



Shire of Northam

Agenda

Ordinary Council Meeting

21 November 2018



NOTICE PAPER

Ordinary Council Meeting

14 November 2018

President and Councillors

I inform you that an Ordinary Council meeting will be held at Quellington Hall, located at Lot 28631 Grass Valley South Road, Throssell on 21 November 2018 at 5:30pm.

There will be a Forum meeting held at Quellington Hall on 14 November 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.

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

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

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

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1. DECLARATION OF OPENING

2. ATTENDANCE

Council:

President

Deputy President

Councillors

C R Antonio

M P Ryan

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 Corporate Services

Payroll Officer

Coordinator Governance / Administration

J B Whiteaker

C D Kleynhans

C B Hunt

C Young

J White

C F Greenough

2.1 APOLOGIES

Executive Manager Community Services

R Rayson

2.2 APPROVED LEAVE OF ABSENCE

Cr J E G Williams has been granted leave of absence from 18 October to 25 November 2018 (inclusive).

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>	
18/10/18	Charles Sturt University Students Valedictorian Dinner - Jenna
20/10/18	Wundowie Iron Festival and Closing Ceremony
22/10/18	Integrated Strategic Planning. The Essentials Training Leederville
22/10/18	Northam Senior High School Year 12 graduation ceremony
23/10/18	Planning Practices- Advanced Training - Leederville
30/10/18	MMM Radio Interview
30/10/18	Infrastructure Asset Management Training - Leederville
31/10/18	Meeting with Ratepayers – El Caballo
01/11/18	Northam Chamber of Commerce Business After Hours
02/11/18	Southern Brook Fire Drill event
03/11/18	Lions Community Markets - Northam
09/11/18	Shire of Northam Citizenship Ceremony
10/11/18	Northam RSL Dedication Morning Tea
10/11/18	Summer Creek Restaurant and Brewery Official Opening
10/11/18	Northam Aero Club 50 th Anniversary Luncheon & Book Launch
10/11/18	2018 Perth Airport WA Tourism Awards Gala Dinner - Burswood
11/11/18	Northam RSL Planting of the Poppies
11/11/18	Northam RSL Remembrance Day Service
12/11/18	MMM Radio Interview
14/11/18	Memorial Service for Inspector Thomas Houlahan - Northam
15/11/18	Regional Capitals Alliance WA Meeting - Perth
17/11/18	Northam Heritage Forum Official Opening of “Steampunk”
20/11/18	Integrated Strategic Planning – Policy Training - Leederville
<u>Upcoming Events</u>	
23/11/18	Avon-Midland Zone Local Government Meeting – Wongan Hills
26/11/18	MMM Radio Interview
28/11/18	WALGA Executive Meeting - Northam
28/11/18	St Joseph's School 2018 Annual Presentation Night
30/11/18	Christmas on Fitzgerald's - Northam
01/12/18	Lions Community Markets - Northam
01/12/18	Grass Valley Progress Association Christmas Party
03/12/18	AROC Meeting - Toodyay
05/12/18	International Volunteer Day event - Northam
06/12/18	Local Emergency Management Committee Meeting - Northam

06/12/18	West Northam Primary School Graduation & Presentation Night
08/12/18	Northam Emergency Services Christmas Function
10/12/18	MMM Radio Interview
10/12/18	Northam Primary School Year 6 Leaver's Ceremony
11/12/18	Avonvale Primary School end of Year Celebration
13/12/18	Regional Capitals Alliance WA Meeting - Perth
13/12/18	Local Health Advisory Group Meeting - Northam
15/12/18	Southern Brook Community Christmas Party

Operational Matters:

Holding Meetings across the Entire Shire

The Shire is continuing with holding Forum and Ordinary Council Meetings across the Shire. The November Forum and Ordinary Council Meetings are being held at the Quellington Hall.

Shire of Northam Burning Periods

Burning permits are required during the Restricted Burning Period which runs until the 30th November. After this date, no burning is permitted within the Shire of Northam.

Shire of Northam Roadwise Committee Award

Well done to the Shire of Northam Roadwise Committee for winning the recent "Safe System Approach" for the 5-Week Easter Road Safety Campaign. award recognising the outstanding achievement in road safety.

Strategic Matters:

Major Projects

Work has begun on the new Youth Precinct, at the Corner of Chidlow and Peel Terrace. This is located within the Jubilee Recreation Area, which includes Jubilee and Henry Street Ovals and the Recreation Complex.

Tenders for the Construction of the new Pool have closed. These tenders are now being assessed. This new 50M pool will be located adjacent to the Recreation Complex.

5. PUBLIC QUESTION/STATEMENT TIME

5.1 PUBLIC QUESTIONS

5.2 PUBLIC STATEMENTS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil.

7.2 PRESENTATIONS

Nil.

7.3 DEPUTATIONS

Nil.

8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 17 OCTOBER 2018

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 17 October 2018 be confirmed as a true and correct record of that meeting.

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 14 NOVEMBER 2018

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 14 November 2018.



Shire of Northam

Notes Council Forum Meeting 14 November 2018



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DISCLAIMER

These notes were taken at the Council Forum meeting on 14 November 2018 and 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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Preface

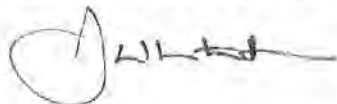
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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 16 November 2018.



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 21 November 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
R W Tinetti
S B Pollard
A J Mencshelyi
T M Little
C P Della

Staff:

Chief Executive Officer
Executive Manager Engineering Services
Executive Manager Development Services
Executive Manager Corporate Services
Payroll Officer
Coordinator Governance / Administration
Manager Planning Services

J B Whiteaker
C D Kleynhans
C B Hunt
C Young
J White
C F Greenough
Kobus Nieuwoudt

Gallery:

Avon Valley Advocate
Public

Eliza Wynn
Vicki Marris
Richard Marris
Tony Nicholson
Greg Kennedy
Michelle Marris
Royce Ducat
Lee McLellan
Chantal Hughes
Chris Marris
Mark Lizzavar
Heather Meiklem
Stephen Bowring
Ange Bowring
Melissa Pickering
Brendan Foley
Joy Smith
Randle Beavis
Sue Carter
Brendan Parker

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Dionne O Driscoll
Shannon Murray
Jade Bailey
Andre Alexander
Rod Peacock
Mike Ratabone
Grant Park
Milly Dempster
Jeff Scott
Tracey Kreplins
Ben Kreplins
Tony Umbrello

2.1 APOLOGIES

Executive Manager Community Services
Councillors

R Rayson
C L Davidson
J Proud

2.2 APPROVED LEAVE OF ABSENCE

Cr J E G Williams has been granted leave of absence from 18 October to 25 November 2018 (inclusive).

3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Request for Modification to Planning Approval – Keeping of Horses at Lot 150 (14) Brown Road, Wundowie	12.3.2	Cr C Antonio	Impartiality	One adjoining landowner is known to me.
		Cr R Tinetti	Impartiality	The neighbouring property is a fellow elected member
		Cr S Pollard	Impartiality	A submitter is a fellow elected member
		Cr T Little	Impartiality	I have known the submitter and the elected member for a few years
		Cr C Della	Impartiality	An adjoining landowner is known to me as a fellow elected member
		Cr A Mencshelyi	Impartiality	I know the co-owners of the adjoining property.

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Application for 10 Year Development Approval for Extractive Industry and Extractive Industry Licence – Lot 150 on Plan 300080 (#792) Clydesdale Road, Grass Valley	12.3.8	Cr C Antonio	Impartiality	Owners are well known to me and are neighbouring farmers. Note that the proposed land is not in proximity to my farm.
		Cr S Pollard	Impartiality	The family is known to me and the submitters are most likely known to me.
		Cr R Tinetti	Impartiality	Both the proponents and neighbours are well known to me.
Application for Development Approval – Oversized Outbuilding (2 Gerald Terrace, Northam)	12.3.9	Cr S Pollard	Impartiality	Owner/applicant and her husband are known to me.
		Cr R Tinetti	Impartiality	The applicant is well known to me and I own rental property opposite 2 Gerald Tce.
AUSTRALIA DAY COMMUNITY CITIZEN OF THE YEAR AWARDS 2019	13.1	Cr C Antonio	Impartiality	Some of the nominees are known to me.
		Cr S Pollard	Impartiality	I am a nominee for the Citizen of the Year award. Other nominees are known to me to various extents.
		Cr T Little	Impartiality	Some of the nominees mentioned are known to me.
		Cr C Della	Impartiality	Some of the nominees are known to me.
		Cr M Ryan	Impartiality	Some of the nominees are known to me.
		Cr A Mencshelyi	Impartiality	I know a lot of the people who have been nominated

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4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

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

5. PUBLIC QUESTION/STATEMENT TIME

5.1 PUBLIC QUESTIONS

Name: **Melissa Pickering – questions relating to item 12.3.3 – KFC fast food development**

Question 1: Asked for clarification if the proposed land was zoned mixed use and would the Shire follow the Health Local Law

Response 1: The Chief Executive Officer advised that the Health Local Law had been taken into consideration and is referenced in the officers' report and response to submissions

Question 2: How does the Shire balance the public health plan to the planning decision?

Response 2: The Chief Executive Officer stated that the determination of the application is assessed predominantly on land on plain grounds. In saying this, as expressed previously the applications was assessed giving some consideration to the Shire of Northam Community Health Plan.

Question 3: If State Planning law referenced Public Health plans, would it help the Shire in their planning approval?

Response 3: The Chief Executive Officer advised the question is too difficult to answer as it would depend on how the community health plans were incorporated into the planning framework.

Name: **Royce Ducat – questions in relation to item 12.3.8 – quarry development application**

Question 1: Who would be monitoring the trucks if planning approval was granted for this development, particularly to ensure compliance with the condition relating to school hours and who is accountable if something goes wrong?

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Response 1: The Chief Executive Officer advised that if the application was approved by Council with conditions attached the proponent would need to comply with these conditions. This being the case it would be the responsibility of Council staff to monitor. In the event of the proponent not adhering to any of the various conditions, there are avenues (including legal) for Council to enforce compliance. There are ways to monitor effectively, including the fitting of GPS Tracking to the trucks, which would allow monitoring times and speed of the trucks. Members of the public would also be encouraged to advise Council if they believe non-compliance is taking place.

Question 2: Is there a timeframe of when they will have the bore installed as there is an understanding that they will be utilising the town's scheme water until the bore is installed.

Response 2: Once the planning process has been completed Department of Water and Environmental Regulation will then need to approve the installation of the Bore. This being the case an answer cannot be provided to the question

Question 3: Is there a condition where there is a maximum amount of explosion carried out at any one time at the blasting plant?

Response 3: The proponent advised that there would be small shots at the beginning of the blasting. All blasting would be monitored to confirm they are within the required limits allowed

Name: **Heather Meiklem – questions in relation to item 12.3.8 – quarry development application**

Question 1: Is there an alternative route, rather than the one proposed which will impact the Grass Valley Community, or has the Shire considered upgrading some of the roads?

Response 1: The Chief Executive Officer advised that there have been various routes reviewed for the proposed

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development. This review process has included the proponent, Council staff and Main Roads WA staff.

Question 2: Has the item already been approved

Response 2: The Chief Executive Officer advised that no decision had been made. The item was up before Council tonight and a decision would be at the full Council meeting next week.

Question 3: Is there currently an Environmental Management Plan in place as there have been concerns raised from the community about the Environmental impact it will have on the community?

Response 3: There is a condition within the application which requires the development and approval of an environmental management plan.

Question 4: Is it true that there will be up to 100 trucks entering and departing the site on a daily basis and will the truck trailers carrying the loads be covered to minimise the dust.

Response 4: The Shire President advised that the recommendation is that there is a maximum of 14 trucks entering and leaving per day. The Chief Executive Officer added that if the applicant wanted to increase that number that they would have to approach Council again.

Question 5: If the Proponent does submit an application to extend the number of trucks will the residents / public be notified?

Response 5: Yes, the residents and public would be notified in the event an application to increase the number of truck movements was received by Council.

Name: **Shane (surname not provided) – questions in relation to item 12.3.8 – quarry development application**

Question 1: If the approval is not based on money why have the trucks been put before the interest of the town?

Response 1: No, the recommended approval is not based on financial considerations, there are many issues that

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have been considered as outlined in the officers' report.

Question 2: Why can't direct access to the Great Eastern Highway be used?

Response 2: The Chief Executive Officer advised that there have been various routes reviewed for the proposed development. This review process has included the proponent, Council staff and Main Roads WA staff.

Question 3: Would you (Council) be happy if the Quarry was located on their front door?

Response 3: The Chief Executive Officer declined to answer that question, however stated that Council is required to assess the application based on what is presented before them in accordance with the State Planning framework.

Name: **Stephen Bowring – questions in relation to item 12.3.8 – quarry development application**

Question 1: What were Main Roads concerns with Clydesdale Road?

Response 1: The Executive Manager Engineering Services advised that Vivien Street has dual carriage way heading west which provides trucks access to an acceleration lane, where as if the trucks were to enter the highway from Clydesdale Road the trucks would be required to exit across the line of traffic.

Question 2: The turnoff from the Highway onto Clydesdale Road has a kerb that the community has requested be removed on numerous occasions. Will the trucks be able to turn safely with the kerb installed?

Response 2: Council staff have taken these concerns on board previously and raised them with Main Roads WA. However, the advice Council has received from Main Roads WA is they have been comfortable with the configuration in the past.

Question 3: Silica dust is in the top ten most dangerous mines with Silica mines ranked in at number 5. Has a formal EPA

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report been carried out on the impact to the community?

Response 3

With regards to emissions and discharges, such as silica dust, the Department of Water and Environmental Regulation administers Part V Division 3 of the *Environmental Protection Act 1986* (the Act) to regulate emissions and discharges from a prescribed premises.

Prescribed premises are defined in Schedule 1 of the *Environmental Protection Regulations 1987* (the EP Regulations) and consist of activities with the potential to cause emissions and discharges which may impact upon public health or the environment. Under Schedule 1 of the EP Regulations, given the volumes to be extracted, and given the associated screening and crushing activities that will occur at the site, the proposal will be a 'prescribed premises' for the purpose of the Act.

The Act requires an occupier of a premises who carries out work (constructs or alters infrastructure) which causes the premises to become a prescribed premise, to only do so in accordance with a works approval. A works approval authorises the construction of a prescribed premises and may also authorise emissions and discharges that occur during construction and commissioning. Finally, the Act makes it offence for occupiers of prescribed premises to cause an emission from a prescribed premise, unless they hold a licence for that premises. Licences contain conditions to protect the environment or public health from emissions from the premises.

Question 4:

Has Council considered that if they approve this application that it will devalue our properties?

Response 4:

The Chief Executive Officer advised that Council follows a planning framework that it is required to follow in relation to planning approvals. Economic impacts are not considered a relevant planning consideration.

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- Name:** Randle Beavis – questions in relation to item 12.3.8 – quarry development application
- Question 1:** In regard to condition 7, who will police the discharge and how often?
- Response 1:** An environmental management plan is required to be developed by the proponent and approved by the Shire of Northam. One of the elements of the environmental management plan relates to drainage management. The management and monitoring would be addressed in the environmental management plan
- Question 2:** Condition 9 states that there will be a charge of 50cents per tonne which (proposed 150,000t per year). This equates to \$75,000 per year. Does the Shire think that the \$75,000 would be enough to cover the cost of repairs and damage to the roads?
- Response 2:** The Chief Executive Officer advised that the proposed charge was based on Council's established policy, which it could alter at any time.
- Question 3:** Would the Shire consider re-visiting that Policy?
- Response 3:** The Chief Executive Officer advised that it was up to Council if they wished to review the Policy or make a condition outside of that policy.
- Question 4:** Condition 10 states that it would cost \$67,000 to maintain Clydesdale Road and Jennapullin Road. Would there be any extra costs involved?
- Response 4:** Council has no plans to spend more than has been budgeted as part of the normal maintenance of these roads.
- Question 5:** Can the Engineering Department explain how they arrived at that figure?
- Response 5:** The amount was based on estimates undertaken by the Shire of Northam engineering department based on historical data, current condition assessment and projected potential expenditure.

Ordinary Council Meeting Agenda
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Question 6: Can the Shire have the proponent carry out an Environmental Impact Study to Throssell Reserve, Mortlock Reserve and the Grass Valley Reserve?

Response 6: The Chief Executive Officer stated that Council could consider that as part of a recommendation.

Question 7: When Council sit down to vote, would their decision be compromised by State Administrative Tribunal (SAT) previous decision to require Council to review its decision in relation to the Spencer's Brook Quarry?

Response 7: All Development applications are assessed on individual merit, however previous decisions of Council and the SAT are considered relevant planning considerations.

Question 8: Has Council considered the land is currently on fault lines?

Response 8: No

Question 9: Jennapullin and Clydesdale Road have a small creek running along it not suitable for trucks to travel on. Why can't there be a road from the proposed mine site to Great Eastern Highway?

Response 9: A range of existing roads were considered as potential routes; however, development of a new road was not considered.

Name: **Lee McLellan – questions in relation to item 12.3.8 – quarry development application**

Question 1: Who made the decision to use the town site as a route instead of spending money on creating new roads for the trucks to travel on?

Response 1: No decision has been made as yet. Council will make the decision at the next Council meeting. Cr S Pollard stated that the current road is already a RAV 3 route and any RAV3 (or less) rated truck can currently access that road.

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Question 2: The current RAV 3 Route is only partially complete. An access road is yet to be installed. When will this be completed?

Response 2: Staff are not aware of any future route developments

5.2 PUBLIC STATEMENTS

Name: Brendan Foley – Lavan Legal

Agenda Item: 12.3.8 – Application for 10 Year Development Approval for Extractive Industry and Extractive Industry Licence – Lot 150 on Plan 300080 (#792) Clydesdale Road, Grass Valley

Statement: Mr Foley outlined a range of points that were covered within his firm's public submission. The main points raised by Mr Foley were;

- Public Health Plan should be required, prior to Council assessing the application;
- In the initial submission made there were concerns raised regarding the intersection sweep along Clydesdale Road, the response from the proponent was to simply remove the specific 'plan' from the application, which still does not address the concern raised.
- Rehabilitation plan should be provided to Council prior to a determination being made on this application and it should include detailed projected costs, which will then ensure Council can establish a sufficient bond.
- 50c per tonne maintenance contribution is considered inadequate for the scale of development.
- Noise management plan is inadequate – it does not consider truck or blasting noise, and does not identify the nearest sensitive receptor, which is a residence on the proposed development site.
- Bushfire risk assessment is inadequate and does not comply with SPP3.7 – Planning in Bushfire Prone Areas.
- Proposal has been characterised as a hard rock quarry, when in fact it should be considered as a quartzite quarry.

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6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil.

7.2 PRESENTATIONS

Cr C Antonio advised he would make a formal presentation to Council in regard to the following items;

- Northam Aero Club thanked the Shire of Northam for its support and presented Cr C Antonio with a 50th Anniversary book at a recent function to celebrate their anniversary.
- Wundowie Progress Association thanked supporting the Iron Festival

7.3 DEPUTATIONS

Nil.

8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 17 OCTOBER 2018

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

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9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 14 NOVEMBER 2018

There were no questions or clarifications 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 below:

- 12.3.8 Application for 10 Year Development Approval for Extractive Industry and Extractive Industry Licence – Lot 150 on Plan 300080 (#792) Clydesdale Road, Grass Valley
- 12.3.3 Application for Development Approval – Proposed Fast Food Outlet (KFC dining & drive thru) – Lot 91 (#1) East Street, Northam & Part Lot 302 (#4-6) Oliver Street, Northam

12.3.8 Application for 10 Year Development Approval for Extractive Industry and Extractive Industry Licence – Lot 150 on Plan 300080 (#792) Clydesdale Road, Grass Valley

Clarification was sought in relation to the following:

- Regarding the left hand turn on to Clydesdale that the trucks will need to make, will be it safe for them to undertake this manoeuvre. The Executive Manager Engineering Services advised that while the manoeuvre was technically not compliant, this was not an uncommon manoeuvre for trucks to make. Main Roads has approved this turning point.
 - If a B Double is 27.5 metres in length and the maximum allowed to make that turn is 25 metres will the B Doubles be allowed to use the intersection. Executive Manager Engineering Services advised that being a RAV 2 approved route there are several different truck combinations that can utilise that road, B Double being one of them at a length of 27.5 metres. A truck at this length cannot perform a lane correct turning manoeuvre into Clydesdale Rd however the proponent is proposing to use truck combinations at a length less than that.
- A RAV 2 route is capped at 60km p/h is that correct? The Executive Manager Engineering Services advised that was correct.
- How long will it take for a Health Plan to be carried out? The Chief Executive Officer advised that it was difficult to say, however 4 – 6 weeks would be considered minimum.
- What would the cost be if the repairs / upgrade were carried out to Clydesdale Road and Great Eastern Highway intersection? The Executive Manager of Engineering Services advised he was unable

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to answer this question at this time and that he would endeavour to provide it at the full Council meeting.

- Is there a definition on the difference between Crushing and Refining and if so should it be a recommendation?
Yes, staff believe that crushing is simply the first step in a material refining process.
- If a mine site is not approved by Shire like a Quarry is, which department approves a mine site
The Department of Mines and Petroleum

14 members of the Gallery left the meeting.

12.3.3 Application for Development Approval – Proposed Fast Food Outlet (KFC dining & drive thru) – Lot 91 (#1) East Street, Northam & Part Lot 302 (#4-6) Oliver Street, Northam

Clarification was sought in relation to the following:

- What zoning is the nearby house located on East Street. The Manager of Planning advised that the house was zoned 'Residential'
- Is the proposed 1.8metre fence separating the adjoining resident enough as the business is planning to be open between 8am to 10pm and are staff satisfied with the 'Acoustic report' provided? The model was presented without the proposed 1.8 metre fence. Yes, staff are satisfied with the provided report.
- Will the delivery trucks only be allowed to attend the site during opening business hours? The Manager Planning advised that he will provide the information prior to the full Council meeting.
- Why is the condition that the proponent needs to commence building with in 3 years not the 2 years? This was based on discussions with the proponent although this is possibly being overly conservative (it was not directly asked for by the proponent).

11. REPORTS OF COMMITTEE MEETINGS

11.1 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 16 OCTOBER 2018

Clarification was sought in relation to the following:

- The total budget states \$15,000 but the expense was only \$200, is this correct. The Chief Executive Officer advised that this was correct
- Was the Committee happy with the quality of the camera? The Chief Executive Officer advised the Wundowie Police were consulted and they were satisfied with the quality of the camera

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11.2 AUDIT COMMITTEE MEETING HELD ON 13 NOVEMBER 2018

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

12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 2019 Council Meeting Dates

Clarification was sought in relation to the following:

- Will the dates be advertised? The Chief Executive Officer advised that they will be advertised
- Why is there a lack of forum scheduled for January 2019. The Chief Executive Officer advised that the decision was made to give Council a break. January is normally a quiet month and it would be easier to call the meeting than to cancel the meeting.

12.1.2 Write Off / Waive Small Fees or Debts Policy

Clarification was sought in relation to whether there was a need to state the Policy was 1 year? The Chief Executive Officer advised that this was covered Under the Delegation Authority.

12.2 ENGINEERING SERVICES

Nil.

12.3 DEVELOPMENT SERVICES

12.3.1 Application for Development Approval – Oversized & Over-Height Outbuilding (19 Acacia Retreat, Wundowie)

Clarification was sought in relation to the following:

- If the shed was built based on the approval of the house being constructed at a later stage and the house was never constructed what steps could the Shire take? The Manager of Planning advised that a bond is collected from the proponent and if a breach is deemed to have taken place the Shire has a policy for breaches.

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- Should the Bond requirement be part of the recommendation? The Executive Manager Development Services advised that the bond requirement will be incorporated as part of the recommendation

12.3.2 Request for Modification to Planning Approval – Keeping of Horses at Lot 150 (14) Brown Road, Wundowie

Cr C Antonio declared an "Impartiality" interest in item 12.3.2 - Request for Modification to Planning Approval – Keeping of Horses at Lot 150 (14) Brown Road, Wundowie as One adjoining landowner is known to him.

Cr R Tinetti declared an "Impartiality" interest in item 12.3.2 - Request for Modification to Planning Approval – Keeping of Horses at Lot 150 (14) Brown Road, Wundowie as the neighbouring property is a fellow elected member.

Cr S Pollard declared an "Impartiality" interest in item 12.3.2 - Request for Modification to Planning Approval – Keeping of Horses at Lot 150 (14) Brown Road, Wundowie as a submitter is a fellow elected member

Cr T Little declared an "Impartiality" interest in item 12.3.2 - Request for Modification to Planning Approval – Keeping of Horses at Lot 150 (14) Brown Road, Wundowie as he has known the submitter and the elected member for a few years

Cr C Della declared an "Impartiality" interest in item 12.3.2 - Request for Modification to Planning Approval – Keeping of Horses at Lot 150 (14) Brown Road, Wundowie as an adjoining landowner is known to me as a fellow elected member.

Cr A Mencshelyi declared an "Impartiality" interest in item 12.3.2 - Request for Modification to Planning Approval – Keeping of Horses at Lot 150 (14) Brown Road, Wundowie as he knows the co-owner of the adjoining property.

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

12.3.4 Adopt 'As-Advertised' Draft Revised Local Planning Policy 9 – Northam Airport Development (Without Modification)

Clarification was sought in relation to the following:

- Was there a response from the Stakeholders? The Chief Executive Officer advised that there had been no submission received from the Stakeholder

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- Was there any contact made with the Stakeholder? The Manager of Planning advised they had been contacted as disclosed in the officer's report.

12.3.5 Request – Adopt 'As-Advertised' Draft Revised Local Planning Policy 20 – Advertising of Planning Proposals (Without Modification)

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

12.3.6 Change of Use Application – Conversion of Existing 'Single House' to 'Ancillary Dwelling' and Application for Development Approval for Earthworks Associated with the Construction of a New Dwelling at 115 Werribee Road, Wundowie

Clarification was sought in relation to the following:

- What colour is compliment to the environment and do we need to specify it? The Executive Manager Development Services advised that the colours would need to be earth tone colours.
- Is the proposed house located behind the ancillary dwelling located too close to the creek line? The Manager of Planning advised that as per the Local Planning Scheme there is a required set back. The Environmental Health Officer has inspected and is satisfied with the proposed dwelling and it's septic system.

12.3.7 Request for Quotation 09/18 for Waste Collection Services in the Shire of Northam

Clarification was sought in relation to the following:

- The Chief Executive Officer advised that the waste contract was a roll over from an existing contract. The cost is the same plus CPI increase. AROC are all on board and contracts are due 1/7/19.
- Was the information provided at the right time to tender? The Chief Executive Officer advised that the information was provided to both tenderers.
- Did the second provider provide costs for special events? As outlined in the provided attachment only one tenderer provided costings for special events.
- In reference to the annual waste management is the figure quoted for 12 months or 7 months as it states up to June 2019? The Chief Executive Officer advised that this figure was for 7 months.

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**12.3.9 Application for Development Approval – Oversized Outbuilding (2
Gerald Terrace, Northam)**

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

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12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – October 2018

Reference	\$	Details Reference	Question	Query By	Answer
31217	\$ 8,370.00	Hire of fighting tower @ \$155/day	Period says 12/8 - 8/9 + 29 days doesn't add up. Why was tower needed	Cr Pollard	The towers were needed to allow clubs to train at night on Jubilee oval. They were directed not to train on Henry street to allow it to recover before the finals. This was over a 2 month period. One set of the lights was sourced from Perth by the local hiring supplier.
31222	\$ 1,573.00	Wheel bearings and service trailer	Seems high?	Cr Pollard	This was for the Wundowie dual axle fire trailer which included full brake service, as it hadn't been done for some time.
	\$ 4,976.18	Trailer wheel bearings/hub seal (est)	Seems high?	Cr Pollard	This was for the 9T Truck / Pig Trailer combination effectively a truck axle / service [8 wheels]
31270	\$ 461.50	Supply and fit battery	Seems high?	Cr Pollard	The cost of a car battery can be anywhere around 120-300, even more for a truck battery. Plus the cost of labour to install.
31271	\$ 181,500.00	Pool architects #1	Noted	Cr Pollard	
31272	\$ 121,000.00	Pool architects #2	Noted		Paid in Accordance with council Resolution December 2017
Total	\$ 302,500.00				
31325	\$ 8,721.57	Specialised Trees - Gordon St Avenue	Different jobs?	Cr Pollard	These works form part of the Northam Town site package valued at 64k.
31334	\$ 8,521.50	Specialised Trees - Gordon St Avenue			
31453	\$ 6,347.90	Specialised Trees - Gordon St Avenue			
31373	\$ 746.90	Locksmith - 2 padlocks	Seems expensive?	Cr Pollard	Total cost was for: 1 BH3 deadlock for Bert Hawke Pavilion, 2 * D07 padlocks for Broome Terrace and 5 D07 padlocks for Bert Hawke Pavilion
31413	\$ 3,990.00	Dingy and outboard motor	Budget? For river use?	Cr Pollard	A flat bottom boat was required as the river is shallow in areas that doesn't allow the old boat to access. This was deemed small plant being less than \$5000

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31223	\$ 6,874.00	3 Stairwells	Where	Cr Mencişhelyi	On Broome Tce, from the current fencing down to the river edge to allow controlled access onto the river
31241, 31242,31266, 31266	\$ 60,148.00	Expenditure BKB	What is the remaining budget after this expenditure	Cr Mencişhelyi	Budget \$403,000, Actual YTD \$236,623, committed \$113,818 (largely retentions), total expenditure \$376,441 YTD
31421	\$ 319.00	Supply of dinghy	What was this for	Cr Mencişhelyi	Delivery Cost for new dingy
31426	\$ 7,656.00	Service location Spencers Brook	What is this for, where is it	Cr Mencişhelyi	This is for a road widening project, there are Water Corp assets in the vicinity which need to be pegged to avoid them during execution of works
31444	\$46.5 & 518	Pallets of Cement Mltre 10	Why was there a 28.50 difference in price 7 days later	Cr Mencişhelyi	One pallet was for rapid set and the other pallet was for portland grey
Financial Statements 31/10/18					
	\$ 57,000.00	Interim rates Village Square not issued	Still not available? When likely?	Cr Pollard	In Short landgate told me we would have it six months ago, then in October, I followed up again last week and they said I would have it in two weeks, still not arrived at time of reporting.....

12.4.2 Financial Statement for the period ending 31 October 2018

Financial Statements 31/10/18					
	\$ 57,000.00	Interim rates Village Square not issued	Still not available? When likely?	Cr Pollard	In Short landgate told me we would have it six months ago, then in October, I followed up again last week and they said I would have it in two weeks, still not arrived at time of reporting.....

12.4.3 Revocation of Standing Orders Amendment Local Law 2018

Clarification was sought in relation to why there was the need to revoke the Standing Orders Amendment Local Law 2018? The Chief Executive Officer advised that the date quoted in the Agenda was different to the date the proposed local law was gazetted.

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12.4.4. Health Amendment Local Law 2018

Clarification was sought in relation to the following:

- In the Health Local Law 2018 it references the Australian Standards. Are we authorised to reference the Australian Standard? The Governance Officer advised that she would follow this up and confirm if we are authorised to publish in our Local Law.
- If we have purchased the Australian Standard and if we haven't it was suggested that we should purchase it and make it readily available to the public. The Chief Executive Officer advised that they would purchase and make available.
- Do we need to reference the Australian Standard or can we just state that the Australian Standards apply? As long as the local laws referenced are made available to the public free of charge there is no requirement to incorporate these documents into the actual local law.

12.5 COMMUNITY SERVICES

12.5.1 Proposed Fees and Charges-Co-Working Space

Clarification was sought in relation to the following:

- How did we arrive at the figure we are quoting to charge? The Chief Executive Officer advised that a comparison was carried out with other co work spaces.
- Was the 'meeting space' incorporated into the charges?

13.MATTERS BEHIND CLOSED DOORS

13.1 AUSTRALIA DAY COMMUNITY CITIZEN OF THE YEAR AWARDS 2019

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

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

14.1 SAFETY AUDIT AT THE INTERSECTION OF SPENCER'S BROOK RD AND GREAT EASTERN HIGHWAY

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

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15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

16. DECLARATION OF CLOSURE

The Shire president declared the meeting closed at 7:58pm.

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

11. REPORTS OF COMMITTEE MEETINGS

11.1 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 16 OCTOBER 2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Community Safety Committee meeting held on 16 October 2018.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Purchase an additional covert camera for use by the Wundowie Police; and
2. Accept the update of the Community Safety and Crime Prevention Plan provided.

Officer Comment

It is proposed that the expenditure for item 1 of the above recommendation is to be allocated to account 05082032 - Crime Prevention Expenditure, Job 5569 - Community Safety Plan Initiatives (Budget \$15,000). The camera is estimated to cost approximately \$200.



Shire of Northam

Minutes

Community Safety Committee

16 October 2018

DISCLAIMER

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

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

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1. DECLARATION OF OPENING

Chairperson Cr Julie Williams declared the meeting open at 12:09pm

2. ATTENDANCE

Committee Members:

Chairperson
Wundowie Police
Local Youth Services Representative
Department of Housing
Health Representative
Northam Chamber of Commerce
Executive Manager Community Services
Department Education
Holyoake

Cr Julie Williams
SGT Jamie Cresswell
Ms Jane Atterby
Mr Attila Meneshelyi
Mr Greg Bentley
Ms Esther Bliss
Mr Ross Rayson
Mrs Sharon Bray
Ms Eloise Fewster

Committee Ex-Officio Members:

Shire of Northam
Shire of Northam

Ms Jaime Hawkins
Ms Brooke Evans

2.1 APOLOGIES

Northam Police
Community Representative
Department of Sport and Recreation
Northam Roadwise Committee
LDAG
Councillor
Councillor
Local Youth Services Representative

SSGT Roy George
Mr Denis Beresford
Ms Emma Draper
Mr Cliff Simpson
Mrs Rose Power
Cr Rob Tinetti
Cr Michael Ryan
Mr Darren Warland

2.2 APPROVED LEAVE OF ABSENCE

Nil

3. DISCLOSURE OF INTERESTS

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

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 17 AUGUST 2018

RECOMMENDATION	
Minute No: CSC.045	
That Council accept the minutes of the Shire of Northam Community Safety Committee meeting held Friday, 17 August 2018 be confirmed as a true and correct record of that meeting.	
Moved:	SGT Jaime Cresswell
Seconded:	Ms Jane Atterby
CARRIED 9/0	

5. COMMITTEE REPORTS

5.1 COMMUNITY SAFETY AND CRIME PREVENTION PLAN UPDATE

Address:	
Owner:	Shire of Northam
File Reference:	1.3.12.1
Reporting Officer:	Community Development Officer
Responsible Officer:	Executive Manager Community Services
Voting Requirement	Simple or Absolute Majority

ATTACHMENTS

Attachment 1 – 2019 Draft Communications Plan

BRIEF

To update the Committee on the Community Safety and Crime Prevention Plan actions.

BACKGROUND / DETAILS

The Shire of Northam Community Safety and Crime Prevention (CSCP) Plan 2017-2021 is a four year strategic outlook for the Shire of Northam that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues.

Together with key partners, the Shire of Northam is committed to ensuring continual improvements to community safety with a particular emphasis on minimising the occurrence and opportunity for antisocial and criminal activity.

The CSCP Plan 2017-2021 has brought all of the current data together to help the Committee to understand 'What is the Northam story'. This will help the Committee to reconcile where the facts and the perceptions differ.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Objective: Create an environment that provides for a caring and healthy community.

Strategy: Provide community services to uphold public safety standards.

Action: Review and implement the Shire of Northam Community Safety and Crime Prevention Plan.

Financial / Resource Implications

N/A

Legislative Compliance

N/A

Policy Implications

N/A

Stakeholder Engagement / Consultation

N/A

Risk Implications

N/A

OFFICER'S COMMENT

The Shire of Northam's Community Development Officer will provide an update on recent activities.

Criminal or Offending Behaviour

- Crime Statistics – SGT Jamie Cresswell to provide update for Wundowie and Bakers Hill
- Crime Statistics – Jaime Hawkins to present Crime Statistics from the past 7 years.

Community Awareness

- A draft 2019 Communication Plan has been attached for Committee feedback. Feedback and details from the Information Capture will be added for the Plan to be re-presented to the Committee at the next meeting.

Building Partnerships

- Information Capture – a feedback form has been sent to all Committee members. This information will be reviewed and presented at the next meeting.

Community Design

- Youth Precinct – Ross Rayson to provide update. Tender has been awarded to Advanteeing Civil Engineers for the construction works.
- CCTV Project update and any future plans to improve network in conjunction with police and other interested parties – Jaime Hawkins to provide update.
- Wundowie CCTV Project – Jaime Hawkins to provide update.



- Traffic calming devices – Wundowie. SGT Jaime Cresswell to report. Currently having issues with vehicles accessing the Kep track, which is a danger to people using the track. Removable bollards may help.

DISCUSSION

Ms Jaime Hawkins provided a handout of crime statistics from the past 7 financial years, to compare Shire of Northam to other WALGA areas and state averages. SGT Jaime Cresswell advised that driving statistics higher due to Great Eastern Highway running through the Shire, with a large volume of traffic and often being the target of Police initiatives (RBT, Drug Transit Zones etc).

Cr Julie Williams queried why domestic violence is not included on this handout. SGT Jaime Cresswell advised that he could try and find out the statistics for the Committee. There has been an increase of raising awareness on reporting domestic violence and support avenues for victims, this could be the cause of any increase in reports. Non-domestic assaults are on a downward trend.

SGT Jaime Cresswell has advised that the covert cameras purchased by the Shire of Northam have been successful in reducing hooning. Have also recently been used in a Domestic Violence case which has resulted in an arrest.

RECOMMENDATION

Minute No: CSC.046

That Council purchase an additional covert camera for use by the Wundowie Police.

Moved: Mrs Sharon Bray

Seconded: Mr Attila Mencshelyi

CARRIED 9/0

Ms Brooke Evans advised that the Communication Plan is in the process of being updated for 2019. The plan is used to promote Community Safety messages based on events and significant dates throughout the year. The messages are advertised in the Shire of Northam Newsletters, mailouts to community groups, Facebook pages and groups and through the Shire of Northam website. If any organisations have initiatives or programs that they would like promoted throughout the year, they can be forwarded to Shire of Northam Officers following the meeting.

At the last meeting the Information Capture was discussed to identify initiatives and programs that each organisation run that are listed in the 2017-2021 Community Safety Plan. Ms Brooke Evans advised that a feedback form had been sent out to the organisations and requested they be returned prior to the next meeting.

Mr Ross Rayson advised that the Tender for the Youth Precinct has been awarded to a WA company, Advanteeing Civil Engineers end of February beginning of March 2019. The project is now being managed by the Shire of Northam Engineering Department. The build has come in under price so there is the possibility for looking into value adding projects.

Ms Jane Atterby queried whether it was safe to use the facility to plan for Youth Week which is early April. Mr Ross Rayson advised that Advanteeing Civil Engineers are confident with their timeframe and he will keep the Committee informed with any major delays.

Ms Jaime Hawkins advised that the majority of the Northam CCTV project is up and running. Currently assessing and obtaining quotations to implement a similar project in Wundowie. For the Northam project we had a consultant advise where towers, cameras and signals based on indicative sites. The Wundowie project has reached the point where a consultant is required to complete this same assessment based on identified locations. The funding for

the Wundowie CCTV projects, also includes an allocation for updating the Northam CCTV projects, however Wundowie is the priority. The missing link in this project is Bakers Hill, a plan needs to be developed as to how this can be incorporated.

SGT Jaime Cresswell advised that there are currently issues with vehicles accessing the Kep Track through Wundowie which is dangerous to pedestrians. Wooroloo have gates to help manage this. There is also an issue with Motorcycle accessing the Track, however this is a lot harder to prevent. Mr Ross Rayson advised that there are a number of events planned for the Kep Track, including a marathon event from Mundaring to Northam next year. The easy access makes events like this more successful. SGT Jaime Cresswell requested that the Shire of Northam Officers investigate preventing access to the Kep Track by vehicles.

RECOMMENDATION

Minute No: CSC.047

That Council accept the update of the Community Safety and Crime Prevention Plan provided.

Moved: Mr Attila Mencshelyi

Seconded: Mrs Jane Atterby

CARRIED 9/0

ATTACHMENT 1



Communications Plan

Overview

The Shire of Northam Community Safety and Crime Prevention (CSCP) Plan 2017-2021 is a four year strategic outlook for the Shire of Northam that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues.

Together with key partners, the Shire of Northam is committed to ensuring continual improvements to community safety with a particular emphasis on minimising the occurrence and opportunity for antisocial and criminal activity. By improving the community safety and crime prevention of the area, the Shire of Northam seeks to achieve our vision for Northam to be a vibrant growing community that is safe, caring and inclusive.

The following four focus areas have been identified to improve community safety throughout the Shire of Northam:

Criminal or Offending Behaviour

The Shire aims to work with key stakeholders and community members to increase community participation in identifying and reporting of crime. Strong community links can result in detecting and reducing levels of crime, as suspicious activity is more likely to be reported to police.

By increasing the understanding of risk factors for potential victims of crime, community members will increase safety measures making it more difficult for criminals to offend.

Community Awareness

The Shire aims to increase community awareness and understanding of how to

prevent crime and improve community safety. Through awareness programs the community will better understand the local environment and its associated risks, helping them to make informed decisions. This will also contribute to a better quality of life by reducing unjustified fears held by the community.

Building Partnerships and Participation

Working with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives is a priority. Responsive programs such as alcohol and drug education for young people, diversionary programs for young offenders, and early intervention education initiatives have been developed by experts in these field areas.

Community Design

'Designing Out Crime' focuses on the planning and design of places, spaces and buildings and can assist in reducing crime through improvements to the physical environment.

Built and environmental factors such as lighting, surveillance, open spaces with clear sight lines and the ability to seek refuge are well documented as key elements that influence peoples' perceptions of community safety in public spaces.

Designing Out Crime can be factored into future community facility developments or upgrades and can improve existing community facilities that are often exposed to criminal or offending behaviours.

Key Communication Objectives

- To create and grow awareness of the CSCP.
- Improve the community perception of crime in the Shire of Northam.
- Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.
- Reduce the opportunity for crime or offending behaviour.
- Increase community engagement and participation in identifying, reporting and prevention of crime.
- Identify and promote service providers, community groups and other key stakeholders that implement community safety and crime prevention initiatives.
- Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.

Target Audience

- Shire of Northam community
- Youth
- Parents

- Sporting clubs
- Business owners
- Home owners
- Opportunity providers
- Emergency workers
- Stakeholders

Media and Marketing Opportunities

Social Media

- Shire of Northam
- Northam Community Watch
- Wheatbelt District - WA Police
- Wundowie Neighbourhood Watch
- Wundowie Progress Association
- Northam Community Board
- Whats on in Northam
- Bakers Hill Neighbourhood Watch
- Bakers Hill Progress and Recreation Association
- Bakers Hill and Surrounds Emergency Events
- Bakers Hill Volunteer Bush Fire Brigade
- Bakers Hill - Clickline Must Know Now
- Wundowie VFRS
- Grass Valley WA Community
- Grass Valley Fire Fighters
- Clickline/Muresk Volunteer Bush Fire Brigade
- Avon Youth
- Northam Chamber of Commerce

Local newsletters

- Shire of Northam Newsletter
- School Newsletters

Email networks

- Shire of Northam
- Northam Shire Alcohol and Other Drug Management Plan Committee
- Northam Chamber of Commerce
- Bakers Hill Progress Association
- Clickline Progress Association
- Grass Valley Progress Association
- Southern Brook Progress Association
- Spencers Brook Progress Association
- Wundowie Progress Association

- Northam Roadwise Committee
- Community Development Officer Network

Community notice boards

- Shire of Northam Office
- Coles Northam
- Wundowie IGA
- Northam Library
- Northam Swimming Pool
- Wundowie Library
- McDonalds Northam
- Bridgeley Centre
- Public Health
- Bakers Hill Post Office
- Ranger Notice Board Bakers Hill
- Ranger Notice Board Wundowie
- Ranger Notice Board Clackline
- Ranger Notice Board Grass Valley
- Clackline General Store
- Schools
- Shop windows

Radio

- Triple M

Websites

- Shire of Northam

Regional newspapers

- Avon Advocate

Media and Marketing Materials

- Social media photo messages
- Flyers
- Competitions
- Street banners
- Existing material

VMS Messages

- Bell up - you're worth holding on to
- Don't trust your tired self – don't drive tired
- Drunk, drugged or high – it's all a DUI
- Thieves pick easy targets – secure your home

- Be a bright spark - don't drink in the park
- Don't make burglars feel welcome – secure your home
- If you see something – say something – Crimestoppers 1800 333 000
- Crime prevention - is everybody's business
- Let's all fight crime – report suspicious activity to Northam Police
- Hoons are goons - dob in a driver today 131 444
- Smile, you are on candid camera - CCTV in use in this town
- Reporting crime? Ring our Police hotline 131 444
- Who you gonna call? Northam Police 131 444
- This is a wonderful town - don't be a clown - party safe
- Reporting theft? Call 131 444
- Do the right thing - put your litter in the bin

Communication Schedule

Month	Details	Actions	Messages
January	<p>School holidays People going on long driving trips People leaving town to go on holidays Young people are bored Australia Day and New Years Day People drinking and having BBQs People Swimming Post Christmas People have a large amount of new purchases in their home</p>	<p>Slow down and enjoy the ride – local person promoting by photo message through social media and email networks. Promote all organised school holiday activities – Inclusion. Program through social media, school newsletters and email networks. Media release – Things for young people to do in and around the Shire of Northam. Home Burglary awareness – promotion of Lock and Light 'Do it Yourself Home Assessment' on website and by social media. Pool Safety Promotion – Colouring-in Competition</p>	<p>Looking forward to a trip away and a chance to escape the day-to-day and relax these school holidays? Give yourself some peace of mind by ensuring you have properly secured your home for the duration of your holiday.</p> <ul style="list-style-type: none"> Lock up before you leave: It's often a rush of last minute organisation when you are leaving on a trip and one idea is to lock everything up the night prior to departure, particularly if you are leaving early in the morning. Avoid the dark: Having exterior lights activated by motion sensors can light up the dark areas around your home at night. Interior activity: Put some lamps on timers inside rooms that can come on in the early evening and switch off at bedtime. Consider also setting a timer on a radio so that it switches on and off at a specified time. As with the lights on timers, it may trick the casual observer into thinking that the residents are at home. Regular check-ups: You may wish to leave your house keys with trustworthy friends or family so that they can conduct regular check-ups on your property. You may also want to join the local Neighbourhood Watch Group seek their help to watch over your property. A list of Groups within the Shire of Northam can be found on the Shire website. Don't let mail pile up: Nothing advertises an empty house better than an overflowing mailbox. Contact Australia post to have your mail held, this can be done online at the following link: https://auspost.com.au/receiving/manage-your-mail/redirect-hold-mail/hold-mail Comings and goings: Consider asking a family member, friend or neighbour to park in your driveway. The regular movements of a vehicle may create the illusion that the residents are still home.
February	<p>Back to School Keeping Kids in School School Zones Valentine's Day People sending gifts Shire of Northam</p>	<p>Drop to 40kms in school zones – local person promoting by photo message through social media and email networks. Force theft – awareness raising and promotion by Australia Post</p>	<p>The Keeping Kids in School program is a coordinated approach to increase participation in school and reduce truancy involving the entire community working together to address the issue. Students are required to provide a leave pass to show that they have permission to be away from school during school hours. Shop owners may request to view a leave pass if faced with school-aged customers during school hours.</p>

	Community Grants released Potential funding for crime prevention projects	on how to evade parcel theft. Encourage community members to submit applications to facilitate crime prevention projects.	Our community is working together in a bid to encourage students to gain a better start in life by attending school every day. Information packages, including posters to display in shop windows are available for download from the Shire of Northam website. Parents are encouraged to talk with their children and ensure they understand that the local shops are not a place that students can spend their day if they decide they won't be attending school without a valid reason. This program is a community effort with commitment from the Shire of Northam, the Department of Education, WA Police and local businesses. With Valentine's Day around the corner, you may be doing a bit of online shopping to surprise your significant other with the perfect gift. There are a few things you can do to prevent your parcel from being stolen from your front door or verandah. Not going to be home during the day? Have your parcel delivered to your workplace (be sure to check with your boss first). Always check the signature on delivery options. Going away for holiday? You can place a hold on your package (and all your mail) to keep your parcel safe. Insure your parcels. Insuring your parcels will guarantee your reimbursement if unfortunately your delivery was stolen or lost before you lay your hands on it. If the sender has sent you a link to track your parcel, be sure to use it. As a sender, always register your parcels! With students returning to School this month, please remember to slow down to 40km/hour in all School Zones, between 7:30 to 9:00am and 2:30 to 4:00pm.
March	Labour Day Long Weekend		Drop 5 to Save Lives Around 40 per cent of Western Australians admit to speeding; many drivers believe that driving 5 to 10 km/h over the posted speed limit is acceptable, but there is clear evidence that lower speeds would mean fewer crashes, fewer deaths and fewer serious injuries on Western Australian roads. If WA drivers reduced their average speed by 5-10 km/h, many lives could be saved and serious injuries prevented. Around 60 people die each year on our roads due to speed-related crashes, a further 375 people suffer life-changing injuries. Community Safety Committee Together with key partners, the Shire of Northam is committed to ensuring continual improvements to community safety with a particular emphasis on

			<p>minimising the occurrence and opportunity for antisocial and criminal activity. By improving the community safety and crime prevention of the area, the Shire of Northam seeks to achieve our vision for Northam to be a vibrant growing community that is safe, caring and inclusive.</p> <p>The Committee includes representatives from: the Shire of Northam; local Police; the Northam Roadwise Committee; Department of Health; Local Drug Action Group; Northam Chamber of Commerce; Department of Education; Department of Sport and Recreation; Housing Authority; Youth Services; Community members; Department of Main Roads; Department of Child Protection and Family Support; and the Department of Fire and Emergency Services.</p> <p>The Committee is here to discuss matters of safety concern on behalf of the community and find viable solutions where possible. Any issues can be raised by sending an email to the Chair of the Committee Cr Julie Williams via records@northam.wa.gov.au.</p>
April	<p>School/Easter Holidays People going on long driving trips People leaving town to go on holidays Young people are back ANZAC Day Road closures Back to School School Zones Fire Alarms Annual fire alarm battery replacement day Fire Season Opens</p>	<p>Driver fatigue – local person promoting by photo message through social media and email networks. Promote all organised school holiday activities - Inclusion Program through social media, school newsletters and email networks. Change your smoke alarm batteries on 1 April.</p>	<p>When house fires start, any working smoke alarms provide the critical early warning needed to save lives and minimise property damage. Taking the time to learn and adopt fire safety habits is the best way to prevent fires in your home. To ensure smoke alarms work properly, DFES encourages householders to test smoke alarms monthly and change batteries annually. Each year on April 1, DFES promotes the day as a reminder to change your smoke alarm batteries using a high quality, long life battery. So, be at home with a working smoke alarm and set a recurring reminder in your phone calendar now for April 1.</p>
May	<p>Mother's Day People are sending gifts National Road Safety Week</p>	<p>Wheatbelt road statistics/drawing to the conditions of the road.</p>	<p>National Road Safety Week is an annual initiative from the Safer Australian Roads and Highways (SARAH) Group, partnering road safety organisations and Government. The week highlights the impact of road trauma and ways to reduce it. Over the week, national and state icons will turn yellow. Emergency vehicles, fleet trucks, cars, motorbikes and bicycles will display yellow ribbons. These</p>

			<p>activities honouring both those we have lost and demonstrate our pledge to drive safely.</p> <p>The Wheatbelt region continues to experience very high rates of fatal and serious crashes relative to other regions of the state. Previously high risk road segments along routes in the Wheatbelt region have been identified for attention.</p> <p>There are a number of things we can do to reduce the number of accidents on our roads:</p> <ul style="list-style-type: none"> • Avoid all distractions: put your mobile away, check the map before leaving and take a break rather than eating or drinking while driving. • Don't drive tired: swap drivers where possible, stop for coffee, breaks and naps. • Don't drink and drive: plan to stay the night or organise a designated driver. • Wear your seatbelt. • Slow down, enjoy the ride. <p>Help make our roads a safer place to be.</p>
June	<p>Winter</p> <p>People lighting their home fires</p> <p>People using electrical heating items</p> <p>Change of driving conditions</p> <p>Homeless people risking health in the cold</p> <p>Scavenging for wood</p> <p>Bushfire Ready</p> <p>Emergency services start spreading the message about home preparation for bush fire</p>	<p>Safety around fires in the home</p> <p>Safe driving</p> <p>Homelessness and support agencies</p> <p>Preparing your home to protect against fire</p>	<p>1 June marks the first day of winter and with that comes a fire safety reminder to be vigilant in the home.</p> <p>Fires starting in the bedroom or lounge room account for 73% of all house fire fatalities. Using your home to fire is a devastating experience with huge emotional and financial costs. By installing a smoke alarm in your home and having the 5 Minute Fire Chat you can help protect your family and property. Head to https://www.afes.wa.gov.au/firechat/Pages/default.htm to put together a Bushfire Plan for your family.</p> <p>If a fire starts in your home, leave and call 000 immediately.</p>
July	<p>School holidays</p> <p>People going on long driving trips</p> <p>People leaving town to go</p>	<p>Promote all organised school holiday activities – Inclusion Program through social media, school newsletters and email</p>	<p>Road Safety During Wet Weather</p> <p>You should prepare and frequently maintain your vehicle to make sure you will always be as safe as possible when driving in wet conditions. To get your vehicle ready for driving in wet weather make sure:</p>

	on holidays Young people are board NAIDOC Week	networks. Home burglary	<ul style="list-style-type: none"> You have good tyre tread (at least 1.5mm deep across the whole tyre width) All of your vehicle's lights work well Your windscreen and lights are clean. <p>In wet conditions:</p> <ul style="list-style-type: none"> Drive slowly—to avoid aquaplaning and skidding Use your air conditioner or de-mister to keep your windscreen clear of condensation Double the distance between you and the car in front.
August	Avon Descent People going for a night out drinking Anti-Social behaviour Road Closures Keep Australia Beautiful Week Littering is an all year round issue and untidy surroundings increase perception of high crime area	Safety around fires Drinking responsibly Anti-litter Campaign	<p>Keep Australia Beautiful Week is held late August each year, to raise awareness about the simple things we can all do in our daily lives to reduce our impact on the environment and encourage action.</p> <p>Litter costs the public pocket an estimated \$300 million to \$350 million annually, with West Australians spending up to \$30 million on litter clean ups. Throwing or dropping litter, even unintentionally, is an offence according to the Litter Act 1979. Dumping rubbish of any kind on any land not specified as a waste facility is also considered littering and attracts the same penalties under the Litter Act.</p> <p>The Keep Australia Beautiful (KAB) Litter Report Scheme allows registered Litter Reporters to report littering or dumping of matter from a car, trailer or boat. To become a Litter Reporter simply register via https://www.kabc.wa.gov.au/report-littering/register-as-a-litter-reporter. Have you ever felt frustrated by seeing litter lying around your street, park or local beach or wondered how you contribute to a cleaner and healthier community?</p> <p>Whether you are an individual or part of a community group, business or school community, the Adopt-a-Spot program is a simple way to volunteer a few hours to do your bit for a cleaner environment. You receive free resources to help, insurance cover if you need it and an Adoption Certificate. To register for the Adopt a Spot program head to: https://www.kabc.wa.gov.au/register-here-to-adopt-a-spot.</p>
September	School holidays People going on long driving trips People leaving town to go on holidays Young people are board Police Remembrance Day Father's Day	Promote all organised school holiday activities – Inclusion Program through social media, school newsletters and email networks.	<p>The Shire of Northam Community Safety Committee would like to remind the community that at this time of the year there are a lot more snakes about doing what snakes do, looking for food and water.</p> <p>Like most wild creatures they are more afraid of us than we are of them and will usually scurry away before we have even seen them. However if you do see one the best answer is avoid it as most snake bites occur when we try and chase them or worse still catch or kill them!</p> <p>If you feel you would prefer to have the snake relocated here are some useful numbers to call as the rangers are not authorised to deal with them.</p>

	People are sending gifts		Ray Adams (Northam Area) - 0429 910 321 Bryan Fettesen (Bakers Hill area) - 0427864 019 Other useful info can be found on this web site: http://www.dps.wa.gov.au/management-and-protection/animals/living-with-wildlife/creating-with-snakes.html
October	Back to School School Zones Halloween Kids visiting strangers houses Kids wandering the streets Firebreaks are due to be installed Spring Racing Season Ladies Day, Sunday Session, Cup Day Drink Driving	Drop to 40km in school zones – local person promoting by photo message through social media and email networks. Stranger danger colouring in promotion Promote the 'Are you Bushfire Ready' message through Social Media	Neighbourhood Watch Week runs for the first week of October each year. The Shire of Northam Community Safety Committee encourages residents to join a local Neighbourhood Watch Group. Neighbourhood Watch is simply neighbours getting to know neighbours, looking out for each other and reporting suspicious activity to Police. That is the smallest investment we ask of anyone that lives in our community. For more information and a list of the Neighbourhood Watch Groups within the Shire of Northam head to the Shire's website.
November	Melbourne Cup People drinking and partying Opening of the Pool Enrolments open for Swimming Lessons Christmas Shopping People are purchasing gifts Restricted Burning Warm Weather People leaving windows and doors open for cool air School Leavers	Don't drink and drive Home Security Water Safety Campaign to business owners about Paywave fraud Turning 18 – what does this mean to me?	Leavers is the celebratory period of three to five days at the completion of Year 12 in WA, where students often travel to various locations (including Dunsborough, Bussellton, Margaret River, Rottnest Island) to celebrate with their peers. Leavers has become increasingly popular in WA over the past decade. For information on how to plan Leavers, advice to parents or guardians and tips for staying safe during Leavers and where to go for help if something goes wrong, visit www.leaverswa.com.au . Everyone involved in leavers planning is committed to improving the safety and enjoyment of leavers and the communities they visit. Parents and guardians are encouraged to play a major role in preparing young people for Leavers. Spending time discussing plans before they go and offering assistance while they are away will reduce anxiety and help them have a safe and enjoyable time. If your leaver asks you for alcohol, please consider the possible consequences. There are laws relating to supplying under age people with alcohol you need to consider and how accepting you are of their drinking has an impact on how much they may drink. Your child will be exposed to a range of external pressures involving alcohol and it is almost certain that any alcohol you do provide them will not be the only alcohol they have access to at Leavers.

			We strongly recommend you do not supply alcohol to leavers and that you discuss with them the implications of their drinking alcohol at Leavers.
December	<p>School holidays</p> <p>People going on long driving trips</p> <p>People leaving town to go on holidays</p> <p>Young people are bored</p> <p>People are ordering school lists</p> <p>Christmas</p> <p>People are sending gifts</p> <p>People have a large amount of new purchases in their home</p>	<p>Drink driving is never okay – local person promoting by photo message through social media and email networks.</p> <p>Promote all organised school holiday activities – Inclusion Program through social media, school newsletters and email networks.</p> <p>Home burglary – Don't promote your movements on Facebook as this is advertising to burglars that your house is vacant.</p> <p>Parcel theft – awareness raising and promotion by Australia Post on how to avoid parcel theft.</p>	<p>Keep Watch</p> <p>The Royal Life Saving Society Australia's Keep Watch program aims to reduce the incidence of toddler drowning in the community. To prevent toddler drowning, the Royal Life Saving Society of WA encourages parents and caregivers to:</p> <ul style="list-style-type: none"> • Always keep watch of your child in and around water. • Supervise children within arm's reach. • Prevent your child's access to water at all times. • Teach your child to be water confident. • Learn CPR and call 000 in an emergency. <p>The Shire of Northam wishes to advise that as of the 1st of December the Shire will enter the Prohibited Burning Period. No burning will be permitted by residents after the 30th of November 2018. For more information see the Shire of Northam Website.</p> <p>Home Burglary Awareness</p> <p>Are you aware one of Australia's most common crimes is home burglary? Thieves target items like televisions and stereos, as well as credit cards, cash, outdoor furniture, tools and computer equipment because they can easily be resold or traded.</p> <p>The Shire of Northam Community Safety Committee encourages residents to join a local Neighbourhood Watch Group. Neighbourhood Watch is simply neighbours getting to know neighbours, looking out for each other and reporting suspicious activity to Police. That is the smallest investment we ask of anyone that lives in our community.</p> <p>Visit the WA Police website for a Home Security Checklist</p>

6. GENERAL BUSINESS

Nil.

7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Mr Attila Mencshelyi expressed concern that the 'Keep Left' signs that had been put in place in Bakers Hill, won't last. Mr Ross Rayson advised that this was something MainRoads are responsible for, and he will look into.

8. DATE OF NEXT MEETING

Tuesday 11th December 2018 at 12:00pm

9. DECLARATION OF CLOSURE

There being no further business, Chairperson Cr Julie Williams declared the meeting closed at 12:44pm

"I certify that the Minutes of the Community Safety Committee meeting held on 16 February 2018 have been confirmed as a true and correct record."

_____ Chairperson

_____ Date

11.2 AUDIT COMMITTEE MEETING HELD ON 13 NOVEMBER 2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Audit Committee meeting held on 13 November 2018.

Adoption of Recommendations:

RECOMMENDATION

That Council

1. Receive the IT Service Report as attached.
2. Report back to Council on progress made at against items highlighted in the report.
3. Adopts the budget amendment as presented
 - Increase GL Account 04059034 \$49,830
 - Decrease GL Account 04057002 \$20,000
 - Increase Insurance Revenue \$15,000
 - Increase GL Account 04052122 \$5,000
 - Decrease GL Account 04052142 \$5,000
 - Decrease GL Account 04051002 \$14,830
4. In accordance with Sections 5.53 and 5.54 of the *Local Government Act 1995*, accepts the Annual Report for the 2017/18 financial year; and
5. In accordance with Section 5.55 of the *Local Government Act 1995*, authorise the Chief Executive Officer to give public notice of the availability of the Annual Report from Saturday, 24 November 2018.
6. Transfer the unallocated surplus funds of \$31,514 to the Stormwater & Drainage Projects Reserve.
7. That Council holds the Annual Electors General Meeting on Wednesday, 12 December 2018 at 5.00pm in the Shire of Northam Council Chambers and authorise the Chief Executive Officer to give public notice of the meeting from Saturday, 24 November 2018.
8. That Council receives the guide to Local Government Audit Reforms June 2018

Shire of Northam

Minutes

Audit Committee Meeting

13 November 2018



Audit Committee Meeting Agenda
7 November 2018

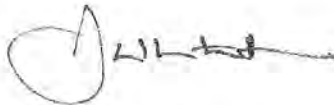


NOTICE PAPER
Audit Committee Meeting
13 November 2018

Committee Members

I inform you that an Audit Committee meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 13 November 2018 at 3:00pm.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

Audit Committee Meeting Agenda
7 November 2018



DISCLAIMER

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

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

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

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

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

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

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

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

Audit Committee Meeting Agenda
7 November 2018



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Audit Committee Meeting Agenda
7 November 2018



1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 3:02pm.

2. ATTENDANCE

Committee:

Shire President
Councillors

Cr C R Antonio
Cr A J Mencshelyi

Staff:

Chief Executive Officer
Executive Manager Corporate Services
Accountant
Payroll Officer

J B Whiteaker
C Young
Z.Macdonald
J.White

Auditor:

Moore Stephens

Greg Godwin

2.1 APOLOGIES

Councillors

Cr C L Davidson
Cr J Proud

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3. DISCLOSURE OF INTERESTS

Nil

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 7 SEPTEMBER 2018

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU110

Moved: Cr A J Mencshelyi

Seconded: Cr C R Antonio

That the minutes of the Audit Committee meeting held on Friday, 7 September 2018 be confirmed as a true and correct record of that meeting.

CARRIED 2/0

Audit Committee Meeting Agenda
7 November 2018



5. COMMITTEE REPORTS

5.1 IT AUDIT SERVICE REPORT

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	1.6.1.6
Reporting Officer:	Colin Young Executive Manager Corporate Services
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 receive the IT Service Report and the adoption of a budget amendment.

ATTACHMENTS

Nil – I/T audit was provided to all Committee Members and is available to all Elected Members. Is not contained in the appendix due to the confidential nature of the report.

BACKGROUND / DETAILS

In June 2018 via the audit committee Council adopted that an internal audit was to be carried out on the resourcing requirements of Council's Information Technology Resourcing. Furthermore, Council's network was hit by a crypto virus on 18 August 2018, this attack highlighted the need for a review of Council's network to be reviewed immediately, as such Focus Networks was contracted to carry out a review of Council's IT Infrastructure including a written quote to remedy any problems found. The objectives were;

1. Review the Current IT Environment
 - a. Physically inspect certain core IT areas
 - b. Electronically inspect certain core IT areas
 - c. Document current configurations
2. Compare to Industry Best Standards
 - a. Generate a Technology Scorecard
 - b. Generate a priority Timeframes

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- c. Highlight the differences
- 3. Make Recommendations for the Future
 - a. Rate core IT areas based on risk
 - b. Document areas of concern
 - c. Suggest the implications
- 4. Suggest Budget Estimates
 - a. Propose alternative solutions
 - b. High and medium IT areas
 - c. Include hardware/software/labour

The Audit was designed to provide the CEO and the Council with an overview of the current status of vital IT infrastructure and the requirements needed moving forward.

The core areas audited and documented where;

- 1. Plans Procedures & Designs
- 2. Environment & Communications
- 3. Computers & Network Hardware

An additional call for quotes including a needs assessment was called from JH Computer Service and Perfect Computer Solutions (Councils current provider).

At the time of reporting Perfect Computer Solutions had not supplied a needs assessment, JH Computer Service had highlighted the same areas requiring urgent attention, as raised in the audit by Focus Networks.

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

\$2,200 plus GST for the report. Recommended expenditure for the upgrading of Councils infrastructure of \$79,830 plus GST.

Legislative Compliance

There is no legislative requirement to hold an IT Service Review, however it is best practice.

Policy Implications

N/A.

Stakeholder Engagement / Consultation

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All senior staff were asked to review the document and make any comments.

Risk Implications

- Reputational – Moderate
 - Any disruption to Council's IT infrastructure impacts members of the community whom need assistance either in person or through Council's online services. These delays inconvenience the Community giving them a poor reflection of dealing with Council.
- Financial - High
 - Any failure of the IT network impacts the productivity of all office employees and emergency fixes cost more than programmed maintenance.
- Compliance – N/A
- Legal – N/A

Failure to carry out the recommended Network upgrades may result in lost time due to ICT disruptions, resulting in productivity loss and inconvenience to the Shire of Northam's residents.

OFFICER'S COMMENT

On Wednesday 5 September 2018 Focus Networks conducted an IT Audit on the Shire of Northam's IT Infrastructure, after the site visit, a follow up analysis was carried out to give an insight into the current IT infrastructure and future requirements of Council.

A copy of the report is attached for Council's perusal. The major areas identified as high risk for improvement works are detailed below;

- Anti-virus
- IT Support
- Server Upgrade
- Storage
- Backups
- Windows
- Domain

The following assessment was carried out on the 3 IT companies that quoted on the upgrading of Council's infrastructure;

IT Company	Timeliness	Experience of Key Personnel	Previous Company Experience	Total
	20%	60%	20%	100%
Prefect Computer Solutions	N/A	N/A	N/A	
Focus Networks	20%	58%	20%	98%

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JH Computer Services	20%	58%	20%	98%
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Due to past IT issues not being resolved and the failure to submit a proposal, Perfect Computer Solutions have been considered by staff not to be a viable option.

Both Focus Network and JH computer Services have been assessed as meeting Council's current and future needs. The quote received from Focus Network is based on the main servers being hosted offsite, whilst the quote from JH Computer Service is for the servers remaining on site. The following table sets out the associated costs with each option.

Upgrading of Server and Network			
Company	Ongoing Maintenance per hour	One off Costs	Annual Costs
JH Computer Services	\$160	\$79,830	\$7,300
Focus Networks	\$180	\$32,286	\$95,172
PCS	\$170	N/A	N/A

After reviewing the received quotes, staff have appointed JH Computer Services to carry out critical components of the upgrade including backups, firewalls and the new server, it will require the following budget amendment, the amendment has a nil effect on the overall budget, the amendment will enable finance staff to capitalise the entire works. Budgeted salaries relating to IT are under budget due to the timing of the appointment of the IT officer and reduced hours due to the transitioning period from their previous job.

IT Budget Amendment				
Account	Description	Current Budget	Adjustment	Amended Budget
04059034	Capital Servers	30,000	49,830	79,830
04057002	General IT	134,496	-20,000	114,496
04052122	IT Consulting	30,000	-10,000	20,000
04052122	IT Consulting	20,000	15,000	35,000
14563003	Insurance Claims	-15,000	-15,000	-30,000
04052142	Admin building (materials)	45,223	-5,000	40,223
04051002	Admin Salaries	134,496	-14,830	119,666
Total Budget		379,215	0	379,215

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RECOMMENDATION / COMMITTEE DECISION

Minute No: AU111

Moved: Cr A J Mencshelyi

Seconded: Cr C R Antonio

That Council

1. Receive the IT Service Report as attached.
2. Report back to Council on progress made at against items highlighted in the report.
3. Adopts the budget amendment as presented
 - Increase GL Account 04059034 \$49,830
 - Decrease GL Account 04057002 \$20,000
 - Increase Insurance Revenue \$15,000
 - Increase GL Account 04052122 \$5,000
 - Decrease GL Account 04052142 \$5,000
 - Decrease GL Account 04051002 \$14,830

**ABSOLUTE MAJORITY VOTE REQUIRED
CARRIED 2/0**

Discussion

- Cr Antonio asked whether the Audit Committee needed to propose additional resources at the budget review, Mr Young highlighted that he believed the current allocations were enough; however, will conduct a review and present it at the budget review if required. Mr Young explained the matter of urgency following the Cyber Attack to award the works and address all high risk areas immediately.
- Cr Antonio drew attention to the Scorecard on Page 19. Mr Young informed the committee that all the critical items had now been attended to and that the server and upgrades were scheduled and progressing quickly
- Cr Mencshelyi asked about the Telstra contract and looking at getting improved performance. Mr Young explained that the new NBN contract in place with Telstra had resolved the majority of Councils connectivity issues.

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5.2 SHIRE OF NORTHAM 2017/18 ANNUAL REPORT

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	8.2.7.5
Reporting Officer:	Chief Executive Officer Jason Whiteaker
Responsible Officer:	Chief Executive Officer Jason Whiteaker
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	Yes – public notice

BRIEF

For Council to consider and if acceptable receive the Annual Report for the year ended 30 June 2018 for the Shire of Northam.

ATTACHMENTS

The below attachment has been provided to Elected Members as a separate attachment to this agenda and minutes.

Attachment 1: Annual Report 2017/18.
Attachment 2: Management Report

BACKGROUND / DETAILS

The Annual Financial Report for the year ended 30 June 2018 was completed and presented to the Shire of Northam's auditor for audit. The Audit was completed and signed off on 9 November 2018.

Section 5.54 'Acceptance of Annual Reports' of the Local Government Act 1995 requires an Annual Report to be accepted by Council by 31 December in each year unless the Auditors Report is not available in time. The Local Government Act 1995 Section 5.54(2) requires that if the Annual Report is not accepted by the Local Government by 31 December then it must be presented within two (2) months of the Auditors Report becoming available.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

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Theme Area 6: Governance & Leadership

Outcome 6.2: Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.

- Decisions made by the Shire of Northam are communicated and the reasoning clearly articulated to residents and stakeholders; and
- Effective and efficient two-way communication between the Shire of Northam and stakeholders.

Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

- Improve community access to information to ensure they are able to be informed of our activities;
- Encourage active community participation in our local government;
- Maintain a high standard of corporate governance; and
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.

- Open, accountable and effective decision making.

Financial / Resource Implications

It is estimated that advertising costs for the availability of the Annual Report and Annual Electors General meeting will be approximately \$1,500.00 including GST which will be charged to account 040521920 (Advertising).

Legislative Compliance

Local Government Act 1995 Section 5.53 Annual Reports:

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain -
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) deleted]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and

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- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
- (i) the number of complaints recorded in the register of complaints;
 - (ii) how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require; and
 - (l) such other information as may be prescribed.

Local Government Act 1995 Section 5.54 Acceptance of Annual Reports:

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Local Government Act 1995 Section 5.55 Notice of Annual Reports:

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Should the 2017/18 Annual Report be endorsed at the Ordinary Council meeting held on 21 November 2018, it is intended that local public notice be published advising of the Annual Electors Meeting and 2017/18 Annual Report availability. The notice shall be placed into the following;

- West Australian – Saturday, 24 November 2018;
- Avon Valley Advocate - Wednesday, 28 November 2018.

Notices will also be placed on our Notice Boards, Facebook and the Shire of Northam website.

Risk Implications

- Reputational – Nil.
- Financial – Nil.
- Compliance - Low
 - Measures taken to ensure compliance with relevant legislation.
- Legal – Nil.

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OFFICER'S COMMENT

The preparation of the Annual Report has adopted a different methodology in calculating the (supplementary ratio) asset consumption ratio which better reflects the condition of Councils infrastructure. As such the 2016/17 & 2015/16 ratios have also been adjusted for consistency.

The table below outlines the reconciliation between the budgeted surplus and the actual surplus as presented in the Annual Report, the required timing adjustments will be carried out as part of the budget review process. A small surplus of \$31,514 exists which staff are recommending is transferred to the Stormwater & Drainage Projects Reserve.

Surplus Reconciliation	2017/18	Adjustment
Budgeted Surplus	5,448,818	
WANDRRA Accrued Income	(389,592)	This income had been initially accounted for as accrued income, however as not yet received, it will be accounted for as revenue in the 2018/19 financial year
Jennapullin Road	(146,600)	C/fwd to the 2018/19 financial year however expended 2017/18
Roadwise Grant	18,000	This grant fund expenditure was not carried forward
CCTV Grant Income	10,723	Income was budgeted to be received 2017/18 however was actually received 2018/19
Cemetery Toilets	(10,000)	C/fwd to the 2018/19 financial year however expended 2017/18
Adjusted Total	4,931,349	
Financial Report Actual Surplus	(4,962,863)	
Unallocated	(31,514)	

Council is requested to accept the Annual Report for the year ended 30 June 2018 for the Shire of Northam.

Discussion with Auditor

Mr Godwin Thanked the Audit Committee for inviting him to attend the meeting in person.

- Mr Godwin ran through the Shire of Northam's Audit Report in the order presented, key items discussed include:
 - The method and standards that the audit was undertaken in accordance with, and the authority and requirements for the Auditor.

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- It was outlined that the Report has been presented in a timely manner with minimal adjustments required which demonstrates sound financial management.
- Mr Godwin ran through the Shire of Northam's Management Report stating where there were no areas mentioned within the report
- Mr Godwin raised the adjustments that were carried out to the Asset Consumption Ratio, and that it was still greater than the required benchmark which is .50. He explained the recalculated ratio is based on current replacement cost over depreciated replacement cost whereas previously it had been based on Fair Value over depreciated Fair Value.
- Mr Godwin also spoke about changes that may be expected under the Auditor General
 - Ratios, the Auditor General reports poor ratios as compliance issues
 - Will not report on compliance issues if they believe they are not significant
 - Scope, the Auditor General requires additional documentation to be supplied
 - The probability of the choice of Auditor being the existing Auditors for the first 12 months. The process is then put out to Tender and once appointed will remain the same for a 5 year period
- Mr Godwin suggested the Council review its treatment of annual leave balances as there were a small number of employees with significant balances of annual leave. This could cost the Council more in payments as time goes by and hourly rates increase.
- Councillor Antonio asked how Councils Ratios were tracking, Mr Godwin advised that currently all of Councils ratios met the Department of Local Governments benchmarks so would not expect to have a problem. Mr Whiteaker highlighted that the ratios were purely an indicator and that councils Asset Management Plan was the preferred management tool for Council to consider when attaining the condition of their assets.
- Councillor Mencshelyi raised the question regarding a decrease in fair value of some assets. It was explained that where council was in the cycle and the unit value of assets could significantly affect the ratio. With regards to the placing of the Shire with other Shires, Mr Godwin highlighted that Council was one of only a few audited by Moore Stephens that meet the benchmark for all ratios.
- Mr Young explained that a 10 cent movement in unit cost per square meter in the roads valuation would result in a 1.4 million dollar movement on the Fair value of the asset group.
- Mr Godwin illustrated that operating ratios could be influenced by depreciation charges as an operating expense and that it would be

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prudent to review remaining useful life and depreciation rates after the fair valuation of asset classes has been undertaken.

- Mr Godwin highlighted contaminated sites as being an area raised by the Auditor General for Councils to consider.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU112

Moved: Cr A J Mencshelyi

Seconded: Cr C R Antonio

That Council endorse by Absolute Majority;

1. In accordance with Sections 5.53 and 5.54 of the *Local Government Act 1995*, accepts the Annual Report for the 2017/18 financial year; and
2. In accordance with Section 5.55 of the *Local Government Act 1995*, authorise the Chief Executive Officer to give public notice of the availability of the Annual Report from Saturday, 24 November 2018.
3. Transfer the unallocated surplus funds of \$31,514 to the Stormwater & Drainage Projects Reserve.

ABSOLUTE MAJORITY VOTE REQUIRED
CARRIED 2/0

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5.3 2017/18 ANNUAL ELECTORS GENERAL MEETING

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	8.2.7.1
Reporting Officer:	Chief Executive Officer Jason Whiteaker
Responsible Officer:	Chief Executive Officer Jason Whiteaker
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Yes – public notice

BRIEF

For Council to consider and endorse the date for the Annual Electors General Meeting set by the Chief Executive Officer.

ATTACHMENTS

Attachment 1: Nil.

BACKGROUND / DETAILS

The Annual Electors General Meeting is to be held within 56 days of the local government accepting the Annual Report.

A requirement of setting the date is that 14 days local public notice is required for advertising the meeting. Providing the Annual Report is endorsed at the Ordinary Council meeting held on 21 November 2018, it is recommended that this be held prior to the December Council Forum which is scheduled on 12 December 2018.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

OUTCOME 6.2: Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.

- Decisions made by the Shire of Northam are communicated and the reasoning clearly articulated to residents and stakeholders; and

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- Effective and efficient two-way communication between the Shire of Northam and stakeholders.

Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

- Improve community access to information to ensure they are able to be informed of our activities;
- Encourage active community participation in our local government;
- Maintain a high standard of corporate governance; and
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.

- Open, accountable and effective decision making.

Financial / Resource Implications

It is estimated that advertising costs for the availability of the Annual Report and Annual Electors General meeting will be approximately \$1,500 including GST which will be charged to account 040521920 (Advertising).

Legislative Compliance

Local Government Act 1995 Section 5.27 Electors' general meetings:

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

Local Government (Administration) Regulation No 15 Matters for discussion at general electors' meetings - s. 5.27(3)

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

Local Government Act 1995 Section 5.29 Convening Electors' Meetings:

- (1) The CEO is to convene an electors' meeting by giving –
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under

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section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Providing the 2017/18 Annual Report is endorsed at the Ordinary Council Meeting held on 21 November 2018. It is intended that public notice shall be placed into the following:

- West Australian – Saturday, 24 November 2018;
- Avon Valley Advocate - Wednesday, 28 November 2018.

Notices will also be placed on our Notice Boards, Facebook and the Shire of Northam website.

Risk Implications

- Reputational – Nil.
- Financial – Nil.
- Compliance – Low
 - Measures taken to ensure compliance with relevant legislation.
- Legal – Nil.

OFFICER'S COMMENT

Council is requested to endorse the date proposed, in accordance with the Local Government Act, for the Annual Electors Meeting.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU113

Moved: Cr A J Mencshelyi

Seconded: Cr C R Antonio

That Council holds the Annual Electors General Meeting on Wednesday, 12 December 2018 at 5.00pm in the Shire of Northam Council Chambers and authorise the Chief Executive Officer to give public notice of the meeting from Saturday, 24 November 2018.

CARRIED 2/0

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7 November 2018



5.4 Local Government Auditing Reforms

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	8.2.7.5
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 guide as supplied by the Department of Sport and Cultural Industries. A Guide to Local Government Audit Reforms June 2018

ATTACHMENTS

Attachment 1: A Guide to Local Government Auditing Reforms June 2018

BACKGROUND / DETAILS

On 24 August 2017, amendments to the *Local Government Act 1995* were passed by State Parliament that will enable the Auditor General to audit council finances and performance.

The changes to the Act have been supported by amendments to the, *Local Government (Financial Management) Regulations 1996* and *Local Government (Audit Regulations)* gazetted on Tuesday, 26 June 2018,

Unless otherwise specified, the changes to the regulations commence on 27 June 2018. Regulations 13 and 14 of the *Local Government (Financial Management) Regulations 1996* commence on 1 July 2018.

CONSIDERATIONS

Nil

Strategic Community / Corporate Business Plan

Theme Area 6

Governance and Leadership

Outcome 6.3:

The Shire of Northam Council is a sustainable, responsive, innovative and transparent organisation.
Maintain a high standard of corporate governance;
Ensure robust financial management

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Objective:

Financial / Resource Implications

Nil

Legislative Compliance

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

Local government (Audit) Regulations 1996

Policy Implications

Nil

Stakeholder Engagement / Consultation

Nil

Risk Implications

- Reputational – Nil
- Financial - Nil
- Compliance - Nil
- Legal –Nil

OFFICER'S COMMENT

The following changes have been made to the *Local Government Act 1995*

Auditor General will be responsible for financial and supplementary audits

The reforms made in 2017 have expanded the Auditor General's scope of powers to undertake and report on local government financial audits and provide for the independent oversight of the local government sector.

The Auditor General will take over responsibility for financial audits on a transitional basis as existing audit contracts expire. From 2020-21, all local governments will be audited by the Auditor General, regardless of whether their auditing contracts have expired. As the Council's contract for audit has expired at the end of the 2017/2018 financial year, Council now falls under the umbrella of the Auditor General.

New category of audits: performance audits

The 2017 reforms introduced a new category of audits: performance audits. These audits examine the economy, efficiency, and effectiveness of programs and organisations, including compliance with legislative provisions and internal policies.

The new legislation gives the Auditor General the power to conduct such audits, which may focus on a particular issue or theme, such as procurement practices, and may include individual or multiple local governments and related bodies. This is in line with the approach adopted in other jurisdictions

Audit Committee Meeting Agenda
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and with what applies to State Government agencies. Performance audits will be paid for by the State Government.

Publication of financial reports

Commencing with their 2017-18 annual report, local governments will be required to publish the annual report, including audit reports on the local government's official website within 14 days after the report has been accepted by the local government

Local government duties with respect to audits

Legislation now requires local governments to examine an audit report it receives and implement appropriate action in respect to the significant matters raised.

The following amendments are to the Local Government (Financial Management) Regulations 1996

Timeframe for review of financial management systems

Regulation 5 regarding the CEO's duties as to financial management has been amended to require the CEO to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures from no less than once in every four financial years to no less than three financial years.

Timeframe for local governments to revalue assets

Regulation 17A(4) has been amended to require a local government to revalue an asset:

- whenever the local government is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount; and
- in any event, within a period of at least 3 years but not more than 5 years after the day on which the asset was last valued or revalued.

Assets values under \$5,000

Amendments to Regulation 17A excludes assets valued under \$5,000. This regulation commences on 1 July 2018. It is recommended these are no longer capitalised rather they will be held on property registers.

The following are the Amendments to the Local Government (Audit) Regulations 1996

Role of the Audit Committee

With the transfer of auditing to the Auditor General, local government Audit Committees will have a new and important role.

The role of the Audit Committee has been amended so that the Audit Committee has greater involvement in assisting the CEO to carry out the review under Regulation 17 of the Audit Regulations of systems and procedures concerning risk management, internal control, and legislative compliance. The Audit Committee is empowered to 'monitor and advise'

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the CEO in reviews of certain systems prescribed by the audit and financial management regulations

The Audit Committee will also support the auditor as required and have functions to oversee:

- the implementation of audit recommendations made by the auditor, which have been accepted by council; and
- accepted recommendations arising from reviews of local government systems and procedures

Role of the council assisting the auditor

Local governments are required to provide the auditor with a copy of their Strategic Community Plan, Corporate Business Plan or another plan or informing strategy. The powers to request documentation are consistent with the Auditor General's powers to request information of State Government agencies when conducting audits.

Timeframe for reviewing audit systems and procedures

An amendment to Regulation 17(2) requires the CEO to undertake a review of audit systems and procedures no less than once in every three financial years. This change will introduce consistency in CEO responsibilities to review financial management and audit systems and procedures in a timely manner.

Compliance Audit Return

Questions regarding the adoption of Integrated Planning and Reporting documents have been included as fields in the Compliance Audit Return.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU114

Moved: Cr A J Mencshelyi

Seconded: Cr C R Antonio

That Council receives the guide to Local Government Audit Reforms June 2018

CARRIED 2/0

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Discussion

- Mr Young informed the Committee that the Fair Valuation cycle change to once every five years from once every three years would save the Council around \$20,000 in fees each year the valuation was not undertaken.
- That the audit cost to Council would likely double, due to the Auditor Generals involvement and attendance.
- Mr Young explained that it was now a requirement for the Audit Committee to be more involved with the regulation 17 audit under the Audit Regulations by ensuring risks highlighted are reviewed, it was noted that audit risks and actions taken by staff were already reported to the Committee.

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Department of
Local Government, Sport
and Cultural Industries

A Guide to Local Government Auditing Reforms - June 2018

Attachment 1

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June 2018

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All or part of this document may be copied. Due recognition of source would be appreciated. If you would like more information please contact the Department of Local Government, Sport and Cultural Industries.

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A Guide to Local Government Auditing Reforms – June 2018

Introduction

On 24 August 2017, amendments to the *Local Government Act 1995* were passed by State Parliament that will enable the Auditor General to audit council finances and performance.

The changes to the Act have been supported by amendments to the *Local Government Local Government (Financial Management) Regulations 1996* and *Local Government (Audit Regulations)* gazetted on Tuesday, 26 June 2018.

Unless otherwise specified, the changes to the regulations commence on 27 June 2018. Regulations 13 and 14 of the *Local Government (Financial Management) Regulations 1996* commence on 1 July 2018.

This guide has been prepared by the Department of Local Government, Sport and Cultural Industries (the Department) to inform local governments and auditors about the changes and replaces the guide published in September 2017.

Changes to the *Local Government Act 1995* made in 2017

Auditor General will be responsible for financial and supplementary audits

The reforms made in 2017 have expanded the Auditor General's scope of powers to undertake and report on local government financial audits and provide for the independent oversight of the local government sector.

The Auditor General will take over responsibility for financial audits on a transitional basis as existing audit contracts expire. From 2020-21, all local governments will be audited by the Auditor General, regardless of whether their auditing contracts have expired.

The Department has received advice that this termination requirement will not expose the State, the Director General, or local governments to any liability if audit contracts are cancelled as a result of the changes.

A local government may not appoint a person to be its auditor.

The Auditor General will be able to contract out some or all of the financial audits but all audits will be done under the supervision of the Auditor General.

As is currently the case, local governments will be responsible for meeting the costs of financial audits. The Auditor General will determine the fees for a financial audit.

Audit Committee Meeting Agenda
7 November 2018



The Department has published the status of each local government's audit arrangements. This will provide transparency so that members of the community are aware of whether or not the Auditor General has responsibility for a local government audit.

Amendments mean that regional subsidiaries and regional councils will be audited by the Auditor General in the same way as local governments. The Auditor General will have the power to dispense with a financial audit of a local government or regional subsidiary where the Auditor General believes this is appropriate.

The Auditor General must consult with the Minister for Local Government before exercising this power. This could be used, for example, if a regional council has ceased to operate but has not yet been wound up. If this power is exercised, the Auditor General must notify the Public Accounts Committee and the Estimates and Financial Operations Committee of Parliament.

The Auditor General must give the report on the financial audit to the Mayor / President of the local government, the CEO of the local government, and the Minister for Local Government.

New category of audits: performance audits

The 2017 reforms introduced a new category of audits: performance audits. These audits examine the economy, efficiency, and effectiveness of programs and organisations, including compliance with legislative provisions and internal policies.

The new legislation gives the Auditor General the power to conduct such audits, which may focus on a particular issue or theme, such as procurement practices, and may include individual or multiple local governments and related bodies. This is in line with the approach adopted in other jurisdictions and with what applies to State Government agencies. Performance audits will be paid for by the State Government.

The Auditor General publishes its audit program on the Auditor General's website.

Performance audit reports are submitted to both Houses of Parliament for the Public Accounts Committee and the Estimates and Financial Operations Committee. The report is also provided to the relevant local governments.

Publication of financial reports

Commencing with their 2017-18 annual report, local governments will be required to publish the annual report, including audit reports on the local government's official website within 14 days after the report has been accepted by the local government.

Local governments will be required to publish their annual report online regardless of who undertakes the audit.

Audit Committee Meeting Agenda
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Local government duties with respect to audits

Legislation now requires local governments to examine an audit report it receives and implement appropriate action in respect to the significant matters raised.

Local governments must prepare a report addressing the significant matters identified in the report and state what action the local government has taken or intends to take. This report must be provided to the Minister within three months of receiving the audit report. Within 14 days after the local government gives the report to the Minister, the CEO must publish a copy of the report on its official website.

Amendments to the Local Government (Financial Management) Regulations 1996

The following amendments to the *Local Government (Financial Management) Regulations 1996* have been made.

Timeframe for review of financial management systems

Regulation 5 regarding the CEO's duties as to financial management has been amended to require the CEO to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures from no less than once in every four financial years to no less than three financial years. This change in combination with amendments to the provisions in the Audit Regulations related to reviewing auditing systems, will achieve greater consistency.

Timeframe for local governments to revalue assets

Regulation 17A(4) has been amended to require a local government to revalue an asset:

- whenever the local government is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount; and
- in any event, within a period of at least 3 years but not more than 5 years after the day on which the asset was last valued or revalued.

These changes have been introduced to achieve greater consistency with the Australian Accounting Standards.

Assets values under \$5,000

Amendments to Regulation 17A excludes assets valued under \$5,000. This regulation commences on 1 July 2018.

Audit Committee Meeting Agenda
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Regulation 17B requires the CEO to take steps to protect excluded portable and attractive assets. This regulation requires a CEO to take all reasonable steps to prevent the theft or loss of non-consumable assets that are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale.

The language of this requirement is consistent with State Government requirements contained in Treasurer's Instruction 410 Record of Assets and has been revised following consultation with the local government sector.

A property register for portable and attractive items may be an appropriate means to properly record portable and attractive assets. The steps necessary to protect portable and attractive assets are a decision for each local government CEO.

Terminology

Amendments to the terminology used in the *Local Government (Financial Management) Regulation 1996* have been made to achieve consistency with the Australian Accounting Standards:

1. the statement from the CEO specified in Schedule 2 Form 1 has been modified replacing the part that states that annual financial report is in the opinion of the CEO properly drawn, with a statement that the annual financial report is 'based on proper accounts and records.'
2. clarification that the annual financial report complies with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Amendments to the Local Government (Audit)
Regulations 1996

Role of the Audit Committee

With the transfer of auditing to the Auditor General, local government Audit Committees will have a new and important role.

The role of the Audit Committee has been amended so that the Audit Committee has greater involvement in assisting the CEO to carry out the review under Regulation 17 of the Audit Regulations of systems and procedures concerning risk management, internal control, and legislative compliance. The Audit Committee is empowered to 'monitor and advise' the CEO in reviews of certain systems prescribed by the audit and financial management regulations. The terms 'monitor and advise' have been selected following consultation with the sector.

Audit Committee Meeting Agenda
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The reforms are intended to help CEOs formulate recommendations to council to address issues identified in the reviews.

The Audit Committee will also support the auditor as required and have functions to oversee:

- the implementation of audit recommendations made by the auditor, which have been accepted by council; and
- accepted recommendations arising from reviews of local government systems and procedures.

These roles reflect the importance of the Audit Committee as a section of council charged with specific responsibilities to scrutinise performance and financial management. The regulations continue to allow for external membership of Audit Committees. Councils are encouraged to consider inviting appropriate people with expertise in financial management and audit to be members of their Audit Committee.

Role of the council assisting the auditor

Local governments are required to provide the auditor with a copy of their Strategic Community Plan, Corporate Business Plan or another plan or informing strategy. The powers to request documentation are consistent with the Auditor General's powers to request information of State Government agencies when conducting audits.

Timeframe for reviewing audit systems and procedures

An amendment to Regulation 17(2) requires the CEO to undertake a review of audit systems and procedures no less than once in every three financial years. This change will introduce consistency in CEO responsibilities to review financial management and audit systems and procedures in a timely manner.

Compliance Audit Return

Questions regarding the adoption of Integrated Planning and Reporting documents have been included as fields in the Compliance Audit Return.

Terminology

The following amendments for the terminology used in the Audit Regulations have been made:

- references to Executive Director have been replaced by Departmental CEO to reflect Machinery of Government changes; and

Audit Committee Meeting Agenda
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- references to the conduct of audits in regulation 9 have been updated to reflect language used in the Australian Accounting Standards.

For more information, please contact:

Department of Local Government, Sport and Cultural Industries
Gordon Stephenson House, 140 William Street, Perth WA 6000
GPO Box R1250, Perth WA 6844
Telephone: (08) 6551 8700 Fax: (08) 6552 1555
Freecall: 1800 620 511 (Country only)
Email: legislation@dlqsc.wa.gov.au Website: www.dlqsc.wa.gov.au
Translating and Interpreting Service (TIS) – Telephone: 13 14 50

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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 expected for early 2019. A date will be confirmed at a later date.

8. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr C R Antonio declared the meeting closed at 4:15pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 13 November 2018 have been confirmed as a true and correct record."

President

Date

12. OFFICER REPORTS

12.1 **CEO'S** Office

12.1.1 2019 Council Meeting Dates

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.1
Reporting Officer:	Alysha Maxwell Executive Assistant – CEO
Responsible Officer:	Jason Whiteaker Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Yes (public notice)

BRIEF

The purpose of this report is for Council to endorse the meeting schedule for the twelve month period from January 2019 through to December 2019. This schedule includes Forum, Ordinary and Strategic meetings of Council.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

It is a requirement under the Local Government Administration Regulations for a Local Government to give public notice of the dates and times of its Ordinary and Committee Meetings.

Local Government (Admin) Regulation 12 provides that –

- (i) At least once each year a local government is to give local public notice of the date on which and the time and place at which Ordinary Council Meetings are to be held over the next 12 months. A similar provision applies to Council committees that are open to members of the public.

Section 1.7 of the Local Government Act states that where local public notice is required then the notice is to be published in a newspaper circulating generally throughout the district on at least one occasion and is to be placed on the public notice board of the Council office and library for at least seven days before the meeting. As a consequence the date of the first ordinary meeting will need to reflect that timing.

In 2018, Council for the first time resolved to hold a Forum and Ordinary Council meeting in the communities of Bakers Hill, Wundowie, Grass Valley and Quellington.

At the Ordinary Council meeting held on 15 August 2018, Council resolved the following:

MOTION / COUNCIL DECISION

Minute No: C.3445

Moved: Cr Williams

Seconded: Cr Mencshelyi

That Council discontinue holding community meetings at Bakers Hill, Grass Valley and Wundowie subject to a Council Forum and Ordinary Council meeting being scheduled at these locations in 2019, with available Councillors and staff including the Chief Executive Officer and Executive Managers attending the location one (1) hour prior to the Forum meeting commencing to allow for consultation with local residents.

CARRIED 8/0

Should the Officers recommendation form the decision of Council, community meetings will not be held in these locations in 2019.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance and Leadership

Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.

Financial / Resource Implications

For the 2018/19 financial year, in accordance with the provisions of s5.99 of the Local Government Act 1995. Councillors receive a flat annual Meeting Attendance Fee of \$19,750 and the President receives \$23,600. This amount is

not affected by the number of meetings attended. Councillors are, however, entitled to claim travel costs in respect to meetings and other authorised events.

There will be a cost involved for the public notice to be displayed in local newspapers. This will be expended from account 04052192 at an estimated cost of \$300.

Legislative Compliance

Local Government Act 1995 – s1.7;

Local Government (Administration) Regulations, Reg 12.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Consultation has occurred with the Bakers Hill, Wundowie, Grass Valley and Quellington Progress Associations in relation to the setting of dates in 2019. The dates which form part of this recommendation have been confirmed as being suitable for the Progress Associations and communities. Quellington Progress Association has indicated their interest to hold a meeting at the Quellington Hall in 2019 and have confirmed that August 2019 would be a suitable option, however this has not been recommended as the meeting in November 2018 was considered a once off.

Once the dates have been set, advertising will occur throughout the Shire.

Risk Implications

- Reputational – Low / Moderate
 - This risk is assessed as low should the Officer Recommendation form the decision of Council.
 - This risk is assessed as moderate should Council resolve to only hold meetings in Northam as Officers believe there is a community expectation to hold either community or Council meeting in surrounding localities. If these meetings were not held, there may be an increased perception that the Shire of Northam is “Northam centric”.
- Financial – Low
 - This is assessed as being low as there is not believed to be any financial risk associated with the recommendation of this report.
- Compliance - Low
 - This risk is assessed as being low as this report seeks to ensure compliance with the *Local Government Act 1995*.
- Legal – Low
 - This risk is assessed as being as there is not believed to be any legal risk associated with the recommendation of this report.

OFFICER'S COMMENT

In 2018 Council meetings at surrounding localities were trialled and Officers believe these ran well and encouraged community participation into Council decision making processes. Officer's recommendation is in line with the 2018 Council decision and is recommending to hold a Forum and Ordinary meeting at Bakers Hill, Wundowie and Grass Valley, however are not recommending that a meeting be held at Quellington Hall in 2019.

At this stage there is no Forum being recommended for the January 2019 meeting. If the size of the agenda warrants a Forum this may be scheduled and appropriate notice will be provided.

RECOMMENDATION

That Council:

1. Advertise that its Forum and Ordinary Meetings of Council for 2019 will be held as follows:

Forum	Ordinary Council	Location
Nil	23 January 2019	Shire of Northam Council Chambers
13 February 2019	20 February 2019	Bakers Hill Pavilion
13 March 2019	20 March 2019	Shire of Northam Council Chambers
10 April 2019	17 April 2019	Shire of Northam Council Chambers
8 May 2019	15 May 2019	Wundowie Hall
12 June 2019	19 June 2019	Shire of Northam Council Chambers
10 July 2019	17 July 2019	Shire of Northam Council Chambers
14 August 2019	21 August 2019	Shire of Northam Council Chambers
11 September 2019	18 September 2019	Shire of Northam Council Chambers
9 October 2019	16 October 2019	Shire of Northam Council Chambers
13 November 2019	20 November 2019	Grass Valley Hall
11 December 2019	18 December 2019	Shire of Northam Council Chambers

2. Request available Councillors and staff including the Chief Executive Officer and Executive Managers to attend the Bakers Hill, Wundowie and Grass Valley location one (1) hour prior to the Forum meeting commencing to allow for consultation with local residents.
3. Schedule a Strategic Meeting quarterly in the months of February, May, August and November, on the following Wednesday of the Ordinary Council Meeting and be convened in the Shire of Northam Council Chambers; and
4. Endorse that all meetings are to commence at 5:30pm.

12.1.2 Write Off / Waive Small Fees or Debts Policy

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.3.1.2
Reporting Officer:	Alysha Maxwell Executive Assistant – CEO
Responsible Officer:	Jason Whiteaker Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider adopting a policy to provide guidance to the Chief Executive Officer when considering requests to write off or waive small fees or debts.

ATTACHMENTS

Attachment 1: Write Off / Waive Small Fees or Debts Policy.

BACKGROUND / DETAILS

The Chief Executive Officer is delegated authority to make a determination to waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government (subject to section 6.12(2) of the *Local Government Act 1995*). This is currently granted up to a maximum of \$500.

The Chief Executive Officer has received an increasing number of requests to write off or waive fees and Officers believe there is a need for a policy to provide guidance, consistency and a framework when considering these requests.

Officers have assessed the draft policy against the decisions made under delegated authority in 2017/18 to determine the impact the policy may have on the type of applications which are being received. See below table which demonstrates that most applications would still be approved however this would be limited to one application each financial year:

Date	Party/s Impacted	Details	Waived Under draft Policy?
24/07/2018	Directions Workforce Solutions	Waiver of hire fees at the Northam Recreation Centre on 18/09/2018 for a Careers Expo.	Yes
27/07/2018	Julie Purslowe	Waiver of hire fees for Sound Shell for Charity Yoga booking totalling \$14.	Yes
6/08/2018	Springfield Football Club	Waiver of additional hire fees to use indoor courts while Henry Street Oval is closed. Totalling \$80.00.	Yes However, there are no specific considerations within the Policy relating to sporting groups
23/08/2018	Grass Valley Bush Fire Brigade	Waiver of community bus fee (\$1 per km travelled) for Councillor and staff tour of Grass Valley District).	Yes Bond not waived (which is what occurred)
19/09/2018	Department of Water and Environmental Regulation & Surrounding Shire's	Waiver of hire fees at Northam Recreation Centre to hold a workshop for cost recovery model for water and environmental regulation services consultation. Shire of Northam requested to host workshop.	No Refer to exclusions, State or Federal Government Organisation.
28/09/2018	Clackline / Muresk Bush Fire Brigade	Waiver of community bus fee, \$1 per km travelled, estimated 80km for tour of district. Excluding bond and fuel.	Yes Bond not waived (which is what occurred)
5/10/2018	Bakers Hill Progress and Recreation Association	Waiver of event application fees totalling \$154 to hold the Bakers Hill Country Christmas Fair on 8th December 2018.	Yes
15/10/2018	Northam RSL	Waiver of Sound Shell hire fees for Remembrance Day Celebrations (Sun 11 Nov 2018, Bernard Park) totalling \$98.00.	Yes
17/10/2018	Wundowie Primary School P&C Association	Waiver of \$154 event application fee and \$155 blanket stallholder fee for Motor Mania Show & shine Fundraiser	Yes Subject to not-for-profit organisation being demonstrated otherwise no.
17/10/2018	Bakers Hill Primary School P&C Association	Waiver of \$154 event application fee for 'Class on the Grass' fundraiser.	Yes Subject to not-for-profit organisation being demonstrated, otherwise no.

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; and
- Maintain a high standard of corporate governance.

Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.

- Maintain a high standard of corporate governance.

Financial / Resource Implications

The waivers granted will have an impact on income for the Shire of Northam.

Legislative Compliance

Local Government Act 1995, section 6.12(2)

Local Government (functions and general) Regulations cl. 14, 18, 20

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Consultation has occurred with Officers which are involved with receiving these type of requests.

This policy has been circulated to Council for comment and also workshopped on 17 October 2018, with various changes being implemented from this consultation.

Risk Implications

- Reputational – Moderate
 - This has been assessed as moderate should the policy not be adopted as there may be perceived inconsistency with approving requests. If Council develops a policy position on this matter this risk is assessed as being low.
- Financial - Low
 - This has been assessed as low as the Chief Executive Officer is limited with the amount which can be waived or written off, this is currently capped at \$500. In addition the policy provides parameters for only one waiver or write off per individual/organisation/community group and is therefore assessed as having minimal financial impact and risk.
- Compliance - Low

- This has been assessed as low due to compliance requirements being considered when developing the policy and are also captured within the policy and delegated authority register.
- Legal – Low
 - This has been assessed as low as there is not believed to be any legal risks.

OFFICER'S COMMENT

Officers believe that this policy is necessary to provide a framework for decision making.

RECOMMENDATION

That Council adopt policy C 3.4 Write Off / Waive Small Fees or Debts.

Attachment 1



Shire of Northam Planning Policy Manual (Section I)
Policy
C3.4 Write Off / Waive Small Fees or Debts

COMMUNITY

C 3.4 Write Off / Waive Small Fees or Debts

<i>Responsible Department</i>	Executive Manager Community Services
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	21/11/2018
<i>Next Scheduled Review</i>	2020
<i>Related Shire Documents</i>	Delegated Authority Register
<i>Related Legislation</i>	Local Government Act 1995 Section 6.12(1)(b) and (c) and (3)

OBJECTIVE

To provide clear guidelines for the equitable assessment of requests to write off or waive small fees or debts within the parameters set by Council under delegated authority.

SCOPE

The Shire of Northam receives a number of requests to write off or waive small fees and charges or debts. This policy ensures:

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value for write off / waiver of small fees and charges or debts which are approved in any one financial year;
- An equitable assessment of each application or request received;
- A standard process for applicants to follow when requesting a write off / waiver of small fees and charges or debts.

This policy applies to all requests to write off or waive small fees or debts within the parameters set by Council under delegated authority (refer to the Shire of Northam Delegated Authority Register).

“Debt” a sum of money that is owed or due.

“Debtor” an individual, organisation or other party that transacts with the Shire where goods or services are provided, use of facilities are made available, fines and license fees are levied and any other transaction that results in an expected future payment to the Shire.



Shire of Northam Planning Policy Manual (Section I)
Policy
C3.4 Write Off / Waive Small Fees or Debts

"Fee" means any fee or charge set out in the Shire of Northam's Fees and Charges Schedule but does not include a bond.

"Not-for-profit organisation" means a non-commercial organisation, including a religious organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.

POLICY

1. Waiving Small Fees and Charges

Waiving of fees and charges must be undertaken in a consistent and transparent manner. The Chief Executive Officer may exercise their delegation to waive small fees and charges that:

- Promote the Shire of Northam's mission and objectives;
- Provides a benefit to the Shire of Northam community;
- Are for an activity, event or program with a charitable or community service oriented purpose;
- Are for not-for-profit and non-government organisations; and
- Fall within the parameters set by Council under delegated authority, as detailed within the Delegated Authority Register.

The above items must be demonstrated prior to a fee waiver being approved.

2. Write Off Debts

Debts shall be considered for write off only when all reasonable attempts at recovery have been exhausted and are within the parameters set by Council under delegated authority, as detailed within the Delegated Authority Register. Recommendations for write off shall be made by the Executive Manager Corporate Services to the Chief Executive Officer following discussion with the business unit responsible for the raising of the debt.

In accordance with section 6.12(c) of the *Local Government Act 1995* all debts which require Council approval to be written off will be reported to Council.

3. Exclusions

The Chief Executive Officer will not consider a write off or waiver for small fees or debts for:

- 3.1 Any activity, event or program that contravenes Council's existing policies;
- 3.2 The bond associated with the use of Council Facilities (only the waiver of fees for an activity, event or function will be considered);
- 3.3 Retrospective applications;
- 3.4 More than one approved application per financial year.



Shire of Northam Planning Policy Manual (Section I)
Policy
C3.4 Write Off / Waive Small Fees or Debts

- 3.5 Requests from non-resident individuals or organisations which do not directly serve or represent the community of the Shire of Northam;
- 3.6 Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the Shire of Northam;
- 3.7 Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);
- 3.8 Waiver requests from organisations or individuals who have monies owing to the Shire which relate to past booking and/or application fees;
- 3.9 Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities, unless it can be demonstrated that the events aims and objectives are targeted primarily at the Shire's community as a whole;
- 3.10 State or Federal government organisations.

4. Reporting

Where the Chief Executive Officer has exercised delegated authority to write off or waive small fees or debts the item is to be listed within the Delegated Authority Register accordingly.

12.2 ENGINEERING SERVICES

Nil.

12.3 DEVELOPMENT SERVICES

12.3.1 Application for Development Approval – Oversized & Over-Height Outbuilding (19 Acacia Retreat, Wundowie)

Address:	19 (Lot 100) Acacia Retreat, Wundowie
Owner:	Brian Bo Pangler
Applicant:	Complete Sheds & Garages
File Reference:	A15496/P18074
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

The applicant proposes the construction of an oversized and over-height outbuilding at 19 Acacia Retreat (Zone: Rural Residential, Land Area: 20,007m²(2ha)) (Refer Attachment 1).

The applicant therefore seeks development approval for variations proposed to Local Planning Policy No. 24 – Outbuildings in the Rural, Rural Residential & Rural Smallholding Zones (LPP24) beyond Officer Delegations.

ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Site Plan & Elevations – Outbuilding.
- Attachment 3: Proposed Residential Dwelling (Not Part of Application to Council).

BACKGROUND / DETAILS

The applicant seeks to construct an oversize outbuilding of 300m² (25m x 12m) with a wall height of 6m and ridge height of 6.79m for the storage of motor vehicles (Refer Attachment 2). The applicant has provided justification for the

proposed height area variation, being that it is proposed to be utilised for the lifting and storage to accommodate a motor vehicle collection.

Due to the size of the lot, the applicant seeks to exceed the permitted aggregate floor area of LPP24 from 250m² by an additional 50m² (300m² Total). The applicant also seeks a varied wall and ridge height from LPP24 (6m and 6.79m proposed, 4m and 5m permitted).

The additional variation is the proposed construction of the outbuilding prior to the construction of the dwelling. The applicant is in the process of preparing engineering plans for the residence, and an additional Bushfire Attack Level (BAL) Assessment.

It should be noted that the plans of the dwelling are not part of the application before Council (Refer Attachment 3), however they are provided for reference given Clause 5.8 – dotpoint 2 & 3 of LPP24 applies with respect to the taking of a bond due to the construction of the outbuilding prior to a dwelling.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6 Governance & Leadership

Outcome 5.2 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

The applicant has paid the prescribed development application fee as per Schedule 2 of the *Planning and Development Regulations 2009*.

There are no direct financial and/or resource implications for the Shire of the recommendations of this report.

In line with Policy provisions, the applicant is required to pay a \$5,000 bond with respect to the construction of an outbuilding prior to a dwelling. The bond is fully refundable on the receipt of a Notice of Completion for the Residential Dwelling on the property.

Legislative Compliance

- Shire of Northam Local Planning Scheme No.6
- Planning and Development (Local Planning Scheme) Regulations 2015

Policy Implications

Local Planning Policy 24: Outbuildings in the Rural, Rural Residential and Rural Smallholding Zones:

Variation 1: Outbuilding Size

As the lot is zoned Rural Residential and is 2Ha in size, the maximum outbuilding size and total aggregate area of all outbuildings permitted is 250m². The applicant seeks an additional floor area of 50m² above the permitted allowance under LPP24.

Variation 2: Outbuilding Height

The maximum wall height permitted on Rural Residential properties as per Local Planning Policy 24 is 4m wall height and 5m ridge height. The applicant proposes a wall height of 6m and a ridge height of 6.79m.

Variation 3: The applicant proposes the construction of an outbuilding on vacant land prior to the construction of the dwelling. Officers have liaised with the proponents and the advice received is that the house plans are requiring final modifications and Bushfire Attack Level Re-Assessment, and Officers have therefore notified them that the provision of Clause 5.8 – dotpoint 2 & 3 Applies:

- Proof of financial commitment (e.g. a contract entered into between a builder and the owner) has been provided as well as financial evidence to demonstrate capability to pay for completion of a dwelling; and
- Payment of a \$5,000 bond. This bond is fully refundable upon the Shire having received the notice of completion (Form BA7) from the builder for a residence on the same property.

Stakeholder Engagement / Consultation

The proposal was advertised to the adjoining landowners (4) from the 1/10/2018 to the 17/10/2018. No objections or submissions were received during the advertising period.

Risk Implications

- Reputational – Low
 - The proposal was advertised to adjoining landowners as per Local Planning Policy 20: Advertising of Planning Proposals, and no objections or submissions were received.
- Financial - Nil
- Compliance - Low
 - A standard development condition requires that a dwelling is to be substantially commenced within 1 year and completed within 2 years from the date of the approval of an outbuilding, or the outbuilding is required to be dismantled.
- Legal – Low

- Officers assess each development application on its merits. It is not considered that the proposal will set an undue precedent in the locality due to situational characteristics that affect the proposal.
- Local Planning Policy 24 is a Policy made under the Shire of Northam Local Planning Scheme No.6 under the Planning and Development (Local Planning Schemes) Regulations 2015. A decision made by Officers under delegation or hereby made by Council has a Statutory Weight, where made on valid planning grounds. The application has been assessed against the relative planning framework to which a recommendation has been prepared.

OFFICER'S COMMENT

Officers have assessed the development application and provide the Recommendation in response to the following key site conditions that impact the proposal.

Elevation fall & proposed dwelling siting (visual buffer)

The proposed outbuilding is located to the rear of the property which contains an elevation fall from Acacia Retreat to Great Eastern Highway. The visibility of the outbuilding therefore in respect to its scale and bulk is thereby reduced due to the natural elevation fall (lower height than street level reduces visual impact). Given the contours at the proposed outbuilding are 265m~ AHD (Australian Height Datum), while Acacia Retreat is located at 272m~ AHD, it is unlikely it will have a significant visual impact. In addition, the view to the outbuilding will also be significantly obstructed by the residence from the street perspective following the construction of the proposed dwelling (Refer Attachment 2 & 3).

Setbacks & subdivision characteristics

The outbuilding is located 20m away from the adjoining property boundary, is located within the building envelope and conforms to all setback requirements of the Shire of Northam Local Planning Scheme No.6 for the Rural Residential zone. In addition, the Acacia Retreat Rural Residential subdivision contains a vegetation buffer along Great Eastern Highway, and existing vegetation within the easement of the Shire of Northam for the purpose of stormwater drainage adjacent to Hawke Avenue limits visual exposure from Hawke Avenue. Therefore, the sole area of visual impact is the adjoining property to the south-west of 19 Acacia Retreat (Refer Attachment 1).

As no objection was received in relation to the proposal, Officers recommend the approval of the proposed outbuilding subject to development conditions.

RECOMMENDATION

That Council resolves to approve the development application (P18074) for the construction of the Oversized Outbuilding at 19 Acacia Retreat Wundowie as follows:

1. The development hereby permitted must substantially commence within two years from the date of this determination notice.
2. The development hereby permitted taking place in accordance with the approved plans dated 21/11/2018.
3. Use of the outbuilding shall be for domestic purposes only.
4. No ablutions are permitted to be installed in the outbuilding until such time as a building permit has been approved for the dwelling and the dwelling is under construction.
5. The outbuilding shall not be used for human habitation and/or commercial purposes at any given time.
6. The walls of the outbuilding not being clad in zincalume or similar highly reflective materials.
7. Approval to construct an outbuilding is dependent upon construction of a dwelling on the property. Construction of an approved dwelling is to have commenced within 12 months of the date of this approval and be completed and occupied within 2 years.
8. 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.

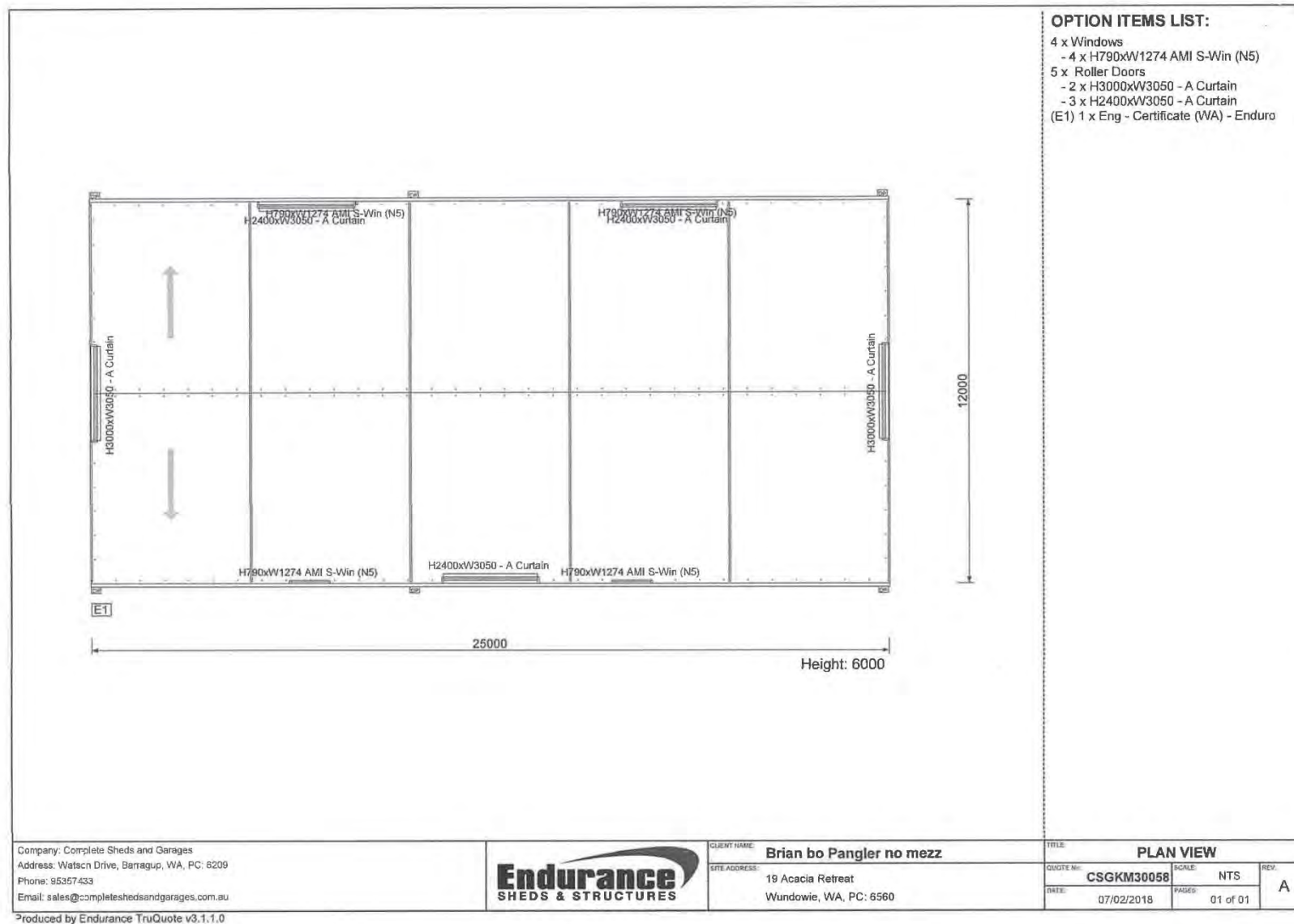
Advice Notes:

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.
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.
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.
4. If construction of an approved dwelling is not commenced and completed within the timeframes specified in Condition 7, the outbuilding is to be removed at the direction of the local government.

Attachment 1



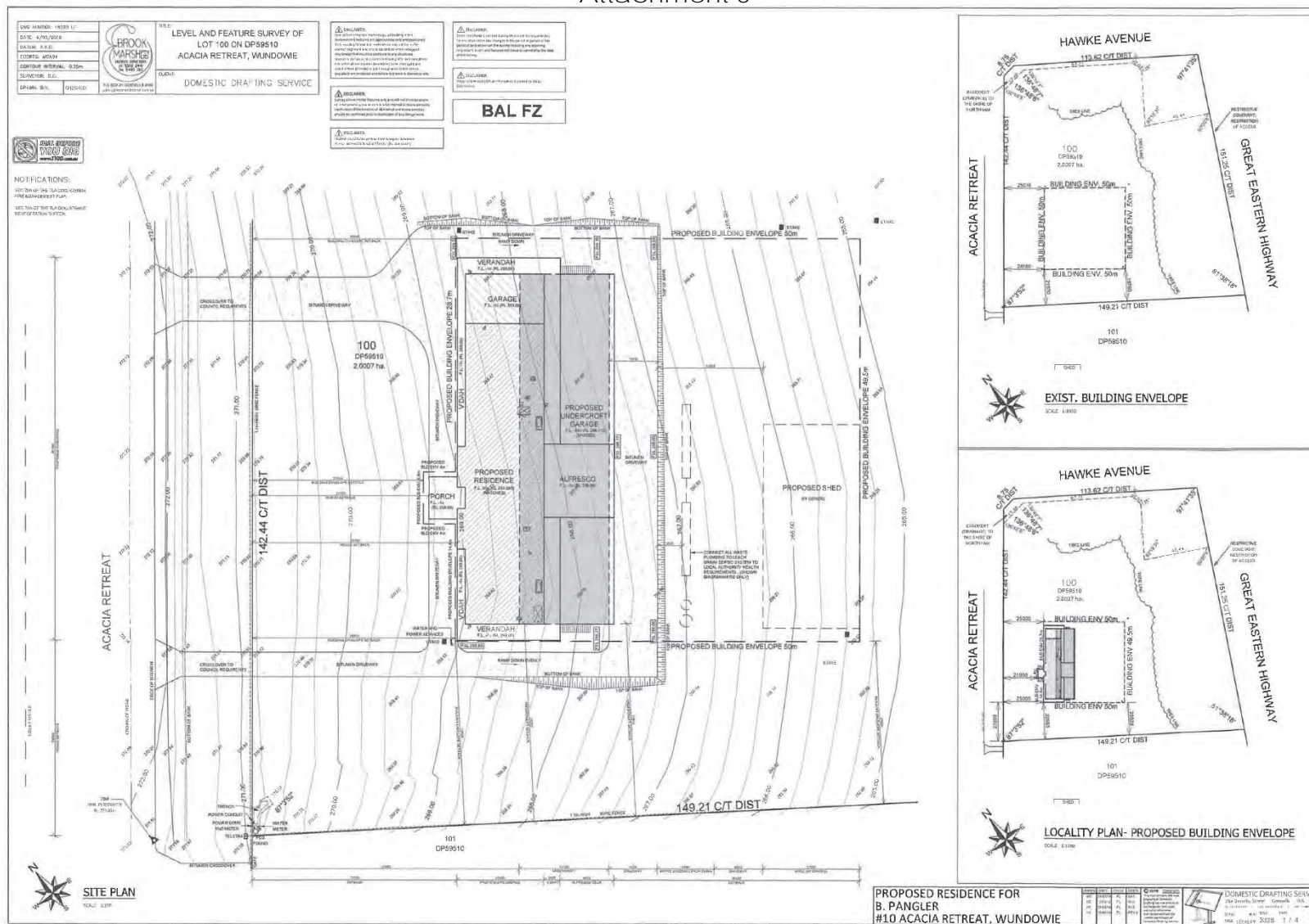
Attachment 2



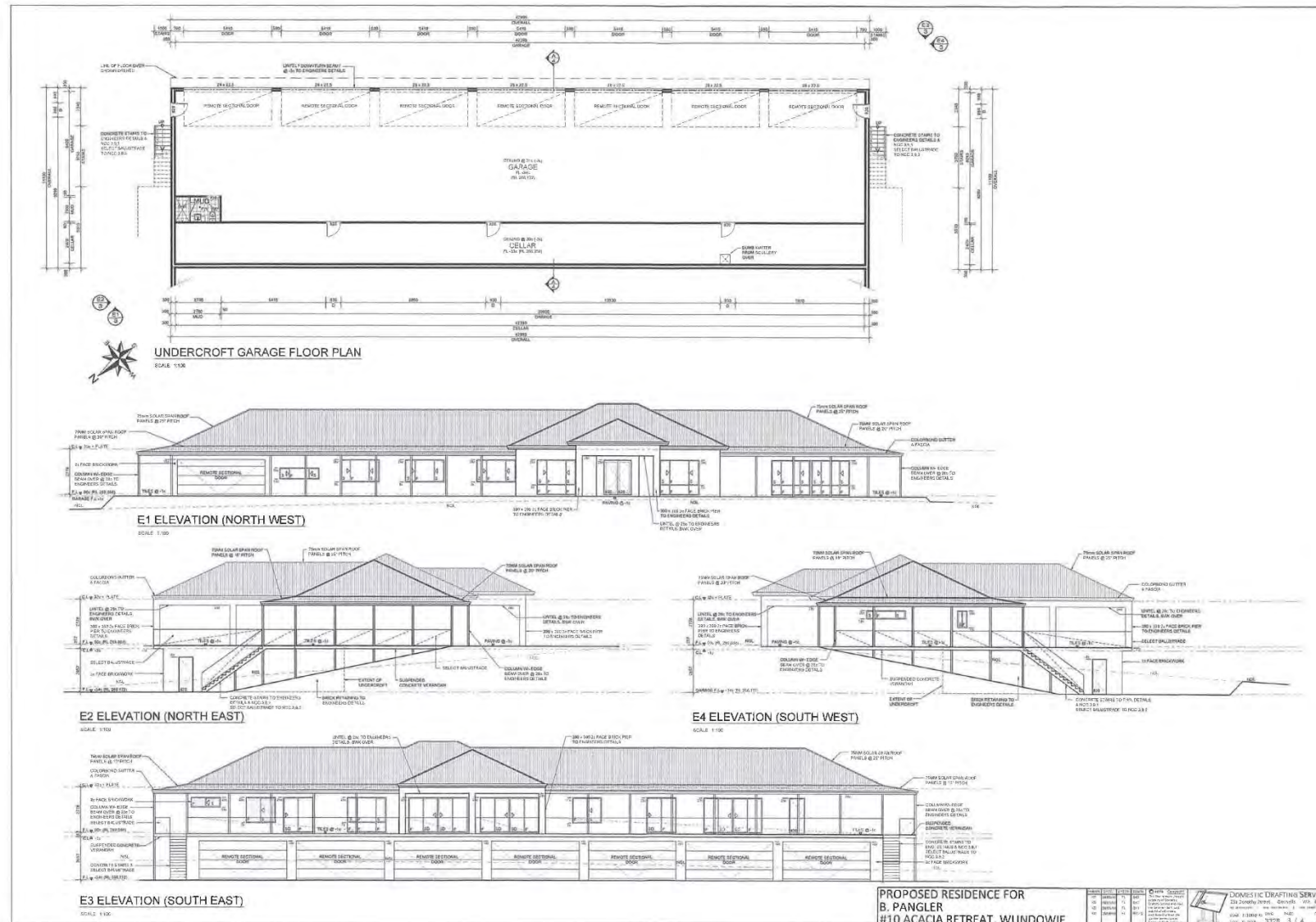
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<small>DATE:</small> 07/02/2018	<small>PAGES:</small> 01 of 01										



Attachment 3









12.3.2 Request for Modification to Planning Approval – Keeping of Horses at Lot 150 (14) Brown Road, Wundowie

Address:	Lot 50 (14) Brown Road, Wundowie
Owner:	Amy-Lee Kaufmann
Applicant:	Amy-Lee Kaufmann
File Reference:	A2677 / P17067.2
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 amending the 'Rural Pursuit' development approval (Ref. No. P17067) it granted the owners of 14 Brown Road, Wundowie at the Ordinary Council Meeting (OCM) held on 20th September 2017 (refer Minute No. C.3125) by approving an increase to the maximum number of horses that may be kept on the property at any one time.

This application is the second request for a modification to the original development approval. Council also approved a revised paddock plan for the owners at the OCM held on 16 May 2018. Refer Minute No. C.3343.

ATTACHMENTS

- Attachment 1: Location Plan.
Attachment 2: Copy of Original Approval.

BACKGROUND / DETAILS

Council granted retrospective Development Approval to the owner of 14 Brown Road, Wundowie for the keeping of two (2) horses, the removal of trees and shrubs and the erection of a 1.8m high solid panel fence within the southern setback of the property (subject to conditions) at its OCM held on 20th September 2017.

In April 2018, the Shire received an application requesting Council modify the paddock plan it **approved at the September '17 OCM**. Council approved the modified paddock plan at its OCM held on 16 May 2018.

The current request seeks to increase the maximum number of horses that may be kept on the property by one (i.e. from two to three horses). It is understood the owners wish to purchase their son a Shetland pony.

The request is being referred to Council for a decision as Council approved the original application due to an objection being received during the statutory advertising period in 2017. Refer to Attachment 2 for a copy of the original approval.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

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

Financial / Resource Implications

There are no direct financial and/or resource implications for the Shire of the recommendations of this report.

Legislative Compliance

The following legislation is applicable to the proposal:

- *Planning and Development Act 2005; and*
- *Planning and Development (Local Planning Schemes) Regulations 2015.*

Policy Implications

Shire of Northam Local Planning Policy No.12 – Animal Establishment.

Stakeholder Engagement / Consultation

External Consultation:

Staff have referred the request to five (5) adjoining landowners on 17 October 2018, inviting comments. A 14-day consultation period closed on the 31st of October 2018.

Two (2) submissions were received during the advertising period. One submission cited support for the proposal while one of the co-owners of No. 16 Brown Road objected to the proposal stating the applicant has failed to adhere to the conditions of the original approval on the following grounds:

- The landowner has not rotated the horses through paddocks as per the EMP. Thereby the existing paddocks are now just rock and dust paddocks without any vegetation covering to keep the dust down. With an additional horse, there will be no paddock rotation and absolutely no way vegetation can grow.

- The paddocks have not been hosed down as per the EMP, instead dust storms are created every time a horse gallops / buck.
- The two horses have not been exercised as regularly as the EMP stated. The exercising is conducted on an ad-hoc basis.
- The remaining trees have not been fenced off, instead the horses have been allowed to ring-bark the remaining trees.

The submitter also cited several inconsistencies with the Shire's Health Local Law in relation to the stabling of horses, an increase of vermin, flies and stable fly since the horses arrived on 14 Brown Road. A copy of the submitter's submission can be made available to Council upon request.

Internal Consultation:

Planning staff referred a copy of the co-owner of 16 Brown Road's submission to Council's Manager Health & Environment who advised as follows:

Please be advised of the following regarding the objection to the amendment of the Rural Pursuit Application at 14 Brown Road, Wundowie and our site visit on Thursday 1 November 2018:

- *The owner has established one paddock and has installed posts for the second paddock and has indicated the fencing will be completed soon. The existing paddock has a yard and the 2 ponies are currently being rotated between the yard and the paddock.*
- *There was wind present during our site visit and the horses moved around and no dust storms were observed.*
- *The horses are 2 and 5 years old so should only be exercised intermittently they have feed all day long to keep them occupied.*
- *The mature trees (50cm in diameter at breast height) inside the paddock and yard areas are meshed sufficiently.*
- *The Shire Health Local Law is being corrected and will not apply in this circumstance after the adoption of the latest version. The Local Law is for the keeping of horses in a built-up area such as the trotting stables with 20 horses on Clarke Street in Northam. Setup of the property is conducive to keeping horses on a Rural Residential property.*
- *The two present animals should be classed as ponies although one will mature to a small horse approx. 14.2h. I would suggest the application be written to allow for 20 Dry Sheep Equivalent (DSE) which is 2 horses or 1 horse and 2 ponies which is what they want. Also, this means they can change the horses out for other animals such as sheep or alpacas, etc to a total of 20 DSE.*
- *We do not require people who keep animals in the Shire to provide emergency evacuation plans on how they will evacuate their animals. It should be noted that some farmers have hundreds of animals.*

- *The small feed shed on the property had a bait box present. No vermin activity was observed at the time of the inspection. The property was in a neat and orderly manner.*
- *No stable fly or unusual fly activity was observed on the property and the manure is collected often enough to prevent a stable fly breeding cycle. Fly breeding is usually conducive to a premises or land use where there is regular irrigation and fertiliser/urea being utilised.*

Risk Implications

- Reputational – Low
 - The proposal was advertised to adjoining landowners as per Local Planning Policy 20: Advertising of Planning Proposals.
- Financial - Nil
- Compliance - Low
- Legal – Low
 - Officers assess each development application on its merits. It is not considered that the proposal will set an undue precedent in the locality due to situational characteristics that affect the proposal.

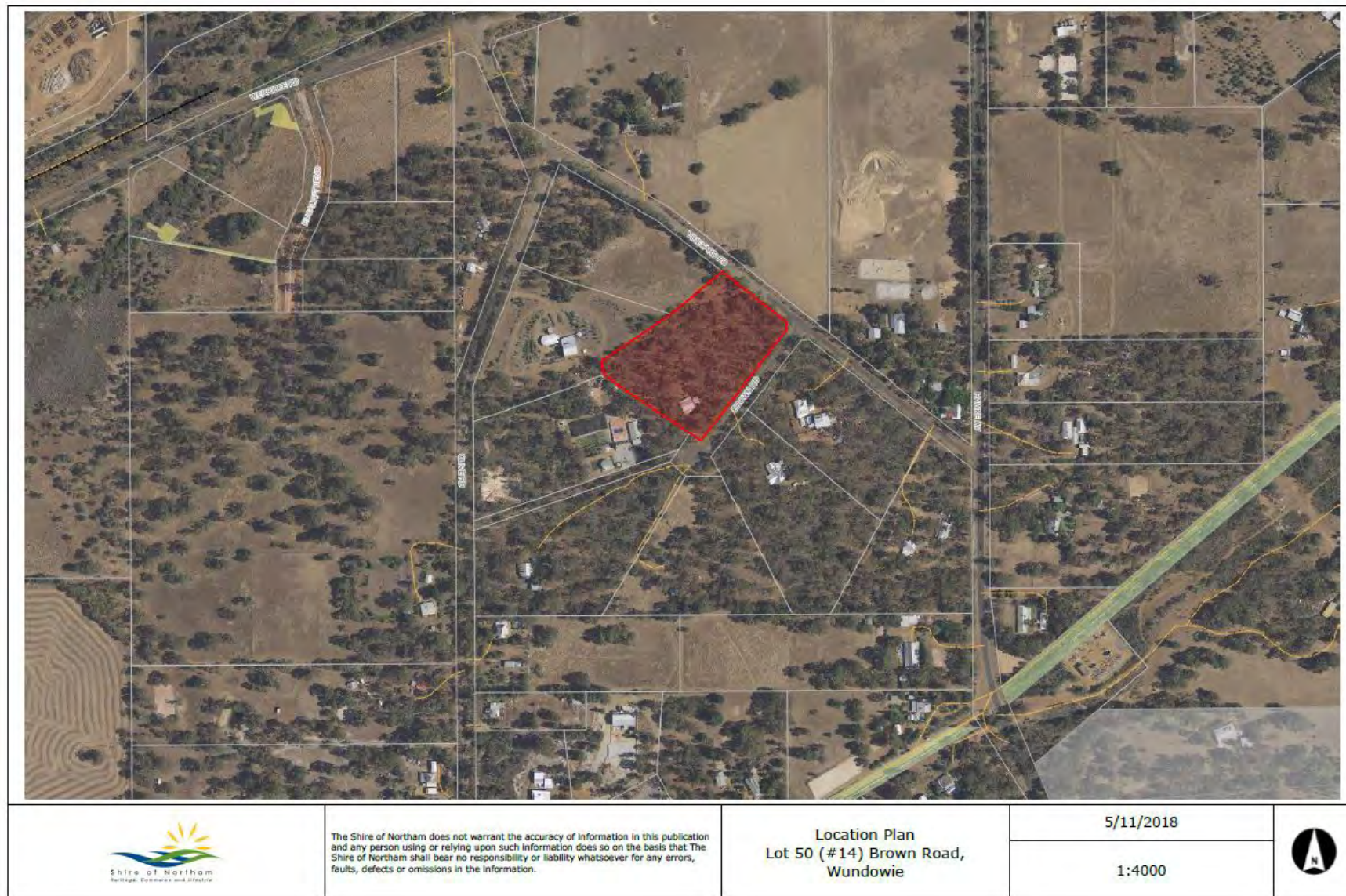
OFFICER'S COMMENT

Following the advice of Council's Manager Health & Environment, Planning staff recommend Council accedes to the applicant's request to keep an additional horse on the property to allow for 20 Dry Sheep Equivalent (DSE) – the equivalent of 2 horses or 1 horse and 2 ponies.

RECOMMENDATION

That Council amend the development approval for the rural pursuit (keeping of horses) land use at Lot 150 (14) Brown Road, Wundowie approved by Council at the Ordinary Council Meeting held on 20th September 2017 (Minute No. C.3125), by revising the maximum permissible number of horses **from 2 to '20 Dry Sheep Equivalent (DSE)', being the equivalent of 2 horses or 1 horse and 2 ponies**, subject to compliance with the original conditions of approval and modified plan approved by Council at the Ordinary Council Meeting held on 16 May 2018.

Attachment 1



Attachment 2



Amy-lee Kaufmann
PO Box 90
WUNDOWIE WA 6560

Our Ref : A2677 / P17067
Enquiries : Kobus Nieuwoudt

Dear Ms Kaufmann

APPLICATION FOR RETROSPECTIVE DEVELOPMENT APPROVAL - KEEPING OF TWO (2) HORSES, THE REMOVAL OF TREES AND SHRUBS AND THE ERECTION OF A 1.8M HIGH SOLID PANEL FENCE

Thank you for your application regarding the above proposal.

I wish to advise that Council at its Ordinary Meeting held on Wednesday 20th September 2017 resolved to approve your application for the above-mentioned application as follows:

"That Council grant Development Approval to Amy-Lee Kaufmann for the keeping of two (2) horses, the removal of trees and shrubs and the erection of a 1.8m high solid panel fence within the southern setback of Lot 50 (14) Brown Road, Wundowie as outlined in the Application received 24th August 2017 (Application No.P17067), and indicated on the approved plans, subject to the following conditions:

- 1. This approval is for a "Rural Pursuit" as defined in the Shire's Local Planning Scheme No.6, including the associated horse arena and yards as depicted on the approved plan, and the subject land may not be used for any other use without the prior approval of the Shire.*
- 2. The landowner shall manage and maintain the property in accordance with the approved Environmental Management Plan and Paddock Plan approved herewith whilst horses are kept on the property.*
- 3. Any area(s) for the stockpiling of solid waste (inclusive of excess feed), shall be set back a minimum of 30 metres from all lot boundaries and designed to have a waterproof cover and an impermeable or low permeability floor surface to prevent fly breeding, liquid waste run-off, and nutrient laden leachate entering the groundwater system.*
- 4. All mature trees in the horse paddocks are to be fenced with ring lock fencing to prevent horses damaging trees.*
- 5. Prior to removing any native vegetation the application is required to obtain a clearing approval from the Department of Water and Environmental Regulation."*

Pursuant to Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, an affected person (the applicant or the owner of the land) may apply to the State Administrative Tribunal for a review of a reviewable determination in accordance with the *Planning and Development Act 2005* Part 14.

Should you have any further queries regarding this matter please contact the undersigned on 96226134 or via email mgrplanning@northam.wa.gov.au.

Yours sincerely



KOBUS NIEUWOUT
MANAGER PLANNING SERVICES

21 September 2017

*Encl: Notice of Determination
Approved Plans*

Shire of Northam Local Planning Scheme No.6 <i>Cl. 86(4) of the deemed provisions for local planning schemes</i>	Office Use Only File No.: A2677 Application No.: P17067
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Planning and Development Act 2005 (as amended)

SHIRE OF NORTHAM

NOTICE OF DETERMINATION ON APPLICATION FOR DEVELOPMENT APPROVAL

Address: 14 Brown Road, Wundowie WA 6560	
Lot/Loc.: 50	Plan/Diagram: 43854
Vol. No.: 2601	Folio No.: 193
Application date: 24 July 2017	Received on: 24 July 2017

Description of proposed development:

Keeping of two (2) horses ('Rural Pursuit'), removal of trees and shrubs and erection of a 1.8m high solid panel fence

The application for development approval is **APPROVED** subject to the following conditions:

1. This approval is for a "Rural Pursuit" as defined in the Shire's Local Planning Scheme No.6, including the associated horse arena and yards as depicted on the approved plan, and the subject land may not be used for any other use without the prior approval of the Shire.
2. The landowner shall manage and maintain the property in accordance with the approved Environmental Management Plan and Paddock Plan approved herewith whilst horses are kept on the property.
3. Any area(s) for the stockpiling of solid waste (inclusive of excess feed), shall be set back a minimum of 30 metres from all lot boundaries and designed to have a waterproof cover and an impermeable or low permeability floor surface to prevent fly breeding, liquid waste run-off, and nutrient laden leachate entering the groundwater system.
4. All mature trees in the horse paddocks are to be fenced with ring lock fencing to prevent horses damaging trees.
5. Prior to removing any native vegetation the application is required to obtain a clearing approval from the Department of Water and Environmental Regulation.

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.

Date: 20/09/2017

Signed 
For and on behalf of the Shire of Northam

Ordinary Council Meeting Minutes
20 September 2017



Attachment 5

Environment Management Plan – 14 Brown Road, Wundowie	
Rotation of animals	The applicant plans to have paddock A, B & C to be able to rotate horses through allowing low laying vegetation to grow and thrive.
Fire Management and sustainability of environment allowing the growth and population of fauna/flora to thrive.	The applicant plans to reduce the fire hazard of the property every year by burning at a "cool, sustainable heat" allowing the removal of dead vegetation and encourage re-pollination of some native plants/trees. The applicant notes that if under the recommended 8T/Ha fuel loading they will conduct mitigation works of other various kinds to reduce risk.
Collection and disposal of animal manure	The applicant will collect and dispose of stable manure in a manner that will not harvest any pests known to the shire of Northam and reduce odours.
Use of fly baits around the property	The applicant will use fly baits throughout the summer seasons to reduce the number of flies including that of the "stable fly".
Washing of Animals to reduce risk of Phytophthora cinnamomi	The applicants will wash any animal that is to come onto the property once they have been in a known "Phytophthora cinnamomi" area. Horses will have all hoofs cleaned upon any return to the property.
Management of weeds	The applicant will use animal safe weed killer in areas heavily effected by weed outside if paddocks. Applicant will use the horses to eat weeds within the paddocks as part of a healthy sustainable paddock rotation plan.
Management of Horse Feed	The horse feed will be kept in an sealed, steel drum, It will also be placed onto a wooden pallet on a concrete floor to prevent rodents
Management of fauna	I have built a contained pen besides the house to prevent the dogs from getting out and disturbing the wild life that inhabits the area. any fire mitigation works will be respectful to potential homes of those native animals that live on the property and if required can build new sustainable homes in a safer area ie, wooden possum boxes, wooden bird nests, shaded areas etc.

SHIRE OF NORTHAM
LOCAL PLANNING SCHEME
DEVELOPMENT APPROVAL
Date: 20/09/2017
Reference: P17067
Signed: [Signature]
for Chief Executive Officer
NOTE: Development Approval Does Not Constitute
A Building Permit

To whom it may concern

**Application form rural pursuit of (2x horses) on 14 brown road
Wundowie 6560**

**I Amy-lee Kaufmann would like to put a permit into the shire of
Northam to have 2x horses on my 5 acre property both as pets and
as personal riding use for myself and my 6 year old daughter**

**Additional equipment required will be a float in case for fire
emergency to remove the horses in a high fire zone area and as
transport to vets if ever needed**

**Insect, odour management horse will wear fly veils/nets during the
warmer seasons, be sprayed with a horse friendly insect repellent,
horse will be washed on a weekly bases and after every time they
are ridden.**

**Stock rotations I'm planning to have 2 paddocks marked A and B
side by side with a gate in the middle to be able to rotate the
horses, let vegetation be able to grow back into the paddocks and
have a 3rd paddock marked c on plans to be able to remove the
horse from the area to give a chance for soil and vegetation to have
a break and grow back all mature trees will be wrapped in ring lock
fencing to prevent horses from damaging trees.**

**Stable management we are planning to build 3x 3x3meter flat roof
u shape shelters 1 in each horse's paddock marked ABC in a clear
area with no trees(no clearing required) for the horse's protection
from the weather, to protect their food 10meter from any
boundary line.**

**Manure collection, removal the manure will be collected,
composted and top dressed into other paddocks, all stable shelter**

SHIRE OF NORTHAM
LOCAL PLANNING SCHEME
DEVELOPMENT APPROVAL
Date: 20/09/2017
Reference: PR2017-007
Signed: [Signature]
for Chief Executive Officer
NOTE: Development Approval Does Not Constitute
A Building Permit

areas will be cleaned out daily collected, removed to veggie patch or our local waste tip.

Fencing each horses paddock will have star pickets with ring lock fencing with electric tape at the top off the fencing with steel 2.4 gate with u shape 3x3 shelter for horses feed , protection from the weather all mature tree in horses paddocks marked ABC will be wrapped with ring lock fencing to prevent horses damaging trees .

Dust management stables, paddocks will be raked out and hosed once a week, any other horse exercise areas.

Horse exercise program both horse will be ridden 3 times a week plus we would fence an arena, round yard to work the horse in horse will be lunge 2x a week, be able to walk around the fire break 1x week on a lead rope.

Bush fire management paddocks and property will be raked of any ground coverage and burnt to reduce the fire fuel on the property fire brakes will be maintained and any branches hanging of fire breaks will be cut off gate will be added all paddocks to enable access for fire vehicle's, a horse float if need be to remove horses in case for fire.

All areas marked **RED** on the plans I am asking to be able to clear a 5 meter access point from beginning for paddocks marked A and B and between the round yard area and also the arena and to the end of paddock marked B in case of a fire being in a high fire zone area I am able to access my horses quickly and safely in a timely matter if need be. I am also asking to be able to clear a safe area marked round yard and arena to be able to work and exercise my horses effectively for their health and needs.

We are also asking to be able to clear 2 x mature trees marked in the plan to be able to access our carport safely and easily and to build a 6x6 steel sheeting free standing flat roof carport in process of planning and drawing up to scale.

Regards Amy-lee Kaufmann and Johnnie Kaufmann

12.3.3 Application for Development Approval – Proposed Fast Food Outlet (KFC dining & drive thru) – Lot 91 (#1) East Street, Northam & Part Lot 302 (#4-6) Oliver Street, Northam

Addresses:	1 East Street, Northam & 4-6 Oliver Street, Northam
Owners:	H & L Haydar Nominees Pty Ltd (1 East St) & Avoline Pty Ltd (4-6 Oliver St)
Applicant:	Matthews & Scavelli Architects
File References:	A10725 & A14462 / P18091
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:	Yes

BRIEF

Council is asked to determine a development application for the use and development of a fast food outlet on Lot 91 (#1) East Street, Northam and Part Lot 302 (#4-6) Oliver Street, Northam (the subject site), comprising a Kentucky Fried Chicken (KFC) restaurant with drive-through facility.

ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Development Plans.
- Attachment 3: **Officer's Technical Assessment.**
- Attachment 4: Schedule of Submissions.
- Attachment 5: Traffic Impact Assessment (Rev C).
- Attachment 6: Environmental Acoustic Assessment.

BACKGROUND / DETAILS

Site Context

The subject site is located on the north-eastern corner of Peel Terrace and East Street in Northam, and surrounded by a mix of commercial uses, the Shire's recreation centre, some light industrial uses and a range of low density residential properties. The subject site fronts Peel Terrace to the north and East Street to the west. Northam CBD is situated approximately 800m west of the subject site. Refer to Attachment 1 for a copy of the Location Plan. Lot 91 has a legal area of 2,771m².

Proposed Site Layout

The proposed KFC fast food outlet will provide for the preparation, sale and serving of food to customers, either on or off the premises.

The proposed development comprises the following components:

- Main KFC restaurant building located fairly central on the subject site, comprising 283.14m² gross floor area (GFA);
- Shared entrance on Peel Terrace from existing crossover with Mitre 10;
- New ingress / egress point located on East Street;
- An enclosed plant and servicing area on the eastern side of the building, with an adjacent shared loading bay for service vehicles (immediately to the north);
- Various signage associated with KFC corporate imagery;
- Twenty-three (23) car parking bays for customers and staff (includes one ACROD parking bay), plus car stacking capacity for nine (9) standard vehicles within the drive-thru facility and drive-thru awning;
- Three (3) bicycle parking racks;
- 1.8m high Colorbond® fence on southern boundary;
- Generous landscaping within the subject site, including a mix of hard and soft landscaping beds and shade trees;
- A dual-lane drive-through facility with ordering menus and speaker boxes to the east of the restaurant building; and
- A single lane drive-through and pick-up window with canopy and drive-through screen on the southern elevation of the restaurant building.

The proposed development is oriented north towards Peel Terrace, with pedestrian and vehicular access being gained from both East Street (west) and Peel Terrace (north) over a portion of the adjoining lot (Lot 302 – premises of Mitre 10 hardware shop).

An existing 2.0m wide pedestrian walkway located on Peel Terrace will link the proposed development via a 2.5m wide pathway within the subject site. The existing Mitre 10 'entry-only' crossover on Peel Terrace to the east of the proposed development will be utilised as the joint entry and access point to both the proposed development and Mitre 10 as is more clearly shown on the development drawings.

The proposed ingress / egress point on East Street is located on the western elevation of the restaurant building, with a pedestrian crossing provided from the carpark across the two-way internal vehicular access way.

Refer to Attachment 2 for a copy of the Development Plans.

Technical Assessment

The Officer's technical assessment of the proposal against the relevant provisions of the Shire's Local Planning Scheme No. 6 (the Scheme) and *deemed provisions for local planning schemes* is attached under Attachment 3 of this report.

The assessment shows the development proposal generally complies with the relevant development standards and requirements of the Scheme, except to the extent that there is a minor shortfall (4 bays) in the provision of car parking relative to the Scheme standards.

An assessment of the car parking requirements for the subject site is provided below:

Table 1: Car parking

Use class	Parking Standard	Required Parking Bays	Provided by Proposal
Fast Food Outlet	1/20m ² GFA + 1/4 seated patrons	283.14m ² GFA = 14.15 bays 51 seated patrons = 12.75 bays <i>Total Required: 27 bays</i>	23 bays
SHORTFALL			4 bays

It should, however, be noted that the Scheme is silent on the number of car queuing spaces required for fast food outlets. The proposal, however, provides stacking capacity for nine (9) standard vehicles within the drive-thru facility.

It is considered the proposed car parking shortfall is acceptable in the context of the subject site and proposed form of development as the drive-thru facility provides generous queuing spaces for vehicles, which is expected to reduce the need for car parking.

With respect to the reciprocal use of the crossover located on Lot 302 (#4) Oliver Street adjoining Lot 91 (#1) East Street, it is staff's understanding that a reciprocal easement agreement has already been negotiated and entered between the respective landowners. The owners of Lot 91 also advise that they have engaged a licensed surveyor to formalise the said easement.

A Traffic Impact Assessment (TIA) and Environmental Acoustic Assessment (EAA) accompanied the application. Refer Attachments 5 and 6 respectively.

TIA (Attachment 5)

Given that Peel Terrace is under care and control of Main Roads WA (MRWA), the TIA was referred to MRWA for comments.

On the 24th October 2018, MRWA initially sought clarification from the proponent regarding expected vehicle-queuing on Peel Terrace, the relationship (and arrangements) with the landowners of the adjoining property (Mitre 10) regarding reciprocal access being facilitated via the latter's existing crossover on Peel Terrace (Peel Terrace is under care and control of MRWA),

and also seeking clarification from the proponent's traffic consultants regarding "factually incorrect" information and the application of non-compliant Australian Standards for vehicles in the TIA.

In an attempt to resolve the issues raised by MRWA, Shire staff have arranged a meeting with the proponent, the applicant and the proponent's traffic engineer at the Shire's Administration Centre. The meeting was held on Tuesday the 30th of October 2018 where the parties agreed that the proponent's traffic engineers would submit an updated version of the TIA, addressing MRWA's concerns.

The proponent's traffic consultants have subsequently submitted the requested information to both the Shire and MRWA on the 1st of November 2018. In the updated report (TIA Rev C) it is demonstrated that up to 4 vehicles can queue from the most eastern parking space in the neighbouring development without affecting traffic on Peel Terrace. The traffic consultants also advise that the existing crossover on Peel Terrace is wide enough to accommodate two vehicles bypassing, therefore the access is not obstructed even with the longest queues.

EAA (Attachment 6)

The EAA was referred to Council's Manager Health Department who advised that the report demonstrates compliance with the Noise Regulations, however, have used an influencing factor of +6 for night time calculations which is not very accurate as most surrounding businesses and the Recreation Centre would be closed at night, and not producing noise. Council's MHE therefore recommends the proposed business only be open between 7am – 10pm or a further noise assessment would need to be undertaken.

The above advice was referred to the proponents who advised that they are satisfied with 7am – 10pm operating hours.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

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

Financial / Resource Implications

There are no direct financial and/or resource implications for the Shire of the recommendations of this report.

The applicant has paid the Shire the fees prescribed under Schedule 2 of the *Planning and Development Regulations 2009*.

Legislative Compliance

Shire of Northam Local Planning Scheme No. 6 (the Scheme)

The subject site is zoned Mixed Use under the provisions of the Scheme.

Clause 3.2.3 of the Scheme sets out the objectives of the Mixed Use zone as follows:

3.2.3 Mixed Use Zone

- Provide for the development of a range of residential, office, commercial and other compatible uses that enhance the local amenity to a high standard and provide for the safe and efficient movement of pedestrians and vehicles.
- Provide a compatible interface and transition between commercial, light industrial and residential areas.
- Provide for grouped and multiple dwellings only where such uses are combined with a non-residential use.

The proposed land use is classified as a Fast Food Outlet by the Scheme. Schedule 1 of the Scheme defines Fast Food Outlet as follows: -

“fast food outlet” means premises used for the preparation, sale and serving of food to customers in a form ready to be eaten without further preparation, primarily off the premises, but does not include a lunch bar;

Part 4 (General Development Requirements) of the Scheme sets out the general development requirements applicable to any development of land within the Shire, with clause 4.27 outlining the specific development requirements applicable to development of land within the Mixed Use zone as follows: -

Unless otherwise specified on the Scheme map, residential development in the 'Mixed Use' zone shall be in accordance with the R40 Code and shall satisfy the mixed use requirements of the Residential Design Codes.

Clause 4.27, however, is not applicable to the proposal as the development does not include a residential component.

An assessment of the proposal against the relevant development requirement of part 4 of the Scheme, including the matters to be considered under clause 67 of the *deemed provisions for local planning schemes* is attached. Refer Attachment 3.

Clause 64 (Advertising applications) of the *deemed provisions for local planning schemes* outlines the manner in which development applications must be advertised. In addition to the requirements of Council's Advertising of

Planning Proposals local planning policy, the proposal was also advertised in accordance with the requirements of clause 64(3) (a) up to and including 9d).

Policy Implications

The following adopted Local Planning Policies are relevant to the proposed development: -

- LPP16: Local Planning Policy No. 16 – Advertising Signs; and
- LPP20: Local Planning Policy No. 20 – Advertising of Planning Proposals.

Shire of Northam Health and Wellbeing Plan

Consideration has been given to this Plan and Officers have determined that the focus of the plan is on providing healthy alternatives not restricting what may be termed as unhealthy options.

Goal	
Enable a community that embraces active lifestyles and good nutrition, within an environment that supports healthy lifestyle choices	
	Strategies
1.	Promote and develop sustainable, active transport modes, encouraging more active transport through linked up trail and cycle networks
2.	Link with LiveLighter campaigns
3.	Distribute information to residents on what activities and facilities are available to reduce overweight (e.g. recreation, POS, healthy options, etc.) and that are provided by the Council
4.	Introduce/pilot community gardens
5.	Develop and implement a healthy catering policy for all Council functions and meetings
6.	Support self-reliance of residents to access and grow their own fresh produce
7.	Advocate to improve access to affordable fruit and vegetables for our priority populations
8.	Offer FoodCents and/ other nutrition education to the community
9.	Advocate for an indoor pool – hydrotherapy pool and offer more pool based activities
10.	Promote integrated cycle skills workshops targeting women, older people and multicultural populations – establish cycling communities
11.	Encourage Shire staff to compete in physical activity challenges
12.	Run an annual Northam triathlon
13.	Commence a healthy menu award for cafes and pubs

Stakeholder Engagement / Consultation

Public and Agency Consultation

The development proposal was advertised in accordance with Council's LPP20 and clause 64(3) (a) – (d) of the *deemed provisions for local planning schemes* in the following manner: -

- Publication of a notice in *The Avon Valley Advocate* of 10th October 2018;
- Notification on the Shires Facebook page;

- Placement of a copy of the development proposal documents in the Council Administration Centre's foyer from 10th October 2018 until 31st October 2018;
- Publication of a notice on the Shire's website from 9th October 2018 until 31st October 2018;
- Notifying a total of eighty-one (81) nearby landowners in writing on 4th October 2018, providing a link to an electronic copy of the development proposal documents on the Shire's website, and inviting comment;
- Notifying Main Roads WA (MRWA) in writing on 4th October 2018, providing a link to an electronic copy of the development proposal documents on the Shire's website, and inviting comment on the Transport Impact Assessment submitted with the application; and
- Erecting and maintaining a sign in a conspicuous place on the land on 10th October 2018 for a period of 21 days until 31st October 2018 in accordance with the requirements of clause 64(3) (d) of the deemed provisions for local planning schemes.

A public submission period of 21 days ended on Wednesday 31st October 2018.

Council received eight (8) submissions from the public, and one (1) submission from MRWA. Of the eight public submissions received during the statutory advertising period, four (4) submissions were in support of the proposal while four (4) submissions objected to the proposal, primarily based on health grounds. A summary of the submissions, together with Council staff's responses to each submission, has been provided in a schedule of submissions. Refer Attachment 4 – Schedule of Submissions. Full copies of the submissions can be made available to Councillors separately upon request.

As outlined under 'Background' section of this report, the proponents' traffic engineers have prepared and submitted an updated TIA to both the Shire and MRWA for its consideration. Staff are satisfied with the updated report, and MRWA has consequently also advised that the updated report is sufficient, and that it is prepared to endorse the updated TIA subject to the following conditions:

- *An easement be added to the titles of both Lot 91 East Street and the adjoining property permitting the fast food development access from Northam Cranbrook M031 (Peel Tce) via the adjoining property.*
- *The existing access from Peel Tce is assessed for compliance against Main Roads standards. Any modifications/improvements/repairs required to ensure the existing access complies with the current standards are completed to the approval of Main Roads.*
- *The development as stated in the application will use a maximum sized vehicle of 10.0m being a Pallet Truck. Larger vehicles will not be accessing the development.*

Internal Consultation

The proposal was referred to the Shire's Development Control Unit for comments. Comments and advice received from Council's technical departments (Environmental Health, Engineering Services and Building Services departments) have been incorporated in the Officer's Recommendation section of this report. Council's Environmental Health Services' advice has been reflected under 'Background section of this report.

Risk Implications

- Reputational – Low
 - The proposal was advertised to adjoining landowners as per Local Planning Policy 20: Advertising of Planning Proposals.
- Financial - Nil
- Compliance - Low
- Legal – Low
 - Officers assess each development application on its merits.

OFFICER'S COMMENT

Officers consider the proposed KFC dining & drive-thru development is appropriately situated within a site which is zoned Mixed Use by the Scheme and conveniently located on Peel Terrace, a major road in Northam townsite, generally characterised by vehicle-oriented businesses seeking to capture trade from passing motorists and will provide a convenient service to residents and the travelling public.

Officers also consider the proposal will represent a worthy import into the area and will enhance the streetscape by delivering a high quality built-form outcome which is complementary to, and sympathetic to the locality.

Clearly the proposal appropriately responds to all relevant aspects of the planning framework and warrants approval for the following reasons: -

- The proposed development is substantially compliant with the relevant Local planning requirements;
- Technical reporting prepared and submitted in support of the development confirms the proposal is acceptable from a traffic impact and acoustic amenity perspective;
- The proposed signage is consistent with the colours and design of the proposed KFC restaurant and drive-thru building, and positively contributes to the Peel Terrace streetscape;
- The proposed development seeks to enhance the appearance and visual amenity of the existing development on the subject site; and
- It is considered the proposal clearly demonstrates the suitability of the proposed development in the context of the locality.

Officers acknowledge the general health and wellbeing issues raised during the statutory advertising period. There is, however, no evidence to support the

claim that the proposal is, either directly or indirectly, contrary to the aims and objectives of the Scheme area.

RECOMMENDATION

That Council grants development approval for the use and development of a fast food outlet and associated signage at Lot 91 (#1) East Street, Northam and Part Lot 302 (#4-6) Oliver Street, Northam as outlined in the application received 25 September 2018 (Application No. P18091), subject to the following conditions:

General Conditions

1. The development hereby permitted must substantially commence within three years from the date of this decision letter.
2. The development hereby permitted taking place in accordance with the approved plans dated 21 November 2018.
3. The stormwater shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.
4. Earthworks shall not encroach into the road reserve and the landowner / applicant shall make good any damage to the road kerb footpath or drainage infrastructure that occurs during construction to the satisfaction of the local government.
5. Hours of operation is restricted from 07:00am until 10.00pm, including public holidays.
6. Delivery vehicles over 10.0m in length will not be permitted to access the development.

Conditions to be met prior to applying for a Building Permit

7. Prior to applying for a building permit, the landowners of Lot 91 and Lot **302 enter into a legal agreement to the local government's satisfaction** for reciprocal access to the proposed carpark on Lot 91.
8. Prior to applying for a building permit, the existing access from Peel Terrace must be assessed for compliance against MRWA standards to the satisfaction of the local government. Any modifications / improvements / repairs required to ensure the existing access complies with the current standards must be executed to the satisfaction of MRWA.
9. Prior to applying for a building permit or commencing site works, the landowner / applicant shall submit and obtain local government approval of a construction management plan detailing measures to minimise nuisance to neighbours (including but not limited to dust, noise, vibration, waste and vehicle parking) during site works and construction. Works shall thereafter be completed in accordance with the approved construction management plan.

10. Prior to applying for a building permit, a parking, access and management plan is to be submitted to the local government for approval and service access shall thereafter be consistent with the plan.
11. Prior to applying for a building permit, engineering drawings and specifications detailing the construction and drainage of the 23-car parking and vehicle access areas shall be submitted to the satisfaction of the local government. Prior to occupation, the approved plans must be implemented and thereafter maintained to the satisfaction of the local government.

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 commencement of development, outdoor lighting plans must be submitted and approved by the local government. The outdoor lighting is to be designed, baffled and located to prevent any increase in light spill onto the adjoining residential properties.

Conditions to be met prior to occupation of development

14. Prior to the occupation of the development, vehicle crossover(s) shall be constructed to the specification and satisfaction of the local government.
15. Prior to occupation of the development, East Street road surface to be upgraded to the specification and satisfaction of the local government. The extent of the upgrade is limited to asphalt laying to a distance of 10m on either side of the proposed crossover.
16. 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.
17. 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.
18. Prior to occupation of the development, the storage areas shall be screened from view from any public street/neighbouring property to the satisfaction of the local government.
19. Prior to occupation of the development, the development hereby permitted shall be connected to an approved effluent disposal system.
20. Prior to occupation of the development, bicycle racks shall be **installed in accordance with the Austroads 'Guide to Traffic Management' and then maintained to the satisfaction of the local government.**

Conditions requiring ongoing compliance

21. All car parking/loading areas, and vehicle access and circulation areas are to be maintained and available for car parking/loading, and vehicle access and circulation on an ongoing basis to the satisfaction of the local government.
22. All landscaped areas are to be maintained on an ongoing basis to the satisfaction of the local government.
23. The on-site drainage system shall be maintained on an ongoing basis to the satisfaction of the local government.

Attachment 1



Attachment 2

KFC

NORTHAM, WA
('WHITE BOX' STORE V1.4)

1 EAST STREET, NORTHAM

ISSUED FOR DEVELOPMENT APPROVAL -
SEPTEMBER 2018



SITE LOCATION PLAN

KFC SITE LOCATION LOT 91
NORTHAM, WA



ARCHITECTURAL DRAWINGS		
DRAWING	DESCRIPTION	REV
A000	TITLE SHEET / LOCATION PLAN	DA
A001	SITE PLAN	DA
A100	FLOOR PLAN	DA
A101	ROOF PLAN	DA
A200	ELEVATIONS - SHEET 1	DA
A201	ELEVATIONS - SHEET 2	DA
A300	SIGNAGE DETAILS	DA
A301	DRIVE-THRU GANTRY	DA
A400	3D VIEWS - SHEET 1	DA
A401	3D VIEWS - SHEET 2	DA



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DATE: 11/09/18
DRAWN BY: MANDAMATHICKAL

PROPOSAL: KFC NORTHAM - WHITEBOX

PROJECT: KFC NORTHAM - WHITEBOX
CENTRAL EAST
1 EAST STREET, WA 6401

DATE: 11/09/18

TITLE SHEET /
LOCALITY PLAN

SCALE: 1:500

DATE: 11/09/18

PROJECT: KFC NORTHAM - WHITEBOX
CENTRAL EAST
1 EAST STREET, WA 6401

DATE: 11/09/18

TITLE SHEET /
LOCALITY PLAN

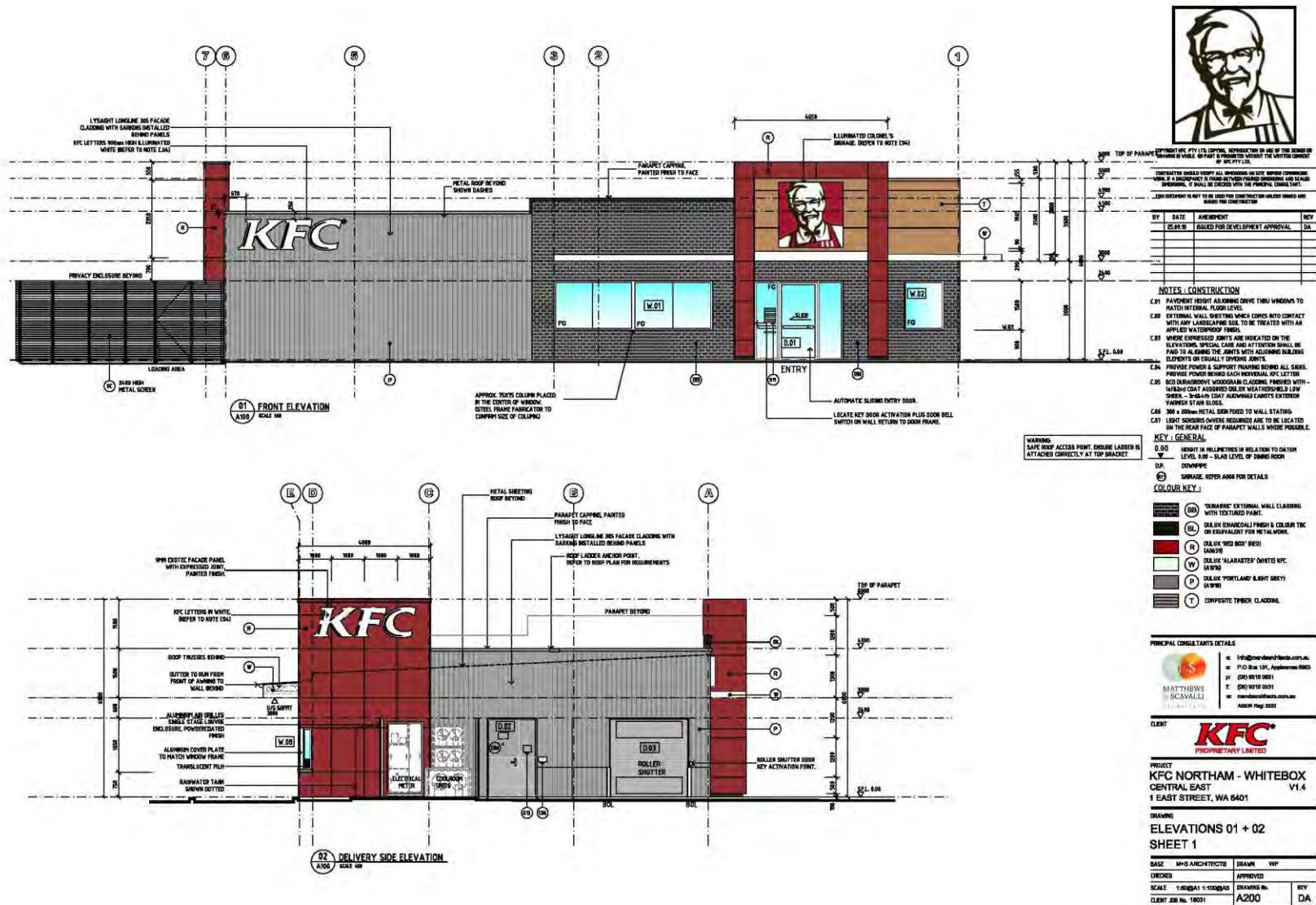
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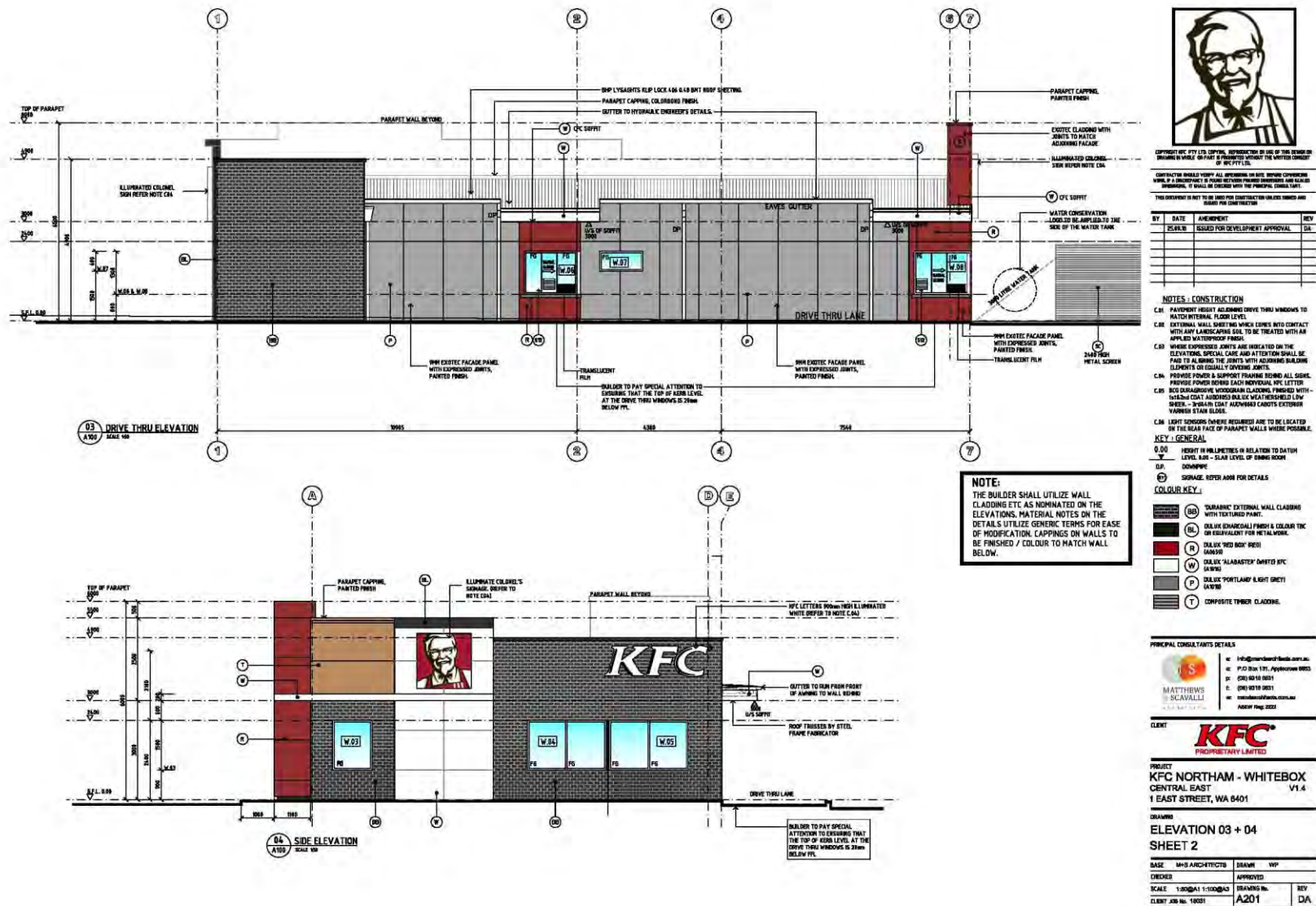
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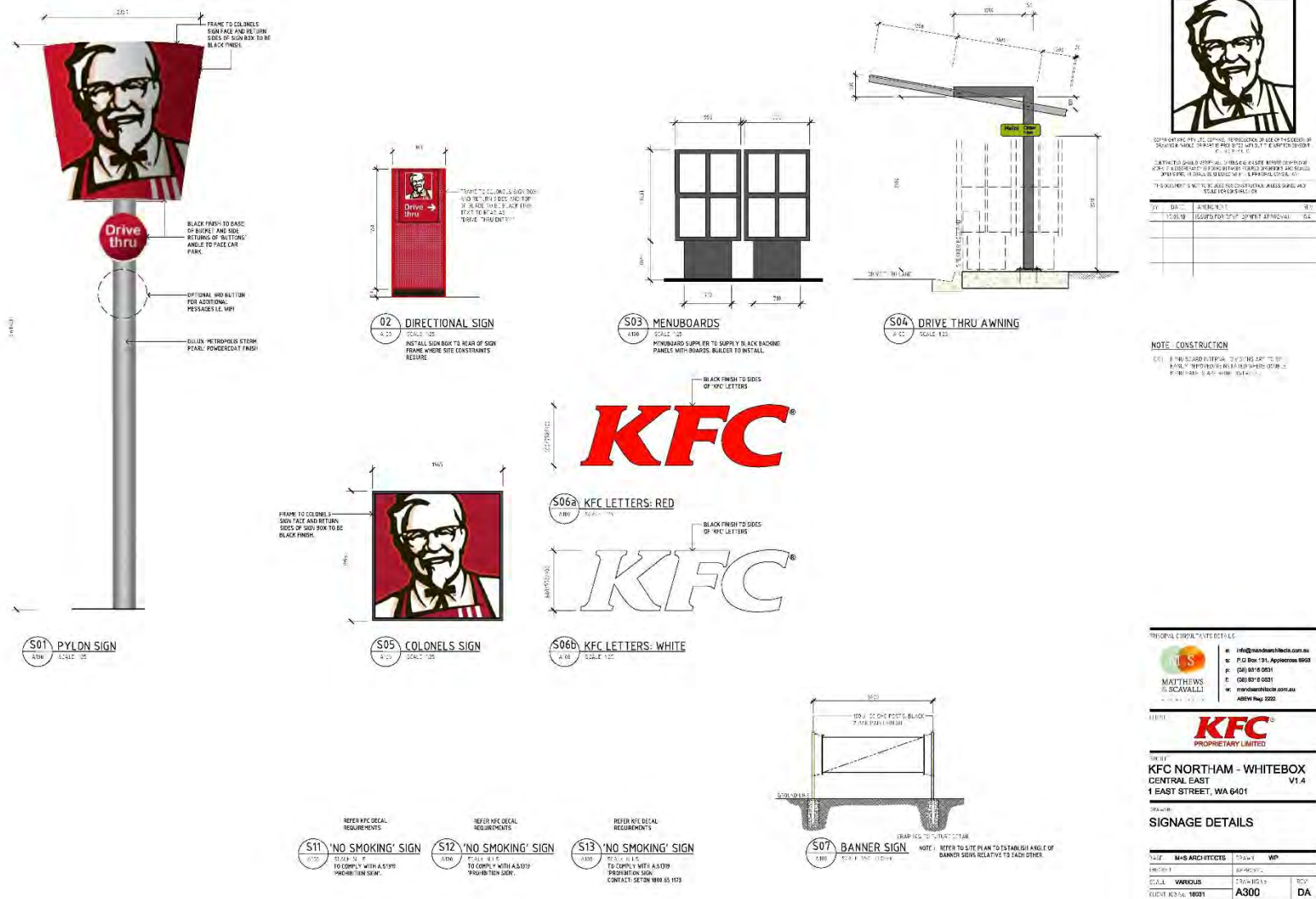


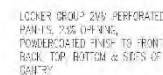








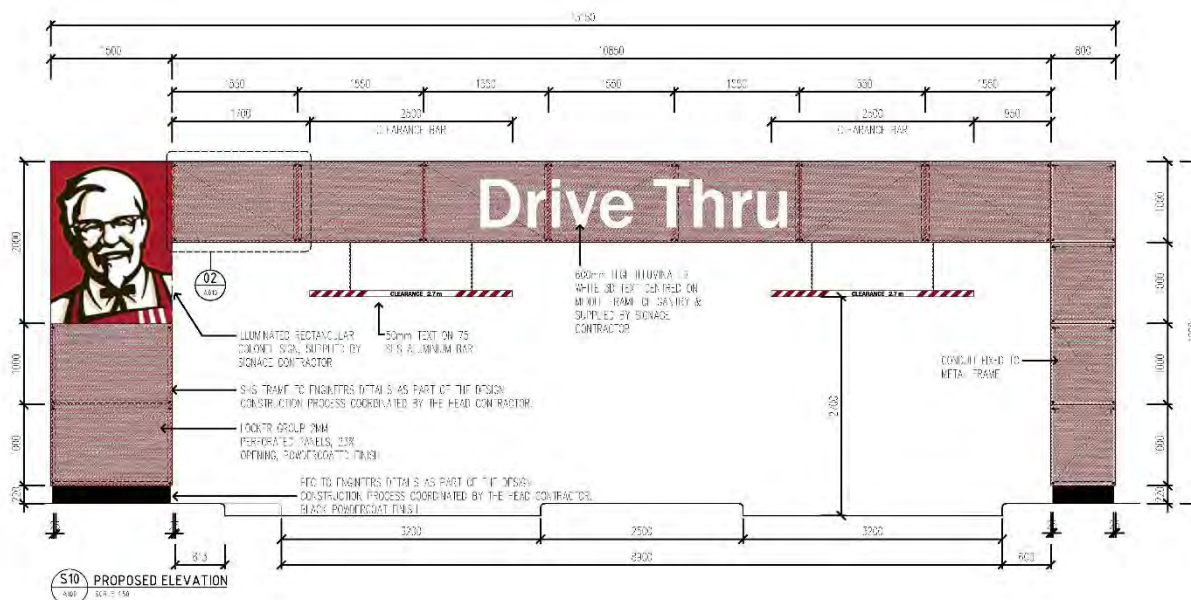


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SIGNED FOR CONSULTATION

STAFF FOR DISCUSSION

SY	DATE	AMOUNT	
	12-05-99	ISSUED FOR GOV. APPOINTMENT APPROVAL	



NOTE
THE BUILDER IS RESPONSIBLE FOR THE STRUCTURAL DESIGN, CONSTRUCTION AND CERTIFICATION OF THE KFC DRIVE-THRU GANTRY. THIS INCLUDES, BUT IS NOT LIMITED TO, THE DESIGN, CONSTRUCTION AND CERTIFICATION OF THE STEELWORK, HD BOLTS AND CONCRETE FOOTINGS.

PRINCIPAL CONSULTANTS DETAIL



**MATTHEWS
& SCAVALLI**
ARCHITECTS
P.O. BOX 111
1000 10TH AVE. S.W.
SEASIDE, CA 94060
T: (415) 435-0031
W: mandsarchitects.com, MA
ABEW Reg. 2222

ADDITIONAL INFORMATION

KFC

PROPRIETARY LIMITED

200111

KEC NORTHAM WHITEBOY

RFC NORTHAM - WHITEBOX

CENTRAL EAST V1.4

1 EAST STREET, WA 6401

EAST STREET, WA 6401

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2025-01-18

DRIVE THRU GANTRY

DRIVE THRU GANTRY

doi:10.1017/S0022292412001907 Printed in the United Kingdom © 2012 Cambridge University Press

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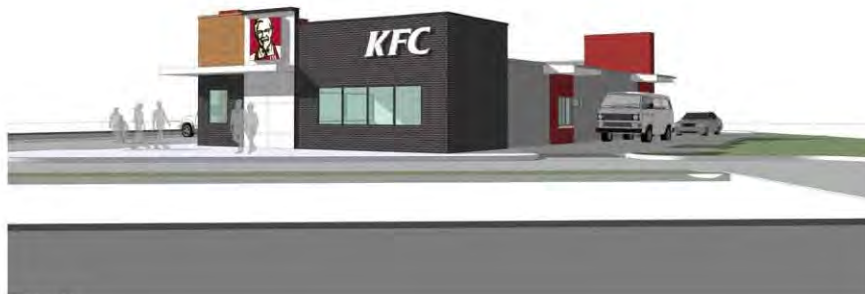
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3D VIEW 01
NOT TO SCALE



3D VIEW 02
NOT TO SCALE



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BY	DATE	AMENDMENT	REV
	25.04.18	ISSUED FOR DEVELOPMENT APPROVAL	01

PRINCIPAL CONSULTANTS DETAILS

 MATTHEWS SCAHILL
P.O. Box 101, Applecross WA 6153
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Fax: (08) 9318 0031
Email: m.scahill@scs.com.au
ABN 61 616 100 001

CLIENT

 KFC
PROPRIETARY LIMITED

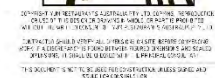
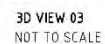
PROJECT

KFC NORTHAM - WHITEBOX
CENTRAL EAST V1.4
1 EAST STREET, WA 6401

DRAWING

3D VIEWS - SHEET 1 OF 2

DESIGN M-S ARCHITECTS **DRAWN** M-S ARCHITECTS
CHECKED DIC **APPROVED** -
SCALE NTS **DRAWING NO.** A400 **REV** DA
CLIENT JOB NO. 18031



SY	DATE	AMOUNT	REMARKS
2008			ISSUED FOR SHIP DEWET APPROVAL



KFC NORTHAM - WHITEBOX
CENTRAL EAST V1.4
1 EAST STREET, WA 6401

3D VIEWS - SHEET 2 OF 2

DRAWN BY	M+S ARCHITECTS	DRAWN BY	M+S ARCHITECTS
CHECKED BY	DC	APPROVED BY	
SCALE	NTS	DRAWING NO.	REV.
PROJECT NO.	18031	A401	DA

Attachment 3

Officer Technical Assessment: Proposed KFC Fast Food Outlet

Local Planning Scheme No. 6 Development Requirements

Clause	Element	Response
Table 1	Fast Food Outlet - "D" use	"D" means that the use is not permitted unless the local government has exercised its discretion by granting development approval
Cl 4.5 Table 2	<p>Setbacks: to be determined by the local government in each particular case</p> <p>Plot Ratio: to be determined by the local government in each particular case</p> <p>Landscaping: to be determined by the local government in each particular case</p>	<p>Front 14.35m Rear 11.03m Sides 9.41m / 40m+</p> <p>Plot Ratio = 0.1</p> <p>Landscaping areas shown. Condition to be applied to approval</p>
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 plan. 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.	Proposed building 6m in height. 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 accordance with the landscaping plan approved by the local government.	None provided. Recommend landscaping plan condition.

Clause	Element	Response
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 23 bay carpark. 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. 2.6m x 5.6m
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. Proposes reciprocal access arrangement with Lot 302. Access on Lot 302, exit on Lot 91.
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.	N/A
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; b) natural planting;	Complies.

Clause	Element	Response																
	c) pedestrian spaces on the lot; and d) any other matter deemed relevant.																	
CI 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	Fast Food Outlet - 1 / 20m2 GFA + 1 / 4 seated patrons	<table><tr><th colspan="4">Table 1: Car parking</th></tr><tr><th>Use class</th><th>Parking Standard</th><th>Required Parking Bays</th><th>Provided by Proposal</th></tr><tr><td>Fast Food Outlet</td><td>1/20m² GFA + 1/4 seated patrons</td><td>283.14m² GFA = 14.15 bays 51 seated patrons = 12.75 bays Total Required: 27 bays</td><td>23 bays</td></tr><tr><td colspan="3">SHORTFALL</td><td>4 bays</td></tr></table>	Table 1: Car parking				Use class	Parking Standard	Required Parking Bays	Provided by Proposal	Fast Food Outlet	1/20m² GFA + 1/4 seated patrons	283.14m² GFA = 14.15 bays 51 seated patrons = 12.75 bays Total Required: 27 bays	23 bays	SHORTFALL			4 bays
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SHORTFALL			4 bays															

Clause	Element	Response
Cl 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. Entrance on Peel Terrace located on Lot 302 (existing crossover). New crossover (entry/exit) to be constructed on East Street.
Cl 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. Complies.
Cl 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	Full compliance achieved.
Cl 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.	Corporate signage on front façade of building. 8m high pylon sign located c/r of Peel Terrace and East Street.

Clause 67 – Part 2 – Schedule 2 (deemed provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*

<p>a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;</p>	<p>The proposed use and development is consistent with the aims and provisions of the Shire's LPS6 for the following reasons:</p> <ul style="list-style-type: none"> • The proposal seeks approval for a land use which is a use in Table 1 of the Scheme which may be considered within the Mixed Use zone. • The proposed development is entirely consistent with the established amenity of the area, which comprises a range of commercial land uses along Peel Terrace. • The proposal will provide a convenience food and beverage offering within the Northam, enhancing the status of Northam as the major centre for commercial, civic, community and entertainment facilities in the district. • The development will provide a high level of visual attraction at street level. • The proposed development will assist employment and economic growth through the provision of a suitable commercial land use. • It has been demonstrated by a suitably qualified traffic consultant that there will be minimal impacts on the surrounding road network.
<p>b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;</p>	<p>It is considered the proposed development is substantially consistent with the local planning framework applicable to the subject site.</p>
<p>m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;</p>	<p>The proposed development is entirely compatible with its setting for the following reasons:</p> <ul style="list-style-type: none"> • The proposed development has been designed so as to minimise any potential impact on adjoining properties by way of building bulk, noise and light spill.

	<ul style="list-style-type: none"> • The location of the subject site on a prominent arterial road ensures local streets are not impacted by additional traffic generated by the proposed development. • The proposal presents an attractive, high quality built form which enhances the appearance of the subject site and its impact on adjoining properties and the streetscape. <p>Having regard to the above, the nature of the proposed development is entirely compatible with its surroundings, and features a highly considered visual character to ensure no undue impact on the locality.</p>
<p>n) the amenity of the locality including the following —</p> <p>(i) environmental impacts of the development;</p> <p>(ii) the character of the locality;</p> <p>(iii) social impacts of the development;</p>	<p>Environmental Impacts</p> <p>The proposed development is not anticipated to result in any adverse environmental impacts.</p> <p>The potential noise impacts resulting from the proposed development have been assessed and noise assessment report provided. This demonstrates the development will comply with the Noise Regulations.</p> <p>Character of the Locality</p> <p>The locality in which the development is situated is a characterised by a mix of land uses. The subject site immediately abuts a mix of commercial, uses along Peel Terrace. Residential properties are situated to the south of the subject site. The land abuts Peel Terrace, which is prominent arterial road with high volumes of traffic travelling past the site.</p> <p>The proposal seeks approval to construct a fast food outlet, with associated signage on the site. The proposed land use and building design is compatible with the various land uses currently existent within the locality.</p> <p>Social Impacts</p> <p>The proposed development will not have any adverse social impacts on the surrounding locality for the following reasons:</p>

	<p>The proposed fast food outlet will provide a convenience food and beverage offering to local residents and visitors to the locality.</p> <p>The proposed fast food outlet will provide employment opportunities and contribute to local economic development.</p>
(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	The proposal incorporates soft landscaping as part of the development, equating to more than 10% of the site area.
(s) the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	As outlined the supporting Transport Impact Assessment, the proposed means of access to and from the site is satisfactory.
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	<p>The Transport Impact Assessment demonstrates that the additional traffic anticipated from the proposed development will have minimal impact and can easily be accommodated by the surrounding road network.</p> <p>Intersection analysis indicates the existing intersection of Peel Terrace and East Street will operate satisfactorily during the post development scenario.</p> <p>During peak periods, queues from the drive-through will be contained within the site and drive-through lanes with no impact on the surrounding roads.</p>
(u) the availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability;	The proposal provides for the development to be connected to public utility services and the storage, management and collection of waste.

Attachment 4

Planning and Development Act 2005 Shire of Northam Local Planning Scheme No. 6 Proposed Fast Food Outlet (proposed KFC dining & drive-thru development) – Lot 91 (#1) East Street, Northam & Part Lot 302 (#4) Oliver Street, Northam Schedule of Public Submissions			
No.	Submitter / Date Received	Summary of Submissions	Officer's Comment / Recommendation
1	East Street landowner (name & address provided) Received: 9/10/2018	<u>Objection</u> 1.1 Do not need another eatery in town as there are plenty around Northam. Fails to see how it can be sustainable, noting that the proposed fast food outlet will impact on existing businesses.	Noted. Competition with existing businesses is not a valid planning consideration. Modification of development proposal not required.
		1.2 Will be worst affected as they are closest to the proposed fast food outlet. The proposal will render their property unsaleable.	Noted. Potential impacts to property value is, normally, not a valid planning consideration. No detail has been provided on how this property will be directly affected by the proposal. It should be noted, however, that staff have considered the proximity of the submitter's residence in its assessment of the proposal. To this end, staff have deemed it appropriate to impose a condition for a 1.8m fence on the common boundary with the proposed development. Staff also acknowledge that other factors such as noise may be an issue. The applicant has, through the acoustic assessment report, demonstrated that the proposed development will be able to comply with the Noise Regulations. Other conditions have also be imposed to control general amenity such as restricting business hours between the hours of 7am and 10pm including the imposition of landscaping requirements.
2	Weld Street landowner (name & address provided) Received: 10/10/2018	<u>Support</u> 2.1 Will be a great addition to Northam. Location is good and benefit the travelling public.	Noted.
3	Gordon Street landowner	<u>Objection</u>	

Planning and Development Act 2005 Shire of Northam Local Planning Scheme No. 6 Proposed Fast Food Outlet (proposed KFC dining & drive-thru development) – Lot 91 (#1) East Street, Northam & Part Lot 302 (#4) Oliver Street, Northam Schedule of Public Submissions			
No.	Submitter / Date Received	Summary of Submissions	Officer's Comment / Recommendation
	(Name & address provided) Received: 11/10/2018	3.1 Having the fast food outlet next to the sports facilities is counterproductive to the Shire's Health and Wellbeing plan. An approving decision will send the wrong message to the community about the Shire's commitment to the priority.	Noted. The relative health qualities of the proposed take away food business is Not a valid planning consideration. Modification of development proposal not required.
		3.2 Northam has a large proportion of low socioeconomic people that do not have the knowledge or ability to understand how detrimental regular consumption of fast food and soft drinks are for their and their children's health.	Noted. Not a valid planning consideration. Modification of development proposal not required.
		3.3 Having a second fast food outlet so close to the Recreation Centre will reduce local sport group's ability to fundraise as people are likely to choose the new fast food outlet for some of their food choices.	Noted. Not a valid planning consideration. Modification of development proposal not required.
4	Uralia Terrace landowner (Name & address provided) Received: 21/10/2018	<u>Support</u> 4.1 The proposal will provide employment opportunities and attract passing traffic.	Noted.
5	East Street landowner (name & address provided) Received: 11/10/2018	<u>Support</u> 5.1 Will help the Recreation Centre and Football as it is so close. Happy to have it in this location.	Noted.
6	East Street landowner (name & address provided) Received: 18/10/2018	<u>Support</u> 6.1 Will improve this part of town and be good for the travelling public.	Noted.
7	Goomalling Road Landowner (name & address provided) Received: 29/10/2018	<u>Objection</u> 7.1 Australia has a very high rate of obesity, in fact, the West Australian had an article today stating that two thirds of all Australians are obese or overweight, including high rates among children and teenagers.	Noted. The relative health qualities of the proposed take away food business is Not a valid planning consideration. Modification of development proposal not required.

Planning and Development Act 2005 Shire of Northam Local Planning Scheme No. 6 Proposed Fast Food Outlet (proposed KFC dining & drive-thru development) – Lot 91 (#1) East Street, Northam & Part Lot 302 (#4) Oliver Street, Northam Schedule of Public Submissions			
No.	Submitter / Date Received	Summary of Submissions	Officer's Comment / Recommendation
		7.2 We already have a number of fast food outlets in Northam and certainly do not need another one.	Noted. Competition with existing businesses is Not a valid planning consideration. Modification of development proposal not required.
8	Cancer Council of WA (CCWA) L1 420 Bagot Rd, Subiaco 6008 Received: 31/10/2018	<u>Objection</u> 8.1 Submits that in considering an application for development approval, the local government it to have due regard for the aims and provisions of the Scheme, notably clause 1.6(a) which sets out that the Scheme is to secure the amenity, health and convenience of the Scheme area and the inhabitants thereof. Further submits that the proposed development will potentially have an adverse impact on the health of the people of Northam. Urges the Shire to exercise its discretion to not permit the proposed fast food outlet.	Noted. Agree that the general aims and objectives of the Scheme must be observed . The 'fast food outlet' use class in the Scheme, however, is a use that can be considered in the Mixed Use zone. Shire staff appreciate that appropriate diet is a topical issue for the CCWA. However, concerns about the health impacts of fast food outlets, either generally around the Wheatbelt, or in this location specifically, is problematic. Modification of development proposal not required.
		8.2 The proposed development would be inconsistent with the public health objective in the Shire's Public Health Plan 2016 – 2019.	Noted. The relative health qualities of the proposed take away food business is not a valid planning consideration. Modification of development proposal not required.
		8.3 There are already numerous other fast food dining options in Northam and suggests that the proposed development is not meant to meet a genuine consumer requirement or demand.	Noted. Competition with existing businesses is Not a valid planning consideration. Modification of development proposal not required.
		8.4 CCWA does not support the unnecessary proliferation of fast food outlets, especially in regional areas where rates of overweight and obesity are already disproportionately high.	Noted. Not a valid planning consideration. Modification of development proposal not required.

- END OF SUBMISSIONS -

Attachment 1

TRANSPORT IMPACT ASSESSMENT

1 East Street,
Northam

October 2018

Rev C



kctt

Transport Impact Assessment
KC00914.000 1 East Street, Northam


HISTORY AND STATUS OF THE DOCUMENT

Revision	Date issued	Reviewed by	Approved by	Date approved	Revision type
Rev A Draft	10.09.2018	M Kleyweg	M Kleyweg	10.09.2018	Issued for Review
Rev A	18.09.2018	M Kleyweg	M Kleyweg	18.09.2018	Amended as per comments
Rev B	25.09.2018	M Kleyweg	M Kleyweg	25.09.2018	Parking bays number amended
Rev C	30.10.2018	M Kleyweg	M Kleyweg	25.09.2018	Amended as per meeting agreements

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Revision	Date of issue	Quantity	Issued to
Rev A Draft	10.09.2018	1 (PDF)	Damien Caraher
Rev A	18.09.2018	1 (PDF)	Damien Caraher
Rev B	25.09.2018	1 (PDF)	Damien Caraher
Rev C	30.10.2018	1 (PDF)	Damien Caraher

Document Printed	1/11/2018 6:53 AM		
File Name	C:\Users\Korismik\Box Sync\KCTT Projects\KC00000 Current Projects\KC00914.000 1 East Street, Northam TIA\Outgoing\Report\181030 Rev C\KC00914.000 1 East Street, Northam, Rev C.docx		
Author of the Report	Ana Nikolic		
Project Team	Justin Storer		
Project Director / Project Manager north	Marina Kleyweg		
Name of Project	KC00914.000 1 East Street, Northam		
Name of the Document	KC00914.000 1 East Street, Northam - Transport Impact Assessment		
Document Version	KC00914.000_R01_ Rev C		

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Appendices

Appendix 1 - The layout of the proposed development

Appendix 2 - Transport Planning and Traffic Plans

Appendix 3 - Vehicle Turning Circle Plans

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1. Executive Summary

The proposed development is located at 1 East Street, Northam, the subject site is currently an empty lot with a proposed fast food restaurant with a drive-through with a proposed full movement access/egress point to/from East Street. There is also an access only point from Peel Terrace through an existing crossover of a neighbouring lot to the East.

The railway and bus station are located approximately 650m to the west of the development with 3 rail lines and 2 coach lines connecting Northam to various locations within and outside the Perth Metro Area.

Pedestrian paths connect the proposed development to the main traffic attractors such as Avon Rover commercial area, the recreation centre as well as the railway and bus stations. However, cycling infrastructure in the area is scarce.

The plans show 23 car parking bays (inclusive of one disabled parking bay with a shared space), 9 drive through waiting bays, a loading area and 3 bicycle parking spaces. KCTT believe this parking provision will be sufficient to adequately cater for the parking needs of future patrons.

KCTT have checked the navigability for the Passenger Vehicle B99 (5.2m), Small Rigid Vehicle (6.4m), Service Vehicle (8.8m) and 10 Pallet Truck (10.0m) as shown in Appendix 3. It should be noted that the Service Vehicle (8.8m) can access and egress the proposed development only to/from the south via East Street. Service and delivery times should be organised outside of KFC working hours, as these larger vehicles take up most of the internal circulation space.

Since the data for fast food outlets trip generation rates is fairly limited, KCTT analysed rates from several available sources. After comparing the rates, it is deemed appropriate that the adopted data for trip calculations are the evening peak from the NSW RTA Guide, with the assumption that the morning peak would be 80% of the evening peak. For the daily trip generation, the rate per seat from the ITE Handbook is adopted.

The proposed development is expected to attract a total of 1,249 VPD / 80 AM VPH / 100 PM VPH. It should be noted that at least 50% of these trips are based on passing traffic and already included in the road network. The additional traffic that would be generated by the proposed development would be 625 VPD / 40 AM VPH / 50 PM VPH) is considered moderate as per WAPC Guidelines.

The traffic from the proposed development does not trigger the warrants for deceleration lanes on any of the crossovers. However, there is an existing right turn deceleration lane on Peel Terrace for the shared access point. KCTT believe that the low additional traffic volumes can be safely accommodated within the existing deceleration lane.

KCTT believe that the proposed development would not adversely impact the surrounding road network which has sufficient capacity to support the additional traffic in the area.

Transport Impact Assessment
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2. Transport Impact Assessment

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2.1 Location

Lot Number	91
Street Number	1
Road Name	East Street
Suburb	Northam
Description of Site	The subject site is currently an empty lot with a proposed fast food restaurant with a drive-through.

2.2 Technical Literature Used

Local Government Authority	Shire of Northam
Type of Development	Commercial
Are the R-Codes referenced?	NO
Is the NSW RTA Guide to Traffic Generating Developments Version 2.2 October 2002 (referenced to determine trip generation / attraction rates for various land uses) referenced?	YES
Which WAPC Transport Impact Assessment Guideline should be referenced?	Volume 4 - Individual Developments Volume 5 - Technical Guidance
Are there applicable LGA schemes for this type of development?	YES
<i>If YES, Nominate:</i>	
Name and Number of Scheme	Local Planning Scheme No. 6
Are Austroads documents referenced?	YES
Is the Perth Transport Plan for 3.5 million and Beyond referenced?	NO

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2.3 Land Uses

Are there any existing Land Uses	NO
Proposed Land Uses	
How many types of land uses are proposed?	One
Nominate land use type and yield	Fast food restaurant with drive-through ≈ 300m ² 64 seats
Are the proposed land uses complimentary with the surrounding land-uses?	YES

2.4 Local Road Network Information

How many roads front the subject site? 2

Name of Roads Fronting Subject Site / Road Classification and Description:

Road 1

Road Name	East Street
Number of Lanes	two way, one lane (no linemarking), undivided
Road Reservation Width	approximately 20m
Road Pavement Width	approximately 7m
Classification	Rural Local Road / Access Road
Speed Limit	50kph or State Limit
Bus Route	NO
On-street parking	NO

Road 2

Road Name	Peel Terrace (M031 Northam Cranbrook)
Number of Lanes	two way, one lane per direction, chevron median
Road Reservation Width	approximately 18m
Road Pavement Width	approximately 11m
Classification	Main Road / Primary Distributor
Speed Limit	70kph
Bus Route	NO
On-street parking	NO

Name of Other Roads within 400m radius of site, or roads likely to take increased traffic due to the development:

Road 1

Road Name	Yilgarn Avenue
Number of Lanes	two way, one lane each direction, undivided
Road Reservation Width	approximately 30m
Road Pavement Width	approximately 10m
Classification	Rural Local Road / Regional Distributor

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Speed Limit	70kph
Bus Route	NO
On-street parking	NO

Road 2

Road Name	Byfield Street
Number of Lanes	two way, one lane (no linemarking), undivided
Road Reservation Width	approximately 20m
Road Pavement Width	approximately 9m
Classification	Rural Local Road / Access Road
Speed Limit	50kph or State Limit
Bus Route	NO
On-street parking	NO

2.5 Traffic Volumes

Road Name	Location of Traffic Count	Vehicles Per Day (VPD)	Vehicles per Peak Hour (VPH)				Heavy Vehicle % <i>If HV count is Not Available, are HV likely to be in higher volumes than generally expected?</i>	Date of Traffic Count	Year <i>If older than 3 years multiply with a growth rate</i>
			AM Peak Time	AM Peak VPH	PM Peak Time	PM Peak VPH			
East Street	SLK [0.35]*	782	11:00 – 76		15:00 – 82		3.18%	Jan 2009	894 <i>(1.5% growth rate per annum)</i>
Peel Terrace (M03 Northam Cranbrook)	East of Fitzgerald Street**	5,231	08:00 – 479		12:00 – 466		9.6%	2007	6,161 <i>(1.5% growth rate per annum)</i>
	West of Yilgarn Avenue**	4,295	11:45 – 377		15:45 – 410		16.9%	2018/2019	–
Yilgarn Avenue	SLK [0.20]*	1,400	08:00 – 146		12:00 – 162		45.23%	Jul 2016	–
	SLK [1.00]*	1,078	07:00 – 119		16:00 – 162		31.38%	Aug 2018	–
Byfield Street	SLK [0.95]	469	08:00 – 77		16:00 – 79		4.49%	Sep 2009	536 <i>(1.5% growth rate per annum)</i>
Chidlow Street	East of Gordon Street**	1,037	08:00 – 110		14:45 – 103		7.3%	2016	–
	SLK [0.10]*	1,346	07:00 – 156		16:00 – 157		2.27%	Feb 2009	1,539 <i>(1.5% growth rate per annum)</i>

Note * - These traffic counts have been received from the Shire of Northam

Note ** - These traffic counts have been received from MRWA Traffic Map

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2.6 Vehicular Crash Information

Is Crash Data Available on Main Roads WA website? YES

If YES, nominate important survey locations:

Location 1 Intersection of Peel Terrace (M03 Northam Cranbrook) & East Street
Location 2 Peel Terrace (M03 Northam Cranbrook) SLK [0.86-1.05] – no crashes
Location 3 East Street SLK [0.00-0.21] – no crashes
Period of crash data collection 01/01/2013 - 31/12/2017

Road Name	SLK	Functional Classification	Road Hierarchy	Speed Limit	Crash Statistics			
					No of KSI Crashes	No of Medical Attention Crashes	No of PDO Major Crashes	No of PDO Minor Crashes
Intersection of Peel Terrace & East Street	-	Main Road / Rural Road	Primary Distributor / Access Road	70kph/50kph	0	0	1	0
No of MVKT Travelled at Location					≈7,000 VPD*365*5years*0.3 km = 3.83 MVKT			
KSI Crash Rate					0 KSI crashes / 3.83 MVKT = 0 KSI crashes/MVKT			
All Crash Rate					1 crashes / 3.83 MVKT = 0.26 crashes/MVKT			
Comparison with Crash Density and Crash Rate Statistics					0.26 crashes/MVKT is lower than network average of 1.1 crashes/MVKT. *			

Note * - KCTT have requested a Crash Density and Crash Rates table for non-Metropolitan roads on 03.09.2018. however, the information has not been received to date. Therefore, the crash rate has been compared to the Crash Density and Crash Rates on Metropolitan State Roads table below.

The following table shows the Crash Density and Crash Rates on Metropolitan State Roads as obtained from Main Roads WA on the 14th May 2018 by email request: -

Crash Density and Crash Rate on Metropolitan State Roads Network only

	All Crashes		Serious Injury Crashes (Fatal+Hospital)	
	Average Annual Crash Density (All Crashes/KM)	Average Annual Crash Rate (All Crashes/MVKT)	Average Annual Crash Density (Ser. Inj. Crashes/KM)	Average Annual Crash Rate (Ser. Inj. Crashes/MVKT)
Metro State Road - Midblock	24.99	0.46	1.08	0.02
Metro State Road - All	60.21	1.10	2.03	0.04

Note: Based on 5-years data for the period 2013 to 2017.

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2.7 Parking Requirements

Local Government Shire of Northam
Local Government Document Utilised Local Planning Scheme No 6
Description of Parking Requirements in accordance with Scheme:
Fast Food Outlet - 1 / 20m² GFA + 1 / 4 seated patrons

Calculation of Parking

Land Use	Requirements	Yield	Total Parking
Fast Food with drive through	1 / 20m ² GFA + 1 / 4 seated patrons	≈ 300m ² 64 seats	15+16 = 31
Total Volume of Parking Provided by Proponent			23 parking bays 9 drive-through bays

Justification

KCTT believe that 32 total parking bays can adequately cater for the parking requirement of the proposed development.

Have Vehicle Swept Paths been checked for Parking? YES

If YES, provide description of performance:

KCTT have checked the navigability for the Passenger Vehicle B99 (5.2m), Small Rigid Vehicle (6.4m), Service Vehicle (8.8m) and 10 Pallet Truck (10.0m) with the specification and dimensions for each vehicle presented in Appendix 3 along with swept paths. These vehicle types have been advised by the proponent as being the required delivery and service vehicles for the development.

All vehicle turning templates have been generated by the Vehicle Tracking plug in for AutoCAD. Australian Design Vehicles were utilised apart from the 10 Pallet Truck (10.0m). The 10 Pallet Truck was made as per client's request and modelled to resemble ISSUZU FVZ 260-300 AUTO.

It should be noted that the Service Vehicle (8.8m) can access and egress the proposed development only to/from the south via East Street.

Service and delivery times should be organised outside of KFC working hours, as the delivery and service vehicles take up most of the internal circulation space.

The proposed development will not require access for larger trucks such as the Single Unit (12.5 m) and Prime Mover and Semi-Trailer (19 m) as those will not be used as delivery vehicles. Therefore, the design does not need to allow for the access/egress of these vehicles.

Further it is recommended that "NO STOPPING" signs be places along Peel Terrace adjacent to the development to prevent /deter larger vehicles from parking along that street and accessing the development.

2.8 Bicycle Parking

Local Government Shire of Northam
Reference Document Utilised Local Planning Scheme No 6
Description of Parking Requirements in accordance with Scheme:
Local Planning Scheme No 6 does not provide requirements for bicycle parking.

Justification

Even though the LPS does not offer bicycle parking requirements, the plans for the proposed development show 3 bicycle parking spaces in order to promote alternative transportation modes.

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2.9 ACROD Parking

Class of Building Class 6: a shop or other building for the sale of goods by retail or the supply of services direct to the public, including—
(a) an eating room, café, restaurant, milk or soft-drink bar; or
(b) a dining room, bar area that is not an assembly building, shop or kiosk part of a hotel or motel;...

Does this building class require specific provision of ACROD Parking? YES

Reference Document Utilised Building Code of Australia

Description of Parking Requirements:

"Class 6: 1 space for every 50 carparking spaces or part thereof."

Parking Requirement in accordance with regulatory documents

Land Use	Requirements	Yield	Total Parking
Fast Food with drive through	1 / 50 carparking spaces	23 parking bays 9 drive-through bays	1

The plans for the proposed development show one ACROD bay as per requirements.

2.10 Delivery and Service Vehicles

Guideline Document used as reference NSW RTA Guide to Traffic Generating Developments

Requirements

"Supermarkets, shops and restaurants (all spaces adequate for trucks):

< 2,000m² GFA - 1 space per 400m² GFA"

Parking Requirement in accordance with regulatory documents

Land Use	Requirements	Yield	Total Parking
Fast Food with drive through	1 space per 400m ² GFA	≈ 300m ²	1

Total Volume of Parking Provided by Proponent

Service and Delivery Parking	1
------------------------------	---

Justification

The plans for the proposed development show one loading bay as per requirements.

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2.11 Calculation of Development Generated / Attracted Trips

What are the likely hours of operation?	10:00 – 22:00
What are the likely peak hours of operation?	AM from 11:00 to 12:00 PM from 17:00 to 18:00
Do the development generated peaks coincide with existing road network peaks?	YES – AM peak on East Street
Guideline Document Used	WAPC Transport Assessment Guidelines for Developments
Rates from above document:	Fast food restaurants - The available data is limited. The RTA surveys suggest that the rate is not directly related to floor-space. This could possibly be due to fast food restaurants generally being of a similar size, with location being a greater determinant – a significant proportion of trade being drawn from passing traffic (RTA suggests at least 50 per cent). NSW RTA Guide to Traffic Generating Developments
Guideline Document Used	Rates - Kentucky Fried Chicken.
Rates from above document:	Evening peak hour vehicle trips: <ul style="list-style-type: none"> assume 100 veh/hr for average development (mean of survey results). The proportion of passing trade is typically at least 50%. This discount should be taken into account in assessing external traffic impact. ITE Trip Generation Handbook 9th edition
Guideline Document Used	Fast Food with Drive Through -
Rates from above document:	<ul style="list-style-type: none"> Per KSP² <ul style="list-style-type: none"> 496.12 daily vehicular trips for 1,000 square feet (534VPD/100m²) 45.42 vehicular trips per 1,000 square feet (48.89 VPH/100m²) AM peak hour 32.65 vehicular trips per 1,000 square feet (35.14 VPH/100m²) PM peak hour; Per seat <ul style="list-style-type: none"> 19.52 daily vehicular trips per seat 1.27 vehicular trips per seat AM peak 0.95 vehicular trips per seat PM peak
<p>Since the data for fast food outlets it fairly limited, KCTT analysed rates from several available sources. After comparing the rates, it is deemed appropriate that the adopted data for trip calculations are the evening peak from the NSW RTA Guide, with the assumption that the morning peak would be 80% of the evening peak. For the daily trip generation, the rate per seat from the ITE Handbook is adopted.</p>	
Base data for trip calculation (daily trips)	Daily = 19.52 VPD / seat
Base data for trip calculation (AM peak trips)	AM peak = 80 VPH/development
Base data for trip calculation (PM peak trips)	PM peak = 100 VPH/development

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Land Use Type	Rate above	Yield	Daily Traffic Generation	Peak Hour Traffic Generation	
				AM peak	PM peak
Fast Food with drive through	Daily = 19.52 VPD / seat AM peak = 80 VPH/development PM peak = 100 VPH/development	≈300m ² 64seats	625 VPD* [1,249 VPD]	40 VPH* [80 VPH]	50 VPH* [100 VPH]

*Note * - This represents the practical value applied throughout the report taking into account trip blending. For the trip blending factor, it has been assumed that 50% of the development's traffic generation sources from the pre-existing traffic on the road network and therefore a factor of 0.5 has been applied to the VPD and VPH values.*

Does the site have existing trip generation / attraction? NO

What is the total impact of the new proposed development? Under the WAPC guidelines the development is classified as high impact. However, it should be noted that most of these trips are based on passing traffic and already included in the road network. As such, KCTT believe that there is sufficient capacity to support the additional traffic in the area (625VPD / 40AM VPH / 50 PM VPH) which is considered moderate as per WAPC Guidelines.

2.12 Traffic Flow Distribution

How many routes are available for access / egress to the site? 3 routes
Passing traffic - 625 VPD / 40AM VPH / 50 PM VPH
Total traffic - 1,249 VPD / 80AM VPH / 100 PM VPH

Route 1

Provide details for Route No 1 To/from the west via Peel Terrace – connection to the bus and railway station as well as the Avon River commercial area

Percentage of Vehicular Movements via Route No 1 80%
Passing traffic – 500 VPD / 32 AM VPH / 40 PM VPH
Total traffic – 999 VPD / 64 AM VPH / 80 PM VPH

Route 2

Provide details for Route No 2 To/from the south via East Street – connection to the residential area to the south of the proposed development

Percentage of Vehicular Movements via Route No 2 10%
Passing traffic – 63 VPD / 4 AM VPH / 5 PM VPH
Total traffic – 125 VPD / 8 AM VPH / 10 PM VPH

Route 3

Provide details for Route No 2 To/from the east via Peel Terrace – connection to Northam York Road and Great Eastern Highway (via Yilgarn Avenue)

Percentage of Vehicular Movements via Route No 2 10%
Passing traffic – 62 VPD / 4 AM VPH / 5 PM VPH
Total traffic – 125 VPD / 8 AM VPH / 10 PM VPH

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2.13 Vehicle Crossover Requirements

Are vehicle crossovers required onto existing road networks?	YES
How many existing crossovers?	None
How many proposed crossovers?	One proposed crossover on to East Street. It is proposed that the development will also use the neighbouring existing crossover east of the development.
How close are proposed crossovers to existing intersections?	approximately 37m from the intersection of East Street and Peel Terrace
Does this meet existing standards?	YES

Warrants for left and right deceleration lanes

KCTT have examined the warrants for right and left turn deceleration lane on both crossovers in accordance with accordance with *MRWA Supplement to Austroads Guide to Road Design - Part 4, Appendix A Intersections - General section A.8.*

Traffic volumes used to determine the warrants for deceleration lane on East Street are derived from Shire of Northam data from January 2009 and multiplied with 1.5% growth rate in order to estimate traffic volumes for 2019, when it is expected that the proposed development would become operational. Since hourly volumes were not available, the provided PM peak volumes are used for the analysis and the directional split of 67% southbound and 33% northbound is assumed.

Traffic volumes used to determine the warrants for deceleration lane on Peel Terrace are derived from data from MRWA website dated 2018/2019 and multiplied with 1.5% growth rate in order to estimate traffic volumes for 2019. Hourly volumes for the assumed proposed development peak (17:00-18:00) are used with the directional split as per the available data.

Heavy vehicle percentages have been sourced from the available data, while the turning heavy vehicle percentage is assumed to be 1% on East Street crossover and 0% on Peel Terrace Crossover for the purposes of the calculations.

As per the calculations below traffic from the proposed development does not trigger the warrants for deceleration lanes on any of the crossovers. However, there is an existing right turn deceleration lane on Peel Terrace for the shared access point. KCTT believe that the low additional traffic volumes can be safely accommodated within the existing deceleration lane.

Is right turn deceleration lane warranted?	NO	Is right turn deceleration lane warranted?	NO
Is left turn deceleration lane warranted?	NO	Is left turn deceleration lane warranted?	NO

	East Street PM 2019	Peel Terrace PM 2019
Q_{T1}	31	168
$HV\% - Q_{T1}$	3.2	15.6
Q_R	5	12
$HV\% - Q_R$	1.0	0
Q_{T2}	64	152
$HV\% - Q_{T2}$	3.2	11.3
Q_L	29	5
$HV\% - Q_L$	1.0	0
$Q_{M-RIGHT TURN}$ no splitter island for left turns	124	326
$HV\% - Q_{MR}$ no splitter island for left turns	2.45	8.97
$Q_{M-LEFT TURN}$	64	152
$HV\% - Q_{ML}$	3.18	11.30
X_R no splitter island for left turns	0.34	1.22
X_L	0.38	0.43
Right turn treatment no splitter island for left turns	BAR	BAR
Left turn treatment	BAL	BAL

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Queue length review on Peel Terrace

With 17 vehicles (12 right-in/5 left-in) expected to access the proposed development within the PM peak it can be concluded that one vehicle will aim to access every 3.5 minutes. Therefore, it is highly unlikely that the proposed development would cause any back up of vehicles into Peel Terrace from the existing crossover. Sufficient queuing capacity is available in the event that multiple vehicles attempt to access the development at the same time as this crossover is an entry only location. Moreover, the existing crossover on Peel Terrace is wide enough to allow for two vehicles to access, which creates additional queuing space for the adjoining development. The figure below demonstrates that 4 vehicles can queue for access to both parking areas, in the case of waiting for a vehicle to leave the nearest parking bay. Adjoining development and the proposed development are not likely to have coinciding peak operating times.



2.14 Public Transport Accessibility

How many bus routes are within 400 metres of the subject site?		2	
How many rail routes are within 800 metres of the subject site?		3	
Bus / Rail Route	Description	Peak Frequency	Off-Peak Frequency
Avon Link	Train service Perth to Northam	1 per day	-
Prospector	Train service Perth to Kalgoorlie	2 per day	-
Merredin Link	Train service Perth to Merredin	3 per week	-
GS2 Albany	Coach service Perth to Albany	1 per day	-
N3 Geraldton	Coach service Perth to Geraldton	2 per week	-
Is the development in a Greenfields area?			NO

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2.15 Pedestrian Infrastructure

Describe existing local pedestrian infrastructure within a 400m radius of the site:

Classification	Road Name
Unclassified pedestrian path	Peel Terrace, East Street, Yilgarn Avenue, Old York Road
Does the site have existing pedestrian facilities	NO
Does the site propose to improve pedestrian facilities?	YES
<i>If YES, describe the measures proposed.</i>	
New path to link existing pathway with site pathway	
What is the Walk Score Rating?	
43 Car-Dependent. Almost all errands require a car.	

2.16 Cyclist Infrastructure

Are there any PBN Routes within an 800m radius of the subject site?	NO
Are there any PBN Routes within a 400m radius of the subject site?	NO
Around 1 km to the west the subject site is located the multi-use Kep Track which uses the rail formation between Mundaring in the Perth Hills, to Northam. The trail can be used for hiking, cycling or horseback riding.	
Does the site have existing cyclist facilities?	NO
Does the site propose to improve cyclist facilities?	YES
<i>If YES, describe the measures proposed.</i>	
The plans for the proposed development show 3 bicycle parking spaces in order to promote alternative transportation modes.	

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2.17 Site Specific Issues and Proposed Remedial Measures

How many site specific issues need to be discussed?

One

Site Specific Issue No 1

Traffic impact of the proposed development

Remedial Measure / Response

Since the data for fast food outlets trip generation rates is fairly limited, KCTT analysed rates from several available sources. After comparing the rates, it is deemed appropriate that the adopted data for trip calculations are the evening peak from the NSW RTA Guide, with the assumption that the morning peak would be 80% of the evening peak. For the daily trip generation, the rate per seat from the ITE Handbook is adopted.

The proposed development is expected to attract a total of 1,249 VPD / 80 AM VPH / 100 PM VPH. It should be noted that at least 50% of these trips are based on passing traffic and already included in the road network. The additional traffic that would be generated by the proposed development would be 625VPD / 40AM VPH / 50 PM VPH) is considered moderate as per WAPC Guidelines.

Having in mind all of the above KCTT believe that there is sufficient capacity to support the additional traffic in the area.

Appendix 1

The Layout of the Proposed Development

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













Appendix 2

Transport Planning and Traffic Plans

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			LOCATION BOUNDARY
			DISTANCE FROM LOCATION
			SHIRE OF NORTHAM
			LOCAL GOVERNMENT NAME
			SUBURB

PROJECT:			1 EAST STREET, NORTHAM	DRAWN BY: A.N.
TITLE:			LOCALITY PLAN - 800M RADIUS	
DRAWING NUMBER:			KC00914.000_S01	
A	06-09-2018	ISSUED FOR REVIEW		
No	DATE	AMENDMENT		

















LEGEND

Civil & Traffic Engineering Consultants
Suite 7 North Maitland Street Brisbane QLD 4000

Ph: 07 3440 0000
Web: www.kctt.com.au

kctt



 PARKS AND RECREATION	 ROAD BRIDGE	 LOCATION BOUNDARY	 PROSPECTOR
 PUBLIC PURPOSE	 RAILWAY	 DISTANCE FROM LOCATION	 AVON LINK
 WATERWAYS	 RAILWAY CROSSING	 LOCAL GOVERNMENT NAME	 MERREDIN LINK
 ROAD	 BUS STATION	 NORTHAM SUBURBS	 N3 GERALDTON
 STREET NAME	 TRAIN STATION		 GS2 ABANY

LEGEND


			PROJECT: 1 EAST STREET, NORTHAM	DRAWN BY: A.N.	<div>Civil & Traffic Engineering Consultants Suite 770 10 Wharfedale Street, Broom's Barn, Wakefield, W.A. WF8 1DT Tel: 01937 546111 Fax: 01937 546112 www.ctec.co.uk</div> <div>kctt</div>
			TITLE: PUBLIC TRANSPORT PLAN - 800M RADIUS		
			DRAWING NUMBER: KC00914.000 S03		
A	06-09-2018	ISSUED FOR REVIEW			
No.	DATE	AMENDMENT			

City & Traffic Engineering Consultants
Suite 7/10 Wingard Street Perth WA 6000

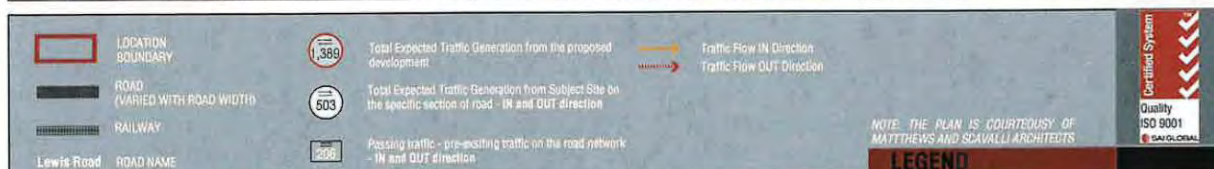
Rev 28-04-2018
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kctt

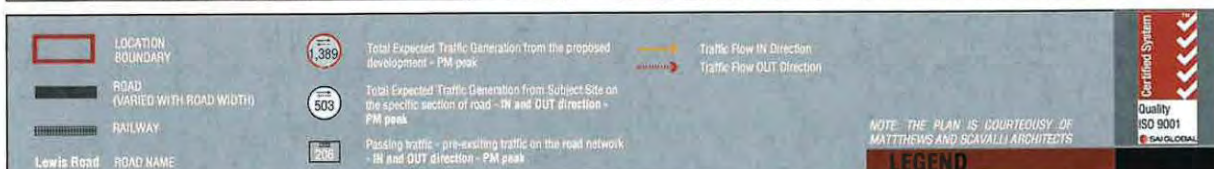


			PROJECT: 1 EAST STREET, NORTHAM	DRAWN BY: A.N.	<div>Civil & Traffic Engineering Consultants Suite 7 No 40 Whipple Street Perth WA 6003</div> <div>Perth, Australia 1945 9446 2219</div> <div></div>
			TITLE: PEDESTRIAN PATHS PLAN - 400M RADIUS		
A	06-09-2018	ISSUED FOR REVIEW	DRAWING NUMBER: KC00914.000_S04		
No	DATE	AMENDMENT			





			PROJECT:	1 EAST STREET, NORTHAM	DRAWN BY:	Civil & Traffic Engineering Consultants Suite 7 No 10 Whipple Street Rotunda WA 6021
			TITLE:	TRAFFIC FLOW DIAGRAM	A.N.	
			DRAWING NUMBER:	KC00914.000_S06		
A	06-09-2018	ISSUED FOR REVIEW				
No	DATE	AMENDMENT				



			PROJECT:	1 EAST STREET, NORTHAM	DRAWN BY:	Civil & Traffic Engineering Consultants Suite 7 No 10 Whipple Street Belmont WA 6004
			TITLE:	TRAFFIC FLOW DIAGRAM - PM PEAK	A.N.	
			DRAWING NUMBER:	KC00914.000_S07		
A	06-09-2018	ISSUED FOR REVIEW				
No	DATE	AMENDMENT				

Appendix 3

Vehicle Turning Circle Plan

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Attachment 6



PROPOSED KFC NORTHAM

**1 EAST STREET
NORTHAM**

ENVIRONMENTAL ACOUSTIC ASSESSMENT

SEPTEMBER 2018

OUR REFERENCE: 23478-1-18177

Rochdale Holdings Pty Ltd A.B.N. 95 098 048 067 trading as
HERRING STORER ACOUSTICS
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Herring Storer Acoustics

DOCUMENT CONTROL PAGE

ENVIRONMENTAL ACOUSTIC ASSESSMENT
KFC NORTHAM

Job No: 18177

Document Reference : 23478-1-18177

FOR

MATTHEWS & SCAVALLI ARCHITECTS

DOCUMENT INFORMATION

Author:	Tim Reynolds	Checked By:	Paul Daly
Date of Issue:	06 September 2018		

REVISION HISTORY

Revision	Description	Date	Author	Checked

DOCUMENT DISTRIBUTION

Copy No.	Version No.	Destination	Hard Copy	Electronic Copy
1	1	Matthews & Scavalli Architects Attn : Damien Caraher Email : damien@mandsarchitects.com.au		✓

This report has been prepared in accordance with the scope of services and on the basis of information and documents provided to Herring Storer Acoustics by the client. To the extent that this report relies on data and measurements taken at or under the times and conditions specified within the report and any findings, conclusions or recommendations only apply to those circumstances and no greater reliance should be assumed. The client acknowledges and agrees that the reports or presentations are provided by Herring Storer Acoustics to assist the client to conduct its own independent assessment.

Herring Storer Acoustics

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APPENDICES

A	Plans
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1. INTRODUCTION

Herring Storer Acoustics were commissioned by Matthews & Scavalli Architects to undertake an acoustic assessment of noise emissions associated with the proposed KFC development at 1 East Street, Northam.

This report assesses noise emissions from the premises with regards to compliance with the requirements of the *Environmental Protection (Noise) Regulations 1997*. For this development of a KFC Store, the noise sources considered as part of this assessment include :

- Mechanical Services;
- Car movements, engine starts and doors closing;
- Ordering speakers and voices placing orders.

We note that from recent information received from DWER, that the bitumised area would be considered as a road, thus noise relating to the "propulsion and braking of motor vehicles is exempt from the *Environmental Protection (Noise) Regulations 1997*. We note that these noise sources are rarely critical in the determination of compliance. Thus, for completeness, they have been included in the assessment, for information purposes only.

For reference, plans of the proposed development are attached in Appendix A.

2. SUMMARY

The neighbouring residence of concern to this development, is the residence located adjacent to south east of the development on East Street. As the development will be open during the night period, noise associated with the development need to comply with the appropriate assigned noise levels for the night period.

Noise from the mechanical services would occur for more than 10% of the time, hence noise received at the neighbouring premises needs to comply with the assigned L_{A10} noise levels.

Noise associated with car movements, (if requiring compliance with the Regulations), would need to comply with the Assigned L_{A1} noise level. Similarly, noise emissions from the ordering speaker and voices would occur for less than 10% of the time, hence noise received at the neighbouring premises needs to comply with the assigned L_{A1} noise levels.

Noise associated with a car start and door closing, would need to comply with the Assigned L_{Amax} noise level.

Due to noise associated with the roof mounted exhaust fans, noise received at the neighbouring residence from the mechanical services could exceed the Regulatory criteria. Therefore, in order to comply with the Regulatory assigned noise levels, the roof mounted equipment requires to be screened and the discharge of the kitchen exhaust to face northwards. The screening is required to extend 600mm above and 1000mm past the sides of the exhaust fans. The screens can be constructed of sheet metal, as per the roof.

Noise from the other assessed noise sources would, with the installation of a 1.8 metre high boundary fence comply with the Regulatory requirements.

Note : A colourbond fence would be acceptable.

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From the analysis undertaken, noise emissions from the proposed development has, with the inclusion of the above noise mitigations, been assessed to comply with the requirements of the *Environmental Protection (Noise) Regulations 1997*.

3. CRITERIA

The allowable noise level for noise sensitive premises in the vicinity of the proposed Facility site is prescribed by the *Environmental Protection (Noise) Regulations 1997*. Regulations 7 and 8 stipulate maximum allowable external noise levels or assigned noise levels that can be received at a premise from another premises. For residential premises, this noise level is determined by the calculation of an influencing factor, which is then added to the base levels shown below. The influencing factor is calculated for the usage of land within two circles, having radii of 100m and 450m from the premises of concern. The base noise levels for residential premises and the assigned noise levels for industrial premises are listed in Table 3.1.

TABLE 3.1 - BASELINE ASSIGNED OUTDOOR NOISE LEVEL

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L _{A10}	L _{A1}	L _{Amax}
Noise sensitive premises: highly sensitive area	0700 - 1900 hours Monday to Saturday (Day)	45 + IF	55 + IF	65 + IF
	0900 - 1900 hours Sunday and Public Holidays (Sunday / Public Holiday Day)	40 + IF	50 + IF	65 + IF
	1900 - 2200 hours all days (Evening)	40 + IF	50 + IF	55 + IF
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays (Night)	35 + IF	45 + IF	55 + IF
Commercial Premises	All hours	60	75	80

Note: L_{A10} is the noise level exceeded for 10% of the time.
L_{A1} is the noise level exceeded for 1% of the time.
L_{Amax} is the maximum noise level.
IF is the influencing factor.

It is a requirement that received noise be free of annoying characteristics (tonality, modulation and impulsiveness), defined below as per Regulation 9.

- “impulsiveness”** means a variation in the emission of a noise where the difference between L_{Apeak} and L_{Amax(Slow)} is more than 15 dB when determined for a single representative event;
- “modulation”** means a variation in the emission of noise that –
- is more than 3 dB L_{AFast} or is more than 3 dB L_{AFast} in any one-third octave band;
 - is present for more at least 10% of the representative assessment period; and
 - is regular, cyclic and audible;

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“tonality”

means the presence in the noise emission of tonal characteristics where the difference between –

- (a) the A-weighted sound pressure level in any one-third octave band; and
- (b) the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands,

is greater than 3 dB when the sound pressure levels are determined as $L_{Aeq,T}$ levels where the time period T is greater than 10% of the representative assessment period, or greater than 8 dB at any time when the sound pressure levels are determined as $L_{A_{slow}}$ levels.

Where the noise emission is not music, if the above characteristics exist and cannot be practicably removed, then any measured level is adjusted according to Table 3.2 below.

TABLE 3.2 - ADJUSTMENTS TO MEASURED LEVELS

Where tonality is present	Where modulation is present	Where impulsiveness is present
+5 dB(A)	+5 dB(A)	+10 dB(A)

Note: These adjustments are cumulative to a maximum of 15 dB.

For this development, the closest residential premises of concern are located, as shown on Figure 3.1 below.



FIGURE 3.1 – AREA AROUND PROPOSED FACILITY

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For the neighbouring residence of concern, as shown in Figure 01, it is noted that the oval across East Street is part of a sporting facility. Therefore, combined with other commercial land use and road traffic allowance, an Influencing Factor of +6 for this residence has been determined. Hence, the assigned outdoor noise levels for the neighbouring residential location are as listed in Table 3.3.

**TABLE 3.3 - ASSIGNED OUTDOOR NOISE LEVEL
NEIGHBOURING RESIDENCES TO NORTH, EAST AND SOUTH EAST**

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L _{A,10}	L _{A,1}	L _{A,max}
Noise sensitive premises : Highly sensitive area	0700 - 1900 hours Monday to Saturday	51	61	71
	0900 - 1900 hours Sunday and Public Holidays	46	56	71
	1900 - 2200 hours all days	46	56	61
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	41	51	61

Note: L_{A,10} is the noise level exceeded for 10% of the time.
L_{A,1} is the noise level exceeded for 1% of the time.
L_{A,max} is the maximum noise level.

4. MODELLING

Modelling of the noise propagation from the proposed development was carried out using an environmental noise modelling computer program, "SoundPlan". Calculations were carried out using the EPA standard weather conditions as stated in the Environmental Protection Authority's "Draft Guidance for Assessment of Environmental Factors No.8 - Environmental Noise".

Noise emissions from the development, include:

- Mechanical Services.
- Car movements on Site.
- Car engine start and door closing.
- Ordering Speakers.
- Voices at the drive thru ordering locations and collection windows.

The calculations were based in the sound power levels listed in Tables 4.1 and 4.2.

Table 4.1 – GENERAL SOUND POWER LEVELS

Item of Equipment	Sound Power Level, (dB(A))
Cars moving	79
Car Start	85
Car Door	87
Ordering Speaker	84
Voice	75

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TABLE 4.2 – MECHANICAL SERVICES NOISE LEVELS

Item of Equipment	Noise Level dB(A)
Air Conditioning Condensing Units	1 at SWL of 74 1 at SWL of 79
Exhaust Fans	1 at 45 dB(A) @ 3m 1 at 60 dB(A) @ 3m 1 at 62 dB(A) @ 3m
Refrigeration Units	1 at 61 dB(A) @ 3m 2 at 63 dB(A) @ 3m

The above noise sources need to comply with the following assigned noise levels:

L_{A10}	–	Mechanical services.
L_{A1}	–	Car Movements, ordering speaker and voices.
L_{Amax}	–	Car starts and doors closing.

With regards to noise emissions, the following are noted:

- 1 Noise associated with the mechanical services does not take into account any diversity of operation. Such diversity would occur during the night period. Thus, this is a conservative assessment. At this stage of the project, the mechanical service has not been designed. Therefore, the noise sources have been based on designs used for the same or similar tenancies.
- 2 It has been assumed that the mechanical services would be located, as shown on the drawings. Preliminary modelling showed that due to noise associated with the roof mounted exhaust fans, noise received at the neighbouring residence from the mechanical services could exceed the Regulatory criteria. To comply with the Regulatory assigned noise levels, the roof mounted equipment requires to be screened. The screening is required to extend 600mm above and 1000mm past the sides of the exhaust fans. The screens can be constructed of sheet metal, as per the roof.
- 3 The noise modelling assumes that a solid boundary fence will be installed along the boundary to the neighbouring residence. In this case, a colourbond fence would be acceptable.

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5. RESULTS

The results of the noise modelling are listed in Table 5.1.

TABLE 5.1 – CALCULATED NOISE LEVELS

Item	Calculated Noise Levels (dB(A))
Mechanical services	36
Car Movement	38
Car Start	44
Car Door	40
Ordering Speaker	46
Voice	38

6. ASSESSMENT

Given the above possible noise sources, we believe that assessments of the following scenarios are required.

The assessment for the noise sources that are required to achieve compliance are outlined below.

6.1 L_{A10} NOISE EMISSIONS

Noise emissions from the mechanical services would be steady state and would operate for the majority of time. Hence noise received from the mechanical services needs to comply with the assigned L_{A10} noise level.

As noise emissions from the mechanical services could be considered tonal. Thus, a +5 dB(A) penalty has been applied to the calculated noise level associated with the mechanical services. Table 6.1 lists the characteristics that should be included in the assessable noise level.

**TABLE 6.1 – APPLICABLE ADJUSTMENTS AND ASSESSABLE L_{A10} NOISE LEVELS, dB(A)
MECHANICAL SERVICES**

Calculated Noise Level, dB(A)	Applicable Adjustments to Measured Noise Levels, dB(A) Where Noise Emission is NOT music			Assessable Noise Level, dB(A)
	Tonality	Modulation	Impulsiveness	
36	+5	-	-	41

Table 6.2 summarises the applicable Assigned Noise Levels, and assessable noise level emissions associated for the scenarios associated with the proposed KFC development.

**TABLE 6.2 – ASSESSMENT OF L_{A10} NOISE LEVEL EMISSIONS
MECHANICAL SERVICES**

Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned L _{A10} Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
41	Night Period	41	Complies

Herring Storer Acoustics
Our ref: 23478-1-18177

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6.2 L_{A1} NOISE EMISSIONS

Noise emissions from car movement when received at the neighbouring residence could be tonal and to be conservative, a +5 dB(A) penalty for a tonal component would be applied. However, noise associated with voices is broadband and does not attract any penalties.

Table 6.3 list the characteristics that should be included and the assessable noise levels and the assessable noise level.

TABLE 6.3 – APPLICABLE ADJUSTMENTS AND ASSESSABLE L_{A10} NOISE LEVELS, dB(A)

Source	Calculated Noise Level, dB(A)	L _{A1} NOISE EMISSIONS			Assessable Noise Level, dB(A)
		Applicable Adjustments to Measured Noise Levels, dB(A)			
		Where Noise Emission is NOT music			
		Tonality	Modulation	Impulsiveness	
Car Movement	38	+5	-	-	43
Ordering Speaker	46	-	-	-	46
Voice	38	-	-	-	38

Tables 6.4 summarises the applicable Assigned Noise Levels, and assessable noise level emissions for each identified case that needed to be considered.

TABLE 6.4– ASSESSMENT OF L_{A1} NOISE LEVEL EMISSIONS

Source	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned L _{A1} Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
Car Movement	43	Night Period	51	Complies
Ordering Speaker	46	Night Period	51	Complies
Voice	38	Night Period	51	Complies

6.3 L_{Amax} NOISE EMISSIONS

Noise emissions from car doors closing on site need to comply with the assigned L_{Amax} noise level. As the critical period for compliance for this source is the night period, this scenario includes noise emissions from the sources associated with L_{Amax} noise levels. However, as under the Regulations, each of these sources needs to be considered individually, it is the highest calculated noise levels used for assessment, rather than the cumulative overall noise levels.

Noise associated with the closing of car and truck doors; and trucks braking could be impulsive and to be conservative, a +10 dB(A) penalty for impulsiveness would be applied. Thus, no penalties are applied to voices.

Tables 6.5 and 6.6 list the characteristics that should be included and the assessable noise levels and the assessable noise levels for cars starting and doors closing.

Herring Storer Acoustics
Our ref: 23478-1-18177

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TABLE 6.5 - APPLICABLE ADJUSTMENTS AND ASSESSABLE $L_{A\text{MAX}}$ NOISE LEVELS, dB(A)

Source	Calculated Noise Level, dB(A)	Applicable Adjustments to Measured Noise Levels, dB(A)			Assessable Noise Level, dB(A)
		Where Noise Emission is NOT music			
		Tonality	Modulation	Impulsiveness	
Car Start	44	+5	-		49
Car Door	40	-	-	+10	50

TABLE 6.6 - ASSESSMENT OF $L_{A\text{MAX}}$ NOISE LEVEL EMISSIONS

Source	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned $L_{A\text{MAX}}$ Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
Car Start	49	Night Period	61	Complies
Car Door	50	Night Period	61	Complies

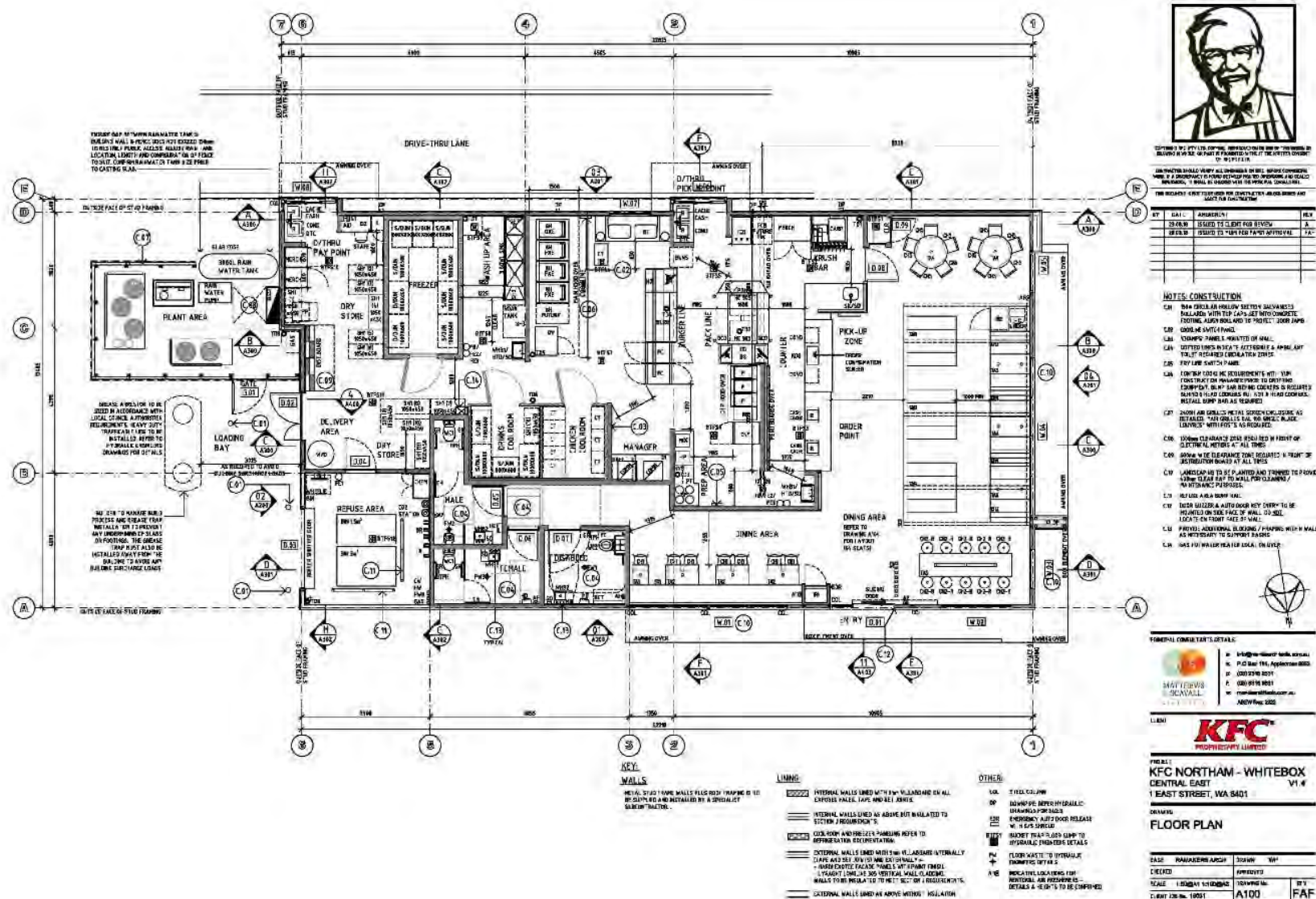
From the above assessments, it can be seen that noise received at the neighbouring residence, even using a conservative analysis, complies with the requirements of the *Environmental Protection (Noise) Regulations 1997* at all times. However, to achieve compliance, noise mitigation of the mechanical services would be required.

Note : The above assessment includes a 1.8 metre high boundary fence. In this case, a colourbond fence would be acceptable.

APPENDIX A

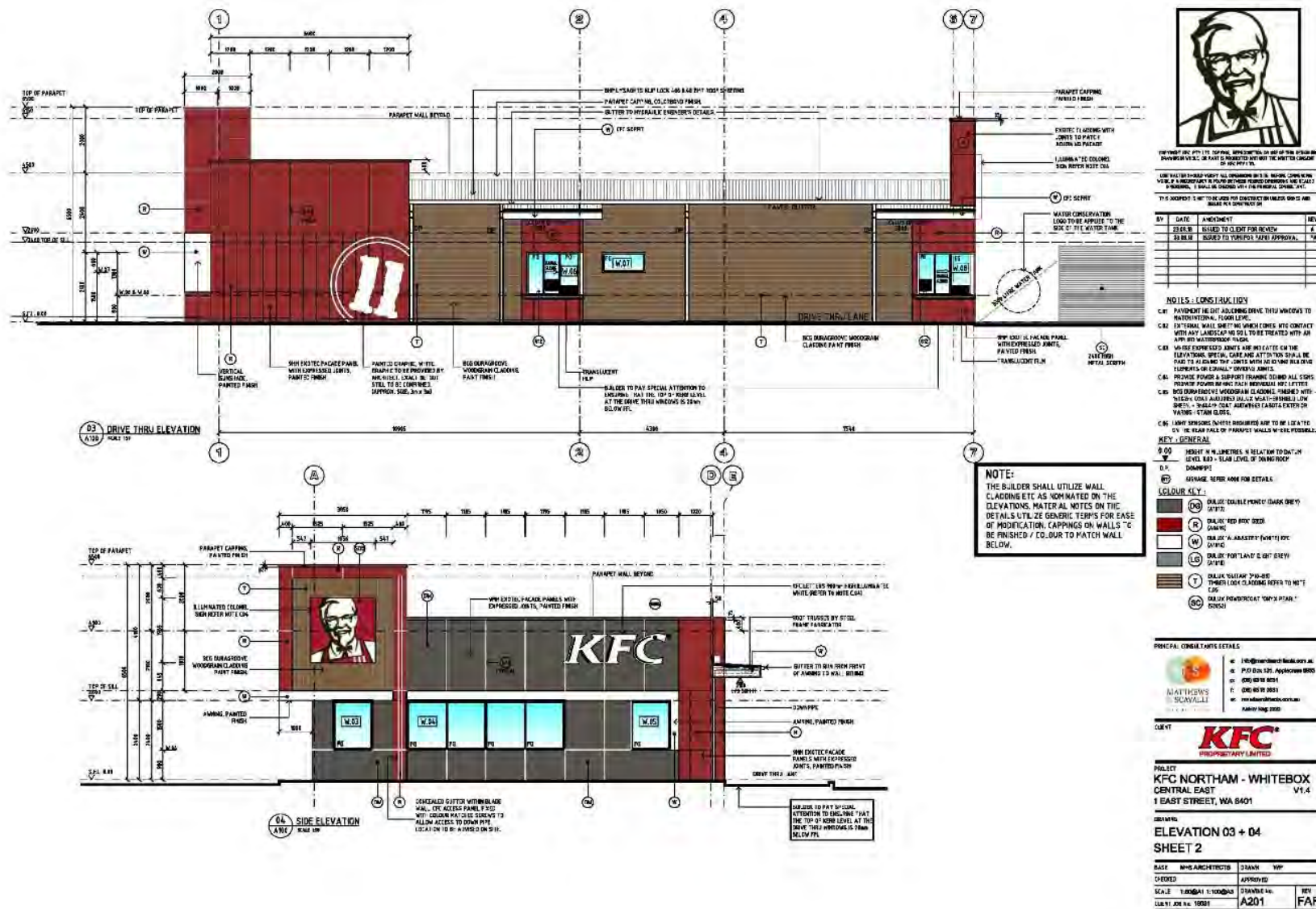
PLANS











12.3.4 **Adopt 'As-Advertised' Draft Revised Local Planning Policy 9 – Northam Airport Development (Without Modification)**

Address:	105 Withers Street, Northam
Owner:	Shire of Northam
Applicant:	Shire of Northam
File Reference:	A12838
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

Following Council's resolution to adopt for advertising draft revised Local Planning Policy No. 9 'Northam Airport Development' at the Ordinary Council Meeting held on 18 July 2018 (refer Minute No. C.3419), and given that no submissions were received during the submissions period, Council is now requested to proceed with the as-advertised draft revised policy without modification.

ATTACHMENTS

Attachment 1: Local Planning Policy No.9 'Northam Airport Development' – For Adoption (As-Advertised).

BACKGROUND / DETAILS

At the Ordinary Council Meeting held on 18 July 2018, staff requested Council to adopt for advertising a draft revised version of Council's Local Planning Policy No.9 'Northam Airport Development'.

The draft revised policy has since been advertised in accordance with Council's decision, and is now returned for Council to consider adopting for final approval the as-advertised revised policy.

CONSIDERATIONS

Strategic Community / Corporate Business Plan
Theme Area 6: Governance & Leadership.

- Outcome 6.2: Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.
- Objective: Decisions made by the Shire of Northam are communicated and the reasoning clearly articulated to residents and stakeholders.

Financial / Resource Implications

There are no significant financial or budgetary implications for the Shire in relation to the recommendations of this report. If Council resolves to proceed with the policy, staff will cause a notice to be placed in a newspaper circulating in the Scheme area (the *Avon Advocate*). The cost associated with the placement of the notice will be expended against the Planning Department's current Advertising budget.

Legislative Compliance

The following legislation is applicable to the proposal:

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015* (Schedule 2 (deemed provisions for local planning schemes), Part 2, Clause 4)

Policy Implications

If Council resolves to adopt the as-advertised revised version of LPP9 for final approval, in accordance with clause 4(3)(b) of the *deemed provisions for local planning schemes*, Council must now resolve one of the following: –

- To proceed with the Policy without modification; or
- To proceed with the Policy with modification; or
- Not to proceed with the Policy.

The Policy will have effect upon publication of a notice in the *Avon Advocate*.

Stakeholder Engagement / Consultation

Draft Revised LPP9 was advertised for a period of 22 days from 25th September 2018 until 17th October 2018 in accordance with clause 4(1)(a) of the *deemed provisions for local planning schemes* as follows:

- Publication of a notice in the *Avon Advocate* of 26th September 2018 and inviting comments until 17th October 2018 (21 days);
- **Publication of a notice on the Shire's website** from 25th September 2018 until 17th October 2018, and inviting comments for a period of 22 days; and
- Making available for public comment a copy of the draft revised policy **at the Shire's Administration Centre, Northam Public Library and Wundowie Library** from 26th September 2018 until 17th October 2018, and inviting comments for a period of 21 days.

- Advertising the Local Planning Policy to the hangar owners/operators as per Councils Northam Airport Hangar Contact Register (Mail/Email) from the 25th September 2018 until 17th October 2018 (22 days).

No submissions were received during the submission period.

Risk Implications

- *Reputational – Low*
 - Officers have provided a copy of the Local Planning Policy to the registered mailing addresses (email/mail) of all hangar owners/operators as per Councils Northam Airport Hangar Contact Register. This ensures that persons directly affected have been provided direct notification.
- *Financial - Low*
 - There are no financial risk items in relation to this recommendation.
- *Compliance - Low*
 - There are no compliance impacts in relation to this recommendation, as the policy does not apply retrospectively to existing development.
- *Legal – Low*
 - There are no legal risk items in relation to this recommendation. If Council is to adopt the draft-revised LPP9, it will be enforceable following publication of advertisement of the policies adoption within the Avon Advocate as a statutory planning instrument by Officers in the assessment of all new development applications.

OFFICER'S COMMENT

Given that no submissions were received in respect of the draft revised version of LPP9 during the statutory advertising period, it is recommended Council resolve to proceed with the policy without modification.

As outlined under 'Policy Implications' section of this report, if Council resolves to proceed with the policy, it must publish notice of the policy in a local newspaper. The policy will have effect on publication of the said notice.

RECOMMENDATION

That Council:

1. Pursuant to Clause 4(3)(b) of the *deemed provisions for local planning schemes*, **resolves to proceed with Local Planning Policy No.9 'Northam Airport Development' without modification; and**
2. Pursuant to Clause 4(4) of the *deemed provisions for local planning schemes*, **publishes a notice of Local Planning Policy No.9 'Northam Airport Development'.**

Attachment 1

Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.9 – Northam Airport Development



LOCAL PLANNING SCHEME NO.6
LOCAL PLANNING POLICY NO.9 –
NORTHAM AIRPORT DEVELOPMENT

1. PRELIMINARY

1.1 Authority to prepare and adopt a Local Planning Policy:

Schedule 2, Part 2, clause 3(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) allows Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Shire's Local Planning Scheme No.6 (the Scheme) area.

This policy will be made effective once Council has completed the process stipulated in clause 4(1) up to and including clause 4(4) of the Regulations.

1.2 Relationship of this Policy to the Scheme:

If a provision of this Policy is inconsistent with the Scheme, the Scheme prevails.

This Local Planning Policy is not part of the Scheme and does not bind Council in respect of any application for development approval. However, Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

1.3 Definitions:

The following are definitions that may be used as part of this policy in addition to the definitions included in Local Planning Scheme No 6:

- "Council" means the elected members of the Shire.
- "Leaseholder/Lessee" means the legal signatory to the lease held for the leasehold area with the Shire of Northam.
- "Lease Area" means the area held by the lessee for hangar development which are denoted individually within Schedule 1 and 2.
- "Scheme" means Local Planning Scheme No 6.
- "Shire" means the Shire of Northam.
- "Non-Build Buffer" means hashed areas denoted within Schedule 1 and 2 for the purposes of retaining access and egress to which no development shall be permitted to occur within areas designated as such (retained by the Shire of Northam).

Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.9 – Northam Airport Development

2. APPLICATION OF THE POLICY

2.1 Purpose

The purpose of this Local Planning Policy is to provide design guidelines that achieve development outcomes which complement the desired outcomes of the Northam Airport Masterplan (2015) and compliance requirements as identified by the Scheme and the Building Code of Australia.

2.2 Application

This Policy applies to all development within the Northam Airport as identified by the Scheme as 'Public Purpose – 'A' (Airport)'.

2.3 Exemptions

This Policy does not affect private aviation development held on private landholdings (Rural).

2.4 Relationship of this Policy to other Local Planning Policies

This Policy is to be read in conjunction with the following Local Planning Policies:

- Local Planning Policy No.2 'Site Construction, General Development and Subdivision Guidelines';
- Local Planning Policy No.5 'Use of Sea Containers & Other Similar Storage Structures'; and
- Local Planning Policy No.16 'Advertising Signage'.

3. POLICY OBJECTIVES

The primary objectives of this Policy are to:

- a) Provide certainty for lease holders at the Northam Airport in terms of private and commercial hangar development by ensuring that all development issues are considered when applying for planning approval and that the amenity of the Northam Airport is preserved;
- b) Ensure that private and commercial hangars are constructed with appropriate materials;
- c) Ensure that private and commercial hangars proposed to be constructed are assessed against minimum design standards as set out in this policy; and
- d) Provide guidance to Council and Council's officers when considering applications made under this policy.

4. APPROVAL REQUIREMENTS

4.1 Delegated Development Approval

The Regulations require all development (works and use) on 'Local Reserves' for 'Public Purposes' (A – Airport) to obtain Development Approval. Where a development proposal is proposed that meets the requirements of this Policy, it will be granted Development Approval by Council's Chief Executive Officer or Council's Executive Manager Development Services under Delegated Authority from Council.

Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.9 – Northam Airport Development

An Application for Development Approval is required to be lodged in accordance with Council's requirements and the scheduled fee paid.

Delegated staff may place conditions on the approval to ensure relevant provisions of this Policy are met by the development.

Approval of the Development Approval application will be required prior to issue of a Building Permit and on-site works commencing.

4.2 Full Council Development Approval required for all other proposals

Where a Hangar or Storage Structure is proposed that does not meet one or more requirements of this Policy, the application will require the approval of full Council. An Application for Development Approval is required to be lodged in accordance with Council's requirements and the scheduled fee paid. A written justification of the variation to the Policy sought is required to be lodged for consideration together with the Application.

Council will take into account the likely impact on the function of the Northam Airport and adjoining leaseholder areas (including land held by the Shire of Northam) in respect to the proposal, and compliance matters dealing with the Building Code of Australia when considering granting approval to a development that varies a provision of this Policy.

Where Council considers the proposed variation will adversely impact on the function of the Aerodrome or adjoining leasehold areas, it may place conditions on the approval to ensure the development complies with this Policy or refuse the application outright.

Approval of the application by full Council will be required prior to issue of a Building Permit and on-site works commencing.

4.3 Need for a Building Permit

A Building Permit is required to be sought and issued for any structures prior to on-site works commencing. Building Permit fees and levies are payable in accordance with the current Shire of Northam Fees and Charges.

A Certified Building Application must be submitted which has been signed off by a Structural Engineer/Certifying Authority other than the Shire of Northam.

5. DEVELOPMENT GUIDELINES

5.1 Hangar Development – Setbacks & Lease Area (Private & Commercial Hangars)

5.1.1 Hangars shall comply with the following minimum building setbacks and requirements:

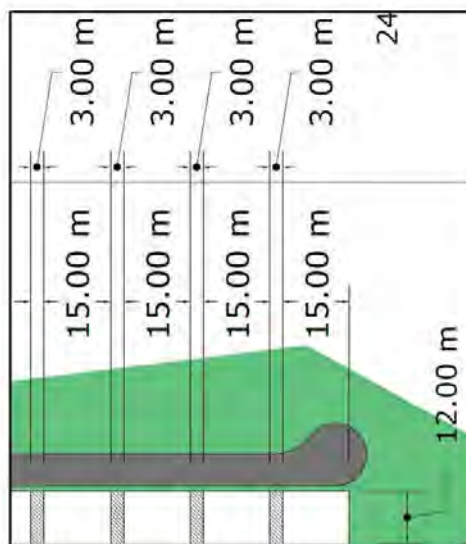
Setback Area	Setback/Building Requirements
Front	• Nil setback – no obstructions/objects located outside leasehold area
Rear	• Nil setback – no obstructions/objects located outside leasehold area
Sides	• 1.5m Setback

5.1.2 Where the relevant side setback cannot be achieved, a firewall shall be required to be installed.

Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.9 – Northam Airport Development

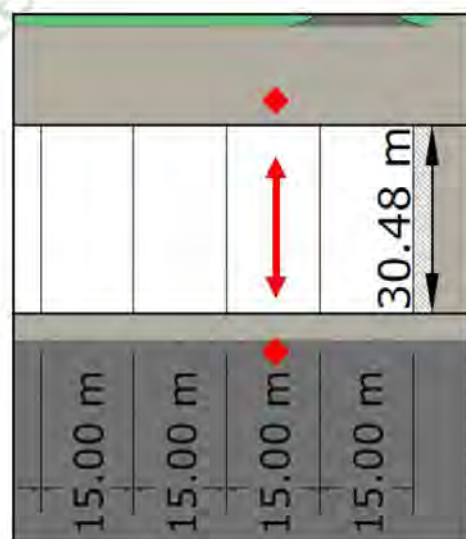
- 5.1.3 Notwithstanding 5.1.1, where a hangar space incorporates a building exclusion area (Non-Build Buffer) between each hangar lease area (3m buffer), the side setback may be varied at the discretion of the local government.

Example:



- 5.1.4 Notwithstanding 5.1.1, where an existing hangar lease area contains a dual frontage to two taxiways, the development of a front and rear facing hangar (2 hangars) may be permitted if it complies with the provisions of this policy, and where a 3m buffer to existing hangars can be established. If a 3m buffer cannot be established, firewall/s shall be required to be installed.

Example:



Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.9 – Northam Airport Development

5.2 Hangar Development Area (Private & Commercial Hangars)

- 5.2.1 Development shall be wholly confined to the lease area.
- 5.2.2 Development is not permitted within the "Non-Build Buffer" unless otherwise approved at the discretion of the local government. "Non-Build Buffer" areas are denoted with hashed shading in Schedule 1 and 2.

5.3 Hangar Development Requirements (Private & Commercial Hangars)

- 5.3.1 All Hangars shall have a maximum wall height of 4.5 metres.
- 5.3.2 All development shall be confined to the lessees designated lease area unless otherwise approved by the Shire of Northam.
- 5.3.3 All hangars are to be clad to a minimum standard of factory applied non-reflective painted steel to the walls and roof.
- 5.3.4 Storage of all equipment used in the operation of the private hangar is to be contained within the hangar(s) at all times.
- 5.3.5 Aviation fuel and combustible chemicals are to be stored in accordance with established guidelines/regulations from the Department of Consumer & Employment Protection (Dangerous Goods Safety). No more than 410 litres of aviation fuel is to be stored on a lease area without Shire approval.
- 5.3.6 No person shall use a hangar site for industrial purposes (General Industry/Light & Service Industry). Use of any Northam Airport hangar site shall be aviation related business only.
- 5.3.7 No hangar site, private or commercial, is to be used for the purpose of human habitation or fitted out for human habitation.
- 5.3.8 The installation of wood burning appliances is not permitted.
- 5.3.9 All applicants proposing development at the Northam Airport should be made aware of the limitations in relation to the supply of water pressure.
- 5.3.10 A minimum 2,000 litre rain water tank is to be installed within the leased area for the purposes of stormwater management.

5.4 Specific Requirements – Private Hangars

- 5.4.1 All vehicles are to be parked entirely within the leased area or in the public car parking area provided on the Northam Airport site.
- 5.4.2 Developers of private hangars are not obligated to provide private ablution facilities within the hangar. There are public ablution facilities at the Northam Airport site that can be accessed.
- 5.4.3 The owners of private hangar sites shall maintain the hangar in a neat and tidy manner and ensure the surrounding lease site is kept free of disused materials and rubbish.

5.5 Specific Requirements – Commercial Hangars

- 5.5.1 Car Parking bays are to be provided within the leased area at a minimum rate of one bay per employee wholly located within the lease area. The general public utilising the services of the commercial hangar

Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.9 – Northam Airport Development

are to use the public car parking facility unless additional car parking is provided.

- 5.5.2 A minimum of one unisex, accessible toilet may be provided per commercial hangar, as per the requirements of the Building Code of Australia (where determined applicable by the local government).
- 5.5.3 Prior to any signage being erected on a commercial hangar site, a signage application is to be submitted to and approved by the Shire.
- 5.5.4 The owners of commercial hangar sites shall maintain the hangar in a neat and tidy manner and ensure the surrounding lease site is kept free of disused materials and rubbish.

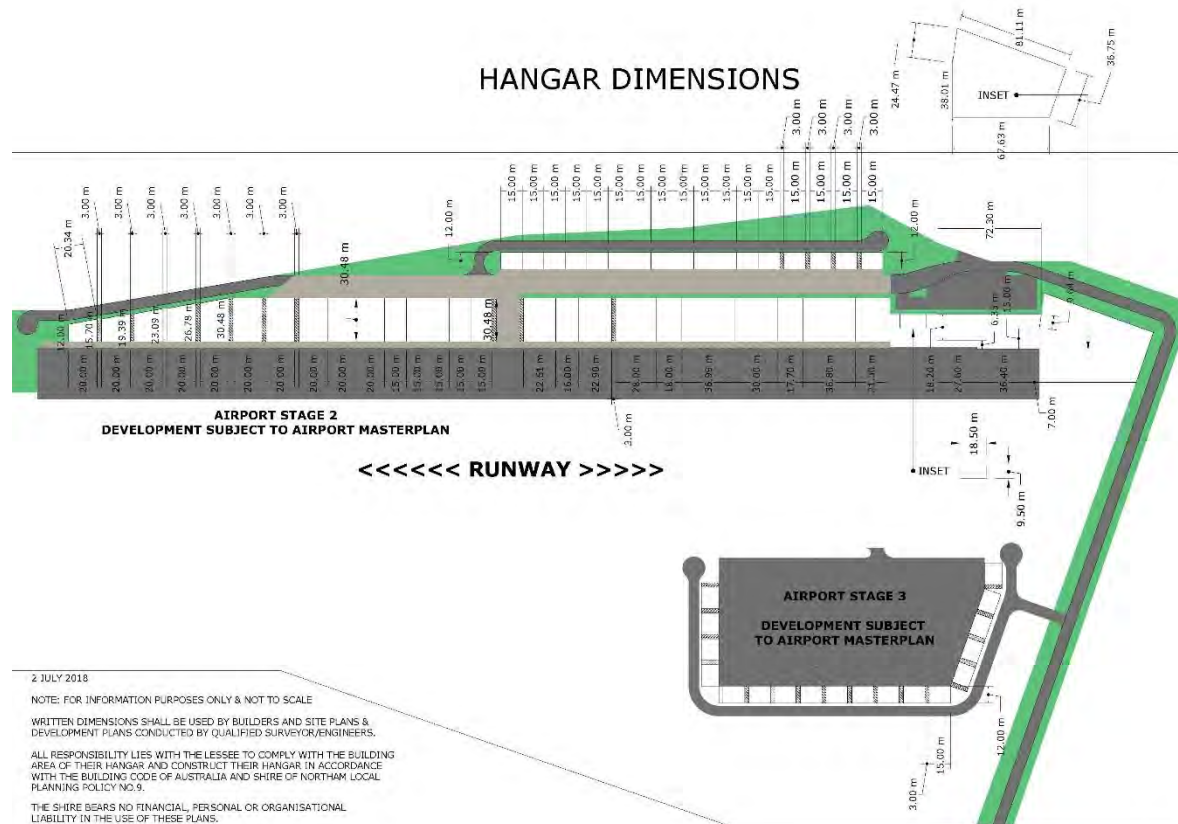
Date Adopted:

Date Effective:

Date Reviewed:

Next Review:

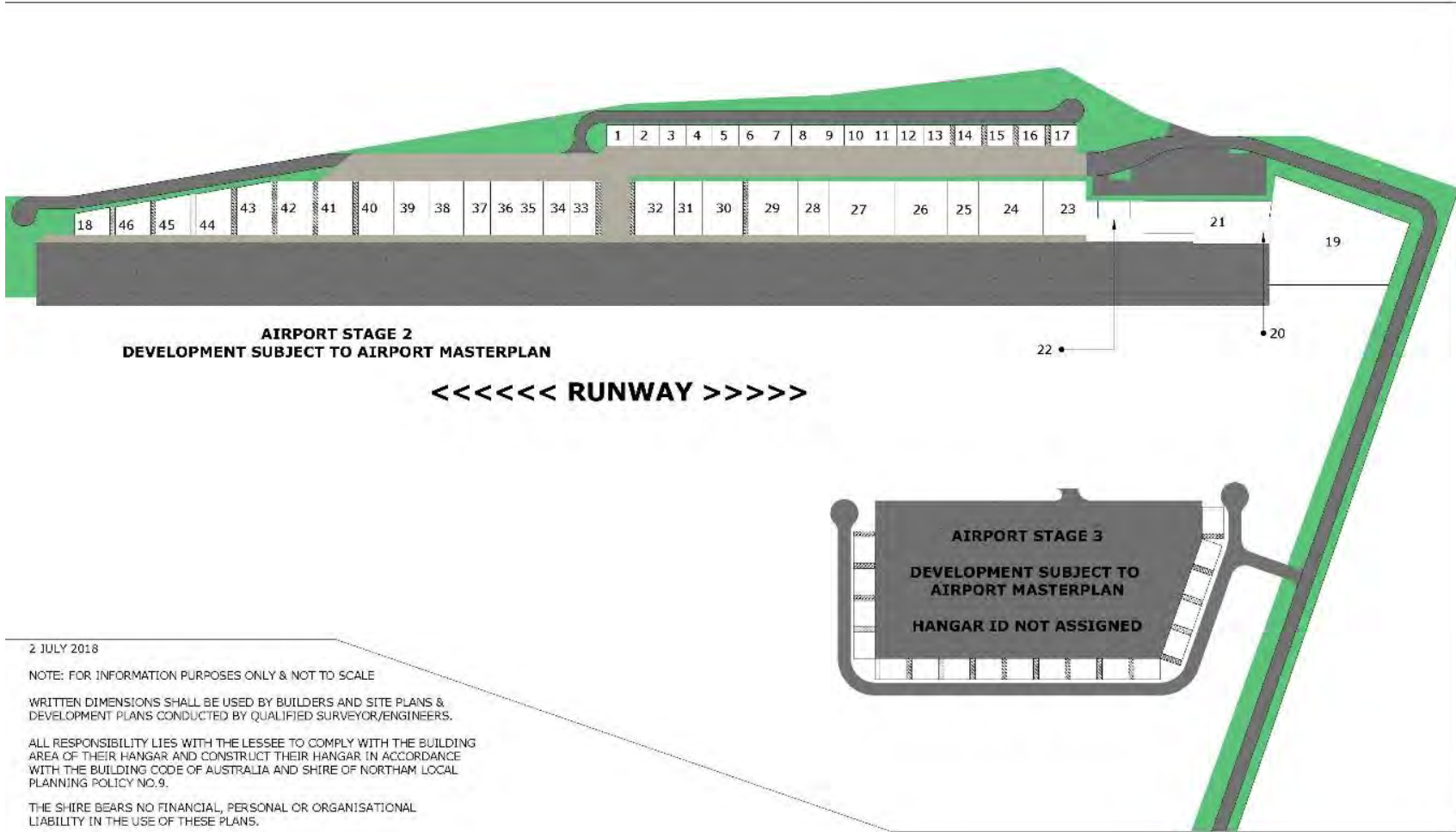
Schedule 1
Hangar Dimensions



Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.9 – Northam Airport Development

Schedule 2
Hangar ID

HANGAR ID



12.3.5 Request – **Adopt 'As-Advertised' Draft Revised Local Planning Policy 20**
– Advertising of Planning Proposals (Without Modification)

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	N/A
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

Following Council's resolution to adopt for advertising draft revised Local Planning Policy No. 20 'Advertising of Planning Proposals' at the Ordinary Council Meeting held on 19th September 2018 (refer Minute No. C.3481), and given that no submissions were received during the submissions period, Council is now requested to proceed with the as-advertised draft revised policy without modification.

ATTACHMENTS

Attachment 1: Local Planning Policy No.20 'Advertising of Planning Proposals' – For Adoption (As-Advertised).

BACKGROUND / DETAILS

At the Ordinary Council Meeting held on 19th September 2018, staff requested Council to adopt for advertising a draft revised version of Council's Local Planning Policy No.20 'Advertising of Planning Proposals'.

The draft revised policy has since been advertised in accordance with Council's decision, and is now returned for Council to consider adopting for final approval the as-advertised revised policy.

CONSIDERATIONS

Strategic Community / Corporate Business Plan
Theme Area 6: Governance & Leadership.

Outcome 6.2: Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.

Objective: Decisions made by the Shire of Northam are communicated and the reasoning clearly articulated to residents and stakeholders.

Financial / Resource Implications

There are no significant financial or budgetary implications for the Shire in relation to the recommendations of this report. If Council resolves to proceed with the policy, staff will cause a notice to be placed in a newspaper circulating in the Scheme area (the *Avon Advocate*). The cost associated with the placement of the notice will be expended against the Planning Department's current Advertising budget.

Legislative Compliance

The following legislation is applicable to the proposal:

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015* (Schedule 2 (deemed provisions for local planning schemes), Part 2, Clause 4)

Policy Implications

If Council resolves to adopt the as-advertised revised version of LPP20 for final approval, in accordance with clause 4(3)(b) of the *deemed provisions for local planning schemes*, Council must now resolve one of the following: –

- To proceed with the Policy without modification; or
- To proceed with the Policy with modification; or
- Not to proceed with the Policy.

The Policy will have effect upon publication of a notice in the *Avon Advocate*.

Stakeholder Engagement / Consultation

Draft Revised LPP20 was advertised for a period of 21 days from 26th September 2018 until 17th October 2018 in accordance with clause 4(1)(a) of the *deemed provisions for local planning schemes* as follows:

- Publication of a notice in the *Avon Advocate* of 26th September 2018 and inviting comments until 17th October 2018 (21 days);
- **Publication of a notice on the Shire's website** from 26th September 2018 until 17th October 2018, and inviting comments for a period of 21 days; and
- Making available for public comment a copy of the draft revised policy at the Shire's Administration Centre, Northam Public Library and Wundowie Library from 26th September 2018 until 17th October 2018, and inviting comments for a period of 21 days.

No submissions were received during the submission period.

Risk Implications

- *Reputational – Low*
 - Officers have advertised the draft-revised policy in accordance with the Planning and Development (Local Planning Scheme) Regulations 2015.
- *Financial - Low*
 - There are no financial risk items in relation to this recommendation.
- *Compliance - Low*
 - There are no compliance impacts in relation to this recommendation, as the policy does not apply retrospectively to existing development.
- *Legal – Low*
 - There are no legal risk items in relation to this recommendation. If Council is to adopt the draft-revised LPP20, it will be enforceable following publication of advertisement of the policies adoption within the Avon Advocate as a statutory planning instrument by Officers in the advertising of all new development applications.

OFFICER'S COMMENT

Given that no submissions were received in respect of the draft revised version of LPP20 during the statutory advertising period, it is recommended Council resolve to proceed with the policy without modification.

As outlined under 'Policy Implications' section of this report, if Council resolves to proceed with the policy, it must publish notice of the policy in a local newspaper. The policy will have effect on publication of the said notice.

RECOMMENDATION

That Council:

1. Pursuant to Clause 4(3)(b) of the *deemed provisions for local planning schemes*, resolves to proceed with Local Planning Policy No.20 **'Advertising of Planning Proposals' without modification; and**
2. Pursuant to Clause 4(4) of the *deemed provisions for local planning schemes*, publishes a notice of Local Planning Policy No.20 **'Advertising of Planning Proposals'.**

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



Shire of Northam Planning Policy Manual (Section II)
LPP20 – Advertising of Planning Proposals

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.



Shire of Northam Planning Policy Manual (Section II)
LPP20 – Advertising of Planning Proposals

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 and 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)	21-14 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"> 250m radius of the centre of the proposal site in urban areas; or 500m radius of the centre of the proposal site in rural or rural residential areas; or 34,000m radius of the centre of the proposal site for proposed Industry – Extractive or Industry – Mining. If the application is for an Industry – Extractive or Industry – Mining all those landowners that directly front onto the proposed Council-controlled haulage route 	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) Notification to the relevant progress association or Chamber of Commerce	21-14 days
5	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.	Postal and/or electronic Sign on Site (if 'A' use in Scheme) Newspaper (if 'A' use in Scheme)	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.	4 ⁵
• 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.	4 ⁵
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

- 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.
- 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.



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- 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.

6.7 Consideration of Submissions

- 6.7.1 The Shire will consider a planning proposal in the light of all submissions received during the advertising period.
- 6.7.2 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.
- 6.7.3 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.
- 6.7.4 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.

6.9 Acknowledgement of Submissions

- 6.9.1 The Shire will notify each person that made a submission on a proposal of the decision made in relation to the proposal.
- 6.9.2 Notification under clause 6.7.1 here-above is to be sent within five (5) working days of the date of decision.
- 6.9.3 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.
- 6.9.4 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.
- 6.9.5 The form of notification under this section can be either posted letter or email.
- 6.9.6 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.

6.10 Guarantee of Receipt



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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:	<u>April 2017</u> <u>September 2020</u>

12.3.6 Change of Use Application – **Conversion of Existing ‘Single House’ to ‘Ancillary Dwelling’ and Application for Development Approval for Earthworks Associated with the Construction of a New Dwelling at 115 Werribee Road, Wundowie**

Address:	115 Werribee Road, Wundowie
Owner:	Angus & Deborah Taylor
Applicant:	Plunkett Homes
File Reference:	A2508/P18075
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

The Shire has received an application for development approval that proposes the construction of a new residence at 115 Werribee Road, Wundowie and concurrent ‘Change of Use’ application for the conversion of the existing residence (‘Single house’) to ‘Ancillary Dwelling’ (known also as a granny flat).

While the granny flat is a Discretionary use (‘D’) in the ‘Rural’ zone, an assessment against Council’s granny flat Policy (LPP13) shows the proposal is inconsistent with some of the Policy requirements. Current delegations do not permit staff to determine a granny flat at variance with LPP13. For this reason, the application is referred to Council for determination.

While the construction of a Single house is exempt from the requirement to apply for development approval under the provisions of Schedule A (Supplemental Provisions to the Deemed Provisions) of Council’s Local Planning Scheme No. 6 (the Scheme), the earthworks (cut & fill) associated with the construction of the new residence appears to be in excess of 0.5m permitted under Clause 4.11.1 (Retaining Walls) of the Scheme and therefore also requires development approval. It is requested Council also determines this component of the development proposal.

ATTACHMENTS

- Attachment 1: Location Plan
- Attachment 2: Overall Site Plan, Elevations & Photos
- Attachment 3: Detailed Site Plan (Dwelling Extent)

BACKGROUND / DETAILS

The development proposal comprises the construction of a new dwelling to the rear of the existing dwelling on 115 Werribee Road, and subsequent conversion of the existing dwelling into a granny flat. Plans of the proposal are attached. Refer Attachments 2 and 3.

The proposed dwelling involves a cut/fill level exceeding the provisions of the Scheme and Local Planning Policy No. 2 – Site Construction, General Development & Subdivision Guidelines (LPP2). As the cut/fill proposed is greater than 1m from the natural surface it also requires development approval.

The proposed Change of Use application for the existing dwelling as an ‘ancillary dwelling’ is inconsistent with several clauses of LPP13, particularly being located between the street and the main residence (as proposed). In addition, the size of the proposed ancillary dwelling at approximately 160m² exceeds the maximum permitted floor area as per LPP13 (100m²).

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

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

Financial / Resource Implications

Nil.

Legislative Compliance

- Shire of Northam Local Planning Scheme No.6
- Planning and Development (Local Planning Scheme) Regulations 2015

Policy Implications

Shire of Northam Local Planning Scheme

Local Planning Policy 2 – Site Constructions, General Development & Subdivision Guidelines

As per LPP2, the proposed dwelling behind the existing dwelling requires fill greater than 1m to create the necessary floor level. The survey elevation from the front of the proposed residence is 7.5m, falling to 5.7m at the edge of the proposed pad. The residence is proposed with a FFL of 6.9m. Given the creek line located adjacent to the proposed residence and that the applicant proposes cutting at the front of the residence and fill towards the creek line, it is considered an appropriate variation.

Local Planning Policy 13 – Ancillary Accommodation

The following table is provided which denotes the relevant clauses to which the proposed ancillary accommodation complies with.

Clause	Policy Measure	Compliance
5.1	Not more than one (1) ancillary dwelling shall be approved on any lot;	Complies.
5.2	The maximum floor area of the ancillary dwelling shall not exceed 100m ² ; The 100m ² is the total living area only and does not include verandahs, patios, pergolas, alfresco areas or carports / garages;	Does Not Comply
5.3	The ancillary dwelling is to be located within 50m to the main dwelling;	Complies.
5.4	The ancillary dwelling should not be located between the street setback and the main residence unless otherwise approved by the local government;	Does Not Comply
5.5	Materials and colours used on external walls and roof shall complement the main dwelling;	Condition Of Development Approval
5.6	One uncovered or covered hardstand car parking bay shall be provided;	Complies.
5.7	The ancillary dwelling must be appropriately located within the approved building envelope for the property (where one exists);	Not Applicable.
5.8	The ancillary dwelling shall share the same driveway as the main dwelling unless otherwise required under State Planning Policy 3.7 – Planning in Bushfire Prone Areas;	Complies.
5.9	The sole occupant or occupants of the ancillary dwelling are to be members of the family of the occupiers of the main dwelling.	Condition Of Development Approval
5.11	Ancillary dwellings located in identified bushfire-prone areas shall be constructed to AS3959.	Not Applicable, Existing Dwelling.
5.12	An application for development approval within an identified bushfire-prone area must be accompanied by a bushfire attack level assessment, which informs how development must respond to bushfire risk.	Not Applicable, Existing Dwelling.

As per LPP13, the maximum floor area permitted for ancillary accommodation is 100m². The proposal for the ancillary accommodation at 115 Werribee Road, Wundowie is oversize at approximately 160m²~. In addition, the location of the existing dwelling within the primary street setback (approximate setback of 11.5m, 25m required) and being located between the street and the proposed dwelling is inconsistent with LPP13 and the Shire of Northam Local Planning Scheme No.6. It is considered reasonable in respect to the application before

Council to consider that as it has been the primary residence, that its size and location must be considered against the key policy objectives:

- Establish appropriate criteria for the consideration of applications for the development of ancillary dwellings in areas not subject to the R-Codes.
- Provide flexibility and assistance in providing accommodation to family members within the same lot to meet the needs of local residents.
- Ensure ancillary dwellings do not compromise the amenity of the surrounding properties and the streetscape by remaining at a scale that is ancillary to the main dwelling.

Stakeholder Engagement / Consultation

The proposal was advertised between the 21st September and the 18th October to landowners (4) opposite the proposal. One submission was received which raised no objections with the proposal.

Risk Implications

- Reputational – Low
 - The proposal was advertised to adjoining landowners as per Local Planning Policy 20: Advertising of Planning Proposals.
- Financial - Nil
- Compliance - Low
- Legal – Low
 - Officers assess each development application on its merits. It is not considered that the proposal will set an undue precedent in the locality due to situational characteristics that affect the proposal.

OFFICER'S COMMENT

The development proposed has been assessed against the provisions of the Shire of Northam Local Planning Scheme No.6, Local Planning Policy 2 and Local Planning Policy 13 as follows:

Shire of Northam Local Planning Scheme No.6

1. The existing dwelling, proposed to be made into an ancillary dwelling, is located within the setback for the Rural Zone.

LPP2

2. The earthworks of the proposed dwelling will alter the natural ground level by more than 1 metre cut/fill.

LPP13

3. The proposed ancillary dwelling is located between the street and the proposed main dwelling.
4. The proposed ancillary dwelling exceeds to maximum floor area permitted (approximately 160m², 100m² permitted).

Based on the abovementioned factors, and given that the dwelling (to be converted to ancillary accommodation) is existing, it is considered appropriate to approve the proposed development subject to conditions. Given the lot is Rural, the proximity of the proposed dwelling to the proposed ancillary accommodation is appropriate in contrast to siting the proposed residence elsewhere on the property.

It is, however, recommended as a condition of development approval that the proposed ancillary dwelling be painted or rendered in a colour which is complementary with the proposed dwelling. In approving the development in its current configuration, it provides a more sympathetic visual impact as seen from the street than compared with dislocated development on the property.

RECOMMENDATION

That Council grants development approval for the use of the existing dwelling **at 115 Werribee Road, Wundowie as 'Ancillary Dwelling'** and approves the earthworks associated with the proposed dwelling as outlined in the Application received 20th August 2018 (P18075), and indicated on the approved plans, subject to the following conditions:

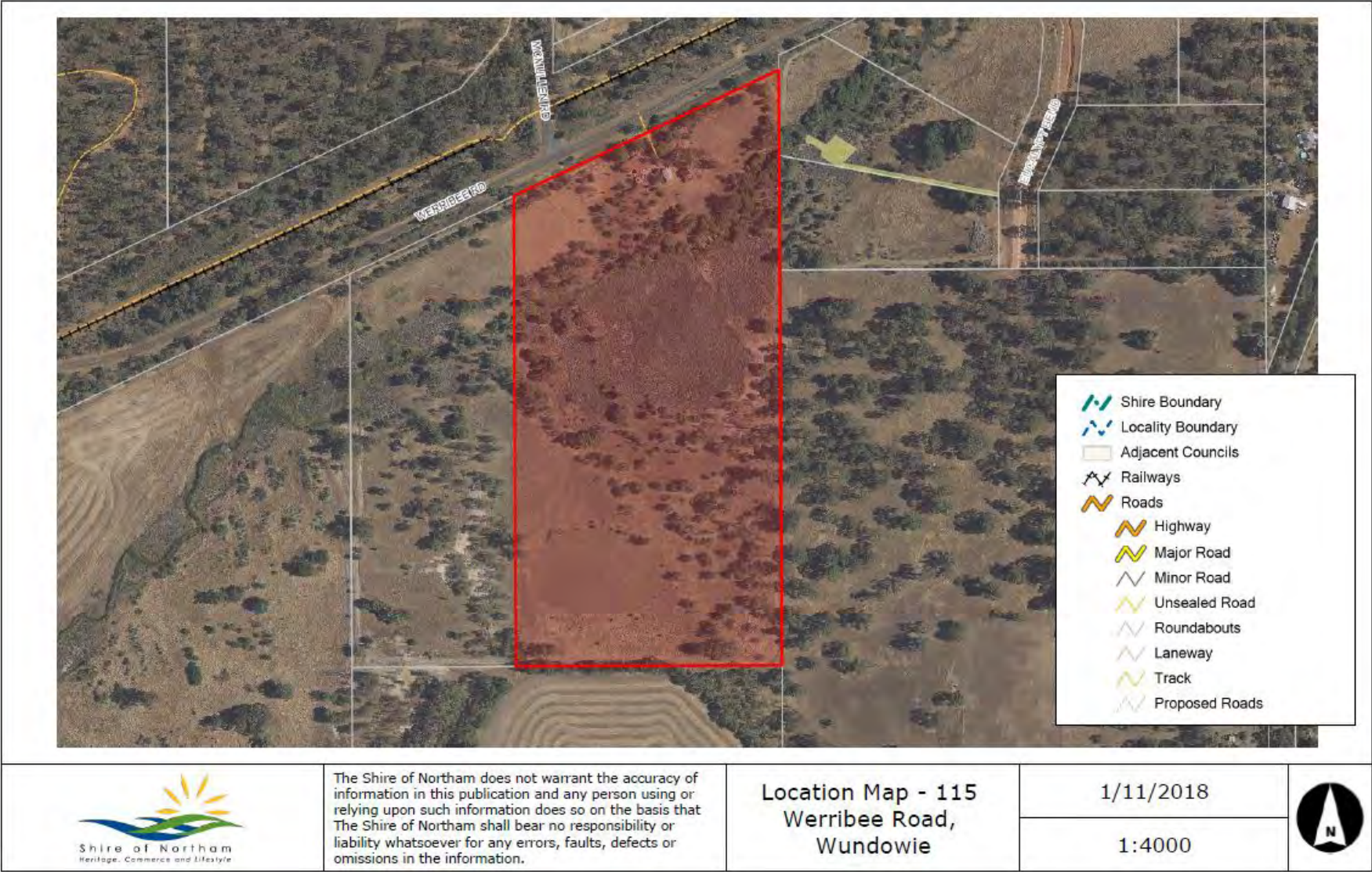
EARTHWORKS ASSOCIATED WITH CONSTRUCTION OF A DWELLING

1. The development hereby permitted must substantially commence within two years from the date of this determination notice.
2. The development hereby permitted taking place in accordance with the approved plans dated 21/11/2018.

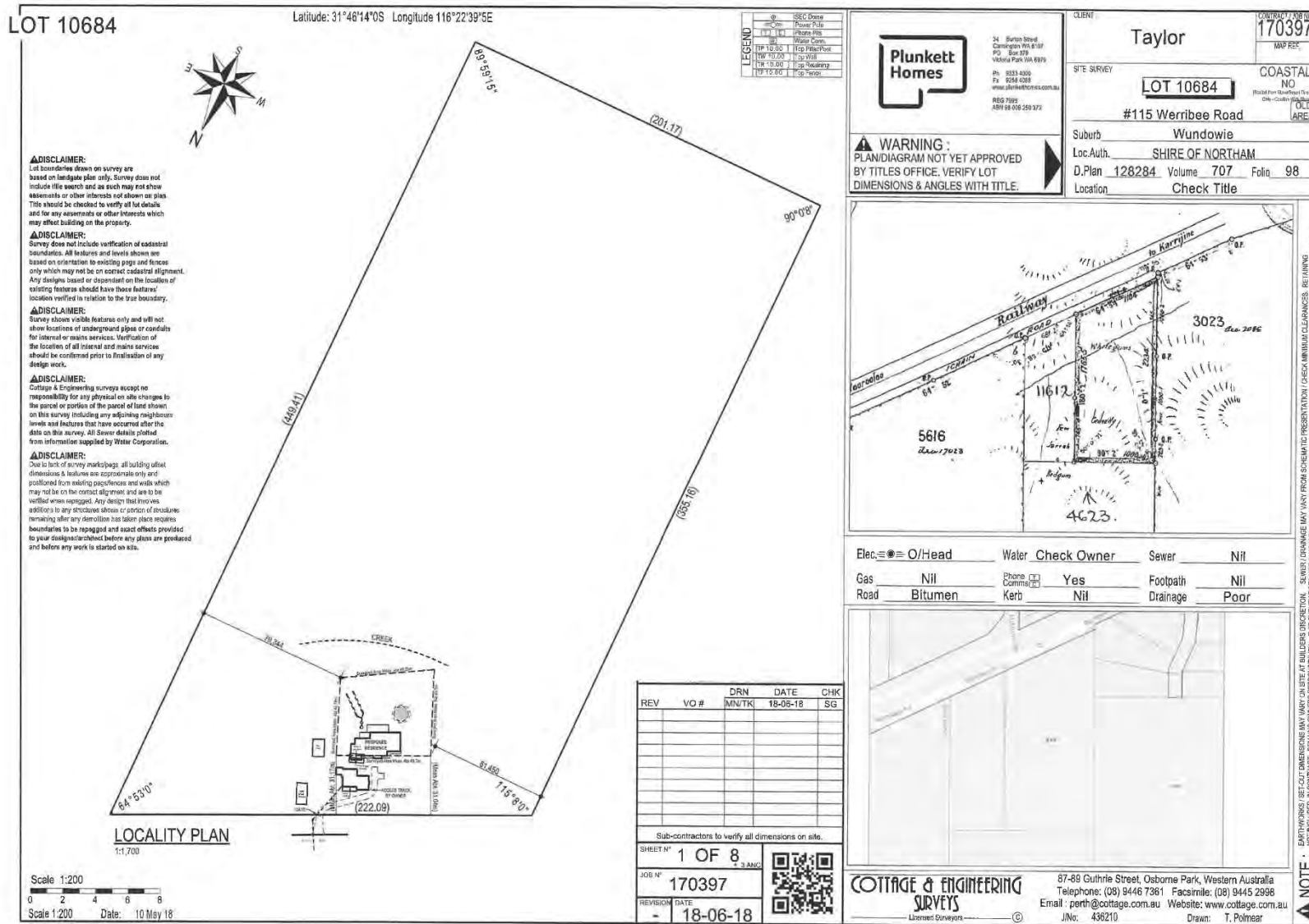
APPLICATION FOR USE – ANCILLARY DWELLING

1. The ancillary dwelling being painted or rendered in a colour that is complementary with the proposed dwelling.
2. Stormwater generated by the ancillary dwelling unit shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.
3. The development hereby permitted shall be connected to an approved effluent disposal system.
4. The ancillary dwelling shall not be used other than as accommodation for dependant member(s) of the family of the occupier(s) of the principal dwelling on the same lot.

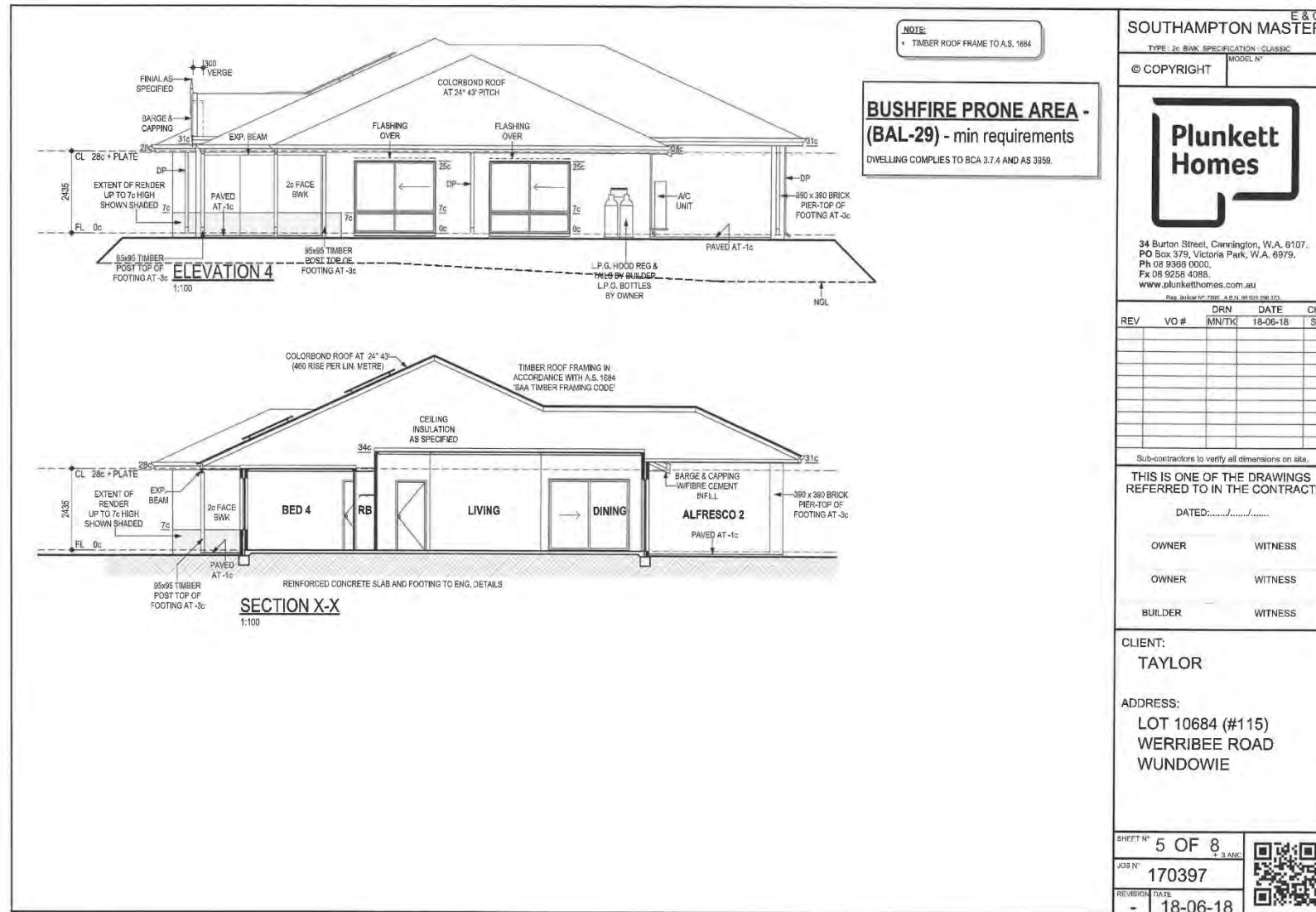
Attachment 1



Attachment 2







COTTAGE & ENGINEERING SURVEYS

Licensed Surveyors

87-89 Guthrie Street, Osborne Park, Western Australia
 Telephone: (08) 9448 7361 Facsimile: (08) 9445 2096
 Email: per@cottagesurveys.com.au Website: www.cottagesurveys.com.au
 JN: DATE: SCALE: DRAWN: T. Polneer
 436210 10 May 18 1:200

Builder: Plunkett Homes
CLIENT: Taylor
LOT 10684 #115 Werribee Road, Wundowie
D. Plan 126284

LEGEND

OLD AREA T1 T2 T3 T4 T5 T6 T7 T8 T9 T10 T11 T12 T13 T14 T15 T16 T17 T18 T19 T20 T21 T22 T23 T24 T25 T26 T27 T28 T29 T30 T31 T32 T33 T34 T35 T36 T37 T38 T39 T40 T41 T42 T43 T44 T45 T46 T47 T48 T49 T50 T51 T52 T53 T54 T55 T56 T57 T58 T59 T60 T61 T62 T63 T64 T65 T66 T67 T68 T69 T70 T71 T72 T73 T74 T75 T76 T77 T78 T79 T80 T81 T82 T83 T84 T85 T86 T87 T88 T89 T90 T91 T92 T93 T94 T95 T96 T97 T98 T99 T100 T101 T102 T103 T104 T105 T106 T107 T108 T109 T110 T111 T112 T113 T114 T115 T116 T117 T118 T119 T120 T121 T122 T123 T124 T125 T126 T127 T128 T129 T130 T131 T132 T133 T134 T135 T136 T137 T138 T139 T140 T141 T142 T143 T144 T145 T146 T147 T148 T149 T150 T151 T152 T153 T154 T155 T156 T157 T158 T159 T160 T161 T162 T163 T164 T165 T166 T167 T168 T169 T170 T171 T172 T173 T174 T175 T176 T177 T178 T179 T180 T181 T182 T183 T184 T185 T186 T187 T188 T189 T190 T191 T192 T193 T194 T195 T196 T197 T198 T199 T200 T201 T202 T203 T204 T205 T206 T207 T208 T209 T210 T211 T212 T213 T214 T215 T216 T217 T218 T219 T220 T221 T222 T223 T224 T225 T226 T227 T228 T229 T230 T231 T232 T233 T234 T235 T236 T237 T238 T239 T240 T241 T242 T243 T244 T245 T246 T247 T248 T249 T250 T251 T252 T253 T254 T255 T256 T257 T258 T259 T260 T261 T262 T263 T264 T265 T266 T267 T268 T269 T270 T271 T272 T273 T274 T275 T276 T277 T278 T279 T280 T281 T282 T283 T284 T285 T286 T287 T288 T289 T290 T291 T292 T293 T294 T295 T296 T297 T298 T299 T300 T301 T302 T303 T304 T305 T306 T307 T308 T309 T310 T311 T312 T313 T314 T315 T316 T317 T318 T319 T320 T321 T322 T323 T324 T325 T326 T327 T328 T329 T330 T331 T332 T333 T334 T335 T336 T337 T338 T339 T340 T341 T342 T343 T344 T345 T346 T347 T348 T349 T350 T351 T352 T353 T354 T355 T356 T357 T358 T359 T360 T361 T362 T363 T364 T365 T366 T367 T368 T369 T370 T371 T372 T373 T374 T375 T376 T377 T378 T379 T380 T381 T382 T383 T384 T385 T386 T387 T388 T389 T390 T391 T392 T393 T394 T395 T396 T397 T398 T399 T400 T401 T402 T403 T404 T405 T406 T407 T408 T409 T410 T411 T412 T413 T414 T415 T416 T417 T418 T419 T420 T421 T422 T423 T424 T425 T426 T427 T428 T429 T430 T431 T432 T433 T434 T435 T436 T437 T438 T439 T440 T441 T442 T443 T444 T445 T446 T447 T448 T449 T450 T451 T452 T453 T454 T455 T456 T457 T458 T459 T460 T461 T462 T463 T464 T465 T466 T467 T468 T469 T470 T471 T472 T473 T474 T475 T476 T477 T478 T479 T480 T481 T482 T483 T484 T485 T486 T487 T488 T489 T490 T491 T492 T493 T494 T495 T496 T497 T498 T499 T500 T501 T502 T503 T504 T505 T506 T507 T508 T509 T510 T511 T512 T513 T514 T515 T516 T517 T518 T519 T520 T521 T522 T523 T524 T525 T526 T527 T528 T529 T530 T531 T532 T533 T534 T535 T536 T537 T538 T539 T540 T541 T542 T543 T544 T545 T546 T547 T548 T549 T550 T551 T552 T553 T554 T555 T556 T557 T558 T559 T560 T561 T562 T563 T564 T565 T566 T567 T568 T569 T570 T571 T572 T573 T574 T575 T576 T577 T578 T579 T580 T581 T582 T583 T584 T585 T586 T587 T588 T589 T590 T591 T592 T593 T594 T595 T596 T597 T598 T599 T600 T601 T602 T603 T604 T605 T606 T607 T608 T609 T610 T611 T612 T613 T614 T615 T616 T617 T618 T619 T620 T621 T622 T623 T624 T625 T626 T627 T628 T629 T6
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12.3.7 Request for Quotation 09/18 for Waste Collection Services in the Shire of Northam

Address:	Shire of Northam
Owner:	Shire of Northam
File Reference:	4.1.1.9
Reporting Officer:	Carmen Sadleir Manager Health and Environment
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 requested to consider quotations submitted through the Western Australian Local Government Association's (WALGA) Vendor Panel for waste collection services.

ATTACHMENTS

Attachment 1: WALGA Recommendation Report of the 'Request for Quotation' (RFQ 09/18) for the Shire of Northam – Waste and Recycling Collection and Bulk Rubbish Services. (SEPARATE CONFIDENTIAL ATTACHMENT).

Attachment 2: Evaluation Matrix (SEPARATE CONFIDENTIAL ATTACHMENT).

BACKGROUND / DETAILS

The Shire of Northam's waste collection contract with Avon Waste expired on 30 September 2018 and due to the cost of the contract being greater than \$150,000 the Shire is now required to enter into a new contract with a suitably qualified service provider.

In the previous waste collection service contract the Shire of Northam and Toodyay entered into a joint procurement process to use the aggregate number of collection services to assist in obtaining the best pricing possible. It was planned that the Shire of Northam and other Avon Group of Regional Council's (AROC) which include, Northam, York, Toodyay, Goomalling, Dowerin and Victoria Plains would also join forces on this next occasion, however due to some of the other Council's operational and contract issues this will not be possible until 30 June 2019.

As such, Council staff have opted to procure waste services for the next 7 months with a one year extension and have engaged WALGA to manage the procurement process. 'Request for Quotations' from experienced waste collection service providers have been sought through the WALGA Vendor Panel and two submissions have been received.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 4: Environment and Heritage

Outcome: Residents and organisations within the Shire of Northam are supported to reduce their environmental impact.

Objective: Sustainable waste management with the aim of reducing and reusing waste effectively.

Strategic Waste Minimisation Plan 2015-2020 – Avon Regional Organisation of Council

Proposed Plan Activity Table

No.	Activity	Implementation Solution
11	Investigate benefits for joint tendering.	Procure services jointly for the AROC group.

Financial / Resource Implications

Council currently has sufficient budgeted funds to cover the cost of the waste collection contract.

Legislative Compliance

Section 3.57 *Tenders for Providing Goods or Services of the Local Government Act 1995* states-

- (1) 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 or services.
- (2) Regulations may make provision about tenders.

Section 11(2) of the *Local Government (Functions and General) Regulations 1996* states, tenders do not have to be publicly invited according to the requirements of this Division if —

- (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

Policy Implications

The procurement of waste collections services for the Shire of Northam complies with Council's Policy F4.2 Purchasing and Tendering.

Stakeholder Engagement / Consultation

The RFQ was made available to all waste collection preferred suppliers on the WALGA vendor panel.

Risk Implications

- Reputational – High
 - Should the waste service not be delivered to the community adequately this could affect the Shire's reputation.
- Financial - Low
 - The Shire currently has the budgeted funds
- Compliance - Low
 - By undertaking the RFQ process through the WALGA Preferred Supplier Panel the Shire is complying with its statutory obligations.
- Legal – Low
 - Entering in a contract for this service ensure that Council has a legal framework for this service with its provider.

OFFICER'S COMMENT

In response to the WALGA Vendor Panel Preferred Supplier advertised RFQ two submissions were received from the following proponents:

1. Cleanaway
2. Avon Waste

These submission were assessed against the following predetermined procurement criteria:

1. Compliance Criteria (Yes or No response)
 - (a) Respondents Profile;
 - (b) Specification;
 - (c) Quality Management;
 - (d) Pricing;
 - (e) Occupational safety & Health.

2. Qualitative Criteria	Scored (%)
(a) Relevant Skills and Experience to Deliver the Requirements of the Contract;	20
(b) Understanding of Operational Requirements and Plans to Deliver the Service;	30
(c) Corporate and Social Responsibility.	10

The assessment determined the ranking of the tenders as indicated below:

- 1st Avon Waste
- 2nd Cleanaway

Based on the procurement assessment in accordance with the predetermined selection criteria, the contract is to be awarded to Avon Waste for the value of \$522,433.42.

It is also important to consider that this contract is likely to be implemented for only a 7-month period whilst the Shire is preparing for a larger Avon Regional Organisation of Councils (AROC) procurement process. The AROC procurement will use the economy of scale by combining all the services within the AROC area for the RFQ, however each Council will have separate costings and contracts. This will likely produce the most competitive quotations for all Local Governments involved. This joint tender is also an outline activity in the AROC Strategic Waste Minimisation Plan 2015- 2020.

RECOMMENDATION

That Council:

1. Awards the request for quotation made available through the ALAGA preferred suppliers to Avon Waste for the provision of Waste and Recycling Collection and Bulk Rubbish Services, up to the value of \$522,433.42 for an initial period from December 1, 2018 until 30 June 2019, with the option to extend for a further twelve (12) months at the Principals discretion; and
2. Authorises the Chief Executive Officer to execute the contract, subject to any variations (of a minor nature).

12.3.8 Application for 10 Year Development Approval for Extractive Industry and Extractive Industry Licence – Lot 150 on Plan 300080 (#792) Clydesdale Road, Grass Valley

Address:	Lot 150 on Plan 300080 (#792) Clydesdale Road, Grass Valley
Owner:	Angus John & Grant Collard Cooke
Applicant:	Greg Kennedy on behalf of Resource Group (WA)
File Reference:	A989 / P18050
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:	Yes

THIS ITEM HAS BEEN WITHDRAWN FROM THE AGENDA AT THE REQUEST OF THE APPLICANT, TO BE RE-PRESENTED AT A LATER TIME TO BE ADVISED.

12.3.9 Application for Development Approval – Oversized Outbuilding (2 Gerald Terrace, Northam)

Address:	2 Gerald Terrace, Northam WA 6401
Owner:	Caroline Marriott
Applicant:	As Above
File Reference:	A11421/P18078
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 requested to consider an application for an oversized outbuilding at Lot 1 Gerald Terrace, Northam (Zoning: Residential R30, Land Area: 1151m²).

The landowner proposes to construct an oversize outbuilding of 12m x 14m (168m²) with a wall height of 4.2m and ridge height of 5.25m adjacent to the existing Dwelling & Garage of 2 Gerald Terrace.

Under Local Planning Policy 23 the “Deemed to Comply” aggregate outbuilding area for lots between 1,000m² and 2,000m² is 90m² with a maximum wall height of 3.5 m (2.7m if within 1 metre of a boundary) and ridge height of 4.5 metre (or 4.2m if within 1 metre of a boundary).

ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Plans of Proposal.
- Attachment 3: Letters of Support.
- Attachment 4: Letter of Justification.

BACKGROUND / DETAILS

The proposed oversize outbuilding of 12m x 14m (168m²) with a wall height of 4.2m and ridge height of 5.25m are both variations.

The aggregate outbuilding area is determined as a significant variation over the outbuilding allowance of Local Planning Policy 23 (LPP23), while the wall and ridge height is considered a major variation.

An existing garage, built in the same style and materials as the residence, is located near the main residence with a floor area of approx. 65m². For the purposes of Council's LPP23 and application of the R-Codes, a garage that is detached from the house is considered an outbuilding. Refer Attachment1.

Whilst the variations are significant, it should be noted that the proposal has received no objections during the Shire's advertising period for the planning proposal. In addition, the applicant has provided signed letters of support for the proposal from the adjoining landowners who would be affected by the proposal (Refer Attachment 3). A valid letter of justification has also been provided (Refer Attachment 4). The existing chicken coop is proposed to be removed and a sufficient colorbond fence is to be erected which will assist in addressing the streetscape (Refer Attachment 4)

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6 Governance & Leadership

Outcome 5.2 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
- Planning & Development (Local Planning Scheme) Regulations 2015
- Residential Design Codes of Western Australia (LPP23 Varies Provisions for Outbuildings)

Policy Implications

Local Planning Policy 23: Outbuildings in the Residential & Mixed Use Zones:

Where variations are proposed Council may approve a development at variance with the Policy deemed-to-comply requirements where it believes the variation and outbuilding as proposed:

- meets the stated design principle for outbuilding development;
- meets the primary objectives of this Policy; and
- will not set an undesirable precedent for future development.

Section 6 (LPP23): Policy Deemed-To-Comply Requirements

"The Policy deemed-to-comply requirements illustrate one way of meeting the stated design principle (Section 5) above. Where an outbuilding meets these provisions (Section 6), it is permitted. Where an Outbuilding does not meet these requirements Council must consider the proposal in accordance with Section 4.2 of this Policy and will impose any conditions it considers necessary for the outbuilding to meet the design principle (Section 5) and Policy Objectives (Section 3) or determine the outbuilding cannot adequately meet the design principle and Policy Objectives and refuse the application". – Note Section 3, 4.2 & 5 provided in Table below.

Officers must have regard for Council endorsed Local Planning Policies and given the significance of the variation against the provisions of the Policy (LPP23) have provided their recommendation. However, Officers note that Council may consider the proposal on the aforementioned grounds, being that Council can consider a proposal on the elements of 4.2 below where it can meet the Primary Policy Objectives and the Guiding Principle:

Local Planning Policy 23 - Guiding Principle (Section 5)	
<i>"Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties."</i>	
Primary Policy Objectives (Section 3)	Variations To The Policy Deemed-To-Comply Requirements (Section 4.2) (May Approve Principles):
<ul style="list-style-type: none"> Recognise the unique characteristics of outbuilding development in the Shire not adequately catered for by the R-Codes; Provide appropriate development standards for outbuildings that reflect the Shire's climate, lifestyle and built form and do not detrimentally affect the amenity of the property or adjoining properties. 	<ul style="list-style-type: none"> Meets the stated design principle for outbuilding development; Meets the primary objectives of this policy; and Will not set an undesirable precedent for future development.

Stakeholder Engagement / Consultation

The proposal was advertised between the 21st September and the 8th October to landowners (6) opposite the proposal. No submissions were received. The applicant also conducted consultation with the adjoining landowners (Attachment 3) to which 3 responses were provided in support of the proposed development.

Risk Implications

- Reputational – Low
 - Advertising has been conducted in accordance with the provisions of Local Planning Policy 20 – Advertising of Planning Proposals. In addition, the applicant has conducted liaison with their adjoining neighbours and sought their consultation prior to submitting their proposal.
- Financial - Nil
- Compliance - Low
 - There are no compliance risks in relation to the recommendation. Should Council approve the application, the applicant would be subject to conditions of development approval.
- Legal – Low/Moderate
 - There is the potential that an approval may be used as an example of precedent of the approval of outbuildings in excess of the provisions of LPP23. However, it should also be noted that the proposed development must be assessed on its merits and in accordance with Section 3, Section 4.2 and Section 5 of LPP23, to which valid reasons are provided in the Officers comment.

OFFICER'S COMMENT

Officers have assessed the proposal against the provisions of LPP23, and apart from the variations to wall, ridge heights and the aggregate area, the proposal is otherwise compliant in relation to LPP23. Officers have assessed the proposal against the development guidelines, and on the basis of the proposed floor area consider the variation to be significant and would otherwise recommend refusal.

However, in this instance, Officers believe it is prudent for Council to consider the proposal due to the unique circumstances of this application. The relevant matters to consider in relation to the Policy is whether the proposed development will detract from the streetscape or the visual amenity of residents/neighbouring properties and set a precedent for further types of this development.

<i>"Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties."</i>	
Primary Policy Objectives (Section 3)	Variations To The Policy Deemed-To-Comply Requirements (Section 4.2) (May Approve Principles):
<ul style="list-style-type: none"> • <i>Recognise the unique characteristics of outbuilding development in the Shire not adequately catered for by the R-Codes;</i> 	<ul style="list-style-type: none"> • <i>Meets the stated design principle for outbuilding development;</i>

<ul style="list-style-type: none"> • <i>Provide appropriate development standards for outbuildings that reflect the Shire's climate, lifestyle and built form and do not detrimentally affect the amenity of the property or adjoining properties.</i> 	<ul style="list-style-type: none"> • <i>Meets the primary objectives of this policy; and</i> • <i>Will not set an undesirable precedent for future development.</i>
---	---

Officers note with regards to the provisions of LPP23, that the following characteristics are noted to either be unique, are compliant, or are of relevance to the abovementioned matters raised in this table:

- The proposed development adjoins a laneway, which limits impact onto adjoining properties.
- The proposed site is relatively unique in the Shire, in that its West, North and Eastern Boundaries do not adjoin neighbouring property in private ownership (Road Reserves & Laneway). As a corner lot, its potential to impact adjoining properties is limited by the land which it abuts (road reserve). In addition the orientation of the lot itself along with the alignment of Lance Street and the abutting properties in this area is unique, being in response to local characteristics (St Josephs Primary School).
- The proposal provides the necessary setbacks as per the Residential Design Codes & LPP23.
- The bulk and scale of the proposal where assessed under height provisions of the Scheme would be consistent with atypical residential dwelling construction heights. The height however is at variance with LPP23.
- The proposal is located behind the setback line of the dwelling (R-Code Consistent).
- The proposed development does not result in a variance to the overall plot ratio of the lot (R-Code Consistent).
- The proposal does not cast a shadow which would impact the dwelling on the adjoining lots, as per the R-Codes standard measure at midday 21st June (5.4.2) (R-Code Consistent):



- Appropriate justification has been provided as to the reason for the variation, being the necessary clearance height required to use of a motor vehicle lift and clearance height for their caravan. In addition the floor space provides storage for motor vehicles and the caravan itself.
- The applicant proposes to provide a sufficient fence which associated with the proposed works and sufficient setback from the street to the proposed outbuilding would provide a more aesthetically pleasing view from the street than the present state of the site. The proposal seeks to address Lance Street rather than the laneway, and therefore addresses the street in terms of development standards.

Council has previously approved the following domestic outbuildings with a total floor space greater than that permitted by Council's Outbuildings Policies:

Month/Year	Address	Area (m ²) exceedance relative to LPP requirements
January 2017	75 Dukes Street, Northam	16m ²
February 2017	21 Inkpen Street, Northam	28m ²
March 2017	8 Mitchell Street, Northam	54m ²
October 2017	407 Brushtail Brow, Bakers Hill	10m ² + 2m over height
September 2018	Lot 55 Lunt Street, Northam	44m ²

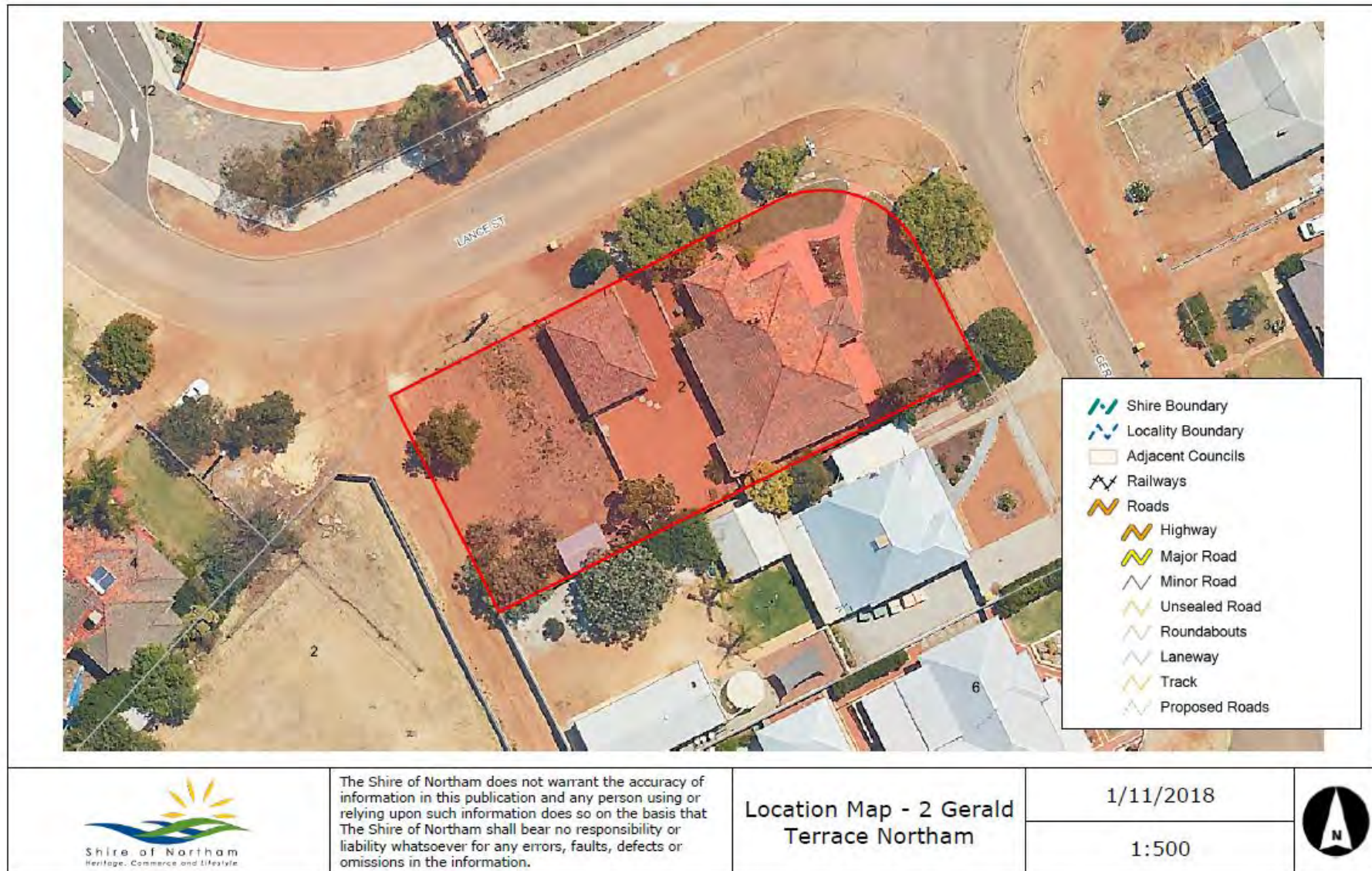
Based on the abovementioned technical assessment of the proposal, and that no objections have been received by those who would be otherwise affected by the proposal it is provided for Councils consideration.

RECOMMENDATION

That Council grants development approval to Caroline Marriott for the construction of an outbuilding at Lot 1 (#2) Gerald Terrace, Northam (Planning Ref. No. P18078) in accordance with the application received 6 September 2018, subject to the following 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 dated 21/11/2018.
3. Prior to the occupation of the development, vehicle crossover(s) shall be constructed to the specification and satisfaction of the local government.
4. Vehicular access to the outbuilding hereby permitted shall be via Gerald Terrace only. There is to be no direct vehicular access from the adjoining laneway to the outbuilding hereby permitted.
5. 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.
6. Use of the outbuilding shall be for domestic purposes only.

Attachment 1



Attachment 2



All Dimensions shown are measured from outside of frame (including purlins and girts). Dimensions shown are for illustrative purposes only and should not be used for assembly. Please refer to the relevant installation guides or detailed drawings provided for site preparation, portal frame layout and slab dimensions. Please refer to current Stratco Gable Homeshed certification referenced 24109C by FYFE Pty Ltd for 15° Homeshed range or certification referenced 2011-628 by RSA for 10° Homeshed range. Certifications are applicable to standard shed designs only.



Elevations

Job Reference
Sales Person
Client Name

MARRIOTT
Mr Tony Bacich
Mr. Michael Marriott

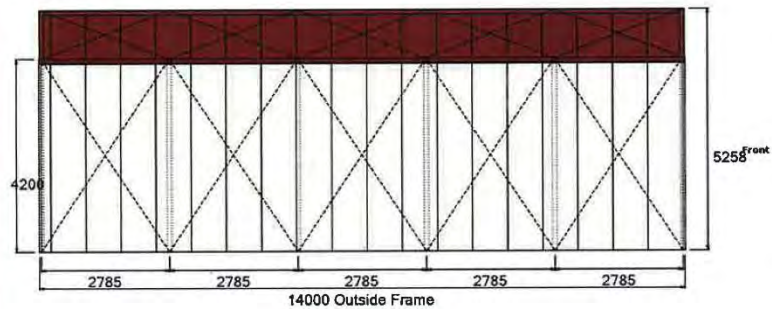
Site Address
2 Gearld Terrace Northam

Design Number
Date

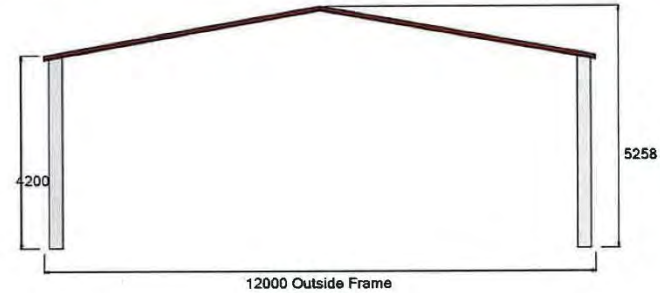
SQ169359
26/08/2018

Customer Signature

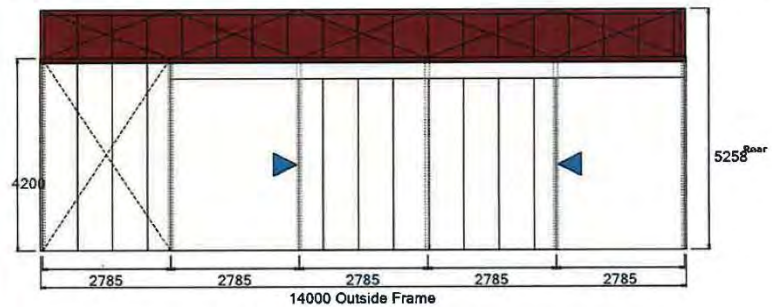
Left Elevation



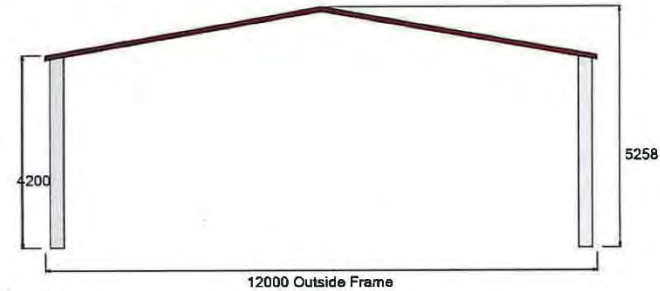
Front Internal Elevation - 4



Right Elevation



Rear Internal Elevation - 4





All Dimensions shown are measured from outside of frame (including purlins and girts). Dimensions shown are for illustrative purposes only and should not be used for assembly. Please refer to the relevant installation guides or detailed drawings provided for site preparation, portal frame layout and slab dimensions. Please refer to current Stratco Gable Homeshed certification referenced 34109C by PYPE Pty Ltd for 15° Homeshed range or certification referenced 2011-628 by RSA for 10° Homeshed range. Certifications are applicable to standard shed designs only.



Site Plan

Job Reference
Sales Person
Client Name

MARRIOTT
Mr Tony Bacich
Mr. Michael Marriott

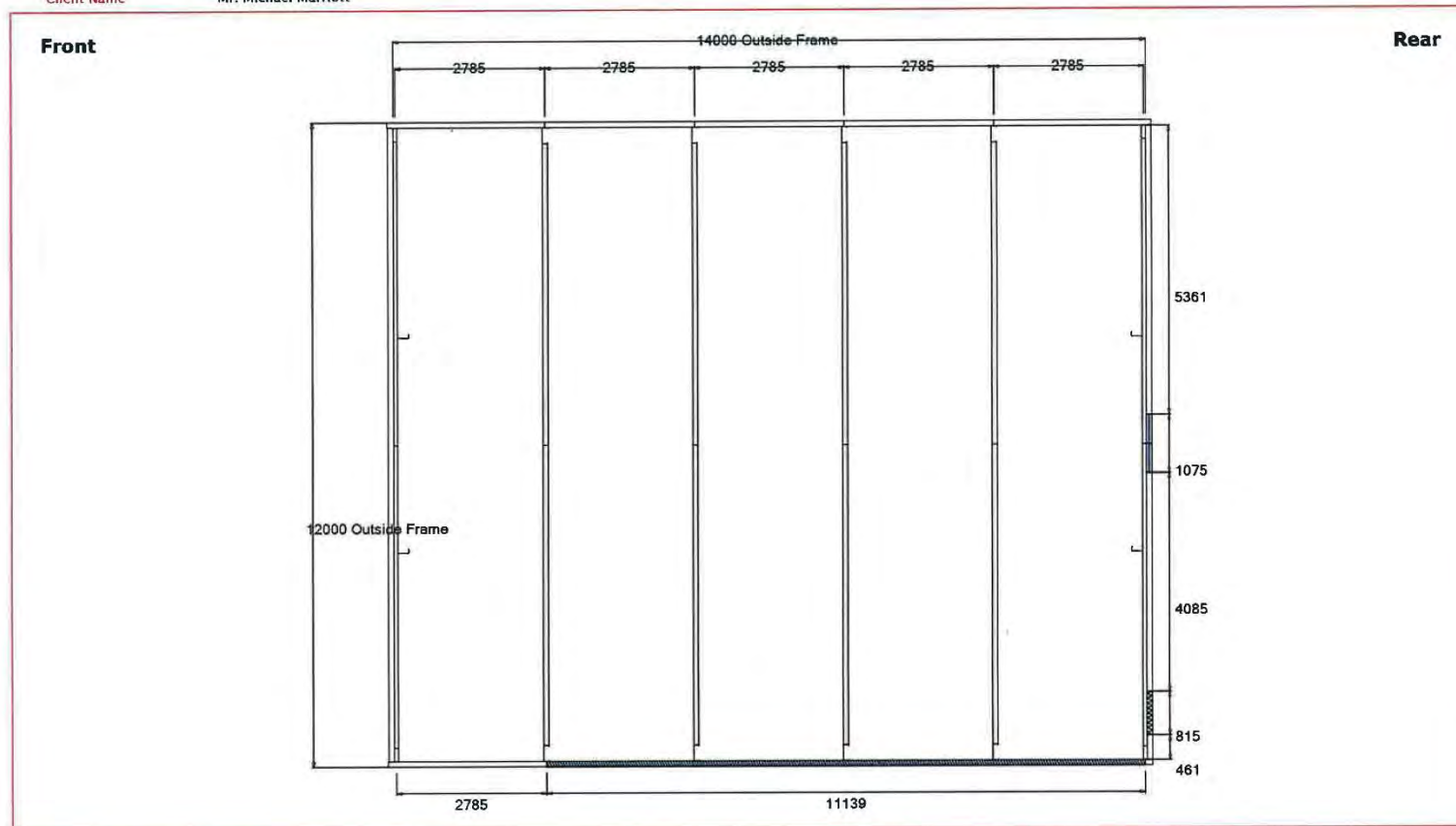
Site Address

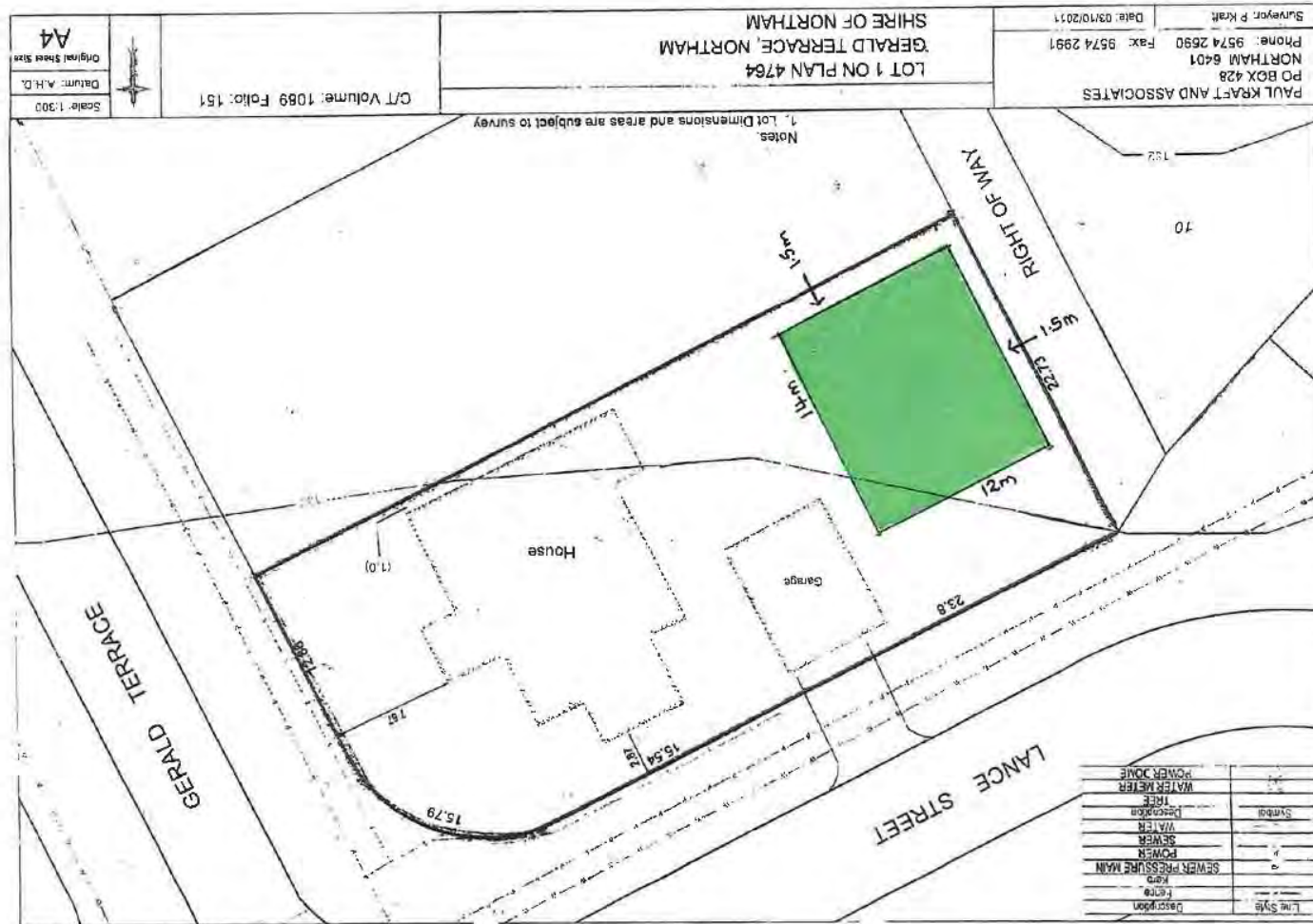
2 Gearld Terrace Northam

Design Number
Date

SQ169359
26/08/2018

Customer Signature





29th August 2018

Dear Shire Council Members

I am writing to confirm that I have been approached by the owner of the above property in relation to the erection of an outbuilding at the rear of the current dwelling, and I/we are adjoining owners and occupiers of land.

- A scaled drawing of the plot showing existing dwellings on the property
- A scaled drawing showing proposed new outbuilding on the property
- Detailed plans of the outbuilding
- A timeline of proposed works

Natasha Brennan 4 Gerald Terrace 3/9/2018

Name Address Date

Brennan
Signature

Luke Brennan 4 Gervald Terrace 3/9/2018
Name Address Date


Signature

Northam Shire
Town Planner
395 Fitzgerald Street
Northam WA 6401

RE: Application for Development: Lot 1, No 2 Gerald Terrace Northam

- A scaled drawing of the plot showing existing dwellings on the property
- A scaled drawing showing proposed new outbuilding on the property
- Detailed plans of the outbuilding
- A timeline of proposed works

Wayne Morgan. 4 Lance st 2.9.18
Name Address Date

Wayne C. Moore
Signature

Name	Address	Date
------	---------	------

Signature

Attachment 4

Application for Development

Property: 2 Gerald Terrace Northam

Structure: Outbuilding

A Colourbond steel shed with gable roof and storm water collection.

Rationale

The property at the above address was purchased by me in 2014. The property was built in 1940 and included an original car garage that was in disrepair at the time of purchase. The car garage has since been made structurally sound and secure with a new roller door, concrete driveway, and crossover, improving the streetscape of the property. However, the vehicle storage space of the existing garage is inadequate for the needs of myself and my husband who wish to garage a number of restored classic cars and a caravan at the property in addition to our regular vehicles.

Although the placement of the new shed on the property complies with set-back requirements, the area, and wall height require additional shire approval:

Wall Height: 4.2m

Area: 14m x 12m

The wall height is required for the purpose of ensuring caravan height clearance and the ability to install a car lift for the classic cars. The immediate neighbours rear shed frontage (4 Gerald Terrace) is 13.6m compared to this development application for a 12m shed frontage, and the elevation of the neighbours land is also higher thereby reducing the visual impact of the greater wall height of this development application. The access to the new shed would be via Lance Street, not via Laneway #15, which is currently owned by Landgate. The property adjoins laneway #15 and like all properties adjoining this laneway, 2 Gerald Terrace was considered suitable for infill residential development by the RPS Environment and Planning Pty Ltd when a review of laneways in the town site was prepared for the Northam Shire in 2011.

The property comprises an area of approximately 1138 square metres, and at the time of purchase, the property had been approved for subdivision by the Northam Shire into two parcels for the purpose of building a new dwelling. The subdivision approval was allowed to lapse as it was intended to keep the lot as a single family residence and build a shed at a later date. The rear of the property is currently vacant land, with the exception of an old chicken coop alongside the neighbour's fence which will be removed in the coming weeks (see Appendix A). The existing land owners and occupiers of adjoining properties have been advised of the Application for Development and responded to the proposal plans (see Appendix B).

The property is currently rented with gradual improvements and restoration being undertaken in preparation for my husband and I to relocate from an existing acreage in the Northam town site and retire to the Gerald Terrace property. Following the approved Development Plan application, the works will be undertaken within the next 24 months and the rear of the property will be fenced in colourbond steel and gated in keeping with the neighbouring properties, further improving the aesthetics of the area.

Thank you for your consideration of my development proposal.

Regards



Caroline Marriott
30th August 2018

Appendix A.

Site: Rear of Lot 1, No 2 Gerald Terrace
Northam

Current use: Unused residential

Neighbours rear shed frontage 13.6m
wide; compared to the Development
Application of a 12m frontage shed



Existing chicken
coop to be
demolished and
removed.



Laneway #15
Lance Street to
Cody Street
Laneway Review
Northam Townsite
2011

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – October 2018

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Kathy Scholz Creditors Officer
Responsible Officer:	Colin Young Executive Manager Corporate Service
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 October 2018 to 31 October 2018.

ATTACHMENTS

- Attachment 1: Accounts & Statements of Accounts – October 2018.
Attachment 2: Declaration.

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

- Reputational – Nil.
- Financial – Nil.
- Compliance - Low
 - Risk assessed as low as there are processes in place to ensure that this report is presented to Council each month in order to comply with relevant legislation.
- Legal –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 October 2018;

RECOMMENDATION

That Council endorse the payments for the 1 October 2018 to 31 October 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: 02/11/2018
Time: 1:57:22PM

Shire of Northam

USER: Kathy Scholz
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
2047	17/10/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF AUGUST 2018.	2		202.75
INV T995	17/10/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECT OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2018.	2	5.00	
INV T1079	17/10/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF AUGUST 2018.	2	33.00	
INV T1080	17/10/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF AUGUST 2018.	2	70.00	
INV T1079	17/10/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALD OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2018.	2	24.75	
INV T1080	17/10/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2018.	2	70.00	
EFT31193	04/10/2018	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR SEPTEMBER 2018	1		2,220.97
INV SEPTEMB0/09/2018		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR SEPTEMBER 2018	1	2,220.97	
EFT31194	04/10/2018	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR SEPTEMBER 2018	1		1,500.00
INV SEPTEMB0/09/2018		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR SEPTEMBER 2018	1	1,500.00	
EFT31195	04/10/2018	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR SEPTEMBER 2018	1		1,905.73
INV SEPTEMB0/09/2018		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR SEPTEMBER 2018	1	1,905.73	
EFT31196	04/10/2018	CHRIS DAVIDSON	COUNCILLOR PAYMENTS SEPTEMBER 2018	1		2,169.17
INV SEPTEMB0/09/2018		CHRIS DAVIDSON	COUNCILLOR PAYMENTS SEPTEMBER 2018	1	2,169.17	
EFT31197	04/10/2018	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS SEPTEMBER 2018	1		5,172.16
INV SEPTEMB0/09/2018		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS SEPTEMBER 2018	1	5,172.16	

Ordinary Council Meeting Agenda
21 November 2018

Date: 02/11/2018
Time: 1:57:22PM

Shire of Northam

USER: Kathy Scholz
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT31198	04/10/2018	JOHN PROUD	COUNCILLOR PAYMENTS SEPTEMBER 2018	1		1,905.73
INV SEPTEMBER 30/09/2018		JOHN PROUD	COUNCILLOR PAYMENTS SEPTEMBER 2018	1	1,905.73	
EFT31199	04/10/2018	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS SEPTEMBER 2018	1		2,124.77
INV SEPTEMBER 30/09/2018		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS SEPTEMBER 2018	1	2,124.77	
EFT31200	04/10/2018	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR SEPTEMBER 2018	1		2,843.23
INV SEPTEMBER 30/09/2018		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR SEPTEMBER 2018	1	2,843.23	
EFT31201	04/10/2018	RETAIL DECISIONS (COLES)	COLES PURCHASES - AUGUST 2018 - CARD HOLDERS - NICOLE HAMPTON, MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS, LEASA OSBORNE, KIM MURCUTT, KIM COLBOURNE, VICTORIA JONES, BROOKE EVANS, MICHELLE WINMAR	1		3,300.47
INV AUGUST 31/08/2018		RETAIL DECISIONS (COLES)	COLES PURCHASES - AUGUST 2018 - CARD HOLDERS - NICOLE HAMPTON, MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS, LEASA OSBORNE, KIM MURCUTT, KIM COLBOURNE, VICTORIA JONES, BROOKE EVANS, MICHELLE WINMAR	1	3,300.47	
EFT31202	04/10/2018	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS SEPTEMBER 2018	1		1,905.73
INV SEPTEMBER 30/09/2018		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS SEPTEMBER 2018	1	1,905.73	
EFT31203	04/10/2018	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS SEPTEMBER 2018	1		1,963.45
INV SEPTEMBER 30/09/2018		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS SEPTEMBER 2018	1	1,963.45	
EFT31204	04/10/2018	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS SEPTEMBER 2018	1		1,905.73
INV SEPTEMBER 30/09/2018		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS SEPTEMBER 2018	1	1,905.73	
EFT31205	05/10/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN NORTHAM TOWNSITE - GORDON STREET AVENUE.	1		11,205.43
INV 2921	28/09/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN NORTHAM TOWNSITE - GORDON STREET AVENUE.	1	11,205.43	

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EFT31206	08/10/2018	AVON VALLEY VINTAGE VEHICLE ASSOCIATION OF WA INC	COMMUNITY GRANTS 2018 / 19	1		3,300.00
INV SJ00001814	09/2018	AVON VALLEY VINTAGE VEHICLE ASSOCIATION OF WA INC	COMMUNITY GRANTS 2018 / 19	1	3,300.00	
EFT31207	08/10/2018	NORTHAM CHAMBER OF COMMERCE	DIFFERENTIAL RATE FUNDING 2018/2019.	1		139,700.00
INV IV00000001	09/2018	NORTHAM CHAMBER OF COMMERCE	DIFFERENTIAL RATE FUNDING 2018/2019.	1	139,700.00	
EFT31208	08/10/2018	ANDY'S PLUMBING SERVICE	UNBLOCK TOILETS AT KATRINE PUBLIC TOILET.	1		1,046.10
INV A18140	25/09/2018	ANDY'S PLUMBING SERVICE	UNBLOCK TOILETS AT KATRINE PUBLIC TOILET.	1	336.60	
INV A18139	25/09/2018	ANDY'S PLUMBING SERVICE	SWIMMING POOL HOUSE. REPAIR LEAKING WATER METER.	1	220.00	
INV A18138	25/09/2018	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. UNBLOCK DISABLE TOILET.	1	269.50	
INV A18141	25/09/2018	ANDY'S PLUMBING SERVICE	REPAIR LEAKING SINK IN THE ROUND ROOM AT THE BKB CENTRE.	1	220.00	
EFT31209	08/10/2018	AUSTRALIAN PAPER	X 500 GOLD ENVELOPE 197375	1		272.67
INV 9605934107	09/2018	AUSTRALIAN PAPER	X 2000 WHITE WINDOW FACED ENVELOPE	1	90.51	
INV 9606168013	09/2018	AUSTRALIAN PAPER	X 500 GOLD ENVELOPE 197375	1	111.65	
INV 9605934007	09/2018	AUSTRALIAN PAPER	X 1000 WHITE ENVELOPE 140074	1	70.51	
EFT31210	08/10/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		103.60
INV DEDUCT02	10/2018	AUSTRALIAN SERVICES UNION	Payroll deductions		103.60	
EFT31211	08/10/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 02/10/2018.	1		57,961.00
INV PAYG 0204	10/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 02/10/2018.	1	57,961.00	
EFT31212	08/10/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - 11/09/2018 TO 24/09/2018.	1		3,360.00
INV 0090	24/09/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - 11/09/2018 TO 24/09/2018.	1	1,792.00	
INV 0089	09/09/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - 28/08/2018 TO 09/09/2018	1	1,568.00	

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EFT31213	08/10/2018	AVON FIBRE TECH	BARGES FOR 2018 AVON RIVER FESTIVAL	1		550.00
INV 6	10/09/2018	AVON FIBRE TECH	BARGES FOR 2018 AVON RIVER FESTIVAL	1	550.00	
EFT31214	08/10/2018	AVON PAPER SHRED	EMPTYING OF SHREDDER BIN - ADMIN	1		60.00
INV 1008	08/08/2018	AVON PAPER SHRED	EMPTYING OF SHREDDER BIN - ADMIN	1	60.00	
EFT31215	08/10/2018	AVON SERVICE SPECIALISTS	CLACKLINE 2.4 - ANNUAL SERVICE, LABOUR & PARTS	1		1,964.65
INV 15153	05/09/2018	AVON SERVICE SPECIALISTS	CLACKLINE 2.4 - ANNUAL SERVICE, LABOUR & PARTS	1	931.35	
INV 15169	06/09/2018	AVON SERVICE SPECIALISTS	CLACKLINE LIGHT TANKER - MINOR SERVICE	1	561.55	
INV 15243	18/09/2018	AVON SERVICE SPECIALISTS	BAKERS HILL LIGHT TANKER - MINOR SERVICE	1	471.75	
EFT31216	08/10/2018	AVON TOURISM INCORPORATED	AGREED FINANCIAL SPONSORSHIP 2018/19	1		6,050.00
INV 2018/19	11/09/2018	AVON TOURISM INCORPORATED	AGREED FINANCIAL SPONSORSHIP 2018/19	1	6,050.00	
EFT31217	08/10/2018	AVON VALLEY CONTRACTORS	HIRE OF PORTABLE LIGHTING TOWER FOR JUBILEE OVAL FROM SUNDAY 12/08/18 TO SATURDAY 08/09/18 @ \$155.00 EACH FULL DAY	1		12,429.00
INV 2451	21/09/2018	AVON VALLEY CONTRACTORS	GRAVEL AGGREGATE 20MM, 165 TONNES @ \$18.00 +	1	3,267.00	
INV 2438	11/09/2018	AVON VALLEY CONTRACTORS	COLLECT BACKHOE FROM ALMOND AVE BAKERS HILL AND DELIVER TO DEPOT 7 SEPTEMBER 2018.	1	352.00	
INV 2438	11/09/2018	AVON VALLEY CONTRACTORS	FLOAT ROLLER FROM CNR HITCOCK & SOUTHERN BROOK ROAD AND DELIVER TO SHOWGROUNDS	1	440.00	
INV 2924	12/09/2018	AVON VALLEY CONTRACTORS	HIRE OF PORTABLE LIGHTING TOWER FOR JUBILEE OVAL FROM SUNDAY 12/08/18 TO SATURDAY 08/09/18 @ \$155.00 EACH FULL DAY	1	8,370.00	
EFT31218	08/10/2018	BEAUREPAIRES	SWAP TYRES BETWEEN PN3555 & PN0908	1		234.58
INV 6410145613	09/2018	BEAUREPAIRES	SWAP TYRES BETWEEN PN3555 & PN0908	1	207.98	
INV 6410145713	09/2018	BEAUREPAIRES	REPAIR GATOR TYRE	1	26.60	
EFT31219	08/10/2018	BOB COOPER OUTBACK SURVIVAL PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE	1		133.65
INV R0393	20/09/2018	BOB COOPER OUTBACK SURVIVAL PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE	1	133.65	

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EFT31220	08/10/2018	BUNNINGS BUILDING SUPPLIES P/L	PANELS AND LIQUID NAILS	1		171.28
INV 2180/12105/08/2018		BUNNINGS BUILDING SUPPLIES P/L	RETURN OF SELLEYS LIQUID NAILS.	1	-13.28	
INV 2180/01508/07/2018		BUNNINGS BUILDING SUPPLIES P/L	PANELS AND LIQUID NAILS	1	102.56	
INV 2180/99715/07/2018		BUNNINGS BUILDING SUPPLIES P/L	PANELS	1	70.70	
INV 2180/01629/07/2018		BUNNINGS BUILDING SUPPLIES P/L	Pinels	1	11.30	
EFT31221	08/10/2018	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE MONTHLY RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 01/07/2018 TO 30/06/2019.	1		-52.74
INV 2394	20/09/2018	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE MONTHLY RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 01/07/2018 TO 30/06/2019.	1	52.74	
EFT31222	08/10/2018	CENTRAL MOBILE MECHANICAL REPAIRS	PN1009A TRAILER - REPLACE WHEEL BEARINGS & HUB SEALS (ESTIMATED PRICE ONLY)	1		18,896.81
INV 0000244225/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1222 - 70,000KM SERVICE AND PLEASE REPLACE MUD FLAPS & MUD	1	925.21	
INV 0000244125/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1218 - REPLACE STRAP OR REPAIR ON FUEL TANK	1	159.50	
INV 0000243825/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1007 FOOTPATH SWEEPER - CONDUCT 750HR REPAIR	1	498.30	
INV 0000242525/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1207 CASE IH TRACTOR - CONDUCT 3250HR SERVICE	1	1,200.10	
INV 0000243425/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1214 BOBCAT TRAILER - REPAIR/REPLACE LOCK/HITCH	1	295.90	
INV 0000242425/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN3555 VOLVO BACKHOE - REPAIR BROKEN HYDRAULIC HOSES.	1	813.45	
INV 0000243925/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	REPAIR FUEL TANK ON PN1610	1	148.50	
INV 0000242625/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN0916 - REPAIR HYDRAULIC LEAK ON BOBCAT	1	458.92	
INV 0000243725/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN0001 - REPLACE WHEEL BEARINGS AND SERVICE TRAILER	1	1,573.00	
INV 0000244425/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1502 - 2500HR SERVICE TO BOMAG ROLLER	1	1,180.63	
INV 0000243625/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1309 - 70,000KM SERVICE TO UTE	1	350.85	
INV 0000244325/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN0908 - SERVICE BACKHOE (ALMOND AVENUE) 4750HR, NO REVERSING ALARM, HAND BRAKE NOT WORKING	1	1,246.58	

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INV 0000242825/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN3555 VOLVO BACKHOE - 1650HR SERVICE	1	1,224.41	
INV 0000244525/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	REPAIRS TO AVON VALLEY STOCK FEEDS PORTABLE LIGHTING TOWER WHICH WAS DAMAGED BY DEPOT CREW WHEN PICKED UP ON FIRST DAY OF HIRE.	1	264.00	
INV 0000243025/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1003 - KOMATSU LOADER 3250HR SERVICE (NORTHAM DEPOT) AND TO FILL UP GREASE	1	159.50	
INV 0000243125/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1515 - TIGHTEN LOOSE SCREWS ON DRIVERS DOOR HANDLE	1	264.00	
INV 0000243225/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1009A TRAILER - REPLACE WHEEL BEARINGS & HUB SEALS (ESTIMATED PRICE ONLY)	1	4,976.18	
INV 0000242325/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1610 - 20,000KM SERVICE TO BE DONE	1	897.77	
INV 0000242725/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1405 - FORKLIFT SERVICE 4850HRS (15 JUNE 2018)	1	659.51	
INV 0000243525/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN0913 - 110,000KM SERVICE AND REPLACE FRONT BUSHES (10 AUGUST 2018)	1	807.73	
INV 0000244025/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	CALL OUT TO INKPEN TIP LOADER - BROKEN DOWN. PN1018.	1	349.80	
INV 0000242925/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1401 - 90,000KM SERVICE AND ASSESS SEATBELT NOT RETRACTING	1	442.97	
EFT31223	08/10/2018	CLACKLINE FENCING CONTRACTORS	SUPPLY & INSTALL 3 STAIRWELLS IN EXISTING CHAINMESH BARRIER FENCING BLACK POWDERCOATED PIPE POST & RAIL STAIRWELL BARRIERS WITH (1) 1200X1400MM CHAINMESH ACCESS GATE. PRICE INCLUDES FREIGHT, COREDRILLING & CEMENT/BLEND AS PER QUOTE#	1		6,874.00
INV 1166	25/06/2018	CLACKLINE FENCING CONTRACTORS	SUPPLY & INSTALL 3 STAIRWELLS IN EXISTING CHAINMESH BARRIER FENCING BLACK POWDERCOATED PIPE POST & RAIL STAIRWELL BARRIERS WITH (1) 1200X1400MM CHAINMESH ACCESS GATE. PRICE INCLUDES FREIGHT, COREDRILLING & CEMENT/BLEND AS PER QUOTE#	1	6,874.00	
EFT31224	08/10/2018	CLACKLINE PROGRESS ASSOCIATION	PROGRESS ASSOCIATION ANNUAL ALLOCATION 2018/19	1		3,300.00
INV RR 0110121/09/2018		CLACKLINE PROGRESS ASSOCIATION	PROGRESS ASSOCIATION ANNUAL ALLOCATION 2018/19	1	3,300.00	

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EFT31225	08/10/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING ON IRA-C2230 DEPOT COPIER, 4 NPG 52 DRUM UNITS & 2 BLACK TONERS.	I		498.69
INV 57171	17/09/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING ON IRA-C2230 DEPOT COPIER, 4 NPG 52 DRUM UNITS & 2 BLACK TONERS.	I	498.69	
EFT31226	08/10/2018	COUNTRYWIDE GROUP	REPAIR OF 3 WHIPPER SNIPPERS	I		391.00
INV 25943	10/09/2018	COUNTRYWIDE GROUP	ROLLS OF WIPPER SNIPPER CORD	I	180.00	
INV 26060	26/09/2018	COUNTRYWIDE GROUP	REPAIR OF 3 WHIPPER SNIPPERS	I	211.00	
EFT31227	08/10/2018	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	DOG REGISTRATION PAPERS A4, BLANK, QUANTITY 2,000	I		627.00
INV 1,034,10320/09/2018		CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	DOG REGISTRATION PAPERS A4, BLANK, QUANTITY 2,000	I	627.00	
EFT31228	08/10/2018	DAIMLER TRUCKS PERTH	SUPPLY ONE 2018 FUSO FIGHTER 1124 FK62FLY1RFAL (AUTOMATIC) CAB/CHASSIS FITTED WITH BODY & ANCILLARY EQUIPMENT AS PER QUOTE REF# 17159.	I		96,899.00
INV 51465	21/09/2018	DAIMLER TRUCKS PERTH	SUPPLY ONE 2018 FUSO FIGHTER 1124 FK62FLY1RFAL (AUTOMATIC) CAB/CHASSIS FITTED WITH BODY & ANCILLARY EQUIPMENT AS PER QUOTE REF# 17159.	I	96,899.00	
EFT31229	08/10/2018	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS SERVICING OF SHARPS - AUGUST	I		360.36
INV 1683249	31/08/2018	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS SERVICING OF SHARPS - AUGUST	I	180.18	
INV 1683251	31/08/2018	DANIELS HEALTH SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES AUGUST 2018.	I	180.18	
EFT31230	08/10/2018	DEBORAH MOODY	WELCOME TO COUNTRY (SCHOOL GROUP) X 2 @\$75	I		150.00
INV 20	11/09/2018	DEBORAH MOODY	WELCOME TO COUNTRY (SCHOOL GROUP) X 2 @\$75	I	150.00	
EFT31231	08/10/2018	E FIRE & SAFETY	SUPPLY AND INSTALL THERMAL DETECTORS IN NORTHAM TOWN HALL	I		1,127.50
INV 0022528105/09/2018		E FIRE & SAFETY	SUPPLY AND INSTALL THERMAL DETECTORS IN NORTHAM TOWN HALL	I	1,127.50	

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EFT31232	08/10/2018	EASIFLEET	Payroll deductions	1		2,136.31
INV DEDUCT02/10/2018		EASIFLEET	Payroll deductions		1,194.12	
INV DEDUCT02/10/2018		EASIFLEET	Payroll deductions		942.19	
EFT31233	08/10/2018	EXECUTIVE MEDIA PTY LTD	CARAVANNING AUSTRALIA- DIGITAL ADVERTISING	1		195.00
INV 160077	04/09/2018	EXECUTIVE MEDIA PTY LTD	CARAVANNING AUSTRALIA- DIGITAL ADVERTISING	1	195.00	
EFT31234	08/10/2018	GDR CIVIL CONTRACTING PTY LTD	MOVE TYRE ROLLER PN1502 FROM DEMPSTER ROAD TO LEAVER ROAD	1		495.00
INV 1398	31/08/2018	GDR CIVIL CONTRACTING PTY LTD	MOVE TYRE ROLLER PN1502 FROM DEMPSTER ROAD TO LEAVER ROAD	1	495.00	
EFT31235	08/10/2018	GLENN STUART BEVERIDGE	ASSEMBLE BENCH SEATING FOR AVON MALL	1		968.00
INV 5	17/09/2018	GLENN STUART BEVERIDGE	REPAIR FENCE AT CAR IMPOUND YARD AT OLD	1	132.00	
INV 2	11/09/2018	GLENN STUART BEVERIDGE	REPAIR TO TOILET DOOR - NOT CLOSING. HOOPER PARK TOILETS	1	121.00	
INV 1	11/09/2018	GLENN STUART BEVERIDGE	ATTEND QUELLINGTON HALL TO REPAIR FRONT	1	198.00	
INV 6	17/09/2018	GLENN STUART BEVERIDGE	ASSEMBLE BENCH SEATING FOR AVON MALL	1	286.00	
INV 7	20/09/2018	GLENN STUART BEVERIDGE	OLD POST OFFICE BUILDING. REPLACE 6 X BROKEN DECKING BOARDS ON DISABLE RAMP LANDING.	1	231.00	
EFT31236	08/10/2018	HI CONSTRUCTIONS AUST PTY LTD	NORTHAM TOWN HALL. HERITAGE WORKS, FULL RESTORATION OF ROTTING LEAKING WINDOW ON LESSER TOWN.	1		6,000.00
INV WPS-1	20/09/2018	HI CONSTRUCTIONS AUST PTY LTD	NORTHAM TOWN HALL. HERITAGE WORKS, FULL RESTORATION OF ROTTING LEAKING WINDOW ON LESSER TOWN.	1	6,000.00	
EFT31237	08/10/2018	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	ITEM 809-001 WAF - 1000S AMP KIT 12VDC 60/100W WA	1		2,140.84
INV INV-012806/09/2018		INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	ITEM 809-001 WAF - 1000S AMP KIT 12VDC 60/100W WA	1	2,140.84	
EFT31238	08/10/2018	JACKSON MCDONALD LAWYERS	SOLICITOR REPRESENTATION LETTER	1		385.00
INV 475821	14/09/2018	JACKSON MCDONALD LAWYERS	SOLICITOR REPRESENTATION LETTER	1	385.00	

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EFT31239	08/10/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROFESSIONAL DEVELOPMENT DAY - 14 SEPTEMBER 2018	1		80.00
INV 9,529	20/09/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROFESSIONAL DEVELOPMENT DAY - 14 SEPTEMBER 2018	1	80.00	
EFT31240	08/10/2018	LUCY'S TEAROOMS	CATERING - STRATEGIC COUNCIL MEETING 22/08/2018	1		163.00
INV 1735	29/08/2018	LUCY'S TEAROOMS	CATERING - STRATEGIC COUNCIL MEETING 22/08/2018	1	163.00	
EFT31241	08/10/2018	MHW INTEGRATION PTY LTD	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE INTERIOR FITOUT - MEDIA HARDWARE	1		8,224.10
INV 0000129914/08/2018		MHW INTEGRATION PTY LTD	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE INTERIOR FITOUT - MEDIA HARDWARE	1	4,178.90	
INV 0000133618/09/2018		MHW INTEGRATION PTY LTD	INTERPRETIVE CENTRE INTERIOR FITOUT - MEDIA HARDWARE	1	4,045.20	
EFT31242	08/10/2018	MIXED MEDIA CORPORATION PTY LTD	CONTRACT 8 OF NAEIC - MEDIA SOFTWARE B PROGRAMMING (ONLY) FOR THE BILYA KOORT BOODJA CENTRE	1		16,610.00
INV INV-302614/08/2018		MIXED MEDIA CORPORATION PTY LTD	CONTRACT 8 OF NAEIC - MEDIA SOFTWARE B PROGRAMMING (ONLY) FOR THE BILYA KOORT BOODJA CENTRE	1	8,910.00	
INV INV-302614/08/2018		MIXED MEDIA CORPORATION PTY LTD	VARIATION TO CONTRACT 8 OF NAEIC - FILMING SERVICES	1	7,700.00	
EFT31243	08/10/2018	NAVIGATOR PHOTOGRAFIX	SUPPLY OF THREE SELECTED AERIAL PHOTOS TAKEN OF BILYA KOORT BOODJA CENTRE.	1		250.00
INV 1006	13/09/2018	NAVIGATOR PHOTOGRAFIX	SUPPLY OF THREE SELECTED AERIAL PHOTOS TAKEN OF BILYA KOORT BOODJA CENTRE.	1	250.00	
EFT31244	08/10/2018	NAYMAN WIRELESS PTY LTD	UBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM - 15/07/2018 TO 14/08/2018.	1		846.62
INV 9136358215/07/2018		NAYMAN WIRELESS PTY LTD	UBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM - 15/07/2018 TO 14/08/2018.	1	846.62	
EFT31245	08/10/2018	NORTHAM AERO CLUB	COMMUNITY GRANTS 2018 / 19	1		1,250.00
INV 1134207210/09/2018		NORTHAM AERO CLUB	COMMUNITY GRANTS 2018 / 19	1	1,250.00	

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EFT31246	08/10/2018	NORTHAM BETTA ELECTRICAL	FHD LED/LCD DVD COMBO MODEL LED24GFRDA	1		1,309.00
INV 22222	03/09/2018	NORTHAM BETTA ELECTRICAL	PORTABLE HDD FOR IMT PC	1	149.00	
INV 2957254425/09/2018		NORTHAM BETTA ELECTRICAL	FHD LED/LCD DVD COMBO MODEL LED24GFRDA	1	1,160.00	
EFT31247	08/10/2018	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING FOR JACQUELINE HOLMES	1		500.00
INV 7124	01/10/2018	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING FOR JACQUELINE HOLMES	1	500.00	
EFT31248	08/10/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -	1		68.50
INV 0001591	11/09/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -	1	68.50	
EFT31249	08/10/2018	NORTHAM PRIMARY SCHOOL	EDUCATIONAL PRIZES AND DONATIONS	1		200.00
INV 4095	11/09/2018	NORTHAM PRIMARY SCHOOL	EDUCATIONAL PRIZES AND DONATIONS	1	200.00	
EFT31250	08/10/2018	NORTHAM SENIOR HIGH SCHOOL	EDUCATIONAL PRIZES AND DONATIONS	1		500.00
INV 7569	28/09/2018	NORTHAM SENIOR HIGH SCHOOL	EDUCATIONAL PRIZES AND DONATIONS	1	500.00	
EFT31251	08/10/2018	NORTHAM VETERINARY CENTRE	SPEY & MICROPCHIP CAT - VOUCHER #85 GRANDMA ELLERY	1		500.00
INV 67818	18/09/2018	NORTHAM VETERINARY CENTRE	SPEY & MICROPCHIP CAT - VOUCHER #98 MAX DAVIDSON	1	100.00	
INV 67591	06/09/2018	NORTHAM VETERINARY CENTRE	SPEY & MICROPCHIP CAT - VOUCHER #67 ZOE NIEUWOUDT	1	100.00	
INV 67225	20/08/2018	NORTHAM VETERINARY CENTRE	SPEY & MICROPCHIP CAT - VOUCHER #67 ZOE NIEUWOUDT	1	150.00	
INV 67119	13/08/2018	NORTHAM VETERINARY CENTRE	SPEY & MICROPCHIP CAT - VOUCHER #85 GRANDMA ELLERY	1	150.00	
EFT31252	08/10/2018	NORTHAM YORGAS GROUP	RECONCILIATION CELEBRATIONS 2018 INV # 2	1		325.00
INV 2	28/09/2018	NORTHAM YORGAS GROUP	RECONCILIATION CELEBRATIONS 2018 INV # 2	1	325.00	
EFT31253	08/10/2018	ONSITE RENTAL GROUP	RENTAL GEAR	1		3,931.02
INV 2780220	12/09/2018	ONSITE RENTAL GROUP	RENTAL GEAR	1	3,931.02	

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EFT31254	08/10/2018	OXTER SERVICES	GRAVE CERTIFICATION FOR HICKS, HUGHES, WESTLUND & LOFFELMANN & BURIALS.	1		8,092.16
INV 20275	19/09/2018	OXTER SERVICES	BOX 80L GARBAGE BAGS TO BE PICKED UP	1	202.62	
INV 20248	14/09/2018	OXTER SERVICES	GRAVE CERTIFICATION FOR HICKS, HUGHES, WESTLUND & LOFFELMANN & BURIALS.	1	3,069.00	
INV 20288	21/09/2018	OXTER SERVICES	CLACKLINE LION PARK TOILETS. CLEANING FOR 10/09/2018 TO 21/09/2018.	1	2,296.80	
INV 20227	07/09/2018	OXTER SERVICES	CLEANING OF VARIOUS SHIRE BUILDINGS FROM 27/08/2018 TO 07/09/2018.	1	2,296.80	
INV 20204	07/09/2018	OXTER SERVICES	BAKERS HILL HOOPER PARK TOILETS. SUPPLY 2 X CARTONS TOILET PAPER, 5L PINEAWAY LIQUID, 1 X BOX VINYL GLOVES.	1	92.91	
INV 20233	21/09/2018	OXTER SERVICES	BAKERS HILL PAVILION TOILETS. SUPPLY 2 X CARTONS TOILET PAPER, 5L PINEAWAY LIQUID, 1 X BOX VINYL GLOVES.	1	134.03	
EFT31255	08/10/2018	PHILIP JOHN ROBINSON	OLD AMIN BUILDING. REMOVE CUPBOARDS AND OFFICE PARTITIONING AS PER QUOTE.	1		1,320.00
INV 0000055/01/10/2018		PHILIP JOHN ROBINSON	OLD AMIN BUILDING. REMOVE CUPBOARDS AND OFFICE PARTITIONING AS PER QUOTE.	1	1,320.00	
EFT31256	08/10/2018	PUBLIC TRANSPORT AUTHORITY	TICKET SALES - AUGUST 2018.	1		397.61
INV AUGUST31/08/2018		PUBLIC TRANSPORT AUTHORITY	TICKET SALES - AUGUST 2018.	1	397.61	
EFT31257	08/10/2018	R MUNNS ENGINEERING CONSULTING SERVICES	OFFSITE INPUT THE SHIRE OF NORTHAM'S NEW 2017/2018 YEAR ROADS, DRAINAGE, KERB & FOOTPATHS WORK DETAILS INTO RAMM @ \$80HR + GST - EXPECTED TO TAKE 12 - 16 HOURS FOR DATA INPUT & RUN STATUS CHECK TO ENSURE DATA HAS BEEN ENTERED CORRECTLY AS PER QUOTE# RM18-023.	1		2,200.00
INV 175	30/09/2018	R MUNNS ENGINEERING CONSULTING SERVICES	OFFSITE INPUT THE SHIRE OF NORTHAM'S NEW 2017/2018 YEAR ROADS, DRAINAGE, KERB & FOOTPATHS WORK DETAILS INTO RAMM @ \$80HR + GST - EXPECTED TO TAKE 12 - 16 HOURS FOR DATA INPUT & RUN STATUS CHECK TO ENSURE DATA HAS BEEN ENTERED CORRECTLY AS PER QUOTE# RM18-023.	1	2,200.00	

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EFT31258	08/10/2018	RED DOT STORES	1 Frame	1		50.00
INV 3764885521	09/2018	RED DOT STORES	1 Frame	1	50.00	
EFT31259	08/10/2018	ROAD AND TRAFFIC SERVICES	INSTALL PAVEMENT MARKINGS AS PER DRAWING SUPPLIED. MEDIAN EDGE LINE 2.6KM BULL NOSES 18M2 GIVEWAY LINE 55M RPMS 400 (APPROX) SPOTTING 2.6KM	1		6,966.30
INV 0000767604	09/2018	ROAD AND TRAFFIC SERVICES	AS PER QUOTE# 18RM001. INSTALL PAVEMENT MARKINGS AS PER DRAWING SUPPLIED. MEDIAN EDGE LINE 2.6KM BULL NOSES 18M2 GIVEWAY LINE 55M RPMS 400 (APPROX) SPOTTING 2.6KM AS PER QUOTE# 18RM001.	1	6,966.30	
EFT31260	08/10/2018	SILVER WINGS SENIOR CITIZENS GROUP INC	SENIOR ANNUAL ALLOCATION 2018 / 19	1		750.00
INV 1/2018	13/09/2018	SILVER WINGS SENIOR CITIZENS GROUP INC	SENIOR ANNUAL ALLOCATION 2018 / 19	1	750.00	
EFT31261	08/10/2018	SOUTHERN BROOK COMMUNITY ASSOCIATION	COMMUNITY GRANTS ANNUAL ALLOCATION 2018 / 19	1		4,080.00
INV RR 28/09/27/09/2018		SOUTHERN BROOK COMMUNITY ASSOCIATION	COMMUNITY GRANTS ANNUAL ALLOCATION 2018 / 19	1	3,300.00	
INV RR 28/09/27/09/2018		SOUTHERN BROOK COMMUNITY ASSOCIATION	AUSTRALIA DAY ALLOCATION	1	780.00	
EFT31262	08/10/2018	SOUTHERN CROSS AUSTereo PTY LTD	I LOVE AVON VALLEY FINAL MONTH - ADVERTISING	1		1,578.50
INV 7071558831	08/2018	SOUTHERN CROSS AUSTereo PTY LTD	I LOVE AVON VALLEY FINAL MONTH - ADVERTISING	1	1,578.50	
EFT31263	08/10/2018	ST JOHN AMBULANCE AUSTRALIA	FIRST AID TRAINING - TENAYA EWINGS	1		265.60
INV FAINV0020	09/2018	ST JOHN AMBULANCE AUSTRALIA	FIRST AID TRAINING - TENAYA EWINGS	1	132.80	

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INV FAINV0020/09/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID TRAINING - JAIMIE JONES	1	132.80	
EFT31264	08/10/2018	Stewarts Good Price Pharmacy Warehouse	SECOND HEP A AND B VACCINE FOR ERROLL GARLETT, STEVE	1		303.96
INV 1193464	06/06/2018	Stewarts Good Price Pharmacy Warehouse	SECOND HEP A AND B VACCINE FOR ERROLL GARLETT, STEVE	1	303.96	
EFT31265	08/10/2018	TASHCO SYSTEMS	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE - INTERIOR FIT OUT - SHOWCASES	1		3,580.50
INV IN11531907/09/2018		TASHCO SYSTEMS	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE - INTERIOR FIT OUT - SHOWCASES	1	3,580.50	
EFT31266	08/10/2018	THYLACINE DESIGN & PROJECT MANAGEMENT	OBJECT MOUNTS FOR BKB	1		42,004.60
INV 2010189013/08/2018		THYLACINE DESIGN & PROJECT MANAGEMENT	OBJECT MOUNTS FOR BKB	1	42,004.60	
EFT31267	08/10/2018	TYRECYCLE PTY LTD	DISPOSAL OF OLD TYRES FOR RECYCLING FROM INKPEN WASTE MANAGEMENT FACILITY	1		3,035.97
INV 722880	21/09/2018	TYRECYCLE PTY LTD	DISPOSAL OF OLD TYRES FOR RECYCLING FROM THE OLD QUARRY LANDFILL WASTE MANAGEMENT FACILITY	1	1,135.68	
INV 722845	21/09/2018	TYRECYCLE PTY LTD	DISPOSAL OF OLD TYRES FOR RECYCLING FROM INKPEN WASTE MANAGEMENT FACILITY	1	1,900.29	
EFT31268	08/10/2018	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES FROM 17/09/18 UNTIL 30/09/18.	1		5,933.62
INV 01755	01/10/2018	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES FROM 17/09/18 UNTIL 30/09/18.	1	5,933.62	
EFT31269	08/10/2018	WEST NORTHAM PRIMARY SCHOOL	EDUCATIONAL PRIZES AND DONATIONS 2018 / 19	1		200.00
INV 876	13/09/2018	WEST NORTHAM PRIMARY SCHOOL	EDUCATIONAL PRIZES AND DONATIONS 2018 / 19	1	200.00	
EFT31270	08/10/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	P5017 - FLAT BATTERY AND WIRING SMOKING (18 JUNE 2018)	1		1,575.85
INV 7948	30/06/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	P5017 - FLAT BATTERY AND WIRING SMOKING (18 JUNE 2018)	1	1,114.35	

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INV 8104	31/08/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY AND FIT NEW BATTERY TO PN1502 ON SITE	1	461.50	
EFT31271	09/10/2018	APOD PTY LTS T/A DONOVAN PAYNE ARCHITECTS	ARCHITECTURAL SERVICES-NORTHAM AQUATIC SERVICES	1		181,500.00
INV 0872	05/07/2018	APOD PTY LTS T/A DONOVAN PAYNE ARCHITECTS	ARCHITECTURAL SERVICES-NORTHAM AQUATIC SERVICES	1	181,500.00	
EFT31272	11/10/2018	APOD PTY LTS T/A DONOVAN PAYNE ARCHITECTS	ARCHITECTURAL SERVICES-NORTHAM AQUATIC SERVICES	1		121,000.00
INV 0878	13/09/2018	APOD PTY LTS T/A DONOVAN PAYNE ARCHITECTS	ARCHITECTURAL SERVICES-NORTHAM AQUATIC SERVICES	1	121,000.00	
EFT31273	12/10/2018	AUTOPRO NORTHAM	Glass hammers for the community bus	1		31.06
INV 743755	06/09/2018	AUTOPRO NORTHAM	Glass hammers for the community bus	1	31.06	
EFT31274	12/10/2018	AVON VALLEY CONTRACTORS	PICK UP STEEL DRUM AND TYRE ROLLER FROM CHINGANNING ROAD TO KATRINE ROAD	1		1,496.00
INV 2461	02/10/2018	AVON VALLEY CONTRACTORS	PICK UP STEEL DRUM AND TYRE ROLLER FROM CHINGANNING ROAD TO KATRINE ROAD	1	880.00	
INV 2461	02/10/2018	AVON VALLEY CONTRACTORS	PICK UP ROLLER FROM SOUTHERN BROOK ROAD AND DELIVER TO LEAVER ROAD	1	616.00	
EFT31275	12/10/2018	AVON WASTE	RUBBISH COLLECT FOR P/E 14/9/2018	1		36,945.36
INV 30780	14/09/2018	AVON WASTE	RUBBISH COLLECT FOR P/E 14/9/2018	1	36,945.36	
EFT31276	12/10/2018	BAKERS HILL VETERINARY HOSPITAL	CAT CASTRATION & MICRO-CHIP - CROSSBONES	1		450.00
INV 36789	30/08/2018	BAKERS HILL VETERINARY HOSPITAL	CAT CASTRATION & MICRO-CHIP - CROSSBONES	1	150.00	
INV 37211	26/09/2018	BAKERS HILL VETERINARY HOSPITAL	CAT CASTRATION & MICRO-CHIP - CROSSBONES	1	150.00	
INV 37210	26/09/2018	BAKERS HILL VETERINARY HOSPITAL	CAT SPEY & MICRO-CHIP - RUBY HOOPER	1	150.00	
EFT31277	12/10/2018	BANDIT TREE EQUIPMENT	ACCU SHAPE BLADE EDGERS.	1		149.05
INV 0009237519	09/09/2018	BANDIT TREE EQUIPMENT	HYDRAULIC OIL FILTER BA900390010 INCLUDING EXPRESS POST	1	69.05	
INV 000921411	10/09/2018	BANDIT TREE EQUIPMENT	ACCU SHAPE BLADE EDGERS.	1	80.00	

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EFT31278	12/10/2018	BEAUREPAIRES	REPLACEMENT STEERER TYRES 295 80R 22.5	1		1,439.88
INV U524352307/09/2018		BEAUREPAIRES	REPLACEMENT STEERER TYRES 295 80R 22.5	1	1,439.88	
EFT31279	12/10/2018	BOYD KICKETT	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1		100.00
INV RR0210202/10/2018		BOYD KICKETT	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1	100.00	
EFT31280	12/10/2018	CANNON HYGIENE AUSTRALIA PTY LTD	QUARTERLY SERVICING OF SANITARY BINS. JUL, AUG, SEP.	1		385.11
INV 9612872306/07/2018		CANNON HYGIENE AUSTRALIA PTY LTD	BKB QUARTERLY SERVICING OF SANITARY BINS. 05/07/2018-30/09/2018	1	49.21	
INV 9612882806/07/2018		CANNON HYGIENE AUSTRALIA PTY LTD	JUBILEE PAVILLION (DEPOT) QUARTERLY SERVICING OF SANITARY BINS. JUL, AUG, SEP.	1	-24.61	
INV 9612461	19/06/2018	CANNON HYGIENE AUSTRALIA PTY LTD	QUARTERLY SERVICING OF SANITARY BINS. JUL, AUG, SEP.	1	360.51	
EFT31281	12/10/2018	CENTRAL MOBILE MECHANICAL REPAIRS	PN2240 - REPLACE CHIPPER TOW HITCH	1		330.44
INV 0000243325/09/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN2240 - REPLACE CHIPPER TOW HITCH	1	330.44	
EFT31282	12/10/2018	CLAIRE ESSMORE MCGUIRE	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1		100.00
INV RR0210202/10/2018		CLAIRE ESSMORE MCGUIRE	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1	100.00	
EFT31283	12/10/2018	COUNTRYWIDE GROUP	PULL START CORD REPLACEMENT ON WHIPPER SNIPPER	1		47.50
INV 26073	27/09/2018	COUNTRYWIDE GROUP	PULL START CORD REPLACEMENT ON WHIPPER SNIPPER	1	47.50	
EFT31284	12/10/2018	CTI SECURITY SERVICES PTY LTD	REC CENTRE ALARM MONITORING FOR JUL, AUG, SEP.	1		588.00
INV CINS304613/09/2018		CTI SECURITY SERVICES PTY LTD	REC CENTRE ALARM MONITORING FOR JUL, AUG, SEP.	1	53.00	
INV CINS304613/09/2018		CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL ALARM MONITORING FOR JUL, AUG, SEP.	1	53.00	
INV CINS304613/09/2018		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE ALARM MONITORING FOR JUL, AUG, SEP.	1	53.00	

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INV CINS30413/09/2018		CTI SECURITY SERVICES PTY LTD	OLD RAILWAY STATION ALARM MONITORING FOR JUL, AUG, SEP.	1	53.00	
INV CINS30413/09/2018		CTI SECURITY SERVICES PTY LTD	SWIMMING POOL ALARM MONITORING FOR JUL, AUG, SEP.	1	53.00	
INV CINS30413/09/2018		CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL ALARM MONITORING FOR JUL, AUG, SEP.	1	53.00	
INV CINS30413/09/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY ALARM MONITORING FOR JUL, AUG, SEP.	1	53.00	
INV CINS30413/09/2018		CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE ALARM MONITORING FOR JUL, AUG, SEP.	1	53.00	
INV CINS30413/09/2018		CTI SECURITY SERVICES PTY LTD	BERT HAWK OVAL ALARM MONITORING FOR JUL, AUG, SEP.	1	53.00	
INV CINS30413/08/2018		CTI SECURITY SERVICES PTY LTD	SES WAREHOUSE ALARM MONITORING FOR JUL, AUG, SEP.	1	29.00	
INV CINS30413/09/2018		CTI SECURITY SERVICES PTY LTD	SES ADMIN ALARM MONITORING FOR JUL, AUG, SEP.	1	29.00	
INV CINS30413/09/2018		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY ALARM MONITORING FOR JUL, AUG, SEP.	1	53.00	
EFT31285	12/10/2018	DAMIAN'S PLUMBING	OLD GIRLS SCHOOL. SERVICE/REPAIR HOT WATER UNIT, SERVICE ALL TAPS AND CISTERNS.	1		491.70
INV 3074	16/02/2018	DAMIAN'S PLUMBING	OLD GIRLS SCHOOL. SERVICE/REPAIR HOT WATER UNIT, SERVICE ALL TAPS AND CISTERNS.	1	491.70	
EFT31286	12/10/2018	DEBORAH MOODY	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1		100.00
INV RR0210202/10/2018		DEBORAH MOODY	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1	100.00	
EFT31287	12/10/2018	DELYS MAY DICK	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1		100.00
INV RR0210202/10/2018		DELYS MAY DICK	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1	100.00	
EFT31288	12/10/2018	DIANNE MARGARET JUPP	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1		54.30
INV RR9/10/109/10/2018		DIANNE MARGARET JUPP	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1	54.30	
EFT31289	12/10/2018	GDR CIVIL CONTRACTING PTY LTD	MOVE TYRE ROLLER FROM CHINGANNING ROAD TO LEAVER/DECASTILLA ROAD	1		825.00

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INV 1401	31/08/2018	GDR CIVIL CONTRACTING PTY LTD	MOVE TYRE ROLLER FROM CHINGANNING ROAD TO LEAVER/DECASTILLA ROAD	1	825.00	
EFT31290	12/10/2018	GRAFTON ELECTRICS	REPAIRS TO JUBILEE OVAL LIGHTS AS PER QUOTE DATED 14/8/2018.	1		5,064.07
INV 5252	09/08/2018	GRAFTON ELECTRICS	REPLACE LIGHT SWITCH TO ACCESS JUBILEE OVAL LIGHTS	1	181.50	
INV 5341	21/09/2018	GRAFTON ELECTRICS	REPAIR ELECTRICAL FAULT WASTE WATER TREATMENT PLANT PUMP	1	171.60	
INV 5239	07/08/2018	GRAFTON ELECTRICS	BERNARD PARK. REPAIR TIMER FOR LIGHTING TOWERS.	1	99.00	
INV 5344	21/09/2018	GRAFTON ELECTRICS	MORRELL STREET PARK. REPAIR PARK LIGHTS, NOT WORKING.	1	416.90	
INV 5323	10/09/2018	GRAFTON ELECTRICS	CALL OUT TO INVESTIGATE COOL ROOM TRIPPING	1	198.00	
INV 5312	05/09/2018	GRAFTON ELECTRICS	REPAIR EMERGENCY EXIT LIGHTING IN UNDERCROFT CARPARK AT BILYA KOORT BOODJA CENTRE DAMAGED BY VEHICLE.	1	99.00	
INV 5260	10/08/2018	GRAFTON ELECTRICS	BKB CENTRE, CHECK ON LIGHT PRIOR TO OPENING.	1	165.00	
INV 5360	01/10/2018	GRAFTON ELECTRICS	BERNARD PARK. CHECK REPAIR TIMERS FOR FLOOD LIGHTS, STAYING ON DURING THE DAY. TIMER SAYS IT SHOULD BE OFF.	1	99.00	
INV 5353	28/09/2018	GRAFTON ELECTRICS	TOWN POOL AERATORS. INSTALL 7 DAY TIMERS TO BOTH AERATORS.	1	495.00	
INV 5266	15/08/2018	GRAFTON ELECTRICS	REPAIRS TO JUBILEE OVAL LIGHTS AS PER QUOTE DATED 14/8/2018.	1	2,200.00	
INV 5305	03/09/2018	GRAFTON ELECTRICS	CALL OUT 2ND SEPT TO INVESTIGATE NO POWER AT JUBILEE GROUNDS, SHEDS AND SES BUILDING.	1	939.07	
EFT31291	12/10/2018	GRASS VALLEY BUSH FIRE BRIGADE	MONEY RETURNED FOR COMMUNITY BUS	1		55.00
INV RR04/10/04/10/2018		GRASS VALLEY BUSH FIRE BRIGADE	MONEY RETURNED FOR COMMUNITY BUS	1	55.00	
EFT31292	12/10/2018	HOST AUTO REPAIRS	REPAIRS TO GV 4.4 REAR BUMPER, RUBBING ON MAIN LINE	1		115.50
INV 62370	31/08/2018	HOST AUTO REPAIRS	REPAIRS TO GV 4.4 REAR BUMPER, RUBBING ON MAIN LINE	1	115.50	
EFT31293	12/10/2018	JANET KICKETT	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1		100.00

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INV RR0210202/10/2018		JANET KICKETT	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1	100.00	
EFT31294	12/10/2018	JOHN FRANCIS GILLEECE	RATES OVERPAYMENT REFUND FOR ASSESSMENT A10229 21 BYFIELD STREET NORTHAM WA 6401	1		1,269.42
INV A10229	08/10/2018	JOHN FRANCIS GILLEECE	RATES OVERPAYMENT REFUND FOR ASSESSMENT A10229 21 BYFIELD STREET NORTHAM WA 6401		1,269.42	
EFT31295	12/10/2018	JOY SMITH	REIMBURSEMENT FOR OVER CHARGE AT NORTHAM VISITORS CENTRE 27/09/2018	1		19.20
INV VW27/0927/09/2018		JOY SMITH	REIMBURSEMENT FOR OVER CHARGE AT NORTHAM VISITORS CENTRE 27/09/2018	1	19.20	
EFT31296	12/10/2018	KERB MACHINERY AUSTRALIA	SUPPLY & DELIVERY ONE K40 KERB MACHINE WITH 6 STANDARD MOULDS, HAND TOOLS PLUS ADDITIONAL 2 MOULDS AS REQUESTED.	1		10,300.00
INV 5012	05/10/2018	KERB MACHINERY AUSTRALIA	SUPPLY & DELIVERY ONE K40 KERB MACHINE WITH 6 STANDARD MOULDS, HAND TOOLS PLUS ADDITIONAL 2 MOULDS AS REQUESTED.	1	10,300.00	
EFT31297	12/10/2018	MARK ROGER EGAN	STERILIZATION REFUND	1		77.50
INV CH09/10/09/10/2018		MARK ROGER EGAN	STERILIZATION REFUND	1	77.50	
EFT31298	12/10/2018	MAYBERRY HAMMOND & CO	AVON HOCKEY LICENCE - BERT HAWKE OVAL	1		594.00
INV 41543	10/08/2018	MAYBERRY HAMMOND & CO	AVON HOCKEY LICENCE - BERT HAWKE OVAL	1	594.00	
EFT31299	12/10/2018	MJW AIRCONDITIONING AND REFRIGERATION	REMOVE AND REPLACE BURNT OUR COMPRESSOR TO REC CENTRE COOL ROOM AS PER QUOTE NSC453.	1		1,900.80
INV 1265	09/11/2018	MJW AIRCONDITIONING AND REFRIGERATION	ATTEND REC CENTRE - ROOF TOP COOL ROOM REPAIR	1	148.50	
INV 1269	20/09/2018	MJW AIRCONDITIONING AND REFRIGERATION	REMOVE AND REPLACE BURNT OUR COMPRESSOR TO REC CENTRE COOL ROOM AS PER QUOTE NSC453.	1	1,752.30	
EFT31300	12/10/2018	MORRIS PEST AND WEED CONTROL	REMOVAL OF BEE HIVE IN WALL CAVITY AT OLD TOWN BUILDING.	1		357.50
INV 181093	04/10/2018	MORRIS PEST AND WEED CONTROL	REMOVAL OF BEE HIVE IN WALL CAVITY AT OLD TOWN BUILDING.	1	357.50	

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EFT31301	12/10/2018	MR NATURALLY CLEAN	VISITORS CENTRE. AFTER HOURS ALARM CALL OUT, 22/09/2018	1		610.50
INV INV-103323/09/2018		MR NATURALLY CLEAN	VISITORS CENTRE. AFTER HOURS ALARM CALL OUT, 22/09/2018	1	610.50	
EFT31302	12/10/2018	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR OCT 2018	1		671.00
INV INV-270301/10/2018		NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR OCT 2018	1	671.00	
EFT31303	12/10/2018	NORTHAM BETTA ELECTRICAL	EPSOM PROJECTOR	1		1,238.00
INV 19831	31/08/2018	NORTHAM BETTA ELECTRICAL	EPSOM PROJECTOR	1	1,238.00	
EFT31304	12/10/2018	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING FOR GRAHAM GREGORY	1		100.00
INV 7125	04/10/2018	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING FOR GRAHAM GREGORY	1	100.00	
EFT31305	12/10/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1		270.00
INV 0000162203/10/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - OCTOBER	1	31.00	
INV 0000160928/09/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	15.50	
INV 0000160519/09/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	62.00	
INV 0000156031/08/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - AUGUST	1	28.50	
INV 0000155729/08/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - AUGUST	1	37.50	
INV 0000151613/08/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - AUGUST	1	31.00	
INV 0000154222/08/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - AUGUST	1	15.50	
INV 0000153720/08/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - AUGUST	1	49.00	
EFT31306	12/10/2018	NORTHAM FLORIST	WREATH - POLICE REMEMBRANCE DAY	1		60.00
INV 20324	01/10/2018	NORTHAM FLORIST	WREATH - POLICE REMEMBRANCE DAY	1	60.00	

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EFT31307	12/10/2018	OXTER SERVICES	CLEANING FOR JUL, AUG, SEP.	1		1,221.29
INV 19988	18/07/2018	OXTER SERVICES	1 X 240LT GARBAGE BAGS FOR WUNDOWIE DEPOT.	1	72.89	
INV 20345	05/10/2018	OXTER SERVICES	CLEANING FOR JUL, AUG, SEP.	1	1,148.40	
EFT31308	12/10/2018	PAT DAVIS	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1		100.00
INV RR02102	02/10/2018	PAT DAVIS	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1	100.00	
EFT31309	12/10/2018	PERTH SAFETY PRODUCTS PTY LTD	VARIOUS ROAD SIGNS.	1		3,691.60
INV 000083860	07/09/2018	PERTH SAFETY PRODUCTS PTY LTD	VARIOUS ROAD SIGNS.	1	3,691.60	
EFT31310	12/10/2018	PFD FOOD SERVICES PTY LTD	021219 - 2PLY TOILET TISSUE	1		570.90
INV KM2729326	09/2018	PFD FOOD SERVICES PTY LTD	80LTR BLACK GARBAGE BAGS	1	123.30	
INV KM3317802	10/2018	PFD FOOD SERVICES PTY LTD	HAND SOAP	1	-76.55	
INV KM3317902	10/2018	PFD FOOD SERVICES PTY LTD	HAND SOAP	1	61.60	
INV KJ87060404	04/2018	PFD FOOD SERVICES PTY LTD	240L NATURAL GARBAGE BAG CASTAWAY	1	-47.95	
INV KM3784105	10/2018	PFD FOOD SERVICES PTY LTD	021219 - 2PLY TOILET TISSUE	1	510.50	
EFT31311	12/10/2018	PROGRAMME ELECTRICAL MAINTENANCE	CALL OUT TO INVESTIGATE RCD TRIPPING LIGHTS AT WUNDOWIE HALL.	1		286.00
INV 0000547919	09/2018	PROGRAMME ELECTRICAL MAINTENANCE	CALL OUT TO INVESTIGATE RCD TRIPPING LIGHTS AT WUNDOWIE HALL.	1	286.00	
EFT31312	12/10/2018	PROMAPP SOLUTIONS LIMITED	PROMAPP MONTHLY SUBSCRIPTION SEPTEMBER 2018.	1		1,595.00
INV INV-122325	09/2018	PROMAPP SOLUTIONS LIMITED	PROMAPP MONTHLY SUBSCRIPTION SEPTEMBER 2018.	1	1,595.00	
EFT31313	12/10/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	GST ONLY - ERROR ON ORIGINAL INVOICES GST NOT CHARGED CORRECTLEY ON INVOICES 0023333, 0023336, 0023337, 0023339, 0023347, 0023348, 0023369. AND 0023370.	1		80.00
INV 0023333	24/08/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	GST ONLY - ERROR ON ORIGINAL INVOICES GST NOT CHARGED CORRECTLEY ON INVOICES 0023333, 0023336, 0023337, 0023339, 0023347, 0023348, 0023369. AND 0023370.	1	80.00	

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EFT31314	12/10/2018	REIDS MECHWELD	MANUFACTURE ONE RAKE BUCKET TO SUIT SKID STEER TRACTOR WITH MANUAL QUICK RELEASE - THW MOUNT ON RAKE BUCKET WITH CUTTING EDGE TIPS. DESIGNED & BUILT TO WITHSTAND NORMAL OPERATIONS & CONDITIONS TO BE MOUNTED TO THE TRACTOR	1		2,585.00
INV 2146	08/10/2018	REIDS MECHWELD	MANUFACTURE ONE RAKE BUCKET TO SUIT SKID STEER TRACTOR WITH MANUAL QUICK RELEASE - THW MOUNT ON RAKE BUCKET WITH CUTTING EDGE TIPS. DESIGNED & BUILT TO WITHSTAND NORMAL OPERATIONS & CONDITIONS TO BE MOUNTED TO THE TRACTOR	1	2,585.00	
EFT31315	12/10/2018	SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JAKE BALDOCK W/E 2/9/2018	1		7,651.66
INV AP5270349/09/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JAKE BALDOCK ON MONDAY FOR W/E 16/09/2018.	1	1,102.86	
INV AP5273526/09/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING W/E 23/09/2018.	1	1,002.05	
INV AP5267812/09/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JAKE BALDOCK W/E 09TH SEPTEMBER 2018.	1	1,102.86	
INV AP5265305/09/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JAKE BALDOCK W/E 2/9/2018	1	1,870.55	
INV AP5261530/08/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JAKE BALDOCK FOR W/E 26/8/2018	1	1,102.86	
INV AP5255422/08/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JAKE BALDOCK ON W/E 19/8/2018.	1	1,470.48	
EFT31316	12/10/2018	SOUTHERN CROSS AUSTEREOP TY LTD	RADIO BROADCASTING SPONSORSHIP OF AVON FOOTY FINALS - DRUG DRIVING CAMPAIGN.	1		139.70
INV 7071594731/08/2018		SOUTHERN CROSS AUSTEREOP TY LTD		1	139.70	
EFT31317	12/10/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN THE CBD.	1		1,200.00
INV 2934	08/10/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN THE CBD.	1	1,200.00	
EFT31318	12/10/2018	ST JOHN AMBULANCE AUSTRALIA	GRASS VALLEY BFB PREMISES -ANNUAL FIRST AID KIT SERVICING	1		784.37
INV CYINV0031/07/2018		ST JOHN AMBULANCE AUSTRALIA	INKPEN BFB PREMISES -ANNUAL FIRST AID KIT SERVICING	1	87.42	

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INV CYINV031/07/2018		ST JOHN AMBULANCE AUSTRALIA	BAKERS HILL BFB PREMISES -ANNUAL FIRST AID KIT SERVICING	1	148.24	
INV CYINV031/07/2018		ST JOHN AMBULANCE AUSTRALIA	CLACKLINE BFB PREMISES -ANNUAL FIRST AID KIT SERVICING	1	86.00	
INV CYINV031/07/2018		ST JOHN AMBULANCE AUSTRALIA	SHIRE OF NORTHAM BFB PREMISES -ANNUAL FIRST AID KIT SERVICING	1	97.64	
INV CYINV031/07/2018		ST JOHN AMBULANCE AUSTRALIA	IRISHTOWN BFB PREMISES -ANNUAL FIRST AID KIT SERVICING	1	120.21	
INV CYINV031/07/2018		ST JOHN AMBULANCE AUSTRALIA	GRASS VALLEY BFB PREMISES -ANNUAL FIRST AID KIT SERVICING	1	156.67	
INV CYINV016/08/2018		ST JOHN AMBULANCE AUSTRALIA	SOUTHERN BROOK BFB PREMISES -ANNUAL FIRST AID KIT SERVICING	1	88.19	
EFT31319	12/10/2018	TECHNOLOGY ONE LIMITED	4 HOURS TO MIGRATE TO NEW SLIP SERVICES	1		902.00
INV 174249	30/09/2018	TECHNOLOGY ONE LIMITED	4 HOURS TO MIGRATE TO NEW SLIP SERVICES	1	902.00	
EFT31320	12/10/2018	THE WORKWEAR GROUP	CATU5T CTN (Cobalt) Fluted Sleeve Top Size 16 YVONNE RYDER	1		133.15
INV 1084510221/09/2018		THE WORKWEAR GROUP	CATU5T CTN (Cobalt) Fluted Sleeve Top Size 16 YVONNE RYDER	1	84.15	
INV 1080847317/09/2018		THE WORKWEAR GROUP	C.WACURA - CAT1D3 - NAV - NAVY - ZIP JACKET	1	49.00	
EFT31321	12/10/2018	WA POLICE AND COMMUNITY YOUTH CENTRES - NORTHAM	COMMUNITY GRANT 2018/2019 FOR AVON COLOUR BLAST	1		2,200.00
INV SINV16821/08/2018		WA POLICE AND COMMUNITY YOUTH CENTRES - NORTHAM	COMMUNITY GRANT 2018/2019 FOR AVON COLOUR BLAST	1	2,200.00	
EFT31322	12/10/2018	WATTLEUP TRACTORS	PARTS FOR FLAIL MOWER TRIMAX WARLOAD.	1		625.25
INV 1247610	25/09/2018	WATTLEUP TRACTORS	PARTS FOR FLAIL MOWER TRIMAX WARLOAD.	1	53.45	
INV 1247488	19/09/2018	WATTLEUP TRACTORS	PARTS FOR FLAIL MOWER TRIMAX WARLOAD.	1	571.80	
EFT31323	12/10/2018	WOOLFITT HOME IMPROVEMENTS & MAINTENANCE	BAKERS HILL PAVILION. INSTALL NEW TIMBER RAFTERS AND SHADECLOTH TO CRICKET CLUB PERGOLA AS PER QUOTE	1		965.00
INV 00057	08/10/2018	WOOLFITT HOME IMPROVEMENTS & MAINTENANCE	BAKERS HILL PAVILION. INSTALL NEW TIMBER RAFTERS AND SHADECLOTH TO CRICKET CLUB PERGOLA AS PER QUOTE	1	965.00	

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EFT31324	12/10/2018	YVONNE KICKETT	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1		100.00
INV RR02102	02/10/2018	YVONNE KICKETT	ATTENDANCE OF THE ABORIGINAL ADVISORY GROUP MEETING ON THE 02/10/2018.	1	100.00	
EFT31325	17/10/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN NORTHAM TOWNSITE - GORDON STREET AVENUE.	1		8,721.57
INV 2933	05/10/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN NORTHAM TOWNSITE - GORDON STREET AVENUE.	1	8,721.57	
EFT31326	17/10/2018	AVON VALLEY ARTS SOCIETY (INC)	BOND REFUND FOR BOOKING #3578 PLEASE USE "NAP 18 KEY BOND REFUND"	2		500.00
INV T1091	17/10/2018	AVON VALLEY ARTS SOCIETY (INC)	BOND REFUND FOR BOOKING #3578 PLEASE USE "NAP 18 KEY BOND REFUND"	2	500.00	
EFT31327	17/10/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF AUGUST 2018.	2		3,237.94
INV T1080	17/10/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF AUGUST 2018.	2	1,900.78	
INV T995	17/10/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2018.	2	56.65	
INV T1080	17/10/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2018.	2	1,280.51	
EFT31328	17/10/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2018.	2		1,548.50
INV T1079	17/10/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF AUGUST 2018.	2	556.65	
INV T1079	17/10/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2018.	2	991.85	
EFT31329	17/10/2018	CHEP ANDREW SMITH	BOND REFUND FOR BUILDING APP NO 17273.	2		1,000.00
INV T1029	17/10/2018	CHEP ANDREW SMITH	BOND REFUND FOR BUILDING APP NO 17273.	2	1,000.00	

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EFT31330	17/10/2018	J & A BUILDING PTY LTD	RETURN PAYMENT OF INFRASTRUCTURE BOND TO J 7 A BUILDING AS HE WAS CHARGED INCORRECTLY BLD APP NO 18150 - RECEIPT NO. 115386 27/8/2018.	2		1,000.00
INV T1090	17/10/2018	J & A BUILDING PTY LTD	RETURN PAYMENT OF INFRASTRUCTURE BOND TO J 7 A BUILDING AS HE WAS CHARGED INCORRECTLY BLD APP NO 18150 - RECEIPT NO. 115386 27/8/2018.	2	1,000.00	
EFT31331	17/10/2018	MALCOLM SEAWARD	REFUND OF DEPOSIT PAID ON CAT TRAP ASTRAP HAS NOW BEEN RETURNED.	2		100.00
INV T1099	17/10/2018	MALCOLM SEAWARD	REFUND OF DEPOSIT PAID ON CAT TRAP ASTRAP HAS NOW BEEN RETURNED.	2	100.00	
EFT31332	17/10/2018	TRACI LEE ATKINSON	PARTIAL REFUND OF PERFORMANCE BOND - TOWN PLANNING.	2		5,000.00
INV T905	17/10/2018	TRACI LEE ATKINSON	PARTIAL REFUND OF PERFORMANCE BOND - TOWN PLANNING.	2	5,000.00	
EFT31333	19/10/2018	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR SEPTEMBER 2018.	1		24,663.83
INV SEPTEMBER 09/2018		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR SEPTEMBER 2018.	1	24,663.83	
EFT31334	19/10/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN NORTHAM TOWNSITE - GORDON STREET AVENUE.	1		8,521.50
INV 2936	12/10/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN NORTHAM TOWNSITE - GORDON STREET AVENUE.	1	8,521.50	
EFT31335	19/10/2018	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA - SEPTEMBER 2018.	1		1,138.49
INV SEPTEMBER 09/2018		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA - SEPTEMBER 2018.	1	1,138.49	
EFT31336	19/10/2018	ABBOTTS FORGE	PN1408 - FIT FIRE EXTINGUISHER TO JOHN DEERE	1		150.00
INV 0000295910/10/2018		ABBOTTS FORGE	PN1408 - FIT FIRE EXTINGUISHER TO JOHN DEERE	1	150.00	
EFT31337	19/10/2018	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	HAMMER LOCKS FOR TRAILER CONNECTIONS	1		78.41
INV 6183186	12/09/2018	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	2 SHACKLES FOR MITSUBISHI FUSO TIP TRUCK	1	24.00	
INV 6192286	01/10/2018	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	HAMMER LOCKS FOR TRAILER CONNECTIONS	1	42.61	

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INV 6192283	01/10/2018	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	HAMMER LOCK FOR TRAILER	1	11.80	
EFT31338	19/10/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	COLLECTION FOR OUTSTANDING RATES	1		2,604.60
INV 85403	26/09/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	COLLECTION FOR OUTSTANDING RATES	1	5.50	
INV 85377	26/09/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	COLLECTION FOR OUTSTANDING RATES	1	2,599.10	
EFT31339	19/10/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		103.60
INV DEDUCT16	16/10/2018	AUSTRALIAN SERVICES UNION	Payroll deductions		103.60	
EFT31340	19/10/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 16/10/2018.	1		56,444.00
INV PAYG 16	16/10/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 16/10/2018.	1	56,444.00	
EFT31341	19/10/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	30,000KM SERVICE ON MITSUBISHI ASX N9467 BOOKED IN FOR 12TH SEPTEMBER 2018.	1		349.40
INV 317981	12/09/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	30,000KM SERVICE ON MITSUBISHI ASX N9467 BOOKED IN FOR 12TH SEPTEMBER 2018.	1	349.40	
EFT31342	19/10/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - FOR P/E 07/10/2018.	1		1,568.00
INV 0091	07/10/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - FOR P/E 07/10/2018.	1	1,568.00	
EFT31343	19/10/2018	AVON SERVICE SPECIALISTS	BAKERS HILL 2.4 - PARTS & LABOUR	1		866.15
INV 15364	18/09/2018	AVON SERVICE SPECIALISTS	BAKERS HILL 2.4 - PARTS & LABOUR	1	866.15	
EFT31344	19/10/2018	AVON WASTE	RUBBISH COLLECTION FOR F/E 28/09/2018.	1		37,197.38
INV 30930	28/09/2018	AVON WASTE	RUBBISH COLLECTION FOR F/E 28/09/2018.	1	37,197.38	

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EFT31345	19/10/2018	CDA AIR & SOLAR	REPLACE FILTER ON FOYER / FRONT DESK AIR CONDITIONER AT NORTHAM REC CENTRE AS PER QUOTE N3948.	1		203.50
INV 0000426909/10/2018	19/10/2018	CDA AIR & SOLAR	REPLACE FILTER ON FOYER / FRONT DESK AIR CONDITIONER AT NORTHAM REC CENTRE AS PER QUOTE N3948.	1	203.50	
EFT31346	19/10/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN	1		3,208.23
INV 87170	17/09/2018	COUNTRY COPIERS NORTHAM	COPIER SERVICE, METER READING AND TONER	1	856.17	
INV 87220	02/10/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN	1	2,352.06	
EFT31347	19/10/2018	DE VITA LEGAL	HANGAR 15 LEASE AGREEMENT	1		1,650.00
INV 18/9206	09/10/2018	DE VITA LEGAL	HANGAR 15 LEASE AGREEMENT	1	1,650.00	
EFT31348	19/10/2018	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2018/2019 ESL QUARTER 1 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES OF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36ZJ AND OPTION B AGREEMENT ARRANGEMENTS.	1		170,268.26
INV 147998	21/08/2018	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2018/2019 ESL QUARTER 1 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES OF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36ZJ AND OPTION B AGREEMENT ARRANGEMENTS.	1	170,268.26	
EFT31349	19/10/2018	E FIRE & SAFETY	KILARRA. MONTHLY FIRE PANEL TESTING FOR SEP.	1		931.70
INV 0022605017/09/2018	17/09/2018	E FIRE & SAFETY	RECREATION CENTRE MONTHLY FIRE PANEL TESTING FOR SEP.	1	236.50	
INV 0022601517/09/2018	17/09/2018	E FIRE & SAFETY	NORTHAM TOWN HALL MONTHLY FIRE PANEL TESTING FOR SEP.	1	162.80	

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INV 0022619617/09/2018		E FIRE & SAFETY	KILARRA. MONTHLY FIRE PANEL TESTING FOR SEP.	1	532.40	
EFT31350	19/10/2018	EASIFLEET	Payroll deductions	1		2,136.31
INV DEDUCT16/10/2018		EASIFLEET	Payroll deductions		1,194.12	
INV DEDUCT16/10/2018		EASIFLEET	Payroll deductions		942.19	
EFT31351	19/10/2018	EL CABALLO SOCIAL GOLF CLUB INC	SENIOR SPORT FUNDING	1		300.00
INV 0000034501/10/2018		EL CABALLO SOCIAL GOLF CLUB INC	SENIOR SPORT FUNDING	1	200.00	
INV 0000034611/10/2018		EL CABALLO SOCIAL GOLF CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT31352	19/10/2018	ELDERS LIMITED	25KG BAG ECO EMERALD FERTILISER.	1		5,550.40
INV AX4976914/09/2018		ELDERS LIMITED	25KG BAG ECO EMERALD FERTILISER.	1	2,563.00	
INV C385357 04/09/2018		ELDERS LIMITED	20L GLYPHOSATE	1	346.50	
INV C395909 26/09/2018		ELDERS LIMITED	20L DRUM OF GLYPHOSATE	1	570.90	
INV AX4968509/08/2018		ELDERS LIMITED	ECO RED FERTILIZER BAGS (25KG)	1	2,070.00	
EFT31353	19/10/2018	GLENN STUART BEVERIDGE	PICK UP AND REMOVE DUMPED ASBESTOS CORNER OF SMITH & EADINE ROADS IN CLACKLINE	1		726.00
INV 3	11/09/2018	GLENN STUART BEVERIDGE	PICK UP AND REMOVE DUMPED ASBESTOS CORNER OF SMITH & EADINE ROADS IN CLACKLINE	1	495.00	
INV 30	31/07/2018	GLENN STUART BEVERIDGE	INSTALL OF 5 NOTICEBOARDS ON WALLS	1	231.00	
EFT31354	19/10/2018	GRAFTON ELECTRICS	SET UP POWER AND LIGHTS FOR THE AVON RIVER FESTIVAL.	1		1,796.83
INV 5234	03/08/2018	GRAFTON ELECTRICS	SET UP POWER AND LIGHTS FOR THE AVON RIVER FESTIVAL.	1	1,796.83	
EFT31355	19/10/2018	HOST AUTO REPAIRS	IRISHTOWN 2.4 - REPAIRS TO WATER TANK AND UNDER BED PLUMBING	1		1,527.40
INV 62444	18/09/2018	HOST AUTO REPAIRS	IRISHTOWN 2.4 - ANNUAL SERVICE, MAINTENANCE, PARTS & LABOUR	1	721.15	
INV 62453	19/09/2018	HOST AUTO REPAIRS	IRISHTOWN 2.4 - REPAIRS TO WATER TANK AND UNDER BED PLUMBING	1	806.25	

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EFT31356	19/10/2018	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/09/2018 TO 30/09/2018	1		517.13
INV 6020539	30/09/2018	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/09/2018 TO 30/09/2018	1	517.13	
EFT31357	19/10/2018	JONES CONTRACTING PTY LTD	GRAVEL TO BE PICKED UP BY SHIRE OF NORTHAM	1		783.20
INV 3975	30/09/2018	JONES CONTRACTING PTY LTD	GRAVEL TO BE PICKED UP BY SHIRE OF NORTHAM	1	783.20	
EFT31358	19/10/2018	LGIS WA	2ND INSTALLMENT INSURANCE RENEWAL INVOICES 100-132483, 100-132554, 100-132573, 100-132847	1		284,106.03
INV SEPTEMBER	30/09/2018	LGIS WA	2ND INSTALLMENT INSURANCE RENEWAL INVOICES 100-132483, 100-132554, 100-132573, 100-132847	1	284,106.03	
EFT31359	19/10/2018	MAYBERRY HAMMOND & CO	DEED OF VARIATION FOR WHEATBELT NRM 269 FITZGERALD STREET A11139	1		1,221.00
INV 41456	27/06/2018	MAYBERRY HAMMOND & CO	FURTHER CHARGES FOR CHANGES MADE TO AERO CLUB AGREEMENT	1	187.00	
INV 41585	03/09/2018	MAYBERRY HAMMOND & CO	DEED OF VARIATION FOR WHEATBELT NRM 269 FITZGERALD STREET A11139	1	693.00	
INV 41654	09/10/2018	MAYBERRY HAMMOND & CO	ANNUAL SOLICITORS REPRESENTATION AUDIT	1	341.00	
EFT31360	19/10/2018	MCLEODS BARRISTERS & SOLICITORS	LEGAL REPRESENTATION REGARDING PLANNING PROSECUTION - 29 MC MULLEN ROAD	1		2,112.70
INV 104871	27/09/2018	MCLEODS BARRISTERS & SOLICITORS	LEGAL REPRESENTATION REGARDING PLANNING PROSECUTION - 29 MC MULLEN ROAD	1	2,112.70	
EFT31361	19/10/2018	NATURE'S ALTERNATIVE	KOALA FART SPRAY	1		112.50
INV ZJ88101030	30/09/2018	NATURE'S ALTERNATIVE	KOALA FART SPRAY	1	112.50	
EFT31362	19/10/2018	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM - 15/08/2018 TO 14/09/2018	1		1,693.24
INV 9138906315	08/2018	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM - 15/08/2018 TO 14/09/2018	1	846.62	
INV 9142202015	09/2018	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM 15/09/2018 TO 14/10/2018	1	846.62	

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EFT31363	19/10/2018	NORTHAM & DISTRICTS GLASS SERVICE	ADMIN BUILDING. REPLACE BROKEN WINDOW FROM ATTEMPTED BREAK IN. POLICE NUMBER 041018031016457	1		272.80
INV 2129	12/10/2018	NORTHAM & DISTRICTS GLASS SERVICE	ADMIN BUILDING. REPLACE BROKEN WINDOW FROM ATTEMPTED BREAK IN. POLICE NUMBER 041018031016457	1	272.80	
EFT31364	19/10/2018	NORTHAM AMATEUR BASKETBALL ASSOCIATION	KIDSPORT FUNDING	1		4,050.00
INV KS02613	13/10/2018	NORTHAM AMATEUR BASKETBALL ASSOCIATION	KIDSPORT FUNDING	1	390.00	
INV KS02613	13/10/2018	NORTHAM AMATEUR BASKETBALL ASSOCIATION	KIDSPORT FUNDING	1	1,040.00	
INV KS02594	04/10/2018	NORTHAM AMATEUR BASKETBALL ASSOCIATION	KIDSPORT FUNDING	1	2,620.00	
EFT31365	19/10/2018	NORTHAM FLORIST	FLOWERS FOR H PULLEINE	1		70.00
INV 19893	25/06/2018	NORTHAM FLORIST	FLOWERS FOR H PULLEINE	1	70.00	
EFT31366	19/10/2018	NORTHAM HOLDEN	CARRY OUT 30,000KM SERVICE ON HOLDEN CAPTIVA N11120.	1		252.71
INV 121218	11/09/2018	NORTHAM HOLDEN	CARRY OUT 30,000KM SERVICE ON HOLDEN CAPTIVA N11120.	1	252.71	
EFT31367	19/10/2018	OFFICEWORKS SUPERSTORES PTY LTD	IPAD 6TH GEN 32GB WIFI GOLD	1		1,751.83
INV 4024903	205/09/2018	OFFICEWORKS SUPERSTORES PTY LTD	IPAD 6TH GEN 32GB WIFI GOLD	1	1,416.95	
INV 4030093	611/09/2018	OFFICEWORKS SUPERSTORES PTY LTD	Datalogic Gryphon Barcode Scanner	1	299.00	
INV 399317	0007/08/2018	OFFICEWORKS SUPERSTORES PTY LTD	BRATECK 65" TRIPOD PORTABLE PROJECTOR SCREEN BLACK	1	35.88	
EFT31368	19/10/2018	OSHGROUP PTY LTD	FAILURE TO ATTEND - RAYMOND GEARY	1		1,376.09
INV 001214	2822/08/2018	OSHGROUP PTY LTD	FAILURE TO ATTEND - RAYMOND GEARY	1	840.17	
INV 001201	5624/07/2018	OSHGROUP PTY LTD	SUPPLEMENTARY REPORT - RAYMOND GEARY	1	267.96	
INV 001206	4103/08/2018	OSHGROUP PTY LTD	SUPPLEMENTARY REPORT - RAYMOND GEARY	1	267.96	

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EFT31369	19/10/2018	OXTER SERVICES	BOX OF 240L GARBAGE BAGS	1		145.77
INV 20309	27/09/2018	OXTER SERVICES	BOX OF 240L GARBAGE BAGS	1	145.77	
EFT31370	19/10/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY FEE FOR DAILY MONITORING, AUGUST 2018.	1		85.00
INV 23963	30/08/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY FEE FOR DAILY MONITORING, AUGUST 2018.	1	85.00	
EFT31371	19/10/2018	PRESTIGE ALARMS	ADMIN BUILDING. REMOTE ACCESS TO RESOLVE TITAN SOFTWARE ISSUE.	1		192.50
INV 0010044817/09/2018		PRESTIGE ALARMS	ADMIN BUILDING. REMOTE ACCESS TO RESOLVE TITAN SOFTWARE ISSUE.	1	192.50	
EFT31372	19/10/2018	PRIMARIES OF WA PTY LTD	20KG BAG GROWSORB GRANUALS	1		2,144.20
INV 2520020014/09/2018		PRIMARIES OF WA PTY LTD	20KG BAG GROWSORB GRANUALS	1	2,144.20	
EFT31373	19/10/2018	PROFESSIONAL LOCKSERVICE	BROOME TERRACE PARK. SUPPLY 2 X D07 PADLOCKS.	1		1,433.30
INV 0010280709/07/2018		PROFESSIONAL LOCKSERVICE	BERT HAWKE PAVILION. SUPPLY AND POST TO SITE BH3 DEAD LOCK WITH SNIB INSIDE.	1	149.60	
INV 0010306909/10/2018		PROFESSIONAL LOCKSERVICE	BROOME TERRACE PARK. SUPPLY 2 X D07 PADLOCKS.	1	746.90	
INV 0010307009/10/2018		PROFESSIONAL LOCKSERVICE	BERT HAWKE PAVILION. SUPPLY AND DELIVER 5 X D07 PADLOCKS AND 2 X KEYS TO SUIT.	1	536.80	
EFT31374	19/10/2018	PROMPT SETTLEMENTS	Rates refund for assessment A12207 47 NEWCASTLE ROAD NORTHAM WA 6401	1		1,458.27
INV A12207	15/10/2018	PROMPT SETTLEMENTS	Rates refund for assessment A12207 47 NEWCASTLE ROAD NORTHAM WA 6401		1,458.27	
EFT31375	19/10/2018	PUBLIC TRANSPORT AUTHORITY	TRANSPERTH TICKETS FOR SEPTEMBER 2018.	1		236.48
INV SEPTEMBER30/09/2018		PUBLIC TRANSPORT AUTHORITY	TRANSPERTH TICKETS FOR SEPTEMBER 2018.	1	236.48	
EFT31376	19/10/2018	QUALITY TRAFFIC MANAGEMENT PTY LTD	DESIGN TRAFFIC MANAGEMENT PLAN & TGS(S)	1		1,932.70
INV 25991	30/09/2018	QUALITY TRAFFIC MANAGEMENT PTY LTD	DESIGN TRAFFIC MANAGEMENT PLAN & TGS(S)	1	1,932.70	
EFT31377	19/10/2018	QUBE LOGISTICS	DELIVERY OF 920KG DRUM OF CHLORINE TO WASTE WATER TREATMENT PLANT (CLARK STREET).	1		824.29

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INV TS16090814/09/2018		QUBE LOGISTICS	DELIVERY OF 920KG DRUM OF CHLORINE TO WASTE WATER TREATMENT PLANT (CLARK STREET).	1	824.29	
EFT31378	19/10/2018	RED DOT STORES	ITEMS FOR CHILDREN'S ACTIVITY TIME AND LIBRARY DISPLAY	1		82.00
INV 3764907521/09/2018		RED DOT STORES	BIRTHDAY PARTY SUPPLIES.	1	24.00	
INV 3722994221/08/2018		RED DOT STORES	ITEMS FOR CHILDREN'S ACTIVITY TIME AND LIBRARY DISPLAY	1	39.00	
INV 3684696620/07/2018		RED DOT STORES	PRIZE FOR LIBRARY READING PROGRAM WINNER	1	19.00	
EFT31379	19/10/2018	ROAD AND TRAFFIC SERVICES	INSTALL PAVEMENT MARKINGS AT FERMOY AVE BUS BAY - INCLUDES MOBILISATION AS PER QUOTE# 19RM001.	1		979.00
INV 0000771116/09/2018		ROAD AND TRAFFIC SERVICES	INSTALL PAVEMENT MARKINGS AT FERMOY AVE BUS BAY - INCLUDES MOBILISATION AS PER QUOTE# 19RM001.	1	979.00	
EFT31380	19/10/2018	SAFE T CARD AUSTRALIA PTY LTD	SAFET CARD MONITORING FEES FOR DEVELOPMENT SERVICES - OCTOBER 2018 - DECEMBER 2018	1		924.00
INV INV-137101/10/2018		SAFE T CARD AUSTRALIA PTY LTD		1	924.00	
EFT31381	19/10/2018	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADS- COMMUNITY CINEMAS VOLUNTEERS	1		350.90
INV 7073491430/09/2018		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS ADS AUGUST 2018-JUNE 2019	1	88.00	
INV 7073491530/09/2018		SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADS- COMMUNITY CINEMAS VOLUNTEERS	1	262.90	
EFT31382	19/10/2018	ST JOHN AMBULANCE AUSTRALIA	ST JOHN AMBULANCE- AVON RIVER FESTIVAL 2018	1		1,178.10
INV CYINV0001/10/2018		ST JOHN AMBULANCE AUSTRALIA	BILYA KOORT BOODJA CENTRE OPENING 11 AUGUST	1	346.50	
INV CYINV0001/10/2018		ST JOHN AMBULANCE AUSTRALIA	ST JOHN AMBULANCE- AVON RIVER FESTIVAL 2018	1	831.60	
EFT31383	19/10/2018	SUZANNA DOUGLAS	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION.	1		54.30
INV 2198280	15/10/2018	SUZANNA DOUGLAS	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION.	1	54.30	
EFT31384	19/10/2018	THE LIMES ORCHARD STAY- PT & JA PERKINS	STOCK PURCHASES FOR VISITORS CENTRE	1		109.20

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INV 0000095510/10/2018		THE LIMES ORCHARD STAY - PT & JA PERKINS	STOCK PURCHASES FOR VISITORS CENTRE	1	109.20	
EFT31385	19/10/2018	THE WORKWEAR GROUP	UNIFORM FOR KATE BURTON.	1		297.50
INV 1082328321/09/2018		THE WORKWEAR GROUP	UNIFORM FOR KATE BURTON.	1	297.50	
EFT31386	19/10/2018	TOTAL INSTALL SOLUTIONS AUST PTY LTD	UBIQUITI USG ROUTER	1		831.60
INV 0510	05/10/2018	TOTAL INSTALL SOLUTIONS AUST PTY LTD	UBIQUITI USG ROUTER	1	831.60	
EFT31387	19/10/2018	VODAFONE	HARVEST BAN LINE	1		509.74
INV 1121302406/10/2018		VODAFONE	HARVEST BAN LINE	1	509.74	
EFT31388	19/10/2018	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES FROM 1/10/18 - 14/10/18	1		6,718.25
INV 01756	01/10/2018	WA CONTRACT RANGER SERVICES	CAT MANGEMENT EXPENSE - SEPTEMBER	1	165.00	
INV 01774	15/10/2018	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES FROM 1/10/18 - 14/10/18	1	6,553.25	
EFT31389	19/10/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CR ANTONIO - STAGE THREE - DIPLOMA PLANNING PRACTICES ADVANCE	1		1,545.00
INV 13073340 20/09/2018		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CR ANTONIO - STAGE THREE - DIPLOMA PLANNING PRACTICES ADVANCE	1	515.00	
INV 13073342 20/09/2018		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CR ANTONIO - STAGE THREE - DIPLOMA INTEGRATED STRATEGIC PLANNING	1	515.00	
INV 13073341 20/09/2018		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CR ANTONIO - STAGE THREE - DIPLOMA INFRASTRUCTURE ASSET MANAGEMENT	1	515.00	
EFT31390	19/10/2018	WOOLFITT HOME IMPROVEMENTS & MAINTENANCE	BAKERS HILL HOOPER PARK TOILETS. REPLACE BOTHE MALE AND FEMALE TOILETS, LIKE FOR LIKE.	1		360.00
INV 2018001	15/10/2018	WOOLFITT HOME IMPROVEMENTS & MAINTENANCE	BAKERS HILL HOOPER PARK TOILETS. REPLACE BOTHE MALE AND FEMALE TOILETS, LIKE FOR LIKE.	1	260.00	
INV 00058	08/10/2018	WOOLFITT HOME IMPROVEMENTS & MAINTENANCE	FLUFFY DUCKLINGS DAYCARE. REPAIR BATHROOM SINK, COMING AWAY FROM WALL.	1	100.00	
EFT31391	22/10/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 208 Interest payment - NORTHAM COUNTRY CLUB	1		3,352.28
INV 208	22/10/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 208 Interest payment - NORTHAM COUNTRY CLUB		3,352.28	

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EFT31392	26/10/2018	ABBOTTS FORGE	SOUTHERN BROOK HALL. REPAIR BROKEN STAINLESS STEEL CASTOR WHEEL ON KITCHEN ISLAND BENCH.	1		220.00
INV 000333012	10/2018	ABBOTTS FORGE	SOUTHERN BROOK HALL. REPAIR BROKEN STAINLESS STEEL CASTOR WHEEL ON KITCHEN ISLAND BENCH.	1	220.00	
EFT31393	26/10/2018	ADT SECURITY	MONITORING - STANDARD & SCHEDULED MAINTENANCE FOR KILLARA 01/09/2018 TO 30/11/2018.	1		247.32
INV 2195786928	09/2018	ADT SECURITY	PATROL OF KILLARA COTTAGE - INTRUDER ALARM - ALL CLEAR	1	107.40	
INV 2189655501	09/2018	ADT SECURITY	MONITORING - STANDARD & SCHEDULED MAINTENANCE FOR KILLARA 01/09/2018 TO 30/11/2018.	1	139.92	
EFT31394	26/10/2018	AG IMPLEMENT'S NORTHAM PTY LTD	CUTTING TIP FOR AUGER	1		28.71
INV 343172	18/09/2018	AG IMPLEMENT'S NORTHAM PTY LTD	CUTTING TIP FOR AUGER	1	28.71	
EFT31395	26/10/2018	ANDY'S PLUMBING SERVICE	KURINGAL VILLAGE. UNIT 2 RECTIFICATION WORKS TO BATHROOM FLOOR WASTES.	1		3,136.10
INV A18169	10/10/2018	ANDY'S PLUMBING SERVICE	KATRINE TOILETS. REPAIR MALE URINAL TOILET. WATER ISOLATED AS CONTINUOUS RUNNING.	1	305.80	
INV A18168	10/10/2018	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. UNBLOCK DISABLE TOILET.	1	203.50	
INV A18170	10/10/2018	ANDY'S PLUMBING SERVICE	BAKERS HILL PAVILION. REPAIR WATER FOUNTAIN TO PLAYGROUND.	1	368.50	
INV A18173	10/10/2018	ANDY'S PLUMBING SERVICE	NORTHAM AERODROME. HANGAR 9. REPLACE LEAKING WATER METER.	1	253.00	
INV A18172	10/10/2018	ANDY'S PLUMBING SERVICE	REC CENTRE. REPLACE BASIN TAP IN MALE TOILET.	1	489.50	
INV A18171	10/10/2018	ANDY'S PLUMBING SERVICE	KURINGAL VILLAGE. UNIT 2 RECTIFICATION WORKS TO BATHROOM FLOOR WASTES.	1	1,078.00	
INV A18137	09/10/2018	ANDY'S PLUMBING SERVICE	MONTHLY CHARGES TO SERVICE WATER LESS URINALS AT BERNARD PARK PUBLIC TOILETS FOR THE PERIOD JULY 2018 TO JUNE 2019.	1	437.80	
EFT31396	26/10/2018	AUSTRALIA POST	SEPTEMBER 2018 AUSTRALIA POST ACCOUNT	1		3,766.76
INV SEPTEMBER	09/2018	AUSTRALIA POST	SEPTEMBER 2018 AUSTRALIA POST ACCOUNT	1	3,766.76	
EFT31397	26/10/2018	AUSTRALIAN PAPER	x 1500 WINDOW FACED ENVELOPES FOR DOG REGISTRATIONS - 140034	1		200.90

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INV 96067351	27/09/2018	AUSTRALIAN PAPER	x 1500 WINDOW FACED ENVELOPES FOR DOG REGISTRATIONS - 140034	1	200.90	
EFT31398	26/10/2018	AUTOPRO NORTHAM	BATTERY XDIN44MF FOR SPRAY CLEANER WASH DOWN BAY	1		190.40
INV 747134	28/09/2018	AUTOPRO NORTHAM	BATTERY TERMINAL FOR HIGH PRESSURE CLEANER	1	10.20	
INV 742816	31/08/2018	AUTOPRO NORTHAM	BATTERY XDIN44MF FOR SPRAY CLEANER WASH DOWN BAY	1	147.95	
INV 734266	11/07/2018	AUTOPRO NORTHAM	2 X TRAILER PLUGS	1	32.25	
EFT31399	26/10/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	60000KM SERVICE TO MITSUBISHI OUTLANDER PN1613 - N11069	1		512.75
INV 318765	27/09/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	60000KM SERVICE TO MITSUBISHI OUTLANDER PN1613 - N11069	1	512.75	
EFT31400	26/10/2018	AVON VALLEY CONTRACTORS	SHIFT ROLLER FROM LEAVER ROAD TO OLD COACH ROAD	1		989.00
INV 2477	09/10/2018	AVON VALLEY CONTRACTORS	SHIFT ROLLER FROM LEAVER ROAD TO OLD COACH ROAD	1	495.00	
INV 2928	05/10/2018	AVON VALLEY CONTRACTORS	20L BAGS OF SHEEP MANURE	1	494.00	
EFT31401	26/10/2018	AVON VALLEY TOYOTA	SUPPLY NEW TOYOTA COASTER BUS 4.0L DSL M/T STANDARD + A/C MODEL XZB70R-ZEMSYQ INCLUDING FULL TANK OF FUEL, FRENCH VANILLA SOLID (932632000-058), FREIGHT & DELIVERY AS PER QUOTE# 4456 BUS IS TO BE REGISTERED WITH EXISTING NUMBER PLATE WHICH IS ON CURRENT COMMUNITY BUS N.009.	1		113,990.00
INV 4456	10/10/2018	AVON VALLEY TOYOTA	SUPPLY NEW TOYOTA COASTER BUS 4.0L DSL M/T STANDARD + A/C MODEL XZB70R-ZEMSYQ INCLUDING FULL TANK OF FUEL, FRENCH VANILLA SOLID (932632000-058), FREIGHT & DELIVERY AS PER QUOTE# 4456 BUS IS TO BE REGISTERED WITH EXISTING NUMBER PLATE WHICH IS ON CURRENT COMMUNITY BUS N.009.	1	113,990.00	
EFT31402	26/10/2018	AVW ELECTRICAL	AERODROME TOILETS. REPLACE LIGHTING IN TOILETS AS PER DISCUSSION.	1		957.00

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INV A2372	15/10/2018	AVW-ELECTRICAL	AERODROME TOILETS. REPLACE LIGHTING IN TOILETS AS PER DISCUSSION.	1	957.00	
EFT31403	26/10/2018	BEAUREPAIRES	REPLACEMENT TRYRES ON MAZDA CX5 PN1519 - N3433	1		1,782.51
INV 6410174626/09/2018		BEAUREPAIRES	REPLACEMENT TRYRES ON MAZDA CX5 PN1519 - N3433	1	1,019.12	
INV 6410174626/09/2018		BEAUREPAIRES	2 REPLACEMENT TYRES ON HOLDEN CAPTIVA PN1707 - N11120	1	698.82	
INV 6410182328/09/2018		BEAUREPAIRES	PROJECT DEVELOPMENT MANAGER VEHICLE. PN1515 PUNCTURE REPAIR ON TYRE	1	64.57	
EFT31404	26/10/2018	CHEM-DRY BETTA FINISH	OLD ADMIN BUILDING. CLEAN CARPETS AS PER QUOTE.	1		620.00
INV 23282	20/10/2018	CHEM-DRY BETTA FINISH	OLD ADMIN BUILDING. CLEAN CARPETS AS PER QUOTE.	1	620.00	
EFT31405	26/10/2018	CLAW ENVIRONMENTAL	REMOVAL OF DRUMS FROM COLLECTIONS ON 14TH & 21ST SEPTEMBER	1		1,237.98
INV 0001575511/10/2018		CLAW ENVIRONMENTAL	REMOVAL OF DRUMS FROM COLLECTIONS ON 14TH & 21ST SEPTEMBER	1	1,237.98	
EFT31406	26/10/2018	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR FOR IT.	1		400.00
INV 5574	16/08/2018	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR FOR IT.	1	400.00	
EFT31407	26/10/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/ METER READING FOR KILLARA PHOTOCOPIER	1		462.00
INV 42056	21/09/2018	COUNTRY COPIERS NORTHAM	Spiral Work books	1	24.80	
INV 87181	17/09/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/ METER READING FOR KILLARA PHOTOCOPIER	1	437.20	
EFT31408	26/10/2018	COUNTRYWIDE GROUP	CHEMICALS FOR WUNDOWIE POOL.	1		3,350.84
INV 26205	20/10/2018	COUNTRYWIDE GROUP	CHEMICALS FOR NORTHAM POOL	1	1,651.80	
INV 26206	20/10/2018	COUNTRYWIDE GROUP	CHEMICALS FOR WUNDOWIE POOL	1	1,699.04	
EFT31409	26/10/2018	COURIER AUSTRALIA	COURIER AUSTRALIA FREIGHT CHARGES SEPTEMBER 2018	1		317.89
INV 0373	28/09/2018	COURIER AUSTRALIA	COURIER AUSTRALIA FREIGHT CHARGES SEPTEMBER 2018	1	34.61	

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INV 0372	21/09/2018	COURIER AUSTRALIA	COURIER AUSTRALIA FREIGHT CHARGERS SEPTEMBER 2018	1	283.28	
EFT31410	26/10/2018	D CLEMENTS SMASH REPAIRS	\$1000 INSURANCE EXCESS FOR UD TIPPER	1		1,000.00
INV 2835	23/10/2018	D CLEMENTS SMASH REPAIRS	\$1000 INSURANCE EXCESS FOR UD TIPPER	1	1,000.00	
EFT31411	26/10/2018	DANIELS HEALTH SERVICES PTY LTD	CLACKLINE TOILETS. SUPPLY INSTALL AND SERVICE 2	1		720.72
INV 1691663	30/09/2018	DANIELS HEALTH SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS - SERVICING OF SHARPS SAFES SEPTEMBER 2018.	1	90.09	
INV 1683251	31/08/2018	DANIELS HEALTH SERVICES PTY LTD	CLACKLINE TOILETS. SUPPLY INSTALL AND SERVICE 2	1	180.18	
INV 1691661	30/09/2018	DANIELS HEALTH SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES SEPTEMBER 2018.	1	180.18	
INV 1691662	30/09/2018	DANIELS HEALTH SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES SEPTEMBER 2018.	1	180.18	
INV 1691660	30/09/2018	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SERVICING OF SHARPS SAFES SEPTEMBER 2018.	1	90.09	
EFT31413	26/10/2018	DINGHY WORLD	SUPPLY ONE LIGHT GREY WHALY HULL 310 WITH NEW 6HP MERCURY TILLER OUTBOARD WITH IN BUILT FUEL TANK.	1		3,990.00
INV 63535	12/10/2018	DINGHY WORLD	SUPPLY ONE LIGHT GREY WHALY HULL 310 WITH NEW 6HP MERCURY TILLER OUTBOARD WITH IN BUILT FUEL TANK.	1	3,990.00	
EFT31414	26/10/2018	DRACO AIR PTY LTD	REPLACE RETURN AIR GRILLE IN SHIRE ADMINISTRATION BUILDING.	1		527.39
INV DA7395	27/09/2018	DRACO AIR PTY LTD	REPLACE RETURN AIR GRILLE IN SHIRE ADMINISTRATION BUILDING.	1	527.39	
EFT31415	26/10/2018	ELDERS LIMITED	20L GLYPHOSATE.	1		270.60
INV C3 9596811/10/2018		ELDERS LIMITED	20L GLYPHOSATE.	1	270.60	
EFT31416	26/10/2018	EMERG SOLUTIONS PTY LTD	ANNUAL BART SUBSCRIPTION LICENCE RENEWAL (LESS 5 MONTHS ALREADY PAID)	1		981.25
INV M270818 27/08/2018		EMERG SOLUTIONS PTY LTD	ANNUAL BART SUBSCRIPTION LICENCE RENEWAL (LESS 5 MONTHS ALREADY PAID)	1	981.25	

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EFT31417	26/10/2018	FM SURVEYS	NORTHAM AERODROME. REPEG LOTS AT AERODROME AS PER DRAWING SUPPLIED.	1		880.00
INV 0020771	15/10/2018	FM SURVEYS	NORTHAM AERODROME. REPEG LOTS AT AERODROME AS PER DRAWING SUPPLIED.	1	880.00	
EFT31418	26/10/2018	FULL BOAR SAFETY PTY LTD	PICK UP AND REACHING TOOLS	1		2,530.00
INV SIN08808/10/2018		FULL BOAR SAFETY PTY LTD	PICK UP AND REACHING TOOLS	1	2,530.00	
EFT31419	26/10/2018	FULTON HOGAN INDUSTRIES PTY LTD	4 BAGS OF COLD MIX & 2 X 1000 LTR OF EMULSION	1		8,206.00
INV 1199082516/08/2018		FULTON HOGAN INDUSTRIES PTY LTD	1T BULKA BAG OF COLDMIX	1	2,816.00	
INV 1205933905/09/2018		FULTON HOGAN INDUSTRIES PTY LTD	4 BAGS OF COLD MIX & 2 X 1000 LTR OF EMULSION	1	5,390.00	
EFT31420	26/10/2018	GDR CIVIL CONTRACTING PTY LTD	FLOATING MACHINERY FROM KATRINE ROAD TO CHINGANNING ROAD.	1		1,897.50
INV 1397	31/08/2018	GDR CIVIL CONTRACTING PTY LTD	FLOATING MACHINERY FROM KATRINE ROAD TO CHINGANNING ROAD.	1	1,320.00	
INV 1407	04/10/2018	GDR CIVIL CONTRACTING PTY LTD	HIRE OF FLOAT TO PICK UP TYRE ROLLER FROM DECASTILLA ROAD (APPROX 2-3KMS AFTER YOU HIT THE GRAVEL) AND MOVE TO COATES ROAD	1	577.50	
EFT31421	26/10/2018	GLENN STUART BEVERIDGE	MORBY COTTAGE. REPLACE BROKEN BALLUSTERS, RAILS AND PAINT. REPAIR REAR GATE AND FIX STEEL FLOOR PLATE.	1		6,158.00
INV 18	17/10/2018	GLENN STUART BEVERIDGE	BERT HAWKE PAVILION. REPAIR FIRE DOOR IN HALLWAY, ENSURE PROPER OPERATION.	1	66.00	
INV 11	17/10/2018	GLENN STUART BEVERIDGE	KURINGAL UNIT NUMBER 2. REPLACE SLIDING DOOR LOCK AND GIVE KEY TO TENANT AND REMOVE FITTING FROM FRONT TAP.	1	209.00	
INV 14	17/10/2018	GLENN STUART BEVERIDGE	MORBY COTTAGE. REPLACE BROKEN BALLUSTERS, RAILS AND PAINT. REPAIR REAR GATE AND FIX STEEL FLOOR PLATE.	1	2,123.00	
INV 19	18/10/2018	GLENN STUART BEVERIDGE	KATRINE TOILETS. PAINT ALL TIMBER DOORS AND FRAMES, COLOUR TO MATCH.	1	649.00	
INV 17	17/10/2018	GLENN STUART BEVERIDGE	INCREASE HEIGHT AND ANGLE OF TRUCK RAMP TO POND 2 AND FILL IN EACH SIDE OF TIPPING POINT TO	1	500.00	
INV 10	17/10/2018	GLENN STUART BEVERIDGE		1	121.00	

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INV 9	17/10/2018	GLENN STUART BEVERIDGE	SUPPLY ONE LIGHT GREY WHALY HULL 310 WITH NEW 6HP MERCURY TILLER OUTBOARD WITH IN BUILT FUEL TANK.	1	319.00	
INV 8	17/10/2018	GLENN STUART BEVERIDGE	TOWN HALL. OLD CHAMBERS UPSTAIRS, SUPPLY AND INSTALL BLIND TO STORE ROOM.	1	308.00	
INV 12	17/10/2018	GLENN STUART BEVERIDGE	WUNDOWIE TOWN HALL. REPAIR CEILINGS AFTER CEILING COLLAPSE FROM WATER DAMAGE.	1	1,500.00	
INV 13	17/10/2018	GLENN STUART BEVERIDGE	VISITORS CENTRE. CUT OUT COUNTER TOP TO ALLOW FOR MONITOR TO BE PUSHED BACK.	1	253.00	
INV 15	17/10/2018	GLENN STUART BEVERIDGE	MEMORIAL HALL. REPAIR WINDOW WINDER TO MIDDLE CUBICLE IN FEMALE TOILET AND REPALCE RUBBER DOOR STOP.	1	110.00	
EFT31423	26/10/2018	GRASS VALLEY BUSH FIRE BRIGADE	REIMBURSEMENT FOR REFUELLING OF NORTHAM COMMUNITY BUS WAS NOT FILLED FROM THE PREVIOUS HIRER.	1		45.00
INV RR2410204/10/2018		GRASS VALLEY BUSH FIRE BRIGADE	REIMBURSEMENT FOR REFUELLING OF NORTHAM COMMUNITY BUS WAS NOT FILLED FROM THE PREVIOUS HIRER.	1	45.00	
EFT31424	26/10/2018	GROVE WESLEY DESIGN ART	PRINTING FOR VISITORS CENTRE.	1		37.80
INV 5241	12/10/2018	GROVE WESLEY DESIGN ART	PRINTING FOR VISITORS CENTRE.	1	37.80	
EFT31425	26/10/2018	INDEPENDENT VALUERS OF WESTERN AUSTRALIA	FEE FOR ADDITIONAL VALUATION SERVICES 135 - 155 WELLINGTON STREET, NORTHAM	1		1,650.00
INV 0000271316/04/2018		INDEPENDENT VALUERS OF WESTERN AUSTRALIA	FEE FOR ADDITIONAL VALUATION SERVICES 135 - 155 WELLINGTON STREET, NORTHAM	1	1,650.00	
EFT31426	26/10/2018	JIM MCKENZIE PTY LTD	SERVICE LOCATION ON SPENCERS BROOK ROAD 25TH SPETEMBER 2018.	1		7,656.00
INV J061	28/09/2018	JIM MCKENZIE PTY LTD	SERVICE LOCATION ON SPENCERS BROOK ROAD 25TH SPETEMBER 2018.	1	7,656.00	
EFT31427	26/10/2018	JOHN KAZIMIERZ SYLWESTRZAK	RATES PENSION REBATE REFUND FOR ASSESSMENT A13105 18 OLD YORK ROAD NORTHAM WA 6401	1		477.42
INV A13105	22/10/2018	JOHN KAZIMIERZ SYLWESTRZAK	RATES PENSION REBATE REFUND FOR ASSESSMENT A13105 18 OLD YORK ROAD NORTHAM WA 6401		477.42	

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EFT31428	26/10/2018	JONES CONTRACTING PTY LTD	SUPPLY 3100 TONNE OF GRAVEL @ \$11.00 PER TONNE FOR CHINGANNING ROAD.	1		21,881.20
INV 2468	30/09/2018	JONES CONTRACTING PTY LTD	SUPPLY 3100 TONNE OF GRAVEL @ \$11.00 PER TONNE FOR CHINGANNING ROAD.	1	15,325.75	
INV 3974	30/09/2018	JONES CONTRACTING PTY LTD	SUPPLY 3100 TONNE OF GRAVEL @ \$11.00 PER TONNE FOR CHINGANNING ROAD.	1	6,555.45	
EFT31429	26/10/2018	KLEENWEST DISTRIBUTORS	KARPET KLEEN 5LTR	1		50.82
INV 0003357526	09/2018	KLEENWEST DISTRIBUTORS	KARPET KLEEN 5LTR	1	50.82	
EFT31430	26/10/2018	LANDGATE	MINIMUM CHARGE MINING TENEMENTS CHARGEABLE SCHEDULE NO. M2018/5 DATED 07/08/2018 TO 05/09/2018.	1		39.00
INV 342992-1021	09/2018	LANDGATE	MINIMUM CHARGE MINING TENEMENTS CHARGEABLE SCHEDULE NO. M2018/5 DATED 07/08/2018 TO 05/09/2018.	1	39.00	
EFT31431	26/10/2018	LANDMARK	20L DRUMS OF GLYSOPHATE	1		1,189.78
INV 9010459326	09/2018	LANDMARK	MEMORIAL HALL. SUPPLY AND DELIVER TO SITE 4 X GAS BOTTLES.	1	500.02	
INV 9010219819	09/2018	LANDMARK	20L DRUMS OF GLYSOPHATE	1	561.00	
INV 9010074414	09/2018	LANDMARK	15KG GAS BOTTLE FOR TOYOTA FORKLIFT	1	64.38	
INV 9010171518	09/2018	LANDMARK	15KG GAS BOTTLE FOR FORKLIFT	1	64.38	
EFT31432	26/10/2018	LORENA CHANTELL GREEN	REFUND OF MULTIPLE CAT APPLICATION FEE WHICH WAS PROVED TO BE UNNECESSARY.	1		70.00
INV 111489	16/10/2018	LORENA CHANTELL GREEN	REFUND OF MULTIPLE CAT APPLICATION FEE WHICH WAS PROVED TO BE UNNECESSARY.	1	70.00	
EFT31433	26/10/2018	MARKET CREATIONS PTY LTD	BKB CENTRE - DIGITISE LOGO, STYLE GUIDE, STATIONERY SUITE AND WORD TEMPLATE	1		715.00
INV HS64-2	27/07/2018	MARKET CREATIONS PTY LTD	BKB CENTRE - DIGITISE LOGO, STYLE GUIDE, STATIONERY SUITE AND WORD TEMPLATE	1	715.00	
EFT31434	26/10/2018	MARKETFORCE	EMPLOYMENT ADVERTISEMENT - RECREATION MANAGER RE-ADVERTISED - WEST 22/09/2018	1		5,550.08
INV 21936	30/06/2018	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN 28/04/2018 FOR STANDING ORDERS LOCAL LAW	1	780.75	
INV 23271	27/08/2018	MARKETFORCE	AUGUST NEWSLETTER.	1	1,526.00	

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INV 23847	25/09/2018	MARKETFORCE	EMPLOYMENT ADVERTISEMENT - RECREATION MANAGER RE-ADVERTISED - SEEK & AVON VALLEY ADVOCATE 26/09/2018	1	490.37	
INV 23849	25/09/2018	MARKETFORCE	EMPLOYMENT ADVERTISEMENT - RECREATION MANAGER RE-ADVERTISED - WEST 22/09/2018	1	2,752.96	
EFT31435	26/10/2018	MARY GRACE BANDOLA ESLER	REIMBURSEMENT OF POLICE CLEARANCE	1		54.30
INV 2243670	11/10/2018	MARY GRACE BANDOLA ESLER	REIMBURSEMENT OF POLICE CLEARANCE	1	54.30	
EFT31436	26/10/2018	MAYBERRY HAMMOND & CO	PREPARATION OF LEASE AGREEMENT FOR NORTHAM AGRICULTURAL SOCIETY AND THE SHOWGROUNDS	1		517.00
INV 41521	30/07/2018	MAYBERRY HAMMOND & CO	PREPARATION OF LEASE AGREEMENT FOR NORTHAM AGRICULTURAL SOCIETY AND THE SHOWGROUNDS	1	517.00	
EFT31437	26/10/2018	MONSTERBALL AMUSEMENTS AND HIRE	ENTERTAINMENT FOR 2018 WUNDOWIE IRON FESTIVAL (QUOTE QU-3142).	1		4,990.00
INV INV-143319/09/2018		MONSTERBALL AMUSEMENTS AND HIRE	ENTERTAINMENT FOR 2018 WUNDOWIE IRON FESTIVAL (QUOTE QU-3142).	1	4,990.00	
EFT31438	26/10/2018	MR NATURALLY CLEAN	BKB CENTRE. CLEAN SPIDERS WEB TO UNDERSIDE OF BUILDING AND CONCOURSE, AS PER QUOTE 0135	1		1,006.50
INV INV-107316/10/2018		MR NATURALLY CLEAN	POP UP SHOP. CLEAN FRONT SHOP AREA.	1	220.00	
INV INV-108822/10/2018		MR NATURALLY CLEAN	BKB CENTRE. CLEAN SPIDERS WEB TO UNDERSIDE OF BUILDING AND CONCOURSE, AS PER QUOTE 0135	1	786.50	
EFT31439	26/10/2018	NORTHAM & DISTRICTS GLASS SERVICE	BERT HAWKE PAVILION. SUPPLY AND INSTALL SECURITY SCREENS AS PER QUOTE 60.	1		3,099.80
INV 2231	23/10/2018	NORTHAM & DISTRICTS GLASS SERVICE	BERT HAWKE PAVILION. SUPPLY AND INSTALL SECURITY SCREENS AS PER QUOTE 60.	1	2,851.20	
INV 2232	23/10/2018	NORTHAM & DISTRICTS GLASS SERVICE	REPAIR BOTTOM DOOR GLASS AFTER BREAK IN. POLICE NUMBER 2110181530917.	1	248.60	
EFT31440	26/10/2018	NORTHAM AUTO ELECTRICS	NEW TYRE FOR PN1305 - 195-75 R16C	1		207.00
INV Z8727	28/09/2018	NORTHAM AUTO ELECTRICS	NEW TYRE FOR PN1305 - 195-75 R16C	1	207.00	
EFT31441	26/10/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - OCTOBER 2018.	1		79.50

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INV 0000163208/10/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - OCTOBER 2018.	1	31.00	
INV 0000164615/10/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - OCTOBER 2018.	1	33.00	
INV 0000164511/10/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - OCTOBER 2018.	1	15.50	
EFT31442	26/10/2018	NORTHAM HERITAGE FORUM INC.	COMMUNITY GRANT 2018/2019 FOR SECURITY CAMERAS	1		6,151.20
INV RR23/10/09/10/2018		NORTHAM HERITAGE FORUM INC.	COMMUNITY GRANT 2018/2019 FOR REPAIR TO WINDOWS	1	761.20	
INV RR23/10/09/10/2018		NORTHAM HERITAGE FORUM INC.	COMMUNITY GRANT 2018/2019 FOR SECURITY CAMERAS	1	5,390.00	
EFT31443	26/10/2018	NORTHAM MAZDA	60000KM SCHEDULED SERVICE TO PN1519 - N.3433 SENIOR BUILDING SURVEYOR VEHICLE.	1		341.17
INV 121517	05/10/2018	NORTHAM MAZDA	60000KM SCHEDULED SERVICE TO PN1519 - N.3433 SENIOR BUILDING SURVEYOR VEHICLE.	1	341.17	
EFT31444	26/10/2018	NORTHAM MITRE 10 SOLUTIONS	PALLET OF CEMENT	1		2,355.01
INV 1033185104/09/2018		NORTHAM MITRE 10 SOLUTIONS	GARDEN ITEMS FOR COTTAGE FOR KILLARA	1	72.63	
INV 1033172604/09/2018		NORTHAM MITRE 10 SOLUTIONS	LEAF RAKES	1	248.01	
INV 1033149603/09/2018		NORTHAM MITRE 10 SOLUTIONS	JUNCTION BOX	1	14.67	
INV 1033149403/09/2018		NORTHAM MITRE 10 SOLUTIONS	JUNCTION BOX	1	10.93	
INV 1033269506/09/2018		NORTHAM MITRE 10 SOLUTIONS	10 LITRES OF TRUCK WASH & ROPE.	1	77.85	
INV 1033499113/09/2018		NORTHAM MITRE 10 SOLUTIONS	GALCON	1	174.80	
INV 1033498813/09/2018		NORTHAM MITRE 10 SOLUTIONS	GALCON FOR TAYLOR STREET & OLD YORK ROAD	1	174.80	
INV 1033659818/09/2018		NORTHAM MITRE 10 SOLUTIONS	WEIGHING SCALES	1	12.34	
INV 1033783821/09/2018		NORTHAM MITRE 10 SOLUTIONS	SPANNER	1	40.90	
INV 1031963130/07/2018		NORTHAM MITRE 10 SOLUTIONS	BAGS OF CEMENT	1	46.25	
INV 1034028927/09/2018		NORTHAM MITRE 10 SOLUTIONS	NORTHAM POUND. SUPPLY PADLOCK AND CUT KEY.	1	48.40	
INV 1034028827/09/2018		NORTHAM MITRE 10 SOLUTIONS	NORTHAM POUND. SUPPLY PADLOCK AND CUT KEY.	1	14.25	
INV 1033196704/09/2018		NORTHAM MITRE 10 SOLUTIONS	SPRINKER HEADS FOR TAYLOR STREET GARDEN	1	26.61	

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INV 1033249406/09/2018		NORTHAM MITRE 10 SOLUTIONS	2 PADLOCKS PLUS 5 ADDITIONAL KEYS FOR SHIRE	J	95.86	
INV 1033732620/09/2018		NORTHAM MITRE 10 SOLUTIONS	PALLET OF CEMENT	J	546.50	
INV 1033218905/09/2018		NORTHAM MITRE 10 SOLUTIONS	VALVE BOXES	J	59.59	
INV 1033484413/09/2018		NORTHAM MITRE 10 SOLUTIONS	ASSORTED SPRINKLERS FOR NORTHAM VISITOR CENTRE GARDENS & DUCT TAPE.	J	68.73	
INV 1033236305/09/2018		NORTHAM MITRE 10 SOLUTIONS	REPLACEMENT DOOR CLOSER FOR SCREEN DOOR	J	64.09	
INV 1034007827/09/2018		NORTHAM MITRE 10 SOLUTIONS	PALLET OF CEMENT	J	518.00	
INV 1034027427/09/2018		NORTHAM MITRE 10 SOLUTIONS	PIPE FITTINGS FOR RETICULATION	J	39.80	
EFT31445	26/10/2018	NORTHAM TOWING SERVICE	REMOVAL OF BROWN NISSAN X-TRAIL FROM COATES ROAD, WUNDOWIE	I		490.60
INV 207407	20/09/2018	NORTHAM TOWING SERVICE	PICK UP CAR FROM MOKINE ROAD AND RETURN TO NORTHAM STORAGE YARD	I	160.60	
INV 207408	20/09/2018	NORTHAM TOWING SERVICE	REMOVAL OF BLUE COROLLA HATCHBACK FROM JAMES STREET	I	88.00	
INV 207409	20/09/2018	NORTHAM TOWING SERVICE	REMOVAL OF BROWN NISSAN X-TRAIL FROM COATES ROAD, WUNDOWIE	I	242.00	
EFT31446	26/10/2018	OXTER SERVICES	CLEANING OF VARIOUS SHIRE PROPERTIES.	I		2,445.77
INV 20299	05/10/2018	OXTER SERVICES	CEMETERY TOILETS. SUPPLY 2 X CARTONS TOILET ROLL, 2 X BOXES OF VINYL GLOVES.	I	71.08	
INV 20358	19/10/2018	OXTER SERVICES	CAKLINE TOILETS. SUPPLY 1 X CARTON TOILET ROLL, 1 X WIPES ON ROLL AND 1 X 5L DISINFECTANT.	I	77.89	
INV 20405	19/10/2018	OXTER SERVICES	CLEANING OF VARIOUS SHIRE PROPERTIES.	J	2,296.80	
EFT31447	26/10/2018	PAUL ROBINSON	ENTERTAINMENT FOR KILLARA CLIENTS	I		100.00
INV 22	11/10/2018	PAUL ROBINSON	ENTERTAINMENT FOR KILLARA CLIENTS	I	100.00	
EFT31448	26/10/2018	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET NORTHAM - STATEMENT NO 2155774 - ACCOUNT NO: 601148.	J		237.97
INV 2155774	15/10/2018	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET NORTHAM - STATEMENT NO 2155774 - ACCOUNT NO: 601148.	I	237.97	

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EFT31449	26/10/2018	POWER DESMOND JOHN	OLD ADMIN BUILDING. PAINT WALLS AS PER SITE VISIT AND QUOTE.	1		1,320.00
INV 51822	23/10/2018	POWER DESMOND JOHN	OLD ADMIN BUILDING. PAINT WALLS AS PER SITE VISIT AND QUOTE.	1	1,320.00	
EFT31450	26/10/2018	RETAIL DECISIONS (COLES)	COLES ACCOUNTS FOR SEPTEMBER 2018 - MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS, LEASA OSBORNE KIM MURCUTT, KIM COLBOURNE VICTORIA JONESBROOKE EVANS MICHELLE WINMAR.	1		3,129.19
INV SEPTEMBER 30/09/2018		RETAIL DECISIONS (COLES)	COLES ACCOUNTS FOR SEPTEMBER 2018 - MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS, LEASA OSBORNE KIM MURCUTT, KIM COLBOURNE VICTORIA JONESBROOKE EVANS MICHELLE WINMAR.	1	3,129.19	
EFT31451	26/10/2018	ROSEMARY POWER	SAM ZINES CREATIVE ARTWORK CHANGE MAKER-PROGRAM ROADWISE REIMBURSEMENT	1		1,000.00
INV CK25/10/25/10/2018		ROSEMARY POWER	SAM ZINES CREATIVE ARTWORK CHANGE MAKER-PROGRAM ROADWISE REIMBURSEMENT	1	1,000.00	
EFT31452	26/10/2018	SOUTHERN CROSS AUSTEREOP TY LTD	RADIO BROADCASTING SPONSORSHIP OF AVON FOOTY FINALS - DRUG DRIVING CAMPAIGN.	1		432.30
INV 7073526830/09/2018		SOUTHERN CROSS AUSTEREOP TY LTD	RADIO BROADCASTING SPONSORSHIP OF AVON FOOTY FINALS - DRUG DRIVING CAMPAIGN.	1	432.30	
EFT31453	26/10/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN NORTHAM TOWNSITE - GORDON STREET AVENUE.	1		6,347.90
INV 2945	22/10/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN NORTHAM TOWNSITE - GORDON STREET AVENUE.	1	6,347.90	
EFT31454	26/10/2018	TERRESTRIAL ECOSYSTEMS	COATES ROAD SLK 0.5 - 1.7 SURVEYING AND LOCATION TREE HOLLOWS FOR BLACK COCKATOOS, PREPARE AND SUBMIT REPORT FOR FINDINGS AND PROPOSAL FOR RELOCATING	1		1,842.50

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INV 0000115208/10/2018		TERRESTRIAL ECOSYSTEMS	COATES ROAD SLK 0,5 - 1,7 SURVEYING AND LOCATION TREE HOLLOWS FOR BLACK COCKATOOS, PREPARE AND SUBMIT REPORT FOR FINDINGS AND PROPOSAL FOR RELOCATING	1	1,842.50	
EFT31455	26/10/2018	THE WORKWEAR GROUP	UNIFORM - JODI WHITE - CATU2H CAPE T-TOP COBALIT	1		842.65
INV 1059403709/07/2018		THE WORKWEAR GROUP	UNIFORM FOR MARIUS STRYDOM.	1	117.30	
INV 1063339612/07/2018		THE WORKWEAR GROUP	UNIFORM FOR ROSS RAYSON	1	141.70	
INV 1087364111/10/2018		THE WORKWEAR GROUP	UNIFORM FOR ROSS RAYSON	1	49.00	
INV 1065569517/07/2018		THE WORKWEAR GROUP	UNIFORM FOR BENJAMIN ROBINS	1	140.25	
INV 1087266611/10/2018		THE WORKWEAR GROUP	UNIFORM - JODI WHITE - CATU2H CAPE T-TOP COBALIT	1	341.70	
INV 1060232809/07/2018		THE WORKWEAR GROUP	CAT3KM - SLIMLINE PANT - BLACK - BARBARA JAKUBOW	1	52.70	
EFT31456	26/10/2018	TRISSET BOSS BUSINESS FORMS PTY LTD	7500X RATES INSTALMENT NOTICES 3 BOXES	1		1,452.00
INV 13211	16/10/2018	TRISSET BOSS BUSINESS FORMS PTY LTD	7500X RATES INSTALMENT NOTICES 3 BOXES	1	1,452.00	
EFT31457	26/10/2018	TUTT BRYANT EQUIPMENT PTY LTD	REPLACEMENT FUEL CAP - P06550076	1		126.20
INV 0084515320/09/2018		TUTT BRYANT EQUIPMENT PTY LTD	REPLACEMENT FUEL CAP - P06550076	1	126.20	
EFT31458	26/10/2018	TYRECYCLE PTY LTD	DISPOSAL OF OLD TYRES FOR RECYCLING FROM THE OLD QUARRY LANDFILL WASTE MANAGEMENT FACILITY	1		892.18
INV 715178	17/08/2018	TYRECYCLE PTY LTD	DISPOSAL OF OLD TYRES FOR RECYCLING FROM THE OLD QUARRY LANDFILL WASTE MANAGEMENT FACILITY	1	892.18	
EFT31459	26/10/2018	VERLINDENS ELECTRICAL SERVICE (WA)	REC CENTRE. REPLACE 2 X LIGHT S IN MAIN STADIUM AS PER QUOTE NQ03943.	1		1,789.37
INV 88358	12/10/2018	VERLINDENS ELECTRICAL SERVICE (WA)	GRASS VALLEY PARK. FLOOD LIGHT STAYING ON, TIMER OR P/E CELL FAULTY.	1	396.33	
INV 88359	12/10/2018	VERLINDENS ELECTRICAL SERVICE (WA)	REC CENTRE. REPLACE 2 X LIGHT S IN MAIN STADIUM AS PER QUOTE NQ03943.	1	1,009.14	
INV 88376	17/10/2018	VERLINDENS ELECTRICAL SERVICE (WA)	RSL MEMORIAL HALL. AFTER HOURS CALL OUT DUE TO LEAKING CEILING TRIPPING OUT SECURITY ALARM.	1	203.50	

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INV 88354	11/10/2018	VERLINDENS ELECTRICAL SERVICE (WA)	CLACKLINE LIONS PARK. CHECK ON SOLAR PANEL AND BATTERY SYSTEM FOR BBQ.	1	180.40	
EFT31460	26/10/2018	WA FARM TREES	ASSORTED SEEDLINGS-FOR TREE SUBSIDY	1		264.00
INV 2167	09/10/2018	WA FARM TREES	ASSORTED SEEDLINGS-FOR TREE SUBSIDY	1	264.00	
EFT31461	26/10/2018	WA POLICE AND COMMUNITY YOUTH CENTRES - NORTHAM	OUTDOOR CINEMA SYSTEM COMMUNITY GRANTS 2018/2019.	1		2,750.00
INV SIN16821	08/2018	WA POLICE AND COMMUNITY YOUTH CENTRES - NORTHAM	OUTDOOR CINEMA SYSTEM COMMUNITY GRANTS 2018/2019.	1	2,750.00	
EFT31462	26/10/2018	WARRICKS NEWSAGENCY	STATIONERY FOR THE SHIRE ADMIN.	1		1,212.86
INV 51385	18/09/2018	WARRICKS NEWSAGENCY	2019 DESK CALENDAR PADS	1	39.95	
INV 51746	02/10/2018	WARRICKS NEWSAGENCY	COLOURED PENCILS DATS HALF LENGTH 6'S BX36	1	37.36	
INV SN00017	01/10/2018	WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS FOR KILLARA FOR SEPTEMBER 2018	1	87.50	
INV 51670	04/10/2018	WARRICKS NEWSAGENCY	STATIONERY FOR THE SHIRE ADMIN.	1	382.52	
INV SN00006	01/10/2018	WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS FOR ADMIN FOR SEPTEMBER 2018	1	80.50	
INV SN00017	01/10/2018	WARRICKS NEWSAGENCY	LIBRARY MAGAZINE/PAPER SUBSCRIPTION SEP 2018	1	150.40	
INV SN00017	31/07/2018	WARRICKS NEWSAGENCY	LIBRARY MAGAZINE/PAPER SUBSCRIPTION JULY 2018	1	141.82	
INV SN00017	03/09/2018	WARRICKS NEWSAGENCY	LIBRARY MAGAZINE/PAPER SUBSCRIPTION AUGUST 2018	1	173.02	
INV 51609	18/10/2018	WARRICKS NEWSAGENCY	STATIONERY FOR VISITORS CENTRE.	1	119.79	
EFT31463	26/10/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2018 WALGA PEOPLE AND CULTURE SEMINAR JASON WHITEAKER	1		1,800.00
INV I3073382	26/09/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2018 WALGA PEOPLE AND CULTURE SEMINAR JASON WHITEAKER	1	300.00	
INV I3073386	26/09/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2018 WALGA PEOPLE AND CULTURE SEMINAR ROSS RAYSON	1	300.00	
INV I3073385	26/09/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2018 WALGA PEOPLE AND CULTURE SEMINAR CLINTON KLEYNHANS	1	300.00	
INV I3073388	26/09/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2018 WALGA PEOPLE AND CULTURE SEMINAR BEV JONES	1	300.00	

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INV 13073387	26/09/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2018 WALGA PEOPLE AND CULTURE SEMINAR COLIN YOUNG	1	300.00	
INV 13073384	26/09/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2018 WALGA PEOPLE AND CULTURE SEMINAR CHADD HUNT	1	300.00	
EFT31464	26/10/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 224 Fixed Component - NEW RECREATION CENTRE	1		89,928.83
INV 224	22/10/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 224 Fixed Component - NEW RECREATION CENTRE		49,460.86	
INV 225	22/10/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 225 Fixed Component - PURCHASE VICTORIA OVAL		40,467.97	
EFT31465	26/10/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CLACKLINE 2.4 - REPAIRS TO LIGHTS AND SIRENS	1		3,373.35
INV 8186	31/08/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CLACKLINE 2.4 - REPAIRS TO LIGHTS AND SIRENS	1	933.00	
INV 8197	30/09/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1706 - NEW UHF TO BE FITTED TO JOHN DEERE GRADER ON SITE	1	701.50	
INV 8182	05/09/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR SEAT ON BACKHOE NOT AUTOMATICALLY SHUTTING DOWN MACHINE	1	876.50	
INV 8188	30/09/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR FOOTPATH SWEEPER (INKPEN STREET) ELECTRICAL FAULT	1	862.35	
EFT31466	26/10/2018	WHEATBELT OFFICE & BUSINESS MACHINES	SUPPLY ONE MICROSOFT SURFACE BOOK 2 WITH: CORE I5 7300U (2.66HZ WITH 3.5 GHZ TURBO) 8 GB DDR3 MEMORY 256GB SSD 1 YEAR WARRANTY.	1		2,219.00
INV 24041	08/10/2018	WHEATBELT OFFICE & BUSINESS MACHINES	SUPPLY ONE MICROSOFT SURFACE BOOK 2 WITH: CORE I5 7300U (2.66HZ WITH 3.5 GHZ TURBO) 8 GB DDR3 MEMORY 256GB SSD 1 YEAR WARRANTY.	1	2,219.00	
EFT31467	26/10/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR ERROL GARLETT	1		250.00
INV 8454	25/09/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR ERROL GARLETT	1	150.00	
INV 8460	26/09/2018	WHEATBELT SAFETYWEAR	KING GEE WORK COOL CARGO PANTS	1	100.00	

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EFT31468	26/10/2018	WILD-CARD.ORG	STOCK PURCHASES FOR VISITORS CENTRE.	1		172.47
INV 000648109/10/2018		WILD-CARD.ORG	STOCK PURCHASES FOR VISITORS CENTRE.	1	172.47	
EFT31469	26/10/2018	WUNDOWIE PRODUCE & HARDWARE	RETICULATION PARTS (WUNDOWIE)	1		37.91
INV INV-001627/09/2018		WUNDOWIE PRODUCE & HARDWARE	RETICULATION PARTS (WUNDOWIE)	1	37.91	
35029	08/10/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		115.00
INV DEDUCT02/10/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		115.00	
35030	08/10/2018	SYNERGY	SHIRE ADMIN BUILDING 16/09/2018 TO 19/09/2018	1		3,323.25
INV 1365377417/09/2018		SYNERGY	AIRPORT 18/07/2018 TO 17/09/2018	1	1,052.70	
INV 9414532311/09/2018		SYNERGY	GRASS VALLEY FIRE SHED 11/07/2018 TO 07/09/2018	1	183.35	
INV 0929125211/09/2018		SYNERGY	GRASS VALLEY OVAL 11/07/2018 TO 07/09/2018	1	104.60	
INV 7471705312/09/2018		SYNERGY	SKATE PARK 16/07/2018 TO 12/09/2018	1	69.25	
INV 7968413420/09/2018		SYNERGY	SHIRE ADMIN BUILDING 16/09/2018 TO 19/09/2018	1	1,913.35	
35031	08/10/2018	TELSTRA CORPORATION	BUSHFIRE BRIGADES 10/09/2018 TO 09/10/2018	1		989.22
INV 3864754812/09/2018		TELSTRA CORPORATION	HENRY STREET OVAL 05/09/2018 TO 04/10/2018	1	72.32	
INV 2726008910/09/2018		TELSTRA CORPORATION	BUSHFIRE BRIGADES 10/09/2018 TO 09/10/2018	1	876.95	
INV 2000049018/09/2018		TELSTRA CORPORATION	SES 15/08/2018 TO 14/09/2018	1	39.95	
35032	08/10/2018	WATER CORPORATION	BERNARD PARK 10/07/2018 TO 11/09/2018	1		7,887.22
INV 9007915518/09/2018		WATER CORPORATION	AIRPORT 17/07/2018 TO 17/09/2018	1	1,312.28	
INV 9007904012/09/2018		WATER CORPORATION	OLD TOWN BUILDING 10/07/2018 TO 11/09/2018	1	87.81	
INV 9008729812/09/2018		WATER CORPORATION	VISITORS CENTRE 10/07/2018 TO 11/09/2018	1	682.99	
INV 9011070412/09/2018		WATER CORPORATION	SNACKBAR 1/09/2018 TO 31/10/2018	1	210.86	
INV 9007907412/09/2018		WATER CORPORATION	BERNARD PARK PLAY CENTRE 10/7/2018 TO 11/09/2018	1	86.63	
INV 9007908712/09/2018		WATER CORPORATION	KINDERGARTEN MAY STREET 10/07/2018 TO 11/09/2018	1	481.92	

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INV 9007945604/09/2018		WATER CORPORATION	STANDPIPE 02/07/2018 TO 03/09/2018	1	46.89	
INV 9007951314/09/2018		WATER CORPORATION	STANDPIPE 09/07/2018 TO 13/09/2018	1	44.36	
INV 9007945314/09/2018		WATER CORPORATION	STANDPIPE 09/07/2018 TO 13/09/2018	1	44.36	
INV 9007945104/09/2018		WATER CORPORATION	KATRINE TOILETS 2/07/2018 TO 3/09/2018	1	15.20	
INV 9007899910/09/2018		WATER CORPORATION	GIRL GUIDES HALL 4/07/2018 TO 7/09/2018	1	69.48	
INV 9007913117/09/2018		WATER CORPORATION	DEPOT BUILDING 11/07/2018 TO 14/09/2018	1	205.25	
INV 9007913517/09/2018		WATER CORPORATION	DEPOT BUILDING 11/07/2018 TO 14/09/2018	1	388.38	
INV 9007904011/09/2018		WATER CORPORATION	MEMORIAL HALL 10/7/2018 TO 10/9/2018	1	343.50	
INV 9007929412/09/2018		WATER CORPORATION	AVON HALL 10/7/2018 TO 11/09/2018	1	358.15	
INV 9007907312/09/2018		WATER CORPORATION	RIVERBANK TO BROOME TCE 17/7/2018 TO 11/09/2018	1	67.89	
INV 9007904713/09/2018		WATER CORPORATION	BERNARD PARK 10/07/2018 TO 11/09/2018	1	1,804.05	
INV 9007923621/09/2018		WATER CORPORATION	SWIMMING POOL HOUSE 20/07/2018 TO 20/09/2018	1	251.03	
INV 9021499421/09/2018		WATER CORPORATION	SWIMMING POOL 24/07/2018 TO 20/09/2018	1	182.51	
INV 9007916617/09/2018		WATER CORPORATION	MORBY COTTAGE 16/07/2018 TO 14/09/2018	1	43.10	
INV 9007903912/09/2018		WATER CORPORATION	ST JOHNS HALL 10/07/2018 TO 11/09/2018	1	139.26	
INV 9007913517/09/2018		WATER CORPORATION	STANDPIPE 11/07/2018 TO 14/09/2018	1	182.08	
INV 9012475718/09/2018		WATER CORPORATION	VACANT LAND 16/07/2018 TO 14/09/2018	1	149.51	
INV 9007917220/09/2018		WATER CORPORATION	BERT HAWKE OVAL 18/07/2018 TO 19/09/2018	1	114.03	
INV 9007917018/09/2018		WATER CORPORATION	CEMETERY 16/07/2018 TO 17/09/2018	1	443.45	
INV 9007923418/09/2018		WATER CORPORATION	APEX PARK TOILETS 17/07/2018 TO 17/09/2018	1	127.18	
INV 9007923525/09/2018		WATER CORPORATION	TRAFFIC ISLAND 20/07/2018 TO 21/09/2018	1	5.07	
35033	12/10/2018	KATIE MARIE LEEDER	CROSSOVER REBATE PAYMENT FOR 99 CHIDLOW ST NORTHAM	1		756.00
INV 1230	20/09/2018	KATIE MARIE LEEDER	CROSSOVER REBATE PAYMENT FOR 99 CHIDLOW ST NORTHAM	1	756.00	

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35034	12/10/2018	PETTY CASH	PETTY CASH REIMBURSEMENT FOR VISITORS CENTRE - 03/07/2018 TO 14/09/2018.	1		326.95
INV P/C VIST14/09/2018		PETTY CASH	PETTY CASH REIMBURSEMENT FOR VISITORS CENTRE - 03/07/2018 TO 14/09/2018.	1	192.15	
INV P/C REC 21/09/2018		PETTY CASH	PETTY CASH REIMBURSEMENT FOR REC CENTRE 24/8/2018 TO 21/09/2018.	1	134.80	
35035	12/10/2018	SHIRE OF NORTHAM	AROC MEMBERSHIP FINANCIAL YEAR 2018/2019	1		9,545.20
INV 1336	28/09/2018	SHIRE OF NORTHAM	RETENTION CLAIM 1 OF 2 CONTRACT 4 OF NAEIC MEDIA HARDWARE.	1	4,045.20	
INV 021	30/09/2018	SHIRE OF NORTHAM	AROC MEMBERSHIP FINANCIAL YEAR 2018/2019	1	5,500.00	
35036	12/10/2018	STEFAN ILIC	CROSSOVER REBATE PAYMENT FOR 8 BUNKER WAY NORTHAM	1		800.00
INV CK1010240/10/2018		STEFAN ILIC	CROSSOVER REBATE PAYMENT FOR 8 BUNKER WAY NORTHAM	1	800.00	
35037	12/10/2018	SYNERGY	STREET LIGHTS 06/09/2018-02/10/2018	1		25,351.75
INV 1819945020/09/2018		SYNERGY	KILLARA NEW BUILDING 16/08/2018-20/09/2018	1	1,361.75	
INV 1648520327/09/2018		SYNERGY	OLD GIRLS SCHOOL 26/07/2018-25/09/2018	1	74.85	
INV 1539025126/09/2018		SYNERGY	OLD SHIRE DEPOT BUILDING 26/07/2018-25/09/2018	1	170.15	
INV 2361098001/10/2018		SYNERGY	AVON YOUTH PARK (RAPPARK) 28/07/2018-27/09/2018	1	109.75	
INV 9152416402/10/2018		SYNERGY	AUXILLARY LIGHTING CHARGES 03/09/2018-02/10/2018	1	137.15	
INV 1686149902/10/2018		SYNERGY	STREET LIGHTS 06/09/2018-02/10/2018	1	23,498.10	
35038	12/10/2018	TELSTRA CORPORATION	BAKERS HILL BFB 23/09/2018-22/10/2018	1		26.32
INV 6305302927/09/2018		TELSTRA CORPORATION	BAKERS HILL BFB 23/09/2018-22/10/2018	1	26.32	
35040	19/10/2018	AUSTRALIAN TAXATION OFFICE	FBT ADJUSTMENT OVERPAID REFUND MAY 2018 - FBT YEAR TO 31/03/2018.	1		2,846.43
INV 7108803810/10/2018		AUSTRALIAN TAXATION OFFICE	FBT ADJUSTMENT OVERPAID REFUND MAY 2018 - FBT YEAR TO 31/03/2018.	1	2,846.43	
35041	19/10/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		115.00

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INV DEDUCT16/10/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		115.00	
35042	19/10/2018	SYNERGY	VISITORS CENTRE - 30/07/2018 TO 27/09/2018.	1		5,919.45
INV 7968413402/10/2018		SYNERGY	SHIRE ADMIN BUILDING- 16/08/2018 TO 02/10/2018.	1	1,699.70	
INV 2931107310/10/2018		SYNERGY	BKB 12/09/2018 TO 10/10/2018.	1	1,341.10	
INV 1127695028/09/2018		SYNERGY	OLD FIRE STATION 31/07/2018 TO 28/08/2018.	1	346.80	
INV 9356001427/09/2018		SYNERGY	VISITORS CENTRE CONF ROOM- 30/07/2018 TO 27/09/2018.	1	543.15	
INV 3355969227/09/2018		SYNERGY	VISITORS CENTRE - 30/07/2018 TO 27/09/2018.	1	1,988.70	
35043	19/10/2018	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS SEPTEMBER - OCTOBER 2018.	1		3,931.15
INV 2726008928/09/2018		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS SEPTEMBER - OCTOBER 2018.	1	3,931.15	
35044	19/10/2018	WATER CORPORATION	STANDPIPE AT LOCKYER RD - 25/07/2018 TO 28/09/2018.	1		3,034.22
INV 9007925927/09/2018		WATER CORPORATION	OLD QUARRY ROAD POUND 24/07/2018-26/09/2018	1	103.89	
INV 9007927526/09/2018		WATER CORPORATION	OLD QUARRY ROAD REFUSE SITE 24/07/2018-26/09/2018	1	79.09	
INV 9007938927/09/2018		WATER CORPORATION	STANDPIPE 20/07/2018-26/09/2018	1	44.36	
INV 9022053220/09/2018		WATER CORPORATION	STANDPIPE 19/07/2018-18/09/2018	1	542.48	
INV 9007938501/10/2018		WATER CORPORATION	CLACKLINE HALL 24/07/2018-28/09/2018	1	5.07	
INV 9010596327/09/2018		WATER CORPORATION	GEORGE NUICH PARK 25/07/2018-26/09/2018	1	160.17	
INV 9007926027/09/2018		WATER CORPORATION	SPORTS GROUND 24/07/2018-26/09/2018	1	139.37	
INV 9012562926/09/2018		WATER CORPORATION	ROAD VERGE 24/07/2018-26/09/2018	1	20.27	
INV 9007892503/10/2018		WATER CORPORATION	BAKERS HILL REC CENTRE - 01/08/2018 TO 02/10/2018.	1	145.72	
INV 9007891703/10/2018		WATER CORPORATION	HOOPER PARK - 02/08/2018 TO 02/10/2018.	1	55.75	
INV 9007891803/10/2018		WATER CORPORATION	STANDPIPE AT KEANE ST - 02/08/2018 TO 02/10/2018.	1	550.92	
INV 9007950010/10/2018		WATER CORPORATION	STANDPIPE - GRASS VALLEY - 08/08/2018 TO 09/10/2018.	1	49.43	
INV 9007840308/10/2018		WATER CORPORATION	GRASS VALLEY BFB - 07/08/2018 TO 05/10/2018	1	2.53	

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INV 9007892003/10/2018		WATER CORPORATION	BRIGADES SHED - 02/08/2018 TO 02/10/2018.	1	27.87	
INV 9007938701/10/2018		WATER CORPORATION	STANDPIPE AT LOCKYER RD - 25/07/2018 TO 28/09/2018.	1	1,107.30	
35045	26/10/2018	SHIRE OF NORTHAM	FOOD BUSINESS REGISTRATION HIGH RISK 32 - KILLARA ADULT DAY CARE AND RESPITE CENTRE EXP: 30/06/2019	1		288.00
INV 20513	26/07/2018	SHIRE OF NORTHAM	FOOD BUSINESS REGISTRATION HIGH RISK 32 - KILLARA ADULT DAY CARE AND RESPITE CENTRE EXP: 30/06/2019	1	288.00	
35046	26/10/2018	TELSTRA CORPORATION	TELESTRA LANDLINE ACCOUNT - 04/09/2018 TO 04/10/2018.	1		16,117.40
INV 3864754812/10/2018		TELSTRA CORPORATION	HENRY ST OVAL - 04/10/2018 TO 04/11/2018	1	72.32	
INV 9026075012/09/2018		TELSTRA CORPORATION	TELESTRA LANDLINE ACCOUNT - 04/09/2018 TO 04/10/2018.	1	8,456.29	
INV 9026075012/10/2018		TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 04/10/2018 TO 04/11/2018.	1	7,588.79	
DD12975.1	02/10/2018	WA SUPER	Payroll deductions	1		22,534.13
INV SUPER	02/10/2018	WA SUPER	Superannuation contributions	1	19,575.47	
INV DEDUCT02/10/2018		WA SUPER	Payroll deductions	1	1,758.40	
INV DEDUCT02/10/2018		WA SUPER	Payroll deductions	1	98.78	
INV DEDUCT02/10/2018		WA SUPER	Payroll deductions	1	42.77	
INV DEDUCT02/10/2018		WA SUPER	Payroll deductions	1	75.41	
INV DEDUCT02/10/2018		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT02/10/2018		WA SUPER	Payroll deductions	1	525.00	
INV DEDUCT02/10/2018		WA SUPER	Payroll deductions	1	88.44	
INV DEDUCT02/10/2018		WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT02/10/2018		WA SUPER	Payroll deductions	1	143.44	
DD12975.2	02/10/2018	ESSENTIAL SUPER	Superannuation contributions	1		156.02
INV SUPER	02/10/2018	ESSENTIAL SUPER	Superannuation contributions	1	156.02	

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DD12975.3	02/10/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	I		198.48
INV SUPER	02/10/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	I	198.48	
DD12975.4	02/10/2018	CBUS	Superannuation contributions	I		191.37
INV SUPER	02/10/2018	CBUS	Superannuation contributions	I	191.37	
DD12975.5	02/10/2018	HOSTPLUS SUPER	Superannuation contributions	I		271.33
INV SUPER	02/10/2018	HOSTPLUS SUPER	Superannuation contributions	I	271.33	
DD12975.6	02/10/2018	PRIME SUPER	Payroll deductions	I		433.11
INV SUPER	02/10/2018	PRIME SUPER	Superannuation contributions	I	312.24	
INV DEDUCT02/10/2018	02/10/2018	PRIME SUPER	Payroll deductions	I	120.87	
DD12975.7	02/10/2018	ONEPATH	Superannuation contributions	I		190.24
INV SUPER	02/10/2018	ONEPATH	Superannuation contributions	I	190.24	
DD12975.8	02/10/2018	MEDIA SUPER	Superannuation contributions	I		148.30
INV SUPER	02/10/2018	MEDIA SUPER	Superannuation contributions	I	148.30	
DD12975.9	02/10/2018	UNISUPER	Superannuation contributions	I		392.20
INV SUPER	02/10/2018	UNISUPER	Superannuation contributions	I	392.20	
DD12978.1	02/10/2018	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT SHIRE OF NORTHAM SEPTEMBER 2018	I		1,046.85
INV SEP 201802/10/2018	02/10/2018	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT SHIRE OF NORTHAM SEPTEMBER 2018	I	1,046.85	
DD12992.1	04/10/2018	FINES ENFORCEMENT REGISTRY	LODGEMENT FOR 10 UNPAID FINES FER4699806 4/10/18	I		635.00
INV 2301050804/10/2018	04/10/2018	FINES ENFORCEMENT REGISTRY	LODGEMENT FOR 10 UNPAID FINES FER4699806 4/10/18	I	635.00	
DD12999.1	10/10/2018	BANKWEST	MASTERCARD ROSS RAYSON - 24/8/18 TO 20/9/18	I		6,376.70

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INV C HUNT	20/10/2018	BANKWEST	MASTERCARD CHADD HUNT - 24/8/18 TO 20/9/18	1	687.37	
INV C YOUNG	20/10/2018	BANKWEST	MASTERCARD COLIN YOUNG- 24/8/18 TO 20/9/18	1	114.84	
INV C KLEYN	20/10/2018	BANKWEST	MASTERCARD CLINTON KLEYNHANS - 24/8/18 TO 20/9/18	1	1,334.12	
INV B RUTTE	20/10/2018	BANKWEST	MASTERCARD BRENDON RUTTER - 24/8/18 TO 20/9/18	1	584.54	
INV R RAYSC	20/10/2018	BANKWEST	MASTERCARD ROSS RAYSON - 24/8/18 TO 20/9/18	1	3,655.83	
DD13029.1	17/10/2018	CANON FINANCE AUSTRALIA PTY LTD	LEASE FEE CANON PHOTOCOPIER ADMINISTRATION OFFICE OCTOBER 2018	1		4,471.50
INV OCT 17/11	17/10/2018	CANON FINANCE AUSTRALIA PTY LTD	LEASE FEE CANON PHOTOCOPIER ADMINISTRATION OFFICE OCTOBER 2018	1	4,471.50	
DD13035.1	16/10/2018	WA SUPER	Payroll deductions	1		23,293.16
INV SUPER	16/10/2018	WA SUPER	Superannuation contributions	1	20,064.88	
INV DEDUCT	16/10/2018	WA SUPER	Payroll deductions	1	1,750.45	
INV DEDUCT	16/10/2018	WA SUPER	Payroll deductions	1	80.50	
INV DEDUCT	16/10/2018	WA SUPER	Payroll deductions	1	34.71	
INV DEDUCT	16/10/2018	WA SUPER	Payroll deductions	1	286.12	
INV DEDUCT	16/10/2018	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	16/10/2018	WA SUPER	Payroll deductions	1	525.00	
INV DEDUCT	16/10/2018	WA SUPER	Payroll deductions	1	88.44	
INV DEDUCT	16/10/2018	WA SUPER	Payroll deductions	1	294.62	
INV DEDUCT	16/10/2018	WA SUPER	Payroll deductions	1	143.44	
DD13035.2	16/10/2018	ESSENTIAL SUPER	Superannuation contributions	1		156.02
INV SUPER	16/10/2018	ESSENTIAL SUPER	Superannuation contributions	1	156.02	
DD13035.3	16/10/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		208.03
INV SUPER	16/10/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	208.03	

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DD13035.4	16/10/2018	CBUS	Superannuation contributions	1		191.41
INV SUPER	16/10/2018	CBUS	Superannuation contributions	1	191.41	
DD13035.5	16/10/2018	HOSTPLUS SUPER	Superannuation contributions	1		240.33
INV SUPER	16/10/2018	HOSTPLUS SUPER	Superannuation contributions	1	240.33	
DD13035.6	16/10/2018	PRIME SUPER	Payroll deductions	1		434.51
INV SUPER	16/10/2018	PRIME SUPER	Superannuation contributions	1	313.25	
INV DEDUCT	16/10/2018	PRIME SUPER	Payroll deductions	1	121.26	
DD13035.7	16/10/2018	ONEPATH	Superannuation contributions	1		191.99
INV SUPER	16/10/2018	ONEPATH	Superannuation contributions	1	191.99	
DD13035.8	16/10/2018	MEDIA SUPER	Superannuation contributions	1		148.30
INV SUPER	16/10/2018	MEDIA SUPER	Superannuation contributions	1	148.30	
DD13035.9	16/10/2018	UNISUPER	Superannuation contributions	1		392.20
INV SUPER	16/10/2018	UNISUPER	Superannuation contributions	1	392.20	
DD13066.1	30/10/2018	TENNANT AUSTRALIA	LEASE FEE RECREATION CLEANING EQUIPMENT OCTOBER 2018	1		1,046.85
INV OCT 2018	30/10/2018	TENNANT AUSTRALIA	LEASE FEE RECREATION CLEANING EQUIPMENT OCTOBER 2018	1	1,046.85	
DD13077.1	30/10/2018	WA SUPER	Payroll deductions	1		23,861.37
INV SUPER	30/10/2018	WA SUPER	Superannuation contributions	1	20,823.28	
INV DEDUCT	30/10/2018	WA SUPER	Payroll deductions	1	1,596.84	
INV DEDUCT	30/10/2018	WA SUPER	Payroll deductions	1	93.81	
INV DEDUCT	30/10/2018	WA SUPER	Payroll deductions	1	40.27	
INV DEDUCT	30/10/2018	WA SUPER	Payroll deductions	1	230.67	
INV DEDUCT	30/10/2018	WA SUPER	Payroll deductions	1	25.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT30/10/2018		WA SUPER	Payroll deductions	1	525.00	
INV DEDUCT30/10/2018		WA SUPER	Payroll deductions	1	88.44	
INV DEDUCT30/10/2018		WA SUPER	Payroll deductions	1	294.62	
INV DEDUCT30/10/2018		WA SUPER	Payroll deductions	1	143.44	
DDI3077.2	30/10/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1		92.45
INV SUPER	30/10/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1	92.45	
DDI3077.3	30/10/2018	ESSENTIAL SUPER	Superannuation contributions	1		156.02
INV SUPER	30/10/2018	ESSENTIAL SUPER	Superannuation contributions	1	156.02	
DDI3077.4	30/10/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		208.66
INV SUPER	30/10/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	208.66	
DDI3077.5	30/10/2018	CBUS	Superannuation contributions	1		191.99
INV SUPER	30/10/2018	CBUS	Superannuation contributions	1	191.99	
DDI3077.6	30/10/2018	HOSTPLUS SUPER	Superannuation contributions	1		186.60
INV SUPER	30/10/2018	HOSTPLUS SUPER	Superannuation contributions	1	186.60	
DDI3077.7	30/10/2018	PRIME SUPER	Payroll deductions	1		434.51
INV SUPER	30/10/2018	PRIME SUPER	Superannuation contributions	1	313.25	
INV DEDUCT30/10/2018		PRIME SUPER	Payroll deductions	1	121.26	
DDI3077.8	30/10/2018	ONEPATH	Superannuation contributions	1		192.25
INV SUPER	30/10/2018	ONEPATH	Superannuation contributions	1	192.25	
DDI3077.9	30/10/2018	MEDIA SUPER	Superannuation contributions	1		176.65
INV SUPER	30/10/2018	MEDIA SUPER	Superannuation contributions	1	176.65	

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DD12975.10	02/10/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	J		2,434.83
INV SUPER	02/10/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	J	2,339.94	
INV DEDUCT02/10/2018	02/10/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	J	94.89	
DD12975.11	02/10/2018	REST INDUSTRY SUPER	Superannuation contributions	L		965.68
INV SUPER	02/10/2018	REST INDUSTRY SUPER	Superannuation contributions	L	965.68	
DD12975.12	02/10/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	L		240.67
INV SUPER	02/10/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	L	240.67	
DD12975.13	02/10/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	J		522.64
INV SUPER	02/10/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	J	522.64	
DD12975.14	02/10/2018	AMP LIFE LIMITED	Superannuation contributions	L		699.07
INV SUPER	02/10/2018	AMP LIFE LIMITED	Superannuation contributions	L	699.07	
DD12975.15	02/10/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	L		263.76
INV SUPER	02/10/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	L	263.76	
DD12975.16	02/10/2018	SUNSUPER	Superannuation contributions	L		793.53
INV SUPER	02/10/2018	SUNSUPER	Superannuation contributions	L	793.53	
DD12975.17	02/10/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	J		69.61
INV SUPER	02/10/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	J	69.61	
DD13035.10	16/10/2018	HESTA SUPER FUND	Superannuation contributions	J		69.61
INV SUPER	16/10/2018	HESTA SUPER FUND	Superannuation contributions	J	69.61	
DD13035.11	16/10/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	J		2,376.68

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INV SUPER	16/10/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,287.78	
INV DEDUCT	16/10/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	88.90	
DD13035.12	16/10/2018	REST INDUSTRY SUPER	Superannuation contributions	1		966.89
INV SUPER	16/10/2018	REST INDUSTRY SUPER	Superannuation contributions	1	966.89	
DD13035.13	16/10/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		152.40
INV SUPER	16/10/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	152.40	
DD13035.14	16/10/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		522.64
INV SUPER	16/10/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	522.64	
DD13035.15	16/10/2018	AMP LIFE LIMITED	Superannuation contributions	1		699.07
INV SUPER	16/10/2018	AMP LIFE LIMITED	Superannuation contributions	1	699.07	
DD13035.16	16/10/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	16/10/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	
DD13035.17	16/10/2018	SUNSUPER	Superannuation contributions	1		792.98
INV SUPER	16/10/2018	SUNSUPER	Superannuation contributions	1	792.98	
DD13077.10	30/10/2018	UNISUPER	Superannuation contributions	1		258.03
INV SUPER	30/10/2018	UNISUPER	Superannuation contributions	1	258.03	
DD13077.11	30/10/2018	SUPERTRACE ELIGIBLE ROLLOVER FUND	Superannuation contributions	1		111.15
INV SUPER	30/10/2018	SUPERTRACE ELIGIBLE ROLLOVER FUND	Superannuation contributions	1	111.15	
DD13077.12	30/10/2018	HESTA SUPER FUND	Superannuation contributions	1		27.85
INV SUPER	30/10/2018	HESTA SUPER FUND	Superannuation contributions	1	27.85	

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DD13077.13	30/10/2018	CATHOLIC SUPER	Superannuation contributions	1		94.67
INV SUPER	30/10/2018	CATHOLIC SUPER	Superannuation contributions	1	94.67	
DD13077.14	30/10/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,017.14
INV SUPER	30/10/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	1,917.26	
INV DEDUCT	30/10/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	99.88	
DD13077.15	30/10/2018	REST INDUSTRY SUPER	Superannuation contributions	1		966.89
INV SUPER	30/10/2018	REST INDUSTRY SUPER	Superannuation contributions	1	966.89	
DD13077.16	30/10/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		152.40
INV SUPER	30/10/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	152.40	
DD13077.17	30/10/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		522.64
INV SUPER	30/10/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	522.64	
DD13077.18	30/10/2018	AMP LIFE LIMITED	Superannuation contributions	1		699.07
INV SUPER	30/10/2018	AMP LIFE LIMITED	Superannuation contributions	1	699.07	
DD13077.19	30/10/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	30/10/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	
DD13077.20	30/10/2018	SUNSUPER	Superannuation contributions	1		791.08
INV SUPER	30/10/2018	SUNSUPER	Superannuation contributions	1	791.08	

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REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	2,104,736.08
2	TRUST FUND	12,589.19
TOTAL		2,117,325.27

Attachment 2

Payment dates 1st of October 2018 to 31st October 2018

- Municipal Fund payment cheque numbers 35029 to 35046 Total \$81,372.56.
- Trust Fund payment cheque numbers 2047 total \$202.75.

Electronic Funds Transfer

- Municipal Fund EFT31193 to EFT31469 Total \$1,916,776.49.
- Trust Fund \$12,386.44.

Direct Debits Total \$106,587.03.

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Month	Cheques 2018/2019	EFT Payments 2018/2019	Direct Debits 2018/2019	Payroll 2018/2019	Total Payments 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	\$ 69,253.43	\$1,217,332.66	\$ 72,026.84	\$ 431,114.04	\$ 1,789,726.97
October	\$ 81,575.31	\$1,929,162.93	\$ 106,587.03	\$ 628,872.64	\$ 2,746,197.91
November					\$ -
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
Total	\$296,644.97	\$6,703,102.82	\$314,140.30	\$1,998,331.81	\$9,312,219.90

The Following table presents all payments made for the month from Council credit cards paid by direct debit 12999.1:

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services		
COLES - SUPPLIES FOR COMMUNITY MEETING	14.65	
COLES - SUPPLIES FOR COMMUNITY MEETING	13.50	
SHIRE OF NORTHAM LICENCING VEHICLES - KILLARA2 BUS	26.85	
SHIRE OF NORTHAM LICENCING VEHICLES - KILLARA4 BUS	386.70	
SHIRE OF NORTHAM LICENCING VEHICLES - KILLARA4 BUS	37.85	
SHIRE OF NORTHAM LICENCING VEHICLES - TRUCK PN1804	327.30	
SHIRE OF NORTHAM LICENCING VEHICLES - TRUCK PN1804	55.55	

Summary Credit Card Payments	\$	Total
NO MORE PAIN ERGONOMICS - ERGONOMIC MOUSE	100.00	
CALTEX STAR MART MUNDARING -28/8/18	106.74	
CALTEX STAR MART MUNDARING - 4/9/18	111.00	
CALTEX STAR MART MUNDARING-17/9/18	113.99	
LINKEDIN 32897 15279LN	39.99	1,334.12
CESM		
JS TECHNOLOGY & DIGITAL - REPAIRS TO DCBFCO	158.00	
PUMA ENERGY EL CABALO - YONGA HILL INCIDENT	108.95	
CPP CONVENTION CENTRE PARKING	23.22	
CPP CONVENTION CENTRE PARKING	23.22	
WOOLWORTHS -REFRESHMENT FOR TRAINING INTRO FOR FIRE FIGHTING	47.65	
NORTHAM ASIAN -REFRESHMENT FOR TRAINING INTRO FOR FIRE FIGHTING	127.00	
AUSSIE NG -REFRESHMENT FOR TRAINING	96.50	584.54
Executive Manager Corporate Services		
MICROSOFT OFFICE 365 LICENCE FEE AUGUST 2018	107.57	
FOREIGN TRANSACTION FEE	7.27	114.84
Executive Manager Community Services		
LOCAL GOVERNMENT CONFERENCE ROSS RAYSON- COMMUNITY DEVELOPMENT CONFERENCE	955.00	
OAKS HOTEL - ACCOMMODATION TRAINING KILLARA N HAMPTON	666.05	
QUANTAS AIRWAYS -FLIGHT TO SYDNEY TRAINING KILLARA N HAMPTON	779.50	
C VIOLANTI & S VIOLA STAFF COSTS-REFRESHMENTS	36.15	
ARF18 - FACEBOOK MARKETING AND PROMOTION	75.22	
BKB -FACEBOOK MARKETING AND PROMOTION	171.07	
HOTEL -IBIS - MICHELLE WINMAR -STAFF ACCOMMODATION TRAINING	443.00	
CROWN PROMENDADE- ROSS RAYSON STAFF	445.28	
ACCOMMODATION LOCAL GOV PROF		
CROWN PROMENDADE- JAMIE HAWKINS STAFF	445.28	
ACCOMMODATION LOCAL GOV PROF		
CROWN PROMENDADE- MICHELLE BLACKHURST STAFF	445.28	
ACCOMMODATION LOCAL GOV PROF		
KENNARDS HIRE WA - RETURN OF OVERCHARGED MONEY JULY/AUGUST	-298.00	
KENNARDS HIRE WA - RETURN OF OVERCHARGED MONEY JULY/AUGUST	-508.00	3,655.83
Executive Manager Development Services		
MISS MAUD - LUNCH TRIBUNAL HEARING	11.95	
WILSON PARKING -TRIBUNAL HEARING	15.12	
JARRAHDAL GENERAL STORE-REFRESHMENTS	17.70	
LAMEY GV GEARING - REFRESHMENTS COUNCIL MEETING	642.60	687.37
Total Credit Card Expenditure	\$	6,376.70

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,746,197.91 was submitted to the Ordinary Meeting of Council on Wednesday, 21 November 2018.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,746,197.91 was submitted to each member of the Council on Wednesday, 21 November 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 October 2018

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Zoe Maconald Accountant
Responsible Officer:	Colin Young Executive Manager Corporate Service
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 period ending 31 October 2018.

ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31 October 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 30th September 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;
- 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 (rates) is under budget \$56,644 predominantly due to a delay in receiving interim rates associated with the Northam Village Square Development.
2. Recreation & culture is under budget by 57.84%. This is due to the timing of grant funding associated with the town hall render \$58,450, 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, less the timing of the NSRF grant claim of \$210,000 associated with the BKB Centre.
3. Transport is over budget by 17.88%, due to an amount greater than budgeted received for the Mains Road Direct Grant of \$74,368, will be accounted for as part of the budget review process.
4. Economic Services is under budget \$20,433 predominantly due to the items presented below;
 - Timing of the Avon decent festival grant funding of \$27,000.

Operating Expenditure

5. Governance is under budget by \$71,775 predominantly due to the items disclosed below;
 - Consultants of \$40,706
 - Audit Fees \$6,206
6. General Purpose Funding is under budget by \$28,617 due to valuations of \$10,424 and legal costs recoverable of \$17,509.
7. Law and Order is under by \$46,210 due to the following
 - Brigades expenses of \$19,043
 - Fire Hazard Reduction \$5,856
 - Crime Prevention of \$5,000
 - The timing of dog pound management of \$10,424
8. Community amenities is under budget 21.69%, due to the the items presented below;
 - Timing of rubbish site maintenance contractor expense \$128,328 being brought to account.
 - Regional verge bins \$9,025
 - Flood mitigation is under \$8,181 due predominantly to refunds from synergy resulting from being overcharged for estimated power usage readings.
 - Consultants of \$15,844
 - Municipal Inventory of \$5,000

- Town pool aerators \$6,315
- 9. Recreation and Culture is under budget by \$249,404. This includes the following items;
 - Timing of swimming Pool expenditure (general) \$24,000
 - Rec Centre salaries \$10,031
 - Parks and Gardens \$94,655, (timing)
 - Progress and community group payments \$13,200
 - Wundowie Oval \$11,172
 - Depreciation of \$40,855 due to adjustments to the fair value of assets.
 - Northam Library building \$8,198
 - Wundowie Library building maintenance \$4,533
- 10. Transport is over budget \$53,300 relating to the timing of the works program.
- 11. Other property and services is under budget by \$55,940 predominantly due to the timing of parts expenditure, \$33,869 and Annual leave expenditure of \$35,153,

Operating Income by Nature and Type

- 12. Rates are under budget as per the details point 1 above.
- 13. Operating Grants are over budget \$89,398 due to the items disclosed at points 3 & 4 above.
- 14. Fees and charges are under by \$62,327 which is covered in point 4 above together with CHSP client fees of \$25,593, Planning fees of \$13,258, building fees of \$12,956 and fees associated with the BKB centre \$22,000.
- 15. Interest earnings are over budget 20% due to the timing of the rates instalment interest charge.
- 16. Non-operating grants are under budget by \$146,982, as detailed in item 2 above.

Operating Expenditure by Nature and Type

- 17. Employee costs are over budget \$5% due to a higher concentration on maintenance works than budgeted, offset capital works.
- 18. Materials and contracts is under budget 41% due to the timing of items presented below;
 - Rubbish site Maintenance \$128,328
 - Parts and Repairs \$33,869
 - Marketing and Promotion \$59,345
 - Festival and Events \$39,284
 - Consultants as disclosed at points 5 & 8 above
 - Brigades expenses of \$19,043
 - Fire Hazard Reduction \$5,856
 - Crime Prevention of \$5,000
 - The timing of dog pound management of \$10,424
 - Road Maintenance \$41,111, budget timing requires adjusting

- Verge Maintenance \$23,600
 - Parks and Gardens and Reserves \$25,000
19. Depreciation is under budget 5% due to changes to the fair value of Councils infrastructure assets.
20. Other expenditure is over budget by \$89,555, predominantly due to the timing of internal allocations relating to PWO & POC (non-cash).

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 2018/19 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

- Reputational – Nil.
- Financial – Nil.
- Compliance - Low
 - Risk assessed as low as there are processes in place to ensure that this report is presented to Council each month in order to comply with relevant legislation.
- Legal – Nil.


OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31 October 2018.

Attachment 1



Shire of Northam

SHIRE OF NORTHAM
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 2018

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**SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 2018**

NOTE		18/19 Budget \$	Ytd Budget \$	18/19 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
Operating						
Revenues						
		35,400	28,452	37,366	8,914	31.33%
	1	2,195,476	617,757	805,092	(12,665)	(2.05%)
		10,109,614	9,981,690	9,925,046	(56,644)	(0.57%)
		1,400,880	149,174	140,536	(8,638)	(5.79%)
		81,000	44,130	29,893	(14,237)	(32.26%)
		1,335,198	614,009	593,641	(20,368)	(3.32%)
		44,568	14,852	17,451	2,599	17.50%
		2,648,293	1,806,173	1,817,326	11,153	0.62%
	2	6,194,753	287,032	121,026	(166,006)	(57.84%)
	3	2,102,594	585,509	690,222	104,713	17.88%
	4	696,402	186,131	165,257	(20,874)	(11.21%)
		60,200	20,060	32,136	12,076	60.20%
		26,904,378	14,334,969	14,174,893	(159,976)	(1.12%)
Expenses						
	5	(1,306,014)	(463,553)	(391,778)	71,775	15.48%
	6	(283,705)	(97,873)	(69,256)	28,617	29.24%
	7	(1,265,540)	(436,795)	(390,585)	46,210	10.58%
		(299,775)	(106,124)	(115,087)	(8,963)	(8.45%)
		(1,372,112)	(462,939)	(444,861)	18,078	3.91%
		(74,259)	(25,673)	(21,711)	3,962	15.43%
	8	(3,460,527)	(961,611)	(752,998)	208,613	21.69%
	9	(4,606,921)	(1,522,406)	(1,273,002)	249,404	16.38%
	10	(5,498,594)	(1,817,336)	(1,870,636)	(53,300)	(2.93%)
		(2,689,610)	(988,882)	(988,834)	48	0.00%
	11	(27,141)	(86,786)	(30,846)	55,940	64.46%
		(20,884,199)	(6,969,978)	(6,349,596)	620,382	8.90%
Removal of Non-Cash Items						
		75,848	0	12,872	12,872	
		0	0	(1,740)	(1,740)	
		4,363,387	0	0	0	
Non Operating Items						
		0	0	0	0	
		(1,899,240)	(445,048)	(223,510)	221,529	49.78%
		(1,722,250)	(392,811)	(523,340)	(130,529)	(33.23%)
		(76,776)	(1,500)	0	1,500	100.00%
		0	0	0	0	
		0	0	0	0	
		(4,060,569)	(292,396)	(392,481)	(100,065)	(34.22%)
		(337,861)	0	0	0	#DIV/0!
		0	(95,488)	(92,299)	3,189	
		(1,734,394)	(217,606)	(147,488)	70,118	32.22%
		(2,717,581)	(309,924)	(57,688)	252,236	81.39%
		(59,200)	(19,732)	0	19,732	100.00%
		(191,000)	(60,332)	(85,024)	(24,692)	(40.93%)
		(8,445,177)	(39,232)	(286,350)	(247,118)	(629.89%)
		450,113	13,636	13,636	0	0.00%
		(227,381)	(98,220)	(102,600)	(4,380)	(4.46%)
		2,900,000	0	0	0	
		25,095	3,063	3,068	(55)	1.80%
		(1,029,767)	0	(25,841)	(25,841)	
		3,217,756	0	0	0	
ADD Net Current Assets July 1 B/Fwd						
		5,448,818	5,117,156	5,117,156	(0)	
LESS Net Current Assets Year to Date						
		0	10,526,557	12,039,068	1,512,511	
		(0)	0	(1,076,595)	(1,076,595)	

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2018

1. OPERATING STATEMENT

	Note	18/19 Budget \$	Ytd Budget	18/19 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
OPERATING REVENUES						
Rates	12	10,109,614	9,996,647	9,942,801	(53,846)	-1%
Operating Grants Subsidies and Contributions	13	4,379,720	1,128,776	1,223,278	94,502	8%
Fees and Charges	14	3,964,894	2,239,602	2,177,275	(62,327)	-3%
Interest Earnings	15	391,500	109,535	131,644	22,109	20%
Other Revenue		751,571	208,861	195,429	(13,432)	-6%
TOTAL OPERATING REVENUE		19,597,299	13,683,421	13,670,427	(12,994)	0%
OPERATING EXPENSES						
Employee Costs	17	(8,083,630)	(2,756,329)	(2,893,007)	(136,678)	-5%
Materials and Contracts	18	(6,531,974)	(1,857,620)	(1,103,882)	753,738	41%
Utility Charges		(952,576)	(238,674)	(200,202)	38,472	16%
Depreciation of Non Current Assets	19	(4,363,387)	(1,454,396)	(1,380,420)	73,976	5%
Interest Expenses		(133,094)	(63,110)	(52,291)	10,819	17%
Insurance Expenses		(475,846)	(469,486)	(487,004)	(17,518)	-4%
Other Expenditure	20	(184,609)	(130,363)	(219,918)	(89,555)	-69%
TOTAL OPERATING EXPENSE		(20,725,116)	(6,969,978)	(6,336,724)	633,254	-9%
Non Operating Grants Subsidies and Contributions	16	7,223,845	651,548	504,566	(146,982)	23%
Profit on Asset Disposals		84,234	0	0	0	#DIV/0!
Loss on Asset Disposals		(160,082)	0	(12,872)	(12,872)	#DIV/0!
RESULTING FROM OPERATIONS		6,020,180	7,364,991	7,825,397	460,406	6%

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2018

2. BALANCE SHEET

	18/19	17/18
	YTD Actual	Actual
	\$	Estimated
	\$	\$
CURRENT ASSETS		
Cash Assets	12,714,999	9,699,754
Receivables	6,499,002	3,496,735
Inventories	1,224	1,224
TOTAL CURRENT ASSETS	19,215,225	13,197,713
NON-CURRENT ASSETS		
Receivables	583,192	583,191
Land and Buildings	53,412,194	53,557,271
Property, Plant and Equipment	7,414,279	6,600,355
Infrastructure	139,219,089	139,487,644
TOTAL NON-CURRENT ASSETS	200,628,754	200,228,461
TOTAL ASSETS	219,843,979	213,426,174
CURRENT LIABILITIES		
Payables	632,959	1,936,615
Interest-bearing Liabilities	121,780	224,381
Provisions	1,062,556	1,064,296
TOTAL CURRENT LIABILITIES	1,817,295	3,225,292
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	1,783,681	1,783,681
Provisions	271,813	271,813
TOTAL NON-CURRENT LIABILITIES	2,055,494	2,055,494
TOTAL LIABILITIES	3,872,789	5,280,786
NET ASSETS	215,971,190	208,145,388
EQUITY		
Retained Surplus	95,848,622	88,041,666
Reserves - Cash Backed	6,143,556	6,124,711
Reserves - Asset Revaluation	113,979,012	113,979,011
TOTAL EQUITY	215,971,190	208,145,388



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2018

3. ACQUISITION OF ASSETS		18/19 Budget \$	18/19 Ytd Actual \$
The following assets have been acquired during the period under review:			
By Program			
Governance	Note		
Admin Building		337,500	3,769
New Telephone System		42,276	0
Server Upgrade		30,000	0
Law, Order & Public Safety			
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 Standpipes		14,500	0
CCTV - Stage 1 & 2		235,814	0
Education & Welfare			
LTM Playgroup		13,850	0
Upgrade Memorial Hall		10,000	0
Killara Commuter Bus		73,539	51,020
Killara Bus		141,809	0
Community Amenities			
Cemetery Toilet		11,536	0
King Creek Drainage		80,395	545
Area Drainage		188,669	7,583
Design of Recycling Station Inkpen		10,000	6,450
Old Quarry Drainage		100,000	0
Rehab Investigation Old Tip Site		35,000	0
Inkpen Drainage		0	0
NRM Grant Capital Expenditure		40,100	4,000
Cemetery Lot development		18,121	0
CBD Works - Street Scaping		181,000	85,024

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
By Program (Continued)			
Recreation & Culture			
Town Hall Upgrades		20,250	6,000
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	103,627
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	57,688
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	275,900
Transport			
Northam Depot Redesign		10,000	0
PN1218 Mitsubishi Fuso C/fwd		120,000	133,445
PN0908 Volvo Back hoe Loader BL71		189,915	0
PN1221 4T Truck C/fwd		92,135	88,090
PN2240 Wood Chipper		130,000	92,300
PN1222 3.5T Truck C/fwd		78,745	0
P100 Cricket Wicket roller		35,000	29,909
PN1501 Hino Water Truck FM500		292,915	0
PN1401 Mazda BT50 Tray top		30,550	0
Traffic Counter		15,585	15,585
Kerb Edging Machine		14,673	9,364

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
By Program (Continued)			
Transport			
Spencers Brook Road SLK 5400 - 7360		283,773	8,293
Spencers Brook Road SLK 12800 - 14600		353,521	99,726
Spencers Brook Road		31,246	30,393
Jennapulin Road c/wd		214,952	1,565
Fermoy Road		5,000	2,103
Katrine Road C/Fwd		62,586	59,415
Mudalla Way		32,158	0
Glass Avenue		94,958	0
Mervyn Street		34,896	159
Cody Street		23,885	0
Foreman Street		22,136	159
Cook Street		27,382	184
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	67
Irishtown Road		192,259	0
Maintenance Capitalised		100,000	7,784
Coates Road		115,100	0
Fitzgerald Street SLK		50,000	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	1,675
Mitchell Avenue		101,338	89,412
Laneway Land Acquisition		57,000	0
GEH Upgrade		419,936	0
Keane Street		118,000	0
Kerb Renewal		99,565	5,387
Chinganning Road C/fwd		80,087	76,817
Gravel Resheeting		223,365	750
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 OCTOBER 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
Drainage - Rural		1,442,330	139,380
Culvert Renewal		59,238	3,813
Repair Leach Drains Airport		9,200	0
New Hanger Water Feeds Airport		50,000	0
Economic Services			
BKB Building & Furniture		403,000	213,750
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>1,808,170</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
By Class			
Land Held for Resale		0	0
Land and Buildings		1,899,240	223,519
Plant and Equipment		1,722,250	523,340
Furniture and Equipment		76,776	0
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		4,060,569	392,461
Infrastructure Assets - Footpaths		337,861	92,299
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		1,734,394	147,488
Infrastructure Assets - Parks & Ovals		2,717,581	57,688
Infrastructure Assets - Airfields		59,200	0
Infrastructure Assets - Streetscape		191,000	85,024
Infrastructure Assets - Other		8,445,177	286,350
		<u>21,244,048</u>	<u>1,808,170</u>



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 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 \$
Law Order & Public Safety						
Killara Community Care Bus C/fwd	20,347	0	32,400	0	12,053	0
Education & Welfare						
Community Coaster Bus C/fwd	26,222	26,508	23,000	13,636	(3,222)	(12,872)
Killara Commuter Bus C/fwd	24,370	0	68,181	0	43,811	0
Community Amenities						
Toyota Coaster Bus (Community)	22,901	0	45,000	0	22,099	0
Recreation & Culture						
Transport						
PN1514 Rangers Triton Lite 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	29,083	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	26,508	450,113	13,636	(75,848)	(12,872)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 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 \$
Plant & Equipment						
PN1514 Rangers Triton Ute 4*4	20,347	0	32,400	0	12,053	0
Killara Commuter Bus C/fwd	26,222	26,508	23,000	13,636	(3,222)	(12,872)
Killara 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	80,912	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	26,508	450,113	13,636	(75,848)	(12,872)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

18/19 Budget \$	Ytd Actual \$
84,234	0
(160,082)	(12,872)
(75,848)	(12,872)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2018

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		18/19 Budget \$	18/19 Ytd Actual \$	18/19 Budget \$	18/19 Ytd Actual \$	18/19 Budget \$	18/19 Ytd Actual \$	18/19 Budget \$	18/19 Ytd Actual \$
Recreation & Culture									
Loan 208 - Northam Country Club **	7.36%	9,365	0	3,008	6,128	3,008	3,237	9,365	624
Loan 219A - Northam Bowling Club **	3.18%	182,007	0	0	18,987	0	163,040	182,007	6,870
Loan 223 - Recreation Facilities	6.06%	252,562	0	60,342	122,513	60,341	130,049	252,563	15,099
Loan 224 - Recreation Facilities	6.48%	860,271	0	21,588	43,876	21,588	816,395	860,271	60,776
Loan New - Swimming Pool		0	2,400,000	0	0	0	2,400,000	0	0
Loan New - Youth Space		0	500,000	0	0	0	500,000	0	0
Economic Services									
Loan 225 - Victoria Oval Purchase	6.48%	703,858	0	17,663	35,898	17,663	667,960	703,858	49,726
		2,008,063	2,900,000	102,601	227,381	102,600	4,680,682	2,008,064	133,094
									52,291

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 OCTOBER 2018

	18/19 Budget					18/19 Ytd Actual				
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
5. RESERVES - CASH BACKED										
Agad Accomodation Reserve	217,338	4,289	5,000		226,597	217,338	919			218,257
Employee Liability Reserve	418,145	8,196			426,340	418,145	1,769			419,914
Housing Reserve	259,499	5,088			264,586	259,499	1,098			260,597
Reticulation Scheme Reserve	89,088	1,354	10,000		80,442	89,088	292			69,380
Office Equipment Reserve	101,068	1,981		(72,276)	30,771	101,068	686			101,752
Plant & Equipment Reserve	109,879	2,154	300,000	(315,585)	126,448	109,879	465			110,344
Road & Bridgeworks Reserve	77,723	1,523	10,000		89,246	77,723	329			78,052
Refuse Site Reserve	476,794	9,345	180,000		666,139	476,794	2,016			478,810
Regional Development Reserve	91,481	1,793		(80,000)	13,274	91,481	387			91,868
Speedway Reserve	144,261	2,828			147,088	144,261	610			144,871
Community Bus Replacement Reserve	83,105	1,433		(82,000)	2,538	83,105	266			63,371
Septage Pond Reserve	191,430	3,752	71,223		266,405	191,430	810			192,240
Killara Reserve	375,484	7,390	4,000	(124,167)	262,677	375,484	1,586			377,070
Stormwater Drainage Projects Reserve	129,330	2,535		(100,000)	31,865	129,330	546			129,876
Recreation and Community Facilities Reserve	1,809,999	38,470	158,965	(1,886,228)	118,212	1,809,999	7,651			1,817,650
Administration Office Reserve	691,211	13,548		(337,500)	367,259	691,211	2,665			693,876
Council Buildings & Amenities Reserve	208,750	6,052	55,579	(175,000)	195,381	208,750	1,202			310,053
River Town Pool Dredging Reserve	303,220	5,943	50,000		359,163	303,220	1,283			304,503
Parking Facilities Construction Reserve	211,280	4,141		(65,000)	150,421	211,280	893			212,173
Art Collection Reserve	22,680	445			23,125	22,680	96			22,776
Election Reserve	183	3	15,000		15,186	183	0			183
Revaluation Reserve	40,463	793	20,000		61,256	40,463	171			40,634
Total Cash Backed Reserves	6,112,388	120,000	909,767	(3,217,738)	3,924,399	6,112,388	25,841			6,138,230
Total Interest										
										1,029,767

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF NORTHAM

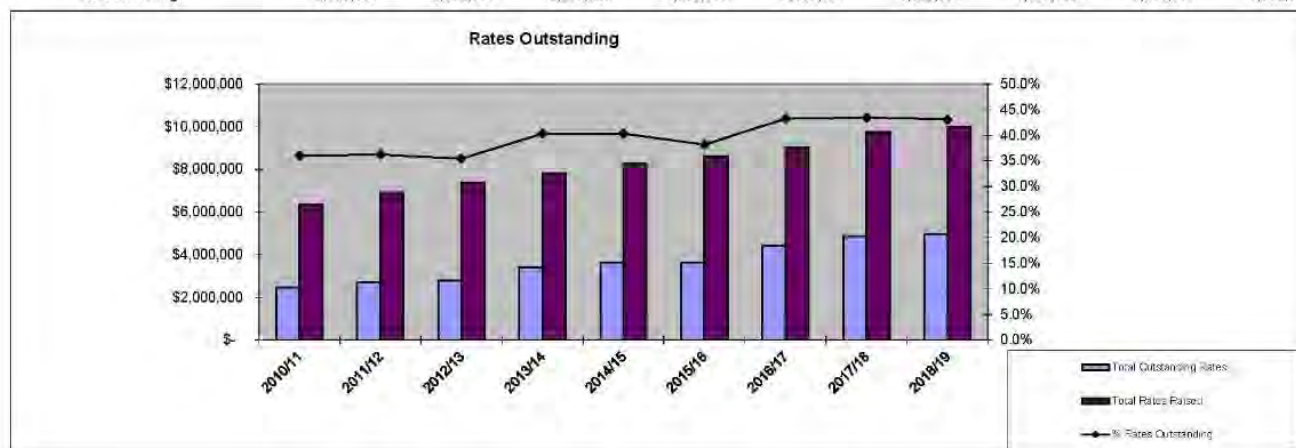
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2018

	18/19 Budget	18/19 Ytd Actual	Estimated 17/18 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	200,000	6,564,443	3,575,038
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Reserves	3,924,399	6,150,556	6,124,714
Self Supporting Loan	26,500	13,811	16,818
Sundry Debtors	143,816	641,799	1,458,767
Rates - Current	1,900,000	5,748,360	1,981,652
Pensioners Rates Rebate	0	18,748	14,928
Provision for Doubtful Debts	100,000	(142,499)	(142,499)
GST Receivable	0	147,309	238,907
Accrued Income/Prepayments	0	71,474	465,216
Inventories	1,000	1,224	1,224
	<u>6,295,715</u>	<u>19,215,225</u>	<u>13,734,764</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(1,703,361)	(543,732)	(1,450,291)
Rates Income in Advance	(280,000)	(80,058)	(238,427)
GST Payable	0	(58,359)	(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	66,998	7,542
Loan Liability	(227,381)	(121,780)	(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>(1,817,294)</u>	<u>(3,368,602)</u>
NET CURRENT ASSET POSITION	<u>3,020,677</u>	<u>17,397,930</u>	<u>10,366,162</u>
Less: Cash - Reserves - Restricted	(3,924,399)	(6,150,556)	(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	121,780	224,381
Add: Leave Liability Reserve	426,341	419,914	418,145
Add: Budgeted Leave	250,000	250,000	250,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>0</u>	<u>12,039,068</u>	<u>5,117,156</u>

SHIRE OF NORTHAM
RATING REPORT
FOR THE PERIOD ENDED 31 October 2018

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Key Rating Dates									
RATES ISSUED	04/08/10	09/08/2011	5/09/2012	4/09/2013	14/08/14	14/08/15	19/08/2016	1/09/2017	15/09/2018
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	29/03/2016	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	\$6,268,889	\$6,851,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$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	\$58,805.77
Rates Paid by month									
1 July	24,588	51,948	38,805	47,443	62,554	29,105	43,333	60,002	94,638
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	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835
4 October	374,463	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136	484,607	590,724
5 November									
6 December									
7 January									
8 February									
9 March									
10 April									
11 May									
12 June									
Total YTD	4,408,154	4,743,376	5,129,995	5,014,466	5,382,905	5,880,032	5,820,532	6,364,323	6,557,066
% Ytd Rates Outstanding	36.0%	36.2%	35.4%	40.3%	40.3%	38.2%	43.2%	43.4%	43.1%
Ytd Outstanding	2,476,658	2,692,604	2,813,423	3,385,958	3,635,984	3,629,015	4,435,023	4,889,131	4,962,579



12.4.3 Revocation of Standing Orders Amendment Local Law 2018

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.3.2.15
Reporting Officer:	Cheryl Greenough Coordinator Governance/Administration
Responsible Officer:	Colin Young Executive Manager Corporate Service
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

This report is to request Council to revoke decision C.3516 to adopt the Standing Orders Amendment Local Law 2018 made on 17 October 2018 as a minor error was picked up in the Amendment Local Law prior to Gazettal and to adopt the new Standing Orders Amendment Local Law 2018 with the minor correction made to it.

ATTACHMENTS

Attachment 1: Standing Orders Amendment Local Law 2018.

BACKGROUND / DETAILS

At the Ordinary Council meeting 17 October 2018 Council adopted the *Standing Orders Amendment Local Law 2018*. In the Amendment Local Law it stated that the principal *Standing Orders Local Law 2018* was Gazetted on 20 April 2018. In reality it did not get published in the Gazette until 24 April 2018.

The Department of Local Government Sporting and Cultural Industries has suggested that revoking Council's previous decision of 17 October 2018 would be the appropriate response to correct the Gazettal date.

Once the previous decision is revoked, Council should adopt the revised Amendment Local Law.

The following table outlines what stage of the process each Local Law is currently at:

2008 Local Laws	Stage 1	s3.16	Council adopted to review Local Law & advertise for 6 weeks	Stage 2	s3.12	Council adopted to make changes to the Local Law and advertise changes	Stage 3	Council adopt the new Local Law, advertise & send for Gazettal
Dogs Local Law 2008								COMPLETE
Cemeteries Local law 2008								COMPLETE
Activities on Thoroughfares						18/10/2017		COMPLETE
Extractive Industries								COMPLETE
Standing Orders						20/12/2017		This meeting
Operation of Waste Facilities								COMPLETE
Parking and Parking Facilities						20/12/2017		Contracted out
Health Local Law 2008								This meeting
Keeping Control of cats								Contracted out
Local Government Property								COMPLETE

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: 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 outlines the procedures for making local laws.

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
 - (a) give Statewide public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;and
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.

* Absolute majority required.
- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice —
 - (a) stating the title of the local law; and
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that copies of the local law may be inspected or obtained from the local government's office.

- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —
making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

Local Government Act 1995

5.25. Regulations about council and committee meetings and committees

- (1) Without limiting the generality of section 9.59, regulations may make provision in relation to —
 - (e) the circumstances and manner in which a decision made at a council or a committee meeting may be revoked or changed (which may differ from the manner in which the decision was made);

Local Government (Administration) Regulations 1996

10. Revoking or changing decisions (Act s. 5.25(1)(e))

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
 - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
 - (b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation
 - (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
 - (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —
 - (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
 - (b) in any other case, by an absolute majority.
 - (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Advertising undertaken in accordance with the *Local Government Act 1995*.

Risk Implications

- Reputational – Low
 - The Shire's reputation as an open and honest entity would not be tarnished by the implementation of an updated local law.
- Financial - Low
 - Nil
- Compliance - High
 - Should the Shire not review their local laws they will be in breach of the Act and subsidiary legislation.
- Legal –High
 - Whilst there is no monetary penalty, not submitting a local law on time may render the local law inoperative due to the Joint Standing Committee on Delegated Legislation disallowing the local law.

OFFICER'S COMMENT

The report seeks to correct a minor error picked up in the Local Law adopted by Council prior to Gazettal. In order to correct these changes Council must revoke their previous decision and adopt the Local Law without any errors. Failure to do so will result in the Joint Standing Committee for Delegated Legislation disallowing the Amendment Local Law and requiring the Shire to recommence s3.12.

1. At least 1/3 of the Council must agree (and sign) a notice indicating a willingness to consider revoking the decision, this must also include the mover. In this case it is Cr Ryan (Motion C.3516).

Notice is hereby given by the following:

	Councillor Name	Signature
1.		
2.		
3.		
4.		

To revoke or change the following decision:

Meeting / Date	17 October 2018.
Agenda Item No	12.4.4.
Agenda Item Name	Standing Orders Amendment Local Law 2018
File Reference	2.3.2.115
Resolution No	C.3516

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3516

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council:

1. Pursuant to section 3.12 of the Local Government Act 1995 close the review period and adopt the local law with the following changes made:
 - (a) (i) Amend **clause 2.4 by deleting s5.16 and inserting 'section 5.17'**
(ii) delete "Absolute Majority"
 - (b) **Amend clause 3.5 by deleting the first occurrence of the word "the"**
 - (c) **Amend clause 5.1(4) by deleting "(item 10)"**
 - (d) Amend clause 19.1 by inserting the following sub-clause:
 1. A person who breaches a provision of these Local Laws commits an offence.
2. Pursuant to section 3.12 of the Local Government Act 1995 authorise the CEO to give Statewide public notice that the Shire has adopted the Shire of Northam Standing Orders Amendment Local Law 2018 with the purpose and effect of this local law being as follows:

Purpose: The purpose of the Standing Orders Amendment Local Law 2018 is to provide for the orderly conduct of meetings of the council and committees, the manner of making an effective petition to the local government, and for the safe custody and use of the common seal.

Effect: The effect of the Standing Orders Amendment Local Law 2018 is that all council and committee meetings, the manner of making a petition to the local government, and the use of the common seal, are to be governed by the standing orders unless otherwise provided in the Act or regulations.

CARRIED 10/0
BY ABSOLUTE MAJORITY

2. Once the above requirement is satisfied Council can then consider the revoking of the motion, which would require a mover and seconder as per the normal process for Council making a decision.

RECOMMENDATION

That Council rescind decision No. C.3516 from the Ordinary Council meeting held on 17 October 2018 in relation to the Standing Orders Amendment Local Law 2018.

ABSOLUTE MAJORITY VOTE OF 6 REQUIRED

3. If the above resolution is carried, Council can then consider an alternative recommendation/motion.

RECOMMENDATION

That Council:

1. Adopt the *Standing Orders Amendment Local Law 2018* as set out in Attachment 1 of the meeting Agenda.
2. That Council, pursuant to section 3.12 of the *Local Government Act 1995* authorise the CEO to give Statewide public notice that the Shire has adopted the Shire of Northam Standing Orders Amendment Local Law 2018 with the purpose and effect of this local law being as follows:
 - Purpose: The purpose of the Standing Orders Amendment Local Law 2018 is to provide for the orderly conduct of meetings of the council and committees, the manner of making an effective petition to the local government, and for the safe custody and use of the common seal.
 - Effect: The effect of the Standing Orders Amendment Local Law 2018 is that all council and committee meetings, the manner of making a petition to the local government, and the use of the common seal, are to be governed by the standing orders unless otherwise provided in the Act or regulations.

Attachment 1

Local Government Act 1995

SHIRE OF NORTHAM

STANDING ORDERS 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 Standing Orders 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 amended

3.1 In this local law the *Shire of Northam Standing Orders Local Law 2018* as published in the *Government Gazette* on 24 April 2018, is referred to as the Principal Local Law.

3.2 The Principal local law is amended.

4. Clause 2.4 Amended

Clause 2.4 is amended as follows:

- (a) Delete 's5.16' and insert 'section 5.17
- (b) Delete '*Absolute Majority'

5. Clause 3.5 Amended

Clause 3.5 is amended as follows:

Delete the first occurrence of 'the'

6. Clause 5.1(4) Amended

Clause 5.1(4) is amended as follows:

Delete '(item 10)'

7. Clause 19.1 Amended

Clause 19.1 is amended as follows:

Insert 'A person who breaches a provision of these Local Laws commits an offence'.

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

12.4.4. Health Amendment Local Law 2018

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.3.2.15
Reporting Officer:	Cheryl Greenough Coordinator Governance and 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

For Council to consider the final changes to the Amendment Local Law after the statutory 60 days public notice pursuant to section 3.12 of the *Local Government Act 1995*, and to adopt the *Shire of Northam Health Amendment Local Law 2018*.

ATTACHMENTS

- Attachment 1: Gazettal Version Health Amendment Local Law 2018.
Attachment 2: Revised Health Local Law.

BACKGROUND / DETAILS

In accordance with s.3.16 of the *Local Government Act 1995* (the Act), the Shire completed a statutory review of the Shire's *Health Local Law 2008*.

During the statutory review process, the Department of Local Government, Sport and Cultural Industries (the Department) advised their recommendations for amendment of this Local Law.

Council, at its meeting held 18 April 2018, subsequently resolved to undertake changes to the Shire's *Health Local Law 2008* those changes were voted on in Minute Number C3332 as noted below. Two of the changes as highlighted could not be effected according to the Council Decision as they did not match the existing Local Law. However they have been made as close to Council requests as possible.

MOTION / COUNCIL DECISION

Minute No: C.3332

Moved: Cr Williams

Seconded: Cr Tinetti

That Council:

1. Pursuant to section 3.12 of the *Local Government Act 1995* make amendments to the *Health Local Law 2008* by commencing the *Health Amendment Local Law 2018*, including the following additional amendments:

- Amend clause 5.2.4 to read - **“(1) An owner or occupier** of premises on which there is a dead animal or bird shall dispose of it as soon as practicable and in a manner that does not create a nuisance. (2) An owner, or a person having the care of any animal or bird that dies or is killed in a public or private place, shall dispose of it as soon as **practicable and in a manner that does not create a nuisance.”**
- **Amend clause 5.4.1 to “Keeping of Poultry and Pigeons or Doves” and any references to pigeons to include doves.**
- Amend clause 6.3.1 - **remove “(other than rats)”**
- Amend clause 6.3.2 - **(2)(b)(i) to “if it is not already dead, effect the humane destruction of the rodent, and”**
- **Amend section 6.3.6 - (1) (a) A”n owner or occupier of a premises shall not keep more than two adult rats. A greater number of rats may only be kept, in a prescribed manner, if approved by an authorised officer.**
(b) Any such rats are at all times to be kept in the effective control of **a person or in a locked cage.”**

2. Authorise the CEO to give Statewide public notice that the Shire intends to make the Shire of Northam Health Amendment Local Law 2018 with the purpose and effect of this Local law being as follows:

Purpose: The Shire of Northam Health Amendment Local Law 2018 makes amendments to the Shire of Northam Health Local Law 2008 which provides for the effective controlling of issues which may have the potential to impact the health and wellbeing of the community.

Effect: To allow health related issues to be effectively controlled and provide an acceptable standard for the maintenance of public health.

3. Request the CEO to commence the Local Law process inviting public submissions on the proposal as described in s3.12(3) of the *Local Government Act 1995*.

CARRIED 7/0

The first highlighted item appears to be in reference to the title of Division 4 – Keeping Poultry and Pigeons and not Clause 5.4.1.

The second highlighted area relates to amending Clause 6.3.6(1)(a). As subclause (1) already states: (1) *Subject to subclause (2) an owner or occupier of premises shall not, on or from those premises:-*
It would be doubling up to have it said in subclause (1)(a). So subclause (1) and (1)(a) now state the following:

6.3.6 (1) *Subject to subclause (2) an owner or occupier of premises shall not, on or from those premises:-*

(a) *keep or permit to be kept more than two adult rats. A greater number of rats may only be kept, in a prescribed manner, if approved by an authorised officer;*

This report seeks to finalise the s.3.12 process, with Council considering any last changes to the Local Law as long as they are not significantly different from what has proposed, then adopt the *Shire of Northam Health Amendment Local Law 2018* which is to be Gazetted in the *Government Gazette* and a copy provided to the Minister.

The following table outlines what stage of the process each Local Law is currently at:

2008 Local Laws	Stage 1	s3.16	Council adopted to review Local Law & advertise for 6 weeks	Stage 2	s3.12	Council adopted to make changes to the Local Law and advertise changes	Stage 3	Council adopt the new Local Law, advertise & send for Gazettal
Dogs Local Law 2008								COMPLETE
Cemeteries Local law 2008								COMPLETE
Activities on Thoroughfares						18/10/2017		COMPLETE
Extractive Industries								COMPLETE
Standing Orders						20/12/2017		This Meeting
Operation of Waste Facilities								COMPLETE
Parking and Parking Facilities						20/12/2017		Contracted out
Health Local Law 2008								This meeting
Keeping Control of cats								Contracted out
Local Government Property								COMPLETE

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

- Implement systems and processes which deliver quality outcomes for our community;
- Maintain a high standard of corporate governance;
- Encourage active community participation in our local government; and
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

Financial / Resource Implications

Commencing an amendment Local Law process will incur:

- Advertising costs in the West Australian - Approximate cost \$400
- Gazettal of the adopted amendment Local Law. Approximate cost \$212 per page.
- Advertising in the Avon Advocate relating to the adoption of the amendment Local Law. Approximate cost \$200

Legislative Compliance

Section 3.12 of the Local Government Act 1995 which outline the procedures for adopting Local Laws.

- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the Local Law* as proposed or make a Local Law* that is not significantly different from what was proposed.*

**Absolute majority required.*

- (5) *After making the Local Law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*

- (6) *After the Local Law has been published in the Gazette the local government is to give local public notice —*
(a) stating the title of the Local Law; and
(b) summarizing the purpose and effect of the Local Law (specifying the day on which it comes into operation); and
(c) advising that copies of the Local Law may be inspected or obtained from the local government's office.

- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Local notification of the adoption in the newspaper including notices at the Shire and in the two libraries.

Risk Implications

- Reputational – Low
 - The Shire's reputation as an open and honest entity would not be tarnished by the implementation of an updated Local Law.
- Financial - Low
 - The financial implications will relate to Gazettal of the Local Law in the *Government Gazette* as well as the local paper. The cost should be less than \$1,000.
- Compliance - High
 - Should the Shire not review their Local Laws they will be in breach of the Act and subsidiary legislation.
- Legal –High
 - Whilst there is no monetary penalty, not submitting a Local Law on time may render the Local Law inoperative due to the Joint Standing Committee on Delegated Legislation disallowing the Local Law.

OFFICER'S COMMENT

The Proposed Health Amendment Local Law 2018 has been drafted to address the changes raised by the Department in their email dated 17 May 2018 as well as other minor amendments.

Elected members and Officers have had the opportunity to examine the existing Local Law and make any comments during and prior to the Public Comment period.

In accordance with the provisions of the Act it is necessary for Council to now either adopt the current changes or make minor modifications before adopting this new Local Law. Once the Local Law has been adopted it must be Gazetted and forwarded both Ministers and will come into operation immediately after Gazettal.

State wide public notice must be given that the Amendment Local Law has been adopted, and have it available for public inspection. This also includes displaying copies of the Amendments Local Law at the Shire office and both of the Shire's library services.

RECOMMENDATION

That Council:

1. Adopt the Health Amendment Local Law 2018 as set out in Attachment 1 of the meeting Agenda;
2. Authorise the CEO to give Statewide public notice that the Shire has adopted the Shire of Northam Health Amendment Local Law 2018 with the purpose and effect of this Local Law being as follows:
Purpose: The Shire of Northam Health Amendment Local Law 2018 makes amendments to the Shire of Northam Health Local Law 2008 which provides for the effective controlling of issues which may have the potential to impact the health and wellbeing of the community.
Effect: To allow health related issues to be effectively controlled and provide an acceptable standard for the maintenance of public health.
3. Request the CEO complete the Local Law process as described in s3.12(6) of the *Local Government Act 1995*.

ABSOLUTE MAJORITY OF 6 REQUIRED

Attachment 1

Local Government Act 1995

SHIRE OF NORTHAM

HEALTH AMENDMENT LOCAL LAW 2018

Under the powers conferred by the *Health (Miscellaneous Provisions) Act 1911*, 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 Health Amendment Local Law 2018*

2. Commencement

This Local Law comes into operation on the date of its publication in the *Government Gazette*.

3. Principal local law amended

- (1) 3.1 In this Local Law the *Shire of Northam Health Local Law 2008* as published in the *Government Gazette* on 10 December 2008, is referred to as the Principal Local Law.
- (2) 3.2 The Principal Local Law is amended.

4. General Amendment

To the exception of clause 2.2.1(1)(b) the Principal Local Law is amended by deleting each instance of '*Health Act 1911*' and inserting '*Health (Miscellaneous Provisions) Act 1911*'

5. Clause 1.2 Amended

Clause 1.2 is amended as follows:

- (a) In the definition for "**AS 1530.2:1993**" delete '- Tests for flammability of materials'
- (b) In the definition for "**AS/NZS 1530.3:1999**" delete all after 'components'
- (c) In the definition for "**AS1668.2-2002**" delete '2002' and insert '2011'
- (d) In the definition for "**AS1668.2-2002**" delete '- Ventilation design for indoor air contaminant control'
- (e) In the definition for "**AS 2001.5.4-2005**" delete '- Dimensional change – Domestic washing and drying procedures for textile testing.'
- (f) In the definition for "**AS/NZS 3666.2: 2002**" delete '2002' and insert '2011'

6. General Amendment

- (1) The principal local law is amended by deleting each instance of 'EHO' and inserting 'Authorised Officer'; and
- (2) deleting 'Environmental Health Officer' and inserting 'Authorised Officer'

7. Clause 3.2.4 Amended

Clause 3.2.4 is amended as follows:

- (a) In subclause 2(b) delete '2002' and insert '2012'; and
- (b) In subclause 3(a) delete '2002' and insert '2011'

8. Clause 3.5.1 Amended

In subclause 3.5.1(4)(b) delete '31 December' and insert '30 June'

9. Clause 4.1.3 Amended

Clause 4.1.3 is amended as follows:

- (a) In subclause (2)(b) delete 'Executive Director' and insert 'Chief Health officer'.
- (b) In subclause (2)(c) delete 'Executive Director' and insert 'Chief Health officer'.

10. Clause 5.2.4 Amended

Clause 5.2.4 is amended as follows:

- (a) In subclause (1) insert 'or bird' after 'is a dead animal' after 'shall' delete 'immediately remove the carcass and arrange for its disposal at an approved disposal site.' and insert 'dispose of it as soon as practicable and in a manner that does not create a nuisance.'
- (b) In subclause (2) insert 'or bird' after 'care of any animal' delete all after 'shall' and insert 'dispose of it as soon as practicable and in a manner that does not create a nuisance.'

11. Clause 5.3.2 Amended

Clause 5.3.2 is amended as follows:

In subclause (1) insert 'within a townsite' after '4 hectares' and before 'without the written approval'

12. Clause 5.3.3 Amended

Clause 5.3.3 is amended as follows:

- (a) In subclause (1) insert 'within a townsite' after '4 hectares' and before 'on which a stable'
- (b) In subclause (2)(b) delete '31 December' and insert '30 June'

13. Division 4 Title Amended

Division 4 Title is amended as follows:

Insert 'or Doves' after 'Pigeons'

14. Clause 5.4.2 Amended

Clause 5.4.2 is amended as follows:

- (a) In the heading insert 'or Doves in a townsite' after 'Pigeons'
- (b) In subclause (1)(a) insert 'or doves' after 'and pigeons'
- (c) In subclause (1)(b) delete '150' and insert the '50' insert 'doves' after '50 pigeons,'
- (d) In subclause (2) insert 'including doves' after 'bird club'
- (e) After subclause (2) insert sub-clause 3:
 - (3) An owner or occupier of a premises is required to obtain approval from the Local Government to keep more than 50 pigeons, doves or poultry, on any one lot of land.

15. Clause 5.4.4 Amended

Clause 5.4.4 is amended as follows:

In subclause (1) insert 'in a townsite' after 'premises' and before 'shall not:-'

16. Clause 6.3.1 Amended

Clause 6.3.1 is amended as follows:

Delete '(other than rats)' after 'include animals'

17. Clause 6.3.2 Amended

Clause 6.3.2 is amended as follows:

In subclause (2)(b)(i) delete 'kill it immediately' and insert 'effect the humane destruction of the rodent'

18. Clause 6.3.6 Amended

Clause 6.3.6 is amended as follows:

(a) In subclause (1)(a) insert 'more than two adult rats. A greater number of rats may only be kept, in a prescribed manner, if approved by an authorised officer' after keep or permit to be kept'

(b) Delete subclause (1)(b)

(c) Insert subclause (1)(b) Any such rats are at all times to be kept in the effective control of a person or locked in a cage.

19. Clause 8.1.2 Amended

Clause 8.1.2 is amended as follows:

In subclause (d)(ii) delete 'with the written approval of the CEO'

20. Schedule 12 Amended

Schedule 12 Amended as follows:

In Schedule 12 delete 'Executive Director' and insert 'Chief Health Officer'.

Consented to: _____

CHIEF HEALTH OFFICER

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

DATED: ____ / ____ / 20

Attachment 2

**HEALTH (MISCELLANEOUS PROVISIONS)
ACT 1911**

LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

**HEALTH AMENDMENT
LOCAL LAW 2018**

**HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
LOCAL GOVERNMENT ACT 1995**

SHIRE OF NORTHAM

HEALTH AMENDMENT LOCAL LAW 2018

ARRANGEMENT

PART 1 - PRELIMINARY

- 1.1. Citation
- 1.2. Definitions
- 1.3. Repeal

PART 2 - SANITATION

Division 1 - Sanitary Conveniences

- 2.1.1 Definition
- 2.1.2 Dwelling house
- 2.1.3 Premises other than a dwelling house
- 2.1.4 Outdoor festivals
- 2.1.5 Toilets
- 2.1.6 Temporary works
- 2.1.7 Maintenance of sanitary conveniences and fittings
- 2.1.8 Ventilation of toilets
- 2.1.9 Public Sanitary conveniences
- 2.1.10 Lighting
- 2.1.11 Installation

Division 2 - Bathrooms, Laundries and Kitchens

- 2.2.1 Bathrooms
- 2.2.2 Laundries
- 2.2.3 Washing or keeping of clothes in kitchens
- 2.2.4 Kitchens

PART 3 - HOUSING AND GENERAL

Division 1 - Maintenance of Dwelling Houses

- 3.1.1 Dwelling House maintenance
- 3.1.2 Maintenance of guttering and down pipes and disposal of rainwater

Division 2 - Ventilation of Dwelling Houses

- 3.2.1 Exemption for short term hostels and recreational campsites
- 3.2.2 Overcrowding
- 3.2.3 Calculated sufficient space
- 3.2.4 Ventilation
- 3.2.5 Sub-floor ventilation

Division 3 - Water Supply

- 3.3.1 Water supply
- 3.3.2 Rain water tanks
- 3.3.3 Wells
- 3.3.4 Pollution

Division 4 - Secondhand Furniture, Bedding and Clothing

- 3.4.1 Prohibition of sale
- 3.4.2 Prohibition of possession

Division 5 - Morgues

- 3.5.1 Licensing of Morgues

PART 4 – WASTE FOOD AND LIQUID REFUSE

Division 1 – Liquid Refuse

- 4.1.1 Definition
- 4.1.2 Deposit of liquid refuse
- 4.1.3 Disposal of liquid waste

Division 2 – Transport of Butchers' Waste

- 4.2.1 Definition
- 4.2.2 Restriction of Vehicles
- 4.2.3 Transport of Butchers' Waste

PART 5 - NUISANCES

Division 1 - Nuisances

- 5.1.1 Definition
- 5.1.2 Footpaths etc. to be kept clean
- 5.1.3 Escape of smoke etc.
- 5.1.4 Public vehicles to be kept clean
- 5.1.5 Prohibition against spitting
- 5.1.6 Transportation, use and storage of offal or blood
- 5.1.7 Use or storage of fertiliser
- 5.1.8 Storage and dispatch of artificial fertiliser
- 5.1.9 Storage of fertiliser in a dwelling house

Division 2 - Keeping of Animals

- 5.2.1 Cleanliness
- 5.2.2 Animal enclosures
- 5.2.3 Slaughter of animals
- 5.2.4 Disposal of dead animals

Division 3 - Keeping of Large Animals

- 5.3.1 Definition
- 5.3.2 Stables
- 5.3.3 Registration of Stables
- 5.3.4 Proximity of animals to a dwelling house
- 5.3.5 Manure and Chaff receptacles
- 5.3.6 Horse Stocking Rates

Division 4 - Keeping of Poultry and Pigeons

- 5.4.1 Definition
- 5.4.2 Limitation on numbers of poultry and pigeons
- 5.4.3 Conditions on keeping poultry
- 5.4.4 Roosters
- 5.4.5 Pigeons or doves
- 5.4.6 Removal of non-conforming structure or enclosure

- 5.4.7 Restrictions on pigeon nesting or perching
- 5.4.8 Restrictions on Feeding Wild Birds

Division 5—Keeping of Feedlots

- 5.5.1 Definition
- 5.5.2 Premises to be approved
- 5.5.3 Site conditions

Division 6—Piggeries

- 5.6.1 Definition
- 5.6.2 Premises to be approved
- 5.6.3 Site conditions
- 5.6.4 Prevention of nuisances

PART 6 - PEST CONTROL

Division 1 - Flies

- 6.1.1 Definition
- 6.1.2 Fly breeding matter not to be left on premises unless covered or treated
- 6.1.3 Measures to be taken by an occupier
- 6.1.4 Authorised Officer may give notice directing measures to be taken
- 6.1.5 Local government may execute work and recover costs

Division 2 - Mosquitoes

- 6.2.1 Definition
- 6.2.2 Premises to be kept free of mosquito breeding matter
- 6.2.3 Measures to be taken by an owner or occupier
- 6.2.4 Measures to be taken by occupier
- 6.2.5 Removal of undergrowth or vegetation
- 6.2.6 Filling in excavations etc.
- 6.2.7 Drains, channels and septic tanks
- 6.2.8 Drainage of land

Division 3 - Rodents

- 6.3.1 Definition
- 6.3.2 Measures to be taken to eradicate rodents
- 6.3.3 Waste food etc. to be kept in rodent proof receptacles
- 6.3.4 Restrictions on materials affording harbourage for rodents
- 6.3.5 Food premises etc. to be cleaned after use
- 6.3.6 Restrictions on the sale or keeping of rats.

Division 4 - Cockroaches

- 6.4.1 Definition
- 6.4.2 Measures to be taken to eradicate cockroaches

Division 5 - Argentine Ants

- 6.5.1 Definition
- 6.5.2 Measures to be taken to keep premises free from Argentine Ants

Division 6 - European Wasps

- 6.6.1 Definition
- 6.6.2 Measures to be taken to keep premises free from European Wasp Nests

Division 7 - Bee Keeping

- 6.7.1 Definition
- 6.7.2 Limitation on numbers of hives
- 6.7.3 Restrictions on keeping of bees in hives
- 6.7.4 Bees which cause a nuisance not to be kept

Division 8 - Arthropod Vectors of Disease

- 6.8.1 Definition
- 6.8.2 Responsibility of the owner or occupier

PART 7 - INFECTIOUS DISEASES

Division 1 - General Provisions

- 7.1.1 Authorised Officer may visit, inspect and report
- 7.1.2 Requirements on owner or occupier to clean, disinfect and disinfect
- 7.1.3 Authorised Officer may disinfect or disinfect premises
- 7.1.4 Insanitary houses, premises and things
- 7.1.5 Medical Officer may authorise disinfecting
- 7.1.6 Persons in contact with an infectious disease sufferer
- 7.1.7 Declaration of infected house or premises
- 7.1.8 Destruction of infected animals
- 7.1.9 Disposal of a body
- 7.1.10 Local government may carry out work and recover costs

Division 2 - Disposal of Used Condoms and Needles

- 7.2.1 Disposal of used condoms
- 7.2.2 Disposal of used needles

PART 8 - LODGING HOUSES

Division 1 - Registration

- 8.1.1 Definition
- 8.1.2 Lodging house not to be kept unless registered
- 8.1.3 Application for registration
- 8.1.4 Approval of application
- 8.1.5 Renewal of registration
- 8.1.6 Notification upon sale or transfer
- 8.1.7 Revocation of registration

Division 2 - Construction and Use Requirements

- 8.2.1 General construction requirements
- 8.2.2 Sanitary conveniences
- 8.2.3 Laundry
- 8.2.4 Kitchen
- 8.2.5 Cooking facilities
- 8.2.6 Dining room
- 8.2.7 Lounge room
- 8.2.8 Fire prevention and control
- 8.2.9 Obstruction of passages and stairways
- 8.2.10 Fitting of locks
- 8.2.11 Restriction on use of rooms for sleeping
- 8.2.12 Sleeping accommodation short term hostels and recreational campsites
- 8.2.13 Furnishing etc. of sleeping apartments
- 8.2.14 Ventilation
- 8.2.15 Numbers to be placed on doors

Division 3 - Management and Care

- 8.3.1 Keeper or manager to reside in the lodging house
- 8.3.2 Register of lodgers
- 8.3.3 Keeper report
- 8.3.4 Certificate in respect of sleeping accommodation
- 8.3.5 Duplicate keys and inspection
- 8.3.6 Room occupancy
- 8.3.7 Maintenance of a room by a lodger or resident
- 8.3.8 Cleaning and maintenance requirements
- 8.3.9 Responsibilities of lodgers and residents
- 8.3.10 Approval for storage of food

PART 9 - OFFENSIVE TRADES

Division 1 - General

- 9.1.1 Definition
- 9.1.2 Consent to establish offensive trade
- 9.1.3 Notice of application
- 9.1.4 Registration of premises
- 9.1.5 Certificate of registration
- 9.1.6 Change of occupier
- 9.1.7 Alterations to premises

Division 2 - General Duties of an Occupier

- 9.2.1 Definition
- 9.2.2 Cleanliness
- 9.2.3 Rats and other vectors of disease
- 9.2.4 Sanitary conveniences and hand wash basins
- 9.2.5 Painting of walls etc
- 9.2.6 Effluvia, vapours or gases
- 9.2.7 Offensive material
- 9.2.8 Storage of materials
- 9.2.9 Specified offensive trades
- 9.2.10 Directions
- 9.2.11 Other duties of occupier

Division 3 - Flock Factories

- 9.3.1 Definition
- 9.3.2 New and used material
- 9.3.3 Collection and removal of dust
- 9.3.4 Building requirements
- 9.3.5 Unclean rags
- 9.3.6 Bedding and upholstery

Division 4 - Laundries, Dry Cleaning Establishments and Dye Works

- 9.4.1 Definition
- 9.4.2 Receiving depot
- 9.4.3 Reception room
- 9.4.4 Walls and floors
- 9.4.5 Laundry floor
- 9.4.6 Escape of dust
- 9.4.7 Precautions against combustion

- 9.4.8 Trolleys
- 9.4.9 Sleeping on premises

Division 5—Fat Rendering Establishments

- 9.5.1 Definition
- 9.5.2 Exhaust ventilation
- 9.5.3 Covering of apparatus
- 9.5.4 Rendering of walls

PART 10 - OFFENCES AND PENALTIES

- 10.1 Penalties

SCHEDULES OF FORMS AND FEES

Schedule Number	Description
1.	Application for Licence of a Morgue
2.	Application for Registration of a Stable
3.	Certificate of Registration of a Stable
4.	Application for Registration of a Lodging House
5.	Certificate of Registration of a Lodging House
6.	Notice of Change of Owner of a Lodging House
7.	Register of Lodgers
8.	List of Lodgers on a Particular date
9.	Certificate of Sleeping Accommodation
10.	Application for Consent to Establish an Offensive Trade
11.	Application for Registration of Premises for Offensive Trade
12.	Certificate of Registration of Premises for Offensive Trade

**HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
LOCAL GOVERNMENT ACT 1995**

SHIRE OF NORTHAM

HEALTH AMENDMENT LOCAL LAW 2018

Made by the Council of the Shire of Northam under section 342 of the *Health (Miscellaneous Provisions) Act 1911* in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995*.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the "*Shire of Northam Health Amendment Local Law 2018*".

1.2. Definitions

(1) In this local law, unless the context otherwise requires:-

"Act" means the *Health (Miscellaneous Provisions) Act 1911*;

"adequate supply of water" means a flow of water of not less than 0.076 litres per second;

"approved" means approved by the local government;

"AS" means Australian Standard published by the Standards Association of Australia;

"AS 1530.2: 1993" means the standard published by the Standards Association of Australia as AS 1530.2: 1993 and called "Methods for fire tests on building materials, components and structures;"

"AS/NZS 1530.3: 1999" means the standard published by the Standards Association of Australia as AS/NZS 1530.3: 1999 and called "Methods for fire tests on building materials, components;"

"AS 1668.2-2011" means the standard published by the Standards Association of Australia as AS 1668.2-2011 and called "The use of ventilation and air-conditioning in buildings;"

"AS 2001.5.4-2005" means the standard published by the Standards Association of Australia as AS 2001.5.4-2005 and called "Methods of test for textiles;"

"AS/NZS 3666.2: 2011" means the standard published by the Standards Association of Australia as AS/NZS 3666.2: 2011 and called "Air-handling and water systems of buildings – Microbial Control - Operation and maintenance";

"Building Code" means the latest edition of the Building Code of Australia published from time to time by, or on behalf of, the Australian Building Codes Board, as amended from time to time, but not including explanatory information published with that Code;

"CEO" means the Chief Executive Officer of the Shire of Northam and includes an Acting Chief Executive Officer;

"district" means the district of the Shire of Northam and includes any area placed under the jurisdiction of the local government pursuant to section 22 of the Act;

"dwelling house" means a place of residence containing at least one sleeping room and includes a room or outbuilding separate from, but ancillary to, the building in which the sleeping room is located;

"AUTHORISED OFFICER" means an Authorised Officer appointed by the local government under the Act and includes an Acting or Assistant Authorised Officer.

"habitable room" means a room used for normal domestic activities, and

(a) includes a bedroom, living room, lounge room, music room, television room,

- kitchen, dining room, sewing room, study, play-room, family room and sun-room;
but
- (b) excludes a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, lobby, photographic dark room, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods;
- “hot water”** means water at a temperature of at least 75 degrees Celsius;
- “local government”** means the Shire of Northam;
- “Medical Officer”** means the Medical Officer appointed by the local government under the Act and includes an Acting Medical Officer so appointed;
- “public place”** includes every place to which the public ordinarily have access, whether by payment of a fee or not;
- “sanitary convenience”** includes urinals, water-closets, earth-closets, privies, sinks, baths, wash troughs, apparatus for the treatment of sewage, ash-pits, ash-tubs, or other receptacle for the deposit of ashes, faecal matter or refuse and all similar conveniences;
- “sewage”** means any kind of sewage, nightsoil, faecal matter or urine, and any waste composed wholly or in part of liquid;
- “sewer”** includes sewers and drains of every description, except drains to which the word “drain” as defined in the Act applies, also water channels constructed of stone, brick, concrete, or any other material, including the property of the local government;
- “street”** includes any highway, and any public bridge, and any road, lane, footway, square, court, alley or passage, whether a thoroughfare or not;
- “toilet”** means a water closet, earth closet, privy or urinal and includes a room or cubicle in which one or more of these is located;
- “townsite”** means all townsites within the district which are-
- (a) constituted under section 26(2) of the *Land Administration Act 1997*;
 - (b) referred to in clause 37 of Schedule 9.3 of the *Local Government Act 1995*; or
 - (c) within Spencers Brook or Seabrook;
- “water”** means drinking water within the meaning of the Australian Drinking Water Guidelines as published by the National Health and Medical Research Council in 2004 and as amended from time to time; and
- “window”** means a glass panel, roof light, glass brick, glass louver, glazed sash, glazed door, or other device which transmits natural light directly from outside a building to the room concerned when in the closed position.
- (2) Where in these local laws, a duty or liability is imposed on an “owner or occupier”, the duty or liability shall be deemed to be imposed jointly and severally on each of the owner or occupier.
- (3) Where under these local laws an act is required to be done or forbidden to be done in relation to any premises, the owner or occupier of those premises has, unless the contrary intention appears, the duty of causing to be done the act so required to be done or of preventing from being done the act so forbidden to be done, as the case may be.

1.3. Repeal

The following local laws are repealed—

- *The Shire of Northam Health Local Laws 2003* published in the *Government Gazette* 20 February 2003.
- *The Town of Northam Health Local Laws 2003* published in the *Government Gazette* 16 March 2004.

PART 2 - SANITATION

Division 1 - Sanitary Conveniences

2.1.1 Definition

In this Part, unless the context otherwise requires: -

“festival” includes a fair, function or event;

“organiser” means a person: -

- (a) to whom approval has been granted by the local government to conduct the festival; or
- (b) responsible for the conduct of the festival;

“public sanitary convenience” means a sanitary convenience to which the public ordinarily have access, whether by payment of a fee or not; and

“temporary sanitary convenience” means a sanitary convenience, temporarily placed for use by :-

- (a) patrons in conjunction with a festival; or
- (b) employees at construction sites or the like.

2.1.2 Dwelling House

(1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house unless it has at least one toilet.

(2) A room in which a toilet is located shall have adequate lighting.

2.1.3 Premises other than a Dwelling House

(1) The owner of premises other than a dwelling house shall not use or occupy, or permit to be used or occupied, premises other than a dwelling house unless: -

- (a) the premises have sanitary conveniences in accordance with the Building Code and this Part;
- (b) the toilets required by this clause are situated within a reasonable distance and are easily accessible to the persons for whom they are provided; and
- (c) the premises have hand wash basins:-
 - (i) in accordance with the Building Code;
 - (ii) for the use of persons employed or engaged on the premises;
 - (iii) provided with an adequate supply of water supplied by taps located over each basin;
 - (iv) separate from any trough, sink or basin used in connection with any process carried out on the premises; and
 - (v) situated within a reasonable distance of the sanitary conveniences and easily accessible to the person for whom they are provided.

(2) The occupier of premises other than a dwelling house shall ensure that:-

- (a) clean toilet paper is available at all times in each cubicle;
- (b) a sanitary napkin disposal facility is provided in each toilet set aside for the use of females;
- and;
- (c) each hand wash basin is provided with:-
 - (i) an adequate supply of soap or other hand cleaning substances; and;
 - (ii) hand drying facilities, situated adjacent to and visible from the hand wash basin.

(3) Where more than one toilet is provided on premises other than a dwelling house, the entrance to each toilet shall bear a suitable sign indicating for which sex its use is intended.

2.1.4 Outdoor Festivals

(1) The organiser of an outdoor festival at which not more than 20,000 people are expected to attend shall provide sanitary conveniences in accordance with the following scale:-

- (a) for the first 1,000 males:-
 - (i) one water closet for each 333;
 - (ii) one urinal stall for each 100; and
 - (iii) one hand wash basin for each 500;
- (b) for additional males:-
 - (i) one water closet for each 500;
 - (ii) one urinal stall for each 100; and
 - (iii) one hand wash basin for each 500;
- (c) for the first 1,000 females:-
 - (i) one water closet for each 77; and
 - (ii) one hand wash basin for each 500;
- (d) for additional females:-
 - (i) one water closet for each 100; and
 - (ii) one hand wash basin for each 500.

(2) Where, under subclause (1), the number of a particular sanitary convenience to be provided is not a whole number, that number shall be rounded up to the next higher whole number.

(3) The organiser of an outdoor festival at which more than 20,000 people are expected to attend shall provide sanitary conveniences of a number as directed by an Authorised Officer.

2.1.5 Toilets

Toilets on premises other than a dwelling house shall, where more than one toilet is provided on the premises, bear, on the entrance to each toilet, a suitable sign indicating for which sex its use is intended.

2.1.6 Temporary Works

A person who undertakes temporary work at any place shall:-

- (a) provide and maintain for the use of persons engaged, whether as employees or as independent contractors or otherwise, one temporary approved toilet for every 20 such persons; and
- (b) remove the toilet at the conclusion of the work or at an earlier time in accordance with a direction from an AUTHORISED OFFICER, and ensure the site is left clean.

2.1.7 Maintenance of Sanitary Conveniences and Fittings

(1) The occupier of premises shall:-

- (a) keep clean, in good condition and repair; and
- (b) whenever required by an Authorised Officer, effectively disinfect and clean, all sanitary conveniences including sanitary fittings in or on the premises.

(2) The owner of premises shall:-

- (a) keep or cause to be kept in good repair; and;
- (b) maintain an adequate supply of water to, all sanitary conveniences including sanitary fittings in or on the premises.

2.1.8 Ventilation of Toilet

(1) A toilet in any premises shall be ventilated in accordance with the *Sewerage (Lighting, Ventilation and Construction) Regulations 1971* and the Building Code.

(2) A mechanical ventilation system provided under subclause (1) shall be maintained in good working order and condition.

2.1.9 Public Sanitary Conveniences

(1) A person shall not:-

- (a) foul;
- (b) damage or vandalise; or
- (c) write on or otherwise deface,

a public sanitary convenience or sanitary fixtures or fittings or the premises in or on which the sanitary convenience is located.

(2) A person using a public sanitary convenience shall where the convenience has been provided by the local government and a charge for its use has been levied, forthwith pay that charge.

(3) A person shall not live or sleep in or on the premises in which a public sanitary convenience is located or use it for a purpose other than that for which it was intended.

2.1.10 Lighting

The owner and occupier of premises in which a sanitary convenience or a public sanitary convenience is located shall provide and maintain adequate electric lighting for persons using the convenience.

2.1.11 Installation

(1) Every sanitary convenience shall be installed in accordance with the requirements of the *Metropolitan Water Supply Sewerage and Drainage Act 1909* and shall have an adequate supply of water.

(2) Every temporary sanitary convenience shall be installed in accordance with the requirements of the *Health (Temporary Sanitary Conveniences) Regulations 1997*.

Division 2 - Bathroom, Laundries and Kitchens

2.2.1 Bathrooms

(1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a bathroom that:-

- (a) is adequately lined with an impervious material and has an adequate ceiling;
- (b) complies with the *Health Act (Laundries and Bathrooms) Regulations*; and
- (c) is equipped with:-
 - (i) a hand wash basin; and
 - (ii) either a shower in a shower recess or a bath.

(2) All baths, showers, hand wash basins and similar fittings shall be provided with an adequate supply of hot and cold water.

2.2.2 Laundries

(1) A laundry must conform to the provisions of the Building Code.

(2) Where, in any building, a laundry is situated adjacent to a kitchen or a room where food is stored or consumed, the laundry shall be separated from the kitchen by a wall extending from the floor to the roof or ceiling.

(3) Where there is an opening between a laundry and a kitchen or other room where food is stored or consumed, the opening shall:-

- (a) not be more than 1220 millimetres wide; and
- (b) have a door which when closed shall completely fill the opening

2.2.3 Washing or Keeping of Clothes in Kitchens

A person shall not in any kitchen or other place where food is kept: -

- (a) wash or permit to be washed any clothing or bedding; or
- (b) keep or permit to be kept any soiled clothing or bedding.

2.2.4 Kitchens

(1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a kitchen equipped with:-

- (a) a cooking facility which is adequate in the opinion of an Authorised Officer;
- (b) a sink which shall:-
 - (i) be at least 380 millimetres long, 300 millimetres wide and 150 millimetres deep; and
 - (ii) have an adequate supply of hot and cold water.

(2) The occupier of a dwelling house shall ensure that the stove, oven and sink are kept clean, in good order and repair and fit for use.

(3) A cooking facility shall:-

- (a) be installed in accordance with the requirements of Energy Safety; and
- (b) not be installed or used in any room other than a kitchen.

(4) Where mechanical extraction is provided in a kitchen, the exhaust air shall be:-

- (a) carried to the outside air as directly as practicable; and
- (b) boxed throughout.

(5) In this clause, a "cooking facility" includes a stove, oven, facility or appliance used for or in connection with the cooking of food.

PART 3 - HOUSING AND GENERAL

Division 1 - Maintenance of Dwelling Houses

3.1.1 Dwelling House Maintenance

The owner or occupier of a dwelling house shall maintain the house and any appurtenant buildings in sound condition and fit for use and, in particular, shall:-

- (a) maintain all roofs, guttering and down pipes in sound weatherproof condition;
- (b) maintain any footings, foundations and walls, either external or internal, in a sound condition;
- (c) replace any missing, broken, decayed or termite-eaten timber or other deteriorated material in any verandah, roof, walls, steps, handrails, floors or their supports with material of sound quality;
- (d) comply with the directions of an Authorised Officer to treat the premises for the purpose of destroying any termites;
- (e) maintain any brick, stone, mortar or cement work in a sound condition;
- (f) maintain, repair or replace any flashings or ant caps which are missing or defective;
- (g) maintain all ventilators in good order and repair;
- (h) maintain all floors even in surface and free from cracks;
- (i) maintain all ceilings, internal wall finishes, skirtings, architraves and other fixtures and fittings complete and with smooth unbroken surfaces;
- (j) maintain all doors and windows in good working order and weatherproof condition;
- (k) retain all natural lighting free from any obstruction which would reduce the natural lighting, below the ratio of 10% of the floor area;
- (l) maintain all pipes, fittings and fixtures connected with water supply, drainage or sewerage so that they comply in all respects with the provisions of the *Metropolitan Water Supply, Sewerage and Drainage Act 1909* and the

- requirements of the Office of Water Regulation; and
(m) maintain all electric wiring, gas services and fittings to comply in all respects with the requirements of Energy Safety.

3.1.2 Maintenance of Guttering and Down Pipes and Disposal of Rainwater

The owner or occupier of a dwelling house shall:-

- (a) where provided, maintain all guttering, down pipes and drains on the premises in a good state of repair, clean and free from obstruction; and
- (b) not permit any rainwater from the premises to discharge onto or over a footpath, street or other property.

Division 2 - Ventilation of Dwelling Houses

3.2.1 Exemption for Short Term Hostels and Recreational Campsites

This Division shall not apply to short term hostels and recreational campsites referred to in Division 2 of Part 8.

3.2.2 Overcrowding

The owner or occupier of a dwelling house shall not permit:-

- (a) a room in the dwelling house that is not a habitable room to be used for sleeping purposes; or
- (b) a habitable room in the dwelling house to be used for sleeping purposes unless:-
 - (i) for every person over the age of 10 years using the room there is at least 14 cubic metres of air space per person; and
 - (ii) for every person between the ages of 1 and 10 years there is at least 8 cubic metres of air space per person; or
- (c) any garage or shed to be used for sleeping purposes.

3.2.3 Calculate Sufficient Space

For the purpose of clause 3.2.2, in calculating the space required for each person:-

- (a) each room shall be considered separately and sufficient space shall be allowed in each room for the number of persons present in the room at any one time; and
- (b) a deduction shall be made for the space occupied by furniture, fittings and projections of the walls into a room.

3.2.4 Ventilation

- (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house unless the dwelling house is properly ventilated.
- (2) For the purpose of subclause (1) a dwelling house shall be deemed to be properly ventilated if it complies with the Building Code, including the provision of:-
 - (a) natural ventilation; or
 - (b) a mechanical ventilation or air-conditioning system complying with AS1668.2-2012
- (3) The owner of a dwelling house provided with a mechanical ventilation or air-conditioning system shall ensure that the system is:-
 - (a) maintained in good working condition and in accordance with AS/NZS 3666.2-2011; and
 - (b) in use at all times the building is occupied, if it is a building without approved natural ventilation.
- (4) If, in the opinion of an Authorised Officer, a dwelling house is not properly

ventilated, the local government may by notice require the owner of the house to:-

- (a) provide a different, or additional method of ventilation; or
 - (b) cease using the dwelling house until it is properly ventilated.
- (5) The owner shall comply with a notice under subclause (4).

3.2.5 Sub-Floor Ventilation

The owner or occupier of a dwelling house shall make provision for sub-floor ventilation by ensuring that air bricks and other openings are kept clear of refuse, vegetation, building materials, dirt and the like.

Division 3 - Water Supply

3.3.1 Water Supply

(1) The owner of a dwelling house shall ensure that it is connected with a separate and independent water supply from the mains of a licensed water service operator or a water supply to the satisfaction of the local government.

(2) The water supply shall at all times deliver an adequate supply of drinking water to each tap in the dwelling house.

3.3.2 Rain Water Tanks

The owner or occupier of a dwelling house for which part of the water supply is drawn from a rain water tank shall:-

- (a) maintain in a clean condition:-
 - (i) the roof forming the catchment for the tank; and
 - (ii) the guttering and down pipes appurtenant to the roof;
- (b) ensure that each rain water tank is fitted with a tight-fitting mosquito proof cover which shall not be removed at any time except for the purpose of cleaning, repairing or maintaining the tank;
- (c) at least once in each year, thoroughly clean any tank the water from which is used for human consumption;
- (d) when directed by an Authorised Officer, empty, clean and disinfect any tank upon the premises, the water from which is used for human consumption.

3.3.3 Wells

The owner or occupier of any premises shall not use or permit for human consumption the use of the water of any bore or well unless the bore or well is:-

- (a) at least 30 metres from any soak well or other possible source of pollution, unless otherwise approved by the Executive Director Public Health; and
- (b) covered with a tight-fitting cover without openings of any sort other than those essential for the insertion of a pump.

3.3.4 Pollution

A person shall not deposit on or under any land, any sewage, offensive matter or any other thing which may pollute or render unfit for human consumption, water from a well or other underground source.

Division 4 - Second hand Furniture, Bedding and Clothing

3.4.1 Prohibition on Sale

A person shall not offer for sale or sell any second hand furniture, bedding or clothing which is filthy or infested with vectors of disease.

3.4.2 Prohibition of Possession

A dealer in second hand furniture, bedding or clothing shall not have on any premises used for the operation of the business any second hand furniture, bedding or clothing which is filthy or infested with vectors of disease.

Division 5 - Morgues

3.5.1 Licensing of Morgues

(1) All non-government morgues shall be licensed pursuant to the provisions of this Clause.

(2) The annual fee for a licence for a place for the temporary reception and keeping of the bodies of the dead awaiting burial or cremation shall be the fee as fixed from time to time by local government under section 344C of the Act.

(3) An application for a morgue licence shall be in the form set out in Schedule 1.

(4) A licence shall:-

- (a) be in the form as determined by the local government from time to time; and
- (b) expire on 30 June after the date of its issue.

(5) A licence shall not be granted in respect of any premises unless-

- (a) provision has been made for the keeping of the bodies of the dead at a temperature not exceeding zero degrees Celsius;
- (b) the walls are constructed of stone or brickwork or other approved material;
- (c) the interior surface of all walls is covered with glazed tiles or is rendered impervious so as to be non-absorbent and washable;
- (d) all floors are constructed of impervious material, having a fall to an outlet discharging over a trapped gully; and
- (e) the premises are adequately ventilated by direct communication with the outside air.

PART 4 – WASTE FOOD AND LIQUID REFUSE

Division 1 – Liquid Refuse

4.1.1 Definition

In this division, unless the context otherwise requires:-

“**liquid refuse**” includes all washing’s from windows and vehicles, overflow, bleed off, condensate and drainage from air conditioning equipment including cooling towers and evaporative coolers and other liquid used for cooling purposes and swimming pool discharges; and

“**liquid waste**” means bathroom, kitchen, scullery and laundry wastes, all washing’s from animal and poultry pens and any other domestic or trade wastes that are discharged by means of a drain to a receptacle for drainage.

4.1.2 Deposit of Liquid Refuse

A person shall not deposit or cause or permit to be deposited liquid refuse or liquid waste:-

- (a) on a street;
- (b) in a stormwater disposal system; or
- (c) on any land or place other than a place or depot duly authorised for that purpose.

4.1.3 Disposal of Liquid Waste

(1) The owner or occupier of premises shall:-

- (a) provide, by one of the methods prescribed in this clause, for the disposal of all

- liquid waste produced on the premises; and
- (b) at all times maintain in good working order and condition any apparatus used for the disposal of liquid waste.
- (2) Liquid waste shall be disposed of by one of the following methods:-
 - (a) discharging it into the sewerage system of a licensed water service operator in a manner approved by the licensed water service operator;
 - (b) discharging it into an apparatus for the treatment of sewage and disposal of effluent and liquid waste approved by the Chief Health Officer, Public Health or the local government;
 - (c) collection and disposal at an approved liquid waste disposal site in a manner approved by the Chief Health Officer Public Health.

Division 2 - Transport of Butchers' Waste

4.2.1 Definition

In this Division, unless the context otherwise requires:-

"butchers' waste" includes animal skeletons and rib cages from a boning room and the inedible products of an abattoir.

4.2.2 Restriction of Vehicles

A person shall not use, for the transport of butchers' waste:-

- (a) a vehicle used for the transport of food or drugs; or
- (b) anything intended to be used for the packing or handling of food or drugs.

4.2.3 Transport of Butchers' Waste

- (1) A person shall not transport butchers' waste otherwise than in:-
 - (a) a compartment complying with the following specifications:-
 - (i) the floor and 4 walls to be made of an approved impervious material and the walls to be not less than 910 millimetres high;
 - (ii) all joints to be sealed, welded, soldered or brazed and made water-tight;
 - (iii) the loading doors, if any, to be water-tight and kept closed at all times except when loading; and
 - (iv) the top to be completely covered by a tarpaulin or other impervious sheet material approved by an Authorised Officer, carried over, and secured to the outside of the walls at least 300 millimetres from the top so as to keep the load out of sight of the public; or
 - (b) a water-tight durable and impervious container fitted with a lid which can be tightly closed.
- (2) A person shall not transport any butchers' waste in a vehicle unless the vehicle and its fittings, including the compartment or container referred to in this clause, are:-
 - (a) maintained in good order and condition; and
 - (b) thoroughly cleaned at the conclusion of each day's work.
- (3) A person shall not load, transport, or unload butchers' waste in a manner that is or may be offensive due to:-
 - (a) the sight of animal skeletons, bones, offal or waste matter;
 - (b) the odour of putrefaction, offal or waste matter; or
 - (c) the presence of blood and particles of flesh or fat dropping onto the surface of the street pavement or ground.

PART 5 - NUISANCES AND GENERAL

Division 1 - Nuisances

5.1.1 Definition

In this Division, unless the context otherwise requires “**fertiliser**” includes manure.

5.1.2 Footpaths etc, to be kept clean

An owner or occupier of premises shall maintain any footpath, pavement, area or right of way immediately adjacent to the premises, clear of any rubbish, matter or things coming from or belonging to the premises.

5.1.3 Escape of Smoke etc.

An owner or occupier of premises shall not cause or permit the escape of smoke, dust, fumes, offensive or foul odours, liquid waste or liquid refuse from the premises in such quantity or of such a nature as to cause or to be a nuisance.

5.1.4 Public Vehicles to be kept clean

The owner or person in control of a public vehicle shall:-

- (a) maintain the vehicle at all times:-
 - (i) in a clean condition; and
 - (ii) free from vectors of disease; and
- (b) whenever directed to do so by an Authorised Officer, thoroughly clean and disinfect the vehicle as directed.

5.1.5 Prohibition against Spitting

A person shall not spit:-

- (a) on a footpath, street or public place; or
- (b) in a train, bus or other public transport.

5.1.6 Transportation, Use and Storage of Offal or Blood

A person shall not transport or store offal or blood, for the purpose of being used as manure, unless it has been sterilised by steam and properly dried.

5.1.7 Use or Storage of Fertiliser

An owner or occupier of premises shall not use or keep for the purpose of use, as fertiliser any:-

- (a) pig manure;
- (b) human faeces; or
- (c) urine.

5.1.8 Storage and Dispatch of Artificial Fertiliser

An owner or occupier of premises where artificial fertiliser is stored in bulk for sale shall:-

- (a) keep all artificial fertiliser in a building
 - (i) of which the walls, floors and ceilings or undersides of the roof are constructed of durable and non-absorbent materials, finished internally with a smooth surface; and
 - (ii) free from damp and properly ventilated;
- (b) take proper precautions to prevent the emission of dust or offensive effluvia from the building; and
- (c) ensure that all artificial fertiliser despatched from the premises is packed in such a manner as to prevent any nuisance arising during transit.

5.1.9 Storage of Fertiliser in a Dwelling House

The owner or occupier of a dwelling house where fertiliser or compost is stored or used shall:-

- (a) prevent the escape of odours, dust or particles of fertiliser or compost;
- (b) treat the fertiliser or compost in such a manner as to effectively prevent it attracting or being a breeding place for flies or other vectors of disease; and
- (c) store only such amounts of fertiliser or compost:-
 - (i) as can be readily used within a reasonable period; or
 - (ii) as may be directed by an Authorised Officer.

Division 2 - Keeping of Animals

5.2.1 Cleanliness

An owner or occupier of premises in or on which a dog, cat or other animal or bird is kept shall:-

- (a) keep the premises free from excrement, filth, food waste and all other matter which is or is likely to become offensive or injurious to health or to attract rats or other vectors of disease;
- (b) when so directed by an Authorised Officer, clean and disinfect the premises; and
- (c) keep the premises, so far as possible, free from flies or other vectors of disease, by spraying with a residual insecticide or other effective means.

5.2.2 Animal Enclosures

- (1) A person shall not keep or cause or permit to be kept any animals or birds on premises which are not effectively drained or of which the drainage flows to the walls or foundations of any building.
- (2) The owner or occupier of premises where animals or birds are kept shall, when directed by an Authorised Officer, pave, grade and drain the floors of all structures and the surface of the ground of all enclosures used for the keeping of animals or birds.

5.2.3 Slaughter of Animals

- (1) Subject to subclause (2), a person, unless exempted under Regulation 5 of the *Health (Meat Hygiene) Regulations 2001*, shall not slaughter any animal within the district.
- (2) Subclause (1) does not apply to:-
 - (a) euthanasia of animals by veterinarians or other duly authorised persons;
 - (b) slaughter of animals for the purposes of pet meat and game meat operations; and
 - (c) slaughter of animals for human consumption in abattoirs approved by the local government.

5.2.4 Disposal of Dead Animals

- (1) An owner or occupier of premises on which there is a dead animal or bird, shall dispose of it as soon as practicable and in a manner that does not create a nuisance.
- (2) An owner, or a person having the care of any animal or bird that dies or is killed in a public or private place, shall dispose of it as soon as practicable and in a manner that does not create a nuisance.

Division 3 - Keeping of Large Animals

5.3.1 Definition

In this Division, unless the context otherwise requires:-

- “approved animal”** means a horse, cow or large animal the subject of an approval by local government under clause 5.3.2;
- “cow”** includes an ox, calf or bull;
- “horse”** includes an ass, mule, donkey or pony;
- “large animal”** includes a pig, sheep, goat, alpaca or llama;
- “stable”** means any building in which a horse is stabled or kept and includes any shed, loose box, stall or shelter used for the keeping, stabling, feeding, watering, grooming, sheltering, shoeing or veterinary treatment of horses; and
- “paddock”** means an area of land in excess of 2000m² which is a single parcel of land within a fence on all boundaries.

5.3.2 Stables

(1) An owner or occupier of premises shall not keep a horse, cow or large animal on properties of less than 4 hectares within a townsite without the written approval of the local government.

(2) An owner or occupier of premises who has approval to keep a horse, cow or large animal shall provide for its use a stable, unless exempted by the local government, which shall:-

- (a) not be situated within 15 metres of a house or other premises;
- (b) have a proper separate stall:-
 - (i) for each horse or cow; and
 - (ii) the floor area of which shall be a minimum of 6 square metres;
- (c) have each wall and roof constructed of an impervious material;
- (d) have on all sides of the building between the wall and the roof, a clear opening of at least 150 millimetres in height;
- (e) subject to subclause (3), have a floor, the upper surface of which shall:-
 - (i) be raised at least 75 millimetres above the surface of the ground;
 - (ii) be constructed of cement, concrete or other similar impervious material; and
 - (iii) have a fall of 1 in 100 to a drain, which shall empty, into a trapped gully situated outside the stable and shall discharge in a manner approved by an Authorised Officer.

(3) A stable constructed with a sand floor may be permitted by the local government, subject to the following:-

- (a) the site must be well drained with the highest known water table at least 1.5 metres below the sand floor level, which may be achieved artificially;
- (b) sand, whether natural or imported, must be clean, coarse and free from dust;
- (c) footings to each stable shall be a minimum of 450mm below ground level;
- (d) the stable design must allow for the access of small earth moving machinery, such as a skid steer loader, into each individual stall, to maintain the correct floor height;
- (e) the minimum floor area of each stall shall not be less than 28 square metres and walls shall not be less than 3 metres vertically or 4 metres horizontally;
- (f) the roofed area of each stall shall not be less than 50 percent of the floor area of the stall.

(4) The owner or occupier of premises on which a stable is located shall:-

- (a) maintain the stable in a clean condition and clean, wash and disinfect it when so directed by an Authorised Officer;

- (b) keep all parts of the stable so far as possible free from flies or other vectors of disease by spraying with a residual insecticide or other effective means; and
- (c) when so ordered by an Authorised Officer, spray the stable, or such parts as may be directed, with a residual insecticide.

5.3.3 Registration of Stables

- (1) The owner or occupier of a property of less than 4 hectares within a townsite on which a stable is located shall:-
- (a) apply to the local government for an "Application For Registration of a Stable" in the form set out in Schedule 2;
 - (b) pay to local government the annual registration fee as fixed from time to time by local government under section 344C of the Act.
- (2) A certificate of registration issued by the local government shall:-
- (a) be in the form of "Certificate Of Registration of a Stable" set out in Schedule 3;
 - (b) expire on the 30 June next after the date of its issue.
- (3) The local government may cancel the registration of a stable during the currency of its registration for any of the following reasons:-
- (a) if in its opinion the premises upon which the stable is located are not being maintained in good repair; or
 - (b) the owner or occupier has been convicted of an offence under these local laws in respect of the stable.

5.3.4 Proximity of Animals to a Dwelling House

The owner or occupier of premises shall not permit an approved animal to approach within 15 metres of a dwelling house.

5.3.5 Manure and Chaff Receptacles

- An owner or occupier of premises on which an approved animal is kept shall:-
- (a) provide in a position convenient to the stable, a receptacle for manure, constructed of smooth, impervious and durable materials, provided with a tight-fitting hinged cover, and with no part of the floor lower than the surface of the adjoining ground;
 - (b) keep the lid of the receptacle closed except when manure is being deposited or removed;
 - (c) cause the receptacle to be emptied at least once a week and as often as may be necessary to prevent it becoming offensive or a breeding place for flies or other vectors of disease;
 - (d) keep the receptacle so far as possible free from flies or other vectors of disease by spraying with a residual insecticide or other effective means; and
 - (e) cause all manure produced on the premises to be collected daily and placed in the receptacle.
 - (f) provide an impervious, rodent proof receptacle for the storage of all chaff or grain which is stored on the premises.

5.3.6 Horse Stocking Rates

- (a) No person shall keep more than 1 horse per 4000 square metres of paddock, unless otherwise approved by the local government;
- (b) No person shall paddock or stable more than 10 horses on any land without having obtained the permission of the local government;
- (c) In relation to the equine precinct, this matter will be covered by the local government's Town Planning Scheme.

Division 4 - Keeping of Poultry and Pigeons or Doves

5.4.1 Definition

In this Division, unless the context otherwise requires:-

“poultry” includes fowls, peafowls, turkeys, geese, ducks and other domestic fowls;

5.4.2 Limitation on Numbers of Poultry and Pigeons or Doves in a townsite.

(1) An owner or occupier of premises:-

- (a) who is not an Affiliated Person, shall not keep a combined total of more than 20 poultry and pigeons or doves; and
- (b) who is an Affiliated Person, shall not keep a total of more than 50 pigeons, doves and poultry, on any one lot of land.

(2) In this clause, “**Affiliated Person**” means a person who is a member of pigeon club, caged bird club including doves, poultry breeding club or poultry breeding society which is an incorporated body under the *Associations Incorporation Act 1987*.

(3) An owner or occupier of a premises is required to obtain approval from the Local Government to keep more than 50 pigeons, doves or poultry, on any one lot of land.

5.4.3 Conditions of Keeping Poultry

A person who keeps poultry or permits poultry to be kept shall ensure that-

- (a) no poultry is able to approach within 15 metres of a dwelling house, public building or premises where people are employed or where food is stored, prepared, manufactured or sold;
- (b) all poultry is kept in a properly constructed and securely fastened structure or enclosure;
- (c) the structure or enclosure is in a yard having an otherwise unobstructed area of at least 30 square metres;
- (d) no poultry is able to approach within 18 metres of a street other than a right of way unless, in the case of land at the junction of two or more streets, local government has approved a lesser distance; and
- (e) no poultry is able to approach within 1.2 metres of any side or rear boundary of the premises.

5.4.4 Roosters

(1) An owner or occupier of premises in a townsite shall not:-

- (a) without the written approval of an Authorised Officer; or
- (b) except in accordance with any conditions imposed by an Authorised Officer in connection with the approval under paragraph (a), keep or permit a rooster to be kept on the premises.

(2) An Authorised Officer may, upon written application, grant approval with or without conditions to the owner or occupier of premises to keep on the premises a specified number of roosters.

5.4.5 Pigeons or Doves

A person who keeps, or permits to be kept, pigeons or doves shall ensure that:-

- (a) none is able to approach within 15 metres of a dwelling, public building or premises where people are employed or where food is stored, prepared, manufactured or sold; and
- (b) except where registered homing pigeons are freed for exercise, the pigeons or doves are kept in a properly constructed pigeon loft or dove cote that is in a yard having an otherwise unobstructed area of at least 30 square metres.

5.4.6 Removal of Non-Conforming Structure or Enclosure

- (1) If a structure or enclosure is used for the keeping of poultry or of pigeons or doves contrary to the provisions of clauses 5.4.3 and 5.4.5, an Authorised Officer may direct the owner or occupier to remove it.
- (2) An owner or occupier shall comply with a direction from an Authorised Officer, made under this clause.

5.4.7 Restrictions on Pigeon Nesting or Perching

- (1) The local government may order an owner or occupier of a house in or on which pigeons are, or are in the habit of, nesting or perching to take adequate steps to prevent them continuing to do so.
- (2) An owner or occupier shall comply with a local government order made under this clause.

5.4.8 Restrictions on Feeding Wild Birds

A person shall not feed a pigeon, dove, seagull, ibis, raven or other wild bird, so as to cause a nuisance or be injurious or dangerous to health.

Division 5—Keeping of Feedlots

5.5.1 Definition

In this Division, unless the context otherwise requires—

- “**feedlot**” means a confined area with watering and feeding facilities where animals or birds are held and fed for the purpose of weight gain;
- “**animal**” includes sheep, lambs, goat, deer, cattle and buffalo;
- “**birds**” includes roosters, hens, geese, turkeys and ducks, poultry, emus and ostriches.

5.5.2 Premises to be approved

- (1) No premises shall be used as a feedlot unless approved by local government;
- (2) Subject to subsection (3), no premises shall be approved as a feedlot by the local government unless every portion of such feedlot complies with the minimum distances in Table 1; and
- (3) Sites unable to satisfy the separation requirements may be approved at the discretion of the local government, if the local government is satisfied that approving the feedlot will not give rise to a health nuisance.

Table 1
Required Buffer Distances for Feedlots

Buffer	Distances
Townsite Boundaries	5000m
Isolated rural dwellings, dairies and Industries	1000m
Public roads and recreation areas	100m
Neighbouring rural property boundaries	50m
Major water courses and water impoundment	300m
Bores, wells or soak wells used for drinking, stock or irrigation	300m
Minor water courses	100m

5.5.3 Site conditions

- (1) The owner or occupier of the approved feedlot shall ensure the premises—
 - (a) is sited on gently sloping land no greater than 1:20 but not less than 1:100;
 - (b) is sited on soils composed of sandy loam soils with sufficient infiltration to avoid surface ponding or run-off;
 - (c) has a minimum groundwater clearance of 3 metres;
 - (d) drainage diverts all uncontaminated storm water from the general waste stream;
 - (e) has solid and liquid waste disposal arrangements that are not offensive or injurious to health.
- (2) The owner or occupier of the approved feedlot shall take effective measures to prevent the discharge of dust, which may involve—
 - (a) reducing stocking rate immediately to a level that does not cause the discharge of dust; or
 - (b) stabilisation of the soil surface to a level that does not cause the discharge of dust; or
 - (c) provision of adequate windbreaks to effectively prevent the discharge of dust.

Division 6—Piggeries

5.6.1 Definition

In this Division, unless the context otherwise requires—

“**intensive piggery**” means pigs are housed, fed and watered in breeding and growing sheds;

“**piggery**” in relation of premises shall include any portion of premises to which pigs have access.

5.6.2 Premises to be approved

- (1) No premises shall be used as a piggery unless approved by the local government.
- (2) Subject to subsection (3), no premises shall be approved as a piggery by the local government, unless every portion of such piggery complies with the minimum separation distances listed in Table 2, or if it is an intensive piggery, the minimum distances listed in Table 3; and
- (3) Sites unsuitable to satisfy the separation requirements may be approved at the discretion of the local government, if the local government is satisfied that approving the piggery will not give rise to a health nuisance.

Table 2
Required Buffer Distances for Piggeries

Buffer	Distances
Townsite Boundaries	5000m
Isolated rural dwellings, dairies and industries	1000m
Public roads and recreation areas	100m
Neighbouring rural property boundaries	100m
Major water courses and water impoundment	300m
Bores, wells or soak wells used for drinking, stock or irrigation	300m
Minor water courses	100m

5.6.3 Site Conditions

The owner or occupier of premises shall take effective measures to prevent the discharge of dust which may involve—

- (a) reducing stock rate immediately to a level that does not cause the discharge of

- dust; or
- (b) stabilisation of the soil surface to a level that does not cause the discharge of dust; or
- (c) provision of adequate windbreaks to effectively prevent the discharge of dust.

5.6.4 Prevention of Nuisances

In order to prevent dust, offensive fumes and effluent becoming a nuisance to the health of the inhabitants of the district, an intensive piggery shall comply with the minimum separation distances listed in Table 3.

Table 3
Required Buffer Distances for Intensive Piggeries

	Townsite boundaries	Isolated rural dwellings, dairies, industries	Public roads, recreation areas	Neighbouring rural property boundaries	Surface water supply catchments	Water courses/ rural water impoundments	Bores/wells Soaks drinking water supply
Piggeries and facilities catering for more than 5000 pigs	5 0 0 0 m	300m	200m	100m	Not permitted	300m	300m
500—5000 pigs	3500m	300m	150m	100m	Not permitted	300m	300m
50—499 pigs	2000m	300m	100m	50m	Not permitted	300m	300m
Less than 50 pigs	500m	300m	50m	30m	Not permitted	200m	300m
Land used to dispose of raw or partly treated wastes	1000m 300m	300m	100m	50m	Not permitted	300m	300m
Land used to dispose of effectively treated wastes	200m	50m	50m	20m	Not permitted	100m	100m

PART 6 - PEST CONTROL

Division 1 - Flies

6.1.1 Definition

In this Division, unless the context otherwise requires:-

“flies” means any of the two-winged insects constituting the order Diptera commonly

known as flies.

6.1.2 Fly breeding matter not to be left on Premises unless Covered or Treated

An owner or occupier of premises shall not place, throw or leave, or permit or cause to be placed, thrown or left in, on or about the premises any matter or thing which is liable to attract or be a breeding place for flies, unless that matter or thing is covered, protected, treated or dealt with in such a manner as to effectively prevent it from attracting or being a breeding place for flies.

6.1.3 Measures to be taken by an Occupier

An owner or occupier of premises shall ensure that:-

- (a) rubbish receptacles are kept clean and tightly sealed at all times except when refuse is being deposited or emptied;
- (b) food scraps and uneaten pet food are wrapped tightly and deposited in a rubbish receptacle without delay;
- (c) lawn clippings used on gardens as mulch are raked out thinly;
- (d) fertilisers are dug well into the soil;
- (e) compost heaps are kept well covered;
- (f) barbecues are kept clean and free from food scraps;
- (g) anything that is buried and may attract or be a breeding place for flies is covered with at least 100 millimetres of soil; and
- (h) excrement from pets is collected and properly disposed of without delay.

6.1.4 Authorised Officer may give notice directing measures to be taken

Where in the opinion of an Authorised Officer flies are prevalent or are breeding on any premises, an Authorised Officer may give to the owner or occupier of the premises notice in writing directing him or her to take, within the time specified in the notice, such measures as in the opinion of an Authorised Officer are necessary to:-

- (a) control the prevalence;
- (b) effect the eradication; or
- (c) effectively prevent the breeding;

of flies.

6.1.5 Local government may Execute Work and Recover Costs

(1) Where:-

- (a) a person is required under this Division or directed by a notice given under Clause 6.1.4, to execute any work; and

- (b) that person fails or neglects to comply with the requirement,

the local government may execute the work and may recover from that person the cost of executing the work in addition to any penalty for which that person may be liable under these local laws.

(2) The costs and expenses incurred by the local government in the execution of a power under subclause (1) may be recovered in a court of competent jurisdiction from the person referred to in subclause (1).

(3) The local government shall not be liable to pay compensation or damages of any kind to the person referred to in subclause (1) in relation to any action taken by the local government under this clause, other than compensation or damages for loss or damage suffered because the local government acted negligently or in breach of duty.

Division 2 - Mosquitoes

6.2.1 Definition

In this Division, unless the context otherwise requires:-

“mosquitoes” means any of the two-winged insects constituting the family Diptera Culicidae commonly known as mosquitoes.

6.2.2 Premises to be kept free of Mosquito Breeding Matter

An owner or occupier of premises shall keep the premises free of:-

- (a) refuse; and
- (b) water located so as to be, liable to become the breeding place of mosquitoes.

6.2.3 Measures to be taken by an Owner or Occupier

An owner or occupier of premises:-

- (a) where there is a fountain, pool, pond or excavation of any kind which contains water suitable for the breeding of mosquitoes, shall keep the water:-
 - (i) stocked with mosquito destroying fish; or
 - (ii) covered with a film of petroleum oil or other larvicide; and
- (b) where there is a water tank, well, cistern, vat or barrel, shall:-
 - (i) keep it protected with a mosquito-proof cover; and
 - (ii) screen all openings, other than the delivery exit, with wire mesh having openings no larger than 1.2 millimetres.

6.2.4 Measures to be taken by Occupier

An occupier of premises where water is kept in a horse trough, poultry drinking vessel or other receptacle shall:-

- (a) frequently change the water; and
- (b) keep the water clean and free from vegetable matter and slime.

6.2.5 Removal of Undergrowth or Vegetation

(1) Where it appears to an Authorised Officer that there is, on any premises, undergrowth or vegetation likely to harbour mosquitoes, he or she may direct, orally or in writing, the owner or occupier of the premises to cut down and remove within specified time the undergrowth or vegetation.

(2) An owner or occupier of premises shall comply with a direction from, and within the time allowed by, an Authorised Officer under this clause.

6.2.6 Filling in Excavations etc.

Unless written permission to the contrary is obtained from the local government, a person who cuts turf or removes soil or other material from any land shall forthwith ensure that each excavation is filled in with clean sound material and made level with the surrounding surface.

6.2.7 Drains, Channels and Septic Tanks

An owner or occupier of land shall:-

- (a) cause all drains and channels in or on the land to be kept in good order and free from obstruction; and
- (b) where a septic tank is installed on the land:-
 - (i) apply an approved larvicide according to the directions on the container, into the septic tank system, whenever directed to do so by an Authorised Officer,
 - (ii) provide, and keep in sound condition at all times, wire mesh having openings no larger than 1.2 millimetres covering any inlet vent to the tank.

6.2.8 Drainage of Land

An owner or occupier of land upon which there is water liable to become a breeding

place for mosquitoes shall, when required by the local government, effectively drain the land and, for that purpose, shall:-

- (a) make or provide drains on the land;
- (b) remove all irregularities in the surface of the land;
- (c) if necessary, adjust the surface of the land or raise the level of the surface in such a manner that:-
 - (i) the water on the land may flow into the drains without obstruction; and
 - (ii) no water shall remain on any portion of the land other than the drains; and
- (d) keep all drains in good order and free from obstruction.

Division 3 - Rodents

6.3.1 Definition

In this Division, unless the context otherwise requires:-

“rodents” means those animals belonging to the order Rodentia and includes rats and mice but does not include animals kept as pets in an enclosure designed for the purpose of keeping as pets animals of that kind.

6.3.2 Measures to be taken to eradicate Rodents

- (1) An owner or occupier of premises shall at all times take effective measures to eradicate any rodents in or on the premises.
- (2) Without limiting the generality of subclause (1), an owner or occupier of premises, whenever there are indications of the presence of rodents in, on or about the premises, and while such indications continue, shall:-
 - (a) take effective measures to keep the premises free from rodents including:-
 - (i) protecting food stuffs;
 - (ii) using a rodenticide bait or a properly baited trap; and
 - (iii) preventing rodents having access to water on the premises;
 - (b) inspect daily each rodenticide bait or trap used and, whenever a rodent is found, shall:-
 - (i) if it is not already dead effect the humane destruction of the rodent; and
 - (ii) dispose of the carcass in such a manner as will not create a nuisance; and
 - (c) take whatever measures for the eradication of rodents as an Authorised Officer may from time to time direct.

6.3.3 Waste food etc. to be kept in rodent proof Receptacles

A person must not store, or allow to be stored, on any premises, any food, refuse or other waste matter unless it is contained in a rodent proof receptacle or compartment.

6.3.4 Restrictions on materials affording harbourage for Rodents

- (1) An owner or occupier of premises shall cause:-
 - (a) any part of the premises; or
 - (b) any material, sewer, pipe or other thing in or on the premises,that might afford access or harbourage to rodents to be altered, repaired, protected, removed or otherwise dealt with so as to prevent it being used as access for, or harbourage of, rodents.
- (2) An Authorised Officer may direct, orally or in writing, an owner or occupier of premises to take whatever action that, in the opinion of an Authorised Officer, is necessary or desirable to prevent or deter the presence of rodents in or on the premises.
- (3) An owner or occupier shall, within the time specified, comply with any direction given by an Authorised Officer under this clause.

6.3.5 Food premises, etc. to be cleaned after Use

An owner or occupier of a food premises, theatre or place of entertainment, whether indoor or outdoor, shall cause the premises to be cleaned immediately after the last occasion on which the premises have been used on that day or, if the use extends after midnight, then immediately after that use.

6.3.6 Restrictions on the Sale or Keeping of Rats

(1) Subject to subclause (2) an owner or occupier of premises shall not, on or from those premises:-

- (a) keep or permit to be kept more than two adult rats. A greater number of rats may only be kept, in a prescribed manner, if approved by an authorised officer; or
- (b) Any such rats are at all times to be kept in the effective control of a person or locked in a cage.

(2) Subclause (1) shall not prevent the keeping of rats for the purpose of scientific or medical research on premises owned or occupied by:-

- (a) a university or school;
- (b) a person approved by the local government; or
- (c) a public hospital or a private hospital within the meaning of those expressions in the *Hospital and Health Services Act 1927*.

(3) A person or body specified in subclause (2) which keeps rats for the purpose of scientific or medical research shall:-

- (a) at all times ensure that all live rats are kept in the effective control of a person or in locked cages; and
- (b) if a rat escapes, forthwith comply with the requirements of clause 6.3.2 and ensure that all reasonable steps are taken to destroy the rat.

Division 4 - Cockroaches

6.4.1 Definition

In this Division, unless the context otherwise requires:-

"cockroach" means any of the various orthopterous insects commonly known as cockroaches.

6.4.2 Measures to be taken to eradicate Cockroaches

(1) An owner or occupier of premises shall take effective measures to eradicate any cockroaches in or on the premises.

(2) Without limiting the generality of subclause (1), an owner or occupier of premises, whenever there are any indications of the presence of cockroaches in, on or about the premises, and while such indications continue, shall take effective measures to keep the premises free from cockroaches including:-

- (a) washing and storing, immediately after use, cooking and eating utensils;
- (b) wrapping and depositing in a rubbish receptacle without delay all food scraps, uneaten pet food and garbage;
- (c) properly treating the premises with an insecticide, taking care not to harm the safety of humans and pets or to contaminate food or cooking or eating utensils; and
- (d) whenever required by an Authorised Officer, treating any area with baits or other methods to eradicate cockroaches.

Division 5 - Argentine Ants

6.5.1 Definition

In this Division, unless the context otherwise requires:-

"Argentine Ant" means an ant belonging to the species *Irdomyrmex humilis*.

6.5.2 Measures to be taken to keep premises free from Argentine Ants

An owner or occupier of premises shall ensure that the premises are kept free from Argentine Ant colonies and shall:-

- (a) immediately notify the local government of any ant nest located on the premises suspected to be an Argentine Ant nest;
- (b) take all steps to locate any nests if Argentine Ants are noticed in, on or about the premises;
- (c) properly treat all nests of Argentine Ants with an approved residual based insecticide; and
- (d) whenever required by an Authorised Officer:-
 - (i) treat any area or infestation with an insecticide referred to in paragraph (c); and
 - (ii) remove any objects, including timber, firewood, compost or pot plants in accordance with a direction from an Authorised Officer.

Division 6 - European Wasps

6.6.1 Definition

In this Division, unless the context otherwise requires:-

"European Wasp" means a wasp *Vespula germanica*.

6.6.2 Measures to be taken to keep premises free from European Wasp Nest

An owner or occupier of premises shall ensure that the premises are kept free from European Wasp nests and shall:-

- (a) immediately notify the local government of any wasp nest in, on or about the premises that is suspected to be a European Wasp nest;
- (b) follow any direction of an Authorised Officer for the purpose of destroying the wasps and their nest; and
- (c) assist an Authorised Officer, or his or her representative, to trace any nest that may be present in, on or about the premises.

Division 7 - Bee Keeping

6.7.1 Definition

In this Division, unless the context otherwise requires:-

"bee" means an insect belonging to any of the various hymenopterous insects of the super family Apoidea and commonly known as a bee;

"footpath" includes a path used by, or set aside or intended for use by, pedestrians, cyclists or both pedestrians and cyclists;

"hive" means a moveable or fixed structure, container or object in which a colony of bees is kept;

"lot" has the meaning given to it in the *Planning and Development Act 2005*; and

"private street" has the meaning given to it by the *Local Government (Miscellaneous Provisions) Act 1960*.

6.7.2 Limitation on numbers of Hives

- (1) A person shall not keep or permit the keeping of bees except on a lot in accordance with this Division.
- (2) Subject to subclause (3) and (4), a person shall not keep or permit the keeping of bees in more than 2 hives on a lot.
- (3) The local government may, upon written application, consent, with or without conditions, to a person keeping bees in more than 2 hives on a lot which is not zoned or classified for residential purposes.
- (4) A person shall comply with any conditions imposed by the local government under subclause (3).

6.7.3 Restrictions on keeping of Bees in Hives

A person shall not keep or permit the keeping of bees in a hive on a lot unless, at all times:-

- (a) an adequate and permanent supply of water is provided on the lot within 10 metres of the hives;
- (b) the hive is kept:-
 - (i) outside, and at least 10 metres from, any building other than a fence;
 - (ii) at least 10 metres from any footpath, street, private street or public place; and
 - (iii) at least 5 metres from the boundary of the lot; and
- (c) the hive is enclosed on all sides by a fence, wall or other enclosure.

6.7.4 Bees which cause a nuisance not to be kept

- (1) A person shall not keep, or permit the keeping of, bees which cause a nuisance.
- (2) The local government may direct any person to remove any bees or beehives which in the opinion of an Authorised Officer are causing a nuisance.
- (3) A person shall comply with a direction under subclause (2), within the time specified.

Division 8 - Arthropod Vectors of Disease

6.8.1 Definition

In this Division, unless the context otherwise requires:-

“arthropod vectors of disease” includes: -

- (a) fleas (*Siphonaptera*);
- (b) bedbugs (*Cimex lectularius*);
- (c) crab lice (*Phthirus pubis*);
- (d) body lice (*Pediculus humanus var.corporis*); and
- (e) head lice (*Pediculus humanus var.capitis*).

6.8.2 Responsibility of the Owner or Occupier

The owner or occupier of premises shall:-

- (a) keep the premises and any person residing in or on the premises, free from any arthropod vectors of disease; and
- (b) comply with the direction of an Authorised Officer to treat the premises, or anything on the premises, for the purpose of destroying any arthropod vectors of disease.

PART 7 - INFECTIOUS DISEASES

Division 1 - General Provisions

7.1.1 Authorised Officer may visit, inspect and report

An Authorised Officer :-

- (a) may visit and inspect any house, its occupants, fixtures and fittings; and
- (b) who has reason to believe that there has been a breach of the Act, any regulation made under the Act or these local laws relating to infectious diseases, shall, as soon as possible, submit a written report on the matter to the local government.

7.1.2 Requirements on owner or occupier to clean, disinfect and disinfest

(1) The local government or an Authorised Officer may, by notice in writing, direct an owner or occupier of premises, within the time and in the manner specified in the notice, to clean, disinfect and disinfest:-

- (a) the premises; or
 - (b) such things in or on the premises as are specified in the notice or both, to the satisfaction of the Authorised Officer.
- (2) An owner or occupier shall comply with a notice given under subclause (1).

7.1.3 Authorised Officer may disinfect or disinfest premises

(1) Where the local government or the Medical Officer is satisfied that any case of infectious disease has occurred on any premises, the local government or the Medical Officer may direct an Authorised Officer, other local government officer or other person to disinfect and disinfest the premises or any part of the premises and anything in or on the premises.

(2) An owner or occupier of premises shall permit, and provide access to enable, an Authorised Officer, other local government officer or other person to carry out the direction given under subclause (1).

(3) The local government may recover, in a court of competent jurisdiction, the cost of carrying out the work under this clause from the owner or occupier of the premises in or on which the work was carried out.

(4) The local government shall not be liable to pay compensation or damages of any kind to the owner or occupier of premises in relation to any action taken by the local government or any of its staff or employees under this clause, other than compensation or damages for loss or damage suffered because the local government acted negligently or in breach of duty.

7.1.4 Insanitary houses, premises and things

(1) An owner or occupier of any house or premises shall maintain the house or premises free from any insanitary condition or thing.

(2) Where the local government considers that a house is insanitary, it may, by notice in writing, direct an owner of the house, within the time and in the manner specified in the notice, to destroy or amend the house.

(3) Where an Authorised Officer considers that:-

- (a) a house or premises is not being maintained in a sanitary condition; or
- (b) any thing is insanitary,

an Authorised Officer may, by notice in writing, direct, as the case may be -

- (i) the owner or occupier of the house or premises to amend any insanitary condition; or
- (ii) the owner or occupier of the thing to destroy or amend it, within the time and in the manner specified in the notice.

(4) A person to whom a notice has been given under subclauses (2) or (3) shall comply with the terms of the notice.

7.1.5 Medical Officer may authorise disinfecting

(1) Where the Medical Officer believes that a person is or may be infected by an infectious disease, the Medical Officer may direct the person to have his or her body, clothing and effects disinfected at a place and in a manner directed by the Medical Officer.

(2) A person shall comply with any direction of the Medical Officer under this clause.

7.1.6 Persons in contact with an infectious disease sufferer

If a person in any house is, or is suspected of, suffering from an infectious disease, any occupant of the house or any person who enters or leaves the house:-

- (a) shall obey such instructions or directions as the local government or the Medical Officer may issue;
- (b) may be removed, at the direction of the local government or the Medical Officer to isolation in an appropriate place to prevent or minimise the risk of the infection spreading; and
- (c) if so removed, shall remain in that place until the Medical Officer otherwise directs.

7.1.7 Declaration of infected house or premises

(1) To prevent or check the spread of infectious disease, the local government or the Medical Officer may from time to time declare any house or premises to be infected.

(2) A person shall not enter or leave any house or premises declared to be infected without the written consent of the Medical Officer or an Authorised Officer.

7.1.8 Destruction of infected animals

(1) An Authorised Officer, upon being satisfied that an animal is or may be infected or is liable to be infected or to convey infection may, by notice in writing, direct that the animal be examined by a registered veterinary officer and all steps taken to enable the condition to be controlled or eradicated or the animal destroyed and disposed of:-

- (a) in the manner and within the time specified in the notice; and
- (b) by the person in whose possession, or upon whose premises, the animal is located.

(2) A person who has in his or her possession or upon premises occupied by him or her, an animal which is the subject of a notice under subclause (1), shall comply with the terms of the notice.

7.1.9 Disposal of a body

(1) An occupier of premises in or on which is located the body of a person who has died of an infectious disease shall, subject to subclause (2), cause the body to be buried or disposed of in such manner, within such time and with such precautions as may be directed by the Medical Officer.

(2) A body shall not be removed from premises where death occurred except to a cemetery or morgue.

7.1.10 Local government may carry out work and recover costs

(1) Where:-

- (a) a person is required under this Division or by a notice given under this Division, to carry out any work; and
- (b) that person fails or neglects to comply with the requirement,

that person commits an offence and the local government may carry out the work or arrange for the work to be carried out by another.

(2) The costs and expenses incurred by the local government in the execution of a power under this clause may be recovered in a court of competent jurisdiction from the person referred to in subclause (1)(a).

(3) The local government shall not be liable to pay compensation or damages of any kind to the person referred to in subclause (1)(a) in relation to any action taken by the local government under this clause, other than compensation or damages for loss or damage suffered because the local government acted negligently or in breach of duty.

Division 2 - Disposal of used condoms and needles

7.2.1 Disposal of used condoms

(1) An occupier of premises on or from which used condoms are produced shall ensure that the condoms are:-

- (a) placed in a sealed impervious container and disposed of in a sanitary manner; or
- (b) disposed of in such a manner as may be directed by an Authorised Officer.

(2) A person shall not dispose of a used condom in a public place except in accordance with subclause (1).

7.2.2 Disposal of used needles

A person shall not dispose of a used hypodermic syringe or needle in a public place unless it is placed in an impenetrable, leak-proof container and deposited in a refuse receptacle.

PART 8 - LODGING-HOUSES

Division 1 - Registration

8.1.1 Definition

(1) In this Part, unless the context otherwise requires:-

“**bed**” means a single sleeping berth only, and a double bed provided for the use of couples has the same floor space requirements as two single beds;

“**bunk**” means a sleeping berth comprising one of two arranged vertically;

“**dormitory**” means a building or room utilised for sleeping purposes at a short term hostel or a recreational campsite;

“**Food Standards Code**” means the Australian New Zealand Food Standards Code as defined in the *Commonwealth Food Standards Australia New Zealand Act 1991*.

“**keeper**” means a person whose name appears on the register of keepers, in respect of a lodging house, as the keeper of that lodging-house;

“**lodger**” means a person who obtains, for hire or reward, board or lodging in a lodging-house;

“**lodging-house**” includes a recreational campsite, a serviced apartment and a short term hostel;

“**manager**” means a person duly appointed by the keeper in accordance with this Division to reside in, and have the care and management of, a lodging-house;

“**recreational campsite**” means a lodging-house:-

- (a) situated on a campsite principally used for:-
 - (i) recreational, sporting, religious, ethnic or educational pursuits; or
 - (ii) conferences or conventions; and
- (b) where the period of occupancy of any lodger is not more than 14

consecutive days, and includes youth camps, youth education camps, church camps and riding schools;

“register of lodgers” means the register kept in accordance with section 157 of the Act and this Part;

“resident” means a person other than a lodger, who resides in a lodging-house;

“serviced apartment” means a lodging-house in which each sleeping apartment, or group of sleeping apartments in common occupancy, is provided with its own sanitary conveniences and may have its own cooking facilities;

“short term hostel” means a lodging-house where the period of occupancy of any lodger is not more than 14 consecutive days and includes a youth hostel or a backpacker hostel;

“vector of disease” means an arthropod or rodent that transmits, by biological or mechanical means, an infectious agent from a source or reservoir to a person, and includes fleas, bedbugs, crab lice, body lice and head lice.

(2) Where in this Part an act is required to be done or forbidden to be done in relation to any lodging-house, the keeper of the lodging-house has, unless the contrary intention appears, the duty of causing the act to be done, or of preventing the act so forbidden from being done, as the case may be.

8.1.2 Lodging-house not to be kept unless registered

A person shall not keep or cause, suffer or permit to be kept, a lodging-house unless:-

- (a) the lodging-house is constructed in accordance with the requirements of this Part;
- (b) the lodging-house is registered by the local government under clause 8.1.4;
- (c) the name of the person keeping or proposing to keep the lodging-house is entered in the register of keepers; and
- (d) either:-
 - (i) the keeper; or
 - (ii) a manager who, has been appointed by the keeper to have the care and management of the lodging-house, resides, or intends to reside, continuously in the lodging-house whenever there is one or more lodgers in the lodging-house.

8.1.3 Application for registration

An application for registration of a lodging-house shall be:-

- (a) in the form prescribed in Schedule 4;
- (b) duly completed and signed by the proposed keeper; and
- (c) accompanied by:-
 - (i) the fee as fixed from time to time by the local government under section 344C of the Act ; and
 - (ii) detailed plans and specifications of the lodging-house.

8.1.4 Approval of application

The local government may approve, with or without conditions, an application under clause 8.1.3 by issuing to the applicant a certificate in the form of Schedule 5.

8.1.5 Renewal of registration

A person who keeps a lodging-house which is registered under this Part shall:-

- (a) during the month of June in each year apply to the local government for the renewal of the registration of the lodging-house; and
- (b) pay the fee as fixed from time to time by the local government under section 344C of the Act.

8.1.6 Notification upon sale or transfer

If the owner of a lodging-house sells or transfers or agrees to sell or transfer the lodging-house to another person, he or she shall, within 14 days of the date of sale, transfer or agreement, give to the CEO, in the form of Schedule 6, written notice of the full name, address and occupation of the person to whom the lodging-house has been, or is to be, sold or transferred.

8.1.7 Revocation of registration

(1) Subject to subclause (3), the local government may, at any time, revoke the registration of a lodging-house for any reason which, in the opinion of the local government, justifies the revocation.

(2) Without limiting the generality of subclause (1), the local government may revoke a registration upon any one or more of the following grounds:-

- (a) that the lodging-house has not, to the satisfaction of the local government, been kept free from vectors of disease or in a clean, wholesome and sanitary condition;
- (b) that the keeper has:-
 - (i) been convicted of an offence under this Part in respect of the lodging-house;
 - (ii) not complied with a requirement of this Part; or
 - (iii) not complied with a condition of registration;
- (c) that the local government, having regard to a report from the Police Service, is satisfied that the keeper or manager is not a fit and proper person;
- (d) that, by reason of alterations or additions or neglect to repair and renovate, the condition of the lodging-house is such as to render it, in the opinion of an Authorised Officer, unfit to remain registered.

(3) Before revoking the registration of a lodging-house under this, the local government shall give notice to the keeper requiring him or her, within a time specified in the notice, to show cause why the registration should not be revoked.

(4) Whenever the local government revokes the registration of a lodging-house, it shall give the keeper notice of the revocation and the registration is revoked as from the date on which the notice is served on the keeper.

Division 2 - Construction and Use Requirements

8.2.1 General construction requirements

The general construction requirements of a lodging-house shall comply with the Building Code.

8.2.2 Sanitary conveniences

(1) A keeper shall maintain in good working order and condition and in convenient positions on the premises:-

- (a) toilets; and
- (b) bathrooms, each fitted with a hand wash basin, and either a shower or a bath.

(2) A bathroom or toilet which is used as a private bathroom or toilet to the exclusion of other lodgers or residents does not fall under the provisions of subclause (1).

(3) Each bath, shower and hand wash basin shall be provided with an adequate supply of hot and cold water.

(4) The walls of each shower and bath shall be of an impervious material to a minimum height of 1.8 metres above the floor level.

(5) Each toilet and bathroom shall:-

- (a) be so situated, separated and screened as to ensure privacy;
 - (b) have a distinct sign displayed in a prominent position denoting the sex for which the toilet or bathroom is provided; and
 - (c) be provided with adequate electric lighting.
- (6) Paragraph (b) of subclause (5) does not apply to a serviced apartment.

8.2.3 Laundry

- (1) A keeper shall:-
- (a) subject to subclause (2):-
 - (i) in the case of a recreational campsite, provide on the premises a laundry consisting of at least one 45 litre stainless steel trough; and
 - (ii) in any other case, provide on the premises a laundry unit for each 15 lodgers;
 - (b) at all times maintain each laundry or laundry unit in a proper sanitary condition and in good repair;
 - (c) provide an adequate supply of hot and cold water to each wash trough, sink, or washing machine; and
 - (d) ensure that the floor area of each laundry or laundry unit is properly surfaced with an even fall to a floor waste.
- (2) An Authorised Officer may approve the provision of a reduced number of laundry units if suitable equipment of a commercial type is installed.
- (3) In this clause:-
- "laundry unit" means a group of facilities consisting of:-
- (a) a washing machine with a capacity of not less than 4 kilograms weight of dry clothing;
 - (b) one wash trough of not less than 36 litres capacity, connected to both hot and cold water;
 - (c) either an electric drying cabinet or not less than 30 metres of clothes line; and
 - (d) a hot water system that:-
 - (i) is capable of delivering an adequate supply of water at a temperature of at least 75°C for each washing machine provided with the communal facilities; and
 - (ii) has a delivery rate of not less than 0.076 litres per second to each washing machine.

8.2.4 Kitchen

- The keeper of a lodging-house shall provide in that lodging-house a kitchen which
- (a) has a minimum floor area of:-
 - (i) where lodgers prepare their own meals - 0.65 square metres per person;
 - (ii) where meals are provided by the keeper or manager - 0.35 square metres per person; or
 - (iii) where a kitchen and dining room are combined - 1 square metre per person, but in any case not less than 16 square metres;
 - (b) has adequate:-
 - (i) food storage facilities and cupboards to prevent contamination of food, or cooking or eating utensils, by dirt, dust, flies or other vectors of disease; and
 - (ii) refrigerator space for storage of perishable goods;
 - (c) complies with any of the requirements of Standard 3.2.3 of the Food Standards Code; and
 - (d) has a hand wash basin and a double bowl sink, each provided with an

adequate supply of hot and cold water.

8.2.5 Cooking facilities

(1) The keeper of a lodging-house where lodgers prepare their own meals shall provide a kitchen with electrical, gas or other stoves and ovens approved by an Authorised Officer in accordance with the following table:-

No. of Lodgers	Ovens	4 Burner Stoves
1 -15	1	1
16 - 30	1	2
31 - 45	2	3
46 - 60	2	4
Over 60	2	4 + 1 for each additional 15 lodgers (or part thereof) over 60

(2) The keeper of a lodging-house where meals are provided by the keeper or manager shall provide a kitchen with cooking appliances of a number and type approved by an Authorised Officer.

8.2.6 Dining room

The keeper of a lodging-house shall provide in that lodging-house a dining room:-

- (a) located in close proximity to, or combined with, the kitchen;
- (b) the floor area of which shall be not less than the greater of:-
 - (i) 0.5 square metres per person; or
 - (ii) 10 square metres; and
- (c) which shall be:-
 - (i) adequately furnished to accommodate, at any one time, half of the number of lodgers, and
 - (ii) provided with a suitable floor covering.

8.2.7 Lounge room

The keeper of a lodging-house shall provide in that lodging-house, a lounge room:-

- (a) with a floor area of:-
 - (i) where the lounge is not combined with the dining room - not less than 0.6 square metres per person; or
 - (ii) where the lounge room is combined with a dining room - not less than 1.2 square metres per person,
 but in either case having a minimum of 13 square metres; and
- (b) which shall be:-
 - (i) adequately furnished to accommodate, at any one time, half of the number of lodgers;
 - and
 - (ii) provided with a suitable floor covering.

8.2.8 Fire Prevention and control

(1) A keeper shall:-

- (a) in each passage in the lodging-house, provide an emergency light:-
 - (i) in such a position, and of such a pattern, as approved by an Authorised Officer; and
 - (ii) which shall be kept separate from the general lighting system and kept illuminated during the hours of darkness;

- (b) ensure a fire blanket, of a type approved by an Authorised Officer, is positioned within 2 metres of the cooking area in each kitchen; and
 - (c) ensure that each exit sign and fire fighting appliance is clearly visible, accessible and maintained in good working order at all times.
- (2) A keeper shall ensure that all buildings comprising the lodging house are fitted with fire protection equipment in accordance with the Building Code.

8.2.9 Obstruction of passages and stairways

A keeper shall not cause, suffer or permit furniture, fittings or other things to be placed either temporarily or permanently in or on:-

- (a) a stairway, stair landing, fire-escape, window or common passageway; or
 - (b) part of the lodging-house in common use or intended or adapted for common use,
- in such a manner as to form an obstruction to the free passage of lodgers, residents or persons in or occupying the lodging-house.

8.2.10 Fitting of locks

A person shall not fit, or cause or permit to be fitted, to an exit door, a lock or other device which prevents the door being opened from within a lodging-house.

8.2.11 Restriction on use of rooms for sleeping

(1) Subject to subclause (3) and clause 8.3.10, a keeper shall not use or permit to be used as a sleeping apartment a room in a lodging-house:-

- (a) which contains food;
- (b) which contains or is fitted with a cooking appliance or kitchen sink;
- (c) which is used as a kitchen, scullery, storeroom, dining room, general sitting room or lounge room, or for the preparation or storage of food;
- (d) which is not reasonably accessible without passing through a sleeping or other room in the private occupation of another person;
- (e) which, except in the case of a short term hostel or a recreational campsite, contains less than 5.5 square metres of clear space for each lodger occupying the room;
- (f) which is naturally illuminated by windows having a ratio of less than 0.1 square metres of unobstructed glass to every 1.0 square metre of floor area;
- (g) which is ventilated at a ratio of less than 0.5 square metres of unobstructed ventilating area to every 10 square metres of floor area;
- (h) in which the lighting or ventilation referred to in paragraphs (f) and (g) is obstructed or is not in good and efficient order;
- (i) which is not free from internal dampness;
- (j) of which any part of the floor is below the level of the adjoining ground; or
- (k) the floor of which is not fitted with an approved carpet or vinyl floor covering or other floor treatment approved by an Authorised Officer.

(2) For the purposes of this clause, 2 children under the age of 10 years are counted as one lodger.

(3) Paragraphs (a), (b) and (c) of subclause (1) do not apply to a serviced apartment.

8.2.12 Sleeping accommodation - short term hostels and recreational campsites

(1) A keeper of a short term hostel or recreational campsite shall provide clear floor space of not less than:-

- (a) 4 square metres per person in each dormitory utilising beds;
 - (b) 2.5 square metres per person in dormitories utilising bunks.
- (2) The calculation of floor space in subclause (1) shall exclude the area occupied by

any large items of furniture, such as wardrobes, but may include the area occupied by beds.

(3) The minimum height of any ceiling in a short term hostel or recreational campsite shall be 2.4 metres in any dormitory utilising beds, and 2.7 metres in any dormitory utilising bunks.

(4) The minimum floor area requirements in subclause (1) will only apply if there is ventilation, separation distances, fire egress and other safety requirements in accordance with the Building Code.

(5) The keeper of any short term hostel or recreational campsite shall provide:-

- (a) fixed outlet ventilation at a ratio of 0.15 square metres to each 10 square metres of floor area of the dormitories, and shall ensure that dormitories are provided with direct ventilation to the open air from a point within 230 millimetres of the ceiling level through a fixed open window or vents, carried as direct to the open air as is practicable;
- (b) mechanical ventilation in lieu of fixed ventilation, subject to local government's approval.

(6) The keeper of any short term hostel or recreational campsite shall provide:-

- (a) beds with a minimum size of:-
 - (i) in short term hostels - 800 millimetres x 1.9 metres; and
 - (ii) in recreational campsites - 750 millimetres x 1.85 metres.
- (b) storage space for personal effects, including backpacks, so that cleaning operations are not hindered and access spaces are not obstructed.

(7) The keeper of any short term hostel or recreational campsite shall:-

- (a) arrange at all times a distance of 750 millimetres between beds, and a distance of 900 millimetres between bunks;
- (b) ensure that, where bed or bunk heads are placed against the wall on either side of a dormitory, there is a passageway of at least 1.35 metres between each row of beds and a passageway of at least 2 metres between each row of bunks, and shall ensure that the passageway is kept clear of obstruction at all times; and
- (c) ensure all doors, windows and ventilators are kept free of obstruction.

(8) The keeper of a short term hostel or recreational campsite shall ensure that:-

- (a) materials used in dormitory areas comply with AS 1530.2-1993 and AS/NZS 1530.3-1999.

Drapes, Curtains, Blinds & Bedcovers A maximum Flammability Index of 6

Upholster & Bedding A maximum Spread of Flame Index of 6

A maximum Smoke Developed Index of 5

Floor Coverings A maximum Spread of Flame Index of 7

A maximum Smoke Developed Index of 5

Fire retardant coatings used to make a material comply with these indices must be:-

- (i) certified by the manufacturer as approved for use with the fabric to achieve the required indices; and
- (ii) certified by the manufacturer to retain its fire retardative effect after a minimum of 5 commercial dry cleaning or laundering operations carried out in accordance with AS 2001.1-1995, Procedure 7A, using ECE reference detergent; and
- (iii) certified by the applicator as having been carried out in accordance with the manufacturer's specification,
- (b) emergency lighting is provided in accordance with the Building Code;
- (c) a lodger or other person does not smoke in any dormitory, kitchen, dining room or other enclosed public place, within a short term hostel or recreational campsite;

- (d) all mattresses in a short term hostel or recreational campsite are fitted with a mattress protector.

8.2.13 Furnishing etc. of sleeping apartments

- (1) A keeper shall:-
 - (a) furnish each sleeping apartment with a sufficient number of beds and sufficient bedding of good quality;
 - (b) ensure that each bed:-
 - (i) has a bed head, mattress and pillow; and
 - (ii) is provided with a pillow case, 2 sheets, a blanket or rug and, from the 1st day of May to the 30th day of September, not less than one additional blanket or rug; and
 - (c) furnish each bedroom so that there are adequate storage facilities for belongings within the room.
- (2) A keeper shall not cause, suffer or permit any tiered beds or bunks to be used in a sleeping apartment other than in a lodging-house used exclusively as a short term hostel or a recreational campsite;
- (3) The sheets and blankets required to be provided by subclause (1)(b)(ii), shall be deemed to have been provided by the keeper, where the keeper offers them for hire to the lodgers. In such circumstances, each lodger must either provide his own clean sheets or hire them from the keeper;
- (4) In a short-term hostel or recreational campsite, the storage facilities required by subclause (1)(c) may be located in a separate secure storage room or locker room.

8.2.14 Ventilation

- (1) If, in the opinion of an Authorised Officer, a kitchen, bathroom, toilet, laundry or habitable room is not adequately or properly ventilated, he or she may direct the keeper to provide a different or additional method of ventilation.
- (2) The keeper shall comply with any direction given under subclause (1) within such time as directed.

8.2.15 Numbers to be placed on doors

- (1) A keeper shall place or cause to be placed on the outside of the doors of all rooms available to lodgers in the lodging-house, serial numbers so that:-
 - (a) the number "1" is placed on the outside of the door of the room nearest to the front or main entry door of the lodging-house; and
 - (b) the numbers continue in sequence throughout each floor (if there is more than one) of the lodging-house.
- (2) The numbers to be placed on the doors under subclause (1) shall be:-
 - (a) not less than 40 millimetres in height;
 - (b) 1.5 metres from the floor; and
 - (c) permanently fixed either by being painted on the doors or shown by other legible means.

Division 3 - Management and Care

8.3.1 Keeper or manager to reside in the lodging-house

No keeper of a lodging house shall absent himself from such house, unless he leaves some reputable person in charge thereof.

8.3.2 Registers of lodgers

- (1) A keeper shall keep a register of lodgers in the form of Schedule 7.

- (2) The keeper shall ensure that the register of lodgers is:-
- (a) kept in the lodging-house; and
 - (b) open to inspection at any time on demand by any member of the Police Service or by an Authorised Officer.

8.3.3 Keeper report

A keeper shall, whenever required by the local government, report to the local government, in the form of Schedule 8, the name of each lodger who lodged in the lodging-house during the preceding day or night.

8.3.4 Certificate in respect of sleeping accommodation

- (1) An Authorised Officer may issue to a keeper a certificate, in respect of each room, which shall be in the form of Schedule 9.
- (2) The certificate issued under subclause (1) shall specify the maximum number of persons permitted to occupy each room of a sleeping apartment at any one time.
- (3) When required by an Authorised Officer, a keeper shall exhibit the certificate issued under this clause in a conspicuous place in the room to which the certificate refers.
- (4) A person shall not cause, suffer or permit a greater number of persons than is specified on a certificate issued under this clause to occupy the room to which it refers.

8.3.5 Duplicate keys and inspection

Each keeper and manager of a lodging-house shall:-

- (a) retain possession of a duplicate key to the door of each room; and
- (b) when required by an Authorised Officer, open the door of any room for the purposes of inspection by the Authorised Officer.

8.3.6 Room occupancy

- (1) A keeper shall not:-
- (a) cause, suffer or permit more than the maximum number of persons permitted by the Certificate of Registration of the lodging-house to be lodged at any one time in the lodging house;
 - (b) cause, suffer or permit to be placed or kept in any sleeping apartments -
 - (i) a larger number of beds; or
 - (ii) a larger quantity of bedding,than is required to accommodate and provide for the maximum number of persons permitted to occupy the sleeping apartment at any one time; and
 - (c) use or cause, suffer or permit to be used for sleeping purposes, a room that:-
 - (i) has not been certified for that purpose; or
 - (ii) the local government or the Medical Officer has forbidden to be used as a sleeping apartment.
- (2) For the purpose of this clause, 2 children under 10 years of age are counted as one lodger.

8.3.7 Maintenance of a room by a lodger or resident

- (1) A keeper may permit, or contract with, a lodger or resident to service, clean or maintain the room or rooms occupied by the lodger or resident.
- (2) Where permission is given or a contract entered into under subclause (1), the keeper shall:-
- (a) inspect each room the subject of the permission or agreement at least once a week; and
 - (b) ensure that each room is being maintained in a clean condition.

(3) A lodger or resident who contracts with a keeper to service, clean or maintain a room occupied by him or her, shall maintain the room in a clean condition.

8.3.8 Cleaning and maintenance requirements

(1) A keeper of a lodging-house shall:-

- (a) maintain in a clean, sound and undamaged condition:-
 - (i) the floor, walls, ceilings, woodwork and painted surfaces;
 - (ii) the floor coverings and window treatments; and
 - (iii) the toilet seats;
- (b) maintain in a clean condition and in good working order:-
 - (i) all fixtures and fittings; and
 - (ii) windows, doors and door furniture;
- (c) ensure that the internal walls of each bathroom and toilet are painted so as to maintain a smooth impervious washable surface;
- (d) whenever there is one or more lodgers in a lodging-house, ensure that the laundry floor is cleaned daily;
- (e) ensure that:-
 - (i) all bed linen, towels and house linen in use are washed at least once a week;
 - (ii) within a reasonable time of a bed having been vacated by a lodger or resident, the bed linen is removed and washed;
 - (iii) a person does not occupy a bed which has been used by another person unless the bed has been provided with clean bed linen;
 - (iv) all beds, bedsteads, blankets, rugs, covers, bed linen, towels and house linen are kept clean, in good repair and free from vectors of disease;
 - (v) when any vectors of disease are found in a bed, furniture, room or sleeping apartment, immediate effective action is taken to eradicate the vectors of disease; and
 - (vi) a room which is not free from vectors of disease is not used as a sleeping apartment;
- (f) when so directed by an Authorised Officer, ensure that:-
 - (i) a room, together with its contents, and any other part of the lodging-house, is cleaned and disinfected; and
 - (ii) a bed or other article of furniture is removed from the lodging-house and properly disposed of;
- (g) ensure that the yard is kept clean at all times;
- (h) provide all bedrooms, passages, common areas, toilets, bathrooms and laundries with adequate lighting; and
- (i) comply with any direction, whether orally or in writing, given by an Authorised Officer.

(2) In this clause:-

“bed-linen” includes sheets and pillow cases and, in the case of a short term hostel or a recreational campsite, mattress protectors.

8.3.9 Responsibilities of lodgers and residents

A lodger or resident shall not:-

- (a) use any room available to lodgers -
 - (i) as a shop, store or factory; or
 - (ii) for manufacturing or trading services;
- (b) keep or store in or on the lodging-house any goods or materials that are inflammable or offensive;
- (c) use a bath or hand wash basin other than for ablutionary purposes;

- (d) use a bathroom facility or fitting for laundry purposes;
- (e) use a sink installed in a kitchen or scullery for any purpose other than the washing and cleaning of cooking and eating utensils, other kitchenware and culinary purposes;
- (f) deposit rubbish or waste food other than into a proper rubbish receptacle;
- (g) in a kitchen or other place where food is kept:-
 - (i) wash or permit the washing of clothing or bedding; or
 - (ii) keep or permit to be kept any soiled clothing or bedding;
- (h) subject to clause 8.3.10:-
 - (i) keep, store, prepare or cook food in any sleeping apartment; or
 - (ii) unless sick or invalid and unable to leave a sleeping apartment for that reason, use a sleeping apartment for dining purposes;
- (i) place or keep, in any part of a lodging-house, any luggage, clothing, bedding, or furniture that is infested with vectors of disease;
- (j) store or keep such a quantity of furniture, material or goods within the lodging-house:-
 - (i) in any kitchen, living or sleeping apartment so as to prevent the cleaning of the floors, walls, fittings or fixtures; or
 - (ii) in a sleeping apartment so as to decrease the air space to less than the minimum required by this Part;
- (k) obstruct or prevent the keeper or manager from inspecting or examining the room or rooms occupied by the lodger or resident; and
- (l) fix any fastener or change any lock to a door or room without the written approval of the keeper.

8.3.10 Approval for storage of food

- (1) An Authorised Officer may:-
 - (a) upon written application from a keeper, approve the storage of food within a refrigerator or sealed container in a sleeping apartment; and
 - (b) withdraw the approval if a nuisance or vector of disease infestation is found to exist in the lodging-house.
- (2) The keeper of a serviced apartment may permit the storage and consumption of food within that apartment if suitable storage and dining facilities are provided.

PART 9 - OFFENSIVE TRADES

Division 1 - General

9.1.1 Definition

In this Part, unless the context otherwise requires:-

“**occupier**” in relation to premises includes the person registered as the occupier of the premises in the Schedule 12 - Certificate of Registration;

“**offensive trade**” means any one or more of the trades, businesses or occupations usually carried on, in or connected with, the following works or establishments:-

- (a) fat rendering premises;
- (b) fish processing premises
- (c) flock factories;
- (d) laundries, dry cleaning premises and dye works;
- (e) any trade as defined by section 186 of the Act; and

“**premises**” includes houses.

9.1.2 Consent to Establish Offensive Trade

(1) A person seeking the consent of the local government under section 187 of the Act to establish an offensive trade shall:-

- (a) advertise notice of his intention to apply for consent in accordance with clause 9.1.3; and
- (b) lodge with the CEO an application in the form of Schedule 10.

(2) A person who makes a false statement in an application under section 187 shall be guilty of an offence.

9.1.3 Notice of Application

A notice required under subclause 9.1.2(1)(a) shall:-

- (a) contain the name and address of the person who intends to make the application;
- (b) contain a description of the nature of the offensive trade;
- (c) contain details of the premises in or upon which it is proposed to carry on the proposed trade;
- and
- (d) appear in a Regional or a Perth daily newspaper at least two weeks but not more than one month before the application under subclause 9.1.2(1)(b) is lodged with the CEO.

9.1.4 Registration of Premises

An application for the registration of premises pursuant to section 191 of the Act shall be:-

- (a) in the form of Schedule 11;
- (b) accompanied by the fee prescribed in the *Health (Offensive Trades Fees) Regulations 1976*; and
- (c) lodged with the CEO.

9.1.5 Certificate of Registration

Upon the registration of premises for the carrying on of an offensive trade, the local government shall issue to the applicant a certificate in the form of Schedule 12.

9.1.6 Change of Occupier

Where there is a change of occupier of the premises registered pursuant to this Division, the new occupier shall forthwith notify the CEO in writing of such change.

9.1.7 Alterations to Premises

While any premises remain registered under this Division, a person shall not, without the written permission of the local government, make or permit any change or alteration whatever to the premises.

Division 2 - General Duties of an Occupier

9.2.1 Definition

In this Division, unless the context otherwise requires:-

- “**occupier**” means the occupier, or where there is more than one occupier, each of the occupiers of the premises in or upon which an offensive trade is carried on;
- and
- “**the premises**” means those premises in or upon which an offensive trade is carried on.

9.2.2 Cleanliness

The occupier shall:-

- (a) keep or cause to be kept in a clean and sanitary condition and in a state of good repair the floors, walls and ceilings and all other portions of the premises;
- (b) keep or cause to be kept in a clean and sanitary condition and in a state of good repair all fittings, fixtures, appliances, machinery, implements, shelves, counters, tables, benches, bins, cabinets, sinks, drain boards, drains, grease traps, tubs, vessels and other things used on or in connection with the premises;
- (c) keep the premises free from any unwholesome or offensive odour arising from the premises;
- (d) maintain in a clean and tidy condition all yards, footpaths, passage ways, paved areas, stores or outbuildings used in connection with the premises; and
- (e) clean daily and at all times keep and maintain all sanitary conveniences and all sanitary fittings and grease traps on the premises in a clean and sanitary condition.

9.2.3 Rats and other Vectors of Disease

The occupier shall:-

- (a) ensure that the premises are kept free from rodents, cockroaches, flies and other vectors of disease; and
- (b) provide in and on the premises all effective means and methods for the eradication and prevention of rodents, cockroaches, flies and other vectors of disease.

9.2.4 Sanitary Conveniences and Hand Wash Basins

The occupier shall provide on the premises in an approved position, sufficient sanitary conveniences and hand wash basins, each with an adequate supply of hot and cold water for use by employees and by all other persons lawfully upon the premises.

9.2.5 Painting of Walls etc.

The occupier shall cause the internal surface of every wall, the underside of every ceiling or roof and all fittings as may be directed in and on the premises to be cleaned and painted when instructed by an Authorised Officer.

9.2.6 Effluvia, Vapours or Gases

The occupier shall provide, use and maintain in a state of good repair and working order, appliances capable of effectively destroying or of rendering harmless all offensive effluvia, vapours or gases arising in any process of his business or from any material, residue or other substance which may be kept or stored upon the premises.

9.2.7 Offensive Material

The occupier shall:-

- (a) provide on the premises, impervious receptacles of sufficient capacity to receive all offensive material and trade refuse produced upon the premises in any one day;
- (b) keep air-tight covers on the receptacles, except when it is necessary to place something in or remove something from them;
- (c) cause all offensive material and trade refuse to be placed immediately in the receptacles;
- (d) cause the contents of the receptacles to be removed from the premises at least once in every working day or at such other intervals as may be approved or directed by an Authorised Officer; and

- (e) cause all receptacles after being emptied to be cleaned immediately with an efficient disinfectant.

9.2.8 Storage of Materials

The occupier shall cause all material on the premises to be stored so as not to be offensive or injurious to health whether by smell or otherwise and so as to prevent the creation of a nuisance.

9.2.9 Specified Offensive Trades

(1) For the purposes of this clause, "specified offensive trade" means one or more of the offensive trades carried on, in or connected with the following works or premises:-

- (a) fat rendering premises;
- (b) fish processing premises; and
- (c) laundries, dry cleaning premises and dye works.

(2) Where premises are used for or in relation to a specified offensive trade, the occupier shall:-

- (a) cause the floor of the premises to:-
 - (i) be properly paved and drained with impervious materials;
 - (ii) have a smooth surface; and
 - (iii) have a fall to a bucket trap or spoon drain in such a way that all liquids falling on the floor shall be conducted by the trap or drain to a drain inlet situated inside the building where the floor is situated; and
- (b) cause the angles formed by the walls with any other wall, and by the wall with the floor, to be coved to a radius of not less than 25 millimetres.
- (c) cause all liquid refuse to be-
 - (i) cooled to a temperature not exceeding 26 degrees Celsius and in accordance with the *Metropolitan Water Supply, Sewerage & Drainage By-laws 1981*, before being discharged into any drain outlet from any part of the premises; and
 - (ii) directed through such screening or purifying treatment as an Authorised Officer may from time to time direct.

9.2.10 Directions

- (1) An Authorised Officer may give to the occupier, directions to prevent or diminish the offensiveness of a trade or to safeguard the public health.
- (2) The occupier shall comply with any directions given under this clause.

9.2.11 Other Duties of Occupier

In addition to the requirements of this Division, the occupier shall comply with all other requirements of this Part that apply to the particular offensive trade or trades carried on by him.

Division 3 - Flock Factories

9.3.1 Definition

In this Division, unless the context otherwise requires:-

"**flock factory**" means any premises or place where flock is produced wholly or partly by tearing up or teasing, wadding, kapok, rags, cotton, linters, fibre, or other material used or likely to be used for the filling of mattresses, pillows, bedding, upholstery, cushions or substances used in packaging material or the manufacture of underfelt;

9.3.2 New and Used Material

- (1) Subject to subclause (2), the occupier shall not use for the manufacture of flock any material other than new material.
- (2) Material other than new material may be used for the manufacture of flock if, before being used, every part of that material is subjected to moist heat maintained at a temperature of 100 degrees Celsius for at least 30 minutes.

9.3.3 Collection and Removal of Dust

The occupier shall provide effective means to prevent the escape into the open air of all dust or other material from the premises.

9.3.4 Building Requirements

The occupier shall cause each building on the premises to comply with the following requirements:-

- (a) the floor shall be of concrete;
- (b) the walls shall be of concrete or brick and shall be finished internally with cement plaster with a steel float finish or other approved finish to a height of 2 metres; and
- (c) the ceiling or underside of the roof shall be of durable and non-absorbent material finished internally with a smooth surface.

9.3.5 Unclean Rags

A person shall not:-

- (a) collect, deliver, offer for sale or sell for the manufacture of flock;
- (b) receive, store or deliver for the manufacture of flock; or
- (c) make flock from,

rags which are unclean or which have been taken from any refuse or rubbish or from any receptacle used for the storage or collection of refuse or rubbish.

9.3.6 Bedding and Upholstery

A person shall not, for the purpose of sale or in the course of any business, remake, renovate, tease, retease, fill, refill or repair any:-

- (a) used bedding; or
- (b) upholstery,

which is unclean, offensive, or infested with vectors of disease, unless the:-

- (i) material of which the bedding is made; or
- (ii) filling material of which the upholstery is made,

has been boiled for 30 minutes or otherwise effectively disinfected and cleaned.

Division 4 - Laundries, Dry Cleaning Establishments and Dye Works

9.4.1 Definition

In this Division, unless the context otherwise requires: -

“dry cleaning establishment” -

- (i) means premises where clothes or other articles are cleaned by use of solvents without using water; but
- (ii) does not include premises in which perchlorethylene or arklone is used as dry cleaning fluid in a machine operating on a full cycle and fully enclosed basis;

“dye works” means a place where articles are commercially dyed, but does not include dye works in which provision is made for the discharge of all liquid waste there from into a public sewer;

“exempt Laundromat” means a premises in which:-

- (i) laundering is carried out by members of the public using, on payment of a fee, machines or equipment provided by the owners or occupiers of those establishments;
- (ii) laundering is not carried out by those owners or occupiers for or on behalf of other persons; and
- (iii) provision is made for the discharge of all liquid waste there from into a public sewer.

“Laundromat” means a public place with coin operated washing machines, spin dryers or dry cleaning machines; and

“laundry” means any place where articles are laundered by commercial grade machinery but does not include an exempt laundromat.

9.4.2 Receiving Depot

An owner or occupier of premises shall not use or permit the premises to be used as a receiving depot for a laundry, dry cleaning establishment or dye works except with the written permission of an Authorised Officer who may at any time by written notice withdraw such permission.

9.4.3 Reception Room

(1) The occupier of a laundry, dry cleaning establishment or dye works shall:-

- (a) provided a reception room in which all articles brought to the premises for treatment shall be received and shall not receive or permit to be received any such articles except in that room; and
- (b) cause such articles as may be directed by an Authorised Officer to be thoroughly disinfected to the satisfaction of the officer.

(2) A person shall not bring or permit food to be brought into the reception room referred to in this clause.

9.4.4 Walls and Floors

The occupier of a laundry, dry cleaning establishment or dye works shall cause:-

- (a) the internal surfaces of all walls to be rendered with a cement plaster with a steel float finish or other approved material to a height of 2 metres and to be devoid of holes, cracks or crevices;
- (b) the floor to be impervious, constructed of concrete and finished to a smooth surface; and
- (c) every floor and wall of any building on the premises to be kept at all times in good order and repair, so as to prevent the absorption of any liquid which may be splashed or spilled or may fall or be deposited on it.

9.4.5 Laundry Floor

The occupier of a laundry shall provide in front of each washing machine, a non-corrosive grating, with a width of at least 910 millimetres, so constructed as to prevent any person from standing in water on the floor.

9.4.6 Escape of Dust

The occupier of a dry cleaning establishment shall provide effective means to prevent the escape into the open air of all dust or other material from the premises.

9.4.7 Precautions against Combustion

The occupier of a dry cleaning establishment where volatile liquids are used, shall take

all proper precautions against combustion and shall comply with all directions given by an Authorised Officer for that purpose.

9.4.8 Trolleys

The occupier of a laundry or dry cleaning establishment shall:-

- (a) provide trolleys for the use of transporting dirty and clean linen; and
- (b) ensure that each trolley is:-
 - (i) clearly designated to indicate the use for which it is intended;
 - (ii) lined internally with a smooth, impervious, non-absorbent material that is easily cleaned; and
 - (iii) thoroughly cleaned and disinfected on a regular basis.

9.4.9 Sleeping on Premises

A person shall not use or permit any room in a laundry, dry cleaning establishment or dye works to be used for sleeping purposes.

Division 5—Fat Rendering Establishments

9.5.1 Definition

In this Division, unless the context otherwise requires—

“fat rendering establishments” means a premises where edible fats including suet, dripping or premier jus are rendered down by any heat processing method.

9.5.2 Exhaust Ventilation

The occupier shall provide and maintain—

- (a) a hood which shall—
 - (i) be of an approved design and construction;
 - (ii) be situated so as to arrest all effluvia, odours and smoke from the process of fat rendering; and
 - (iii) extend a minimum of 150 millimetres beyond the length of each appliance; and
- (b) an exhaust ventilation system—
 - (i) the point of discharge of which shall be at least 1 metre above the ridge of a pitched roof or 3 metres above a flat roof and shall not be located within 6 metres of an adjoining property or any fresh air intake; and
 - (ii) which shall discharge in such manner and in such a position that no nuisance is created.

9.5.3 Covering of Apparatus

External parts of the fat rendering apparatus shall be constructed or covered with a smooth, non-corrosive and impervious material, devoid of holes, cracks and crevices.

9.5.4 Rendering of Walls

The occupier shall cause each wall within a radius of 3 metres of the rendering apparatus or machinery, to be rendered with a cement plaster with a steel float finish or other approved finish to a height of 2 metres and to be devoid of holes, cracks or crevices.

PART 10 - OFFENCES AND PENALTIES

10.1.1 Penalties

- (1) A person who contravenes a provision of this local law, commits an offence.
- (2) A person who commits an offence under subclause (1) is liable to:-
 - (a) a penalty which is not more than \$1,000 and not less than:-
 - (i) in the case of a first such offence, \$100;
 - (ii) in the case of a second such offence, \$200; and
 - (iii) in the case of a third or subsequent such offence, \$500; and
 - (b) if the offence is a continuing offence, a daily penalty which is not more than \$100 and not less than \$50.

Schedule 1 (clause 3.5.1(3))
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
Shire of Northam
Health Amendment Local Law 2018

APPLICATION FOR LICENCE OF A MORGUE

To: Chief Executive Officer
Shire of Northam
PO Box 613
NORTHAM WA 6401

I
(full name in block letters)

of
(full residential address)

apply to licence the premises listed below as a Morgue. Address of premises:

.....

.....
Name of premises-

.....

..... (Signature of applicant/s)

..... (Date)

Schedule 2 (clause 5.3.3 (1(a)))
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
Shire of Northam
Health Amendment Local Law 2018

APPLICATION FOR REGISTRATION OF A STABLE

To: Chief Executive Officer
Shire of Northam
PO Box 613
NORTHAM WA 6401

I/We,

.....
(full name of applicant/s)

of

.....
(residential address of applicant/s)

apply for registration, for the year ending 31 December

of

(location of premises)

being premises in or upon which there is (or is to be) a stable trading under the name of

.....
.....

Whether owner or occupier as tenant

Owner's name & address if tenant

Distance of stable/paddock from nearest building

Number of stable stalls

Number of horses intended to be stabled / kept

Area of paddock available to horse(s) in square metres

Site plan is attached

The prescribed registration fee of \$..... is attached.

..... (Signature of Applicant/s)

..... Date

Schedule 3 (clause 5.3.3 (2(a)))
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
Shire of Northam
Health Amendment Local Law 2018

CERTIFICATE OF REGISTRATION OF A STABLE

This is to certify that the premises situated at

.....

of which

.....

is the occupier, are registered as a stable.

Business name

.....This
registration expires on the 31 December unless previously cancelled.

Dated this day of 20.....

.....
Authorised Officer
Shire of Northam

Schedule 4 (clause 8.1.3)
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
Shire of Northam
Health Local Law 2018

APPLICATION FOR REGISTRATION OF A LODGING HOUSE

To: Chief Executive Officer
Shire of Northam
PO Box 613
NORTHAM WA 6401

I/We,
(Full name of Applicant/s)

of
(Residential address of Applicant/s)

apply for the registration of premises situated (or to be situated) at

.....
as a lodging house to be classified as-

- lodging house;
 - a recreational campsite;
 - a short term hostel; or
 - serviced apartments,
- (Specify which is to apply)

and for my name to be entered in the Register as a keeper of the lodging house.

DESCRIPTION OF LODGING HOUSE

Number of storeys.....

Rooms for private use	Number	Area
Laundries/toilets/bathrooms
Bedrooms
Dining rooms
Kitchens
Sitting rooms
Other (specify)
Rooms for lodgers	Number	Area
Bedrooms
Dining rooms
Kitchens
Sitting rooms
Other (specify)
Sanitary conveniences for female lodgers		
Toilets
Baths

Showers
Hand wash basins

Sanitary conveniences for male lodgers

Toilets
Urinals
Baths
Showers
Hand wash basins

Laundry facilities

Wash troughs
Washing machines.
Drying cabinets or clothes lines.

Additional details

- (a) Lodger's meals will be provided by the manager/keeper/lodgers.
- (b) The keeper will/will not reside continuously on the premises.
- (c) Name and occupation of the proposed manager if the keeper resides elsewhere:-
.....

- (d) There will be.....family members residing on the premises with the keeper/manager.

Application fee of \$..... is attached.

..... (Signature of applicant/s)

.....

.....

(Date)

Shire of Northam
PO Box 613
NORTHAM WA 6401

Schedule 5 (clause 8.1.4)
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
Shire of Northam
Health Amendment Local Law 2018

CERTIFICATE OF REGISTRATION OF A LODGING HOUSE

This is to certify that the premises situated

at..... are registered as a lodging house

and are classified as-

- lodging house;
 - a recreational campsite;
 - a short term hostel; or
 - serviced apartments,
- (Specify which is to apply)

until 30 June,, on the following conditions-

1. that....., whose name appears on the register of keepers of the Shire of Northam continues to be the keeper of the lodging house;
2. that....., appointed by the keeper to be the manager of the lodging house, continues to be the manager of the lodging house;
3. that the Certificate of Registration is not sooner cancelled or revoked;
4. that the maximum number of rooms to be used as sleeping apartments for lodgers is.....; and
5. that the maximum number of lodgers accommodated on the premises at any one time shall not exceed.....

This Certificate of Registration is issued subject to the *Health (Miscellaneous Provisions) Act 1911* and the Health Local Law of the Shire of Northam and is not transferable.

Dated.....

.....
Authorised Officer
Shire of Northam

Fee received: \$.....

Schedule 6 (clause 8.1.6)
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
Shire of Northam
Health Amendment Local Law 2018

NOTICE OF CHANGE OF OWNER OF A LODGING HOUSE

To: Chief Executive Officer
Shire of Northam
PO Box 613
NORTHAM WA 6401

I/We,
(Full name of Applicant/s)

of
(Residential address of Applicant/s)

am/are the new owners of premises situated at

.....

which are registered in the name of

.....

for the carrying on of the lodging house business.

..... (Signature of applicant/s)

.....

..... (Date)

Schedule 7 (clause 8.3.2)
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
Shire of Northam
Health Amendment Local Law 2018

REGISTER OF LODGERS

Location of lodging house:

.....

Date of Arrival	Name	Previous Address	Signature	Room No.	Date of Departure
-----------------	------	------------------	-----------	----------	-------------------

.....
.....
.....
.....
.....
.....
.....
.....

Schedule 8 (clause 8.3.3)
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
Shire of Northam
Health Amendment Local Law 2018

LIST OF LODGERS ON A PARTICULAR DATE

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

The following is the name of every person who resided in the lodging house at

.....

..... on the day of

Name

Address

Room No

(Signed) (Keeper)

Date:

Schedule 9 (clause 8.3.4)
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
Shire of Northam
Health Amendment Local Law 2018

CERTIFICATE OF SLEEPING ACCOMMODATION

To:
(Name of keeper)

of
(Address of keeper)

For the registered lodging house situated at

.....
This room, No....., can be used as a sleeping apartment (for sleeping purposes only) to accommodate not more than.....persons at any one time.

(Signed) (Authorised Officer)

Date:

Schedule 10 (clause 9.1.2)
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
Shire of Northam
Health Amendment Local Law 2018

APPLICATION FOR CONSENT TO ESTABLISH AN OFFENSIVE TRADE

I/We,

.....
(Full Name of Applicant/s)

of

.....
(Residential Address of Applicant/s)

apply for consent to establish an offensive trade being

.....
(Description of Offensive Trade)

in or upon

.....
(Location of the House or Premises)

Plans and specifications of the buildings proposed to be used or erected in connection with the proposed offensive trade are attached.

.....
(Signature of Applicant/s)

.....
(Date)

Schedule 11 (clause 9.1.4)
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
Shire of Northam
Health Amendment Local Law 2018

APPLICATION FOR REGISTRATION OF PREMISES FOR OFFENSIVE TRADE

To: Chief Executive Officer
Shire of Northam
PO Box 613
NORTHAM WA 6401

I/We,

.....
(Full Name of Applicant/s)

of
(Residential Address of Applicant/s)

apply for registration, for the year ended

of
(Location of Premises)

being premises in or upon which there is (or is to be) carried on an offensive trade,
namely

.....
(Description of Offensive Trade)

under the business name of

.....
The prescribed registration fee of \$ is attached.

.....
(Signature of Applicant/s)

.....
(Date)

Schedule 12 (clause 9.1.5)
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
Shire of Northam
Health Amendment Local Law 2018

CERTIFICATE OF REGISTRATION OF PREMISES FOR OFFENSIVE TRADE

Shire of Northam
PO Box 613
NORTHAM WA 6401

This is to certify that the premises situated at

.....

of which

..... is the
occupier, are registered for the carrying on of the trade of -

.....

Trade Name

.....

This registration expires on the

Dated this day of

.....
Authorised Officer
Shire of Northam

Passed at a meeting of the Council of the Shire of Northam held on ...

The Common Seal of the Shire of Northam was hereunto affixed by authority of the Council in the presence of:-

Shire President

Chief Executive Officer

dated this day of 20...

Consented to:

CHIEF HEALTH OFFICER
PUBLIC HEALTH

dated this day of 20...

12.5 COMMUNITY SERVICES

12.5.1 Proposed Fees and Charges-Co-Working Space

Address:	298 Fitzgerald Street Northam
Owner:	Shire of Northam
Applicant:	Shire of Northam
File Reference:	3.1.3.11
Reporting Officer:	Michelle Blackhurst Community Development Officer
Responsible Officer:	Ross Rayson Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

For Council to endorse the proposed fees and charges for the use of the various elements of the Co-Working space, to be located at 298 Fitzgerald St, Northam.

ATTACHMENTS

Attachment 1: Comparison Spreadsheet.

BACKGROUND / DETAILS

The Shire of Northam has developed a co-working facility to offer an opportunity to individuals and organisations for sharing of a working space while undertaking independent activity.

As use of the space is flexible, it is necessary to structure fees and charges to suit different working requirements.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 1:Economic Growth

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

Objective: Pursue a range of developments in sectors including retirement living, renewable energy, agribusiness, innovation, logistics and aviation.

Objective: Promote the business case for Government offices servicing the Wheatbelt to choose to locate in Northam.

Financial / Resource Implications

Fees and charges for community use of the facility will subsidise the overheads associated with the running of the facility.

Legislative Compliance

Section 6.16 to 6.19 of the WA Local Government Act (1995) governs the imposition of fees and charges.

Specifically Section 6.16 (3) *Fees and Charges are to be imposed when adopting the annual budget but may be:*

- (a) imposed* during a financial year, and*
- (b) amended* from time to time during a financial year.*

*Absolute Majority required.

Section 6.19 *If a local government wishes to impose any fees and charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –*

- (a) its intention to do so, and*
- (b) the date from which it is proposed the fees and charges will be imposed.*

Policy Implications

Nil

Stakeholder Engagement / Consultation

Nil

Risk Implications

- Reputational – Low
 - Activity offers affordable business support.
- Financial - Low
 - Facility is operating and fees and charges will subsidise the overheads of the facility, offering an income.
- Compliance - Medium
 - On endorsement of fees and charges by Council, referral to schedule of fees and charges will assist officers to negate compliance risk.

- Legal – Low
 - On endorsement of fees and charges by Council, referral to schedule of fees and charges will assist officers to negate compliance risk.

OFFICER'S COMMENT

The Co- working space is to provide space for individuals and groups to utilise a working space where the cost or requirement of a full time office space is not justified. Officers have researched the costs associated with similar working spaces to develop the proposed fees and charges. When providing the proposed fees and charges, it is felt that the fees are reasonably priced as to not limit the opportunities for use, but also to make the space commercially competitive with any potential private operators of similar spaces. Any conditions associated with the fee structure, such as availability of office resources (e.g. printing) will be provided as part of the hire conditions.

RECOMMENDATION

That Council endorse the following proposed fees and charges for use of the Co-working space, located at 298 Fitzgerald Street, Northam:

- Half Day Pass (shared desk for one half day) - \$15.00
- Day Pass (shared desk for one day) - \$30.00
- Occasional (shared desk for one day per week) - \$80.00 per month
- Regular (shared desk for three days per week) - \$240.00 per month
- Meeting Room Hire (Half Day) - \$125.00
- Meeting Room Hire (Full Day) - \$200.00

ABSOLUTE MAJORITY VOTE OF 6 REQUIRED

Attachment 1

Comparison Spreadsheet

Facility	Half Day Pass shared desk one half day	Day Pass shared desk one day	Occasional shared desk one day per week	Regular shared desk three days per week
The Hive		\$30	\$110 per week	\$300 per week
Flow Space		\$50	\$160 per month	
Cleaver St and Co		\$29	\$200 per day	
Space Port		\$42		
F Space		\$35	\$320 per month	
Liberty		\$37	\$150 per day	
Space	\$15 per half day	\$30 per day	\$80 per month	\$240 per month

13. MATTERS BEHIND CLOSED DOORS

13.1 AUSTRALIA DAY COMMUNITY CITIZEN OF THE YEAR AWARDS 2019

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14.1 **SAFETY AUDIT AT THE INTERSECTION OF SPENCER'S BROOK RD AND GREAT EASTERN HIGHWAY**

MOTION

Moved: Cr Tinetti

That Council request Main Roads to carry out a safety audit at the intersection **of Spencer's Brook Rd and Great Eastern Highway**, Clackline to assess if the speed limit needs to be reduced from 110kms to 80kms an hour through Clackline with appropriate signage to warn road users that slow moving **trucks will be entering from Spencer's Brook Rd.**

15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

16. DECLARATION OF CLOSURE