	STANDPIPE 116 PEEL TCE 14/03/2018 TO 10/05/2018.	1	912.33	
INV 9007892029/05/2018		WATER CORPORATION	BRIGADES SHED 04/04/2018 TO 28/05/2018.	1	28.69	
INV 9007892529/05/2018		WATER CORPORATION	BAKERS HILL RECREATION CENTRE 01/05/2018-30/06/2018	1	1,959.43	
INV 9007923618/05/2018		WATER CORPORATION	SWIMMING POOL HOUSE 01/05/2018-30/06/2018	1	226.89	
34962	08/06/2018	VALLEY FORD	PURCHASE OF NEW 2017 FORD RANGER XL DUAL CAB 3.2LT 4X4 CAB CHASSIS, AUTOMATIC AS PER CESM VEHICLE SPECIFICATION SHEET AND BULL CANOPY QUOTE# 12902 (REFER TO ATTACHED FOR DETAILS)	1		79,501.85
INV 4057	08/06/2018	VALLEY FORD	PURCHASE OF NEW 2017 FORD RANGER XL DUAL CAB 3.2LT 4X4 CAB CHASSIS, AUTOMATIC AS PER CESM VEHICLE SPECIFICATION SHEET AND BULL CANOPY QUOTE# 12902 (REFER TO ATTACHED FOR DETAILS)	1	79,501.85	
34963	18/06/2018	PETTY CASH	KILLARA PETTY CASH RECOUP	1		157.35
INV KILLAR/07/06/2018		PETTY CASH	KILLARA PETTY CASH RECOUP	1	157.35	
34964	18/06/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		135.00
INV DEDUCT12/06/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		135.00	
34965	18/06/2018	SYNERGY	STREET LIGHTS - 02/05/2018 TO 01/6/2018	1		25,964.30
INV 1127695031/05/2018		SYNERGY	ELECTRICITY ACCOUNT 87 DUKE STREET 28TH MARCH TO 28 MAY 2018	1	227.05	

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INV 1648520330/05/2018		SYNERGY	ELECTRICTY OLD GIRLS SCHOOL 27TH MARCH TO 28 MAY 2018	1	23.05	
INV 2795023330/05/2018		SYNERGY	ELECTRICITY CHARGES FOR THE ABORIGINAL INTERPRETIVE CENTRE FROM 27/03/2018 TO 28/05/2018.	1	499.60	
INV 9356001430/05/2018		SYNERGY	VISITORS CENTRE CONF ROOM - 26/05/2018 TO 27/03/2018.	1	636.85	
INV 3355969230/05/2018		SYNERGY	VISITORS CENTRE - 28/03/2018 TO 30/05/2018.	1	1,543.40	
INV 1686149901/06/2018		SYNERGY	STREET LIGHTS - 02/05/2018 TO 01/6/2018	1	22,882.05	
INV 2361098001/06/2018		SYNERGY	RAP PARK - AVON YOUTH - 03/04/2018 TO 01/06/2018.	1	31.80	
INV 9152416401/06/2018		SYNERGY	AUXILLARY LIGHTING CHARGES - 02/05/2018 TO 01/06/2018.	1	120.50	
34966	18/06/2018	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS TO 27/5/2018.	1		4,784.54
INV 2726008928/05/2018		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS TO 27/5/2018.	1	4,784.54	
34967	18/06/2018	WATER CORPORATION	STANDPIPE - KEANE ST - 04/04/2018 TO 28/05/2018.	1		5,011.68
INV 9007891829/05/2018		WATER CORPORATION	STANDPIPE - KEANE ST - 04/04/2018 TO 28/05/2018.	1	2,552.13	
INV 9007891719/06/2018		WATER CORPORATION	HOOPEPARK - 04/04/2018 TO 28/05/2018	1	416.03	
INV 9007840307/06/2018		WATER CORPORATION	GRASS VALLEY BFB - 10/04/2018 TO 06/06/2018.	1	9.56	
INV 9007938728/05/2018		WATER CORPORATION	STANDPIPE - LOCKYER RD - 29/03/2018 TO 25/05/2018.	1	2,033.96	
34968	19/06/2018	SHIRE OF TOODYAY	DIVIDEND SEPTAGE PONDS 16-17 & 17-18 INCLUSIVE	1		17,339.30
INV 4.1.1.21/CI8/06/2018		SHIRE OF TOODYAY	DIVIDEND SEPTAGE PONDS 16-17 & 17-18 INCLUSIVE	1	17,339.30	
34969	25/06/2018	SHIRE OF NORTHAM	REGISTRATION OF 1CIZ913 - SES VEHICLE.	1		2031.60
INV 1DWZ1426/05/2018		SHIRE OF NORTHAM	REGISTRATION OF 1DWZ147 - BUSHFIRE VEHICLE.	1	77.95	
INV 1GBO74426/05/2018		SHIRE OF NORTHAM	REGISTRATION OF 1GBO744 - BUSHFIRES VEHICLE	1	203.75	
INV 1GAZ65026/05/2018		SHIRE OF NORTHAM	REGISTRATION OF 1GAZ650 - BUSHFIRES VEHICLE.	1	203.75	
INV N.2014 26/05/2018		SHIRE OF NORTHAM	REGISTRATION OF N.2014 - BUSHFIRES VEHICLE.	1	77.95	
INV 1DZ1553 26/05/2018		SHIRE OF NORTHAM	REGISTRATION OF 1DZ1553 - BUSHFIRES VEHICLE.	1	77.95	

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INV 1EFJ949	26/05/2018	SHIRE OF NORTHAM	REGISTRATION OF 1EFJ949 - BUSHFIRE VEHICLE.	1	203.75	
INV 1TOV60126	26/05/2018	SHIRE OF NORTHAM	REGISTRATION OF 1TOV601 - SES VEHICLE.	1	24.30	
INV 1TOV60226	26/05/2018	SHIRE OF NORTHAM	REGISTRATION OF 1TOV602 - SES VEHICLE.	1	24.30	
INV 1CIZ913	26/05/2018	SHIRE OF NORTHAM	REGISTRATION OF 1CIZ913 - SES VEHICLE.	1	402.75	
INV 1DID141	26/05/2018	SHIRE OF NORTHAM	REGISTRATION OF 1DID141 - SES VEHICLE.	1	375.50	
INV 1DJA799	26/05/2018	SHIRE OF NORTHAM	REGISTRATION OF 1DJA799 - BUSHFIRES VEHICLE.	1	203.75	
INV N.2501	26/05/2018	SHIRE OF NORTHAM	REGISTRATION OF N.2501 - BUSHFIRES VEHICLE.	1	77.95	
INV 1CIG323	26/05/2018	SHIRE OF NORTHAM	REGISTRATION OF 1CIG323 - BUSHFIRES VEHICLE.	1	77.95	
34970	25/06/2018	SYNERGY	VARIOUS LOCATIONS 04/05/2018-05/06/2018	1		28,986.90
INV 2931107313	06/2018	SYNERGY	BKB CENTRE 09/05/20181-2/06/2018	1	379.95	
INV 7921766205	06/2018	SYNERGY	VARIOUS LOCATIONS 04/05/2018-05/06/2018	1	28,606.95	
34971	25/06/2018	TELSTRA CORPORATION	VARIOUS LOCATIONS 04/06/2018-04/07/2018	1		5,064.46
INV 2726008910	06/2018	TELSTRA CORPORATION	BUSHFIRE BRIGADES 10/06/2018-09/07/2018	1	176.95	
INV 9026075012	06/2018	TELSTRA CORPORATION	VARIOUS LOCATIONS 04/06/2018-04/07/2018	1	4,887.51	
34972	25/06/2018	WATER CORPORATION	STANDPIPE HUNTER ROAD 01/05/2018-30/06/2018	1		169.79
INV 9007949714	06/2018	WATER CORPORATION	STANDPIPE HUNTER ROAD 01/05/2018-30/06/2018	1	44.24	
INV 9007950314	06/2018	WATER CORPORATION	STANDPIPE MCMANUS RD - 01/05/2018-30/06/2018	1	41.85	
INV 9007951114	06/2018	WATER CORPORATION	STANDPIPE CHITBIN RD 01/05/2018-30/06/2018	1	41.85	
INV 9007950314	06/2018	WATER CORPORATION	STANDPIPE SOUTHERN BROOK RD 01/05/2018 - 30/06/2018	1	41.85	
34973	29/06/2018	PETTY CASH	P/C REIMBURSEMENT FOR ADMIN - 28/03/2018 TO 13/06/2018.	1		485.00
INV P/C ADM13	06/2018	PETTY CASH	P/C REIMBURSEMENT FOR ADMIN - 28/03/2018 TO 13/06/2018.	1	325.95	
INV P/C REC	18/06/2018	PETTY CASH	PETTY CASH REIMBURSEMENT FOR REC CENTRE 10/04/2018 TO 18/06/2018	1	65.00	

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INV P/C DEPC28/03/2018		PETTY CASH	PETTY CASH REIMBURSMENT FOR DEPOT 18/8/2017 TO 28/03/2018.	1	94.05	
34974	29/06/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		135.00
INV DEDUCT26/06/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		135.00	
34975	29/06/2018	SYNERGY	WUNDOWIE POOL 26/4/2018 TO 26/6/2018.	1		5,818.50
INV 2886267422/06/2018		SYNERGY	CLACKLINE HALL - 23/04/2018 TO 22/06/2018.	1	48.05	
INV 7968413421/06/2018		SYNERGY	SHIRE ADMIN BUILDING - 17/05/2018 TO 21/06/2018.	1	1,789.50	
INV 8110294726/06/2018		SYNERGY	WUNDOWIE POOL 26/4/2018 TO 26/6/2018.	1	3,715.65	
INV 1603961222/06/2018		SYNERGY	CLACKLINE FIRE SHED 20/04/2018-20/06/2018	1	122.60	
INV 1585097622/06/2018		SYNERGY	BAKERS HILL FIRE STATION 18/04/2018-19/06/2018	1	142.70	
34976	29/06/2018	TELSTRA CORPORATION	HENRY ST OVAL -05/06/2018 TO 04/07/2018.	1		112.27
INV 2000049019/06/2018		TELSTRA CORPORATION	SES BIGPOND - 15/5/2018 TO 14/06/2018.	1	39.95	
INV 3864754812/06/2018		TELSTRA CORPORATION	HENRY ST OVAL -05/06/2018 TO 04/07/2018.	1	72.32	
34977	29/06/2018	WATER CORPORATION	STANDPIPE AT 3L KEANE ST - 06/02/2018 TO 09/04/2018.	1		11,127.20
INV 9007871921/06/2018		WATER CORPORATION	WUNDOWIE OVAL - 01/05/2018-30/06/2018	1	1,283.43	
INV 9007872221/06/2018		WATER CORPORATION	KURINGAL VILLAGE UNIT 2- 01/05/2018-30/06/2018	1	210.73	
INV 9007872221/06/2018		WATER CORPORATION	KURINGAL VILLAGE UNIT 1- 01/05/2018-30/06/2018	1	207.36	
INV 9007871920/06/2018		WATER CORPORATION	WUNDOWIE DEPOT- 01/05/2018-30/06/2018	1	23.91	
INV 9007868920/06/2018		WATER CORPORATION	WUNDOWIE TOILETS- 01/05/2018-30/06/2018	1	116.47	
INV 9007869120/06/2018		WATER CORPORATION	KINDERGARTEN- 01/05/2018-30/06/2018	1	390.73	
INV 9007869120/06/2018		WATER CORPORATION	LIBRARY- 01/05/2018-30/06/2018	1	306.49	
INV 9007869120/06/2018		WATER CORPORATION	WUNDOWIE HALL- 01/05/2018-30/06/2018	1	334.76	
INV 9007949915/06/2018		WATER CORPORATION	STANDPIPE GRASS VALLEY RD- 01/05/2018-30/06/2018	1	41.85	
INV 9007868520/06/2018		WATER CORPORATION	WUNDOWIE SWIMMING POOL- 01/05/2018-30/06/2018	1	718.44	

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INV 9007840207/06/2018		WATER CORPORATION	DEPOT- 01/05/2018-30/06/2018	1	2,534.61	
INV 9007871820/06/2018		WATER CORPORATION	WUNDOWIE RESERVE - 01/05/2018-30/06/2018	1	190.74	
INV 9007872221/06/2018		WATER CORPORATION	KURINGAL VILLAGE- 01/05/2018-30/06/2018	1	41.85	
INV 9007872321/06/2018		WATER CORPORATION	KURINGAL VILLAGE UNIT 8- 01/05/2018-30/06/2018	1	242.21	
INV 9007872321/06/2018		WATER CORPORATION	KURINGAL VILLAGE UNIT 7- 01/05/2018-30/06/2018	1	219.13	
INV 9007872221/06/2018		WATER CORPORATION	KURINGAL VILLAGE UNIT 6- 01/05/2018-30/06/2018	1	235.49	
INV 9007872221/06/2018		WATER CORPORATION	KURINGAL VILLAGE UNIT 5- 01/05/2018-30/06/2018	1	235.49	
INV 9007872221/06/2018		WATER CORPORATION	KURINGAL VILLAGE UNIT 4- 01/05/2018-30/06/2018	1	233.80	
INV 9007872221/06/2018		WATER CORPORATION	KURINGAL VILLAGE UNIT 3- 01/05/2018-30/06/2018	1	228.76	
INV 9007943520/06/2018		WATER CORPORATION	STANDPIPE AVRO ANSON RD - 01/05/2018-30/06/2018	1	11.96	
INV 9007840213/04/2018		WATER CORPORATION	STANDPIPE AT 3L KEANE ST - 06/02/2018 TO 09/04/2018.	1	3,318.99	
DD12558.1	01/06/2018	FINES ENFORCEMENT REGISTRY	FINES ENFORCEMENT LODGMNT 31051801 21 UNPAID INFRINGEMENTS	1		1,239.00
INV 2239422801/06/2018		FINES ENFORCEMENT REGISTRY	FINES ENFORCEMENT LODGMNT 31051801 21 UNPAID INFRINGEMENTS	1	1,239.00	
DD12584.1	11/06/2018	BANKWEST	ROSS RAYSON MASTERCARD 21/4/18 TO 23/5/18	1		5,524.73
INV C HUNT	11/06/2018	BANKWEST	CHADD HUNT MASTERCARD 21/4/18 TO 23/5/18	1	1,678.25	
INV C YOUNG	11/06/2018	BANKWEST	COLIN YOUNG MASTERCARD 21/4/18 TO 23/5/18	1	1,199.00	
INV B RUTTE	11/06/2018	BANKWEST	BRENDON RUTTER MASTERCARD 21/4/18 TO 23/5/18	1	301.80	
INV C KLEYN	11/06/2018	BANKWEST	CLINTON KLEYNHANS MASTERCARD 21/4/18 TO 23/5/18	1	363.49	
INV J WHITE	11/06/2018	BANKWEST	JASON WHITEAKER MASTERCARD 21/4/18 TO 23/5/18	1	488.80	
INV R RAYSC	11/06/2018	BANKWEST	ROSS RAYSON MASTERCARD 21/4/18 TO 23/5/18	1	1,493.39	
DD12590.1	12/06/2018	WA SUPER	Payroll deductions	1		22,690.67
INV SUPER	12/06/2018	WA SUPER	Superannuation contributions	1	19,920.54	
INV DEDUCT	12/06/2018	WA SUPER	Payroll deductions	1	1,495.67	

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INV DEDUCT12/06/2018		WA SUPER	Payroll deductions	1	102.11	
INV DEDUCT12/06/2018		WA SUPER	Payroll deductions	1	44.94	
INV DEDUCT12/06/2018		WA SUPER	Payroll deductions	1	244.63	
INV DEDUCT12/06/2018		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT12/06/2018		WA SUPER	Payroll deductions	1	244.66	
INV DEDUCT12/06/2018		WA SUPER	Payroll deductions	1	86.70	
INV DEDUCT12/06/2018		WA SUPER	Payroll deductions	1	325.00	
INV DEDUCT12/06/2018		WA SUPER	Payroll deductions	1	201.42	
DD12590.2	12/06/2018	SUNSUPER	Superannuation contributions	1		448.59
INV SUPER	12/06/2018	SUNSUPER	Superannuation contributions	1	448.59	
DD12590.3	12/06/2018	HOSTPLUS SUPER	Superannuation contributions	1		405.00
INV SUPER	12/06/2018	HOSTPLUS SUPER	Superannuation contributions	1	405.00	
DD12590.4	12/06/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1		151.79
INV SUPER	12/06/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1	151.79	
DD12590.5	12/06/2018	KINETIC SUPER	Superannuation contributions	1		150.31
INV SUPER	12/06/2018	KINETIC SUPER	Superannuation contributions	1	150.31	
DD12590.6	12/06/2018	ESSENTIAL SUPER	Superannuation contributions	1		150.75
INV SUPER	12/06/2018	ESSENTIAL SUPER	Superannuation contributions	1	150.75	
DD12590.7	12/06/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		203.78
INV SUPER	12/06/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	203.78	
DD12590.8	12/06/2018	CBUS	Superannuation contributions	1		187.52
INV SUPER	12/06/2018	CBUS	Superannuation contributions	1	187.52	

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DD12590.9	12/06/2018	PRIME SUPER	Superannuation contributions	1		187.95
INV SUPER	12/06/2018	PRIME SUPER	Superannuation contributions	1	187.95	
DD12615.1	18/06/2018	FINES ENFORCEMENT REGISTRY	LODGMET FEE FOR REGISTERING 32 UNPAID INFRINGEMENTS 18061801	1		1,888.00
INV 2247599018/06/2018	18/06/2018	FINES ENFORCEMENT REGISTRY	LODGMET FEE FOR REGISTERING 32 UNPAID INFRINGEMENTS 18061801	1	1,888.00	
DD12654.1	26/06/2018	WA SUPER	Payroll deductions	1		22,574.92
INV SUPER	26/06/2018	WA SUPER	Superannuation contributions	1	19,796.29	
INV DEDUCT	26/06/2018	WA SUPER	Payroll deductions	1	1,527.43	
INV DEDUCT	26/06/2018	WA SUPER	Payroll deductions	1	98.37	
INV DEDUCT	26/06/2018	WA SUPER	Payroll deductions	1	43.81	
INV DEDUCT	26/06/2018	WA SUPER	Payroll deductions	1	226.15	
INV DEDUCT	26/06/2018	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	26/06/2018	WA SUPER	Payroll deductions	1	244.75	
INV DEDUCT	26/06/2018	WA SUPER	Payroll deductions	1	86.70	
INV DEDUCT	26/06/2018	WA SUPER	Payroll deductions	1	325.00	
INV DEDUCT	26/06/2018	WA SUPER	Payroll deductions	1	201.42	
DD12654.2	26/06/2018	SUNSUPER	Superannuation contributions	1		451.82
INV SUPER	26/06/2018	SUNSUPER	Superannuation contributions	1	451.82	
DD12654.3	26/06/2018	HOSTPLUS SUPER	Superannuation contributions	1		394.08
INV SUPER	26/06/2018	HOSTPLUS SUPER	Superannuation contributions	1	394.08	
DD12654.4	26/06/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1		161.61
INV SUPER	26/06/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1	161.61	
DD12654.5	26/06/2018	KINETIC SUPER	Superannuation contributions	1		153.92

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INV SUPER	26/06/2018	KINETIC SUPER	Superannuation contributions	1	153.92	
DD12654.6	26/06/2018	ESSENTIAL SUPER	Superannuation contributions	1		144.80
INV SUPER	26/06/2018	ESSENTIAL SUPER	Superannuation contributions	1	144.80	
DD12654.7	26/06/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		204.24
INV SUPER	26/06/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	204.24	
DD12654.8	26/06/2018	CBUS	Superannuation contributions	1		186.93
INV SUPER	26/06/2018	CBUS	Superannuation contributions	1	186.93	
DD12654.9	26/06/2018	PRIME SUPER	Superannuation contributions	1		188.12
INV SUPER	26/06/2018	PRIME SUPER	Superannuation contributions	1	188.12	
DD12590.10	12/06/2018	ONEPATH	Superannuation contributions	1		187.52
INV SUPER	12/06/2018	ONEPATH	Superannuation contributions	1	187.52	
DD12590.11	12/06/2018	MEDIA SUPER	Superannuation contributions	1		193.85
INV SUPER	12/06/2018	MEDIA SUPER	Superannuation contributions	1	193.85	
DD12590.12	12/06/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,403.79
INV SUPER	12/06/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,316.64	
INV DEDUCT	12/06/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	87.15	
DD12590.13	12/06/2018	REST INDUSTRY SUPER	Superannuation contributions	1		684.87
INV SUPER	12/06/2018	REST INDUSTRY SUPER	Superannuation contributions	1	684.87	
DD12590.14	12/06/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		254.29
INV SUPER	12/06/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	254.29	

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DD12590.15	12/06/2018	IOOF PORTFOLJO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		196.10
INV SUPER	12/06/2018	IOOF PORTFOLJO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	196.10	
DD12590.16	12/06/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		518.82
INV SUPER	12/06/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	518.82	
DD12590.17	12/06/2018	AMP LIFE LIMITED	Superannuation contributions	1		445.95
INV SUPER	12/06/2018	AMP LIFE LIMITED	Superannuation contributions	1	445.95	
DD12590.18	12/06/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		258.59
INV SUPER	12/06/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	258.59	
DD12590.19	12/06/2018	BENDIGO SMART START SUPER	Superannuation contributions	1		191.29
INV SUPER	12/06/2018	BENDIGO SMART START SUPER	Superannuation contributions	1	191.29	
DD12654.10	26/06/2018	ONEPATH	Superannuation contributions	1		188.12
INV SUPER	26/06/2018	ONEPATH	Superannuation contributions	1	188.12	
DD12654.11	26/06/2018	MEDIA SUPER	Superannuation contributions	1		192.42
INV SUPER	26/06/2018	MEDIA SUPER	Superannuation contributions	1	192.42	
DD12654.12	26/06/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,698.88
INV SUPER	26/06/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,601.93	
INV DEDUCT	26/06/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	96.95	
DD12654.13	26/06/2018	REST INDUSTRY SUPER	Superannuation contributions	1		685.46
INV SUPER	26/06/2018	REST INDUSTRY SUPER	Superannuation contributions	1	685.46	
DD12654.14	26/06/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		254.29

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INV SUPER	26/06/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	254.29	
DD12654.15	26/06/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		166.84
INV SUPER	26/06/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	166.84	
DD12654.16	26/06/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		518.82
INV SUPER	26/06/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	518.82	
DD12654.17	26/06/2018	AMP LIFE LIMITED	Superannuation contributions	1		442.16
INV SUPER	26/06/2018	AMP LIFE LIMITED	Superannuation contributions	1	442.16	
DD12654.18	26/06/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		258.59
INV SUPER	26/06/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	258.59	
DD12654.19	26/06/2018	BENDIGO SMART START SUPER	Superannuation contributions	1		192.52
INV SUPER	26/06/2018	BENDIGO SMART START SUPER	Superannuation contributions	1	192.52	

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,678,879.23
2	TRUST FUND	39,833.24
<b>TOTAL</b>		<b>1,718,712.47</b>

Attachment 2

Payment dates 1st of June 2018 to 30th June 2018

- Municipal Fund payment cheque numbers 34958 to 34977 Total \$210,066.15.
- Trust Fund payment cheque numbers 2043 to 2045 total \$287.25.

Electronic Funds Transfer

- Municipal Fund EFT30079 to EFT30432 Total \$1,400,191.38.
- Trust Fund \$39,545.99.

Direct Debits Total \$68,621.70.

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Month	Cheques	EFT Payments	Direct Debits	Payroll	Total Payments
	2017/2018	2017/2018	2017/2018	2017/2018	2017/2018
<b>July</b>	\$ 145,110.71	\$2,083,341.31	\$ 59,063.47	\$ 391,344.81	<b>\$ 2,678,860.30</b>
<b>August</b>	\$ 120,443.60	\$1,945,745.15	\$ 59,266.02	\$ 367,520.50	<b>\$ 2,492,975.27</b>
<b>September</b>	\$ 92,808.84	\$ 1,797,504.44	\$ 63,419.26	\$ 377,666.43	<b>\$ 2,331,398.97</b>
<b>October</b>	\$ 115,632.21	\$ 2,241,443.48	\$ 65,410.08	\$ 384,440.60	<b>\$ 2,806,926.37</b>
<b>November</b>	\$ 85,610.37	\$ 1,744,644.75	\$ 68,807.75	\$ 610,482.28	<b>\$ 2,509,545.15</b>
<b>December</b>	\$ 111,140.95	\$ 2,011,540.63	\$ 64,220.44	\$ 403,021.15	<b>\$ 2,589,923.17</b>
<b>January</b>	\$ 89,143.32	\$ 1,855,660.63	\$ 62,806.40	\$ 403,816.88	<b>\$ 2,411,427.23</b>
<b>February</b>	\$ 177,450.70	\$ 1,379,375.92	\$ 67,318.32	\$ 414,622.25	<b>\$ 2,038,767.19</b>
<b>March</b>	\$ 120,367.22	\$ 1,026,648.56	\$ 61,641.18	\$ 416,001.43	<b>\$ 1,624,658.39</b>
<b>April</b>	\$ 105,707.07	\$ 1,409,076.74	\$ 68,888.70	\$ 420,901.76	<b>\$ 2,004,574.27</b>
<b>May</b>	\$ 114,503.62	\$ 1,573,041.96	\$ 100,259.00	\$ 645,311.52	<b>\$ 2,433,116.10</b>
<b>June</b>	\$ 210,353.40	\$ 1,439,737.37	\$ 68,621.70	\$ 408,277.78	<b>\$ 2,126,990.25</b>
<b>Total</b>	<b>\$1,488,272.01</b>	<b>\$20,507,760.94</b>	<b>\$809,722.32</b>	<b>\$5,243,407.39</b>	<b>\$28,049,162.66</b>

The Following table presents all payments made for the month from Council credit cards paid by direct debit 12584.1:

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services		
CALTEX STAR MART MUN- MUNDARING	102.30	
SUBWAY REFRESHMENT -BKB CENTRE - FILMING DAY	90.00	
CALTEX STAR MART MUNDARING	105.50	
LINKEDIN 2633562595	39.99	
SHIRE OF NORTHAM NEW NUMBER PLATE	25.70	363.49
CESM		
PUMA ENERGY EL CABALO FUEL	48.88	

KENNETH AYRES - MEDAL BOXES	208.87	
DUNNINGS - REFRESHMENT FOR FIRE FIGHTERS-DFES INC 388663	44.05	301.80
Executive Manager Corporate Services		
HOTELS.COM - M PLEWS COURSE - ACCOMMODATION	219.00	
MASALA CORNER RESTAURANT WUNDOWIE - COUNCIL	330.00	
MASALA CORNER RESTAURANT WUNDOWIE - COUNCIL	650.00	1,199.00
Executive Manager Community Services		
NAVA AEIC SUBSCRIPTION	84.00	
DEPT OF HEALTH	125.00	
COLES - FILMING DAY BKB CENTRE	58.06	
FACEBOOK - NMSF CONCERT 2018	403.34	
FACEBOOK - THE LUCKY WINNER OF OUR EL CABALLO RESORT	0.36	
ASIC POST	82.00	
ADOBE MONTHLY SUBSCRIPTION FEES	270.54	
PAYPAL - 2X 12MP LITTLE ACORN HUNTING TRAIL	329.99	
CAMERA - CRIME PREVENTION PLAN		
SUBWAY - AVON TOURISM MEETING	65.10	
WOOLWORTH - GIFT CARD - S SAMS	75.00	1,493.39
Executive Manager Development Services		
STATE LAW PUBLISHER - GAZETTE NOTICE-SCHEME 11	73.25	
MCI GROUP -PLANNING CONGRESS - MR NIEUWOUDT	1605.00	1,678.25
Chief Executive Officer		
APRIL 27 CAFE PTY TLD - JUICE BOX MEETING	11.00	
WILSON PARKING	3.02	
GULL COLLIE - FUEL	50.18	
CALTEX NARROGIN	63.74	
CITY OF PERTH CAR PARK - WATER CORP PRESENTATION	12.10	
SAFFRON - RIVERSEDGE AFTERNOON TEA	250.00	
CAFE YASOU - LOCAL PRESS	4.00	
ARIA CAFE - LUNCH CEO JUICE BOX	24.50	
WILSON PARKING	3.02	
FOREIGN TRANSACTION ON CREDIT CARDS	67.24	488.80
<b>Total Credit Card Expenditure</b>		<b>\$ 5,524.73</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 \$2,126,990.25 was submitted to the Ordinary Meeting of Council on Wednesday, 18 July 2018.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,126,990.25 was submitted to each member of the Council on Wednesday, 18 July 2018, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

\_\_\_\_\_ CHIEF EXECUTIVE OFFICER



#### 12.4.2 Financial Statement for the period ending 30<sup>th</sup> June 2018

Address:	N/A
Owner:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Zoe Macdonald Accountant
Responsible Officer:	Colin Young Executive Manager Corporate Services
Voting Requirement	Simple Majority

#### BRIEF

For Council to receive the Financial Statement for the period ending 30th June 2018.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 30<sup>th</sup> June 2018.

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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.

The Statement of Financial Activity for the period ending 30th June 2018 is included as Attachment 1 & 2 to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Operating Statements;
- Balance Sheet;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves; and
- Net Current Assets;
- Rating Information

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this please contact Council Finance staff prior to the meeting.

Notes to the Financial Statements (items in bold represent new notes)

Operating Income

1. General Purpose Funding Revenue is over budget by \$1,771,958 with receipt of the Federal Assistance Grant for the 18/19 financial year.
2. Rates revenue is down by \$139,850 awaiting the valuations for the new Coles and the Boulevard extension from Landgate to enable the interim rates to be raised.
3. Law, Order and Public Safety is under budget by \$128,662. This is due to the SEMC Fire Mitigation Grant acquittal awaiting completion \$24,000, and the CCTV grant for \$121,241 being carried forward to the 18/19 financial year.
4. Education and welfare is under budget by \$26,713 with the HACC grant of \$27,946
5. Rec and Culture is under budget by \$5,303,371. This is due to the timing of the Swimming Pool Grant of \$4,698,650, Bilya Koort Boodja Centre NSRF Grant \$210,000 being carried forward. The Town Hall Render Grant is yet to be invoiced in June for 54,795. The AVVA roof grant was not secured, and the Kidsport grant was underspent by \$30,656
6. Transport is under budget by \$205,063 due to the timing of the submission of the progressive claims with Mainroads for \$621,283, and the receipt of additional funding in advance, from Roads to Recovery of \$402,066.
7. Economic Services is under budget by \$88,341, due to the retic system income of \$8,091, Building permits of \$31,296 and Bilya Koort Boodja income of \$31,409 as the centre is not yet open.

Operating Expenditure

8. Governance is under budget by \$86,069 due to salaries and wages of \$28,434 and the timing of expenditure of Consultants \$68,821.
9. Law and Order is over budget by \$27,907, with additional water and standpipe charges that have been recouped.
10. Education and Welfare is under budget by \$101,808 due predominantly to Killara salaries and super of \$19,658, training of \$6,301, vehicle expenses of \$12,995, non-recurrent expenses on furniture and equipment of \$7,500, lower depreciation of \$11,027, admin allocation of \$21,479 (internal transaction), Youth Services of \$3,881 and Bernard Park Play Centre of \$7,847, Seniors Memorial Hall \$2,260
11. Community Amenities is under budget by \$491,801 predominantly due to the timing of expenditure on the items presented below;
  - Refuse Site maintenance of \$344,874
    - Green Waste of \$25,000.
    - Regional Verge Bins of \$42,632.
    - River Dredging of \$10,000
    - Planning Consultants of \$73,296.

- Town Planning Salaries of \$22,929.
12. Recreation and Culture is \$371,215 under budget, predominantly due to the items disclosed below;
- Wundowie pool utilities \$3,800.
  - Northam pool plant maintenance \$13,477 (timing).
  - Northam pool operating expenditure \$40,434.
  - Water park \$7,708
  - Recreation salaries of \$17,811
  - Community sponsorship of \$14,872
  - Progress Association \$6,600
  - Recreation control of \$38,171.
  - Public parks and gardens of \$75,216.
  - Wundowie Oval building of \$30,191.
  - Public Halls of \$36,663.
  - Depreciation other Sport and Recreation \$57,492.
  - Northam Library building maintenance \$8,489
  - Library programmes \$10,166
  - Lost library books \$6,224
  - Sound Shell Bernard Park \$9,095
13. Transport is over budget by \$439,934 due to the items listed below;
- Street cleaning is over budget by \$27,917
  - Street trees by \$40,931 with timing of the budget and actual expenditure and approximately \$30,000 of materials as a result of urgent work orders from Western Power relating to trees under power lines.
  - Storm Damage \$130,392.
  - Roadworks maintenance by \$191,952.
  - Roads depreciation \$40,625
14. Economic Services is under budget by \$219,044 due to the items listed below;
- Main Street Heritage \$69,664.
  - Maintenance Council Property \$53,019.
  - Aboriginal Environmental Interpretative Centre operating expenses \$75,989.
  - Visitors Centre salaries & wages \$32,518.
15. Other Property & Services is over budget by \$38,241 due to
- Plant Operations costs.

#### Operating Income by Nature and Type

16. Operating grants are over budget by 38%, due predominantly to FAGS Grant paid in advance.
17. Fees & Charges are under budget by \$171,658
- Inkpen Tip \$79,665. June still to be brought to account
  - Septage disposal fees \$28,474
  - Planning and development fees \$52,985

### Operating Expenditure by Nature and Type

18. Employee costs are under budget \$155,846 due to the following
- Admin salaries are under by \$28,434
  - Killara salaries are under by \$19,658
  - Drainage Management salaries by \$17,098
  - Town planning salaries by \$22,929
  - Recreation centre by \$17,811
  - Visitors Centre by \$32,518
  - Bilya Koort Boodja Centre \$22,847
19. Materials and contracts are under budget by 14%, due to a timing issues between budget and actual expenditure as disclosed in the notes 8 to 15 as presented above.
20. Utilities, over budget by \$138,316 largely timing, however we expect expenditure to exceed budget by the end of the financial year by approximately \$30,000 Town Pool Aerators are over by \$17,206, water charges are higher than anticipated with increased usage over the summer months.
21. Depreciation is over budget by 5%, predominantly relating to the revaluation of Councils buildings at fair value and unbudgeted depreciation due to new BKB plant and buildings.

### Capital Expenditure Item reporting

22. Fluffy Ducklings Building was \$4,642 over budget at \$237,596
23. Purchase of the Boulevard Shopping Centre was \$181,196, \$6,196 over budget, this will be offset with additions in revenue as per the contract of sale.
24. Irishtown Road was \$5,750 over budget at \$17,691
25. Bedford Street was \$2,741 over budget at \$112,021
26. Trimmer Road expenditure was \$222,797, year to date budget was \$131,822. This was additional labour and overhead costs.
27. Newman spray seal expenditure was \$188,472. Year to date budget was \$116,258. This was additional material and contracts costs.
28. **Spencer's Brook Road was \$9,531 over budget at \$234,211.**
29. The ferris mower purchase was \$28,000, the budget was \$26,950.
30. The Art Collection has now been brought to account as a Council Asset (non-cash adjustment, initial valuation).

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Financial / Resource Implications

The Financial Statements have been prepared in accordance with Council's 2017/18 Budget.

Legislative Compliance

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Local Government (Financial Management) Regulations 1996.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

N/A.

Risk Implications

Nil.

### **OFFICER'S COMMENT**

Nil.

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3425

Moved: Cr Williams

Seconded: Cr Della

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 30th June 2018.

CARRIED 10/0

Attachment 1



Shire of Northam

**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 30 JUNE 2018**

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SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 JUNE 2018

	NOTE	17/18 Budget \$	Ytd Actual \$	Variations Actuals to Budget \$	Variations Actuals to Budget %
<b>Operating</b>					
<b>Revenues</b>					
Governance		67,288	74,835	7,547	11.22%
General Purpose Funding Other	1	2,058,265	3,830,223	1,771,958	86.09%
General Purpose Funding Rates	2	9,704,740	9,564,890	(139,850)	(1.44%)
Law, Order, Public Safety	3	564,353	435,690	(128,662)	(22.80%)
Health		56,000	57,330	1,330	2.38%
Education and Welfare	4	1,333,027	1,306,314	(26,713)	(2.00%)
Housing		40,842	46,280	5,438	13.32%
Community Amenities		2,536,847	2,564,139	27,292	1.08%
Recreation and Culture	5	9,220,744	3,917,373	(5,303,371)	(57.52%)
Transport	6	1,973,789	1,768,726	(205,063)	(10.39%)
Economic Services	7	567,648	479,307	(88,341)	(15.56%)
Other Property and Services		105,200	102,621	(2,579)	(2.45%)
<b>Total Operating Revenue</b>		<b>28,228,744</b>	<b>24,147,730</b>	<b>(4,081,014)</b>	<b>(14.46%)</b>
<b>Expenses</b>					
Governance	8	(1,313,794)	(1,227,724)	86,069	6.55%
General Purpose Funding		(268,267)	(277,598)	(9,329)	(3.48%)
Law, Order, Public Safety	9	(1,207,854)	(1,235,761)	(27,907)	(2.31%)
Health		(301,754)	(284,159)	17,595	5.83%
Education and Welfare	10	(1,353,075)	(1,251,267)	101,808	7.52%
Housing		(70,533)	(82,365)	(11,832)	(16.78%)
Community Amenities	11	(3,530,457)	(3,038,656)	491,801	13.93%
Recreation & Culture	12	(4,683,105)	(4,311,890)	371,215	7.93%
Transport	13	(4,997,569)	(5,437,503)	(439,934)	(8.80%)
Economic Services	14	(2,266,912)	(2,047,868)	219,044	9.66%
Other Property and Services	15	(91,946)	(130,189)	(38,241)	(41.59%)
<b>Total Operating Expenses</b>		<b>(20,085,267)</b>	<b>(19,324,977)</b>	<b>760,290</b>	<b>3.78%</b>
<b>Removal of Non-Cash Items</b>					
(Profit)/Loss on Asset Disposals		(75,622)	132,767	208,389	
Movement in Employee Benefit Provisions		(29,403)	(1,973)	27,430	
Depreciation on Assets		4,035,413	4,247,650	212,237	(5.26%)
<b>Non Operating Items</b>					
Purchase Land Held for Resale		0	0	0	
Purchase Land and Buildings	22 & 23	(5,946,151)	(4,910,020)	1,036,131	17.43%
Purchase Plant and Equipment	29	(1,572,284)	(677,889)	894,395	56.89%
Purchase Furniture and Equipment		(67,080)	(186,360)	(119,270)	(177.78%)
Purchase Bush Fire Equipment		0	0	0	
Purchase Playground Equipment		0	0	0	
Purchase Infrastructure Assets - Roads	24-26	(3,610,138)	(1,680,398)	1,919,740	53.18%
Purchase Infrastructure Assets - Bridges		0	0	0	
Purchase Infrastructure Assets - Footpaths		(442,344)	(136,235)	306,109	69.20%
Purchase Infrastructure Assets - Drainage		(2,184,080)	(1,503,486)	680,594	31.16%
Purchase Infrastructure Assets - Parks & Ovals		(1,362,006)	(340,035)	1,021,971	75.03%
Purchase Infrastructure Assets - Airfields		(50,000)	(45,600)	4,400	8.80%
Purchase Infrastructure Assets - Streetscape		(178,500)	(31,091)	147,409	82.58%
Purchase Infrastructure Assets - Other		(8,369,356)	(151,054)	8,218,302	98.20%
Proceeds from Disposal of Assets		793,139	164,633	(628,506)	79.24%
Repayment of Debentures		(227,611)	(227,610)	1	0.00%
Proceeds from New Debentures		2,800,000	0	(2,800,000)	
Self-Supporting Loan Principal Income		24,073	24,073	0	0.00%
Transfers to Restricted Assets (Reserves)		(1,546,211)	(1,342,765)	203,446	
Transfers from Restricted Asset (Reserves)		3,071,085	690,842	(2,380,243)	
ADD Net Current Assets July 1 B/Fwd		6,793,609	6,793,607	(2)	
LESS Net Current Assets Year to Date		0	5,760,959	5,760,959	
<b>Surplus</b>		<b>(0)</b>	<b>(228,228)</b>	<b>(228,228)</b>	

This statement is to be read in conjunction with the accompanying notes. The Budget Review approvals will be incorporated in January's Financial Report

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2018

1. OPERATING STATEMENT

	Note	17/18 Budget \$	Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>					
Rates		9,704,740	9,589,802	(114,938)	-1%
Operating Grants Subsidies and Contributions	16	3,928,699	5,405,809	1,477,110	38%
Fees and Charges	17	3,706,078	3,534,420	(171,658)	-5%
Interest Earnings		380,000	360,808	(19,192)	-5%
Other Revenue		795,507	783,891	(11,615)	-1%
<b>TOTAL OPERATING REVENUE</b>		<b>18,515,024</b>	<b>19,674,731</b>	<b>1,159,708</b>	<b>6%</b>
<b>OPERATING EXPENSES</b>					
Employee Costs	18	(7,914,485)	(7,758,639)	155,846	2%
Materials and Contracts	19	(6,174,911)	(5,281,343)	893,569	14%
Utility Charges	20	(851,187)	(989,503)	(138,316)	-16%
Depreciation of Non Current Assets	21	(4,035,413)	(4,247,650)	(212,237)	-5%
Interest Expenses		(148,149)	(113,017)	35,132	24%
Insurance Expenses		(471,331)	(448,874)	22,457	5%
Other Expenditure		(346,042)	(297,549)	48,492	14%
<b>TOTAL OPERATING EXPENSE</b>		<b>(19,941,518)</b>	<b>(19,136,574)</b>	<b>804,944</b>	<b>-4%</b>
Non Operating Grants Subsidies and Contributions		9,493,449	4,417,363	(5,076,086)	53%
Profit on Asset Disposals		221,271		(221,271)	100%
Loss on Asset Disposals		(144,749)	(132,767)	11,982	8%
<b>RESULTING FROM OPERATIONS</b>		<b>8,143,477</b>	<b>4,822,753</b>	<b>(3,320,723)</b>	<b>-41%</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2018

2. BALANCE SHEET

	Ytd Actual \$	2016/2017 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	9,717,548	11,700,546
Receivables	2,934,703	2,441,368
Inventories	631	631
<b>TOTAL CURRENT ASSETS</b>	<b>12,652,882</b>	<b>14,142,545</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	547,356	547,356
Inventories	0	0
Land and Buildings	54,220,455	50,003,006
Property, Plant and Equipment	6,296,673	5,830,177
Infrastructure	145,989,515	145,527,705
<b>TOTAL NON-CURRENT ASSETS</b>	<b>207,053,999</b>	<b>201,908,244</b>
<b>TOTAL ASSETS</b>	<b>219,706,881</b>	<b>216,050,789</b>
<b>CURRENT LIABILITIES</b>		
Payables	402,844	1,516,537
Interest-bearing Liabilities	(3,000)	224,611
Provisions	1,047,980	1,049,952
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,447,824</b>	<b>2,791,100</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	2,011,062	2,011,062
Provisions	248,832	248,832
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,259,894</b>	<b>2,259,894</b>
<b>TOTAL LIABILITIES</b>	<b>3,707,718</b>	<b>5,050,994</b>
<b>NET ASSETS</b>	<b>215,999,163</b>	<b>210,999,795</b>
<b>EQUITY</b>		
Retained Surplus	88,417,414	84,238,303
Reserves - Cash Backed	6,117,714	5,472,789
Reserves - Asset Revaluation	121,464,035	121,288,703
<b>TOTAL EQUITY</b>	<b>215,999,163</b>	<b>210,999,795</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2018

3. ACQUISITION OF ASSETS		17/18 Budget \$	Ytd Actual \$
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Governance</b>	<b>Note</b>		
Admin Building		337,500	0
New Telephone System		42,096	0
Intramaps GIS		-	0
<b>Law, Order &amp; Public Safety</b>			
CESM Vehicle		89,363	90,456
Grass Valley Fire shed Earthworks		35,000	2,300
Electronic Conversion of Standpipe		12,500	0
CCTV - Fitzgerald St & Peel Tce		91,838	36,040
<b>Education &amp; Welfare</b>			
Fluffy Ducks	22	232,954	237,596
Killara Commuter Bus		73,539	0
Killara Bus		141,809	0
<b>Housing</b>			
Kurringal Units Upgrade		19,000	20,285
<b>Community Amenities</b>			
Cemetery Toilet		53,972	15,773
Community Coaster Bus		120,903	0
King Creek Drainage		790,307	709,913
Area Drainage		186,669	53,572
Design of Recycling Station Inkpen		10,000	6,095
Inkpen Site Drainage		110,000	0
Upgrade Riverbank Fencing		36,318	36,193
NRM Grant Capital Expenditure		40,100	0
Exec Mgr Development Services Vehicle		45,000	44,690
Cemetery Lot development		28,600	10,480
Cemetery Car Parking		40,000	0
CBD Works - Street Scaping		75,000	25,206
Avon Mall Upgrade & Street Scaping		90,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2018

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Paint Eaves & Fascia Wundowie Hall		5,500	5,750
Replace Veranda Ceilings Wundowie Hall		2,200	2,200
Town Hall Render Remedial Works cfwd		98,423	89,901
Painting Window Frames Northam Town Hall		3,200	0
Painting and Patching Internal Walls Town Hall		4,200	0
External Turnstile Outdoor Courts Northam Rec Centre		7,450	10,846
Downlights Hospitality Area Northam Rec Centre		4,800	3,800
Rec Centre Scoreboard & Safety Latches		9,790	7,085
Replace Lights Stadium, Northam Rec Centre		6,000	4,788
Install Security Screens to Club Office Windows		5,865	4,851
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Replace Sewer Line Wundowie Library C/fwd		14,300	0
Repairs to Exterior Steps Northam Library		20,000	0
Old Railway Station Precinct Upgrade C/fwd		63,000	0
AVVVA - Roof Replacement		145,000	0
Northam Library Server Cabinet		3,500	0
Executive Manager Community Services Vehicle		45,000	44,675
Recreation Manager Vehicle		35,000	29,061
Purchase of Land Boulevard Shopping Centre	23	175,000	181,196
Bernard Park Bridge Refurbishment		15,000	13,867
Wundowie Basketball Surface Upgrade		80,000	0
Upgrade Bernard Park Reticulation		22,578	17,094
Bridge Crossing Fixings		10,000	900
POS Playground Improvements		140,017	73,022
BMX Lighting		0	0
Bert Hawke - Drainage		40,000	0
Bert Hawke - Lighting		20,000	0
Northam Youth Space		859,411	53,955
Swimming Pool Redevelopment		8,000,000	62,246

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2018

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Northam Depot Redesign		10,000	100
GEH Deproclamation		0	0
Jennapullin Road		296,780	134,337
Irishtown Road		105,193	75,023
Irishtown Road	24	11,941	17,691
Spencers Brook Road		76,785	77,149
Spencers Brook Road		304,215	119,320
Maintenance Capitalised		100,000	0
GEH BS Contribution		64,500	0
Bedford Street C/fwd	25	109,280	112,021
Fermoy Avenue		126,133	29,808
Trimmer Road C/fwd	26	131,822	222,797
Rushton Crescent		97,130	592
Katrine Road		221,593	33,816
Carter Road		222,151	190,329
Mitchell Avenue C/fwd		96,247	87,939
Chidlow/Hawes/Burgoyne Street C/fwd		118,598	933
Newman Road - Spray Seal C/fwd	27	116,258	188,472
O'Neill Road C/fwd		286,229	2,860
Mount Ommanney Road C/fwd		10,600	461
Rockett Street		149,914	1,628
Thomas Street C/fwd		20,735	19,674
Coates Road/ C/fwd		155,317	200
Queen Street		3,000	785
Werribee Road 0.56-2.8 slk - 15/16 Blackspot C/fwd		24,889	2,200
Spencers Brook 1020 C/fwd		39,223	2,668
Spencers Brook Road	28	224,680	234,211
Kerb Renewal		134,238	43,633
Chinanning Road		80,086	829
Chedaring		223,365	87,271
Laneway Land Acquisition		57,000	0
Mitchell Avenue		188,782	98,129
Fitzgerald Street		84,127	33,326
Lobellia Avenue		108,882	4,780
Lance Street		60,553	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2018

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
Drainage - Rural		1,182,104	740,001
Culvert Renewal		59,238	3,751
Airport Line Marking		30,000	28,600
Drop Down Gate Airstrip		20,000	17,000
PN1218 Mitsubishi Fuso		120,000	0
PN1706 Volvo Grader		299,000	300,074
PN1221 4T Truck		92,135	0
PN1302 Ferris Mower	29	26,950	28,000
PN1222 3.5T Truck		78,745	0
PN1505, 4X4 Ute		40,000	30,183
Posi Truck Attachment C/fwd		25,000	0
4T Excavator (drainage crew)		95,000	78,460
Grader Blade (Pozitrac)		10,800	7,575
Profiler Attachment (Pozitrac)		18,600	19,076
Flocon Spraybar		14,259	0
Single Axle Trailer Traffic Management		0	1,439
<b>Economic Services</b>			
Visitors Centre CCTV		11,704	10,203
AEIC Building		4,747,054	4,480,518
AEIC Drainage		33,733	31,312
Waste Water Pump Station		201,181	4,200
Bakers Drainage		25,000	0
Upgrade Caravan Dump Site		3,500	5,885
Signage Tower GEH Mitchell Avenue		10,000	0
Art Collection	30	-	169,072
		<u>23,781,949</u>	<u>9,672,167</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2018

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		5,946,151	4,910,020
Plant and Equipment	27	1,572,284	677,889
Furniture and Equipment	28	67,090	186,360
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads	24,25,26	3,610,138	1,690,398
Infrastructure Assets - Footpaths		442,344	136,235
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		2,184,080	1,503,486
Infrastructure Assets - Parks & Ovals	23	1,362,006	340,035
Infrastructure Assets - Airfields		50,000	45,600
Infrastructure Assets - Streetscape		178,500	31,091
Infrastructure Assets - Other		8,369,356	151,054
		23,781,949	9,672,167



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 JUNE 2018

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$
<b>Governance</b>						
Admin Photocopier (written off)	0	3,085	0	0	0	(3,085)
<b>Law, Order, Public Safety</b>						
Mitsubishi Challenger 2015	27,145	25,200	22,727	18,182	(4,418)	(7,018)
<b>Education &amp; Welfare</b>						
Killara Toyota Hiace Commuter	27,061		23,000		(4,061)	0
Killara Bus	24,181		68,181		44,000	
<b>Community Amenities</b>						
Toyota Coaster Bus Community	51,721		45,000		(6,721)	0
Isuzu Mu-X Silver Stsdn Diesel	35,332	35,384	30,000	31,436	(5,332)	(3,948)
<b>Recreation &amp; Culture</b>						
Toyota Hilux T Top 2015 white	23,491	22,152	19,000	17,273	(4,491)	(4,879)
Mitsubishi Outlander Phev 2015 Silver	33,933	34,158	25,000	17,273	(8,933)	(16,885)
Sale of Land Boulevard Shopping Centre	175,000		350,000		175,000	0
<b>Transport</b>						
Mitsubishi Fuso	43,000		45,000		2,000	0
Hino 500 Series 4T	61,410		45,000		(16,410)	0
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Hino 300 Series 3.5T	42,729		43,000		271	0
Procut Mower		4,036		1,364		(2,673)
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Bobcat Trailer 4T	0	1,400	0	783	0	(617)
Volvo Grader PN0806	121,670	121,670	42,595	42,595	(79,075)	(79,075)
Ford Ranger Ute XI 4X4 2015	29,294	28,644	23,636	22,727	(5,658)	(5,917)
	717,517	297,399	793,139	164,633	75,622	(132,767)



**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 30 JUNE 2018**

**4. DISPOSALS OF ASSETS**

The following assets have been disposed of during the period under review:

<u>By Class</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$
<b>Land &amp; Buildings</b>						
Sale of Land Tfr to community recreation & Facilities Reserve	175,000	0	350,000	0	175,000	0
<b>Plant &amp; Equipment</b>						
Admin Photocopier (written off)		3,085		0		(3,085)
Mitsubishi Challenger 2015	27,145	25,200	22,727	18,182	(4,418)	(7,018)
Killara Toyota Hiace Commuter	27,061	0	23,000	0	(4,061)	0
Killara Bus	24,181		68,181		44,000	
Toyota Coaster Bus Community	51,721	0	45,000	0	(6,721)	0
Isuzu Mu-X Silver Stsdn Diesel	35,332	35,384	30,000	31,436	(5,332)	(3,948)
Toyota Hilux T Top 2015 white	23,491	22,152	19,000	17,273	(4,491)	(4,879)
Mitsubishi Outlander Phev 2015 Silver	33,933	34,158	25,000	17,273	(8,933)	(16,885)
Mitsubishi Fuso	43,000	0	45,000	0	2,000	0
Hino 500 Series 4T	61,410	0	45,000	0	(16,410)	0
Procut Mower	0	4,036	0	1,364	0	(2,673)
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Hino 300 Series 3.5T	42,729	0	43,000	0	271	0
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Bobcat Trailer 4T	0	1,400	0	783	0	(617)
Volvo Grader PN0806	121,670	121,670	42,595	42,595	(79,075)	(79,075)
Ford Ranger Ute XI 4X4 2015	29,294	28,644	23,636	22,727	(5,658)	(5,917)
	717,517	297,399	793,139	164,633	75,622	(132,767)
					17/18 Budget \$	Ytd Actual \$
<b>Summary</b>					221,271	
Profit on Asset Disposals					(145,649)	(132,767)
Loss on Asset Disposals					75,622	(132,767)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2018

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$
<b>Recreation &amp; Culture</b>									
Loan 208 - Northam Country Club **	7.36%	15,059	0	5,695	5,695	9,364	9,364	1,092	809
Loan 219A - Northam Bowling Club **	3.18%	200,386	0	18,378	18,378	182,007	182,008	7,503	6,477
Loan 223 - Recreation Facilities	6.06%	367,975	0	115,413	115,412	252,562	252,563	22,920	12,543
Loan 224 - Recreation Facilities	6.48%	901,436	0	41,165	41,165	860,271	860,271	63,740	50,909
Loan New - Swimming Pool		0	1,000,000	0	0	1,000,000	0	0	0
Loan New - Youth Space		0	500,000	0	0	500,000	0	0	0
<b>Transport</b>									
Loan 221 - Airstrip Upgrade	6.22%	13,280	0	13,280	13,280	0	0	743	626
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	6.48%	737,539	0	33,680	33,680	703,858	703,859	52,151	41,653
		2,235,675	1,500,000	227,611	227,610	3,508,063	2,008,065	148,149	113,017

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 30 JUNE 2018

	17/18 Budget				Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Aged Accommodation Reserve	224,877	4,958	5,000	(19,000)	215,835	216,265	5,794	5,000	(19,000)	208,059
Employee Liability Reserve	453,025	9,988	-	(47,246)	415,767	469,890	10,971	-	(47,246)	433,615
Housing Reserve	252,463	6,566	-	-	258,029	248,079	6,501	-	-	254,580
Reticulation Scheme Reserve	57,515	1,266	10,000	-	68,783	89,815	1,481	10,000	-	101,297
Office Equipment Reserve	96,818	2,135	-	(42,276)	56,677	129,130	4,057	-	-	129,187
Plant & Equipment Reserve	282,150	6,221	365,000	(544,565)	108,806	524,607	4,538	-	(179,565)	349,580
Road & Bridgeworks Reserve	63,549	1,401	10,000	-	74,950	99,675	1,698	10,000	-	111,373
Refuse Site Reserve	352,842	7,779	114,662	-	475,283	363,859	9,086	114,662	-	487,607
Regional Development Reserve	85,149	1,877	-	(80,000)	7,026	892,704	2,292	-	-	894,996
Speedway Reserve	140,349	3,094	-	-	143,443	137,911	3,614	-	-	141,525
Community Bus Replacement Reserve	52,381	1,155	10,000	(62,000)	1,536	31,817	10,581	-	-	42,398
Septage Pond Reserve	310,701	6,850	-	(126,500)	191,051	357,491	6,124	-	(126,500)	237,115
Killara Reserve	235,896	5,201	133,929	(124,166)	250,860	149,297	5,337	133,929	-	288,563
Stormwater Drainage Projects Reserve	28,536	629	100,000	-	129,165	28,040	746	100,000	-	128,786
Recreation and Community Facilities Reserve	1,579,933	34,834	382,210	(1,555,817)	441,160	772,149	36,787	414,210	(221,515)	1,001,630
Administration Office Reserve	673,723	14,854	-	(337,500)	351,077	662,257	15,793	-	-	678,050
Council Buildings & Amenities Reserve	8,149	190	341,785	(77,015)	273,099	33,038	259	341,785	(42,015)	333,067
River Town Pool Dredging Reserve	294,999	6,505	-	-	301,504	289,875	7,597	-	-	297,472
Parking Facilities Construction Reserve	192,597	4,247	53,625	(40,000)	210,469	120,488	4,953	53,625	(40,000)	139,066
Art Collection Reserve	22,065	485	-	-	22,551	21,582	568	-	-	22,250
Election Reserve	15,001	331	-	(15,000)	332	161	161	-	(15,000)	(14,839)
Revaluation Reserve	20,002	441	20,000	-	40,443	515	515	20,000	-	20,515
<b>Total Cash Backed Reserves</b>	<b>5,442,720</b>	<b>120,000</b>	<b>1,546,211</b>	<b>(3,071,085)</b>	<b>4,037,846</b>	<b>5,634,070</b>	<b>139,554</b>	<b>1,203,211</b>	<b>(690,842)</b>	<b>6,285,993</b>
<b>Total Interest</b>			1,666,211				139,554		(830,395)	

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF NORTHAM

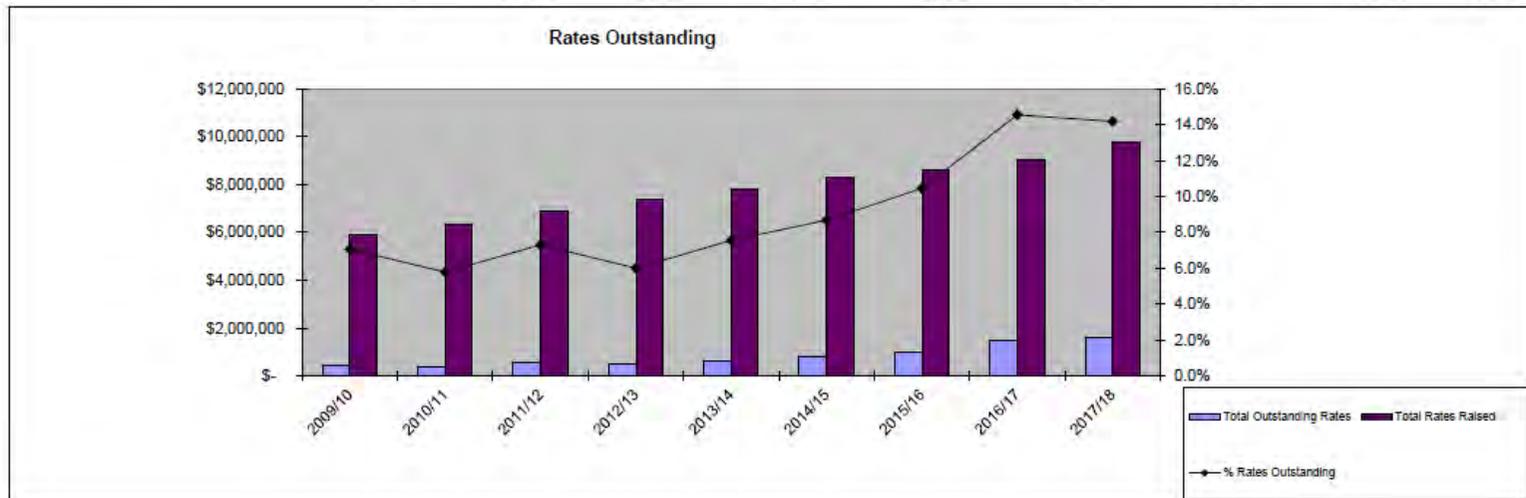
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2018

	17/18 Budget	Ytd Actual	Actual 2016/2017 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	2,510,414	4,102,486
Cash - Restricted Unspent Grants	0	1,082,420	2,125,271
Cash - Restricted Reserves	4,037,846	6,124,714	5,472,790
Self Supporting Loan		(8,974)	15,099
Sundry Debtors	2,170,316	872,055	478,800
Rates - Current	0	2,043,279	1,890,598
Pensioners Rates Rebate	0	14,928	0
Provision for Doubtful Debts	0	(151,505)	(151,505)
GST Receivable	0	135,086	178,542
Accrued Income/Prepayments	0	29,834	29,834
Inventories	10,000	631	631
	6,418,162	12,652,882	14,142,545
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(3,320,940)	(292,034)	(1,224,308)
Rates Income in Advance	0	(26,567)	(2,944)
GST Payable	0	(91,894)	0
Accrued Salaries & Wages	0	0	(63,173)
Accrued Interest on Debentures	0	240	(35,666)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	(190,449)
Withholding Tax Payable	0	(74)	0
Payg Payable	0	7,484	0
Loan Liability	0	3,000	(224,611)
Provision for Annual Leave	0	(563,236)	(563,236)
Provision for Long Service Leave	0	(484,743)	(486,716)
Other Payables	0	0	0
	(3,320,940)	(1,447,825)	(2,791,101)
<b>NET CURRENT ASSET POSITION</b>	3,097,222	11,205,058	11,351,444
Less: Cash - Reserves - Restricted	(4,037,846)	(6,124,714)	(5,472,790)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition			0
Less: Loans receivable - clubs/institutions			(15,099)
Add: Current Loan Liability	227,611	(3,000)	224,611
Add: Leave Liability Reserve	415,767	433,615	455,441
Add: Budgeted Leave	297,246	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	0	5,760,959	6,793,607

SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 30 JUNE 2018

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
<b>Key Rating Dates</b>									
RATES ISSUED	28/07/09	04/09/10	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15	19/08/2016	1/08/2017
RATES DUE	9/09/2009	13/09/2010	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017
2nd INSTALMENT DUE	9/11/2009	12/11/2010	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017
3rd INSTALMENT DUE	11/01/2010	11/01/2011	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018
4th INSTALMENT DUE	11/03/2010	14/03/2011	22/03/2012	29/03/2013	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018
Outstanding 1st July	\$405,172	\$540,290	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,492,068.00
Rates Levied	\$5,879,217	\$6,266,889	\$6,851,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551.00
Interest, Ex gratia	\$52,427	\$75,632	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,215.58
<b>Rates Paid by month</b>									
1 July	48,247	24,586	51,948	38,805	47,443	62,554	29,105	43,333	60,002
2 August	1,402,457	1,272,790	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,054,983
3 September	2,241,533	2,736,315	3,251,815	3,604,324	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731
4 October	627,550	374,463	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136	484,607
5 November	494,773	600,065	689,461	680,522	444,497	506,022	842,856	908,844	1,036,340
6 December	179,425	158,023	172,178	160,665	685,338	654,900	214,507	336,154	189,794
7 January	333,075	362,368	441,740	469,219	194,157	295,629	441,681	464,526	637,664
8 February	101,317	99,165	112,296	166,351	502,176	508,828	148,327	260,963	258,355
9 March	304,264	404,575	438,277	448,126	176,270	256,379	601,416	589,684	670,462
10 April	60,140	202,155	105,463	261,010	517,451	484,165	166,567	182,282	164,940
11 May	26,615	162,815	101,999	119,726	110,851	87,473	102,660	91,433	176,543
12 June	69,843	88,639	87,525	30,530	120,455	59,527	115,947	109,069	165,995
Total YTD	5,889,241	6,485,958	6,892,315	7,466,145	7,765,661	8,235,829	8,513,993	8,763,486	9,664,415
% Rates Outstanding	7.1%	5.8%	7.3%	6.0%	7.6%	8.7%	10.5%	14.5%	14.2%
	447,576	398,854	543,665	477,273	634,762	783,061	995,054	1,492,068	1,597,419



### 12.4.3 Changes to Airport Hangar Sites

Address:	A12808
Owner:	Shire of Northam
File Reference:	A12838
Reporting Officer:	Cheryl Greenough - Governance/Administration Coordinator
Responsible Officer:	Colin Young - Executive Manager Corporate Services
Voting Requirement	Simple Majority

#### BRIEF

This report is to seek Council's approval to amend the Northam Airport Hangar locations for Sites 14, 15, 16 and 17 to include a 3m 'Separation Buffer'. The 3m Separation Buffer required will result in the loss of Hangar Site 18 (vacant).

#### ATTACHMENTS

- Attachment 1: Proposed changes to hangar lease area.  
Attachment 2: Airport Map.

---

#### BACKGROUND / DETAILS

The Northam Airport has been progressively developed over a number of years to include leasing of a number of smaller hangar sites. In particular a lease plan was produced following the development of a taxiway to the "rear" line of hangars to facilitate leasing smaller private hangar sites.

An issue has arisen with respect to the construction of the private hangars, with specific reference to the correct building classification which has implications for the matters such as fire protection and associated separation distances.

This report is seeking Council approval to modify the lease plan so that the issues associated with the building classification and required setback distance can be addressed.

#### CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure and Service Delivery.

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

- Implement robust asset management plans which promote efficient, safe and quality infrastructure;

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

#### Financial / Resource Implications

There will be a loss of one hangar site so lease fees will not be paid for that site.

If changes aren't made then the Shire may lose out on the leasing of two hangars, as the price to potential hangar owners would be too prohibitive.

#### Legislative Compliance

National Construction Code-Volume1-SectionC-Fire Resistance.

#### Policy Implications

Shire of Northam Policy A8.5.

Draft Planning Policy no.9

#### Stakeholder Engagement / Consultation

The Northam Aero Club and the Hangars Association were provided with the opportunity to comment. No comments were received from the Aero Club however the Hangar Association advised they did not have any concerns with the changes.

#### Risk Implications

If the changes are not made there is potential for a fire hazard should a fire start in one of the hangars.

### **OFFICER'S COMMENT**

Officers have conducted a review of building approvals granted for hangars at the Northam Airport, which for a majority have been approved as Class 10a-pursuant to the National Construction Code. Class 10a Structures are typically non-habitable (private garage/carport/shed or similar) and due to the minor nature of the structures no fire requirements are applicable. Due to the moderate risk of the use of hangars as commercial storage (being aircraft storage/aircraft repair/aviation fuel) the correct classification under the National Construction Code is Class 7

Under the provisions of a Class 7b Structure, particular requirements need to be met which includes:

- Meeting fire requirements for fire resistant construction, fire detection and suppression;
- Fire hydrant and/or hose reels where the floor area of the building exceeds 500m<sup>2</sup>;
- Smoke detection and emergency lighting (required for structures larger than 300m<sup>2</sup> in area or an applicable performance based solution);
- Disability access for all new proposals (performance based solution available);
- Toilet facilities including accessible facility availability (either on-site or in direct proximity availability);
- Stormwater management systems.

Meeting the fire requirements is a critical element that is missing in existing buildings where the classification has already been approved. To achieve fire resistant construction requirements, setbacks of 1.5m for each hangar to a hangar site boundary needs to be achieved, to provide a mandatory 3m separation.

Some existing allotments will not achieve this separation, and if unable to do so require the installation of a firewall (a wall which achieves resistance to fire for an engineered period of time prior to failure). Firewalls are cost prohibitive, and where applicable, Officers recommend that the mandatory setback of 1.5m to each hangar site area be achieved, and 3m in areas that have not had development occur. The 3mtr separation should be considered to be reserve land which cannot be built on or over.

Therefore, Officers recommend that **if the Shire's** intent is to provide continued development of the Northam Airport, that Council remove hangar space 18 to provide for a 3m separation, initiating at the end of site 13 (developed), to displace sites 14, 15, 16 and 17 respectively with an individual 3m non-development buffer.

Staff also investigated the option of decreasing the size of the lease areas for sites 14 through to 18 (effectively meaning a shed area of 12m by 12 m) however it is understood that this would limit the type of aircraft able to be stored in the hangar. This will however need to be the case for sites 2, 6 and 11 given that hangars have been developed on either side of these sites however sites 2 and 6 are already subject to lease arrangements.

Council staff will continue to investigate potential solutions to mitigate development constraints, however the development of storage tanks and associated fire appliance equipment will need to be considered at some point or alternatively a reticulated supply and equipment to achieve applicable fire hydrant pressure requirements.

Note: Regulation 18b of the Building Regulations 2012, requires referral to the Department of Fire and Emergency Services (DFES) for Class 7 buildings in excess of 500m<sup>2</sup> to ensure firefighting systems meet their operational requirements

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3426

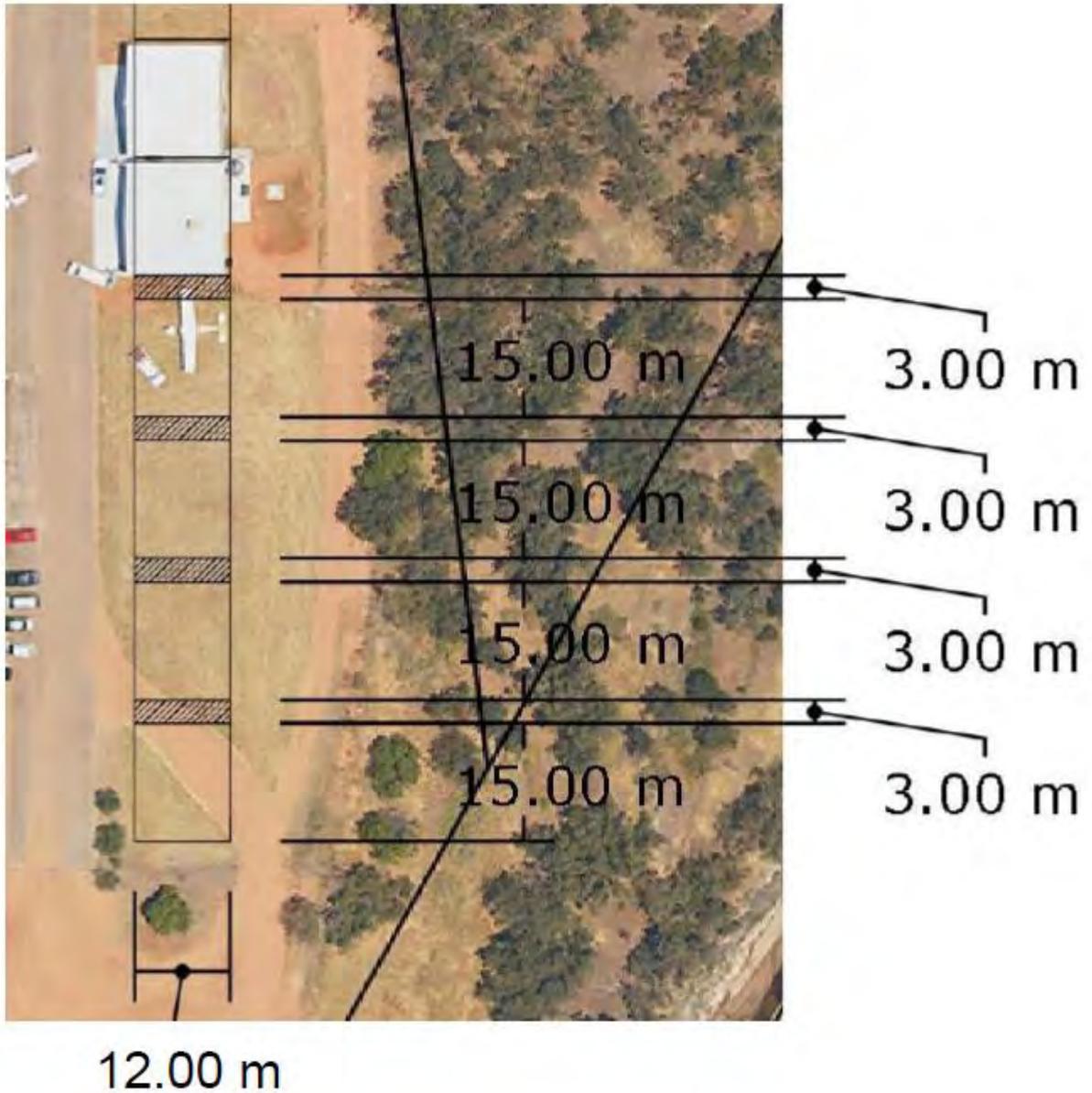
Moved: Cr Ryan  
Seconded: Cr Proud

That Council:

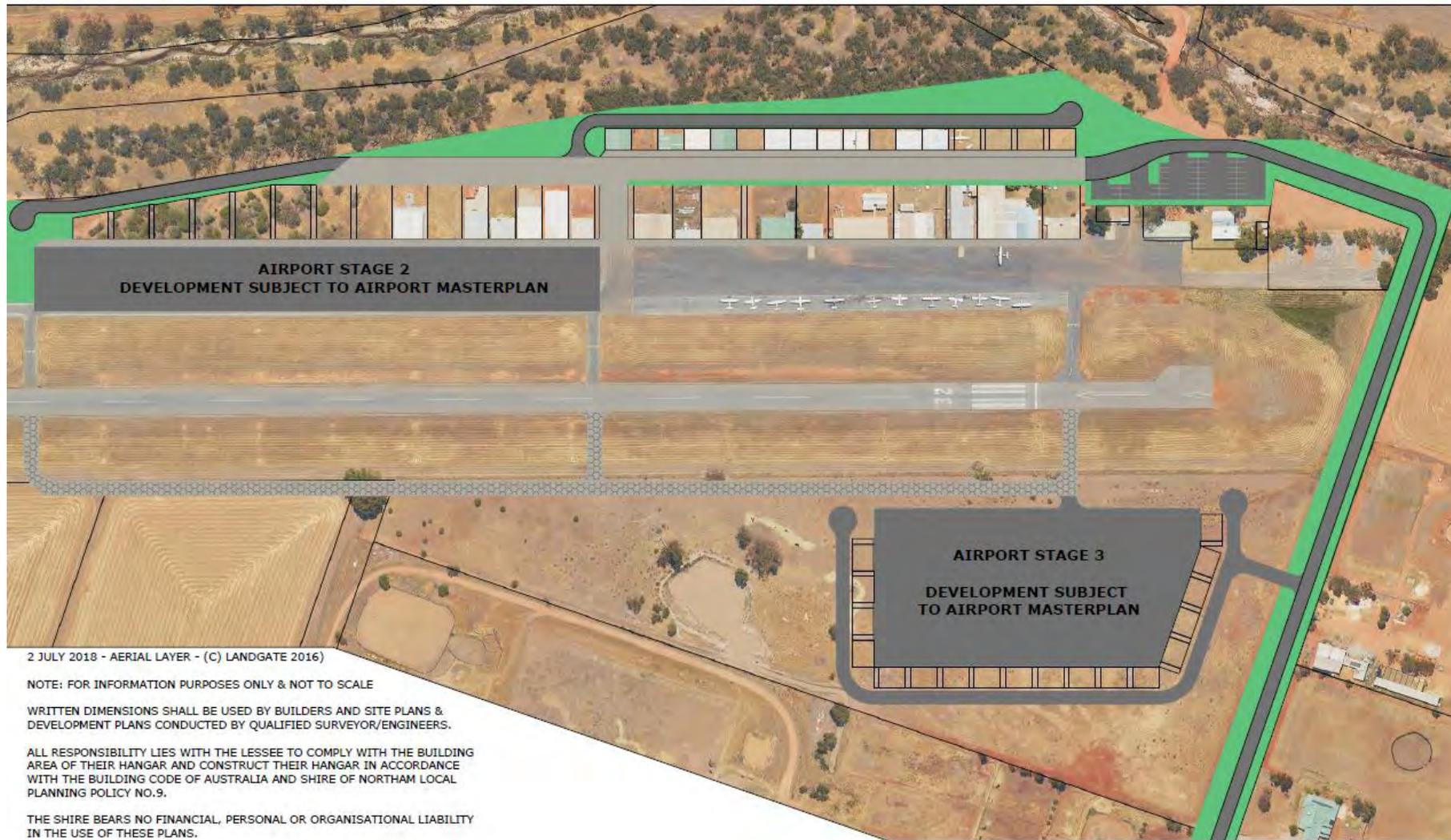
1. Approve the modification of hangar sites 14, 15, 16 and 17 to provide a 3m non-development area to each hangar side setback and achieve the requirements of the National Construction Code for Class 7b Structures for hangar sites 14-17, 105 Withers Street, Northam (Shire of Northam – Northam Airport); and
2. Amend the Northam Airport Master Plan 2015 accordingly.

CARRIED 10/0

Attachment 1

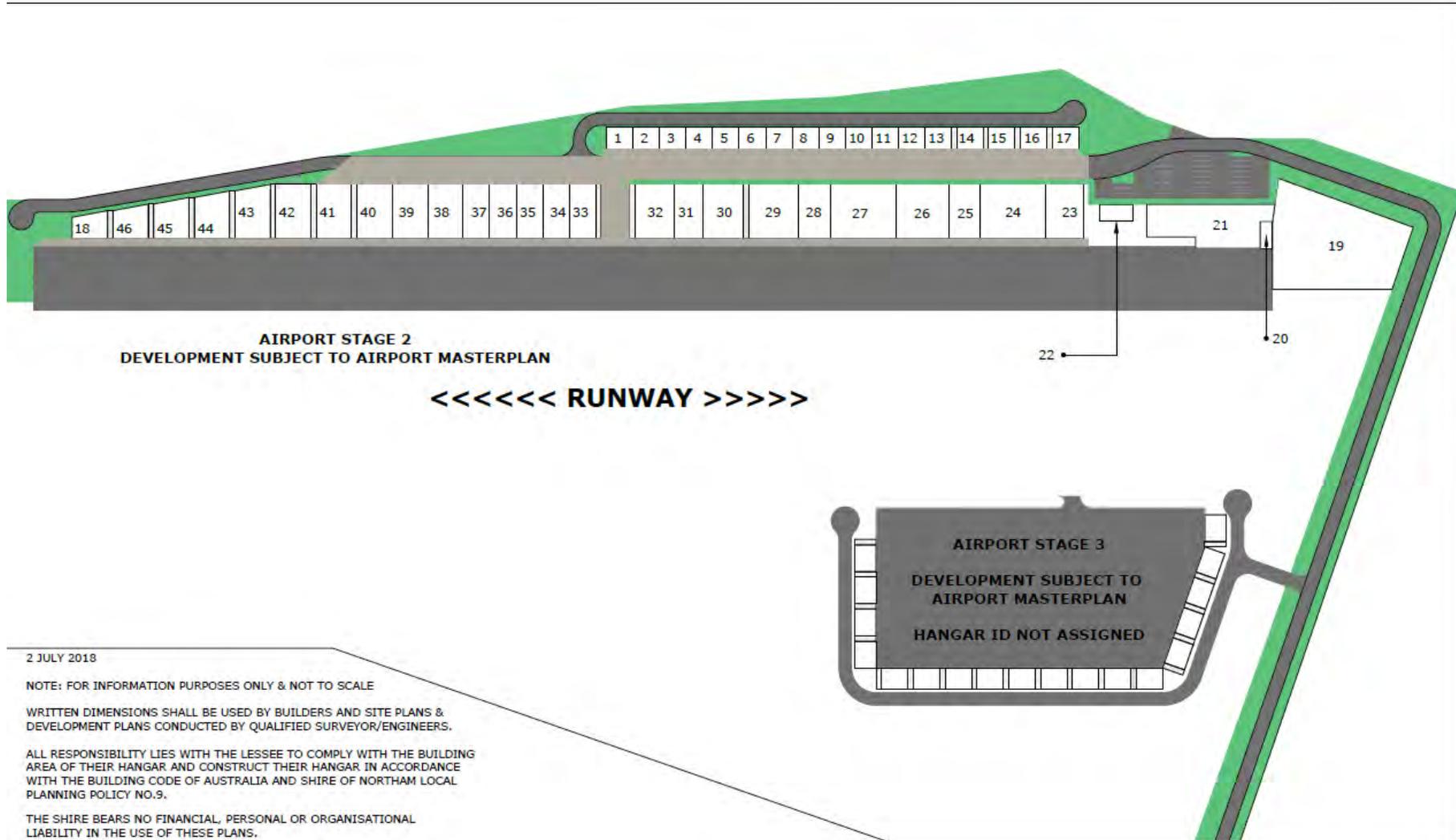


## LOCATION MAP - NORTHAM AIRPORT





## HANGAR ID





*Cr J E G Williams declared an "Impartiality" interest in item 12.4.4 - Perdaman Commercial Property Holdings Pty Ltd Deed of Easement for Lot 71 & 73 Northam Boulevard as two of her sons one dependant, one not, work at red dot (dependant only casually).*

*Cr T M Little declared a "Financial" interest in item 12.4.4 - Perdaman Commercial Property Holdings Pty Ltd Deed of Easement for Lot 71 & 73 Northam Boulevard as his daughter is a tenant of the Perdaman Group in the Boulevard and he is a Director of her business.*

Cr T M Little departed the Council Chambers at 7:08pm.

#### 12.4.4 Perdaman Commercial Property Holdings Pty Ltd Deed of Easement for Lot 71 & 73 Northam Boulevard

Address:	Lots 71 & 73 Northam Boulevard
Owner:	Shire of Northam
File Reference:	A13246
Reporting Officer:	Cheryl Greenough Governance/Administration Coordinator
Responsible Officer:	Colin Young Executive Manager Corporate Services
Voting Requirement	Simple Majority

#### BRIEF

This report is to gain Council approval to place the common seal on an Easement Document that is included in the sale of Lots 71 & 73 to Perdaman Commercial Property Holdings Pty Ltd (Perdaman). The purpose of the easement is to grant the Shire future access for inspection and maintenance purposes.

#### ATTACHMENTS

Attachment 1: Deed of Easement.

#### BACKGROUND / DETAILS

At the Ordinary Council meeting held on 19 October 2016 the Shire resolved to sell Perdaman Commercial Property Holdings Pty Ltd two lots of land to assist in the re-development of the Boulevard Shopping Complex.

The two lots would be used for parking and it was not necessary at that stage to place any Easements over the property as they still were under the control of the Shire. Now the sale is almost complete it is considered necessary to

place an Easement over the property to allow access if and when required for drainage.

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure and Service delivery.

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

Financial / Resource Implications

Any works will be performed utilising various drainage budgets in future adopted budgets.

Legislative Compliance

Local Government (Functions and General) Regulations 1996

34. Common seal, unauthorised use of  
A person who affixes the common seal, or a replica of the common seal, of a local government to any document except as authorised by the local government commits an offence.

Penalty: a fine of \$1 000.

[Regulation 34 inserted in Gazette 27 Sep 2011 p. 3846.]

35. Certain persons protected from liability for wrongdoing (Act s. 9.56(1)(c))  
The functions in the performance of which a person appointed or engaged by a local government is a protected person under section 9.56(1)(c) of the Act are —
- (a) any function expressly provided for in a written law that the person was appointed or engaged to perform; and
  - (b) any function that the person is authorised to perform on behalf of the local government.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Extensive correspondence and negotiation has been undertaken with the new property owners (Perdaman), which has resulted in consent from the owners to perform any necessary works with prior consultation.

Risk Implications

If the Deed is not signed, executed and provided to Landgate, it may hinder any access should it be required for blockages or stormwater.

## OFFICER'S COMMENT

Staff have reviewed documentation and plans relating to the sale of Lots 71 and 73 to Perdaman to facilitate parking. During the review it was noted that an easement would need to be placed on the title to allow Shire staff to access drainage when needed.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3427

Moved: Cr Pollard

Seconded: Cr Della

That Council authorise the CEO and President to execute and affix the Shire of Northam Common Seal to the Deed of Easement as presented in Attachment 1 of this report.

CARRIED 9/0

Cr T M Little returned to the Council Chambers at 7:10pm.

Attachment 1

FORM 62

Page 1 of 3 Pages

WESTERN AUSTRALIA  
TRANSFER OF LAND ACT 1893 AS AMENDED

Date

## BLANK INSTRUMENT FORM

DEED OF EASEMENT

(Note 1)

**This Deed of Easement** is made on 2018

BETWEEN:

- Perdaman Commercial Property Holdings Pty Ltd (ACN 125 204 382) of 17/58 Mounts Bay Road, Perth, Western Australia 6000 (Grantor) of the one part, and
- Shire of Northam of PO Box 613, Northam, Western Australia, 6401 (Grantee) of the other part.

**Recitals**

- The Grantor is the registered proprietor of Lot 71 on Deposited Plan 413638, the land in Certificate of Title Volume 2949 Folio 55 and of Lot 73 on Deposited Plan 413638, the land in Certificate of Title Volume 2949 Folio 56.
- The Land is subject to the Specified Encumbrances.
- The Grantor has agreed to grant to the Grantee an Easement over the portions of the Land shown as "D" on Deposited Plan 413806 and on Deposited Plan 414345 for drainage purposes.

**OPERATIVE PART**

**1 Definitions and Interpretation**

**1.1 Definitions**

In this Deed the following words and expressions shall have the following meanings:

"Act" means the Transfer of Land Act 1893 as amended.

"Land" means the land to be burdened by the Easement being; Lot 71 on Deposited Plan 413638 the whole of the land in Certificate of Title Volume 2949 Folio 55 and Lot 73 on Deposited Plan 413638 the whole of the land in Certificate of Title Volume 2949 Folio 56.

"Deposited Plan" means Deposited Plan No 413806 and Deposited Plan 414345.

"Limitations, Interests, Encumbrances and Notifications" means: The Limitations, Interests, Encumbrances and Notifications contained in the Second Schedule to the Titles for the Land

**1.2 Interpretation**

In this Deed, unless the contrary intention appears:

- words importing the singular include the plural and vice versa;
- words importing a gender include every gender;
- references to parts, clauses, parties, and annexures are references to parts and clauses of, and parties, and annexures to this Deed;
- a reference to a party includes a reference to the party's successors or personal representatives (as the case may be), transferees and assigns;
- an obligation or agreement in favour of two or more persons is for the benefit of them jointly and severally;
- an obligation or agreement on the part of two or more persons binds them jointly and severally;
- headings are to be ignored in the construction of this document.

**2 Easement**

In consideration of the premises and for no monetary consideration the Grantor on behalf of the Grantor and its successors in title being the registered proprietors for the time being of the Land hereby grant to the Grantee its employees and agents the right at any time and from time to time to break the surface of, dig, open up and use that part of the Land as marked D on Deposited Plan 413806 and as marked D on Deposited Plan 414345 for the purpose of laying down, fixing, taking up, repairing, re-laying, replacing or examining drains or drainage pipes and of using and maintaining those drains and drainage pipes for drainage purposes and to enter the Land at any time (if necessary with workers, contractors, vehicles and equipment) for any of those purposes.

**3 Limitations, Interests, Encumbrances and Notifications**

Nil

EXECUTED by )  
PERDAMAN COMMERCIAL )  
PROPERTY HOLDINGS )  
PTY LTD ACN 125 204 382 )  
under Section 127(1) )  
of the *Corporations Act* )  
in the presence of: )

.....  
Director

.....  
Director/Secretary

THE COMMON SEAL of )  
THE SHIRE OF NORTHAM )  
was hereunto affixed )  
in the presence of: )

.....  
Christopher Richard Antonio  
Shire President

.....  
Jason Brian Whiteaker  
Chief Executive Officer

**INSTRUCTIONS**

1. This form may be used only when a "Box Type" form is not provided or is unsuitable. It may be completed in narrative style.
2. If insufficient space hereon Additional Sheet Form B1 should be used.
3. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by the parties.
4. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialed by the persons signing this document and their witnesses.

**NOTES**

1. Insert document type.
2. A separate attestation is required for every person signing this document. Each signature should be separately witnessed by an Adult Person. The full name, address and occupation of the witness must be stated. Execution by a corporation or body corporate must be in accordance with the Corporation Act.



**Landgate**

EXAMINED

OFFICE USE ONLY

(INSERT NAME OF DOCUMENT)

LODGED BY: Fombys Lawyers

ADDRESS: South Mill Centre 3, 6-9 Bowman Street, SOUTH PERTH WA 6151

PHONE No: (08) 9354 0300

FAX No: (08) 9457 6277

REFERENCE No: HF-18918\_01

ISSUING BOX No: 295A

PREPARED BY: Fombys Lawyers

ADDRESS: South Mill Centre 3, 6-9 Bowman Street, SOUTH PERTH WA 6151

PHONE No: (08) 9354 0300

FAX No:

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER THAN LODGING PARTY

TITLES, LEASES, DECLARATIONS ETC LODGED HERewith

1. _____	Received Items
2. _____	Nos.
3. _____	
4. _____	
5. _____	Receiving Clerk
6. _____	

Registered pursuant to the provisions of the *TRANSFER OF LAND ACT 1893* as amended on the day and time shown above and particulars entered in the Register.

#### 12.4.5 Write off Debt for debtor M128

Address:	Nil.
Owner:	M128
File Reference:	N/A
Reporting Officer:	Colin Young Executive Manager Corporate Services
Responsible Officer:	Colin young Executive Manager Corporate Services
Voting Requirement	Simple Majority

#### BRIEF

For Council to approve writing off the following debt M128, \$569.25

#### ATTACHMENTS

Nil.

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#### BACKGROUND / DETAILS

##### Debtor M128

Was a resident at Killara between May 2016 and June 2016. The outstanding debt relates to fees accrued between May 2016 and June 2016 totalling \$569.25.

A recommendation was presented to Council on 21<sup>st</sup> February 2018 to write off the outstanding debt. The motion was Lost 2/7 as the Council felt that there was insufficient advice from the Executor in relation to whether there are funds within the Estate, or if the Estate is bankrupt.

Clarification was sought in relation to whether the Estate is bankrupt. The Executive Manager Corporate Services advised that Officers cannot confirm whether this is the case. Numerous attempts have been made to contact the Executor however have not been successful in these attempts.

#### 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

There will be a loss of revenue to the Shire of \$569.25 as per the table presented below:

Debtor	\$
M128	569.25
Total Outstanding	569.25

#### Legislative Compliance

The Local Government Act 1995 Section 6.12(1)(c) allows a Council to write off any amount of money owed to the Council subject to a decision of Council carried by an Absolute Majority.

#### 6.12. Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may –

- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money;
- (b) waive or grant concessions in relation to any amount of money;
- or
- (c) write off any amount of money, which is owned to the local government.

*\*Absolute majority required.*

#### Policy Implications

Nil.

#### Stake Holder Engagement / Consultation

Nil.

#### Risk Implications

If the outstanding debts are not written off legal action will need to be taken with the risk of additional expense to the Shire.

#### **OFFICER'S COMMENT**

Debtor M128's son had Enduring Power of Attorney, during the period the debt accrued between May 2016 and June 2016. Power of Attorney was then transferred to Debtor M128's other son. Numerous attempts have been made over the years to retrieve the debt.

As Debtor M128 passed away during 2017, leaving little possibility of retrieving the debt, it is recommended to write the \$569.25 debt off.

Both sons of Debtor M128 had been contacted on numerous occasions via post and phone calls to pay the outstanding debt. To date the debt has never been paid.

Council is under no obligation to write off any of the above debt and legal action may be taken. However Management is of the opinion that the risk associated with the Shire accruing additional expense without retrieving the outstanding debt is high.

As part of normal Council debt collection procedures the above debtors have been contacted by phone (or attempted to be contacted by phone), received letters of final notice and been sent letters advising legal action will be taken if their account remains unpaid. A final demand letter was sent from a collection agency to the address on records with no response by the parties.

The Shire of Northam contacted the Shire of Toodyay to confirm contact details. They advised us that Debtor M128 name was still on the title and they **didn't have** them listed as deceased. The rates are being paid on time to the Shire of Toodyay confirming mail is being received.

The Shire of Northam also contacted the Public Trustee who confirmed that **debtor M128's** estate was not with the Public Trustee and was possibly a private estate.

Contact was made to the Shire of Karratha where **Debtor M128's** son was originally located. They confirmed that their house sold in October 2017 as a Mortgagee in Possession Sale and there is no other property in their name.

Council would have the option to place a caveat over the property in Toodyay, however the costs associated with this would outweigh the benefits.

Due to the length of time the money has been outstanding and failure to receive payment it is recommended to write the \$569.25 debt off.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3428

Moved: Cr Pollard

Seconded: Cr Proud

That Council write off the debt owed by Debtor M128 totalling \$569.25.

CARRIED 10/0

#### 12.4.6 Standing Orders Local Law 2018 Undertaking

Address:	N/A
Owner:	Shire of Northam
File Reference:	2.3.2.15
Reporting Officer:	Cheryl Greenough Coordinator Governance/Administration
Responsible Officer:	Colin Young Executive Manager Corporate Service
Voting Requirement	Absolute Majority

#### BRIEF

This report is for Council to provide an Undertaking to the Joint Standing Committee on Delegated Legislation for the Shire of Northam *Standing Orders Local Law 2018* which was Gazetted on 27 February 2018.

#### ATTACHMENTS

Nil.

#### BACKGROUND / DETAILS

At the Ordinary Council Meeting 18 April 2018 Council made the following decision:

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3334

Moved: Cr Proud

Seconded: Cr Tinetti

That Council:

1. Request the CEO to provide Statewide public notice that Council intends to adopt the Shire of Northam Standing Orders Local Law 2018 as provided in Attachment 2, with the following purpose and effect, in accordance with s3.12 of the Local Government Act 1995 and invites public submissions on the proposal:

Purpose: The purpose of the Standing Orders Local Law 2018 is to repeal the Standing Orders Local Law 2008 and provide for the orderly conduct of meetings of the council and committees, the manner of making an effective petition to the local government, and for the safe custody and use of the common seal.

Effect: The effect of this local law is that all council and committee meetings, the manner of making a petition to the local government, and the use of the common seal, are to be governed by the standing orders unless otherwise provided in the Act or regulations.

2. Request the CEO complete the local law process by publishing the local law in the Government Gazette as described in s3.12(6) of the Local Government Act 1995.

CARRIED 7/0  
BY ABSOLUTE MAJORITY

In relation to clause 19.1 Penalty for Breach, the JSC have requested that we do not use the clause recommended by the DLGSC but revert back to clause 19.1 in the model local law. They have suggested that we may keep the lower penalties of \$1000 and \$100 per day if the matter continues. The JSC have also cited three other minor edits to be changed.

The Joint Standing Committee have requested an undertaking to correct the error and provide more information in the amendment local law.

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

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

- Implement systems and processes which deliver quality outcomes for our community;
- Maintain a high standard of corporate governance;
- Encourage active community participation in our local government; and
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

Financial / Resource Implications

Commencing amendments to a local law process will incur:

- Advertising costs in the West Australian - Approximate cost of \$400.00
- Gazettal of the adopted amended local law. Approximate cost of \$212.00 per page.
- Advertising in the Avon Advocate relating to the adoption of the amended local law. Approximate cost of \$200.00

Legislative Compliance

Section 3.12 of the Local Government Act 1995 which outline the procedures for making local laws.

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
- (a) give Statewide public notice stating that —
    - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;and
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.
- \* Absolute majority required.
- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice —
- (a) stating the title of the local law; and
  - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - (c) advising that copies of the local law may be inspected or obtained from the local government's office.

- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section —  
making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

*Section 9.17, Notice, content of*

*(3) Unless otherwise prescribed by regulation, the modified penalty that a local law may prescribe for an offence is not to exceed 10% of the maximum fine that could be imposed for that offence by a court*

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Advertising undertaken in accordance with the *Local Government Act 1995*.

Risk Implications

Failure to comply with the process would cause a potential breach of legislation.

**OFFICER'S COMMENT**

At the Ordinary Council meeting 20 December 2017 it was decided to repeal the Shire of Northam *Standing Orders 2008* which was Gazetted 16 September 2008. A workshop was held between Councillors and staff at the Shire to discuss using the WALGA Model Local Law and include some modifications to suit the Shire of Northam.

The local law was provided to the Department of Local Government and Communities (now Department of Local Government and Sport and Cultural Interests) for their comment.

The following comments were included as part of their scrutiny:

**“An example has been provided below for the Shire's consideration:**

**19.1 Penalty for Breach**

*A person who commits an offence under this local law is liable to a penalty of \$1000 and where the offence is of a continuing nature, to a daily penalty of \$100 in respect of each day or part of day during which the offence has continued.’*

The Joint Standing Committee have asked for an undertaking that the Shire change this clause back to its original form and re-present the local law.

1. Re-insert "A person who breaches a provision of these Local Laws commits an offence."

Minor edits:

1. Clause 2.4 delete s5.16 and "absolute majority" and insert s5.17.
2. In clause 3.5 delete the word 'the'
3. In clause 5.1(4) delete '(Item 10)'

To rectify the situation the s3.12 process will need to be re-commenced and the newly amended local law advertised for a minimum of 45 days as required by the Act.

Accordingly this report will also request to commence the amendment process which requires the Shire to give State wide public notice of the proposed amendment local law for public inspection. This also includes displaying copies of the amendment local law at the Shire office and both of the Shire's library services.

A copy of the proposed amendment local law, this report and a copy of the public notice advertisements, will be forwarded to the Minister for Local Government Sport and Cultural Industries for review. At the expiry of the comment period (minimum of six weeks) all submissions will be reported back to Council prior to the amendment local law being considered for adoption.

To comply with the provisions of section 3.12 of the Act, when proposing to make a local law, the presiding person is to read aloud the Purpose and Effect of the *Standing Orders Amendment Local Law 2018*.

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3429

Moved: Cr Ryan  
Seconded: Cr Proud

That Council provide undertakings that:

1. Within six months, the Shire will amend the local law as follows:
  - (a) **(i) Amend clause 2.4 by deleting s5.16 and inserting 'section 5.17'**  
**(ii) delete "Absolute Majority"**
  - (b) **Amend clause 3.5 by deleting the first occurrence of the word "the"**
  - (c) **Amend clause 5.1(4) by deleting "(item 10)"**
  - (d) Amend clause 19.1 by inserting the following sub-clause:
    - (1) *A person who breaches a provision of these Local Laws commits an offence.*

2. Until the Local Law is amended in accordance with undertaking I, the Shire will:
  - (a) not enforce that local law in a manner contrary to undertaking 1;
  - (b) where that local law is made publicly available, whether in hard copy or electronic form (including on the Shire's website), ensure that it is accompanied by a copy of these undertakings.
  
3. That Council, pursuant to section 3.12 of the *Local Government Act 1995* authorise the CEO to give Statewide public notice that the Shire proposes to make the Shire of Northam Standing Orders Amendment Local Law 2018 with the purpose and effect of this local law being as follows:

Purpose: The purpose of this local law is to provide for the orderly conduct of meetings of the council and committees, the manner of making an effective petition to the local government, and for the safe custody and use of the common seal.

Effect: The effect of this local law is that all council and committee meetings, the manner of making a petition to the local government, and the use of the common seal, are to be governed by the standing orders unless otherwise provided in the Act or regulations.

CARRIED 9/1  
BY ABSOLUTE MAJORITY

The Shire President read aloud the purpose and effect of the Shire of Northam Standing Orders Amendment Local Law 2018 as listed within the decision of Council.

12.5 COMMUNITY SERVICES

Nil.

13. MATTERS BEHIND CLOSED DOORS

Nil.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

One (1) member of the Gallery departed the Council Chambers at 7:13pm and returned at 7:15pm.

*Cr T M Little declared an "Impartiality" interest in item 14.1 – Community Bus – Wundowie to Northam as he is a member of Wundowie Progress Association Inc.*

*Cr J E G Williams declared an "Impartiality" interest in item 14.1 – Community Bus – Wundowie to Northam as Secretary of the Bakers Hill Progress Association, she has written a letter of support to the Shire on this matter (on Progress/Bakers Hill Community's behalf).*

*Cr C L Davidson declared an "Impartiality" interest in item 14.1 – Community Bus – Wundowie to Northam as Owners of the Wundowie IGA are known to him.*

14.1 COMMUNITY BUS – WUNDOWIE TO NORTHAM

Cr Terry Little moved the following motion which previous notice was given regarding the proposed community bus trip from Wundowie to Northam.

Background

There is a fair bit of dissension with a divided community with people for and against what was to be a community plus. Cr Little has been lobbied by people opposed to the bus with no one supporting bus really stepping up.

MOTION

Moved: Cr Little  
Seconded: Cr Mencshelyi

That Council postpone the proposed community bus service from Wundowie to Northam until January 1<sup>st</sup>, 2019.

LOST 2/8

Cr Mencshelyi and Cr Little voted for the motion.

Cr Little provided a summary around the intent of the motion.

Clarification was sought in relation to the following matters:

- Whether it is an action in the Community Plan. The Chief Executive Officer confirmed that it was identified through this process. Cr Williams confirmed that this is also an action in the Bakers Hill Community Plan.
- The Chief Executive Officer clarified that if Council wants Officers to do something proactive (e.g. investigate if the community wants the service) then this will need to be clarified as the motion currently postpones the project and does not direct Officers to take any other action.
- The Executive Manager Community Services clarified that the service was proposed to operate as a trial for 3 months, running 2 days each week. Council has received funding in relation to the proposal however have not made a final decision on the framework and therefore not notified the community. This will be advertised through the normal channels once finalised.
- The Chief Executive Officer confirmed that the service could run from Bakers Hill and exclude Wundowie.

Debate was held around the motion.

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

Nil.

#### 16. DECLARATION OF CLOSURE

There being no further business, the Shire President, Cr C R Antonio declared the meeting closed at 7:29pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 18<sup>th</sup> July 2018 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date

