



Shire of Northam  
*Heritage, Commerce and Lifestyle*

Shire of Northam

Agenda

Ordinary Council Meeting

19 September 2018



NOTICE PAPER

Ordinary Council Meeting

19 September 2018

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Grass Valley Hall located at Lot 130 Wilson Street, Grass Valley on 19 September 2018 at 5:30pm.

A Forum meeting was held in the Grass Valley Hall on 12 September 2018 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Jason Whiteaker  
Chief Executive Officer

## DISCLAIMER

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

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1. DECLARATION OF OPENING

2. ATTENDANCE

Council:

President

Deputy President

Councillors

C R Antonio

M P Ryan

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

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Community Services

Executive Manager Corporate Services

Executive Assistant – CEO

Coordinator Governance / Administration

J B Whiteaker

C D Kleynhans

C B Hunt

R Rayson

C Young

A C Maxwell

C F Greenough

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3. DISCLOSURE OF INTERESTS

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

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

<u>Visitations and Consultations</u>	
16/08/18	Muresk Lecture – Muresk Campus
17/08/18	Live interview with MMM radio at Bilya Koort Boodja
17/08/18	Citizenship Ceremony - Northam
18/08/18	Lions 50 <sup>th</sup> Celebration and Changeover night - Northam
24/08/18	Avon-Midland Zone Meeting - Chittering
29/08/18	Meeting with CBH Business Development Manager
30/08/18	Dowerin Field Days
31/08/18	Avon Valley Arts Society Northam Art Prize and Presentation
02/09/18	<b>Father's Day</b>
03/09/18	Interview with ABC Radio Midwest regarding Yongah Hill
03/09/18	MMM Radio Interview
03/09/18	Interview with ABC Television regarding Yongah Hill
03/09/18	Interview with Channel 9 regarding Yongah Hill
03/09/18	Interview with The West Australia regarding Yongah Hill
03/09/18	Interview with Channel 7 regarding Yongah Hill
03/09/18	Interview with Channel 10 regarding Yongah Hill
03/09/18	Interview with ABC Drive regarding Yongah Hill
03/09/18	Northam Fire Station Visit
06/09/18	Northam Chamber of Commerce Business After Hours
07/09/18	NAB Senior Leadership Team Seminar – Northam
07/09/18	MMM Radio Interview regarding the Northam Show
07/09/18	Northam Show Official Opening
12/09/18	West Australian Country Health Service Strategic Planning
15/09/18	Northam Leg of Compassion Ride event
16/09/18	Southern Brook Spring Picnic
18/09/18	Directions Career Expo - Northam
<u>Upcoming Events</u>	
20/09/18	Local Emergency Management Committee Meeting
26/09/18	Grass Valley Bush Fire Brigade Tour and Barbeque
28/09/18	Police Remembrance Day Ceremony
28/09/18	Grass Valley Brigade Spit Roast at Quellington
01/10/18	AROC Meeting Toodyay
03/10/18	Local Government Grants Commission Meeting - Northam
04/10/18	Northam Chamber of Commerce Business After Hours
11/10/18	Regional Capital Alliance WA Meeting - Perth



11/10/18	Local Health Advisory Group Meeting - Northam
12/10/18	Avon Valley Business Excellence Awards - Northam

Operational Matters:

Community Events – Roadshows

Both the Shire Forum and Ordinary Council meetings are being held in Grass Valley during September, with future meetings planned at Quellington Hall later in the year. The regional meetings allow members, both to see how forum and ordinary council meetings are run, and the chance to ask questions to Council.

Central Business District Revitalisation – Pop Up Shop

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

Kayak Hire available on the Avon River

In response to Community Feedback, and following an expression of interest campaign, there are Kayaks available for Hire on the Avon during some dates in September, October and November. This project is on a trial basis.

Strategic Matters:

Potential Projects

There are a number of planned projects and potential sale of Shire Assets that are currently out for advertising and public comment.

Major Projects

Tenders have closed for the construction the Youth Precinct and tenders are current for the new swimming pool. Once advertising has been completed, the successful tender will be awarded, with construction on both anticipated to start prior to the end of 2018.



5. PUBLIC QUESTION/STATEMENT TIME

5.1 PUBLIC QUESTIONS

5.2 PUBLIC STATEMENTS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

The following response was provided by the Shire President to Raelene Hunt on 15 August 2018:

*Thank you for taking the time to address the Council, and ask your question at the Forum meeting held on the 8th August 2018.*

*Following your question, I requested a copy of legal advice, which the Shire of Northam administration sought, pertaining to your meetings and subsequent correspondence with the Chief Executive Officer.*

*From my review of the legal advice provided, it supports the Chief Executive Officer with the response that has been provided to you.*

*In discussion with the Chief Executive Officer, it appears as though you may have been disputing the questions that were responded to, were in fact the questions you asked. If you feel that these were not the questions you raised with the Chief Executive Officer, I would strongly encourage you to submit your queries in writing to ensure they can be answered.*

*Whilst the response from the Shire of Northam may not be to your satisfaction, I wanted to make sure that you are provided with an avenue to pursue your grievance. If you remain aggrieved, you may wish to contact the Western Australian Ombudsman, who may be able to provide you with further information.*

The following responses are in relation to the questions taken on notice at the Council Forum meeting held on 12 September 2018:

**Name:** Randle Beavis – Grass Valley

**Question 1:** Can the Shire explain the process of the Snap, Send, Solve mobile phone app and how the person who sends the information via the app is notified that it has been received by the Shire?

**Response 1:** Snap, Send, Solve is a free app for your iPhone or Android device that lets you report issues and provide feedback to the Shire.

If you have spotted anything around the community such as a faulty street light, vandalism, litter or damaged footpaths, you can report it to the Shire of Northam using the app. This issue is forwarded from the app to the Shire of Northam via email providing the customer's incident type (e.g. road), location/GPS map, any notes, photos and contact information. Once received by the Shire of Northam it is then registered into Council's record system (allocated an ICS number) and then the customer will receive an acknowledgement accordingly confirming that the ICS has been received.

**Question 2:** Can the Shire explain how they notify the person of the outcome from the information they sent via the Snap, Send, Solve app?

**Response 2:** All reports from the Snap, Send, Solve app are sent from the app using the sender's email address so the Shire can communicate directly with them to fix the issue and follow up on feedback. Once the report has been logged within our records system, the report will be sent to the responsible officer based on the nature of the report.

If the Shire has determined that the ICS will not be completed the Shire of Northam will provide a response in writing to the customer.

The Shire of Northam does not notify the customer once the request has been completed however if works are programmed to be completed at a future date (i.e. more than once month from receiving the request), Council will notify the customer in writing advising that the ICS has been assessed and as a consequence of this assessment categorised as programmed works, meaning it will be prioritised and actioned accordingly.

**Question 3:** What is the preferred reporting method for the general public informing the Shire of safety concerns, issues with Shire infrastructure, complaints etc.?

**Response 3:** The Shire of Northam does not have a preferred reporting method and urges customers to use the method which best suits them. An ICS can be received in person at the Administration Centre, phone and/or in writing by letter or email. Snap, Send, Solve is a platform which allows email notification of an ICS and is useful in terms of providing all information to the Shire in terms of resolving the request (i.e.

assists in providing the exact location and a photo where necessary).

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Name: Richard Brazier – Grass Valley.

Question 1: What is required to upgrade Watson Road to RAV 2 status or higher and what would the cost be?

Response 1: The road would need to be widened to accommodate vehicles passing without having to leave the bitumen seal, which would also require vegetation clearing. It is estimated this would cost in excess of \$150,000. This excludes any costs associated with having to upgrade Great Eastern Highway (GEH). Main Roads have indicated this would exceed \$50,000.

Question 2: Customer Request ICS52322, dated 8 September 2015 for verge trimming, east of Jenapullin / Clydesdale Roads, Grass Valley turn off to Great Eastern Highway still waiting to be done. When will this be completed?

Response 2: Turn off from great GEH has been completed, which staff have confirmed with GV Progress representative last week and agreed satisfactory.

Jennapullin/ Clydesdale verge clearing is programmed however current higher priorities are focused on the western end of the network.

Question 3: Crest sign on Jenapullin Road, request now ongoing for more than 2 years. When will this be completed?

Response 3: There is no record of this request. It will be assessed in the coming weeks and programmed if meeting the relevant criteria.

Question 4: Please explain the reason for sealing-widening approximately 400 metres of Jenapullin Road and not going the full length to the top of the hill and who pays for the repair work needed to bring it back to a satisfactory condition?

Response 4: Works were completed within budget constraints. The final seal will be performed by the Contractor when more favourable conditions are upon us. The Contractor is responsible for the cost.

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Name: Anita Franklin – Northam.

Question 1: Does the Council pay for insurance of buildings leased to 'Not for Profit' organisations?

Response 1: The Shire levies an annual administration rent which is equivalent to the cost of building insurance.

Question 2: Has the policy been updated since 2013 to reflect any changes required for new not for profit leases?

Response 2: The policy has been reviewed and the revised policy was adopted at the Ordinary Council meeting held on 15 August 2018.

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Name: Various representatives from the Grass Valley Volunteer Bush Fire Brigade.

Question 1: Why was the last Resource to Risk review ignored by the Shire of Northam and others? If it was not ignored, can you please detail what steps the Shire has taken since 2011 to help secure a second appliance for the Grass Valley BFB given one was identified as being urgently needed?

Response 1: The previously undertaken review appears to not have been endorsed by either BFAC or Council for reasons unknown. As presented to both BFAC and Council the need for an up to date and current document that is endorsed by the Brigades (through BFAC), Council and DFES is recognised. In recent times the Shire, through the CBFCO, suggested reallocation of resources to the Grass Valley Brigade, however BFAC and Council required the Risk to Resource process to be completed to justify any reallocations.

Question 2: Given no apparent action was taken on the last Resource to Risk review, and the current review has been in the pipeline for over 12 months already, how do we know the current review won't suffer the same fate as the last?

Response 2: It is recognised that the current process has been endorsed by both BFAC and Council and hence finalisation and endorsement by both is a priority.

**Question 3:** Are there currently any fire appliances within the Shire of Northam which are being underutilised? If so, which? The Grass Valley BFB believes there are at least two.

**Response 3:** As the R2R process is still under way it would be premature to identify any appliances that are underutilized, this information will become apparent as the R2R process is completed.

**Question 4:** Is it possible that DFES could take back underutilised fire appliances from the Shire of Northam and allocate these units to other Shires? Our Brigade has been told this is possible, something and quite likely.

**Response 4:** Council and staff are not aware of DFES suggesting that appliances will be removed from the shire of Northam. It is staff's understanding that DFES have indicated that any application for new appliances will need to be demonstrated and that other resources cannot be reallocated for that purpose.

**Question 5:** Does the Shire of Northam, Northam CBFCO and ultimately the CEO have the responsibility of the allocation of fire appliances within the Shire of Northam?

**Response 5:** Yes.

**Question 6:** The Grass Valley Bush Fire Brigade has been criticised for speaking out about our need for a second fire appliance. If you knew your family, your friends, your community had been exposed to an unacceptable risk for over 10 years but had been ignored, what would you do?

**Response 6:** The Shire of Northam has not criticised the Grass Valley Brigade for raising their concerns. However the Brigade is aware of the current R2R process.

**Question 7:** Since the 2011 Resource to Risk Review which identified an urgent need for a second appliance in Grass Valley, and in light of recent developments like the solar farm, chicken farm, mining drilling, and increase in small land holders and new housing, does the Shire believe that the fire risk in the Grass Valley fire district has increased, decreased or remained static?

**Response 7:** The current risks within the entire Shire area are being assessed as part of this process including workshops with individual

brigades. As such an answer to this question can be provided following the completion of the R2R.

**Question 8:** Given that the Grass Valley and Seabrook town sites are divided by barriers such as national railway, pipelines and rivers, what firefighting strategy does the Shire believe would be most appropriate to deal with a fire burning on both sides of these barriers with just one fire appliance, understanding that support from other Brigades may be more than one hour away?

**Response 8:** The current risk to resource review will include modelling for response time for all appliances to ensure coverage is available. A situation such as described could potentially result in the mobilisation of the Irishtown BFB, Southern Brook BFB, Northam VFRS, Clackline BFB, as well as bulk water and machinery resources provided by the Shire of Northam.

**Question 9:** At a number of incidents, including the major Grass Valley fire, the Grass Valley appliance has had to leave the fire unattended multiple times to refill for water, due to the delay in neighbouring brigades arriving on scene. Does the Shire believe this is an ideal situation?

**Response 9:** Whilst this may not be ideal, every brigade within the Shire is exposed to similar risk whilst they wait for support to arrive.

**Question 10:** Does the Shire of Northam believe that having a lack of firefighting resources within the Grass Valley fire district would be a concern to current businesses, and a deterrent to future businesses of the Avon Industrial Park, especially in light of numerous major incidents there in the past? Is the future success of the Avon Industrial Park important to the Shire?

**Response 10:** The Avon Industrial Park is an important asset to the Shire of Northam and being outside a gazetted town site falls under the responsibility of the Shire of Northam as the hazard management agency. However as the park is also a zone 3 area and as such has an automatic mobilisation of Northam VFRS, Toodyay VFRS, Wundowie VFRS, York VFRS, Midland CFRS, Welshpool 2nd and Osborne Park SET. This happens as soon as the 000 call is received, the LG would be contacted next to mobilise LG BFB's as support only.

**Question 11:** Does the Shire accept that in the one hour or more that it may take for a neighbouring Brigade to reach an incident within

the Grass Valley fire district, that a fire could travel over 5km given the right conditions?

**Response 11:** As indicated the current review will assess response times in all brigades areas included from other appliances. Any call received for any district within the Shire of Northam is dealt with in the same way, a mobilisation of brigades is performed based on the time of year, the weather conditions of the day and the nature of the call received. The decision is made by the CBFCO, DCBFCO &/or CESM on what operational requirements will be for the incident and strategies are put in place immediately. If the conditions were right for a fire to travel 5km/h then any mobilisation would be escalated rapidly to ensure enough resources are available to conduct fire suppression. Air Support would also be requested and are commonly first on scene.

**Question 12:** In recent history, how often have our neighbouring Brigades with three appliance, turned out all appliances to an incident at one time, and what was the average turnout time for the third appliance? Given there have been numerous incidents where the Grass Valley appliance has arrived first on scene in another brigades fire district, is it feasible that a quicker response would be achieved with the third appliance being stationed in Grass Valley?

**Response 12:** This information will form part of our R2R process.

**Question 13:** Do you believe that the Grass Valley volunteers firefighter are at greater personal risks at major incidents being the only fire appliance and knowing that support could be over one hour away?

**Response 13:** Again this will be included as part of the current review however it is difficult to answer this question as there is too are many variables, and the circumstances around each and every call can vary greatly. In saying that Firefighter & Community safety is the highest priority for Council.

**Question 14:** Do you think it is feasible, when our volunteer firefighters have their backs against a wall at an incident, that they will take greater risks to protect lives and property of their local community, knowing that if they don't it may be nearly an hour before they get support by which time it could be too late? Likewise, do you think these volunteers are less likely to take risks if they knew backup was only minutes away? Is it acceptable to the Shire to be putting our volunteers

unnecessarily at greater risk given it is already a dangerous task?

Response 14: Addressed in Q13.

Question 15: Does the Shire believe it is acceptable for our entire fire district to be without a single appliance and with no immediate back-up support every time Grass Valley is called to an incident outside of our fire district? Given the responsiveness of our Brigade and the water capacity of our appliance it is common for us to be turned out to incidents in other areas.

Response 15: GV BFB is called upon in most cases due to having the largest bulk water appliance in the fleet. For this reason the majority of the callouts the brigade receives is outside of their district, the R2R process may identify mitigation strategies to address concerns.

Question 16: Can the Shire please confirm and share with the Grass Valley BFB the final design and specification for the Grass Valley fire shed currently under construction, as our requests to date have been denied/ignored?

Response 16: Due to the recent Information technology issue within the Shire of Northam there has been a delay in finalising the specifications with the builder. The brigade members have been advised of this during discussion with the CESM, and as the building application has been received this has been provided to the GV BFB members for their perusal.

---

Name: Brian Daniels – Bakers Hill.

Question 1: Why has the valuation of properties – GRV, risen dramatically since last year, despite well reported downturn in property prices?

Response 1: The GRV of properties is recalculated every four years for the Shire of Northam by Landgate, it was last revalued and took effect during the 2016/17 financial year, it will be recalculated again and take effect in the 2020/21 year.

However, the GRV value of the property is not the only factor in determining the rates payable for properties, there is also the rate in the dollar that is set by Council, the current rate in the dollar for GRV properties is 9.7975 cents in the dollar, this is

adjusted by Council to meet the revenue required to meet the expenses incurred by the Local Government. The average rate increase for the 2017/18 financial year was 2.5%.

You can apply to Landgate to have your properties GRV to be reassessed, forms are available at the Shire of Northam Administration Centre or can be downloaded from the Landgate Website <https://www0.landgate.wa.gov.au/for-individuals/land-values/lodging-an-objection>.

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Name: Cherry Alexander – Mokine.

Question 1: Some property rates have decreased 35% when others have increased that same amount. Please explain why this is the case?

Response 1: Without knowing Specific details of assessments it is not possible to answer the question of why some properties have increased 35% and some have decreased 35%. In the case of your property it has increased greater than the average over the last three years due to the methodology change from UV to GRV to better reflect the actual usage of the property. The decision to phase the methodology change from UV to GRV over a three year period, 2018/19 was the final year of the adjustment, as such your property is now rated solely as GRV.

---

Name: Paul Reynolds – Grass Valley.

Question 1: What roads are we opening up for RAV Network 4.3?

Response 1: To date the Shire of Northam has not received any requests for RAV Network 4.3 concessions. For roads to be considered a specific list for nominated roads would need to be firstly provided to Heavy Vehicle Services who will consult with the Shire and assess against the RAV Route assessment process with consideration being given to the approval timeframes.

## 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

That Council grant Cr J E G Williams leave of absence from 18 October to 25 November 2018 (inclusive).

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 15 AUGUST 2018

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 15 August 2018 be confirmed as a true and correct record of that meeting.

9.2 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 22 AUGUST 2018

RECOMMENDATION

That Council receive the notes from the Strategic Council meeting held on Wednesday, 22 August 2018

9.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 12 SEPTEMBER 2018

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 12 September 2018.

Attachment 1



## Shire of Northam

### Notes

### Council Forum Meeting

12 September 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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Ordinary Council Meeting Notes  
**12 September 2018**



**Preface**

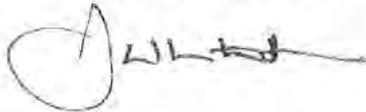
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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 14 September 2018.



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

**Received Notes**

These notes were received at an Ordinary Meeting of Council held on 19 September 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  
Deputy President  
Councillors

C R Antonio  
M P Ryan  
J E G Williams  
C L Davidson  
R W Tinetti at 5:35pm  
S B Pollard  
A J Mencshelyi  
T M Little  
J Proud  
C P Della at 5:31pm

**Staff:**

Chief Executive Officer  
Executive Manager Engineering Services  
Executive Manager Development Services  
Executive Manager Community Services  
Executive Manager Corporate Services  
Executive Assistant – CEO  
Coordinator Governance / Administration

J B Whiteaker  
C D Kleynhans  
C B Hunt  
R Rayson  
C Young  
A C Maxwell  
C F Greenough

**Gallery:**

Avon Valley Advocate  
Public

Eliza Wynn  
Paul Reynolds  
A Bitmead  
A J Brown  
Chantal Hughes  
Trevor Ross  
Dianne O'Driscoll  
Mark O'Driscoll  
Jim Smith  
Nola Smith  
Bruce Devereux  
Kath Devereux  
Fiona Brown  
Chris Marris  
S Abbott  
Sam Moss  
Ulo Rumjantsev  
Pat Rumjantsev

Des Hughes  
W Bluntish  
Vicki Marris  
Richard Marris  
Marg Fraser  
Robert Fraser  
Amy Hawser  
Corey Ortin  
Norman Gay  
Simon Reynolds  
Anita Franklin  
Peter Cox  
Joy Daniels  
Stan Malinowski  
Adele Tandy  
Heather Meiklem  
Richard Brazier  
Angus Cooke  
Garry Shepherdson  
Matthew Pavlinovich  
Sharron Williams  
Don Smith  
Shane Manuel  
Randle Beavis  
Joy Smith  
Peter Wood  
Lew Couper  
Bev Couper  
KM Ebsary  
T Ebsary  
Geoff Both  
S Both  
C Alexander  
L Metre

**2.1 APOLOGIES**

Nil.

**2.2 APPROVED LEAVE OF ABSENCE**

Nil.

Cr C P Della entered the meeting at 5:31pm.

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**3. DISCLOSURE OF INTERESTS**

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Drainage Improvements – 36 St George Street, Bakers Hill	12.2.1	Cr J E G Williams	Impartiality	She has spoken to Irene Barton of 38 St George St, Bakers Hill (the affected neighbour) about this matter on a number of occasions.
Application for Development Approval – Variance to Outbuilding Area Allowance (LPP24) – Lot 55 (#55) Lunt Street, Northam	12.3.1	Cr S B Pollard	Impartiality	Applicant is known to him through basketball.
		Cr M P Ryan	Impartiality	Mr Shane Manuel is known to him and is considered a good friend.
Final Adoption of Amendment No.13 to Shire of Northam Local Planning Scheme No.6 – Additional Use upon Lots 3, 4, 5 & 340 Peel Terrace, Northam & Lot 385 Wellington Street, Northam & a triangular portion of Reserve 32053 (Lot 367 on Plan No. 1312) for 'Motor Vehicle, Boat or Caravan Sales'	12.3.6	Cr C R Antonio	Impartiality	The owners of some of these locations are well known to him.
Application for Development Approval – proposed redevelopment of the former Commercial Hotel – Lots 340 & 8 (190 & 198) Fitzgerald Street, Northam	12.3.9	Cr C R Antonio	Impartiality	The applicant is well known to him.
		Cr S B Pollard	Impartiality	Directors of the applicant company are known to him through past business dealings.
		Cr A J Mencshelyi	Impartiality	He knows Mr Malinowski who is a partner in Willowfield.
Accounts & Statements of Accounts – August 2018	12.4.1	Cr C L Davidson	Impartiality	EFT30722 was payed to Misty Ridge Plant Farm which is owned by him.
Application for Fee Waiver – Avon Valley Business Awards	12.5.1	Cr C R Antonio	Impartiality	Member of the Chamber of Commerce
		Cr M P Ryan	Impartiality	He is a member of the Chamber of Commerce.
		Cr C L Davidson	Impartiality	His business "Misty Ridge Plant Farm" is a payed member of the Northam Chamber of Commerce. The Chamber may benefit from this item.

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Item Name	Item No.	Name	Type of Interest	Nature of Interest
Purchase of Lot 14 Fitzgerald Street, Northam	13.1	Cr C R Antonio	Impartiality	The Director of the company offering to sell the land to the Shire of Northam is well known to him.
		Cr S B Pollard	Impartiality	Directors of owner company are known to him through past business dealings.
		Cr A J Mencshelyi	Impartiality	He knows the owners of the subject property.

Cr R W Tinetti entered the meeting at 5:35pm.

**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**

**Name:** Randle Beavis – Grass Valley.

**Question 1:** Can the Shire explain the process of the Snap, Send, Solve mobile phone app and how the person who sends the information via the app is notified that it has been received by the Shire?

**Response 1:** The question was taken on notice.

**Question 2:** Can the Shire explain how they notify the person of the outcome from the information they sent via the Snap, Send, Solve app?

**Response 2:** The question was taken on notice.

**Question 3:** What is the preferred reporting method for the general public informing the Shire of safety concerns, issues with Shire infrastructure, complaints etc.?

**Response 3:** The question was taken on notice.

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- Name:** Richard Brazier – Grass Valley.
- Question 1:** What is required to upgrade Watson Road to RAV 2 status or higher and what would the cost be?
- Response 1:** The question was taken on notice.
- Question 2:** Customer Request ICS52322, dated 8 September 2015 for verge trimming, east of Jenapullin / Clydesdale Roads, Grass Valley turn off to Great Eastern Highway still waiting to be done. When will this be completed?
- Response 2:** The question was taken on notice.
- Question 3:** Crest sign on Jenapullin Road, request now ongoing for more than 2 years. When will this be completed?
- Response 3:** The question was taken on notice.
- Question 4:** Please explain the reason for sealing-widening approximately 400 metres of Jenapullin Road and not going the full length to the top of the hill and who pays for the repair work needed to bring it back to a satisfactory condition?
- Response 4:** The question was taken on notice.
- 

- Name:** Anita Franklin – Northam.
- Question 1:** Does the Council pay for insurance of buildings leased to 'Not for Profit' organisations?
- Response 1:** The question was taken on notice.
- Question 2:** Has the policy been updated since 2013 to reflect any changes required for new not for profit leases?
- Response 2:** The question was taken on notice.
- 

- Name:** Various representatives from the Grass Valley Volunteer Bush Fire Brigade.
- Question 1:** Why was the last Resource to Risk review ignored by the Shire of Northam and others? If it was not ignored, can

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you please detail what steps the Shire has taken since 2011 to help secure a second appliance for the Grass Valley BFB given one was identified as being urgently needed?

**Response 1:** The question was taken on notice.

**Question 2:** Given no apparent action was taken on the last Resource to Risk review, and the current review has been in the pipeline for over 12 months already, how do we know the current review won't suffer the same fate as the last?

**Response 2:** The question was taken on notice.

**Question 3:** Are there currently any fire appliances within the Shire of Northam which are being underutilised? If so, which? The Grass Valley BFB believes there are at least two.

**Response 3:** The question was taken on notice.

**Question 4:** Is it possible that DFES could take back underutilised fire appliances from the Shire of Northam and allocate these units to other Shires? Our Brigade has been told this is possible, something and quite likely.

**Response 4:** The question was taken on notice.

**Question 5:** Does the Shire of Northam, Northam CBFCO and ultimately the CEO have the responsibility of the allocation of fire appliances within the Shire of Northam?

**Response 5:** The question was taken on notice.

**Question 6:** The Grass Valley Bush Fire Brigade has been criticised for speaking out about our need for a second fire appliance. If you knew your family, your friends, your community had been exposed to an unacceptable risk for over 10 years but had been ignored, what would you do?

**Response 6:** The question was taken on notice.

**Question 7:** Since the 2011 Resource to Risk Review which identified an urgent need for a second appliance in Grass Valley, and in light of recent developments like the solar farm, chicken farm, mining drilling, and increase in small land

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holders and new housing, does the Shire believe that the fire risk in the Grass Valley fire district has increased, decreased or remained static?

**Response 7:** The question was taken on notice.

**Question 8:** Given that the Grass Valley and Seabrook town sites are divided by barriers such as national railway, pipelines and rivers, what firefighting strategy does the Shire believe would be most appropriate to deal with a fire burning on both sides of these barriers with just one fire appliance, understanding that support from other Brigades may be more than one hour away?

**Response 8:** The question was taken on notice.

**Question 9:** At a number of incidents, including the major Grass Valley fire, the Grass Valley appliance has had to leave the fire unattended multiple times to refill for water, due to the delay in neighbouring brigades arriving on scene. Does the Shire believe this is an ideal situation?

**Response 9:** The question was taken on notice.

**Question 10:** Does the Shire of Northam believe that having a lack of firefighting resources within the Grass Valley fire district would be a concern to current businesses, and a deterrent to future businesses of the Avon Industrial Park, especially in light of numerous major incidents there in the past? Is the future success of the Avon Industrial Park important to the Shire?

**Response 10:** The question was taken on notice.

**Question 11:** Does the Shire accept that in the one hour or more that it may take for a neighbouring Brigade to reach an incident within the Grass Valley fire district, that a fire could travel over 5km given the right conditions?

**Response 11:** The question was taken on notice.

**Question 12:** In recent history, how often have our neighbouring Brigades with three appliance, turned out all appliances to an incident at one time, and what was the average turnout time for the third appliance? Given there have been numerous incidents where the Grass Valley

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appliance has arrived first on scene in another brigades fire district, is it feasible that a quicker response would be achieved with the third appliance being stationed in Grass Valley?

**Response 12:** The question was taken on notice.

**Question 13:** Do you believe that the Grass Valley volunteers firefighter are at greater personal risks at major incidents being the only fire appliance and knowing that support could be over one hour away?

**Response 13:** The question was taken on notice.

**Question 14:** Do you think it is feasible, when our volunteer firefighters have their backs against a wall at an incident, that they will take greater risks to protect lives and property of their local community, knowing that if they don't it may be nearly an hour before they get support by which time it could be too late? Likewise, do you think these volunteers are less likely to take risks if they knew backup was only minutes away? Is it acceptable to the Shire to be putting our volunteers unnecessarily at greater risk given it is already a dangerous task?

**Response 14:** The question was taken on notice.

**Question 15:** Does the Shire believe it is acceptable for our entire fire district to be without a single appliance and with no immediate back-up support every time Grass Valley is called to an incident outside of our fire district? Given the responsiveness of our Brigade and the water capacity of our appliance it is common for us to be turned out to incidents in other areas.

**Response 15:** The question was taken on notice.

**Question 16:** Can the Shire please confirm and share with the Grass Valley BFB the final design and specification for the Grass Valley fire shed currently under construction, as our requests to date have been denied/ignored?

**Response 16:** The question was taken on notice.

---

**Name:** Brian Daniels – Bakers Hill.

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**Question 1:** Why has the valuation of properties – GRV, risen dramatically since last year, despite well reported downturn in property prices?

**Response 1:** The question was taken on notice.

---

**Name:** Des Hughes – Northam.

**Question 1:** In relation to the branding for the Shire of Northam. How much is Council funded and how much is sponsored?

**Response 1:** The Chief Executive Officer advised that Council has budgeted \$100,000 with the remaining \$80,000 being sponsored.

**Question 2:** What happens if the remaining \$80,000 is not sourced?

**Response 2:** The Chief Executive Officer advised that Officers will tailor the project to the resources available.

---

**Name:** Cherry Alexander – Mokiné.

**Question 1:** Some property rates have decreased 35% when others have increased that same amount. Please explain why this is the case?

**Response 1:** The question was taken on notice.

---

**Name:** Paul Reynolds – Grass Valley.

**Question 1:** What roads are we opening up for RAV Network 4.3?

**Response 1:** The question was taken on notice.

---

**Name:** Bruce Deveraux – Grass Valley.

**Question 1:** Are remedial/improvement works going to be undertaken at the Christmas Road floodway?

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**Response 1:** The Executive Manager Engineering Services advised that this forms part of the WANDRA works which is currently being tendered.

The Chief Executive Office advised that this process does not allow Council to undertake any work and can only make this safe.

## 5.2 PUBLIC STATEMENTS

**Name:** Corey Ortin – Bakers Hill.

**Agenda Item:** 12.2.1 - Drainage Improvements – 36 St George Street, Bakers Hill.

**Statement:** Hello my name is Corey Ortin from 36 St George Street Bakers Hill

If we can look at pg.147. Where it states "not willing to have a drain formed through their property as in their opinion there was no problem prior to being backfilled."

The backfilling that has been mentioned here is in fact, the fill between the already approved retaining wall since the 1990's and the super six rock cladded fence up to 600mm into the number 38's property (lower side). Now capped with limestone which was agreed upon with the previous neighbour.

So as the new owner of 38 has only been there less than a one year and has not realised that the water was always going down the lower side which is number 38.

As for the scouring of the embankment mentioned it only scoured at the open drain part and after the shed into the rear of the yard and in between the approved retaining wall and the super six rock cladded fence which is installed up to 600mm into 38's property.

If we could now go to pg.148. Where it states "an overland flow path will need to be established when the piped system cannot cope".

We would be willing to have a pipe system if the council would consider concreting from the road to the garage and the eastern side of the garage to the boundary and

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slope it to the open grate (purposed on the piped system) or sloped to the lower side number 38 in the event the pipe system doesn't cope, so that it would not flood our home or garage. To date we have had over \$60,000 in insurance claims.

If an open swale drain option was to go ahead we would ask the council if we could keep in place the already approved retaining wall and soil the has held up the shed since the 1990's. Thankyou.

---

**Name:** Chris Marris – Grass Valley Bush Fire Brigade.  
**Agenda Item:** 11.1 - Bush Fire Advisory Committee Meeting held on 20 August 2018.

**Statement:** The Grass Valley Bush Fire Brigade is a proud, experienced and active Brigade. Covering the largest geographic district in the Shire, Grass Valley turns out to the second highest number of incident.

For over a decade it has been acknowledged that the risks from fire in the Grass Valley district are too great for one appliance, yet we are still fighting to secure a second appliance.

When you have a volunteer membership who is busy with farms, businesses, their families and communities, saying that, despite the extra work that will come with it, they are desperate for a second appliance, there's a good reason. Combine this with FESA/DFES acknowledging an urgent need for a second appliance and the current and past two Chief's, and CESM's similar acknowledgement, and the threat that DFES may recall current underutilised units from elsewhere in the Shire, you wonder why our Brigade is still waiting and fighting for the right for our communities to be adequately protected.

As a Brigade we know it is a matter of when, not if, we fail to protect the communities we love, because luck will run out with just our one appliance.

For some context, the Grass Valley brigade has approximately 50 volunteer members with a collective 700 years' firefighting experience. The vast majority of our

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members are active and engaged in our Brigade. Manning an appliance has never been an issue for our Brigade.

Through our history, our surrounding Brigades have been of great support as we deal with significant incidents within our region. Unfortunately these same Brigades have faced membership challenges and as a result, at times, are less responsive to turnouts. Given this, and the reality of distance, firefighting support can easily be over an hour away from us.

Yet the risks faced in our fire district are significant and continue to grow.

Our fire district consists of the distinct communities of Grass Valley, Seabrook and Quellington, as well as the Avon Industrial Park, surrounded by some 100,000 acres of broad acre farmland, small land holders, rivers and nature reserves. Our fire district has perimeter that stretches over 100km and contains numerous geographic and physical barriers including:

- 39km of the Mortlock River
- The Golden Pipeline and associated spurs lines
- The east-west railway line, and
- The Great Eastern Highway

You can't be on both sides of an obstacle at once with just one appliance.

In the 8 years since the last resource to risk review where it was identified that we urgently needed a second appliance, we have seen our fire risks continue to grow. Consider the 33,600 panel solar farm, the new chicken farm, active mining drilling across our district, an evolving Avon Industrial Park and an increase of small land holders and new housing.

Put simply, our volunteer members can't perform miracles with just one appliance and their safety is put at risk in trying. We need a second appliance.

This is further highlighted by the fact that as a result of having the largest capacity unit within the Shire, and a responsive membership, Grass Valley is often called to support incidents outside our district. The support of other

Brigades and the broader community is essential, however every time we leave our district with our only appliance, our local communities are left exposed.

It is unfathomable how one unit, with no immediate support nearby, can consistently, adequately and safely protect the Grass Valley fire district. Furthermore, while our current appliance provides our firefighters with a good source of immediate water, its mobility, size and speed can inhibit our access to fires in bushland, rivers, reserves and rural urban interface scenarios. In the incident at the battery block in Seabrook in late 2017, our truck was damaged as it was simply too big to navigate around the heavily vegetated block.

A second appliance enables us to more readily assist other Brigades without putting our own community at risk. A second appliance provides a more immediate fire response to incidents both within our and others fire districts. A second appliance allows us to be on both sides of the many obstacles in our district. A second appliance will provide us with agility. Vitally a second appliance enables us to provide the protection our community needs and deserves.

It is for this reason why we reiterate our urgent need for a second appliance. This request is about providing the broader Shire with a stronger and more responsive fire capability. This is about protecting the communities we all love and call home.

We acknowledge that the Shire is currently working on its next Resource to Risk review which it has been since last year, but also note the Shire has stated that this review may not be ready for implementation until the 2019/2020 fire season, assuming it doesn't stall like the last review sadly did. Fire does not wait for paperwork. The Shire has the ability to allocate Grass Valley a desperately needed second appliance literally TODAY and certainly before the pending fire season. We all have a responsibility not wait until someone loses everything.

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**Name:** Irene Barton – Bakers Hill.

**Agenda Item:** 12.2.1 - Drainage Improvements – 36 St George Street, Bakers Hill.

**Basis of Statement:** Stated that the water never flowed into property No. 38 and that the owners bought the land with an open drain which they filled in and smashed the fence down.

Mrs Barton presented a letter from the previous landowner of No. 38 who declaring that permission was never granted for the owner of No. 36 to remove the dividing fence to allow stormwater onto the property.

This declaration has been provided as Attachment 1.

---

**Name:** Stan Malinowski – Northam.

**Agenda Item:** 12.3.9 - Application for Development Approval – proposed redevelopment of the former Commercial Hotel – Lots 340 & 8 (190 & 198) Fitzgerald Street, Northam

**Statement:** Advised that he is available for questions from Council should these arise.

---

**Name:** Nick Tandy – Parkerville.

**Agenda Item:** 12.3.4 - Application for Development Approval for a Single House and Outbuilding located in the Spencers Brook Special Control Area of Shire of Northam Local Planning Scheme No. 6 – Lot 21 Spencers Brook Road, Spencers Brook.

**Basis of Statement:** Stated that they believe they have complied with all conditions. They will have a minimal impact on the environment including not requiring connection to the water main. They are willing to indemnify Council and have done surveys to demonstrate they are well above the 100 year flood level.

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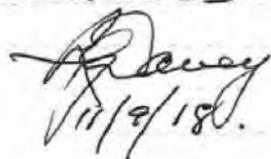
- Name:** Shane Manuel
- Agenda Item:** 12.3.1 - Application for Development Approval – Variance to Outbuilding Area Allowance (LPP24) – Lot 55 (#55) Lunt Street, Northam.
- Statement:** Advised that he is available for questions from Council should these arise.
-

Attachment 1

I JOHANNES VAN DIJK  
PREVIOUS OWNER OF 38 ST GEORGE ST BAKERS HILL  
DECLARE THAT I HAVE NEVER  
GIVE PERMISSION FOR THE  
OWNER OF 36 ST GEORGE ST TO  
REMOVE THE DIVIDING FENCE  
BETWEEN 36 AND 38 ST GEORGE ST  
TO ALLOW STORMWATER ONTO  
THE NEIGHBOURS PROPERTY



WITNESS



17/9/18.

ROBERT GRAHAM DAVEY  
PO BOX 412 NORTHAM  
REAL ESTATE T/C 47604

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**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**

A petition was presented to Council by Brian Daniels and accepted by the Shire President. The petition is provided as Attachment 1.

The Chief Executive Officer advised that a report will be provided to the next meeting of Council to decide how they wish to deal with the petition.

Attachment 1

**PETITION  
TO  
SHIRE OF NORTHAM  
CALLING FOR A  
REVIEW OF THE RATES SYSTEM**

**12<sup>TH</sup> SEPTEMBER 2018**

**SIGN THIS PETITION AGAINST THE SHIRE OF NORTHAM RATES INCREASE  
AND THE INADEQUATE PERFORMANCE OF THE SHIRE OF NORTHAM IN  
BAKERS HILL, WUNDOWIE, CLACKLINE, GRASS VALLEY, SPENCERS BROOK**

We the residents of the Shire of Northam whose names appear below, petition the Shire of Northam in respect to the vast increase in Rates for the 2018-2019 period. The rate increase is totally out of all proportion and it is essential that the method of rate evaluation be reviewed on a priority basis.

The residents of Bakers Hill and surrounding districts receive little or no benefit from the Shire apart from the collection of garbage bins which are paid for separately in the rates.

In the town site of Bakers Hill the roads are in a deplorable state with large potholes not being addressed and left to damage vehicles.

The road verges are in most cases non-existent and where they do exist are in a dangerous state. There are no footpaths or street lights but we are classified as Rural/Residential and the rates are based on our properties being rated Urban which they are not.

It is in our opinion that the Shire has not acted in the interests of the residents of the Shire, in particular to the problems of drainage in the town site of Bakers Hill and surrounding districts. Community meetings have been held which has only resulted in false promises being made with no action being taken to address the complaints raised at these meetings.

We therefore give notice that the residents of Bakers Hill and surrounding town sites no longer have any confidence in the Shire's CEO to perform his duties in a satisfactory and adequate manner and that he should be taken to task to explain why he has chosen to increase the rates while knowing that there was no intention to provide services to Bakers Hill and other town sites within the Shire of Northam.

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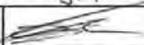
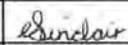
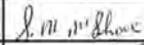
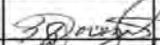
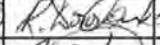
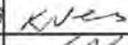
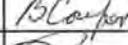
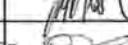
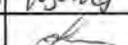
Name	Address	Phone	Signature or Name	Email
L. FELSTEAD	60 NYDE DRIVE WUNDOWIE	0417144264	<i>L Felstead</i>	
A. Sikaloski	204 COATES ROAD WUNDOWIE		<i>A Sikaloski</i>	
C. Molloy	42 Lobeia Ave Wundowie	0477815907	<i>C Molloy</i>	
K. BOOTHBY	PO Box 486 WUNDOWIE	0439998399	<i>K Boothby</i>	
T. Mahony	PO Box 3 WUNDOWIE		<i>T Mahony</i>	
K. Williams	78 HONEYCIS Wundowie	0496121523	<i>K Williams</i>	
A. Shannon	COATES RD BAKERS HILL		<i>A Shannon</i>	
S. B. BROAD	OLIVE RD WUNDOWIE	0417931911	<i>S Broad</i>	
H. Overall	67 MOREA Crescent	047571906	<i>H Overall</i>	
T. Rogers	24 KENNEDY RD WUNDOWIE	0417921443	<i>T Rogers</i>	tamara.rogers@bigpond.com
S. LONE	CHOWIE RD WUNDOWIE	0421084646	<i>S Lone</i>	
B. CAUSA	18 ROBERTSON WUNDOWIE	083380698	<i>B Causa</i>	
HAWKE	LOT 15 HAWKE WUNDOWIE	0437156253	<i>Hawke</i>	hawkeyes@westnet.com.au
K. Cotton	14 Orchid Tce	0400488163	<i>K Cotton</i>	
M. Ryan	152 Hawke Ave	95727131	<i>M Ryan</i>	
D. Feiga	73 CROWEA TCE	043507320	<i>D Feiga</i>	
T. COOPER	2 Fernie	042219614	<i>T Cooper</i>	
B. Gilman	55 Red Bank CAULFIELD HILL	95740775	<i>B Gilman</i>	
S. TINGLEY	1 Lobeia Ave Wundowie	0409077590	<i>S Tingley</i>	
N. QUINSIDE	80 WALUP PL WUNDOWIE	95736575	<i>N Quinside</i>	
D. BIRILLICH	1053 BEALUA RD BAKERS HILL	041122488	<i>D Birillich</i>	
A. Hawser	36 St Georges St BAKERS HILL	041996599	<i>A Hawser</i>	
C. SHANNON	118 COATES RD BAKERS HILL		<i>C Shannon</i>	
JACKSONS	1053 BEALUA RD BAKERS HILL	0400146668	<i>Jacksons</i>	

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Name	Address	Phone	Signature or Name	Email
MEUNSTEREV	BAKERS Hill	0434197490	<i>[Signature]</i>	
N Bluntish	Bakers Hill	041601382	<i>[Signature]</i>	
M Bluntish	BAKERS Hill	0408943682	<i>[Signature]</i>	
P. Roberts	BAKERS HILL	0434893302	<i>[Signature]</i>	
D. Galloway	WUNDOWIE	0819981001	<i>[Signature]</i>	
D Biglini	"	0417953097	<i>[Signature]</i>	
L Biglini	"	0407460573	<i>[Signature]</i>	
C Craiger	B. Hill	0407917610	<i>[Signature]</i>	
P. Parsons	B Hill	0432 26236	<i>[Signature]</i>	
D. O'KULIE	WUNDOWIE	0895136326	<i>[Signature]</i>	
R JACKSON	BAKERS HILL	0417172382	<i>[Signature]</i>	
N. Cunningham	WUNDOWIE	0428025544	<i>[Signature]</i>	
K Condon	B Hill	040504391	<i>[Signature]</i>	
K Dyson	Wundowie	0425685546	<i>[Signature]</i>	
T Kearney	Bakers Hill	0401062480	<i>[Signature]</i>	
C THORNTON	WUNDOWIE	0424055169	<i>[Signature]</i>	
K. TURNER	Bakers Hill	0417960292	<i>[Signature]</i>	km.turner@bigpond.com
S. METCALF	WUNDOWIE	0429000370	<i>[Signature]</i>	
Gunnabold	Wundowie	0638943216	<i>[Signature]</i>	
W. STEWART	BAKERS HILL	0402304771	<i>[Signature]</i>	
P. Peters	WUNDOWIE	0420046233	<i>[Signature]</i>	
G. Russell	Wundowie	085736289	<i>[Signature]</i>	
S. Pinner	Wundowie	0407149010	<i>[Signature]</i>	
A Carnegie Harding	Toodyay	0400989963	<i>[Signature]</i>	

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NAME	Address	Phone	Sign	Email
Sarah Jackson	822 Odriscoll St	0431427399		-
Emma Sinclair	27 Tamarillo Court	0438115082		-
RINO BEKKERS	415 Weybridge Lane	0498 450 177		-
Susan M'Shane	155 Perlin Road			
Gloria Doroszko	Lot 221 ALMOND AV	040710451		
R. Doroszko	Lot 221 ALMOND AV	0456 360 882		
L VOSE	34 TAMARILLO CRT	0438003525		lvx@bigpond.com
T. ESBARY	27 CREEDWATER	0456 301249		
K ESBARY	27 CREEDWATER	0456 301249		
KEW COVER	100 ALMOND AVE	0428831082		
B Cover	" "	" "		
A. Hawser	36 St George Street	049965995		
B. Poulton	9 Yates Street, Bakers Hill	0432 345 179		bridgette.poulton@gmail.com
A Poulton	9 YATES ST	45741357		
M ENFANTIS	78 BERRY BLVD RD	041078537		
M. Bous	78 BERRY BLVD RD	"		
S. BOTH	Lot 275 Breggange	0401220332		
G BOTH	42 GRANDVIEW PLACE BAKERS HILL	0412202552		
R. Tilbrook	9 PROCTOR RD	95744388		
E. Alexander	Leeden Rd	044426285		
L Cahill	33 Tamarillo Court	0435263117		
C. Hassler	157 CREEDWATER RD	0437895552		
IAN ROBE	19 JORDY RD BAKERS HILL	0419594770		
DAVE BECH	LOT 338 CREEDWATER BAKERS HILL	0466241846		
WENDY JONES	59 JOSE RD BAKERS HILL	0413800490		
Andrew Jones	59 JOSE RD BAKERS HILL	0411369072		

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Anthony Andrew	102 JOSE ROAD	0477 536 495	Andrew	caudwellace@westnet.com.au
JEAN CAUDWELL	102 JOSE Rd	042777 5653	J Caudwell	jeandwell@live.com.au
C. ELLIS	203 ALMOND AVE	0438 212 373	CE	caroline.ellis@hotmail.com.au
Sandy Graham	322 Glenmore Drive	0417494309	Sandy	sandy.graham@blyth.com.au
Wale Grolau	322 Glenmore Drive	0424 592 022	Wale	walegrolau33@blyth.com.au
K. Ishmael	267 TAMMA Rd	0417905665	KI	kimberlyishmael.com
L VAN DUREN	168 ALMOND	0417970102	LVD	
J WILTSHIRE	168 ALMOND	0447325042	JW	
L WILTSHIRE	168 ALMOND AVE	0418958711	LW	
R SMITH	88 ALMOND W	0400214112	RS	
PRADAJELLOW	91 KIMBERLEY C/BACKLINE	0458577008	Prad	acdelle@bigpond.com
J. BURNS	72 BEEBEERD WAY WARDWICK	0439217452	J Burns	MRSBURNS@LIVE.COM
K WRIGHT	352 GLENMORE ST BAKERS HILL	0417010216	KW	kieran@scenescapes.net
S HOLLAY	204 ALMOND AVE BAKERS HILL	0421371259	S Hollay	sholly@blyth.com.au
C NEAD	256 COTTON Rd Bakers Hill	0413360277	CN	conalynne@bigpond.com
E HAINES	83 Odliscoll St Bakers Hill	0418931500	E Haines	elizabethjohaines@hotmail.com
N. FRANKO	23 BRIDGEWAY RD Bakers Hill	0410026068	NF	
I BRUNN	112 WILSON ST Bakers Hill	0428467825	IB	ibrunn@bigpond.com
E GIBSON	169 OLD COMPTON RD CHARTERED	0427741440	EG	iemayrae@gmail.com
Y SCRIVENER	12 Odliscoll St Bakers Hill	0417076839	YS	scriv3@bigpond.com
K. TURNER	PO Box 593 BAKERS HILL	0400046634	KT	paul.kristy@hotmail.com.au











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Name	Address	Phone	Signature or Name	Email
Joy Daniels	91, Jose Road Bakers Hill	041960474	<i>J Daniels</i>	danielsj@bdanda.com.au
M GINN	81 RED COURSE RD	0405476787	<i>M Ginn</i>	
B JONES	32 OBUSCOLL ST	0407478635	<i>B Jones</i>	REALSTEAL@MSN.COM
M MELLOR	127 TAMM RD B HILL	0497965344	<i>M Mellor</i>	band.ms@plaza.net.com.au
<del>R JONES</del>	<del>127 TAMM RD B HILL</del>	<del>0497965344</del>	<del>R Jones</del>	<del>" " " "</del>
Rebecca de Goo	5 34 GARDNER ST BAKERS HILL	0424645655	<i>Rebecca</i>	rdg99@gmail.com.au
DAVE JUSTINS	151 JOSE RD BAKERS HILL	0433527469	<i>DAVE</i>	dave.justins@northam.com
Ann Jones	23 ACCORDEW LAK BAKER HILL	0488794447	<i>Ann</i>	barianne1@gmail.com

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COATES ROAD



HAWKE AVENUE



COATES ROAD



GREEN GAGE



COATES ROAD

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**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.

Five (5) members of the Gallery left the meeting at 6:20pm.

**9. CONFIRMATION OF MINUTES**

**9.1 ORDINARY COUNCIL MEETING HELD 15 AUGUST 2018**

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

**9.2 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 22 AUGUST 2018**

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

**9.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 12 SEPTEMBER 2018**

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

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

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

- 12.2.1 - Drainage Improvements – 36 St George Street, Bakers Hill;
- 12.3.1 - Application for Development Approval – Variance to Outbuilding Area Allowance (LPP24) – Lot 55 (#55) Lunt Street, Northam;
- 12.3.4 - Application for Development Approval for a Single House and Outbuilding located in the Spencers Brook Special Control Area of Shire of Northam Local Planning Scheme No. 6 – Lot 21 Spencers Brook Road, Spencers Brook; and
- 12.3.9 - Application for Development Approval – proposed redevelopment of the former Commercial Hotel – Lots 340 & 8 (190 & 198) Fitzgerald Street, Northam.

**12.2.1 Drainage Improvements – 36 St George Street, Bakers Hill**

Clarification was sought in relation to the following:

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- The original drain location - The Executive Manager Engineering Services advised that this was 2 metres on No. 36 and 1 metres on No. 38, resulting in 3 metres being backfilled. The encroachment with the retaining wall and fence is approximately 600mm into No. 38.
- Prosecution – The Executive Manager Engineering Services advised that this can be undertaken however is not recommended by Officers.
- Whether the neighbours can discuss and come to a solution/agreement – The Chief Executive Officer advised that there has been a level of communication however Council is required to assess based on the information available and make a decision.
- Whether the retaining wall meets the specifications – The Executive Manager Engineering Services advised historical records indicate that this did not.
- Whether the easement should be over the property – The Executive Manager Engineering Services advised that this is not required as Council has the power under the Act to enter property.
- Where the proposed pipe will be located – The Executive Manager Engineering Services advised that this will be on No. 36 as this is more cost effective due to tree roots and needing to dig deeper should this be on No. 38.
- The previous channel capacity – The Executive Manager Engineering Services advised this was under capacity. The proposed works would accommodate for a 1:20 occurrence which is a typical set standard. To accommodate for a 1:100 occurrence would result in the costs being astronomical.
- Pipe verse swale – The Executive Manager Engineering Services advised that the previous swale was 600mm wide, for this to achieve the same results as the proposed pipe it would need to be 2m wide.
- Structures being compliant on No. 36 – The Executive Manager Engineering Services could not comment on the shed as this was not inspected. The historical records from the inspection undertaken in the 1990's indicates that it wasn't.

Twelve (12) members of the Gallery left the meeting at 6:26pm.

**12.3.1 Application for Development Approval – Variance to Outbuilding Area Allowance (LPP24) – Lot 55 (#55) Lunt Street, Northam**

Clarification was sought in relation to the following:

- The reason for the application – The Executive Manager Development Services advised that this will be added to the report.
- Whether this is linked to agenda item 12.3.2 - the Executive Manager Development Services advised that the items are unrelated.

One (1) member of the Gallery left the meeting at 6:34pm.

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**12.3.4 Application for Development Approval for a Single House and Outbuilding located in the Spencers Brook Special Control Area of Shire of Northam Local Planning Scheme No. 6 – Lot 21 Spencers Brook Road, Spencers Brook**

Clarification was sought in relation to the following:

- Whether the lots have been sold – The Executive Manager Development Services advised that there are approximately five or six different landowners within the Special Control Area.
- Why subdivided if they cannot be used - The Executive Manager Development Services advised that it is an unusual circumstance however is a historical subdivision and there are no records to explain why this was subdivided. Council listed this as a Special Control Area to prevent development. It was advised that the previous zoning would be clarified.

*Since the Council Forum meeting it has been confirmed that the zoning of the land under Town Planning Scheme No 3 was "Agriculture-Local" with a specific designation as "Spencers Brook Special Control Area". The setbacks in that zone at the time were 25 metres front and 20 metres side and rear. The purpose of the Special Control Area is to provide that notification that there are issues with the lots within that location.*

- The rating of the properties – The Executive Manager Development Services advised that some would be group rated and other paying the minimum rate.
- The road the lots are situated on, and if they were on the old Spencers Brook Road – The Executive Manager Development Services advised that the strip in front of the property is a dedicated road reserve however is unconstructed. It was advised that the lots are approximately 120m from Thomas Road.
- How can this application be described as intensive development – The Executive Manager Development Services advised that if this application is approved it can set a precedent.
- Whether a structure plan can be created for the area – The Executive Manager Development Services advised that this difficult as there are several landowners.
- Whether the applicant has purchased the land – The Executive Manager Development Services advised it is pending this approval.
- How would future potential purchasers know about the conditions on the land – The Executive Manager Development Services advised that they would only know if they enquired at the Shire. It was raised that a notification could be placed over the land.

One (1) member of the Gallery left the meeting at 6:37pm.

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**12.3.9 Application for Development Approval – proposed redevelopment of the former Commercial Hotel – Lots 340 & 8 (190 & 198) Fitzgerald Street, Northam**

Clarification was sought in relation to the following:

- Parking requirements – The Chief Executive Officer advised that each application is dealt with on its merits. It was raised that consideration has been given to a portion of the trading being on off-peak times. It was raised whether there had been any consideration to multi storey parking. The Chief Executive Officer advised that there has been no consideration.
- The retaining wall height – Mr Malinowski clarified that the retaining wall is 350mm high.
- The fencing proposed above the beer garden – Mr Malinowski clarified that glass panels are proposed.
- The footing of the retaining wall – Mr Malinowski advised that the retaining wall has been reduced from 500mm high to 350mm with the footing being 150mm.
- The two bold outlines of the lot on Attachment 1. The Executive Manager Development Services advised that this is to distinguish the two lots.
- Liquor licence – Mr Malinowski confirmed that there is an application with Department of Racing, Gaming and Liquor (separate process).
- The cellar producing 1,800 litres per day? – Mr Malinowski advised that this is due to being below the level of the river.
- Whether there will be a lease over the public property – The Chief Executive Officer advised that there will be some form of agreement however is not dealt with during this application.
- The proposal for alfresco dining and bar on Fitzgerald Street – The Chief Executive Office advised that this is uncommon for Northam however is popular and some examples will be provided. Further clarification was sought in relation to Café Yasou, the Chief Executive Officer advised that a portion would be over both the verge and landowners property.

Three (3) members of the Gallery left the meeting at 6:58pm.

**11. REPORTS OF COMMITTEE MEETINGS**

**11.1 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 20 AUGUST 2018**

Clarification was sought in relation to the following:

- The harvest ban process and the difference between the regulations, Councils Policy/Bush Fire manual. The question was taken on notice.

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*Since the Council Forum meeting this has been reviewed and confirmed that the Shire President has been added through the workshop process. Section 38A of the Bush Fire Regulations gives an FCO the power to implement a harvest ban. Council has a policy (No: A8.1) which states that the CBFCO can declare a ban and notifies the "delegated local government officer" (CEO) to implement, there is no mention of the Shire President. The proposed Brigade Admin Manual, section 5.5A now references the CBFCO and Shire President. Officers recommend that the manual be amended to reflect the legislation and Council Policy A8.1 however as the manual has been endorsed by BFAC, Officers are unable to amend this and the decision lies with Council on how it wishes to implement harvest bans. Should Council include the Shire President in this process, Policy A8.1 would need to be amended to reflect this.*

- Remove the word 'carbon' in reference to carbon copy - The Chief Executive Officer advised that this is a consideration for Council.
- Section 1 not being included in the BFAC decision - The Chief Executive Officer advised that this was presented back to the workshops however no changes were made. This section is the introduction and background for the manual.
- It was raised that there are a number of typographical errors within the manual. The Chief Executive Officer advised that an Officer will review this. Since the Council Forum meeting the CESM has advised that all typos should have been corrected during the workshops, if any further typos are identified they will be corrected by staff, only if the intent of the document remains unchanged.
- Item 11 of the recommendation and whether BFAC doesn't support the request – The Executive Manager Development Services advised that this was a result of a notice of motion from the Brigade.
- Who is responsible for allocating resources – The Chief Executive Officer advised that the Shire is responsible as it is Council's resources.
- Whether an additional unit can be sourced for the Grass Valley Bush Fire Brigade – The Chief Executive Officer advised that funding through DFES is unlikely. Council could look at reallocating, however this has caused issues in the past when this was looked at.
- Resource to Risk Assessment – The Executive Manager Development Services advised that this is a Shire document with DFES endorsement. Once finalised it will be presented to BFAC and then Council. It was advised that it is unlikely to be finished for the 2018/19 fire season. Officers are currently planning workshops with the brigades. It was advised that although a risk may be identified, this does not necessarily mean a resource would be provided/funded by DFES.
- Whether the Avon Industrial Park is part of the Grass Valley district and if there was a fire would the brigade turn out. The Executive Manager

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Development Services advised confirmed this and also advised that the Volunteer Fire and Rescue would also attend.

- Chain of Command in reference to the Bush Fires Act, section 144 – This was taken on notice.

*Since the Council Forum the CESM has advised that section 43 of the Bush Fires Act 1954 provides for the "appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties". Unlike all other emergency services acts (Fire brigades Act 1942, Fire and Emergency Service Act 1998) the Bush Fires Act 1954 doesn't provide a structure for a chain of command, this varies from between LG's, the brigades have identified a structure that clearly identifies a chain of command for all incidents under the Shire of Northam's control, and provides provisions for the structure to work within the Span of Control as detailed in the Australasian Interagency Incident Management Structure which is a globally adopted structure.*

One (1) member of the Gallery left the meeting at 7:12pm.

**11.2 RECONCILIATION ACTION PLAN (RAP) WORKING GROUP COMMITTEE MEETING HELD ON 29 AUGUST 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**

**12.3 DEVELOPMENT SERVICES**

**12.3.2 Application for Development Approval – Proposed Hangar, Taxiway & Demountable, Lot 57 Lunt Street, Northam**

Clarification was sought in relation to the following:

- Whether the land is vacant – The Executive Manager Development Services advised that there is a dwelling on the Lunt Street side.

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- Structure Plan - The Executive Manager Development Services advised that this is generally required when subdividing and is not required at this stage.
- The demountable use - The Executive Manager Development Services advised that it is understood this is being used for accommodation.

**12.3.3 Retail Trading Hours on New Year's Day**

Clarification was sought in relation to the following:

- Whether the Chamber of Commerce consulted with their members – The Executive Manager Development Services advised that it is understood that this didn't occur. The Chief Executive Officer advised that staff use the Chambers as the contact point for the businesses and did not provide any deadlines for the feedback. It was confirmed that the matter was not discussed at the last board meeting.
- Whether it applies to all businesses – The Chief Executive Officer confirmed that it applies to all retail businesses however is not compulsory.

**12.3.5 Review of Local Planning Policy No.20 – Advertising of Planning Proposals**

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

**12.3.6 Final Adoption of Amendment No.13 to Shire of Northam Local Planning Scheme No.6 – Additional Use upon Lots 3, 4, 5 & 340 Peel Terrace, Northam & Lot 385 Wellington Street, Northam & a triangular portion of Reserve 32053 (Lot 367 on Plan No. 1312) for 'Motor Vehicle, Boat or Caravan Sales'**

Clarification was sought in relation to the intent of the land. The Executive Manager Development Services advised that this wasn't the original intent within the Scheme, however there have been a number of amendments over the years which has resulted in this area being used for this purpose.

**12.3.7 Application for Retrospective Development Approval for Transport Depot and Three (3) Sea Containers at Lot 101 Spencers Brook Road, Clackline**

Clarification was sought in relation to the following:

- Issuing an infringement/prosecuting – The Executive Manager Development Services advised that Officers are not recommending this and believe voluntary compliance is a better outcome. It was clarified if it is taken through the court process they determine the penalty. Clarification was provided in relation to the frequency for taking legal action and the costs associated. It was advised that last week was the

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last time legal action was taken. Most Direction Notices are prepared by Officers so the cost associated is only the staff time, however in cases solicitors may be engaged which would cost approximately \$3,000.

- How the shed has been approved in front of the house - The Executive Manager Development Services advised that it is understood this was prior to policies preventing this. The Chief Executive Officer advised that Officers will clarify when each of the structures were approved.

*Since the Council Forum meeting it has been confirmed that the shed was approved in April 2005 and the dwelling in March 2006. According to aerial photos the house was constructed after the shed. It is not clear when the sea container was placed on the property however staff contacted the owner regarding this issue in July 2018.*

**12.3.8 Application for Retrospective Development Approval for One (1) Sea Container and One (1) Similar Storage Container on Lot 116 Acacia Retreat, Wundowie**

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

**12.4 CORPORATE SERVICES**

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

Reference	Date	Details Reference	Question	Query By	Answer
EFT30655	3/08/2018	Avon Valley Contractors	Was this included as part of the costings for BKB?	Cr Antonio	No These worked where carried out as part of the CBD landscaping budget to improve the amenity of the Visitor Centre undercroft area prior to the opening of the BKB
EFT30659	3/08/2018	CDA Air & Solar	Was this included as part of the costings for BKB?	Cr Antonio	Yes, budgeted Solar panels motion C.3235
EFT30701	10/08/2018	All Earth Group Pty Ltd	Has work to Jennapullin been completed or is there more?	Cr Antonio	Works for Jennapullin road are 80% complete, second seal pending
EFT30807	27/08/2018	R Quartermaine*** DON'T USE	Querying what ***DO NOT USE	Cr Antonio	This creditor had two creditors set up in the system, the do not use was added after the current payment was made and a bar placed on the account
30655	9873.60	Crushed limestone under Visitors Centre	Why was this required? Don't recall it in 2018 or 2019 budget?	Cr Pollard	Answered point one above
30674	6524.10	Relocate and Change tense in BKB	Not part of warranty? Designer issue?	Cr Pollard	Was required as part of the interpretive fitout for BKB
30676	8580.00	Custom made key rings for "SDERA"	What is this please?	Cr Pollard	Road Safety key Rings purchased on recommendation of the Roadwise Committee

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Reference	Date	Details Reference	Question	Query By	Answer
30702	2755.50	Replace 2 x cisterns and sensors	Seems expensive?	Cr Pollard	Market rate, this job took 5 hours to complete
	876.15	Replace drink fountain Bert Hawke	Same		This job was also labour intensive, taken 3.5 hrs and including \$420 dollars of parts.
30727	3839.00	Recharge battery	??	Cr Pollard	This was actually for a new Leaser Level that had a rechargeable battery.
30740	1430.00	BBC Entertainment 2 hours	Value for money?	Cr Pollard	Yes, I believe so. It fits into the budget parameters for the Avon River Festival. Entertainment for these events are reviewed post event and prior to the next event.
30764	6260.10	Drink fountain with dog bowl	Value for money?	Cr Pollard	Market Rate and a good assets for the shire
30780	1039.50	Fix door lock	Value for money?	Cr Pollard	Yes this was to replace the faulty alarm lock that was preventing the administration office from arming the alarm system.
30793	358.52	Leashes packet	How many leashes do we need?	Cr Pollard	In response to the one query the dog leashes are used as part of community education campaign for responsible dog ownership. These leashes are giving to people approached whom are walking their dogs unrestrained
30794	1276.00	Repairs to oven	Value for money?	Cr Pollard	We believe it was better value for money to repair the oven rather than purchasing a new one.
30806	300.00	"Do not use" code used?		Cr Pollard	Answered point above
30826	800.00	Smoking ceremony and others	Startling to wonder about costing	Cr Pollard	This was to conduct Smoking ceremony at Friday VIP event, and storytelling as part of the community celebration.
ad 12803	147.18	Do not use code =used		Cr Pollard	This account was closed after the payment had been made due to the merging of 2 Super funds at which time the do not use was added to the description
Cr Card	1235.00	EMCS - Laha P/L Water effect light	??	CR Pollard	Part of the lighting purchase for the internal fitout-Bilya Koort Boodja. Lights were purchased by the Shire using the supplied specifications.

**12.4.2 Financial Statement for the period ending 31 July and 31 August 2018**

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

Reference	Details Reference	Question	Query By	Answer
-----------	-------------------	----------	----------	--------

Ordinary Council Meeting Notes  
**12 September 2018**



Total Operating Revenue	Total page 362 is \$442,093 and total page 363 is \$407,023	Querying difference when operating expenditure is the same	Cr Antonio	The total on page 362 also includes non-operating grants of \$35,068 which is shown separately on the Operating Statement by nature and type, third line from the bottom page 363
31-Jul	Should read 31/7 not 30th	Throughout document	Cr Pollard	Has been rectified
31-Aug	Should read 31/8 not 30th	Throughout document	Cr Pollard	Has been rectified

Two (2) members of the Gallery left the meeting at 7:26pm.

**12.4.3 Local Law Review**

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

**12.4.4 Activities In Thoroughfares and Public Places and Trading 2nd Amendment Local Law 2018**

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

**12.5 COMMUNITY SERVICES**

**12.5.1 Application for Fee Waiver – Avon Valley Business Awards**

Clarification was sought in relation to the following:

- Chamber of Commerce Budget – The Chief Executive Officer advised that this will be provided.

*Since the Council Forum meeting this has been provided to Elected Members as a separate attachment to the agenda.*

- How the draft fee waiver policy would apply to this fee waiver. The Chief Executive Officer advised that this is something Officers have considered and will provide this information when undertaking further work on the policy.

**12.5.2 Tender for Construction of Northam Youth Precinct**

Clarification was sought in relation to the following:

- A typographical error was identified where it references 'aquatic'. The Chief Executive Officer advised that this will be corrected in the agenda.
- Whether the final design can be provided. The Chief Executive Officer advised that this will be provided for the Ordinary Council meeting.

Ordinary Council Meeting Notes  
**12 September 2018**



- The assessment process – The Chief Executive Officer advised that the qualitative criteria is first assessed to get the ranking and then the price to determine the most cost effective and best value.
- Whether amendments to the scope of the project were to come back to Council. The Chief Executive Officer advised that the wording for the recommendation would be reviewed.

The Gallery departed the Council Chambers at 7:37pm.

**13. MATTERS BEHIND CLOSED DOORS**

**13.1 PURCHASE OF LOT 14 FITZGERALD STREET, NORTHAM**

Refer to Confidential Addendum.

**13.2 PROPOSED SALE OF LOTS 135, 137, 139, 141, 147, 151, 155 WELLINGTON STREET, NORTHAM**

Refer to Confidential Addendum.

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

Nil.

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

Nil.

**16. DECLARATION OF CLOSURE**

The Shire President declared the meeting closed at 8:03pm.

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

11. REPORTS OF COMMITTEE MEETINGS

11.1 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 20 AUGUST 2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Bush Fire Advisory Committee meeting held on 20 August 2018.

Adoption of Recommendation:

RECOMMENDATION

That Council:

1. Endorse Section 2 of the Bushfire Manual, with the inclusion of the member approved Incident Management Structure as workshopped on 26th July 2018.
2. Endorse Section 4 of the Bushfire Manual with the inclusion of the member approved Incident Management Structure as workshopped on 26th July 2018.
3. Endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:
  - i) 5.1A & 5.2A – add wording for CBFCO & DCBFCO to maintain logbook in accordance with DFES SAP 3.1.k and the WAFES manual.
4. Endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:
  - ii) 5.1C & 5.2C – **Include '31st October each year' as the date** required to hold the training certifications for any newly appointed persons.
5. Endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:
  - iii) 5.3D – Alternative Wording as Officers are ensuring that newly **appointed BFCO's are supported** as they grow their skillset as Incident Controller.
6. Endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:

- iv) 5.5A – Alternative wording to ensure that the final decision for implementing Harvest, Vehicle Movement & Hot Works Bans rests with the Shire President and CBFCO in accordance with Regulation 38A of the Bush Fires Act 1954.
- 7. Endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:
  - v) 5.7G – disclaimer added to ensure permits are written in **accordance with SOP's to ensure a consistent approach to permit** issuing across the entire Shire.
- 8. Endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:
  - vi) 5.7G – replace second paragraph wording with the following;  
*The carbon copy of the written permit must be provided to the Shire admin building or Shire records email by the authorised BFCO the day before the burn taking place. Shire staff to ensure that the permit details are updated on the public permit register on the Shire of Northam Website prior to the permit becoming active. Failure for Shire staff to load the permit onto the Shire website does not invalidate the permit.*
- 9. Endorse Section 6 of the Bushfire Manual and note the requirement for this section to be updated as required to ensure details are maintained with each update of the Local Emergency Management Arrangements (LEMA).
- 10. Appoint the Shire of Northam Rangers, Kellee Walters & Chris Turkich as Fire Control Officers (Administration Only) for the 2018/19 bush fire season.
- 11. Acknowledge that the Grass Valley Bush Fire Brigade are requesting a second appliance based on historical and current requirements and acknowledge their campaign for a second appliance.

Note: Section 1 was approved by BFAC at the 3 July 2018 BFAC meeting with no changes being made at the 26 July 2018 workshop however was not subject of a motion at the BFAC meeting. Officers recommend that this be endorsed accordingly:

#### RECOMMENDATION

That Council endorse Section 1 – Introduction of the Bushfire Manual as presented and endorsed by the Bush Fire Advisory Committee on 3 July 2018.

Attachment 1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

### Minutes

### Bush Fire Advisory Committee

20 August 2018

Bush Fire Advisory Committee Meeting Minutes  
**20 August 2018**



**DISCLAIMER**

These minutes are 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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**20 August 2018**



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**20 August 2018**



## 1. DECLARATION OF OPENING

The Executive Manager Development Services, Mr Chadd Hunt declared the meeting open at 5:41pm.

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

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

### COMMITTEE DECISION

Minute No: BFAC.186

Moved: Mr Mathew Macqueen

Seconded: Mr Sam Moss

That Robert Herzer be appointed as the presiding member for the Bush Fire Advisory Committee meeting held on 20<sup>th</sup> August 2018.

CARRIED 7/0

## 2. ATTENDANCE

### Voting Committee:

Councillor – Shire of Northam  
Chief Bush Fire Control Officer  
Inkpen Brigade

Clackline Muresk Brigade  
Bakers Hill Brigade  
Grass Valley Brigade  
Irishtown Brigade  
Northam Volunteer Fire and Rescue Service

Carl Della  
Mathew Macqueen  
Nic Newar entered the meeting at 5:44pm  
Liam Connolly  
Steve Gray  
Sam Moss  
Robert Herzer  
Greg Montgomery

### Representatives and Staff:

Executive Manager Development Services  
A/Community Emergency Service Manager  
A/Area Officer Upper Wheatbelt  
Executive Assistant – CEO

Chadd Hunt  
Brendon Rutter  
Daniel Hendriksen  
Alysha Maxwell

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**20 August 2018**



**Gallery:**

Bakers Hill Bush Fire Brigade  
Grass Valley Bush Fire Brigade

Chris Brown  
Jim Smith  
Chris Marris entered the meeting at 5:53pm

**2.1 APOLOGIES**

Councillor – Shire of Northam  
Department of Parks and Wildlife (Wheatbelt)  
Department of Parks and Wildlife (Perth Hills)  
Department of Fire and Emergency Services

Terry Little  
Graeme Keals  
Michael Pasotti  
Sven Andersen

**3. DISCLOSURE OF INTERESTS**

Nil.

**4. CONFIRMATION OF MINUTES**

**4.1 COMMITTEE MEETING HELD 3 JULY 2018**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: BFAC.187

Moved: Mr Steve Gray  
Seconded: Cr Carl Della

That the minutes of the Bush Fire Advisory meeting held 3<sup>rd</sup> July 2018 be confirmed as a true and correct record of that meeting.

**CARRIED 7/0**

Mr Nic Dewar entered the meeting at 5:44pm.

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**5. COMMITTEE REPORTS**

**5.1 BUSH FIRE MANUAL**

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<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**

To endorse the Shire of Northam Bush Fire manual, Sections 1, 2, 4, 5 & 6 with the below recommendations.

**ATTACHMENTS**

- Attachment 1: **Section 1** – Introduction and **Section 2** – Bush Fire Response Manual as reviewed and completed by brigade representatives at the workshop on the 21<sup>st</sup> June 2018 and endorsed by BFAC on 3<sup>rd</sup> July 2018.
- Attachment 2: **Section 4** – Bush Fire Brigades of the manual as reviewed and completed by brigade representatives at the workshop on the 28<sup>th</sup> June 2018.
- Attachment 3: **Section 5** – Bush Fire Control Officers as reviewed and completed by brigade representatives at the workshop on the 26<sup>th</sup> July 2018.
- Attachment 4: **Section 6** – Contact and Resources (provided as a separate confidential attachment to this agenda and minutes).
- Attachment 5: Revised Incident Management Structure / Chain of Command.
- Attachment 6: Feedback from Grass Valley Bush Fire Brigade.

*Note: Attachments have been updated and are attached as the final documents as endorsed by BFAC.*

**BACKGROUND / DETAILS**

At the BFAC meeting held on 3<sup>rd</sup> July 2018, Sections 1 & 2 of the Shire of Northam Bushfire Manual were endorsed. At the Ordinary Council meeting held on 18<sup>th</sup> July 2018, Council referred these sections back to BFAC for further consideration in light of concerns raised by the Grass Valley Bush Fire Brigade.

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The manual has since been workshopped on 26<sup>th</sup> July 2018 with Section 5 and is now being represented to BFAC for consideration.

**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 financial implications associated with this report.

**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**

The manual seeks to provide guidance to members and minimise the risk of non-compliance in terms of Council policies, procedures and legislation.

**OFFICER'S COMMENT**

The Bush Fire Manual was referred back to BFAC for further consideration in light of concerns raised which related to the Chain of Command/Incident Management. This Chain of Command/Incident Management Structure was revisited at the workshop held on 26<sup>th</sup> July 2018 and an alternative structure was discussed and approved by all members present at the workshop, the revised and is attached accordingly.

Section 1 – This is the introduction for the entire document and was originally workshopped on the 21<sup>st</sup> June 2018, the attached document is the

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workshopped version as approved by members at the workshop and previously considered by BFAC.

Section 2 – Bushfire Response Plan – this was tabled for discussion at the workshop held on 26<sup>th</sup> July 2018, the only item members wished to discuss was the Chain of Command/Incident Management Structure, this was revisited, revised and agreed upon and will replace the structure in the original document (refer to Attachment 5).

Section 4 was not voted on at the BFAC meeting held on 3<sup>rd</sup> July 2018 due to members wishing to have more time to review, Officers believe that a review should now be complete as no comments have been received from brigades. It is now proposed that this section be considered by BFAC for Council endorsement.

Section 5 of the manual was workshopped on 26<sup>th</sup> July 2018, along with the Officer recommendation for Council to consider. Officers have contacted all brigades and advised that after careful consideration alternative wording to some sections would be recommended to Council (which is incorporated into the below recommendation). The changes have been highlighted in red bold text and circulated to brigades and are also provided within a separate attachment to this agenda.

Section 6 – Contacts - This section was provided to the workshop for information only. This section is a living document and is lifted directly from the Shire of Northam LEMA document. This section is updated regularly as people/positions change and contact numbers may be updated. This will be updated in future each time the LEMA is updated.

The committee agreed to deal with each item of the recommendation individually.

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RECOMMENDATION 1

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.188**

**Moved: Mr Liam Connolly**

**Seconded: Mr Mathew Macqueen**

**That Council endorse Section 2 of the Bushfire Manual, with the inclusion of the member approved Incident Management Structure as workshopped on 26th July 2018.**

**CARRIED 8/0**

Note: Section 1 is also presented back to Council to endorse as there has been no changes since BFAC's original acceptance at the June 21st BFAC meeting.

RECOMMENDATION 2

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.189**

**Moved: Mr Steve Gray**

**Seconded: Mr Liam Connolly**

**That Council endorse Section 4 of the Bushfire Manual with the inclusion of the member approved Incident Management Structure as workshopped on 26th July 2018.**

**CARRIED 8/0**

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RECOMMENDATION 3 (i)

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.190**

**Moved: Mr Sam Moss**

**Seconded: Mr Greg Montgomery**

**That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:**

- i) 5.1A & 5.2A – add wording for CBFCA & DCBFCA to maintain logbook in accordance with DFES SAP 3.1.k and the WAFES manual.**

**CARRIED 8/0**

RECOMMENDATION 3 (ii)

Chris Marris entered the meeting at 5:53pm.

The Community Emergency Services Manager advised that there was a typographical error in the recommendation and this should read 5.1C & 5.2C.

Mr Sam Moss spoke against the motion on behalf of Grass Valley Bush Fire Brigade. It was raised that there should be some discretion to ensure that the right person who is willing to do the role is provided with the opportunity and discretion to fulfil the training requirements. It was also raised that there is approximately six months from being nominated to the beginning of the bush fire season in any case.

Discussion was held around what would occur if they were almost qualified however unable to do complete their training due to unforeseen circumstances (e.g. training is cancelled). The Executive Manager Development Services advised that common sense would need to prevail and the information could be presented to Council for consideration (i.e. for a decision in relation to whether they are able to continue as Chief or Deputy without the full training requirements established by Council). It was also advised that if they were not qualified and made no efforts to become qualified the Community Emergency Services Manager can be appointed to this role.

Cr Carl Della raised the liability element as a concern and also queried how the training requirements are set. The Executive Manager Development Services advised that the requirements are established by Council.

Bush Fire Advisory Committee Meeting Minutes  
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**RECOMMENDATION**

**Moved: Mr Steve Gray**  
**Seconded: Cr Carl Della**

**That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:**

- ii) 5.1C & 5.2C - Remove 6 month grace period for CBFCO & DCBFCO positions as 3 year period has already been provided for interested members to obtain the qualifications.**

**LOST 3/5**

An alternative motion put forward by Mr Sam Moss to allow for a grace period and some flexibility for newly appointed persons to obtain the necessary training certifications prior to the bush fire season, however not restrict them from being nominated or appointed into the position.

**RECOMMENDATION**

**Minute No: BFAC.190**

**Moved: Mr Sam Moss**  
**Seconded: Cr Nic Dewar**

**That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:**

- ii. 5.1C & 5.2C - Include '31<sup>st</sup> October each year' as the date required to hold the training certifications for any newly appointed persons.**

**CARRIED 5/3**

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RECOMMENDATION 3 (iii)

Mr Greg Montgomery departed the Council Chambers at 6:10pm and returned at 6:11pm.

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: BFAC.191

Moved: Mr Sam Moss  
Seconded: Mr Nic Dewar

That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:

- iii) 5.3D – Alternative Wording as Officers are ensuring that newly appointed BFCO's are supported as they grow their skillset as Incident Controller.

CARRIED 8/0

RECOMMENDATION 3 (iv)

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: BFAC.192

Moved: Mr Sam Moss  
Seconded: Mr Nic Dewar

That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:

- iv) 5.5A – Alternative wording to ensure that the final decision for implementing Harvest, Vehicle Movement & Hot Works Bans rests with the Shire President and CBFCO in accordance with Regulation 38A of the Bush Fires Act 1954.

CARRIED 8/0

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RECOMMENDATION 3 (v)

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.193**

**Moved: Mr Sam Moss  
Seconded: Mr Nic Dewar**

That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:

- v) 5.7G – disclaimer added to ensure permits are written in accordance with SOP's to ensure a consistent approach to permit issuing across the entire Shire.

**CARRIED 8/0**

RECOMMENDATION 3 (vi)

Mr Sam Moss moved recommendation with the addition of the words 'Failure for Shire staff to load the permit onto the Shire website does not invalidate the permit.'

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.194**

**Moved: Mr Sam Moss  
Seconded: Mr Nic Dewar**

That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:

- vi) 5.7G – replace second paragraph wording with the following;

*The carbon copy of the written permit must be provided to the Shire admin building or Shire records email by the authorised BFCO the day before the burn taking place. Shire staff to ensure that the permit details are updated on the public permit register on the Shire of Northam Website prior to the permit becoming active. Failure for Shire staff to load the permit onto the Shire website does not invalidate the permit.*

**CARRIED 8/0**

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RECOMMENDATION 4

Mr Sam Moss moved recommendation item 4 with the exclusion of the word 'contact' as it was believed that not all details being updated would be related to the contact details.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.195**

**Moved: Mr Sam Moss**

**Seconded: Mr Greg Montgomery**

**That Council endorse Section 6 of the Bushfire Manual and note the requirement for this section to be updated as required to ensure details are maintained with each update of the Local Emergency Management Arrangements (LEMA).**

**CARRIED 8/0**

Mr Chis Marris departed the Council Chambers at 6:22pm and returned at 6:23pm.

Attachment 1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

# BUSH FIRE MANUAL

Management, Policies and Procedures

2018



Bush Fire Advisory Committee Meeting Minutes  
**20 August 2018**



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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Shire of Northam Bush Fire Manual



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Shire of Northam Bush Fire Manual



**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

Bush Fire Advisory Committee Meeting Minutes  
**20 August 2018**



Shire of Northam Bush Fire Manual



**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  
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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 bailliff, 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 land 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

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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 AIMS 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 Mokine 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 tall 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 understorey 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
- Koojudda Hills
- Benrua
- Red Court Estate
- Warranine/Mokine
- Railway Road Clackline
- Wongamine
- 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



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## 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.shtm>

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 [www.shireofnortham.wa.gov.au](http://www.shireofnortham.wa.gov.au) Where possible on ABC Radio 531AM, Radio West 864 AM and Ban updates can be obtained 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 permitted to~~ undertake the burning of garden refuse (dry leaves, small branches, off cuts, etc.) in separate piles on the ground no larger than 1.0 m<sup>3</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~~ Pastoralists ~~farmers~~ and their employees
- Industry personnel
- Firefighting volunteers
- All other residents and visitors to the Shire

In conjunction with posting of firebreak notices the Shire of Northam will endeavor to assist residents and provide community information and educational materials

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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 a risk from bush fires within the Scarp and Avon Region, the Shire of Northam 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 year seasons for agricultural purposes.

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**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.

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 ~~permissions~~ permissions are Yongah Hills Detention Centre, Northam Army Camp, BGC Quarry and Wooroloo and Acacia ~~Prison~~.

**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 ~~BCO'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 ~~pastoralists~~ 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~~ 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

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shirt (of which must be 100% cotton or wool, no synthetic material allowed), ~~steel cap~~ 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.~~

~~Goggles 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](#)

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

**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:

- ~~Particulate 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 ~~industry~~ 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 provide 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**

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~~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.

**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
- G1 Eastern Hwy – Dempsters Bridge – soak
- ~~Turner Gravel Pit~~
- ~~Hampton Road~~
- Airport – collar tanks ( helitacs and fixed wing)
- McNabs – Wundabiniing Rd Inkpen – large dam
- ~~Dam – Dealing Lake Wundawie (Mauravilla - John Court's Dam)~~

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

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

The Tootyay 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 on Google Maps.](https://www.google.com/maps/d/viewer?mid=14aptkbE0Yab6nsE-7CxfsFY45wF) [Link](https://www.google.com/maps/d/viewer?mid=14aptkbE0Yab6nsE-7CxfsFY45wF)  
<https://www.google.com/maps/d/viewer?mid=14aptkbE0Yab6nsE-7CxfsFY45wF>

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'Neil Rd	Southern Brook	Yes	Yes		Yes	
Chilbin 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=14aptkbE0Yab6nsF-7CxfsFY45wF) on Google Maps. Link  
<https://www.google.com/maps/d/viewer?mid=14aptkbE0Yab6nsF-7CxfsFY45wF>

Street	Suburb	38mm Camlock	BIC Fitting	100mm Camlock	50mm Camlock
Chilly Rd	Bakers Hill				Yes
Warlin/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 title 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 CBFCO.

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 DFES	Fixedline	NORTHAM 0818
2 Shire of Northam	DFPCO	Northam BFB or Call Phone	Mobile (24 hrs)	0433 884 216
3 Shire of Northam	CCSM	Daniel Haddon	Mobile (24 hrs)	0454 080 916
4 DFES (Volunteers Mutuals Region)	Regional Duty Co-ordinator	Lynisa Higgins Duty Co-ordinator	Mobile (24/7)	0822 2300

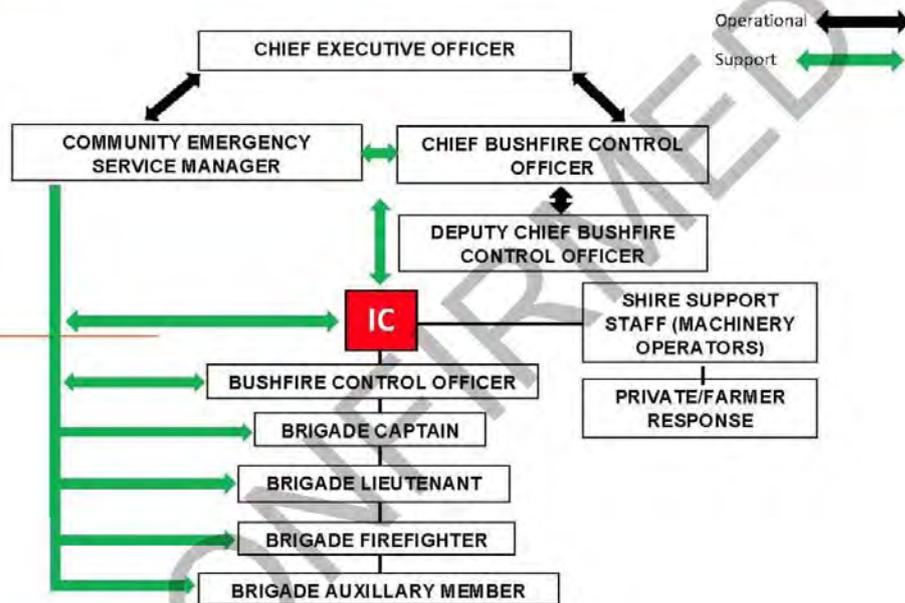
Note: Contacts may make reference to an SMS group which allows multiple pages or mobile phones to be attached to that group. An SMS list must be provided to have been contacted.

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2.3C Chain of Command – Incident

2.3C Shire of Northam Incident Management Structure/Chain of Command



Role of the CESH.

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

- The CESH assists the Incident Controller within the IMI for all level one incidents. OI at the request of the IC can assume the role of Incident Controller.
- The CEO authorises the CESH to assume the role of Incident control in the following circumstances:
  - 1) Significant threat to life and/or safety
  - 2) Significant risk to property and/or financial loss
  - 3) Other extraordinary circumstances, after consultation with the CEO of the Shire of Northam.

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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, ~~Pastorals~~ Units and machinery)
4. VHF ~~III~~ 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~~ is to be advised. The Officer in Charge will report to the Regional Duty Officer at the DFES Regional Office.
- ~~10.2~~ DPaW is to be notified if the fire is within ~~32~~ km 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 is at such time as they arrive and are capable of containing the fire the ~~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 that 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. Mop 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 property (rural land) 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.

## 2.4 Incident Management Structure

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

DFES, DP&W 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

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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 AIMS 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 AIMS structure. Officers should be fully competent in the roles that they will occupy at the level they are expected to operate.

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.

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**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.

Northam uses DFES Avon Communications Plan 1 shown below;

Local Authority (Area)	DFES 6IP COMCEN Repeater	Primary Shire Repeater Channel	Primary Simplex Channels		UHF
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

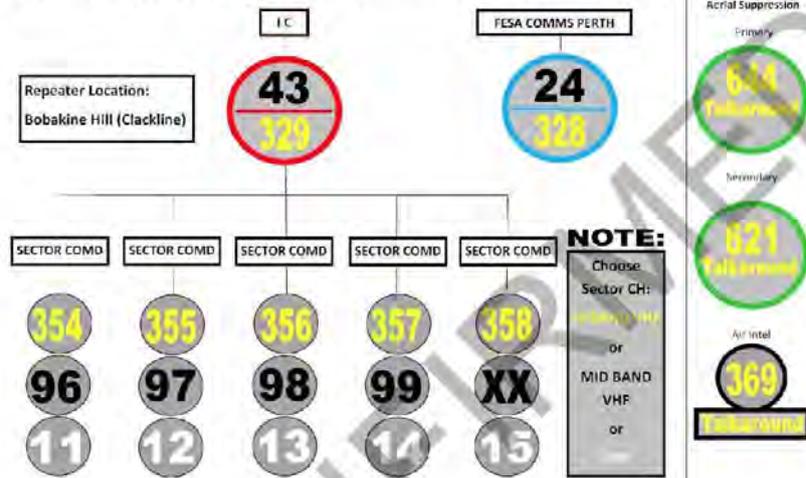
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**Midlands Goldfields Preformed Communications Plan: AVON 1**



**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;

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- Close enough to the fire ground to act as an 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

**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.

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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)

#### 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.

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| 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.

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, ~~if~~ 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~~ stays with the Controlling Agency.

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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 committee info~~ in accordance with both Standard Operating Procedures R10 (SOP R10) ~~and~~ Standard Operating Procedure R12 (SOP R12)

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.

**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)

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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.

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 it 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 CESM 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).

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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 requests 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.

**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.

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### 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 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 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

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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. 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.

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	<a href="#">Swinerton Western Power</a>
Facilitation of post trauma recovery counselling	Shire of Northam

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**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 CESM 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.

UNCONFIRMED

Attachment 2



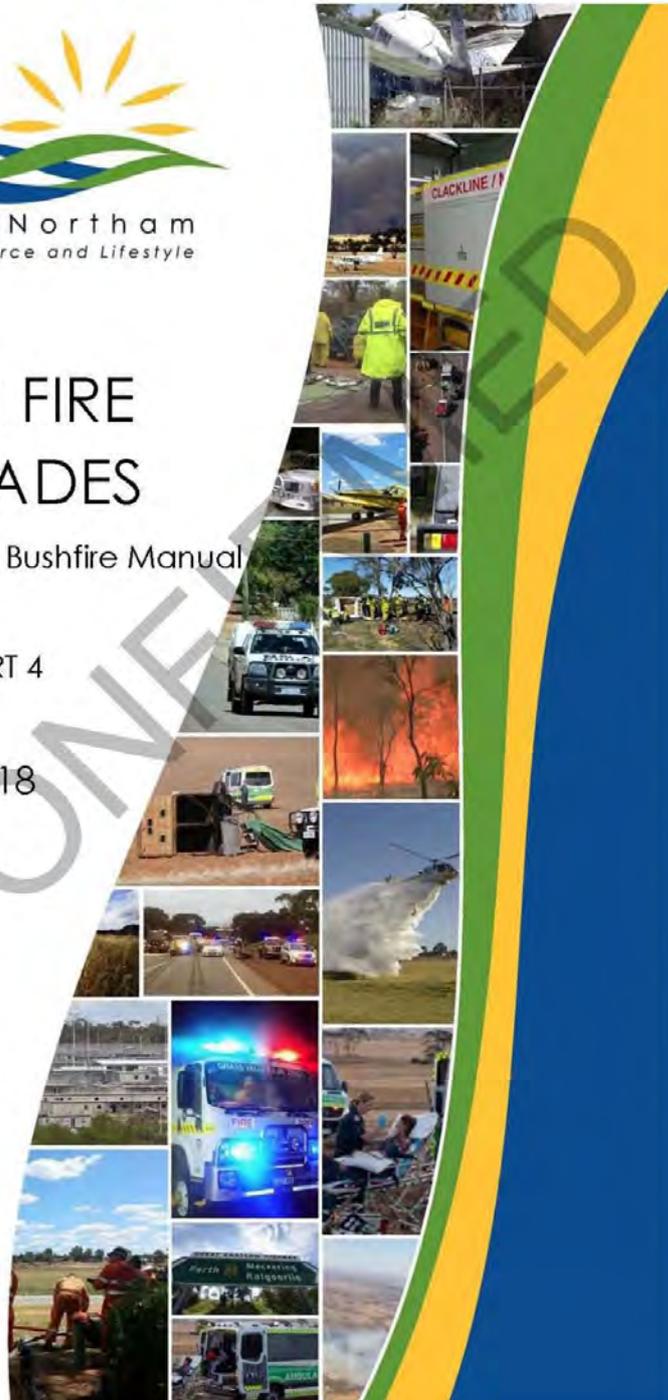
# BUSH FIRE BRIGADES

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PART 4

2018

UNCOMPLETED



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## Part Four – Bush Fire Brigades

### 4.1 Establishment of a Bush Fire Brigade

The Shire of Northam may establish a Bush Fire Brigade for the purpose of carrying out normal brigade activities in accordance with section 41 of the Bush Fires Act 1954.

On establishing a Bush Fire Brigade the Shire of Northam is to give a name to the Bush Fire Brigade, specify the area in which the Bush Fire Brigade is primarily responsible for carrying out normal brigade activities (the "brigade area") and appoint some or all of the following:

- A Captain;
- A First Lieutenant;
- A Second Lieutenant;
- Additional Lieutenants if the brigade considers it necessary;
- An Equipment Officer;
- A Secretary; and
- A Treasurer; or
- A Secretary/Treasurer combined.

When considering the appointment of persons to the positions of the above, the Council is to have regard to the qualifications and experience that may be required to fill each position. A person appointed to a position is to be taken to be a Brigade Member.

The appointments expire at the completion of the first Annual General Meeting of the Bush Fire Brigade. If a position becomes vacant prior to the completion of the first Annual General Meeting, then the Shire of Northam is to appoint a person to fill the vacancy.

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## 4.2 Brigade Membership

### 4.2A Applications for Membership

- A new member is to complete a DFES volunteer nomination form and accept the conditions for membership.
- Volunteer Nomination Forms are to be passed to the Captain for approval then forwarded on to the Shire of Northam for processing.
- A minimum of two brigade officers, including the Captain, should decide whether to recommend the application to the CBFCO.
- The Brigade Officers considering the application may recommend an application for membership unconditionally or subject to any conditions; or refuse to recommend an application for membership.
- If an application for membership is refused, as soon as practicable after the decision is made, the Captain is to give written reasons for the refusal to the applicant and the advice that the applicant has the right to object to the Shire of Northam.
- The CBFCO considering the application may approve an application for membership in accordance with the Brigade recommendation or return the application to the Captain for further consideration of any conditions that were or were not recommended by the Brigade or refuse to approve an application for membership.
- If an application for membership is refused by the CBFCO, as soon as practicable after the decision is made, the applicant is to be given written reasons for the refusal to the applicant and the advice that the applicant has the right to object to the Shire of Northam.
- If the application for membership is approved, the Secretary of the Bush Fire Brigade is to supply registration details to the CESM and the Department of Fire and Emergency Services within 14 days [of this approval](#).

### 4.2B Types of Membership of Bush Fire Brigades

As a condition of membership, all members must comply with legislation that is relevant to their duties as a volunteer fire fighter.

Members must act in accordance with the Shire of Northam's Bush Fire Manual which includes relevant codes of conduct, policies and guidelines issued by the Shire of Northam as well as the policies of their local brigade.

Members must maintain the competency requirements that are relevant to their duties as a volunteer fire fighter.

Members who drive in the course of their duties as a volunteer fire fighter must maintain currency of the appropriate licenses to be able to operate brigade vehicles. Any traffic offence that results in a suspension or loss of licence must be reported to the Brigade Captain, ~~who will pass this information on to the~~ CBFCO and CESM.

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The membership of a Bush Fire Brigade may consist of all or some of the following –

**Fire Fighter**

Fire Fighting Members are those persons being at least 16 years of age who undertake all normal Brigade activities.

**Auxiliary Member**

Auxiliary Members are those persons being at least 16 years of age who provide varied support to the Brigades.

**Cadet Member**

Cadet Members are aged 11 to 15 years only, have the consent of their parent or guardian and must be supervised by a fire fighting member when undertaking normal Brigade activities including training, mop up, patrols and hazard reduction burns.

Cadet Members are ineligible to vote at Bush Fire Brigade meetings, stand for election to an office or to attend at an emergency stage of an incident.

**Honorary Life Member**

The Bush Fire Brigade may by a simple majority resolution, appoint a person as an Honorary Life Member in recognition of services by that person to the Bush Fire Brigade.

**4.2C Nomination of Brigade Representatives to the Bush Fire Advisory Committee**

At the Annual General Meeting of a Bush Fire Brigade, one Senior Brigade Member is to be nominated to the Bush Fire Advisory Committee to serve as the Brigade Representative for the brigade area; and another Brigade Member is to be nominated to serve as a proxy representative in the event that the Brigade Representative is not able to attend a Bush Fire Advisory Committee meeting.

**4.2D Appointment Dismissal and Management of Members**

The appointment, dismissal and management of Brigade Members by the Bush Fire Brigade are determined in accordance with the rules.

**4.2E Dual Membership**

A member may be a member of another Bush Fire Brigade, Fire and Rescue Brigade or State Emergency Service Unit ~~with the~~

~~A member may not be a member of another brigade within the Shire of Northam unless they have the~~ written permission of the CBFCO. This permission may be conditional.

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#### 4.2F Suspension of Membership

Membership of the Bush Fire Brigade may be suspended at any time, if, in the opinion of the Brigade, circumstances warrant suspending the member.

The period of suspension shall be at the discretion of the Brigade.

Upon the expiry of the period of suspension the Brigade may:

- a) Extend the period of suspension;
- b) Terminate the membership; or
- c) Reinstale the membership.

The resignation, or dismissal of a Brigade Member does not affect any liability of the Brigade Member arising prior to the date of resignation or dismissal.

#### 4.2G Termination of Membership

Membership of a bushfire brigade can be terminated if the member,

Has received two (2) official written warnings from the Shire of Northam CEO for violations;

Membership of the Bush Fire Brigade can be terminated at the discretion of the brigade executive groups if the member –

- Gives written notice of resignation to the Brigade Secretary;
- is, in the opinion of the Brigade, permanently incapacitated by mental or physical ill-health;
- Is dismissed by the Brigade; or
- Ceases to be a member or is taken to have resigned;
- ~~Has received two (2) official written warnings from the Shire of Northam CEO for violations;~~
- Has not been active with the Brigade for a period of twelve (12) months that a member will be taken to have resigned from the Bush Fire Brigade. A member may be considered inactive if they fail to attend a minimum of one (1) Brigade activity relevant to the member's role within a twelve (12) month period;
- A firefighter, who in a twelve (12) month period, does not attend at least four (4) Brigade activities relevant to their role as a firefighter, ~~can~~ will be reclassified as an Auxiliary Member in the Brigade;
- Brigade activities that relate to the fire-fighting role include but are not limited to; Brigade training, turning out to an incident and hazard reduction burns;
- Upon re-classification as an Auxiliary Member, the member shall return any fire fighting equipment in their possession and will only be ~~eligible~~ able to vote in Brigade meetings;
- The member may at a later time be reclassified as a firefighter by request to, and subsequent agreement of the Brigade Captain. They may be required to update or undertake additional training related to the role;
- If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain or Lieutenants; or

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- Whereupon a membership is terminated, all property owned by the Shire of Northam should be returned to the Shire Administration Personnel within fourteen (14) days of giving notice. Failure to meet these conditions may require the Shire to seek reimbursement of costs against the member.

**4.2H Member has Right of Defence**

A Brigade Member is not to be dismissed without being given the opportunity to meet with the Brigade executive group and answer any charges that might give grounds for dismissal.

A person whose application for membership is refused or is terminated or suspended has the right of objection to the Shire of Northam which may dispose of the objection or dismiss the objection, vary the decision or revoke the decision, with or without substituting for it another decision, or referring the matter, with or without directions, for another decision by the Brigade.

**4.3 Financial Management**

**4.3A Funds**

The funds of the Bush Fire Brigade are to be used solely for the purpose of promoting the objectives of the Bush Fire Brigade.

**4.3B Financial Year**

The Financial Year for the Bush Fire Brigade is to commence on 1 July and is to end on 30 June of the following year. This report will be tabled at the following Brigade Annual General Meeting.

**4.3C Banking and Procurement**

The funds of the Bush Fire Brigade are to be placed in a bank account can be administered by the brigade by means of, the funds can be administered by Electronic banking Transfer, Bank Card, Credit Card, Cheque or Cash.

All major purchases or sales over a value of \$500 must be approved by a Simple Majority vote at an Executive Committee Meeting or a General Meeting.

All minor purchases under \$500 can be approved by two members of the Executive Committee. Limits for minor purchases can be set by the brigades.

**4.3D Equipment**

The Shire of Northam provides items within its allocated ESL Budget that are eligible under the Local Government Grants Scheme such as protective clothing, equipment and appliances. Ineligible items can be purchased using Brigade funds.

Not later than 31 March in each year, the Bush Fire Brigade is to report to the Shire of Northam on the nature, quantity and quality of all protective clothing, equipment and appliances of the Bush Fire Brigade which are generally available within the brigade area (or at a Station of the Bush Fire Brigade).

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**4.3E Funding from Local Government Grant Scheme**

A request to the Shire of Northam from the Bush Fire Brigade for funding needs is to be received by the Shire of Northam by 20 February in order to be considered in the next Shire of Northam budget. A written quote from the supplier with prices will need to be provided for next year along with a brief description of the item and a justification of why it is required.

Items need to fall within either of these two categories:

- Capital items over \$5000. The justification will need to be half a page to a page and more than one quote;
- Line 9 Items between \$1200 and \$5000.

All other small items can be purchased out of the operating budget.

The Local Government Grant Scheme Manual is available from the DFES Website and contains information on eligible and ineligible items.

Consideration in the Local Government Budget

The Shire of Northam and DFES may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

**4.4 Meetings of a Bush Fire Brigade**

**4.4A Ordinary Meetings**

A General Meeting must be held pre-fire season or prior to the end of February. Further Ordinary Meetings may be called at any time by the Secretary by giving at least 7 days' notice to all Brigade Members and to the CBFCO, DCBFCO and CESM. The Secretary is to specify the business that is to be conducted at the meeting which may include but is not limited to –

- Organising and checking equipment;
- Requisitioning new or replacement equipment;
- Organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
- Establishing new procedures in respect of any of the normal brigade activities; and
- Any general business; and
- Nomination of Bush Fire Control officers (BFCO)

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#### 4.4B Special Meetings

The Secretary is to call a special meeting when 5 or more brigade members request one. At least 2 days' notice of a special meeting is to be given by the Secretary, to all Brigade Members and to the CBFCO. The Secretary is to specify the business that is to be conducted at the meeting. No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

#### 4.4C Annual General Meetings

A Bush Fire Brigade is to hold its Annual General Meeting ~~prior to the end of May each year. An Annual General Meeting~~ may be called at any time ~~and advised by~~ the Secretary ~~prior to the end of May.~~ By giving at least 7 days' notice to all Brigade Members and to the CBFCO, DCBFCO and CESM. The Secretary is to specify the business that is to be conducted at the meeting which may include but is not limited to –

- Elect the Brigade Officers from among the Brigade Members;
- Nominate Chief and Deputy Chief Bushfire Control Officers;
- Consider the Captain's report on the year's activities;
- Adopt the Annual Financial Statements;
- Appoint an Auditor for the ensuing Financial Year in accordance with clause 5.6; or
- Any general business.

The Secretary is to forward a copy of the Minutes of the Annual General Meeting of a Bush Fire Brigade to the CESM within 14 days of the following Bush Fire Advisory Committee Meeting.

The BFAC representative is to table the Minutes of a Bush Fire Brigade's Annual General Meeting at the next meeting of the Bush Fire Advisory Committee.

#### 4.4D Quorum

Except for Committee meetings, the quorum for a meeting of the Brigade is not less than 7 members in total, including at least 50% of the Brigade's Officers (whether present at the meeting or not). No business is to be transacted at a meeting of the Bush Fire Brigade unless a quorum of Brigade Members is present in person or by proxy.

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#### 4.4E Constitution of Executive Committee

The Executive Committee of the Bush Fire Brigade may consist of the Brigade Officers elected at the Annual General Meeting of the Bush Fire Brigade. Any Brigade Officer may be removed from office by a Simple Majority decision of the Brigade Members present in person or by proxy at a special meeting called for such a purpose.

The Executive Committee may appoint a Brigade Member to fill a vacancy in any office arising from a resolution or which has arisen for any other reason

The minimum Executive Committee ~~of~~ the Brigade ~~Officers~~ comprising of -

- Captain
- ~~12~~ Lieutenant(s)
- ~~Equipment Officer~~
- Secretary
- Treasurer
- Or extra positions at the discretion of the brigade, such as Equipment Officer, Chair Person, Training Officer etc.

#### 4.4F Executive Committee of Bush Fire Brigade

Subject to the provisions of this Manual, the administration and management of the affairs of the Bush Fire Brigade are vested in the Executive Committee.

The Executive Committee is to have the following functions –

- Recommend to the Bush Fire Advisory Committee;
- Draft the Annual Budget for the Bush Fire Brigade and present it at the Annual General Meeting of the Bush Fire Brigade;
- Propose a motion for consideration at any meeting of the Bush Fire Brigade;
- Recommend to the Shire of Northam, equipment which needs to be supplied by the Shire of Northam to the Bush Fire Brigade;
- Invest or place on deposit, any of the funds of the Bush Fire Brigade not immediately required to perform normal brigade activities;
- Delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
- All things necessary or convenient in order to perform any of its functions and to secure the performance of the normal Brigade activities by the Bush Fire Brigade; and
- Deal with membership applications, grievances, disputes and disciplinary matters.

Where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a Simple Majority of the Brigade Officers who are present in person or by proxy at the meeting ~~whether~~ in person or via email or telephone conversation.

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**4.4G Voting**

To be eligible to one vote a Brigade Member must have attended a minimum of 4 Brigade ~~activities/events such as~~ either hazard reduction burns, incidents, brigade training or DFES training within that year.

In the event of an equality of votes, the Captain (or person presiding) is to cast a second vote.

Nomination of candidates for brigade elections -

1. Any person accepting a nomination for an Executive Committee position must be competent and qualified to perform the duties and responsibilities of that position.
2. A person can only be nominated by a Brigade Member.
3. A nomination must be endorsed by a second Brigade Member.
4. Each member is only entitled to nominate one (1) person per position.
5. A nomination may be made in writing to be received by the Committee before the official close of nominations; or verbally at a General Meeting of the Brigade ~~prior to the brigades AGM.~~
6. Nominees must sign or indicate acceptance of nomination.
7. Nominees for Brigade Officer positions must accept all requirements imposed by the Brigade or legislation.
8. The Committee will assist and mentor new Brigade Officers in their new roles.
9. The CBFCO or CESM or a proxy may act in the position as returning officer during the election of office bearers at the AGM if requested by the brigade.
10. All nominations must be received on the appropriate by form, seven (7) days prior to the AGM date. All nominations received beyond the deadline are void. ~~Should only one nomination for an officer position be received by the deadline, then that nominee would be elected unopposed.~~

Where a decision is to be made by the Bush Fire Brigade, then the decision may be made by a resolution passed by a Simple Majority of the Brigade Members who are present in person or by proxy at the meeting.

**4.4H Elections**

Positions should be determined by vote in the ascending order of preference –

Order	Officer	Term
1	President (Chair)	1 year
2	Secretary	1 year
3	Treasurer	1 year
4	Brigade Captain	1 year
5	Lieutenants	1 year
6	Equipment Officer(s)	1 year
<del>7</del>	<del>Training Officer</del>	<del>1 year</del>
<del>8</del>	<del>FCO nominations only</del>	<del>1 year</del>
<del>9</del>	<del>CBFCO nominations only</del>	<del>1 year</del>
<del>10</del>	<del>Deputy CBFCO nominations only</del>	<del>1 year</del>
11	Bush Fire Advisory Committee Representative	1 year
12	Other	1 year

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The Bush Fire Advisory Committee will consider all nominations for the positions of Bush Fire Control Officers based on the delegates nominated by the Brigades and refer those nominations to the Council for approval. See Section on [Bush Fire Control Officers](#)

**4.4I Financial Auditor – Secretary / Treasurer**

The financial accounts of the Brigade shall be presented at the Annual General Meeting by the Treasurer or Secretary / Treasurer, as the case may be.

The Brigade may elect to have an independent Auditor appointed. If so then:

At the Annual General Meeting, a person, not being a Brigade Member, is to be appointed as the Auditor of the Bush Fire Brigade for the ensuing financial year. The Auditor is to audit the accounts of the Bush Fire Brigade not less than seven (7) days before the Annual General Meeting and is to certify to their correctness or otherwise and present a report at the Annual General Meeting.

**4.4J Notices and Proxies**

Notices of meetings or Executive Committee meetings of the Bush Fire Brigade are to be in writing sent by email or ordinary post to the registered email address or postal address of each Brigade or Executive Committee Member.

Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.

Where any notice other than a notice of meeting is to be given under this Manual, the notice is to be –

- a) In writing;
- b) Unless otherwise specified, given to or by the Secretary;
- c) Given by personal delivery, email, post, or facsimile transmission; and
- d) Taken to have been received, as the case may be, at the time of personal delivery or facsimile transmission, or two (2) business days after emailing or posting.

A Brigade Member may vote by proxy, in order for the proxy to so vote, the Brigade Member or the proxy shall give a notice in the form in [Appendix xx](#) of the Manual to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used. A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting. A proxy shall be valid for the number of votes to which the Brigade Member is entitled.

If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit. A proxy shall be entitled to speak on behalf of the donor of the proxy.

All forms appointing proxies deposited are to be retained by the Secretary for not less than twenty eight (28) days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be

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retained until the determination of that objection. The form appointing a proxy shall be in writing and signed by the Brigade Member appointing the proxy and shall be in or substantially in the form in [Appendix xx](#).

**4.4K Disclosure of Interests**

A Brigade Member must disclose to the Bush Fire Brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the Bush Fire Brigade or Executive Committee, as appropriate.

If a financial interest has been disclosed then the Bush Fire Brigade or Committee, as appropriate, is to decide, in the absence of the Brigade Member who has disclosed that interest, whether or not the Brigade Member is to be permitted to vote on that matter.

Where the Bush Fire Brigade or Executive Committee, as appropriate, decides that a Brigade Member is not to be permitted to vote on a matter, and the Brigade Member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

**4.4L Disagreements**

Any disagreement between Brigade Members may be referred to either the Captain or to the Executive Committee. Where a disagreement considered by the Captain or the Executive Committee to be of importance to the interests of the Bush Fire Brigade, ~~or involves the Captain, then the Captain or the Executive Committee~~ ~~or involves the Captain the disagreement~~ is to refer to the ~~disagreement to the~~ Chief Bushfire Control Officer and Community Emergency Service Manager to resolve. The ~~Shire~~ Council is the final authority on ~~matters affecting disagreements within~~ the Bush Fire Brigade, and may resolve any disagreement which is not resolved.



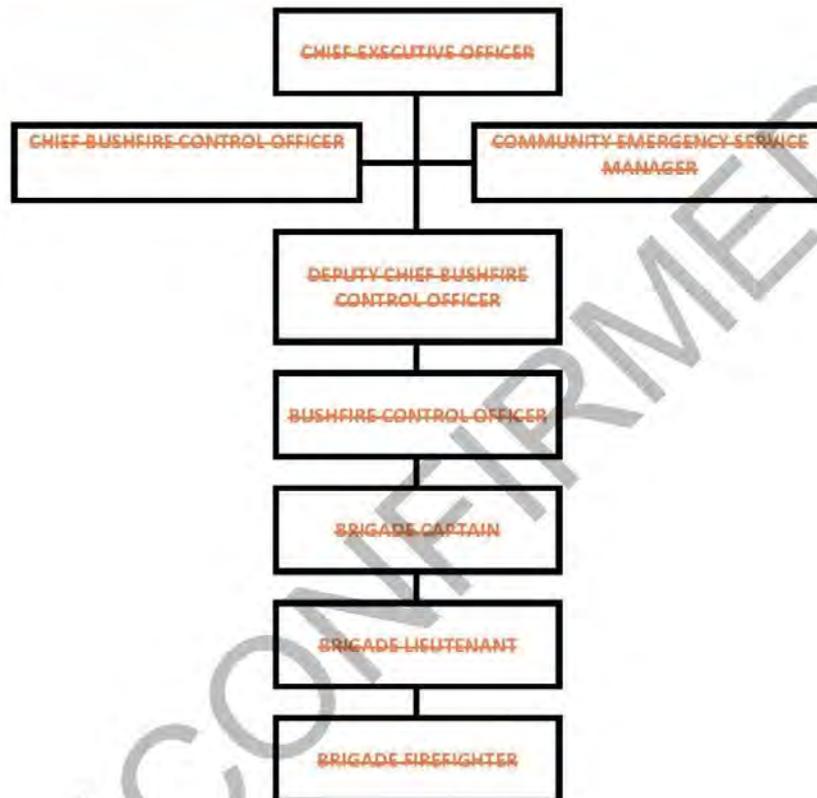
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4.5A Chain of Command



4.5B Ranks Within the Bush Fire Brigade

The chain of command at a fire which is burning within the Shire of Northam will be as set out in Section 44 of the Bush Fires Act 1954.

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#### 4.5C Bush Fire Brigade to Abide by Shire Policy and Procedures

This Manual provides Brigades with policies and procedures which apply to the operation of all bush fire brigades established by the Shire of Northam.

A Bush Fire Brigade and each Brigade Member is to comply with the policy and procedure in this Manual.

#### 4.5D Dissolution of Bush Fire Brigade

In accordance with section 41(3) of the Act, the Shire of Northam may cancel the registration of a Bush Fire Brigade if it is of the opinion that the Bush Fire Brigade is not complying with the Act, the Regulations, or the Rules in this Manual, or is not achieving the objectives for which it was established. Formal notice will be provided to the brigade to effect change within a specified time frame.

#### 4.5E New Arrangement After Dissolution

If the Shire of Northam cancels the registration of a Bush Fire Brigade, alternative fire control arrangements are to be made in respect of the brigade area.

#### 4.5F Local Government Responsible for Structure

The Shire of Northam is to ensure that there is an appropriate structure through which the organisation of Bush Fire Brigades is maintained.

#### 4.5G Officers to be Supplied with Copy of Act

The Shire of Northam is to provide each Brigade Member with access to a copy of the Act, the Regulations, the Manual and any other written laws that may be relevant to the performance of a Brigade Member's functions, and any amendments that are made there to from time-to-time.

#### 4.6 Functions of Brigade Executive Officers

Members of a Bush Fire Brigade who take ~~supreme~~ control and charge of all operations at a fire that is burning within the Shire of Northam, must act in accordance with the powers and level of authority set out in Section 44 of the Bush Fires Act 1952 Act.

Where a Bush Fire Brigade is present at a fire that is burning within the Shire of Northam, if a Bush Fire Control Officer is not present, the Captain, or in his/her absence the next Senior Officer of the Brigade, or in the absence of the Captain and all other officers of that Brigade, any other member of the Brigade can take charge of all operations until a Bush Fire Control Officer is in attendance.

#### 4.6A Executive Committee (Office Bearers)

The Office Bearers of a Volunteer Bush Fire Brigade must be able to demonstrate current competencies for the position of office they are nominated prior to accepting the nomination or undertaking the duties and responsibilities of the said position.

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## 4.7 Captain

### 4.7A Role of a Captain

The Captain of a Volunteer Bush Fire Brigade shall be responsible for the leadership and management of Brigade fire-fighting activities. The Captain will also act as a role model and mentor for members of the Brigade. ~~the Captain and~~ should always act with integrity and consider each member equally. All decisions should be in the interest of the Brigade and its membership.

The position reports to the CBFCO on Brigade related matters, ~~and represents the Brigade at Bush Fire Advisory Committee (BFAC). The Captain may delegate authority to another operational Brigade member to represent the Captain at BFAC.~~

### 4.7B Duties and Responsibilities of a Captain

Duties and responsibilities of the Brigade Captain include:

- Demonstrate positive leadership and mentor Lieutenant and Brigade members;
- Command, control and confidently manage fire-fighting activities at emergency incidents;
- To ensure ALLMS Incident Control System is implemented and maintained during all emergency incidents;
- Maintain a personal log book with a record of events and decisions that occur at an incident;
- Conduct Brigade briefings and post incident analysis of any incident involving fire-fighting or Brigade management issues;
- To ensure Brigade Members deployed for operational duties have the competencies to complete the task or duty assigned and hold current qualifications to carry out the functions required, in accordance with this document and DFES Standard Operating Procedures;
- To undertake responsibility for the proper management and maintenance of Brigade property and equipment;
- Ensure conduct of Bush Fire Brigade Members is in accordance with the policies, procedures, operating guidelines and SOP's; and
- Report any injuries of personnel or damage to fire fighting vehicles as soon as possible to the Shire;

### 4.7C Criteria of a Captain

- Effective Interpersonal Skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations
- Ability to perform under stressful conditions

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**4.7D Qualifications of a Captain**

Completion of the DFES training core modules along with five (5) years fire-fighting experience and preferably time spent as a Lieutenant.

Current members will have until 2025 to comply with the below training requirements or equivalent current courses.  
A newly elected Captain must complete this training within 3 years of being elected.

Completion of required courses are:

- AllMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting
- Structural Fire Fighting
- Advanced Bush Fire Fighting
- Crew Leader
- Sector Commander
- AllMS 2017
- Incident Control Level 1

**4.8 Lieutenant**

**4.8A Role of a Lieutenant**

The Lieutenant of a Volunteer Bush Fire Brigade is responsible for the operational management of Volunteer Bush Fire fighters during Brigade activities. The position is required to provide both operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or personnel whom they are supervising.

~~The Brigade should appoint a maximum of 3 Lieutenant positions-~~

- In the absence of the Brigade Captain the Lieutenant assumes all powers, responsibilities and duties of that officer; and
- The Brigade must rank all Lieutenants in seniority. This will be determined by ~~resolution~~ at the Annual General Meeting. ~~The Captain may exercise a casting vote, if required.~~

**4.8B Duties and Responsibilities of a Lieutenant**

Duties and responsibilities of a Brigade Lieutenant include:

- Provide support to the Captain and assist with the management of the Brigade;
- demonstrate positive leadership and mentor Brigade Members;
- In the absence of the Captain, administer all powers and responsibilities of the Bush Fires Act. (Bush Fires Act 1954, Part iv Section 44(1));
- Command and manage Volunteer Bush Fire fighters during emergencies and other Brigade related activities;

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- Maintain a personal log book with a record of events that occur during all incidents;
- Conduct briefings during and after incidents and maintain open lines of two way Communications between fire fighters and management;
- Encourage positive interaction and teamwork between Volunteer Fire Fighters;
- Ensure Shire, DFES and Brigade standing operating procedures are adhered to at Brigade activities;
- Ensure Fire Fighters engaged in fire-fighting activities hold competencies relevant to the task;
- Work cohesively with the Brigade Training Officer to conduct training activities for Volunteer Fire Fighters; and
- To ensure the behaviour of Fire Fighters is in accordance with the Shire and DFES codes of conduct.

**4.8C Criteria of a Lieutenant**

- Knowledge of managing a volunteer organisation;
- Ability to attend further fire and emergency management training;
- Effective Interpersonal skills;
- Good written and verbal communication skills;
- Leadership skills;
- Management skills;
- Experience in managing operations; and
- Ability to perform under stressful conditions.

**4.8D Qualifications of Lieutenant**

Completion of the DFES training core modules along with two (2) years fire-fighting Experience preferable - time spent as a Senior Fire Fighter.

Current members will have until 2025 to comply with the below training requirements. A newly elected Lieutenant must complete this training within 3 years of being elected.

Completion of required courses are:

- AllMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting
- Structural Fire Fighting
- Advanced Bush Fire Fighting
- Crew Leader
- Sector Commander
- AllMS 2017

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

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#### 4.9 Equipment Officer

##### 4.9A Role

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the Shire of Northam to the Bush Fire Brigade (or of the Bush Fire Brigade).

##### 4.9B Duties and Responsibilities

Duties and responsibilities of a Brigade Equipment Officer include:

- Ensure vehicle and equipment checks are being conducted;
- Audit the vehicle and equipment checks;
- Report any damaged or lost equipment to the CESM;
- Report any damage or mechanical failure of appliance/s to the CESM;
- Create or maintain appliance check lists;
- Review completed checklists;
- Maintain accurate records of Brigade personal protective equipment on form supplied including all serial numbers and date of issue;
- Conduct inspections of Brigade Members PPE whilst on the ground to ensure no damage or wear and tear and is correctly worn;
- Provide, no later than 20 February, a report to the Captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the Bush Fire Brigade which are generally available within the Bush Fire Brigade area (or at a Station of the Bush Fire Brigade); and
- Store all additional equipment of the Bush Fire Brigade at a place approved by the Captain (the "Station") keep a record of the equipment and ensure it is secure.

##### 4.9C Criteria of an Equipment Officer

- Knowledge of fire fighting equipment, appliances and PPE;
- Records keeping and administration;
- Effective Interpersonal skills;
- Good written and verbal communication skills;
- Leadership skills;
- Management skills;
- Experience in managing operations; and
- Ability to perform under stressful conditions.

##### 4.9D Qualifications of an Equipment Officer

The completion of the core modules of DFES is desirable but not a necessary requirement unless the officer is also an active Bush Fire Fighter then the requirements in [Section 4.12 Bush Fire Fighter](#) apply.

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#### 4.10 Secretary

##### 4.10A Role of a Secretary

The Secretary is to manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain/Chairperson on administrative matters pertinent to the Brigade.

##### 4.10B Duties and Responsibilities of a Secretary

The Secretary shall perform the following functions:

- Ensure members receive notification of Brigade meetings in accordance with this procedure manual;
- Prepare an agenda for Brigade meetings and distribute to members;
- Attend at all meetings and keep a correct minute and account of the proceedings of the Bush Fire Brigade in a book which shall be open for inspection by Brigade Members at any reasonable time;
- Ensure Minutes of Brigade Meetings are recorded and distributed to all members and the Shire within fourteen (14) days;
- Disseminate circulars and other information to all Brigade Members;
- Work cohesively with Shire Management and Administration staff on matters pertinent to Brigade administration;
- ~~Complete and forward insure~~ an incident report form in the form required by the Department to the CBECCO, CFSM and the DFES department within fourteen (14) days after attendance by the Bush Fire Brigade at an incident. Unless entered into IRS system;
- Maintain a register of all current Brigade Members that includes each Brigade Member's contact details and type of membership;
- Receive membership fees, donations and other monies on behalf of the Bush Fire Brigade, and remit them to the Treasurer upon receipt; and
- ~~Provide a report for the Annual General Meeting to the CBECCO/ CFSM detailing the name, contact details and type of membership of each Brigade Member.~~

Note: The position of Secretary and Treasurer may be combined.

##### 4.10C Qualifications of a Secretary

- An understanding of meeting procedure and Minute taking
- Computer skills

The completion of the core modules of DFES is desirable but not a necessary requirement unless the Officer is also an active Bush Fire Fighter then the requirements in Section 4.12 Bush Fire Fighter apply.

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#### 4.11 Treasurer

##### 4.11A Role of a Treasurer

The role of the treasurer is to manage and report to the Brigade on all financial matters. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain/[Chairperson](#) on financial matters pertinent to the Brigade.

##### 4.11B Duties and Responsibilities of a Treasurer

The Treasurer shall perform the following functions:

- Manage financial affairs of the Brigade;
- Maintain Brigade financial records and provide detailed report of income and expenditure, keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- Ensure that the Brigade financial records are audited by an external body or agency annually [if required](#);
- Provide the Shire with financial statements of Brigade income and expenditure after each financial year;
- Work cohesively with Shire Management and Administration Staff on matters pertinent to Brigade financial matters;
- Receive donations and deposits from the Secretary, and deposit all monies to the credit of the Bush Fire Brigade's bank account;
- Pay accounts as authorised by the Committee;
- Be the custodian of all monies of the Bush Fire Brigade; and
- Report on the financial position at meetings of the Bush Fire Brigade or Committee.

Note: As mentioned above the position of Secretary and Treasurer may be combined.

##### 4.11C Qualifications of a Treasurer

- [Knowledge](#) and understanding of accounting principles
- [Computer](#) skills

The completion of the core modules of DFES is desirable but not a necessary requirement unless the officer is also an active Bush Fire Fighter then the requirements in [Section 4.12 Bush Fire Fighter](#) apply.

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## 4.12 Bush Fire Fighter

### 4.12A Role of a Bush Fire Fighter

The Bush Fire Fighter is over the age of 16 and is able to follow instructions from their direct leader in the chain of command on the fire ground unless they is deemed it to be unsafe. They must make sure that the personal protective equipment issued to them is of good condition and is in working order. Make sure they are fit for the task at hand and let your direct leader know if they are not comfortable with an operation or you feel they are fatigued. Look after their own wellbeing and health by remaining hydrated and rested. Look after their fellow fire fighters and report any "near misses" or incidents up the chain of command.

### 4.12B Duties and Responsibilities

Duties and responsibilities of a Bush Fire Fighter include:

- Attend training and brigade events where possible;
- Provide support to other Brigade Members;
- Report any "near miss" or incident to your supervisor and fill in the incident "near miss" form on return to the Station;
- Follow instructions from the chain of command unless you believe them to be unsafe;
- Maintain a personal log book with a record of events that occur during all incidents;
- After incidents ask questions of Senior Fire Fighters and Management to improve your knowledge;
- Encourage positive interaction and teamwork between Volunteer Fire Fighters;
- Ensure Shire, DFES and Brigade standing operating procedures are adhered to at Brigade activities;
- Learn from Senior Fire Fighters on the ground;
- Work cohesively with other Brigade Members; and
- Ensure the behaviour of Fire Fighters is in accordance with the Shire and DFES codes of conduct.

### 4.12C Criteria of a Bush Fire Fighter

- Over the age of 16 years;
- Ability to attend further Fire and Emergency Management training;
- Effective interpersonal skills;
- Good written and verbal communication skills;
- Motivated;
- Volunteer personal and work time (speak to employer about releasing you from work in the event of an emergency); and
- Ability to perform under stressful conditions.

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**4.12D Qualifications of Bush Fire Fighter**

Completion of the DFES training core modules along with minimum entry level fire-fighting experience and attendance at two prescribed bums or mop ups and Brigade training and drills.

Current members will have until 2025 to comply with the below training requirements.

Completion of required courses are:

- AIMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting

Personnel Protective Equipment will be issued to an Active Bush fire fighter on completion of the DFES modules, AIMS Awareness, Introduction to Fire Fighting and Bushfire fighting. Fire Fighter will receive the recommended standard of new PPE. Until completion of the above training a Brigade Member will utilise the available PPE. All PPE is the property of the Shire of Northam and must be returned on the completion of service.

UNCONFIRMED

**Attachment 3**

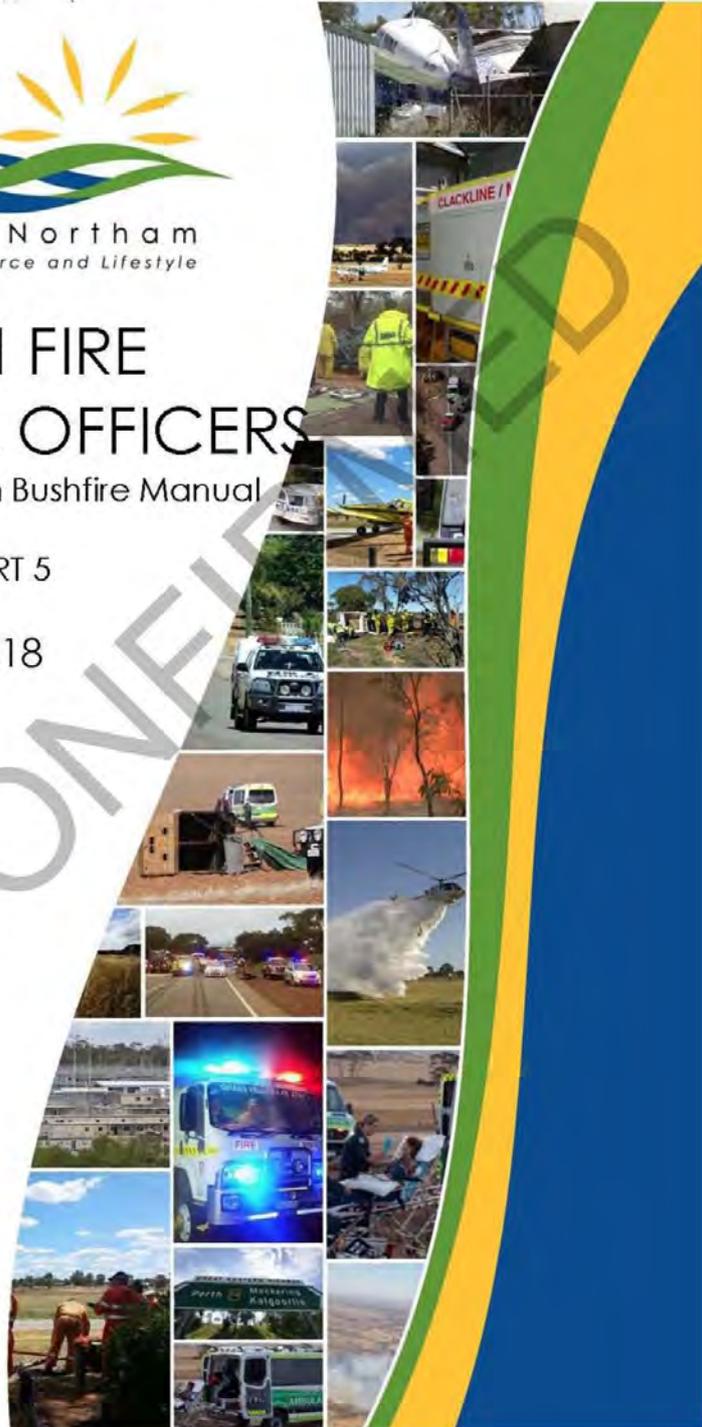


**BUSH FIRE  
CONTROL OFFICERS**  
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PART 5

2018

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## Part Five – Bush Fire Control Officers

Where a Bush Fire Control Officer is present at a fire which is burning within the Shire of Northam and the members of a bush fire brigade have command of the fire under the Act, ~~the~~ ~~the~~ ~~most~~ ~~senior~~ Bush Fire Control Officer ~~of~~ ~~that~~ ~~locality~~ ~~or~~ ~~by~~ ~~mutual~~ ~~agreement~~ has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

### 5.1 Chief Bush Fire Control Officer (CBFCO)

#### 5.1A Role of a Chief Bush Fire Control Officer

The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Organisation in the Shire and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire and is to ensure that the following tasks are achieved.

- During wildfire incidents, manage the fire resources of the Shire and Brigades and when necessary act as the Incident Controller in accordance with Legislation.
- Promote the ALLMS Incident Management system to all BFCO's, Brigades and volunteer fire fighters within the Shire and ensure an Incident Controller is appointed for all Incident Levels (1-3).
- ~~Encourage~~ ~~ensure~~ that BFCO's, Brigade Officers ~~and~~ volunteers are trained to a standard commensurate to the risk and equipment within the Brigade and Council area.
- Demonstrate positive leadership and mentor DCBFCOs, BFCO's, Captains and Brigade members.
- Promote Community fire prevention as a priority, to identify and reduce fire hazards.
- Develop the fire organisation to effectively and efficiently control wildfires
- Develop and promote the use of Standard Operating Procedures and Guidelines, minimum training standards, identify hazards and assess risk to prevent injury to volunteers and implement the principals of OHS for volunteers to develop a safe working environment for fire fighters.
- Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers.
- Establish and maintain effective communication and liaison with the Shire, BFCO's, Brigades, DFES, ~~PLWOPAW~~, emergency services, statutory authorities and facilitate prompt response to fire incidents.
- Ensure that Brigades are involved in the development of Policy for the preparation of ESL Fire Appliance program, maintenance programs for Shire and Brigade owned equipment, incident de-briefing of wildfires, welfare and safety of volunteers.
- Promote the values of Volunteer Fire Brigades to the community and within the Brigades.
- Delegate specific tasks to DCBFCO'S, BFCO'S or Brigades.

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- Liaise with the Shire of Northam, DFES and other organisation concerning fire prevention / suppression matters and directions to be issued by the Shire of Northam to bush fire control officers (including those who issue permits to burn), bush fire brigades or brigade. Subject to any directions by the Shire of Northam, the CBFCO has responsibility for the general co-ordination of normal brigade activities carried out by members of bush fire brigades.
- Maintain a personal log book to include a record of events and decisions during an incident as per DFES SAP 3.1.K and the WAFES manual.

**5.1B Criteria of a Chief Bush Fire Control Officer**

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire
- Working knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good written and verbal communication skills.
- Leadership skills.
- Management skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire.
- Holds all of the preferred qualifications of the Fire Control Officer.
- Be a member of the DOAC, BFAC and LEMC

**5.1C Qualifications of Chief Bush Fire Control Officer**

Completion of the DFES training core modules and a minimum of 3 years as a BFCO and 5 years firefighting experience in the last 3 years preferably as an executive officer within ~~a~~ brigade within the Shire of Northam.

Persons currently holding the CBFCO's position will have until 2020~~09~~ to comply with the below training requirements. Any persons newly appointed must hold the below training certifications prior to appointment prior to 31<sup>st</sup> October each year. Add a 6 month grace period for newly appointed chief to complete required additional training. Preferred option is to already be completed.

\*\* A grace period is not advised at this high level, and officers will put an alternative proposal to BFAC and Council \*\*

Completion of required courses are:

- AllMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting
- Machine Supervision
- Structural Fire Fighting

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- Advanced Bush Fire Fighting
- Crew Leader
- Ground Controller
- Sector Commander
- AIMS 4 or 2017
- Incident Controller Level 1
- Fire Control Officer (in the Last 5 Years)

## 5.2 Deputy Chief Bush Fire Control Officer (DCBFCO)

### 5.2A Role of a Deputy Chief Bush Fire Control Officer

- The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker, and planner and assists the CBFCO in managing the Bush Fire Organisation.
- The Deputy Chief Bush Fire Control Officer may deputise in the absence of the Chief Bush Fire Control Officer.
- Demonstrate positive leadership and mentor BFCOs, Captains and Brigade members
- Maintain a personal log book to include a record of events and decisions during an incident as per DFES SAP 3.1.K and the WAFES manual.
- If more than one BFCO or Brigade is in attendance, the DCBFCO may take control of fire operations and become Incident Controller or be part of the Incident Manager Team as delegated by the Incident Controller.
- The Deputy Chief Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.

### 5.2B Criteria of a Deputy Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire
- Working knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good written and verbal communication skills.
- Leadership skills.
- Management skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire.
- Holds all of the preferred qualifications of the Fire Control Officer.
- Be a member of the DOAC, BFAC and LFMC.
- Effective interpersonal skills.
- Good written and verbal communication skills.
- Leadership skills.
- Management skills.

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- ▲ Experience in managing operations.
- ▲ Ability to perform under stressful conditions
- ▲ Current appointment as Fire Control Officer.
- ▲ Experienced in firefighting operations within the Shire.
- ▲ Currently holds all of the preferred qualifications of the Fire Control Officer.
- ▲ Knowledge of managing a volunteer organisation.
- ▲ Knowledge of all Fire Response Plans
- ▲ Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- ▲ Knowledge of the State Emergency Management Policy No. 48 (Traffic Management During Emergencies)
- ▲ Ability to attend further fire and emergency management training.

**5.2C Qualifications of a Deputy Chief Bush Fire Control Officer**

Completion of the DFES training core modules and a minimum of 3 years as a BFCO and 5 years firefighting experience in the last 3 years preferably as an executive officer within a brigade within the Shire of Northam.

Persons currently holding the CBFCO's position will have until 2020 to comply with the below training requirements. Any persons newly appointed must hold the below training certifications prior to appointment 31st October each year. Add 6 month grace period for newly appointed chief to complete required additional training. Preferred option is to already be completed.

**\*\* A grace period is not advised at this high level, and officers will put an alternative proposal to BFAC and Council \*\***

Completion of the DFES training core modules and a minimum of 3 years as a BFCO and 5 years firefighting experience in the last 3 years preferably as an executive officer within the brigade.

Persons currently holding the DBFCO's position will have until 2025 to comply with the below training requirements. Any persons newly appointed must comply prior to appointment.

Completion of required courses are:

- AllMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting
- Machine Supervision
- Structural Fire Fighting
- Advanced Bush Fire Fighting
- Crew Leader
- Ground Controller
- Sector Commander
- AllMS 4 or 2017
- Incident Controller Level 1
- Fire Control Officer (in the Last 5 Years)

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### 5.3 Bush Fire Control Officer (BFCO)

#### 5.3A Role of a Bush Fire Control Officer

A Bush Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the Bush Fires Act 1954. The person in this position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A Bush Fire Control Officer must be able to demonstrate experience in wild-fire behaviour, AllMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Bushfire Fire Control Officer may hold jointly any other position within a brigade.

#### 5.3B Duties and Responsibilities of a Bush Fire Control Officer

Duties and responsibilities of the Bush Fire Control Officer are to:

- Authorise permits for hazard reduction burns within the Shire in accordance with the Bush Fires Act 1954 and Environmental Act
- Identify and conduct risk assessments of fire hazards
- Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government
- Maintain a personal log book to include a record of events and decisions during an incident
- Take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed.
- To take control of firefighting operations at a wildfire outside their Brigade area where no other Brigade Captain or Fire Control Officer is present.
- Demonstrate positive leadership and mentor Captains and Brigade members.
- May provide advice to the CBFCO and CISA as to when harvest bans and movement of vehicle bans should be applied.

#### 5.3C Criteria of Bush Fire Control Officer

- Knowledge of managing a volunteer organisation
- Knowledge of all Fire Response Plans
- Knowledge of the Bush Fires Act 1954
- Ability to attend further fire and emergency management training.
- Effective interpersonal skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations
- Ability to perform under stressful conditions

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5.3D Probationary Period First Year BFCO

A BFCO appointed for the first time as BFCO will be on a probationary basis for the first year. At the end of the year, the BFCO appointment panel may appoint them "Active" or choose to continue the probation period.

The conditions of the probation are, they may only assume control of an incident if they are the highest ranking officer on scene or in constant communication and instruction with either the CESM, CBFCO or DBFCO. Once a senior BFCO arrives they are to operate under their direction.

\*\* Alternative wording\*\*

5.3D First year appointment as Bush Fire Control Officer

A Bush Fire Control Officer appointed for the first time must be provided the opportunity to manage smaller incidents to assist them in the development of their incident control skills.

Should a newly appointed BFCO find themselves in a situation where they are the IC, they should seek support from a senior BFCO including but not limited to the CBFCO, DCBFCO or CESM.

**5.3E Qualifications of Bush Fire Control Officer**

A minimum of 3 years firefighting experience in the last 5 years.

Completion of required courses are:

- AIMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting
- Structural Fire Fighting
- Advanced Bush Fire Fighting
- Crew Leader or Sector Commander
- Fire Control Officer (in the Last 5 Years)

**5.4 Permit Officers (Permit Only Bush Fire Control Officers)**

**5.4A Criteria of Permit Officer**

The appointment as BFCO Permit Only gives the officer the power for administration purposes to write permits for the Shire of Northam. Under no circumstances does this appointment allow the officer to conduct any other roles in the capacity of a Bush Fire Control Officer set down under the Bushfires Act 1954.

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**5.4B Qualifications of Permit Officer**

The minimum requirement to be Permit Issuing BFCO or Fire Weather Officer is to have undertaken the BFCO Course or refresher within the last 10 years.

**5.5 Harvest Ban Weather Officers**

**5.5A Criteria of Harvest Ban Weather Officers**

The appointment as Harvest Ban Weather Officer provides weather readings from their locations. On days of ~~adverse~~ extreme weather conditions, the ~~Up to 4~~ weather officers ~~preferably representing all parts of the Shire of Northam~~ will deliberate with the CBFCO or proxy and based on the condition make a recommendation on implementing ~~set a decision on~~ a Harvest Ban for the Shire. The final decision is made by the CBFCO and the Shire President.

It is preferable that there is some form of agricultural representation.

All weather officers should have some local knowledge of their designated district.

The Harvest Ban Weather Officer may also hold a separate position of BFCO or Permit officer.

Under no circumstances does this appointment allow the officer to conduct any other roles in the capacity of a Bush Fire Control Officer set down under the Bushfires Act 1954.

**5.5B Qualifications of Harvest Ban Weather Officers**

The minimum requirement to be Permit Issuing FCO or Fire Weather Officer is to have undertaken the FCO Course or refresher within the last 10 years.

**5.6 Appointment Process**

All of the above positions will go through the following process prior to appointment.

**5.6A Bushfire Brigades to Nominate Officers**

Brigades will be asked to vote in a formal secret ballot prior to the March BFAC meeting to nominate up to a maximum of ~~select~~ 5 members as BFCO and other officers that meet the training criteria to be appointed as a BFCO.

The nominations are to be in writing and received by the brigade secretary seven (7) days prior to the meeting. In the instance that no nominations are received by the due date, the presiding member can call for nominations from the floor. \*\*Copy wording from section 4\*\*. \*\*checked Section 4, no votes from the floor have been accepted from the working group, see below in italics\*\* The list of nominees for each brigade will be submitted in order of preference 1 to 5. They will also include any nominees for CBFCO and DCBFCO.

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All nominations must be formally received in writing to the Executive Officer of The Bush Fire Advisory Committee a minimum of 14 days prior to the March BFAC meeting.

All nominations should indicate acceptance, or non-acceptance, if nominated, for Chief or Deputy Roles. No indication will be deemed as non-acceptance.

**4.4G Voting**

To be eligible to one vote a Brigade Member must have attended a minimum of 4 Brigade activities such as hazard reduction burns, incidents, brigade training or DFES training within that year.

In the event of an equality of votes, the Captain (or person presiding) is to cast a second vote.

Nomination of candidates for brigade elections-

1. Any person accepting a nomination for an Executive Committee position must be competent and qualified to perform the duties and responsibilities of that position.
2. A person can only be nominated by a Brigade Member.
3. A nomination must be endorsed by a second Brigade Member.
4. Each member is only entitled to nominate one (1) person per position.
5. A nomination may be made in writing to be received by the Committee before the official close of nominations; or verbally at a General Meeting of the Brigade prior to the brigades AGM
6. Nominees must sign or indicate acceptance of nomination.
7. Nominees for Brigade Officer positions must accept all requirements imposed by the Brigade or legislation.
8. The Committee will assist and mentor new Brigade Officers in their new roles.
9. The CBFCO or CISM or a proxy may act in the position as returning officer during the election of office bearers at the AGM if requested by the brigade.
10. All nominations must be received on the appropriate by form seven (7) days prior to the AGM date. All nominations received beyond the deadline are void. Should only one nomination for an officer position be received by the deadline, then that nominee would be elected unopposed.

Where a decision is to be made by the Bush Fire Brigade, then the decision may be made by a resolution passed by a Simple Majority of the Brigade Members who are present in person or by proxy at the meeting.

**5.6B Number of Bush Fire Control Officers**

The set maximum number of BFCO's to effectively manage bush fires within the Shire is:

- 1 CBFCO
- 1 DCBFCO
- A maximum of 3 Active FCO's per Brigade
- A maximum of 2 Permit Only FCO's per Brigade

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- 4 Harvest Ban Weather Officers (based generally on 2 in the Eastern Sector and 2 in the Western Sector)
- 1 Active FCO Northam FRS (Northam Gazetted Townsite)
- 1 Active FCO Wundowie FRS (Wundowie Gazetted Townsite)

#### 5.6C Bush Fire Control Officer Appointment Panel

A panel comprising of the Brigade Captains and CESM, CBFCO, DCBFCO and two representatives of the Local Government will form a panel to deliberate on the nominees ~~and probationary BFCOs~~ based on their training, experience, management skills, and leadership skills.

The Shire shall prepare a report for the consideration of BFAC which includes:

- ~~Build in a requirement for the panel to develop a support plan for full time appointed BFCOs~~ **\*\*This will be in the form of an SOP\*\***

- All nominations received in line with 5.6A including acceptance or non-acceptance of any potential CBFCO or DCBFCO nominations.
- A summary of training in line with the requirements stated in this section for each position.
- A history of BFCO role related turnout activity related to current and re-nominated BFCOs.
- Include acknowledgment of any discrepancy of a candidate.
- Include any other information which may be considered pertinent to the assessment of the nomination.
- This report will be circulated to Appointment Panel members prior to the meeting and;
- The Appointment Panel will then put forward to BFAC the BFCO nominees.

#### 5.6D Endorsement by Bush Fire Advisory Committee and Council

At the March BFAC Meeting, BFAC can then choose to accept the findings or challenge them. Once a decision has been made, the item will be put forward at the next and Council Meeting.

The BFAC Committee will vote by way of formal secret ballot indicating which candidates it endorses.

Candidates receiving a simple majority shall be recommended to Council for appointment.

#### 5.6E CBFCO and DCBFCO

Bush Fire Brigades will vote on the positions of CBFCO and DCBFCO at their AGMs prior to the June BFAC meeting, nominating BFCOs from the Council endorsed list.

The nomination are to be made in writing and received by the ~~Brigade CESM~~ ~~notary seven (7) days~~ prior to the ~~meeting~~ ~~brigade's~~ AGM. All nominees should indicate acceptance, or non-acceptance, if nominated, for Chief or Deputy Roles. No indication will be deemed as non-acceptance.

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The list of nominees for both positions Chief BFCO and Deputy Chief BFCO will be provided. Election shall be by secret ballot in order of preference 1 to 5 of nominated candidates where the highest number of votes is elected with Chief being voted on first then Deputy. In the case of a tie, the chair will have the casting vote.

All voting tallies from each brigades AGM must be received in writing to the Executive Officer of The Bush Fire Advisory Committee a minimum of 14 days prior to the June BFAC meeting.

At each June BFAC, the delegate will cast a vote as directed by their brigade. The BFAC committee will receive the brigade tallies and a total across all the brigades which they can choose to accept/withdraw and put forward a recommendation to Council that the nominees be endorsed based on the outcome of the vote.

Nominees can be candidates for both positions firstly Chief BFCO and secondly Deputy Chief BFCO. If elected to the position of Chief the nominee will be removed as a candidate from the position of Deputy.

**5.6F Local Government to have regard to Nominees**

When considering persons for the position of a Bush Fire Control Officer, the nominees must meet the minimum training standard set by Council. The Council is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

**5.6G Termination of BFCO, DBFCO and CBFCO designation**

Any BFCO appointment may be terminated by the following methods:

- As per Item 4.2G of this document.
- By recommendation of BFAC which gains simple majority of the committee in a secret ballot which is subsequently upheld by Council resolution.
- Failure of an existing BFCO to be reappointed by Council in the annual process.
- A successful motion from a Committee member who must provide a full report in writing on the recommendation to the Executive Officer of BFAC prior to the circulation of agendas to the committee members.
  - The BFCO(s) for which the motion is to be moved must be provided a copy of the report and informed of the intent at the time of circulation of agendas to committee members.
  - The BFCO(s) for which the motion is to be moved shall be afforded the opportunity to address BFAC prior to the ballot

**5.7 Ancillary Items**

**5.7B WAERN Radios Issued to BFCO's**

Department of Fire and Emergency Services (DFES/DFES) provide a WAERN radio to active Bush Fire Control Officers (BFCO's) being either vehicle mounted or base station style radios. The Shire of Northam manage the distribution and return of these radios.

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On retirement from the BFCO position the radio must be returned to the Shire of Northam so that they can be redistributed.

Vehicle mounted radios will only be fitted/installed to a vehicle deemed suitable for the role, and must be capable of use in difficult terrain (4WD). Vehicle must also have a minimum of 1 amber beacon in operation at all times whilst on the fire ground.  
Beacon will be supplied by the Shire\*\* Subject to council approval\*\*

**5.7C Bush Fire Control Officer Radio Call signs**

In the Shire of Northam area the radio call signs for BFCO's will be:

- Northam Chief
- Northam Deputy
- Northam CESM

All other BFCO's on the Northam network will be:

- Northam FCO and their Surname - example "Northam FCO Bloggs"

**5.7E Fire Support Vehicle & CESM Vehicle**

The Shire of Northam will provide a fire support vehicle to be utilized as an incident command vehicle.

The vehicle and all of the equipment is to be used for the purposes of official duties carried out on behalf of the Shire of Northam and is not for private use. The Vehicle and all associated equipment remains the property of the Shire of Northam and is to be maintained in a clean and tidy manner ~~at all times~~.

Insurance for the detailed vehicle is administered by the Shire of Northam and covers all accidents and accidental damage.

The vehicle is allocated to the CBFCO by the CESM. If at any time the CBFCO is on leave or incapacitated, the vehicle is to be given to the next appropriate BFCO to be decided at the time by the CESM. The vehicle comes with a full complement of tools needed for the job ~~including HIF Camera, AVL vehicle locator, Police lighting~~  
~~Access~~.

A checklist will be provided with the vehicle to monitor the vehicles inventory and must be completed at vehicle handover and a copy provided to the CESM.

**5.7F Mobile Phones and Tools of the trade**

The CBFCO & DCBFCO for the Shire of Northam will be issued with a mobile phone. The smart phones are to be used only for purposes that relate to the position. They will be installed with mapping software, BART app and their own Shire email.

Each BFCO will receive:

- a leather bound file with all the required paperwork and forms
- a copy of the latest Emergency Service Directory for the area

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- a BFCO name badge
- a Bushfire Service dress shirt and epaulettes – ~~should~~**must** be worn at official functions
- Shire of Northam paper based Permit Book.

Where a BFCO retires or is terminated, all property owned by the Shire of Northam should be returned to the Shire administration personnel within fourteen (14) days of giving notice. Failure to meet these conditions may require the Shire to seek reimbursement of costs against the member.

**5.7G Permits to set fire to the Bush**

For fire permits please refer all residents to the Shires online permit application in the first instance. The application may be issued to the relevant FCO to sign off and issue to the resident. If the applicant does not wish/~~is not able~~ to use the online permit application, then the paper version can be completed. All Paper permits must be written in accordance with the relevant SOP, subject to written approval of the CBFCO and/or the CESM. **Failure to do so will render the permit invalid, and will be cancelled by the CBFCO, CESM or Shire of Northam CEO.**

The carbon copy of the written permit must be provided to the Shire admin building/records email by the authorised BFCO the day before a minimum of 24hrs prior to the burn taking place. The Permit will not be considered valid until received such a time or has been received by Shire staff and details updated on the Permit register on the Shire of Northam Website.

The carbon copy of the written permit must be provided to the Shire admin building or Shire records email by the authorised BFCO the day before the burn taking place. Shire staff to ensure that the permit details are updated on the public permit register on the Shire of Northam Website prior to the permit becoming active. Failure for Shire staff to load the permit onto the Shire website does not invalidate the permit.

Permits cannot be issued on the same day as the planned burn, all permits are required to be issued 24hrs prior to burning to allow adequate time for the permit holder to comply with all conditions.

BFCO's are to follow the standard conditions for permits set in the policy section of this document. The CBFCO or CESM may cancel a permit or ask the BFCO to reevaluate the conditions on the permit to ensure a consistent and professional approach.

CBFCO & CESM are exempt from the above conditions for permits that may require deviation from the above.

Should a BFCO receive two (2) official written warnings from the Shire of Northam CEO for violations in regard to the issuing of permits or any inappropriate use of power of a BFCO permit officer, they will be terminated from the position of Permit Issuing Officer and return their Shire of Northam Permit Book as per the termination process outlined in this document.

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## 5.8 Bush Fire Advisory Committee Representative

### 5.8A Functions of the Bush Fire Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the Shire of Northam.

### 5.8B Duties, responsibilities and appointment of a BFAC Representative

The BFAC Representative is a role which communicates between BFAC and the Bush Fire Brigade. The BFAC Representative is recommended by the Brigade and appointed by Council.

Bush Fire Brigades will vote on the position of BFAC Representative at the Bush Fire Brigades AGM's prior to the June BFAC meeting. The nomination for the position are to be made in writing and received by the brigade secretary seven (7) days prior to the meeting. ~~As per paragraph from section 4~~ **As per above**. The list of nominees for each brigade will be submitted in a formal secret ballot. Candidates receiving a simple majority shall be recommended to Council for appointment.

The BFAC ~~FCO~~ Representative must:

- Actively invite discussion/feedback, to be conveyed either in person or by out of session feedback to all Brigade Members at an interval no less regular than the BFAC schedule.
- Shall inform all Brigade Members of BFAC meetings.
- Shall distribute all public BFAC agendas and minutes to Brigade Members. ~~As per terms of reference or council resolution for notice of meeting.~~

### 5.8C Bush Fire Brigade Motions to BFAC

Motions received from Bush Fire Brigades need to be received 14 days prior to The Bush Fire Advisory Committee Meeting.

The Bush Fire Advisory Committee Meeting is to make recommendations to the Council on all motions from the Bush Fire Brigades.

### 5.8D Bush Fire Advisory Committee Terms of Reference

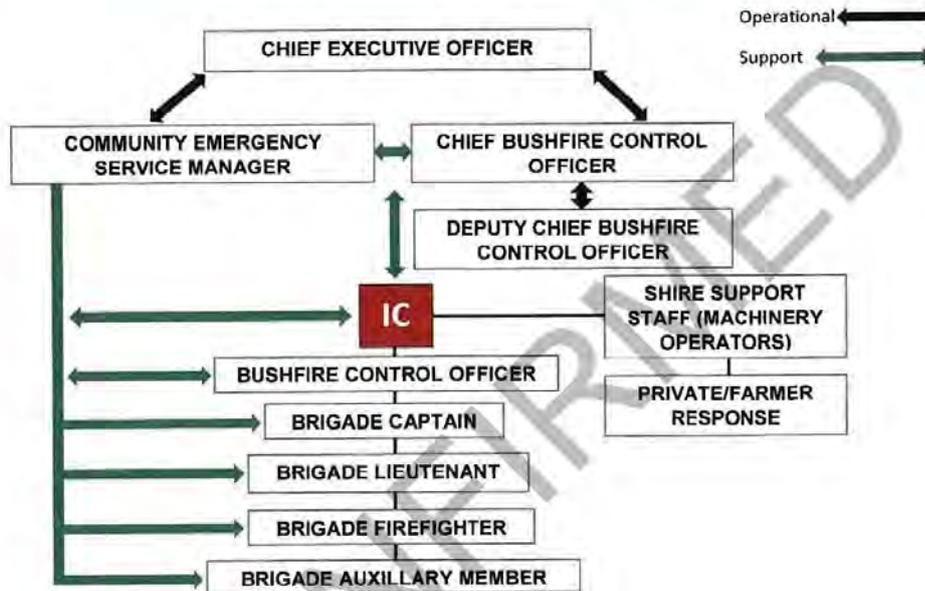
The Terms of Reference for The Bush Fire Advisory Committee are set by Council.  
[See Appendix](#)

**Attachment 4**

**PROVIDED AS A SEPARATE CONFIDENTIAL  
ATTACHMENT TO THESE MINUTES**

**Attachment 5**

**Shire of Northam 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 assists the Incident Controller within the IMT for all Level one incidents, or at the request of the IC can assume the role of Incident Controller.
- The CEO authorises the CESM to assume the role of incident control in the following circumstances,
  - 1) Significant threat to life and/or safety
  - 2) Significant risk to property and/or financial loss
  - 3) Other extraordinary circumstances, after consultation with the CEO of the Shire of Northam.

*Handwritten signatures and initials:*  
 A Burns  
 [Signature]  
 [Signature]  
 [Signature]  
 [Signature]

Bush Fire Advisory Committee Meeting Minutes  
**20 August 2018**



**Attachment 6**



395 Fitzgerald St  
Northam WA 6401

August 4, 2018

Dear Mr Rutter

Further to our conversation last week re Grass Valley's feedback on Part 5 of the Bush Fire Manual, herein is our feedback in writing based on the highlighted notes made post the workshop:

**5.1C** – as discussed at the workshop, Grass Valley believes that there needs to be some grace period for the CBFCO to complete his/her training. We do want to stress however it would be preferred that they have this training already and/or that they must complete this training prior to the commencement of the forthcoming fire season (which is what we believe the six month grace period provides).

Whilst we appreciate the high level nature of this role, having no flexibility in this regard may prevent a suitably experienced and willing person from being nominated, for example, if they had not done their FCO course within the last 5 years, but was more than willing to do a refresher at the first opportunity post their appointment. Or someone who has done all the training, but according to DFES records, for example, are not shown to have completed a course due to a name change/course content being updated. Again the person may be more than willing to redo the course.

With this short grace period allowed for, the selection committee, BFAC and the Council still have the ability to then make the decision on suitability based on the nominee. I.e. if someone nominated with no courses completed, we suspect they would not be approved as a suitable candidate.

Failure to have any flexibility we believe may be inhibit appointing a suitable CBFCO, a task that can already be difficult.

**5.2C** – as per above.

**5.3D** – we still believe this is covered elsewhere within the document, but are supportive of its intention as worded in red. Again, as noted at the workshop, we do not support the terminology of probation.

**5.5A** – We do not believe this makes sense, in particular "The final decision is made by the CBFCO the Shire President". Believe it should finish after CBFCO.

Grass Valley Bush Fire Brigade  
PHN: 49 257 978 220 Email: grassvalleybfb@northam.wa.gov.au

Bush Fire Advisory Committee Meeting Minutes  
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Again our brigade wants to confirm our support of having weather officers representing all parts of the Shire (i.e. East and West) and that there is agricultural representation among these people.

**5.6A** – Thank you for the inclusion of section 4.4G for our reference. You are correct, on reflection that we did not make provisions specifically to call for nominations from the floor at the AGM, however, importantly we allowed for them to come from the floor at the General Meeting.

As discussed in 4.4G, it is standard practice for the AGM and General meeting of the Brigades to occur on the same day, and as such, essentially allows for nominations from the floor on the day of the meeting should no nominations have been received.

In regards to 5.6A, given that BFCO nominations must be made prior to the March BFAC meeting, these nominations will be considered by Brigades at either a general meeting (perhaps in October/November) or at a special general meeting, not in conjunction with the Brigades AGM.

As such, if there were no nominations received in writing prior to the seven day cut-off, Brigades would be forced to call a further meeting, providing due notice to members, to allow for nominations to be made. Not only does this add to the administrative burden of the Brigades, the timing of a second meeting may mean that this cannot occur prior to the March BFAC meeting. All because, perhaps, a BFCO was unable to renominate in writing in time for a position they have held for an extended period.

As such, Grass Valley BFB is of the strong opinion that should no nominations be received for all BFCO position in writing by the nominated time, then nominations should be allowed from the floor of a general meeting. All other nomination criteria should still apply.

**5.7G** – We do not believe the intent has been captured correctly for this section, specifically "The Permit will not be considered valid until such a time as has been received by Shire staff and details updated on the Permit register on the Shire of Northam Website".

Specifically our concern is in regards to "and details updated on the Permit register on the Shire of Northam Website". We believe that this must be removed from the manual. Failure to do so means that a BFCO and permit holder will have to wait and frequently check the online register to know when their permit becomes 'valid'. Likewise, should the Shire not update/be delayed in updating the online register, due to holidays, training, technical issues, weekends or other priorities, all permit holders are held to ransom.

We need a fair but responsive permit application process. We are supportive that the Shire must receive a copy of the permit on the same day that it is issued (ideally simultaneously with the permit holder) and that the permit must not be valid until at least 24hours after issuing.

Such notification to the Shire allows the Shire approximately 24 hours at the minimum to ensure it is put online. The BFCO has the ultimate responsibility to meet their regulatory requirements, but the onus of putting it online, should the Shire wish to, is on the Shire. The Shire thus must have the systems and capabilities in place to ensure that occurs in a timely manner no matter the day of the week. As noted in the DFES FCO course, the expectation of the community of a BFCO is that they are available 24/7. The BFCO and permit holder must not be penalised for any inefficiencies or failings on the Shire's part. We want to avoid the situation where it took days, in some instances, for permits to be processed.

Further to the above, the Grass Valley BFB wants to reiterate our desire and intention ongoing to see all permits to burn within our fire district to go before our BFCO's for issuing. We want our BFCO's to have control and visibility of what permits are being issued within our district.

Grass Valley Bush Fire Brigade  
ABN: 49 257 978 220 Email: grassvalleybfb@northam.wa.gov.au

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5.8B – Given that the BFAC appointments are to occur at the Brigade's AGM, we believe it is appropriate to include provision for nominations from the floor at the general meeting as per 4.4G, point 5.

Yours sincerely



Chris Marris  
Secretary  
Grass Valley Bush Fire Brigade  
0477 437 212

UNCONFIRMED

Grass Valley Bush Fire Brigade  
ABN: 49 257 978 220 Email: grassvalleybfb@northam.wa.gov.au

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**5.2 APPOINTMENT OF SHIRE OF NORTHAM RANGERS AS FIRE CONTROL OFFICERS (FCO), PERMIT ISSUING ONLY**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	5.1.5.1
<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**

Appoint Shire of Northam Rangers as administrative only (permit issuing) Bush Fire Control Officers.

**ATTACHMENTS**

Nil.

**BACKGROUND / DETAILS**

**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 financial implications associated with this report.

**Legislative Compliance**

*Bushfire Act 1954.*

**Policy Implications**

Nil.

**Stakeholder Engagement / Consultation**

Advertising will be undertaken in accordance with the *Bushfire Act 1954*.

**Risk Implications**

Nil.

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**OFFICER'S COMMENT**

On behalf of Council, the Shire Rangers each year conduct many of the fire hazard and firebreak inspections and deal with any compliance issues under the Bush Fires Act such as illegal burning or firebreak non-compliance. The Shire Rangers also inspect and endorse alterations to the firebreak orders as requested by the property owner. Currently they are given the delegated authority under the Act through the CEO. Both current Shire of Northam Rangers have recently completed their FCO training as part of their ongoing professional development. It is the view of Officers after discussions with the CBFCO that appointing the Rangers as administrative only FCO's will enhance the response capabilities of the Shire during both the restricted (permit) seasons and through the high fire season in a support only role to the current incident management structure. Currently the rangers are called upon to perform a variety of support tasks including emergency road closures, escorting machinery, fire ground welfare as well as other logistical requirements on the fire ground.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.196**

**Moved: Mr Mathew Macqueen**

**Seconded: Mr Greg Montgomery**

**That Council appoint the Shire of Northam Rangers, Kellee Walters & Chris Turkich as Fire Control Officers (Administration Only) for the 2018/19 bush fire season.**

**CARRIED 7/1**

Clarification was sought in relation to whether the Officers were trained for the role. The Community Emergency Services Manager confirmed they are qualified.

The committee were advised that this matter is formalising what is in place as the Chief Executive Officer can grant delegated authority. It was advised that the intent of this item is for them to undertake administrative and enforcement functions.

Debate was held around the motion. At the conclusions of the debate with the approval of the mover and seconder the word 'Permit' was replaced with 'Administration'.

Bush Fire Advisory Committee Meeting Minutes  
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**6. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**6.1 PERMIT BURNS**

Grass Valley Bush Fire Brigade have given notice of their intent to move the following motion:

MOTION

That Council request the Shire of Northam Bush Fire Brigade's to broadcast the street names for fire permits on the morning skit to increase awareness of non-authorized burns taking place.

Background

Grass Valley Bush Fire Brigade have submitted a request regarding permit burns and whether street names can be broadcasted on the morning skit to increase awareness of non-authorized burns taking place? This would need to be made on a proviso on the actual permit when they are filled out and signed for privacy reasons.

Staff Comment

Officers do not believe this would be appropriate based on the often large numbers of permits that can be active at any one time. It would be onerous on the communications officers conducting their morning Sked calls to read out all street names. All street names are published on the permit register on the Shire of Northam website, and are available to the public.

All BFCO's have a separate group within BART that has the full permit register, that has all details of the permits, including contact details of permit holder.

MOTION

Moved: Mr Sam Moss  
Seconded: Greg Montgomery

That Council request the Shire of Northam Bush Fire Brigade's to broadcast the street names for fire permits on the morning skit to increase awareness of non-authorized burns taking place.

LOST 1/7

The Community Emergency Services Manager advised that staff are currently exploring options to show permit details in addition to BART. Discussion was held around the excessive number of addresses to be read/broadcasted should this motion be passed.

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**6.2 RESOURCE TO RSK ASSESSMENT**

Grass Valley Bush Fire Brigade have gave notice of their intent to move the following motion:

**MOTION**

That Council request the Chief Executive Officer to finalise and implement the Risk to Resource Assessment and Strategy prior to the 2018/19 bush fire season; and

Background

Grass Valley Bush Fire Brigade would like to see the Risk to Resources plan implemented prior to the onset of this year's fire season. All bush fire and town brigades need to get on board to help this happen, so we are all organised and better prepared to meet the upcoming season.

Staff Comment

The Resource to Risk process began in July 2018, Staff will endeavour to have the document completed for the 2018/19 bushfire season, however cannot guarantee that it will be ready to implement prior to the 2018/19 season. A more realistic timeframe for the implementation would be the 2019/2020 season.

**MOTION**

**Moved: Mr Sam Moss**

**Seconded: Mr Mathew Macqueen**

**That Council request the Chief Executive Officer to finalise and implement the Risk to Resource Assessment and Strategy prior to the 2018/19 bush fire season.**

**LOST 4/4**

**BY PRESIDING MEMBER CASTING VOTE**

Discussion was held around the 2011 Assessment never being implemented for reasons unknown. Mr Sam Moss explained that the purpose of this motion was to ensure this didn't happen again.

The Community Emergency Services Manager advised that almost all of the brigades have made a submission however it is believed that a more realistic timeframe would be 2019/20 as staff are not yet sure of the outcomes.

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**6.3 STATEMENT OF INTENT - GRASS VALLEY BUSH FIRE BRIGADE SECOND APPLIANCE**

Grass Valley Bush Fire Brigade have gave notice of their intent to move the following motion:

MOTION

That Council acknowledge that the Grass Valley Bush Fire Brigade are requesting a second appliance based on historical and current requirements and acknowledge their campaign for a second appliance.

Background

Grass Valley Bush Fire Brigade have requested a second appliance based on historical and current requirements. The Grass Valley Bush Fire Brigade have forwarded this item to notify the Council and BFAC of their intent as demonstrated by their Risk to Resource submission.

Staff Comment

Staff are aware of the current awareness campaign that the Grass Valley Bush Fire Brigade are conducting at the moment. Staff encourage the brigade members to continue work with the Resource to Risk process. Additional to this staff encourage open communication between the brigade members, and Council, the CBFCO & the DCBFCO through this process.

MOTION / COMMITTEE DECISION

Minute No: BFAC.197

Moved: Mr Sam Moss

Seconded: Mr Steve Gray

That Council acknowledge that the Grass Valley Bush Fire Brigade are requesting a second appliance based on historical and current requirements and acknowledge their campaign for a second appliance.

CARRIED 8/0

Discussion was held around linking this with the Resource to Risk Assessment.

Mr Sam Moss advised that their district is heavily reliant on farm appliances as their truck is too big to reach all incidents and in some cases has caused damage as a result. In addition they are attending incidents in other areas which leaves them exposed without an appliance. It was also raised that their

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district is growing with significant developments over the past couple of years (solar farm and poultry farm).

Discussion was also held around an agreement between Southern Brook who may be able to assist/share their appliance should Grass Valley's be at an incident in another locality.

The Community Emergency Services Manager advised that he has made a request to DFES for a high season vehicle.

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

Nil.

**8. DATE OF NEXT MEETING**

23<sup>rd</sup> October 2018.

**9. DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Robert Herzer declared the meeting closed at 7:00pm.

<p>"I certify that the Minutes of the Bush Fire Advisory Committee meeting held on Monday, 20<sup>th</sup> August 2018 have been confirmed as a true and correct record."</p> <p>_____ Presiding Member</p> <p>_____ Date</p>
---

11.2 RECONCILIATION ACTION PLAN (RAP) WORKING GROUP COMMITTEE  
MEETING HELD ON 29 AUGUST 2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Reconciliation Action Plan (RAP) Working Group Committee Meeting held on 29 August 2018.

Adoption of Recommendation:

RECOMMENDATION

That Council receives the Report on the Reconciliation Week Event.

Attachment 1



## Shire of Northam

### Minutes

### Reconciliation Action Plan Working Group

**29 August 2018**

Reconciliation Action Plan Working Group Meeting Minutes  
**29 August 2018**



**DISCLAIMER**

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

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## 1 DECLARATION OF OPENING

Meeting declared open by Cr Michael Ryan at 3.41 pm

## 2 ATTENDANCE

### Committee Members:

Chairperson	Cr. Michael Ryan
Councillor	Cr. Attila Mencshelyi
Community Representative	Delys Dick
Community Representative	Brenda DeAtta
Community Representative	Reuben Kickett

### Committee Ex-Officio Members:

Chief Executive Officer	Jason Whiteaker
Executive Manager Community Services	Ross Rayson
Community Development Officer	Jaime Hawkins

### 2.1 APOLOGIES

Councillor	Cr. Chris Antonio
Community Representative	Brenda DeAtta

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

## 3 DISCLOSURE OF INTERESTS

Nil.

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**4 CONFIRMATION OF MINUTES**

**4.1 COMMITTEE MEETING HELD 15 May 2018**

**RECOMMENDATION**

**Minute No: RAP.4**

**Moved: Reuben Kickett**

**Seconded: Delys Dick**

**That Council accept the minutes of the Reconciliation Action Group meeting held Thursday 15 May 2018 be confirmed as a true and correct record of that meeting.**

**CARRIED 5/0**

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## 5 COMMITTEE REPORTS

### 5.1 RECONCILIATION WEEK

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

#### BRIEF

National Reconciliation Week was from 27<sup>th</sup> May to the 3<sup>rd</sup> June. On Monday 28<sup>th</sup> May the Shire's Reconciliation Working Group hosted an inaugural Reconciliation Morning Tea in the heart of the Northam CBD.

#### ATTACHMENTS

N/A

#### BACKGROUND / DETAILS

The resolution was made at the previous RAP Working Group Meeting on the 15<sup>th</sup> May 2018 for the Shire of Northam's Reconciliation Action Plan Working Group to host a Reconciliation Week Community Morning Tea on the 28<sup>th</sup> May.

Several community members, high school students, government and business workers attended the morning tea, which commenced with a moving Welcome to Country from local Ballardong Elder Deborah Moody and accompanied by Frank Davis on the didgeridoo. Shire President Cr Chris Antonio welcomed the gathering crowd, before the Aboriginal, Torres Strait Islander and Australian Flags were raised, again accompanied by the traditional sounds of the didgeridoo.

The morning tea was hosted by the Shire of Northam with generous support from several local businesses and volunteers. There were traditional Aboriginal food samplings, including kangaroo sausages donated by Quins Gourmet Butcher and kangaroo kebabs prepared by the Northam Yorgas group, who also made some Aboriginal jam to complement the damper baked by various local volunteers. Donations were also received from Coles, Woolworths, McDonald's, Subway, Café Yasou and Happy Days Café. These supporting businesses were acknowledged with a certificate of appreciation.

Additionally, as per Council Resolution, the Aboriginal and Torres Strait Islander flags were flown at Council buildings where it was possible. Flags were flown at

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Shire Administration and Northam Visitor Centre for the entire Week, and at the Village green for the Reconciliation Week Event.

Reconciliation Week was also promoted via a number of Shire social Media outlets.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

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

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

Action: Develop Reconciliation Action Plan

**Financial / Resource Implications**

There was a small financial and resource implication to undertake activities relating to Reconciliation Week.

**Legislative Compliance**

N/A

**Policy Implications**

N/A

**Stakeholder Engagement / Consultation**

N/A

**Risk Implications**

N/A

**OFFICER'S COMMENT**

The Reconciliation Week Community Morning Tea was a successful event which publically highlighted the Shire of Northam's commitment towards a journey of reconciliation. This was a good base for this event to be continued in future years.

**DISCUSSION**

Cr Michael Ryan asked the committee if there was anything to add or that needed to be changed in the report.

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The committee did not recommend any changes.

Cr Michael Ryan expressed that he believed it was a successful and enjoyable event.

**RECOMMENDATION**

**Minute No: RAP.5**

**Moved: Rueben Kickett**

**Seconded: Deb Moody**

**That Council receives the Report on the Reconciliation Week Event.**

**CARRIED 5/0**

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**5.2 SCOPE AND REFLECT ON HOW THE SHIRE OF NORTHAM CAN CONTRIBUTE TO RECONCILIATION**

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

**BRIEF**

Having determined the Shire's vision for reconciliation, the next step in developing the Shire's Reconciliation Action Plan is to scope and reflect on how the organisation can contribute to reconciliation.

**ATTACHMENTS**

Attachment A: The Five Dimensions of Reconciliation

**BACKGROUND / DETAILS**

Reconciliation Australia's document 'The Key Expectations of the RAP', shows that the next step in our process is to scope and reflect on how the Shire of Northam can contribute to reconciliation.

The diagram of the five interrelated dimensions of reconciliation found at Attachment A may assist in this process.

Any actions arising from this discussions will be noted for inclusion in Shire's Reflect RAP.

**CONSIDERATIONS**

Strategic Community / Corporate Business Plan

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

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

Action: Develop Reconciliation Action Plan

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**Financial / Resource Implications**

N/A

**Legislative Compliance**

N/A

**Policy Implications**

N/A

**Stakeholder Engagement / Consultation**

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

**Risk Implications**

N/A

**OFFICER'S COMMENT**

To scope it would be useful for the RAP Working Group to first consider and discuss how the Shire of Northam is currently contributing to reconciliation.

The reflection on how the Shire can continue to contribute and improve on its journey to reconciliation will potentially be a broad discussion which should consider the previously determined vision for reconciliation, as well as actions which can be included in the final plan.

Whilst it is clear that The Shire of Northam has moved a considerable way on the journey to reconciliation, there is capacity to complete more actions in this regard. Such actions could include: Cultural awareness training for employees; a commitment to achieving a percentage of the workforce for aboriginal employment, Flying the aboriginal flag on a permanent basis, or amending meeting protocols (e.g. Acknowledgement of Country at all official Shire of Northam events).

**DISCUSSION**

Mr Ross Rayson said that now we have decided on a vision for the RAP we can start building the RAP with some actions and deliverables we would like to achieve. He suggested these could be things like flying the Aboriginal Flag at Council buildings and that there has been some things put forward at the Aboriginal Advisory Group meetings. Mr Rayson advised the committee that we had the City of Stirling RAP Working Party come to the Bilya Koort Boodja Centre for a meeting and they have offered to come back and talk to our group about their RAP journey.

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Mr Rueben Kickett, added that he has also been invited to participate in the Quairading Youth RAP. He will be attending their first meeting next week and hopes to be able to share their process.

Mrs Delys Dick said something she would like to see is dual naming and more Aboriginal artwork around town. She said she has recently noticed that there is some dual naming on signage around the river for the animals, but she would like to see this applied more widely.

Mr Jason Whiteaker asked the committee if flying the flags is something we want to do.

Mrs Deborah Moody asked if we can lower the flags for Elders who pass away. Mr Whiteaker responded that it is not something that we currently do. There is no framework currently in place for when someone significant dies, but we can work on putting a framework in place.

Mr Whiteaker suggested we strongly promote to schools in the area to come through the BKB Centre. Reconciliation should start with the children.

Mr Rayson asked for input for whether there are particular events we want to celebrate, such as Reconciliation Week, NAIDOC Week or Sorry Day. He said we need direction from the group so we can then take it forward. He added the group also needs to decide whether we will celebrate NAIDOC Week in July or September. Cr Ryan asked if there is a big celebration or festival we can look at. Mrs Moody said we have our own celebrations with our families, but not a whole community get together. She suggested something like the opening of the BKB Centre would be nice with singing and artist selling their work.

Mr Rayson summarised the discussion, so far we would like to look into flying the Aboriginal flag, Acknowledgement of Country at Council meetings, cultural awareness training for shire staff, celebrations and joint naming.

Ms Jaime Hawkins asked if the group could take a step back and look at what the Shire are already doing, as this also needs to be included in the plan. She said we have the BKB Centre, we had the Reconciliation Morning Tea earlier this year. Mr Rayson said the Shire have done NAIDOC week in the past and they fly the Aboriginal flag for significant celebrations in lieu of the Shire flag.

Mr Rayson said that something that may come out of this is Australia Day. It is something that needs to be introduced into this conversation he said. Cr Ryan asked if there is a Welcome to Country on Australia Day, in which Mr Rayson replied "not an official Welcome to Country, but an Acknowledgement." Mrs Moody said that January 26<sup>th</sup> is not a good day for Aboriginal people. She referred to Fremantle changing the day of their Australia Day celebrations, so

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maybe we should look at this. Mrs Moody said Nyoongar's don't see it as a celebration, they call it Invasion Day. Cr. Ryan looked up the Australia Day website and told the committee that 26<sup>th</sup> January marks the day the Union Jack was first flown in Australia, but perhaps we could look at an alternative such as the day Australia became a Federation. Mr Rayson asked the committee to talk to the local Nyoongar people and provide feedback at their next meeting.

Cr Ryan said that reconciliation has to be something real and tangible, something that people can recognise. It is not going to happen overnight he said.

Cr Attila Mencshelyi said there are many other agencies with a RAP. He believes that the Shire should link in with other organisations that have significant Aboriginal employment and look at their RAP's. Mr Rayson said there has been some discussion with Main Roads who are going through the RAP process, but not many WA local governments have them. Cr Mencshelyi commented on how he has seen through the Department of Housing who have a RAP that they have come a long way, are heading in the right direction and achieving good outcomes. Cr Ryan said that a red flag for him is that we should be embracing what Aboriginal people want, not what other departments and agencies say is a good fit.

Mr Rayson concluded discussion by saying now that we have some things to work on staff will flesh these out and bring them back to the next meeting. If the committee thinks of anything else they are to email Ms Hawkins who will table them at the next meeting.

**That committee noted:**

- 1. The discussion of The RAP Working Group in relation to potential actions and deliverables for the Reconciliation Action Plan; and that**
- 2. Officers will provide a further report at the next meeting with detail on the proposed actions.**

Reconciliation Action Plan Working Group Meeting Minutes  
**29 August 2018**

## ATTACHMENT 1

The five dimensions (Figure 2) identified to measure reconciliation in Australia are:

- race relations
- equality and equity
- institutional integrity
- unity
- historical acceptance.

Figure 2: The five interrelated dimensions of reconciliation



Using these five dimensions, we can get a clear picture of what is required to achieve reconciliation in Australia. Specifically, we will know Australia is reconciled when, and only when:

1. Positive two-way relationships built on trust and respect exist between Aboriginal and Torres Strait Islander and non-Indigenous Australians throughout society.
2. Aboriginal and Torres Strait Islander Australians participate equally and equitably in all areas of life—i.e. we have closed the gaps in life outcomes—and the distinctive individual and collective rights and cultures of Aboriginal and Torres Strait Islander peoples are universally recognised and respected, i.e. Aboriginal and Torres Strait Islander people are self-determining.
3. Our political, business and community institutions actively support all dimensions of reconciliation.
4. Aboriginal and Torres Strait Islander histories, cultures and rights are a valued and recognised part of a shared national identity and, as a result, there is national unity.
5. There is widespread acceptance of our nation's history and agreement that the wrongs of the past will never be repeated—i.e. there is truth, justice, healing and historical acceptance.

These five dimensions do not exist in isolation. They are interrelated and Australia can only achieve full reconciliation if we make progress in all five areas. For example, greater historical acceptance of the wrongs done to Aboriginal and Torres Strait Islander Australians can lead to improved race relations, which in turn leads to greater equality and equity. The nation's progress towards reconciliation is only as strong as the least advanced dimension.

Reconciliation Action Plan Working Group Meeting Minutes  
**29 August 2018**



### 5.3 MEETING DAYS AND TIMES

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

#### BRIEF

The present meeting day, being Thursday and time being, 1pm is not suitable for all members of the RAP Working Group. An alternative meeting day and time is to be discussed.

#### ATTACHMENTS

N/A

#### BACKGROUND / DETAILS

There has been some difficulty for all members to attend RAP meetings at the current day and time.

One RAP working group member has requested meetings to be moved to a Monday, Tuesday or Wednesday, as changes to their employment prevents them from attending meetings on Thursdays and they wish to continue to be a member of the RAP Working Group.

#### CONSIDERATIONS

Strategic Community / Corporate Business Plan

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

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

Action: Develop Reconciliation Action Plan

#### Financial / Resource Implications

N/A

#### Legislative Compliance

N/A

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**Policy Implications**

N/A

**Stakeholder Engagement / Consultation**

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

**Risk Implications**

N/A

**OFFICER'S COMMENT**

Discussion to occur among the RAP Working Group to determine if meetings can be rescheduled to a Monday, Tuesday or Wednesday. If these options are not suitable for the other members of the RAP Working Group, then the alternative opportunities for involvement in the Shire's reconciliation process can be discussed with the effected group member.

**DISCUSSION**

The committee agreed that Wednesday's at 3.30pm works for all present. Cr Mencshelyi requested that it be on a Council Wednesday. Discussion between staff and Council representative determined it best to be held monthly before Council Forums.

Future Reconciliation Action Plan Working Group Meetings are to be scheduled monthly on the Wednesday prior to the Council forum at 3.30pm with meetings to be held at the Bilya Koort Boodja Centre.

**6 URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

There was no urgent business.

**7 DATE OF NEXT MEETINGS**

The next meeting date was set for the 10<sup>th</sup> October at 3.30pm at the Bilya Koort Boodja Centre.

Reconciliation Action Plan Working Group Meeting Minutes  
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**8 DECLARATION OF CLOSURE**

There being no further business, the Presiding Member, Cr Michael Ryan declared the meeting closed at 4.31 pm.

"I certify that the Minutes of the Reconciliation Action Plan Working Group meeting held on Wednesday, 29 August 2018 have been confirmed as a true and correct record."

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

\_\_\_\_\_ Date

11.3 AUDIT COMMITTEE MEETING HELD ON 7 SEPTEMBER 2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Audit Committee Meeting held on 7 September 2018.

Adoption of Recommendation:

RECOMMENDATION

That Council:

1. Receives the update toward the Procurement Process review as provided in Attachment 1;
2. Receive the update as provided in the Attachment 1 in relation to the progress made towards the Better Practice Review Action Plan;
3. Receive the update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan;
4. Receive the update as provided in the Attachment 1 in relation to the progress made towards the following Safety & Risk Management Plan; and
5. Receive the update as provided in Attachment 1 in relation to the progress made towards the Customer Service Audit Plan.



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Audit Committee Meeting**

**7 September 2018**

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**7 September 2018**



### DISCLAIMER

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

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**1. DECLARATION OF OPENING**

The Shire President, Cr C R Antonio declared the meeting open at 3:11 pm.

**2. ATTENDANCE**

**Committee:**

Shire President  
Councillors

Cr C R Antonio  
Cr A J Mencshelyi  
Cr J Proud

**Staff:**

Chief Executive Officer  
Executive Manager Corporate Services  
Executive Assistant – CEO

J B Whiteaker  
C Young  
A C Maxwell

**2.1 APOLOGIES**

Councillor

C L Davidson

**2.2 APPROVED LEAVE OF ABSENCE**

Nil.

**3. DISCLOSURE OF INTERESTS**

Nil.

**4. CONFIRMATION OF MINUTES**

**4.1 COMMITTEE MEETING HELD 1<sup>ST</sup> JUNE 2018**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.104

Moved: Cr Proud

Seconded: Cr Mencshelyi

That the minutes of the Audit Committee meeting held on Friday, 1<sup>st</sup> June 2018 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

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## 5. COMMITTEE REPORTS

### 5.1 PROGRESS TOWARD PROCUREMENT PROCESS REVIEW REPORT

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	1.6.1.6
<b>Reporting Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

To provide Council with an update of the progress made towards the Procurement Review Report in order to ensure that continuous improvement occurs within the organisation.

#### ATTACHMENTS

Attachment 1: Outcomes from the Procurement Process Review Report.

#### BACKGROUND / DETAILS

In July 2017 under the direction of the CEO, staff called for quotes from qualified business to conduct a Procurement Process Review on the Shire of Northam's purchasing focusing on, Tenders, Records Management, Probity and Credit Card Usage.

The Audit was designed to provide both the CEO and the Council with an additional element of accountability through a check on current procurement processes, ensuring these are being adhered to by staff.

#### 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

\$9,937 plus GST for the report.

##### Legislative Compliance

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There is no legislative requirement to hold an Internal Procurement Review, however it is best practice.

**Policy Implications**

N/A.

**Stakeholder Engagement / Consultation**

All senior staff were asked to review the document and make any comments.

**Risk Implications**

It is best practice to undertake this review as it will assist in identifying areas for improvements which may result in reducing any risk associated with this matter.

**OFFICER'S COMMENT**

On Monday 22 January 2018 Moore Stephens conducted an Audit on the Shire of Northam's Procurement processes, after the site visit follow up interviews were conducted with the Executive Management Team and the Procurement Officer.

A final report was received on 7 May 2018 that included the following contents:

1. Engagement Overview;
2. Executive Summary;
3. Summary Controls Table;
4. Review Findings and Recommendations;
5. Improvement Opportunities;
6. Procurement Processes – Tenders and Contracts Management;
7. Other Matters;

The major areas identified for improvement works are detailed in Attachment 1:

Key to table

**Completed**

**No Action**

**Underway**

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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** AU.105

**Moved:** Cr Mencshelyi

**Seconded:** Cr Proud

**That Council receives the update toward the Procurement Process review as provided in Attachment 1.**

**CARRIED 3/0**

Discussion was held around the Local Price Preference Policy which was recently advertised. It was advised that no submissions were received and the policy is now adopted.

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**Attachment 1**

REVIEW FINDINGS & RECOMMENDATIONS					
Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
<p>Per the Local Gov't (Functions and General Regulations 1996, Part 4A, Section 24D (Discounts permitted for regional price preferences), there are three scenarios where the bid from the tenderer can be considered for a price reduction.</p> <p>The legislation allows for:</p> <ul style="list-style-type: none"> <li>• up to 10% reduction for goods or services up to a maximum of \$50,000;</li> <li>• up to 5% reduction for construction (building) services up to maximum of \$50,000; or</li> <li>• up to 10% where the contract is for construction (building) services up to a maximum price reduction of \$500,000.</li> </ul> <p>The Shire's Local Price Preference Policy (F 4.4), Section 3 - Local Price Preference Value, allows for a maximum price reduction of \$100,000 (excluding GST) for goods and services from within the Shire. The amount per the Shire policy does not fully align with the requirements outlined above under Section 24D.</p>	Non-alignment to Gov't Regulations.	Moderate <sup>1</sup>	The Shire Local Price Preference Policy should be updated to align with the thresholds in the Regulations.	Local Price Preference Policy has been reviewed and will be presented to Council for consideration.	Local Price Preference policy currently being advertised with submissions closing on 31 <sup>st</sup> August 2018. To date, no submissions have been received.

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IMPROVEMENT OPPORTUNITIES				
ESTABLISHMENT OF PRE-QUALIFIED PANEL OF SUPPLIERS				
Observation	Potential Risks	Recommendation	Management Comment	Progress
<p>It was noted during the audit that the Shire currently does not operate any formal panels of pre-qualified suppliers. Rather, through the years, it has maintained an informal list of suppliers which it has consistently used for recurring needs such as electrical services, painting, etc. Use of an informal list may present the following limitations:</p> <ul style="list-style-type: none"> <li>precludes consideration of other suitable service providers which are new market entrants;</li> <li>rates quoted by known suppliers are often not market tested; and</li> <li>pre-qualified panel provides greater transparency in the selection process and if implemented follows a prescribed set of rules governing how the panel will operate to manage risks and to ensure a more efficient procurement process.</li> </ul>	<p>The following contractors were used multiple times for the period 1 July 2017 to 31 January 2018. Examples:</p> <p><u>Plumbing Services</u></p> <ul style="list-style-type: none"> <li>Andy's Plumbing [43 POs; spend @ \$14,000]</li> <li>Blackwell Plumbing [17 POs; spend @ \$15,500]</li> </ul> <p><u>Electrical Services</u></p> <ul style="list-style-type: none"> <li>Grafton Electrics [46 POs; \$22,000]</li> <li>Verlindens Electrical [4 POs; \$11,600]</li> </ul>	<p>It is recommended that goods and services which are:</p> <ul style="list-style-type: none"> <li>recurring,</li> <li>purchased frequently throughout the year; and</li> <li>deemed to be low or medium procurement risk, be considered for establishment as a pre-qualified panel under Division 3 of Regulations.</li> </ul> <p>Determination of these services could be based on spend data by service category for the past 2 or 3 years. Any services which are likely to reach \$150,000 however, must undergo a public tender process as per Section 11.</p>	<p>Staff will investigate and establish pre-qualified panels where appropriate.</p>	<p>Limited Progress</p>

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SPEND ANALYSIS				
Observation	Potential Risks	Recommendation	Management Comment	Progress
<p>Spend analysis will provide insight into current procurement arrangements and identify opportunities for strategic procurement by spend category such as assessment of sole source arrangements and the use of pre-qualified panels (refer to point 1.0 Establishment of Pre-qualified panels).</p> <p>A regular review will also contribute to the understanding of historical spend patterns and whether anticipated value for money outcomes were achieved, thus providing input into subsequent tender planning processes.</p> <p>Spend analysis will also enable the Shire to benchmark suppliers which provide similar services for the purposes of "value for money" assessment for future reference.</p>	<p>The following examples illustrate the information that was obtained through a quick analysis of spend data from 1 July 2017 to 31 January 2018:</p> <ul style="list-style-type: none"> <li>• Glenn Stuart Beveridge @ 9 months is \$91,000; this supplier could reach the \$150,000 threshold if not monitored.</li> <li>• Several contractors provide ongoing technical services which require specialist environmental, health and safety knowledge. However, there is no contract or service agreement in place i.e. Avon Valley Contractors, Central Mobile Mechanical Repairs.</li> <li>• Avon Valley Contractors; POs for \$8,800 for 3 months has been sole source supplier for hire of graders.</li> </ul>	<p>It is recommended that at least annually, a review is performed by a person independent of the Procurement function of spend by supplier, by service type and other relevant criteria to ensure that overall procurement for goods and services is a strategic activity.</p> <p>Procurement planning may also alleviate the reliance on sole source suppliers if request for goods and services on short notice is minimised.</p>	<p>Procedures will be put in place ensuring suppliers that have recurring purchases that may reach the \$150,000 tender threshold are reviewed annually.</p>	<p>Limited, being carried out as part of the EOFY procedures</p>

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## 5.2 PROGRESS TOWARDS BETTER PRACTICE REVIEW ACTION PLAN

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	1.6.1.6
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Voting Requirement</b>	Simple Majority

### BRIEF

To provide Council with an update of the progress made towards the Better Practice Review (BPR) Action Plan.

This report aims to establish a level of accountability in respect to completing the actions identified through the Better Practice Review Program to ensure that continuous improvement occurs within the organisation.

### ATTACHMENTS

Attachment 1: BPR Action Plan.

### BACKGROUND / DETAILS

The Local Government BPR Program is an initiative undertaken in October 2015, with the Final Report received by Council in March 2016, by the Department of Local Government and Communities to recognise and promote good practice in Western Australian country local government. The BPR Program involved a team reviewing key areas of the Shire of Northam's activities and operations. The BPR Program objectives are to:

- Generate momentum for a culture of continuous improvement and greater compliance across the local government sector;
- Promote good governance and ethical regulation;
- Identify and share innovation and best practice in the local government sector; and
- Act as a 'health check' by providing departmental advice and support to local governments that may be experiencing operational problems.

The key findings from the review are summarised in the areas of Governance, Planning and Regulatory function, Plan for the Future (strategic and corporate planning), assets and finance, workforce planning / Human Resource (HR) management and community and consultation. The report aims to highlight

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areas where the local government is demonstrating better practice as well as providing constructive feedback on addressing any areas for further development. The areas requiring further development are provided to the local government with suggested recommendations that the local government can aim to address through a documented action plan (Attachment 1).

### **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**

Staffing resources are required in order to action the recommendations detailed within the BPR Action Plan.

#### **Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

#### **Policy Implications**

Nil.

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

Nil.

#### **Risk Implications**

Should the recommendations and relevant actions identified not be undertaken or addressed, Council may be at risk of not generating continuous improvement, better practice, good governance and legislative compliance.

### **OFFICER'S COMMENT**

This review found that overall the Shire is an organisation that functions well. Areas of further development identified related to enabling planning, building and health staff to work more cohesively to deliver consistent information to the community, the improvement of asset management, financial reporting practices, meeting/briefing procedures and standing orders. Areas for further development and recommendations have been detailed in Attachment 1 with comments in respect to the progress made towards each of these.

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Key to table

**Completed**

**No Action**

**Underway**

Officers are working towards addressing the areas for further development whilst continuing the improvements already underway in order to achieve good practice, governance and legislative compliance into the future. The action plan for the review has been provided in Attachment 1 with an update of the progress made towards the recommendations.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.106**

**Moved: Cr Proud**

**Seconded: Cr Mencshelyi**

**That Council receive the update as provided in the Attachment 1 in relation to the progress made towards the Better Practice Review Action Plan.**

**CARRIED 3/0**

Discussion was held around the ratios and the significant improvement over the past years. It was advised that this information would be updated in the respective sections of the attachment.

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**Attachment 1**

Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
<b>Governance</b>				
Business Continuity Plan	1. Continue to work towards developing a business continuity plan to complement any risk management documentation.	June 2016	CEOPA	Finalised June 2016.
Council forum meetings	2. Review the council forum procedures and formalise these to minimise duplication with Ordinary Council Meetings.	May 2016	CEO	Review completed. Notes of forums now taken and presented to council meetings for acceptance. Process has been improved eliminating duplication of agenda preparation.
Local Laws	3. Review (and update or repeal, where required) local laws, including the Standing Orders in line with the requirements of the <i>Local Government Act 1995</i>	2016/17	Gov Officer	Reviews underway. Continuing reviews and replacement of old local laws.
Information Statement	4. Review and update the Shire's Information Statement and ensure that it reflects the current council.	July 2016	Gov Officer	Review Completed 19/7/16. Next review completed 6/7/17.
Legislative compliance	5. Develop a legislative compliance checklist/calendar to promote accountability and legislative awareness amongst all staff.	June 2016	CEO	In place.
Communication devices	6. Develop a communication device usage agreement for Elected Members	October 2016	CEOPA	Presented to Council 20/12/2017 and was not endorsed.
Business statement ethics	7. Consider developing a statement or policy to guide contractors and suppliers on expected standards and conduct when acting on the Shire's behalf.	August 2016	Purchasing Officer	Complete. Statement of Purchasing Ethics is incorporated into the Shire's documented purchasing process.
	8. Review the current arrangements with the Shire's IT provider to ensure appropriate support is provided.	May 2016	EMCS	Under development by I/T Officer

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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Information Technology (IT) and Information and Communications Technology Framework (ICT)	9. Consider the adoption of an ICT Strategic Framework as a resource to use to plan for, manage and review the Shire's information and technology assets.	November 2016	EMCS	Have realigned staff to accommodate I/T Officer to coordinate.
Governance Relationship	10. Review the Shire's Code of Conducts and/or develop policies to formalise and document the Shire's practices in regards to elected member and staff interactions and requests for information.	January 2017	CEO	Complete. Policy adopted.
Emergency management	11. Continue the process of reviewing and documenting emergency management processes and procedures, ensuring plans are current and relevant.	November 2016	Community Emergency Services Manager	Completion of Local Emergency Management Arrangements adopted by Council 16/11/16.
<b>Planning and Regulatory</b>				
Documentation on Development Application Process	12. Review the current information and content on the Shire's website relating to Planning to ensure it is accurate and helpful.	October 2016	Manager Planning Services	Ongoing. Being reviewed from time to time to ensure info and forms remain current.
	13. Further develop additional information that will assist applicants to understand the Development Applications process and ensure its availability on the Shire's website.	October 2016	Manager Planning Services	Complete April 2017
Heritage	14. Continue working towards developing a heritage list and revising and amending the Municipal Inventory.	February 2017	Manager Planning Services	In the process of appointing a consultant to run the statutory process for creating a Heritage List.
<b>Plan for the Future</b>				

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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Corporate Business Plan	15. Ensure the annual review of the Corporate Business Plan results in the development of an evolving and rolling four-year plan, with the current financial year as the base year, which is linked to the annual budget.	May 2016	CEO	Completed.
	16. Review and provide clearer descriptions of the two categories of 'priority projects' in the Corporate Business Plan and ensure the financial allocation for the priority projects in the Corporate Business Plan aligns with the annual budget.	May 2016	CEO	Completed.
<b>Asset and Finance</b>				
Asset management	17. Continue the process of drafting individual asset plans for each of the major asset classes ensuring integration with other IPR plans.	June 2016	EMES	Infrastructure Asset Plan finalised. Parks & Building Asset Plans under development
	18. As part of the Shire's asset management review, both an asset management policy and strategy should be developed.	June 2016	EMES	Completed.
	19. Consider developing an asset disposal policy.	November 2016	EMCS	No progress.
Long Term Financial Plan	20. Continue the process of revising the Long Term Financial Plan.	June 2016	EMCS	Completed.
	21. Once the update of the Long Term Financial Plan is complete, consider undertaking annual reviews of the plan and its projections to ensure data remains current and up-to-date, resulting in a rolling and evolving 10-year plan.	April 2017	EMCS	In progress, ongoing annual review.

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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Statutory Ratios	22. Monitor the Operating Surplus Ratio and the Shire's expenditures to avoid any further deterioration of the continuing trend of decline of this ratio.	Ongoing	CEO	Ongoing, staff are currently focusing on these indicators and looking at developing strategies to improve performance as part of the development of the LTFP.  In 2014 the Operating Surplus Ratio was 0.12, in 2017 this increased to 0.16. The target for this ratio is greater than 0.15.
	23. Consider reviewing the Shire's long term capital investment program to ensure asset renewal is maintained at an appropriate level with sufficient funding support.	Ongoing	CEO	Ongoing, staff are currently focusing on these indicators and looking at developing strategies to improve performance as part of the development of the LTFP.  In 2014 the Asset Sustainability Ratio was 0.68, in 2017 this increased to 1.10. The target for this ratio is greater than 1.10.
	24. Consider reviewing the Shire's depreciation calculations to ensure depreciation expenses are accurate.	July 2016	EMCS	Completed, resulted in significant movements in depreciation to better reflect Council position.
<b>Workforce Planning and HR Management</b>				
Workforce Plan	25. Future revisions of the Workforce Plan should align with the rest of the Shire's Plan for the Future documentation, to ensure the most current Plan for the Future vision, mission statement, themes and objectives are captured.	December 2016	HRC	Update: 31.8.18:  Workforce Plan currently being developed and is well underway.

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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Employee surveys	26. Investigate the appropriateness of conducting an employee survey and including results from the survey in the revised Workforce Plan.	October 2016	HRC	Staff Survey completed.
<b>Community and Consultation</b>				
Tourism Plan	27. Continue the development of a local tourism plan/marketing strategy.	November 2016	EMCMS	Development of plan underway – currently finalising
Reconciliation Action Plan (RAP)	28. Work with Reconciliation Australia to develop and adopt a Reconciliation Action Plan.	December 2016	EMCMS	Council has appointed a Reconciliation Action Plan Working Group to develop the RAP along Reconciliation Guidelines.

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### 5.3 PROGRESS TOWARDS THE REGULATION 17 REVIEW ACTION PLAN

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

To provide Council with an update of the progress made towards the Regulation 17 Review Action Plan.

This report aims to establish a level of accountability in respect to completing the actions identified through the Regulation 17 Review to ensure that Council's risk management, internal controls and legislative compliance is appropriate and effective.

#### ATTACHMENTS

Attachment 1: Regulation 17 Review Action Plan.

#### BACKGROUND / DETAILS

The Shire of Northam procured AMD Chartered Accountants to undertake the Shire of Northam's Regulation 17 Review in accordance with Local Government (Audit) Regulations 1996, Regulation 17 for the period ending 31 December 2016. This Regulation 17 Review includes a review of the appropriateness and effectiveness of the risk management, internal controls and legislative compliance of the Shire of Northam. A report has then been prepared identifying the findings from the review along with recommendations (if applicable). These findings and recommendation have been developed into an action plan and provided in Attachment 1.

#### 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

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Staffing resources are required in order to action the recommendations detailed within the BPR Action Plan.

**Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Nil.

**Risk Implications**

Should the recommendations and relevant actions identified not be undertaken or addressed, Council may be at risk of not generating continuous improvement, better practice, good governance and legislative compliance.

**OFFICER'S COMMENT**

This review indicated that the Shire of Northam is proactive in managing risk, internal controls and legislative compliance as well as taking the necessary steps to ensure appropriate risk management, internal controls and legislative compliance policies and practices are in place. Areas for improvement and recommendations have been detailed in Attachment 2 with comments in respect to the progress made towards each of these.

Officers are working towards addressing the recommendations from the review whilst continuing the improvements already underway in order to achieve an optimum levels of risk management, internal controls and legislative compliance into the future. The Action Plan for Review has been provided in Attachment 1 with an update of the progress made towards the recommendations.

Key to table

**Completed**

**No Action**

**Underway**

Audit Committee Meeting Minutes  
**7 September 2018**



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** AU.107

**Moved:** Cr Proud

**Seconded:** Cr Mencshelyi

**That Council receive the update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.**

**CARRIED 3/0**

Discussion was held around the items which have not yet been actioned which were mostly related to I/T. It was advised that Council has granted additional resources in this area which will assist in actioning these items. In addition an audit has been undertaken this week which will also assist in identifying areas for improvement and an action plan to address these.

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**Attachment 1**  
**APPENDIX A**  
**SHIRE OF NORTHAM**  
**RISK MANAGEMENT**

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	<p>Shire of Northam have not developed an organisational-wide risk register which identifies risks, assesses the impact of the risk and identifies controls to mitigate risk.</p> <p>We would expect the organisational risk register to encompass each business unit incorporating the following categories for each business unit:</p> <ul style="list-style-type: none"> <li>Operational;</li> <li>Strategic;</li> <li>Finance;</li> <li>Technological; and</li> <li>Compliance risks (also refer Appendix C)</li> </ul> <p>While we acknowledge Shire of Northam has developed a Risk Management Framework, Risk Dashboard and many individual policies and operational procedures, the risk identification process</p>	Medium	Lack of documentation in place to evidence risks have been identified.	<p>We recommend the Shire of Northam develop an organisational risk register. This should include conducting a comprehensive risk identification process to identify potential Shire of Northam risks within each business unit and incorporating the following categories:</p> <p>(a) Operational; (b) Strategic; (c) Finance; (d) Technological; and (e) Compliance risks.</p> <p>The risk register should identify the risk, analyse the risk by determining the likelihood, consequence and current controls in respect to each identified risk; evaluate the risk by deciding whether the risk is to be treated/controlled, reassessed or accepted and</p>	<p>A current register exists even though it is not as extensive as that suggested, the risk register will be updated in the future as recommended.</p> <p>Agree, the three identified policies will be developed.</p>	Chief Executive Officer	A risk register has been developed, not to the extent as identified.



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
							<p>Administration, BFAC Terms</p> <p>D – Completed for road related assets, finalising parks &amp; buildings currently</p> <p>E – Completed</p>
3	<p>We noted that the following from the sample of lease agreements tested:</p> <p>(a) Lease agreement for Northam Aero Club Management is not signed and the details on the lease register are out of the date;</p> <p>(b) Lease register not updated to reflect the lease agreement terms for Northam Airport – Hanger 13; and</p> <p>(c) The commencement date in the lease register for Blackberry Close Bakers Hill differs to that reflected in the lease agreement.</p>	Medium	Risk the Shire is exposed to risks due to lessee non-compliance with lease terms.	We recommend a sample lessee compliance check be completed to ensure lessees are complying with stated lease terms, including obtaining documentation to support adequate insurance is maintained by the lessee. This could be completed on a rolling basis over several years to ensure all lessees are contacted at least once within the lease term.	<p>(a) As discussed with the Auditor, the lease agreement for Northam Aero Club is not yet signed because it is with them (Aero Club) for their approval and signing.</p> <p>(b) Register for Hangar 13 has been updated.</p> <p>(c) The reason is that the original lease commenced in 2004 and went for 5 years, a new lease was initiated 1/7/2009 for two years with 4x2year options to renew. The lease register is currently being updated so this will be rectified.</p> <p>The Governance officer is the designated officer with the responsibility for ensuring compliance and</p>	Governance Officer	<p>Complete - The register is updated on a regular basis and random checks are conducted including Property Condition Reports.</p>

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
					random checks are done several times a year to ensure compliance.		
4	<p>While the "Declaration of Interest" step was added to the Purchasing Process in Promapp post the Projects and Contracts Administration Officer and Procurement Officer attending the WALGA procurement training in August 2016, there is no centrally maintained register that records any disclosed Councillor and staff conflicts of interests.</p> <p>We acknowledge the Shire of Northam records those interests disclosed at the Council and Committee meetings in the Register of Financial Interest. However this register does not currently record any conflicts (whether perceived or actual) disclosed outside these meetings.</p>	Medium	Risk that a Councillor/staff have a perceived/actual conflict of interest which is not recorded and managed appropriately by the Council.	We recommend that the Shire of Northam design and implement a conflict of interest register. This register should be monitored to ensure that all conflicts (whether perceived/actual) are disclosed. All conflicts of interest should be managed accordingly by the Shire.	Noted, management will investigate the establishment of a central register	CEO	<p>Executive Assistant – CEO (EA – CEO) has posted an improvement idea/request onto the 'Manage Purchasing' process for an additional task outlining that a disclosure of interest form is to be completed (if applicable) and forwarded the EA – CEO. This will then be added to the existing Register for Interest Disclosures. This improvement idea/request is currently pending approval of the process owner (Executive Manager Corporate Services).</p> <p>The EA – CEO has also amended the register to add an additional field for the person/party/location which the disclosure relates to allow for a quick search to be undertaken when reviewing whether interests should be declared.</p>

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
5	Our inquiries of the Human Resources Officer identified that the Shire of Northam does not maintain a central Contractor/Sub-contractor Insurance Register and that the responsibility for checking insurances currently rests with the Responsible Officer who has arranged the Contract.	Medium	Risk that the Contractors/Sub-contractors insurances expire whilst providing the service to the Shire and that this is not identified in a timely manner.	We recommend that the Shire designs and implements a central Contractor/Sub-contractor Insurance Register which is maintained by one or two individual to ensure that all insurances are up to date.	Noted and will implement.	Human Resource Officer	Central contractor/sub contractor insurance register created and will be maintained by Engineering Services.
6	Our inquiries indicated Shire of Northam has no documented policy or procedure in respect to personally owned IT devices including laptops, smartphones, tablets, thumb drives etc.	Medium	Risk that existing procedures and practices in respect to personally owned devices are not formally documented.	In accordance with the Department of Local Government IT Framework (best practice guidelines), we recommend policies and procedures outlining the terms and conditions is respect to the use of personally owned devices and access be documented, approved, implemented and monitored on an ongoing basis.	Noted, a policy will be developed and implemented.	Exec Manager Corporate Services	Limited, policy to be developed as part of overall IT Strategy.

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
7	While our inquiries indicate that the Shire of Northam's prior period Audit Regulation 17 Risk Report (being the risk dashboard) was presented to the Audit Committee, an updated risk report is not provided to the Audit Committee / Council on a regular basis.	Low	Lack of communication with those charged with governance.	Once the development of the organisation risk register (as noted at number 1 above) is completed, we recommend this register and / or risk dashboard is tabled at Audit Committee and subsequent Council meetings on a periodic basis.	Notes, currently in the process of reviewing the functions for the Audit committee.	CEO	Completed, per this report to the Audit Committee.
8	We note Shire of Northam does not currently hold Cybercrime insurance.	Low	Risk of being uninsured against cybercrime.	We recommend Council investigate obtaining cybercrime insurance.	Insurance coverage is reviewed annually in consultation with the council Insurance Company (LGIS), in the past this has not been identified as a 'high' risk area, will investigate as part of the annual insurance review.	Exec Manager Corporate Services	Complete – The Shire now has cover for Cybercrime.

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
9	We noted the Shire of Northam Insurance Register does not currently record the date insurance claims are submitted to the Shire of Northam, to ensure insurance claims are subsequently lodged and followed up in a timely manner after an incident.	Low	Untimely recovery of costs associated with insurance events.	We recommend insurance claims be lodged on a timely basis after incidents occur (we suggest no longer than one month) and the date the claim is submitted to the Shire be recorded in the insurance claims register.	Noted.	Governance Officer	Complete - The register is updated and now reflects the date the event happened, when it was given to the Governance Officer and when it was provided to LGIS. If there is a gap in the dates, the reason for the gap has been entered. Updated regularly.
10	Our review identified that the: (a) Community Engagement Plan was last endorsed on 12 October 2011; and (b) Management of Council Property Leases was last reviewed on 16 October 2013.	Low	Risk that outdated documents are being referenced by Council staff.	We recommend all Council plans, policies and procedures are reviewed and updated regularly. We also recommend that reviews of policies and procedures include ensuring all references to legislation / guidelines are current and if legislation / guidelines have changed, the policy is updated to reflect those changes.	Plans and policies are monitored and reviewed (as required) internally on a regular basis.	Various CEO Governance	a) Not yet reviewed. No change since previous update. b) Reviewed. Endorsed by Council in August 2018.

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
11	Our inquiries of the Executive Manager, Corporate Services indicated that there is currently no Council signature specimen list in place.	Low	Risk that someone without the appropriate delegated authority signs a document approving a Contract, transaction etc. which could be enforceable by another party.	We recommend that the Shire of Northam develops a signature specimen list for all those with delegated authority.	A signature register is currently being developed.	Exec Manager Corporate Services	Completed.
12	Our inquiries of the Projects and Contracts Administration Officer identified that Council has not developed any probity plan(s) or Statement of Purchasing Ethics requiring acknowledgement by third parties.	Low	Risk of the third party not acting in accordance with the Shire's policies and procedures.	We recommend that the Shire develops and implements a Statement of Purchasing Ethics which sets out the way the third party conducts business with the Shire. Terms and conditions included within supplier contracts would require suppliers to comply with Council's Statement of Purchasing Ethics.	Will investigate the implementation.	Exec Manager Corporate Services	Completed March 2018

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
13	<p>We noted that there is currently no process documented in Promapp which covers the following:</p> <ul style="list-style-type: none"> <li>• Receiving of goods/services;</li> <li>• Matching of purchase order to invoice;</li> <li>• Invoice verification; and</li> <li>• Invoice authorisation ready for payment.</li> </ul>	Low	Lack of a formalised documented processes.	<p>We recommend that the Shire designs and implements in Promapp an all-encompassing purchasing process which includes the following (in addition to the current Purchasing Process documented in Promapp):</p> <ul style="list-style-type: none"> <li>• Receiving of goods/services;</li> <li>• Matching of purchase order to invoice;</li> <li>• Invoice verification and authorisation</li> </ul>	Staff are currently in the process of developing a procedure with the Promapp system for creditor payments this will cover the identified areas.	Exec Manager Corporate Services	Completed November 17

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**APPENDIX B  
SHIRE OF NORTHAM  
INTERNAL CONTROLS**

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Our inquiries of the Executive Manager, Corporate Services identified that the Shire of Northam does not currently have a formal documented IT Disaster Recovery Plan in place. We acknowledge that IT Disaster Recovery is briefly commented on in the Business Continuity Plan and that by coincidence the Shire put to test the recovery of the Shire's back-up due to an incident that occurred on 22 September 2016.	Medium	Risk of significant delays and business interruption in the event of unforeseen circumstances in respect to Council organisational business.	We recommend the IT Disaster Recovery Plan be developed and implemented by the Shire of Northam. Once the plan has been completed, we recommend it is endorsed and communicated to all staff, implemented and monitored on a regular basis including testing the plan to ensure that in the event of a disaster, appropriate actions can be taken.	Staff are currently looking to develop an IT disaster recovery plan.	Exec Manager Corporate Services	Unmet
2	We noted there is a Contractor Induction process in place. However, testing identified no evidence that the contractor had attended/completed the Contractor Induction process.	Medium	Risk of non-compliance with stated policies, procedures including relevant health and safety requirements.	We recommend contractors be required to complete some level of induction (the level of induction completed should be determined based on the risks associated with the service or product provided) and the induction process be formally documented as evidence of attendance.	A current register exists even though it is not as extensive as that suggested, the risk register will be updated in the future as recommended.	CEO HR Coordinator	Induction process, documentation and checklist in Promapp for the attention and action of all departments.

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
3	Our inquiries of the Executive Manager, Corporate Services indicated that the Shire of Northam does not currently have an ICT Framework in place.	Medium	Risk that existing procedures and practices in respect to information and communication technology are not formally documented.	<p>We recommend the ICT Framework be developed to ensure procedures and practices in respect to information and communication technology is documented and presented to Council for review and adoption. The framework should be monitored on a pre-determined basis to ensure compliance with stated policies and procedures.</p> <p>As part of the development of the ICT framework, we suggest consideration be given to:</p> <ul style="list-style-type: none"> <li>•A formal cost v benefit analysis or feasibility study be completed prior to major ITC projects, including post implementation reviews;</li> <li>•KPI's are set for the IT process and regular monitoring against KPI be performed, including user satisfaction reviews;</li> <li>•Confidentiality clause be included in key service level agreements with external supplies; and</li> <li>•Review of external service level agreements be completed against targets included within those agreements.</li> </ul>	Currently investigating available options.	Exec Manager Corporate Services	Looking to have an interim audit of the ICT Infrastructure during the coming months.

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
4	Our inquiries of Council's Building Supervisor indicated the Shire of Northam does not currently have a signed contract in place with the external security companies used for monitoring and call-outs.	Medium	Risk of the Shire of Northam locations not being protected from break-ins, vandalism etc.	We recommend that contracts are in place with all third parties engaged to provide said security services.	Staff will develop an agreement.	Exec Manager Development Services	Contract expired on 30 June 2017. Extension granted until RFQ has been prepared and advertised.
5	Our inquiries of the Executive Manager, Corporate Services indicated there is no ongoing security awareness program in respect to IT.	Low	Risk of security breaches due to changing security environment.	We recommend an ongoing security awareness program be developed to ensure security needs of the Shire is updated as required (for example due to IT infrastructure or application changes) and to prevent any security breaches from occurring. This could be incorporated as part of Shire of Northam's overall Risk Management Framework.	Staff to investigate. While there is no formal program the Council IT Officer regularly sends notifications in regards to 'cyber alerts' and other potential IT related issues.	Exec Manager Corporate Services	Alerts being sent as they come to light
6	Our inquiries of the Executive Manager, Corporate Services identified that the Shire of Northam computers do not currently automatically log out when left dormant for a period of time. <i>We acknowledge that the licensing computers at the front counter does automatically log out when left dormant.</i>	Low	Risk of someone else using the computer to access information that they do not currently have authority to view and/or amend details in order to receive some benefit etc.	We recommend that the Shire of Northam implements a policy where all Shire owned computers are automatically logged out after five minutes of being dormant (or as considered appropriate time limit).	Staff to investigate and implement.	Exec Manager Corporate Services	Completed June 2017

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
7	Our inquiries of the Governance Officer identified that there is currently no cash handling policies and procedures in place.	Low	Risk that cash is not being handled appropriately by staff.	We recommend that cash handling policies and procedures are developed and implemented. Once developed, these policies and procedures should be reviewed and approved by Council and then communicated to all staff that handles the Shire's cash.	Staff are verbally informed of the procedures, these however are not written, and staff will look at developing a written procedure.	Exec Manager Corporate Services	Complete - There is a 'Guide to Reception Duties' document at Reception which is maintained and used for training.
8	We note that there is currently no independent review of the general journal adjustments posted to Synergy Soft.	Low	Risk that errors will not be identified in a timely manner.	We recommend that all general journal adjustment journals are independently reviewed and physically signed off by the reviewer as evidence of this review.	The measure will be implemented.	Exec Manager Corporate Services	Implemented.
9	We note that that credit card statements were not signed off to evidence review as required by policy HR 2.7 Credit Card Use.	Low	Risk that fraud or errors will not be identified in a timely manner.	We recommend that all credit card statements are signed off by the reviewer as evidence of this review, as per stated policy.	Credit Cards are independently reviewed by Finance Officer, Accountant, Exec Manager of Corporate Services and finally the Credit Card Holder. It is noted however that the reviewing persons do not sign to indicate the review has been completed. This has been corrected. It is also noted that that all credit card payments are itemised and presented to	Exec Manager Corporate Services	Completed

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
					Council monthly for review.		
10	We note that the Vehicle Management Policy was currently under review at the time of our on-site visit.	Low	Risk of inappropriate usage of the Shire's fuel cards.	We recommend that the Vehicle Management Policy is finalised and approved by Council. This policy should detail limits and permissible usage. Once endorsed, the policy should be communicated to all staff, implemented and monitored on a regular basis including testing fuel card usage is in accordance with the policy.	Policy expected to be adopted early 2017.	Exec Manager Engineering Services	No progress since last update. In process of finalising, pending consultant advice.
11	Our testing identified instances where the purchase order was raised post receiving the invoice. This finding was raised previously when the Financial Management System Review was performed (report issued in June 2016) and we acknowledge that there have been no unexplainable instances of this occurring post the issuance of the report.	Low	Risk of non-compliance with policies and procedures. Risk of fraud or error not being identified in a timely manner.	We recommend purchase orders are raised and approved prior to the goods/services being incurred by the Shire.	Noted.	Various	Process in place and random audits undertaken by purchasing staff

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
12	While best practice methods are used in respect to procurement practices, our testing identified one instance where a Purchasing Procedures Checklist was not attached to the payment documentation for All-ways Foods (invoice number 20368).	Low	Risk of non-compliance with policies and procedures.	We recommend that the Purchasing Procedures Checklist is completed, signed off and attached to all payment documentation in accordance with stated policy.	Noted.	Various	Implemented and audited by purchasing staff
13	While best practice methods are used in respect to tendering processes, our testing identified that Tender Checklist form was not signed off by the senior checking officer for tender 1 of 2016.	Low	Risk of non-compliance with policies and procedures.	We recommend that the Tender Checklist is reviewed and signed off by the senior checking officer once the tender process has been completed, in accordance with stated policy.	All staff involved have been reminded of the importance of following procedures.	Exec Managers	Completed.  A process is currently being developed for 'Managing Tenders'. This will include tasks outlining the requirements for updating and signing off tenders.

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**APPENDIX C  
SHIRE OF NORTHAM  
LEGISLATIVE COMPLIANCE**

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	<p>Our inquiries indicated Shire of Northam does not have a documented legislative compliance manual which is linked to each business unit risk management assessment.</p> <p>While we understand the Chief Executive Officer and Executive Managers Annual Delivery Plan sets out key compliance milestones, however there does not appear to be an overall compliance manual which identifies the legislation (as the first step) and follows the process from this initial point, to risk management.</p>	Medium	Risk of non-compliance with all legislative requirements.	<p>We recommend a compliance manual linked to each business unit risk management assessment be completed and implemented.</p> <p>We would expect the manual to be divided into each business unit section (as identified within the organisation structure) and to:</p> <ul style="list-style-type: none"> <li>Identify relevant legislation to that business unit (for example the Health Act 1911 or the Planning and Development Act 2005 or the Dog Act 1976);</li> <li>Identify key relevant sections within each legislation and note within the compliance manual;</li> <li>Who is responsible for ensuring controls in place to ensure compliance with each identified legislation section;</li> <li>The mechanism in place to ensure compliance, for example a policy or procedure (this component of the compliance manual</li> </ul>	Noted	CEO	Compliance calendar/checklist has been developed.

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
				<p>would link each relevant section of legislation to a policy, procedure, person or other control).</p> <ul style="list-style-type: none"> <li>Regular testing of compliance, for example if the mechanism for compliance is a policy, regular review and spot checking (internal audit) of that policy; any</li> <li>Key milestone / reporting dates applicable to that legislative section and how compliance is met.</li> </ul> <p>Once the compliance manual is implemented, we recommend a standing agenda item be added to the Audit Committee meeting agenda to assess the effectiveness of compliance through the review and assessment of the compliance manual.</p>			
2	We noted two Audit and Risk Management Committee meetings were held during the year.	Medium	Risk of governance and oversight responsibilities not being met.	Local Government Operational Guideline Number 09 – Audit in Local Government outlines it is best practice for the Audit Committee to meet on at least a quarterly basis.	Noted and agreed that the committee should be meeting on more regular basis.	CEO	Completed
3	Our inquiries of the Chief Executive Officer identified the current Internal Audit Framework incorporates the:	Medium	Risk that internal controls are not being adhered to.	We recommend that Council consider conducting relevant internal audits in the years between Financial	Currently developing a framework for internal audits.	CEO	Completed July 2018

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
	(a) Financial Management System Review (conducted every four years, last conducted for the period 1 July 2015 to 30 April 2016); (b) Regulation 17 Review (conducted every two years, the current review for the period 1 July 2015 to 30 October 2016); and (c) DLGC Better Practice Review (conducted every four years, last conducted the end of 2015).			Management System reviews and Regulation 17 reviews.			
4	We note that the Audit Committee meeting minutes have not been signed by the Presiding Officer for the meeting held on 19 November 2014, 16 March 2015, 25 November 2015 and 8 March 2016.	Medium	Risk of non-compliance with clause 5.22(3) of the Local Government Act 1995.	We recommend that the Presiding Officer signs off the Audit Committee meeting minutes certifying confirmation.	Will ensure this is adhered to in the future.	CEO	Completed

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#### 5.4 PROGRESS TOWARDS SAFETY & RISK MANAGEMENT PLAN

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	1.1.9.1
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

To provide Council with an update of the progress made towards the Safety & Risk Management Plan.

This report aims to establish a level of accountability in respect to completing the actions identified through the audit undertaken by LGIS in 2014 and 2016 in order to ensure that continuous improvement occurs within the organisation.

#### ATTACHMENTS

Attachment 1: Safety & Risk Management Plan.

#### BACKGROUND / DETAILS

The AS/NZS 4801:2001 Audit Report undertaken by LGIS in August 2016 has highlighted significant improvements pertaining to all aspects of Occupational Safety and Health at the Shire of Northam. The total 'average' score for the Shire of Northam was 67% which is significantly higher than the previous audit result of 28% which was achieved in 2014.

As a consequence and to ensure that any shortfalls identified during the audit are addressed, the Safety & Risk Management Plan has been developed to ensure that required improvements are made in a timely manner. This Plans demonstrates the commitment of the Executive team together with the Occupational Safety & Health Committee to the achievement of a safe working environment.

#### 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.

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**Financial / Resource Implications**

Staffing resources are required in order to action the recommendations detailed within

**Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.  
Occupation Safety & Health Act 1984 and relevant subsidiary legislation.

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Nil.

**Risk Implications**

Should the actions identified not be undertaken or addressed, the Council may not meet its responsibilities in respect to legislative compliance and providing a safe working environment for its employees and contractors.

**OFFICER'S COMMENT**

The Shire, as an employer, must ensure that all employees and contractors across the entire scope of operations are considered and included in the application of occupational health and safety management systems.

As with all system based programs there is opportunity for continuous improvement aligned with AS/NZS 4801 guidance specifications. The implementation of the recommendations contained in audit report have assisted the Shire of Northam to improve its current occupational health and safety performance.

Officers are working towards addressing the areas requiring attention whilst continuing the improvements already underway in order meet its occupational health and safety responsibilities into the future. The Safety & Risk Management Plan has been provided as Attachment 1 with an update of the progress made towards the actions.

Key to table

**Completed**

**No Action**

**Underway**

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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.108**

**Moved: Cr Mencshelyi**

**Seconded: Cr Proud**

**That Council receive the update as provided in the Attachment 1 in relation to the progress made towards the following Safety & Risk Management Plan.**

**CARRIED 3/0**

Discussion was held around the significant improvements over the past few years. The Shire's compliance was approximately 25% in 2013 and this is now around 80%, with all of the action identified in this plan it is expected that the Shire would be close to 100% compliance.

Discussion was held around some of the items which have not been actioned. Officer's confirmed that these are not deemed as critical.

It was also raised that Council has provided additional resource to this area to employ an OSH staff member. It was advised that this employee will spend time out of the office undertaking checks to ensure OSH practices are being implemented.

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Attachment 1

Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
1	OSH Audit 2014	N/A	N/A		Close out actions from OHS Audit 2014. HR to note item as superseded by 2016 Audit	HR	31.3.17 ACTIONED
2	4.3	4.3.1	3	<p><b>Planning Identification of Hazards, Hazard/Risk Assessment and Control of Hazards/Risks</b>  <i>The organisation shall establish, implement and maintain documented procedures for hazard identification, hazard/risk assessment and control of hazards/risks of activities, products and services over which an organisation has control or influence, including activities, products or services of contractors and suppliers.</i></p> <p><i>The organisation shall develop its methodology for hazard identification, hazard/risk assessment and control of hazards/risks, based on its operational experience and its commitment to eliminate workplace illness and injury. The methodology shall be kept up to date.</i></p>	Contractor management procedure to be developed and implemented to include hazard identification for contracts less than \$100K.	HR	Completed, currently being reviewed by Executive team
3	4.3	4.3.2	2	<p><b>Legal and Other Requirements</b>  <i>The organisation shall establish, implement and maintain procedures to identify and have access to all legal and other requirements that are directly applicable to the OSH issues related to its activities, products or services, including relevant relationships with contractors and suppliers. The organisation shall keep this information up-to-date. It shall communicate relevant information on legal and other requirements to its employees.</i></p>	Develop a procedure for accessing legislative documentation e.g. Act, Regulations, Codes of Practice, Australian Standards etc.	HR	31.3.17 COMPLETED
4	4.3	4.3.3	3	<b>Objectives and Targets</b>		HR	ONGOING

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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<i>The organisation shall establish, implement and maintain documented OHS objectives and targets, at each relevant function and level within the organisation. When establishing and reviewing its objectives, an organisation shall consider its legal and other requirements, its hazards and risks, its technological options, its operational and business requirements and the views of interested parties. The objectives and targets shall be consistent with the OSH policy, including the commitment to measuring and improving OSH performance.</i>	Ensure that targets align with all Shire Business Plans and documents e.g. LTIFR targets		
5	4.3	4.3.4	2	<p><b>OHS Management Plans</b></p> <p><i>The organisation shall establish and maintain management plans for achieving objectives and targets. They shall include:</i></p> <p>a) <i>Designation of responsibility for achievement of objectives and targets at relevant functions and levels of the organisation;</i></p> <p>b) <i>Outlining the means and timeframes by which objectives and targets are to be achieved.</i></p> <p><i>Procedures shall be established to ensure that current plans are reviewed and if necessary amended to address such changes at regular and planned intervals, whenever there are changes to the activities, products or services of the organisation or significant changes in operating conditions.</i></p>	Ensure any OHS Management Plans (Safety and Risk Management Plans are regularly reviewed and updated.	OSH COMMITTEE	ONGOING TO BECOME A REGULAR ITEM ON AGENDA
6	4.4	4.4.1.2	2	<p><b>Responsibility and Accountability</b></p> <p><i>The organisation shall define, document and communicate the areas of accountability and responsibility (including those imposed by OHS legislation). Where contractors are involved, those areas of accountability and responsibility shall be clarified with respect to those contractors.</i></p>	Performance evaluations need to include OHS. Position descriptions should include a sign-off of OHS responsibilities. Any amendments made to	EXECUTIVE TEAM	All PD's and performance appraisals include OSH

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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<p>a) The organisation's top management shall appoint a specific management representative(s) who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for:</p> <p>a) ensuring that OHSMS requirements are established, implemented and maintained in accordance with AS/NZS 4801; and</p> <p>b) reporting on the performance of the OHSMS to top management for review and as a basis for improvement of the OHSMS.</p>	<p>performance evaluations and/or Position Descriptions need to be communicated to relevant personnel.</p>		
7	4.4	4.4.2	3	<p><b>Training and Competency</b></p> <p>The organisation in consultation with employees shall identify training needs in relation to performing work activities competently, including OHS training. Procedures shall be in place to ensure that OHS competencies are developed and maintained. Personnel shall be assessed as competent on the basis of skills achieved through education, training or experience, to perform assigned tasks taking into account the OHS obligations, hazards and risks associated with the work activities.</p>	<p>Training requirements should be clearly stated in Position Descriptions.</p>	<p>EXECUTIVE TEAM &amp; HR</p>	<p>Exercise ongoing, updating Position descriptions based on information received at appraisal</p>
8	4.4	4.4.2	2	<p><b>Training and Competency Continued</b></p> <p>Procedures shall be developed for providing OHS training. These procedures shall take into account:</p> <p>a) the characteristics and composition of the workforce which impact on occupational health and safety management; and</p> <p>b) responsibilities, hazards and risks.</p> <p>The organisation shall ensure that all personnel, including contractors and visitors, have undertaken training appropriate to the identified needs.</p> <p>Training shall</p>	<p>Develop a procedure that outlines the specific training requirements for OHS including Contractors.</p>	<p>HR</p>	<p>Training Plan created through CRTAFE</p>

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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<i>be carried out by persons with appropriate knowledge, skills and experience in OHS and training.</i>			
9	4.4.3	4.4.3.2	3	<p><b>Communication</b></p> <p><i>The organisation shall have procedures for ensuring that pertinent OHS information is communicated to and from employees and other interested parties.</i></p>	All staff meetings and toolbox meetings must be documented and OHS items raised must be minuted.	DEPARTMENT MANAGERS	31.3.17 & ONGOING
10	4.4.3	4.4.3.3	3	<p><b>Reporting</b></p> <p><i>a) Appropriate procedures for relevant and timely reporting of information shall be established to ensure the OHSMS is monitored and performance improved. Reporting procedures shall be established to cover the following:</i></p> <p><i>a) OHS performance reporting (including results of OHS audits and reviews)</i></p> <p><i>b) Reporting on incidents and systems failures</i></p> <p><i>c) Reporting on hazard identifications</i></p> <p><i>d) Reporting on hazard/risk assessment</i></p> <p><i>e) Reporting on preventive and corrective action</i></p> <p><i>f) Statutory reporting requirements</i></p>	Include reporting notification timeframes in the OHS induction (for employees and contractors).	HR	31.3.17 COMPLETED
11	4.4	4.4.5	2	<p><b>Document and Data Control</b></p> <p><i>The organisation shall establish, implement and maintain procedures for controlling all relevant documents and data required by AS/NZS 4801 to ensure that:</i></p> <p><i>a) They can be readily located;</i></p> <p><i>b) They are periodically reviewed, revised as necessary and approved for adequacy by competent and responsible personnel;</i></p> <p><i>c) Current versions of relevant documents and data are available at all locations where</i></p>	Finalise Document Control and Records Management Procedure (see previous OHS Audit 2014 actions).	EXECUTIVE MANAGER CORPORATE SERVICES	Draft Completed, currently being reviewed by Executive Managers

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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<p>operations essential to the effective functioning of the OHSMS are performed;</p> <p>d) Obsolete documents are promptly removed from all points of issue or otherwise assured against unintended use; and</p> <p>e) Archival documents and data retained for legal or knowledge preservation purposes or both, are suitably identified.</p> <p>Documentation and data shall be legible, dated (with dates of revision) and readily identifiable and be maintained in an orderly manner for a specified period. Procedures and responsibilities shall be established and maintained concerning the creation and modification of various types of documentation and data. The organisation shall preclude the use of obsolete documents.</p>			
12	4.4.6	4.4.6.1	2	<p><b>General</b></p> <p>The organisation shall establish, implement and maintain documented procedures to ensure that the following are conducted:</p> <p>hazard identification; hazard/risk assessment; of hazards/risks; and then evaluation of steps a) to c).</p>	<p>Evaluate current Hazard Management Procedure for effectiveness and continual improvement.</p> <p>(Chiara will develop evaluation methodology and a template for reporting on this).</p> <p>Develop and implement a purchasing procedure &amp; Hire/Lease procedure/Agreement that details hazard identification, risk assessment and risk control of new products.</p>	<p>HR</p> <p>EXECUTIVE MANGER CORPORATE SERVICES</p>	<p>Ongoing evaluation at OSH Committee meetings</p> <p>Statement of Purchasing Ethics Completed</p>

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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
					Implement a Supplier/Contractor selection criteria and listing based on safety practices	EXECUTIVE MANGER CORPORATE SERVICE	30.9.18
13	4.4.6	4.4.6.2	2	<p><b>Hazard Identification</b></p> <p>a) <i>The identification of hazards in the workplace shall take into account:</i></p> <p>a) <i>the situation or events or combination of circumstances that has the potential to give rise to injury or illness;</i></p> <p>b) <i>the nature of the potential relevant injury or illness.</i></p> <p>i. <i>The identification process shall also include consideration of:</i></p> <p><i>the way that work is organised, managed, carried out and any changes that occur in this;</i></p> <p>ii. <i>the design of workplaces, work processes, materials, plant and equipment;</i></p> <p>iii. <i>the fabrication, installation and commissioning and handling and disposal (of materials, workplaces, plant and equipment);</i></p> <p>iv. <i>the purchasing of goods and services;</i></p> <p>v. <i>the contracting and subcontracting of plant, equipment, services and labour including contract specification and responsibilities to and by contractors;</i></p> <p>vi. <i>vi) the inspection, maintenance, testing, repair and replacement (of plant and equipment) to the activity, product or service; and</i></p> <p>c) <i>past injuries, incidents and illnesses.</i></p>	<p>Conduct a review of injury, hazard and incident data.</p> <p>Analyse and consider findings in data for planning future work.</p> <p>Chiara will develop a methodology and template for reporting on this.</p>	OSH COMMITTEE	ONGOING

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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
14	4.4.6	4.4.6.3	3	<p><b>Hazard/Risk Assessment</b></p> <p><i>All risks shall be assessed and have control priorities assigned, based on the established level of risk.</i></p>	<p>Develop a Job Safety Analysis template that is consistent throughout the Shire departments ensuring that the template includes an initial risk rating and residual risk rating boxes.</p> <p>It is recommended that the document called "Task Steps" be re-named "Safe Work Method Statement" to align with the OHS legislation.</p>	HR	30.11.16 COMPLETED
15	4.4.6	4.4.6.5	2	<p><b>Evaluation</b></p> <p><i>The process of hazard identification, hazard/risk assessment and control of hazards/risks shall be subject to a documented evaluation of effectiveness and modified as necessary.</i></p>	As above for 4.4.6.1.	HR	31.1.18 Evaluated on a regular basis at OSH Committee meetings
16	4.5.1	4.5.1.2	2	<p><b>General continued</b></p> <p><i>The organisation shall establish, implement and maintain documented procedures to monitor and measure on a regular basis the key characteristics of its operations and activities that can cause illness and injury. The effectiveness of these measures shall be evaluated. Appropriate equipment for monitoring and measurement related to health and safety risks shall be identified, calibrated, maintained and stored as necessary.</i></p>	<p>Conduct a risk assessment to determine health surveillance requirements. This includes reviewing MSDS' and work processes.</p> <p>Chiara will assist with this process.</p>	HR	31.1.18 Evaluated on a regular basis at OSH Committee meetings

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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<p>Records of this process shall be retained according to the organisation's procedures.</p> <p>With regards to the OHSMS, the organisation shall establish, implement and maintain procedures to monitor:</p> <ul style="list-style-type: none"> <li>a) performance, effectiveness of operational controls and conformance with the organisation's objectives and targets; and</li> <li>b) compliance with relevant OHS legislation.</li> </ul>	When it is determined whether health surveillance is required a procedure should be developed.		
17	4.5	4.5.3	2	<p><b>Records and Records Management</b></p> <p>The organisation shall establish, implement and maintain procedures for the identification, maintenance and disposition of OHS records, as well as the results of audits and reviews. OHS records shall be legible, identifiable and traceable to the activity, product or service involved. OHS records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. Their retention times shall be established and maintained. Records shall be maintained as appropriate to the system and to the organisation, to demonstrate conformance to the requirements of AS/NZS 4801.</p>	<p>As above for 4.4.5.</p> <p>Review current staff access, security arrangements and storage of records.</p>	EXECUTIVE MANAGER CORPORATE SERVICES	Procedure drafted, currently under review by Executive Managers
18	4.5	4.5.4	1	<p><b>OHSMS Audit</b></p> <p>The organisation shall establish, implement and maintain an audit program and procedures for periodic audits to be carried out by a competent person, in order to:</p> <ul style="list-style-type: none"> <li>a) determine whether the OHSMS:                             <ul style="list-style-type: none"> <li>i) conforms to planned arrangements for OHS management including the requirements of AS/NZS 4801;</li> <li>ii) has been properly implemented and maintained;</li> <li>iii) is effective in meeting the organisation's policy</li> </ul> </li> </ul>	<p>Develop a procedure for audits.</p> <p>Develop an Audit Program based on previous audit findings and areas of concern.</p>	HR	30.6.17 Completed

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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<p>as well as objectives and targets for continual improvement; and</p> <p>iii) provide information on the results of audits to management and employees.</p> <p>The audit program, including any schedule, shall be based on the OHS importance of the activity concerned, and the results of previous audits. The audit procedures shall cover scope, frequency, methodologies and competencies, as well as the responsibilities and requirements for conducting audits and reporting results.</p>			
19	4.6	4.6	2	<p><b>Management Review</b></p> <p>The organisation's top management shall ensure, at intervals that it determines, review the OHSMS, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented. Management shall review the continued relevance of, and change where appropriate, policy, objectives, responsibilities and other elements of the OHSMS, in light of OHSMS audit results, changing circumstances and the commitment to continual improvement.</p>	<p>Senior management to conduct a review of the OHS system.</p> <p>Develop an agenda for items and determine timeframes/intervals for the review.</p>	EXECUTIVE TEAM	

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### 5.5 PROGRESS TOWARDS CUSTOMER SERVICE AUDIT

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	1.6.1.6
<b>Reporting Officer:</b>	Cheryl Greenough Coordinator Governance / Administration
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

To provide Council with an update of the progress made towards the Customer Service Audit in order to ensure that continuous improvement occurs within the organisation.

#### ATTACHMENTS

Attachment 1: Customer Service Audit Plan.

#### BACKGROUND / DETAILS

The Shire of Northam procured Aveling to conduct a Customer Service Management System Audit at the end of 2017 which included a review of the effectiveness of our ICS system and our Customer Service Charter. The report included an internal survey as well as an external customer survey.

Key findings of the review related to areas of recommended improvement for both ICS and the Customer Service Charter. Suggested improvements relating to the Customer Service Charter included document control and ensuring the document is easily accessible by customers.

For ICS' the recommended improvement areas included closing out of the documents and ensuring that the customer is kept up to date on the actions taken by staff.

#### 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

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Staffing resources are required to action the recommendations

**Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**Policy Implications**

Nil.

**Stakeholder Engagement / Consultation**

Nil.

**Risk Implications**

Should the recommendations and relevant actions identified not be undertaken or addressed, Council may be at risk of not generating continuous improvement, better practice, good governance and legislative compliance.

**OFFICER'S COMMENT**

Progress is being made toward improving the Customer Service Charter to include being a controlled document.

Work has also commenced on a whistle-blower policy to allow confidentiality for anyone including staff who may have information of a sensitive nature they wish to report.

The Customer Service Charter will be made more accessible and information provided on making a complaint as well as compliment and requests within the next six months.

All staff are working toward the progression of action the in the ICS' and to advise customers of the steps taken including the close out stage.

Key to table

<b>Completed</b>	
<b>No Action</b>	
<b>Underway</b>	

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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.109**

**Moved: Cr Proud**

**Seconded: Cr Mencshelyi**

**That Council receive the update as provided in Attachment 1 in relation to the progress made towards the Customer Service Audit Plan.**

**CARRIED 3/0**

Discussion was held around the customer service / ICS process. The Chief Executive Officer advised that the process is subject to regular reviews to identify improvements.

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**Attachment 1**

Commitment	2.5	17/6	Responsible Officer	Comments
3.1	Does the organisation have a customer service Code of Conduct? (WSM)	2	Customer Service Charter supplied is an uncontrolled word document. This is written as addressing the community but there is no indication of how it is communicated to them.	GOV Officer Currently being dealt with. Discussions are underway relating to having a TV with rolling information in the Admin area.
3.2	Have you determined the external and internal issues that are relevant to your organisation's purpose and the achievement of customer satisfaction in the organisation's strategic direction? (ISO10001 6.2)	2	Charter identifies major stakeholders and attempts to provide them with workable solutions. The main areas missing are stakeholder closeout and reporting to elected members. The elected member monthly report for October 2017 appears to be flawed closeout numbers. It shows approximately 30% of year to date requests are still not closed, but does not seem to trigger any alarm. It is also suspected that significant numbers of complaints have been closed out on the ICS system, without being actually closed. Examples of this include where a letter has been sent by Shire staff requesting action and then closed on the system, but no follow up visit to ensure that the action has been completed.	Executive Managers Weekly reporting is occurring for complaints and ICS's received. Complaints outstanding and completed over the period are monitored to ensure that complaints are not closed without actioning.  Changes have been made to the Customer Requests process so that these are only allocated to one officer to ensure ownership of the complaint/ICS.  Efforts have been made to action the number of outstanding request over the past 6 months with outstanding ICS's reducing by 153 since December 2017. This reporting is ongoing and the total number of ICS's/complaints received will be monitored.
3.4	Has input been gained to identify and assess the needs of customers in the development of the Code and procedures? (ISO10001 6.3)	2	There are no document control records for the process to indicate community consultation in the development.	GOV Officer Under development. The document is being reviewed and updated with document control data.

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3.5	Is the Code clear, concise and written in simple language? (ISO10001 6.4)	3.5	The customer service charter is well written and copies have been made available in the main reception area (at times), however the majority or customer responses indicated that it has not been publicized as well as it could have been. It is recommended that a shortened version be produced and displayed in a similar manner to the City of Cockburn example shown in section 11.	GOV Officer	A rolling TV selection is being considered. Not convinced a board out the front would do anything.
<b>Capacity</b>		<b>2</b>	<b>8/4</b>		
3.8	Have the objectives been established at relevant departmental and individual levels with the business?	1.5	No Key Performance Indicators (KPI's) have been set to monitor the number of requests/complaints or their close out times. This should be completed as a priority after the next round of staff training.	Executive Managers	<p>No KPI's have been established to date for employees.</p> <p>Officers are liaising with Executive Managers to identify timeframes to be implemented within Council's documented process for customer requests.</p> <p>KPI's are listed within the complaints process as follows:</p> <ul style="list-style-type: none"> <li>Complaint Resolution - 90% of Complaints closed and determination provided within 20 working days;</li> <li>Complaint Acknowledgement - 100% of Complaints acknowledged within 5 working days.</li> </ul>
3.10	Is customer service included in the business plan? (WSM) If so, what elements of customer service do you regularly monitor? (WSM)	2	While there is a customer service charter and reports are compiled for elected members and as part of the quarterly report card, there was no evidence available to suggest that	Gov Officer	<p>KPI's will be put in place by 30 September 2018.</p> <p>The Corporate Business Plan outlines the following actions:</p>

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			customer service forms part of a formal business plan. Customer service requests and closeouts are reported monthly and quarterly, but no KPI appears to exist on this data.		<ul style="list-style-type: none"> <li>• Manage customer services through use and maintenance of appropriate systems and processes.</li> <li>• Implement Shire of Northam Customer Services Charter.</li> <li>• Implement an organisational wide process for dealing with/responding to customer requests/complaints.</li> </ul>
<b>Visibility</b>	<b>2</b>		<b>7/3</b>		
3.13	Is it relevant and responsive to customer needs? (ISO10001 4.6)	2	These issues are difficult to assess given that over 90% of customer survey respondents claimed that they had not seen it.	Gov Officer	Once the document has been reviewed, it will be replaced on line, at the front counter and if need be can go out with rates reminders.
<b>Monitoring</b>	<b>2</b>		<b>8/4</b>		
3.25	Are KPI results and/or other statistical measures used to review the performance of the organisation's customer service? (ISO10001 6.5 & 8.2)	2.5	An elected member monthly report and quarterly report card are produced which both include basic ICS statistics. These do not however offer any insight into long term open items or provide a performance target. As discussed previously, it was considered that a number of requests had been closed out without verification and that the statistics may not therefore show the true picture.	Executive Managers	<p>In progress.</p> <p>Officers are liaising with Executive Managers to identify timeframes to be implemented within Council's documented process for customer requests.</p> <p>Since the previous update the reporting graph for ICS's has changed from only showing how many are outstanding and received to also include how many ICS's have been actioned/closed out for the corresponding month. The ICS process has recently been subject to a review and there has been a significant decrease in the number of outstanding ICS's.</p> <p>KPI's are listed within the complaints process as follows:</p>

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				<ul style="list-style-type: none"> <li>Complaint Resolution - 90% of Complaints closed and determination provided within 20 working days;</li> <li>Complaint Acknowledgement - 100% of Complaints acknowledged within 5 working days.</li> </ul> <p>Community Satisfaction Survey is scheduled for 2018/19 period.</p>	
<b>Procedures</b>	<b>2.5</b>		<b>32/12</b>		
4.14	Are complaints closed out and recorded once agreed actions are complete? (ISO10002 7.9)	2.5	As previously noted, at least some complaints appear to be closed out prematurely and without verification of work orders being completed.	Executive Managers	<p>Ongoing.</p> <p>Weekly reporting is occurring for complaints and ICS's received. Complaints outstanding and completed over the period are monitored to ensure that complaints are not closed without actioning.</p> <p>Changes have been made to the Customer Requests process so that these are only allocated to one officer to ensure ownership of the complaint/ICS.</p> <p>Efforts have been made to action the number of outstanding request over the past 6 months with outstanding ICS's reducing by 153 since December 2017. This reporting is ongoing and the total number of ICS's/complaints received will be monitored.</p> <p>At</p>

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4.19	<p>Is complaints information, including the identity of complainants, treated confidentially wherever possible or necessary? (ISO10002 4.7)</p> <p>Are procedures in place to manage whistle-blower complaints in accordance with the Public Interest Disclosure Act?</p>	2	<p>There was no information available to suggest that confidentiality has been considered in terms of complaints and this should be included in future updates of the process.</p> <p>No information on whistleblower complaints is included in the Shire complaints process.</p>	Executive Managers	<p>Confidentiality is always maintained in relation to customer complaints and requests. The complaints process includes details in relation to the actions to take to maintain confidentiality if the complaint is of a confidential nature, however does not detail that the complainants details are to remain confidential (although is practice with all complaints and ICS's). It is proposed that the process be improved by detailing that all elements of the complaint are to be treated with confidentiality (including the identity of the complainant).</p> <p>Whistleblower policy is currently being prepared by HR Coordinator. It is proposed that this will be presented to Council in the coming months.</p>
4.23	<p>Are details of reviews and actions taken to improve services published to staff and the public? (ISO10002 8.6.3)</p>	2	<p>The quarterly report card is circulated widely and includes ICS statistics for customer service requests (including complaints), but does not look at individual cases or outcomes. Further it does not differentiate between complaints and work requests.</p>	Executive Managers	<p>Process mapping system is available to all staff to ensure they are following the process for managing ICS's and complaints.</p> <p>Weekly reporting is now occurring to monitor the requests and complaints received.</p> <p>Suggested changes are to be implemented into quarterly reporting (i.e. differentiate between complaints and requests)</p>

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4.26	Does the complaints manager or coordinator compile reports for senior management based on the analysis of the data, which include recommendations for: <ul style="list-style-type: none"> <li>• complaint reduction strategies, or</li> <li>• improvements to business processes</li> </ul>	2.5	Reports are compiled monthly (for elected members) and quarterly (for the report card), however these are both basis numerical reports and do not provide any level of detail that would support continuous improvement in this area.	Executive Manager Corporate Services	Executive Assistant – CEO is now generating weekly reports for ICS's and complaints.  Process improvements for managing complaints and ICS's are managed through Council's process mapping system which allows all staff to suggest improvements in relation to the process for managing ICS's and complaints.
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**6. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

Nil.

**7. DATE OF NEXT MEETING**

The next Audit Committee meeting is proposed to be held on 28<sup>th</sup> November 2018 unless otherwise advised.

**8. DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Cr CR Antonio declared the meeting closed at 3:46pm.

"I certify that the Minutes of the Audit Committee meeting held on Friday, 7<sup>th</sup> September 2018 have been confirmed as a true and correct record."

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

\_\_\_\_\_ Date

12. OFFICER REPORTS

12.1 **CEO'S** Office

Nil.

12.2 ENGINEERING SERVICES

12.2.1 Drainage Improvements – 36 St George Street, Bakers Hill

Address:	36 St George Street, Bakers Hill
Owner:	A M Hawser
File Reference:	A543
Reporting Officer:	Paul Kher Technical Officer - Engineering Services
Responsible Officer:	Clinton Kleynhans Executive Manager Engineering Services
Officer Declaration of Interest:	Nil
Voting Requirement	Absolute Majority
Press release to be issued:	No

BRIEF

Running through the properties of house number's 36 & 38 St George Street, Bakers Hill, is a natural (minor valley)overland storm water flow path, which receives storm water runoff from a Shire owned road culvert. The discharge point of the culvert is located at the corner front verge of both these properties

The former owners of these properties had formed a drainage channel by means of a retaining wall to property 36 St George St (high side), and a make-shift wall approximately 600 mm within the boundary of 38 St George Street (low side), this consisted of a super six type fencing clad with rock. The storm water would flow through this channel then flow into the laneway at the rear of the properties, through Lot 4634 Great Eastern Highway before reaching the creek line.

The owners of Lot 4634 Great Eastern Highway have formalised a flow path by means of constructing a dry creek bed type channel to manage the storm water through their property. (Refer to Attachment 1)

Historical information suggests that the drainage channel through 36 & 38 St George Street has been unable to cope with rainfall from significant events which has resulted in damage and erosion problems for the owner of these properties.

In an effort to prevent further damage to their property the owner of 36 St George Street has attempted to re-train the flow path by backfilling the open drainage channel and concreting closed the road culvert. This has resulted in uncontrolled overland flow and further damage elsewhere on the properties.

This report is to assist Council in making an informed decision regarding the future of the drain and what works are required to rectify the situation.

#### ATTACHMENTS

Attachment 1 – Locality Map.

Attachment 2 – Decommissioned Culvert and Channel.

Attachment 3 – Work Committee Meeting Minutes 28-09-1990.

Attachment 4 – Council Meeting Minutes 05-10-1990.

Attachment 5 - Approved retaining wall letter from shire in 1991.

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#### BACKGROUND / DETAILS

Following on from a severe storm event in 2016 staff were contacted by the current land owner of 36 St George Street, Bakers Hill regarding their dwelling which had been flooded by storm water.

When discussing the matter with the effected property owners the feedback received was that the road culvert and associated channel through 36 and 38 ST George Street would function adequately in normal rain events, however the owner of 36 St George Street advised the road culvert was unable to cope with the heavier events, which resulted in the culvert becoming overwhelmed with water topping over the road uncontrolled. This also resulted in their house and shed becoming flooded causing tens of thousands of dollars damage.

As the owner of 36 St George Street no longer wanted to receive stormwater from this culvert, and also believed the drainage channel was a safety issue, they decided to:

- A) Backfill the open drainage channel, also placing limestone blocks on top of the super six fence. This was allegedly done with the agreement of the former property owner of 38 St George Street.  
In doing so this has created a new unapproved retaining structure which has increased in height and also encroached approximately 600mm into the adjoining property. And;
- B) Concrete closed the road culvert.

(Refer Attachment 2)

In an attempt to attenuate the stormwater to prevent further flooding of the properties the Shire constructed a detention basin (approximately 500 – 600 Kl) on the southern side of the road to provide some relief until such time as the history of the drainage channel had been investigated, and a solution had been determined. Until the most recent significant storm event in February 2018, staff were of the opinion the detention basin was working effectively.

Most recent investigations reveal this issue dates back as far as 1990, as staff have retrieved Work Committee Meeting Minutes from archives regarding the same drainage issue between these two properties. The resolution of Council at the time was to create the following easement along the adjoining boundary: (Refer Attachment 3 & 4).

- o 1 meter from Lot 221(38 St George St)
- o 2 meters from lot 222 (36 St George St)

Staff have reviewed the titles of these properties and noted the easements have not been added to the titles.

In 1991 the Shire approved a retaining wall design for 36 St George Street (Refer Attachment 5) however additional correspondence suggests the constructed wall did the specification of the approved design. As the original retaining wall has been backfilled staff are unable to determine if the original retaining wall was in fact compliant.

## 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

To rectify the current situation there are two possible options that have been considered, being:

- a) an open channel, rock lined with initial estimates in the order of \$70,000;  
or
- b) A piped drainage system which has been estimated to cost in the order of \$91,000;

The recommended works will be delivered utilising the following funding sources:

Stormwater Drainage Projects Reserve	\$30,000 (there is currently \$31,000 in this reserve)
Existing 2018/19 drainage budgets	\$61,000 (this will leave only \$4,327 available)

## Legislative Compliance

### Local Government (Functions and General) Regulations 1996

#### 18. Protection of watercourses, drains, tunnels and bridges — Sch. 9.1 cl. 9

- (1) A person must not, without lawful authority, alter, obstruct, or interfere with, any watercourse, drain, tunnel, or bridge that is local government property.

Penalty: a fine of \$1, 000.

### Local Government Act 1995

Schedule 3.27. Particular things local governments can do on land that is not local government property

- (1) A local government may, in performing its general function, do any of the things prescribed in Schedule 3.2 even though the land on which it is done is not local government property and the local government does not have consent to do it.

Schedule 3.2 — Particular things local governments can do on land even though it is not local government property

[Section 3.27(1)]

1. Carry out works for the drainage of land.
2. Do earthworks or other works on land for preventing or reducing flooding.

## Policy Implications

### B7.2 Retaining Walls:

#### POLICY

1. Retaining walls require a building permit if the retaining wall
  - Retains ground more than 500mm in height; or
  - If it is any height and is associated with other building work or with the protection of land adjoining the land on which the retaining wall is located; or
  - If it is any height and is work of a kind to which section 76, 77, 78 or 79 of the Building Act 2011 relates (Work affecting other land that requires consent, court order or other authority).
2. A Retaining wall which requires a building permit, will also require an accompanying engineer's certification as part of the building application.

## Stakeholder Engagement / Consultation

Since this matter was raised back in 2016, staff have been investigating and presenting options to both landowners of 36 and 38 St George Street to resolve the issues.

Advice from the Landowner of 38 St George Street is that they are not willing to have a drain formed, nor a pipe constructed through their property as in their opinion there was no flooding issues prior to the original drainage channel being backfilled by the landowner of 36 St George Street.

The Landowner of 36 St George Street will refuse to consent to having an open channel drain through the property, as they claim the previous channel used to cause scouring to the embankment which their shed sits on. This statement is supported by correspondence the Shire had received from the previous owner back in 1991.

Based on the last advice received from the owner of 36 St George Street, they would be willing to have a piped drain through their property.

#### Risk Implications

Staff have recently sought legal advice pertaining to the Shire's powers and duties when directing stormwater onto private property.

The following advice was provided:

*Duties: describes those situations where the local government has a power and a positive duty to act in appropriate circumstances e.g. "a local government shall drain stagnant water holes".*

*Powers: describes those situations where the local government has a power but no duty to act e.g. "a local government may carry out works for the drainage of land".*

*Where a local government has a power but not a duty*

*Where a local government has a power but no duty to act, it will only be liable, where it does decide to act, for any additional harm brought about by its intervention (i.e. where this intervention was not carried out reasonably).*

*However, a local government may have a duty to act in situations where it would be irrational not to exercise the power.*

With consideration of this advice, staff are of the opinion the Shire has exercised its power to divert stormwater onto private property, however failing to construct a formalised drainage passage through the properties could result in liability should any damage occur.

#### **OFFICER'S COMMENT**

Since the initial discussions with the landowner of 36 St George Street, staff have observed that the road culverts has now been opened by the landowner of 36 St George Street. With the former drainage channel no longer in existence all stormwater from this culvert is currently entering 38 St George Street

uncontrolled. Temporary sand bags have been provided by the Shire to direct this stormwater to the rear laneway until such time a permanent solution can be implemented.

Staff engaged a Consulting Hydrologist to perform an assessment and provide feedback as to the most appropriate treatments to rectify the current situation. The following findings were identified:

- 1) The existing road culvert is 3 x 375mm diameter pipes, which has capacity to convey 0.5m<sup>3</sup>/second, this is equivalent to a modelled storm event of 1:10. That being said, in any event greater than this it is possible overland flow from the road via will occur as the road culvert cannot cope. This would support the landowners claims that even before the drainage channel was in place and prior to any alterations they made, they had flooding at times.
- 2) To convey storm water from St George Street through The Property For:
  - a. a 1:10 year event a Pipe size of 600mm diameter is required. (\*)
  - b. a 1:20 year event a Pipe size of 750mm diameter is required. (\*)
  - c. a 1:100 year event a Pipe size of 900mm diameter is required.

(\*) However an overland flow path will need to be established for when the Pipe system cannot cope.

- 3) Negotiate with land owners to construct a rock armoured swale drain through the properties which will have greater capacity to cater to a 1:100 year event.
- 4) Alternatively consider a 750mm piped system to be designed and constructed.

These findings were discussed with the landowners of both 36 & 38 St George Street. The Owner of 38 St George Street was not willing to have the drain formed in her property.

The Landowner of 36 St George Street, at the time and still to date, is willing to have a concealed piped drainage system, however will not accept an open swale drain through the property.

Reviewing this information, staff further engaged a Design Engineering Consultant to review the findings and provide a detail design for the 750mm piped option which could then be detail costed. Also assessing an open drain verses a piped drain option. The following findings were identified by the Design Consultant.

Piped Drain  
Advantages:

- Underground therefore no unusable space
- Can't see it therefore more likely acceptable to the lot owners
- Likely Less maintenance as branches are more unlikely to flow through the pit network

Disadvantages:

- More costly than open drain
- As the pipe design is a bubble up pit there will be still water within the pipe network from the base of the pipe up to the grate hence a risk of mosquito/midge breeding.

Open Drain

Advantages:

- minimum excavation works
- Typically cheaper construction
- Less skilled labour to construct

Disadvantages:

- Visible as the open drain is on the surface
- Non usable land due to the open drain is on the surface
- More maintenance than piped drainage network due to leaves/branches clogging the open drain
- Access issues due to neighbouring dispute.

The preferred option recommend by staff, and also supported by the independent consultant is to construct a piped drainage system.

RECOMMENDATION

That Council:

1. Approve an unbudgeted expenditure for the construction of a piped drainage system through, 36 St George Street and 38 St George Street (if also required), Bakers Hill to convey stormwater from St George Street to the laneway at the rear of the property; and
2. Authorise the funds to be sourced from the following accounts:
  - Stormwater Drainage Projects Reserve \$30,000
  - Existing 2018/19 drainage budgets \$61,000

ABSOLUTE MAJORITY (6) REQUIRED

Attachment 1. – Locality Map



Ariel View



Street View – (Google 2010)



Attachment 2. – Decommissioned Culvert and Channel

PHOTO 1



3 X 375mm drainage  
pipes concreted closed  
(recently exposed)

PHOTO 2



Refer Photo 3

Former drainage channel backfilled

Super six fence panel's cladded with mortared rocks on the Eastern Side

PHOTO 3



Super 6 fence panel's cladded with mortared rocks on the Eastern Side (typical of entire original fence)

PHOTO 4



Additional Limestone blocks added to wall increasing height (by current landowner)

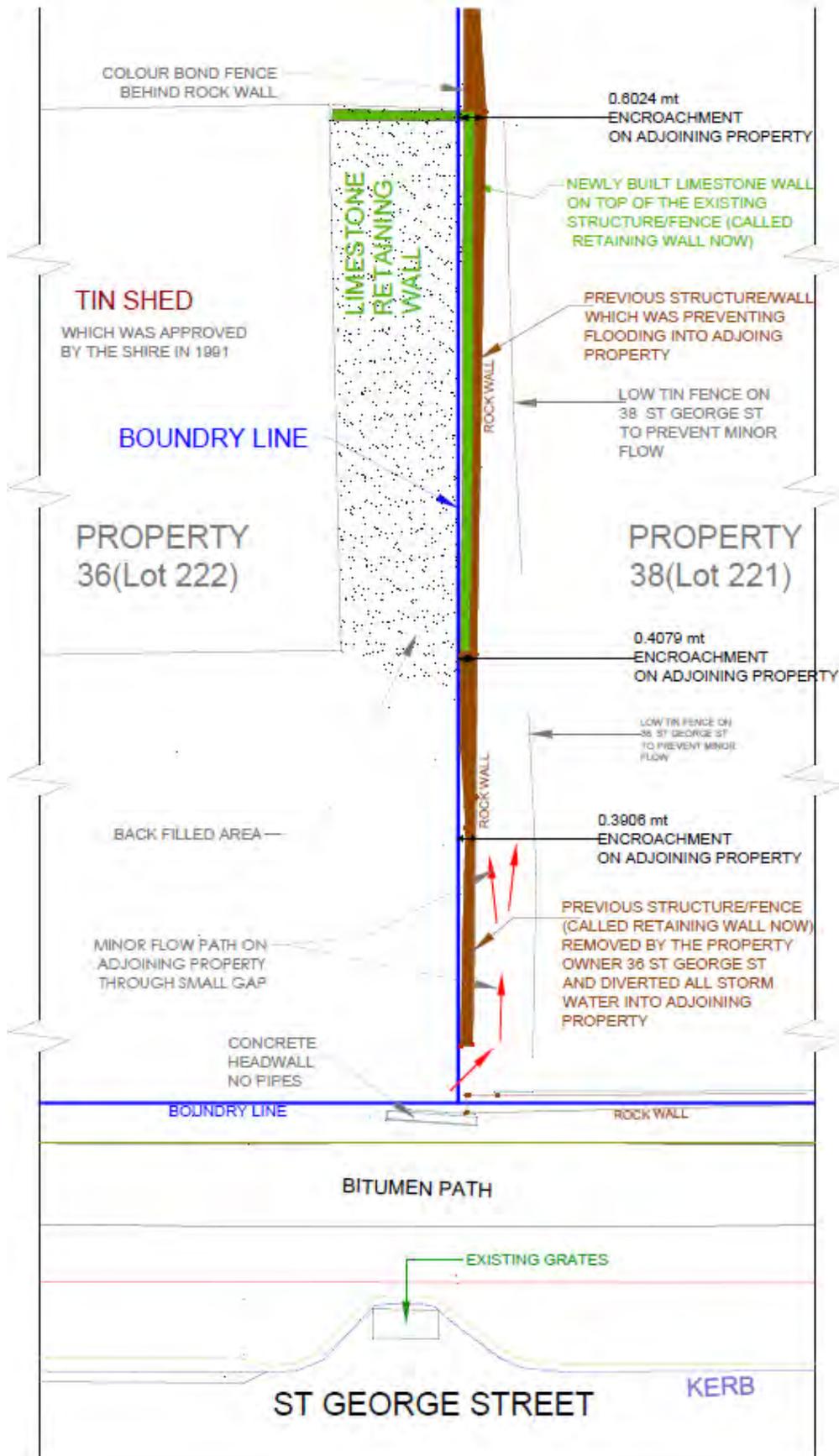
Remnants of super six fence, now backfilled forming new retaining wall and boundary

PHOTO 5

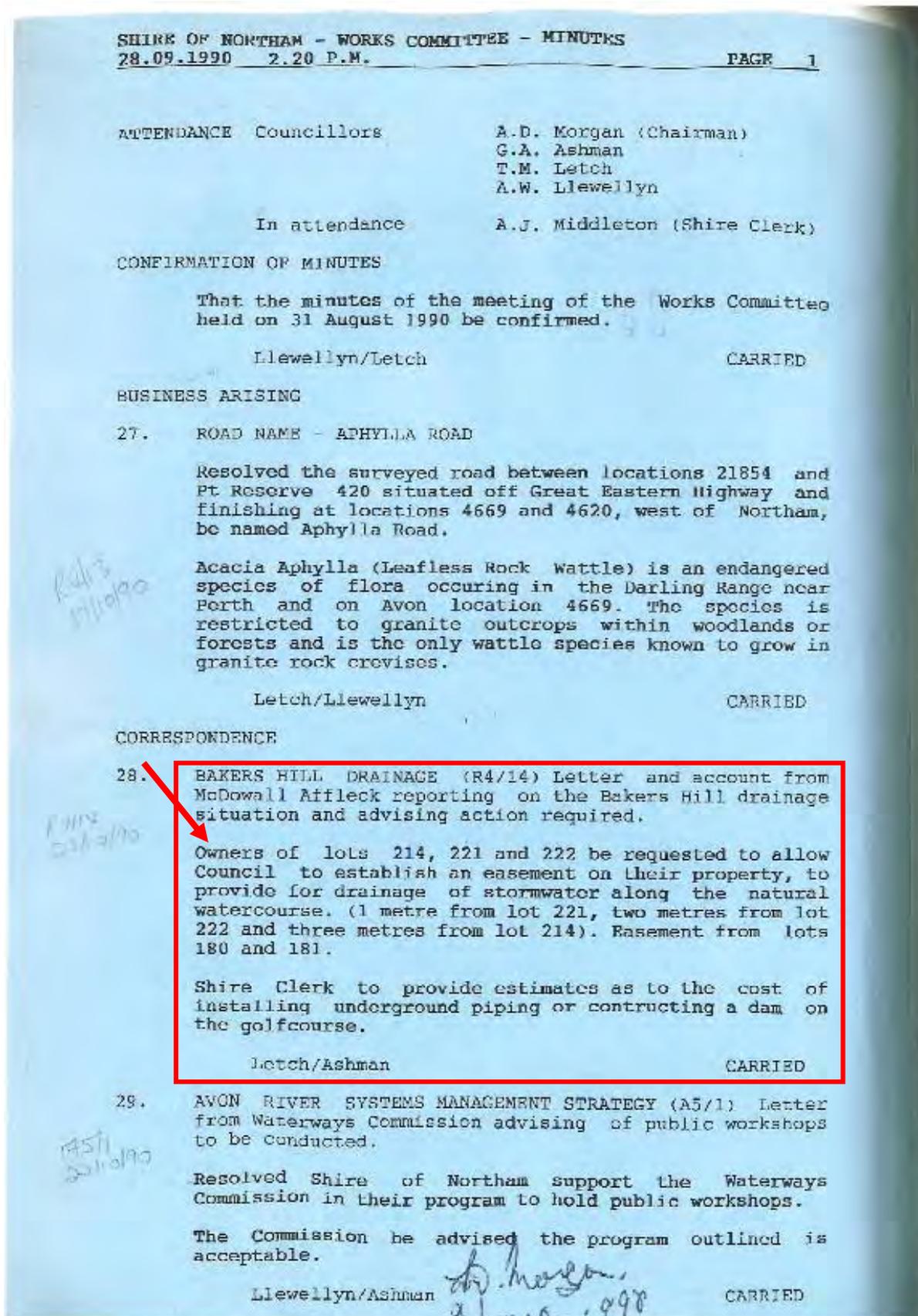


36 St George Street (Shed)

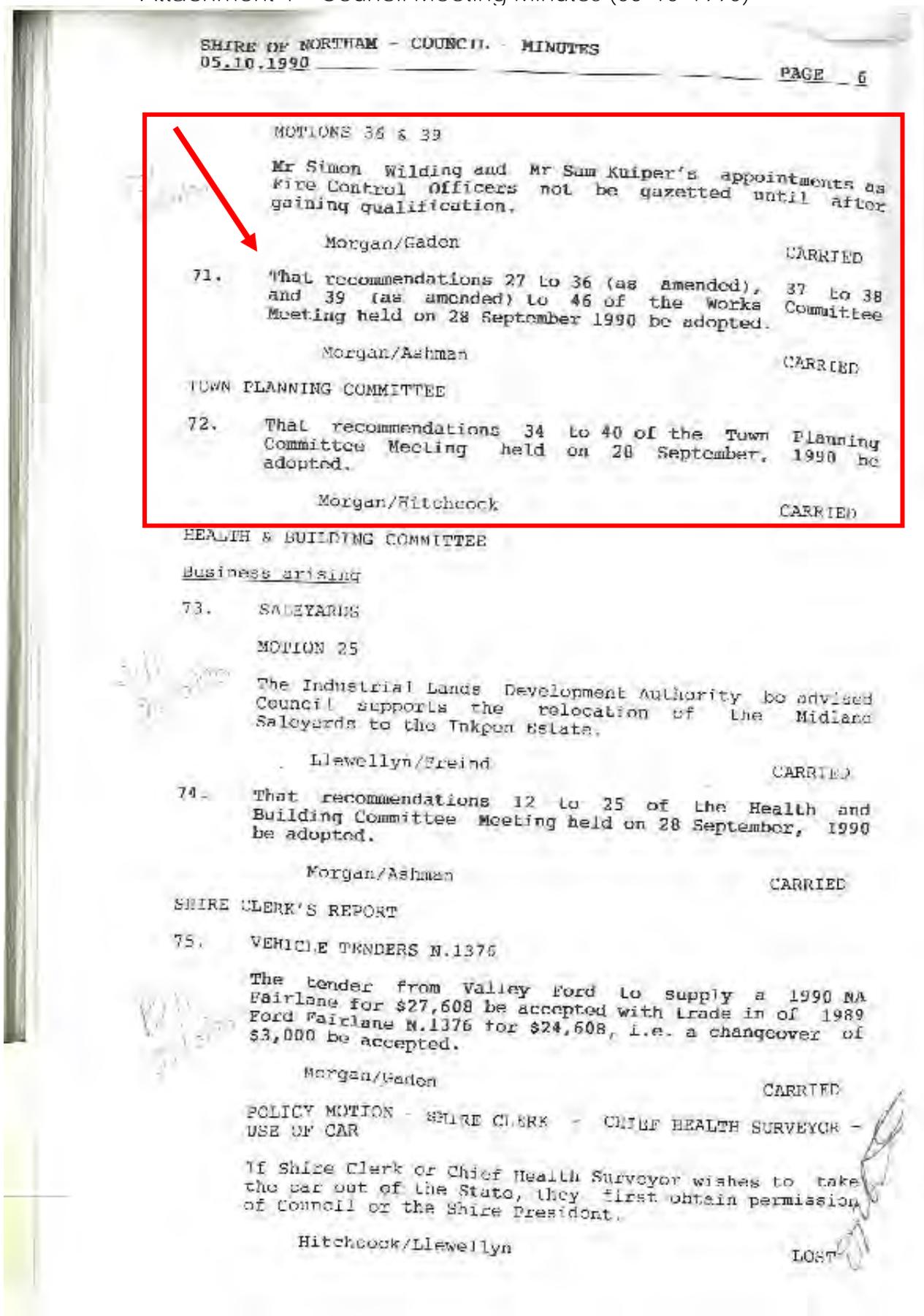
Retaining Wall at its highest point approx. 1.7m



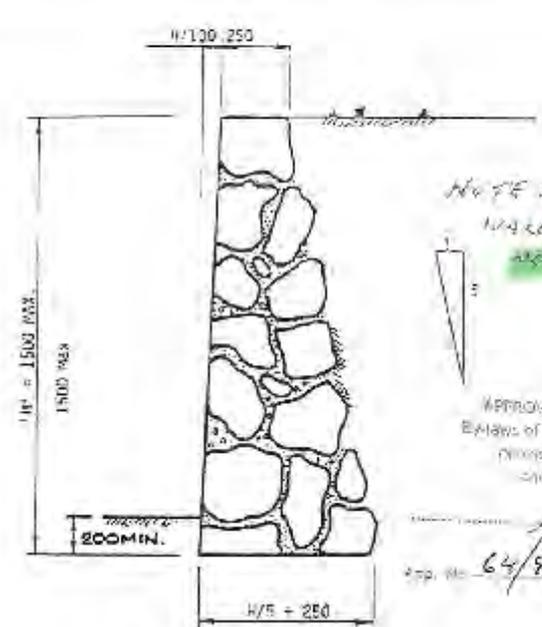
Attachment 3 – Work Committee Minutes (28-09-1990)



Attachment 4 – Council Meeting Minutes (05-10-1990)



Attachment 5- Approved Retaining Wall Design



**LATERITE ROW / GRANITE RETAINING WALL**  
NOT TO SCALE

*NOTE: APPROVAL FOR RETAINING WALL ON EASTERN BOUNDARY AREA DRAWN IS APPROVED*

*APPROVED BY: [Signature] 6/4/18*

*Michael Young ES MCDM K*

**NOTES**

1. Granite assumed as 25KN/M<sup>3</sup> density.
2. Backfill to be level.
3. Soil in front of wall to be level.
4. Wall backfill not to be loaded with buildings for height of wall from wall face.
5. Rocks to interlock.
6. Fill voids with angular not rubble.
7. Compaction of backfill to be min. 4 blows/300 mm S.P.P.
8. Compaction under footing to be min. 5 blows/300 mm S.P.P.
9. Plumbing excavations to be no deeper than one distance from the wall subtract 150 mm.

*To go along ~~east~~ front boundary and part of west of house*

*APPROVED BY: [Signature] 6/4/18*

*Bill Singh Sunaryar 17/4/18*

SITE Lot 222 ST. GEORGE ST BAKERS HILL.	<b>STRUTTERRE CONSULTING ENGINEERS</b> CIVIL AND STRUCTURAL DESIGN CONSULTANTS 204 BALGATTA ROAD, BALGATTA W.A. 6021 TELEPHONE 349 6586
BUILDER	

## 12.3 DEVELOPMENT SERVICES

### 12.3.1 Application for Development Approval – Variance to Outbuilding Area Allowance (LPP24) – Lot 55 (#55) Lunt Street, Northam

Address:	Lot 55 Lunt Street, Northam
Owner:	Shane Manuel
Applicant:	Shane Manuel
File Reference:	A11288 / P18073
Reporting Officer:	Benjamin Robins Planning Officer
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement	Simple Majority
Press release to be issued:	No

#### BRIEF

Council is asked to consider an application for an oversized outbuilding at Lot 55 Lunt Street, Northam. The landowner proposes to construct a 216m<sup>2</sup> outbuilding (24m x 9m) adjacent to the existing dwelling.

The item is brought before Council as it seeks to vary the maximum permissible aggregate floor area for outbuildings on a 2ha – 5ha Rural Residential zoned lot by 17.6% (250m permitted, 294m proposed). Officers do not have delegation to determine the application to vary the aggregate outbuilding area to the extent proposed and therefore the item is brought to Council for consideration.

#### ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Plans of Proposal.
- Attachment 3: Justification for Outbuilding.
- Attachment 4: Existing Outbuildings (Removal & Retention).

#### BACKGROUND / DETAILS

Lot 55 Lunt Street, Northam (subject site) is located in the north-eastern quadrant of Northam near the Northam Airport. The subject site is zoned Rural Residential under the Shire's Local Planning Scheme No. 6 (the Scheme) and has a legal area of 4.0469ha. Existing development on the property comprises

a single house, a 7m x 4m (28m<sup>2</sup>) chook pen and a 10m x 5m (50m<sup>2</sup>) hay shed. There are also two (2) smaller sheds located behind the house, however, these are proposed to be removed. Refer Attachment 1 – Location Plan.

The proposed outbuilding is 216m<sup>2</sup> in area, while the existing chook pen and hay shed are 28m<sup>2</sup> and 50m<sup>2</sup> respectively (total = 294m<sup>2</sup>). The proposed Colorbond outbuilding is to be constructed in a farm shed style, providing open frontage towards Lunt Street. Refer Attachment 2 – Plans of Proposal.

The maximum permitted aggregate floor area for outbuildings under the Shire's Outbuildings Policy (LPP24) is 250m<sup>2</sup>.

A technical assessment of the proposed outbuilding against the provisions of LPP24 has been undertaken. The assessment shows that the proposal is consistent with the provisions of LPP24, except as it relates to the maximum combined area for outbuildings (250m<sup>2</sup> required, 294m<sup>2</sup> provided).

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objective(s): Positive internal and external perceptions about the Shire of Northam.

Financial / Resource Implications

Nil.

Legislative Compliance

Shire of Northam Local Planning Scheme No.6:

*"4.22.2: The siting and design of outbuildings in all zones except the Residential zone shall be in accordance with Table 2 or any local planning policy adopted by the local government."*

The proposal complies with the setbacks of the Rural Residential zone of 15m from the front and 10m from the rear or sides. No building envelope is present.

Policy Implications

Council's Local Planning Policy 24 – Outbuilding in the Rural Residential, Rural Smallholding and Rural Zones applies to this proposal.

The proposal seeks to vary the aggregate outbuilding area under cl5.5 of LPP24, the proposal is otherwise consistent with the provisions of Local Planning Policy 24.

### Stakeholder Engagement / Consultation

The proposal was advertised between the 27th of August 2018 and 10th of September 2018 to landowners opposite the proposal. One submission was received which raised objections to the state of the existing outbuildings and the concern related to the bulk and scale of the proposal noting the existing and proposed outbuildings are located almost in front of the dwelling. The objection has raised that all the existing and proposed outbuildings are visible from the residence, and the poor condition of the existing outbuildings (Attachment 3) are an eyesore from the objectors residence and when landing their aircraft. While noted that while no objection would otherwise be provided, they noted the objection was being provided to the poor condition of the existing structures and "what materials are laying around" method of construction and fragmented construction. It is highlighted by the objector that the granting of an outbuilding bigger than the usual allowable limit would be quite detrimental to the amenity of the area.

### Risk Implications

Each proposal is assessed on its own merits, and therefore there is not a risk the proposal will set a precedent. There are no risk implications in making the recommendation.

### OFFICER'S COMMENT

Given the characteristics of the site, the proposed variation to the permitted outbuilding area to enable the development proposal to proceed is considered appropriate. The applicant has provided justification as to why the proposed shed is required, which is for the storage of equipment and vehicles (Attachment 4). 55 Lunt Street is directly opposite Special Use Zone 11 where private airport hangars are permitted which exceed the requirements of the Rural Residential zone (400m or less or 20% lot area), and the style of the proposed outbuilding is in conformance with the rural residential amenity of the general locality.

Based on the submission received Officers have assessed the proposal and the amenity from the street is the only valid planning consideration. Based on the below mentioned factors, the Officers have noted the proposal does not have a detrimental impact on the amenity of the locality and deems the application as appropriate as the proposed outbuilding is:

1. Visually separated from the existing outbuildings;
2. Located greater than 80m from the street boundary;
3. Setbacks of buildings on the property are compliant;
4. The height of the proposed outbuilding is consistent with LPP24;
5. Existing outbuildings provide greater setback from the street; and
6. Existing and proposed outbuildings are located between the tree line and dwelling of Lot 55 Lunt Street.

The application is therefore recommended for approval subject to appropriate conditions.

RECOMMENDATION

That Council grant Development Approval to Shane Manuel for the construction of an outbuilding at Lot 55 (#55) Lunt Street, Northam as outlined in the Application received 3 August 2018 (Application No.P18073), and indicated on the approved plans, subject to the following conditions:

1. The development hereby permitted must substantially commence within two years from the date of this determination.
2. The development hereby permitted taking place in accordance with the approved plans.
3. Use of the outbuilding shall be for domestic purposes only.
4. The outbuilding shall not be used for human habitation at any time.
5. Walls of the outbuilding shall not be clad in Zincolume or similar highly reflective materials.

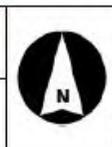
Attachment 1



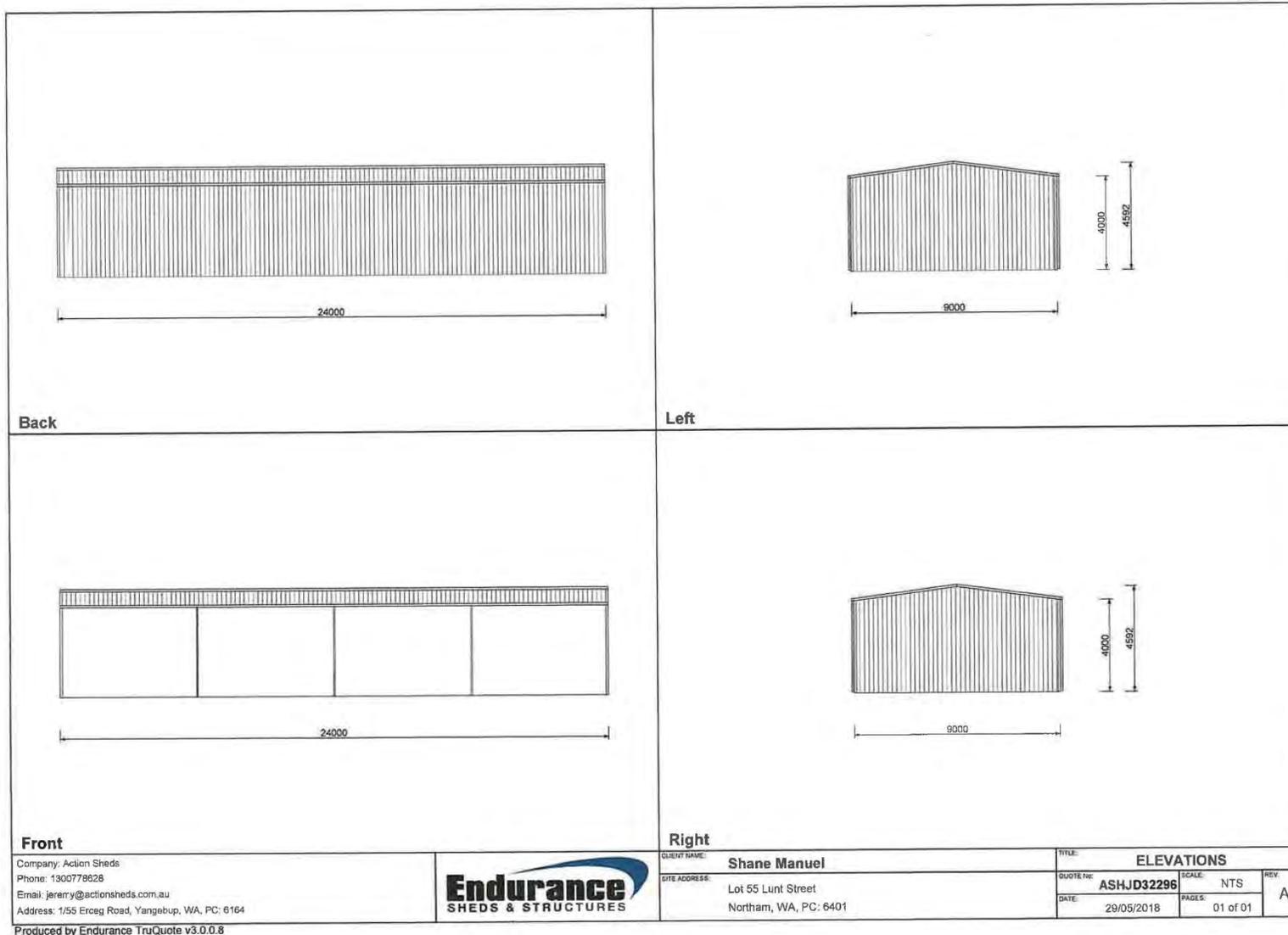
The Shire of Northam does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that The Shire of Northam shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

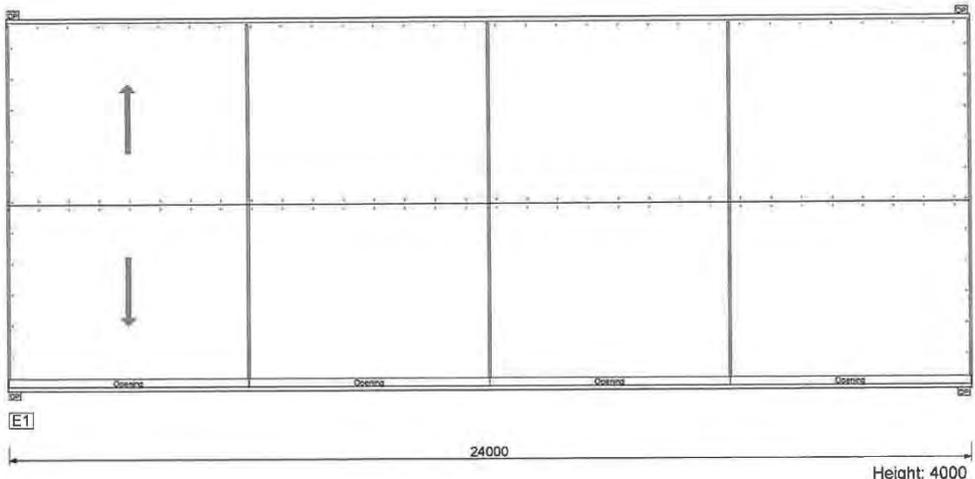
Lot 55 Lunt Street,  
Northam

3/09/2018  
1:2500



Attachment 2



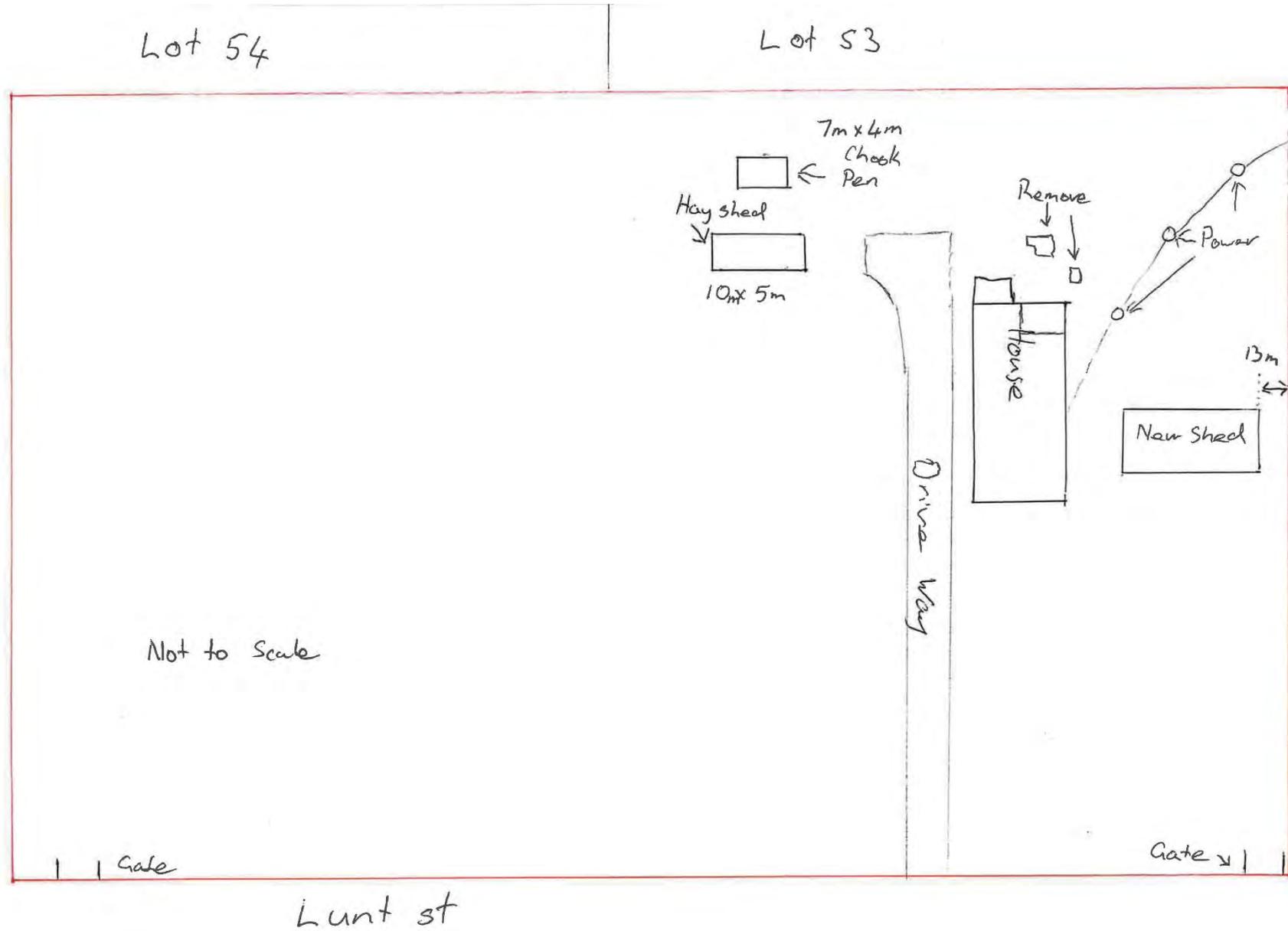


24000

Height: 4000

**OPTION ITEMS LIST:**  
4 x Open Bays  
(E1) 1 x Eng - Certificate (WA) - Enduro

<p>Company: Action Sheds Phone: 1300776628 Email: jeremy@actionsheds.com.au Address: 1/55 Erceg Road, Yangebup, WA, PC: 6184 Produced by Endurance TruQuote v3.0.0.8</p>		<p>CLIENT NAME: <b>Shane Manuel</b> SITE ADDRESS: Lot 55 Lunt Street Northam, WA, PC: 6401</p>	<p>TITLE: <b>PLAN VIEW</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>QUOTE No:</td> <td>SCALE:</td> <td>REV.</td> </tr> <tr> <td><b>ASHJD32296</b></td> <td>NTS</td> <td>A</td> </tr> <tr> <td>DATE:</td> <td>PAGES:</td> <td></td> </tr> <tr> <td>29/05/2018</td> <td>01 of 01</td> <td></td> </tr> </table>	QUOTE No:	SCALE:	REV.	<b>ASHJD32296</b>	NTS	A	DATE:	PAGES:		29/05/2018	01 of 01	
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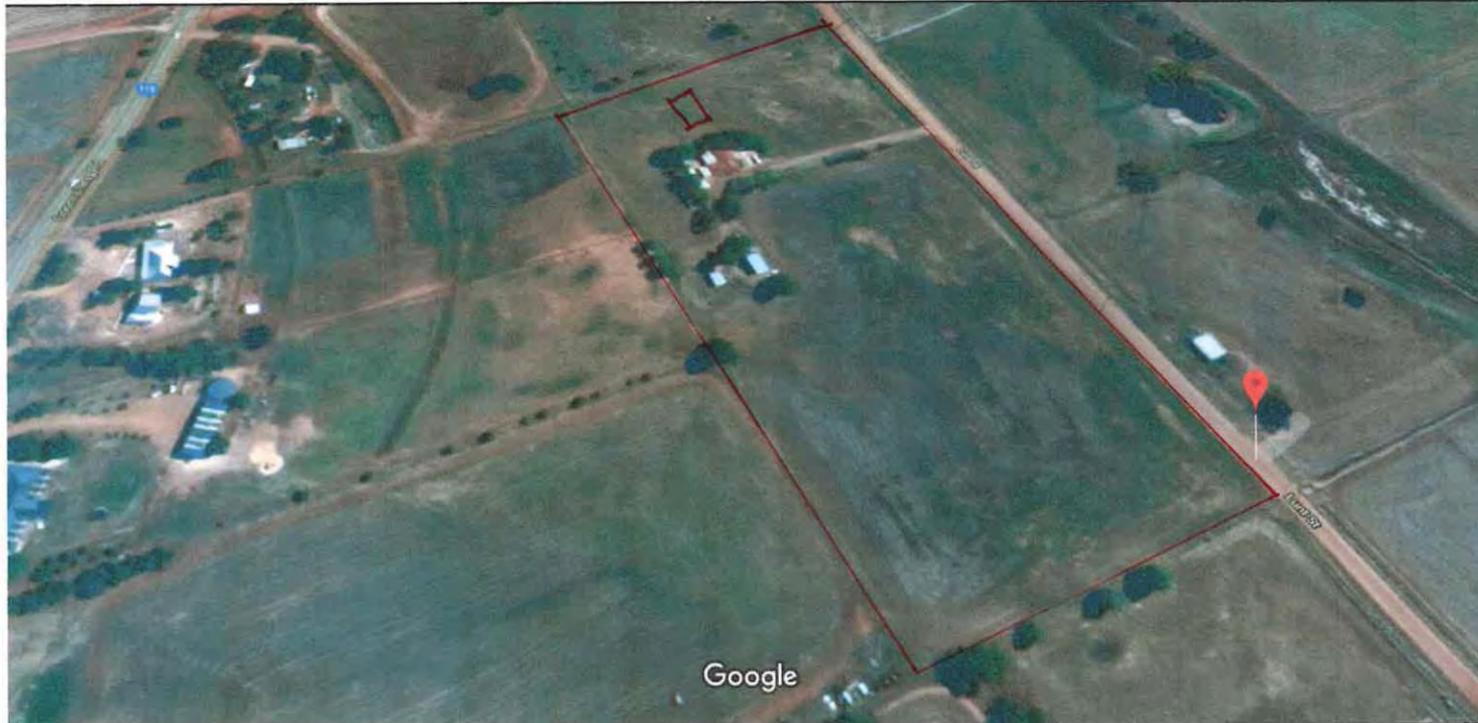


Attachment 3

25/06/2018

Lunt St - Google Maps

Google Maps Lunt St



Imagery ©2018 DigitalGlobe, DigitalGlobe, Map data ©2018 Google 20 m

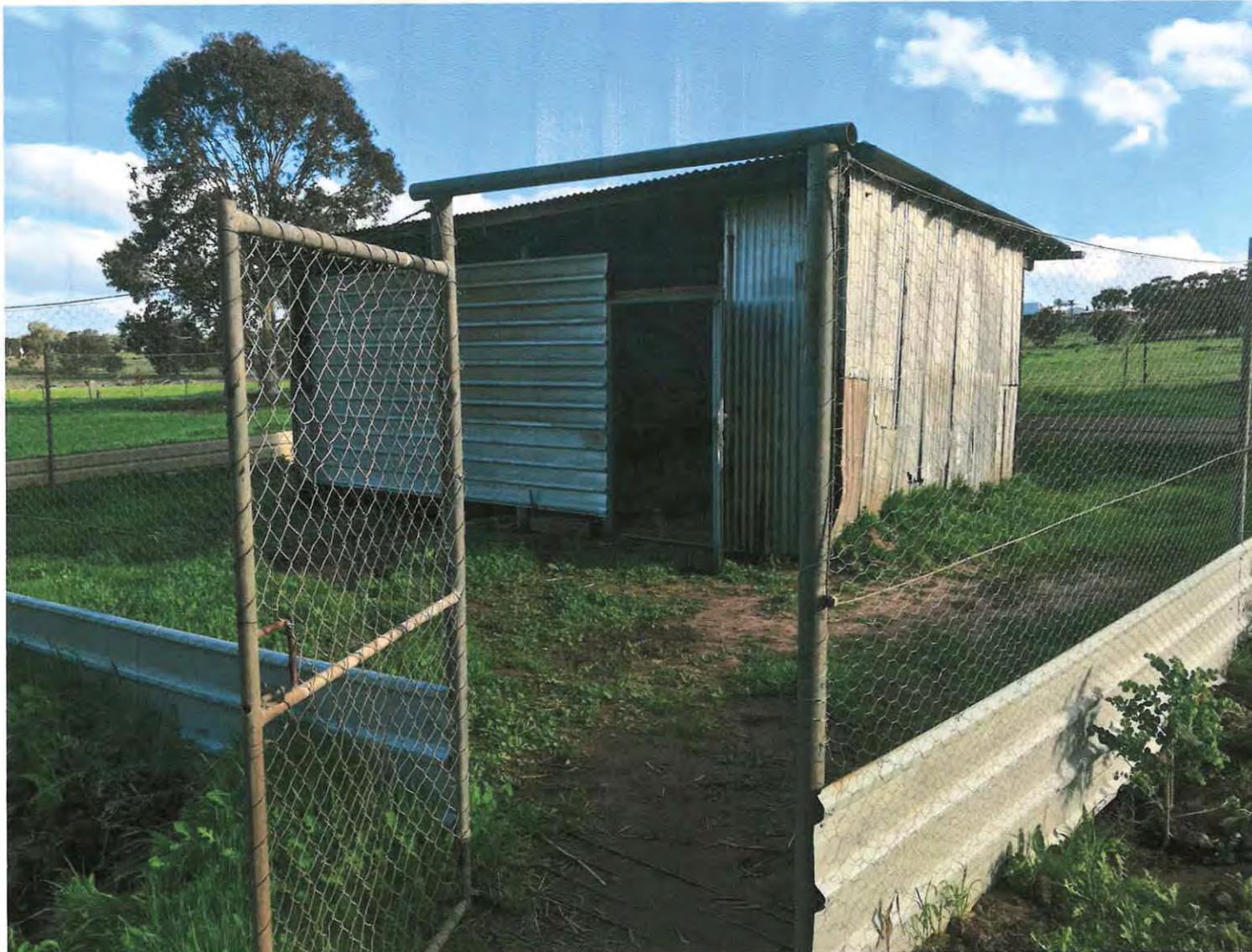
 New Shed

<https://www.google.com.au/maps/place/Lunt+St,+Northam+WA+6401/@-31.6318024,116.6810812,331a,35y,39.36t/data=!3m1!1e3!4m5!3m4!1s0x2a3333ebddce7123:0x8a80295d23ebfa2a!8m2!3d-31....> 1/2

Remove Old Shed



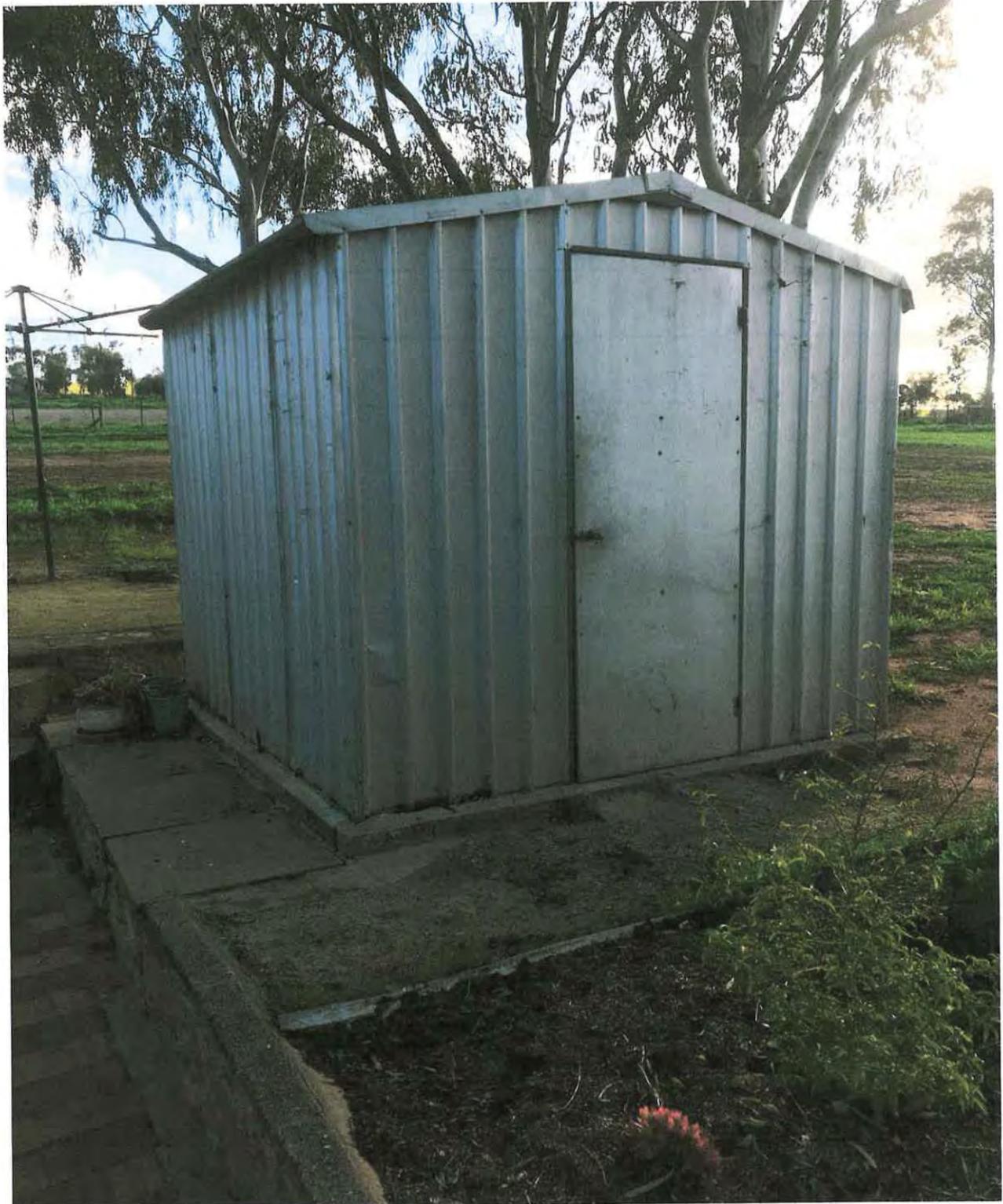
Retain Poultry Shed





existing  
Hay Shed to be Retained

*Remove Garden Shed*



## Attachment 4

### **Additional Information**

Main use for new shed is garaging of

- of business equipment – truck, welding trailer, work ute
  - tractor & implements
  - caravan, 2 trailers
  - ride on mower
  - vintage car
- 
- New building to be of steel construction 216m<sup>2</sup>.
  - External colour of building incl. walls, roof, gutters and flashings to be “deep ocean blue”.
  - Two small garden sheds to be removed.
  - Two other sheds to be retained one for poultry and one for hay (existing roof space - 78m<sup>2</sup> combined).
  - Existing 3 x 1 brick and tile house with single bay carport and patio attached.
  - There is no structures or buildings within 3m of adjoining lots and/or boundary.

12.3.2 Application for Development Approval – Proposed Hangar, Taxiway & Demountable, Lot 57 Lunt Street, Northam

Address:	Lot 57 Lunt Street, Northam
Owner:	Neil O'Pray (Lot 57); and Shire of Northam (Northam Airport)
Applicant:	Neil O'Pray
File Reference:	P18055 / A16066
Reporting Officer:	Benjamin Robins Planning Officer
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement	Simple Majority
Press release to be issued:	No

BRIEF

Council is considering a development application for 57 Lunt Street Northam which consists of a proposed hangar, taxiway and demountable. The lot is located in Special Use Zone No. 11 (SU11) which sets specific provisions for the use and development of the zone. SU11 encompasses Lots 56 - 58 Lunt Street, Northam under the Shire of Northam Local Planning Scheme No. 6 (the Scheme).

ATTACHMENTS

- Attachment 1: Location Plan.  
Attachment 2: Plans of Proposal.

BACKGROUND / DETAILS

The proposal consists of a water tank, hangar (16x16m) and taxiway of 7-7.5m width to connect to 'Alignment J' as per the Northam Airport Masterplan (2015). 57 Lunt Street directly adjoins onto the Northam Airport, and is zoned as Special Use 11. There is an existing dwelling located on the property. Refer Attachment 1 – Location Plan.

Special Use Zone 11, which affects Lots 56-58 Lunt Street, was introduced to the Scheme through Scheme Amendment No. 3 (Gazetted 5/7/2016).

SU11 permits the following uses:

- Airpark (P)
- Single House (P)
- Rural Pursuit (P)

The intent of the zone is to:

*“...provide for an aviation themed residential estate, including the construction of aircraft hangars (outbuildings), parking, servicing and other related operations of aircraft and for those aircraft to access the adjoining Northam Airfield.”*

The application to the Shire initially consisted of the proposal to solely consider the hangar and taxiway. However plans provided later highlighted a proposed demountable (ancillary dwelling) located off the side of the proposed hangar.

Special Use 11 does not allow the consideration of a demountable, as it is inconsistent with the provisions of Special Use 11.

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objective(s): Positive internal and external perceptions about the Shire of Northam.

Financial / Resource Implications

Nil.

Legislative Compliance

Shire of Northam Local Planning Scheme No. 6

*“Special Use 11:*

*Airpark (P)*

*Single House (P)*

*Rural pursuit (P)*

<i>SU11 – Scheme Provision</i>	<i>Compliance</i>
<i>1. The purpose of this zone is to provide for an aviation themed residential estate, including the construction of aircraft hangars (outbuildings), parking, servicing and other related operations of aircraft and for those aircraft to</i>	<i>While the hangar and taxiway for private purposes can be considered (aviation themed residential estate), an ancillary dwelling (the demountable) cannot be considered as per the special use provisions which only permit</i>

access the adjoining Northam Airfield.	<b>'Airpark', 'Single House', 'Rural Pursuit'.</b>
2. A structure plan is to be prepared for this zone before any subdivision or development for Airpark purposes is undertaken.	A structure plan has not been undertaken, and therefore the intensification of development beyond the provisions of Condition 8.
3. The minimum lot size is 2,000m <sup>2</sup> .	The lot has not been subdivided and is therefore presently compliant with the SU11 provision.
4. Each single house and/or associated outbuildings and structures shall generally be in accordance with the R% code of the Residential Design Codes of Western Australia (R-Codes), except the open space requirements which can be reduced to 60% where outbuildings occupy 20% of the site area.	The existing single house is consistent with the R-Codes, however the provision of SU11 specifically relates to the future intended development of the precinct through the structure plan process.
5. Where the total floor area of all outbuildings is: a. 400m <sup>2</sup> or less in floor area; b. has a wall height less than 4.5m and/or a ridge height less than 5.5m; and c. complies with all other requirements of the R Codes and condition 4. Development approval is not required.	The hangar is compliant with the provision at 256m <sup>2</sup> , and the wall height proposed is 3.4m and 5m ridge height. Development approval is required in respect to taxiways which require the connection to Council land.
6. Outbuildings that do not comply with condition 5 require development approval, and the maximum combined floor area shall be no more than 20 per cent of the lot area.	Not Applicable.
7. Notwithstanding the setback requirements of the R Codes to this zone, outbuildings may be approved with a 'nil' setback on all lots adjacent to taxiways, subject to compliance with the Building Code of Australia.	Not Applicable.
8. Construction of outbuildings and aviation related development may only occur in	The clause permits the construction of a hangar and taxiway following the completion of construction of a



<p><i>conjunction with, or following construction of a single house.</i></p>	<p>single house, but does not provide the ability to conduct additional land uses such as the consideration of a demountable as an ancillary dwelling.</p>
<p>9. <i>At subdivision stage, notifications may be placed on title to advise landowners of potential impact from the operation and/or servicing of light aircraft associated with the Northam Airfield.</i></p>	<p>No subdivision has occurred and therefore the ability to provide notifications on title cannot occur until a structure plan has been prepared and subdivision approved by the Western Australian Planning Commission.</p>
<p>10. <i>Once subdivided in accordance with the structure plan, further subdivision of lots created shall not be permitted."</i></p>	<p>No structure plan has been prepared for the creation or subdivision of future lots.</p>

#### Policy Implications

Local Planning Policy 9 (Northam Airport Guidelines) does not apply to the proposal.

#### Stakeholder Engagement / Consultation

The proposal was advertised to the Northam Aeroclub on the 12<sup>th</sup> July 2018 to the 27<sup>th</sup> July 2018. The submission of the Northam Aeroclub was received which were in support of the development application. They noted support for the hangar and taxiway, and comments focused on the public / private interface with the airport.

#### Key Considerations Highlighted:

- *The need to provide additional taxiway capability to the West of the existing cadastral boundary.*
- *The existing runway which extends to the western fenced boundary must be kept free of uncontrolled or random movements.*
- *Airfield perimeter fencing is recommended to restrict the incursion of livestock onto the runway and methods for controlling non-aircraft movements.*
- *Taxiway connection to the existing runway is apparently not addressed, with the standard of the taxiway connection of all accesses west of the existing runway should be considered, with flexible pavement including asphalt compatible with the runway construction.*

The initial comment relates to the Northam Airport Masterplan (2015). The land has not been subdivided for airpark purposes at present, and therefore the need to provide the taxiway is not required in relation to the development proposal. Uncontrolled movements in the vicinity of the Northam Airport



operations is noted as a valid concern, as is the need to implement appropriate perimeter fencing. The last comment is considered in part, as the proposal does indeed establish the standard to which the runway is being constructed to MOS139 and is constructed in accordance with the Northam Airport Masterplan (2015) for taxiway 'Alignment J'.

#### Risk Implications

The hangar and taxiway as proposed are consistent with the Scheme and SU11. The demountable is recommended for refusal as it is inconsistent with the Scheme.

If the demountable was to be considered by Council for approval, it is noted that its approval would be inconsistent with the Shire of Northam Local Planning Scheme No.6 for Special Use Zone 11, and may set a precedent for similar development proposals. The demountable as ancillary accommodation is a use not permitted under SU11, and therefore the demountable is not recommended for approval due to its inconsistency with the provisions of the Scheme.

There are no risk implications in making the recommendation.

#### **OFFICER'S COMMENT**

The *Planning and Development (Local Planning Scheme) Regulations 2015* provides local government with the ability to limit the scope of development approval under Schedule 2, Part 9, Clause 73.

#### *"73. Scope of development approval*

*Development approval may be granted –*

- (a) for the development for which the approval is sought; or*
- (b) for the development for which the approval is sought, except for a part or aspect of that development specified in the approval; or*
- (c) for a part or aspect of the development for which approval is sought that is specified in the approval."*

While the proposed hangar and taxiway are considered in accordance with the provisions of SU11 and the Shire of Northam Local Planning Scheme No.6, the application for development approval of the demountable (ancillary dwelling) is considered inconsistent with the provisions of Special Use 11 (See Risk Implications). It is the recommendation that the application for development approval be approved in accordance with Schedule 2, Part 9, Clause 73 (b) for the hangar and taxiway, and refused in respect to the demountable for the reasons provided.

## RECOMMENDATION

### ITEM 1: DEVELOPMENT APPLICATION FOR HANGAR & TAXIWAY

**That Council grant Development Approval to Neil O'Pray for the construction** of a hangar and taxiway at Lot 57 Lunt Street, Northam as outlined in the Application received 28 June 2018 (Application No.P18055), and indicated on the approved plans, subject to the following conditions:

#### General Conditions

1. The development hereby permitted must substantially commence within two years from the date of this determination.
2. The development hereby permitted taking place in accordance with the approved plans.
3. The walls and roof of the hangar are not permitted to be clad in zincalume or similar highly reflective materials.
4. 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.
5. The taxiway shall be constructed to the satisfaction of the local government. (See Advice Note 5).

#### Conditions to be met within three (3) months of the approval

6. A plan shall be submitted to the Shire of Northam for approval within three (3) months of this approval denoting the proposed means of "all weather" access/egress to the development hereby approved from Lunt Street. Once submitted and approved by the Chief Executive Officer, the all-weather access/egress to the hangar shall be constructed. (See Advice Note 4). The hangar and taxiway hereby approved shall be constructed following the completion of all-weather access.

#### Conditions to be met prior to occupation of development

7. Prior to occupation of the development, stock-proof fencing shall be installed at the rear property boundary.

#### Condition Requiring Ongoing Compliance

8. The hangar shall not be used for human habitation at any given time.
9. The taxiway shall be maintained to the satisfaction of the local government.
10. Stock-proof fencing abutting the Northam Airport shall be maintained at all times.

#### 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 or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

NOTE 4: The proposed all weather access shall be constructed in a method which does not cause the retention or inhibit the natural flow of water across the property.

NOTE 5: With respect to Condition 5, the applicant shall liaise with the Shire of Northam Engineering Department prior to the initiation of works.

NOTE 6: The Northam Airport Runway shall not be utilised for the purpose of transport of materials onsite.

NOTE 7: A Class 7 Building Permit is required to be submitted for the proposed hangar.

ITEM 2: DEVELOPMENT APPLICATION FOR DEMOUNTABLE (ANCILLARY DWELLING)

That Council, in respect of the Application for Development Approval for a demountable (ancillary dwelling) structure at Lot 57 Lunt Street, Northam as outlined in the Application received 28 June 2018 (Application No.P18055), is REFUSED for the following reasons:

1. The proposal is inconsistent with the orderly and proper planning of the locality, and;
2. The proposal is inappropriate having regard to the purposes for which the land is zoned under the provision of Schedule 4 - Special Use Zone 11.

REASON: The development proposed (ancillary dwelling) is not a permitted land use, and is otherwise a use listed by the Scheme. SU11 therefore considers it a non-permitted use (X) within the provisions of Special Use 11, and is therefore inconsistent with the orderly and proper planning of the locality.

A residential dwelling has already been commenced and constructed on the lot and therefore the application for an ancillary dwelling is inconsistent with the provisions of SU11.

Attachment 1



The Shire of Northam does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that The Shire of Northam shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

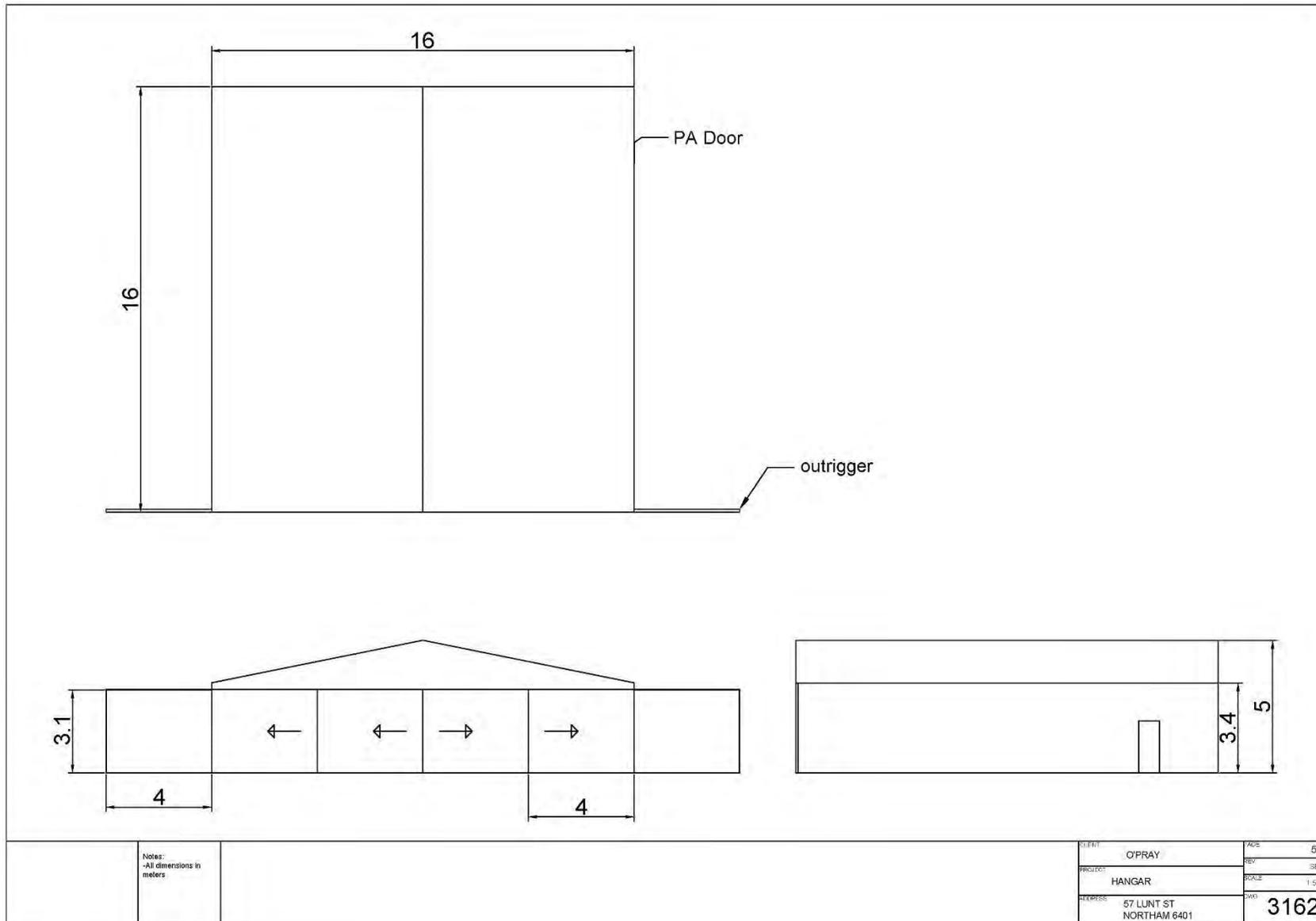
Lot 57 Lunt Street,  
Northam

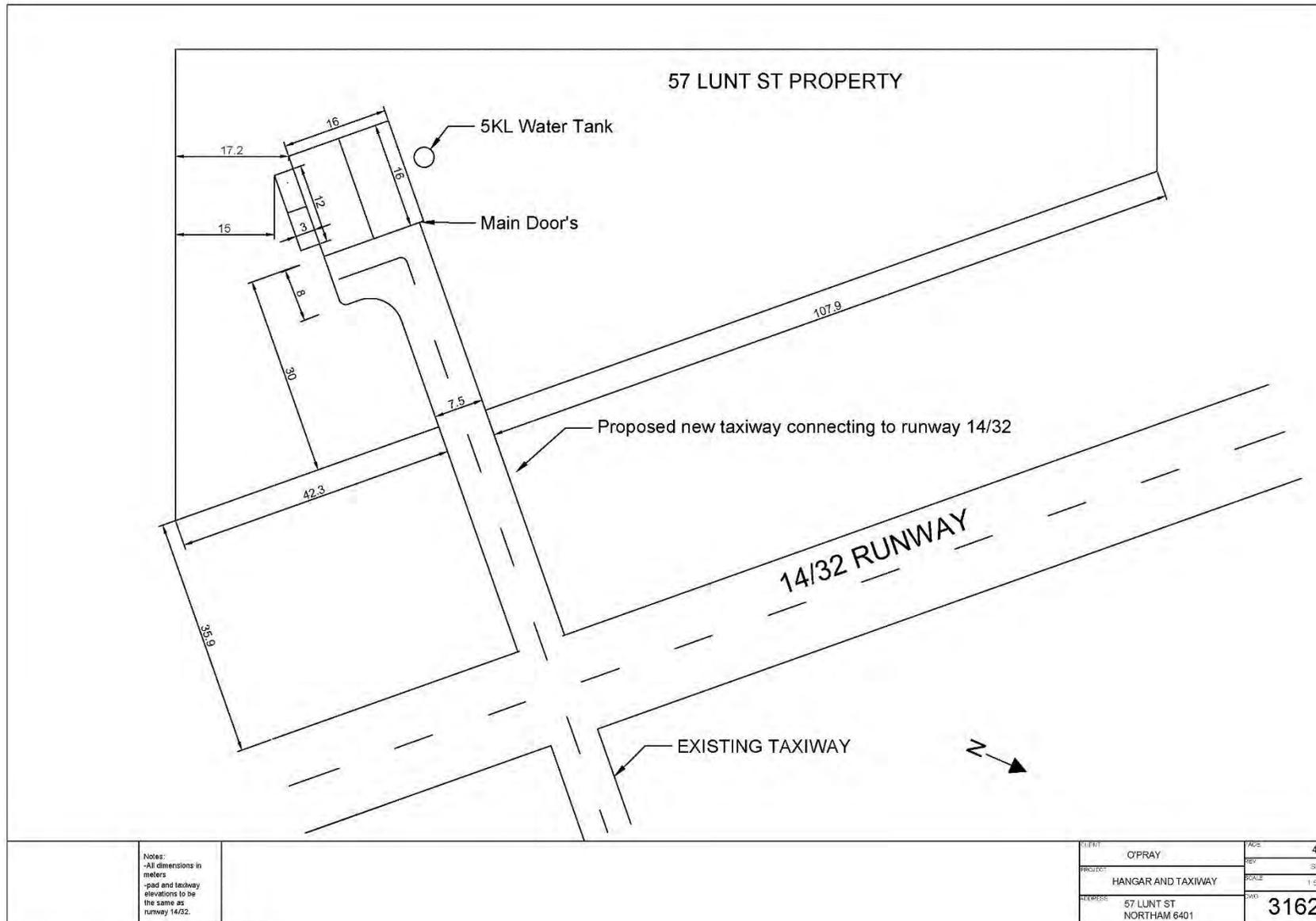
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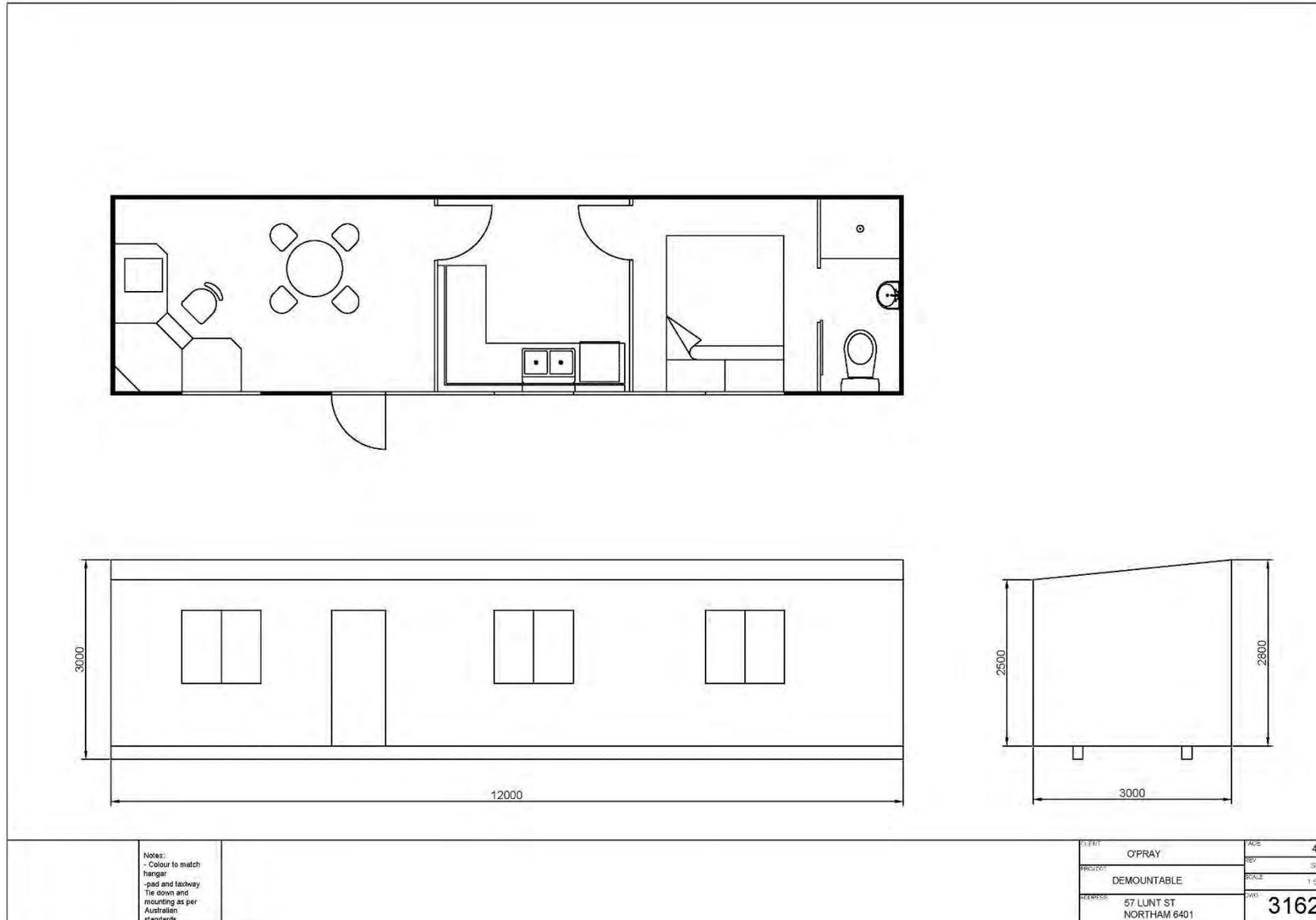
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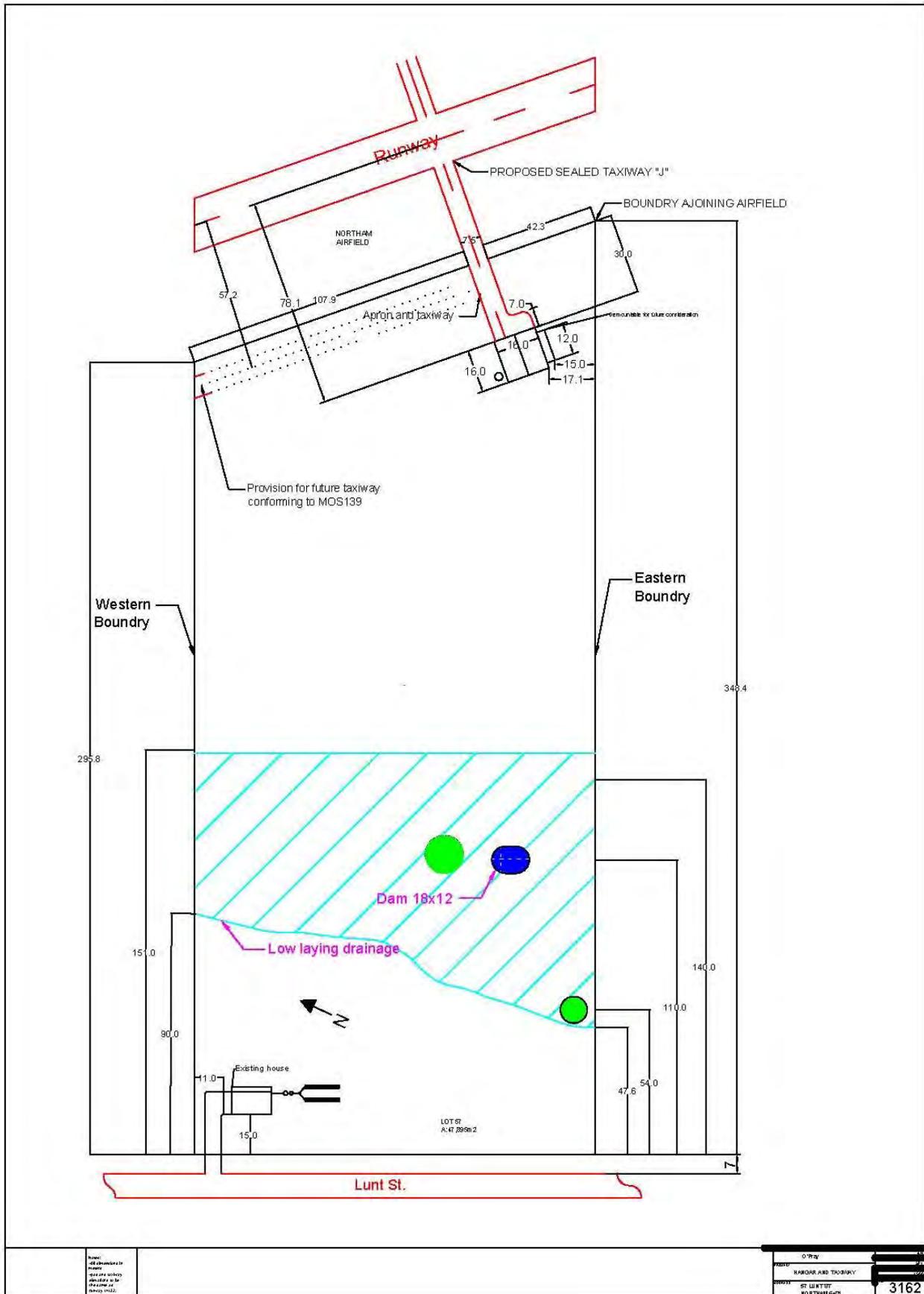


Attachment 2









### 12.3.3 Retail Trading Hours on New **Year's** Day

Address:	Shire of Northam
Owner:	N/A
File Reference:	1.3.14.1
Reporting Officer:	Chadd Hunt Executive Manager Development Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement	Simple Majority
Press release to be issued:	Yes should an extension be approved

#### BRIEF

For Council to consider applying to Consumer Protection to extend the trading hours for general retail shops on New Year's Day.

#### ATTACHMENTS

- Attachment 1: Correspondence from Coles Supermarkets Australia Pty Ltd  
Attachment 2: Extract from Government Gazette 2 December 2011, Retail Trading Hours (Shire of Northam) Variation Order (No.2) 2011.

#### BACKGROUND / DETAILS

Correspondence has been received from Coles Supermarkets Australia Pty Ltd (Coles) in relation to the trading hours associated with the Christmas and New Year period. The current legislated trading hours for the Shire of Northam do not permit large retailers to open for trade on New Year's Day. Coles have raised that this is the busiest retail trading period and they wish to be able to provide service and convenience to their customers, provide their employees with the opportunity to work and minimise implications to their operations (i.e. stock wastage).

Council can apply to have an approval for a "once off" permit for New Year's Day 2019 or alternately can apply so that it is a permanent arrangement.

#### CONSIDERATIONS

Strategic Community / Corporate Business Plan  
Theme Area 1: Economic Growth

Outcome 1.2: Local businesses are valued and supported by investors and residents within the Shire of Northam.

- Encourage local consumers to 'buy local' and support local businesses.

Outcome 1.3: Northam central business area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week.

- Improve and expand the retail and hospitality offerings in Northam.

Financial / Resource Implications  
Nil.

Legislative Compliance  
*Retail Trading Hours Act 1987*

Policy Implications  
Nil.

Stakeholder Engagement / Consultation  
Officers have consulted with the Northam Chamber of Commerce in relation to this matter with representative's indicating that they have no objection to the request provided that any approval applies to all retailers within the Shire of Northam.

There has not been any further consultation with the general community at this point in time.

Risk Implications  
Nil.

## **OFFICER'S COMMENT**

Local government authorities outside the Perth metropolitan area can apply to Consumer Protection to extend the trading hours for general retail shops in their district beyond those stipulated in the Act.

Council's Strategic Community Plan identifies actions to encourage local consumers to 'buy local'/support local businesses and improve/expand the retail and hospitality offerings in Northam. Officers are recommending that Council apply to Consumer Protection to extend the retail trading hours as it is believed to be in accordance with the actions identified in the Strategic Community Plan. Should Council's application be approved, it will enable all retail businesses to operate on New Year's Day and encourage residents to support local businesses rather than potentially travelling to a metropolitan area which permits trading on this public holiday.

RECOMMENDATION

That Council apply to Consumer Protection to extend the retail trading hours for general retail shops to authorise trading on New **Year's** Day on a permanent basis.

Attachment 1

9 August 2018

Councillor Chris Antonio  
President, Shire of Northam  
PO Box 373  
Northam, Western Australia 6401

By email: [president@northam.wa.gov.au](mailto:president@northam.wa.gov.au)

Dear Cr Antonio,

I am writing with regards to the retail trading hours for the Shire of Northam over the Christmas and New Year period.

The current legislated trading hours for the Shire of Northam do not permit large retailers to open for trade on New Year's Day.

As you would appreciate, the Christmas and New Year period is the busiest retail trading period of the year. During this peak holiday season, Coles wishes to provide our customers with the opportunity to purchase the products they require at a time that suits them. The previous closure of our store in Northam on New Year's Day has presented a significant inconvenience for customers, visitors and tourists, who have expected that our store would be open on this day.

Permitting large retail businesses to trade on New Year's Day would also be beneficial to our local team members. For the Coles Northam store alone, it would offer approximately 30 team members the opportunity to work, when they would otherwise be unable to. Should the store be permitted to open, these team members would be able to voluntarily elect to work and receive public holiday penalty rates should they do so.

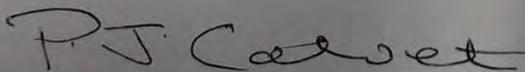
Furthermore, the mandatory closure on New Year's Day currently impacts the level of stock that is required to be cleared and thrown out if not sold. Enabling trade on this day would reduce the level of food waste in store over this period.

In order to permit trading on this day, the Shire of Northam can apply to Consumer Protection, in the Department of Mines, Industry Regulation and Safety, to extend the trading hours for general retail shops beyond those stipulated in the *Retail Trading Hours Act 1987*. The Department can be contacted on 08 6251 2916.

Coles would greatly appreciate Council considering our request for large retail traders to open on New Year's Day this year and forwarding an application through to Consumer Protection seeking same.

We look forward to your response.

Yours sincerely,



**Paul Calvert**  
Regional Manager

Attachment 2

2 December 2011

GOVERNMENT GAZETTE, WA

5053

Retail Trading Hours Act 1987

**Retail Trading Hours (Shire of Northam)  
Variation Order (No. 2) 2011**

Made by the Minister for Commerce under section 12E of the Act.

**1. Citation**

This order is the *Retail Trading Hours (Shire of Northam) Variation Order (No. 2) 2011*.

**2. Commencement**

This order comes into operation as follows —

- (a) clauses 1 and 2 — on the day on which this order is published in the *Gazette*;
- (b) the rest of the order — on the day after that day.

**3. Variation of retail trading hours: general retail shops**

- (1) General retail shops, other than motor vehicle shops, within the Shire of Northam are authorised to be open at times when the shops would otherwise be required to be closed —

- (a) on Monday, Tuesday, Wednesday and Friday in each week, from and after 6 p.m. until 9 p.m.; and
- (b) on Sunday in each week, from and after 8 a.m. until 5 p.m.; and
- (c) on each public holiday or public half-holiday in the Shire of Northam —
  - (i) if the day is a Monday, Tuesday, Wednesday, Thursday or Friday, from and after 8 a.m. until 9 p.m.; and
  - (ii) if the day is a Saturday or Sunday, from and after 8 a.m. until 5 p.m.

- (2) Despite subclause (1), this order does not authorise general retail shops referred to in that subclause to be open on —

- (a) New Year's Day; or
- (b) Good Friday; or
- (c) Anzac Day; or
- (d) Christmas Day.

**4. *Retail Trading Hours Exemption Order (No. 1) 1994* revoked**

The *Retail Trading Hours Exemption Order (No. 1) 1994* is revoked.

SIMON O'BRIEN, Minister for Commerce.

12.3.4 Application for Development Approval for a Single House and Outbuilding located in the Spencers Brook Special Control Area of Shire of Northam Local Planning Scheme No. 6 – Lot 21 Spencers Brook Road, Spencers Brook

Address:	Lot 21 Spencers Brook Road, Spencers Brook
Owner:	Walthamstow Pty Ltd
Applicant:	Nicholas & Adele Tandy
File Reference:	A16022/P18053
Reporting Officer:	Benjamin Robins – Planning Officer
Responsible Officer:	Chadd Hunt – Executive Manager of Development Services
Officer Declaration of Interest:	Nil
Voting Requirement	Simple Majority
Press release to be issued:	No

#### BRIEF

Council is asked to consider an application for Development Approval for a new dwelling and domestic outbuilding at Lot 21 Spencers Brook Road, Spencers Brook.

The location of the proposal is in an area subject to a number of planning controls and the proposal seeks major variations to the provisions of the Shire of Northam Local Planning Scheme No.6.

#### ATTACHMENTS

- Attachment 1: Locality Plan.
- Attachment 2: Plans.
- Attachment 3: Flood Map.
- Attachment 4: Officer Assessment: Scheme & Local Planning Policies.

#### BACKGROUND / DETAILS

Lot 21 Spencers Brook Road, Spencers Brook (the subject site) is located approximately 600 metres east of Spencers Brook Tavern in the Spencers Brook locality. The subject site is zoned 'Rural' under the Shire's Local Planning Scheme No. 6 (the Scheme) with a legal area of 1,811m<sup>2</sup>. The subject site is subject to the provisions of Special Control Area No. 3 (SCA3) – Spencers Brook Special Control Area in the Scheme.

Under the Scheme, a Single House is a 'P' (Permitted) use within the Rural zone. Refer Attachment 1 – Locality Plan.

The development proposal comprises an 82.65m<sup>2</sup> 2 bedroom X 1 bathroom single house, 28m<sup>2</sup> outbuilding, 13,000L water tank and battery storage. The proposed means of effluent disposal is an Anaerobic Treatment Unit (ATU). Plans of the proposal are attached. Refer Attachment 2 – Plans.

No development currently exists on lots affected by the Spencers Brook Special Control Area 3.

## 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.

Objectives Undertake our regulatory roles in a safe, open, accountable and respectful manner.

Financial / Resource Implications

Nil.

Legislative Compliance

- Shire of Northam Local Planning Scheme No.6
- Shire of Northam Local Planning Policy No.24 – Outbuildings in the Rural Residential, Rural Smallholding and Rural Zones
- Planning and Development (Local Planning Scheme) Regulations 2015

Policy Implications

The proposal was assessed under the provisions of the Scheme and Local Planning Policies, refer to Attachment 4.

Stakeholder Engagement / Consultation

Nil.

Risk Implications

The development shall set a precedent for residential development of rural lots affected by the Spencers Brook Special Control Area and those where no constructed road exists.

## OFFICER'S COMMENT

As the lot does not contain frontage to a constructed road, and the development significantly varies the setbacks per the Shire of Northam Local

Planning Scheme No.6, it is recommend for refusal. The proposal is also inconsistent with provision 5.4.3.1 of Special Control Area 3.

## RECOMMENDATION

That Council, in respect of the application for Development Approval (Application No. P18053) received on 21 June 2018 by Nicholas Bernard Tandy for a single house, outbuilding and ancillary development, resolves to refuse the Development Application for the following reasons:

1. The proposal is inconsistent with the orderly and proper planning of the locality.
2. The proposal is inappropriate having regard to the purposes for which the land is zoned and the following Clauses of the *Shire of Northam Local Planning Scheme No. 6*:

Shire of Northam Local Planning Scheme No.6 – Clause 4.5 (Site and Development Standards and Requirements), Table 2

- **The proposal seeks major variance to the setbacks of the ‘Rural’ zone.**  
Setbacks for the Rural Zone are 25m from the front, and 20m from the rear and side boundaries. The proposal would seek to vary front setback distances to 3.5m from the front and 3m from the side boundaries.

Shire of Northam Local Planning Scheme No.6 – Clause 4.17 (a) (Development of Lots Abutting Undedicated and/or Unconstructed Roads)

- The development is refused as no dedicated road has been constructed.

**“4.17** *Notwithstanding anything else appearing in the Scheme, development approval is required for development of land abutting an undedicated and/or unconstructed road or a lot which does not have direct frontage to a dedicated and/or constructed road. In considering an application for development approval in these circumstances, the local government shall –*

- a) *refuse the application until the road has been dedicated and/or constructed or access by means of a dedicated*  
**and constructed road is provided as the case may be;”**

Shire of Northam Local Planning Scheme No.6 – Clause 5.4.2.1 (a) (SCA 3 – Spencers Brook Special Control Area)

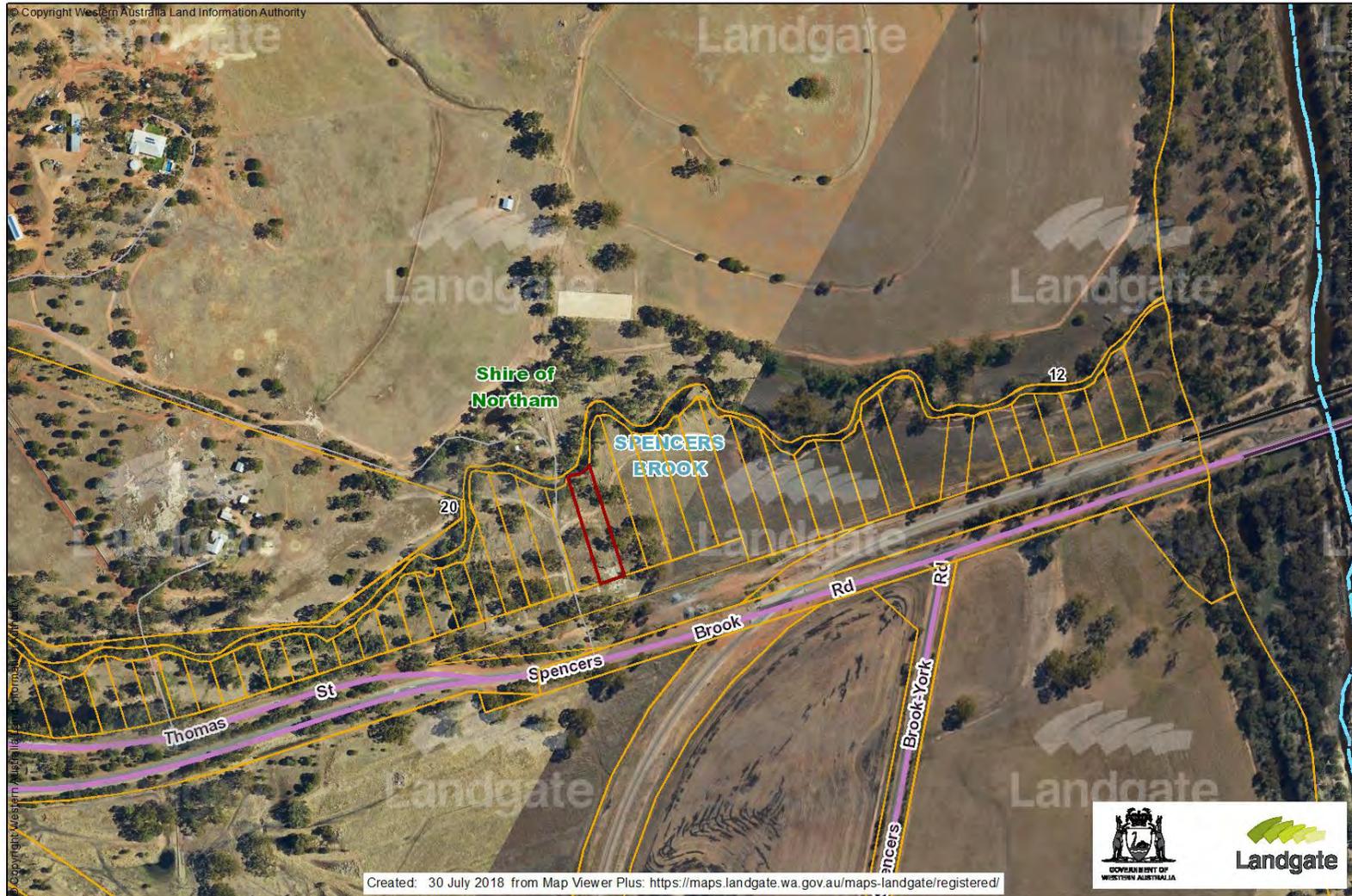
- The development is a form of intensive development which is inconsistent with the provisions of the Spencers Brook Special Control Area; and
- No form of intensive development exists within the Spencers Brook Special Control Area 3 between Spencers Brook Tavern (Historical Development) and the Spencers Brook/Avon River Railway Bridge, a contiguous area of the South of Spencers Brook.

**“5.4.3.1** *In considering any rezoning request, subdivision or development application the local government will have regard to the following –*

- (a) There is a presumption against development of land within the Spencers Brook management area for more intensive land uses, such as residential, commercial or **rural uses.**”*

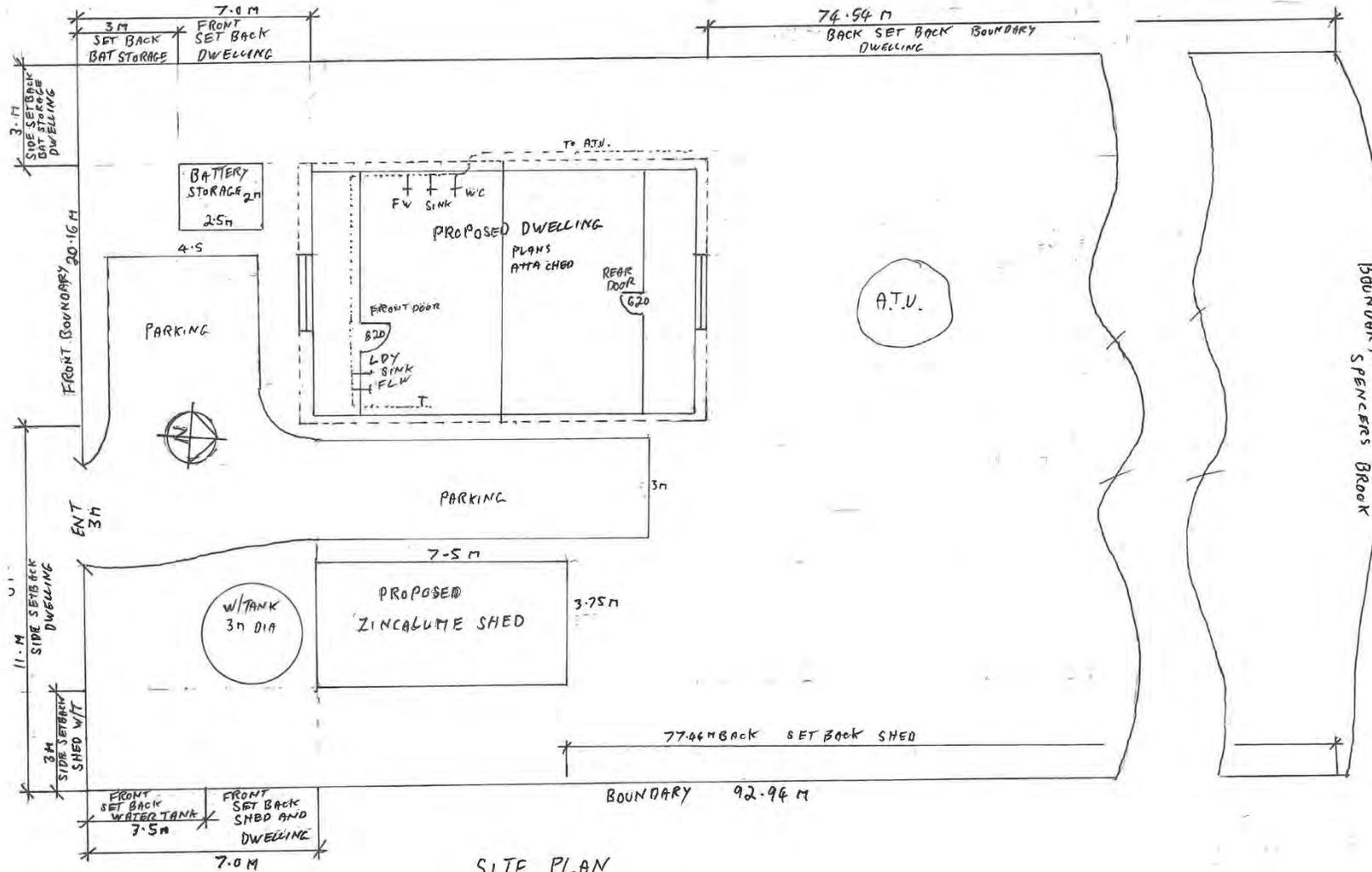
Attachment 1

21 Spencers Brook Road, Spencers Brook



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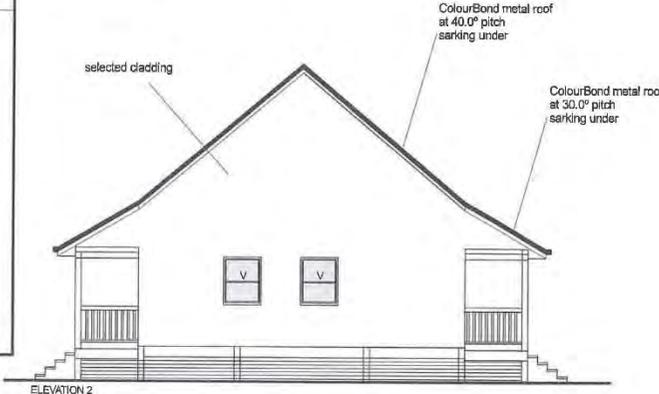
Attachment 2



SITE PLAN  
LOT 21 SPENCERS BROOK RD  
SPENCERS BROOK

SCALE 1:100

**BASIX COMMENTS**



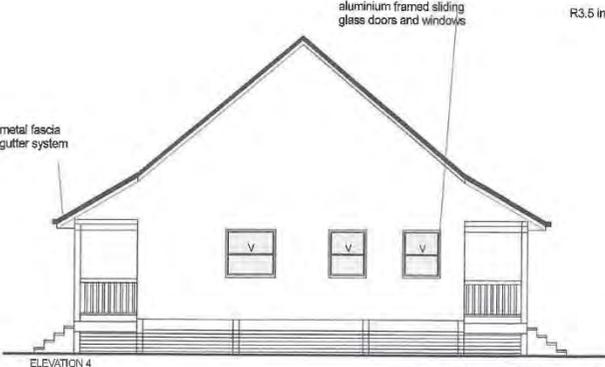
ELEVATION 2



ELEVATION 1

**COLOURBOND METAL ROOF**  
ROOF TRUSSES AT 900 CTRS FIXED TO  
MANUFACTURERS SPECS TO BE DESIGNED BY ENGINEER

**10mm SUPERCEIL TO CEILINGS**  
**10mm PLASTERBOARD TO WALLS**



ELEVATION 4



ELEVATION 3

**SLAB AND FOOTINGS TO ENGINEER'S DETAIL.**  
**POISONS TO A.S. 3660.1-2000 STANDARDS.**

DATE:	SCALE: 1:100
CLIENT:	
SITE:	
DO NOT SCALE OFF. Written dimensions take precedence	

Floor	59.59 m <sup>2</sup>
Garage	
Porch	
Deck Area	23.06 m <sup>2</sup>
Sub-Total	
Total	82.65 m <sup>2</sup>

DRAWN: BUILDER-DESIGNER

**ELEVATIONS**

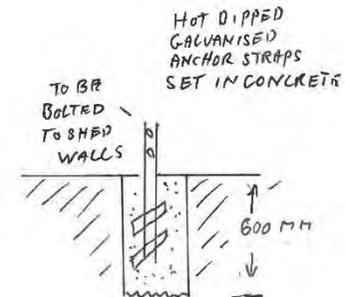
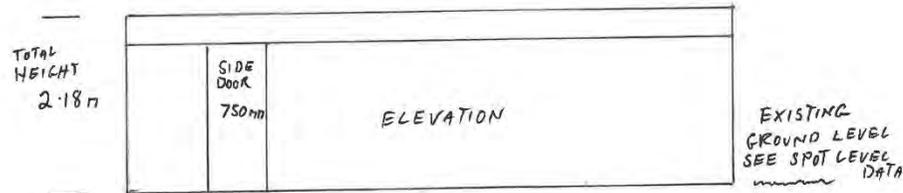
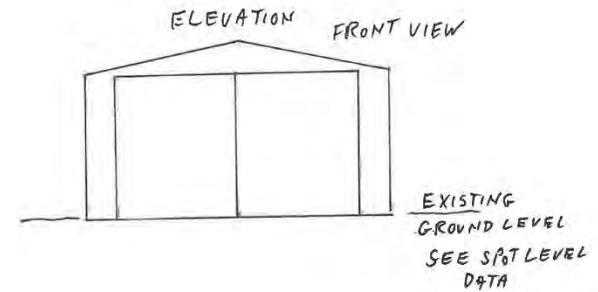
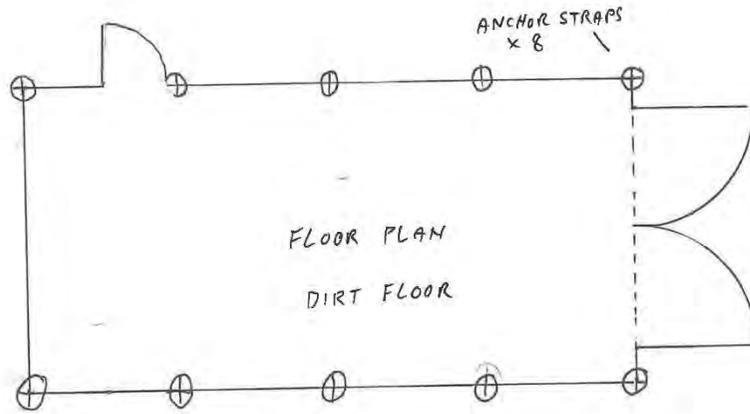
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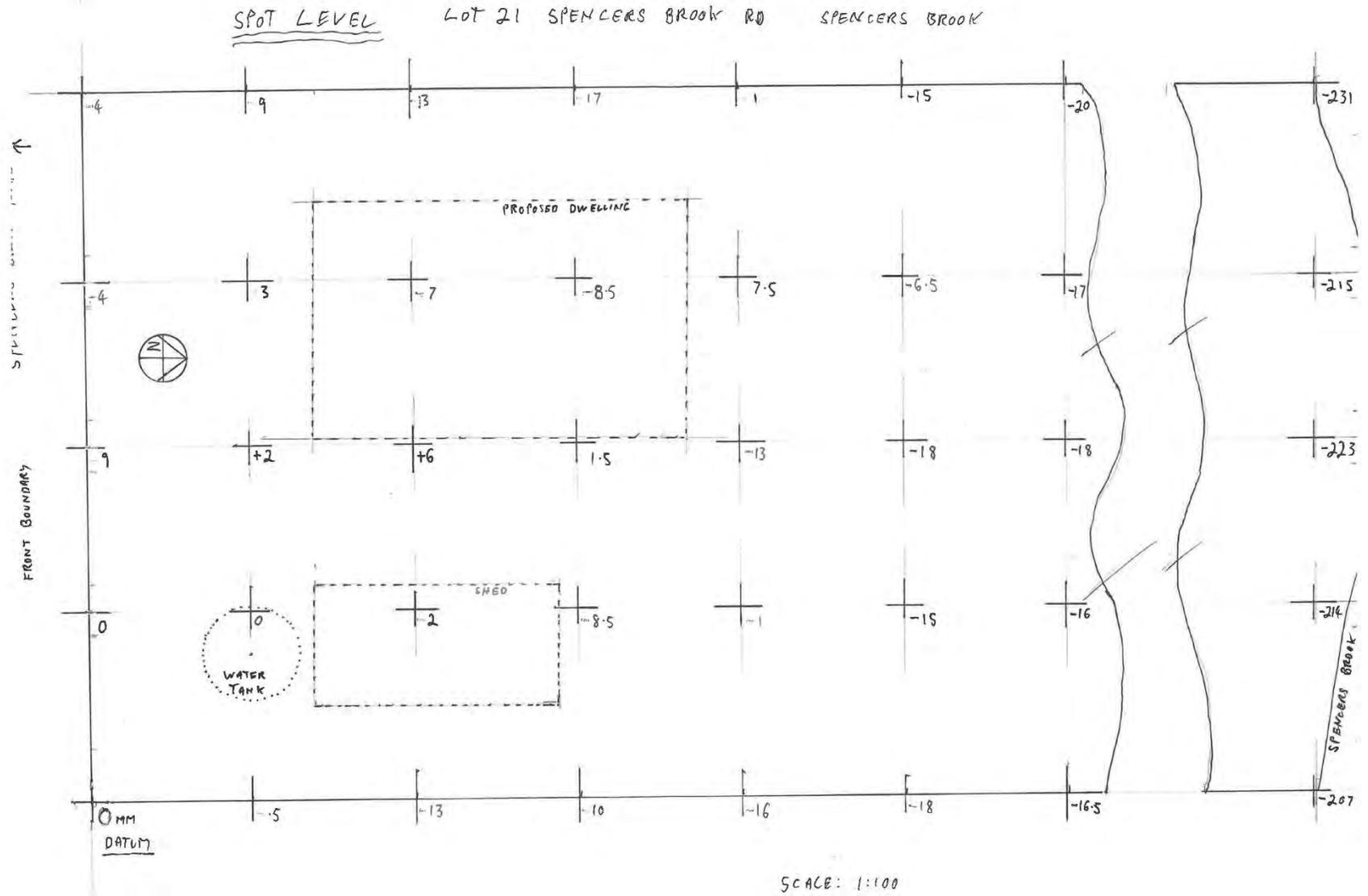
WIND SPEED: N2

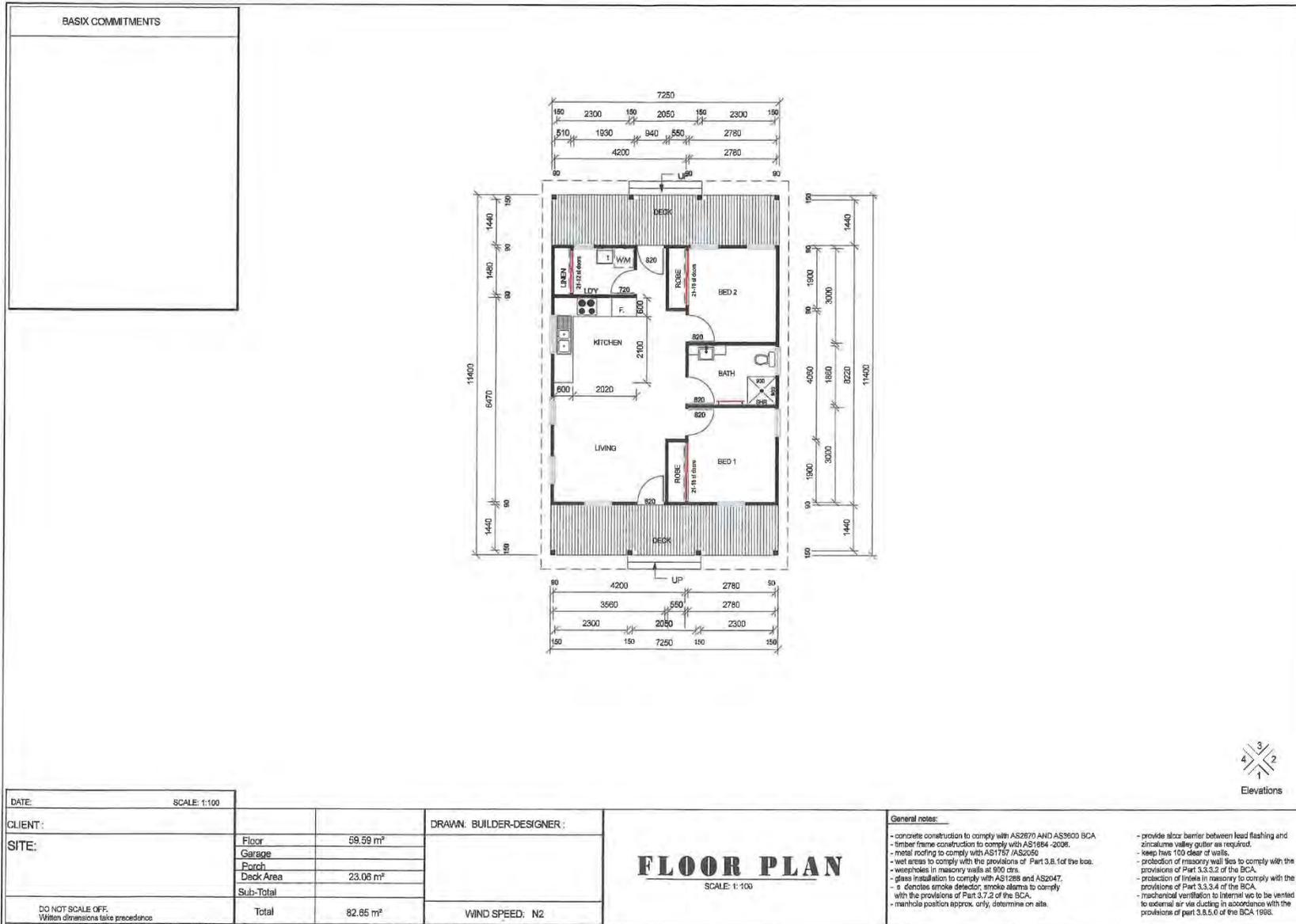
**General notes:**

- concrete construction to comply with AS2870 AND AS3600 BCA
- timber frame construction to comply with AS1884-2005.
- metal roofing to comply with AS1757/AS2050
- steel areas to comply with the provisions of Part 3.8.1 of the BCA.
- weapholes in masonry walls at 900 ctrs.
- glass installation to comply with AS1288 and AS2047.
- s devices smoke detector smoke alarms to comply with the provisions of Part 3.7.2 of the BCA.
- marhble position approx. only, determine on site.
- provide alcor barrier between lead flashing and zincalume valley gutter as required.
- keep tws 100 clear of walls.
- protection of masonry wall tie to comply with the provisions of Part 3.3.3.2 of the BCA.
- protection of lintels in masonry to comply with the provisions of Part 3.3.3.4 of the BCA.
- mechanical ventilation to internal w/c to be vented to external air via ducting in accordance with the provisions of part 3.6.5.0 of the BCA 1989.

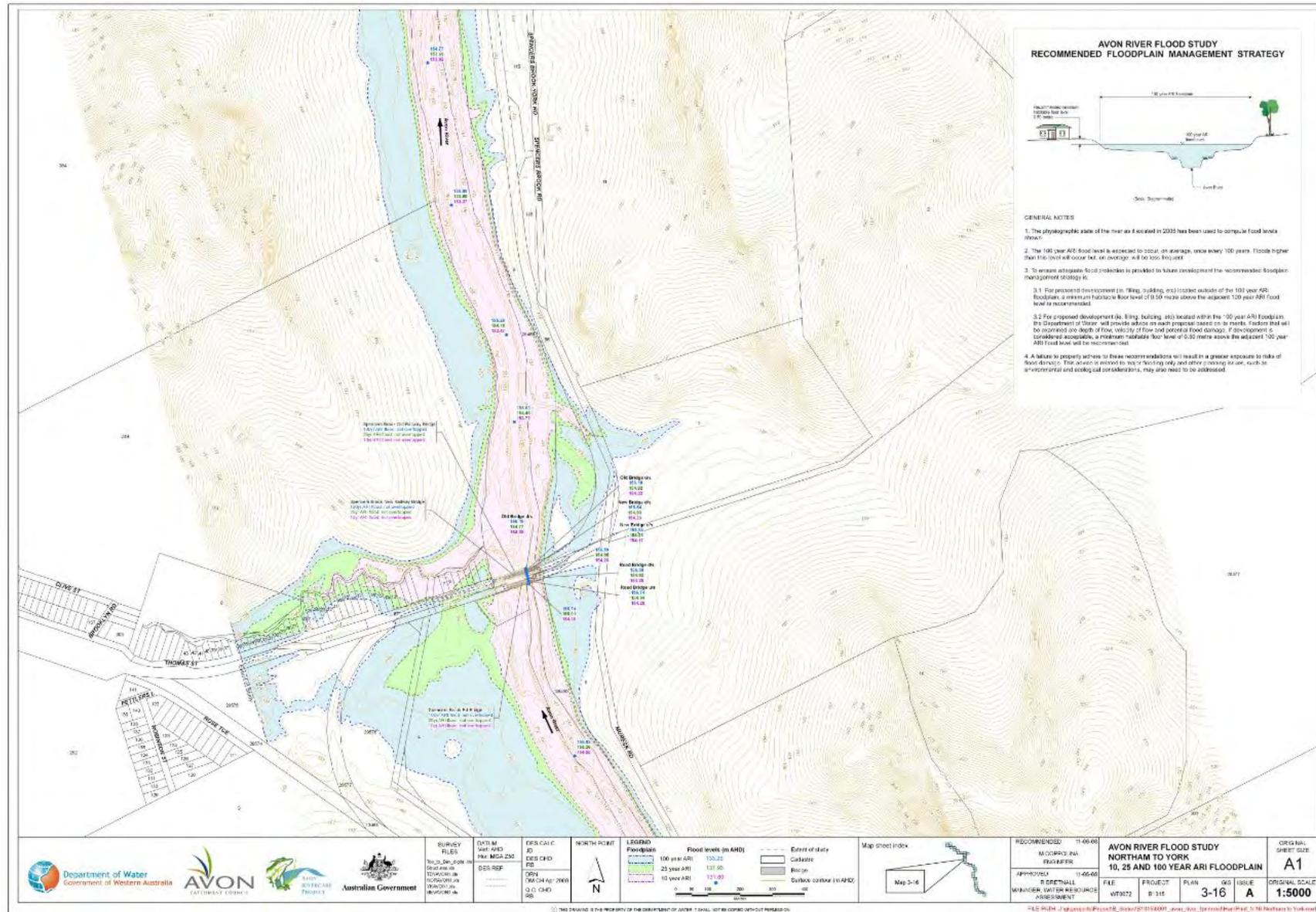
STORAGE SHED ZINCALUME







Attachment 3



Attachment 4

Shire of Northam Local Planning Scheme No.6:

3.2 Objectives of the Zones: 3.2.8 Rural Zone

<ul style="list-style-type: none"> <li>To provide for horticulture, extensive and intensive agriculture, agroforestry, local services and industries, extractive industries and tourist uses which ensure conservation of landscape qualities in accordance with the capability of the land.</li> </ul>	<p>The proposal consists of a single dwelling, battery storage building, ATU, outbuilding and water tank.</p> <p>The location of the ATU proposed does not appear to be in the 1/100 year floodplain.</p>
<ul style="list-style-type: none"> <li>To protect the potential of agricultural land for primary production and to preserve the landscape and character of the rural area.</li> </ul>	<p>The development is to be located on the southern banks of Spencers Brook, where no residences exist between the river crossing and the Spencers Brook Tavern. No potential for agriculture exists on these lots given their interface with Spencers Brook (Environmental Degradation).</p>
<ul style="list-style-type: none"> <li>To control the fragmentation of broad-acre farming properties through the process of subdivision.</li> </ul>	<p>Not Applicable – Land already subdivided (subject of historical subdivision).</p>
<ul style="list-style-type: none"> <li>To protect land from land degradation and further loss of biodiversity by:             <ul style="list-style-type: none"> <li>(i) Minimising the clearing of remnant vegetation and encouraging the protection of existing remnant vegetation;</li> <li>(ii) Encouraging the development of and the protection of corridors of native vegetation;</li> <li>(iii) Encouraging the development of environmentally acceptable surface and sub-surface drainage works; and</li> <li>(iv) Encouraging rehabilitation of salt affected land.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>(i) The lot is located wholly within a Bushfire Prone Area, and therefore clearing would be permitted to establish the Asset Protection Zone (APZ) of 25m surrounding the development. This would allow for the clear felling at the front and side property boundaries of the area surrounding the dwelling if required.</li> <li>(ii) The proposal may encourage the intensification of surrounding land uses, thereby impacting on the area of remnant native vegetation and its ecological function for Spencers Brook. The site is located within a habitat area for Threatened Ecological</li> </ul>



	<p>Communities (TEC's) and in an area denoted as an area being in proximity to, or containing a high level of biodiversity (WALGA Environmental Planning Report).</p> <p>(iii) Roofed structures and compacted/hardstand areas may impact surface flows. As no deep sewer network exists, effluent disposal systems would be required to be designed to ensure sub-surface drainage does not affect Spencers Brook's water quality. The ATU proposed would need to be sited and designed with a 150m<sup>2</sup> irrigation area and at a height of more than .6m above the groundwater level and the dwelling and ATU/ATU Irrigation Area being located 500mm above the 1/100 ARI floodplain and the ATU/ATU Irrigation Area achieving a separation distance of 600mm from the groundwater table.</p> <p>(iv) There is no suitable evidence that the proposal shall affect the rehabilitation of salt affected land. Clearing adjacent to a riparian zone may exacerbate land degradation issues. No Environmental Management Report is provided, nor proposed clearing areas (groundcover &amp; native vegetation for hardstand/septics/dwelling) which would provide information to provide such a determination.</p>
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4.17 Development of Lots Abutting Undedicated and/or Unconstructed Roads

<p>Notwithstanding anything else appearing in the Scheme, development approval is required for development of land abutting an undedicated and/or unconstructed</p>	<p>Lots 30, 29, 28, 27, 151, 26, 25, 24, 23, 22, 21 (Lot Subject To Development Application), 20, 19, 18, 17, 152 and 16 do not have direct frontage to a constructed and sealed road. The</p>
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<p>road or a lot which does not have direct frontage to a dedicated and/or constructed road. In considering an application for development approval in these circumstances, the local government shall – AMD 4 GG 20/05/16</p> <p>a) refuse the application until the road has been dedicated and/or constructed or access by means of a dedicated and constructed road is provided as the case may be;</p> <p>b) grant the application subject to a condition requiring the applicant to pay a sum of money in or towards payment of the cost or estimated cost of dedicating and/or constructing the road or part thereof and any other conditions it thinks fit to impose; or</p> <p>c) require such other arrangements are made for permanent access as shall be to the satisfaction of the local government.</p>	<p>track present appears to not be all weather given the surface water present on a site visit undertaken 30/7/2018.</p> <p>Unallocated Crown Reserve (Lot 29573) is situated between Spencers Brook Road and the Road Reserve. UCL 29573 is not vested with the Local Government and resides with the Crown. Therefore, access across the reserve would need to be organised if item (c) proposed.</p> <p>As the lots are residential in size (size and density is consistent with R5-R10), it would be recommended that the land be stabilised, coarse road base installed, gravel compaction and asphalt to provide an all-weather surface (including culverts/kerbing). This would be recommended as item (b) proposed.</p> <p>Lots 15, 14, 13, 12, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1 do not have any form of road access, being dissected from road access by the railway line to Spencers Brook Road.</p> <p>Due to the constraints present for these lots, it is recommended under Clause 4.17 that the application be refused until a road has been dedicated and constructed. The access track is located on Road Cadastre where Thomas Street is located. Thomas Street is approved to P54, Lot 27. Therefore there is no approved road name which extends to Lots 26-21.</p>
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4.6 Variations to Site and Development Standards and Requirements

<p>4.6.1: Except for development in respect of which the Residential</p>	<p>The proposal does not comply with the setback requirements for the</p>
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<p><i>Design Codes apply, if a development is the subject of an application for development approval and does not comply with a standard or requirement prescribed under the Scheme, the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government thinks fit. AMD 4 GG 20/05/16</i></p>	<p>'Rural' zone. It should be noted however these lots are unable to achieve the required side setbacks, being 20m in dimension and development requiring a side setback distance of 20m on each side. The front setback is proposed to be varied from 25m to 3m for the battery storage and the water tank at 3.75m. The shed and dwelling are setback 7.5m.</p> <p>The rear setback is compliant, being setback more than 70m from the rear boundary (20m required).</p>
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#### 4.22 Outbuildings

<p>4.22.2: <i>The siting and design of outbuildings in all zones except the Residential zone shall be in accordance with Table 2 or any local planning policy adopted by the local government.</i></p>	<p>The proposal does not comply with the setback requirements for the 'Rural' zone. It should be noted however these lots are unable to achieve the required side setbacks, being 20m in dimension and development requiring a side setback distance of 20m.</p>
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#### 5.4 SCA 3 - Spencers Brook Special Control Area

<p>5.4.1: <i>Purpose The purpose of the Spencers Brook Special Control Area is –</i></p> <ul style="list-style-type: none"> <li>a. <i>To preserve the ecological values of the river and riparian zone;</i></li> <li>b. <i>To avoid development which would negatively impact upon the qualities of the area;</i></li> <li>c. <i>To ensure that land use in the area does not degrade the area;</i></li> <li>d. <i>To ensure that any development takes place in such a manner so as to safeguard the lives and property of people in the area; and</i></li> <li>e. <i>To ensure that any development does not adversely alter the</i></li> </ul>	<ul style="list-style-type: none"> <li>a) The proposal may have a potential impact on the interface of the riparian zone. The lot adjoins Aboriginal Listed Heritage Site 3536 (Swan River) to which major tributaries of the Swan River (including Spencers Brook) are registered as having mythological significance.</li> <li>b) There is an existing access track limiting the requirement for road clearing, however it is likely that the development will create a barrier to field of view, particularly given the need to both elevate the area for the ATU (ATU Unit &amp; 150m<sup>2</sup> Irrigation Area 600mm</li> </ul>
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<p><i>capacity of the floodway to convey floodwaters.</i></p>	<p>above the groundwater table, 500mm above the 1/100yr FP and 30m from watercourse – Spencers Brook) and the roof pitch of 30-40deg which results in a building with a finished floor level 600mm above natural ground level and 7.99m in height. Apart from a Western Power pole in the vicinity, the area is currently devoid of visually obstructive development which provides unobstructed views to Spencers Brook from the railway bridge crossing the Avon River to Spencers Brook Tavern.</p> <p>c) The development proposes residential related uses and therefore it is unlikely that a rural use would be undertaken which would substantially alter or affect the riparian zone.</p> <p>d) The single dwelling is located outside of the floodplain and floodway.</p> <p>e) The development is designed as to not interface with the floodplain.</p>
<p>5.4.3: <i>Relevant Considerations - 5.4.3.1 In considering any rezoning request, subdivision or development application the local government will have regard to the following – (a) There is a presumption against development of land within the Spencers Brook management area for more intensive land uses, such as residential, commercial or rural uses.</i></p>	<p>The proposal is inconsistent with the provision, where a single dwelling on the proposed lot would be considered the intensification of development in the subject area. Given no dwellings exist between Spencers Brook Tavern and the Spencers Brook Railway Bridge (the subject site located in-between aforementioned features), the development would require the construction of a sealed road and the residence itself would therefore be both an initial trigger for intensification of development, and the development if permitted being an intensive land use (residential use).</p>

### 12.3.5 Review of Local Planning Policy No.20 – Advertising of Planning Proposals

Address:	N/A
Owner:	N/A
File Reference:	3.1.10
Reporting Officer:	Chadd Hunt Executive Manager Development Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement	Simple Majority
Press release to be issued:	Yes

#### BRIEF

Council is asked to review the operation of *Shire of Northam Local Planning Policy No.20- 'Advertising of Planning Proposals'* (LPP20).

The original LPP 20 was adopted by Council in April 2016 and since that time a number of questions and queries have been made with respect to the effectiveness of the Policy. This policy was also discussed at the Strategic Council Meeting held in August 2018. Officers have prepared a draft modified policy for Council's consideration.

#### ATTACHMENTS

Attachment 1: Draft Revised Local Planning Policy No.20 – Ancillary Dwellings.

#### BACKGROUND / DETAILS

As Council would be aware there have been a number of issues raised by the general public regarding the consultation process that Council undertakes with planning proposals. In order to provide some greater guidance to Council, staff and the general public a review of the existing policy has been undertaken.

The proposed changes are discussed in more detail under 'Officer's Comment' section of this report.

#### CONSIDERATIONS

## Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

Outcome: Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.

Objective: Decisions made by the Shire of Northam are communicated and the reasoning clearly articulated to residents and stakeholders

## Financial / Resource Implications

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

## Legislative Compliance

### *Procedure for making local planning policy*

If a local government resolves to prepare a local planning policy, the local government must follow the procedure under clause 4(1) up to and including clause 4(6) of the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows:

- “(1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —*
- (a) publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of —*
    - (i) the subject and nature of the proposed policy; and*
    - (ii) the objectives of the proposed policy; and*
    - (iii) where the proposed policy may be inspected; and*
    - (iv) to whom, in what form and during what period submissions in relation to the proposed policy may be made;*
  - (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
  - (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*
- (2) The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).*
- (3) After the expiry of the period within which submissions may be made, the local government must —*
- (a) review the proposed policy in the light of any submissions made; and*
  - (b) resolve to —*
    - (i) proceed with the policy without modification; or*
    - (ii) proceed with the policy with modification; or*
    - (iii) not to proceed with the policy.*

- (4) *If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.*
- (5) *A policy has effect on publication of a notice under subclause (4).*
- (6) *The local government —*
  - (a) *must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and*
  - (b) *may publish a copy of each of those local planning policies on the website of the local government.”*

In addition the Planning and Development (Local Planning Schemes) Regulations 2015 give some further guidance as to the manner in which development application are required to be advertised as follows –

#### 64. Advertising applications

- (1) *An application for development approval must be advertised under this clause if the proposed development —*
  - (a) *relates to the extension of a non-conforming use; or*
  - (b) *relates to a use if —*
    - (i) *the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located; and*
    - (ii) *the local government determines that the use may be consistent with the objective of that zone and that notice of the application should be given; or*
  - (c) *does not comply with a requirement of this Scheme; or*
  - (d) *is a development for which the local government requires a heritage assessment to be carried out under clause 11(1); or*
  - (e) *is of a type that this Scheme requires to be advertised.*
- (2) *The local government may waive a requirement for an application to be advertised in the circumstances set out in subclause (1)(c) if the local government is satisfied that the departure from the requirements of this Scheme is of a minor nature.*
- (3) *The local government may advertise, or require the applicant to advertise, an application for development approval in one or more of the following ways —*
  - (a) *by giving notice of the proposed use or development to owners and occupiers of properties in the vicinity of the development who, in the opinion of the local government, are likely to be affected by the granting of development approval, including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is given to the person;*

- (b) by publishing a notice of the proposed use or development in a newspaper circulating in the Scheme area including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is published;*
- (c) by publishing a notice of the proposed use or development by electronic means in a form approved by the local government CEO including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is published;*
- (d) by erecting a sign or signs in a conspicuous place on the land the subject of the application giving notice of the proposed use or development for a period of not less than 14 days from the day on which the sign is erected including on each sign a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the sign is erected.*
- (4) Notice referred to in subclause (3) must be in the form of the “Notice of public advertisement of planning proposal” set out in clause 86(3) unless the local government specifies otherwise.*
- (5) If an application for development approval is advertised under this clause, the local government —*
  - (a) must make the application and the material accompanying it available for public inspection during business hours at the offices of the local government; and*
  - (b) may publish the application and the material accompanying it on the website of the local government.*

Council is now required to resolve to –

- (i) Proceed with the Policy without modification;*
- (ii) Proceed with the Policy with modification; or*
- (iii) Not to proceed with the Policy.*

#### Policy Implications

If Council resolves to adopt the draft revised version of LPP20 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 LPP 20 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**

A common comment/feedback received by staff and Council has been the insufficient amount of time allowed for submission of comments/objections. A number of these are related to the time actually taken for the hard copy mail to reach the intended recipient due to apparent issues with Australia Post. In order to assist this staff are recommending that the consultation time for Level 3 and 4 be increased by 7 days.

It is interesting to note that the Regulations can require the applicant to undertake the consultation required, however this is not supported by staff due to issues with ensuring that correct advertising procedures have been implemented.

In addition staff are recommending that proponents are encouraged to hold open communication sessions with adjoining landowners for all applications.

### RECOMMENDATION

That Council:

1. Pursuant to Clause 5 of the *deemed provisions for local planning schemes*, Council adopts for advertising draft revised Local Planning Policy No.20 – Advertising Planning Proposals that formed the subject of Attachment 1 of this report.
2. After the expiry of the period within which submissions may be made, the matter is returned to Council to review the as-advertised draft revised Local Planning Policy No.20 – Advertising Planning Proposals in the light of any submissions received during the submission period.

Attachment 1



Shire of Northam Planning Policy Manual (Section II)  
LPP20 – Advertising of Planning Proposals

**LPP 20 - ADVERTISING OF PLANNING PROPOSALS**

**LOCAL PLANNING SCHEME NO.6**

**LOCAL PLANNING POLICY NO.20**

**‘Advertising of Planning Proposals’**

**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 and Deemed Provisions for Local Planning Schemes**

If a provision of this Policy is inconsistent with the Scheme or the deemed provisions for local planning schemes, the Scheme and the deemed provisions for local planning schemes prevail.

This Local Planning Policy is not part of the Scheme and does not bind Council in respect of any application for development approval. However, Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

**2. APPLICATION OF THE POLICY**

**2.1 Application of Policy**

This Policy applies to:

- Applications for Development Approval made under Part 7 of the deemed provisions for local planning schemes;
- Structure Plans proposed under Part 4 of the deemed provisions for local planning schemes;
- Local Planning Policies made under Part 2 of the deemed provisions for local planning schemes; and
- Amendments to the Scheme proposed under Part 5, Division 4 of the *Planning and Development Act 2005* (the Act).

The Policy is to be read in conjunction with the Scheme, the Act, any associated Regulations and any other relevant Local Planning Policy.

If a provision of the Policy is inconsistent with the Scheme, Act or Regulations, the Scheme, Act or Regulations prevails.

**2.2 Policy Exclusions**



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This Policy excludes the following types of proposals:

- Applications for Single House and Outbuilding R-Codes Approval made under Part 5 of the R-Codes, for which the process outlined in the R-Codes applies;
- Subdivision and amalgamation proposals made under Part 10 of the Act; and
- Extraordinary planning proposals, such as Local Planning Strategies, Review of the Local Planning Scheme, for which specific advertising will be identified at the appropriate time.

### 3. POLICY OBJECTIVES

The objectives of this Policy are to ensure:

- Appropriate consultation occurs on planning proposals commensurate with the expectations of the community;
- The level of advertising of similar types of proposals is consistent over time; and
- Advertising of proposals is used as part of a meaningful community consultation process.

### 4. BACKGROUND / ISSUES

The deemed provisions for local planning schemes and Act require the Shire to advertise certain planning proposals. In many cases, the type and length of advertising is prescribed. However, there is usually a need for the Shire to exercise discretion on the extent and the methods used to advertise a proposal.

The Policy will clarify the method and extent of advertising for various development proposals in order to provide consistency in how proposals of a similar nature are dealt with by the Shire.

In all cases where consultation is required to be undertaken in accordance with this Policy, proponents are strongly encouraged to begin that process separately to Council's formal procedures. Whilst not a formal requirement, the early consultation with potentially affected parties may assist in identifying any concerns/issues.

### 5. POLICY MEASURES

#### 5.1 Advertising Applications for Development Approval

- 5.1.1 **Table 5.1** shows the levels of advertising employed by this Policy for applications made under Part 7 of the deemed provisions for local planning schemes.



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**Table 5.1: Levels of Advertising of Planning Applications under Part 7 of the deemed provisions for local planning schemes**

Level	Advertising Required	Type of Advertising	Minimum Advertising Period
1	None. This level is used where no variation to a standard requirement is necessary in order to approve a proposal.	N/A	N/A
2	Owners of properties that abut the proposal site or are located opposite <u>and</u> are affected by a variation to standard requirements, such as a setback relaxation. The intent of this level is to limit advertising to those immediately affected by a variation to a standard requirement rather than inform of a development as a whole.	Postal and/or electronic	14 days
3	All owners of properties that abut or are located opposite the proposal site. The intent of this level is to inform the immediate vicinity of an impending development. The immediate vicinity will generally be determined as those properties that share a common boundary with the proposal site, or would share a common boundary if a road reserve or other public place is removed.	Postal and/or electronic Sign on Site (if 'A' use or a 'use not listed' in the zoning table of the Scheme)	<del>21</del> 14 days
4	All owners of properties in the nearby vicinity. The nearby vicinity will generally be determined as those properties either wholly or partly within: <ul style="list-style-type: none"> <li>• 250m radius of the centre of the proposal site in urban areas; or</li> <li>• 500m radius of the centre of the proposal site in rural or rural residential areas; or</li> <li>• <del>34,000m</del> 34,000m radius of the centre of the proposal site for proposed Industry – Extractive or Industry – Mining.</li> <li>• <u>If the application is for an Industry – Extractive or Industry – Mining all those landowners that directly front onto the proposed Council controlled haulage route</u></li> </ul>	Postal and/or electronic Sign on Site (if 'A' use or a 'use not listed' in the zoning table of the Scheme) Newspaper (if 'A' use or a 'use not listed' in the zoning table of the Scheme) <u>Notification to the relevant progress association or Chamber of Commerce</u>	<del>21</del> 14 days
5	<del>All owners of properties in the locality. The locality will generally be determined as those properties either wholly or partly within the gazetted townsite or locality in which the proposal is located.</del>	<del>Postal and/or electronic Sign on Site (if 'A' use in Scheme) Newspaper (if 'A' use in Scheme)</del>	21 days



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5.1.2 **Table 5.2** outlines the level of advertising to be used for certain Applications for Development Approval.

**Table 5.2: Advertising Levels for Particular Uses / Proposals**

Use / Proposal	Advertising Level
Any use listed as 'P' or 'D' in the Zoning Table of the Scheme and:	
• No variation to a standard requirement is proposed.	1
• A variation to setbacks, building height, retaining walls or similar minor variation is proposed.	2
• A variation to car parking, landscaping, plot ratio or similar significant variation is proposed.	3
• The proposal is for a Home occupation, Home Business, Home Store, Public Utility or Residential Building.	3
• Where the proposal is for Workers Accommodation.	4
• Where the proposal is for a development within the Commercial zone with a value of greater \$7 million.	4 plus sign on site
Any use listed as 'A' in the Zoning Table or is development and/or a 'use not listed' in the Scheme and:	
• No variation to a standard requirement is proposed.	3
• Where one or more variations to standard requirements are proposed.	4
• Where a proposal is considered by the Shire to have an effect upon the locality.	<del>4</del>
• Where the proposal is for a Child Care Premises, Community Purpose, Consulting Rooms, Industry – Cottage or Nursing Home.	3
• Where the proposal is for a Place of Worship, or a Restaurant.	4
• Where the proposal is for Workers Accommodation or Industry – Extractive.	<del>4</del>
An Application for Development Approval for a non-exempt advertisement under Schedule 5 of the Scheme.	1
Extensions and Changes to a Non-Conforming Use.	3 plus Councillors
An Application for Development Approval for parking commercial vehicles pursuant to Clause 5.20 of the Scheme.	2

5.1.3 *Advertising proposals to designate a heritage area or amend the Northam Municipal Heritage Inventory or advertising development proposals that may affect a place of cultural heritage significance or an entry on the Inventory or in a designated heritage area*

- a) Advertising of proposals to establish or amend the Northam Municipal Heritage Inventory is to be in accordance with the advertising requirements contained in Part 8 of the deemed provisions for local planning schemes.
- b) Where proposed development may affect a place of cultural heritage significance or an entry on the Inventory, any application for Development Approval shall be advertised in the following manner:



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- (i) All owners of properties that abut or are located opposite the proposal site are to be informed in writing of the proposal in accordance with clause 6.1 of this Policy.
- (ii) Erection of a sign in accordance with clause 6.2 of this Policy;
- (iii) Publication of a notice in accordance with clause 6.3 of this Policy including a notice published electronically on the Shire's website; and
- (iv) Inviting comment from the relevant local historical society or association (where one is in operation).

**5.1.4 Advertising of Structure Plans**

- a) Development Plans are to be advertised in accordance with Part 4 of the deemed provisions for local planning schemes as follows:
  - (i) All owners of land wholly or partly located within the Structure Plan area or wholly or partly located within 200m of the outer edge of a Development Plan area are to be informed in writing of the proposal in accordance with clause 6.1 of this Policy;
  - (ii) A sign is to be located on each street frontage of the Structure Plan area in accordance with clause 6.2 of this Policy;
  - (iii) A notice is to be published electronically on the Shire's website and in the newspaper in accordance with clause 6.3 of this Policy; and
  - (iv) A full copy of the Structure Plan and supporting documentation in either hard copy or electronically is to be provided to those public authorities identified by the Shire when adopting a Structure Plan for advertising.
- b) Structure Plans are to be advertised for the following period of time:
  - (i) 14 days for Structure Plans proposing less than 50 lots or where the Structure Plan is a substantial modification to an existing approved Structure Plan; or
  - (ii) 28 days for Structure Plans proposing more than 50 lots.
- c) Advertising of Local Development Plans are to be advertised for a period of 14 days as follows:
  - (i) All owners of land within a 200m radius of the centre of the proposal site in urban areas;
  - (ii) A notice is to be published electronically on the Shire's website.

**5.1.5 Advertising of Local Planning Policies**

- a) Draft Local Planning Policies are to be advertised in accordance with Part 2 of the deemed provisions for local planning policies.
- b) Where a draft Local Planning Policy will affect a specific area of land, the following is to occur:
  - (i) Advertising in accordance with the advertising procedures of clause 64 of Part 8 of the deemed provisions for local planning schemes;
  - (ii) All owners of land wholly or partly located within the Local Planning Policy area are to be informed in writing of the proposal in accordance with clause 6.1 of this Policy;



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- (iii) Where practicable, a sign is to be located on each street frontage of the Local Planning Policy area in accordance with clause 6.2 of this Policy; and
  - (iv) A notice is to be published electronically on the Shire's website.
  - c) The comment and/or approval of the Western Australian Planning Commission is to be sought on Local Planning Policies that seek to vary the Residential Design Codes of Western Australia.
- 5.1.6 *Advertising of Scheme Amendments*
- a) Scheme Amendments, excluding Basic Scheme Amendments, are to be advertised in accordance with the requirements of the Act and Regulations.
  - b) Where a Scheme Amendment relates to the rezoning of an area of land, owners of land wholly or partly within the rezoning area or wholly or partly within 200m of the outer edges of the rezoning area are to be notified in accordance with clause 6.1 of this Policy.
  - c) A full copy of the Scheme Amendment and supporting documentation in either hardcopy or electronically is to be provided to those public authorities identified by the Shire when initiating the Scheme Amendment.
  - d) Scheme Amendment proposals and supporting documentation, excluding Basic Scheme Amendments, are to be advertised electronically on the Shire's website.

## 6. ADMINISTRATION

### 6.1 Postal and/or Electronic Advertising

- 6.1.1 Postal and/or electronic (email) notifications will be addressed to the owner or owners at the postal (and email addresses – where provided) details listed in the Shire's rates database for the particular property as it exists on the date the notification is sent.
- 6.1.2 The minimum advertising period will begin the working day following the date of postage.
- 6.1.3 Letters informing of a proposal are to be based upon clause 86(3) of Part 11 of the deemed provisions for local planning schemes and include the following information:
  - a) Details of the development, including a copy of any plans or proposal that will assist in communicating the intent of the proposal;
  - b) Explanation as to why the proposal is being advertised, such as the need to vary a standard requirement (giving details of the variation) or to meet the advertising requirements of the deemed provisions for local planning schemes;
  - c) The date by which any written comments are to be lodged;
  - d) The local government officer to which enquiries may be made;
  - e) Notification that any submission made cannot be considered a confidential document and may be released to the public domain as part of the Shire's consideration of the proposal; and
  - f) Notification that not making a submission will be construed by the Shire that the person or party has no objection to the proposal.

### 6.2 Sign on Site



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- 6.2.1 Where required by the Policy or Scheme, a sign will be located on the street boundary of the proposal site for the entire length of advertising. The location should be easily seen by passers-by and located so as not to cause a traffic hazard or impede access to the lot.
- 6.2.2 The sign board is to be 750mm long x 500mm wide and erected to provide a minimum clearance of 600mm between ground level and the bottom of the sign board.
- 6.2.3 The notice placed on the sign shall be generally in accordance with clause 86(3) of Part 11 of the deemed provisions for local planning schemes or in the case of a Scheme Amendment, the appropriate form of notice contained in the Regulations.
- 6.2.4 The Shire is to photograph the sign once installed, ensuring the photograph is date stamped with the date of installation.
- 6.2.5 The applicant or owner of the proposal site is to undertake reasonable endeavours to ensure the sign remains visible at all times during the advertising period and to notify the Shire in the event the sign is stolen or damaged.
- 6.3 Newspaper Notices
- 6.3.1 *The Advocate* will be construed by the Scheme, Act and Regulations as the newspaper that is circulated within the Scheme area and will be used for all notices, where practicable.
- 6.3.2 Newspaper notices shall be generally in accordance with clause 86(3) of Part 11 of the deemed provisions for local planning schemes or in the case of a Scheme Amendment, the appropriate form of notice contained in the Regulations.
- 6.3.3 Where a newspaper notice is required as part of the advertising process, the advertising period for the proposal will begin from the date of first publication in the newspaper with this date also used for other forms of notification.
- 6.4 Informing of Councillors
- 6.4.1 Councillors are to be informed of Applications for Planning Approval for Extensions and Changes to a Non-Conforming Use in accordance with Table 5.2 of this Policy. Councillors will also be advised of all applications within Advertising Level 4.
- 6.4.2 Councillors are to be informed in the manner outlined in clause 6.1 of this Policy.
- 6.4.3 Where a Councillor is an owner of property that is subject to notification, the person is to be informed by separate notices, firstly as an owner of land affected and secondly as a Councillor.
- 6.5 Form of Submissions
- 6.5.1 Verbal submissions will not be considered by the Shire.
- 6.5.2 Written submissions are to include the name and contact details of the person making the submission and identify the property affected by the proposal (if relevant). It is required that an email address or phone number is provided so that any further consultation can be undertaken by that medium.
- 6.5.3 Written submissions will be accepted by the Shire via post, facsimile or email, subject to being received prior to close of business on the day submissions close.
- 6.5.4 The Shire reserves the right to not publish or consider either wholly or in part a submission that it considers to be defamatory to any party.



*Shire of Northam Planning Policy Manual (Section II)*  
*LPP20 – Advertising of Planning Proposals*

6.5.5 Where a person or party has been informed of a planning proposal and no submission is received by the closing date for submissions, the Shire will construe that the person or party has no objection to the proposal.

6.6 Content of Submissions

6.6.1 The form and content of submissions should be based on planning grounds and preferably addressing the matters contained within Clause 67 of the Planning and Development Act 2005.

6.76 Consideration of Submissions

6.76.1 The Shire will consider a planning proposal in the light of all submissions received during the advertising period.

6.76.2 Submissions will be considered by the Shire against the matters to be considered contained in clause 67 of the deemed provisions for local planning schemes and on generally accepted planning grounds.

6.76.3 Notwithstanding clause 6.6.1 here-above, submissions that contain matters that cannot be reasonably associated with a planning matter will not be considered by the Shire.

6.76.4 Where a submission is received after the advertising period has ended, but prior to a decision being made on the proposal, the Shire will note that the submission is late, but will make reasonable endeavours to consider the submission.

6.8 Consideration of Late Submission

6.8.1 Should a submission be received after the official submission period, Council Officers will make reasonable endeavours to include these within the consideration of the matter.

6.8.2 Should an application be made to make a late submission due to extenuating circumstances Council Officers can upon a formal request, grant an extension.

6.97 Acknowledgement of Submissions

6.97.1 The Shire will notify each person that made a submission on a proposal of the decision made in relation to the proposal.

6.97.2 Notification under clause 6.7.1 here-above is to be sent within five (5) working days of the date of decision.

6.97.3 Where the Shire anticipates that a decision will not be taken for a period of greater than 28 days from the close of advertising, it will inform any person that has made a submission of the delay.

6.97.4 Where a planning proposal is to be considered at an Ordinary or Special Meeting of the Council of the Shire of Northam, each person who has made a submission is to be notified a minimum of five (5) days prior to the date of meeting and provided with a copy of the report on the matter or alternatively, informed of where an online copy of the report can be obtained.

6.97.5 The form of notification under this section can be either posted letter or email.

6.97.6 Where a person or party informed of a planning proposal in accordance with clause 6.1 of this Policy has not made a written submission on it, the Shire is not required to provide acknowledgement under this section.

6.108 Guarantee of Receipt



*Shire of Northam Planning Policy Manual (Section II)  
LPP20 – Advertising of Planning Proposals*

- 6.108.1 Where a notification is delivered by postal service under clause 6.1 of this Policy, the Shire does not guarantee its delivery where the notification is addressed in accordance with the address details contained on its rates database.
- 6.119 Advertising Costs
- 6.119.1 Except where an applicant is required by the Shire of Northam's adopted Schedule of Fees and Charges to pay certain advertising costs, costs associated with advertising are to be paid by the Shire and offset by the application fee.
- 6.120 Deemed Refusal
- 6.120.1 All Applications for Development Approval that require advertising under this Policy are deemed to be subject to a notice under clause 64 of the deemed provisions for local planning schemes and subject to the 90 day deemed refusal period outlined in clause 75(1)(a) of the deemed provisions for local planning schemes.

Date Adopted:	20 April 2016
Date Effective:	11 May 2016
Date Reviewed:	<u>September 2018</u>
Next Review:	<del>April 2017</del> <u>September 2020</u>

12.3.6 Final Adoption of Amendment No.13 to Shire of Northam Local Planning Scheme No.6 – Additional Use upon Lots 3, 4, 5 & 340 Peel Terrace, Northam & Lot 385 Wellington Street, Northam & a triangular portion of **Reserve 32053 (Lot 367 on Plan No. 1312) for ‘Motor Vehicle, Boat or Caravan Sales’**

Address:	Lots 3, 4, 5 & 340 Peel Terrace, Northam Lot 385 Wellington Street, Northam Portion of Reserve 32053 (Plan 1312 – Lot 367, Elizabeth Place, Northam)
Owner:	DV & SJ Knipe, Boran Pty Ltd & Department of Planning Lands and Heritage
File Reference:	13.1.10.13
Reporting Officer:	Benjamin Robins Planning Officer
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement	Simple Majority
Press release to be issued:	No

#### BRIEF

The purpose of this Item is for Council to consider adopting Shire of Northam Scheme Amendment No. 13, with or without modification, for the purpose of seeking Final Approval of the Hon Minister for Planning.

Amendment No.13 seeks to apply the additional use ‘Motor Vehicle, Boat or Caravan Sales’ and uses ancillary thereto upon Lots 3, 4, 5 & 340 Peel Terrace, Northam & Lot 385 Wellington Street, Northam & a triangular portion of Reserve 32053 (Lot 367 on Plan No. 1312).

#### ATTACHMENTS

Attachment 1: Amendment No. 13 Scheme Amendment Document.  
Attachment 2: Schedule of Submissions.

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#### BACKGROUND / DETAILS

##### *Purpose of the Amendment*

The purpose of the amendment is to apply the additional use ‘Motor Vehicle, Boat or Caravan Sales’ and uses ancillary thereto upon Lots 3, 4, 5 & 340 Peel

Terrace, Northam & Lot 385 Wellington Street, Northam & a triangular portion of Reserve 32053 (Lot 367 on Plan No. 1312). This will enable the land use to be carried out on subject lots and their association with the adjacent Avon Valley Nissan (Lot 1 Fitzgerald Street, Northam). It will also allow Avon Valley Motor Group to extend their dealership.

### *Environmental Assessment*

**After Council's resolution**, Officers conducted the referral to the Environmental Protection Authority (EPA) on 6/6/2018 under Section 81 of the Planning and Development Act 2005 and S48a of the Environmental Protection Authority Act 1986 for the proposed Amendment. Assessment of the Amendment by the EPA was undertaken. The EPA advised in a letter received 13<sup>th</sup> June 2018 that it has determined that no further assessment is required by the EPA.

### CONSIDERATIONS

#### Strategic Community Plan

Theme Area 6: Governance & Leadership.

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objective(s): Positive internal and external perceptions about the Shire of Northam.

#### Financial / Resource Implications

There are no direct financial or resource implications for the Shire of the recommendations of this report.

The proponent is required to pay the fee quoted by the Shire in accordance with Regulation 48(3) of the *Planning and Development Regulations 2009* for this Amendment.

#### Legislative Compliance

Council is now required to consider the submissions received and make a recommendation to the Hon. Minister for Planning regarding approval of the Amendment. Should Council adopt the amendment for final approval, it will need to authorise the President and Chief Executive Officer to execute three (3) copies of the documents and forward them to the Western Australian Planning Commission within 42 days of the resolution.

#### Policy Implications

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



A public submission period of 45 days (52 from mailing) from the date of publication in The Advocate ended on Friday 17<sup>th</sup> August 2018.

Council did receive submissions during the statutory advertising which are provided (Attachment 2). No modifications to the proposal is necessary.

#### Risk Implications

There is considered to be no risk to the Shire of the recommendations of this report.

### **OFFICER'S COMMENT**

Public advertising and Agency referral of the proposed Scheme Amendment did not raise any issues. While comment was made in respect to Water Corporation and Main Roads WA assets, the advice is required to be taken in accordance with future development proposals rather than the scheme amendment process.

#### RECOMMENDATION

That Council, in respect of Shire of Northam Scheme Amendment No.13:

1. Adopt for Final Approval Amendment No.13 to Shire of Northam Local Planning Scheme No.6 as expressed in the Amendment Document; and
2. Authorises the President and Chief Executive Officer to execute two (2) copies of the Amendment Document for Amendment No.13 to Shire of Northam Local Planning Scheme No.6, including the fixing of the **Council's Seal** in the event that the Minister for Planning approves the Amendment without modification.

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Shire of Northam  
*Heritage, Commerce and Lifestyle*

## SHIRE OF NORTHAM

### LOCAL PLANNING SCHEME NO 6

### AMENDMENT NO 13

Addition of Lots 3, 4, 5 and 340 Peel Terrace, Lot 385 Wellington Street and  
Portion of Reserve 32053 (Lot 367) Elizabeth Place, Northam to  
Additional Land Use A5 in Schedule 2

**Applicants:**

Avon Valley Motor Group  
C/- David Dow  
Box 63 Toodyay W.A. 6566  
Email- toomac@gidgenet.com.au  
Tel. 95742342 0427742606

**MAY 2018**

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**PLANNING AND DEVELOPMENT ACT 2005**

**RESOLUTION TO PREPARE AN AMENDMENT TO  
LOCAL PLANNING SCHEME**

**SHIRE OF NORTHAM LOCAL PLANNING SCHEME NO 6  
AMENDMENT NO 13**

RESOLVED that the local government, in pursuance of Section 75 of the *Planning and Development Act 2005* (as amended), amend the Shire of Northam Local Planning Scheme No 6 by inserting into Additional Land Use A5 in Schedule 2 Lots 3, 4, 5 and 340 Peel Terrace, Northam and Lot 385 Wellington Street, Northam and portion of Reserve 32053 (Lot 367) to the existing Description of Land being Lot 1 (No. 47) Fitzgerald Street, Northam as follows:

No	Description of Land	Additional Use	Conditions
A5	Lot 1 (47) Fitzgerald Street, Lots 3, 4, 5 and 340 Peel Terrace, Lot 385 Wellington Street and Part Reserve 32053 (Plan 1312 – Lot 367) Elizabeth Place, Northam	Motor vehicle, boat or caravan sales and uses ancillary thereto as approved by the local government.	<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> </ol>

The amendment is a 'Standard Amendment' under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- (i) it is an amendment relating to a zone or reserve that is consistent with the objectives identified in the Scheme for that zone or reserve;
- (ii) it is an amendment that is consistent with a Local Planning Strategy for the Scheme that has been endorsed by the Western Australian Planning Commission; and
- (iii) it is an amendment that would have minimal impact on land in the Scheme area that is not the subject of the amendment; and
- (iv) it is an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the Scheme area.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

### PROPOSAL TO AMEND A LOCAL PLANNING SCHEME

- |  |                            |
|--|----------------------------|
| 1. LOCAL AUTHORITY:                      | Shire of Northam           |
| 2. DESCRIPTION OF LOCAL PLANNING SCHEME: | Local Planning Scheme No 6 |
| 3. TYPE OF SCHEME:                       | District Zoning Scheme     |
| 4. SERIAL NUMBER OF AMENDMENT:           | No 13                      |

5. AMENDMENT TYPE:

The Amendment is **Standard** under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- (i) it is an amendment relating to a zone or reserve that is consistent with the objectives identified in the Scheme for that zone or reserve;
- (ii) it is an amendment that is consistent with a Local Planning Strategy for the Scheme that has been endorsed by the Western Australian Planning Commission; and
- (iii) it is an amendment that would have minimal impact on land in the Scheme area that is not the subject of the amendment; and
- (iv) it is an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the Scheme area.

6. PROPOSAL:

Modify Additional Land Use A5 in Schedule 2 by adding Lots 3, 4, 5 and 340 Peel Terrace, Northam and Lot 385 Wellington Street, Northam and portion of Reserve 32053 (Lot 367) to the existing Description of Land being Lot 1 (No. 47) Fitzgerald Street, Northam.

Modify the Scheme maps to reflect the inclusion of Lots 3, 4, 5 and 340 Peel Terrace, Northam and Lot 385 Wellington Street, Northam and portion of Reserve 32053 (Lot 367) to Additional Land Use A5.

## SCHEME AMENDMENT REPORT

### INTRODUCTION & BACKGROUND

Avon Valley Motor Group ("AVMG") are seeking to apply Additional Land Use A5 to Lots 3, 4, 5 and 340 Peel Terrace, Northam and Lot 385 Wellington Street, Northam and portion of Reserve 32053 (Lot 367) in addition to the existing land parcel allocated Additional Land Use A5, being Lot 1 (47) Fitzgerald Street, Northam.

AVMG's directors are David, Leonie and Stephen Knipe ("the applicants").

The following report provides a detailed description of the subject land and its immediate surrounds as well as the planning rationale and justifications for the scheme amendment proposal. A series of maps and plans are also provided for illustrative purposes.

### LAND DESCRIPTION & OWNERSHIP

The land subject to this proposed amendment comprises Lots 3, 4, 5 and 340 Peel Terrace, Lot 385 Wellington Street, Northam and portion of Reserve 32053 (Lot 367).

The following describes each land parcel:

1. Lot 3 Peel Terrace, Northam is owned by Boran Pty Ltd and has an area of 798m<sup>2</sup>.
2. Lot 4 Peel Terrace, Northam is owned by Boran Pty Ltd and has an area of 283m<sup>2</sup>.
3. Lot 5 Peel Terrace, Northam is owned by Boran Pty Ltd and has an area of 190m<sup>2</sup>.
4. Lot 340 Peel Terrace, Northam is owned by DV & SJ Knipe and has an area of 1,630m<sup>2</sup>.
5. Lot 385 Wellington Street, Northam is owned by DV & SJ Knipe and has an area of 1,130m<sup>2</sup>.
6. Reserve 32053 (Plan 1312-Lot 367) Elizabeth Place is owned by the State of Western Australia (Management by the Shire of Northam) and is 469m<sup>2</sup>.

All land parcels are zoned "Commercial" under the Shire of Northam Local Planning Scheme No 6 ("the Scheme").

Copies of Titles for the properties are attached at Appendix 1. Photographs of the Lots are attached at Appendix 2.

### LOCATION, PHYSICAL CHARACTERISTICS & EXISTING LAND USES

The lots subject of this amendment are bounded by Peel Terrace to the north, Wellington Street to the east and Fitzgerald Street to the west.

Lots 3, 4, 5 and 340 front Peel Terrace in the north and comprise the existing parking area for the AVMG and the lot commonly known as the "old Chicken Treat" site on the corner of Peel Terrace and Fitzgerald Street (Lot 340). There are no structures on Lots 3, 4 or 5, however, Lot 340 contains the building formerly used by Chicken Treat.

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Lot 385 fronts Wellington Street to the east and currently comprises a brick and iron office structure with a colorbond workshop which is occupied by Northam Auto Electrics and Tyre Service.

Reserve 32053 (Plan 1312-Lot 367) Elizabeth Place is located at the rear of Lots 385 and Lot 1 (47) Fitzgerald Street which is the existing dealership for Avon Valley Nissan and Mitsubishi and is currently vacant land.

Surrounding land uses include offices and motor vehicle sales to the north and north west, motor vehicle repairs to the west and directly opposite on Fitzgerald Street is vacant land which was previously used for motor vehicle sales.

There is the Northam Train Station to the north east and retail/commercial and residential to the east. The south comprises a variety of uses including offices/retail/commercial and residential as well as Elizabeth Place which contains car parking.

AVMG propose to construct new premises within the existing Additional Use A5 lot (Lot 1 (47) Fitzgerald Street and utilise the remaining lots as complimentary and ancillary uses to the existing use. Expansion or redevelopment of the current premises is not possible without including the parcels of land subject of this amendment proposal which seeks to expand Additional Use A5 over these lots.

Amalgamation of these lots is not proposed as no structures will cross boundaries and it is envisaged that each parcel of land will be utilised for complimentary purposes. Should it be proposed in the future that structures be constructed across boundaries, amalgamation may be considered.

Attached at Appendix 3 is a concept drawing that AVMG has prepared to illustrate the proposed layout of the redevelopment component. This concept drawing represents preliminary aspirations for the redevelopment and is designed to give a broad overview of the applicants' intended use of the lots which form the subject of this amendment. The drawings are not final designs and are of a general nature drafted to provide an indication of the applicants' future development plans.

AVMG acknowledge that development approval and building permits will be required prior to any construction taking place.

#### **PLANNING FRAMEWORK CONSIDERATIONS & JUSTIFICATIONS**

##### State Planning Policy 3 – Urban Growth and Settlement

The following are the objectives of SPP 3:

- To promote a sustainable and well planned pattern of settlement across the State, with sufficient and suitable land to provide for a wide variety of housing, employment, recreation facilities and open space.
- To build on existing communities with established local and regional economies, concentrate investment in the improvement of services and infrastructure and enhance the quality of life in those communities.

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- To manage the growth and development of urban areas in response to the social and economic needs of the community and in recognition of relevant climatic, environmental, heritage and community values and constraints.
- To promote the development of a sustainable and liveable neighbourhood form which reduces energy, water and travel demand whilst ensuring safe and convenient access to employment and services by all modes, provides choice and affordability of housing and creates an identifiable sense of place for each community.
- To coordinate new development with the efficient, economic and timely provision of infrastructure and services.

Provisions for the structured expansion and redevelopment of an existing land use with the potential to increase employment and provision of goods and services within the community is consistent with SPP 3.

#### Shire of Northam Local Planning Strategy 2013

The Shire's Local Planning Strategy 2013 states as follows:

#### 3.2 Commerce & Industry

- 3.2.2
  - Need to encourage and support economic diversification through the development of diversified commerce and industry.
  - Need to ensure the provision of appropriate infrastructure, adequate supplies of suitably zoned and serviced land in appropriate locations and flexibility in terms of the ability to attract and accommodate new commercial and industrial activities.
  - Need to consolidate and encourage development of the Northam town centre.
- 3.2.3
  - Development of a diversified range of commerce and industry in appropriate locations which provides significant employment opportunities and reduces the local economy's dependency upon the agricultural sector.
- 3.2.4
  - Promote diversification of the Shire's economy and the creation of new employment opportunities by encouraging the development of a wide range of new commercial and industrial uses.
  - Continue to promote the Northam townsite as the administrative and commercial hub of the Avon Arc Sub-Region and direct the majority of new commercial and light industrial development to the townsite to build upon existing infrastructure in this settlement and maximise efficiencies of operation and economies of scale.
  - Avoid the establishment of commercial or mixed use areas beyond a local centre in Northam as it may detract from providing a consolidated activity precinct in the town centre and could attract a discount department store or bulky goods retail outside the designated locations for these uses.  
Ensure that sufficient amounts of suitably zoned and serviced commercial and industrial land are provided in appropriate locations within existing established areas to accommodate new commercial and industrial activities.
- 3.2.5
  - Consolidate the current wide range of zoning classifications applicable to all

commercial and industrial land throughout the Shire having due regard for existing established land uses and reclassify these areas as either "Commercial" zone, "Mixed Use" zone, "General Industry" zone or "Light & Service Industry" zone in Local Planning Scheme No 6 (IMMEDIATELY).

- Ensure that the permissibility of land usage in the "Commercial", "Mixed Use", "General Industry" and "Light and Service Industry" zones as prescribed in the Zoning Table of Local Planning Scheme No 6 is sufficiently flexible and applied accordingly to facilitate diversification of the Shire's economy by providing opportunity for the timely establishment of new commerce and industry in appropriate locations (IMMEDIATELY & ONGOING).

The proposed amendment to include additional parcels of land within the Additional Land Use A5 of the Scheme is consistent with the above provisions of the Local Planning Strategy 2013.

Further, and in particular, the Strategy states that appropriate zoning is to be applied given regard to existing land uses. This did not occur at the review of Local Planning Scheme No 6 and, as such, the landowners were left with no opportunity to redevelop or expand their current premises. Given the existing land use and the surrounding land uses, it may have been more appropriate to zone the subject land as "Mixed Use" at the time of the creation of the Scheme. However, given that this did not occur, the landowners seek to accommodate the expansion of their existing land use by incorporating the additional land parcels within the Additional Land Use A5 provisions rather than rezone the entire land area to "Mixed Use".

#### Northam Regional Centre Growth Plan

Some of the key strategies of the Northam Regional Centre Growth Plan is as follows:

#### Table 10 Economic

- A sub-region that promotes commercial and industrial development to drive investment with a focus on Northam as the sub-regional centre.
- Encourage appropriate zoning and development of commercial and industrial land uses within the sub-region.

The proposal by the landowners to redevelop and consolidate their existing land use is consistent with the above strategies. Allocating Additional Land Use A5 to additional land parcels the subject of this amendment would be consistent with achieving this.

#### Local Planning Policies

Local Planning Policy 18 Heritage Precincts is applicable to the subject site as the land falls within the Fitzgerald Street 1A Heritage Precinct.

Any redevelopment of the subject site will be conducted in accordance with the provisions

of this Policy.

**SCHEME AMENDMENT PROPOSAL AND JUSTIFICATION**

Proposal

All lots the subject of this amendment are currently zoned “Commercial” under the Scheme.

The following extract is from the zoning table of the Scheme:

LANDUSE	RESIDENTIAL	DEVELOPMENT	COMMERCIAL	MIXED USE	TOURIST	GENERAL INDUSTRY	LIGHT & SERVICE INDUSTRY	RURAL	RURAL RESIDENTIAL	RURAL SMALLHOLDING	ENVIRONMENTAL CONSERVATION
Motor Vehicle, Boat or Caravan Sales	X		X	D	X	D	D	X	X	X	X
Motor Vehicle Repair	X		X	A	X	P	P	X	X	X	X
Motor Vehicle Wash	X		X	D	X	P	P	X	X	X	X
Motor Vehicle Wrecking	X		X	X	X	D	D	X	X	X	X

As outlined in the table above, Motor Vehicle, Boat or Caravan Sales is an “X” use in the Commercial zone. This will not allow for the future planned redevelopment of the area.

The following is the existing Additional Land Use A5 over Lot 1 (47) Fitzgerald Street, Northam where the existing AVMG dealership is currently located as defined in Schedule 2 of the Scheme:

No.	Description of land	Additional use	Conditions
A5.	Lot 1 (No.47) Fitzgerald Street, Northam <i>AMD 4 CG 20/05/16</i>	Motor vehicle, boat or caravan sales & uses ancillary thereto as approved by the local government.	<ol style="list-style-type: none"> <li>All development and use shall be subject to an Application for Development Approval.</li> <li>All development and use shall be in accordance with any plans, conditions and management requirements approved by the local government.</li> <li>No alterations or extensions to the land use shall be undertaken without the approval of the local government.</li> </ol>

As a way to enable the redevelopment of the subject land for Motor vehicle, boat or caravan sales purposes, the applicants consider it appropriate to include the subject land within the above land description column for additional use A5 as follows:

No	Description of Land	Additional Use	Conditions

A5	Lot 1 (47) Fitzgerald Street, Lots 3, 4, 5 and 340 Peel Terrace, Lot 385 Wellington Street and Part Reserve 32053 (Plan 1312 – Lot 367) Elizabeth Place, Northam	Motor vehicle, boat or caravan sales and uses ancillary thereto as approved by the local government.	<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> </ol>
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Given that there is an existing Additional Use for Lot 1 (47) Fitzgerald Street, Northam which currently contains the existing AVMG dealership, it is proposed to include the extra land parcels within this additional land use to enable the planned redevelopment of the existing site as a whole.

This will also eliminate the subject land being used as non-conforming uses and will allow for the proper planning and development of the site.

As part of this amendment, it is proposed to modify the Scheme maps to reflect the inclusion of Lots 3, 4, 5 and 340 Peel Terrace, Northam and Lot 385 Wellington Street, Northam and portion of Reserve 32053 (Lot 367) to Additional Land Use A5.

Traffic

There will be no increased traffic flow resulting from the proposed amendment or redevelopment of the site.

Heritage

The subject site is included within the Fitzgerald Street 1A Heritage Precinct and the applicants acknowledge that any development will be subject to the requirements of Local Planning Policy 18.

Special Control Areas

The subject site is not contained within any Special Control Area under the Scheme.

Land Use Context

Currently, the existing dealership for AVMG is located on Lot 1 (47) Fitzgerald Street, Northam. Lots 3, 4 and 5 Peel Terrace, Northam are currently being utilised as car parking for the dealership.

The surrounding land uses are predominantly motor vehicle related and comprise motor vehicle sales, repairs and parts businesses.

It is the intention of AVMG to consolidate the current land uses within the subject lots to

formulate a planned land use which is in-keeping with the surrounding existing land uses.

#### Expansion of Existing Land Use

AVMG has devised a concept drawing (Appendix 3) which illustrates the desire to redevelop the site to allow for a consolidated land use concept. This drawing shows that the intention is to redevelop the existing dealership on Lot 1 (47) Fitzgerald Street (current additional land use A5), construct an ancillary structure (washdown etc) on Lot 385 Wellington Street and no other structures on the remainder of the lots.

Presentation of the site will be paramount and will take into account the requirements under Local Planning Policy 18 Heritage Precincts.

#### Justification

Given the existing land use, combined with the surrounding predominant land uses of motor vehicle based activities, it is a good and proper planning outcome to include the subject sites within the Additional Land Use A5 and allow the landowners to consolidate the existing land uses as well as provide a basis for the redevelopment of the site as a whole.

The Shire's Local Planning Strategy provides for the zoning categorisation of existing land uses which was not allocated to the subject site at the creation of the Scheme. The zoning of the land should have been "Mixed Use" given regard to the existing land uses on the subject land.

In this case, as the land was not zoned appropriately given the existing land uses, the application of an additional land use to remove the con-conforming use component is considered to be the most time effective process.

### **OPPORTUNITIES, CONSTRAINTS AND ISSUES**

#### Non-Conforming Land Use

Currently, land uses in the area are allocated as non-conforming uses (Lot 385 in particular) and it is desirable to eliminate the issue of non-conforming uses by allocating additional land use categories where the existing land use is an "X" use in the zone.

Allocating the subject land to Additional Land Use A5 category will eliminate any existing non-conforming uses and will allow the applicants to progress with the redevelopment of the area.

#### Land Ownership

Lots 3, 4 and 5 are currently owned by Boran Pty Ltd and consent has been obtained from the landowner to allocate Additional Land Use A5 (Motor Vehicle, Caravan or Boat Sales and ancillary uses. This consent is attached at Appendix 4.

#### Reserve 32053

This reserve forms part of the existing Elizabeth Place.

Elizabeth Place was formed over the historic Railway Reserve subsequent to the realignment of the now existing railway reserve.

Council, at its Ordinary Council Meeting held on 18 April 2018, resolved to purchase the portion of Reserve 32053 the subject of this amendment via the following:

"That Council, subject to the agreement of Department of Planning, Lands and Heritage:

1. Authorises the Chief Executive Officer to proceed with an offer to purchase portion of Lot 367 on Plan 1312, being a part of Reserve 32053 which adjoins Lot 385 Wellington Street (east) and Lot 1 Fitzgerald Street (west) Northam;
2. Agrees to the purchase price as established by the Valuer General, acknowledging this purchase represents an unbudgeted expenditure;
3. Advertises its intention to then dispose of the mentioned portion of the reserve to the Avon Valley Motor Group, subject to the finalisation of the purchase of the said land from the Department of Planning, Lands and Heritage;
4. Avon Valley Motor Group providing a binding written agreement to:
  - a. Purchase the land at the price as set by the Valuer General; and
  - b. Pay any associated costs incurred by the Council through the process."

The minuted Council resolution in relation to this matter is attached at Appendix 5.

This process may be time consuming, however, it is envisaged that the fastest way to achieve the desired outcome of AVMG, would be to include the portion Reserve 32053 in this amendment process.

#### **CONCLUSION**

AVMG are seeking to modify Additional Land Use A5 to include the subject land to enable the first phase of their intentions to expand its current dealerships of Nissan and Mitsubishi which are located within the existing structure on Lot 1 (47) Fitzgerald Street, Northam.

The buildings and infrastructure currently in place are a mixture of older converted buildings and recently constructed purpose built structures that are barely adequate for their intended purpose.

The applicants are acutely aware that today's motor vehicle dealerships must be in a position to grow and evolve in order to survive. The key to this is to have modern, purpose built premises that are able to cater for the increasingly challenging changes taking place right across the transport sector.

As shown on the concept drawing (Appendix 3), it will be possible to fit a new Sales and Service Centre on Lot 1 (47) Fitzgerald Street but there is simply insufficient room for new and used vehicle display areas as well as customer and staff parking. There may also be a need for ancillary infrastructure on adjacent lots, particularly on Lot 385 which is presently occupied by Northam Auto Electrics and Tyre Service.

AVMG will be reluctant to progress redevelopment with the current uncertainty created by

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the present zone definitions but are confident that the granting of the requested addition of the subject lots within Additional Land Use A5 will be sufficient to allow the formulation of working drawings and apply for planning approval, demolition approval and building permits to commence first stage development on the subject land.

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**PLANNING AND DEVELOPMENT ACT 2005**  
**RESOLUTION TO AMEND LOCAL PLANNING SCHEME**  
**SHIRE OF NORTHAM**  
**LOCAL PLANNING SCHEME NO 6**  
**AMENDMENT NO 13**

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

Modifying Schedule 2 Additional Uses by including Lots 3, 4, 5 and 340 Peel Terrace, Lot 385 Wellington Street and Part Reserve 32053 (Plan 1312 – Lot 367) Elizabeth Place, Northam into Additional Land Use A5 as follows:

No	Description of Land	Additional Use	Conditions
A5	Lot 1 (47) Fitzgerald Street, Lots 3, 4, 5 and 340 Peel Terrace, Lot 385 Wellington Street and Part Reserve 32053 (Plan 1312 – Lot 367) Elizabeth Place, Northam	Motor vehicle, boat or caravan sales and uses ancillary thereto as approved by the local government.	<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> </ol>

### ZONING MAPS

Existing Scheme Zoning Map:



Proposed Amendment to Zoning Map to Include Additional Properties within Additional Land Use 5:



Legend:

- Commercial
- Additional Land Use

**COUNCIL ADOPTION**

This Standard Amendment was adopted by resolution of the Council of the Shire of Northam at the Ordinary Meeting of the Council held on the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
SHIRE PRESIDENT

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

**FINAL APPROVAL**

This Amendment is recommended for approval by resolution of the Shire of Northam at the Ordinary Meeting of the Council held on the \_\_\_\_\_ day of \_\_\_\_\_ 2018 and the Common Seal of the Shire of Northam was hereunto affixed by the authority of a resolution of the Council in the presence of:

\_\_\_\_\_  
SHIRE PRESIDENT

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

**RECOMMENDED / SUBMITTED FOR FINAL APPROVAL**

\_\_\_\_\_  
DELEGATED UNDER S.16 OF THE P&D ACT 2005

DATED \_\_\_\_\_

**FINAL APPROVAL GRANTED**

\_\_\_\_\_  
MINISTER FOR PLANNING

DATE \_\_\_\_\_

15

## APPENDICES TO REPORT

15

Appendix 1  
Lot 340

ORIGINAL - NOT TO BE REMOVED FROM OFFICE OF

LT. 37  
CT 1695 0158 F

Application D24120  
Volume 1121 Folio 912

WESTERN AUSTRALIA

1695 158

## CERTIFICATE OF TITLE

UNDER THE "TRANSFER OF LAND ACT, 1893" AS AMENDED

I certify that the person described in the First Schedule hereto is the registered proprietor of the undermentioned estate in the undermentioned land subject to the easements and encumbrances shown in the Second Schedule hereto.

Dated 17th May, 1985

*A. J. Smyth*  
REGISTRAR OF TITLES

ESTATE AND LAND REFERRED TO

Estate in fee simple in portion of Northam Town Lot 35 and being Lot 340 on Diagram 67183, delineated and coloured green on the map in the Third Schedule hereto.

FIRST SCHEDULE (continued overleaf)

~~Spanick Investments Pty Ltd, of care of Messrs McDonald-French & Harrison, Solicitors, 45 St. George's Terrace, Perth~~

SECOND SCHEDULE (continued overleaf)

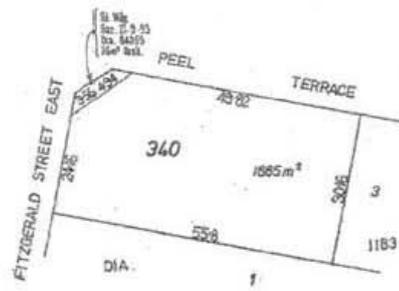
1. ~~MORTGAGE 0852486 to Commonwealth Bank of Australia - Registered 17.9.84 at 10.28~~

Discharged F909898 23.6.96

*A. J. Smyth*  
REGISTRAR OF TITLES

THIRD SCHEDULE

Old  
Chicken Treat  
Site

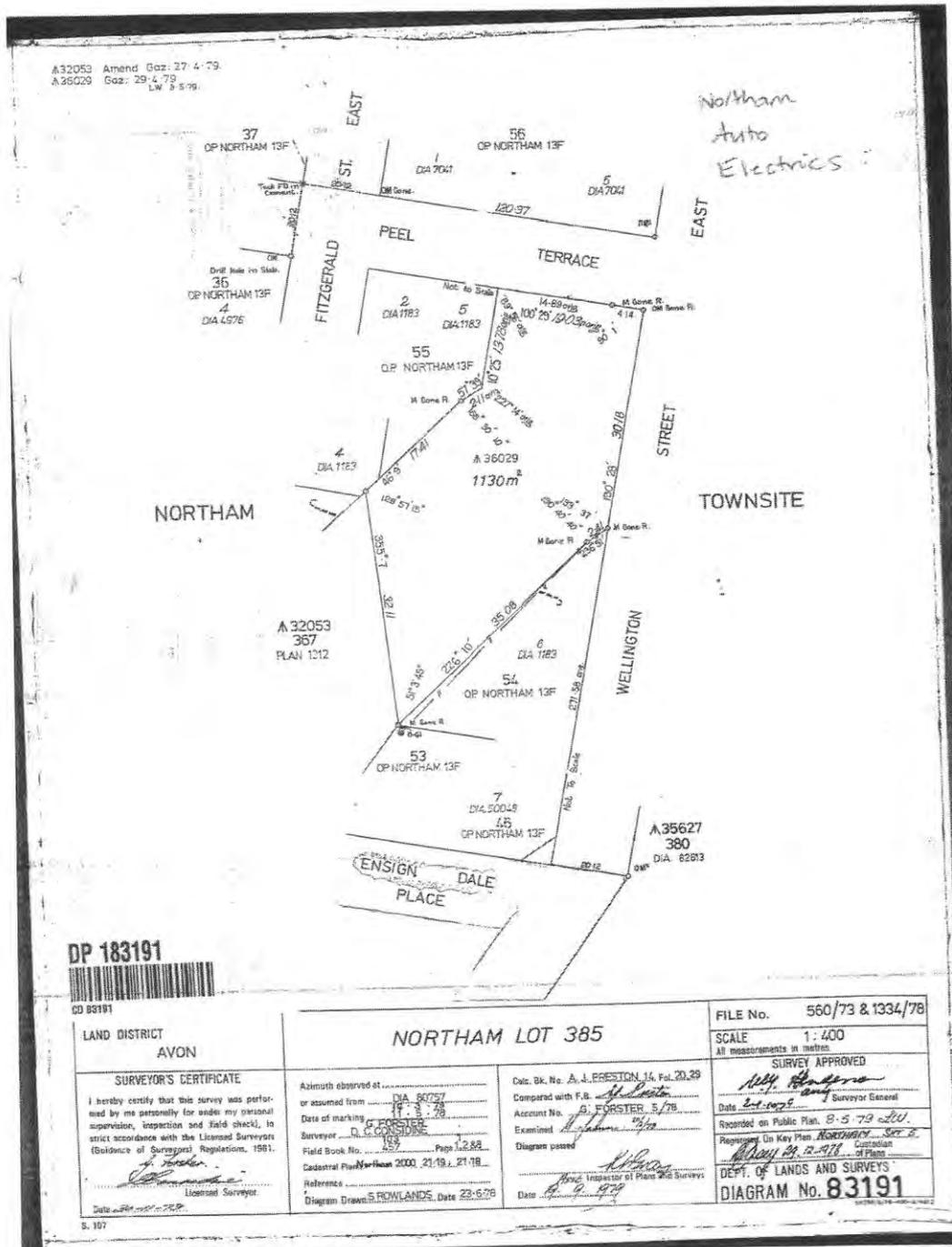


NOTE: RULING THROUGH AND SEALING WITH THE OFFICE SEAL INDICATES THAT AN ENTRY NO LONGER HAS EFFECT. ENTRIES NOT RULED THROUGH MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS.

LANDGATE COPY OF ORIGINAL NOT TO SCALE Tue Oct 16 10:32:31 2016 JOB 52218920

Landgate  
www.landgate.wa.gov.au

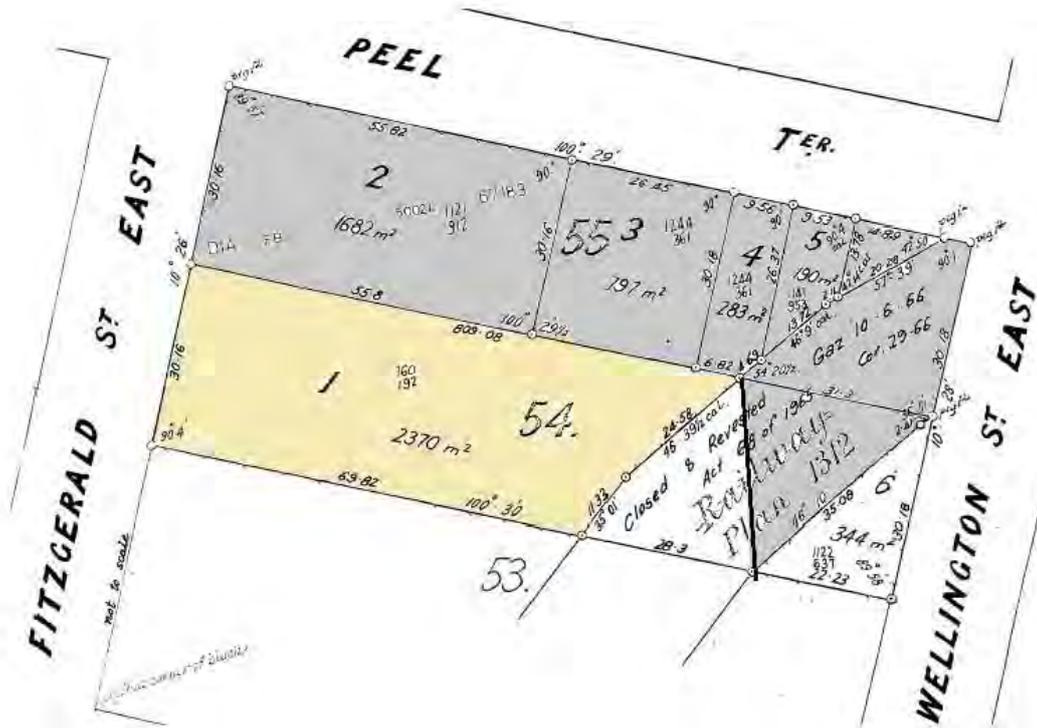
Appendix 1  
Lot 385



LANDGATE COPY OF ORIGINAL NOT TO SCALE Mon Aug 21 16:48:50 2017 JOB 54672940

Appendix 1

Lot 1 (47) Fitzgerald St.



19

**Appendix 2**

Lot 340 (Chicken Treat)



**Appendix 2**

Lots 3, 4 and 5 Peel Terrace



**Appendix 2**  
Lot 385 Wellington Street

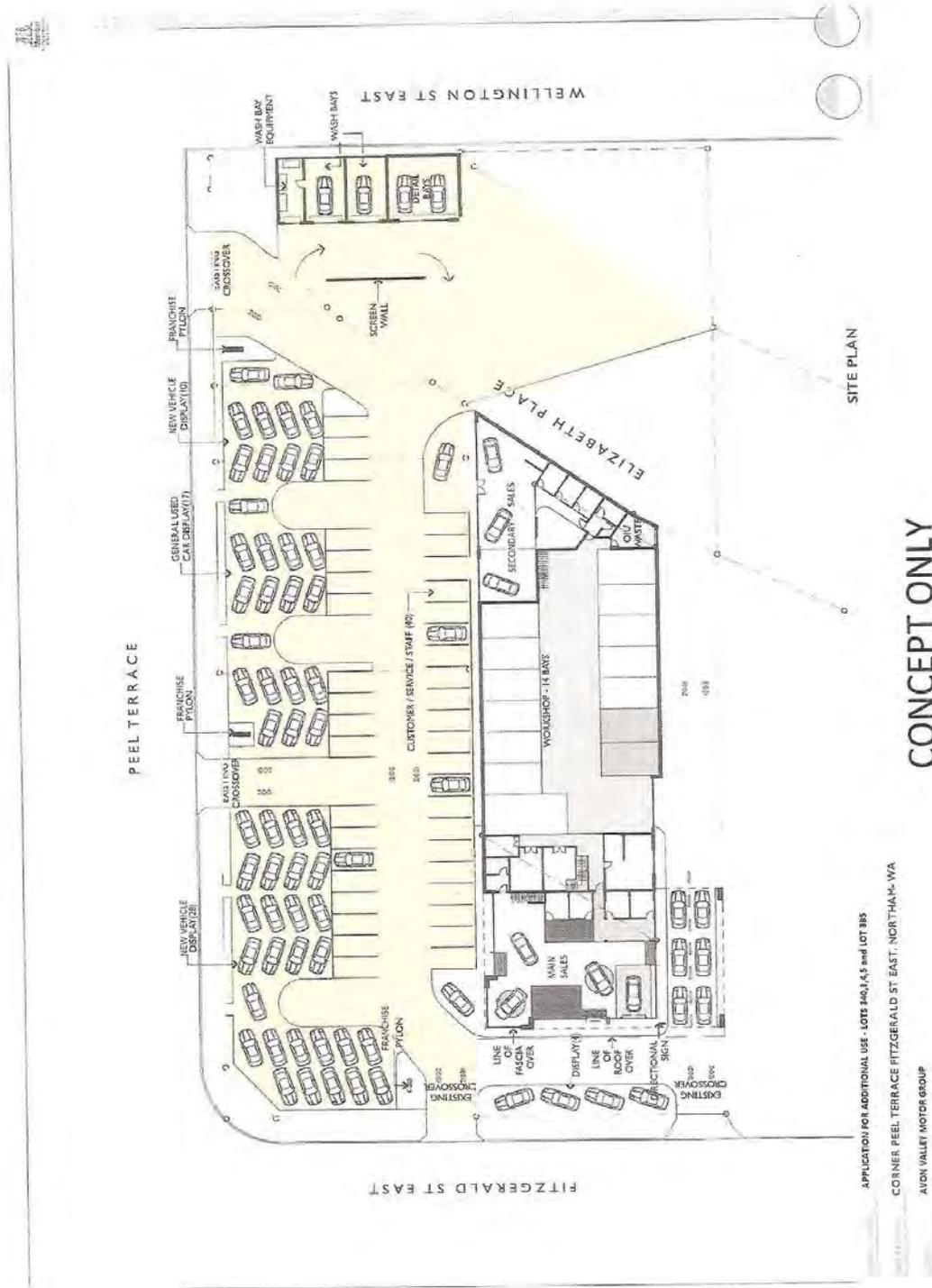


**Appendix 2**

Part Reserve 32053(Elizabeth Place)



**Appendix 3**  
Concept drawing



APPLICATION FOR ADDITIONAL USE - LOTS 140,141 and LOT 145  
CORNER PEEL TERRACE FITZGERALD ST EAST, NORTHAM, WA  
AVON VALLEY MOTOR GROUP

**Appendix 4**

Letter of consent from owners of lots 3,4 & 5 Peel Terrace

# BORAN PTY LTD

ACN: 009 012 579

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16 March 2018

Shire of Northam  
395 Fitzgerald Street  
Northam WA 6401

Dear Northam Council

**Re: 12-14 Peel Street, Northam**

We the owners of the above property hereby consent for the use of premises to include caryard, motor vehicle, boat or caravan sales and ancillary uses.

Yours faithfully  
Boran Pty Ltd



Ian Green  
Director

## Appendix 5

Unrecorded Council Resolution

Ordinary Council Meeting Minutes  
18 April 2018



### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3326

Moved: Cr Pollard

Seconded: Cr Tinetti

That Council, subject to the agreement of Department of Planning, Lands and Heritage:

1. Authorises the Chief Executive Officer to proceed with an offer to purchase portion of Lot 367 on Plan 1312, being a part of Reserve 32053 which adjoins Lot 385 Wellington Street (east) and Lot 1 Fitzgerald Street (west) Northam;
2. Agrees to the purchase price as established by the Valuer General, acknowledging this purchase represents an unbudgeted expenditure
3. Advertises its intention to then dispose of the mentioned portion of the reserve to the Avon Valley Motor Group, subject to the finalisation of the purchase of the said land from the Department of Planning, Lands and Heritage;
4. Avon Valley Motor Group providing a binding written agreement to:
  - a) purchase the land at the price as set by the Valuer General; and
  - b) pay any associated costs incurred by the Council through the process.

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

Clarification was sought in relation to whether it would impede other landowners by selling the land to one person. The Chief Executive Officer advised that it wouldn't as all landowners have access to their property.

Attachment 2

Shire of Northam Local Planning Scheme No.6  
Proposed Scheme Amendment No.13 – Include **'Motor Vehicle, Boat or Caravan Sales & Ancillary Uses Thereto'** as an Additional Use at Lots 3, 4, 5, 340 Peel Terrace, Lot 385 Wellington Street & Portion of Reserve 32053 Elizabeth Place, Northam  
Schedule of Submissions

Number	Name & Address of Submitter	Summary of Submission	Officer's Comments & Recommendations
1	Water Corporation  Ross Crocket – 629 Newcastle Street, LEEDERVILLE WA 6007	Water and Wastewater  Reticulated water and sewerage services are currently available to the subject Lots subject to the proposed Amendment to serve the additional land use. (See attached plan)  Note: Any proposed development in Reserve~ 32053 that is being rezoned will require the existing ON 125mm water main present in the reserve to be cut and capped and Lot 385 Wellington Street may require a water meter relocation.	Noted. This information does not limit the ability to consider the Scheme Amendment, and is considered relevant advice in the context of future development proposals by the applicant.
2	Main Roads Western Australia  Janet Hartley-West – 120 Peel Terrace, NORTHAM WA 6401	Main Roads WA will review and rationalise existing access along Peel Terrace as per Main Road's policy* and driveway guideline. The proposed development plan shows access from Peel Terrace to Lot 340 (old Chicken Treat) as well as access from Fitzgerald St. WAPC policy DC 5.1 Regional Roads (Vehicular Access) Clause 3.3.2 states "Where alternative access is or could be made available from side or rear streets or rights of way, no access shall be permitted to the regional road". The Peel Terrace access for Lot 340 will need to be closed as part of the redevelopment.  <i>*Driveway access to roads managed by Main Roads will be controlled for the safety and efficiency of the network and all road users</i>	Noted. This information does not limit the ability to consider the Scheme Amendment, and is considered relevant advice in the context of future development proposals by the applicant.
3	Department of Planning Lands and Heritage  Aidan Ash – 140 William Street, PERTH WA 6001	Proposal does not affect any reported Aboriginal Heritage sites or places.	Noted.

12.3.7 Application for Retrospective Development Approval for Transport Depot and Three (3) Sea Containers at Lot 101 Spencers Brook Road, Clackline

Address:	Lot 101 Spencers Brook Road, Clackline
Owner:	Rolf Fox
Applicant:	As Above
File Reference:	P18062 / A2674
Reporting Officer:	Benjamin Robins Planning Officer
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement	Simple Majority
Press release to be issued:	No

#### BRIEF

Council is asked to consider an application for retrospective Development Approval for one (1) 12m sea container and two (2) 6m sea containers on Lot 101 Spencers Brook Road, Clackline. The applicant is also seeking retrospective Development Approval for the land use 'Transport Depot'.

The proposal is located in Special Control Area 2 – Landscape Protection Special Control Area of the Shire of Northam Local Planning Scheme No.6 (the Scheme). While Officers have delegation to consider the land use 'Transport Depot', Officers do not have delegation to approve sea containers that exceed the provisions of Local Planning Policy No. 5.

#### ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Plans of Proposal.

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#### BACKGROUND / DETAILS

Lot 101 Spencers Brook Road, Clackline (subject site) is located near Mokine locality, approximately 11km south-west of Northam townsite. A location plan is attached. Refer Attachment 1 – Location Plan.

The subject site is zoned 'Rural' under the Scheme and is located within SCA 2 – Landscape Protection Special Control Area.

The landowner has submitted an application for retrospective development approval for a 'Transport Depot' and 2 x 6m sea containers and 1 x 12 metre sea container. Plans of the proposal are attached. Refer Attachment 2 – Plans of Proposal.

The Shire's Local Planning Policy No. 5 – Use of Sea Containers & Other Similar Storage Containers permits a maximum of 1x 12m sea container in the Rural zone, and therefore the applicant seeks to vary the provisions of Local Planning Policy 5. In addition, the proposal is subject to the provisions of the Landscape Protection Special Control Area, which aims to protect the landscape amenity and qualities of the area designated by the Scheme.

The land use class 'transport depot' is depicted with the symbol 'D' in the Shire's Scheme. A 'D' use means the use is not permitted unless the local government has exercised its discretion by granting development approval.

The Scheme defines 'transport depot' as *premises used for the garaging of motor vehicles used or intended to be used for carrying goods or persons, or for the transfer of goods or persons from one motor vehicle to another of such motor vehicle and includes maintenance, management and repair of the vehicles used, but not of other vehicles, and may include overnight accommodation on-site for the transport workers.*

The use as a transport depot is by the occupier of the premises, which involves the maintenance of the heavy vehicle and the parking of trailers associated with the land use. The maintenance and storage of the heavy vehicle is located within the existing approved shed on the property.

The 12m sea container and 2 x 6m sea containers are presently located between Spencers Brook Road and the Outbuilding located on-site. The relevant sea containers are the white sea container and the two brown sea containers located adjacent. The trailers with sea containers loaded are related to the transport depot use. Refer photograph below.



## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objective(s): Positive internal and external perceptions about the Shire of Northam.

### Financial / Resource Implications

While there are no financial or resource implications, given that the application is a retrospective application (unauthorised use and unauthorised development), Council may consider formal prosecution by means of infringement under the Planning and Development Act 2005. While the applicant has submitted a development application for the unauthorised development and land use, this may be a consideration of Council which is not included in the Officers recommendation. The reason for the infringement not being located in the Officers Recommendations is the applicant has committed to voluntary compliance in submitting the application.

Legislative Compliance  
Shire of Northam Local Planning Scheme No.6.

4.23 SEA CONTAINERS:

*“4.23.1: Development approval is required to relocate sea containers to any lot. Where approval is granted to the development and use, the sea container shall be constructed and upgraded to a standard that ensures the visual amenity of the area is not impacted. Where the sea container would have an adverse impact on the amenity of the locality, the local government may refuse the application.”*

- A retrospective application has been made by the applicant for the sea containers, and is assessed under Local Planning Policy 5 – Use of Sea Containers & Other Similar Storage Containers. Recommended that conditions of Development Approval be provided to screening.

*“4.23.2: Where an application for development approval is made for a sea container, the local government shall give notice in accordance with clause 64 of the deemed provisions.”*

- Clause refers to the advertising of the proposal, see Stakeholder Engagement/Consultation.

*“4.23.3: Sea containers are not permitted on any land within the Residential zone.”*

- Not Applicable.

5.3 SCA 2 - LANDSCAPE PROTECTION SPECIAL CONTROL AREA

5.3.1 PURPOSE:

*“The purpose of the Landscape Protection Special Control Area is to:*

- a) Preserve the visual amenity and landscape quality of the area;*
- b) Avoid development which would negatively impact upon the ecological values and landscape qualities of the area; and*
- c) Ensure that land use in the area, including grazing, mining activities and recreational activities does not degrade the area.”*

The development in its current form has the potential to detract from the landscape protection qualities of the area, particularly given their present visual impact. As this application seeks retrospective development approval, it must be considered on its individual merits against the provisions of the Scheme and the relevant Local Planning Policy.

*“5.3.3.2: Development applications for land within the area will not be approved where the development may detract from the visual landscape quality of the area. The impacts of proposals for aquaculture, commercial tree plantations or significant revegetation, earthworks (such as filling and excavation) and intensive agriculture will be carefully assessed.”*

The application seeks retrospective development approval, and the Officers Comment provides recommended remedial actions which can be considered to reduce the visual impact.

#### Policy Implications

#### Local Planning Policy 5 – Use Of Sea Containers & Other Similar Storage Containers

The proposal seeks to vary 5.3 of LPP5, provisions for the Rural Zone, General Industry and Light and Service Industry Zones.

*“5.3.1: A maximum of one (1) sea container or other similar storage container up to 12m in length per Certificate of Title;”*

- The proposal seeks to vary this provision, with one 12m sea container and two 6m sea containers. Their use is associated with the land use for transport depot, equipment storage, general goods storage and for fire equipment.

*“5.3.2: The sea container shall not be between the building and the street boundary and shall be screened from view of the street, including secondary streets and adjoining properties;”*

- The proposal seeks to vary this provision, as the sea containers are currently located at the front of the property. It is considered that matters relating to visual amenity can be addressed in conditions.

*“5.3.3: The sea container or other similar storage container to be located in accordance with the boundary setback provisions for outbuildings for the particular property; and”*

- The proposal complies with the setback provisions for the Rural Zone.

*“5.3.4: The sea container or other similar storage container shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property.”*

- Recommended as Conditions of Development Approval.

### Stakeholder Engagement / Consultation

The application was advertised from 24<sup>th</sup> July 2018 to 8<sup>th</sup> August 2018 to five (5) adjoining landowners. 2 submissions were received which were in support of the development application.

### Risk Implications

Each proposal is assessed on its own merits, and therefore there is not a risk the proposal will set a precedent. There are no risk implications in making the recommendation.

### **OFFICER'S COMMENT**

The applicant has advised Officers that the sea containers are used for storage and related to the land use undertaken – 'Transport Depot' at the site. The Officers have assessed the proposal for the land use as follows:

#### TRANSPORT DEPOT COMMENT:

*Transport Depot: premises used for the garaging of motor vehicles used or intended to be used for carrying goods or persons, or for the transfer of goods or persons from one motor vehicle to another of such motor vehicle and includes maintenance, management and repair of the vehicles used, but not of other vehicles, and may include overnight accommodation on-site for the transport workers.*

The proposal for the land use 'Transport Depot' is consistent with the provision of the Scheme, being used for the garaging of the heavy vehicle and haulage implement (trailer), the repairs as conducted in the existing outbuilding, and does not involve the repair of other heavy vehicles. The existing dwelling on the premises is used by the owner of the heavy vehicle.

The use is consistent with the provisions of the Special Control Area in that no additional modifications or impacts are present which relate to the application for the transport depot (no hardstand, clearing or other development proposed for the land use 'Transport Depot'), and it is therefore considered appropriate given its use is to be conditioned to the owner of the subject land for the storage and works on the truck. The transport depot is recommended for approval subject to conditions which includes the visual screening element as per the sea container requirements to also be considered in the area used for the transport depot.

#### SEA CONTAINER COMMENT:

It is highlighted that the location of the sea containers is inconsistent with Clause 5.3.2 of LPP5, as they are located at the front of the property. It is worth noting however that the outbuilding had also been constructed in front of the dwelling which impacts the landscape as visible from the street.

Officers have reviewed the potential to locate all sea containers to the rear of the outbuilding, and the applicant has noted that such a configuration may result in foundations being located over septic lines and water lines where the shed was constructed prior to the dwelling. This is not considered a valid reason, as appropriate groundwork and foundations would provide an appropriate base for the sea containers, and would be required in the case of the Building Permit Application (appropriate footings/foundations). It is inappropriate given the provisions of Special Control Area 2, to locate the sea containers between Spencers Brook Road and the Outbuilding. The Officer provides recommendation to relocating the sea containers between the residence and outbuilding and not be visible from the street. Where a part of the sea containers would be visible, screening vegetation is required to the satisfaction of the local government.

Given the land is zoned Rural, it is not seen as inappropriate to consider an application for additional sea containers, however, their location is entirely inappropriate given the provisions of LPP5 (5.3.2) and the impact on the Landscape Protection Special Control Area.

Staff recommend two (2) 6m sea container and the 12m sea container to be relocated from between Spencers Brook Road and the Outbuilding, to be between the Outbuilding and the Residence of 101 Spencers Brook Road. They are to be located against the wall of the outbuilding. It is to be painted in a complementary colour which matches the outbuilding, and screened by the planting of advanced vegetation including shrubs/trees to the satisfaction of the local government.

The relocation and screening measures are deemed appropriate to reduce the visual impact of the proposal, and therefore the implications the request for retrospective development approval has on the Landscape Protection Area.

The two (2) 6m and one (1) 12m sea container are recommended for approval subject to conditions.

#### RECOMMENDATION

That Council grant retrospective Development Approval to Rolf Fox for a transport depot and the siting of two (2) 6m sea containers and one (1) 12m sea container on Lot 101 Spencers Brook Road, Clackline as outlined in the Application received 18 July 2018 (Application No.P18062), subject to the following conditions:

#### General Condition

1. The sea containers hereby approved shall be repainted in colours matching the existing outbuildings.

Condition to be met within 60 days of approval

2. Within sixty (60) days of the development hereby approved, amended plans to the satisfaction of the local government must be submitted to and approved by the local government. When approved, the plans will be **endorsed by Council's CEO or his delegate and will then form part of the approval**. The plans must be drawn to scale with dimensions and two (2) copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
  - a. Modified location of the one (1) 12m sea container and the two (2) 6m sea containers to along the rear outbuilding wall facing the residence;
  - b. Plans detailing proposed landscaping to suitably screen the sea containers from Spencers Brook Road and the surrounding properties to the satisfaction of the Local Government..

Conditions to be met within 90 days of approval

3. Within ninety (90) days of the development hereby approved, additional native vegetation is to be planted directly adjacent to the sea containers hereby approved, to screen the two (2) 6m sea containers and 1 (one) 12m sea containers from the road and the surrounding properties to the satisfaction of the Local Government.

Conditions requiring ongoing compliance

4. All landscaped areas are to be maintained on an ongoing basis to the satisfaction of the local government.
5. Commercial vehicle(s) used in conjunction with the transport depot shall be parked entirely on Lot 101 within a garage or located on a hard stand area, sited and partially screened so as to reasonably minimise the visual effect as viewed from Spencers Brook Road or from a neighbouring property to the satisfaction of the local government.
6. The commercial vehicle(s), whilst on the lot, shall not be loaded with goods or materials that may cause nuisance, risk or pollution to the detriment of the amenity of the area or nearby residents.
7. There is to be no transfer of goods or passengers from one commercial vehicle to another commercial vehicle and loading or unloading of commercial vehicle(s) whilst on the lot.

Transport depot approval to applicant only

8. This approval allows the transport depot hereby permitted to be conducted by Rolf Fox. If Rolf Fox ceases to operate the transport depot hereby permitted, this approval will expire.

Attachment 1



The Shire of Northam does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that The Shire of Northam shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

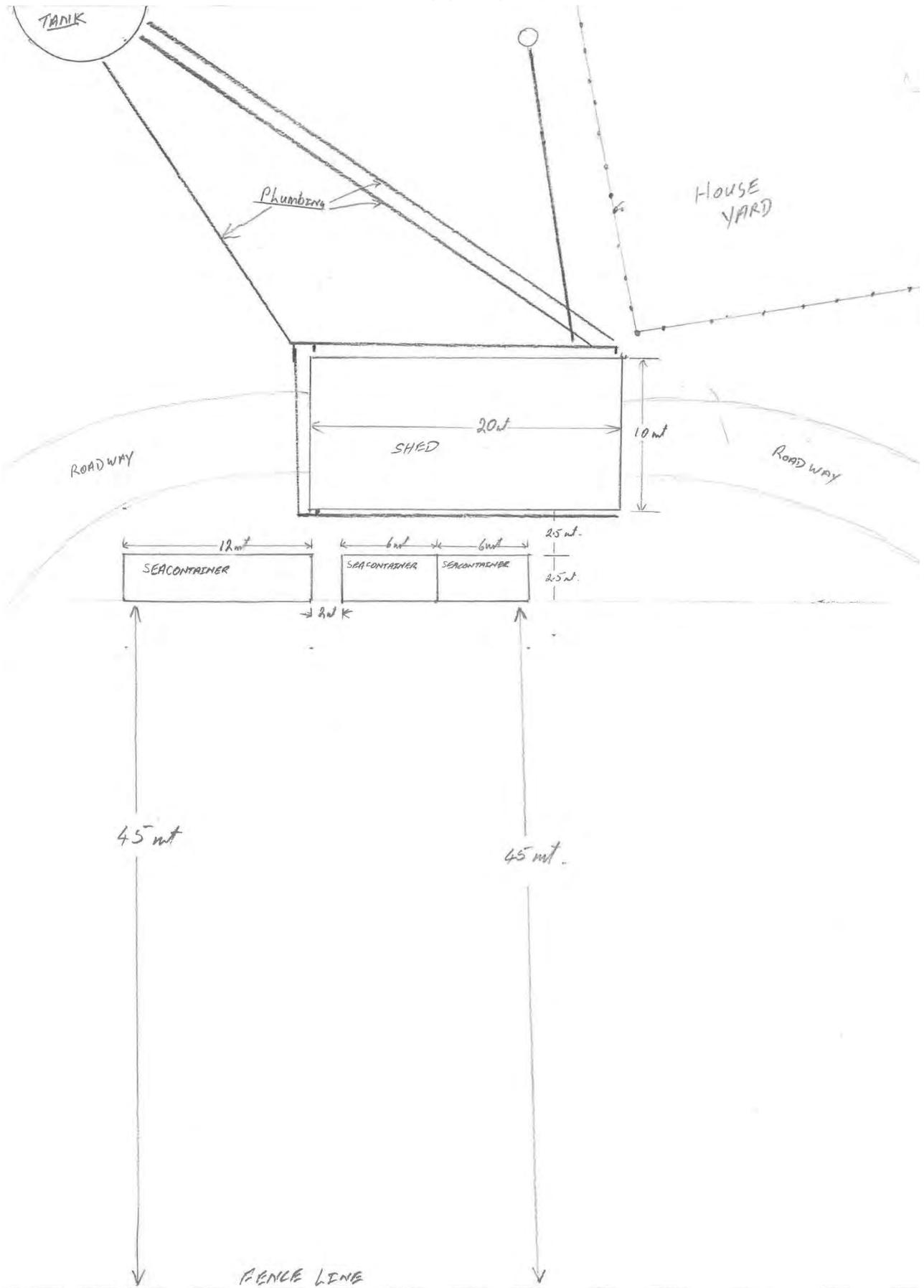
101 Spencers Brook  
Road, Clackline

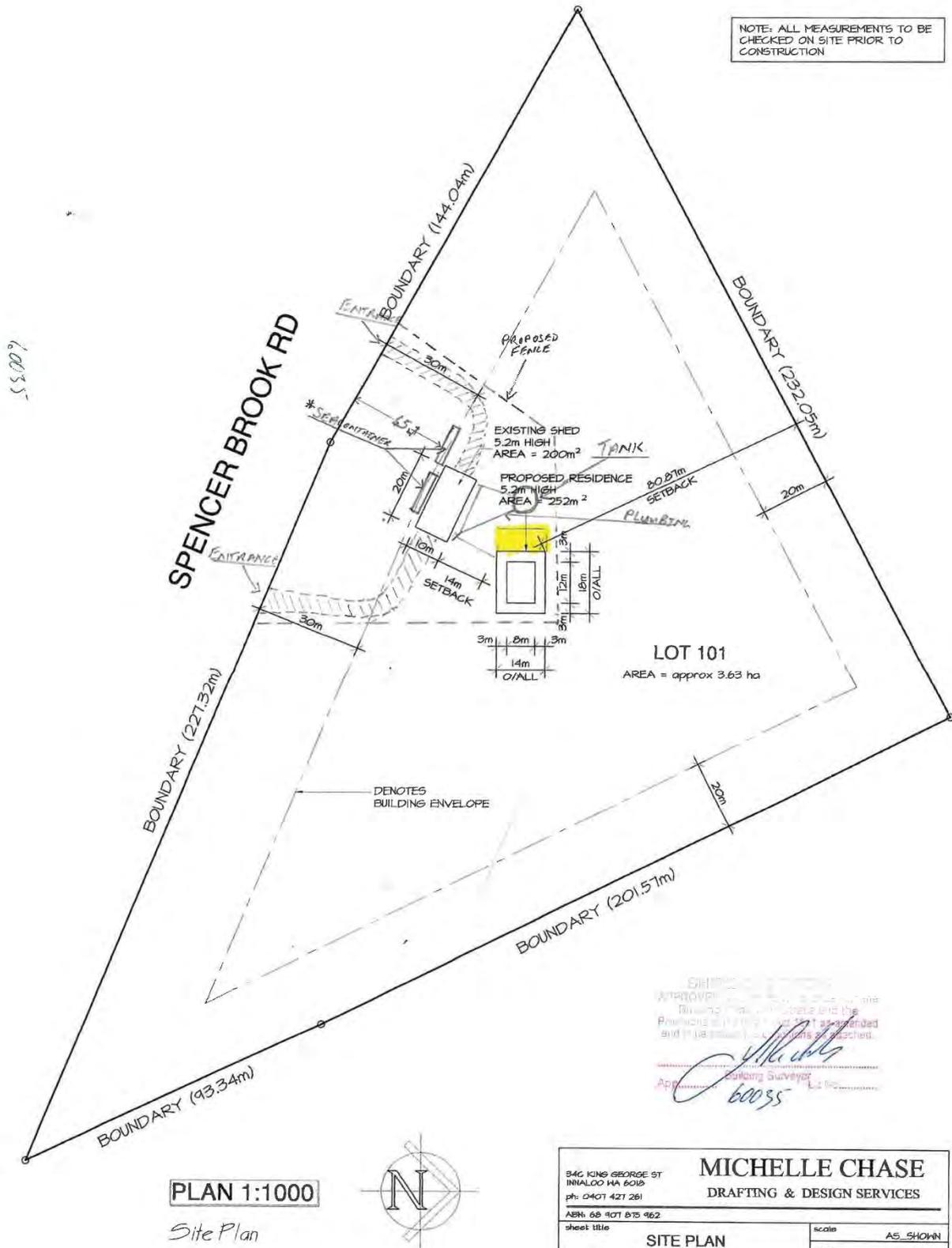
4/09/2018

1:2000



Attachment 2





346 KING GEORGE ST INNALOO WA 6018 ph: 0401 421 261 ABRN: 68 901 875 962		<b>MICHELLE CHASE</b> DRAFTING & DESIGN SERVICES	
sheet title	<b>SITE PLAN</b>	scale	AS SHOWN
project	ERROL & PAULETTE MOORE LOT 101 SPENCER BROOK ROAD CLACKLINE WA 6564	date	6/10/2006
		drawn	MC
		job no.	MOORE
		sheet	1

12.3.8 Application for Retrospective Development Approval for One (1) Sea Container and One (1) Similar Storage Container on Lot 116 Acacia Retreat, Wundowie

Address:	Lot 116 Acacia Retreat, Wundowie
Owner:	Elvis Todorovic
Applicant:	As Above
File Reference:	P18049/A15512
Reporting Officer:	Benjamin Robins Planning Officer
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement	Simple Majority
Press release to be issued:	No

#### BRIEF

Council is asked to consider an application for retrospective development approval for one (1) sea container and one (1) similar storage container at Lot 116 Acacia Retreat, Wundowie.

The property is zoned Rural Residential and Local Planning Policy 5 relating to sea containers permits a maximum of one (1) 6m sea container per certificate of title for Rural Residential lots. Officers do not have delegation to approve sea containers and similar storage containers that exceed the provisions of Local Planning Policy 5.

It is recommended Council approve the application subject to appropriate conditions.

#### ATTACHMENTS

- Attachment 1: Location Plan
- Attachment 2: Site Plan
- Attachment 3: Photographs of sea container and storage container

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#### BACKGROUND / DETAILS

Lot 116 Acacia Retreat, Wundowie is located approximately 2.5km south of Wundowie Townsite. The lot is zoned Rural Residential under the Shire's Local Planning Scheme No. 6 (the Scheme) and has a legal area of 2.0107ha. Refer Attachment 1 – Location Plan.

The Shire recently received an application for retrospective development approval for one (1) 6m sea container and one (1) similar storage container which are located within the designated building envelope behind the existing dwelling. Refer Attachment 2 – Site Plan and Attachment 3 – Photographs of sea container and similar storage container.

Local Planning Policy 5 – Use of Sea Containers & Other Similar Storage Containers (LPP5) permits a maximum of 1 X 6m sea container / storage container per Certificate of Title in the Rural Residential zone, and therefore the applicant seeks to vary the provisions of Local Planning Policy 5.

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objective(s): Positive internal and external perceptions about the Shire of Northam.

Financial / Resource Implications

While there are no financial or resource implications, given that the application is a retrospective application (unauthorised use and unauthorised development), Council may consider formal prosecution by means of infringement under the Planning and Development Act 2005. While the applicant has submitted a development application for the unauthorised development and land use, this may be a consideration of Council which is not included in the Officers recommendation. The reason for the infringement not being located in the Officers Recommendations is the applicant has committed to voluntary compliance in submitting the application.

Legislative Compliance

Shire of Northam Local Planning Scheme No.6.

### 4.23 SEA CONTAINERS:

*“4.23.1 Development approval is required to relocate sea containers to any lot. Where approval is granted to the development and use, the sea container shall be constructed and upgraded to a standard that ensures the visual amenity of the area is not impacted. Where the sea container would have an adverse impact on the amenity of the locality, the local government may refuse the application.”*

- A retrospective application has been made by the applicant for the sea containers, and is assessed under Local Planning Policy 5 – Use Of Sea

Containers & Other Similar Storage Containers. Recommended that conditions of Development Approval be provided to screening.

*“4.23.2 Where an application for development approval is made for a sea container, the local government shall give notice in accordance with clause 64 of the deemed provisions.”*

- Clause refers to the advertising of the proposal, see Stakeholder Engagement/Consultation.

Policy Implications

Local Planning Policy 5 – Use Of Sea Containers & Other Similar Storage Containers (LPP5)

5.2 Rural Residential and Rural Smallholding Zones

*“The Local Government may grant temporary development approval for a period of up to 12 months, or permanent approval, for the use of sea containers or similar storage containers on any land zoned 'Rural Residential' or 'Rural Smallholding' subject to the following conditions:”*

The proposal seeks to vary 5.2 of LPP5, provisions for the Rural Residential and Rural Smallholding Zones, and is seeking permanent approval.

*5.2.1 A maximum of one (1) sea container up to 6m in length per Certificate of Title;*

- The proposal seeks to vary this provision, with 2 x 6m sea containers. Their intended use is for storage of equipment.

*“5.2.2 The sea container or other similar storage container to be located in accordance with the boundary setback and building envelope provisions for outbuildings for the particular property;”*

- The proposal is compliant in relation to its setback and is located in the building envelope.

*“5.2.3 The sea container or other similar storage container shall not be located in front of the building setback and shall be screened from view of the street, including secondary streets and adjoining properties;”*

- The proposal complies with the setback provisions for the Rural Residential Zone. Painting in a complementary colour to the structures in its immediate surrounds is recommended along with vegetation to screen the sea containers from view.

*“5.2.4 The sea container or other similar storage container shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property; and”*

- Recommended as Conditions of Development Approval.

*“5.2.5 The sea container or other similar storage container to be used for domestic storage purposes only.”*

- The applicant proposes to use the sea containers for additional on-site domestic storage

#### Stakeholder Engagement / Consultation

The proposal was advertised from the 26<sup>th</sup> of July 2018 until the 9<sup>th</sup> of August 2018 to two (2) adjoining landowners. One (1) response was received by the close of advertising, which was in favour of the proposal.

#### Risk Implications

Each proposal is assessed on its own merits, and therefore there is not a risk that the proposal will set a precedent. It is considered there are no risk implications for Council in making the recommendation.

#### **OFFICER'S COMMENT**

The applicant has advised Officers that the sea containers are used for domestic storage. While the application seeks to vary the maximum number of containers per Certificate of Title allowable under LPP5, it is not considered detrimental to the general amenity of the locality. No objections were received during the advertising period and with appropriate screening, will be obstructed from view from the street and adjoining properties.

It is understood that the landowner is proposing to construct an outbuilding on the property and relocate the similar storage container to within the shed. Staff believe that this is a reasonable compromise and recommend approval on that basis. The approval for the second container is therefore time-limited to two years.

It is therefore recommended Council grants the landowner retrospective development approval subject to conditions.

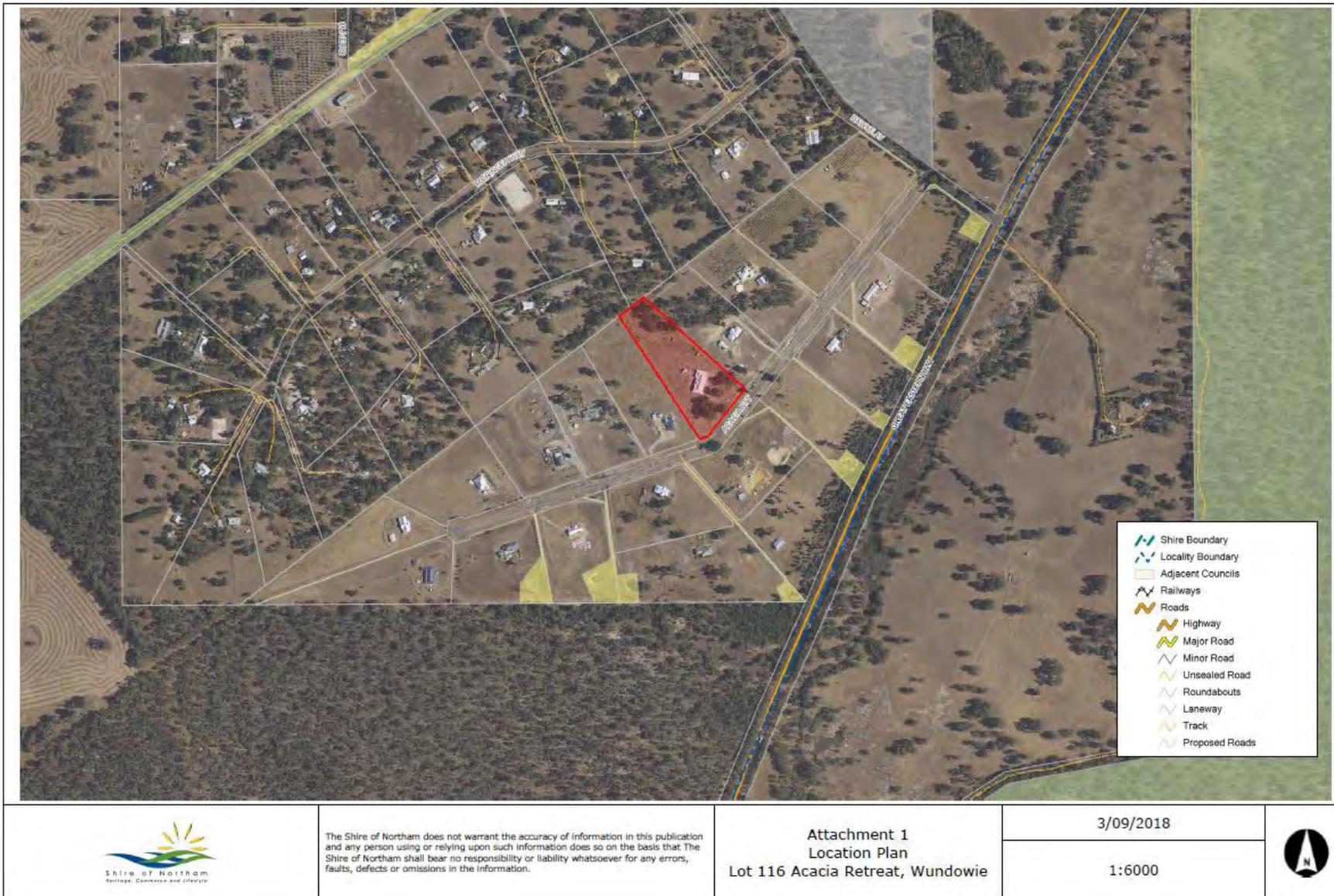
#### RECOMMENDATION

That Council grants retrospective Development Approval to Elvis Todorovic for the siting of one (1) 6m sea container and one (1) 6m similar storage container at Lot 116 Acacia Retreat, Wundowie as outlined in the Application

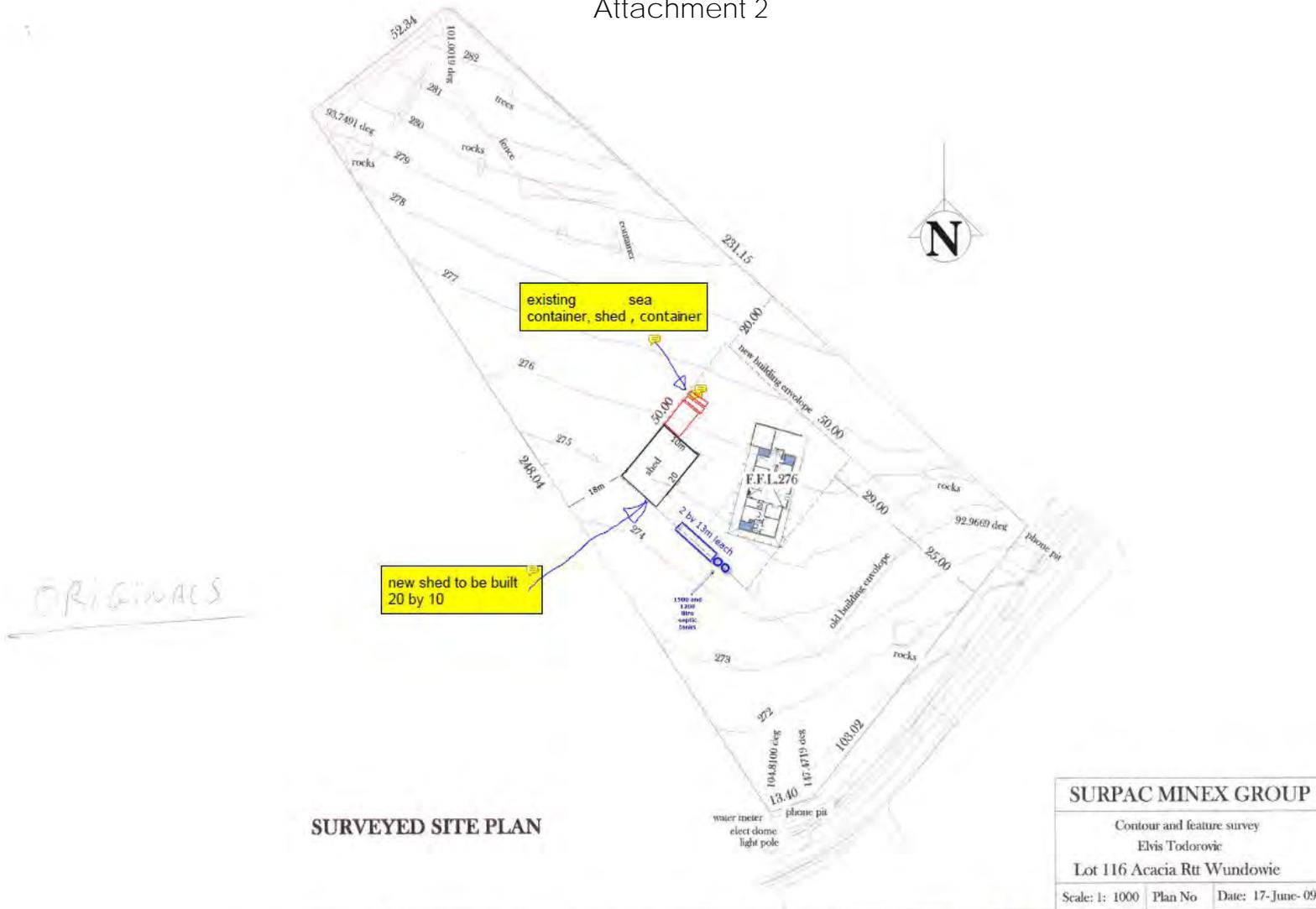
received 14 June 2018 (Application No.P18049), and indicated on the approved plans, subject to the following conditions:

1. The containers hereby approved shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property.
2. The containers hereby approved shall be screened from view from Acacia Retreat and neighbouring properties to the satisfaction of the local government.
3. The one (1) 6m similar storage container is approved in its current location for a maximum period of two years.

Attachment 1



Attachment 2



ORIGINALS

PAGE 1-6  
JOB 0083  
PROPOSED RESIDENCE for; **E. TODOROVIC** REV 2\_1  
**LOT 116 ACACIA RETREAT WUNDOWIE**  
APPLECROSS RESIDENTIAL DRAFTING & DESIGN  
74A CANNING HIGHWAY APPLECROSS 6153  
TELEPHONE 08 93164896 FAX 08 93164700

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REFERENCE TO SCALED  
N & LEVELS BEFORE SITE START

Attachment 3

Photographs of Sea Container and Similar Storage Container – Lot 116 Acacia  
Retreat, Wundowie



12.3.9 Application for Development Approval – proposed redevelopment of the former Commercial Hotel – Lots 340 & 8 (190 & 198) Fitzgerald Street, Northam

Address:	190 & 198 Fitzgerald Street, Northam
Owner:	Willowfield Pty Ltd
Applicant:	Stan Malinowski on behalf of Willowfield Pty Ltd
File Reference:	A13530 / A13373 / P18077
Reporting Officer:	Kobus Nieuwoudt Manager Planning Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement	Simple Majority
Press release to be issued:	No

#### BRIEF

Council is asked to consider a development application for the redevelopment of the former Commercial Hotel (now 'Hotel 190 Northam') located on Fitzgerald Street, Northam.

The application proposes renovation works, liquor outlet, accommodation rooms, elevated beer garden, alfresco dining area, carpark and perimeter fencing on Minson Avenue.

The application is recommended for conditional approval.

#### ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Plans of Proposal.
- Attachment 3: **Applicant's Written Submission.**
- Attachment 4: Technical Assessment.

---

#### BACKGROUND / DETAILS

The Shire has received an application for the redevelopment of the former Commercial Hotel on 9<sup>th</sup> August 2018. This application follows the application for the partial demolition of several outbuildings on the site approved by Council at the Ordinary Council Meeting held on 17<sup>th</sup> January 2018 (refer Minute No. C.3247).

The demolition is still in progress and almost complete.

A location plan is attached. Refer Attachment 1 – Location Plan

### The Proposal

The development proposal comprise the following components:

- Alfresco dining and bar Fitzgerald Street;
- 37 bay onsite carpark with entry point located on Lot 8 and exit point located on Lot 340;
- 5 parallel on-street parking bays, 7 motorcycle bays and 2m wide footpath;
- Retaining wall and 1.8m high security fencing on Minson Avenue frontage;
- Landscaping and herb garden;
- Internal modifications to the existing hotel building to accommodate new liquor outlet, revised dining and office areas on the ground floor, and reconfiguring and renovating 39 existing rooms on the first floor of the building into 24 fully serviced rooms with en-suite bathrooms;
- 3.4m high elevated beer garden on the north-eastern side of Lot 340 with views of the Avon River and overlooking Minson Avenue. The beer garden will be constructed on three 12m sea containers which will double as additional security storage area. Patrons of the beer garden will be protected by a 1.2m high perimeter fence with access via steps and an open lift for disabled; and
- New signage in the form of a 26.5m X 0.9m wide 'live' LED signage panel on the Fitzgerald Street façade, and 11.75m X 0.9m fascia board sign (exempt form of advertising signage by Schedule 5 of the Scheme).

Plans of the proposal are attached. Refer Attachment 2 – Plans of Proposal. The Applicant's written submission forms the subject of Attachment 3 – Applicant's Written Submission.

Council's attention is also drawn to the proposed alfresco dining and bar area to be located over two (2) existing parking bays on Fitzgerald Street. The under-verandah alfresco dining area will be positioned under the upstairs balcony and extend onto the footpath 500mm with the total area being 2400 x 12 metres approximately 30 metres square. The applicant advises that this area will be serviced from the main bar of the hotel via a half door service counter. Coffee, meals and beverages will be available including breakfast, lunch and dinner or just a coffee & cake.

The alfresco bar will be constructed in moveable sections being 2.4m x 2.4m a total of 5 prefabricated sections which can be installed and/or removed as required which will be determined by seasonal trade. The applicant advises that the liquor license (this is a separate process by the Department of Racing,

Gaming and Liquor) will permit patrons to carry alcoholic beverages across the footpath with consumption only permitted while seated in the designated area.

The proposal was assessed against the relevant provisions of the Shire's Scheme, relevant local planning policies (including LPP18 – Heritage Precincts & associated Fitzgerald Street Design Guidelines) and relevant provisions of Council's Minson Avenue Design Guidelines. A technical assessment is attached. Refer Attachment 4 – Technical Assessment.

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here

Objective(s): Positive internal and external perceptions about the Shire of Northam

Financial / Resource Implications

The applicant has paid the statutory application fee as mandated by Schedule 2 of the *Planning and Development Regulations 2009*. There are no direct financial and/or resourcing implications for the Shire of the recommendations of this report.

Legislative Compliance

- *Planning and Development Act 2005*;
- *Deemed Provisions for local planning schemes*; and
- *Shire of Northam Local Planning Scheme No. 6*.

Policy Implications

- Local Planning Policy No. 18 – Heritage Precincts;
- Shire of Northam Municipal Heritage Inventory;
- Local Planning Policy No. 5 – Use and Control of Sea Containers and Similar Storage Containers; and
- Local Planning Policy No. 20 – Advertising of Planning Proposals.

Stakeholder Engagement / Consultation

Pre-planning advice to the applicant

Staff provided planning advice to the applicant prior to formal submission of the development proposal. The purpose of the consultation was to ascertain as to whether the proposal would comply with the relevant provisions of the Shire's Scheme and to iron out any potential sticking points.

Referral to Heritage Advisor

The Shire's Heritage Advisor, Ms Annette Green, has been involved previously who assessed the proposal against the Shire's Heritage Precinct Policy. At that time, Ms Green did not cite any issues with the proposal. With regards to the proposal currently before Council, Ms Green has provided advice to the Shire regarding the proposed advertising sign to be affixed to the front façade of the existing hotel.

#### Internal consultation

The development proposal was referred to Council's Development Control Unit for comments and advice. All comments received are appropriately reflected in the recommendations of this report.

#### External consultation

Notification of the development proposal was given in accordance with Council's Advertising of Planning Proposals Policy (LPP20) and Clause 64(3) (a) up to and including (d) of the *deemed provisions for local planning schemes* in the following manner:

- Publication of a notice in *The Advocate* of 21<sup>st</sup> August 2018;
- Publication of a notice on the Shire's website from 21<sup>st</sup> August 2018 until 4<sup>th</sup> September 2018, and inviting comments;
- Writing to five (5) adjoining landowners, providing a link to the notice on the Shire's website and inviting comment.

At the close of advertising, one (1) submission was received citing no objection to the proposal.

#### Risk Implications

There are no direct or indirect risks for the Shire resulting from the recommendations of this report.

### **OFFICER'S COMMENT**

There is considered to be one key issue bearing on consideration of the proposal, namely the provision of car parking relevant to Scheme standards.

Officers' assessment of the proposal indicates that the proposal will trigger the need to provide eighty three (83) on-site parking spaces, whereas a total of thirty seven (37) spaces are proposed to be provided on-site.

It is, however, worth noting that fourteen (14) existing on-street parking spaces (4 spaces on Fitzgerald Street and 10 spaces on Minson Avenue opposite the subject site) and six (6) proposed on-street parking spaces (i.e. 20 spaces in total) would be directly available to patrons of the hotel. Therefore, if the total number of on-site and on-street parking spaces are combined (57), the

shortfall in carparking relevant to Scheme standards comes to twenty six (26) spaces.

Officers consider that the development will not generate the level of peak carparking demand predicted by the Scheme as peak demand for the proposed development is unlikely to coincide with peak demand for other development in the locality. It is considered that peak demand for the hotel and associated land uses would only occur after 5pm. Clause 4.13.5 of the Scheme gives Council the power to approve a development with less than the required number of on-site car bays as follows:

*“Where an applicant for development approval can demonstrate that other off-street parking facilities are available to be shared with other land uses operating at different times, the local government may approve a development with less than the required number of on-site car bays provided –*

- a) the local government is satisfied that no conflict will occur in the operation of land uses for which the joint use of parking facilities is proposed; and*
- b) landowners who request sharing of parking facilities enter into a legal agreement to the local government's satisfaction for reciprocal access to parking facilities.”*

On balance, Planning staff believe that existing car parking provision in the immediate vicinity of the subject site is sufficient to make up for the shortfall in on-site carparking and will not conflict with the operation of other land uses in the immediate locality.

Finally, with regards to the parking, it is worth noting that Council considered and approved a reduction in the number car parking spaces required for the proposed Tavern at the Grand Hotel at 426 Fitzgerald Street based on similar principles at its Ordinary Meeting held on 16 August 2017 under Item 12.3.4 (refer Minute No. C.3101).

With regards to the alfresco dining and bar area on Fitzgerald Street, Planning staff consider that the alfresco area will not conflict with, or prejudice, the activities in adjacent commercial premises or interfere with the traffic flow in the area or any other normal function of the area. The alfresco proposal is consistent with the recommendations of the CBD Strategy approved by Council at the Ordinary Council Meeting held on 17<sup>th</sup> January 2018.

With respect to the LED sign on the front façade of the hotel, the Shire's Heritage Advisor advises that the sign is acceptable as it would not obscure or detract from the significant features of the building.

It is therefore recommended that Council approve the development proposal subject to conditions.

#### RECOMMENDATION

That Council grant Development Approval to Stan Malinowski on behalf of Willowfield Pty Ltd for the redevelopment of the former Commercial Hotel on Lot 340 (#190) and Lot 8 (#198), Northam including the proposed alfresco dining area on Fitzgerald Street as outlined in the Application received 9 August 2018 (Application No.P18077), and indicated on the approved plans, subject to the following conditions:

##### General Conditions

1. The development hereby permitted must substantially commence within two years from the date of this decision letter.
2. The development hereby permitted taking place in accordance with the approved plans.
3. All car parking/loading areas, and vehicle access and circulation areas are to be maintained and available for car parking and loading, and vehicle access and circulation on an ongoing basis to the satisfaction of the local government.
4. 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.
5. In respect of the alfresco dining area hereby approved, any relocation of existing street furniture, trees or services on Fitzgerald Street shall not be removed or modified without the prior approval of the local government.

##### Conditions to be met prior to occupation of development

6. Prior to the occupation of the development, vehicle crossover(s) shall be constructed to the specification and satisfaction of the local government.
7. 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.
8. 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.
9. Prior to occupation, outdoor storage areas shall be screened from view from any public street to the satisfaction of the local government.

10. Prior to occupation, stormwater drainage works must be completed in accordance with the approved plans to the satisfaction of the local government.
11. Prior to occupation, the development hereby permitted shall be connected to an approved effluent disposal system.

Conditions to be met prior to commencement of development

12. Prior to commencement of development, a detailed landscaping plan is to be submitted to and approved by the local government.
13. Prior to the commencement of development, detailed drainage plans shall be submitted to the satisfaction of the local government.

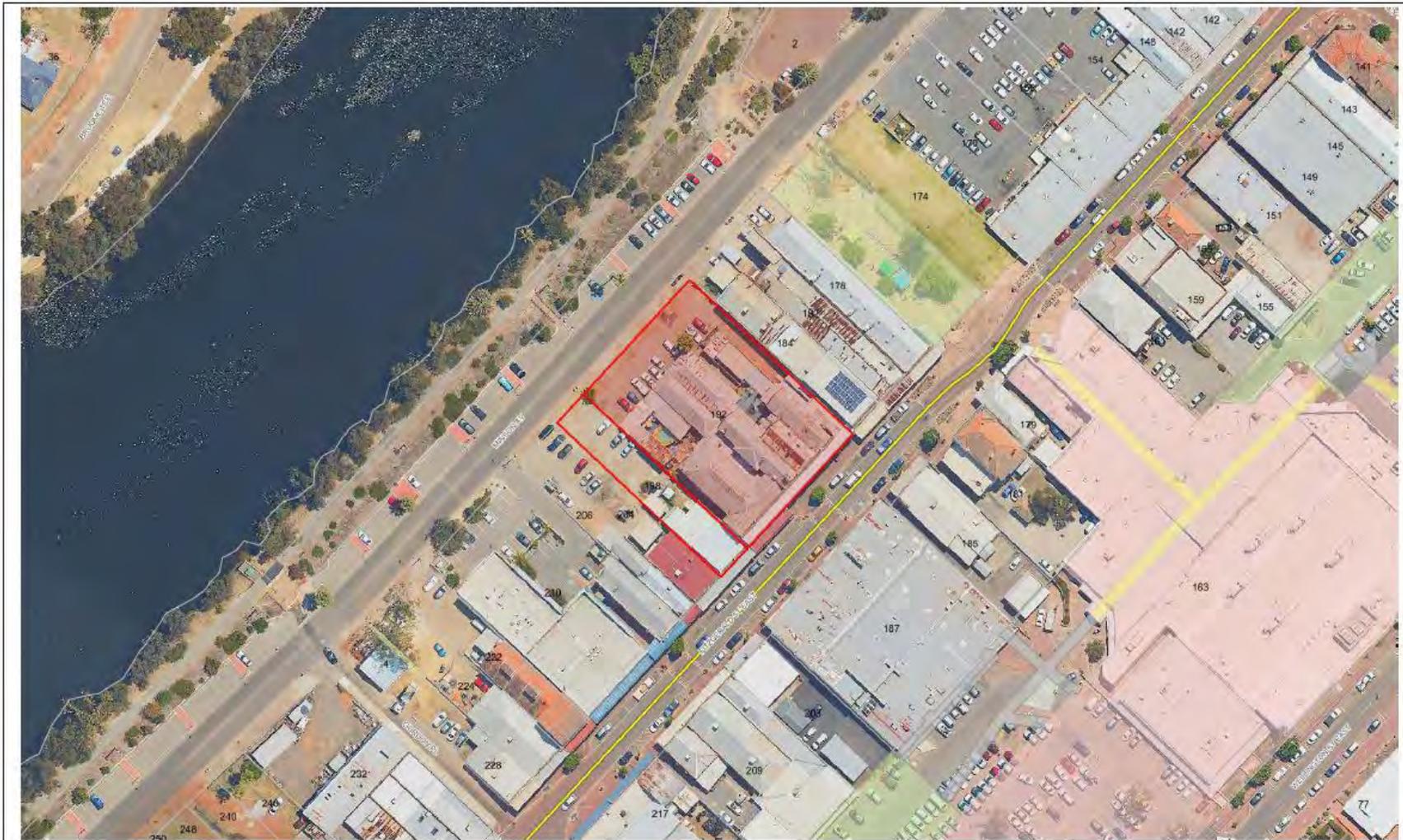
Conditions to be complied with on an ongoing basis

14. All landscaped areas are to be maintained on an ongoing basis to the satisfaction of the local government.
15. 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 another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.
- Note 4: With respect to the construction of the on-street car and motorbike parking bays on Minson Avenue, the applicant is advised to liaise **with Council's Executive Manager Engineering Services regarding design standards and minimum specifications.**
- Note 5: With respect to the provision of alfresco dining and bar area on Fitzgerald Street, the applicant is advised to liaise **with Council's Manager Health and Environment regarding an outdoor dining licence issued under the Shire of Northam's Activities on Thoroughfares and Public Places and Trading Local Law 2008. The design and layout of the alfresco dining and bar area shall be to the Shire's satisfaction.**

Attachment 1



The Shire of Northam does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that The Shire of Northam shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

190 - 198 Fitzgerald Street,  
Northam

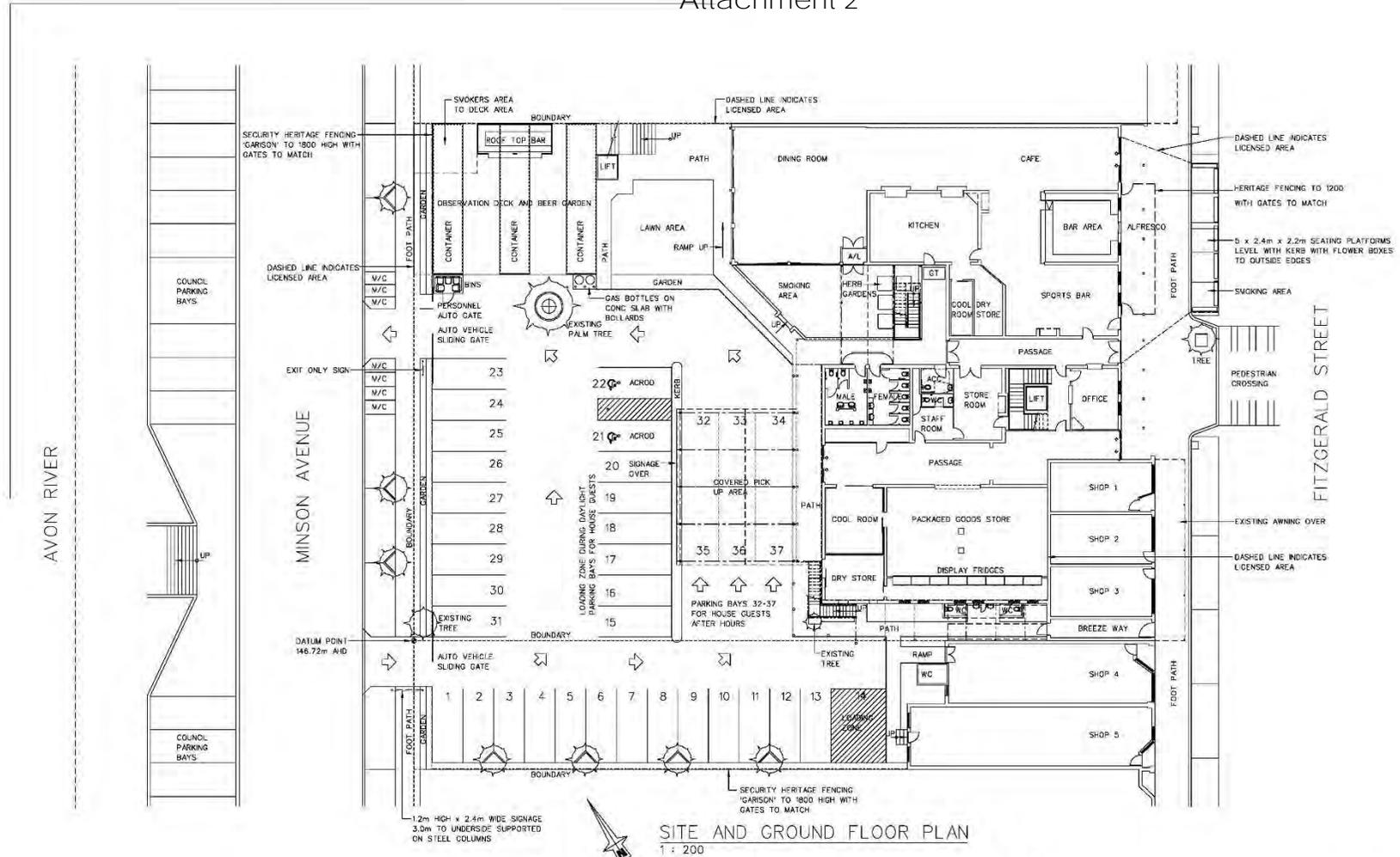
Location Plan

7/09/2018

1:1000

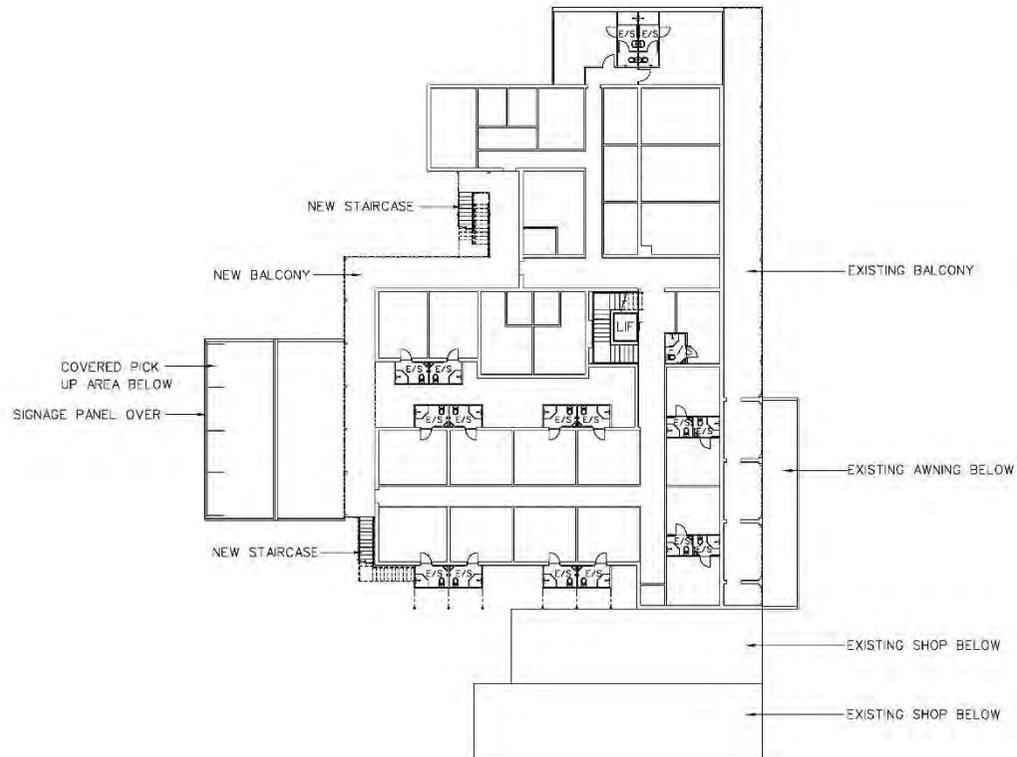


Attachment 2



SITE AND GROUND FLOOR PLAN  
1 : 200

PROPOSED DEVELOPMENT		 <b>PINEFIELD'S OF YORK</b> GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338	DRAWN	GWB
one ninety fitzgerald FITZGERALD STREET NORTHAM WA 6402			DATE	
		REVISION	A	
		SHEET	02	A2

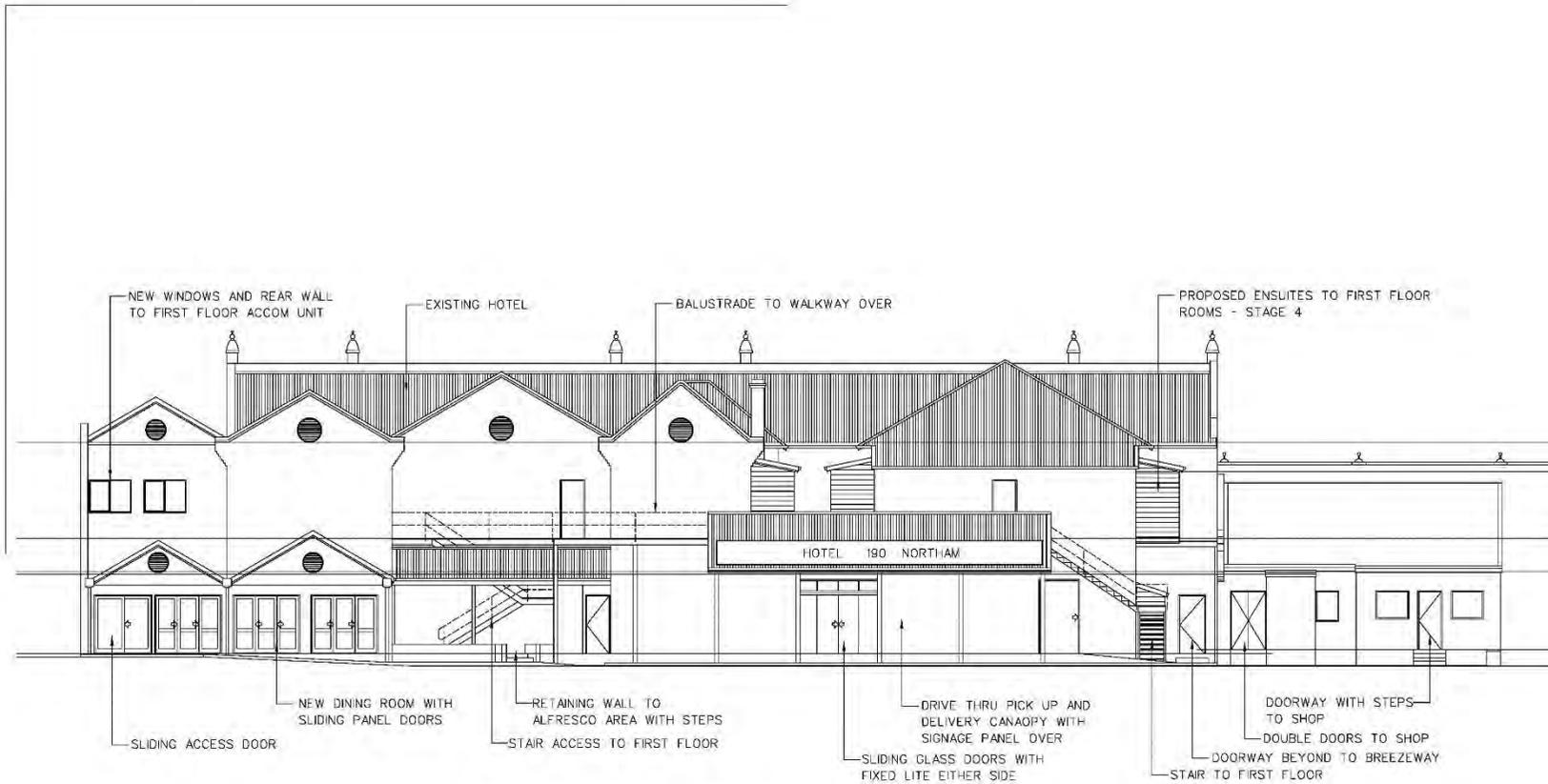


FIRST FLOOR PLAN  
 1 : 200

PROPOSED DEVELOPMENT			PINEFIELD'S OF YORK	DRAWN	GWB
one ninety fitzgerald FITZGERALD STREET NORTHAM WA 6402			GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338	DATE	REVISION
				SHEET	03 A2

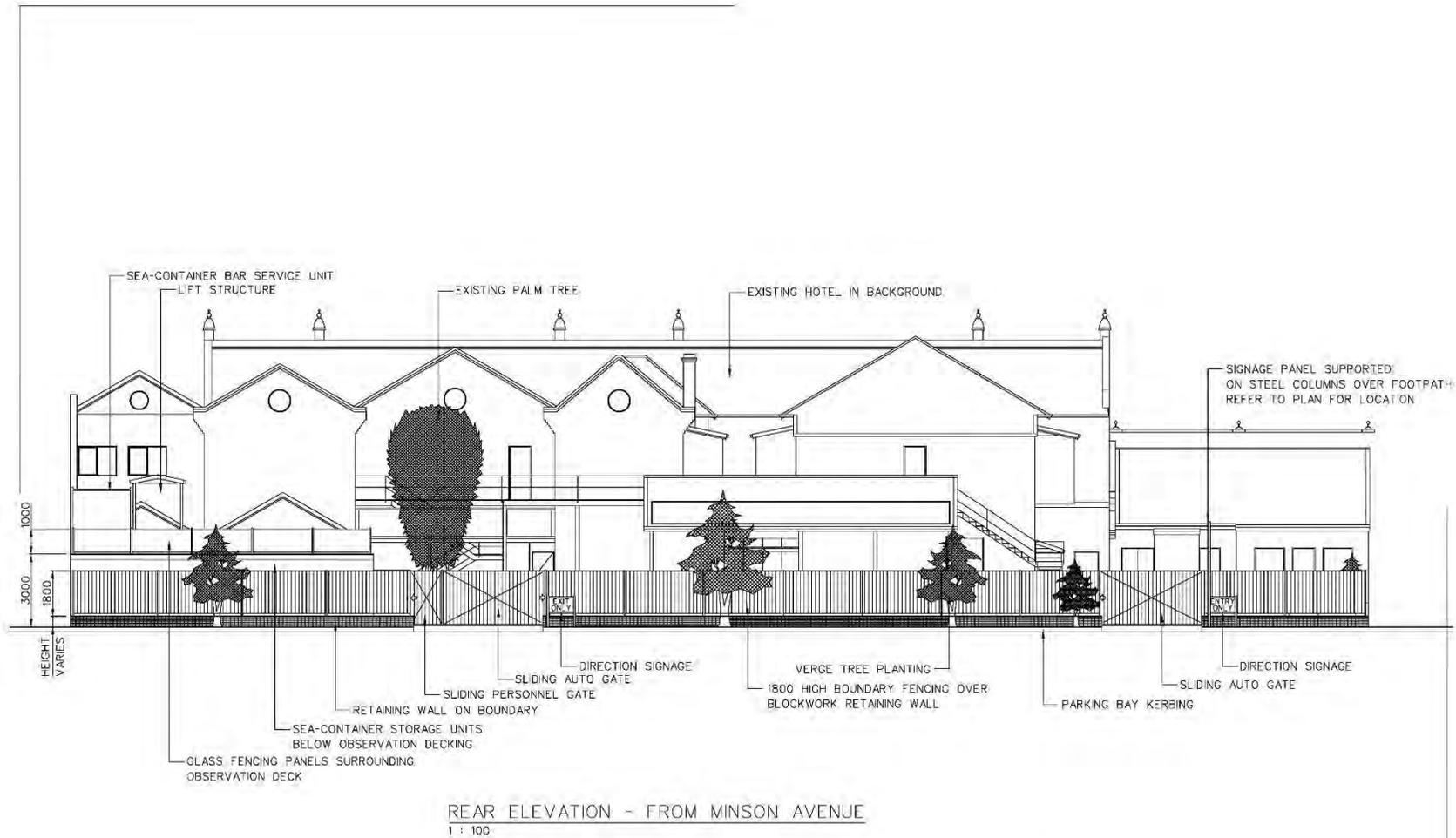


PROPOSED DEVELOPMENT		PINEFIELD'S OF YORK	DRAWN	GWB
one ninety fitzgerald FITZGERALD STREET NORTHAM WA 6402		GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338	DATE	
			REVISION	A
			SHEET	04 A2

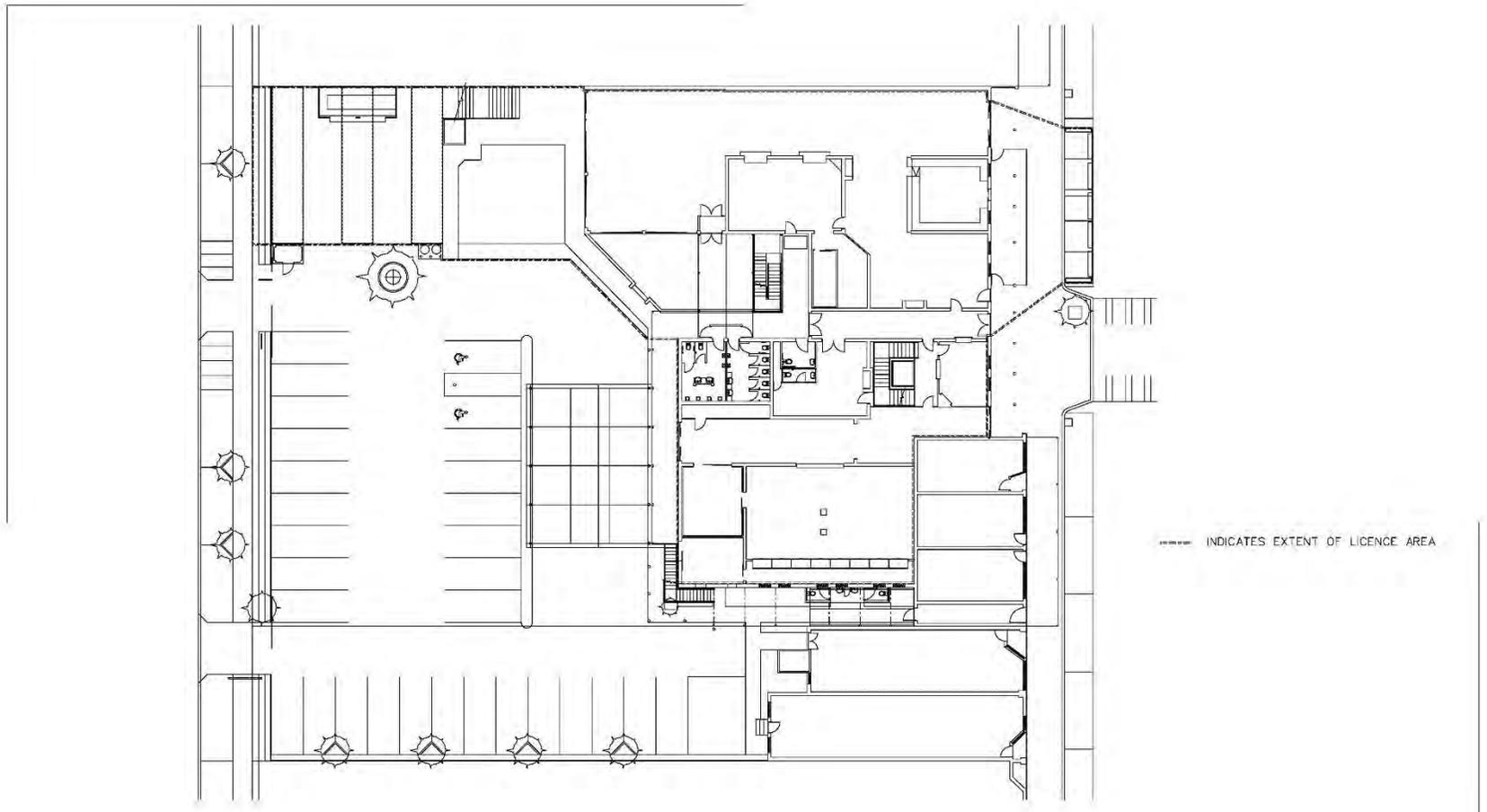


REAR ELEVATION - HOTEL  
 1 : 100

PROPOSED DEVELOPMENT		PINEFIELD'S OF YORK	DRAWN	GWB
one ninety Fitzgerald FITZGERALD STREET NORTHAM WA 6402		GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338	DATE	
			REVISION	A
			SHEET	05   A2

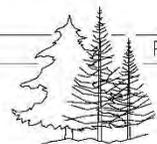


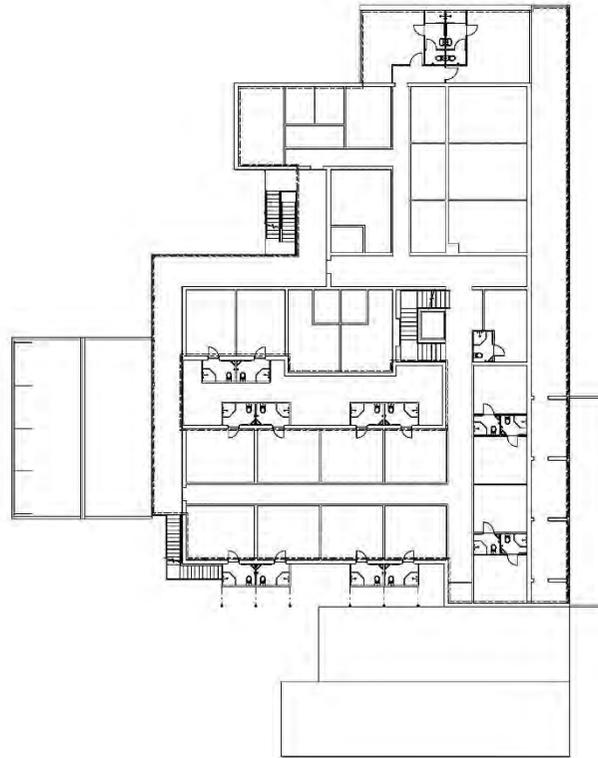
PROPOSED DEVELOPMENT		PINEFIELD'S OF YORK	DRAWN	GWB
one ninety fitzgerald FITZGERALD STREET NORTHAM WA 6402		GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338	DATE	REVISION
			SHEET	06   A2



----- INDICATES EXTENT OF LICENCE AREA

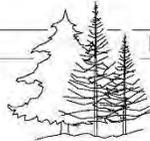
GROUND FLOOR LICENCE AREA PLAN  
 1 : 200

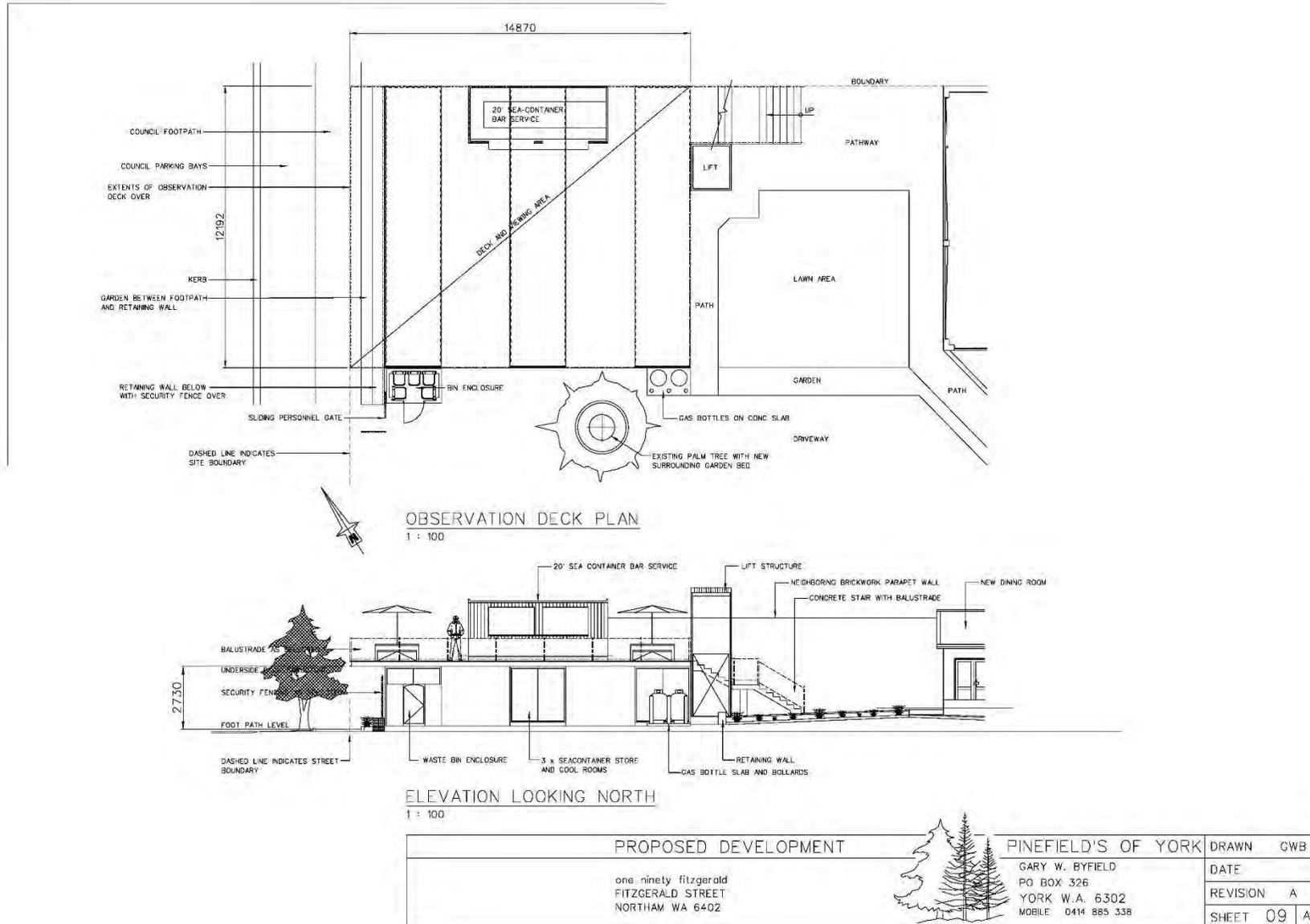
PROPOSED DEVELOPMENT  one ninety fitzgerald FITZGERALD STREET NORTHAM WA 6402		PINEFIELD'S OF YORK	DRAWN    CWB
		GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 889 338	DATE
			REVISION    A
			SHEET    07    A2

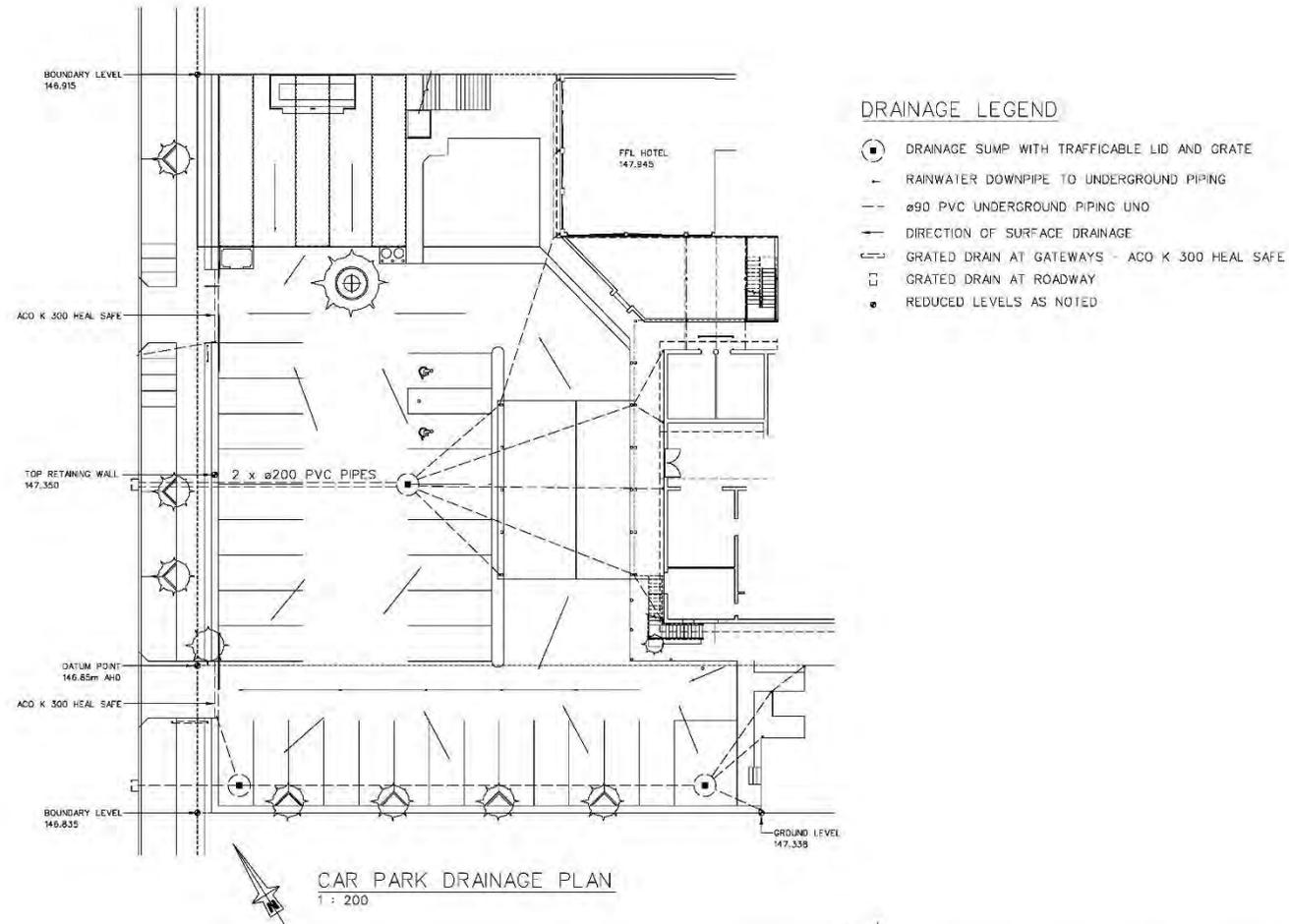


----- INDICATES EXTENT OF LICENCE AREA

FIRST FLOOR LICENCE AREA PLAN  
 1 : 200

PROPOSED DEVELOPMENT  one ninety fitzgerald FITZGERALD STREET NORTHAM WA 6402		PINEFIELD'S OF YORK	DRAWN    GWB
		GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338	DATE
			REVISION    A
			SHEET    08    A2





PROPOSED DEVELOPMENT			PINEFIELD'S OF YORK		DRAWN	GWB
one ninety fitzgerald FITZGERALD STREET NORTHAM WA 6402			GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338		DATE	
				REVISION	A	
				SHEET	11	A2

## Attachment 3

### **HOTEL 190 NORTHAM**

#### **1. INTRODUCTION**

Willowfield Pty Ltd is a wholly owned company by Gregory Skehan and Stan Malinowski both residents in the Shire of Northam. The Commercial Hotel (now Hotel 190 Northam) was purchased and settled on 22 December 2017. A Demolition permit was granted by the Shire to remove all out buildings, including the Moomba Room, the original Managers living quarters and the wash house. The demolition is still in progress and almost complete with all bricks, timber, both construction and flooring, doors, windows etc being stored for recycle and reuse.

The main building also incorporated 3 retail shops fronting Fitzgerald Street. These have been completely renovated and Leased to 2 new businesses introduced to Northam. The two adjacent shops west of the Hotel were also purchased to facilitate parking requirements for hotel patrons. Northam UltraSound is now operating from 198 Fitzgerald Street and we are negotiating the other shop with another prospective client.

#### **2. RACING GAMING & LIQUOR LICENSING (RGL)**

Willowfield Pty Ltd has been granted the Hotel License and, approval for renovations has been approved in accordance with the License. A Hotel License requires the operator to provide all services as specified in the Liquor Licensing Act. These include - sale of packaged goods, provision of in house meals and alcoholic beverages and accommodation. It is our intention to meet all the requirements as per the Act and in our opinion this is the only way a hotel can operate economically in today's market place. We have also applied for extensions in our Licensed area which are approved subject to negotiations with the Shire of Northam and a Memorandum of Understanding being agreed to by both parties. The areas in question are shown on Plan ...07/08... and relate to alfresco dining extending onto the Fitzgerald St footpath and alfresco bar area extending into 2 parking bays on Fitzgerald Street. Ultimately we are trying to achieve the Lygon St Melbourne and the Fremantle Cafe Strip principle. There is also an elevated beer garden facing North overlooking Minson Ave and the Avon River - a view neglected which other towns envy.

Our business plan includes all these areas as an integral part of the operation, any of these facilities not being provided will impact on the future viability of the business and its development.

### 3. Staging Plan

The development will progress in stages with completion estimated at mid 2020 as indicated below.

- **Demolition** - all out buildings are now removed with some minor modifications to continue internally. Included during this period is the installation of all services renewed ie. sewerage water, storm water, power etc.
- **Packaged Goods Sales** - The liquor outlet requires new refrigeration, cool rooms, IT, Security and Access etc. estimated completion Nov/Dec 2018
- **Meals & Beverage Sales** - A new ablution block, Kitchen, Cellar, Bar facilities, Alfresco and Dining Room will be constructed & fitted out. Estimated Completion August/Sept 2019.
- **Accommodation** - the 39 existing rooms will be renovated into 24 fully serviced rooms with ensuites to an estimated 3.5 star level. A lift will be installed with accessibility for disabled patrons with suitable rooms. Estimated completion March 2020.
- **Elevated Beer Garden**- the beer garden will be 3.4 metres above existing ground level with clear views of the Avon River and overlooking Minson Avenue. It will be constructed on three 12.2 metres containers which will double as additional security storage area. Patrons will be protected by a 1200 mm perimeter fence with access via steps and an open lift for disabled . A bar will be provided for busy trade periods, a smokers area will be included and light meals may be available in the future. Estimated completion mid 2020.

#### **4. Alfresco dining and bar Fitzgerald Street.**

Under verandah alfresco dining fronting Fitzgerald St the alfresco dining area will be positioned under the upstairs balcony and extend onto the footpath 500mm with the total area being 2400 x 12 metres. approx 30 metres square. This area will be serviced from the main bar via a half door service counter. Coffee meals and beverages will be available including breakfast, lunch and dinner or just a coffee & cake.

The Alfresco Bar will be constructed in moveable sections being 2.4m x 2.4m a total of 5 prefabricated sections which can be installed and/or removed as required which will be determined by seasonal trade. The liquor License will permit patrons to carry alcoholic beverages across the footpath with consumption only permitted while seated in the designated area.

The development will progress in stages with completion estimated at mid 2019

We believe this alfresco concept will be one of the most important attractions to the Hotel. This area of the CBD is the Shire's main focus for presenting a public friendly town. Weekend trade will be promoted and serviced in a big way with inducements such as entertainment, meal deals and drink specials being offered. Watch out York and Toodyay here we come!!

The CBD has already been revitalised with the Northam Boulevard renovations and the construction of the Aboriginal Heritage Centre, the removal of the Fitzgerald Street chicane, the introduction of the "Village Green" concept, and a proposed Indian Restaurant next to CBA Bank all strengthen the call for our alfresco proposal.

#### **5. Car Park - Footpath**

The onsite and offsite car parking has been reconfigured as requested at our last meeting. Roadside parking was redesigned to parallel and a 2 Mt wide footpath included for the full length of the Northern boundary. This has resulted in 6 new car bays and 5 motor cycle bays. Onsite we have a total of 37 bays of which 2 are Acrod bays, 1 is a light vehicle Loading Zone, 6 are browse & park under cover bays and 6 bays are multipurpose for a heavy vehicle loading area doubling after hours to house guest parking bays. Taking status quo as a guide our requirements would be 16 onsite bays. We have 37 onsite bays, 5 motorcycle bays and 20 reciprocal bays on adjacent Minson Avenue. The adjacent property has been incorporated into the parking facility for which we provide 2 bays during the day time hours only.

Willowfield Pty Ltd

1

## **6. Retainer wall and Security Fencing**

See drawing #J1396.02-S01 / plan 06.

The retainer wall will be constructed as per the engineers specifications. A footing being 500mm x 150mm will be installed and the rear of the wall will have sub soil drainage using 100mm perforated pipe bedded in 20mm aggregate. The retainer wall along Minson Ave will be at one level with finished height at 147.350, the western boundary will be completed in three equally spaced incremental levels. Fencing will be installed using garrison style in 1.8m high x 2.4m wide panels, black in colour, with posts drilled into the retainer wall through to the footing.

## **7. Drainage stormwater**

See Plan..11..

Stormwater flow will be controlled by surface contour design and subterranean pipes, pits and crossover grates will be installed. Discharge will be to Minson Ave drainage system. Fitzgerald Street drainage to accommodate Alfresco bar area will not be affected.

## **8. Security and Fire Alarm Systems**

- Security cameras will be installed in consultation with Drug & Alcohol Wheatbelt division of the Police Dept Northam. All areas of the property and it's surrounds will be under constant recorded surveillance enhanced by 24 Hour LED lighting.

As you would be aware alcohol is a criminal activity magnet consequently insurance requirements are very stringent.

- The Fire Alarm System will be an addressable type with a direct link to the Fire Dept, emergency services and the proprietors. Every guest room and all public areas will have fire, smoke & gas sensors fitted and connected to a control module located as per FESA requirements. Emergency lighting and illuminated directional signage will be installed.

## 9. Signage - Type and Location

See plan .04/05.

Signage is an integral part of any operation, it's placement and message can make or break any business. The sign on the top facade of the hotel will be modified to read HOTEL 190 NORTHAM The word Commercial will remain but will be painted into the background, this will preserve the history of the building without detracting from the new image. The mid level fascia between the two floors which is advertising CUB etc will be upgraded to live LED signage. It will carry a constantly changing message of coming attractions and specials not only for the hotel but community interests such as Avon Descent, Around the Town Racing, Northam Agricultural Show, Bands in the Park, Markets etc. The browse and pick up canopy will feature a large sign 1200 mm x 12 metres advertising the packaged goods outlet to patrons on Minson Ave. There will also be static replaceable poster signs on the wall under the canopy promoting specials 3 - 5 possibly. On the entrance into the hotel in Minson Ave will be a 1200 x 2400 mm double sided sign showing the entry & exit arrangements, this will be elevated at 3 metres without being hidden behind traffic on Minson Ave. This sign may be illuminated for after hours visibility. The large illuminated CUB sign on top of the building roof apex will be removed as suggested by the Heritage Consultant.

## 10. Trees and gardens

The very large cotton palm tree in the car park will remain on the property as we have designed around it. A weeping mulberry tree is growing on the intersection of the Northern & Western boundary, this has been pruned and shaped and is located on the edge of the footpath. Subject to Shire Approval this tree will remain as it is growing on our land. A Meyer lemon tree will also be preserved as a future asset for the kitchen. There are allocated places for 6 trees to be planted in between parking bays. These will be selected in consultation with a horticulturist for suitability which provide a shady canopy and are drought and frost tolerant. A 5/600mm wide garden bed will run along Minson Ave adjacent to the retainer wall for shrubs up to 1 meter high. A herb garden will be established near the kitchen for the kitchen's use and a natural lawn area (100msq) for children to enjoy. Water for all gardens will be harvested from the cellar which produces 1800 litres per day, distributed via an automated reticulation system.

### **11. Heritage considerations**

The building is noted of significant interest for streetscape heritage. Consultation meetings were arranged by the Shire with Annette Green of Greenway Consulting the Shires preferred advisor which resulted in a comprehensive report being completed. We have complied with her suggestions to date and this is evidenced by the presentation of the 3 retail outlets associated with the Hotel. It was confirmed there are no heritage issues of interest except for the Fitzgerald St facade. The signage referred to in this report is an upgrade of existing but moving into the 20th century. The large illuminated sign on the roof apex will be removed as requested. The widening and installation of glass electric doors at the east and west Fitzgerald Street entrances was acceptable, subject to the arches being modified to match existing.

To Maintain the heritage colour scheme Louise Thorpe of "Room with a hue" Colour Consultants was commissioned to advise suitable heritage colours. We decided that to change the image of the Hotel the colour had to change. She selected the colours to conform with heritage requirements and we settled on 3 colours Monument Grey, Castle Grey and Ground Mist which are demonstrated on the 3 retail outlets. The bricks that were removed as a result of demolition have been stored for cleaning and reuse to maintain authenticity. Windows, doors and artefacts discovered in renovation are stored for memorabilia presentation.

### **12. Trading hours**

Trading hours for the sale of alcohol will be as per the Liquor Control Act 1978 and its amendments. We are permitted to trade:

Monday to Saturday 0600hrs - 2400hrs

Sunday 1000hrs - 2200hrs (or at anytime between those hours)

For the sale of meals and non-alcoholic beverages we will trade 7 days per week for breakfast, Lunch and Dinner with the hours being in accordance to demand. Extended Trading Permits may be applied to cater for events such as the Avon Descent etc.

### **13. Response to Advertising**

We will be available to both public and statutory authorities to respond to any questions which are presented during the advertising period.

#### **14. Summary**

**This project will provide Northam with a place where location, safety, service and quality will be provided for a society which expects the better things in life. Recreation and social activities are now an everyday part of our lives. Hotel 190 Northam will meet the expectations of its patrons and provide services above and beyond for all who visit. With the Shire of Northam's support and some forward thinking with less red tape this project will eventuate to the satisfaction of all concerned. It is extremely important that this Development Approval Application is assessed for what it is and not a liquor Store approval.**

Attachment 4

Officer Technical Assessment: Proposed Redevelopment of former Commercial Hotel (P18077)

Clause	Element	Response
Table 1	Hotel – D Liquor Store – A (requires advertising under <i>deemed provisions for local planning schemes</i> ) Shop – P Office – P	'Hotel' is an existing use 'Liquor Store' is a newly-introduced land use  'Shop' is an existing land use 'Office' is an existing land use (approved early '18 under delegated authority)
Cl 4.5 Table 2	Setbacks: to be determined by the local government in each particular case Plot Ratio: to be determined by the local government in each particular case Landscaping: to be determined by the local government in each particular case	No change of setbacks on Fitzgerald Street Elevated beer garden structure setback 0.8m on Minson Avenue Covered delivery & pickup area setback 20.4m from Minson Avenue Back of original Hotel setback 26.8m from Minson Avenue
Cl 4.8.2	Any open storage area, utilitarian area or any other space used in connection with a commercial or industrial use which, by virtue of its location and use is likely to detract from the visual amenity of the surrounding area, shall be screened from public view by a closed wall or fence no less than 1.8 metres in height, or screen landscaping approved by the local government.	Bin enclosure shown on elevation plan of beer garden. Is enclosed. Recommend condition to control amenity impact.
Cl 4.10.1	Unless provided for elsewhere in the Scheme or the Residential Design Codes, no site shall be developed or building constructed to contain more than two storeys or exceed 9 metres in height measured to the highest proportion of the building from mean natural ground level, or such other ground level, as may reasonably be determined by the local government.	Existing building exceed 9m in height. Elevated beer garden does not exceed 9m in height, therefore complies.
Cl 4.12.1	The local government may require an application for development approval to be accompanied by landscaping plans. Prior to the occupation of premises for the purposes of the development approval, landscaping is to be planted and is thereafter to be maintained to the satisfaction of the local government in	None provided. Plans show garden beds and couple of trees on Minson Avenue and western boundary. Recommend landscaping plan condition.

Clause	Element	Response
	accordance with the landscaping plan approved by the local government.	
Cl 4.12.2	The local government may require landowners to plant and maintain landscaping to its satisfaction on adjacent road verges as a condition of development approval.	Refer comments above. Recommend condition on approval to maintain landscaping.
Cl 4.13.1	A person shall not develop or use any land or erect, use or adapt any building unless a suitable number of car parking spaces are provided on site and in accordance with the car parking requirements for particular developments and land uses as listed in 'Table 3: Car Parking Guidelines' or as varied by the provisions of this Scheme.	Site plan shows 37 bay carpark between Minson Avenue street boundary and existing hotel building. 6 parallel parking bays shown on Minson Avenue verge.  Refer Table 3 for parking calculations.
Cl 4.13.2	The dimensions of parking spaces required under the provisions of the Scheme, shall be as per the Australian Standards.	Complies. 2.5m x 5.4m
Cl 4.13.4	The car parking layouts on any lot within the Commercial, Mixed Use or Tourist zones shall be designed in conjunction with layouts on adjoining lots so that the total area may ultimately function as an integrated car parking area.	Complies. Reciprocal parking arrangements with Lot 8 (same landowner). Access on Lot 8, exit on Lot 340.
Cl 4.13.5	Where an applicant for development approval can demonstrate that other off-street parking facilities are available to be shared with other land uses operating at different times, the local government may approve a development with less than the required number of on-site car bays provided – a) the local government is satisfied that no conflict will occur in the operation of land uses for which the joint use of parking facilities is proposed; and b) landowners who request sharing of parking facilities enter into a legal agreement to the local government's satisfaction for reciprocal access to parking facilities.	Complies
Cl 4.13.8	When considering an application to commence development the local government shall have regard to, and may impose conditions in respect of – a) the location and design of the required car parking spaces;	Complies.

Clause	Element	Response																																	
	b) natural planting; c) pedestrian spaces on the lot; and d) any other matter deemed relevant.																																		
Cl 4.13.9	In determining the requirements of subclause 4.13.8, the local government may consider matters including – a) the proportion of car spaces to be roofed or covered; b) the proportion of car spaces to be below natural ground level; c) the means of access to each car space and the adequacy of any vehicular manoeuvring area; d) the location of the car spaces on the site and their effect on the amenity of adjoining development, including the potential effect if those spaces should later be roofed or covered; e) the extent to which car spaces are located within required building setback areas; f) the locations of proposed public footpaths, vehicular crossings, or private footpaths within the lot, and the effect on both pedestrians and vehicular traffic movement and safety; and g) the suitability and adequacy of elevated structural deck for development and service as a proportion of the required area for natural planting and pedestrian space.	Refer above.																																	
Table 3	Hotel – 1 / 5 m <sup>2</sup> public bar area + 1 / bedroom + 1 / 4 restaurant dining seats Liquor Store – 1 / 25m <sup>2</sup> GFA Office – 1 / 25 m <sup>2</sup> NLA Shop – 1 / 20 m <sup>2</sup> NLA Beer Garden (not listed) – * 1 / 5 beer garden area * As determined by the local government after consideration of the parking needs generated by the use.	<table> <tbody> <tr> <td>Public Bar Area:</td> <td>95.32m<sup>2</sup></td> <td>19 bays</td> </tr> <tr> <td>Beer garden area</td> <td>205m<sup>2</sup></td> <td>*4 bays</td> </tr> <tr> <td>Bedrooms:</td> <td>24</td> <td>24 bays</td> </tr> <tr> <td>Restaurant:</td> <td>65 patrons</td> <td>16 bays</td> </tr> <tr> <td>Liquor Store:</td> <td>182.4m<sup>2</sup></td> <td>7 bays</td> </tr> <tr> <td>Office:</td> <td>87m<sup>2</sup></td> <td>3 bays</td> </tr> <tr> <td>Shop (Lot 340):</td> <td>35m<sup>2</sup></td> <td>2 bays</td> </tr> <tr> <td>Shops (Lot 8):</td> <td>150m<sup>2</sup></td> <td>8 bays</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td><b>83 bays</b></td> </tr> <tr> <td>Onsite and off-site parking bays provided:</td> <td></td> <td>57 bays</td> </tr> <tr> <td>Shortfall relative to Scheme Standards:</td> <td></td> <td>26</td> </tr> </tbody> </table>	Public Bar Area:	95.32m <sup>2</sup>	19 bays	Beer garden area	205m <sup>2</sup>	*4 bays	Bedrooms:	24	24 bays	Restaurant:	65 patrons	16 bays	Liquor Store:	182.4m <sup>2</sup>	7 bays	Office:	87m <sup>2</sup>	3 bays	Shop (Lot 340):	35m <sup>2</sup>	2 bays	Shops (Lot 8):	150m <sup>2</sup>	8 bays	<b>TOTAL</b>		<b>83 bays</b>	Onsite and off-site parking bays provided:		57 bays	Shortfall relative to Scheme Standards:		26
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Shortfall relative to Scheme Standards:		26																																	

Clause	Element	Response
		* 4 bays required if restaurant standard applied to beer garden area
CI 4.14.1	The local government may refuse to permit more than one vehicle entrance or exit to or from any lot, may require separate entrances and exits, or may require that entrances and exits be placed in positions nominated by it, if it considers such provision necessary to avoid or to reduce traffic hazards.	Complies.
CI 4.16	For all non-residential use and/or development – (a) no land shall be used or buildings developed unless provision is made for the purpose of loading or unloading goods or materials to the satisfaction of the local government; and (b) the local government will normally seek to ensure that servicing vehicles will be able to enter the street in a forward direction.	Provision has been made for loading and unloading of vehicles on the land. Servicing vehicles can enter and exit in a forward direction.
CI 4.19.1	In any zone other than the Residential, Rural Residential and Rural Smallholding zones a person shall not use the land between the street alignment and the front building setback as prescribed in Table 2, or where no setback is prescribed, the setback as determined by the local government, or the front setback of an existing building, except for one or more of the following purposes – a) gardens and other landscaping; b) access driveways; and c) vehicle parking to the satisfaction of the local government	Generally complies.
CI 4.24	For the purpose of this Scheme, the erection, placement and display of advertisements and the use of land and buildings for that purpose is development within the definition of the Planning Act and requires the development approval of the local government in accordance with the provisions of Part 7 of the deemed provisions, unless it is an exempted advertisement as listed in Schedule 5.	LED Live Signage Panel on Fitzgerald Street façade. Generally complies with signage provisions in LPP18 Fitzgerald Street precinct design guidelines. Considered the sign is sympathetic and complementary to the traditional Fitzgerald Street streetscape in terms of size, location, colour and proportions. Signage on Minson Avenue frontage also generally complies.
SCA 1 - AVON & MORTLOCK RIVERS SPECIAL CONTROL AREA applies to the proposal		

Clause	Element	Response
MINSON AVENUE DESIGN GUIDELINES		
CI 10.2	BUILDING DESIGN AND LAYOUT	
a)	Development should have frontages to Fitzgerald Street and also address Minson Avenue. This is intended to maintain the traditional orientation of commercial uses to Fitzgerald Street while recognising the significance of the Minson Avenue frontage.	Complies. The proposed covered delivery and pickup area and elevated beer garden structure will address Minson Avenue. It is considered the elevated beer garden will exploit views over the river foreshore.
d)	Facades should be articulated to create interest and variety and minimise the visual impact of the building scale through activation using windows or other building openings. Blank walls are not acceptable. Development proposals are to include elevations to show details of façade treatments. Walls facing Minson Avenue should be consistent in an approach to create passive surveillance and increase amenity for pedestrians.	Complies
e)	Frontages to Minson Avenue shall address the street and encourage pedestrian movement through passive surveillance. If fencing is proposed it shall be to a maximum height of 1.8m and be 50% visually permeable. Vehicle access entry points are to provide adequate sightlines (1.5 m x1.5m).	Complies. 1.8m high garrison style fencing proposed by the development.
f)	Despite the provisions of R-AC 3, buildings shall have a maximum height of 9 metres to the top of external walls, 10 metres to the top of a wall with a concealed roof and 12 metres to the top of a pitched roof. As outlined earlier, there are to be no blank walls facing Minson Avenue activation can be made by windows or other building design elements.	Complies.
g)	Finished floor levels of commercial and retail buildings and habitable spaces within residential buildings shall be 0.5 metres above the 100 year floor level.	n/a
10.4	SERVICE AREAS	
a)	Any service areas backing on to Minson Avenue which form part of commercial developments shall address the Minson Avenue frontage. Openings are encouraged however if not proposed walls must be articulated to avoid blank facades.	Complies.

Clause	Element	Response
b)	Any service areas backing on to Minson Avenue including bin storage and loading areas shall be screened to the satisfaction of the Shire, the use of landscaping is encouraged.	There is a bin storage area next to the elevated beer garden structure. Plan shows it is properly screened, however, an appropriate condition will be imposed to ensure it is screened to the satisfaction of the Shire.
c)	Screening of service areas should ensure that the Minson Avenue streetscape is enhanced in terms of its amenity and appeal to pedestrians, with particular reference to the tourist population.	Refer b) above.
10.5	LANDSCAPING	
a)	Landscaping should be used to provide a high quality streetscape along Minson Avenue. The landscaping is to be to the satisfaction of the Shire and the use of native species is encouraged.	While some landscaping is proposed, submission of a landscaping plan will be a condition of approval.
b)	High quality landscaping is to be provided within any setback proposed to Minson Avenue within the carpark areas at a rate of one tree per 10 parking bays.	This can be required by the landscaping plan.
c)	Approved tree species should be used where appropriate and should not obstruct line of sight for pedestrians.	This can be required by the landscaping plan.
d)	Landscaping is to be a maximum of 0.75m in height to maintain pedestrian safety and sight lines.	This can be required by the landscaping plan.
10.6	CAR PARKING	
a)	In recognition of the high demand for on-street parking on Fitzgerald Street and the underutilisation of on-street car parking along Minson Avenue cash-in-lieu payments for car parking as part of the land development process will be acceptable. The Cash-in-lieu payments will be placed into the Town Centre Car Parking Trust to be used for strategic car parking infrastructure.	It would be open to Council to request cash-in-lieu payments for any shortfall in parking relevant to Scheme parking standards. It is not recommended though because there is sufficient on-street parking when parking-use will reach its peak after hours.
b)	The Shire's decision to accept cash-in-lieu remains at its discretion and is not an automatic right. If cash-in-lieu payments are to be made, the onus is on the applicant to show that there is public parking available to serve the development within the locality.	Refer above.
c)	Where parking is provided on the Minson Avenue frontage for a Fitzgerald Street development the proponent shall provide a legible and easily accessible public access way through the site.	This may not be practicable. Not recommended.

Clause	Element	Response
d)	Carparking infrastructure should not inhibit the continuity of built form, landscape design and the amenity of the town centre precinct.	It is considered the carparking infrastructure will not inhibit the continuity of built form, landscape design and the amenity of the town centre precinct.
e)	Each residential development shall be provided with car parking bays as per the Residential Design Codes that is independent of non-residential parking areas. Commercial development shall be provided with parking bays as per the requirements of the operative town planning scheme.	n/a
f)	Within sub-precincts 1 & 2 the ground levels from Fitzgerald Street down to Minson Avenue are of a steeper nature than that within Sub-precincts 3 & 4. As a result, given the requirement for habitable rooms to exist 0.5m above the 1 in 100 year flood level, the opportunity presents itself for undercroft car parking. If this form of development is utilised it is important that the building design shall incorporate a distinct frontage and pedestrian access to Minson Avenue.	n/a
g)	In such case the frontage of the undercover parking should be screened as to not detract from the streetscape.	n/a
h)	Car Parking areas servicing commercial premises shall provide for Disabled access in accordance with the relevant Australian Standards to the satisfaction of the Shire.	Complies
10.7	VEHICULAR ACCESS	
a)	Vehicular access from Minson Avenue is to be limited to a single access point for each lot, reciprocal access arrangements may also be acceptable as determined by the Shire.	Generally complies
b)	Vehicular access to Fitzgerald Street should be limited to existing crossovers.	Complies
c)	Access from right of ways may be permitted if there is minimal negative impact on adjacent residential and commercial uses as determined by the Shire.	n/a
d)	Right of Way ("ROW") access should be promoted. An ROW access point would be an arrangement that could see the need for an	n/a

Clause	Element	Response
	access point from Minson Avenue be unnecessary. This may be in the form of creating a ROW between Fitzgerald Street and Minson Avenue to assist as a service lane and separation between land uses along Fitzgerald and development facing Minson Avenue.	
e)	Traffic calming devices should be used to reduce the speed of cars around the proposed pedestrian access ways.	n/a

## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – AUGUST 2018

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Creditors Officer Kathy Scholz
Responsible Officer:	Colin Young Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement	Simple Majority
Press release to be issued:	No

#### BRIEF

For Council to receive the accounts for the period from 1 August 2018 to 31 August 2018.

#### ATTACHMENTS

- Attachment 1: Accounts & Statements of Accounts – August 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 2018/19 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

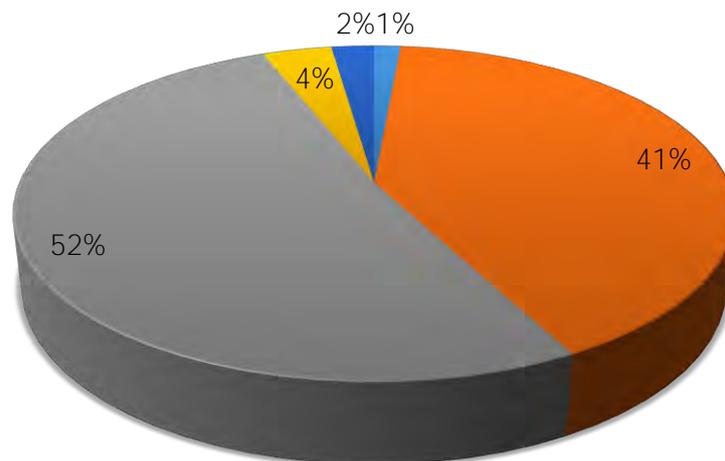
Not applicable.

#### 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 August 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

That Council endorse the payments for the period 1 August 2018 to 31 August 2018, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Attachment 1

Date: 31/08/2018  
Time: 10:42:43AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
2046	30/08/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JULY 2018.	2		200.75
INV T995	30/08/2018	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	
INV T994	30/08/2018	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	30/08/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JULY 2018.	2	25.00	
INV T1079	30/08/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JULY 2018.	2	49.50	
INV T1080	30/08/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JULY 2018.	2	55.00	
EFT30652	03/08/2018	ASLAB PTY LTD	COMPACTION TEST SPENCERS BROOK / YORK ROAD INTERSECTION WORKS.	1		2,772.47
INV 0002166723/05/2018		ASLAB PTY LTD	PERFORM THREE (3) PROFILE CORE TESTS AT CHIDLOW/BURGOYNE ROUND-A-BOUT AS PER QUOTE.	1	908.05	
INV 0002176227/07/2018		ASLAB PTY LTD	COMPACTION TEST SPENCERS BROOK / YORK ROAD INTERSECTION WORKS.	1	1,045.94	
INV 0002166823/05/2018		ASLAB PTY LTD	PERFORM THREE (3) PROFILE CORE TESTS AT CHIDLOW/BURGOYNE ROUND-A-BOUT AS PER QUOTE.	1	818.48	
EFT30653	03/08/2018	AVON PAPER SHRED	EMPTYING OF ADMIN SHREDDER BIN	1		89.85
INV 957	03/07/2018	AVON PAPER SHRED	EMPTYING OF ADMIN SHREDDER BIN	1	89.85	
EFT30654	03/08/2018	AVON VALLEY BAKERY	LUNCH FOR TM TRAINING - ASSORTED SANDWICHES	1		106.00
INV 2606	18/07/2018	AVON VALLEY BAKERY	LUNCH FOR TM TRAINING - ASSORTED SANDWICHES	1	106.00	

Date: 31/08/2018  
Time: 10:42:43AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT30655	03/08/2018	AVON VALLEY CONTRACTORS	VISITORS CENTRE. RESHAPE AND LAY 150MM COMPACTED CRUSHED 19MM LIMESTONE UNDER NORTHAM VISITORS CENTRE AS PER ESTIMATE 1376.	1		9,873.60
INV 2380	20/07/2018	AVON VALLEY CONTRACTORS	VISITORS CENTRE. RESHAPE AND LAY 150MM COMPACTED CRUSHED 19MM LIMESTONE UNDER NORTHAM VISITORS CENTRE AS PER ESTIMATE 1376.	1	9,873.60	
EFT30656	03/08/2018	BLACKWELL PLUMBING PTY LTD	ANNUAL TESTING OF RPZ'S AND SUBMISSION OF BACKFLOW DEVICE REPORT TO WATERCORP	1		1,947.00
INV INV-180918/07/2018	07/2018	BLACKWELL PLUMBING PTY LTD	ANNUAL BACKFLOW TEST - STANDPIPE IRISHTOWN / BEERING ROADS	1	132.00	
INV INV-180918/07/2018	07/2018	BLACKWELL PLUMBING PTY LTD	ANNUAL TESTING OF RPZ'S AND SUBMISSION OF BACKFLOW DEVICE REPORT TO WATERCORP	1	1,815.00	
EFT30657	03/08/2018	BOOTH PRINT	5000 FLYERS FOR BKB OPENING EVENT TO BE SENT WITH FREE PASSES	1		544.50
INV 8929	31/07/2018	BOOTH PRINT	5000 FLYERS FOR BKB OPENING EVENT TO BE SENT WITH FREE PASSES	1	544.50	
EFT30658	03/08/2018	BUZZINROUND PTY LTD T/A BR COMMS	ONSITE TO ASSESS AND REPROGRAM SHIRE PABX SYSTEMS	1		611.93
INV 0000278412/07/2018	07/2018	BUZZINROUND PTY LTD T/A BR COMMS	ONSITE TO ASSESS AND REPROGRAM SHIRE PABX SYSTEMS	1	611.93	
EFT30659	03/08/2018	CDA AIR & SOLAR	SUPPLY & INSTALL 10KW COMMERCIAL SOLAR SYSTEM AT ABORIGINAL ENVIRONMENTAL INTERPRETIVE CENTRE - LOT 2 MINSON AVE NORTHAM	1		13,610.50
INV 0000379224/07/2018	07/2018	CDA AIR & SOLAR	ATTEND SHIRE OF NORTHAM ADMINISTRATION BUILDING TO CHECK & REPAIR AIR CONDITIONING UNIT IN EXECUTIVE MANAGER CORPORATE SERVICES - COLIN YOUNG OFFICE AS SYSTEM ISN'T WORKING.	1	110.00	
INV 0000377223/07/2018	07/2018	CDA AIR & SOLAR	NORTHAM LIBRARY. REPAIR/REPLACE GRILL TO OUTSIDE A/C UNIT NEAR FRONT ENTRY.	1	150.50	
INV 0000380826/07/2018	07/2018	CDA AIR & SOLAR	SUPPLY & INSTALL 10KW COMMERCIAL SOLAR SYSTEM AT ABORIGINAL ENVIRONMENTAL INTERPRETIVE CENTRE - LOT 2 MINSON AVE NORTHAM	1	13,350.00	
EFT30660	03/08/2018	CHERYL FAY GREENOUGH	REIMBURSEMENT FOR - LITTLE GREEN BUTTON 50 DEVICES - FUEL FOR PN1609 & PARKING FOR COURSE IN PERTH.	1		420.77

Date: 31/08/2018  
Time: 10:42:43AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV CY0108201/08/2018		CHERYL FAY GREENOUGH	REIMBURSEMENT FOR - LITTLE GREEN BUTTON 50 DEVICES - FUEL FOR PN1609 & PARKING FOR COURSE IN PERTH.	1	420.77	
EFT30661	03/08/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING	1		557.67
INV S7052	26/07/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING	1	557.67	
EFT30662	03/08/2018	COUNTRYWIDE GROUP	REPAIR HUSKY RIDE ON MOWER - BELTS SLIPPING	1		229.95
INV 25698	24/07/2018	COUNTRYWIDE GROUP	REPAIR HUSKY RIDE ON MOWER - BELTS SLIPPING	1	139.95	
INV 25621	05/07/2018	COUNTRYWIDE GROUP	ROLL OF WHIPPER SNIPPER CORD	1	90.00	
EFT30663	03/08/2018	CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL. ALARM MONITORING FOR AUGUST	1		588.00
INV CINS304019/07/2018		CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL. ALARM MONITORING FOR AUGUST	1	53.00	
INV CINS304019/07/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR AUG	1	53.00	
INV CINS304019/07/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR AUG	1	29.00	
INV CINS304019/07/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR AUG	1	53.00	
INV CINS304019/07/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR AUG	1	53.00	
INV CINS304019/07/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR AUG	1	53.00	
INV CINS304019/07/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR AUG	1	53.00	
INV CINS304019/07/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR AUG	1	53.00	
INV CINS304019/07/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR AUG	1	53.00	
INV CINS304019/07/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR AUG	1	53.00	
INV CINS304019/07/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR AUG	1	53.00	
INV CINS304019/07/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR AUG	1	29.00	
EFT30664	03/08/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	SES ADMIN. CHECK ALARM PIN PAD FOR ISSUES.	1		1,054.40
INV 110542	27/06/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	SES ADMIN. CHECK ALARM PIN PAD FOR ISSUES.	1	324.65	

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INV 110541	27/06/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	SES ADMIN. CHECK ALARM PIN PAD FOR ISSUES.	1	329.75	
INV 110540	27/06/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	SES ADMIN. CHECK ALARM PIN PAD FOR ISSUES.	1	400.00	
EFT30665	03/08/2018	DOWNER EDI WORKS PTY LTD	SUPPLY & LAY MRWA DGI4 C320 ASPHALT AT AN APPROXIMATE DEPTH OF 40MM (APPROX. 2400M2) INCLUDING OPTION TO SUPPLY & SPRAY 14/7MM PRIMER SEAL CRS 60:40 EMULSION @BAR 2.81/M2, 90 ASR M2/M3 & ASR 120 M2/M3 650M X 1M STRIP X 2 SIDES, 1 SIDE PER SHIFT DUE TO EXPECTED CONSTRUCTION.	1		73,798.32
INV 6004851	20/07/2018	DOWNER EDI WORKS PTY LTD	SUPPLY & LAY MRWA DGI4 C320 ASPHALT AT AN APPROXIMATE DEPTH OF 40MM (APPROX. 2400M2) INCLUDING OPTION TO SUPPLY & SPRAY 14/7MM PRIMER SEAL CRS 60:40 EMULSION @BAR 2.81/M2, 90 ASR M2/M3 & ASR 120 M2/M3 650M X 1M STRIP X 2 SIDES, 1 SIDE PER SHIFT DUE TO EXPECTED CONSTRUCTION.	1	73,798.32	
EFT30666	03/08/2018	ECHO NEWSPAPER	AVON RIVER FESTIVAL AD 110X140	1		350.00
INV 0036898128	07/2018	ECHO NEWSPAPER	AVON RIVER FESTIVAL AD 110X140	1	350.00	
EFT30667	03/08/2018	FRESH START RECOVERY PROGRAMME	CATERING FOR THE COMMUNITY DEVELOPMENT SPOTLIGHT FORUM	1		1,540.00
INV 0029126923	07/2018	FRESH START RECOVERY PROGRAMME	CATERING FOR THE COMMUNITY DEVELOPMENT SPOTLIGHT FORUM	1	1,540.00	
EFT30668	03/08/2018	GLORIA INGRAM	Rates refund for assessment A857 85 AVRO ANSON ROAD MOKINE WA 6401	1		739.15
INV A857	30/07/2018	GLORIA INGRAM	Rates refund for assessment A857 85 AVRO ANSON ROAD MOKINE WA 6401		739.15	
EFT30669	03/08/2018	I.T. VISION GROUP (INC)	IT VISION USER GROUP SUBSCRIPTION 01/07/2018 TO 30/06/2018.	1		748.00
INV 0000034702	07/2018	I.T. VISION GROUP (INC)	IT VISION USER GROUP SUBSCRIPTION 01/07/2018 TO 30/06/2018.	1	748.00	
EFT30670	03/08/2018	JUICEBOX	BRANDING	1		11,000.00
INV JBC-114212	07/2018	JUICEBOX	BRANDING	1	11,000.00	

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EFT30671	03/08/2018	KOALA PUBLISHING PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE	1		313.50
INV S107294825/07/2018		KOALA PUBLISHING PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE	1	313.50	
EFT30672	03/08/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG PROFESSIONALS MEMBERSHIP - EXECUTIVE MANAGER	1		1,062.00
INV 8677	11/07/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG PROFESSIONALS MEMBERSHIP - EXECUTIVE MANAGER	1	531.00	
INV 8657	11/07/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	JASON WHITEAKER MEMBERSHIP 2018/19	1	531.00	
EFT30673	03/08/2018	METTLER-TOLEDO LIMITED	WEIGHBRIDGE REPAIR - PARTS - MAIN BOARD	1		880.00
INV 0000285825/07/2018		METTLER-TOLEDO LIMITED	WEIGHBRIDGE REPAIR - PARTS - MAIN BOARD	1	880.00	
EFT30674	03/08/2018	MHW INTEGRATION PTY LTD	RELOCATION AND CHANGE OF LENS FOR PROJECTOR IN WELCOME SPACE	1		6,524.10
INV 50795	20/07/2018	MHW INTEGRATION PTY LTD	RELOCATION AND CHANGE OF LENS FOR PROJECTOR IN WELCOME SPACE	1	6,524.10	
EFT30675	03/08/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	IT SUPPORT FOR CHANGING TO NBN.	1		2,327.50
INV 23835	19/07/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	IT SUPPORT FOR CHANGING TO NBN.	1	2,327.50	
EFT30676	03/08/2018	PRODUCTOLOGY PTY LTD	CUSTOM MADE METAL KEYRINGS FOR SDERA.	1		8,580.00
INV 0000924519/07/2018		PRODUCTOLOGY PTY LTD	CUSTOM MADE METAL KEYRINGS FOR SDERA.	1	8,580.00	
EFT30677	03/08/2018	PROMAPP SOLUTIONS LIMITED	PROMAPP MONTHLY SUBSCRIPTION - JULY 2018	1		1,122.00
INV INV-073825/07/2018		PROMAPP SOLUTIONS LIMITED	PROMAPP MONTHLY SUBSCRIPTION - JULY 2018	1	1,122.00	
EFT30678	03/08/2018	SPORTSPOWER NORTHAM	WHISTLE FOR GRAB BAG - NORTHAM DEPOT	1		23.98
INV 18-0000818/07/2018		SPORTSPOWER NORTHAM	WHISTLE FOR GRAB BAG - ADMIN BUILDING	1	5.00	
INV 18-0000818/07/2018		SPORTSPOWER NORTHAM	WHISTLE FOR GRAB BAG - NORTHAM DEPOT	1	13.98	
INV 18-0000818/07/2018		SPORTSPOWER NORTHAM	WHISTLE FOR GRAB BAG - POUND	1	5.00	
EFT30679	03/08/2018	ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR REC CENTRE.	1		96.03

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INV CYINV0008/05/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR REC CENTRE.	1	96.03	
EFT30680	03/08/2018	SWITCH RESOURCES PTY LTD	EXTERNAL HIRING OF RAIL PROTECTION OFFICER FOR SPENCERS BROOK ROAD SLK 7.4 TO 8.2. FOR P/E 25/06/2018 TO 01/07/2018.	1		5,530.63
INV 3727	15/07/2018	SWITCH RESOURCES PTY LTD	EXTERNAL HIRING OF RAIL PROTECTION OFFICER FOR SPENCERS BROOK ROAD SLK 7.4 TO 8.2. FOR PERIOD ENDING 09/07/2018 TO 15/07/2018.	1	1,451.98	
INV 3689	01/07/2018	SWITCH RESOURCES PTY LTD	EXTERNAL HIRING OF RAIL PROTECTION OFFICER FOR SPENCERS BROOK ROAD SLK 7.4 TO 8.2. FOR P/E 25/06/2018 TO 01/07/2018.	1	2,685.87	
INV 3709	08/07/2018	SWITCH RESOURCES PTY LTD	EXTERNAL HIRING OF RAIL PROTECTION OFFICER FOR SPENCERS BROOK ROAD SLK 7.4 TO 8.2. P/E 2/7/2018 TO 08/7/2018.	1	1,392.78	
EFT30681	03/08/2018	TERRY MATTHEW LITTLE	REIMBURSEMENT FOR DIESEL COSTS FOR THE WUNDOWIE COMMUNITY BUS TO BE TAKEN TO ITS YEARLY HEAVY VEHICLE INSPECTION.	1		26.41
INV LO31072031/07/2018		TERRY MATTHEW LITTLE	REIMBURSEMENT FOR DIESEL COSTS FOR THE WUNDOWIE COMMUNITY BUS TO BE TAKEN TO ITS YEARLY HEAVY VEHICLE INSPECTION.	1	26.41	
EFT30682	03/08/2018	THE WORKWEAR GROUP	UNIFORM FOR MURRAY GRAY.	1		192.50
INV 1065404517/07/2018		THE WORKWEAR GROUP	UNIFORM FOR JAIME HAWKINS,	1	66.30	
INV 1060233430/06/2018		THE WORKWEAR GROUP	UNIFORM FOR MURRAY GRAY.	1	126.20	
EFT30683	03/08/2018	VALLEY FORD	REMAINING PAYABLE TRADE IN VALUE FROM MITSUBISHI CHALLENGER 4X4 AUTO WAGON REGO N11129.	1		1,000.00
INV M-MISC231/07/2018		VALLEY FORD	REMAINING PAYABLE TRADE IN VALUE FROM MITSUBISHI CHALLENGER 4X4 AUTO WAGON REGO N11129.	1	1,000.00	
EFT30684	03/08/2018	WA RANGERS ASSOCIATION INC	UNIFORMS FOR RANGERS.	1		185.00
INV 6	24/07/2018	WA RANGERS ASSOCIATION INC	UNIFORMS FOR RANGERS.	1	185.00	

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EFT30685	03/08/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1623 - REPAIR RADIO NOT TRANSMITTING (18 JUNE 2018)	1		356.50
INV 7947	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1623 - REPAIR RADIO NOT TRANSMITTING (18 JUNE 2018)	1	356.50	
EFT30686	09/08/2018	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JULY 2018	1		2,219.49
INV JULY 2018	31/07/2018	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JULY 2018	1	2,219.49	
EFT30687	09/08/2018	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JULY 2018	1		1,500.00
INV JULY 2018	31/07/2018	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JULY 2018	1	1,500.00	
EFT30688	09/08/2018	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JULY 2018	1		1,905.73
INV JULY 2018	31/07/2018	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JULY 2018	1	1,905.73	
EFT30689	09/08/2018	CHRIS DAVIDSON	COUNCILLOR PAYMENTS JULY 2018	1		2,145.49
INV JULY 2018	31/07/2018	CHRIS DAVIDSON	COUNCILLOR PAYMENTS JULY 2018	1	2,145.49	
EFT30690	09/08/2018	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JULY 2018	1		5,246.16
INV JULY 2018	31/07/2018	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JULY 2018	1	5,246.16	
EFT30691	09/08/2018	JOHN PROUD	COUNCILLOR PAYMENTS JULY 2018	1		1,905.73
INV JULY 2018	31/07/2018	JOHN PROUD	COUNCILLOR PAYMENTS JULY 2018	1	1,905.73	
EFT30692	09/08/2018	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JULY 2018	1		2,145.49
INV JULY 2018	31/07/2018	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JULY 2018	1	2,145.49	
EFT30693	09/08/2018	LGIS - LOCAL GOVERNMENT INSURANCE SERVICES	INSURANCE MOTOR VEHICLE - 30/06/2018 TO 30/06/2019	1		87,435.40
INV 062-2005/04/07/2018		LGIS - LOCAL GOVERNMENT INSURANCE SERVICES	INSURANCE SALARY CONTINUANCE - 30/06/2018 TO 30/06/2019	1	5,392.97	
INV 062-2005/04/07/2018		LGIS - LOCAL GOVERNMENT INSURANCE SERVICES	INSURANCE TRAVEL - 30/06/2018 TO 30/06/2019	1	825.00	
INV 062-2005/04/07/2018		LGIS - LOCAL GOVERNMENT INSURANCE SERVICES	INSURANCE CYBER LIABILITY - 30/06/2018 TO 30/06/2019	1	3,300.00	

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INV 062-2005/04/07/2018		LGIS - LOCAL GOVERNMENT INSURANCE SERVICES	INSURANCE MANAGEMENT LIABILITY - 30/06/2018 TO 30/06/2019	1	11,949.30	
INV 062-2005/04/07/2018		LGIS - LOCAL GOVERNMENT INSURANCE SERVICES	INSURANCE MARINE CARGO - 30/06/2018 TO 30/06/2019	1	990.00	
INV 062-2005/04/07/2018		LGIS - LOCAL GOVERNMENT INSURANCE SERVICES	INSURANCE MOTOR VEHICLE - 30/06/2018 TO 30/06/2019	1	64,510.63	
INV 062-2005/04/07/2018		LGIS - LOCAL GOVERNMENT INSURANCE SERVICES	INSURANCE PERSONAL ACCIDENT - 30/06/2018 TO 30/06/2019	1	467.50	
EFT30694	09/08/2018	LGIS WA	INSURANCE LGIS PROPERTY - 30/06/2018 TO 30/06/2019.	1		316,578.12
INV 100-1316/06/07/2018		LGIS WA	LGIS LIABILITY INSURANCE INSTALMENT 1 FOR 30/06/2018 TO 30/06/2019.	1	45,889.86	
INV 100-1314/06/07/2018		LGIS WA	2018/2019 CONTRIBUTIONS CREDIT NOTE - FIRST INSTALEMENT.	1	-22,057.68	
INV 100-1316/06/07/2018		LGIS WA	INSURANCE LGIS BUSHFIRE COVER - 30/06/2018 TO 30/06/2019	1	30,442.50	
INV 100-1316/06/07/2018		LGIS WA	INSURANCE CRIME COVER - 30/06/2018 TO 30/06/2019	1	2,029.59	
INV 100-1316/06/07/2018		LGIS WA	LGIS WORKCARE INSURANCE - 30/06/2018 TO 30/06/2019	1	115,667.37	
INV 100-1316/06/07/2018		LGIS WA	INSURANCE LGIS PROPERTY - 30/06/2018 TO 30/06/2019.	1	144,606.48	
EFT30695	09/08/2018	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JULY 2018	1		2,843.23
INV JULY 2018/07/2018		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JULY 2018	1	2,843.23	
EFT30696	09/08/2018	MR NATURALLY CLEAN	CLEANING OF BKB CENTRE	1		5,390.00
INV INV-092327/07/2018		MR NATURALLY CLEAN	CLEANING OF BKB CENTRE	1	5,390.00	
EFT30697	09/08/2018	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JULY 2018	1		1,905.73
INV JULY 2018/07/2018		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JULY 2018	1	1,905.73	
EFT30698	09/08/2018	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JULY 2018	1		1,905.73
INV JULY 2018/07/2018		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JULY 2018	1	1,905.73	
EFT30699	09/08/2018	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JULY 2018	1		2,172.13

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INV JULY 2018	31/07/2018	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JULY 2018	1	2,172.13	
EFT30700	10/08/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	2 X TRAFFIC CONTROL CREWS FOR 2 DAYS FOR INSTALLATION OF SAFETY BARRIER AT SPENCERS BROOK ROAD.	1		7,569.39
INV 0011931804	07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	2 X TRAFFIC CONTROL CREWS FOR 2 DAYS FOR INSTALLATION OF SAFETY BARRIER AT SPENCERS BROOK ROAD.	1	869.55	
INV 0011924402	07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT WITH ONE TRAFFIC CONTROLLER AT ROCKETT STREET NORTHAM FOR WORKS @ \$93.00 + GST PER HOUR FOR X 8 HOURS A DAY FOR 3 DAYS.	1	492.80	
INV 0011924502	07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR KATRINE ROAD SLK .09 - 1.86 INCLUDING INTERSECTION WITH ITISHTOWN ROAD & JOINING ROADS.	1	572.00	
INV 0011944310	07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT WITH ONE TRAFFIC CONTROLLER AT ROCKETT STREET NORTHAM FOR WORKS @ \$93.00 + GST PER HOUR FOR X 8 HOURS A DAY FOR 3 DAYS.	1	562.65	
INV 0011936205	07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	2 X TRAFFIC CONTROL CREWS FOR 2 DAYS FOR INSTALLATION OF SAFETY BARRIER AT SPENCERS BROOK ROAD.	1	895.13	
INV 0011943309	07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT AT MOUNT OMMANNEY WITH 2 X TRAFFIC CONTROLLERS FOR 6 HOURS @ \$93.00 PER HOUR + GST.	1	588.23	
INV 0011948411	07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT WITH 2 TRAFFIC CONTROLLERS FOR ROCKETT STREET WORKS.	1	508.20	
INV 0011955213	07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT WITH 2 TRAFFIC CONTROLLERS FOR ROCKETT STREET WORKS.	1	767.25	
INV 0011955313	07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR RUSHTON CRESCENT WORKS @ \$93.00 + GST PER HOUR.	1	409.20	
INV 0011961717	07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR RUSHTON CRESCENT WORKS @ \$93.00 + GST PER HOUR.	1	741.68	
INV 0011962918	07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR RUSHTON CRESCENT WORKS	1	716.10	
INV 0011969719	07/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR RUSHTON CRESCENT WORKS	1	446.60	

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EFT30701	10/08/2018	ALL EARTH GROUP PTY LTD	ROAD WIDENING JENNAPULLIN ROAD, NORTHAM FROM SLK 0.88 TO SLK 1.28 AS PER RFQ6 OF 2018 REVISED SUBMISSION DATED 5TH JUNE 2018.	1		161,285.26
INV 88301	30/06/2018	ALL EARTH GROUP PTY LTD	ROAD WIDENING JENNAPULLIN ROAD, NORTHAM FROM SLK 0.88 TO SLK 1.28 AS PER RFQ6 OF 2018 REVISED SUBMISSION DATED 5TH JUNE 2018.	1	161,285.26	
EFT30702	10/08/2018	ANDY'S PLUMBING SERVICE	REC CENTRE. REPLACE 2 X AUTOMATIC URINAL CISTERNS AND SENSORS.	1		3,631.65
INV A18072	26/07/2018	ANDY'S PLUMBING SERVICE	REC CENTRE. REPLACE 2 X AUTOMATIC URINAL CISTERNS AND SENSORS.	1	2,755.50	
INV A18073	26/07/2018	ANDY'S PLUMBING SERVICE	REPAIR FAULTY DRINK FOUNTAIN AT BERT HAWKE OVAL.	1	876.15	
EFT30703	10/08/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		25.90
INV DEDUCT07/08/2018	07/08/2018	AUSTRALIAN SERVICES UNION	Payroll deductions		25.90	
EFT30704	10/08/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 07/08/2018, INTERIM PAY 02/8/2018 & INTERIM PAY 06/08/2018.	1		59,265.09
INV PAYG 0707/08/2018	07/08/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 07/08/2018, INTERIM PAY 02/8/2018 & INTERIM PAY 06/08/2018.	1	59,265.09	
EFT30705	10/08/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 17/07/2018 TO 29/07/2018.	1		1,568.00
INV 0086	29/07/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 17/07/2018 TO 29/07/2018.	1	1,568.00	
EFT30706	10/08/2018	CHRISTOPHER TURKICH	UNIFORM VEST FOR CHRIS TURKICH.	1		55.53
INV KW0808208/08/2018	08/08/2018	CHRISTOPHER TURKICH	UNIFORM VEST FOR CHRIS TURKICH.	1	55.53	
EFT30707	10/08/2018	CIVIC LEGAL	LEGAL ADVICE IN RELATION TO LOCAL GOVERNMENT STORMWATER MANAGEMENT REQUIREMENTS & OBLIGATIONS.	1		3,300.00
INV 503723	28/06/2018	CIVIC LEGAL	LEGAL ADVICE IN RELATION TO LOCAL GOVERNMENT STORMWATER MANAGEMENT REQUIREMENTS & OBLIGATIONS.	1	3,300.00	

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EFT30708	10/08/2018	CLACKLINE FENCING CONTRACTORS	HENRY STREET OVAL WATER TANK COMPOUND - JOB# 1 - REMESH (1) 1.00M GATE, REPLACE 40MM INLINE POSTS, ADD TOP RAILING, REPLACE 12.00M HG GALVANISED CHAINMESH @ 2100MM & LIFT EXISTING RAILING AT HYDRANT ACCESS AS PER QUOTE# Q_NSC.NORTHAMTOWNOVALFENCING.2018.	1		7,080.00
INV 1167	25/06/2018	CLACKLINE FENCING CONTRACTORS	HENRY STREET OVAL WATER TANK COMPOUND - JOB# 1 - REMESH (1) 1.00M GATE, REPLACE 40MM INLINE POSTS, ADD TOP RAILING, REPLACE 12.00M HG GALVANISED CHAINMESH @ 2100MM & LIFT EXISTING RAILING AT HYDRANT ACCESS AS PER QUOTE# Q_NSC.NORTHAMTOWNOVALFENCING.2018.	1	7,080.00	
EFT30709	10/08/2018	CONTRAFLOW PTY LTD	TMP FOR BKB OPENING	1		495.00
INV T18/455304/07/2018		CONTRAFLOW PTY LTD	TMP FOR BKB OPENING	1	495.00	
EFT30710	10/08/2018	COVS PARTS PTY LTD	PURCHASE OF MEASURING WHEEL.	1		385.00
INV 1690035705/07/2018		COVS PARTS PTY LTD	PURCHASE OF MEASURING WHEEL.	1	385.00	
EFT30711	10/08/2018	CSE CROSSCOM PTY LTD	REMOVE VHF HI/UHF YELLOW HEAD RADIO FROM CBFCO VEHICLE AND REPLACE WITH DUEL HEAD VHF MID/VHF HI RADIO AT TIME OF INSTALLING X10DR HEAD UNIT, TUNE ALL ANTENNAS AND SERVICE REMAINING WAERN VHF HI/ UHF RADIO.	1		1,242.20
INV 424910	27/07/2018	CSE CROSSCOM PTY LTD	REMOVE VHF HI/UHF YELLOW HEAD RADIO FROM CBFCO VEHICLE AND REPLACE WITH DUEL HEAD VHF MID/VHF HI RADIO AT TIME OF INSTALLING X10DR HEAD UNIT, TUNE ALL ANTENNAS AND SERVICE REMAINING WAERN VHF HI/ UHF RADIO.	1	1,242.20	
EFT30712	10/08/2018	DANIELS HEALTH SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES JUNE 2018.	1		172.26
INV 1666882	30/06/2018	DANIELS HEALTH SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES JUNE 2018.	1	172.26	
EFT30713	10/08/2018	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	BUBBLE-OLGY AND BALLOON TWISTING AT 2018 AVON RIVER FESTIVAL (5 HOURS- 2 PERFORMERS)	1		1,188.00

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INV 2767	30/07/2018	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	BUBBLE-OLGY AND BALLOON TWISTING AT 2018 AVON RIVER FESTIVAL (5 HOURS- 2 PERFORMERS)	1	1,188.00	
EFT30715	10/08/2018	FAIRFAX BUSINESS MEDIA	ADVERTISING IN JUNE SENIOR	1		1,308.45
INV 3303702	20/11/2017	FAIRFAX BUSINESS MEDIA	WA SENIOR AUGUST & NOVEMBER 2017	1	436.15	
INV 3271004	24/07/2018	FAIRFAX BUSINESS MEDIA	ADVERTISING IN JULY SENIOR	1	436.15	
INV 3251173	19/06/2017	FAIRFAX BUSINESS MEDIA	ADVERTISING IN JUNE SENIOR	1	436.15	
EFT30716	10/08/2018	FM SURVEYS	CONDUCT RECOMMENDED BOUNDARY SURVEY WITH A REPEG CERTIFICATE AT 36 ST GEORGE STREET, BAKERS HILL.	1		550.00
INV 0002074428	07/2018	FM SURVEYS	CONDUCT RECOMMENDED BOUNDARY SURVEY WITH A REPEG CERTIFICATE AT 36 ST GEORGE STREET, BAKERS HILL.	1	550.00	
EFT30717	10/08/2018	GEOFABRICS AUSTRALASIA PTY LTD	RENO MATTRESS GALMAC & PVC 6M X 2M X .3M @ \$163.07 + GST PER UNIT	1		2,332.77
INV CD2019012	07/2018	GEOFABRICS AUSTRALASIA PTY LTD	RENO MATTRESS GALMAC & PVC 6M X 2M X .3M @ \$163.07 + GST PER UNIT	1	2,332.77	
EFT30718	10/08/2018	LANDGATE	LAND ENQUIRY X 61 & OTHER DLI INVOICES X 2	1		177.10
INV 0856885	04/07/2018	LANDGATE	LAND ENQUIRY X 61 & OTHER DLI INVOICES X 2	1	177.10	
EFT30719	10/08/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG SUPPORT PARTNER SPONSORSHIP FOR THE COMMUNITY DEVELOPMENT CONFERENCE 2018	1		1,600.00
INV 9_088	06/08/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG SUPPORT PARTNER SPONSORSHIP FOR THE COMMUNITY DEVELOPMENT CONFERENCE 2018	1	1,600.00	
EFT30720	10/08/2018	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE ANNUAL CONTRIBUTION 2018/2019.	1		2,832.85
INV MA2018	01/08/2018	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE ANNUAL CONTRIBUTION 2018/2019.	1	2,832.85	
EFT30721	10/08/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & GULLY EDUCATION SERVICES 2/7/2018 TO 08/07/2018.	1		16,117.20
INV N1952	16/07/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & GULLY EDUCATION SERVICES 2/7/2018 TO 08/07/2018.	1	4,029.30	

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INV N1953	16/07/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & GULLY	1	4,029.30	
INV N1968	30/07/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	EDUCATION SERVICES P/E 09/07/2018 TO 15/07/2018. SWEEPING OF THE TOWN CENTRE FOOTPATHS & SWEEPING EDUCATION SERVICES - 16/07/2018 TO 22/07/2018.	1	4,029.30	
INV N1969	30/07/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & GULLY EDUCATION SERVICES 23/7/2018 TO 29/7/2018.	1	4,029.30	
EFT30722	10/08/2018	MISTY RIDGE PLANT FARM	PLANTS FOR BKB	1		1,470.65
INV 0000319226/07/2018		MISTY RIDGE PLANT FARM	PLANTS FOR BKB	1	1,470.65	
EFT30723	10/08/2018	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE BROKEN GLASS IN DOOR AT FLUFFY DUCKS PLAYGROUP.	1		531.30
INV 1807	03/08/2018	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE BROKEN GLASS IN DOOR AT FLUFFY DUCKS PLAYGROUP.	1	531.30	
EFT30724	10/08/2018	NORTHAM BETTA ELECTRICAL	FRIDGE FOR THE BKB CENTRE	1		580.00
INV 2957237409/07/2018		NORTHAM BETTA ELECTRICAL	FRIDGE FOR THE BKB CENTRE	1	580.00	
EFT30725	10/08/2018	OXTER SERVICES	PUBLIC TOILETS. CLEANING FOR AUG	1		4,044.40
INV 20027	27/07/2018	OXTER SERVICES	PUBLIC TOILETS. CLEANING FOR AUG	1	2,296.80	
INV 19977	27/07/2018	OXTER SERVICES	TOILET ROLLS & LARGE GLOVES FOR CEMETERY TOILETS.	1	94.83	
INV 20026	27/07/2018	OXTER SERVICES	BURIAL DATE 20/07/2018 - NEW GRAVE FOR THE BURIAL OF DOUGLAS SMITH AND RE-OPENING FOR THE BURIAL OF VERNON LAWRENCE.	1	1,507.00	
INV 20018	25/07/2018	OXTER SERVICES	BOX OF 240LT BAGS	1	145.77	
EFT30726	10/08/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY FEE FOR DAILY MONITORING, MANAGEMENT & RESOLUTION OF DISASTER RECOVERY OPTIONS AT SITE - FOR A 12 MONTH PERIOD FOR JULY 2018 TO JUNE 2019.	1		85.00
INV 23877	31/07/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY FEE FOR DAILY MONITORING, MANAGEMENT & RESOLUTION OF DISASTER RECOVERY OPTIONS AT SITE - FOR A 12 MONTH PERIOD FOR JULY 2018 TO JUNE 2019.	1	85.00	

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EFT30727	10/08/2018	POSITION PARTNERS	TOPCON RL-H5A LASER LEVEL RECHARGE BATTERY AS PER QUOTE# 08-11528.	1		3,839.00
INV PSI-218127	07/2018	POSITION PARTNERS	TOPCON RL-H5A LASER LEVEL RECHARGE BATTERY AS PER QUOTE# 08-11528.	1	3,839.00	
EFT30728	10/08/2018	PUBLIC TRANSPORT AUTHORITY	SHORT PAID FEBRUARY 2018 - PUBLIC TRANSPORT TRAIN TICKETS	1		45.80
INV FEBRU28	02/2018	PUBLIC TRANSPORT AUTHORITY	SHORT PAID FEBRUARY 2018 - PUBLIC TRANSPORT TRAIN TICKETS	1	45.80	
EFT30729	10/08/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD	1		1,208.84
INV 5317292	06/06/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD	1	997.57	
INV 5390332	27/06/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	PUBLIC NOTICE - SPECIAL COUNCIL MEETING 4TH JULY 2018	1	211.27	
EFT30730	10/08/2018	SWAN EVENT HIRE	QTY 43: 3X3 MARQUEES WITH WEIGHTS, LIGHTS, CLEAR SIDES AND BUMP-IN/OUT FOR 2018 AVON RIVER FESTIVAL.	1		8,122.00
INV 12591	02/08/2018	SWAN EVENT HIRE	QTY 43: 3X3 MARQUEES WITH WEIGHTS, LIGHTS, CLEAR SIDES AND BUMP-IN/OUT FOR 2018 AVON RIVER FESTIVAL.	1	8,122.00	
EFT30731	10/08/2018	THE WORKWEAR GROUP	UNIFORM FOR GLENDA SINCLAIR	1		924.50
INV 106540431	07/2018	THE WORKWEAR GROUP	UNIFORM FOR BEV JONES.	1	66.30	
INV 1060218009	07/2018	THE WORKWEAR GROUP	UNIFORM - JODI WHITE	1	63.80	
INV 1066908318	07/2018	THE WORKWEAR GROUP	UNIFORM FOR GLENDA SINCLAIR	1	291.00	
INV 1066922920	07/2018	THE WORKWEAR GROUP	UNIFORM FOR RHONDA TURNER	1	177.00	
INV 1066922820	07/2018	THE WORKWEAR GROUP	UNIFORM FOR CHRISTINE WACURA	1	105.40	
INV 1065286317	07/2018	THE WORKWEAR GROUP	UNIFORM FOR KIM MURCUTT	1	55.25	
INV 1065406117	07/2018	THE WORKWEAR GROUP	UNIFORM FOR KIM MURCUTT	1	55.25	
INV 1065282717	07/2018	THE WORKWEAR GROUP	UNIFORM FROM SUE DAWSON.	1	55.25	
INV 1065279017	07/2018	THE WORKWEAR GROUP	UNIFORM FOR VERONICA HOWELL	1	55.25	

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EFT30732	10/08/2018	TYRECYCLE PTY LTD	DISPOSAL OF OLD TYRES FOR RECYCLING FROM OLD QUARRY WASTE FACILITY	1		116.39
INV 706738	06/07/2018	TYRECYCLE PTY LTD	DISPOSAL OF OLD TYRES FOR RECYCLING FROM OLD QUARRY WASTE FACILITY	1	116.39	
EFT30733	10/08/2018	WALKABOUT FASHION ACCESSORIES	STOCK PURCHASES FOR VISITORS CENTRE.	1		131.93
INV 4739	31/07/2018	WALKABOUT FASHION ACCESSORIES	STOCK PURCHASES FOR VISITORS CENTRE.	1	131.93	
EFT30734	10/08/2018	WEST COAST FIREWORKS PTY LTD	FIREWORKS DISPLAY FOR 2018 AVON RIVER FESTIVAL	1		9,329.00
INV 161	24/07/2018	WEST COAST FIREWORKS PTY LTD	FIREWORKS DISPLAY FOR 2018 AVON RIVER FESTIVAL	1	9,329.00	
EFT30735	17/08/2018	SMOKE & MIRRORS AUDIO VISUAL	SOUND SYSTEM FOR STREET PARADE INCLUDING RADIO MIC FOR 2018 ARF	1		2,080.00
INV 0001993706/08/2018		SMOKE & MIRRORS AUDIO VISUAL	SOUND SYSTEM FOR STREET PARADE INCLUDING RADIO MIC FOR 2018 ARF	1	1,487.50	
INV 0001993806/08/2018		SMOKE & MIRRORS AUDIO VISUAL	SOUND FOR VIP FUNCTION AT 2018 ARF	1	592.50	
EFT30736	17/08/2018	AGED & COMMUNITY SERVICES AUSTRALIA	MEMBERSHIP FEE FOR PERIOD 1 JULY 2018 TO 30 JUNE 2019	1		899.75
INV 90051	02/08/2018	AGED & COMMUNITY SERVICES AUSTRALIA	MEMBERSHIP FEE FOR PERIOD 1 JULY 2018 TO 30 JUNE 2019	1	899.75	
EFT30737	17/08/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	DEBT COLLECTION FEES	1		88.79
INV 84370	29/07/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	DEBT COLLECTION FEES	1	88.79	
EFT30738	17/08/2018	AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	1		104.40
INV 0004868706/08/2018		AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	1	104.40	
EFT30739	17/08/2018	AVON WASTE	OLD QUARRY ROAD LANDFILL SITE MONTHLY MANAGEMENT FOR JULY 2018	1		119,947.86
INV 30042	20/07/2018	AVON WASTE	DOMESTIC RUBBISH COLLECTION FOR THE F/E 20/07/2018.	1	36,925.67	
INV 29955	06/07/2018	AVON WASTE	DOMESTIC RUBBISH COLLECTION FOR F/E 06/07/2018.	1	36,704.67	
INV 0003004120/07/2018		AVON WASTE	OLD QUARRY ROAD LANDFILL SITE MONTHLY MANAGEMENT FOR JULY 2018	1	46,317.52	

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EFT30740	17/08/2018	BBC ENTERTAINMENT	MICHAEL SPERANZA- 2 HOURS ROVING ENTERTAINMENT PLUS LIVE FIRE SHOW (2018 AVON RIVER FESTIVAL)	1		1,430.00
INV 0196130820/06/2018		BBC ENTERTAINMENT	MICHAEL SPERANZA- 2 HOURS ROVING ENTERTAINMENT PLUS LIVE FIRE SHOW (2018 AVON RIVER FESTIVAL)	1	1,430.00	
EFT30741	17/08/2018	CENTRAL REGIONAL TAFE	AVON RIVER FESTIVAL STREET PARADE PRIZE.	1		350.00
INV VW0808208/08/2018		CENTRAL REGIONAL TAFE	AVON RIVER FESTIVAL STREET PARADE PRIZE.	1	350.00	
EFT30742	17/08/2018	CHIQUITA VIOLET DOS REIS	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1		54.30
INV 765775	04/08/2018	CHIQUITA VIOLET DOS REIS	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1	54.30	
EFT30743	17/08/2018	COATES HIRE OPERATIONS PTY LTD	LIGHTING TOWERS AND GENERATORS FOR BKB CENTRE OPENING (11 AUGUST 2018).	1		9,541.38
INV 1750502115/08/2018		COATES HIRE OPERATIONS PTY LTD	LIGHTING TOWERS AND GENERATORS FOR BKB CENTRE OPENING (11 AUGUST 2018).	1	4,881.06	
INV 1748800106/08/2018		COATES HIRE OPERATIONS PTY LTD	POWER & LIGHTING FOR AVON RIVER FESTIVAL 2018	1	4,660.32	
EFT30744	17/08/2018	CORPORATE SECURITY AUSTRALIA PTY LTD	6 X SECURITY GUARDS FOR 2018 ARF	1		1,931.05
INV 0000310106/08/2018		CORPORATE SECURITY AUSTRALIA PTY LTD	6 X SECURITY GUARDS FOR 2018 ARF	1	1,931.05	
EFT30745	17/08/2018	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR X1	1		400.00
INV 5362	18/07/2018	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR X1	1	400.00	
EFT30746	17/08/2018	COUNTRY COPIERS NORTHAM	EVENT SUPPLIES- AVON RIVER FESTIVAL	1		50.00
INV 41894	31/07/2018	COUNTRY COPIERS NORTHAM	EVENT SUPPLIES- AVON RIVER FESTIVAL	1	50.00	
EFT30747	17/08/2018	COUNTRYWIDE GROUP	REPAIRS TO 3 X POLE SAWS	1		349.50
INV 25742	01/08/2018	COUNTRYWIDE GROUP	REPAIRS TO 3 X POLE SAWS	1	349.50	
EFT30748	17/08/2018	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR JULY 2018.	1		22,827.23

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INV JULY 2018	31/07/2018	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR JULY 2018.	1	22,827.23	
EFT30749	17/08/2018	EASIFLEET	Payroll deductions	1		2,136.31
INV DEDUCT07/08/2018		EASIFLEET	Payroll deductions		1,372.00	
INV DEDUCT07/08/2018		EASIFLEET	Payroll deductions		1,284.35	
INV DEDUCT07/08/2018		EASIFLEET	Payroll deductions		-355.76	
INV DEDUCT07/08/2018		EASIFLEET	Payroll deductions		-684.32	
INV DEDUCT13/08/2018		EASIFLEET	Payroll deductions		177.88	
INV DEDUCT13/08/2018		EASIFLEET	Payroll deductions		342.16	
EFT30750	17/08/2018	FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	PLASTIC LIBRARY CARDS INCLUDING DATA	1		566.50
INV INV-032131/07/2018		FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	PLASTIC LIBRARY CARDS INCLUDING DATA	1	566.50	
EFT30751	17/08/2018	FORREST EVENTS	15 PINE PICNIC TABLES FOR 2018 AVON RIVER FESTIVAL	1		2,409.00
INV 9	06/08/2018	FORREST EVENTS	15 PINE PICNIC TABLES FOR 2018 AVON RIVER FESTIVAL	1	1,485.00	
INV 10	14/08/2018	FORREST EVENTS	15 PICNIC TABLES + 30 BENCHES FOR BKB CENTRE OPENING (11 AUGUST 2018)	1	924.00	
EFT30752	17/08/2018	FRONTLINE FIRE & RESCUE EQUIPMENT	2 X 12V CHARGERS FOR PELICAN MOBILE SCENE LIGHTING	1		178.20
INV 60898	21/06/2018	FRONTLINE FIRE & RESCUE EQUIPMENT	2 X 12V CHARGERS FOR PELICAN MOBILE SCENE LIGHTING	1	178.20	
EFT30753	17/08/2018	GAME VAULT	GAME VAULT- 2018 AVON RIVER FESTIVAL (4PM-9PM)	1		2,400.00
INV 0000084706/08/2018		GAME VAULT	GAME VAULT- 2018 AVON RIVER FESTIVAL (4PM-9PM)	1	2,400.00	
EFT30754	17/08/2018	GETTING TECHNICAL	SOUND AND LIGHTING FOR 2018 AVON RIVER FESTIVAL	1		2,827.00
INV 53	07/08/2018	GETTING TECHNICAL	SOUND AND LIGHTING FOR 2018 AVON RIVER FESTIVAL	1	2,827.00	
EFT30755	17/08/2018	GLENN STUART BEVERIDGE	CLEANING OF GUTTERS & DOWNPIPES AT MEMORIAL HALL.	1		561.00

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INV 24	31/07/2018	GLENN STUART BEVERIDGE	CLEANING OF GUTTERS & DOWNPIPES AT MEMORIAL HALL.	1	561.00	
EFT30756	17/08/2018	GRAFTON ELECTRICS	SUPPLY & CONNECT COMPLETE SEIMENS FLOW METER AT CLARCK STREET WWTP.	1		4,769.66
INV 5182	16/07/2018	GRAFTON ELECTRICS	APEX PARK TOILETS. REPLACE BROKEN LIGHTS WITH WEATHER PROOF LED LIGHTS AS PER QUOTE.	1	825.00	
INV 5196	20/07/2018	GRAFTON ELECTRICS	REC CENTRE. REPAIR FLOOD LIGHT FACING CARPARK, NOT WORKING.	1	744.76	
INV 5144	26/06/2018	GRAFTON ELECTRICS	FEDDIES CHANGE ROOM POWER POINT	1	240.90	
INV 5211	27/07/2018	GRAFTON ELECTRICS	SUPPLY & CONNECT COMPLETE SEIMENS FLOW METER AT CLARCK STREET WWTP.	1	2,959.00	
EFT30757	17/08/2018	GROVE WESLEY DESIGN ART	BUSINESS CARDS FOR BRENDON RUTTER - CESM	1		161.45
INV 5111	27/07/2018	GROVE WESLEY DESIGN ART	BUSINESS CARDS FOR BRENDON RUTTER - CESM	1	118.25	
INV 5116	27/07/2018	GROVE WESLEY DESIGN ART	STOCK PURCHASES FOR VISITORS CENTRE.	1	43.20	
EFT30758	17/08/2018	INTERNATIONAL CITIES, TOWN CENTRES AND COMMUNITIES SOCIETY INC	ICTC 2018 CONFERENCE - ROSS RAYSON AND MICHELLE BLACKHURST	1		5,575.00
INV 3355088327/07/2018		INTERNATIONAL CITIES, TOWN CENTRES AND COMMUNITIES SOCIETY INC	ICTC 2018 CONFERENCE - JASON WHITEAKER & CHADD HUNT	1	2,730.00	
INV 3377682508/08/2018		INTERNATIONAL CITIES, TOWN CENTRES AND COMMUNITIES SOCIETY INC	ICTC 2018 CONFERENCE - ROSS RAYSON AND MICHELLE BLACKHURST	1	2,845.00	
EFT30759	17/08/2018	IW PROJECTS	OFFICE AND SITE MEETING FOR STORMWATER, TIP SHOP AND TRANSFER STATION ADVICE	1		1,596.65
INV 984	31/07/2018	IW PROJECTS	OFFICE AND SITE MEETING FOR STORMWATER, TIP SHOP AND TRANSFER STATION ADVICE	1	1,596.65	
EFT30760	17/08/2018	JOHN PROUD	REIMBURSEMENT OF MEAL & PARKING FOR 2018 WA LOCAL GOVERNMENT CONVENTION MINUS CHARGES FROM MEAL WITH KATANNING/NARROGIN ON 1 AUGUST 2018.	1		67.60
INV 73352	03/08/2018	JOHN PROUD	REIMBURSEMENT OF MEAL & PARKING FOR 2018 WA LOCAL GOVERNMENT CONVENTION MINUS CHARGES FROM MEAL WITH KATANNING/NARROGIN ON 1 AUGUST 2018.	1	67.60	

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EFT30761	17/08/2018	JOMAR CONTRACTING	MAINTENANCE TO BRIDGE NO. 4654 MULUCKINE RD NORTHAM - END GRAIN SEALING AS PER QUOTE# 2701	1		32,978.00
INV 0000287131/07/2018		JOMAR CONTRACTING	MAINTENANCE TO BRIDGE NO. 4654 MULUCKINE RD NORTHAM - END GRAIN SEALING AS PER QUOTE# 2701	1	32,978.00	
EFT30762	17/08/2018	JUNE NANCY SHEILA GARLETT	RATES REFUND FOR ASSESSMENT A11891 65 LOCKYER AVENUE NORTHAM WA 6401	1		2,974.09
INV A11891	16/08/2018	JUNE NANCY SHEILA GARLETT	RATES REFUND FOR ASSESSMENT A11891 65 LOCKYER AVENUE NORTHAM WA 6401		2,974.09	
EFT30763	17/08/2018	KEYSTART LOANS LTD	RATES REFUND FOR CREDIT AT SETTLEMENT- A15081 24 FAIRWAY BEND NORTHAM WA 6401	1		802.49
INV A15081	15/08/2018	KEYSTART LOANS LTD	RATES REFUND FOR CREDIT AT SETTLEMENT- A15081 24 FAIRWAY BEND NORTHAM WA 6401		802.49	
EFT30764	17/08/2018	LANDMARK ENGINEERING & DESIGN T/A EXTERIA	TORRENT DRINK FOUNTAIN WITH DOG BOWL POWDER COATED IN FLAME RED FOR DR DUNLOP PARK AS PER QUOTE# EXTQ8236. TORRENT DRINKING FOUNTAIN WHICH IS COMPRISED OF A HEAVY EXTRUDED ALUMINIUM POST & CAST ALUMINIUM CAP POWDERCOATED IN THE ABOVE SPECIFIC COLOUR WITH DOG BOWL. ALL TAP WARE IS IN A POLISHED CHROME FINISH WITH SPRING LOADED SHUT OFF. DOG BOWL IS EMPTIED BY TILING THE BOWL.	1		6,260.10
INV 0000773010/08/2018		LANDMARK ENGINEERING & DESIGN T/A EXTERIA	TORRENT DRINK FOUNTAIN WITH DOG BOWL POWDER COATED IN FLAME RED FOR DR DUNLOP PARK AS PER QUOTE# EXTQ8236. TORRENT DRINKING FOUNTAIN WHICH IS COMPRISED OF A HEAVY EXTRUDED ALUMINIUM POST & CAST ALUMINIUM CAP POWDERCOATED IN THE ABOVE SPECIFIC COLOUR WITH DOG BOWL. ALL TAP WARE IS IN A POLISHED CHROME FINISH WITH SPRING LOADED SHUT OFF. DOG BOWL IS EMPTIED BY TILING THE BOWL.	1	6,260.10	
EFT30765	17/08/2018	LIGHTING OPTIONS AUSTRALIA PTY LTD	LIGHTING FOR THE INTEPRETIVE SPACE IN THE BKB CENTRE	1		3,142.81

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INV INV-161506/08/2018		LIGHTING OPTIONS AUSTRALIA PTY LTD	LIGHTING FOR THE INTEPRETIVE SPACE IN THE BKB CENTRE	1	3,142.81	
EFT30766	17/08/2018	LLOYD INVESTMENT GROUP	STAGE & STAGE COVER BILYA KOORT BOODJA CENTRE OPENING (11 AUGUST 2018)	1		5,300.00
INV 0001090906/08/2018		LLOYD INVESTMENT GROUP	STAGE & STAGE COVER BILYA KOORT BOODJA CENTRE OPENING (11 AUGUST 2018)	1	3,300.00	
INV 0001090906/08/2018		LLOYD INVESTMENT GROUP	STAGE AUDIO AND LIGHTING FOR BILYA KOORT BOODJA CENTRE OPENING (11 AUGUST 2018).	1	2,000.00	
EFT30767	17/08/2018	LOCAL GOVERNMENT COMPLIANCE INC	LOCAL GOVERNEMENT COMPLIANCE SEMINAR FOR MARIUS STRYDOM - 17/08/2018	1		125.00
INV INV-006 07/08/2018		LOCAL GOVERNMENT COMPLIANCE INC	LOCAL GOVERNEMENT COMPLIANCE SEMINAR FOR MARIUS STRYDOM - 17/08/2018	1	125.00	
EFT30768	17/08/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2018-19 MEMBERSHIP - COLIN YOUNG	1		531.00
INV 8755	11/07/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2018-19 MEMBERSHIP - COLIN YOUNG	1	531.00	
EFT30769	17/08/2018	M&L AUSTRALIA	CITIZENSHIP MEDALS & AUSTRALIA FLAG BADGES.	1		800.03
INV 11012A	30/07/2018	M&L AUSTRALIA	CITIZENSHIP MEDALS & AUSTRALIA FLAG BADGES.	1	800.03	
EFT30770	17/08/2018	MCLEODS BARRISTERS & SOLICITORS	O'MALLEY - 29 MCMULLENROAD WUNDOWIE - UNLAWFUL DEVELOPMENT	1		2,437.60
INV 104294	31/07/2018	MCLEODS BARRISTERS & SOLICITORS	O'MALLEY - 29 MCMULLENROAD WUNDOWIE - UNLAWFUL DEVELOPMENT	1	1,339.80	
INV 104188	31/07/2018	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICE RE: SEWER RUPTURE AT 52 GORDON STREET, NORTHAM	1	1,097.80	
EFT30771	17/08/2018	MITCHELL BALLARDIN	MITCHELL BALLARDIN PERFORMANCE AT AVON RIVER FESTIVAL 2018 (4PM)	1		100.00
INV 201808	06/08/2018	MITCHELL BALLARDIN	MITCHELL BALLARDIN PERFORMANCE AT AVON RIVER FESTIVAL 2018 (4PM)	1	100.00	
EFT30772	17/08/2018	MONSTERBALL AMUSEMENTS AND HIRE	INFLATABLE AMUSEMENTS FOR 2018 AVON RIVER FESTIVAL (INCLUDING GENERATOR AND OPERATORS)	1		2,490.00
INV INV-124819/06/2018		MONSTERBALL AMUSEMENTS AND HIRE	INFLATABLE AMUSEMENTS FOR 2018 AVON RIVER FESTIVAL (INCLUDING GENERATOR AND OPERATORS)	1	2,490.00	

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EFT30773	17/08/2018	MR NATURALLY CLEAN	SECURITY CALL OUTS FOR VARIOUS SHIRE BUILDINGS FOR JULY 2018.	1		825.00
INV INV-091121/07/2018		MR NATURALLY CLEAN	SECURITY CALL OUTS FOR VARIOUS SHIRE BUILDINGS FOR JULY 2018.	1	825.00	
EFT30774	17/08/2018	NORTHAM BETTA ELECTRICAL	TP LINK ROUTER TO ALLOW PRINTER CONNECTION TO NIGHTHAWK MODEM	1		556.00
INV 19826	01/08/2018	NORTHAM BETTA ELECTRICAL	TP LINK ROUTER TO ALLOW PRINTER CONNECTION TO NIGHTHAWK MODEM	1	498.00	
INV 19827	13/08/2018	NORTHAM BETTA ELECTRICAL	NILFISK BACKPACK BAGS (PACK 5)	1	58.00	
EFT30775	17/08/2018	NORTHAM HOME MAINTENANCE SERVICES	MAY STREET PARK - REMOVE & DISPOSE OF EXISTING FENCING PANELS & COPPER LOG SUPPLY & INSTALL 128M BLACK PVC COATED CHAIN MESH FENCING @ 1200MM HIGH WITH TOP & BOTTOM LACED RAILS & (1) 1.00M PERSONAL ACCESS GATE @ 1.00M WIDE. GATE TO BE FITTED WITH SELF-CLOSING HINGES & A MAGNALATCH STRAINER. INLINE POSTS & ALL RAILS TO BE SATIN BLACK POWDER AS PER QUOTE# E1067. INCLUDES 4M WIDE VEHICLE ACCESS GATE.	1		12,809.50
INV E1067	10/08/2018	NORTHAM HOME MAINTENANCE SERVICES	MAY STREET PARK - REMOVE & DISPOSE OF EXISTING FENCING PANELS & COPPER LOG SUPPLY & INSTALL 128M BLACK PVC COATED CHAIN MESH FENCING @ 1200MM HIGH WITH TOP & BOTTOM LACED RAILS & (1) 1.00M PERSONAL ACCESS GATE @ 1.00M WIDE. GATE TO BE FITTED WITH SELF-CLOSING HINGES & A MAGNALATCH STRAINER. INLINE POSTS & ALL RAILS TO BE SATIN BLACK POWDER AS PER QUOTE# E1067. INCLUDES 4M WIDE VEHICLE ACCESS GATE.	1	12,809.50	
EFT30776	17/08/2018	NORTHAM PRIMARY SCHOOL	AVON RIVER FESTIVAL STREET PARADE PRIZE.	1		500.00
INV VW0808208/08/2018		NORTHAM PRIMARY SCHOOL	AVON RIVER FESTIVAL STREET PARADE PRIZE.	1	500.00	
EFT30777	17/08/2018	NORTHAM WOMEN IN BUSINESS	AVON RIVER FESTIVAL STREET PARADE PRIZE.	1		250.00
INV VW0808208/08/2018		NORTHAM WOMEN IN BUSINESS	AVON RIVER FESTIVAL STREET PARADE PRIZE.	1	250.00	

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EFT30778	17/08/2018	OLLY'S CAR & FURNITURE UPHOLSTERY'S	ELECTRICAL CABLE COVER	1		80.00
INV 3155	06/07/2018	OLLY'S CAR & FURNITURE UPHOLSTERY'S	ELECTRICAL CABLE COVER	1	80.00	
EFT30779	17/08/2018	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET NORTHAM - STATEMENT NO 2153211 ACCOUNT NO 601148 - 09/07/2018 TO 14/08/2018.	1		296.70
INV 2153211	15/08/2018	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET NORTHAM - STATEMENT NO 2153211 ACCOUNT NO 601148 - 09/07/2018 TO 14/08/2018.	1	296.70	
EFT30780	17/08/2018	PRESTIGE ALARMS	ATTEND SHIRE ADMINISTRATION BUILDING TO FIX ISSUE WITH DOOR LOCK IN THE FRONT FOYER.	1		1,039.50
INV 0009906731	07/2018	PRESTIGE ALARMS		1	1,039.50	
EFT30781	17/08/2018	QUALITY PUBLISHING AUSTRALIA	STOCK PURCHASES FOR VISITORS CENTRE.	1		111.85
INV 0004513516	07/2018	QUALITY PUBLISHING AUSTRALIA	STOCK PURCHASES FOR VISITORS CENTRE.	1	111.85	
EFT30782	17/08/2018	REECE'S EVENT HIRE	MARQUEES FOR BILYA KOORT BOODJA CENTRE OPENING 11 AUGUST 2018.	1		5,679.30
INV 34691	11/08/2018	REECE'S EVENT HIRE	MARQUEES FOR BILYA KOORT BOODJA CENTRE OPENING 11 AUGUST 2018.	1	3,298.90	
INV 34935	09/08/2018	REECE'S EVENT HIRE	TABLES, COVERS AND BENCHES FOR VIP BKB CENTRE OPENING (FRIDAY 10 AUGUST 2018).	1	1,518.00	
INV 34856	11/08/2018	REECE'S EVENT HIRE	AFTER HOURS CALL OUT - MARQUEE BUMP OUT FOR BKB CENTRE OPENING (11 AUGUST 2018).	1	862.40	
EFT30783	17/08/2018	REFRACTORY ROAD	REFRACTORY ROAD PERFORMANCE AT 2018 AVON RIVER FESTIVAL (150 MINS)	1		1,200.00
INV 0438895504	08/2018	REFRACTORY ROAD	REFRACTORY ROAD PERFORMANCE AT 2018 AVON RIVER FESTIVAL (150 MINS)	1	1,200.00	
EFT30784	17/08/2018	ROBERT JOHN BEARDSMORE	PRE-EMPLOYMENT MEDICAL - R BEARDSMORE ICT OFFICER.	1		100.00
INV 21534	13/08/2018	ROBERT JOHN BEARDSMORE	PRE-EMPLOYMENT MEDICAL - R BEARDSMORE ICT OFFICER.	1	100.00	
EFT30785	17/08/2018	SKYWORKS WA PTY LTD	BKB OPENING VIDEOGRAPHY	1		2,288.00

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INV 0171	07/08/2018	SKYWORKS WA PTY LTD	STILL PHOTOGRAPHY FOR 2018 AVON RIVER FESTIVAL.	1	539.00	
INV 0173	15/08/2018	SKYWORKS WA PTY LTD	BKB OPENING VIDEOGRAPHY	1	1,749.00	
EFT30786	17/08/2018	TERRY MATTHEW LITTLE	REIMBURSEMENT OF MEAL & PARKING FOR 2018 WA LOCAL GOVERNMENT CONVENTION MINUS CHARGES FROM MEAL WITH KATANNING/NARROGIN ON 1 AUGUST 2018.	1		10.00
INV 1225302	03/08/2018	TERRY MATTHEW LITTLE	REIMBURSEMENT OF MEAL & PARKING FOR 2018 WA LOCAL GOVERNMENT CONVENTION MINUS CHARGES FROM MEAL WITH KATANNING/NARROGIN ON 1 AUGUST 2018.	1	10.00	
EFT30787	17/08/2018	THE PRINT SHOP BUNBURY	PRINTING OF 5,000 BILYA KOORT BOODJA CENTRE FAMILY PASSES	1		391.00
INV 21494	30/07/2018	THE PRINT SHOP BUNBURY	PRINTING OF 5,000 BILYA KOORT BOODJA CENTRE FAMILY PASSES	1	391.00	
EFT30788	17/08/2018	VODAFONE	HARVEST BAN LINE 01/08/2018 TO 31/08/2018.	1		69.30
INV 1120752506	08/2018	VODAFONE	HARVEST BAN LINE 01/08/2018 TO 31/08/2018.	1	69.30	
EFT30789	17/08/2018	WARCA INC	WARCA MEMBERSHIP 2018-19	1		12,870.00
INV 28	31/07/2018	WARCA INC	WARCA MEMBERSHIP 2018-19	1	12,870.00	
EFT30790	17/08/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA ASSOCIATE MEMBERSHIP	1		42,209.23
INV 13071690	16/07/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA ASSOCIATE MEMBERSHIP	1	42,209.23	
EFT30791	17/08/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR RUSSELL PUTRINO	1		584.00
INV 8338	12/07/2018	WHEATBELT SAFETYWEAR	BOX EAR PLUGS	1	104.00	
INV 8340	12/07/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR COLIN MCPHERSON	1	150.00	
INV 8332	06/07/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR RUSSELL PUTRINO	1	150.00	
INV 8349	17/07/2018	WHEATBELT SAFETYWEAR	REPLACEMENT STEELCAPPED SAFETY BOOTS FOR SUE SAMS.	1	150.00	
INV 8373	31/07/2018	WHEATBELT SAFETYWEAR	CABLE TIES & DEERSKIN GLOVES.	1	30.00	

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EFT30792	17/08/2018	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL CHARGES FOR PUMA ACCOUNT JULY 2018.	1		790.37
INV JULY20131/07/2018		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL CHARGES FOR PUMA ACCOUNT JULY 2018.	1	790.37	
EFT30793	27/08/2018	ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	LEASHES PKT	1		358.52
INV 0002935009/08/2018		ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	LEASHES PKT	1	358.52	
EFT30794	27/08/2018	ANDY'S PLUMBING SERVICE	EMERGENCY REPAIRS TO OVEN AT RIVERSEDGE CAFE.	1		1,804.00
INV A18100	13/08/2018	ANDY'S PLUMBING SERVICE	EMERGENCY CALL OUT TO UNBLOCK MULTIPLE TOILETS AT BERNARD PARK PUBLIC TOILETS.	1	528.00	
INV A18098	13/08/2018	ANDY'S PLUMBING SERVICE	EMERGENCY REPAIRS TO OVEN AT RIVERSEDGE CAFE.	1	1,276.00	
EFT30795	27/08/2018	ARTRA CABINETS	INSTALL OF SHOWCASES FOR BKB CENTRE	1		1,000.00
INV INV-033713/08/2018		ARTRA CABINETS	INSTALL OF SHOWCASES FOR BKB CENTRE	1	1,000.00	
EFT30796	27/08/2018	AUSTRALIA POST	POSTAGE DELIVERED IN JULY 2018 FOR ADMIN, KILLARA & MAIL OUT FOR COMMUNITY SERVICES.	1		712.60
INV 1007716903/08/2018		AUSTRALIA POST	POSTAGE DELIVERED IN JULY 2018 FOR ADMIN, KILLARA & MAIL OUT FOR COMMUNITY SERVICES.	1	712.60	
EFT30797	27/08/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		25.90
INV DEDUCT21/08/2018		AUSTRALIAN SERVICES UNION	Payroll deductions		25.90	
EFT30798	27/08/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 21/8/2018 & INTERIM PAY 13/08/2018.	1		61,433.00
INV PAYG 21 21/08/2018		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 21/8/2018 & INTERIM PAY 13/08/2018.	1	61,433.00	
EFT30799	27/08/2018	AVON COMMUNITY DEVELOPMENT FOUNDATION	ANNUAL SUBSCRIPTION	1		1,100.00
INV 2018/20102/07/2018		AVON COMMUNITY DEVELOPMENT FOUNDATION	ANNUAL SUBSCRIPTION	1	1,100.00	

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EFT30800	27/08/2018	AVON SERVICE SPECIALISTS	CARRY OUT 10,000KM OR 6 MONTH SERVICE ON TOYOTA HILUX DUAL CAB 4X4 WORKMATE N577 (PN1607) AS PER QUOTE# 215175.	1		540.00
INV 14911	30/07/2018	AVON SERVICE SPECIALISTS	CARRY OUT 10,000KM OR 6 MONTH SERVICE ON TOYOTA HILUX DUAL CAB 4X4 WORKMATE N577 (PN1607) AS PER QUOTE# 215175.	1	540.00	
EFT30801	27/08/2018	AVON VALLEY ARTS SOCIETY (INC)	ANNUAL SUBSIDY	1		8,000.00
INV RR2008200/08/2018		AVON VALLEY ARTS SOCIETY (INC)	ANNUAL SUBSIDY	1	5,000.00	
INV 0004867714/07/2018		AVON VALLEY ARTS SOCIETY (INC)	SPONSORSHIP FOR THE MAIN PRIZE AT NORTHAM ART PRIZE 2018	1	3,000.00	
EFT30802	27/08/2018	AVON WASTE	RUBBISH COLLECTION FOR F/E 03/08/2018.	1		36,768.28
INV 30305	03/08/2018	AVON WASTE	RUBBISH COLLECTION FOR F/E 03/08/2018.	1	36,768.28	
EFT30803	27/08/2018	BAKERS HILL PROGRESS AND RECREATION ASSOCIATION	ANNUAL BUDGET ALLOCATION	1		7,260.00
INV RRI 5082015/08/2018		BAKERS HILL PROGRESS AND RECREATION ASSOCIATION	ANNUAL BUDGET ALLOCATION	1	7,260.00	
EFT30804	27/08/2018	BEAUREPAIRES	B1 10-16.5 (10) JUMBO TRAX BKT TYRES FOR BOBCAT LOADER	1		1,453.08
INV 6410051830/07/2018		BEAUREPAIRES	B1 10-16.5 (10) JUMBO TRAX BKT TYRES FOR BOBCAT LOADER	1	1,453.08	
EFT30805	27/08/2018	BERYL DICK	MUSIC FOR OPENING OF BILYA KOORT BODDJA OPENING EVENT	1		500.00
INV 51049	11/08/2018	BERYL DICK	MUSIC FOR OPENING OF BILYA KOORT BODDJA OPENING EVENT	1	500.00	
EFT30806	27/08/2018	ROSALIE QUARTERMAINE ***DO NOT USE***	POETRY PRESENTATION FOR OPENING OF BILYA KOORT BODDJA.	1		300.00
INV 51160	11/08/2018	ROSALIE QUARTERMAINE ***DO NOT USE***	POETRY PRESENTATION FOR OPENING OF BILYA KOORT BODDJA.	1	300.00	
EFT30807	27/08/2018	BINDI BINDI DREAMING	BKB LAUNCH EVENT ARTS .CRAFT, POPSTICKS	1		330.00
INV INV-862	07/08/2018	BINDI BINDI DREAMING	BKB LAUNCH EVENT ARTS .CRAFT, POPSTICKS	1	330.00	

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EFT30808	27/08/2018	BUNNINGS BUILDING SUPPLIES P/L	300KG FOLDING PLATFORM TROLLEY-	1		113.62
INV 2180/997	16/08/2018	BUNNINGS BUILDING SUPPLIES P/L	300KG FOLDING PLATFORM TROLLEY-	1	113.62	
EFT30809	27/08/2018	CADD'S FASHIONS	UNIFORMS FOR ENGINEERING STAFF	1		608.68
INV 18-00005	20/07/2018	CADD'S FASHIONS	UNIFORMS FOR BEN ROBBINS	1	133.80	
INV 18-00005	20/07/2018	CADD'S FASHIONS	BIZLEY HI VIS POLAR FLEECE JUMPER - SIZE XL	1	165.88	
INV 18-00006	20/07/2018	CADD'S FASHIONS	ANNUAL ALLOCATION RUSSELL PUTRINO UNIFORMS FOR ENGINEERING STAFF	1	309.00	
EFT30810	27/08/2018	CAITLIN BUCHANAN	MUSIC FOR OPENING OF BILYA KOORT BOODJA	1		300.00
INV 51181	11/08/2018	CAITLIN BUCHANAN	MUSIC FOR OPENING OF BILYA KOORT BOODJA	1	300.00	
EFT30811	27/08/2018	CEMETERIES & CREMATORIA ASSOCIATION OF WA	ORDINARY MEMBERSHIP 01/07/2018 - 30/06/2019	1		120.00
INV 000016	7319/07/2018	CEMETERIES & CREMATORIA ASSOCIATION OF WA	ORDINARY MEMBERSHIP 01/07/2018 - 30/06/2019	1	120.00	
EFT30812	27/08/2018	CORPORATE SECURITY AUSTRALIA PTY LTD	BILYA KOORT BOODJA CENTRE OPENING (11 AUGUST 2018) SECURITY	1		1,580.70
INV 000031	0612/08/2018	CORPORATE SECURITY AUSTRALIA PTY LTD	BILYA KOORT BOODJA CENTRE OPENING (11 AUGUST 2018) SECURITY	1	1,393.70	
INV 000031	0712/08/2018	CORPORATE SECURITY AUSTRALIA PTY LTD	MEET & GREET VIP BKB CENTRE OPENING (FRIDAY 10 AUGUST 2018, 4PM-8PM)	1	187.00	
EFT30813	27/08/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN	1		1,880.74
INV S7051	26/07/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN	1	1,880.74	
EFT30814	27/08/2018	COURIER AUSTRALIA	FREIGHT CHARGE FOR ADMIN - 25/7/2018.	1		131.29
INV 0365	27/07/2018	COURIER AUSTRALIA	FREIGHT CHARGE FOR ADMIN - 25/7/2018.	1	131.29	
EFT30815	27/08/2018	DANIELS HEALTH SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES JULY 2018	1		180.18
INV 1674915	31/07/2018	DANIELS HEALTH SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES JULY 2018	1	90.09	

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INV 1674914	31/07/2018	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SERVICING OF SHARPS SAFES JULY 2018	1	90.09	
EFT30816	27/08/2018	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	FACE PAINTING FOR OPENING OF BKB	1		220.00
INV 2746	09/07/2018	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	FACE PAINTING FOR OPENING OF BKB	1	220.00	
EFT30817	27/08/2018	DEBORAH MOODY	WELCOME TO COUNTRY X2 FOR BOTH 10TH & 11 TH	1		600.00
INV 51041	11/08/2018	DEBORAH MOODY	WELCOME TO COUNTRY X2 FOR BOTH 10TH & 11 TH	1	600.00	
EFT30818	27/08/2018	DEPARTMENT OF FIRE & EMERGENCY SERVICE - DIRECT BRIGADE ALARMS	NORTHAM TOWN HALL DBA ANNUAL MONITORING FOR THE PERIOD 01/07/2018 TO 30/06/2019.	1		3,642.12
INV 46447	31/07/2018	DEPARTMENT OF FIRE & EMERGENCY SERVICE - DIRECT BRIGADE ALARMS	NORTHAM TOWN HALL DBA ANNUAL MONITORING FOR THE PERIOD 01/07/2018 TO 30/06/2019.	1	1,821.06	
INV 46460	31/07/2018	DEPARTMENT OF FIRE & EMERGENCY SERVICE - DIRECT BRIGADE ALARMS	KILLARA RESPITE CENTRE DBA ANNUAL MONITORING FOR THE PERIOD 01/07/2018 TO 30/06/2019.	1	1,821.06	
EFT30819	27/08/2018	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	UNSPENT GRANT FUND FOR ANASTASIA WILLIAMS SCHOLARSHIP FOR HR	1		3,300.00
INV R102069210/08/2018		DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	UNSPENT GRANT FUND FOR ANASTASIA WILLIAMS SCHOLARSHIP FOR HR	1	3,300.00	
EFT30820	27/08/2018	DMC CLEANING	CLEANING OF VARIOUS SHIRE BUILDINGS FOR JULY 2018.	1		5,096.12
INV SON010	28/07/2018	DMC CLEANING	CLEANING OF VARIOUS SHIRE BUILDINGS FOR JULY 2018.	1	5,096.12	
EFT30821	27/08/2018	E FIRE & SAFETY	KILARRA. MONTHLY FIRE PANEL TESTING FOR JULY.	1		931.70
INV 0022312424/07/2018		E FIRE & SAFETY	KILARRA. MONTHLY FIRE PANEL TESTING FOR JULY.	1	532.40	
INV 0022312524/07/2018		E FIRE & SAFETY	REC CENTRE MONTHLY FIRE PANEL TESTING FOR JULY.	1	236.50	
INV 0022310824/07/2018		E FIRE & SAFETY	NORTHAM TOWN HALL MONTHLY FIRE PANEL TESTING FOR JULY.	1	162.80	
EFT30822	27/08/2018	EASIFLEET	Payroll deductions	1		2,136.31
INV DEDUCT21/08/2018		EASIFLEET	Payroll deductions		1,194.12	
INV DEDUCT21/08/2018		EASIFLEET	Payroll deductions		942.19	

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EFT30823	27/08/2018	ELDERS LIMITED	20L DRUMS OF GLYSOPHATE	1		1,254.00
INV AX4953906/07/2018		ELDERS LIMITED	20L DRUMS OF GLYSOPHATE	1	600.00	
INV C3 9547219/07/2018		ELDERS LIMITED	SULFATE AMMONIA HERBICIAL ADJUVANT	1	99.00	
INV C3 9572731/07/2018		ELDERS LIMITED	20L DRUM OF GLYSOPHATE	1	577.50	
INV AW0942006/07/2018		ELDERS LIMITED	CREDIT OVERCHARGED ON INVOICE AX49539	1	-22.50	
EFT30824	27/08/2018	FENCEWRIGHT PTY LTD	105 LINEAL METERS OF BLACK PVC COATED CHAINMESH FENCE TO DR DUNLOP PARK INCLUDING ACCESS GATES AS PER QUOTE 94560.	1		19,833.00
INV 0000061123/07/2018		FENCEWRIGHT PTY LTD	110 LINEAL METERS OF BLACK PVC COATED CHAINMESH FENCE TO MORRELL PARK INCLUDING ACCESS GATES AS PER QUOTE 94570	1	9,603.00	
INV 0000061223/07/2018		FENCEWRIGHT PTY LTD	105 LINEAL METERS OF BLACK PVC COATED CHAINMESH FENCE TO DR DUNLOP PARK INCLUDING ACCESS GATES AS PER QUOTE 94560.	1	10,230.00	
EFT30825	27/08/2018	FLAT OUT FREIGHT	PICK UP 1T BULKA BAGS FROM FULTON HOGAN AND DELIVER TO THE NORTHAM SHIRE DEPOT	1		124.00
INV 0000703424/07/2018		FLAT OUT FREIGHT	PICK UP 1T BULKA BAGS FROM FULTON HOGAN AND DELIVER TO THE NORTHAM SHIRE DEPOT	1	124.00	
EFT30826	27/08/2018	FRANK DAVIS	PROVIDING SMOKING CEREMONY & STORY TELLING AT BKB OPENING CEREMONY	1		800.00
INV 51157	11/08/2018	FRANK DAVIS	PROVIDING SMOKING CEREMONY & STORY TELLING AT BKB OPENING CEREMONY	1	800.00	
EFT30827	27/08/2018	FULL BOAR SAFETY PTY LTD	150 X TINTED SAFETY GLASSES & 150 X CLEAR SAFETY GLASSES (2.50 EACH + GST)	1		880.00
INV SINV083/07/08/2018		FULL BOAR SAFETY PTY LTD	150 X TINTED SAFETY GLASSES & 150 X CLEAR SAFETY GLASSES (2.50 EACH + GST)	1	880.00	
EFT30828	27/08/2018	FULTON HOGAN INDUSTRIES PTY LTD	EP2174 - EMULSEAL 15L TUB	1		4,983.00
INV 1190269219/07/2018		FULTON HOGAN INDUSTRIES PTY LTD	EP2174 - EMULSEAL 15L TUB	1	2,871.00	
INV 1189542417/07/2018		FULTON HOGAN INDUSTRIES PTY LTD	3 X BULKA BAG COLDMIX.	1	2,112.00	

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EFT30829	27/08/2018	GDR CIVIL CONTRACTING PTY LTD	MOVE MULTIROLLER PN1608 & STEEL DRUM ROLLER PN1006 FROM SPENCERS BROOK ROAD TO KATRINE ROAD.	1		2,640.00
INV 1371	23/07/2018	GDR CIVIL CONTRACTING PTY LTD	MOVE MULTIROLLER PN1608 & STEEL DRUM ROLLER PN1006 FROM SPENCERS BROOK ROAD TO KATRINE ROAD.	1	1,155.00	
INV 1372	23/07/2018	GDR CIVIL CONTRACTING PTY LTD	MOVE LOADER FROM SPENCERS BROOK ROAD TO SHIRE DEPOT.	1	330.00	
INV 1377	31/07/2018	GDR CIVIL CONTRACTING PTY LTD	MOVE EQUIPMENT FROM IRISHTOWN ROAD TO SPENCERS BROOK ROAD.	1	1,155.00	
EFT30830	27/08/2018	GEOFABRICS AUSTRALASIA PTY LTD	RENO MATT GALMAC & PVC FOR RURAL DRAINAGE	1		13,013.44
INV CD20190	20/07/2018	GEOFABRICS AUSTRALASIA PTY LTD	RENO MATTRESS GALMAC & PVC 2M X 1M X .3M @ \$40.08 + GST PER UNIT.	1	1,861.64	
INV CD20190.02	08/08/2018	GEOFABRICS AUSTRALASIA PTY LTD	RENO MATT GALMAC & PVC FOR RURAL DRAINAGE	1	11,151.80	
EFT30831	27/08/2018	GLENN STUART BEVERIDGE	CLEANING OF GUTTERS AT VARIOUS BUILDINGS.	1		5,643.00
INV 25	31/07/2018	GLENN STUART BEVERIDGE	REPAIR SHADE SAIL OVER THE PLAYGROUND WHICH HAS BEEN DAMAGED.	1	165.00	
INV 26	31/07/2018	GLENN STUART BEVERIDGE	SUSPENSION BRIDGE HAS SOME PLANKS THAT ARE RAISED/WARPED THAT REQUIRE MAINTENANCE (ICS)	1	440.00	
INV 19	30/07/2018	GLENN STUART BEVERIDGE	REMOVE ASBESTOS AT QUELLINGTON HALL.	1	550.00	
INV 23	31/07/2018	GLENN STUART BEVERIDGE	CLEANING OF GUTTERS AT VARIOUS BUILDINGS.	1	2,376.00	
INV 22	31/07/2018	GLENN STUART BEVERIDGE	CLEANING OF GUTTERS AT VARIOUS SHIRE PROPERTIES.	1	2,112.00	
EFT30832	27/08/2018	GO GO ON HOLD PTY LTD	ON-HOLD MESSAGES SERVICE - 6 MONTHLY	1		414.00
INV 0002898331	07/2018	GO GO ON HOLD PTY LTD	ON-HOLD MESSAGES SERVICE - 6 MONTHLY	1	414.00	
EFT30833	27/08/2018	GROVE WESLEY DESIGN ART	BILYA KOORT BOODJA CENTRE - INTERIOR FIT OUT - GRAPHICS	1		32,628.20
INV 5144	13/08/2018	GROVE WESLEY DESIGN ART	BILYA KOORT BOODJA CENTRE - INTERIOR FIT OUT - GRAPHICS	1	27,989.50	
INV 5143	13/08/2018	GROVE WESLEY DESIGN ART	NAME BADGES AND BUSINESS CARDS FOR CORPORATE SERVICES STAFF.	1	462.00	

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INV 5149	13/08/2018	GROVE WESLEY DESIGN ART	PRINTING OF BIRAK GRAPHIC	1	429.00	
INV 5147	13/08/2018	GROVE WESLEY DESIGN ART	STOCK PURCHASES FOR BKB	1	3,483.70	
INV 5148	13/08/2018	GROVE WESLEY DESIGN ART	REPRODUCTION OF KIRK GARLETT PAINTING	1	264.00	
EFT30834	27/08/2018	HILLS CONCRETE PRODUCTS	CONCRETE PIPE HEADWALL TO SUIT 600MM DIAM CLASS 2 RUBBER RING DRAINAGE PIPE.	1		8,320.00
INV 8963	30/07/2018	HILLS CONCRETE PRODUCTS	CONCRETE PIPE HEADWALL TO SUIT 600MM DIAM CLASS 2 RUBBER RING DRAINAGE PIPE.	1	8,320.00	
EFT30835	27/08/2018	HOUSE OF SHARDAY	STOCK PURCHASES FOR VISITORS CENTRE.	1		244.73
INV 000070115/08/2018		HOUSE OF SHARDAY	STOCK PURCHASES FOR VISITORS CENTRE.	1	244.73	
EFT30836	27/08/2018	IN PHASE TEST & TAG	ADMIN BUILDING TEST AND TAG ALL ELECTRICAL	1		8,338.00
INV 0000355820/07/2018		IN PHASE TEST & TAG	TEST & TAG KILLARA	1	1,152.00	
INV 0000355920/07/2018		IN PHASE TEST & TAG	TEST & TAG AT VARIOUS SHIRE PROPERTIES.	1	982.00	
INV 0000355920/07/2018		IN PHASE TEST & TAG	TEST & TAG VARIOUS PROPERTIES.	1	2,070.00	
INV 0000355720/07/2018		IN PHASE TEST & TAG	TEST & TAG SES SHED	1	864.00	
INV 0000355720/07/2018		IN PHASE TEST & TAG	TEST & TAG FIRE SHEDS	1	624.00	
INV 0000355620/07/2018		IN PHASE TEST & TAG	ADMIN BUILDING TEST AND TAG ALL ELECTRICAL	1	2,646.00	
EFT30837	27/08/2018	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	REPLACEMENT ROOF HOOK KIT FOR LIGHT BAR, 2 X PAMIC FOR APPLIANCES TO REPLACE FAULTY UNITS	1		255.86
INV INV-012001/08/2018		INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	REPLACEMENT ROOF HOOK KIT FOR LIGHT BAR, 2 X PAMIC FOR APPLIANCES TO REPLACE FAULTY UNITS	1	255.86	
EFT30838	27/08/2018	ISOBEL ROBERTS	EMBROIDERY FOR UNIFORMS (M WINMAR)	1		25.00
INV 17	09/08/2018	ISOBEL ROBERTS	EMBROIDERY FOR UNIFORMS (M WINMAR)	1	25.00	
EFT30839	27/08/2018	JENNIFER GRANT	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL.	1		163.00
INV 228893	15/08/2018	JENNIFER GRANT	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL.	1	163.00	
EFT30840	27/08/2018	JERMAINE DAVIS	MASTER OF CEREMONY FOR OPENING OF BKB	1		500.00

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INV 51039	11/08/2018	JERMAINE DAVIS	MASTER OF CEREMONY FOR OPENING OF BKB	1	500.00	
EFT30841	27/08/2018	JONES CONTRACTING PTY LTD	PICK UP GRAVEL FROM PIT (250T)	1		4,158.00
INV 3936	31/07/2018	JONES CONTRACTING PTY LTD	PICK UP GRAVEL FROM PIT (250T)	1	4,158.00	
EFT30842	27/08/2018	KEYSTART LOANS LTD	RATES REFUND OF CREDIT AT SETTLEMENT - ASSESSMENT A12087 15 TAMPLIN STREET NORTHAM WA. 6401	1		262.12
INV A12087	15/08/2018	KEYSTART LOANS LTD	RATES REFUND OF CREDIT AT SETTLEMENT - ASSESSMENT A12087 15 TAMPLIN STREET NORTHAM WA. 6401		262.12	
EFT30843	27/08/2018	KLEENHEAT GAS	VARIOUS GAS SUPPLIES FOR SHIRE PROPERTIES.	1		1,624.12
INV 5817904831	07/2018	KLEENHEAT GAS	VARIOUS GAS SUPPLIES FOR SHIRE PROPERTIES.	1	1,624.12	
EFT30844	27/08/2018	KLEENWEST DISTRIBUTORS	ASSORTED CHEMICALS & GOODS FOR KILLARA	1		461.07
INV 0003231518	07/2018	KLEENWEST DISTRIBUTORS		1	397.38	
INV 0003237119	07/2018	KLEENWEST DISTRIBUTORS	ITEM - WIPE ROLL ROSCHE BLUE 6800	1	63.69	
EFT30845	27/08/2018	L G BUSINESS SYSTEMS PTY LTD	A4 LASER PAY ENVELOPES SELF SEAL STOCK CODE	1		484.44
INV LG1299414	08/2018	L G BUSINESS SYSTEMS PTY LTD	A4 LASER PAY ENVELOPES SELF SEAL STOCK CODE	1	484.44	
EFT30846	27/08/2018	LANDGATE	GRV INTERIM VALS COUNTRY FULL VALUE MINOR ADDITIONS AND FESA GRV INT VALS CTRY SHD AND FESA 0-12,000.	1		536.58
INV 341591-1Q6	07/2018	LANDGATE	RURAL UV INTERIM VALUATION SHARED	1	123.15	
INV 341533-1Q6	07/2018	LANDGATE	GRV INTERIM VALS COUNTRY FULL VALUE MINOR ADDITIONS AND FESA GRV INT VALS CTRY SHD AND FESA 0-12,000.	1	413.43	
EFT30847	27/08/2018	LANDMARK	15KG GAS BOTTLE FOR FORKLIFT	1		62.45
INV 9008335426	07/2018	LANDMARK	15KG GAS BOTTLE FOR FORKLIFT	1	62.45	
EFT30848	27/08/2018	LEAH DANN	CATERING FOR BKB OPENING (400 PEOPLE)	1		1,500.00

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INV 51159	11/07/2018	LEAH DANN	CATERING FOR BKB OPENING (400 PEOPLE)	1	1,500.00	
EFT30849	27/08/2018	LIGHTING OPTIONS AUSTRALIA PTY LTD	BKB CENTRE - LIGHTING FOR THE INTERPRETIVE SPACE	1		46,440.50
INV INV-157713/07/2018		LIGHTING OPTIONS AUSTRALIA PTY LTD	BKB CENTRE - LIGHTING FOR THE INTERPRETIVE SPACE	1	46,440.50	
EFT30850	27/08/2018	MAALI MIA PTY LTD	VIP CATERING X 130 FOR OPENING OF BKB	1		2,600.00
INV 000201214/08/2018		MAALI MIA PTY LTD	VIP CATERING X 130 FOR OPENING OF BKB	1	2,600.00	
EFT30851	27/08/2018	MARKETFORCE	EMPLOYMENT ADVERTISEMENT - PLANT OPERATOR/MAINTENANCE WORKER AND CSO/LICENSING OFFICER	1		6,793.08
INV 22737	24/07/2018	MARKETFORCE	SEEK, GAZETTE 27/07/2018 AND ADVOCATE 25/07/2018 ADVERT IN THE AVON VALLEY ADVOCATE ON 04/07/2018 FOR AMENDMENT NO.13 - LPS NO.6	1	323.16	
INV 22739	24/07/2018	MARKETFORCE	ADVERT IN THE AVON VALLEY ADVOCATE ON 04/07/2018 FOR LPP NO.13	1	201.72	
INV 22738	24/07/2018	MARKETFORCE	ADVERT IN THE AVON VALLEY ADVOCATE ON 04/07/2018 FOR A SPECIAL COUNCIL MEETING ON 9TH JULY 2018	1	201.72	
INV 22746	24/07/2018	MARKETFORCE	PUBLIC NOTICE FOR EXTRACTIVE INDUSTRY LOT 150 CLYDESDALE ROAD, GRASS VALLEY ADVOCATE 25/07/2018	1	323.16	
INV 22735	24/07/2018	MARKETFORCE	PUBLIC NOTICE FOR ROAD CLOSURE FOR AVON DESCENT 2018	1	323.16	
INV 22741	24/07/2018	MARKETFORCE	ADVERT ON SEEK FOR BKB CASUALS	1	185.36	
INV 22748	24/07/2018	MARKETFORCE	PUBLIC NOTICE 25/07/2018	1	201.72	
INV 22749	24/07/2018	MARKETFORCE	PUBLIC NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2018/2019 ADVOCATE 18/07/2018	1	474.96	
INV 22750	24/07/2018	MARKETFORCE	PUBLIC NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2018/2019 ADVOCATE 18/07/2018	1	719.79	

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INV 22898	31/07/2018	MARKETFORCE	EMPLOYMENT ADVERTISEMENT - PLANT OPERATOR/MAINTENANCE WORKER AND CSO/LICENSING OFFICER	1	1,008.90	
INV 22753	24/07/2018	MARKETFORCE	SEEK, GAZETTE 27/07/2018 AND ADVOCATE 25/07/2018	1	407.12	
INV 22742	24/07/2018	MARKETFORCE	LOCAL GOVT NOTICE 25/07/2018	1	201.72	
INV 22743	24/07/2018	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 11/07/2018 FOR THE ADOPTION OF DOG AMENDMENT LOCAL LAW 2018 AND EXTRACTIVE INDUSTRIES AMENDMENT LOCAL LAW 2018	1	282.68	
INV 22744	24/07/2018	MARKETFORCE	PUBLIC NOTICE ACTIVITIES IN THOROUGHFARES 12/07/2018	1	363.64	
INV 22745	24/07/2018	MARKETFORCE	PUBLIC NOTICE ADOPTION OF DOG AND EXTRACTIVE 11/07/2018	1	221.96	
INV 22751	24/07/2018	MARKETFORCE	PUBLIC NOTICE COMMUNITY MEMBERSHIP 11/07/2018	1	596.17	
INV 22752	24/07/2018	MARKETFORCE	PUBLIC NOTICE ACTIVITIES IN THOROUGHFARES 11/07/2018	1	756.14	
EFT30852	27/08/2018	MEGA-FIX	201/PCD1700HH - CORE DRILL MACHINE H/DUTY	1		1,364.00
INV 70343	31/07/2018	MEGA-FIX	201/PCD1700HH - CORE DRILL MACHINE H/DUTY	1	1,364.00	
EFT30853	27/08/2018	MORGAN JAMES SCARFE	RICOCHET CIRCUS ENTERTAINMENT PACKAGE #2 FOR AVON RIVER FESTIVAL 2018.	1		1,900.00
INV INV-183	03/08/2018	MORGAN JAMES SCARFE	RICOCHET CIRCUS ENTERTAINMENT PACKAGE #2 FOR AVON RIVER FESTIVAL 2018.	1	1,900.00	
EFT30854	27/08/2018	NGAGAGIN MAAMAN MIA ABORIGINAL AND TORRES STRAIT ISLANDER CORPORATION	NORTHAMMENS SHED TENDING OF FIRES, FIRE PITTS, WOOD	1		300.00
INV 36	11/08/2018	NGAGAGIN MAAMAN MIA ABORIGINAL AND TORRES STRAIT ISLANDER CORPORATION	NORTHAMMENS SHED TENDING OF FIRES, FIRE PITTS, WOOD	1	300.00	
EFT30855	27/08/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	1		128.00

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INV 0000148025/07/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	1	84.00	
INV 0000150001/08/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	1	28.50	
INV 0000150106/08/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	1	15.50	
EFT30856	27/08/2018	NORTHAM LIQUOR BARONS	VIP FUNCTION DRINKS- AVON RIVER FESTIVAL 2018 (DELIVERY TO BKB ON 3/8/18)	1		869.62
INV 1210-125/09/08/2018		NORTHAM LIQUOR BARONS	VIP FUNCTION DRINKS- AVON RIVER FESTIVAL 2018 (DELIVERY TO BKB ON 3/8/18)	1	869.62	
EFT30857	27/08/2018	NORTHAM MITRE 10 SOLUTIONS	PALLET OF RAPID SET	1		2,291.16
INV 1031166706/07/2018		NORTHAM MITRE 10 SOLUTIONS	1 X STERLING WHEELWALKER MEASURING WHEEL FOR TECHNICAL OFFICER.	1	179.55	
INV 1031042002/07/2018		NORTHAM MITRE 10 SOLUTIONS	ADMIN BUILDING, SUPPLY 2 X TORCHES WITH BATTERIES.	1	94.07	
INV 1031257909/07/2018		NORTHAM MITRE 10 SOLUTIONS	TUBE OF SIKKER FLEX & RUBBER GASKET/WASHER FOR ISUZU TIPPER N.4096.	1	20.18	
INV 1031131505/07/2018		NORTHAM MITRE 10 SOLUTIONS	FITTINGS FOR WATER TRUCK	1	21.00	
INV 1031138505/07/2018		NORTHAM MITRE 10 SOLUTIONS	5L BAR AND CHAIN OIL	1	79.90	
INV 1031181006/07/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR BKB	1	68.50	
INV 1031131605/07/2018		NORTHAM MITRE 10 SOLUTIONS	9V BATTERIES	1	13.78	
INV 1031085303/07/2018		NORTHAM MITRE 10 SOLUTIONS	PURCHASE OG X1 VALVE BOX.	1	35.10	
INV 1031305410/07/2018		NORTHAM MITRE 10 SOLUTIONS	PURCHASE OF X1 RATCHET CLIP POLY, X10 MICRO JOINER AND X2 MICRO END PLUG BARB.	1	12.59	
INV 1031167006/07/2018		NORTHAM MITRE 10 SOLUTIONS	BLACK SHADE CLOTH (X 30M.IN TOTAL)	1	220.50	
INV 1031588818/07/2018		NORTHAM MITRE 10 SOLUTIONS	ASSORTED ITEMS FOR KILLARA	1	37.32	
INV 1031759123/07/2018		NORTHAM MITRE 10 SOLUTIONS	MISC DIGGING TOOLS FOR REHABILITATION PROJECT	1	67.83	
INV 1031537017/07/2018		NORTHAM MITRE 10 SOLUTIONS	100MM PVC PIPE AND FITTINGS	1	144.44	
INV 1031589118/07/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION FITTINGS	1	27.25	
INV 1031654720/07/2018		NORTHAM MITRE 10 SOLUTIONS	SCALES	1	24.64	

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INV 1031528217/07/2018		NORTHAM MITRE 10 SOLUTIONS	NETTING PLIERS, NETTING CLIPS, TOOL CARRIER FOR DRAINAGE	1	40.29	
INV 1031526717/07/2018		NORTHAM MITRE 10 SOLUTIONS	PALLET OF RAPID SET	1	510.00	
INV 1031167106/07/2018		NORTHAM MITRE 10 SOLUTIONS	BAG OF CREAM COLOURED BRICKIES MORTAR	1	40.03	
INV 1031812225/07/2018		NORTHAM MITRE 10 SOLUTIONS	PROTECTIVE WEAR KIT (GOGGLES, DUST MASK, EAR MUFFS)	1	9.98	
INV 1031486816/07/2018		NORTHAM MITRE 10 SOLUTIONS	BAGS OF RAPID SET	1	17.00	
INV 1032016931/07/2018		NORTHAM MITRE 10 SOLUTIONS	DUCT TAPE & CABLE TIES	1	40.84	
INV 1031851926/07/2018		NORTHAM MITRE 10 SOLUTIONS	GIFT FOR LAURA WALSH LEAVING.	1	149.00	
INV 1031789824/07/2018		NORTHAM MITRE 10 SOLUTIONS	FENCING STAPLES & SPRAY PAINT.	1	54.06	
INV 1031845826/07/2018		NORTHAM MITRE 10 SOLUTIONS	BAG OF CEMENT	1	46.25	
INV 1031813325/07/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS	1	26.79	
INV 1031752723/07/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS	1	34.24	
INV 1031778024/07/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS	1	48.20	
INV 1031669320/07/2018		NORTHAM MITRE 10 SOLUTIONS	ROLL OF SHADE CLOTH	1	227.83	
EFT30858	27/08/2018	NORTHAM TOWING SERVICE	REMOVE YELLOW UTE FROM 17 DUTTON STREET, NORTHAM	1		88.00
INV 207243	30/07/2018	NORTHAM TOWING SERVICE	REMOVE YELLOW UTE FROM 17 DUTTON STREET, NORTHAM	1	88.00	
EFT30859	27/08/2018	OASIS OUTDOOR STRUCTURES	SUPPLY & INSTALL OF 41.4M OF CONCRETE FOOTPATH & 1 PRAM RAMP AS OUTLINED ON DRAWING L1.01. WORKS INCLUDE: EXCAVATION OF TOP SOIL & MUSH. REMOVAL & DISPOSAL OF CONCRETE/ROCK RAMP & HAND RAIL ADJACENT TO FOOT BRIDGE. SUPPLY INSTALL & COMPACT SAND UNDER PATH.	1		106,608.70
INV INV-033106/08/2018		OASIS OUTDOOR STRUCTURES	REMOVE ROCKS & OVER BURDEN AROUND BRIDGE STAY FOOTING & BATTER DIRT DOWN AT INTERPRETIVE CENTRE AS PER QUOTE# QU-0325	1	2,079.00	

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INV INV-032806/08/2018	08/2018	OASIS OUTDOOR STRUCTURES	SUPPLY & INSTALL OF 41.4M OF CONCRETE FOOTPATH & 1 PRAM RAMP AS OUTLINED ON DRAWING L1.01. WORKS INCLUDE: EXCAVATION OF TOP SOIL & MUSH. REMOVAL & DISPOSAL OF CONCRETE/ROCK RAMP & HAND RAIL ADJACENT TO FOOT BRIDGE.	1	33,975.70	
INV INV-033306/08/2018	08/2018	OASIS OUTDOOR STRUCTURES	SUPPLY INSTALL & COMPACT SAND UNDER PATH. CONSTRUCTION OF BUS BAY AT BKB (INTERPRETIVE CENTRE) AS OUTLINED IN DRAWING L1.01. WORKS INCLUDE: EXCAVATION OF BASE TO -250MM. SUPPLY & INSTALL & PREP OF ROAD BASE. SUPPLY & INSTALL OF FLUSH KERB & SEMI MOUNTABLE KERB. SUPPLY & INSTALL OF 78M OF MIDLAND BRICK INTERPAVE 80MM HERITAGE RED PAVERS AS PER QUOTE# QU-0321.	1	17,875.00	
INV INV-033406/08/2018	08/2018	OASIS OUTDOOR STRUCTURES	REMOVAL & DISPOSAL OF ASPHALT & ROADSIDE KERBING FROM BUS BAY TO GREY STREET PRAM RAMP AS PER QUOTE# QU-0333	1	10,510.50	
INV INV-033206/08/2018	08/2018	OASIS OUTDOOR STRUCTURES	SUPPLY & CONSTRUCT FIRE PIT AREA IN INTERPRETIVE CENTRE GARDENS AS SHOWN ON DRAWING L1.01. WORKS INCLUDE: BASE PREP. FORM BOSS EDGING. CRUSHED GRAVEL LEVELED & COMPACTED. CRACKER DUST LEVELED & COMPACTED. MORTARED ROCK FIRE PIT. CONCRETE (TOODYAY STONE MIX) CIRCULAR SEATING WITH POLISHED TOP AS PER QUOTE# QU-0327 ***PLEASE PROVIDE DETAILED DESIGN WHICH IS TO BE APPROVED BY EMES - CLINTON KLEYNHANS PRIOR TO WORKS COMMENCING.	1	17,160.00	
INV INV-032906/08/2018	08/2018	OASIS OUTDOOR STRUCTURES	SUPPLY AND INSTALL RETICULATION TO GARDENS AT INTERPRETIVE CENTRE AS SHOWN ON DRAWING L1.01	1	12,061.50	
INV INV-033006/08/2018	08/2018	OASIS OUTDOOR STRUCTURES	SUPPLY AND INSTALL VILLAGE GREEN ROLL ON TURF AT BKB CENTRE AS PER QUOTE QU-0323.	1	12,947.00	

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EFT30860	27/08/2018	OCHRE IMAGES	ARTWORK FOR ART EXHIBITION (VIP FUNCTION)	1		100.00
INV 46	15/08/2018	OCHRE IMAGES	ARTWORK FOR ART EXHIBITION (VIP FUNCTION)	1	100.00	
EFT30861	27/08/2018	OFFICEWORKS SUPERSTORES PTY LTD	TOSHIBA 8GB USB 2.0 FLASH DRIVE WHITE	1		1,045.46
INV 3985996531/07/2018		OFFICEWORKS SUPERSTORES PTY LTD	TOSHIBA 8GB USB 2.0 FLASH DRIVE WHITE	1	414.30	
INV 3986657201/08/2018		OFFICEWORKS SUPERSTORES PTY LTD	ITALPLAST DRAWER TIDY TINTED BLUE	1	78.00	
INV 3981074426/07/2018		OFFICEWORKS SUPERSTORES PTY LTD	BRATECK 65" TRIPOD PORTABLE PROJECTOR SCREEN BLACK	1	98.00	
INV 3985896731/07/2018		OFFICEWORKS SUPERSTORES PTY LTD	BRATECK 65" TRIPOD PORTABLE PROJECTOR SCREEN BLACK	1	44.85	
INV 3981017225/07/2018		OFFICEWORKS SUPERSTORES PTY LTD	BRATECK 65" TRIPOD PORTABLE PROJECTOR SCREEN BLACK	1	410.31	
EFT30862	27/08/2018	OXTER SERVICES	PUBLIC TOILETS CLEANING IN NORTHAM SHIRE 30/07/2018 TO 10/08/2018.	1		2,692.80
INV 20089	10/08/2018	OXTER SERVICES	INTERMENT OF ASHES FOR GENOVEFA JOHANNA MAGDALENA LETTENMAIER	1	396.00	
INV 20090	10/08/2018	OXTER SERVICES	PUBLIC TOILETS CLEANING IN NORTHAM SHIRE 30/07/2018 TO 10/08/2018.	1	2,296.80	
EFT30863	27/08/2018	PAT DAVIS	LANGUAGE CONSULTANT FOR OPENING OF BFB.	1		300.00
INV 51174	11/07/2018	PAT DAVIS	LANGUAGE CONSULTANT FOR OPENING OF BFB.	1	300.00	
EFT30864	27/08/2018	PAUL ROBINSON	ENTERTAINMENT FOR KILLARA CLIENTS	1		100.00
INV 30	16/08/2018	PAUL ROBINSON	ENTERTAINMENT FOR KILLARA CLIENTS	1	100.00	
EFT30865	27/08/2018	PERTH SAFETY PRODUCTS PTY LTD	SUPPLY 500 X WHITE GUIDE POSTS	1		7,260.00
INV 0000821729/06/2018		PERTH SAFETY PRODUCTS PTY LTD	SUPPLY 500 X WHITE GUIDE POSTS	1	7,260.00	
EFT30866	27/08/2018	PFD FOOD SERVICES PTY LTD	CLEANING PRODUCTS FOR REC CENTRE.	1		317.50
INV KL42766-25/07/2018		PFD FOOD SERVICES PTY LTD	CLEANING PRODUCTS FOR REC CENTRE.	1	77.90	
INV KL3840120/07/2018		PFD FOOD SERVICES PTY LTD	CLEANING PRODUCTS FOR REC CENTRE.	1	239.60	

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EFT30867	27/08/2018	PROGRAMME ELECTRICAL MAINTENANCE	KURINGAL VILLAGE UNIT 2. REPAIR/REPLACE EXTERIOR SENSOR LIGHT AND INTERNAL POWER POINT. CONTACT JOAN PITT - 0420 414 233	1		268.40
INV 0000545525/07/2018		PROGRAMME ELECTRICAL MAINTENANCE	KURINGAL VILLAGE UNIT 2. REPAIR/REPLACE EXTERIOR SENSOR LIGHT AND INTERNAL POWER POINT. CONTACT JOAN PITT - 0420 414 233	1	268.40	
EFT30868	27/08/2018	PUBLIC TRANSPORT AUTHORITY	TICKET SALES FOR JULY 2018.	1		673.40
INV JULY 20131/07/2018		PUBLIC TRANSPORT AUTHORITY	TICKET SALES FOR JULY 2018.	1	673.40	
EFT30869	27/08/2018	RED DOT STORES	STOCK PURCHASES FOR REC CENTRE.	1		150.00
INV 3697967301/08/2018		RED DOT STORES	LOLLIES FOR AVON RIVER FESTIVAL PARADE.	1	50.00	
INV 3713783114/08/2018		RED DOT STORES	STOCK PURCHASES FOR REC CENTRE.	1	100.00	
EFT30870	27/08/2018	RED'S ROVING AUSTRALIAN WILDLIFE DISPLAYS	WILDLIFE DISPLAY AT OPENING OF BKB	1		330.00
INV 1845	11/08/2018	RED'S ROVING AUSTRALIAN WILDLIFE DISPLAYS	WILDLIFE DISPLAY AT OPENING OF BKB	1	330.00	
EFT30871	27/08/2018	RETAIL DECISIONS (COLES)	COLES ACCOUNT - JULY 2018 - MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, LEASA OSBORNE, KIM COLBORNE, & BROOKE EVANS.	1		3,554.98
INV JULY 20131/07/2018		RETAIL DECISIONS (COLES)	COLES ACCOUNT - JULY 2018 - MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, LEASA OSBORNE, KIM COLBORNE, & BROOKE EVANS.	1	3,554.98	
EFT30872	27/08/2018	SCOTT SLATER	1 X MIA MIA	1		300.00
INV 51224	11/08/2018	SCOTT SLATER	1 X MIA MIA	1	300.00	
EFT30873	27/08/2018	SHANE GARLETT	MUSIC FOR THE OPENING OF BILYA KOORT BOODJA 11/8/2018	1		1,250.00
INV 51050	11/08/2018	SHANE GARLETT	MUSIC FOR THE OPENING OF BILYA KOORT BOODJA 11/8/2018	1	1,000.00	
INV 51227	11/08/2018	SHANE GARLETT	BAND EQUIPMENT HIRE	1	250.00	

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EFT30874	27/08/2018	SHOP FOR SHOPS	STOCK PURCHASES FOR BKB	1		499.70
INV 604158	31/07/2018	SHOP FOR SHOPS	STOCK PURCHASES FOR BKB	1	499.70	
EFT30875	27/08/2018	SPECIALE SMASH REPAIRS	EXCESS ON INSURANCE CLAIM# 633611267 FOR HOLDEN TRAIL BLAZER N10721	1		1,000.00
INV 17609/2	10/08/2018	SPECIALE SMASH REPAIRS	EXCESS ON INSURANCE CLAIM# 633611267 FOR HOLDEN TRAIL BLAZER N10721	1	1,000.00	
EFT30876	27/08/2018	SPORTSPOWER NORTHAM	FLOOBALLS	1		39.00
INV 18-00009d13/08/2018		SPORTSPOWER NORTHAM	FLOOBALLS	1	39.00	
EFT30877	27/08/2018	STATE LAW PUBLISHER	GAZETTAL OF DOGS AND EXTRACTIVE INDUSTRIES AMENDMENT LOCAL LAWS 2018	1		661.80
INV 161429	13/07/2018	STATE LAW PUBLISHER	GAZETTAL OF DOGS AND EXTRACTIVE INDUSTRIES AMENDMENT LOCAL LAWS 2018	1	661.80	
EFT30878	27/08/2018	STATE LIBRARY OF WESTERN AUSTRALIA	DELIVERY OF BETTER BEGINNINGS PROGRAM 2018/19	1		742.50
INV RI02060601/08/2018		STATE LIBRARY OF WESTERN AUSTRALIA	DELIVERY OF BETTER BEGINNINGS PROGRAM 2018/19	1	742.50	
EFT30879	27/08/2018	SWAN EVENT HIRE	HIRE OF 3 FLAG POLES FOR THE OPENING EVENT	1		548.00
INV 12720	09/08/2018	SWAN EVENT HIRE	HIRE OF 3 FLAG POLES FOR THE OPENING EVENT	1	548.00	
EFT30880	27/08/2018	Stewarts Good Price Pharmacy Warehouse	ASSORTED WOUND DRESSINGS FOR KILLARA	1		426.66
INV 1200875	11/07/2018	Stewarts Good Price Pharmacy Warehouse	ASSORTED WOUND DRESSINGS FOR KILLARA	1	359.68	
INV 1202704	19/07/2018	Stewarts Good Price Pharmacy Warehouse	FREESTYLE LITE STRIPS 100	1	66.98	
EFT30881	27/08/2018	THE PAPER COMPANY OF AUSTRALIA	x 100 REAMS A4 PHOTOCOPIER PAPER	1		549.45
INV 0004200525/07/2018		THE PAPER COMPANY OF AUSTRALIA	x 100 REAMS A4 PHOTOCOPIER PAPER	1	549.45	
EFT30882	27/08/2018	THE TOODYAY HERALD INC	ADVERTISING OF OPENING OF BKB CENTRE	1		25.00
INV 0002098901/08/2018		THE TOODYAY HERALD INC	ADVERTISING OF OPENING OF BKB CENTRE	1	25.00	
EFT30883	27/08/2018	THE WORKWEAR GROUP	UNIFORM FOR YVONNE RYDER	1		233.30

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INV 1073776108/08/2018		THE WORKWEAR GROUP	UNIFORM FOR YVONNE RYDER.	1	233.30	
EFT30884	27/08/2018	TOURISM COUNCIL	REGISTRATION FOR 2 DAY CONFERENCE - FOR VIC WILLIAMS & MICHELLE WINMAR.	1		970.00
INV 0000913207/08/2018		TOURISM COUNCIL	CONFERENCE TOUR - STARGAZING INCURSION - MICHELLE WINMAR	1	30.00	
INV 0000878302/07/2018		TOURISM COUNCIL	REGISTRATION FOR 2 DAY CONFERENCE - FOR VIC WILLIAMS & MICHELLE WINMAR.	1	940.00	
EFT30885	27/08/2018	VINCENT RYDER	ARTEFACT MAKING AT BRB	1		300.00
INV 51036	11/08/2018	VINCENT RYDER	ARTEFACT MAKING AT BRB	1	300.00	
EFT30886	27/08/2018	VINCENT RYDER JUNIOR	CULTURAL DANCING FOR OPENING OF BILYA KOORT BOODJA	1		500.00
INV 51271	11/08/2018	VINCENT RYDER JUNIOR	CULTURAL DANCING FOR OPENING OF BILYA KOORT BOODJA	1	500.00	
EFT30887	27/08/2018	WA CONTRACT RANGER SERVICES	CAT MANGEMENT EXPENSE - JULY	1		330.00
INV 01667	06/08/2018	WA CONTRACT RANGER SERVICES	CAT MANGEMENT EXPENSE - JULY	1	330.00	
EFT30888	27/08/2018	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN.	1		532.09
INV 50815	17/07/2018	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN.	1	353.24	
INV 51002	27/07/2018	WARRICKS NEWSAGENCY	PHOTOCOPY PAPER FOR VISITORS CENTRE.	1	178.85	
EFT30889	27/08/2018	WESTERN AUSTRALIAN INDIGENOUS TOURISM OPERATORS COUNCIL (WAITOC)	ASSOCIATE MEMBERSHIP 2018/2019.	1		165.00
INV 1977	17/05/2018	WESTERN AUSTRALIAN INDIGENOUS TOURISM OPERATORS COUNCIL (WAITOC)	ASSOCIATE MEMBERSHIP 2018/2019.	1	165.00	
EFT30890	27/08/2018	YVONNE KICKETT	YARNING/ STORY TELLING AT BRB OPENING CEREMONY.	1		300.00
INV 51043	11/08/2018	YVONNE KICKETT	YARNING/ STORY TELLING AT BRB OPENING CEREMONY.	1	300.00	
EFT30891	30/08/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JULY 2018.	2		1,063.27

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INV T995	30/08/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THGE BUILDING COMMISSION FOR THE MONTH OF JULY 2018.	2	283.25	
INV T1080	30/08/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JULY 2018.	2	780.02	
EFT30892	30/08/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JULY 2018.	2		1,376.88
INV T1079	30/08/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JULY 2018.	2	1,376.88	
EFT30893	30/08/2018	DONNA MAREE CORNECT	REFUND OF BOND PLACED ON CAT TRAP WHICH HAS BEEN RETURNED.	2		75.00
INV T682	30/08/2018	DONNA MAREE CORNECT	REFUND OF BOND PLACED ON CAT TRAP WHICH HAS BEEN RETURNED.	2	75.00	
EFT30894	30/08/2018	ESTATE OF PAMELA WALSH C/- KARL WALSH WALSH	REFUND OF BOND FOR RECREATION CENTRE BOND YOUTH FORUM.	2		400.00
INV T520	30/08/2018	ESTATE OF PAMELA WALSH C/- KARL WALSH WALSH	REFUND OF BOND FOR RECREATION CENTRE BOND YOUTH FORUM.	2	400.00	
EFT30895	30/08/2018	JOHN LEWIS MARLEY	BOND REFUND RETURN FOR BUILDING APPLICATION NO 13128.	2		1,000.00
INV T639	30/08/2018	JOHN LEWIS MARLEY	BOND REFUND RETURN FOR BUILDING APPLICATION NO 13128.	2	1,000.00	
EFT30896	30/08/2018	JOHN YOUNG	BOND REFUND FOR BUILDING APPLICATION NO 16270 R#98383.	2		1,000.00
INV T952	30/08/2018	JOHN YOUNG	BOND REFUND FOR BUILDING APPLICATION NO 16270 R#98383.	2	1,000.00	
EFT30897	30/08/2018	KEYNORTH CONTRACTORS	REFUND OF DEPOSIT ON STANDPIPE CARD WHICH HAS BEEN RETURNED.	2		50.00
INV T980	30/08/2018	KEYNORTH CONTRACTORS	REFUND OF DEPOSIT ON STANDPIPE CARD WHICH HAS BEEN RETURNED.	2	50.00	
EFT30898	30/08/2018	LEONARD RYAN	REFUND OF DEPOSIT PAID FOR 2 X TRAPS HIRES, UPON RETURN OF TRAPS.	2		200.00
INV T1028	30/08/2018	LEONARD RYAN	REFUND OF DEPOSIT PAID FOR 2 X TRAPS HIRES, UPON RETURN OF TRAPS.	2	100.00	

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INV T1050	30/08/2018	LEONARD RYAN	REFUND OF DEPOSIT PAID FOR 2 X TRAP HIRES, UPON RETURN OF TRAPS.	2	100.00	
EFT30899	30/08/2018	MELISSA JEAN WESTERSIDE	BOND REFUND FOR BOOKING #3436.	2		100.00
INV T1070	30/08/2018	MELISSA JEAN WESTERSIDE	BOND REFUND FOR BOOKING #3436.	2	100.00	
EFT30900	30/08/2018	MICHAEL KEVIN HEWETT	BOND REFUND FOR BLDG APP NO:18040 R#111962.	2		1,000.00
INV T1046	30/08/2018	MICHAEL KEVIN HEWETT	BOND REFUND FOR BLDG APP NO:18040 R#111962.	2	1,000.00	
EFT30901	30/08/2018	PHILIP JOHN ROBINSON	KERB BOND FOR BLDG APP 11239 - T482 R#40775.	2		1,134.06
INV T995	30/08/2018	PHILIP JOHN ROBINSON	BSL PAYMENT FOR BUILDING APPLICATION NO 18051 ( BLDG APP WAS REFUSED) R#112285.	2	134.06	
INV T482	30/08/2018	PHILIP JOHN ROBINSON	KERB BOND FOR BLDG APP 11239 - T482 R#40775.	2	1,000.00	
EFT30902	30/08/2018	PLUNKETT HOMES (1930) PTY LTD	BOND REFUND FOR BUILDING APP NO 17169 - 15 HEATON DRIVE - A15345.	2		1,000.00
INV T999	30/08/2018	PLUNKETT HOMES (1930) PTY LTD	BOND REFUND FOR BUILDING APP NO 17169 - 15 HEATON DRIVE - A15345.	2	1,000.00	
EFT30903	30/08/2018	RBD BUILDING & MAINTENANCE	BOND REFUND FOR BUILDING APPLICATION NO 18025 R#111036.	2		1,000.00
INV T1038	30/08/2018	RBD BUILDING & MAINTENANCE	BOND REFUND FOR BUILDING APPLICATION NO 18025 R#111036.	2	1,000.00	
EFT30904	30/08/2018	ROBERT ADRIAN HOWELL	REFUND OF BOND FOR CAT TRAP WHICH HAS BEEN RETURNED.	2		55.00
INV T645	30/08/2018	ROBERT ADRIAN HOWELL	REFUND OF BOND FOR CAT TRAP WHICH HAS BEEN RETURNED.	2	55.00	
EFT30905	30/08/2018	RURAL BUILDING COMPANY PTY LTD	BOND REFUND FOR BUILDING APP NO 17119 - A15065 - 3 PUTTING RISE - 4/7/2018 R#102815.	2		2,000.00
INV T974	30/08/2018	RURAL BUILDING COMPANY PTY LTD	BOND REFUND FOR BUILDING APP NO 17119 - A15065 - 3 PUTTING RISE - 4/7/2018 R#102815.	2	1,000.00	
INV T976	30/08/2018	RURAL BUILDING COMPANY PTY LTD	BOND REFUND FOR BUILDING APPLICATION 17095 R#102307 - A15367.	2	1,000.00	
EFT30906	30/08/2018	ULTIMO DESIGN & CONSTRUCTION	REFUND BCITF FEE FOR BUILDING APPLICATION NO 18136 AS HE ALSO PD ONLINE R#114758.	2		496.86

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INV T1079	30/08/2018	ULTIMO DESIGN & CONSTRUCTION	REFUND BCITF FEE FOR BUILDING APPLICATION NO 18136 AS HE ALSO PD ONLINE R#114758.	2	496.86	
EFT30908	31/08/2018	ADAGE FURNITURE	VITA BLACK CHAIRS BLACK - PLUS FREIGHT	1		4,059.00
INV 12928	20/08/2018	ADAGE FURNITURE	VITA BLACK CHAIRS BLACK - PLUS FREIGHT	1	4,059.00	
EFT30909	31/08/2018	AG IMPLEMENTS NORTHAM PTY LTD	MOWER BLADES	1		188.79
INV 337957	02/07/2018	AG IMPLEMENTS NORTHAM PTY LTD	MOWER BLADES	1	523.91	
INV 331348	01/05/2018	AG IMPLEMENTS NORTHAM PTY LTD	CREDITED AS PER INVOICE 329355.	1	-484.66	
INV 336497	20/06/2018	AG IMPLEMENTS NORTHAM PTY LTD	MOWER BLADES	1	141.04	
INV 339429	25/07/2018	AG IMPLEMENTS NORTHAM PTY LTD	PIPE CONNECTION	1	8.50	
EFT30910	31/08/2018	ALL FLAGS SIGNS AND BANNERS	3 6M FLAG POLES	1		1,243.00
INV 0005237609/08/2018		ALL FLAGS SIGNS AND BANNERS	3 6M FLAG POLES	1	1,243.00	
EFT30911	31/08/2018	ANDY'S PLUMBING SERVICE	TOWN HALL. UNBLOCK TOILET IN FEMALES TOILET.	1		305.25
INV A18071	26/07/2018	ANDY'S PLUMBING SERVICE	MONTHLY CHARGES TO SERVICE WATER LESS URINALS AT BERNARD PARK PUBLIC TOILETS FOR THE PERIOD JULY 2018	1	150.00	
INV A18071	26/07/2018	ANDY'S PLUMBING SERVICE	TOWN HALL. UNBLOCK TOILET IN FEMALES TOILET.	1	155.25	
EFT30912	31/08/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 31/07/2018 TO 12/08/2018.	1		1,568.00
INV 0087	12/08/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 31/07/2018 TO 12/08/2018.	1	1,568.00	
EFT30913	31/08/2018	AVW ELECTRICAL	BILYA KOORT BOODJA. INSTALL COMMUNICATIONS CABLES FROM VISITORS CENTRE TO BKB AS PER SITE MEETING.	1		4,356.00
INV A2356	20/08/2018	AVW ELECTRICAL	BILYA KOORT BOODJA. INSTALL COMMUNICATIONS CABLES FROM VISITORS CENTRE TO BKB AS PER SITE MEETING.	1	4,356.00	
EFT30914	31/08/2018	BLACKWELL PLUMBING PTY LTD	AERODROME. REPAIR/REPLACE WATER METRE AT HANGAR 13, IS LEAKING THROUGH GLASS.	1		268.00

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INV INV-181714/08/2018		BLACKWELL PLUMBING PTY LTD	AERODROME. REPAIR/REPLACE WATER METRE AT HANGAR 13, IS LEAKING THROUGH GLASS.	1	268.00	
EFT30915	31/08/2018	CODIE FITZGERALD	PURCHASE OF WORKING WITH CHILDREN CHECK.	1		85.00
INV D329006-29/08/2018		CODIE FITZGERALD	PURCHASE OF WORKING WITH CHILDREN CHECK.	1	85.00	
EFT30916	31/08/2018	COURIER AUSTRALIA	FREIGHT CHARGE WUNDOWIE LIBRARY W/E 17/08/2018.	1		16.56
INV 0367	17/08/2018	COURIER AUSTRALIA	FREIGHT CHARGE WUNDOWIE LIBRARY W/E 17/08/2018.	1	16.56	
EFT30917	31/08/2018	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	LOCAL GOVERNMENT STANDARDS PANEL SITTING FEES FOR 2017-18	1		990.00
INV RI02040619/07/2018		DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	LOCAL GOVERNMENT STANDARDS PANEL SITTING FEES FOR 2017-18	1	990.00	
EFT30918	31/08/2018	DIANA MARIE SPENCER	RATES CREDIT REFUND FOR ASSESSMENT A10935 70 FORREST STREET NORTHAM 6401	1		190.91
INV A10935	29/08/2018	DIANA MARIE SPENCER	RATES CREDIT REFUND FOR ASSESSMENT A10935 70 FORREST STREET NORTHAM 6401		190.91	
EFT30919	31/08/2018	ELDERS LIMITED	CHEMICALS FOR NOXIOUS WEEDS.	1		663.30
INV C395510	17/08/2018	ELDERS LIMITED	CHEMICALS FOR NOXIOUS WEEDS.	1	663.30	
EFT30920	31/08/2018	ENVIRONMENTAL HEALTH AUSTRALIA	EHA MEMBERSHIP 2018 -2019 (FULL) CHIQUITA DOS REIS MANAGER HEALTH AND ENVIRONMENT SHIRE OF NORTHAM	1		680.00
INV 3224	01/07/2018	ENVIRONMENTAL HEALTH AUSTRALIA	EHA MEMBERSHIP 2018 -2019 (FULL) CHIQUITA DOS REIS MANAGER HEALTH AND ENVIRONMENT SHIRE OF NORTHAM	1	340.00	
INV 3225	01/07/2018	ENVIRONMENTAL HEALTH AUSTRALIA	EHA MEMBERSHIP 2018 -2019 (FULL) CARMEN SADLIER	1	340.00	
EFT30921	31/08/2018	ENVIRONMENTAL HEALTH AUSTRALIA (NEW SOUTH WALES) INCORPORATED	ANNUAL SUBSCRIPTION FOR I'M ALERT FOOD SAFETY PROGRAM 01 JULY 2018 - 30 JUNE 2019	1		330.00
INV 2260	07/08/2018	ENVIRONMENTAL HEALTH AUSTRALIA (NEW SOUTH WALES) INCORPORATED	ANNUAL SUBSCRIPTION FOR I'M ALERT FOOD SAFETY PROGRAM 01 JULY 2018 - 30 JUNE 2019	1	330.00	
EFT30922	31/08/2018	GRAFTON ELECTRICS	SUPPLY AND FIT SUMP PUMP AT INTERPRETIVE CENTRE	1		1,842.86

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INV 5188	18/07/2018	GRAFTON ELECTRICS	INSTALL POWER POINT FOR SUMP PUMP AT BILYA KOORT BOODIA CENTRE.	1	819.86	
INV 5157	05/07/2018	GRAFTON ELECTRICS	SUPPLY AND FIT SUMP PUMP AT INTERPRETIVE CENTRE	1	1,023.00	
EFT30923	31/08/2018	GROVE WESLEY DESIGN ART	NAME BADGES AND BUSINESS CARDS FOR CHIQUITA DOS REIS	1		118.25
INV 5145	13/08/2018	GROVE WESLEY DESIGN ART	NAME BADGES AND BUSINESS CARDS FOR CHIQUITA DOS REIS	1	118.25	
EFT30924	31/08/2018	IN PHASE TEST & TAG	ELECTRICAL TEST & TAG FOR "CLUB ROOMS" UPSTAIRS AT REAR OF MAIN REC HALL NORTHAM - ROOM 1	1		144.00
INV 0000356124/07/2018		IN PHASE TEST & TAG	ELECTRICAL TEST & TAG FOR "CLUB ROOMS" UPSTAIRS AT REAR OF MAIN REC HALL NORTHAM - ROOM 1	1	144.00	
EFT30925	31/08/2018	INDUSTRIAL AUTOMATION GROUP	6 MONTHLY SERVICE CHARGES FOR SWIPE CARD STANDPIPES	1		1,411.85
INV SINV-13231/07/2018		INDUSTRIAL AUTOMATION GROUP	6 MONTHLY SERVICE CHARGES FOR SWIPE CARD STANDPIPES	1	1,411.85	
EFT30926	31/08/2018	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2018 TO 31/07/2018.	1		522.75
INV 5996456	31/07/2018	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2018 TO 31/07/2018.	1	522.75	
EFT30927	31/08/2018	LANDGATE	LAND ENQUIRY X 49 - OTHER DLJ INVOICES X 6	1		308.40
INV 862890	03/08/2018	LANDGATE	LAND ENQUIRY X 49 - OTHER DLJ INVOICES X 6	1	308.40	
EFT30928	31/08/2018	LAURA PATTERSON	RATES CREDIT REFUND FOR ASSESSMENT A11801 8 KINGS STREET NORTHAM WA 6401	1		563.53
INV A11801	29/08/2018	LAURA PATTERSON	RATES CREDIT REFUND FOR ASSESSMENT A11801 8 KINGS STREET NORTHAM WA 6401		563.53	
EFT30929	31/08/2018	MICHAEL PATRICK RYAN	REIMBURSEMENT OF MEAL/ACCOMMODATION CHARGES AT THE 2018 LOCAL GOVERNMENT CONVENTION.	1		754.03

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INV 201734	03/08/2018	MICHAEL PATRICK RYAN	REIMBURSEMENT OF MEAL/ACCOMMODATION CHARGES AT THE 2018 LOCAL GOVERNMENT CONVENTION.	1	754.03	
EFT30930	31/08/2018	MICHELLE WINMAR	PURCHASE OF WORKING WITH CHILDREN CHECK.	1		85.00
INV D3290062	29/08/2018	MICHELLE WINMAR	PURCHASE OF WORKING WITH CHILDREN CHECK.	1	85.00	
EFT30931	31/08/2018	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1		1,400.00
INV 7096	25/08/2018	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	1,100.00	
INV 7097	27/08/2018	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	300.00	
EFT30932	31/08/2018	NORTHAM MITRE 10 SOLUTIONS	100MM PVC PIPE AND FITTINGS	1		51.30
INV 103153051	17/07/2018	NORTHAM MITRE 10 SOLUTIONS	100MM PVC PIPE AND FITTINGS	1	51.30	
EFT30933	31/08/2018	OXTER SERVICES	ASSORTED CLEANING PRODUCTS FOR USE AT	1		429.96
INV 20035	10/08/2018	OXTER SERVICES	ASSORTED CLEANING PRODUCTS FOR USE AT	1	429.96	
EFT30934	31/08/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1		800.00
INV 0023370	27/08/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	100.00	
INV 0023369	27/08/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	100.00	
INV 0023336	24/08/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	100.00	
INV 0023339	24/08/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	100.00	
INV 0023347	24/08/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	100.00	
INV 0023348	24/08/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	100.00	
INV 0023337	24/08/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	100.00	
INV 0023333	24/08/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	100.00	

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EFT30935	31/08/2018	SPECIALISED TREE SERVICE	REMOVAL OF MASSIVE TREE ON SPENCERS BROOK ROAD OPPOSITE FRESHSTART.	1		12,731.90
INV 2902	29/08/2018	SPECIALISED TREE SERVICE	REMOVAL OF LARGE TREE ON SPENCERS BROOK ROAD SLK 6.09 NORTH WEST OF BUS SHELTER.	1	6,270.00	
INV 2903	29/08/2018	SPECIALISED TREE SERVICE	REMOVAL OF MASSIVE TREE ON SPENCERS BROOK ROAD OPPOSITE FRESHSTART.	1	6,461.90	
EFT30936	31/08/2018	ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR THE RECREATION CENTRE JULY 2018	1		461.32
INV CYINV0009/08/2018		ST JOHN AMBULANCE AUSTRALIA	FIST AID KIT SERVICING FOR KILLARA.	1	144.11	
INV CYINV0009/08/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR THE RECREATION CENTRE JULY 2018	1	317.21	
EFT30937	31/08/2018	THOMAS MARK EDWIN KERKMEER	PAINTING ACTIVITY OPENING OF THE BKB.	1		300.00
INV 17	12/08/2018	THOMAS MARK EDWIN KERKMEER	PAINTING ACTIVITY OPENING OF THE BKB.	1	300.00	
EFT30938	31/08/2018	TIM EDMONDS	REIMBURSMENT FOR POLICE CLEARANCE.	1		50.24
INV 781074	16/08/2018	TIM EDMONDS	REIMBURSMENT FOR POLICE CLEARANCE.	1	50.24	
EFT30939	31/08/2018	TINT A CAR	TINT GLASS PANELS ON STANDARD FIRE DOOR AT BILYA KOORT BOODJA CENTRE (ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE) ON MINSON AVE NORTHAM ON MONDAY 6TH AUGUST 2018.	1		455.00
INV 7799574	06/08/2018	TINT A CAR	TINT GLASS PANELS ON STANDARD FIRE DOOR AT BILYA KOORT BOODJA CENTRE (ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE) ON MINSON AVE NORTHAM ON MONDAY 6TH AUGUST 2018.	1	455.00	
EFT30940	31/08/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2240 VERMEER WOOD CHIPPER - REPAIR MARKER LIGHTS ON SIDE OF CHIPPER.	1		735.00
INV 8002	31/07/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN0913 FUSO CANTER TIPPER TRUCK - RIGHT HAND SIDE BEACON WORKS BUT DOESN'T SPIN.	1	235.00	
INV 8000	31/07/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1611 - REPAIR UHF NOT TRANSMITTING (18 JUNE 2018)	1	50.00	
INV 8022	31/07/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2240 VERMEER WOOD CHIPPER - REPAIR MARKER LIGHTS ON SIDE OF CHIPPER.	1	450.00	

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EFT30941	31/08/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR JARED WYNNE	1		150.00
INV 8370	27/07/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR JARED WYNNE	1	150.00	
34995	03/08/2018	PETTY CASH	REIMBURSEMENT OF PETTY CASH FOR NORTHAM LIBRARY.	1		600.55
INV P/C FLO:02/08/2018		PETTY CASH	PETTY CASH FLOAT FOR BKB CENTRE.	1	150.00	
INV FLOAT B02/08/2018		PETTY CASH	FLOAT FOR THE CASH REGISTER AT THE BKB CENTRE.	1	200.00	
INV P/C LIBR28/05/2018		PETTY CASH	REIMBURSEMENT OF PETTY CASH FOR NORTHAM LIBRARY.	1	200.95	
INV P/C WUN07/12/2017		PETTY CASH	P/C FOR WUNDOWIE LIBRARY 03/06/2017 TO 07/12/2017.	1	49.60	
34996	03/08/2018	SYNERGY	AIRPORT 15/05/2018-12/07/2018	1		5,239.00
INV 1365377418/07/2018		SYNERGY	AIRPORT 15/05/2018-12/07/2018	1	3,436.05	
INV 7968413419/07/2018		SYNERGY	SHIRE ADMINISTRATION BUILDING 21/06/2018-18/07/2018	1	1,623.80	
INV 0929125213/07/2018		SYNERGY	GRASS VALLEY OVAL 10/05/2018-10/07/2018	1	45.15	
INV 7471705316/07/2018		SYNERGY	SKATE PARK 11/05/2018-10/07/2018	1	134.00	
34997	03/08/2018	WATER CORPORATION	BERNARD PARK 01/07/2018-31/08/2018	1		9,199.53
INV 9007908711/07/2018		WATER CORPORATION	MAY ST PRE-PRIMARY 09/05/18-10/07/18	1	488.69	
INV 9007929411/07/2018		WATER CORPORATION	AVON MALL 01/07/18-31/08/18	1	382.56	
INV 9012642711/07/2018		WATER CORPORATION	GARDEN AT NIND ST 01/07/18-31/08/18	1	7.17	
INV 9007909710/07/2018		WATER CORPORATION	JUBILEE OVAL 01/07/2018-31/08/2018	1	569.14	
INV 9007913112/07/2018		WATER CORPORATION	DEPOT BUILDING 01/07/2018-31/08/2018	1	196.06	
INV 9007907411/07/2018		WATER CORPORATION	BERNARD PARK 01/07/2018-31/08/2018	1	3,988.55	
INV 9012475718/07/2018		WATER CORPORATION	VACANT LAND 01/07/2018-31/08/2018	1	380.17	
INV 9007923623/07/2018		WATER CORPORATION	SWIMMING POOL HOUSE 01/07/18-31/08/18	1	242.47	
INV 9007916617/07/2018		WATER CORPORATION	MORBY COTTAGE 01/07/18-31/08/18	1	43.81	
INV 9007917017/07/2018		WATER CORPORATION	CEMETERY 01/07/18-31/08/18	1	793.81	

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INV 9007913512/07/2018		WATER CORPORATION	STANDPIPE DEPOT 010/07/18-31/08/18	1	463.30	
INV 9007925920/07/2018		WATER CORPORATION	RESERVE 01/07/18-31/08/18	1	261.53	
INV 9007918420/07/2018		WATER CORPORATION	PERINA WAY PARK 01/07/18-31/08/18	1	139.67	
INV 9012562923/07/2018		WATER CORPORATION	ROAD VERGE 010/07/18-31/08/18	1	23.91	
INV 9007923523/07/2018		WATER CORPORATION	TRAFFIC ISLAND 010/07/18-31/08/18	1	31.08	
INV 9007917219/07/2018		WATER CORPORATION	BERT HAWKE OVAL 010/07/18-31/08/18	1	39.57	
INV 9007938923/07/2018		WATER CORPORATION	STANDPIPE 010/07/18-31/08/18	1	85.73	
INV 9007923418/07/2018		WATER CORPORATION	APEX PARK TOILETS 010/07/18-31/08/18	1	118.95	
INV 9007915518/07/2018		WATER CORPORATION	AIRPORT 010/07/18-31/08/18	1	594.27	
INV 9007913502/08/2018		WATER CORPORATION	DEPOT BUILDING 01/07/2018-31/08/2018	1	349.09	
34998	10/08/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		130.00
INV DEDUCT07/08/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		130.00	
34999	10/08/2018	SYNERGY	OLD FIRE STATION - 31/05/2018 TO 31/07/2018.	1		470.20
INV 1539025127/07/2018		SYNERGY	OLD SHIRE DEPOT 29/05/2018 TO 27/07/2018.	1	124.75	
INV 1127695031/07/2018		SYNERGY	OLD FIRE STATION - 31/05/2018 TO 31/07/2018.	1	309.40	
INV 1648520331/07/2018		SYNERGY	OLD GIRLS SCHOOL - 30/05/2018 TO 31/07/2018.	1	36.05	
35000	17/08/2018	NEW PHASE HOMES PTY LTD	CROSSOVER REBATE PAYMENT FOR 36 WOOD DRIVE NORTHAM.	1		600.00
INV CK13082013/08/2018		NEW PHASE HOMES PTY LTD	CROSSOVER REBATE PAYMENT FOR 36 WOOD DRIVE NORTHAM.	1	600.00	
35001	17/08/2018	SYNERGY	VISTORS CENTRE 26/05/2018 - 25/07/2018	1		3,009.50
INV 9356001430/07/2018		SYNERGY	VISTORS CENTRE CONF ROOM 26/05/2018 - 25/07/2018	1	566.40	
INV 3355969230/07/2018		SYNERGY	VISTORS CENTRE 26/05/2018 - 25/07/2018	1	2,317.00	
INV 9152416401/08/2018		SYNERGY	AUXILLARY LIGHTING CHARGES - 02/07/2018 TO 01/08/2018.	1	126.10	

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35002	17/08/2018	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS 28/07/2018 TO 27/8/2018.	1		3,551.71
INV 6305302927/07/2018		TELSTRA CORPORATION	BAKERS HILL BFB 23/06/2018 TO 22/07/2018.	1	24.62	
INV 2726008928/07/2018		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS 28/07/2018 TO 27/8/2018.	1	3,527.09	
35003	17/08/2018	WATER CORPORATION	RECREATION CENTRE - 01/07/2018-31/08/2018	1		4,717.85
INV 9018587804/07/2018		WATER CORPORATION	RIVERS EDGE CAFE - 01/07/2018-31/08/2018	1	334.57	
INV 9007904011/07/2018		WATER CORPORATION	NORTHAM LIBRARY - 01/07/2018-31/08/2018	1	84.60	
INV 9021499425/07/2018		WATER CORPORATION	SWIMMING POOL - 01/07/2018-31/08/2018	1	193.13	
INV 9007938725/07/2018		WATER CORPORATION	STANDPIPE - 01/07/2018-31/08/2018	1	1,001.13	
INV 9007926025/07/2018		WATER CORPORATION	SPORTS GROUND - 01/07/2018-31/08/2018	1	86.08	
INV 9007938525/07/2018		WATER CORPORATION	CLACKLINE HALL - 01/07/2018-31/08/2018	1	7.17	
INV 9007909712/07/2018		WATER CORPORATION	RECREATION CENTRE - 01/07/2018-31/08/2018	1	1,313.16	
INV 9007907327/07/2018		WATER CORPORATION	RIVERBANK AT BRGOME TCE 14/03/2018 TO 9/01/2018.	1	76.50	
INV 9007892002/08/2018		WATER CORPORATION	SHED AT GRT EASTERN HWY BAKERS HILL 29/05/2018 TO 01/08/2018.	1	23.91	
INV 9007840207/08/2018		WATER CORPORATION	STANDPIPE KEANE ST GRASS VALLEY - 07/06/2018 TO 06/08/2018.	1	1,106.21	
INV 9007950008/08/2018		WATER CORPORATION	STANDPIPE - GRASS VALLEY RD 08/06/2018 TO 07/08/2018.	1	85.62	
INV 9007949709/08/2018		WATER CORPORATION	STANDPIPE - HUNTER RD 14/06/2018 TO 08/08/2018.	1	45.08	
INV 9007891802/08/2018		WATER CORPORATION	STANDPIPE - KEANE ST 29/05/2018 TO 01/08/2018.	1	360.69	
35004	27/08/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		130.00
INV DEDUCT21/08/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		130.00	
35005	27/08/2018	SYNERGY	ELECTRICITY FOR VARIOUS BUILDINGS - 05/07/2018 TO 03/08/2018.	1		41,159.16
INV 1686149901/08/2018		SYNERGY	STREET LIGHTS 02/07/2018 TO 01/08/2018.	1	22,906.85	
INV 2361098001/08/2018		SYNERGY	RAP PARK AVON YOUTH 01/06/2018 TO 01/08/2018.	1	62.55	

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INV 7921766203/08/2018		SYNERGY	ELECTRICITY FOR VARIOUS BUILDINGS - 05/07/2018 TO 03/08/2018.	1	27,982.10	
INV 7921766205/07/2018		SYNERGY	ELECTRICITY FOR VARIOUS PROPERTIES 05/06/2018 TO 05/07/2018	1	-9,792.34	
35006	27/08/2018	TELSTRA CORPORATION	BUSHFIRE BRIGADES FOR PERIOD OF 10/08/2018 TO 09/09/2018.	1		176.95
INV 2726008910/08/2018		TELSTRA CORPORATION	BUSHFIRE BRIGADES FOR PERIOD OF 10/08/2018 TO 09/09/2018.	1	176.95	
35007	27/08/2018	WATER CORPORATION	BAKERS HILL REC CENTRE - 29/05/2018 TO 01/08/2018.	1		241.14
INV 9007892502/08/2018		WATER CORPORATION	BAKERS HILL REC CENTRE - 29/05/2018 TO 01/08/2018.	1	140.72	
INV 9007925925/07/2018		WATER CORPORATION	OLD QUARRY ROAD POUND - 19/05/2018 TO 24/07/2018.	1	100.42	
35008	31/08/2018	GARY ARMSTRONG	CROSSOVER REBATE PAYMENT FOR LOT 247 JOSE ROAD BAKERS HILL.	1		600.00
INV CK2708207/08/2018		GARY ARMSTRONG	CROSSOVER REBATE PAYMENT FOR LOT 247 JOSE ROAD BAKERS HILL.	1	600.00	
35009	31/08/2018	PETTY CASH	PETTY CASH REIMBURSEMENT FOR KILLARA 18/06/2018 TO 03/08/2018	1		379.00
INV P/C KILL03/08/2018		PETTY CASH	PETTY CASH REIMBURSEMENT FOR KILLARA 18/06/2018 TO 03/08/2018	1	379.00	
35010	31/08/2018	SYNERGY	SHIRE ADMIN BUILDING - 19/07/2018 TO 16/08/2018.	1		2,637.65
INV 1819945016/08/2018		SYNERGY	KILLARA NEW BUILDING - 19/07/2018 TO 16/08/2018	1	1,061.45	
INV 7968413416/08/2018		SYNERGY	SHIRE ADMIN BUILDING - 19/07/2018 TO 16/08/2018.	1	1,576.20	
35011	31/08/2018	WATER CORPORATION	STANDPIPE - 10262 MCMANUS RD GRASS VALLEY RD - 14/06/2018 TO 13/8/2018	1		209.01
INV 9007950314/08/2018		WATER CORPORATION	STANDPIPE - 10262 MCMANUS RD GRASS VALLEY RD - 14/06/2018 TO 13/8/2018	1	45.08	
INV 9007950314/08/2018		WATER CORPORATION	STANDPIPE - 2801 SOUTHERN BROOK RD GRASS VALLEY - 14/06/2018 TO 13/8/2018	1	45.08	
INV 9007891702/08/2018		WATER CORPORATION	HOOPER PARK - PLAYGROUND - 29/05/2018 TO 01/8/2018	1	28.69	
INV 9007949915/08/2018		WATER CORPORATION	STANDPIPE - GRASS VALLEY RD - 15/06/2018 TO 14/8/2018	1	45.08	

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INV 90079511	14/08/2018	WATER CORPORATION	STANDPIPE - CHITIBIN RD GRASS VALLEY RD - 14/06/2018 TO 13/8/2018	1	45.08	
DD12803.1	07/08/2018	WA SUPER	Payroll deductions	1		22,783.67
INV SUPER	07/08/2018	WA SUPER	Superannuation contributions	1	19,999.25	
INV DEDUCT07/08/2018	07/08/2018	WA SUPER	Payroll deductions	1	1,549.79	
INV DEDUCT07/08/2018	07/08/2018	WA SUPER	Payroll deductions	1	94.15	
INV DEDUCT07/08/2018	07/08/2018	WA SUPER	Payroll deductions	1	35.48	
INV DEDUCT07/08/2018	07/08/2018	WA SUPER	Payroll deductions	1	271.70	
INV DEDUCT07/08/2018	07/08/2018	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT07/08/2018	07/08/2018	WA SUPER	Payroll deductions	1	375.00	
INV DEDUCT07/08/2018	07/08/2018	WA SUPER	Payroll deductions	1	88.44	
INV DEDUCT07/08/2018	07/08/2018	WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT07/08/2018	07/08/2018	WA SUPER	Payroll deductions	1	143.44	
DD12803.2	07/08/2018	HOSTPLUS SUPER	Superannuation contributions	1		385.70
INV SUPER	07/08/2018	HOSTPLUS SUPER	Superannuation contributions	1	385.70	
DD12803.3	07/08/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1		133.66
INV SUPER	07/08/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1	133.66	
DD12803.4	07/08/2018	DO NOT USE - SEE SUNSUPER -KINETIC SUPER	Superannuation contributions	1		147.18
INV SUPER	07/08/2018	DO NOT USE - SEE SUNSUPER -KINETIC SUPER	Superannuation contributions	1	147.18	
DD12803.5	07/08/2018	ESSENTIAL SUPER	Superannuation contributions	1		156.03
INV SUPER	07/08/2018	ESSENTIAL SUPER	Superannuation contributions	1	156.03	
DD12803.6	07/08/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		208.02

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	07/08/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	208.02	
DD12803.7	07/08/2018	PRIME SUPER	Superannuation contributions	1		191.99
INV SUPER	07/08/2018	PRIME SUPER	Superannuation contributions	1	191.99	
DD12803.8	07/08/2018	ONEPATH	Superannuation contributions	1		191.99
INV SUPER	07/08/2018	ONEPATH	Superannuation contributions	1	191.99	
DD12803.9	07/08/2018	MEDIA SUPER	Superannuation contributions	1		220.99
INV SUPER	07/08/2018	MEDIA SUPER	Superannuation contributions	1	220.99	
DD12804.1	08/08/2018	BANKWEST	CHADD HUNT MASTERCARD 22/6/18 TO 23/7/2018	1		5,346.01
INV R RAYSON	08/08/2018	BANKWEST	ROSS RAYSON MASTERCARD 22/6/2018 TO 23/7/18	1	3,087.04	
INV C YOUNG	08/08/2018	BANKWEST	COLIN YOUNG MASTERCARD 22/6/18 TO 23/7/18	1	62.92	
INV J WHITE	08/08/2018	BANKWEST	JASON WHITEAKER MASTERCARD 22/6/18 TO 23/7/18	1	397.07	
INV C KLEY	08/08/2018	BANKWEST	CLINTON KLEYNHANS MASTERCARD 22/6/18 TO 23/7/18	1	1,256.07	
INV B RUTTE	08/08/2018	BANKWEST	BRENDON RUTTER MASTERCARD 22/6/18 TO 23/7/2018	1	452.91	
INV C HUNT	08/08/2018	BANKWEST	CHADD HUNT MASTERCARD 22/6/18 TO 23/7/2018	1	90.00	
DD12812.1	07/08/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		-391.65
INV REVERS	07/08/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	-391.65	
DD12814.1	07/08/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		391.65
INV SUPER	13/08/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	391.65	
DD12817.1	13/08/2018	FINES ENFORCEMENT REGISTRY	FINES ENFORCEMENT UNPAID INFRINGEMENTS	1		63.50
INV 22752339	13/08/2018	FINES ENFORCEMENT REGISTRY	FINES ENFORCEMENT UNPAID INFRINGEMENTS	1	63.50	
DD12845.1	21/08/2018	WA SUPER	Payroll deductions	1		22,491.27
INV SUPER	21/08/2018	WA SUPER	Superannuation contributions	1	19,778.65	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT21/08/2018		WA SUPER	Payroll deductions	1	1,426.20	
INV DEDUCT21/08/2018		WA SUPER	Payroll deductions	1	98.49	
INV DEDUCT21/08/2018		WA SUPER	Payroll deductions	1	45.22	
INV DEDUCT21/08/2018		WA SUPER	Payroll deductions	1	309.41	
INV DEDUCT21/08/2018		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT21/08/2018		WA SUPER	Payroll deductions	1	375.00	
INV DEDUCT21/08/2018		WA SUPER	Payroll deductions	1	88.44	
INV DEDUCT21/08/2018		WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT21/08/2018		WA SUPER	Payroll deductions	1	143.44	
DD12845.2	21/08/2018	HOSTPLUS SUPER	Superannuation contributions	1		674.70
INV SUPER	21/08/2018	HOSTPLUS SUPER	Superannuation contributions	1	674.70	
DD12845.3	21/08/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1		167.07
INV SUPER	21/08/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1	167.07	
DD12845.4	21/08/2018	DO NOT USE - SEE SUNSUPER -KINETIC SUPER	Superannuation contributions	1		164.36
INV SUPER	21/08/2018	DO NOT USE - SEE SUNSUPER -KINETIC SUPER	Superannuation contributions	1	164.36	
DD12845.5	21/08/2018	ESSENTIAL SUPER	Superannuation contributions	1		156.02
INV SUPER	21/08/2018	ESSENTIAL SUPER	Superannuation contributions	1	156.02	
DD12845.6	21/08/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		208.64
INV SUPER	21/08/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	208.64	
DD12845.7	21/08/2018	PRIME SUPER	Superannuation contributions	1		191.99
INV SUPER	21/08/2018	PRIME SUPER	Superannuation contributions	1	191.99	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12845.8	21/08/2018	ONEPATH	Superannuation contributions	1		191.99
INV SUPER	21/08/2018	ONEPATH	Superannuation contributions	1	191.99	
DD12845.9	21/08/2018	MEDIA SUPER	Superannuation contributions	1		212.41
INV SUPER	21/08/2018	MEDIA SUPER	Superannuation contributions	1	212.41	
DD12854.1	21/08/2018	WA SUPER	Superannuation contributions	1		82.99
INV SUPER	29/08/2018	WA SUPER	Superannuation contributions	1	82.99	
DD12860.1	29/08/2018	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT SHIRE OF NORTHAM AUGUST 2018	1		1,046.85
INV AUG 2018	29/08/2018	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT SHIRE OF NORTHAM AUGUST 2018	1	1,046.85	
DD12803.10	07/08/2018	UNISUPER	Superannuation contributions	1		210.29
INV SUPER	07/08/2018	UNISUPER	Superannuation contributions	1	210.29	
DD12803.11	07/08/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,399.89
INV SUPER	07/08/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,303.00	
INV DEDUCT	07/08/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	96.89	
DD12803.12	07/08/2018	REST INDUSTRY SUPER	Superannuation contributions	1		755.38
INV SUPER	07/08/2018	REST INDUSTRY SUPER	Superannuation contributions	1	755.38	
DD12803.13	07/08/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		259.38
INV SUPER	07/08/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	259.38	
DD12803.14	07/08/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		204.47
INV SUPER	07/08/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	204.47	
DD12803.15	07/08/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		522.64

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	07/08/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	522.64	
DD12803.16	07/08/2018	AMP LIFE LIMITED	Superannuation contributions	1		460.47
INV SUPER	07/08/2018	AMP LIFE LIMITED	Superannuation contributions	1	460.47	
DD12803.17	07/08/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	07/08/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	
DD12803.18	07/08/2018	SUNSUPER	Superannuation contributions	1		459.92
INV SUPER	07/08/2018	SUNSUPER	Superannuation contributions	1	459.92	
DD12845.10	21/08/2018	UNISUPER	Superannuation contributions	1		296.74
INV SUPER	21/08/2018	UNISUPER	Superannuation contributions	1	296.74	
DD12845.11	21/08/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,496.60
INV SUPER	21/08/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,397.72	
INV DEDUCT	21/08/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	98.88	
DD12845.12	21/08/2018	REST INDUSTRY SUPER	Superannuation contributions	1		967.33
INV SUPER	21/08/2018	REST INDUSTRY SUPER	Superannuation contributions	1	967.33	
DD12845.13	21/08/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		259.38
INV SUPER	21/08/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	259.38	
DD12845.14	21/08/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		184.15
INV SUPER	21/08/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	184.15	
DD12845.15	21/08/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		522.64
INV SUPER	21/08/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	522.64	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12845.16	21/08/2018	AMP LIFE LIMITED	Superannuation contributions	1		460.47
INV SUPER	21/08/2018	AMP LIFE LIMITED	Superannuation contributions	1	460.47	
DD12845.17	21/08/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	21/08/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	
DD12845.18	21/08/2018	SUNSUPER	Superannuation contributions	1		460.54
INV SUPER	21/08/2018	SUNSUPER	Superannuation contributions	1	460.54	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,835,912.89
2	TRUST FUND	12,151.82
TOTAL		1,848,064.71

Attachment 2

Payment dates 1st of August 2018 to 31st August 2018

- Municipal Fund payment cheque numbers 34995 to 35011 Total \$73,051.25.
- Trust Fund payment cheque numbers 2046 total \$200.75.

Electronic Funds Transfer

- Municipal Fund EFT30652 to EFT30941 Total \$1,707,947.87.
- Trust Fund \$11,951.07.

Direct Debits Total \$66,864.84.

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
	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019
July	\$ 72,564.23	\$1,848,659.36	\$ 68,661.59	\$ 521,361.23	\$ 2,511,246.41
August	\$ 73,252.00	\$1,707,947.87	\$ 66,864.84	\$ 416,983.90	\$ 2,265,048.61
September					\$ -
October					\$ -
November					\$ -
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
<b>Total</b>	<b>\$145,816.23</b>	<b>\$3,556,607.23</b>	<b>\$135,526.43</b>	<b>\$938,345.13</b>	<b>\$4,776,295.02</b>

The Following table presents all payments made for the month from Council credit cards paid by direct debit 12804.1

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services		
LINKEDIN-3171385706	39.99	
CALTEX STAR MART MNDARING	112.44	
M.A.L. AUTOMOTIVE -HEAVY VEHICLE INSPECTION	195.15	
COMMUNITY BUS		
M.A.L. AUTOMOTIVE -HEAVY VEHICLE INSPECTION KILLARA 2	195.15	
BUS		
CALTEX STAR MART MUNDARING	107.07	

Summary Credit Card Payments	\$	Total
PHAPS PTY LTD-STAFF LUNCH ENGINEERING TEAM END OF FINANCIAL YEAR	298.50	
COLES -STAFF QTL BARBEQUE	98.40	
LIQUOR BARONS -STAFF QTL BARBEQUE REFRESHMENTS	97.98	
CALTEX STAR MART MUNDARING	111.39	1,256.07
CESM		
WOOLWORTHS - FOOD AND REFRESHMENTS	26.84	
WOOLWORTH -FOOD	15.95	
COLES - FOOD	9.50	
WOOLWORTHS - FOOD & REFRESHMENTS	16.83	
WOOLWORTHS - FOOD & REFRESHMENTS	19.97	
WUNDOWIE SPRINGS - FOOD & REFRESHMENTS	8.82	
NORTHAM ASIAN - FOOD	117.00	
BFC TRIAL KIT BAGS FOR BFCO'S	258.00	
BFC TRIAL KIT BAGS FOR BFCO'S DISCOUNT	-20.00	452.91
Executive Manager Corporate Services		
MICROSOFT - LICENCE FOR OFFICE 365 MONTHLY	62.92	62.92
Executive Manager Community Services		
GOBOTECH - STOCK STEEL/COURSE SCATTER	355.05	
ADOBE PS CREATIVE CLD MONTHLY FEE	270.54	
VENUESLIVE MANAGEMENT - OPTUS STADIUM TOURS KILLARA	120.00	
NORTHAM COURT DOJ - MRO APPLICATION	128.00	
LAHA PTY LTD WATER EFFECT LIGHT	1235.00	
PANDA CHINESE RESTAURANT	300.00	
KP PRODUCTIONTYPE COM -PARIS DESKTOP & WEB LICENCE 6 USERS	386.95	
AUSTRALIAN EVENT - AWARDS & SYMPOSIUM BALLOON FIESTA	291.50	3,087.04
Executive Manager Development Services		
SUBWAY - SAT MEDIATION 22/6/18	90.00	90.00
Chief Executive Officer		
APRIL 27 CAFE 29/6/18 - REFRESHMENTS	5.00	
CITY OF PERTH CAR PARK-TOURISM WA MEETING	12.10	
CALTEX STAR MART MUNDARING 4/7/18	95.77	
SUBWAY NORTHAM 20/7/18 RRG MEETING REIMBURSIBLE	264.80	
FOREIGN TRANSACTION FEES	19.40	397.07
<b>Total Credit Card Expenditure</b>		<b>\$ 5,346.01</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 \$2,265,048.61 was submitted to the Ordinary Meeting of Council on Wednesday, 19 September 2018.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,265,048.61 was submitted to each member of the Council on Wednesday, 19 September 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 31 July and 31 August 2018

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Zoe Macdonald Accountant
Responsible Officer:	Colin Young Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement	Simple Majority
Press release to be issued:	No

#### BRIEF

For Council to receive the Financial Statement for the periods ending 31 July 2018 & 31 August 2018.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31 July 2018.

Attachment 2: Financial Statement for the period ending 31 August 2018.

#### BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 31st May 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

#### Operating Income

1. General purpose funding is under budget 7.44% predominantly due to the timing of interest income, \$18,652.
2. Recreation & culture is over budget by \$53,495 due to the timing of grant funding associated with the town hall render, this revenue was budgeted to be received in the 17/18 financial year, as such it will be amended as part of the budget review process.
3. Transport is under budget by \$116,087, due to the timing of the Mains Road Direct Grant, this revenue is expected to be accounted for in September.
4. Economic Services is under budget 39.25% predominantly due to the timing of the Avon decent festival grant funding of \$27,000.

#### Operating Expenditure

5. Community amenities is under budget \$59,996 due predominantly to the timing of rubbish site maintenance, \$32,159 being brought to account.

#### Operating Income by Nature and Type

6. Operating Grants are under budget \$89,044 due to the items disclosed at points 2 & 3 above.
7. Interest revenue is under budget \$18,652, timing.

#### Operating Expenditure by Nature and Type

8. Employee costs are over budget \$12% due to a higher concentration on maintenance works than budgeted, offset capital works.
9. Materials and contracts is under budget 25% due to the timing of items presented below;
  - Rubbish site Maintenance \$32,159
  - Parts and Repairs \$29,715
  - Festival and Events \$22,662
  - Road Maintenance \$43,661, budget timing requires adjusting
  - Verge Maintenance \$20,916
  - Parks and Gardens and Reserves \$25,000
10. Insurance is over budget due to the timing of the insurance payments, corrects September.

### 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

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the periods ending 31 July 2018 & 31 August 2018.

Attachment 1



Shire of Northam

**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 JULY 2018**

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Notes to and Forming Part of the Statement	
1 Acquisition of Assets	5 to 8
2 Disposal of Assets	9 to 10
3 Information on Borrowings	11
4 Reserves	12
5 Net Current Assets	13



**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 JULY 2018**

	NOTE	18/19 Budget \$	Ytd Budget \$	Ytd Actual \$	Variations Actuals to Budget \$	Variations Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance		35,400	863	322	(542)	(62.75%)
General Purpose Funding Other		2,195,476	35,034	7,893	(27,141)	(77.47%)
General Purpose Funding Rates		10,109,814	0	0	0	#DIV/0!
Law, Order, Public Safety		1,400,880	11,078	40,835	29,759	268.88%
Health		81,000	4,740	25,777	21,037	443.82%
Education and Welfare		1,335,198	291,172	282,812	(8,260)	(2.84%)
Housing		44,568	3,713	5,283	1,570	42.28%
Community Amenities		2,648,293	14,670	43,775	29,105	198.40%
Recreation and Culture		6,194,753	14,465	3,481	(10,984)	(75.94%)
Transport		2,102,594	18,414	14,974	(3,440)	(18.68%)
Economic Services		686,402	28,477	12,652	(15,825)	(55.57%)
Other Property and Services		60,200	5,015	4,191	(824)	(16.43%)
<b>Total Operating Revenue</b>		<b>26,804,378</b>	<b>427,639</b>	<b>442,083</b>	<b>14,454</b>	<b>3.36%</b>
<b>Expenses</b>						
Governance		(1,306,014)	(111,138)	(96,063)	15,075	13.56%
General Purpose Funding		(283,705)	(22,772)	(20,755)	2,017	8.86%
Law, Order, Public Safety		(1,265,540)	(73,039)	(70,653)	2,386	3.27%
Health		(299,775)	(21,459)	(24,587)	(3,128)	(14.58%)
Education and Welfare		(1,372,112)	(94,863)	(90,494)	4,169	4.40%
Housing		(74,259)	(2,898)	(1,475)	1,423	49.11%
Community Amenities		(3,460,527)	(102,318)	(105,899)	(3,581)	(3.50%)
Recreation & Culture		(4,606,921)	(215,369)	(133,672)	81,697	37.93%
Transport		(5,498,594)	(147,498)	(165,025)	(17,527)	(11.88%)
Economic Services		(2,689,610)	(182,228)	(115,206)	67,022	36.78%
Other Property and Services		(27,141)	24,235	(19,387)	(43,622)	179.99%
<b>Total Operating Expenses</b>		<b>(20,884,199)</b>	<b>(948,147)</b>	<b>(843,215)</b>	<b>105,832</b>	<b>11.16%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		75,848	0	0	0	
Movement in Employee Benefit Provisions		0	0	14,343	14,343	
Depreciation on Assets		4,363,387	0	0	0	#DIV/0!
<b>Non Operating Items</b>						
Purchase Land Held for Resale		0	0	0	0	
Purchase Land and Buildings		(1,899,240)	(9,358)	(7,200)	2,158	23.06%
Purchase Plant and Equipment		(1,722,250)	(15,294)	0	15,294	100.00%
Purchase Furniture and Equipment		(76,776)	(375)	0	375	100.00%
Purchase Bush Fire Equipment		0	0	0	0	
Purchase Playground Equipment		0	0	0	0	
Purchase Infrastructure Assets - Roads		(4,060,569)	(38,124)	85,118	123,242	323.27%
Purchase Infrastructure Assets - Bridges		(337,861)	(49,967)	(49,967)	(0)	
Purchase Infrastructure Assets - Footpaths		0	0	0	0	#DIV/0!
Purchase Infrastructure Assets - Drainage		(1,734,384)	(28,913)	(10,000)	18,913	65.41%
Purchase Infrastructure Assets - Parks & Ovals		(2,717,581)	(11,832)	(855)	10,977	92.77%
Purchase Infrastructure Assets - Airfields		(59,200)	(4,933)	0	4,933	100.00%
Purchase Infrastructure Assets - Streetscape		(191,000)	(15,083)	(721)	14,362	95.22%
Purchase Infrastructure Assets - Other		(8,445,177)	(9,808)	0	9,808	100.00%
Proceeds from Disposal of Assets		450,113	793,139	0	(793,139)	100.00%
Repayment of Debentures		(227,381)	(227,611)	(60,341)	167,270	73.49%
Proceeds from New Debentures		2,800,000	2,800,000	0	(2,800,000)	
Self-Supporting Loan Principal Income		25,085	24,073	0	(24,073)	100.00%
Transfers to Restricted Assets (Reserves)		(1,029,767)	(1,546,211)	(1,226)	1,544,985	
Transfers from Restricted Asset (Reserves)		3,217,756	3,071,085	0	(3,071,085)	
<b>ADD Net Current Assets July 1 B/Fwd</b>		<b>5,448,818</b>	<b>5,117,156</b>	<b>5,117,156</b>	<b>(0)</b>	
<b>LESS Net Current Assets Year to Date</b>		<b>0</b>	<b>9,326,436</b>	<b>4,660,420</b>	<b>(4,646,016)</b>	
<b>Surplus</b>		<b>(0)</b>	<b>0</b>	<b>(14,714)</b>	<b>(14,714)</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 31 JULY 2018

1. OPERATING STATEMENT

	Note	18/19 Budget \$	Ytd Budget	Ytd Actual \$	Variations Actuals to Budget \$	Variations Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		10,109,614	14,244	0	(14,244)	-100%
Operating Grants Subsidies and Contributions		4,379,720	277,070	308,043	30,973	11%
Fees and Charges		3,964,894	75,434	73,698	(1,736)	-2%
Interest Earnings		391,500	11,666	5,473	(6,193)	-53%
Other Revenue		751,571	49,225	19,809	(29,416)	-60%
<b>TOTAL OPERATING REVENUE</b>		<b>19,597,299</b>	<b>427,639</b>	<b>407,023</b>	<b>(20,616)</b>	<b>-5%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(8,083,630)	(584,061)	(511,786)	72,275	12%
Materials and Contracts		(6,531,974)	(279,303)	(158,025)	121,278	43%
Utility Charges		(952,576)	(3,439)	(18,991)	(15,552)	-452%
Depreciation of Non Current Assets		(4,363,387)	0	0	0	#DIV/0!
Interest Expenses		(133,094)	(7,549)	(1,268)	6,281	83%
Insurance Expenses		(475,846)	(47,571)	(150,002)	(102,431)	-215%
Other Expenditure		(184,609)	(27,224)	(3,141)	24,083	88%
<b>TOTAL OPERATING EXPENSE</b>		<b>(20,725,116)</b>	<b>(949,147)</b>	<b>(843,213)</b>	<b>105,934</b>	<b>-11%</b>
Non Operating Grants Subsidies and Contributions		7,223,845	0	35,068	35,068	#DIV/0!
Profit on Asset Disposals		84,234	0	0	0	#DIV/0!
Loss on Asset Disposals		(160,082)	0	0	0	#DIV/0!
<b>RESULTING FROM OPERATIONS</b>		<b>6,020,180</b>	<b>(521,508)</b>	<b>(401,122)</b>	<b>120,386</b>	<b>-23%</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2018

2. BALANCE SHEET

	18/19	17/18
	YTD Actual	Actual
	\$	Estimated
	\$	\$
<b>CURRENT ASSETS</b>		
Cash Assets	9,135,888	9,699,754
Receivables	2,593,108	4,033,786
Inventories	1,224	1,224
<b>TOTAL CURRENT ASSETS</b>	<u>11,730,220</u>	<u>13,734,764</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	583,192	583,191
Land and Buildings	53,589,422	53,582,223
Property, Plant and Equipment	6,998,483	6,600,355
Infrastructure	147,214,202	147,628,583
<b>TOTAL NON-CURRENT ASSETS</b>	<u>208,385,299</u>	<u>208,394,352</u>
<b>TOTAL ASSETS</b>	<u>220,115,519</u>	<u>222,129,116</u>
<b>CURRENT LIABILITIES</b>		
Payables	527,791	2,079,925
Interest-bearing Liabilities	164,039	224,381
Provisions	1,064,296	1,064,296
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,756,126</u>	<u>3,368,602</u>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	1,783,681	1,783,681
Provisions	271,813	271,813
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>2,055,494</u>	<u>2,055,494</u>
<b>TOTAL LIABILITIES</b>	<u>3,811,620</u>	<u>5,424,096</u>
<b>NET ASSETS</b>	<u>216,303,899</u>	<u>216,705,020</u>
<b>EQUITY</b>		
Retained Surplus	88,038,303	88,440,651
Reserves - Cash Backed	6,118,940	6,117,713
Reserves - Asset Revaluation	122,146,656	122,146,656
<b>TOTAL EQUITY</b>	<u>216,303,899</u>	<u>216,705,020</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2018

3. ACQUISITION OF ASSETS	18/19 Budget \$	18/19 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	42,276	0
Server Upgrade	30,000	0
<b>Law, Order &amp; Public Safety</b>		
Rangers Ute	47,000	0
Irish Town Light Tanker	169,800	0
Grass Valley Fire shed Earthworks	288,919	0
Bakers Hill Fire Shed	339,000	0
Electronic Conversion of Standpipe	14,500	0
CCTV - Stage 1 & 2	235,814	0
<b>Education &amp; Welfare</b>		
LTM Playgroup	13,850	0
Upgrade Memorial Hall	10,000	0
Killara Commuter Bus	73,539	0
Killara Bus	141,809	0
<b>Housing</b>		
Kurringal Units Upgrade	-	0
<b>Community Amenities</b>		
Cemetery Toilet	11,536	0
King Creek Drainage	80,395	545
Area Drainage	186,669	-1
Design of Recycling Station Inkpen	10,000	0
Old Quarry Drainage	100,000	0
Rehab Investigation Old Tip Site	35,000	0
Upgrade Aerators	0	0
NRM Grant Capital Expenditure	40,100	0
Investigation Environmental Works, Avon River		0
Cemetery Lot development	18,121	0
CBD Works - Street Scaping	181,000	721

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Town Hall Upgrades		20,250	0
Upgrade Rec Centre CCTV		24,500	0
Upgrade Emergency Exit door		6,035	0
Paint Non-slip Floor		4,500	0
Purchase Lot 1 GEH		220,000	0
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Replace Sewer Line Wundowie Library C/fwd		14,300	0
General Library Upgrades		50,000	0
Repairs to Exterior Steps Northam Library C/fwd		20,000	0
Old Railway Station Precinct Upgrade C/fwd		50,000	0
Old Railway Station Precinct Exit Gates		13,000	0
AVVVA - Drainage Works		22,850	0
AVVVA - Roof Replacement C/fwd		145,000	0
AVVVA - Brick Pointing		8,850	0
Community Coaster Bus		120,903	0
Wundowie Family Space		50,000	0
Wundowie Basketball Courts Upgrade		80,000	0
St Johns Ambulance Site Improvements		80,000	0
Artificial Hockey Turf		400,000	0
Bridge Crossing Fixings C/fwd		10,000	0
POS Playground Improvements		141,995	855
BMX Lighting		90,000	0
Bert Hawke - Drainage C/fwd		40,000	0
Bert Hawke - Lighting C/fwd		20,000	0
Northam Youth Space C/fwd		1,575,586	0
Wundowie Pool Bowl Repainting		10,000	0
Swimming Pool Redevelopment		7,991,642	0
<b>Transport</b>			
Northam Depot Redesign		10,000	0
PN1218 Mitsubishi Fuso C/fwd		120,000	0
PN0908 Volvo Back hoe Loader BL71		189,915	0
PN1221 4T Truck C/fwd		92,135	0
PN2240 Wood Chipper		130,000	0
PN1222 3.5T Truck C/fwd		78,745	0
P100 Cricket Wicket roller		35,000	0
PN1501 Hino Water Truck FM500		292,915	0
PN1401 Mazda BT50 Tray top		30,550	0
Traffic Counter		15,585	0
Kerb Edging Machine		14,673	0
Jennapullin Road C/fwd		214,952	-146,009

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Spencers Brook Road SLK 5400 - 7360		283,773	0
Spencers Brook Road SLK 12800 - 14600		353,521	26,881
Spencers Brook Road		31,246	25,912
Mudalla Way		32,158	0
Fitzgerald Street SLK		50,000	0
Fermoy Road		5,000	0
Glass Avenue		94,958	0
Mervyn Street		34,896	0
Katrine Road C/Fwd		62,586	4,347
Cody Street		23,885	0
Foreman Street		22,136	0
Cook Street		27,382	0
Balga Tce		84,514	0
Gregory Street		73,860	0
Wellington Street		84,849	0
Wellington Street West		68,731	0
Selby Street		67,819	0
Gordon Street		27,662	0
Byfield Street		115,835	0
Irishtown Road		192,259	0
Maintenance Capitalised		100,000	0
Coats Road		115,100	0
Newman Road		20,000	0
O'Neill Road		284,028	0
Charles Street		136,716	0
East Street		130,857	0
Coates Road		155,317	0
Mitchell Avenue		101,338	0
Laneway Land Acquisition		57,000	0
GEH Upgrade		419,936	0
Keane Street		118,000	0
Kerb Renewal		99,565	3,751
Chinganning Road C/fwd		80,087	0
Gravel Resheeting		223,365	0
Elizabeth Place Carpark Resurfacing		65,000	0
Beavis Place		45,024	0
St George Street		21,543	0
Lobellia Avenue		49,967	49,967
GEH Bakers Hill		118,431	0
Tames Road		57,375	0
BKB Footpath		45,521	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Actual \$
Drainage - Rural		1,442,330	9,456
Culvert Renewal		59,238	0
Repair Leach Drains Airport		9,200	0
New Hanger Water Feeds Airport		50,000	0
			0
<b>Economic Services</b>			
AEIC Building		403,000	7,200
Old Fire Station, Repairs Windows		5,800	0
Old fire Station, Brick Pointing		7,850	0
Bakers Drainage		25,000	0
Water Pump Station Upgrade		169,681	0
Signage Tower GEH Mitchell Avenue		10,000	0
		<u>21,244,048</u>	<u>129,635</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Actual \$
<u>By Class</u>			
Land Held for Resale		0	0
Land and Buildings		1,899,240	7,200
Plant and Equipment		1,722,250	0
Furniture and Equipment		76,776	0
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		4,060,569	(85,118)
Infrastructure Assets - Footpaths		337,861	49,967
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		1,734,394	10,000
Infrastructure Assets - Parks & Ovals		2,717,581	855
Infrastructure Assets - Airfields		59,200	0
Infrastructure Assets - Streetscape		191,000	721
Infrastructure Assets - Other		8,445,177	0
		<u>21,244,048</u>	<u>-16,375</u>



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 JULY 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)	
	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$
<b>Law Order &amp; Public Safety</b>						
Killarra Community Care Bus C/fwd	20,347	0	32,400	0	12,053	0
<b>Education &amp; Welfare</b>						
Community Coaster Bus C/fwd	26,222	0	23,000	0	(3,222)	0
Killarra Commuter Bus C/fwd	24,370	0	68,181	0	43,811	0
<b>Community Amenities</b>						
Toyota Coaster Bus (Community)	22,901	0	45,000	0	22,099	0
<b>Recreation &amp; Culture</b>						
<b>Transport</b>						
PN1514 Rangers Triton Ute 4*4	43,000	0	45,000	0	2,000	0
PN1218 Mitsubishi Fuso C/fwd	97,225	0.00	30,000	0	(67,225)	0
PN0908 Volvo Back Hoe Loader BL71	60,912	0	45,000	0	(15,912)	0
PN1221 4T Truck C/fwd	30,320	0	29,093	0	(1,227)	0
PN2240 Wood Chipper	42,329	0	43,000	0	671	0
PN1222 3.5T Truck C/fwd	3,400	0	5,000	0	1,600	0
Speed Alert Trailer	0	0	2,000	0	2,000	0
P100 Cricket Wicket Roller	138,098	0	72,000	0	(66,098)	0
PN1501 Hino Water Truck, FM500	16,837	0	10,439	0	(6,398)	0
	525,961	0	450,113	0	(75,848)	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2018

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$
<b>Plant &amp; Equipment</b>						
PN1514 Rangers Triton Ute 4*4	20,347	0	32,400	0	12,053	0
Killarra Commuter Bus C/fwd	26,222	0	23,000	0	(3,222)	0
Killarra Community Care Bus C/fwd	24,370	0	68,181	0	43,811	0
Toyota Coaster Bus (Community)	22,901	0	45,000	0	22,099	0
PN1218 Mitsubishi Fuso C/fwd	43,000	0	45,000	0	2,000	0
PN0908 Volvo Back Hoe Loader BL71	97,225	0	30,000	0	(67,225)	0
PN1221 4T Truck C/fwd	60,912	0	45,000	0	(15,912)	0
PN2240 Wood Chipper	30,320	0	29,093	0	(1,227)	0
PN1222 3.5T Truck C/fwd	42,329	0	43,000	0	671	0
P100 Cricket Wicket Roller	3,400	0	5,000	0	1,600	0
Speed Alert Trailer	0	0	2,000	0	2,000	0
PN1501 Hino Water Truck, FM500	138,098	0	72,000	0	(66,098)	0
PN1401 Mazda BT50 Tray Top	16,837	0	10,439	0	(6,398)	0
	525,961	0	450,113	0	(75,848)	0
					18/19 Budget \$	Ytd Actual \$
<b>Summary</b>						
Profit on Asset Disposals					84,234	0
Loss on Asset Disposals					(160,082)	0
					(75,848)	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2018

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		18/19 Budget	Ytd Actual	18/19 Budget	Ytd Actual	18/19 Budget	Ytd Actual	18/19 Budget	Ytd Actual
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation &amp; Culture</b>									
Loan 208 - Northam Country Club ** 7.36%	9,365	0	0	6,128	0	3,237	9,365	624	0
Loan 219A - Northam Bowling Club ** 3.18%	182,007	0	0	18,967	0	163,040	182,007	6,870	0
Loan 223 - Recreation Facilities 6.06%	252,562	0	0	122,513	60,341	130,049	192,221	15,099	1,268
Loan 224 - Recreation Facilities 6.48%	860,271	0	0	43,876	0	816,395	860,271	60,776	0
Loan New - Swimming Pool	0	2,400,000	0	0	0	2,400,000	0	0	0
Loan New - Youth Space	0	500,000	0	0	0	500,000	0	0	0
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase 6.48%	703,858	0	0	35,898	0	667,960	703,858	49,726	0
	2,008,063	2,900,000	0	227,381	60,341	4,680,682	1,947,722	133,094	1,268

Note: \*\* indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.

Loan 221 - No longer a self supporting loan to Northam Aero Club now financed by general purpose revenue.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2018

	18/19 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	217,338	4,260	5,000		226,597	217,338	47			217,385
Employee Liability Reserve	418,145	8,196			426,340	418,145	84			418,229
Housing Reserve	259,499	6,086			264,586	259,499	52			259,551
Reticulation Scheme Reserve	89,088	1,354	10,000		80,442	89,088	14			69,102
Office Equipment Reserve	101,066	1,981		(72,276)	30,771	101,066	33			101,099
Plant & Equipment Reserve	109,879	2,154	330,000	(315,885)	126,448	109,879	22			109,901
Road & Bridgeworks Reserve	77,723	1,523	10,000		89,246	77,723	16			77,739
Refuse Site Reserve	476,794	9,345	180,000		666,139	476,794	96			476,890
Regional Development Reserve	91,481	1,793		(80,000)	13,274	91,481	18			91,499
Speedway Reserve	144,261	2,828			147,088	144,261	29			144,290
Community Bus Replacement Reserve	63,105	1,433		(62,000)	2,538	63,105	13			63,118
Septage Pond Reserve	191,430	3,752	71,223		266,405	191,430	38			191,468
Killara Reserve	375,484	7,360	4,000	(124,167)	262,677	375,484	75			375,559
Stormwater Drainage Projects Reserve	129,330	2,535		(100,000)	31,865	129,330	26			129,356
Recreation and Community Facilities Reserve	1,809,999	35,476	158,965	(1,886,228)	118,212	1,809,999	359			1,810,358
Administration Office Reserve	691,211	13,548		(337,500)	367,259	691,211	126			691,337
Council Buildings & Amenities Reserve	308,750	6,052	55,579	(175,000)	195,381	308,750	52			308,812
River Town Pool Dredging Reserve	303,220	6,943	50,000		359,163	303,220	51			303,281
Parking Facilities Construction Reserve	211,280	4,141		(65,000)	150,421	211,280	42			211,322
Art Collection Reserve	22,680	445			23,125	22,680	5			22,685
Election Reserve	163	3	15,000		15,166	163	-			163
Revaluation Reserve	40,463	793	20,000		61,256	40,463	9			40,471
<b>Total Cash Backed Reserves</b>	<b>6,112,388</b>	<b>120,000</b>	<b>909,767</b>	<b>(3,217,756)</b>	<b>3,824,399</b>	<b>6,112,388</b>	<b>1,226</b>			<b>6,113,614</b>

Total Interest 1,029,767

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2018

	18/19 Budget	Ytd Actual	Estimated 17/18 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	2,954,914	3,575,038
Cash - Restricted Unspent Grants	0	55,034	0
Cash - Restricted Reserves	3,924,399	6,125,940	6,124,714
Self Supporting Loan	26,500	16,818	16,818
Sundry Debtors	143,816	324,464	1,458,767
Rates - Current	1,900,000	1,874,573	1,981,652
Pensioners Rates Rebate	0	13,664	14,928
Provision for Doubtful Debts	100,000	(142,499)	(142,499)
GST Receivable	0	40,870	238,907
Accrued Income/Prepayments	0	465,216	465,216
Inventories	1,000	1,224	1,224
	<u>6,295,715</u>	<u>11,730,218</u>	<u>13,734,764</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(1,703,361)	(228,758)	(1,450,291)
Rates Income in Advance	(280,000)	(265,448)	(238,427)
GST Payable	0	(23,394)	(143,310)
Accrued Salaries & Wages	0	0	(57,702)
Accrued Interest on Debentures	0	(17,733)	(31,275)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	(166,462)
Withholding Tax Payable	0	(74)	0
Payg Payable	0	7,616	7,542
Loan Liability	(227,381)	(164,039)	(224,381)
Provision for Annual Leave	(605,891)	(605,891)	(605,891)
Provision for Long Service Leave	(458,405)	(458,405)	(458,405)
Other Payables	0	0	0
	<u>(3,275,038)</u>	<u>(1,756,126)</u>	<u>(3,368,602)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>3,020,677</b>	<b>9,974,092</b>	<b>10,366,162</b>
Less: Cash - Reserves - Restricted	(3,924,399)	(6,125,940)	(6,124,714)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition	0	0	0
Less: Loans receivable - clubs/institutions	0	0	(16,818)
Add: Current Loan Liability	227,381	164,039	224,381
Add: Leave Liability Reserve	426,341	418,229	418,145
Add: Budgeted Leave	250,000	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>0</b>	<b>4,680,420</b>	<b>5,117,156</b>



**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 AUGUST 2018**

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SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 AUGUST 2018

	NOTE	18/19 Budget \$	Ytd Budget \$	Ytd Actual \$	Variations Actuals to Budget \$	Variations Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance		35,400	21,726	25,766	4,040	18.60%
General Purpose Funding Other	1	2,195,476	476,172	440,724	(35,448)	(7.44%)
General Purpose Funding Rates		10,109,614	9,925,212	9,925,046	(166)	(0.00%)
Law, Order, Public Safety		1,400,880	57,152	69,280	12,128	21.22%
Health		81,000	34,680	27,237	(7,444)	(21.46%)
Education and Welfare		1,335,188	306,838	295,972	(10,866)	(3.54%)
Housing		44,568	7,426	9,886	1,460	19.67%
Community Amenities		2,648,293	1,600,239	1,632,738	32,499	2.03%
Recreation and Culture	2	8,194,753	28,930	82,425	53,495	184.91%
Transport	3	2,102,594	262,133	146,046	(116,087)	(44.28%)
Economic Services	4	696,402	109,473	66,510	(42,963)	(39.25%)
Other Property and Services		60,200	10,030	4,191	(5,839)	(58.22%)
<b>Total Operating Revenue</b>		<b>26,904,378</b>	<b>12,840,011</b>	<b>12,724,821</b>	<b>(115,190)</b>	<b>(0.90%)</b>
<b>Expenses</b>						
Governance		(1,306,014)	(233,016)	(206,413)	26,603	11.42%
General Purpose Funding		(283,705)	(45,544)	(33,413)	12,131	26.64%
Law, Order, Public Safety		(1,265,540)	(155,509)	(139,270)	16,239	10.44%
Health		(299,775)	(48,239)	(54,549)	(5,310)	(10.78%)
Education and Welfare		(1,372,112)	(208,311)	(197,443)	10,868	5.22%
Housing		(74,259)	(9,691)	(4,633)	5,058	52.20%
Community Amenities	5	(3,460,527)	(382,591)	(322,595)	59,996	15.68%
Recreation & Culture		(4,606,921)	(420,924)	(393,235)	27,689	6.58%
Transport		(5,498,594)	(509,586)	(490,446)	19,140	3.76%
Economic Services		(2,689,610)	(349,502)	(361,842)	(12,340)	(3.53%)
Other Property and Services		(27,141)	(77,307)	(73,155)	4,152	5.37%
<b>Total Operating Expenses</b>		<b>(20,884,199)</b>	<b>(2,441,220)</b>	<b>(2,276,995)</b>	<b>164,225</b>	<b>6.73%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		75,848	0	0	0	
Movement in Employee Benefit Provisions		0	0	12,603	12,603	
Depreciation on Assets		4,363,387	0	0	0	#DIV/0!
<b>Non Operating Items</b>						
Purchase Land Held for Resale		0	0	0	0	
Purchase Land and Buildings		(1,899,240)	(159,024)	(10,057)	148,967	93.68%
Purchase Plant and Equipment		(1,722,250)	(28,280)	(23)	28,257	99.92%
Purchase Furniture and Equipment		(76,776)	(750)	0	750	100.00%
Purchase Bush Fire Equipment		0	0	0	0	
Purchase Playground Equipment		0	0	0	0	
Purchase Infrastructure Assets - Roads		(4,060,569)	(226,248)	(162,303)	63,945	28.26%
Purchase Infrastructure Assets - Bridges		(337,861)	(95,486)	(92,298)	3,189	
Purchase Infrastructure Assets - Footpaths		0	0	0	0	#DIV/0!
Purchase Infrastructure Assets - Drainage		(1,734,394)	(57,826)	(57,638)	188	0.32%
Purchase Infrastructure Assets - Parks & Ovals		(2,717,581)	(23,664)	(42,657)	(18,993)	(80.26%)
Purchase Infrastructure Assets - Airfields		(59,200)	(9,866)	0	9,866	100.00%
Purchase Infrastructure Assets - Streetscape		(191,000)	(30,166)	(66,267)	(36,101)	(119.67%)
Purchase Infrastructure Assets - Other		(8,445,177)	(19,616)	0	19,616	100.00%
Proceeds from Disposal of Assets		450,113	793,139	0	(793,139)	100.00%
Repayment of Debentures		(227,381)	(227,611)	(60,341)	167,270	73.49%
Proceeds from New Debentures		2,800,000	2,800,000	0	(2,800,000)	
Self-Supporting Loan Principal Income		25,095	24,073	0	(24,073)	100.00%
Transfers to Restricted Assets (Reserves)		(1,029,787)	(1,546,211)	(2,349)	1,543,862	
Transfers from Restricted Asset (Reserves)		3,217,756	3,071,085	0	(3,071,085)	
<b>ADD Net Current Assets July 1 B/Fwd</b>		<b>5,448,818</b>	<b>5,117,156</b>	<b>5,117,156</b>	<b>(0)</b>	
<b>LESS Net Current Assets Year to Date</b>		<b>0</b>	<b>19,779,494</b>	<b>14,997,046</b>	<b>(4,782,448)</b>	
<b>Surplus</b>		<b>(0)</b>	<b>0</b>	<b>67,127</b>	<b>67,127</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 31 AUGUST 2018

1. OPERATING STATEMENT

	Note	18/19 Budget \$	Ytd Budget	Ytd Actual \$	Variations Actuals to Budget \$	Variations Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		10,109,614	9,925,212	9,925,046	(166)	0%
Operating Grants Subsidies and Contributions	6	4,379,720	797,174	708,130	(89,044)	-11%
Fees and Charges		3,964,894	1,799,486	1,749,043	(50,443)	-3%
Interest Earnings	7	391,500	44,289	25,637	(18,652)	-42%
Other Revenue		751,571	118,850	102,911	(15,939)	-13%
<b>TOTAL OPERATING REVENUE</b>		<b>19,597,299</b>	<b>12,685,011</b>	<b>12,510,767</b>	<b>(174,244)</b>	<b>-1%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs	8	(8,083,630)	(1,186,953)	(1,329,759)	(142,806)	-12%
Materials and Contracts	9	(6,531,974)	(651,076)	(487,448)	163,628	25%
Utility Charges		(952,576)	(81,409)	(85,601)	(4,192)	-5%
Depreciation of Non Current Assets		(4,363,387)	0	0	0	#DIV/0!
Interest Expenses		(133,094)	(7,549)	(1,268)	6,281	83%
Insurance Expenses	10	(475,846)	(452,910)	(309,628)	143,282	32%
Other Expenditure		(184,609)	(61,323)	(63,290)	(1,967)	-3%
<b>TOTAL OPERATING EXPENSE</b>		<b>(20,725,116)</b>	<b>(2,441,220)</b>	<b>(2,276,994)</b>	<b>164,226</b>	<b>-7%</b>
Non Operating Grants Subsidies and Contributions		7,223,845	155,000	214,054	59,054	-38%
Profit on Asset Disposals		84,234	0	0	0	#DIV/0!
Loss on Asset Disposals		(160,082)	0	0	0	#DIV/0!
<b>RESULTING FROM OPERATIONS</b>		<b>6,020,180</b>	<b>10,398,791</b>	<b>10,447,827</b>	<b>49,036</b>	<b>0%</b>

**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 AUGUST 2018**

**2. BALANCE SHEET**

	<b>18/19</b>	<b>17/18</b>
	<b>YTD Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>Estimated</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash Assets	9,562,105	9,699,754
Receivables	12,714,855	4,033,786
Inventories	1,224	1,224
<b>TOTAL CURRENT ASSETS</b>	<u>22,278,184</u>	<u>13,734,764</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	583,192	583,191
Land and Buildings	53,592,280	53,582,223
Property, Plant and Equipment	7,081,569	6,600,355
Infrastructure	147,659,535	147,628,583
<b>TOTAL NON-CURRENT ASSETS</b>	<u>208,916,576</u>	<u>208,394,352</u>
<b>TOTAL ASSETS</b>	<u>231,194,760</u>	<u>222,129,116</u>
<b>CURRENT LIABILITIES</b>		
Payables	759,824	2,079,925
Interest-bearing Liabilities	164,039	224,381
Provisions	1,062,556	1,064,296
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,986,419</u>	<u>3,368,602</u>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	1,783,681	1,783,681
Provisions	271,813	271,813
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>2,055,494</u>	<u>2,055,494</u>
<b>TOTAL LIABILITIES</b>	<u>4,041,913</u>	<u>5,424,096</u>
<b>NET ASSETS</b>	<u>227,152,847</u>	<u>216,705,020</u>
<b>EQUITY</b>		
Retained Surplus	98,886,128	88,440,651
Reserves - Cash Backed	6,120,063	6,117,713
Reserves - Asset Revaluation	122,146,656	122,146,656
<b>TOTAL EQUITY</b>	<u>227,152,847</u>	<u>216,705,020</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2018

3. ACQUISITION OF ASSETS	18/19 Budget \$	18/19 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	42,276	0
Server Upgrade	30,000	0
<b>Law, Order &amp; Public Safety</b>		
Rangers Ute	47,000	0
Irish Town Light Tanker	169,800	0
Grass Valley Fire shed Earthworks	288,919	0
Bakers Hill Fire Shed	339,000	0
Electronic Conversion of Standpipe	14,500	0
CCTV - Stage 1 & 2	235,814	0
<b>Education &amp; Welfare</b>		
LTM Playgroup	13,850	0
Upgrade Memorial Hall	10,000	0
Killara Commuter Bus	73,539	23
Killara Bus	141,809	0
<b>Housing</b>		
Kurringal Units Upgrade	-	0
<b>Community Amenities</b>		
Cemetery Toilet	11,536	0
King Creek Drainage	80,395	545
Area Drainage	186,669	7,563
Design of Recycling Station Inkpen	10,000	0
Old Quarry Drainage	100,000	0
Rehab Investigation Old Tip Site	35,000	0
Upgrade Aerators	0	0
NRM Grant Capital Expenditure	40,100	0
Investigation Environmental Works, Avon River		0
Cemetery Lot development	18,121	0
CBD Works - Street Scaping	181,000	66,267

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Town Hall Upgrades		20,250	0
Upgrade Rec Centre CCTV		24,500	0
Upgrade Emergency Exit door		6,035	0
Paint Non-slip Floor		4,500	0
Purchase Lot 1 GEH		220,000	0
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Replace Sewer Line Wundowie Library C/fwd		14,300	0
General Library Upgrades		50,000	0
Repairs to Exterior Steps Northam Library C/fwd		20,000	0
Old Railway Station Precinct Upgrade C/fwd		50,000	0
Old Railway Station Precinct Exit Gates		13,000	0
AVVA - Drainage Works		22,850	0
AVVA - Roof Replacement C/fwd		145,000	0
AVVA - Brick Pointing		8,850	0
Community Coaster Bus		120,903	0
Wundowie Family Space		50,000	0
Wundowie Basketball Courts Upgrade		80,000	0
St Johns Ambulance Site Improvements		80,000	0
Artificial Hockey Turf		400,000	0
Bridge Crossing Fixings C/fwd		10,000	0
POS Playground Improvements		141,995	42,657
BMX Lighting		90,000	0
Bert Hawke - Drainage C/fwd		40,000	0
Bert Hawke - Lighting C/fwd		20,000	0
Northam Youth Space C/fwd		1,575,586	0
Wundowie Pool Bowl Repainting		10,000	0
Swimming Pool Redevelopment		7,991,642	0
<b>Transport</b>			
Northam Depot Redesign		10,000	0
PN1218 Mitsubishi Fuso C/fwd		120,000	0
PN0908 Volvo Back hoe Loader BL71		189,915	0
PN1221 4T Truck C/fwd		92,135	0
PN2240 Wood Chipper		130,000	0
PN1222 3.5T Truck C/fwd		78,745	0
P100 Cricket Wicket roller		35,000	0
PN1501 Hino Water Truck FM500		292,915	0
PN1401 Mazda BT50 Tray top		30,550	0
Traffic Counter		15,585	0
Kerb Edging Machine		14,673	0
Jennapullin Road C/fwd		214,952	614

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Spencers Brook Road SLK 5400 - 7360		283,773	1,295
Spencers Brook Road SLK 12800 - 14600		353,521	98,998
Spencers Brook Road		31,246	27,262
Mudalla Way		32,158	0
Fitzgerald Street SLK		50,000	0
Fermoy Road		5,000	0
Glass Avenue		94,958	0
Mervyn Street		34,896	0
Katrine Road C/Fwd		62,586	18,969
Cody Street		23,885	0
Foreman Street		22,136	0
Cook Street		27,382	0
Balga Tce		84,514	0
Gregory Street		73,860	0
Wellington Street		84,849	0
Wellington Street West		68,731	0
Selby Street		67,819	0
Gordon Street		27,662	0
Byfield Street		115,835	0
Irishtown Road		192,259	0
Maintenance Capitalised		100,000	0
Coats Road		115,100	0
Newman Road		20,000	4,779
O'Neill Road		284,028	0
Charles Street		136,716	0
East Street		130,857	0
Coates Road		155,317	0
Mitchell Avenue		101,338	101
Laneway Land Acquisition		57,000	0
GEH Upgrade		419,936	0
Keane Street		118,000	0
Kerb Renewal		99,565	5,300
Chinganning Road C/fwd		80,087	1,172
Gravel Resheeting		223,365	0
Elizabeth Place Carpark Resurfacing		65,000	0
Beavis Place		45,024	0
St George Street		21,543	0
Lobellia Avenue		49,967	49,967
GEH Bakers Hill		118,431	0
Tames Road		57,375	0
BKB Footpath		45,521	42,332

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Actual \$
Drainage - Rural		1,442,330	49,530
Culvert Renewal		59,238	3,813
Repair Leach Drains Airport		9,200	0
New Hanger Water Feeds Airport		50,000	0
			0
<b>Economic Services</b>			
AEIC Building		403,000	10,057
Old Fire Station, Repairs Windows		5,800	0
Old fire Station, Brick Pointing		7,850	0
Bakers Drainage		25,000	0
Water Pump Station Upgrade		169,681	0
Signage Tower GEH Mitchell Avenue		10,000	0
		<u>21,244,048</u>	<u>431,244</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Actual \$
<b>By Class</b>			
Land Held for Resale		0	0
Land and Buildings		1,899,240	10,057
Plant and Equipment		1,722,250	23
Furniture and Equipment		76,776	0
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		4,060,569	162,303
Infrastructure Assets - Footpaths		337,861	92,299
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		1,734,394	57,638
Infrastructure Assets - Parks & Ovals		2,717,581	42,657
Infrastructure Assets - Airfields		59,200	0
Infrastructure Assets - Streetscape		191,000	66,267
Infrastructure Assets - Other		8,445,177	0
		<u>21,244,048</u>	<u>431,244</u>



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 AUGUST 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)	
	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$
<b>Law Order &amp; Public Safety</b>						
Killarra Community Care Bus C/fwd	20,347	0	32,400	0	12,053	0
<b>Education &amp; Welfare</b>						
Community Coaster Bus C/fwd	26,222	0	23,000	0	(3,222)	0
Killarra Commuter Bus C/fwd	24,370	0	68,181	0	43,811	0
<b>Community Amenities</b>						
Toyota Coaster Bus (Community)	22,901	0	45,000	0	22,099	0
<b>Recreation &amp; Culture</b>						
<b>Transport</b>						
PN1514 Rangers Triton Ute 4*4	43,000	0	45,000	0	2,000	0
PN1218 Mitsubishi Fuso C/fwd	97,225	0.00	30,000	0	(67,225)	0
PN0908 Volvo Back Hoe Loader BL71	60,912	0	45,000	0	(15,912)	0
PN1221 4T Truck C/fwd	30,320	0	29,093	0	(1,227)	0
PN2240 Wood Chipper	42,329	0	43,000	0	671	0
PN1222 3.5T Truck C/fwd	3,400	0	5,000	0	1,600	0
Speed Alert Trailer	0	0	2,000	0	2,000	0
P100 Cricket Wicket Roller	138,098	0	72,000	0	(66,098)	0
PN1501 Hino Water Truck, FM500	16,837	0	10,439	0	(6,398)	0
	525,961	0	450,113	0	(75,848)	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2018

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$
<b>Plant &amp; Equipment</b>						
PN1514 Rangers Triton Ute 4*4	20,347	0	32,400	0	12,053	0
Killarra Commuter Bus C/fwd	26,222	0	23,000	0	(3,222)	0
Killarra Community Care Bus C/fwd	24,370	0	68,181	0	43,811	0
Toyota Coaster Bus (Community)	22,901	0	45,000	0	22,099	0
PN1218 Mitsubishi Fuso C/fwd	43,000	0	45,000	0	2,000	0
PN0908 Volvo Back Hoe Loader BL71	97,225	0	30,000	0	(67,225)	0
PN1221 4T Truck C/fwd	60,912	0	45,000	0	(15,912)	0
PN2240 Wood Chipper	30,320	0	29,093	0	(1,227)	0
PN1222 3.5T Truck C/fwd	42,329	0	43,000	0	671	0
P100 Cricket Wicket Roller	3,400	0	5,000	0	1,600	0
Speed Alert Trailer	0	0	2,000	0	2,000	0
PN1501 Hino Water Truck, FM500	138,098	0	72,000	0	(66,098)	0
PN1401 Mazda BT50 Tray Top	16,837	0	10,439	0	(6,398)	0
	525,961	0	450,113	0	(75,848)	0
					18/19 Budget \$	Ytd Actual \$
<b>Summary</b>						
Profit on Asset Disposals					84,234	0
Loss on Asset Disposals					(160,082)	0
					(75,848)	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2018

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
		18/19 Budget	Ytd Actual	18/19 Budget	Ytd Actual	18/19 Budget	Ytd Actual	18/19 Budget	Ytd Actual	
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Recreation &amp; Culture</b>										
Loan 208 - Northam Country Club **	7.36%	9,365	0	0	6,128	0	3,237	9,365	624	0
Loan 219A - Northam Bowling Club **	3.18%	182,007	0	0	18,967	0	163,040	182,007	6,870	0
Loan 223 - Recreation Facilities	6.06%	252,562	0	0	122,513	60,341	130,049	192,221	15,099	1,268
Loan 224 - Recreation Facilities	6.48%	860,271	0	0	43,876	0	816,395	860,271	60,776	0
Loan New - Swimming Pool		0	2,400,000	0	0	0	2,400,000	0	0	0
Loan New - Youth Space		0	500,000	0	0	0	500,000	0	0	0
<b>Economic Services</b>										
Loan 225 - Victoria Oval Purchase	6.48%	703,858	0	0	35,898	0	667,960	703,858	49,726	0
		2,008,063	2,900,000	0	227,381	60,341	4,680,682	1,947,722	133,094	1,268

Note: \*\* indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.

Loan 221 - No longer a self supporting loan to Northam Aero Club now financed by general purpose revenue.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2018

	18/19 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	217,338	4,260	5,000		226,597	217,338	84			217,422
Employee Liability Reserve	418,145	8,196			426,340	418,145	161			418,306
Housing Reserve	259,499	5,086			264,586	259,499	100			259,599
Reticulation Scheme Reserve	69,088	1,354	10,000		80,442	69,088	27			69,115
Office Equipment Reserve	101,066	1,981		(72,276)	30,771	101,066	62			101,128
Plant & Equipment Reserve	109,879	2,154	330,000	(315,595)	126,448	109,879	42			109,921
Road & Bridgeworks Reserve	77,723	1,523	10,000		89,246	77,723	30			77,753
Refuse Site Reserve	476,794	9,345	180,000		666,139	476,794	183			476,977
Regional Development Reserve	91,481	1,793		(80,000)	13,274	91,481	35			91,516
Speedway Reserve	144,261	2,828			147,088	144,261	55			144,316
Community Bus Replacement Reserve	63,105	1,433		(62,000)	2,538	63,105	24			63,129
Septage Pond Reserve	191,430	3,752	71,223		266,405	191,430	74			191,504
Killara Reserve	375,484	7,360	4,000	(124,167)	262,677	375,484	144			375,628
Stormwater Drainage Projects Reserve	129,330	2,535		(100,000)	31,865	129,330	50			129,380
Recreation and Community Facilities Reserve	1,809,999	35,476	158,965	(1,886,228)	118,212	1,809,999	696			1,810,695
Administration Office Reserve	691,211	13,548		(337,500)	367,259	691,211	242			691,453
Council Buildings & Amenities Reserve	308,750	6,052	55,579	(175,000)	195,381	308,750	116			308,866
River Town Pool Dredging Reserve	303,220	5,943	50,000		359,163	303,220	117			303,337
Parking Facilities Construction Reserve	211,280	4,141		(65,000)	150,421	211,280	81			211,361
Art Collection Reserve	22,680	445			23,125	22,680	9			22,689
Election Reserve	163	3	15,000		15,166	163	-			163
Revaluation Reserve	40,463	793	20,000		61,256	40,463	15			40,478
<b>Total Cash Backed Reserves</b>	<b>6,112,388</b>	<b>120,000</b>	<b>909,767</b>	<b>(3,217,756)</b>	<b>3,924,399</b>	<b>6,112,388</b>	<b>2,349</b>			<b>6,114,737</b>
<b>Total Interest</b>										<b>1,029,767</b>

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF NORTHAM

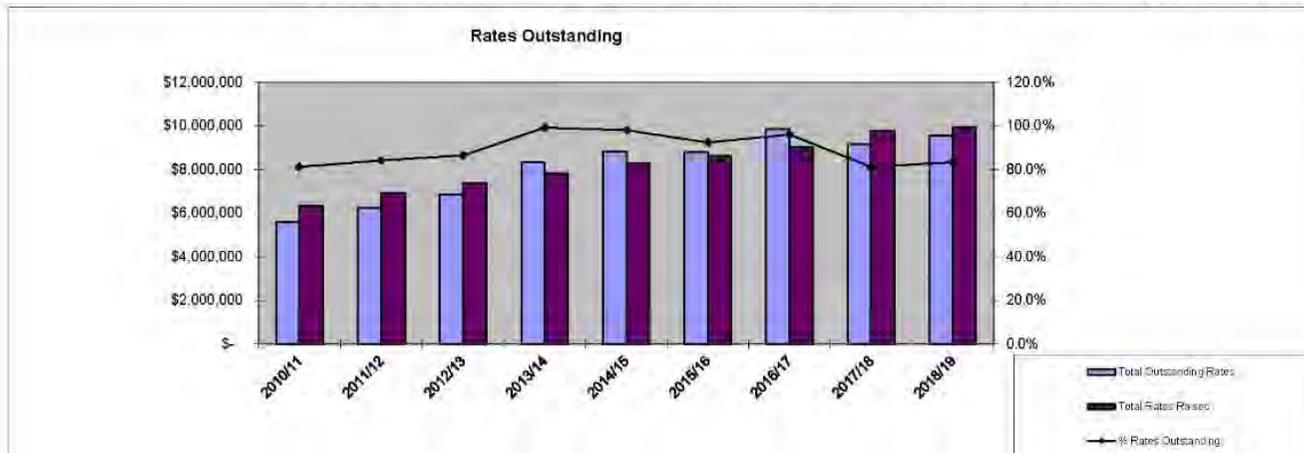
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2018

	18/19 Budget	Ytd Actual	Estimated 17/18 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	3,379,451	3,575,038
Cash - Restricted Unspent Grants	0	55,591	0
Cash - Restricted Reserves	3,924,399	6,127,063	6,124,714
Self Supporting Loan	26,500	16,818	16,818
Sundry Debtors	143,816	513,432	1,458,767
Rates - Current	1,900,000	11,508,339	1,981,652
Pensioners Rates Rebate	0	185,497	14,928
Provision for Doubtful Debts	100,000	(142,499)	(142,499)
GST Receivable	0	168,051	238,907
Accrued Income/Prepayments	0	465,216	465,216
Inventories	1,000	1,224	1,224
	<u>6,295,715</u>	<u>22,278,183</u>	<u>13,734,764</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(1,703,361)	(622,057)	(1,450,291)
Rates Income in Advance	(280,000)	(36,204)	(238,427)
GST Payable	0	(58,835)	(143,310)
Accrued Salaries & Wages	0	0	(57,702)
Accrued Interest on Debentures	0	(17,733)	(31,275)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	(166,462)
Withholding Tax Payable	0	(74)	0
Payg Payable	0	(24,921)	7,542
Loan Liability	(227,381)	(164,039)	(224,381)
Provision for Annual Leave	(605,891)	(605,891)	(605,891)
Provision for Long Service Leave	(458,405)	(456,665)	(458,405)
Other Payables	0	0	0
	<u>(3,275,038)</u>	<u>(1,986,419)</u>	<u>(3,368,602)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>3,020,677</b>	<b>20,291,764</b>	<b>10,366,162</b>
Less: Cash - Reserves - Restricted	(3,924,399)	(6,127,063)	(6,124,714)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition	0	0	0
Less: Loans receivable - clubs/institutions	0	0	(16,818)
Add: Current Loan Liability	227,381	164,039	224,381
Add: Leave Liability Reserve	426,341	418,306	418,145
Add: Budgeted Leave	250,000	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>0</b>	<b>14,997,046</b>	<b>5,117,156</b>

SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 31 August 2018

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
<b>Key Rating Dates</b>									
RATES ISSUED	04/08/10	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018
RATES DUE	13/09/2010	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018
2nd INSTALMENT DUE	12/11/2010	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018
3rd INSTALMENT DUE	11/01/2011	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018
4th INSTALMENT DUE	14/03/2011	22/03/2012	29/03/2013	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018
Outstanding 1st July	\$540,290	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688.00	\$1,535,793.00
Rates Levied	\$6,268,899	\$6,851,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$9,931,257	\$9,564,551.00	\$9,925,046.12
Interest, Ex gratia	\$75,632	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,215.58	\$15,971.36
<b>Rates Paid by month</b>									
1 July	24,586	51,948	38,805	47,443	62,554	29,105	43,333	60,002	60,002
2 August	1,272,790	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,054,983	1,856,869
3 September	2,736,315	3,251,815	3,604,324	1,152,416	2,850,420	4,519,842	4,243,288	3,764,731	
4 October	374,463	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136	484,607	
5 November	600,065	689,461	680,522	444,497	506,022	842,856	908,844	1,036,340	
6 December	158,023	172,178	160,685	685,338	654,900	214,507	336,154	169,794	
7 January	362,368	441,740	469,219	194,157	295,629	441,681	464,526	637,664	
8 February	99,165	112,296	166,351	502,176	508,828	148,327	260,963	258,355	
9 March	404,575	438,277	448,126	176,270	256,379	601,416	589,684	670,462	
10 April	202,155	105,463	281,010	517,451	484,165	168,567	182,282	164,940	
11 May	162,815	101,999	119,726	110,851	87,473	102,660	91,433	176,543	
12 June	88,639	87,525	30,530	120,455	59,527	115,947	109,069	165,995	
Total YTD	1,297,376	1,172,860	1,081,968	71,404	162,394	729,304	411,109	2,114,985	1,916,871
% Rates Outstanding	81.2%	84.2%	86.4%	99.2%	98.0%	92.3%	96.0%	81.2%	83.3%
	5,587,436	6,263,120	6,861,450	8,329,020	8,836,495	8,779,743	9,844,446	9,138,469	9,559,940



### 12.4.3 Local Law Review

Address:	N/A
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	2.3.2.15
Reporting Officer:	Cheryl Greenough Coordinator Governance / Administration
Responsible Officer:	Colin Young Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement	Simple Majority
Press release to be issued:	No

#### BRIEF

For Council to approve a review of Local Laws made in 2004, 2010 and 2011 to ascertain if they should be repealed, amended or left as is.

#### ATTACHMENTS

Nil.

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#### BACKGROUND / DETAILS

There was 1 Local Law Gazetted in 2010, 2 local laws in 2011. In accordance with the *Local Government Act 1995* (the Act) they are required to be reviewed at least every 8 years.

#### 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

Cost of the advertisements and eventual publishing in the Government gazette.

#### Legislative Compliance

*Local Government Act 1995*

*3.16(1). Periodic review of local laws within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.*

#### Policy Implications

Nil.

#### Stakeholder Engagement / Consultation

Public notice will need to be provided in the West Australian, the local newspaper and a copy of the notice is to be placed on the Shire notice board and in the libraries.

In accordance with the Act section 3.16(2) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.

#### Risk Implications

If a review is not conducted our Local Laws may be outdated and the Shire will potentially be in breach of the Act.

#### Mitigation

To ensure no breach occurs the local laws must be reviewed in accordance with the Act.

### **OFFICER'S COMMENT**

Every 8 years the local government is to review their Local Laws to ensure they are up to date and relevant.

#### Purpose

The purpose of the review of Local Laws is to provide updated and accurate information for staff, councillors and the community.

#### Effect

The effect of these Local Laws is intended to result in –

- (a) better decision making processes;
- (b) the orderly and efficient conduct of Council business; and
- (c) greater community understanding of the business of Council.

The following is a list of local laws requiring review this year, they are:

1. *Pest Plant Local Law 2011*
2. *Fencing Amendment Local Law 2010*
3. *Waste Amendment Local Law 2011*

After this Council meeting, the Shire will need to advertise the review period allowing a six week community consultation period. During the consultation period the local laws will be workshopped to see if there is a need to repeal, amend or leave them as they are.

When the local laws are taken back to Council, Council will need to decide which option they choose. If *there* are no significant changes required it may be better to leave the local law as it is, if there are minor changes then the local law could be amended. However if the changes are significant then Council should repeal the local law. If amending or repealing we will then start s3.12 of the Local Government Act 1995.

#### RECOMMENDATION

That Council:

Authorise the CEO to advertise the review of the following local laws in accordance with s 3.16 of the *Local Government Act 1995*;

1. *Pest Plant Local Law 2011*
2. *Fencing Amendment Local Law 2010*
3. *Waste Amendment Local Law 2011*

#### 12.4.4 Activities In Thoroughfares and Public Places and Trading 2nd Amendment Local Law 2018

Address:	N/A
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	2.3.2.15
Reporting Officer:	Cheryl Greenough Coordinator Governance/Administration
Responsible Officer:	Colin Young Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement	Absolute Majority
Press release to be issued:	No

#### BRIEF

This report is for Council to consider the Amended Local Law after the statutory 60 days public notice pursuant to section 3.12 of the *Local Government Act 1995*, and the Joint Standing Committee For Delegated Legislation's (JSC) requirement to re-do Schedule 1 and finally adopt and make the Shire of Northam *Activities In Thoroughfares and Public Places and Trading Amendment Local Law 2018*.

#### ATTACHMENTS

Attachment 1: Activities In Thoroughfares and Public Places and Trading Amendment Local Law 2018 (Gazettal Version).

#### BACKGROUND / DETAILS

On 27 February 2018 the local law was Gazetted in the *Government Gazette* and a copy was provided to the JSC. Subsequently the JSC requested an undertaking to correct an error with Schedule 1. In order to fulfil the undertaking the Shire was required to recommence section 3.12 of the *Local Government Act 1995* within a six month period.

The local law was re-advertised 11 July 2018 with the community consultation period closing 31 August 2018. There have not been any requests or suggestions from the community.

The Department of Local Government, Sport and Cultural Industries (the Department) have viewed the amendments to this local law and have not requested any further changes.

This report seeks to finalise the s.3.12 process with Council considering the local law, and to make any final changes that are not significantly different from what has been proposed and resolve to make the *Shire of Northam Activities In Thoroughfares and Public Places and Trading 2<sup>nd</sup> Amendment Local Law 2018* which is to be Gazetted and a copy provided to the Minister and the JSC.

## 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.

Section 9.17, Notice, content of

(3) Unless otherwise prescribed by regulation, the modified penalty that a local law may prescribe for an offence is not to exceed 10% of the maximum fine that could be imposed for that offence by a court

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Statewide and local notification was undertaken in the newspaper providing six (6) weeks for community consultation including notices at the Shire and in the two libraries.

#### Risk Implications

Failure to comply with the process would cause a potential breach of legislation.

### OFFICER'S COMMENT

The proposed *Activities In Thoroughfares and Public Places and Trading 2nd Amendment Local Law 2018* has been drafted to address an error in Schedule 1.

Elected members, Officers and the community have had the opportunity to examine the existing Local law and make any comments during the Public Comment period.

As this period closed on Friday 31 August 2018, in accordance with the provisions of the Act, it is necessary for Council to either adopt the current changes or make minor modifications to the changes before making this new Local Law. Once the Local Law has been made it is to be Gazetted and forwarded to the Minister and the JSC.

The original Schedule 1 has been completely removed and a new Schedule one replacing it with the modifications to penalties as requested by Council at the 17 January 2018 Ordinary Council meeting. Below is the new table of the amendments to the local law for easier perusal and understanding. The original penalty rates. These will not appear in the Government Gazette.

Schedule 1 MODIFIED PENALTIES			
CLAUSE	DESCRIPTION	OLD PENALTY	NEW PENALTY
2.1(a)	Plants on thoroughfare within 10m of intersection	125	150
2.1(b)	Damaging lawn or garden	125	150
2.1(c)	Plant (except grass) on thoroughfare within 2m of carriageway	125	150
2.1(d)	Placing hazardous substance on footpath	125	150
2.1(e)	Damaging or interfering with signpost or structure on thoroughfare	350	350
2.1(f)	Playing games so as to impede vehicles or persons on thoroughfare	125	150
2.1(g)	Riding of skateboard or similar device on mall or verandah of shopping centre	125	150

2.2(1)(a)	Digging a trench through a kerb or footpath without a permit	125	150
2.2(1)(b)	Throwing or placing anything on a verge without a permit	125	150
2.2(1)(c)	Causing obstruction to vehicle or person on thoroughfare without a permit	125	150
2.2(1)(d)	Causing obstruction to water channel on thoroughfare without a permit	250	250
2.2(1)(e)	Placing or draining offensive fluid on thoroughfare without a permit	250	250
2.2(1)(f)	Damage a thoroughfare	250	250
2.2(1)(g)	Lighting a fire on a thoroughfare without a permit	350	350
2.2(1)(h)	Felling tree onto thoroughfare without a permit	125	150
2.2(1)(i)	Installing pipes or stone on thoroughfare without a permit	125	150
2.2(1)(j)	Installing a hoist or other thing on a structure or land for use over a thoroughfare without a permit	350	350
2.2(1)(k)	Creating a nuisance on a thoroughfare without a permit	125	150
2.2(1)(l)	Placing a bulk rubbish container on a thoroughfare without a permit	125	150
2.2(1)(m)	Interfering with anything on a thoroughfare without a permit	125	150
2.3(1)	Consumption or possession of liquor on thoroughfare	125	150
2.4(1)	Failure to obtain a permit for temporary crossing	250	250
2.5(2)	Failure to comply with notice to remove crossing and reinstate kerb	350	350
2.9(1)	Installation of verge treatment other than permissible verge treatment	250	250
2.10	Failure to maintain permissible verge treatment or placement of obstruction on verge	125	150
2.11	Failure to comply with notice to rectify a verge treatment	125	150
2.17(2)	Failure to comply with sign on public place	125	150
2.19(1)	Driving or taking a vehicle on a closed thoroughfare	350	350
3.2(1)	Placing advertising sign or affixing any advertisement on a thoroughfare without a permit	125	150

3.2(3)	Erecting or placing of advertising sign in a prohibited area	125	150
4.1(1)	Animal or vehicle obstructing a public place or local government property	125	150
4.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	125	150
4.2(2)(b)	Animal on public place with infectious disease	150	150
4.2(2)(c)	Training or racing animal on thoroughfare in built-up area	125	150
4.2(3)	Horse led, ridden or driven on thoroughfare in built-up area	125	150
4.5	Person leaving shopping trolley in public place other than trolley bay	125	150
4.6(2)	Failure to remove shopping trolley upon being advised of location	125	150
5.6(1)	Driving a vehicle on other than the carriageway of a flora road	250	250
5.9	Planting in thoroughfare without a permit	250	250
5.11	Failure to obtain permit to clear a thoroughfare	600	500
5.13	Burning of thoroughfare without a permit	600	500
5.17	Construction of firebreak on thoroughfare without a permit	600	500
5.19	Commercial harvesting of native flora on thoroughfare	600	500
5.20(1)	Collecting seeds from native flora on thoroughfare without a permit	350	350
6.2(1)	Conducting of stall in public place without a permit	350	350
6.3(1)	Trading without a permit	350	350
6.8(1)(a)	Failure of stallholder or trader to display or carry permit	125	150
6.8(1)(b)	Stallholder or trader not displaying valid permit	125	150
6.8(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	125	150
6.8(2)	Stallholder or trader engaged in prohibited conduct	125	150
6.10	Performing in a public place without a permit	125	150
6.11(2)	Failure of performer to move onto another area when directed	125	150
6.14	Failure of performer to comply with obligations	125	150

6.16	Establishment or conduct of outdoor eating facility without a permit	350	350
6.18	Failure of permit holder of outdoor eating Facility to comply with obligations	125	150
6.20(1)	Use of equipment of outdoor eating Facility without purchase of food or drink from Facility	125	150
6.20(2)	Failure to leave outdoor eating Facility when requested to do so by permit holder	125	150
7.5	Failure to comply with a condition of a permit	125	150
7.9	Failure to produce permit on request of authorized person	125	150
10.1	Failure to comply with notice given under local law	125	150

The modified penalties in the above table for clauses 5.11, 5.13, 5.17 and 5.19 have been reduced from \$600 to \$500 as the maximum penalty that can be charged according to the Act is \$5,000 making the maximum modified penalty \$500.

The presiding person is to read aloud the Purpose and Effect of the *Activities In Thoroughfares and Public Places and Trading 2<sup>nd</sup> Amendment Local Law 2018*.

#### RECOMMENDATION

That Council:

1. Pursuant to section 3.12 of the *Local Government Act 1995* close the review period and adopt the *Activities In Thoroughfares and Public Places and Trading 2<sup>nd</sup> Amendment Local Law 2018*.
2. Authorise the CEO to give Statewide public notice that the Shire has adopted the *Shire of Northam Activities In Thoroughfares and Public Places and Trading 2<sup>nd</sup> Amendment Local Law 2018* with the purpose and effect of this local law being as follows:

Purpose: The *Shire of Northam Activities In Thoroughfares and Public and Trading 2<sup>nd</sup> Amendment Local Law 2018* replaces Schedule 1 in the *Shire of Northam Activities In Thoroughfares and Public Places and Trading Local Law 2018* which provides for the orderly management of thoroughfares and public places.

Effect: Provides modified penalties to enhance the operation of the Local Law.

3. Request the CEO advertise the adoption of the local law in accordance with s3.12(6) of the *Local Government Act 1995*.

ABSOLUTE MAJORITY (6) REQUIRED

Attachment 1

**Local Government Act 1995**

**SHIRE OF NORTHAM**

***Activities In Thoroughfares and Public Places and Trading Amendment Local Law 2018***

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Northam resolved by Absolute Majority on .....to make the following local law.

**1. Citation**

This local law may be cited as the Shire of Northam *Activities In Thoroughfares and Public Places and Trading 2nd Amendment Local Law 2018*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal local law**

(1) In this local law the Shire of Northam *Activities On Thoroughfares and Public Places and Trading Local Law 2008* as published in the *Government Gazette* on 16 September 2008, is referred to as the Principal Local Law and as previously amended and published in the *Government Gazette* 27 February 2018

(2) This local law further amends the Principal local law.

**4. Schedule 1 Modified Penalties. Amended**

Schedule 1 is amended as follows:

- (1) Delete Schedule 1 Modified Penalties.
- (2) Insert new Schedule 1 Modified Penalties.

**Schedule 1  
MODIFIED PENALTIES**

CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
2.1(a)	Plants on thoroughfare within 10m of intersection	150
2.1(b)	Damaging lawn or garden	150
2.1(c)	Plant (except grass) on thoroughfare within 2m of carriageway	150
2.1(d)	Placing hazardous substance on footpath	150
2.1(e)	Damaging or interfering with signpost or structure on thoroughfare	350
2.1(f)	Playing games so as to impede vehicles or persons on thoroughfare	150
2.1(g)	Riding of skateboard or similar device on mall or verandah of shopping centre	150
2.2(1)(a)	Digging a trench through a kerb or footpath without a permit	150

2.2(1)(b)	Throwing or placing anything on a verge without a permit	150
2.2(1)(c)	Causing obstruction to vehicle or person on thoroughfare without a permit	150
2.2(1)(d)	Causing obstruction to water channel on thoroughfare without a permit	250
2.2(1)(e)	Placing or draining offensive fluid on thoroughfare without a permit	250
2.2(1)(f)	Damage a thoroughfare	250
2.2(1)(g)	Lighting a fire on a thoroughfare without a permit	350
2.2(1)(h)	Felling tree onto thoroughfare without a permit	150
2.2(1)(i)	Installing pipes or stone on thoroughfare without a permit	150
2.2(1)(j)	Installing a hoist or other thing on a structure or land for use over a thoroughfare without a permit	350
2.2(1)(k)	Creating a nuisance on a thoroughfare without a permit	150
2.2(1)(l)	Placing a bulk rubbish container on a thoroughfare without a permit	150
2.2(1)(m)	Interfering with anything on a thoroughfare without a permit	150
2.3(1)	Consumption or possession of liquor on thoroughfare	150
2.4(1)	Failure to obtain a permit for temporary crossing	250
2.5(2)	Failure to comply with notice to remove crossing and reinstate kerb	350
2.9(1)	Installation of verge treatment other than permissible verge treatment	250
2.10	Failure to maintain permissible verge treatment or placement of obstruction on verge	150
2.11	Failure to comply with notice to rectify a verge treatment	150
2.17(2)	Failure to comply with sign on public place	150
2.19(1)	Driving or taking a vehicle on a closed thoroughfare	350
3.2(1)	Placing advertising sign or affixing any advertisement on a thoroughfare without a permit	150
3.2(3)	Erecting or placing of advertising sign in a prohibited area	150
4.1(1)	Animal or vehicle obstructing a public place or local government property	150
4.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	150
4.2(2)(b)	Animal on public place with infectious disease	150
4.2(2)(c)	Training or racing animal on thoroughfare in built-up area	150
4.2(3)	Horse led, ridden or driven on thoroughfare in built-up area	150
4.5	Person leaving shopping trolley in public place other than trolley bay	150
4.6(2)	Failure to remove shopping trolley upon being advised of location	150
5.6(1)	Driving a vehicle on other than the carriageway of a flora road	250
5.9	Planting in thoroughfare without a permit	250
5.11	Failure to obtain permit to clear a thoroughfare	500
5.13	Burning of thoroughfare without a permit	500
5.17	Construction of firebreak on thoroughfare without a permit	500

5.19	Commercial harvesting of native flora on thoroughfare	500
5.20(1)	Collecting seeds from native flora on thoroughfare without a permit	350
6.2(1)	Conducting of stall in public place without a permit	350
6.3(1)	Trading without a permit	350
6.8(1)(a)	Failure of stallholder or trader to display or carry permit	150
6.8(1)(b)	Stallholder or trader not displaying valid permit	150
6.8(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	150
6.8(2)	Stallholder or trader engaged in prohibited conduct	150
6.10	Performing in a public place without a permit	150
6.11(2)	Failure of performer to move onto another area when directed	150
6.14	Failure of performer to comply with obligations	150
6.16	Establishment or conduct of outdoor eating facility without a permit	350
6.18	Failure of permit holder of outdoor eating Facility to comply with obligations	150
6.20(1)	Use of equipment of outdoor eating Facility without purchase of food or drink from Facility	100
6.20(2)	Failure to leave outdoor eating Facility when requested to do so by permit holder	100
7.5	Failure to comply with a condition of a permit	150
7.9	Failure to produce permit on request of authorized person	150
10.1	Failure to comply with notice given under local law	150

DATED: \_\_\_\_\_ 20\_\_

The Common Seal of the Shire of Northam was affixed by authority of a resolution of Council in the presence of:

\_\_\_\_\_  
Christopher R Antonio  
President

\_\_\_\_\_  
Jason B Whiteaker  
Chief Executive Officer

## 12.5 COMMUNITY SERVICES

### 12.5.1 Application for Fee Waiver – Avon Valley Business Awards

Address:	N/A
Owner:	N/A
Applicant:	Northam Chamber of Commerce
File Reference:	1.3.16.1
Reporting Officer:	Milton Brooks Manager Recreation Services
Responsible Officer:	Ross Rayson Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement	Simple Majority
Press release to be issued:	No

#### BRIEF

For Council to consider a waiver of fees associated with the Avon Valley Awards event in October 2018.

#### ATTACHMENTS

Nil.

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#### BACKGROUND / DETAILS

The Northam Chamber of Commerce (NCC) has approximately 150 members from both within the Shire of Northam and also those based outside of the Shire but operating within the Avon Valley. It also includes the very proactive group of women business owners known as the Northam Women in Business.

The NCC host the annual Avon Valley Business Awards, an event that recognises high achievement over a number of different categories of local businesses within the Avon Valley over a range of categories. They are seeking a waiving of fees as a sponsorship from the Shire.

As part of the annual budget process, the Shire already provides \$127,000 to the NCC for the area promotion.

#### CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

Diversifying and growing the economy for prosperity and employment.

Outcome 1.2: Local businesses are valued and supported by investors and residents within the Shire of Northam.

Objective: Encourage local consumers to 'buy local' and support local businesses.

Financial / Resource Implications

The value of the fees they are seeking to be waived is \$590. This consists of \$150 event application fee, plus \$440 in facility hire at the Northam Recreation Centre. The \$500 bond associated with the event will still need to be paid.

In order to accommodate the booking, staff will need to be rostered for an additional two hours past regular bookings, at a cost of \$141, inclusive of loadings.

Legislative Compliance

*Local Government Act 1995, Part 6, Division 4, Section 6.12:*

*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; or*

*(b) waive or grant concessions in relation to any amount of money; or*

*(c) write off any amount of money, which is owed to the local government.*

*\*Absolute majority required.*

*(2) Subsection (1) (a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*

*(3) The grant of a concession under subsection (1) (b) may be subject to any conditions determined by the local government.*

Policy Implications

The current purchasing policy allows the Shire's CEO to waive fees up to \$500. In this case, as the waiving of fees is not supported, the item has been referred to Council.

Stakeholder Engagement / Consultation

The proposed date of the event is after the football season and does not clash with any other event. Indoor Hockey will be in the Recreation Centre at the time however will not be impacted by event.

Risk Implications

The only risk from the report is a financial risk in the setting of a precedent that fees are waived for this type of event. Therefore, while only \$590 is requested

to be waived in this instance, the precedent set would see fees recommended to be waived on a more regular basis amounting to more than this figure.

To assist with a consistent approach to this, officers are currently preparing a Policy on Write off/waive of small fees or debts which will provide some clear guidelines for waiving of fees.

There is also a reputational risk if Council is not seen to support the NCC in all aspects of their promotion of the Shire.

### **OFFICER'S COMMENT**

The NCC provides a reference point for business within the Shire of Northam and the greater Avon Valley. The awards night provides an opportunity for local businesses to recognise excellence and network, thus enhancing economic development within the area

By sponsoring the awards, the Shire of Northam is demonstrating support of the awards and the commitment to local economic development.

### RECOMMENDATION

That Council does not agree to waive \$440 of fees for the use of the Northam Recreation Centre and the event application fee for hosting of the Northam **Chamber of Commerce's Avon Valley Business Awards in October.**

### 12.5.2 Tender for Construction of Northam Youth Precinct

Address:	Peel Tce/Chidlow St, Northam
Owner:	Shire of Northam
File Reference:	1.3.12.19
Reporting Officer:	Ross Rayson Executive Manager Community Services
Responsible Officer:	Ross Rayson Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement	Absolute Majority
Press release to be issued:	Yes

#### BRIEF

For the Council to consider tenders received in response to the Request for Tender for Construction of the Northam Youth Precinct. This report provides details of the tenders received to allow Council to appoint a successful tenderer to construct the Northam Youth Precinct.

#### ATTACHMENTS

Attachment 1: Tender Evaluation Report (Provided as a separate confidential attachment to this agenda and minutes).

Attachment 2: Draft sketch design.

#### BACKGROUND / DETAILS

At the ordinary Council meeting of 21 June 2017, Council resolved the following:

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3070

Moved: Cr Antonio

Seconded: Cr Williams

That Council:

1. Receive the Northam Youth Precinct Community Engagement Report;
2. Endorse Jubilee Recreation Precinct as the preferred location for the Youth Precinct;
3. Authorise the Chief Executive Officer to commence design and construction of the Youth space; and

4. *Request the Chief Executive Officer to seek alternative funding opportunities to offset the capital cost of the project.*

CARRIED 9/0

Following the resolution, detailed plans were developed for the construction of the Youth Precinct. Officers were also submitting grant applications to offset the capital cost of the project. Council was successful in receiving \$776,000 in funding from Lotterywest towards the capital cost of the facility.

The tender process was conducted by WALGA through the online tender portal. As part of the tender process, an onsite meeting for prospective tenderers was held on 27<sup>th</sup> July 2018.

The Evaluation Panel consisted of the CEO, Executive Manager Engineering Services, Executive Manager Community Services, Manager Recreation Services, and Ruth Verrier-WALGA.

A total of four (4) submissions were received and each was evaluated in accordance with the tender document and the following qualitative criteria was used in arriving at the final report\_

Related Experience – 30%  
Project Consideration – 35%  
Project Methodology – 35%

Following the qualitative evaluation, pricing was ranked from least expensive and a Relative Value for Money assessment undertaken.

A full report on the procurement process and tender evaluation is provided in Confidential-Attachment 1

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 2: Community Wellbeing.

Outcome 2.2: There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.

Financial / Resource Implications

Council has a total budget of \$1,575,586, which is made up from a Council contribution and a Lotterywest grant of \$776,000.

The tenders received have come in under the budget allocation (approximately \$290,000). This being the case if council were to simply deliver the current design, Lotterywest approval would be required to change the scope of the project.

The alternative, being recommended, is that Council deliver the current tender, and if funds permit deliver additional elements to the space to further link it with the adjoining facilities.

#### 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.

#### Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

#### Stakeholder Engagement / Consultation

Council undertook community consultation in regard to the development of the Northam Youth Space to determine location and community expectations of the facility.

Council engaged WALGA procurement services to manage the tender process on its behalf.

#### Risk Implications

Financial – recent experience has highlighted the risk of budget over runs due to unforeseen project costs – this has been mitigated by ensuring there is sufficient financial contingency built into the tender award by Council.

### **OFFICER'S COMMENT**

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

In relation to the scope of the project, staff are recommending that Council deliver the tender element and then, if funds permit deliver further elements up to the budget amount. The elements being recommended are elements to link the youth space with other key assets in the area being Jubilee oval and the new Aquatic facility (this could include a combination of shade, footpaths and play elements), toilets and car parking,

## RECOMMENDATION

That Council;

1. Endorses the outcomes of the tender evaluation panels assessment in relation to the construction of the Northam Youth Precinct and appoints Advanteeing Civil Engineers to construct the Northam Youth Precinct for a cost of \$1,281,067 (ex GST);
2. Authorise the Chief Executive Officer to approve project variations not exceeding total budget allocation of \$1,575,586; and
3. Develop a concept for approval of Council to link the youth space to facilities in the area (such as aquatic facility and Jubilee Oval), to be implemented in the event there are residual funds at the completion of the project, not to exceed budget parameters.

Attachment 2



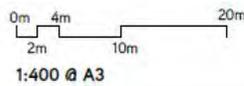
**YOUTH PRECINCT LEGEND**

- 1 Formal Entry with Refurbished Historic Sign
- 2 Outdoor Table Tennis
- 3 Basketball Half Court + Cinema Space
- 4 Custom Shade Structure
- 5 Lower BBQ & Picnic Area
- 6 Informal Nature Play
- 7 Parkour Area
- 8 Shade and Rest Area
- 9 Existing Mature Tree Species
- 10 Flying Fox
- 11 Drinking Fountain and Rubbish Bins
- 12 Terracing + Seating

**SKATE WORKS LEGEND**

- 1 Quarter Pipe
- 2 Flat Bank with Hubbas
- 3 Chine Bank
- 4 A-Frame Section
- 5 Quarter Pipe Return
- 6 Waterfall
- 7 Open Bowl
- 8 Bowl Extension

CLIENT



**CONVIC**

Unit 13, 46-50 Regent Street  
Richmond VIC 3121  
T (03) 9486 9899  
Convic.com

**PROJECT**  
Northam Youth Precinct

**TITLE**  
Draft Sketch Plan

**DATE**  
21.09.2017

**REVISION**  
00

NORTHAM YOUTH PRECINCT | DRAFT SKETCH DESIGN

13. MATTERS BEHIND CLOSED DOORS

13.1 PURCHASE OF LOT 14 FITZGERALD STREET, NORTHAM

13.2 PROPOSED SALE OF LOTS 135, 137, 139, 141, 147, 151, 155 WELLINGTON STREET, NORTHAM

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

16. DECLARATION OF CLOSURE