



Shire of Northam
Heritage, Commerce and Lifestyle

SHIRE OF NORTHAM

**NOTICE OF AN
ORDINARY COUNCIL MEETING
COMMENCING AT
5:30 PM
WEDNESDAY
16 MARCH 2016**

Councillors:

Please be advised that the next Ordinary Council Meeting will be held 16 March 2016. There will be a Forum meeting held in the Council Chambers on 9 March 2016 at 5:30 pm to discuss the contents of this agenda.

**JASON WHITEAKER
CHIEF EXECUTIVE OFFICER
4 March 2016**

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

TABLE OF CONTENTS

1.	OPENING AND WELCOME	5
2.	DECLARATION OF INTEREST.....	5
3.	ATTENDANCE	5
4.	APOLOGIES	6
5.	LEAVE OF ABSENCE PREVIOUSLY APPROVED.....	6
6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	6
7.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	6
8.	PUBLIC QUESTION TIME	6
9.	PUBLIC STATEMENT TIME	6
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS	6
11.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	6
11.1	CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS.....	7
11.2	RECEIPT OF NOTES OF THE COUNCIL FORUM MEETING	7
11.3	RECEIPT OF MINUTES OF THE BUSHFIRE ADVISORY COMMITTEE MEETING.....	8
11.4	ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING.....	21
11.5	RECEIPT OF MINUTES OF THE AUDIT COMMITTEE MEETING	47
11.6	ADOPTION OF THE RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING.....	47
11.7	RECEIPT OF MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING.....	114
12.	ANNOUNCEMENTS BY THE PRESIDING OFFICER WITHOUT DISCUSSION	124
12.1	PRESIDENTS REPORT – ORDINARY COUNCIL MEETING – WEDNESDAY, 16 MARCH 2016	124
13.	REPORTS OF OFFICERS	126
13.1	ADMINISTRATION.....	126
13.2.	ENGINEERING SERVICES	126
13.3.	DEVELOPMENT SERVICES.....	127
13.3.1	NORTHAM AIRPORT MASTER PLAN REVIEW – REQUEST TO ADOPT FOR ADVERTISING DRAFT REVIEWED NORTHAM AIRPORT MASTER PLAN (JUNE 2015)	127

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

13.3.2	REQUEST TO INITIATE AN AMENDMENT TO SHIRE OF NORTHAM LOCAL PLANNING SCHEME NO.6 - LOT 90 (51) JOCOSO RISE, WUNDOWIE (EL CABALLO LIFESTYLE VILLAGE).....	184
13.3.3	REQUEST TO ADOPT FOR FINAL APPROVAL LOCAL PLANNING POLICY NO.19 'RESIDENTIAL DESIGN GUIDELINES FOR THE RURAL RESIDENTIAL AND RURAL SMALLHOLDING ZONES'	194
13.3.4	PROPOSED DISPOSAL OF COUNCIL LAND - LOTS 17 NO.146 CHIDLOW STREET, NORTHAM, LOT 18 NO.144 CHIDLOW STREET, NORTHAM, LOT 233 NO.2 KINGIA ROAD, WUNDOWIE AND LOT 234 NO.45 BALGA TERRACE, WUNDOWIE	220
13.3.5	DRAFT POLICY TRADING ON THOROUGHFARES AND PUBLIC PLACES	225
13.4.	CORPORATE SERVICES.....	236
13.4.1	ACCOUNTS AND STATEMENTS OF ACCOUNTS – FEBRUARY 2016	236
13.4.2	FINANCIAL STATEMENTS TO 31 JANUARY 2016	251
13.4.3	DEBTOR WRITE OFF	277
13.5.	COMMUNITY SERVICES	279
13.5.1	NORTHAM RSL-REQUEST FOR ASSISTANCE TOWARDS THE COST OF BOER WAR MEMORIAL.....	279
14.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	285
15.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	285
15.1.	ELECTED MEMBERS	285
15.2.	OFFICERS	285
16.	CONFIDENTIAL ITEMS	285
17.	DECLARATION OF CLOSURE.....	285

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

Notice and Agenda of the Ordinary Meeting of Council to be held in the Council Chambers on WEDNESDAY, 16 March 2016 at 5:30 pm.

DISCLAIMER

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

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

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

1. OPENING AND WELCOME

2. DECLARATION OF INTEREST

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Request to Initiate an Amendment to Shire of Northam Local Planning Scheme No.6 - Lot 90 (51) Jocoso Rise, Wundowie (El Caballo Lifestyle Village)	13.3.2	Cr D A Hughes	Financial	His band were paid to perform at the El Caballo Life Style Village twice prior to last Christmas.
Request to Initiate an Amendment to Shire of Northam Local Planning Scheme No.6 - Lot 90 (51) Jocoso Rise, Wundowie (El Caballo Lifestyle Village)	13.3.2	Cr S B Pollard	Impartiality	Director of company applicant is known to him.
Request to Initiate an Amendment to Shire of Northam Local Planning Scheme No.6 - Lot 90 (51) Jocoso Rise, Wundowie (El Caballo Lifestyle Village)	13.3.2	Cr U Rumjantsev	Impartiality	His wife Patricia Rumjantsev has been a long term friend of Mathew Pavlinovich for many years (assisting in horse riding training) (owner El Caballo).
Debtor Write Off	13.4.3	Cr S B Pollard	Impartiality	Debtor M38 Director is known to him through past business arrangements.

3. ATTENDANCE

COUNCIL

Councillors

S B Pollard
D G Beresford
J E Williams
J Proud
C L Davidson
U Rumjantsev
C R Antonio
D A Hughes

Chief Executive Officer
Executive Manager Engineering Services
Executive Manager Development Services
Executive Manager Community Services
Executive Manager Corporate Services
Executive Assistant – CEO

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

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

GALLERY

4. APOLOGIES

Nil.

5. LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr T M Little has been granted leave of absence from 24 February 2016 to 19 March 2016 inclusive.

Cr R W Tinetti has been granted leave of absence from 1 February 2016 to 31 March 2016 inclusive.

6. APPLICATIONS FOR LEAVE OF ABSENCE

RECOMMENDATION

That Council grant D G Beresford leave of absence from 15 April 2016 to 1 May 2016 inclusive.

7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8. PUBLIC QUESTION TIME

Nil.

9. PUBLIC STATEMENT TIME

Nil.

10. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

11. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

11.1 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS

RECOMMENDATION

That the minutes of the meeting held Wednesday, 17 February 2016 be confirmed as a true and correct record of that meeting

11.2 RECEIPT OF NOTES OF THE COUNCIL FORUM MEETING

RECOMMENDATION

That the notes of the Council Forum meeting held Wednesday, 9 March 2016 be received.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Shire of Northam
Heritage, Commerce and Lifestyle

SHIRE OF NORTHAM

NOTES

COUNCIL FORUM MEETING

HELD

WEDNESDAY

16 MARCH 2016

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 9 MARCH 2016

TABLE OF CONTENTS

1.	OPENING AND WELCOME	6
2.	DECLARATION OF INTEREST.....	6
3.	ATTENDANCE	6
4.	APOLOGIES	7
5.	LEAVE OF ABSENCE PREVIOUSLY APPROVED.....	7
6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	7
7.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	7
8.	PUBLIC QUESTION TIME	7
9.	PUBLIC STATEMENT TIME	7
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS	7
	13.3.2 REQUEST TO INITIATE AN AMENDMENT TO SHIRE OF NORTHAM LOCAL PLANNING SCHEME NO.6 - LOT 90 (51) JOCOSO RISE, WUNDOWIE (EL CABALLO LIFESTYLE VILLAGE).....	8
11.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	9
	11.1 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS.....	9
	11.2 RECEIPT OF NOTES OF THE COUNCIL FORUM MEETING	9
	11.3 RECEIPT OF MINUTES OF THE BUSHFIRE ADVISORY COMMITTEE MEETING.....	9
	11.4 ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING.....	9
	11.5 RECEIPT OF MINUTES OF THE AUDIT COMMITTEE MEETING	10
	11.6 ADOPTION OF THE RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING.....	10
	11.7 RECEIPT OF MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING	10
12.	ANNOUNCEMENTS BY THE PRESIDING OFFICER WITHOUT DISCUSSION	10
	12.1 PRESIDENTS REPORT – ORDINARY COUNCIL MEETING – WEDNESDAY, 16 MARCH 2016	10
13.	REPORTS OF OFFICERS	10
	13.1 ADMINISTRATION.....	10
	13.2. ENGINEERING SERVICES	10
	13.3. DEVELOPMENT SERVICES.....	10

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 9 MARCH 2016

13.3.1	NORTHAM AIRPORT MASTER PLAN REVIEW – REQUEST TO ADOPT FOR ADVERTISING DRAFT REVIEWED NORTHAM AIRPORT MASTER PLAN (JUNE 2015).....	10
13.3.3	REQUEST TO ADOPT FOR FINAL APPROVAL LOCAL PLANNING POLICY NO.19 'RESIDENTIAL DESIGN GUIDELINES FOR THE RURAL RESIDENTIAL AND RURAL SMALLHOLDING ZONES'	11
13.3.4	PROPOSED DISPOSAL OF COUNCIL LAND - LOTS 17 NO.146 CHIDLOW STREET, NORTHAM, LOT 18 NO.144 CHIDLOW STREET, NORTHAM, LOT 233 NO.2 KINGIA ROAD, WUNDOWIE AND LOT 234 NO.45 BALGA TERRACE, WUNDOWIE	11
13.3.5	DRAFT POLICY TRADING ON THOROUGHFARES AND PUBLIC PLACES	12
13.4.	CORPORATE SERVICES.....	12
13.4.1	ACCOUNTS AND STATEMENTS OF ACCOUNTS – FEBRUARY 2016	12
13.4.2	FINANCIAL STATEMENTS TO 31 JANUARY 2016	12
13.4.3	DEBTOR WRITE OFF	13
13.5.	COMMUNITY SERVICES	13
13.5.1	NORTHAM RSL-REQUEST FOR ASSISTANCE TOWARDS THE COST OF BOER WAR MEMORIAL	13
14.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	13
15.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	13
15.1.	ELECTED MEMBERS.....	13
15.2.	OFFICERS	13
16.	CONFIDENTIAL ITEMS	13
17.	DECLARATION OF CLOSURE	13

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 9 MARCH 2016

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 11 March 2016



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 16 March 2016.

Signed:

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

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 9 MARCH 2016

**Notes of the Forum Meeting of Council held in the Council Chambers on
WEDNESDAY, 9 March 2016 at 5:30 pm.**

DISCLAIMER

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

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SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 9 MARCH 2016

1. OPENING AND WELCOME

The Shire President, Cr S B Pollard, declared the meeting open at 5.32pm.

2. DECLARATION OF INTEREST

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Request to Initiate an Amendment to Shire of Northam Local Planning Scheme No.6 - Lot 90 (51) Jocoso Rise, Wundowie (El Caballo Lifestyle Village)	13.3.2	Cr D A Hughes	Financial	His band were paid to perform at the El Caballo Life Style Village twice prior to last Christmas.
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Debtor Write Off	13.4.3	Cr S B Pollard	Impartiality	Debtor M38 Director is known to him through past business arrangements.

3. ATTENDANCE

COUNCIL

Councillors

S B Pollard
D G Beresford
J E Williams
J Proud
C L Davidson
U Rumjantsev
C R Antonio
D A Hughes

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

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

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 9 MARCH 2016

GALLERY

Two (2) members of the public.

4. APOLOGIES

Nil.

5. LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr T M Little has been granted leave of absence from 24 February 2016 to 19 March 2016 inclusive.

Cr R W Tinetti has been granted leave of absence from 1 February 2016 to 31 March 2016 inclusive.

6. APPLICATIONS FOR LEAVE OF ABSENCE

No questions or queries were raised in relation to the application for leave of absence from Cr D G Beresford.

7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8. PUBLIC QUESTION TIME

Nil.

9. PUBLIC STATEMENT TIME

Nil.

10. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 9 MARCH 2016

The Shire President advised that the order of business would be altered due to the interest in item 13.3.2. As a result this item was brought forward.

Cr D A Hughes declared a 'Financial' interest in item 13.3.2 - Request to Initiate an Amendment to Shire of Northam Local Planning Scheme No.6 - Lot 90 (51) Jocoso Rise, Wundowie (El Caballo Lifestyle Village) as his band were paid to perform at the El Caballo Life Style Village twice prior to last Christmas.

Cr S B Pollard declared an 'Impartiality' interest in item 13.3.2 - Request to Initiate an Amendment to Shire of Northam Local Planning Scheme No.6 - Lot 90 (51) Jocoso Rise, Wundowie (El Caballo Lifestyle Village) as the Director of company applicant is known to him.

Cr U Rumjantsev declared an 'Impartiality' interest in item 13.3.2 - Request to Initiate an Amendment to Shire of Northam Local Planning Scheme No.6 - Lot 90 (51) Jocoso Rise, Wundowie (El Caballo Lifestyle Village) as His wife Patricia Rumjantsev has been a long term friend of Mathew Pavlinovich for many years (assisting in horse riding training) (owner El Caballo).

Cr D A Hughes departed the Council Chambers at 5.35pm.

13.3.2 REQUEST TO INITIATE AN AMENDMENT TO SHIRE OF NORTHAM LOCAL PLANNING SCHEME NO.6 - LOT 90 (51) JOCOSO RISE, WUNDOWIE (EL CABALLO LIFESTYLE VILLAGE)

- Cr Antonio questioned whether a scheme amendment is something that is normal and whether it occurs regularly. Mr Hunt advised that scheme amendments are not uncommon and is a normal process in local Government, in addition a summary of the process was outlined.
- Cr Antonio requested clarification around the reference to 'Aged Care Facility' on the diagram within Attachment 1. Mr Hunt advised that this is reference to assisted care.
- Cr Pollard clarified Point 2 under the conditions sections of the recommendation. This is not included in the table within the report. Mr Hunt advised that that is what has been proposed and staff have advised that it will support the proposal with this addition.
- Mr Hunt advised that the development in question is currently classified as a park home and must comply with the Caravan Parks and Camping Grounds Regulations 1997, as a result the lots/plots cannot be strata titled. The aim of the rezoning is to allow for strata title lots to be developed.
- Cr Pollard questioned what will happen with the existing leases and how these will be integrated with the Strata titles. Mr Hunt advised that he will take this on notice and provide clarification prior to the Ordinary Council meeting.

Additional Staff Comments:

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 9 MARCH 2016

For the existing Park Home Park (the area outlined in green on **Attachment 1**) – there will be no change and therefore no impact to the existing leases. The statutory basis for 'Park Home Parks' is the *Caravan Parks and Camping Grounds Act 1995* and its subsidiary legislation, the *Caravans and Camping Grounds Regulations 1997*.

With respect to the area outlined in orange (refer **Attachment 1**), the proposed aged care facility will be on its own survey strata lot and the individual lots, of course, will be owned by individuals who buy in to the El Caballo Lifestyle Village Scheme.

The area annotated "EXISTING RESIDENCE AND 19 ROOM MOTEL AND FUNCTION CENTRE INSIDE 500m BUFFER" on **Attachment 1** will also be on a separate survey strata lot.

Cr D A Hughes returned to the Council Chambers at 5.44pm.

Two (2) members of the Gallery departed the Council Chambers at 5.44pm.

11. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

11.1 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS

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

11.2 RECEIPT OF NOTES OF THE COUNCIL FORUM MEETING

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

11.3 RECEIPT OF MINUTES OF THE BUSHFIRE ADVISORY COMMITTEE MEETING

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

11.4 ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING

- Cr Rumjantsev advised that there was a spelling error within the BFAC minutes under item 6.3, Officer's Comment. This has been corrected.
- Clarification was sought from Cr Antonio around the insurance coverage. Mr Hunt advised that this has been resolved and clarified with the insurance provider.
- Cr Beresford sought clarification around the intent of point 8 of the recommendation. Mr Whiteaker advised that the purpose of the

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 9 MARCH 2016

recommendation is to allow staff to investigate the possibility of developing another volunteer brigade.

11.5 RECEIPT OF MINUTES OF THE AUDIT COMMITTEE MEETING

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

11.6 ADOPTION OF THE RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING

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

11.7 RECEIPT OF MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING

It was confirmed that there were no recommendations from this committee meeting.

12. ANNOUNCEMENTS BY THE PRESIDING OFFICER WITHOUT DISCUSSION

12.1 PRESIDENTS REPORT – ORDINARY COUNCIL MEETING – WEDNESDAY, 16 MARCH 2016

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

13. REPORTS OF OFFICERS

13.1 ADMINISTRATION

Nil.

13.2. ENGINEERING SERVICES

Nil.

13.3. DEVELOPMENT SERVICES

13.3.1 NORTHAM AIRPORT MASTER PLAN REVIEW – REQUEST TO ADOPT FOR ADVERTISING DRAFT REVIEWED NORTHAM AIRPORT MASTER PLAN (JUNE 2015)

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 9 MARCH 2016

- Cr Beresford questioned whether the landowners are aware of the intention as the taxi ways have been designated on private land. Mr Hunt advised that they have been consulted with accordingly.
- In reference to the second Masterplan drawings, Cr Beresford questioned whether the taxi way can flow through and reconnect to the runway.
- Cr Antonio questioned the cost of advertising. Mr Hunt advised that the placements of adverts into the newspaper is estimated to cost approximately three hundred dollars, however there will be additional costs associated with the consultation process.
- Cr Antonio questioned whether there were any plans for expanding the airport to be the 'second Perth Airport'. Mr Whiteaker advised that there are no plans in place however the Northam Airport is noted as a priority regional airport.
- Cr Pollard questioned whether the plan should detail information pertaining to the assignment of hangars (e.g. large hangars are for commercial purposes), in addition to specification when building hangars (e.g. large sites must have large hangars). Mr Hunt will investigate this matter further.

13.3.3 REQUEST TO ADOPT FOR FINAL APPROVAL LOCAL PLANNING POLICY NO.19 'RESIDENTIAL DESIGN GUIDELINES FOR THE RURAL RESIDENTIAL AND RURAL SMALLHOLDING ZONES'

- It was noted that a workshop was held prior to the Council Forum meeting.
- Cr Antonio sought clarification around the properties that this would apply to. Mr Hunt confirmed that this will only apply to properties zoned Rural Residential and Rural Smallholdings which are generally located around the Bakers Hill area.
- Cr Antonio questioned whether this would apply to retrospective properties, Mr Hunt confirmed that it will not apply.
- Cr Pollard requested for the workshop presentation be circulated.

13.3.4 PROPOSED DISPOSAL OF COUNCIL LAND - LOTS 17 NO.146 CHIDLOW STREET, NORTHAM, LOT 18 NO.144 CHIDLOW STREET, NORTHAM, LOT 233 NO.2 KINGIA ROAD, WUNDOWIE AND LOT 234 NO.45 BALGA TERRACE, WUNDOWIE

- It was noted that the address for 4.153 would be changed to reference the correct land.
- Cr Antonio question whether Council would not be receiving rates for this land, Mr Whiteaker confirmed that this is correct.
- Cr Pollard questioned if the funds were received and which account they went to in relation to the sale of Lot 400 Byfield Street, Northam and Lot 160 Sims Road, Wundowie. The CEO took this question on notice.
- Cr Pollard questioned what action had been taken in relation to Lot 402 East Street, Northam. Mr Hunt advised that this been rezoned and will be auctioned as per a previous Council decision.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 9 MARCH 2016

OFFICER COMMENT

The CEO can confirm that the funds received as a result of the sale of land were allocated in the 2015 budget review. The funds were transferred to the Recreation & Community Facilities Reserve (\$249,840), the Administration Building reserve (\$159,091) and the Plant reserve (\$150,000).

13.3.5 DRAFT POLICY TRADING ON THOROUGHFARES AND PUBLIC PLACES

- Cr Williams questioned whether this would apply to the Great Eastern Highway. Mr Hunt confirmed that this policy would apply.
- Cr Pollard sought clarification around retrospective licences. Mr Hunt advised that when they expire they will be dealt with according to this policy (e.g. may need to be considered by Council).
- Cr Antonio questioned whether sporting clubs are required to have a licence, in addition is it required if the food is not being sold. Mr Hunt advised that they are required to obtain a licence.

13.4. CORPORATE SERVICES

13.4.1 ACCOUNTS AND STATEMENTS OF ACCOUNTS – FEBRUARY 2016

Clarification was sought for the following EFT's;

- EFT22287 – Mr Whiteaker advised that this forms part of the Interpretive budget.
- EFT22343 – Mr Hunt confirmed that Mr MacQueen is a builder.
- EFT22232 & EFT22246 – Mr Whiteaker advised that these will be claimed through the ESL process.
- EFT22278 – Mr Kleynhans advised that Council was liable due to damage occurring on Council land. As the claim being was lower than the Insurance excess Council paid this directly.
- EFT22351 – Mr Hunt advised that there were roosters which were surrendered, hence the hay for roosters being purchased.

13.4.2 FINANCIAL STATEMENTS TO 31 JANUARY 2016

- Cr Antonio sought clarification on the following;
 - Brigade Appliances – The CEO advised that these purchases are out of our control as they are externally funded (DFES)
 - GEH Deproclamation funds – The Shire President advised how these funds were obtained and that they were put into the budget rather than a Reserve over the years, these funds have been utilised for relevant maintenance on the old Great Eastern Highway.
 - YTD / YTD Budget – Mr Whiteaker advised that staff are addressing this for future reporting to ensure a more accurate reflection.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 9 MARCH 2016

- Additional Rates to what was budgeted – Mr Young advised that this applies to interim rates where subdivisions occur.

Cr S B Pollard declared an 'Impartiality' interest in item 13.4.3 – Debtor Write Off as Debtor M38 Director is known to him through past business arrangements.

13.4.3 DEBTOR WRITE OFF

No questions were raised in relation to this item.

13.5. COMMUNITY SERVICES

13.5.1 NORTHAM RSL-REQUEST FOR ASSISTANCE TOWARDS THE COST OF BOER WAR MEMORIAL

- Cr Williams clarified Council's contribution. Mr Rayson confirmed that Council will contribute 50% of the cost up to a maximum of \$5,000.

14. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15.1. Elected Members

Nil.

15.2. Officers

Nil.

16. CONFIDENTIAL ITEMS

Nil.

17. DECLARATION OF CLOSURE

The Shire President declared the meeting closed at 6.50pm.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

11.3 RECEIPT OF MINUTES OF THE BUSHFIRE ADVISORY COMMITTEE MEETING

RECOMMENDATION

That Council receives the minutes of the Bushfire Advisory Committee Meeting held Tuesday, 16 February 2016.

11.4 ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING

RECOMMENDATION

That Council;

1. Review all (any) current Local Laws that are bush fire related, including those that apply to fire breaks, and if they are found to be out-of-date or not applicable that they be rescinded or amended.
2. Request BFAC to investigate and report back to Council regarding the adoption of WALGA's Model Bush Fire Brigade Local Laws as adopted by several other Shires to better reflect the current BUSH FIRES ACT 1954, LOCAL GOVERNMENT ACT 1995 and the FIRE AND EMERGENCY SERVICES ACT. Should Council decide that the adoption of "Local Laws" may be appropriate then these be developed in conjunction with the Shire of Northam's Bush Fire Brigades Administration Procedures Manual.
3. Note the progress on the BFAC Terms of reference working party.
4. Endorse that the following restriction apply to the burning of garden refuse in accordance with Section 24G (2) of the Bush Fires Act 1954-
 - i. During the prohibited period no burning without a permit, this includes incinerators and on the ground burning.
 - ii. During the restricted period no burning on a property less than 2000m² with in the Shire of Northam without a permit.
 - iii. During the restricted period properties 2000m² and above can light a fire under the conditions of Section 24F (3) of the Act without a permit.
5. Following the adoption of the above recommendation, place public notice of the new restrictions and include within the future Firebreak Orders for the Shire of Northam.
6. Note the content of the Fire Permits report.
7. Create a subcommittee to undertake a review of the existing and future structure of the Bush Fire Brigades as indicated within this report and requests that a further report be presented to BFAC with the findings of the review. The subcommittee is to consist of the following members;
 - Daniel Hendriksen;
 - Ulo Rumjantsev;
 - Greg Montgomery; and

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

- Rob Herzer.
8. Forms a subcommittee of BFAC, consisting of Daniel Hendriksen as the Shire representative and David Russell as the BFAC representative, to investigate and report on the prospect of establishing a Central Heavy Fast Reaction Bush Fire Brigade.
 9. Notes the contents of the CESM report.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Shire of Northam
Heritage, Commerce and Lifestyle

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING

HELD

TUESDAY

16 FEBRUARY 2016

UNCONFIRMED

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

TABLE OF CONTENTS

1.	OPENING AND WELCOME	4
2.	DECLARATION OF INTEREST.....	4
3.	ATTENDANCE	4
4.	APOLOGIES	4
5.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
6.	AGENDA ITEMS	6
6.1	VBFB PROCEDURES MANUAL – UPDATE FROM WORKING GROUP.....	6
6.2	UPDATE ON REVIEW OF TERMS OF REFERENCE.....	8
6.3	CHANGES TO BURNING OF REFUSE DURING LIMITED BURNING TIMES.	10
6.4	FIRE PERMITS	13
6.5	CREATION OF NEW BUSHFIRE BRIGADES.....	15
6.6	CREATION OF NORTHAM CENTRAL BRIGADE.....	18
6.7	CESM REPORT	20
6.8	CBFCO REPORT AND ITEMS FROM THE COMMITTEE	22
7.	OTHER BUSINESS FROM THE COMMITTEE.....	24
8.	DATE OF NEXT COMMITTEE MEETING	24
9.	DECLARATION OF CLOSURE	24

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

**Minutes of the Shire of Northam Bush Fire Advisory Committee meeting to be held
in the Council Chambers on TUESDAY, 16 FEBRUARY 2016 at 5:30 pm**

DISCLAIMER

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

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

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

1. OPENING AND WELCOME

The Presiding Member Mr G Shepherdson declared the meeting open at 5.32pm.

2. DECLARATION OF INTEREST

Nil.

3. ATTENDANCE

Bakers Hill Brigade	Steve Gray
Clackline/Muresk Brigade	Blair Wilding
Grass Valley Brigade/CBFCO	Garry Shepherdson
Inkpen Brigade	Soren Nielsen
Irishtown Brigade	David Russell
Jennapullin Brigade	Aaron Smith
Southern Brook Brigade	Paul Antonio
Wundowie Volunteer Fire and Rescue Service	Trevor Sangston
Northam Volunteer Fire and Rescue Service	Greg Montgomery
Shire of Northam	Cr Ulo Rumjantsev

EXECUTIVE OFFICERS (NON-VOTING RIGHTS)

Chief Executive Officer	Jason Whiteaker
Deputy Chief Bush Fire Control Officer (East)	Rob Herzer
Deputy Chief Bush Fire Control Officer (West)	Mat Macqueen
Shire Executive Manager Development Services	Chadd Hunt
Community Emergency Services Manager	Daniel Hendriksen

4. APOLOGIES

Inkpen Brigade	Sim Kuiper
Shire of Northam	Cr Terry Little
Department of Fire and Emergency Services	Sven Anderson

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

Minute No: BFAC.119

Moved: D Russel

Seconded: S Gray

That the minutes of the meeting held Tuesday, 17 November 2015 at 5.30pm be confirmed as a true and correct record of that meeting

CARRIED 10/0

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

6. AGENDA ITEMS

6.1 VBFB PROCEDURES MANUAL – UPDATE FROM WORKING GROUP

Name of Applicant:	Procedures Manual Working Group
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	David Russell, Ulo Rumjanstev, Garry Shepherdson
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	16 February 2016

PURPOSE

For the Committee to receive an update and report from working group on the review and recommended updates, of the VBFB Procedures Manual.

BACKGROUND

As per Minute No: BFAC 103 AND 104, the Committee endorsed that a working group be established to review the Volunteer Bushfire Brigade procedures manual and was to include Committee members Garry Shepherdson, David Russell and Ulo Rumjanstev. It was requested that the working group report back to the next BFAC meeting. In addition the working party were to review and recommend updates to the VBFB Administration Procedures Manual prior to the next meeting.

These Committee decisions were endorsed at the Ordinary Council meeting held on 15 July 2015.

STATUTORY REQUIREMENTS

Bush Fires Act 1954
Local Government Act 1995.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Provide services and processes to enhance public safety.

STRATEGY C2.1: Provide community services to uphold public safety standards.

STRATEGY C2.2: Support provision of emergency services.

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

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

BUDGET IMPLICATIONS

Nil.

OFFICER'S COMMENT

The current procedures manual is generally defined as a Policy of Council and as such can be modified through the normal policy review procedure (generally every year) or at any other time as determined by Council. As the name suggests Local Laws are more formal instruments adopted under the relevant Act, in this case the Bush Fires Act and Local Government Act. There is a more stringent procedure for adopting and modifying Local Laws including the requirement for advertising (state-wide), calling for public submissions, and approval through the relevant Government department and Minister.

Staff support the standardisation of the content and format of either the current procedures manual or any proposed local law. In staff's opinion the key issue is having a set of guidelines that the Brigades, Council and staff believe are appropriate and are utilised for the intended purpose. The options of local laws as opposed to a Council policy can be determined once the key elements of the document have been agreed to by the sub-committee and BFAC.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.120

Moved: D Russell

Seconded: B Wilding

That Council:

- 1. Review all (any) current Local Laws that are bush fire related, including those that apply to fire breaks, and if they are found to be out-of-date or not applicable that they be rescinded or amended.**
- 2. Request BFAC to investigate and report back to Council regarding the adoption of WALGA's Model Bush Fire Brigade Local Laws as adopted by several other Shires to better reflect the current BUSH FIRES ACT 1954, LOCAL GOVERNMENT ACT 1995 and the FIRE AND EMERGENCY SERVICES ACT. Should Council decide that the adoption of "Local Laws" may be appropriate then these be developed in conjunction with the Shire of Northam's Bush Fire Brigades Administration Procedures Manual.**

CARRIED 10/0

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

6.2 UPDATE ON REVIEW OF TERMS OF REFERENCE

Name of Applicant:	Terms of Reference Working group
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	David Russell, Garry Shepherdson, Mat Macqueen and Blair Wilding
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	16 February 2016

PURPOSE

For the Committee to receive an update and report in relation to the working group undertaking a review and recommendations of improvements of the Committee's Terms of Reference.

BACKGROUND

As per Minute No. BFAC 109, from the previous committee meeting held on 7 July 2015, the Committee endorsed that the Bushfire Advisory Committee (BFAC) establish a working group consisting of the following members, David Russell, Gary Shepherdson, Mat Macqueen and Blair Wilding to review the terms of reference and make recommendations for the consideration at the next scheduled BFAC meeting.

STATUTORY REQUIREMENTS

Bushfire Advisory Committee Terms of Reference.
Local Government Act 1995.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Provide services and processes to enhance public safety.

STRATEGY C2.1: Provide community services to uphold public safety standards.

STRATEGY C2.2: Support provision of emergency services.

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

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

BUDGET IMPLICATIONS

Nil.

OFFICERS COMMENT

An update on the progress on where the working party is at with the review will be provided at this meeting.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.121

Moved: U Rumjantsev

Seconded: P Antonio

That Council note the progress on the BFAC Terms of reference working party.

CARRIED 10/0

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

6.3 CHANGES TO BURNING OF REFUSE DURING LIMITED BURNING TIMES

Name of Applicant:	Bushfire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	16 February 2016

PURPOSE

Reduce the risk of fire in the restricted and prohibited burning periods by prohibiting all burning during prohibiting burning period and specifying what, were and when burning of refuse can occur.

BACKGROUND

Under the Bushfires Act 24G (2) the Shire of Northam can make changes to the limit the burning of refuse. It has been suggested that the Shire of Northam should make changes to reduce the risk of bushfire caused by a backyard burn getting out of hand.

STATUTORY REQUIREMENTS

Section 24G Bushfire Act 1954 which states as follows –

24G. Minister or local government may further restrict burning of garden refuse

- (1) *On the recommendation of the FES Commissioner the Minister may, by notice published in the Gazette, prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under section 24F.*
- (2) *A local government may, by notice published in the Gazette and a newspaper circulating in its district, prohibit or impose restrictions on the burning of garden refuse within its district that is otherwise permitted under section 24F.*
- (3) *A person must not burn garden refuse contrary to a prohibition or restriction imposed under this section.*
- (4) *In a notice under this section the Minister or a local government must specify –*
 - (a) *the person or class of persons to whom; and*
 - (b) *the area in which; and*
 - (c) *the period during which,*
 - (d) *the notice applies.*
- (5) *The Minister or a local government may vary or cancel a notice under subsection (1) or (2) by publishing a further notice under the relevant subsection.*

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

OBJECTIVE: Provide services and processes to enhance public safety.

STRATEGY C2.1: Provide community services to uphold public safety standards.

STRATEGY C2.2: Support provision of emergency services.

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

BUDGET IMPLICATIONS

Nil.

OFFICER'S COMMENT

It appears that the burning of garden refuse on residential lots is causing an issue from a number of perspectives, including the fact that technically the burning of refuse during the prohibited burning period can be undertaken without a permit. In addition a number of permits are being requested by residents within the town site areas primarily to burn garden refuse. The intent of the changes is to ensure that residents within town site undertake the burning of garden refuse outside of the restricted and prohibited periods.

By stipulating the below recommendations we have removed the issue of residents burning during the prohibited period without a permit. Reduced burning within the town sites to permit only will mean less smoke complaints or hazards caused by backyard burning in the town site. Instead green waste can be taken to the landfill.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

RECOMMENDATION

Minute No: BFAF.122

Moved: P Antonio
Seconded: T Sangston

That Council;

1. Endorse that the following restriction apply to the burning of garden refuse in accordance with Section 24G (2) of the Bush Fires Act 1954-
 - i. During the prohibited period no burning without a permit, this includes incinerators and on the ground burning.
 - ii. During the restricted period no burning on a property less than 2000m2 with in the Shire of Northam without a permit.
 - iii. During the restricted period properties 2000m2 and above can light a fire under the conditions of Section 24F (3) of the Act without a permit.
2. Following the adoption of the above recommendation, place public notice of the new restrictions and include within the future Firebreak Orders for the Shire of Northam.

CARRIED 10/0

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

6.4 FIRE PERMITS

Name of Applicant:	Bushfire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	16 February 2016

PURPOSE

To better manage and control the issuing of fire permits within the Shire of Northam.

BACKGROUND

At the BFAC meeting held in November 2015 the following resolution was reached –

That Council, request the Chief Executive Officer to investigate the possibility of Council Officers issuing permits to burn for the 2016/17 fire season and present a report through BFAC.

It is clear that currently Fire Control Officers are overwhelmed with the number of permits that are required to be issued through the restricted period. In addition our current system does not allow us to properly manage the number of permits that are being issued on any given day nor a central database for permits that have been issued for any given day.

STATUTORY REQUIREMENTS

Bushfires Act 1954

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Provide services and processes to enhance public safety.

STRATEGY C2.1: Provide community services to uphold public safety standards.

STRATEGY C2.2: Support provision of emergency services.

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

BUDGET IMPLICATIONS

Possible Budget requirements for the addition of a portal on website

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

OFFICER'S COMMENT

A number of possible options for improving the current system are being investigated including but not limited to the following –

- Create a simple procedure on Permit issuing which covers simple backyard burns and a point where it is passed off to the CBFCO. Set areas where a permit is denied such as in the town site unless there is mitigating circumstances.
- Allow Rangers to become FCO's (Permit issuing only) to issue permits during the week with in the town site. All permits that present more of a hazard than a simple backyard burn are to be handed to the CBFCO or Deputy CBFCO.
- Reduce the number of Active FCO's to make some (Administration only) which will cover permits and weather.
- Create a set date and time to get a permit on rural land during weekends 9-11, Sat-Sun at the local station.
- A portal on the shires website with a calendar of all permits issued which can be checked by FCO's

This purpose of this report is to seek some feedback from BFAC on the options that are being proposed above. Following this feedback, and any other suggestions that members may have a report will be submitted to the next BFAC meeting to ensure that any changes are acted on for the 2016/17 Fire Season.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.123

Moved: U Rumjantsev

Seconded: B Wilding

That Council note the content of the Fire Permits report.

CARRIED 10/0

Note: Staff are to email ideas to the Brigades in regards to the FCO's viewing, tracking and monitoring permits which have been issued.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

6.5 CREATION OF NEW BUSHFIRE BRIGADES

Name of Applicant:	Bushfire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Garry Shepherdson, BFAC Members
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	16 February 2016

PURPOSE

Preparedness for bushfires to ensure that the shires needs are met by preplanning for ongoing and future develop around the townships of Wundowie and Northam.

BACKGROUND

With our community growth and more farmland being sub-divided there is an increasing need to provide further asset protection in the event of a bushfire. This demand will need to be met with additional resources.

STATUTORY REQUIREMENTS

Nil.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Provide services and processes to enhance public safety.

STRATEGY C2.1: Provide community services to uphold public safety standards.

STRATEGY C2.2: Support provision of emergency services.

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

BUDGET IMPLICATIONS

Nil.

OFFICER'S COMMENT

The concept of additional brigades and/or the change of existing brigade structures is something that is generally included with strategic planning documents such as "Risk to Resource" reviews. The Shire of Northam will in the near future being undertaking a review of the Risk to Resource document once more clear guidelines have been received from

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

DFES on the form and content required. It is inevitable given the current and future development occurring within the western sector of the Shire that a review of the brigade structures in those areas will be required. In addition the concept of potentially creating additional brigades that may increase volunteer numbers is also worthy of further investigations.

A number of options exist around the future structure of the current and future brigades of the Shire. Some of these options may include –

- Establishing a dual registered Brigade with Northam VFRS
- Establishing a VES Brigade with Northam SES
- Establishing a dual registered Brigade with Wundowie VFRS
- Establishing a new standalone Bush Fire Brigade in Northam
- Establishing a new standalone Bush Fire Brigade in Wundowie
- Options for increasing the capacity of Bakers Hill/Clackline Muresk to undertake structural firefighting

As indicated considerable discussion and consideration needs to be undertaken with regard to any proposed changes to the current structure. In addition a report/business plan needs to be written to support this and presented to DFES should any recommendations be reached.

The purpose of this report is to determine if BFAC considers the options discussed above worthy of further investigation or if the current structure adequate. Should BFAC believe there to be merit in undertaking the review then Council resources should be allocated to undertake further research and review.

In staff's opinion the review of the current structure and the development of new brigades (in whichever format), is required. This will require more formal meetings with both BFAC members, BFB, VFRS, DFES representatives as well as research into other operating models from around the State.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

RECOMMENDATION

Minute No: BFAC.124

Moved: S Gray
Seconded: A Smith

That Council create a subcommittee to undertake a review of the existing and future structure of the Bush Fire Brigades as indicated within this report and requests that a further report be presented to BFAC with the findings of the review. The subcommittee is to consist of the following members;

- Daniel Hendriksen;
- Ulo Rumjantsev;
- Greg Montgomery; and
- Rob Herzer.

CARRIED 10/0

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

6.6 CREATION OF NORTHAM CENTRAL BRIGADE

Name of Applicant:	Bushfire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	David Russell, Garry Shepherdson
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	16 February 2016

PURPOSE

Provide the community and brigades with additional fire support in central location

BACKGROUND

Local Brigades are coming under increasing pressure due to the lack of volunteers who are able to crew fire trucks particularly the heavier units that require drivers who have heavy vehicles licences. The factors around the diminishing volunteer base are well known and include a changing demographic, fly in-out / ageing population and generally a reluctance for people to volunteer.

STATUTORY REQUIREMENTS

Nil.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Provide services and processes to enhance public safety.

STRATEGY C2.1: Provide community services to uphold public safety standards.

STRATEGY C2.2: Support provision of emergency services.

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

BUDGET IMPLICATIONS

Nil.

OFFICER'S COMMENT

There would be greater potential for a Central Bush Fire Brigade to attract volunteers from within the town.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

A secondary outcome of a Central BFB would be the ability to house a dedicated Incident Control Centre as per the Toodyay facility.

The report by the sub-committee could also include suitable site(s) for the facility and investigations as to whether ESL / Funding monies would be available for construction.

RECOMMENDATION

Minute No: BFAC.125

Moved: D Russell
Seconded: P Antonio

That Council forms a subcommittee of BFAC, consisting of Daniel Hendriksen as the Shire representative and David Russell as the BFAC representative, to investigate and report on the prospect of establishing a Central Heavy Fast Reaction Bush Fire Brigade.

CARRIED 9/1

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

6.7 CESM REPORT

Name of Applicant:	Bushfire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	16 February 2016

PURPOSE

For the Community Emergency Services Manager to provide an update to the Bushfire Advisory Committee.

BACKGROUND

N/A

STATUTORY REQUIREMENTS

N/A

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Provide services and processes to enhance public safety.

STRATEGY C2.1: Provide community services to uphold public safety standards.

STRATEGY C2.2: Support provision of emergency services.

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

BUDGET IMPLICATIONS

Nil.

OFFICER'S COMMENT

Inkpen Fire shed is proceeding with the block being cleared ready to build. The contract to build the shed was signed on the 3rd of this month. The project is scheduled to be complete by the end of this financial year.

ESL LGGS Budget - We have contacted DFES as we will have an over expenditure for the 2015-2016 LGGS Grant. This is due to high vehicle maintenance cost and PPE. At

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

present the Shire has spent \$34,785 with an estimate of another \$9,000 outstanding on vehicle repairs. Some repairs are due to damage at the Waroona Fires. In addition, we have also spent \$20,499 on PPE uniform costs. These added expenses on top of the usual expenditure of insurance, running costs and building maintenance has caused this to occur.

DFES Training calendar for 2016 is out. I have emailed a copy on to all brigade captains. Please speak to your brigades training officer for a copy.

Standpipes - Interim fittings have been made up for the all standpipes that have not been permanently fitted with BIC and 38mm Camlock. The interim fitting is an adaptor Male BIC to 38mm Male Camlock which will be welded with a chain to the existing BIC Hydrant. Further works will be completed in the future to provide a permanent solution.

Congratulations, to Tania Petersen from Bakers Hills on taking out the award for volunteer of the month award for January. Just a reminder to all captains to nominate a member each month to promotional your volunteers.

Bakers Hill Fire shed has been allocated funds to complete the concrete cross over at the fire shed. I will be organising these works shortly.

CBFCO Vehicle - The ex-Ranger Holden Colorado 4WD will become the CBFCO vehicle. The shire is currently in the process of purchasing a new Ranger vehicle. Once this vehicle arrives the old one can be kited out as the CBFCO vehicle. DFES have donated some equipment for the vehicle and I have received quotes back for other items. As soon as the new vehicle is purchased and the Rangers items are transferred. I will start work on setting the vehicle up.

RECOMMENDATION

Minute No: BFAC.126

Moved: U Rumjantsev

Seconded: A Smith

That Council notes the contents of the CESM Report.

CARRIED 10/0

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

6.8 CBFCO REPORT AND ITEMS FROM THE COMMITTEE

Name of Applicant:	Bushfire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Garry Shepherdson
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	16 February 2016

PURPOSE

For the Committee to discuss the items raised by CBFCO and Committee members.

BACKGROUND

The Chief and Committee members are asked to put forward any items they would like to discuss relating to the operation of Bushfires or the BFAC.

STATUTORY REQUIREMENTS

Bushfire Advisory Committee Terms of Reference.
Local Government Act 1995.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Provide services and processes to enhance public safety.

STRATEGY C2.1: Provide community services to uphold public safety standards.

STRATEGY C2.2: Support provision of emergency services.

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

BUDGET IMPLICATIONS

Nil.

OFFICER'S COMMENT

Items put forward for discussion by the Committee.

- FCO numbers - the number of active FCO's is too high. Some of the FCO's titles can be modified to be (Administration Purposes) which would cover Permits and

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

Weather but the list needs to be reduced to only people who will step up to an incident control level.

- Brigade Captains are asked by DFES and the Shire to reduce their members list to properly denote a member's role in the brigade being active or support. There is a large number of members that do not actively attend fires but the shire still must pay the high insurance cost for their membership. If we reduce this amount then in future years we will have more of a budget to spend on the items you want or need.
- Brigades Annual General Meetings - Brigades are asked to begin organising the date for their AGM's so that nominations for positions can be put forward at the next BFAC.
- Set a Date for the next BFAC - The date put forward is the 31st of May 2016 to allow brigades to complete AGM's
- WAERN Radio Network - A reminder to all users that the WAERN is only for operational use.
- The term for the positions of CBFCO and Deputy East and West is due for replacement. If anyone would like to nominate for the positions please put forward the nominations before the 16th May 2016.
- Extension of the Prohibited Period - I would like to put forward that the Prohibited Period is extended 14 days to the 7th March 2016 due to the seasonal change. Does anyone have any objections?
- CBFCO report -
 Discuss fires since previous meeting

RECOMMENDATION / COMMITTEE DECISION

Moved: S Gray
Seconded: S Nelson

That Council extend the Prohibited Period 14 Days until the 7 March 2016 and give public notice Pursuant to Section 17 of the Bushfires Act 1954.

LOST 10/0

COMMITTEE DISCUSSION

- Insurance was questioned in regards to who is covered and at what level, relating to point 2 above.. Staff are to contact Local Government Insurance Service (LGIS) to clarify coverage and insurance issues
- In regards to point 8 above, it was advised that there were 57 turn outs since the meeting held in October 2015.
- Acknowledgement and appreciation was made in regards to the volunteers over the years.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 FEBRUARY 2016

7. OTHER BUSINESS FROM THE COMMITTEE

- Horton Road – Fire- issue - it was questioned whether this could/should have been handed back to BGC rather than Local Governments retaining control.
- Fire Break Notice – It was raised to put the emphasis back on the landowner for being responsible for the control of fire on their property.
- Harvest, Hot Work and Vehicle Movements Bans – Issues were raised in regards to fire bans being imposed and the implications for landowners if one is imposed. A question was raised with regard to a recent ban that was imposed due to risk of resources not being available (Horton Road fire). It was suggested that the Brigades be notified of the existing procedure and delegation for imposing Harvest and Vehicle Movement Bans
- Issue raised with respect to the position of the fire blanket rear window shield obstructing the view of firefighters on the back of the truck on Inkpen 1.4 It is a safety issue that you cannot see if the person traveling on the back is safe. – CESM to investigate further
- Recently heard from DPaW firefighters that they are no longer managing fires on water catchment land and that it has been handed back to the LG. - CESM to investigate Water Catchment Land and the MOU with DPaW.

8. DATE OF NEXT COMMITTEE MEETING

The next Bushfire Advisory meeting to be held on 31 May 2016.

9. DECLARATION OF CLOSURE

There being no further business, the Presiding Officer, Mr Garry Shepherdson declared the meeting closed at 7.18pm.

"I certify that the Minutes of the Bushfire Advisory Committee meeting held on Tuesday, 16 February 2016 have been confirmed as a true and correct record."

_____ Presiding Member.

_____ Date

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

11.5 RECEIPT OF MINUTES OF THE AUDIT COMMITTEE MEETING

RECOMMENDATION

That Council receives the minutes of the Audit Committee Meeting held on 8 March 2016.

11.6 ADOPTION OF THE RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING

RECOMMENDATION

That Council;

1. Receive the Budget Review conducted for the seven (7) months ended 31 January 2016;
2. Authorise the Chief Executive Officer to amend the 2015/16 Budget in accordance with the attached report titled 'Budget Review as at 31 January 2016.
3. Adopts the addition to the budget of the Administration Modifications for \$23,431
4. Adopts the addition to the budget for the construction of fencing at the old Grass Valley Refuse Site for \$20,000, funded through grant funding or transfer from the Waste Reserve is funding if not available.
5. Adopts the Addition to the budget of the Front End Loader Bucket Scales for \$16,000
6. Adopt the Audit Compliance Return 2015 as attached for submission to the Department of Local Government and Communities inclusive of comments on matters to be addressed.
7. Appoint Mr Greg Godwin, Mr David J Tomasi and Wen-Shien Chai of Moore Stephens, as auditors for the Shire of Northam for a three (3) year term for the following;

Financial year ending 30 June 2016	\$20,400 (GST Exclusive)
Financial year ending 30 June 2017	\$20,950 (GST Exclusive)
Financial year ending 30 June 2018	\$21,500 (GST Exclusive)

ABSOLUTE MAJORITY VOTE REQUIRED

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Shire of Northam
Heritage, Commerce and Lifestyle

SHIRE OF NORTHAM

MINUTES
AUDIT COMMITTEE MEETING
HELD
TUESDAY
8 MARCH 2016

UNCONFIRMED

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

TABLE OF CONTENTS

1.	OPENING AND WELCOME	4
2.	DECLARATION OF INTEREST.....	4
3.	ATTENDANCE	4
4.	APOLOGIES	4
5.	LEAVE OF ABSENCE PREVIOUSLY APPROVED.....	4
6.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
7.	AGENDA ITEMS	6
7.1	MID YEAR BUDGET REVIEW	6
7.2	COMPLIANCE AUDIT RETURN 2015.....	23
7.3	APPOINTMENT OF AUDITOR.....	36
8.	DECLARATION OF CLOSURE.....	66

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

**Minutes of the Audit Committee Meeting held in the Council Chambers on
TUESDAY, 8 March 2016 at 4:30 pm**

DISCLAIMER

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

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

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

1. OPENING AND WELCOME

The Shire President Cr S B Pollard declared the meeting open at 4.30pm.

2. DECLARATION OF INTEREST

Nil.

3. ATTENDANCE

COUNCIL

Councillors

S B Pollard
D G Beresford
J E Williams
J Proud
U Rumjantsev
C R Antonio
D A Hughes

Chief Executive Officer
Executive Manager Corporate Services
Executive Assistant – CEO
Governance Officer

J B Whiteaker
C Young
A C Maxwell
C Greenough

GALLERY

4. APOLOGIES

Councillors

C L Davidson

5. LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr R W Tinetti has been granted leave of absence from 1 February 2016 to 31 March 2016 inclusive.

Cr T M Little has been granted leave of absence from 24 February 2016 to 19 March 2016 inclusive.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.059

Moved: Cr Hughes
Seconded: Cr Antonio

That the minutes of the Audit Committee meeting held Wednesday, 25 November 2015 be confirmed as a true and correct record of that meeting

CARRIED 7/0

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

7. AGENDA ITEMS

7.1 MID YEAR BUDGET REVIEW

Name of Applicant:	Internal Report
File Ref:	8.2.7.1
Officer:	Colin Young
Officer Interest:	N/A
Policy:	N/A
Voting:	Absolute Majority

PURPOSE

To review the 2015/16 Adopted Budget.

BACKGROUND

A thorough review of the Council's financial performance against budget has been undertaken by the Executive Management team. From this review, several items of expenditure and income have been recommended as budget reallocations. These are summarised in Attachment 1.

The purpose of this process is twofold. Firstly, it provides the Council with the opportunity to address any budget items which are or will be significantly over or under budget and secondly it allows the Council the opportunity to re-allocate its resources and consider undertaking additional projects during the current financial year.

STATUTORY REQUIREMENTS

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
- *Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

CONFORMITY WITH THE COMMUNITY STRATEGIC PLAN

Objective: G2 Improve organisational capability and capacity

Strategy: G2.3 Operate in a financially sustainable manner

BUDGET IMPLICATIONS

The financial impacts of the review are nil, i.e. all changes are balanced out

OFFICER'S COMMENT

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Council adopted a 10% and a \$20,000 minimum for the reporting of material variances to be used in the statements of financial activity.

The budget has been reviewed to continue to deliver on strategies adopted by the Council and maintains a high level of service across all programs.

The notes below correspond to the notes in the note column in recommended adjustments contained within Attachment 1. A revised Operating Statement (N&T) and Rate Setting Statement have been produced based on the recommended budget alterations below along with the budgeted reserve closing balances as of 30 June 2016.

2015/16 Budget Review Notes

Operating Expenditure

1. Parts and Repairs Plant \$50,000 – additional expenditure required for the repair of Councils plant & equipment, this is due to additional expenditure being carried out for the regular servicing of Councils Fleet. In previous years regular servicing has not been carried out resulting in plant downtime causing disruptions to operations. Management have put measures in place to ensure plant is serviced in a timely manner in a bid to reduce downtime, in addition this strategy will reduce plant

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

- maintenance cost over the short to medium term.
2. Stoneham Public Health Plan \$6,500 – this expenditure was expected to be expended during the 2014/15 financial year, however, expenditure did not occur until the 2015/16 financial year and as such it should have been carried forward in the end of year surplus.
 3. Governance Expenses Other, Engineering Assessment \$7,273 – the expenditure for the engineering assessment for Boronia, Southern Brook, Chedaring and Augustini Roads where expected to be expended during the 2014/15 financial year, however, expenditure did not occur until the 2015/16 financial year and as such it should have been carried forward in the end of year surplus.
 4. Community Consultation \$14,320 – this expenditure for the Northam Community Survey and subsequent focus groups was expected to be expended during the 2014/15 financial year, however, expenditure did not occur until the 2015/16 financial year and as such it should have been carried forward in the end of year surplus.
 5. Printing & Stationary \$10,000 – due to larger than expected bulk stationary orders for rate notices & letterhead printing the Printing & Stationary budget is estimated to finish the financial year greater than budgeted.
 6. Northam Recreation Centre Maintenance (\$15,000) – the budgeted expenditure for the maintenance of the Northam Recreation Centre is expected to end the financial year over budget due to vandalism, partly off-set with greater than expected insurance reimbursements.
 7. Old Girls School \$10,000 – greater than budgeted expenditure due to unforeseen maintenance issues.
 8. Dog Pound Operations \$1,500 – additional expenditure due to a greater number of dog's being held at the pound.
 9. Health Legal Expenses \$5,000 – increased due to greater than anticipated health legal matters.
 10. Refund Planning Fees \$550 – fees greater than budgeted.
 11. Library Sundry Expenses \$2,000 – expenditure expected to finish the financial year greater than budgeted for.
 12. Recreation & Culture Legal Fees \$1,550 – legal fees are expected to be greater than budgeted due to the legal fees associated with the large number of lease renewals.
 13. EPA Landfill Levy Returns \$8,000 – charges levied by DPaW are greater than budgeted for.
 14. Dog Pound Management \$20,000 – this expenditure is no longer required, it had been intended the pound was to be contracted out, however this has not eventuated.
 15. Planning Engineering consultant Fees \$8,000 – additional fees required for the planning consultancy, predominantly associated with the Old Hospital Site Development.

Capital Expenditure

16. Footpath expenditure \$52,227 – footpath capital construction materials are under

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

budget predominantly due to Council staff carrying out traffic management in-house rather than it being outsourced.

17. Killara NRCP Vehicle \$7,046 – reallocation of surplus funds due to vehicle expenditure being less than budgeted for.
18. CESM Vehicle \$6,111 – reallocation of surplus funds due to vehicle expenditure being less than budgeted for.
19. Ranger Vehicle \$10,000 – require additional funds for the purchase of this vehicle original budget not adequate for the type of vehicle required.
20. Cemetery Lot Development \$10,000 – increase budget required due to firm costings being finalised.
21. Wundowie Storm Water Harvesting Project \$27,644 – Some minor variations made to the design to improve system functionality. Pump control lines relocated to shed and connected to existing irrigation system.
22. John Deere Gator \$3,000 – increase of budget to allow for spray tank that was omitted from the budget in error.
23. Henry Street Oval Hardstand Area \$5,000 – additional funding required for the paving relating to the hardstand area at Henry Street Oval, directly due to the need to elevate the surface to make the use of the fire escape doors safe.
24. Dog Pound building improvements \$10,000 – expenditure required for the upgrading of the current dog pound, including a new dog run area and also to convert four existing dog cages to handle dangerous dogs, this has been offset by point 15 above.

Accounts Netted Out (nil impact on budget)

25. Purchase of Fit Bits \$5,000 – Local Government Insurance Service Grant, utilized for funding Fit Bits as part of Councils Wellness Program.
26. O'Driscoll Subdivision Works \$16,568 – works carried out on the O'Driscoll subdivision, developer's contribution transferred from trust to general funding.

Grant Funded Projects

27. SilverSport Expenditure \$47,500 - grant received from the Department of Sport and Recreation for a pilot program for seniors within the Shire. The program assists seniors in possession of a health care card with the payment of club fees up to \$200 dollars annually and is an extension of the very popular Sport for all (KidSport) program that has been running in the Shire for several years. The grant is split into two components as follows;
 - a. SilverSport Vouchers \$40,000
 - b. Administration Expenditure \$7,500
28. ESL BFB Grant Income/Expenditure \$36,667 – BFB grant funded expenditure is expected to finish the financial year \$36,667 above original budget due to additional expenditure on personal protective equipment, the Emergency Management Coordinator has been in deliberations with DFES whom have agreed to increase the allocation.
29. Audio Visual Improvements Visitor Centre \$10,483 – staff have been successful in

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

obtaining funding for improvements to the Visitor Centre audio visual equipment through the Royalties to Regions Program.

30. Activation Program - \$5,000, a grant funding pilot program to encourage active aging, the program will be held at the recreation centre.
31. Fire Mitigation, \$24,000 – Council has been successful in receiving a grant for fire mitigation works to be carried out on Council buildings over the 2015/16 & 2016/17 financial years, with total grant funding over the 2 years of \$48,000.

Transfers From/To Reserve

32. Consultants \$17,000 – transfer \$17,000 from the leave reserve for contract labour arising from professional placement and services during the term that the Executive Manager Corporate Services Position was vacant. All termination payments for the previous manager have been absorbed within the corporate services salaries budget.
33. Two Way Tip Truck \$100,000 savings related to the Tip Truck have reduced the amount required to be transferred from the plant reserve for the 2015/16 plant replacement program.
34. Spencer's Brook Bridge Construction \$272,512 – as per Council resolution C. 2612 presented below;
 1. Award Tender 22 of 2015 to Avon Concrete for the Lump Sum amount of \$272,512 (Ex GST);
 2. Not commence work until a determination has been made (January 2016) on the Current Federal Government Bridge Renewal Program, as this is the preferred funding source for the project.
 3. In the event the Bridge renewal funding is unsuccessful the funding for the bridge project to be taken from the Shire of Northam road & bridge reserve.

Unfortunately staff were unable to secure funding from the Federal Government Bridge Renewal Program, as such a transfer from the roads and bridge reserve will need to be carried out for the replacement of the existing bridge with culverts.

35. Kuringal Village Upgrade, \$24,890 – building staff sought additional funding for Council to refurbish one of the Kuringal Village Units at February's ordinary Council meeting C.2646, funded through \$6,500 from general funding (off – set by an insurance payment) and transferring the remaining \$18,390 from the Aged Care Reserve.
36. AVAS Car-park \$31,477 – additional funds required for the completion of this project, which include relocation of Telstra services, change of crossover construction to avoid the cost for relocation of water corporation services and completion of landscaping. In addition through the project significant 'rock' issues were encountered which impacted the costs significantly. As per the Table presented below it is expected that the additional \$31,477 will finalise the project, which is to be funded from a transfer from the Parking Facilities Reserve.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Resource	Budget 2015/16	Actual YTD 2015/16	Estimated Budgeted Expenditure 2015/16
Materials	\$49,314.00	\$65,791	\$80,791.00
Labour/Plant	Nil	\$16,545	\$16,545.00
Less Sunk Costs		(\$16,545)	(\$16,545)
Total	\$49,314.00	\$65,791.02	\$80,791.00
Budget Amendment			\$31,477.00

Revenue Accounts

37. Federal Assistance Grants \$10,945 & \$11,913 – both the General Purpose Grant and the Roads Grant revised actuals are less than the original budget.
38. Interim Rates \$62,000 – additional rate revenue resulting from the Maurivillo Estate Subdivision in Wundowie consisting of 63 lots.
39. Insurance Rebate \$12,353, additional rebate received.
40. Insurance Claims \$30,148, greater than expected insurance, this additional revenue is offset with additional expenditure to damaged items.
41. Dog Registration Fees \$8,500 – council has received greater than budgeted dog registration fees.
42. Planning/Development Fees \$31,623 – greater than budgeted revenue received.
43. Town Planning Fines \$11,838 – greater than budgeted revenue received.
44. Swimming Pool Inspection Fees \$8,499 greater than budgeted revenue received
45. Killara Brokerage Income \$17,000 – it is expected that less than budgeted revenue will be received.
46. HRCP Recurrent Grants \$23,309 - greater than budgeted revenue estimated to be received.
47. HACC Recurrent Grants \$13,458 - greater than budgeted revenue estimated to be received.
48. Grants Festivals and Events \$20,000 – funding from Lotterywest was budgeted but will not be received.
49. Events Sponsorship \$9,550 – less than expected sponsorship is expected for the 2015/16 financial year.

Additional Item

50. Modifications Administration Centre \$23,431 – modifications associated with the finance/administration office area, plans and costings have been obtained for modifications to the existing Executive Manager of Corporate Services Office, the office will be modified to accommodate an office for Councils Human Resources Officer, which is considered necessary by management due to the confidential nature of this position, please find the full report attached at Attachment 2. This expenditure will be transferred from the Administration Reserve.
51. Fencing Old Grass Valley Refuse Site \$20,000 – representatives from the Grass

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Valley Progress Association have approached Council with a request to fence the Old Grass Valley refuse Site costing Council an estimated \$10,000, originally the site had been fenced but fell into disrepair and was subsequently removed by Council several years ago. It is proposed that grant funding will be sought to cover all or some of the project through the NRM Scheme or similar, if funding is unavailable it is recommended that a transfer be carried out from Councils Waste Reserve for the completion of the project.

52. Front End Loader Bucket Scales \$16,000 – it is proposed that loader scales be fitted to ensure the correct weights are loaded onto Council Trucks to capture accurate quantities, avoiding overloading that can result in damage to machinery, personal injury or traffic infringements.

Non Cash Adjustment

53. Depreciation Expenditure \$3,714,284 – depreciation expenditure is expected to be \$3,714,284 greater than budgeted (non-cash accounting adjustment) by the end of June 2016. This is due directly to the increase in infrastructure assets as part of the 2014/15 financial years fair value adjustments that increased the carrying value by \$173,189,563 as per the breakup presented below the depreciation will increase by \$3,714,284;

Depreciation Adjustment			
Nature & Type	Budget	Adjustment	Revised Budget
Depreciation Other REC/Sport (11346102)	(\$360,106)	(\$602,488)	(\$962,594)
Depreciation Construction Roads (12376102)	(\$1,286,126)	(\$2,491,564)	(\$3,777,690)
Depreciation Maintenance Roads (12386102)	(\$707,379)	(\$519,616)	(\$1,226,995)
Depreciation Halls (11326102)	(\$131,431)	(\$40,757)	(\$172,188)
Depreciation Plant (12396102)	(\$136,851)	(\$29,703)	(\$166,554)
Depreciation Aerodrome (12426102)	(\$14,003)	(\$30,156)	(\$44,159)
Total Depreciation	(\$2,635,896)	(\$3,714,284)	(\$6,350,180)

Adjustment to End of Year Surplus

54. Estimated Surplus adjustment \$4,024 – net adjustment

Adjustment to end of year surplus	
	Adjustment
Estimated surplus as of the 30th June 2016 allocated	\$ 4,024
Surplus Budgeted 16/17 Annual Leave accounted for Adjustment	\$ 107,709
Adjustment surplus carried forward 30th June 2015	(\$ 107,709)
Net Adjustment to Surplus	\$ 4,024

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.060

Moved: Cr Rumjantsev

Seconded: Cr Proud

That Council;

- 1. Receive the Budget Review conducted for the seven (7) months ended 31 January 2016;**
- 2. Authorise the Chief Executive Officer to amend the 2015/16 Budget in accordance with the attached report titled 'Budget Review as at 31 January 2016.**
- 3. Adopts the addition to the budget of the Administration Modifications for \$23,431**
- 4. Adopts the addition to the budget for the construction of fencing at the old Grass Valley Refuse Site for \$20,000, funded through grant funding or transfer from the Waste Reserve is funding if not available.**
- 5. Adopts the Addition to the budget of the Front End Loader Bucket Scales for \$16,000**

CARRIED 7/0
BY ABSOLUTE MAJORITY

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

ATTACHMENT 1

Shire of Northam
Budget Review
For the Year Ended June 2016

TABLE OF CONTENTS

	Page
Budget Adjustments	2
Revised Statement of Comprehensive Income (N&T)	4
Revised Rate Setting Statement	5
Revised Reserve Balances	6

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

	Adopted Budget	RECOMMENDED ADJUSTMENTS BUDGET REVIEW 2015/16		Revised Budget	note
		Council Resolved	Staff Recommended		
Expense accounts					
Parts and Repairs Plant (1145320220)	(\$ 220,000)		(\$ 50,000)	(\$ 270,000)	1
Stoneham Public Health Plan (7142032)			(\$ 6,500)	(\$ 6,500)	2
Governance Expenses Other, Engineering Assessment (04041212)	(\$ 11,000)		(\$ 7,273)	(\$ 18,273)	3
Community Consultation (04042132)	(\$ 121,000)		(\$ 14,320)	(\$ 135,320)	4
Printing & Stationary (04052032)	(\$ 20,500)		(\$ 10,000)	(\$ 30,500)	5
Northam Rec Centre Building Maintenance(11342502)	(\$ 111,613)		(\$ 15,000)	(\$ 126,613)	6
Old Girls School (11362332)	(\$ 7,099)		(\$ 10,000)	(\$ 17,099)	7
Dog Pound Operations (05072082)	(\$ 2,000)		(\$ 1,500)	(\$ 3,500)	8
Health Legal Expenses (07142052)	(\$ 15,000)		(\$ 5,000)	(\$ 20,000)	9
Refund Planning fees (10302022)	(\$ 210)		(\$ 550)	(\$ 760)	10
Library Sundry Expenses (11352072)	(\$ 7,000)		(\$ 2,000)	(\$ 9,000)	11
Recreation & Culture Legal Fees (11342182)	(\$ 3,000)		(\$ 1,550)	(\$ 4,550)	12
EPA Landfill Levy Returns (10256112)	(\$ 10,000)		(\$ 8,000)	(\$ 18,000)	13
Dog Pound Management	(\$ 20,000)		\$ 20,000	\$ -	14
Engineering Consultants Planning (10302122)	(\$ 2,000)		(\$ 11,000)	(\$ 13,000)	15
Capital expenditure					
Footpath Program (12379014)	(\$ 530,263)		\$ 53,836	(\$ 476,417)	16
Killara NRCP Vehicle (05067014)	(\$ 38,500)		\$ 7,046	(\$ 31,454)	17
CESM Vehicle (08171004)	(\$ 40,000)		\$ 6,111	(\$ 33,889)	18
Ranger Vehicle (05077014)	(\$ 25,000)		(\$ 10,000)	(\$ 35,000)	19
Cemetery Lot Development (1625)	(\$ 18,600)		(\$ 10,000)	(\$ 28,600)	20
Wundowie Stormwater Project (13499104)	(\$ 287,645)		(\$ 27,644)	(\$ 315,289)	21
John Deere Gator (123995005)	(\$ 8,211)		(\$ 3,000)	(\$ 11,211)	22
Hard Stand Henry Street Oval (1903)	\$ -		(\$ 5,000)	(\$ 5,000)	23
Dog Pound Building Improvement	\$ -		(\$ 10,000)	(\$ 10,000)	24
Accounts Netted Out					
Grant LGIS Fit Bits (04043003)	\$ -		\$ 5,000	\$ 5,000	
Purchase of Fit Bits (04041212)	\$ -		(\$ 5,000)	(\$ 5,000)	25
Transfer from Trust Account (T701)	\$ -		\$ 16,568	\$ 16,568	
O'Discoll Subdivision Works (14502002)	\$ -		(\$ 16,568)	(\$ 16,568)	26
Grants Funded Projects					
SliverSport Expenditure (new)	\$ -		(\$ 40,000)	(\$ 40,000)	
Grant SliverSport Administration Costs	\$ -		\$ 7,500	\$ 7,500	
Grant SliverSport	\$ -		\$ 40,000	\$ 40,000	27
ESL BFB Expenditure (05062062)	(\$ 112,481)		(\$ 36,667)	(\$ 149,148)	
EsI BFB Grant Income	\$ 79,381		\$ 36,667	\$ 116,048	28
Grant Audio Visual Improvements Visitor Centre	\$ -		\$ 10,483	\$ 10,483	
Expenditure Audio Visual Improvements Visitor Centre	\$ -		(\$ 10,483)	(\$ 10,483)	29
Activation Program Grant (11343093)	\$ -		\$ 5,000	\$ 5,000	
Activation Program Expenditure (1134212)	\$ -		(\$ 5,000)	(\$ 5,000)	30
Grant Fire Mitigation Works Council Buildings (05063083))	\$ -		\$ 24,000	\$ 24,000	
Expenditure Fire Mitigation Works Council Buildings (06062002)	\$ -		(\$ 24,000)	(\$ 24,000)	31

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Transfers from Reserve				
Consultants (04052222)	(\$ 39,000)	(\$ 17,000)	(\$ 56,000)	
Transfer from Leave Reserve		\$ 17,000	\$ 17,000	32
Two Way Tip Truck (12399004)	(\$ 224,204)	\$ 100,000	(\$ 124,204)	
Transfers To Plant Reserve		(\$ 100,000)	(\$ 100,000)	33
Bridge Construction, 12379064 (Spencers Brook Road, motion C.2612)	(\$ 260,000)	(\$ 272,512)	(\$ 532,512)	
Transfer from Road and Bridgeworks reserve	\$ -	\$ 272,512	\$ 272,512	34
Kuringal Village Unit Upgrade	(\$ 11,000)	(\$ 24,890)	(\$ 35,890)	
Kuringal Village Unit Upgrade, Transfer from Aged Care	\$ -	\$ 18,390	\$ 18,390	35
AVAS Car-park Project	\$ -	(\$ 31,477)	(\$ 31,477)	
Transfer from Parking Facilities Reserve		\$ 31,477	\$ 31,477	36
Revenue accounts				
Federal Assistance Grants, General (1030230230)	\$ 1,283,282	(\$ 10,945)	\$ 1,272,337	
Federal Assistance Grants, Roads (1030230330)	\$ 362,200	(\$ 11,913)	\$ 350,287	37
Interim Rates (03013023)	\$ 30,000	\$ 62,000	\$ 92,000	38
Insurance Rebate (04053053)	\$ 43,600	\$ 12,353	\$ 55,953	39
Insurance Claims (14563003)	\$ 15,000	\$ 30,148	\$ 45,148	40
Dog Registration Fees (05073003)	\$ 30,000	\$ 8,500	\$ 38,500	41
Planning/Development Fees (10303003)	\$ 90,000	\$ 31,623	\$ 121,623	42
Town Planning Fines (10303023)	\$ 30,000	\$ 11,838	\$ 41,838	43
Swimming Pool Inspection Fees	\$ 7,000	\$ 8,499	\$ 15,499	44
Killara Brokerage Income (08173093)	\$ 80,000	(\$ 17,000)	\$ 63,000	45
NRCP - Recurrent Grant, Killara (08173003)	\$ 573,146	\$ 23,309	\$ 596,455	46
HACC Recurrent Grant (08171003)	\$ 575,907	\$ 13,458	\$ 589,365	47
Grants Festivals and Events (13453013)	\$ 20,000	(\$ 20,000)	\$ -	48
Events sponsorship (13453123)	\$ 20,000	(\$ 9,550)	\$ 10,450	49
Additional Items				
Modifications Administration Centre	\$ -	(\$ 23,431)	(\$ 23,431)	
Administration Centre, Transfer From Reserve	\$ -	\$ 23,431	\$ 23,431	50
Old Refuse Site Grass Valley Fencing	\$ -	(\$ 20,000)	(\$ 20,000)	
Grant Funding/Transfer From Waste Reserve	\$ -	\$ 20,000	\$ 20,000	51
Front end Loader, Bucket Scales	\$ -	(\$ 16,000)	(\$ 16,000)	52
Non-Cash Adjustment				
Depreciation Other REC/Sport (11346102)	(\$ 360,106)	(\$ 602,488)	(\$ 962,594)	
Depreciation Construction Roads (12376102)	(\$ 1,286,126)	(\$ 2,491,564)	(\$ 3,777,690)	
Depreciation Maintenance Roads (12386102)	(\$ 707,379)	(\$ 519,616)	(\$ 1,226,995)	
Depreciation Halls (11326102)	(\$ 131,431)	(\$ 40,757)	(\$ 172,188)	
Depreciation Plant (12396102)	(\$ 136,851)	(\$ 29,703)	(\$ 166,554)	
Depreciation Aerodrome (12426102)	(\$ 14,003)	(\$ 30,156)	(\$ 44,159)	
Accumulated Depreciation		\$ 3,714,284	\$ 3,714,284	53
Adjustment to end of year surplus				
Estimated surplus as of the 30th June 2016 allocated		\$ 4,024	\$ 4,024	
Surplus Budgeted 16/17 Annual Leave accounted for				
Adjustment		\$ 107,709	\$ 107,709	
Adjustment surplus carried forward 30th June 2015		(\$ 107,709)	(\$ 107,709)	54
Net Change to Budget	(\$ 1,541,696)	(\$ 6,500)	\$ 6,500	(\$ 1,541,696)
Reconciliation				
Council Resolved	(\$ 6,500)			
Budget Amendment	\$ 6,500			
total changes to budget	\$ 0			

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Shire of Northam
Revised Statement of Comprehensive Income
By Nature and Type
For the Year Ending 30th June 2016

	2015/16 Original Budget \$	2015/16 Amendments \$	2015/16 Revised Budget \$
REVENUE			
Rates	8,595,223	62,000	8,657,223
Operating Grants & Subsidies & Contributions	3,300,636	138,979	3,439,615
Fees and Charges	3,664,393	76,559	3,740,952
Interest Earnings	385,500	0	385,500
Other Revenue	671,122	0	671,122
	<u>16,616,874</u>	<u>277,538</u>	<u>16,894,412</u>
EXPENSES			
Employee Costs	(7,479,223)	0	(7,479,223)
Materials and Contracts	(6,642,417)	(266,928)	(6,909,345)
Utility Charges	(762,396)	0	(762,396)
Depreciation	(3,263,710)	(3,714,284)	(6,977,994)
Interest Expenses	(173,545)	0	(173,545)
Insurance Expenses	(432,268)	0	(432,268)
Other Expenditure	(210,683)	0	(210,683)
	<u>(18,964,242)</u>	<u>(3,981,212)</u>	<u>(22,945,454)</u>
	(2,347,368)	(3,703,674)	(6,051,042)
Non-Operating Grants, Subsidies and Contributions	5,060,836	0	5,060,836
Profit on Asset Disposals	22,612	0	22,612
Loss on Asset Disposals	(166,641)	0	(166,641)
	<u>2,569,439</u>	<u>(3,703,674)</u>	<u>(1,134,235)</u>
NET RESULT	2,569,439	(3,703,674)	(1,134,235)
Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	2,569,439	(3,703,674)	(1,134,235)

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Shire of Northam
 Revised Rate Setting Statement
 For the Year Ending 30th June 2016

	2015/16 Original Budget \$	2015/16 Amendments \$	2015/16 Revised Budget \$
REVENUES			
Governance	54,800	(5,505)	49,295
General Purpose Funding	2,177,182	0	2,177,182
Law, Order, Public Safety	1,044,095	69,167	1,113,262
Health	50,000	8,499	58,499
Education and Welfare	1,333,066	19,767	1,352,833
Housing	46,465	0	46,465
Community Amenities	2,469,929	43,461	2,513,390
Recreation and Culture	3,023,244	62,983	3,086,227
Transport	2,277,699	16,568	2,294,267
Economic Services	574,419	(29,550)	544,869
Other Property and Services	54,200	30,148	84,348
	<u>13,105,099</u>	<u>215,538</u>	<u>13,320,637</u>
EXPENSES			
Governance	(1,201,997)	(53,593)	(1,255,590)
General Purpose Funding	(364,868)	0	(364,868)
Law, Order, Public Safety	(1,131,201)	(42,167)	(1,173,368)
Health	(296,919)	(11,500)	(308,419)
Education and Welfare	(1,502,295)	(8,000)	(1,510,295)
Housing	(105,856)	0	(105,856)
Community Amenities	(3,419,277)	(11,550)	(3,430,827)
Recreation & Culture	(4,285,143)	(716,795)	(5,001,938)
Transport	(4,760,181)	(3,071,039)	(7,831,220)
Economic Services	(2,036,106)	0	(2,036,106)
Other Property and Services	(27,040)	(66,568)	(93,608)
	<u>(19,130,883)</u>	<u>(3,981,212)</u>	<u>(23,112,095)</u>
			0
Net Operating Result Excluding Rates	(6,025,784)	(3,765,674)	(9,791,458)
			0
Adjustments for Cash Budget Requirements:			0
Non-Cash Expenditure and Revenue			0
(Profit)/Loss on Asset Disposals	144,029		144,029
Depreciation on Assets	3,263,710	3,714,284	6,977,994
Movement in Provisions & Accruals	0		0
Capital Expenditure and Revenue			0
Purchase Land and Buildings	(3,402,847)	(63,321)	(3,466,168)
Purchase Infrastructure Assets - Roads	(3,350,383)		(3,350,383)
Purchase Infrastructure Assets - Bridges & Culverts	(260,000)	(272,512)	(532,512)
Purchase Infrastructure Assets - Footpaths	(611,151)	53,836	(557,315)
Purchase Infrastructure Assets - Drainage	(2,264,980)		(2,264,980)
Purchase Infrastructure Assets - Streetscape	(264,371)		(264,371)
Purchase Infrastructure Assets - Parks	(649,264)		(649,264)
Purchase Infrastructure Assets - Other	(410,042)	(89,121)	(499,163)
Purchase Plant and Equipment	(1,739,054)	84,157	(1,654,897)
Purchase Furniture and Equipment	0	(10,483)	(10,483)
Proceeds from Disposal of Assets	344,642		344,642
Repayment of Debentures	(210,154)		(210,154)
Self-Supporting Loan Principal Income	30,099		30,099
Transfers to Reserves (Restricted Assets)	(963,385)	(100,000)	(1,063,385)
Transfers from Reserves (Restricted Assets)	1,858,061	382,810	2,240,871
			0
Estimated Surplus/(Deficit) July 1 B/Fwd	5,919,675	0	5,919,675
Estimated (Surplus)/Deficit June 30 C/Fwd	(4,024)	4,024	0
Amount Required to be Raised from Rates	(8,595,223)	(62,000)	(8,657,223)

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Shire of Northam
 Revised Reserve Account Balances
 For the Year Ended June 2016

RESERVES - CASH BACKED	2015/16 Budget	2015/16 Movement	2015/16 Revised Budget
	\$	\$	\$
Aged Accommodation Reserve	236,309	(18,390)	217,919
Employee Liability Reserve	488,315	(17,000)	471,315
Housing Reserve	248,777		248,777
Reticulation Scheme Reserve	89,954		89,954
Office Equipment Reserve	125,482		125,482
Plant & Equipment Reserve	427,506	100,000	527,506
Recreation Reserve	0	0	0
Road & Bridgeworks Reserve	383,752	(272,512)	111,240
Refuse Sites Reserve	384,510	(20,000)	364,510
Regional Development Reserve	815,219		815,219
Speedway Reserve	138,301		138,301
Community Bus Replacement Reserve	31,908		31,908
Septage Ponds Reserve	358,422		358,422
Killara Reserve	131,372		131,372
Stormwater Drainage Projects Reserve	28,508		28,508
Recreation and Community Facilities Reserve	399,539		399,539
Administration Office Reserve	687,620	(23,431)	664,189
Council Buildings & Amenities Reserve	33,418		33,418
River Town Pool Dredging Reserve	67,091		67,091
Parking Facilities Construction Reserve	152,854	(31,477)	121,377
Art Collection Reserve	21,743		21,743
Total Cash Backed Reserves	5,250,600	(282,810)	4,967,790

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

ATTACHMENT 2



PROPOSED OFFICES

HUMAN RELATIONS COORDINATOR AND
EXECUTIVE MANAGER OF CORPORATE SERVICES

BUILDING BUDGET

SHIRE OF NORTHAM
395 Fitzgerald Street
Northam

REPORT SUMMARY

REPORT DATE	BUILDING NAME	PREPARED BY
February 1, 2016	Proposed administration offices	Nathan Gough Building and Project Supervisor

BACKGROUND

The Shire of Northam has recently been very successful in reducing staff turnover. This has been due to the Councilors and Chief Executive Officer supporting various initiatives, one of which included the increase of Human Relations staff.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

It is intended to construct two offices for the Human Relations Coordinator and The Executive Manager of Corporate Services.
 These offices will accommodate these staff members and also provide a place where employees can discuss their concerns in a private environment.
 Also it is intended to build a walkway from the rear door to the tea room and toilets. This will reduce the disruption to staff, trying to concentrate on their work from the constant movement of persons that require to use the facilities. It will also reduce noise from the kitchen area while food is being prepared for council and staff meetings.

PROPOSED WORKS

OFFICES:

The walls of the proposed offices will be 84mm thick office partitioning which will provide increased sound deadening than the normal 70mm thick partitioning. This will allow privacy for the occupants.
 The two offices will be installed in the Finance area.
 A split system air conditioner will be installed in one of the offices as the ducted system which now services that open area will no longer be suitable.
 Two new desks will be required.

WALKWAY:

This partitioning will be 70mm and have glass paneling that will enable staff to see the front counter area.
 A diagram is provided with the intended modifications highlighted in red.

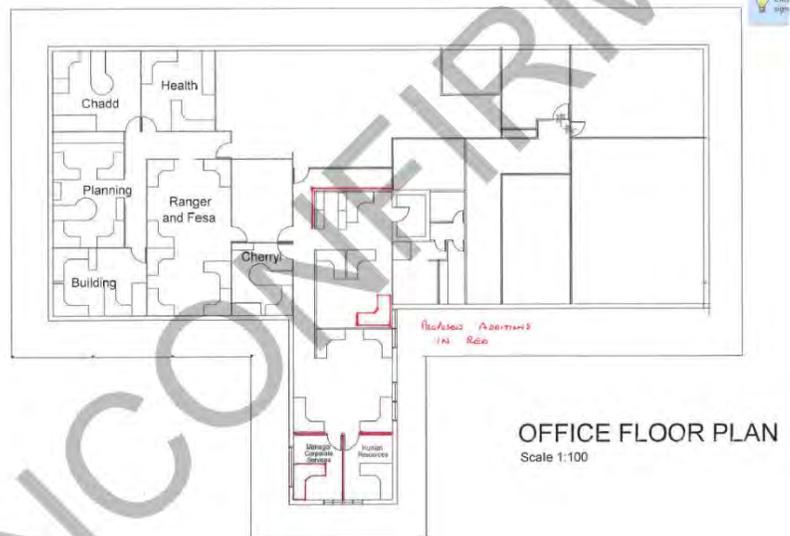
BUDGET ESTIMATE

<u>COMPANY</u>	<u>SERVICES</u>	<u>COST EX GST</u>
Quickloc	Offices: 84mm partitioning panels and 2 doors for offices, painting and install included	9310
Quickloc	Walkway: 70mm partitioning panels with glass, painting and install included	4391
Estimate	Electrical	1500
Estimate	Data cabling	550
Estimate	Demolition	800
Estimate	Furniture Moving	200
Estimate	Air conditioning intake duct relocation	600
Estimate	Installation of split system air conditioner in Executive Manager of Corporate Services office	2100

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Contingency	Unexpected costs	500
Staples	Desks x 2	1100
Flatout Freight	Freight	250
SUB TOTAL		21301
GST		2130.1
TOTAL		23431.1



SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

7.2 COMPLIANCE AUDIT RETURN (CAR) 2015

Name of Applicant:	Internal Report
Name of Owner:	Shire of Northam
File Ref:	1.6.1.6
Officer:	Cheryl Greenough
Officer Interest:	N/A
Policy:	Local Government Act 1995
Voting:	Simple Majority

PURPOSE

For Council to adopt the Compliance Audit Return (CAR) 2015.

BACKGROUND

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January 2015 to 31 December 2015. The certified return needs to be submitted to the Director General, Department of Local Government and Regional Development by 31 March 2016.

The Compliance Audit Return must be:

1. presented to Council at a meeting of the Council;
2. adopted by the Council; and
3. recorded in the minutes of the meeting at which it is adopted.

A copy of the return is submitted for Councillor's perusal, comment and adoption by Council before 31 March 2016. It is necessary for the Shire President and the Chief Executive Officer to sign off the return as a certified copy.

The 2015 Compliance Audit Return has been completed in house, with the CEO reviewing and approving the completed return.

The compliance review process provides both the CEO and the Council with an additional element of accountability through a check on internal management systems, procedures and record keeping and this demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice.

STATUTORY REQUIREMENTS

- Local Government Act 1995;
- Local Government (Functions and General) Regulations 1996;
- Local Government (Administration) Regulations 1996;

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

- Local Government (Elections) Regulations 1997;
- Local Government (Audit) Regulations 1996;
- Local Government (Rules of Conduct) Regulations 2007.

CONFORMITY WITH THE COMMUNITY STRATEGIC PLAN

OBJECTIVE G1: Provide accountable and transparent leadership
OBJECTIVE G2: Improve organisational capability and capacity
OBJECTIVE G3: Provide efficient and effective corporate management

BUDGET IMPLICATIONS

N/A

OFFICER'S COMMENT

The standard of compliance in 2015 has improved from the past years achievement for context purposes, non-compliance or partial non-compliance related to only two items out of 87 items included in the Compliance Return.

The Shire has sound management systems and procedures. The examples of non-compliance noted reflected inconsistent or incomplete compliance and human error, and not any systemic failure.

It is important to note that a number of deficiencies had previously been identified in the Shire of Northam Compliance Audit Return 2014 which have been remedied in the 2015 Audit Return, namely:

Delegation:

In 2014 the delegation register was reviewed as required; and there were certain points that needed to be addressed including delegations to the CEO and officers are required to be in writing, this did not happen in all with all officers.

In 2015 these issues have now been addressed and officers are regularly reminded to enter their delegations in the register.

Disclosure of Interest:

The standard of management of the Primary and Annual returns and registers, and disclosure of interest at meetings has significantly improved from last year.

The 2015 CAR does not record any incidents where legislation has not been complied with.

Disposal of Property:

In 2014 there were 3 airport hangar leases which were not dealt with properly in relation to advertising prior to leasing.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

In 2015 Airport hangar leases in this year's compliance return were dealt with correctly and included advertising. Airport leases are not required to come before council each time as blanket approval to lease hangars was given after the Shire took management of the airport from the Northam Aero Club.

Local Government Employees:

Last year the advertisement for the Executive Manager Corporate Services listed a total salary package, but not the benefits provided in the package. It also didn't state the duration of the contract as required.

This year (2015) Hays Executive Employment were hired to conduct the advertising and the interviews, however it appears they did not include any of the requirements listed in Reg 18A(2) in the advertisement.

Reg 18A

- (2) *An advertisement referred to in sub-regulation (1) is to contain —*
- (a) the details of the remuneration and benefits offered; and*
 - (b) details of the place where applications for the position are to be submitted; and*
 - (c) the date and time for the closing of applications for the position; and*
 - (d) the duration of the proposed contract; and*
 - (e) contact details for a person who can provide further information about the position; and*
 - (f) any other information that the local government considers is relevant.*

Tenders for Providing Goods and Services:

In February 2015 we issued tender 5 of 2015 for a list of service providers for the Shire. The tenderers were not notified of the outcome of their tender within a reasonable timeframe.

FINANCIAL IMPLICATIONS

Nil.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.061

Moved: Cr Antonio
Seconded: Cr Proud

That Council adopt the Audit Compliance Return 2015 as attached for submission to the Department of Local Government and Communities inclusive of comments on matters to be addressed.

CARRIED 7/0

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Northam - Compliance Audit Return 2015

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	N/A	Northam has not undertaken any major trading in 2015	Cheryl Greenough
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	N/A	No major transactions undertaken in 2015	Cheryl Greenough
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	N/A	Northam has not undertaken any major trading in 2015	Cheryl Greenough
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	N/A	Northam has not undertaken any major trading in 2015	Cheryl Greenough
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A	Northam has not undertaken any major trading in 2015	Cheryl Greenough

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	No committees have delegated authority	Cheryl Greenough
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		cheryl greenough
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		cheryl greenough
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		cheryl greenough
5	s5.18	Has Council reviewed delegations to its committees in the 2014/2015 financial year.	N/A		cheryl greenough
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		cheryl greenough

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		cheryl greenough
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		cheryl greenough
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes	Delegations Register	cheryl greenough
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes	See attached 16 December 2015 minutes See 16 September 2015 minutes	cheryl greenough
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		cheryl greenough
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2014/2015 financial year.	Yes	See attached minutes 17 June 2015 Item 13.1.3	cheryl greenough
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes	Delegations register	cheryl greenough

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Cheryl Greenough
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes	See Audit Committee minutes 16.3.15	cheryl Greenough
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes	See attached sections of the minutes	cheryl Greenough
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes	Returns attached	cheryl Greenough
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes	Returns attached	cheryl Greenough

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	Yes	Returns attached	cheryl Greenough
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	Yes	Returns attached	cheryl Greenough
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes	See attached	cheryl Greenough
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes	See attached	cheryl Greenough
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes	See attached	cheryl Greenough
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		cheryl Greenough
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes	Record File 2.1.1.2	cheryl Greenough
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	N/A		cheryl Greenough
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes	Register and Declarations	cheryl Greenough
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes	As above	cheryl Greenough
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by	Yes	See attached	cheryl Greenough

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

		Council members and employees.			
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Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes	Public notice was provided for 3 airport leases. Notice was provided in the 6th August 2015 edition of the West Australian newspaper	Cheryl Greenough
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes	Each requirement was adhered to according to the Act and Regs	Cheryl Greenough
Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A	No gifts were received by any candidates. Reg 30. Omitted under the Reprints Act 1984 s. 7(4)(f).	Cheryl Greenough

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	See minutes 21 October 2015 item 17.1.1	Cheryl Greenough
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Cheryl Greenough
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Cheryl Greenough
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Cheryl Greenough
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2015 received by the local government within 30 days of completion of the audit.	Yes		Cheryl Greenough
6	s7.9(1)	Was the Auditor's report for 2014/2015 received by the local government by 31 December 2015.	Yes		Cheryl Greenough
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Cheryl Greenough
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Cheryl Greenough
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Cheryl Greenough

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Cheryl Greenough
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Cheryl Greenough
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Cheryl Greenough
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Cheryl Greenough
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Cheryl Greenough

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		cheryl Greenough
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	No	Hays recruiting advertised the position of Executive Manager Corporate Services but they did not comply with Reg 18A(2)	Cheryl Greenough
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		cheryl Greenough
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		cheryl Greenough
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes	Reference pg 260 20/10/15 minutes attached	cheryl Greenough

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		cheryl Greenough
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	N/A	No complaints of a minor breach have been lodged this year.	cheryl Greenough
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	N/A		cheryl Greenough
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	N/A		cheryl Greenough
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	N/A		cheryl Greenough
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	N/A		cheryl Greenough

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Cheryl Greenough
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A	We have not entered into multiple contracts to avoid Reg 11	Cheryl Greenough
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Cheryl Greenough
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Cheryl Greenough
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes	Emailed directly the addendum and direct them to the live website and track response	Cheryl Greenough
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes	Two officers were in attendance and the public were invited to attend	Cheryl Greenough
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Cheryl Greenough
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Cheryl Greenough
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Cheryl Greenough

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes	On one occasion the letters were not sent in a timely manner but steps have been taken to rectify that oversight.	Cheryl Greenough
11	F&G Reg 21 & 22	Did the local governments' advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes	Expressions of Interest were publicly advertised in accordance with Regs 21 and 22	Cheryl Greenough
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Cheryl Greenough
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Cheryl Greenough
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Cheryl Greenough
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	Yes	February 2015	Cheryl Greenough
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	Yes		Cheryl Greenough
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	Yes		Cheryl Greenough
18	F&G Reg 24AD(6)	If the local government to sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Cheryl Greenough
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A	All applications were submitted on time	Cheryl Greenough

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

20	F&G 24AH(3) Reg	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Cheryl Greenough
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	Yes		Cheryl Greenough
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	Yes	On one occasion for a tender in February the letters were not sent out in a timely manner	Cheryl Greenough
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		CHERYL GREENOUGH
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		CHERYL GREENOUGH
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	See attached Purchasing Policy	Cheryl Greenough

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Mr C Young departed the Council Chambers at 5.11pm and returned at 5.12pm.

7.3 APPOINTMENT OF AUDITOR

Name of Applicant:	Internal Report
File Ref:	8.2.7.1
Officer:	Colin Young
Officer Interest:	Nil
Policy:	N/A
Voting:	Absolute Majority

PURPOSE

For the Audit Committee to recommend to Council, the appointment of Auditors to conduct the annual audit and our accounts and annual financial statements for the next three (3) years.

BACKGROUND

The appointment of Moore Stephens (formally UYH Haines Norton) as Council's auditors ceased at the completion of the 30 June 2015 audit. As Council is required to appoint auditors for a future term, we contacted the Auditors that were listed on the WALGA preferred suppliers panel to seek quotes from firms that were currently working as Auditors for local government.

From this preferred supplier listing correspondence was sent to 8 companies being Moore Stephens, Macri Partners, PKF Audit Pty Ltd, AMD Chartered Accountants, Butler Settineri, Deloitte, Paxon Group and PK Flawler seeking quotes for audit services for a three (3) year term.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Of the 8 requests sent out we received 5 quotes to provide council with audit services they are presented in the table below;

Audit Services Quotations					
Company	Travel	2016	2017	2018	Total
Moore					
Stephens	Included	\$ 20,400	\$ 20,950	\$ 21,500	\$ 62,850
Macri Partners	Not Included	\$ 19,000	\$ 20,000	\$ 21,000	\$ 60,000
PKF	Not Included	\$ 18,500	\$ 19,000	\$ 19,500	\$ 57,000
AMD	Not Included	\$ 19,800	\$ 20,400	\$ 21,000	\$ 61,200
Butler Settineri	Not Included	\$ 10,500	\$ 11,000	\$ 11,500	\$ 33,000
Deloittes		Declined			
Paxon Group		No quote received			
PK Flawler		No quote received			

The quote received from Moore Stephens included Travel Costs, all other Quotes received did not include the travel costs.

STATUTORY REQUIREMENTS

Local Government Act 1995 Section 7.2. Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

Local Government Act 1995 Section 7.3. Appointment of Auditors

(1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.

* *Absolute majority required.*

(2) The local government may appoint one or more persons as its auditor.

(3) The local government's auditor is to be a person who is —

- (a) a registered company auditor; or
- (b) an approved auditor.

Local Government Act 1995 Section 7.6. Term of Office of Auditor

(1) The appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

- (2) The appointment of an auditor of a local government ceases to have effect if —
- (a) his or her registration as a registered company auditor is cancelled;
 - (b) his or her approval as an approved auditor is withdrawn;
 - (c) he or she dies;
 - (d) the auditor ceases to be qualified to hold office as auditor or becomes a disqualified person;
 - (e) the auditor resigns by notice in writing addressed to the local government; or
 - (f) the appointment is terminated by the local government by notice in writing.
- (3) Where —
- (a) the registration of a local government's auditor as a registered company auditor is suspended; or
 - (b) a local government's auditor becomes unable or unwilling to carry out all or part of his or her duties, the local government is to appoint* a person to conduct the audit or to complete that part of the audit which remains to be conducted, as the case requires.
- * *Absolute majority required.*

Local Government Act 1995 Section 7.8. Terms of Appointment of Auditors

- (1) Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.
- (2) The remuneration and expenses payable to the auditor of a local government (whether appointed by the local government or by the Departmental CEO under section 7.7) are payable by the local government.

CONFORMITY WITH THE PLAN FOR THE FUTURE

Nil.

BUDGET IMPLICATIONS

A provision of \$34,000 has been provided in the 2015/16 adopted budget, for the Annual Audit, assistance with completion of the Annual Financial Statements and the auditing of various grant acquittals.

OFFICER'S COMMENT

UHY Haines Norton was the appointed auditors for the past three financial years. Their fees during that time were 2012/13 \$22,800, 2013/14 \$23,850 and 2014/15 \$24,900, which were greater than those received in the quotes for the current 3 years.

All Submissions were assessed by the following staff members;

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

1. Jason Whiteaker
2. Colin Young

The Following Qualitative Criteria Matrix was used to assess the quotes;

Audit Company	Methodology	Experience of Key Personnel	Previous Company Experience	Total
	25%	60%	15%	100%
Moore Stephens	20	60	15	95
Macri	15	55	15	85
PKF	25	50	10	85
AMD	25	55	15	95
Buttler Settineri	15	55	15	85

Moore Stephens is able to offer a complete audit team with considerable depth of experience, expertise and knowledge of the local government industry in Western Australia. They have had prior experience within the Shire of Northam, Management have been satisfied with their performance and have developed a good working relationship over the time they have been Councils Auditors.

In Addition Moore Stephens has a good understanding of the finances of the Shire. It is therefore recommended that Council remain with Moore Stephens for the next three year term (quote provided in Attachment 1).

RECOMMENDATION

That Council appoint Mr Greg Godwin, Mr David J Tomasi and Wen-Shien Chai of Moore Stephens, as auditors for the Shire of Northam for a three (3) year term for the following;

Financial year ending 30 June 2016	\$20,400 (GST Exclusive)
Financial year ending 30 June 2017	\$20,950 (GST Exclusive)
Financial year ending 30 June 2018	\$21,500 (GST Exclusive)

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

MOTION

Moved: Cr Hughes
Seconded: Cr Antonio

That Council appoint Butler Settineri, as auditors for the Shire of Northam for a three (3) year term for the following;

Financial year ending 30 June 2016	\$10,500 (GST Exclusive)
Financial year ending 30 June 2017	\$11,000 (GST Exclusive)
Financial year ending 30 June 2018	\$11,500 (GST Exclusive)

LOST 2/5

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.062

Moved: Cr Williams
Seconded: Cr Rumjantsev

That Council appoint Mr Greg Godwin, Mr David J Tomasi and Wen-Shien Chai of Moore Stephens, as auditors for the Shire of Northam for a three (3) year term for the following;

Financial year ending 30 June 2016	\$20,400 (GST Exclusive)
Financial year ending 30 June 2017	\$20,950 (GST Exclusive)
Financial year ending 30 June 2018	\$21,500 (GST Exclusive)

CARRIED 7/0
BY ABSOLUTE MAJORITY

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

ATTACHMENT 1

A

MOORE STEPHENS

Shire of Northam

PROVISION OF
AUDIT SERVICES

February 2016



www.moorestephens.com.au

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

MOORE STEPHENS

Contents

Executive Summary	3
Relevant Experience	6
Key Personnel	8
Approach/Methodology	13
Pricing	16
Hours and Staffing	18
Organisational Structure	19
Quality Assurance	20
Other	21
APPENDIX 1: Audit Methodology	22

UNCONFIRMED

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

MINUTES

AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Executive Summary

Direct Benefits of Choosing Us

When you select **Moore Stephens** as your auditor, you will have access to a team with the most collective years of local government experience in Western Australia.

This is very important in keeping your level of audit risk to a minimum (refer **Costs vs Benefits** section for further details).

We also have a detailed compliance component which we believe is far superior to any of our competitors (refer **Detailed Compliance Component** section for further details).

In addition, you will have access to our **proprietary ratio analysis statistics** which are provided to all audit clients as a means of comparing their statutory ratios to those of their peers.

This was greatly enhanced in 2015 and included detailed comparison/analysis of all reported local government statutory ratios for the 2013 and 2014 years (that is, since the implementation of the new ratios).

It is included as part of our core audit service.

Moore Stephens, has WALGA preferred supplier status and is able to offer a complete audit team with considerable depth of experience, expertise and knowledge of the local government industry in Western Australia. This means we are able to provide an efficient and effective audit process. All staff who would be involved in the audit will be sourced from our dedicated local government service team and all have had experience over a significant number of years and engagements.

Cost vs Benefit (Is It Worth the Risk?)

- Not all audits are the same – “you get what you pay for”.
- Whilst the temptation may exist to save a few dollars, expenditure on audit services is not a major expense.
- Opting for the cheapest service may increase the risks exponentially.
- These questions should be asked:
 - “Does a cheaper fee compromise a comprehensive approach?”
 - “Are all auditors performing the same task and looking to assist Council reduce the risks?”
 - “Do all audit firms have the broad understanding and knowledge of the industry with the industry’s best outcomes at heart?”
- **Our understanding, knowledge and commitment to the industry is supported by the findings of the Public Accounts Committee (PAC) report entitled “Improving Local Government Accountability” as tabled in Parliament (November 2015). Three examples of better practice by audit firms were highlighted in the report and all are able to be credited to us.**

It is clear from the findings and recommendations of the PAC there were inconsistencies in the quality of reporting amongst audit firms and we take great comfort in the fact our reporting approach was highlighted as better practice.

At Moore Stephens We:

- Take our responsibility as local government auditors very seriously;
- Consider ourselves the leader in the field;
- Endeavour to ensure we understand the implication of all legislative/regulatory changes as they occur and incorporate them into our audit process to help ensure an effective, complete service and inform audit clients and the industry generally of the impacts;
- Are aware our processes are much more comprehensive than competitors and demonstrate a far greater understanding of the local government operating environment; and
- Believe we have demonstrated this consistently over the past three decades.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Executive Summary (Continued)

Detailed Compliance Component

Local Government (Audit) Regulation 3(b) requires the auditor to include in the audit report, any matters indicating non-compliance with Part 6 of the Act, the Local Government (Financial Management) Regulations 1996 or applicable financial controls in any other written law.

- Our audit procedures are designed to ensure a comprehensive assessment of this mandatory compliance aspect.
- This requirement should not be overlooked and all auditors should understand their statutory obligation in this regard.
- This requirement should be considered when comparing audit proposals.
- **Please note, we are able to provide details of our checklists if you require. Due to specific Intellectual Property rights we have withheld them at this juncture.**

Shire of Northam – Specific Experience

We are very familiar with your Shire having been the appointed auditor for a number of years as well as being the current Incumbent. This provides us with a detailed understanding of your operating environment. Staff members from your Shire have also attended our annual workshop series. Consequently, we are confident you have had first-hand experience of the high level of service, expertise and commitment we are able to deliver.

Experienced Team

Should we be successful with our tender, **Greg Godwin** is the lead audit partner proposed as part of our audit offering and he will be ably supported by our dedicated local government specialist team which includes **David Tomasi** and **Paul Breman**. **Greg** has had 11 years experience providing auditing services specifically to the Shire of Northam and local government in Western Australia.

David and **Paul** have nearly 30 years of experience each in providing audit and advisory services to local government in Western Australia.

As a consequence, we are recognised as a prominent authority on audit and accounting related issues which affect the industry.

The combined knowledge, coupled with the experience gathered by our team, ensures you will receive a quality service which delivers all of the statutory requirements plus additional service value at a reasonable cost.

Our knowledge of the local government industry gathered over three decades at all levels of our firm, helps ensure a low risk, high quality, value for money service.

Value Added Services Specific to the Local Government Industry

Audit Liaison and Guidance

Liaison on audit and accounting issues is not only provided free of charge to audit clients during the year, it is encouraged. We believe by obtaining an answer when it is required, the Council will be more able to provide for an efficient audit process.

We also regularly provide the industry (all local governments) with newsletters containing comment and direction on topical issues.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Executive Summary (Continued)

Value Added Services Specific to the Local Government Industry (Continued)

Model Financial Report, Model Budget and Annual Workshop

A main ingredient of our local government support is our model financial report and model budget which is updated annually.

This has, over the past nineteen years, established a consistent guideline for local governments to follow in respect of statutory reporting obligations. An indication of its worth to the industry is in the number of authorities (clients and non clients) that have adopted the reporting formats it provides and the number who attend the course each year.

This model also forms the basis of our annual workshop series. This addresses topical accounting issues, reporting amendments and provides a forum for local government accounting practitioners to obtain guidance on various accounting related matters.

In response to industry requests to better align with budget timetables, 2015 saw us split the budget module from our May workshop and now present this in February.

We also conduct an annual 'Nuts and Bolts' workshop (November/December) which deals with fundamental local government accounting concepts and is aimed at entry level finance officers.

Specific Local Government Knowledge

Over the course of the past several years, due to our industry knowledge and practical involvement, we were best placed to advise our clients with respect to the many financial changes. These included the changes emanating from Financial Management Regulations 16 (Reserves vested in Council requiring recognition), 17A (mandating of Fair Value) and 50 (Ratios).

We believe this was very evident during the years ended 30 June 2013 and 2014, particularly with respect to Fair Value.

This trend continued for the year ended 30 June 2015 and beyond, as clients continue to deal with these changes as well as requirements associated with Audit Regulation 17.

GST, FBT and Salary packaging Advice

Our local government services division in conjunction with our tax consulting division is also able to provide detailed advice and assistance in the complex areas of GST, FBT and salary packaging. Such advice would be provided at applicable rates.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Relevant Experience

Relevant Local Government and Regional Experience

The firm is the largest auditor of local government in the State and for the year ended 30 June 2015 we were the incumbent auditors of the following thirty nine (39) local governments and regional councils:

City of Albany	Shire of Kellerberrin
Shire of Ashburton	Shire of Lake Grace
Shire of Augusta-Margaret River	Shire of Mt Marshall
Shire of Brookton	Shire of Mukinbudin
Shire of Carnarvon	Shire of Narembeen
Shire of Chapman Valley	Shire of Northam
Shire of Chittering	Shire of Northampton
Shire of Christmas Island	Shire of Quairading
Town of Claremont	Shire of Serpentine-Jarrahdale
Shire of Cocos (Keeling) Islands	Shire of Shark Bay
Shire of Coolgardie	Southern Metropolitan Regional Council
Shire of Coorow	City of Subiaco
Town of Cottesloe	Shire of Three Springs
Shire of Dumbleyung	Shire of Toodyay
Shire of Esperance	Shire of Trayning
Shire of Gingin	Shire of Westonia
Shire of Gnowangerup	Shire of Wongan-Ballidu
Shire of Halls Creek	Shire of Wyndham-East Kimberley
Shire of Irwin	Shire of Yilgarn
City of Kalgoorlie-Boulder	

In the course of the past years we have also provided detailed Financial Management Review services to the majority of our audit clients and other local governments.

Over the past twenty years, we have also conducted an annual workshop which in 2015, was attended by over one hundred (100) local governments from all over Western Australia. These workshops have addressed the Annual Financial Report, Budget, accounting standards, the mandating of fair value, infrastructure assets, cashflow statements, ratio analysis, sustainability and various other topical accounting issues.

We have developed a model financial report and model budget which address all relevant disclosure requirements and attempt to establish a consistent guideline for local governments to follow. These reports are updated annually as disclosure requirements are amended. Each year, the model is purchased by in excess of one hundred and twenty (120) authorities statewide.

In 1999, we developed a strategy to assist local government with the implementation of GST and the firm has a dedicated tax task force to assist Councils in the complex areas of GST and FBT.

We are also the long serving contract provider for WALGA's tax service.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

MINUTES

AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Relevant Experience (Continued)

Relevant Local Government and Regional Experience (Continued)

Since November 1999, we have provided a remote accounting service to many regional remote local governments. This service includes the provision of a full general ledger, monthly and quarterly accounts, principal activity plan, budget, annuals and general accounting assistance. The service has also developed its own suite of software and this is currently used by a number of other municipalities. This software contains a unique rating package we have developed on our own initiative and are presently in development of a new online general ledger to complement our current offering.

In addition to audit and accounting services, we have also provided extensive assistance to local government in the following areas during the past ten years.

- Financial Management Reviews
- Financial Report preparation
- Audit Regulation 17 Reviews
- Statutory Compliance Audits
- Infrastructure Assets advice
- Fair Value Implementation
- Budget Conversion and Assistance
- Ratio Interpretation Assistance
- GST & FBT Advice
- Long Term Financial Plans
- Strategic Plans
- Corporate Business Plans
- Workforce Plans
- Asset Management Plans

As an added service, we also produce and distribute newsletters and accounting updates which address topical issues.

We are a subscriber member of Local Government Managers Australia (LGMA) and an active participant in Institute events. In 2014, we became a Foundation Partner of LGMA having previously been a Principal Partner since the beginning of 2008 and a major sponsor of the annual conference since 2000 as well as other regional conferences and sporting events.

Other Audit Experience

In add addition to our local government audits we have a number of audit engagements in the following categories:

- Listed Entities
- Other Public Entities
- Large Private Companies
- Foreign Amount Companies
- Indigenous Organisations
- Significant Not-For-Profit Organisations

Our base of audit clients and our experience in commercial enterprises gives us exposure to contemporary approaches in:

- Management;
- Data collection;
- Receivables and collection systems;
- Infrastructure asset recording and management; and
- Labour force management.

We offer the benefit of this exposure in our audit of systems and policies and deliver these benefits as part of our core service.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016



Greg brings the necessary local government experience, expertise and knowledge to help ensure an efficient, effective and value for money service

Qualifications

Bachelor of Commerce and Accounting
Chartered Accountant
Registered Company Auditor
Registered Self-Managed Superannuation Fund Auditor

KEY PERSONNEL

Greg Godwin

Audit Partner

Role:

- Audit and Assurance Partner

Relevant Experience

- Broad range of experience across all industry sectors
- Commenced his own practice, Godwin & Co Chartered Accountants, in 1997 building it to a successful ten person practice before migrating to Australia in 2005
- Has over 11 years of extensive exposure to the local government industry in Western Australia
- Currently the engagement Partner for approximately half of the firm's local government audit clients and has a number of corporate clients that add to his experience and skills

Industry Papers Presented

Greg has presented a number of Papers covering industry specific matters

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016



David's specific local government knowledge and experience helps provide added quality to the audit process

Qualifications

Bachelor of Commerce (UWA)
Chartered Accountant (Fellow)
Registered Company Auditor
Registered Tax Agent
Registered Co-operative Company Auditor
Registered Self-Managed Superannuation Fund Auditor

KEY PERSONNEL

David Tomasi

Audit Partner

Role:

- Partner in charge of the **Audit and Local Government Divisions**
- Quality Control Leader
- Engagement Partner (including Local Government Audit and Consulting engagements)

Relevant Experience

- Commenced his career as an Auditor in 1986
- Broad range of experience across all industry sectors including five years with a "big 4" accounting firm and twelve months in the UK
- Extensive local government experience since 1990, including development of the firm's local government methodology and approach and being engagement partner on a significant number of our local governments spanning three decades
- Facilitated Strategic Plans at two local government authorities
- Involved in numerous special investigations and consulting engagements
- Presented all of the firm's workshops (since inception in 1995)
- Previously a member of the DLGRD's Financial Reporting Working Party, which, amongst other things, was charged with the review of the Financial Management Regulations to ensure consistency with recent changes to Australian Accounting Standards (AIFRSs) and providing guidance on other financial reporting matters
- Has a genuine affinity and empathy with regional Western Australia

Industry Papers Presented

David has presented many Papers covering industry specific matters, including:

Asset Management, Cash Flow Statements, Local Government Audit and Accounting, IFRS, Fair Value, Reporting, ROMAN II and Cloud Computing.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016



Chai's wide local government audit experience adds further skills and experience to our audit team

Qualifications

Bachelor of Accounting and Finance
Chartered Accountant
Registered Company Auditor

KEY PERSONNEL

Wen-Shien Chai

Audit Engagement Partner

Role:

- Audit and Assurance Partner

Relevant Experience

- Commenced his career as an Auditor in 1996
- Migrated to Australia from Malaysia at the end of 2002 after 8 years in various audit roles
- Admitted as an Australian Chartered Accountant in 2008
- Has worked across a wide range of clients and industry groups
- Joined Moore Stephens in May 2007, managing a varied client base and has engagement partner responsibility for a significant number of Local Governments

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016



Paul's experience and "hands-on" knowledge is widely recognised in the Industry

Qualifications

- Bachelor of Business
- Certified Practising Accountant (CPA Australia)
- Diploma in Local Government (C)

KEY PERSONNEL

Paul Breman

Local Government Services Partner

Role:

- Local Government Partner
- Responsibility for our Remote Accounting Services, IT Solutions and all consulting engagements

Relevant Experience

- Involved in the Local Government industry for nearly 30 years
- Previously held positions at a variety of local governments in WA ranging from large metropolitan Councils such as the City of Melville to small rural local governments such as the Shire of West Arthur
- Joined Moore Stephens in 2007 from the position of Executive Manager of Corporate Services, Shire of Esperance
- A Certified Practising Accountant with an in-depth knowledge of local government accounting and governance practices
- An active member of the Department's Financial Management Working Party
- An LGMA Finance Managers Group committee member
- Recipient of numerous financial management awards including the WA Public Sector CPA of the Year 2001

Key Skills

- Brings to the firm a rare strength of local government experience which demonstrates the firm's long term commitment to the Industry
- Detailed knowledge of the industry adds depth and understanding to all of our local government audit engagements

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016



Russell has a wide ranging local government experience built on a significant number of years both as an auditor and now a consultant.

Qualifications

Bachelor of Commerce
Graduate Diploma in Computer Studies

KEY PERSONNEL

Russell Barnes

Local Government Services Partner

Role:

- Local Government Partner
- Engagement Partner on all consulting engagements

Relevant Experience

- Involved with the Local Government industry for nearly 10 years.
- Has been with Moore Stephens since 2007.
- A detailed working knowledge of local government governance, administrative and financial aspects from his time as both an auditor and consultant.

Key Skills

- Russell adds to the firms experience which reinforces our long term commitment to the Industry

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Approach/Methodology

Audit Plan

As previously discussed it is envisaged our audit will be conducted in two visits.

An interim visit in the March to May period of the year and a final visit once you are ready for our year end procedures. The ultimate goal is to ensure all procedures are completed by your required deadline in any given year.

Our audit procedures will also involve a planning phase which will be undertaken prior to or at the commencement of our interim procedures.

During our interim visit we will perform the bulk of our systems and compliance testing with a view to helping you correct any areas of non-compliance prior to year end.

Our year end procedures are mainly focused at substantively verifying year end balances and ensuring that disclosure requirements are met and the annual financial report is correctly stated. They will also include an update/follow up of systems and compliance issues investigated/raised during our interim visit.

Further information with respect to our audit methodology can be found at Appendix 1 of this proposal.

Scope/Approach

Our audit will be carried out in accordance with Australian Auditing Standards, Auditing Guidance Statements, the Local Government Act 1995 ("the Act") and accompanying Regulations.

Procedures are designed to ensure your specifications and the Minimum Standard Audit Specification as per the Department of Local Government and Regional Development's Operational Guideline Number 9 are met. These include the critical audit areas as follows:

- Revenue
- Expenditure
- Current Assets
- Investments
- Non Current Assets
- Liabilities
- Reserve Funds
- Contingent Assets/Liabilities
- Capital Commitments
- Governance and Control
- Financial Statements
- Statement of Cash Flows
- Statutory Obligations
- Accounting Policies and Notes to the Financial Statements
- Budget compliance with respect to timing, format and the previous year's final audited position
- Financial ratios required by the Financial Management Regulations
- GST /FBT Compliance

As part of these procedures we will undertake testing to:

1. Assist us in forming an opinion as to whether:
 - (a) the accounting records are reliable and adequate as a basis for the preparation of the financial statements;
 - (b) the accounts are properly kept;
 - (c) the annual financial report;
 - (i) is prepared in accordance with the financial records; and
 - (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with:
 - *Australian Accounting Standards*;
 - the *Local Government Act 1995* (as amended);
 - the *Local Government (Financial Management) Regulations 1996* (as amended); and
 - other mandatory professional reporting requirements.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Approach/Methodology (Continued)

Scope/Approach (Continued)

- (d) there are any material matters indicating a significant adverse trend in the financial position or the financial management practices of the Shire;
- (e) there are any matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written laws;
- (f) details of whether information and explanations were obtained by the auditor;
- (g) a report on the conduct of the audit; and
- (h) the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions

Our audit procedures are designed to ensure a comprehensive assessment of this mandatory compliance aspect in relation to points 1(d) and (e) above (as required by Local Government (Audit) Regulation 3(b)).

From experience we are aware our processes are much more comprehensive than our competitors and demonstrate a far greater understanding of the local government operating environment.

This requirement should not be overlooked and all auditors should understand their statutory obligation in this regard.

We take our responsibility as local government auditors very seriously, consider ourselves the leader in the field and believe we have demonstrated this consistently over the past three decades.

Please note, we are able to provide details of our checklists if you require. Due to specific Intellectual Property rights we have withheld them at this juncture.

1. All bank and cash balances will be subject to third party confirmation and tests will be undertaken to ensure investments are made in accordance with legislation.
2. Examine the Shire's receipting function and perform detailed testing as considered necessary;
3. Examine money owing to the Shire including testing recoverability, follow up procedures and compliance with relevant legislation;
4. Review payment vouchers (including credit card transactions) and ensure appropriate procedures exist in respect to authorisation and payment of accounts as well as detailed testing as considered necessary;
5. Perform a review of controls surrounding payroll and staff leave records and perform detailed testing as deemed necessary;
6. Review of rating records including rate imposition, valuations, compliance with legislation and detailed testing as required;
7. Review all borrowing transactions to ensure they have been conducted in accordance with the Act;
8. Review reserve transactions to ensure compliance with the legislation;
9. Review asset register and perform testing on ownership, additions and depreciation calculations to determine accuracy and if in accordance with Shire policies;
10. Review all transactions involving land and other property to ensure legislative requirements are complied with and the Shire has right of occupancy;

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Approach/Methodology (Continued)

Scope/Approach (Continued)

11. Review agreements where the Shire has leased land to third parties and help ensure compliance with relevant legislation in respect of them;
12. Review of the budget and related processes to ensure compliance with the Act and accompanying regulations;
13. Review of all minutes of Council meetings (and Committees if applicable) to help determine items of audit interest and compliance with the Act and accompanying regulations; and
14. Examine tenders to ensure compliance with the Act and accompanying regulations.

As part of our audit procedures, we will also review the Asset Management Plans and Long Term Financial Plans to ensure they have been completed in accordance with statutory requirements, and review the net current assets brought forward from the previous year reported in the annual budget.

It should be appreciated the areas detailed above are not exhaustive. Our audit procedures will examine other areas as deemed appropriate in order we can form an opinion on the financial statements of the Shire and make comments in regard to the accounting systems and procedures in place.

Our final visit is scheduled to:

- be mutually convenient;
- be within 30 days of being advised the accounts and annual financial report are available for audit; and
- enable you to meet your deadline (subject to your audit readiness).

An exit interview will be performed at the conclusion of our audit field work.

We will also liaise with staff to ensure meetings with the CEO, Council and/or the Audit Committee occur as required. In accordance with the Act and Regulations, this may be by electronic means.

Our audit fee is based on the current above-mentioned scope requirements. In the event of a significant change in the required scope the audit fee may be re-negotiated.

We require the Shire to maintain adequate accounting records and prepare the annual financial report in accordance with applicable accounting standards.

We will send an audit requirements letter summarising our information requirements for the audit prior to our final visit.

Providing all necessary information is made available to us as required, we undertake to issue our audit report and management report by the required deadline (as determined each year) and further undertake to provide such reports to the Council and Minister as required.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Pricing

In detailing our fee structure, we wish to draw your attention to our Executive Summary section and the specific parts of this proposal we have highlighted in bold red text.

We pride ourselves on providing what we consider is the highest level of review amongst local government audit service providers to ensure we meet our statutory obligations as auditor of your Shire as well as the value add you need to assist the most efficient and effective allocation of Shire resources. We take our responsibility in this regard very seriously and consider ourselves the leader in the field.

Our fee quotes for the provision of audit services are as follows:

SHIRE OF NORTHAM

YEAR	YEAR ENDED	FEE QUOTE	TRAVEL	APPLICABLE	TOTAL
			COSTS	GST	(GST INCLUSIVE)
		\$	\$	\$	\$
1	30 June 2016	20,000	400	2,040	22,440
2	30 June 2017	20,500	450	2,095	23,045
3	30 June 2018	21,000	500	2,150	23,650

The fees and time quoted are inclusive of travel related expenses as detailed above.

Reasonable accommodation and incidental expenses (based on our internal "Travel Expenses Policy") will be charged in addition to the fees quoted above and will be invoiced at cost to the Shire.

The above fees are also based on the nature of each engagement being "clean" and on the assumption all information requirements are met (prior to our year end visit an information requirements letter is sent). They also assume no major accounting or system weaknesses are encountered which would require any abnormal additional investigation and testing.

Should engagement conditions vary or the level of operations of the Shire vary significantly from those upon which we have based our quotation, we reserve the right to renegotiate the fee for any given year (subject to mutual agreement).

Please note, the above fees quoted do not include any fee associated with the **engagement partner meeting with the audit committee** as this is dependent on the particular forum adopted each year. This fee will be subject to separate negotiation once the manner of the meeting is determined each year. As a minimum, a fee of \$500 will apply for preparation and attendance on a telephone conference. **If the meeting was timed to coincide with a scheduled audit visit, no additional charge would be made.**

If satisfactory to Council, we would propose the fee be billed in two equal instalments, after our interim visit and following completion (sign off) of each year's audit.

Any additional work in the form of accounting assistance or other services outside the scope of the audit function will be subject to a separate fee to be agreed upon with you prior to the work being undertaken.

Price Variation Mechanism

Our price increases are not based on any indexation. They are firm fixed prices in relation to each year as detailed above.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Pricing (Continued)

Certifications/ Acquittals (Including Roads to Recovery and Pensioner Deferred Rates)

Other certifications/acquittals are considered to be outside the scope of our normal audit function as both the number and the scope of work varies significantly from acquittal and from year to year.

If all details are prepared for us and we are able to complete with a minimum of fuss, our charges typically fall in the \$500 to \$1,500 (GST exclusive) range per certification/acquittal (at current indicative rates) and we are very willing to quote a fixed amount prior to commencing each certification.

As a general guide, for a general quote, the fee for the majority of the acquittals we certify are in the \$800-\$1,000 (GST exclusive) range.

It should be noted, our firm has a dedicated acquittals section which has oversight by **David Tomasi** and is managed by **Andries Bekker**. The sole focus of the section is the audit certification of funding acquittals.

David and **Andries** have developed a strong working relationship with key funding bodies. In particular, we have direct contact with Alan Chisholm at the (Federal) Department of Infrastructure and Regional Development (Roads to Recovery) and officers within the (State) Department of Regional Development (CLGF/Royalties for Regions)

This dedicated section and line of communication now makes for a much more efficient acquittals process with faster turnaround times.

The completion of acquittal certifications does not depend on staff being available from other engagements.

Indicative Costs for Additional Services

The hourly rate for additional services depend upon the level of advice required. It is difficult to commit a firm per hour price until the exact extent of the level of advice and work required is known.

As at 1 July 2015, indicative rates for this type of work are as follows:

	PER HOUR (GST EXCLUSIVE)	
	\$	
Partner	450 - 600	
Associate Director	350 - 400	
Manager	250 - 300	
Senior	180 - 200	
Intermediate	140 - 180	(bulk of acquittal work at this level)
Graduate	120	

We further undertake to provide an estimate of hours and staff level required based on the scope of each task prior to commencement in each instance.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Hours and Staffing

Financial Statement Audit

Estimated hours are as follows:

INTERIM VISIT		
Partner	6	
Manager/Supervisor/Senior/Intermediate/Graduate	42	(predominately on site)
Planning/Secretarial	2	
	<u>50</u>	
FINAL VISIT		
Partner	8	
Manager/Supervisor/Senior/Intermediate/Graduate	54	(predominately on site)
Planning/Secretarial	2	
	<u>64</u>	
TOTAL HOURS	114	

It should be appreciated our audit team has a wealth of Local Government experience.

This is due largely to the wealth of local government experience provided by our service team and the fact the Engagement Partner is actively involved in the industry and fieldwork.

In addition to the hours above, our Partner and Manager spend additional time to ensure the audit is appropriately supervised.

Our experience and approach when coupled with our service level, provides a very efficient and effective audit process.

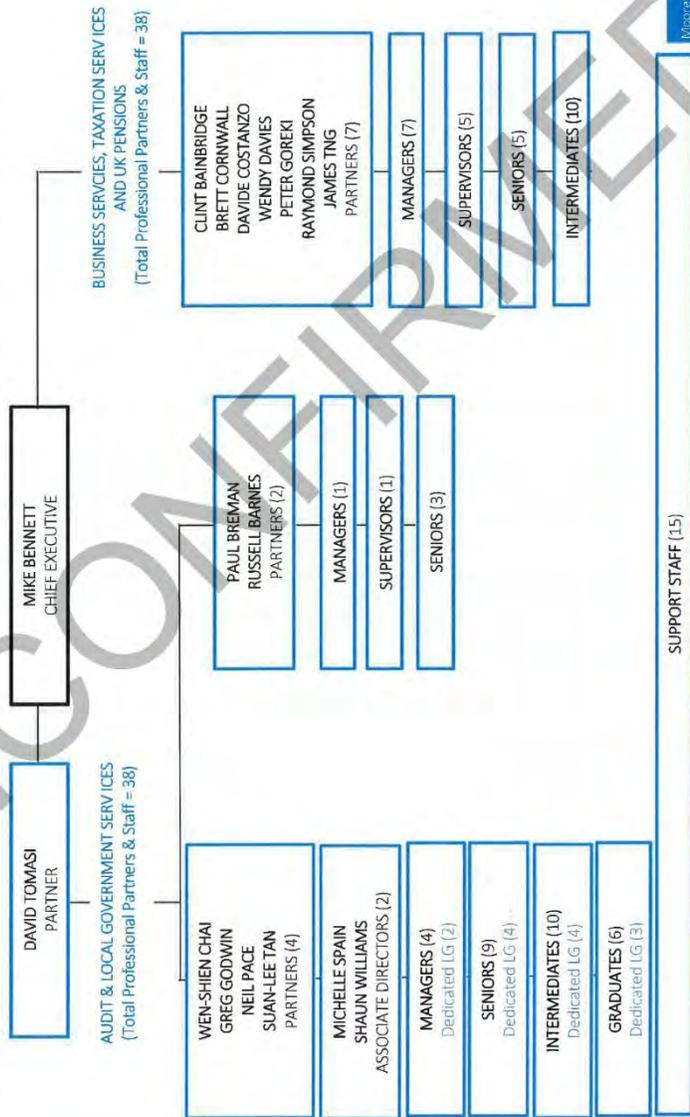
Please note: the above hours also ignore travel time to and from the Shire premises. This travel time is in addition to the hours as detailed above.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Organisational Structure

As detailed in this document, Moore Stephens and the firm's key personnel have developed a wealth of experience in local the government. The size of the firm (in numbers and experience) also allows flexibility and will ensure we are able to complete the engagement in your required timeframe.



SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Quality Assurance

The firm takes a three-tiered approach to quality assurance:

- Project Specification
- Staff Selection
- Quality Reviews

All review projects are designed and documented before commencement to ensure the objectives of our client are specifically addressed and our methodology is understood. The document is approved prior to commencement of fieldwork.

The Partners and senior staff have had extensive experience in auditing, gained by employment in and exposure to large international auditing firms, both in Australia and overseas, and are conversant with modern audit techniques and methodology. Partners and senior staff of the firm have significant experience in the conduct of internal and external audits in commercial and public authorities.

Partners and staff attend ongoing in-house staff training, national and international conferences and commercially run seminars.

Field operatives and supervising personnel are selected on the basis of their experience in the project subject matter and their ability to add value to the final project outcome.

The work is conducted and documented in accordance with the standards of the Institute of Chartered Accountants. All work completed is progressively reviewed by staff at different levels to ensure the end product meets our high standards. The engagement partner reviews the completed files before final clearance is given. Draft reports of findings and recommendations are discussed with senior management of our clients before final submission to ensure that findings and reporting context are accurate.

Being a firm of Registered Company Auditors operating on public interest entities, we are subject to robust oversight by the Australian Securities and Investment Commission (ASIC) as well as the Public Company Accounting Oversight Board (PCAOB) the US equivalent regulator.

We have undergone a review by both of these regulators in the recent past and both reviews returned satisfactory findings.

These reviews are conducted in three to five year intervals.

The quality review process is further enhanced by a peer review conducted by Chartered Accountants Australia and New Zealand (CAANZ) practice reviews program. Our last practice review under the program found our audit files complied with the Institute's quality requirements.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

Other

DISCLAIMER

Moore Stephens, Perth carries on business separately and independently from other Moore Stephens member firms around Australia and worldwide.

Services provided under this engagement are provided by Moore Stephens Perth and not by any other independent Moore Stephens member firm. No other independent Moore Stephens member has any liability for services provided by other members.

TERMS AND CONDITIONS

Unless otherwise agreed in writing, Moore Stephens' standard terms concerning billings and fees will apply.

CONFIDENTIALITY

The information contained in this proposal is confidential and cannot be conveyed to any party other than the party to which it is directed.

CONFLICTS OF INTEREST

The firm is not aware of any existing or potential relationship, transaction or holding that would compromise its objectivity in the conduct of the services envisaged in this contract. Should the possibility of a perceived or actual conflict arise the matter would be raised with the Chief Executive Officer immediately and activities suspended until the issue was resolved to your satisfaction.

MOORE STEPHENS

Level 15 Exchange Tower
2 The Esplanade
PERTH WA 6000

PO Box 5785
St Georges Terrace WA 6831

Phone +61 (0)8 9225 5355
Fax +61 (0)8 9225 6181
Email dtomasi@moorestephens.com.au

ABN 16 874 357 907

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

APPENDIX 1: Audit Methodology

AUDIT SERVICES

Our audit will be carried out in accordance with Australian Auditing Standards with an objective of expressing an opinion on the financial statements of the entity.

1. OBJECTIVES OF THE AUDIT

The audit would be designed to achieve the following objectives:

- To enable us to express an opinion on whether the financial statements show a true and fair view of the results for the year and the financial affairs at year end.
- Whether we can be satisfied with implicit management assertions in respect of the financial statements in regard to the following:
 - Occurrence;
 - Completeness;
 - Validity;
 - Measurement;
 - Compliance;
 - Ownership; and
 - Presentation and disclosure
- To review the systems of internal controls (including a review of work undertaken by the internal auditor, if applicable) to determine whether they appear adequate to:
 - Safeguard the assets and funds of the entity;
 - Provide reasonable assurance of effective and efficient operations;
 - Provide reasonable assurance of compliance with laws and regulations, and
 - Provide reasonable assurance as to reliability of financial data and reports.

2. AUDIT PLAN

The firm's audit will be planned in accordance with Australian Auditing Standard ASA300 "Planning an Audit of a Financial Report" and ASA320 "Materiality in Planning and Performing an Audit" to enable us to conduct an effective audit in an efficient and timely manner. Our plan will be based on our knowledge of the client's activities and our evaluation of the risk base activities of the entity in accordance with ASA315 "Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and its Environment". This will be developed and revised as considered necessary during the course of the audit. The emphasis of our audit will focus on the significant risk areas while also ensuring that the entity complies with all legislative and funding requirements.

Our audit planning stage covers the following procedures:

- Obtaining knowledge of the client's current activities, accounting system, policies and internal control procedures, including the internal audit and audit committee functions (if applicable);
- Determining materiality levels in accordance with Australian Auditing Standards ASA320 "Materiality in Planning and Performing an Audit";
- Assessing inherent risk and relating this assessment to material account balances and classes of transactions at the assertion level;

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

APPENDIX 1: Audit Methodology (Continued)

AUDIT SERVICES (CONTINUED)

2. AUDIT PLAN (CONTINUED)

- Obtaining an understanding of the internal control structure. Evaluating the operation of the internal control structure and making a preliminary assessment of control risk. This assessment of control risk will determine the nature, timing and extent of other audit procedures;
- Evaluation of the effectiveness and efficiency of controls and systems;
- Determining and programming the nature, timing and extent of the audit procedures to be performed, and
- Consideration of opening balances in accordance with ASA510 "Initial Audit Engagements – Opening Balances".

3. RISK ASSESSMENTS AND INTERNAL CONTROLS

A review will be made of all significant areas of the client's operations to determine the risk.

Audit risk has three components:

- Inherent risk – (the risk that material errors will occur);
- Control risk – (the risk that the system of internal control will not prevent or detect misstatement);
- Detection risk – (the risk that the substantive audit procedures will not detect misstatement in account balances and or class of transactions.)

Our audit is planned to achieve an appropriate acceptable level of audit risk. From the preliminary assessment of control risk (in conjunction with the assessment of inherent risk) the appropriate detection risk to accept for financial report assertions will be determined.

This stage will also consider ASA240 "The Auditor's Responsibilities Relating to Fraud in an Audit of a Financial Report" and the audit plan will be amended if necessary.

4. SCOPE

- 4.1 The scope of the audit is determined in accordance with our assessment of the audit risk, Australian Auditing Standards and relevant legislative requirements as applicable.
- 4.2 The audit will be planned to adequately cover all material aspects of the client that are relevant to us forming an opinion on the truth and fairness of the financial report presented by the governing body.

5. APPROACH TO KEY AUDITABLE AREAS AND ACTIVITIES

- 5.1 Key auditable areas and activities determined in planning stage from:
 - knowledge of client's business;
 - materiality; and
 - risk assessment.
- 5.2 Audit procedures and tests would be developed to form an opinion on the assertions by management either explicitly or implicitly of each key auditable area and activity.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

APPENDIX 1: Audit Methodology (Continued)

AUDIT SERVICES (CONTINUED)

5. APPROACH TO KEY AUDITABLE AREAS AND ACTIVITIES

5.3 These assertions can be categorised as follows:

- Existence or Occurrence – audit procedures would determine whether reported assets and liabilities actually existed at balance date, and transactions reported in the income statement actually occurred during the period covered.
- Completeness – audit procedures would determine whether all transactions and accounts that should be included in the financial report is included, and there are no undisclosed assets, liabilities or transactions.
- Rights and Obligations – audit procedures would determine whether the entity owns and has a clear title to the assets, the liabilities are obligations of the entity, and the entity was actually a party to reported transactions.
- Valuation or Allocation – audit procedures would determine whether the assets and liabilities are valued properly, and the revenues and expenses are measured properly.
- Presentation and Disclosures – the financial report will be reviewed in detail to ensure the assets, liabilities, revenues and expenses are properly described and disclosed on the financial report.

5.4 As part of these procedures the following will be completed:

- Third party confirmations will be obtained to verify all major assets and liabilities.
- The financial report will be analytically reviewed and all individual assets, liabilities and profit and loss items within a material variance will be investigated and satisfactory explanation obtained.
- Financial report will be reviewed to ensure compliance with all legislative requirements and Australian Accounting Standards.
- Review of post balance date events, contingent liabilities and capital commitments.
- Consideration will be given to the future viability of the entity including the ability to pay its debts as and when they become due and payable, and whether the basis of preparing the financial report on the going concern concept is relevant.

6. REPORTING

• Management Reports

- (i) Any significant and/or unusual developments arising during the course of our examinations would be firstly communicated immediately to the Chief Financial Officer or equivalent.
- (ii) Our management report would detail all issues of major significance observed during the course of the audit. These reports would set out particulars of:
 - i. material errors or breaches of the client's policies and procedures;
 - ii. instances where the group fails to comply with appropriate legislation;
 - iii. acts of lack of proprietary or probity;
 - iv. failure to maintain proper accounts and records;
 - v. failure to operate key controls over its activities; and

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

APPENDIX 1: Audit Methodology (Continued)

AUDIT SERVICES (CONTINUED)

6. REPORTING (CONTINUED)

- **Management Reports (continued)**

- vi. matters related to the efficient and effective operations of the organisation noted during the course of the audit.

All reports would be discussed in detail with appropriate officers before being released.

- (iii) All management reports would be addressed to the President (as required by the Act) and a copy sent to the Chief Executive Officer.

- **Independent Audit Reports on Financial Statements**

Audit opinions on the financial statements would be provided after completion of the audits i.e. after the receipts of all confirmations, letter of representations and the signing of the financial statements by nominated staff members.

The audit opinions would be in the form required by Australian Auditing Standards and statutory requirements.

UNCONFIRMED

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
AUDIT COMMITTEE MEETING HELD ON 8 MARCH 2016

8. DECLARATION OF CLOSURE

There being no further business the Presiding Officer declared the meeting closed at 5.40pm.

"I certify that the Minutes of the Audit Committee meeting held on Tuesday, 8 March 2016 have been confirmed as a true and correct record."

_____ Presiding Officer

_____ Date

UNCONFIRMED

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

11.7 RECEIPT OF MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING

RECOMMENDATION

That Council receives the minutes of the Community Safety Committee Meeting held on 19 February 2016.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Shire of Northam
Heritage, Commerce and Lifestyle

SHIRE OF NORTHAM

**MINUTES OF THE
COMMUNITY SAFETY COMMITTEE MEETING
HELD ON
19 FEBRUARY 2016**

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
COMMUNITY SAFETY COMMITTEE MEETING HELD ON 19 FEBRUARY 2016

TABLE OF CONTENTS

1.	OPENING AND WELCOME	4
2.	DECLARATION OF INTEREST	4
3.	ATTENDANCE	4
4.	APOLOGIES	5
5.	ELECTION OF PRESIDING MEMBER	5
6.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
7.	AGENDA ITEMS	5
	8.1 POLICE ACTION ON DRUG HOUSES IN THE SHIRE OF NORTHAM	5
	7.1 COMMUNITY SAFETY AND CRIME PREVENTION PLAN	6
	7.2 ALCOHOL AND OTHER DRUGS MANAGEMENT PLAN	8
8.	OTHER BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE COMMITTEE	9
9.	DATE OF NEXT MEETING	9
10.	DECLARATION OF CLOSURE	9

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
COMMUNITY SAFETY COMMITTEE MEETING HELD ON 19 FEBRUARY 2016

**Minutes of the Community Safety Committee Meeting held in the Council
Chambers on Friday, 19 February 2016 at 2.00pm**

DISCLAIMER

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

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

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
COMMUNITY SAFETY COMMITTEE MEETING HELD ON 19 FEBRUARY 2016

1. OPENING AND WELCOME

In absence of the Chairperson Ms Rose Power, the nominated Chairperson Mr Denis Beresford declared the meeting open at 2.10pm.

2. DECLARATION OF INTEREST

Parts of Division 6 Subdivision 1 of the Local Government Act 1995 requires Council members and employees to disclose any direct or indirect financial interest or general interest in any matter listed in this agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter being discussed.

NB A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the disclosed matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

There were no declarations of interest for this meeting.

3. ATTENDANCE

MEMBERS

Councillor	D G Beresford
Councillor	J Williams
Councillor	C Davidson
Executive Manager Community Services	Ross Rayson
Northam Police	Geoff Dixon
Department of Housing	Attila Mencshelyi
Health Representative	Greg Bentley
Community Representative	Margaret O'Reilly
Community Representative	Terry Munday
Local Drug Action Group	Kendra Grace
Local Youth Service Representative	James West
Department Sport and Recreation	Jenifer Collins
Department Education	Sharon Bray

EX-OFFICIO MEMBERS

Community Development Officer	Michelle Blackhurst
Department Child Protection and Family Support	Dawn Lamperd
Main Roads Western Australia	Elizabeth Davies

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
COMMUNITY SAFETY COMMITTEE MEETING HELD ON 19 FEBRUARY 2016

4. APOLOGIES

LDAG	Rose Power
Northam Chamber of Commerce	Max Hubble
Northam Roadwise Committee	Cliff Simpson

5. ELECTION OF PRESIDING MEMBER

In accordance with section 5.12 of the Local Government Act 1995. The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2.

Should the presiding member not be available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.

OUTCOME

Cr Julie Williams was nominated by Cr Denis Beresford. Cr Williams accepted the nomination. There were no further nominations.

Cr Beresford declared Cr Williams elected as the Shire of Northam Community Safety Committee Presiding Member, and Cr Williams took the Chair.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

Minute No: CSC.020

Moved: Cr Denis Beresford
Seconded: Senior Sergeant Geoff Dickson

That the minutes of the meeting held Thursday, 27 August 2015 be confirmed as a true and correct record of that meeting.

CARRIED 13/0

7. AGENDA ITEMS

8.1 POLICE ACTION ON DRUG HOUSES IN THE SHIRE OF NORTHAM

Item 8.1 was brought forward due to the inability of Senior Sergeant Geoff Dickson to attend to the close of the meeting.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
COMMUNITY SAFETY COMMITTEE MEETING HELD ON 19 FEBRUARY 2016

Mrs Michelle Blackhurst presented questions to Senior Sergeant Geoff Dickson that were received from Committee members via email in the days leading up to the meeting.

Question: What is the current Police action on drug houses in the Shire of Northam?

Senior Sergeant Geoff Dickson advised that there is a focus on a number of houses in Northam and there are currently a number of ongoing operations. There are an increased number of high visibility patrols taking place day and night. Senior Sergeant Dickson said that there has been a large amount of direct intervention, some of which will yield quick results and some will take longer as the Police build the judicial record. Generating a drug warrant is not simple as it requires evidence. Information from the community is valuable and it is all used to build that judicial record.

Cr Chris Davidson raised the question: What is the current Policing situation in Wundowie? He explained that he had experienced an inconsistency of Police presence in Wundowie and wanted to clarify the reasons why.

Senior Sergeant Geoff Dickson advised that the Wundowie Police Station was not managed through the Northam Police Station so he was unable to provide an update on the matter. Senior Sergeant Dickson suggested that an Officer in Charge of the Wundowie Police Station would soon be available in a permanent capacity and he would recommend that the Community Safety Committee invites this person to attend future meetings.

7.1 COMMUNITY SAFETY AND CRIME PREVENTION PLAN

Name of Applicant:	Shire of Northam
Name of Owner:	Shire of Northam
File Ref:	1.3.12.1
Officer:	Ross Rayson
Officer Interest:	N/A
Policy:	N/A
Voting:	N/A
Date:	17 February 2016

PURPOSE

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

BACKGROUND

The data from the previous Plan has now been reviewed and this along with the results from the Community Perception Survey, the Community Perception focus groups,

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
COMMUNITY SAFETY COMMITTEE MEETING HELD ON 19 FEBRUARY 2016

statistical data and feedback from Committee members and other stakeholders, a simple action based Community Safety Strategy has been developed and is in draft format.

The CSCP Plan 2016-2020 has brought all of the current data together to help the Committee to understand 'What is the Northam story'. This will help the Shire of Northam to reconcile where the facts and the perceptions differ. Available for viewing at the meeting is:

- Community Safety and Crime Prevention Action Plan Draft
- Community Perception Survey
- Community focus group report – Improving Community Safety

The Community Safety Committee are well positioned to provide advice on the draft Plan.

STATUTORY REQUIREMENTS

N/A

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

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

STRATEGY: Provide an environment that enhances and builds on the liveability of the Shire.

BUDGET IMPLICATIONS

N/A

OFFICER'S COMMENT

The Committee was provided with a copy of the Community Safety and Crime Prevention Plan and Mrs Michelle Blackhurst, together with Senior Sergeant Geoff Dickson spoke on the development of the Plan.

Senior Sergeant Dickson explained to the Committee that there was not a requirement for the Plan to be as detailed as the previous Community Safety and Crime Prevention Plan and that the Shire of Northam and the Northam Police have been working collaboratively to simplify the Plan and make it more relevant and achievable.

The Community Safety and Crime Prevention Plan is a living document and the intention is for this document to be updated as actions are completed and new actions are introduced.

Mrs Michelle Blackhurst asked that the Committee review the initial draft of the Plan and advise additional actions that could be included, whether the actions be existing projects that are already being delivered in the Shire of Northam, or new initiatives that the Committee would like to implement.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
COMMUNITY SAFETY COMMITTEE MEETING HELD ON 19 FEBRUARY 2016

7.2 ALCOHOL AND OTHER DRUGS MANAGEMENT PLAN

Name of Applicant:	Shire of Northam
Name of Owner:	Shire of Northam
File Ref:	1.3.12.1
Officer:	Michelle Blackhurst
Officer Interest:	N/A
Policy:	N/A
Voting:	Simple Majority
Date:	17 February 2016

PURPOSE

To develop an Alcohol and Other Drugs Management Plan (AODMP).

BACKGROUND

The first AODMP has now been endorsed. This has included a number of meetings with the Drugs and Alcohol Office and stakeholders participating in a workshop to gather information for the plan.

The AODMP is a plan that articulates what will happen at a local level to create change in the identified issue.

STATUTORY REQUIREMENTS

N/A

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

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

STRATEGY: Provide an environment that enhances and builds on the liveability of the Shire.

BUDGET IMPLICATIONS

N/A

OFFICER'S COMMENT

Ms Kendra Grace from Holyoake advised that the Northam Shire Alcohol and Other Drugs Management Plan was endorsed and launched today. The Plan was developed through collaboration with a number of local key stakeholders.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
MINUTES
COMMUNITY SAFETY COMMITTEE MEETING HELD ON 19 FEBRUARY 2016

The Alcohol and Other Drugs Management Plan was a key action of the Community Safety and Crime Prevention Plan and it will assist the community to work together to achieve change.

Mr Ross Rayson congratulated Ms Kendra Grace and the AODMP Committee on their achievement in developing the Plan.

8. OTHER BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE COMMITTEE

Mr Attila Mencshelyi, representing the Senior Managers Forum spoke on youth engagement in the Shire of Northam and the Wheatbelt region. The Senior Managers Forum feel that the lack of youth engagement is having a large impact on community safety and crime prevention and they would like to see some linkages forged between the Shires to apply for funding collaboratively. Mrs Michelle Blackhurst will search for possible funding opportunities and advise the committee when funding becomes available. In addition to this contact will be made with other Wheatbelt Shires to determine what they currently have in place to engage their youth.

Mrs Michelle Blackhurst will forward to the group the list of existing youth engagement opportunities in the Shire of Northam and asks that the group advise of any updates that are required.

9. DATE OF NEXT MEETING

The next meeting will take place on Friday, 15 April 2016 at 2pm.

10. DECLARATION OF CLOSURE

The meeting was officially closed at 3.10pm.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

12. ANNOUNCEMENTS BY THE PRESIDING OFFICER WITHOUT DISCUSSION

12.1 PRESIDENTS REPORT – ORDINARY COUNCIL MEETING – WEDNESDAY, 16 MARCH 2016

<u>Visitations and Consultations:</u>	
19/2/16	WALGA Avon Midlands Country Zone meeting in Calingiri
23/2/16	Recreation plan review workshop
24/2/16	WALGA chairing a meeting webinar
24/2/16	Shire Councillor quarterly strategic meeting
25/2/16	ABC Regional Radio interview
2/3/16	Radiowest fortnightly interview
3/3/16	Meet with Minister Simpson in his local government capacity
3/3/16	Integrated Planning and Reporting Framework review workshop
3/3/16	Hot Air Ballooning World Record meeting
4/3/16	Schools “Clean Up Australia” day
6/3/16	National “Clean Up Australia” day
8/3/16	Proposed Audit Committee meeting
9/3/16	Commonwealth Bank economic update forum at the Country Club
11/3/16	Northam Men’s Shed dinner
15/3/16	Bakers Hill community consultation meeting
16/3/16	Radiowest fortnightly radio interview
<u>Upcoming Events:</u>	
19-20/3/16	Relay for Life event
20/3/16	Black Dog motorcycle ride event
23/3/16	Proposed meeting with speedway interest
30/3/16	Radiowest radio interview
1/4/16	CY O’Connor Institute graduation dinner event
2/4/16	Northam Festival of Speed day 1
3/4/16	Northam Festival of Speed day 2
4/4/16	AROC meeting
6/4/16	Grass Valley community visit proposed
7/4/16	Wheatbelt conference in Narrogin day 1
7/4/16	Wheatbelt conference day 2

Strategic matters

Integrated Planning and Reporting Framework (IPRF) review

A review into the IPRF is underway by the State Government. The review is suggesting that the framework should incorporate the plans of other stakeholders, particularly state

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

government agencies, in the planning. This makes a lot of sense but it has been difficult in the past to get a clear understanding of what the agencies are proposing to do in our Shire so I hope that difficulty will ease if the amendments go forward.

Community Strategic Plan

Our Community Strategic Plan was desktop reviewed last year after 2 years of operation and needs to be formally reviewed every 4 years with the next review due in 2017. There is a proposal to get the alignment of this timeline in sync with Council election cycles after October so that incoming Councillors have a potential say in the strategic direction of the Council. This makes sense to me but it can be administratively difficult to align financial year plans with such a mid year type cycle.

Long Term Financial Plan (LTFP)

Our 10 year LTFP is under review as some timelines have slipped slightly due to the many and varied factors, including external funding sources, in play. The aim is to get the next iteration of the plan to Council in the next 2 months so that we can reconfirm the way ahead.

Corporate Business Plan

This is a plan set on a minimum 4 year cycle however Jason is looking to make this a 5 year plan with a new year being added after each current year expires. The benefit of this rolling process is that we keep on a very clear path forward over coming years to ensure we achieve the aims of the Community Strategic Plan.

Workforce Plan

This is another informing document to the Corporate Business Plan that identifies the human resource required to enable the Shire to deliver its services appropriately. The present State Government freeze on current employment levels applies to us so this could impact our service delivery if the freeze remains in place for a lengthy period.

Asset Management Plan

This is the last of the key strategic documents that inform the Corporate Business Plan and it is critical that all assets of the Shire are identified, their condition assessed and a management plan designed. This is no easy task however we are getting close to having the best plan possible for endorsement by Council in the next few months.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

13. REPORTS OF OFFICERS

13.1 ADMINISTRATION

Nil.

13.2. ENGINEERING SERVICES

Nil.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

13.3. DEVELOPMENT SERVICES

13.3.1 NORTHAM AIRPORT MASTER PLAN REVIEW – REQUEST TO ADOPT FOR ADVERTISING DRAFT REVIEWED NORTHAM AIRPORT MASTER PLAN (JUNE 2015)

Name of Applicant:	N/A
Name of Owners:	Shire of Northam
File Ref:	A441
Officer:	Chadd Hunt / Kobus Nieuwoudt
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple Majority

PURPOSE

For Council to adopt for advertising draft reviewed Northam Airport Master Plan dated June 2015.

BACKGROUND

Council is asked to adopt for advertising draft reviewed Northam Airport Master Plan June 2015. An Airport Master Plan for Northam airport was first commissioned by the Shire in circa 2006 to enable balanced development of the airport site. New initiatives for on-airport development have necessitated a review of that document.

In February 2015 the Shire engaged Aerodrome Management Services Pty Ltd to undertake a review of the Shire's current Airport Master Plan. The review was undertaken in a collaborative manner with key Shire staff. A copy of the draft reviewed Northam Airport Master Plan (June 2016) is attached as **Attachment 1**.

The town of Northam currently has a population of approximately 7,000. The vision and objective of the Shire of Northam is to increase the population towards 20,000. Northam airport is seen as a potential major contributor in attracting new residents, visitors and tourists to the area and a number of both aviation and non-aviation related residential, commercial and recreational opportunities lie in the land surrounding the aerodrome.

Objectives of the Master Plan

In general, master planning for airports can have several purposes which can be divided into on-airport and off-airport objectives.

On-airport objectives are as follows:

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

- Maintaining the ability for aircraft to continue to operate safely and unrestricted;
- Enabling the airport to expand in response to the demand;
- Providing the opportunity to increase airport revenue;
- Highlighting the significance of the airport in the local community;
- Ensuring compliance with industry standards and regulations; and
- Safeguarding the airport's longer-term plans.

Off-airport objectives are as follows:

- Aircraft noise impacts;
- Obstacles in the protected operational airspace of the airport;
- Local lighting causing the potential to distract pilots in the vicinity of the airport;
- Wildlife;
- Public safety; and
- Effects on the wind and turbulent air from nearby developments close to the aerodrome operational areas.

Master Plan report structure

There Master Plan report consist of two main sections. The first main section of the report describes the historical and background information, current situation (including aviation demand, existing facilities and surrounding land), opportunities that exist and the critical planning parameters outlined for incorporation into the Master Plan.

The second main section of the report comprises the Airport Master Plan itself and includes a land use plan, facilities development plan (including movement area planning and aviation support facilities) and an airport safeguarding plan which highlights elements such as the airspace protection areas and aircraft noise. Importantly the Master Plan also provide recommendations in respect of the aircraft movement area (Part 4.3), pavement strength, airspace protection surfaces (Part 4.7) and aircraft noise (Part 4.8).

Part 5 of the draft Master Plan discusses opportunities that could be further explored. These relate to aircraft storage (Part 5.1), pilot training (Part 5.2), aircraft maintenance and fuel (Part 5.3), recreational fly-ins (Part 5.4), airparks (Part 5.5) and other revenue opportunities (Part 5.6).

Finally, the draft Master Plan is augmented by 5 Master Plan drawings as follows:

- An overall Development Plan;
- A Building Area Development Plan for the western side of the airport;
- A Building Area Development Plan for the eastern side of the airport;
- An Obstacle Limitation Surfaces – Outer Surfaces Plan; and
- An Obstacle Limitation Surfaces – Transitional Plan.

STATUTORY REQUIREMENTS

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

Nil.

PUBLIC CONSULTATION

Consultation during the development stage of the Master Plan

On the 20th March 2015 key Shire officers provided technical input for the consultants to consider in preparing the Master Plan. These matters have been summarised as follows:

- Proposed location of the recommended flying school to be depicted on the overall development plan;
- Mention should be made in the report of Council's August 2008 resolution regarding the Airport Master Plan;
- The plans should reflect the current situation at the airport and be consistent with the plan prepared by Avon Valley Drafting, in particular where it shows the lots for hangar development;
- The consultants to consult the Department of Fire and Emergency Services (DFES) as to whether or not DFES intends to increase their presence at Northam Airport;
- Consultation to occur with hangar owners to obtain their views;
- An Airport Emergency Management Plan needs to be addressed in the Master Plan;
- An assessment of the capacity of the proposed taxiway to support the number of aircrafts of the proposed airpark;
- Has the State Aviation Strategy been considered in the preparation of the Northam Airport Master Plan review;
- Consideration of how the Northam Airport Master Plan review relates to the WAPC's Wheatbelt Planning and Infrastructure Framework; and
- A helipad shall be provided in the Airport and depicted on the overall Development Plan.

CONFORMITY WITH COMMUNITY STRATEGIC PLAN

OBJECTIVE RG1: Provide accountable and transparent leadership.

STRATEGY G1.1: Continue to develop Council's policy framework to guide decision making.

BUDGET IMPLICATIONS

The cost of preparing the review of the Northam Airport Master Plan was budgeted for and expended in the 2014/15 Financial Year.

The cost of advertising a notice of the Master Plan review will be met through the Development Services operational budget.

OFFICER'S COMMENT

An increase in population for the Shire of Northam will undoubtedly see an increase in demand for civil aviation activities at the Northam Airport. The purpose of the Master Plan

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

is to establish a framework for the future development of the airport. This will ensure the Shire achieves its strategic objectives and capitalises on the commercial potential provided by the airport.

This document is aimed at providing the foundation for more detailed feasibility studies of infrastructure planning and design, land use planning, social impacts and environmental impacts associated with developing the airport and accomplishing the Shire's vision for the region.

It is recommended Council resolves to adopt the draft reviewed Northam Airport Master Plan for public advertising for a period of 42 days.

RECOMMENDATION

That Council;

- 1. Receive, for public advertising, the draft reviewed Northam Airport Master Plan (June 2015) that formed the subject of Attachment 1 of this report for a period of 42 days; and**
- 2. Request that the draft reviewed Airport Master Plan (June 2015) be re-presented to Council at the conclusion of the public advertising period for consideration of submissions and final adoption.**

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

ATTACHMENT 1



**Northam Airport
Master Plan**

Prepared for
Shire of Northam

Revision	Date
0 - DRAFT	June 2015

AMS Aerodrome Management Services Pty Ltd



Design - Engineering - Construction - Electrical - Management - Inspections - Training - Security

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Contents

1. Introduction	4
1.1 Overview of the Airport	4
1.2 Purpose and Objectives of the Master Plan	4
1.3 Report Structure	5
<u>BACKGROUND INFORMATION</u>	
2. Master Plan Context	6
2.1 Historical Background	6
2.2 Regional Context.....	6
2.3 Socio-Economic Context	7
2.4 Regulatory Context	7
2.5 Policy Context	10
2.6 Previous Airport Master Plan.....	11
2.7 Key Stakeholders.....	12
2.8 State Aviation Strategy	14
2.9 Wheatbelt Regional Planning and Infrastructure Framework.....	15
3. Current Situation	16
3.1 Site Description	16
3.2 Existing Activities	16
3.3 Existing Facilities	19
3.4 Airport Management	23
3.5 Utility Services.....	24
3.6 Rescue and Fire Fighting Services	24
<u>NORTHAM AIRPORT MASTER PLAN</u>	
4. Critical Airport Planning Parameters	25
4.1 Forecast of Future Operations.....	25
4.2 Aerodrome Reference Code System.....	28
4.3 Aircraft Movement Area	30
4.3.1 Runway	30
4.3.2 Runway Strip	31
4.3.3 Taxiways.....	32
4.3.4 Apron	33
4.3.5 Wind Direction Indicator and Signal Circle	34
4.3.6 Runway Lights	36
4.4 Pavement Strength	37

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



4.5 Aviation Support and Landside Facilities	37
4.6 Security Requirements.....	38
4.7 Airspace Protection Surfaces	38
4.8 Aircraft Noise	39
5. Opportunities.....	40
5.1 Aircraft Storage	40
5.2 Pilot Training	41
5.3 Aircraft Maintenance and Fuel	42
5.4 Recreational Fly-ins	42
5.5 Airparks	44
5.6 Other Revenue Opportunities.....	45
6. References	47

Appendices – Master Plan Drawings

1. Development Plan
2. Building Area Development – Western Side of Runway
3. Building Area Development – Eastern Side of Runway
4. Obstacle Limitation Surfaces – Outer Surfaces
5. Obstacle Limitation Surfaces – Transitional Surface

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



1 Introduction

1.1 Overview of the Airport

The Northam Airport is owned by the Shire of Northam and is operated and maintained by the Northam Aero Club. The aerodrome site is located on Withers Street, Northam, approximately 3.5 kilometres north-east of the Northam town site and approximately 90km east of the Perth metropolitan area, Western Australia.

The airport is classified as an Aeroplane Landing Area (ALA), has a single bi-directional runway oriented north-west, south-east and has the designation 14/32. The runway is sealed with a length of 1248 metres and a width of 15 metres. Permanently displaced runway thresholds at both ends reduce the Landing Distance Available to 975 metres.

A parallel 7.5m wide taxiway is located on the eastern side of the runway, is approximately 620 metres long and connects the northern end of the runway to the main aircraft parking area. There are multiple private hangars adjacent to the apron area used for aircraft storage.

The main Stakeholder in the airport is the Northam Aero Club, which has over one hundred members, a number of club buildings and aircraft available for hire or pilot training.

1.2 Purpose and Objectives of the Master Plan

The town of Northam currently has a population of approximately 7,000 however the vision and objective of the Shire is to increase the population towards 20,000. An Airport Master plan was first commissioned by the Shire in mid-2006 to enable balanced development of the airport site. New initiatives for on-airport development have necessitated a review of that document.

The airport is seen as a potential major contributor in attracting new residents, visitors and tourists to the area and a number of both aviation and non-aviation related residential, commercial and recreational opportunities lie in the land surrounding the aerodrome.

Conventionally, the objectives behind each Airport Master Plan vary according to each unique aerodrome location and circumstances, however in general, master planning for airports can have several purposes which can be divided into on-airport and off-airport objectives. It is important that both are considered to ensure practical and compatible development of the airport and surrounding land.

On-airport objectives of a Master Plan usually revolve around:

- Maintaining the ability for aircraft to continue to operate safely and unrestricted;
- Enabling the airport to expand in response to the demand;
- Providing the opportunity to increase airport revenue;
- Highlighting the significance of the airport in the local community;
- Ensuring compliance with industry standards and regulations; and
- Safeguarding the airport's longer-term plans.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Off-airport planning is also critical in safeguarding the long term future of an airport by aiming to minimise incompatible land uses in the locality of the airport. Elements usually considered:

- Aircraft noise impacts;
- Obstacles in the protected operational airspace of the airport;
- Local lighting causing the potential to distract pilots in the vicinity of the airport;
- Wildlife;
- Public safety; and
- Effects on the wind and turbulent air from nearby developments close to the aerodrome operational areas.

An increase in population for the Shire of Northam, will undoubtedly see an increase in demand for civil aviation activities at the Northam Airport and the purpose of this Master Plan is to establish a framework for the future development of the airport. This will ensure the Shire achieves its strategic objectives and capitalises on the commercial potential provided by the airport.

This document is aimed at providing the foundation for more detailed feasibility studies of infrastructure planning and design, land use planning, social impacts and environmental impacts associated with developing the airport and accomplishing the Shire's vision for the region.

1.3 Report Structure

There are two main sections that make up this Master Plan report structure. The section immediately following describes the historical and background information, current situation (including aviation demand, existing facilities and surrounding land), opportunities that exist and the critical planning parameters outlined for incorporation into the Master Plan.

The second main section of the report is the Airport Master Plan itself and includes a land use plan, facilities development plan (including movement area planning and aviation support facilities) and an airport safeguarding plan which highlights elements such as the airspace protection areas and aircraft noise.



SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



BACKGROUND INFORMATION

2 Master Plan Context

2.1 Historical Background

The members of the Northam Aero Club (NAC) were the chief instigators for establishing a permanent aerodrome site in the Northam area. The present site was approved for flight training and aviation purposes in 1969, by the then Department of Civil Aviation. Over the years since the airport's establishment, the NAC have been primarily responsible for the improvements and developments to the aerodrome site.

The Northam Airport was officially opened by the Regional Director of the Department of Civil Aviation on the 14th November, 1971. A little over eight years later, runway lights were commissioned on the 12th April, 1980, and in 1983, Pilot Activated Lighting (PAL) was installed to allow remote activation of the runway lights from the air.

Several upgrades have been made to the airfield pavements, with each project improving the longitudinal and transverse geometry of the operational areas. In 2001, following funding from the Regional Airports Development Scheme (RADS) and loans from the local authorities, the NAC was able to seal the runway, using a bitumen spray seal. A further successful RADS application in 2006 allowed the application of the existing Asphalt surfacing to the airfield pavements.

During the development of the aerodrome, several industries and infrastructure have been established at the site. Aircraft maintenance and Avgas refuelling is available from Northam Air Services (NAS), who have a substantial workshop, agricultural aviation services operate along with emergency medical and fire-fighting services when the needs arise.

In 2015, the airport site continues to develop with newly constructed hangars, allowing additional private General Aviation aircraft storage with lots available for future structures.

2.2 Regional Context

The Northam airport is located within the Shire of Northam local government area which covers approximately 1,443 km². The overall shire population is currently around 10,500 people. Situated in the Avon region of the Western Australian Wheatbelt, the airport plays a significant role for agricultural, commercial, recreational and emergency services activities in the region. The airport is the only public aerodrome in the Shire of Northam and its location to the east of the Darling Scarp, means that it can be a possible alternative for smaller air traffic heading to Perth or Jandakot airports when meteorological conditions are not favourable on the Swan Coastal Plain. Other smaller private aerodromes exist within the Shire, including a Department of Defence airstrip approximately 5 km to the south west of the Northam town site, however none have the same level of facilities.

Some of the surrounding Shires in the Avon region also have well-established aerodromes, such as York and Cunderdin with the latter most notably the home of the Gliding Club of Western Australia.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



The presence of Northam Air Services at the airfield is a significant lure for many country-based private aviators who, in need of aircraft servicing and maintenance, fly their aircraft to Northam rather than entering the busy and demanding controlled airspace in the Perth metropolitan area.

The airport also offers a suitable en route refuelling stop for a large number of General Aviation aircraft, in particular regular visitors are from the Singapore Airlines and China Southern Airline pilot training schools which are established at Jandakot and Merredin Airports.

Due to the strategic location of the airport close to Perth, it offers great potential as an alternative airport base for metropolitan residents who require hangar sites for aircraft storage and runway access.

2.3 Socio-Economic Context

The Shire of Northam area has about 10,500 residents, which is the largest population the area has ever hosted. The population has been gradually increasing for the last 30 years since the mid-1980s from about 9,300. At the 2011 Australian Census, the Northam town had 6,580 people at a median age of 38. The vision for the region is to expand the population towards 20,000 and make Northam a 'Super Town', with the strategy outlined in the Northam Regional Centre Growth Plan document.

The Shire area's demography is characterised by an older rural population surrounding a younger populace in the town itself. The local economy is focussed on grain growing, sheep and cattle production, agricultural services, tourism and tertiary education. The town has a modern regional hospital, library, aged care facilities and several education and recreational establishments. There are two high schools in the town; St Joseph's and Northam Senior High and two higher education facilities; the CY O' Connor College of TAFE and Muresk Institute.

The Australian Bureau of Statistics records that there were 2,830 people who reported being in the labour force in the 2011 Census, of which 57.2% were employed full time, 28.5% were employed part-time and 7.2% were unemployed. The most common occupations included Technicians and Trades Workers (17.1%), Clerical and Administrative (15.0%), Professionals (13.3%), Labourers (13.2%) and Community and Personal Service Workers (11.4%).

The Northam Airport has a number of unique qualities for airports located in Australia's south west corner. It is located very close to Northam town centre, is very well connected to the road network, favourable meteorological conditions for tourism based aviation such as hot-air ballooning, a fuel and maintenance facility and ample aircraft storage options and opportunities. Combined with a vibrant and active community, the potential for development through a planned process is great.

2.4 Regulatory Context

The relevant civil aviation regulations in Australia are administered by the Civil Aviation Safety Authority (CASA). The Civil Aviation Safety Regulations (CASR) 1998 and in particular Part 139 specifies the requirements for aerodromes used in air transport operations, in accordance with the International Civil Aviation Organisation (ICAO) Annex 14 – Aerodromes. The Manual of Standards (MOS) – Part 139 – Aerodromes is made pursuant to CASR Part 139. The MOS document sets out the

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



detailed standards, physical characteristics and operating procedures for aerodromes engaged in air transport operations in Australia.

There are four categories of aerodromes recognised under CASR Part 139: Certified, Registered, Aeroplane Landing Area “Certain Other” and Aeroplane Landing Area (ALA). As there are no regular air transport operations conducted from the site, the Northam airport currently sits within the ALA category shown in the far right column in the table below.

Table 2.1 – Categories of Aerodromes

Type of Aerodrome	Certified	Registered	“Certain Other” ALA	ALA
Minimum Requirement	Aircraft >30 seats	Up to 30 seats	Aircraft >9 but not >30 seats	All other aerodromes
Operating Documentation	Aerodrome Manual	Optional	Aircraft Operator Requirements	Optional
Record Keeping Requirements	As per Aerodrome Manual	AS Per CASR 139	As Per CASR 139	Optional
Final Responsibility	Aerodrome Operator	Aerodrome Operator	Aircraft Operator / Pilot	Aircraft Operator / Pilot
Reporting System	NOTAM System	NOTAM System	Aircraft Operator System	Aircraft Operator System
Physical Standards	MOS 139	MOS 139	MOS 139	CAAP 92
Operating Standards	CASR 139 & MOS 139	CASR 139 & MOS 139	CASR 139 & Aircraft Operator Requirements	CAAP 92
Safety Management System	Yes	No	No	No
Aerodrome Manual	Yes	No	No	No
Is a trained reporting officer required	Yes	Yes	Yes	Recommended (AC139-13(0))
Annual Technical Inspection	Yes	No	No	No
Aerodrome Safety Inspection	No	Yes (between 9 and 30 seats)	Yes	No
Annual Electrical Technical Inspection	Yes	No	No	No
Are details included in ERSA	Yes	Yes	No	No

The ALA category is the smallest type of aerodrome (but the largest in number around Australia) used by aircraft weighing less than 5,700kg. As shown in the table above, aerodromes of this type are not required to meet the requirements set out in MOS. Additional documentation known as Civil Aviation Advisory Publications (CAAPs) are available and as the name suggests are only advisory documents and can be regarded as guidelines more than regulations. CAAP 92-1(1) sets out the guidelines for Aeroplane Landing Areas and are the standards that the Northam airport, to date, has been developed to. The Royal Flying Doctor Service (RFDS) have their own airfield standards, however the guidelines contained within CAAP 92 also represent a minimum standard for RFDS aircraft movements.



SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Figure 1 below represents the CAAP 92 basic guidelines for ALAs with operations during the hours of darkness.

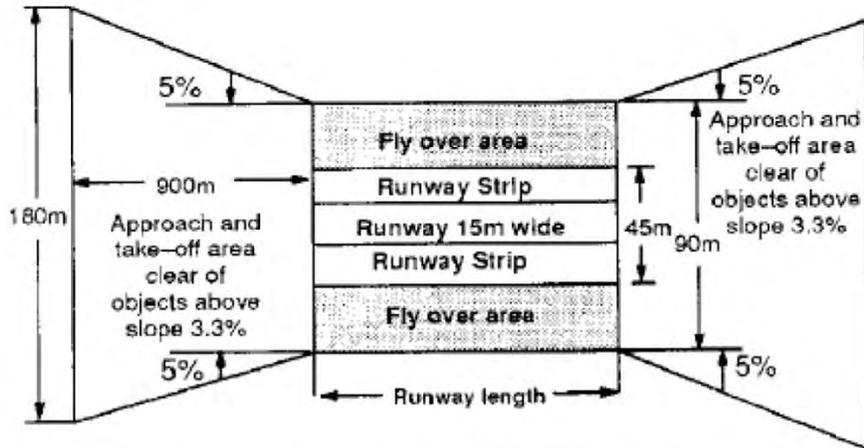


Figure 1 – CAAP 92-1(1) – Guidelines for dimensions of ALAs with night operations.

Consultation with members of the Northam Aero Club indicate that certification or registration of the Northam Airfield is not aspired to unless the use of the airfield changes dramatically. A fully staffed airfield is required at these stages and together with upgrades and maintenance to the required physical standards, this would be a substantial financial encumbrance to the Shire of Northam and Northam Aero Club.

Registered aerodromes in the South West Land Division of Western Australia include Bunbury, Cunderdin and Manjimup.

Certified aerodromes include Perth, Jandakot, Albany, Busselton, Ravensthorpe and Esperance.



SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



2.5 Policy Context

The Northam Airport features as an important part of the Local Government Planning Strategies and the need to appropriately plan the surrounding land uses in order to secure the aerodrome's future. It is paramount that land use conflict associated with incompatible land uses and potential aircraft noise be avoided.

The site is considered an important part of the Shire's transport network and there is an identified need to consider options for capitalising on the investment already made in the aerodrome by increasing the services offered and air traffic volumes.

The airport land has been declared as an airport for public purposes under the Shire of Northam's Local Planning Scheme No. 6 (July 2013). Figure 2 below shows the airport site coloured yellow with rural residential zoning surrounding the southern two thirds and rural zoning surrounding the northern third. The Mortlock River is shown in grey and the Great Eastern Highway show in blue.



Figure 2: Extract from Local Planning Scheme Map No. 9

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



2.6 Previous Airport Master Plan

A previous Master Plan for Northam Airport was completed in June 2006. This is a thorough document, which has information and points which are still valid nearly ten years later.

The previous documents covered the required descriptions of existing aerodrome facilities, aviation activity (including trends and demand), movement area planning, building area planning and external planning requirements associated with the development of the Northam Airport.

In terms of movement area planning in the previous document, a 28 hangar development was proposed on the opposite side of the runway to the existing Hangars and Aero Club buildings. This development, has yet not been constructed and is still proposed in this updated Master Plan, albeit with an updated general arrangement as preferred by the Shire of Northam. Other Hangar sites to the north of the existing line of hangars and apron were proposed. A few structures have been built, and many lots remain vacant.

Other aspects of the previous Master Plan have not been adhered to with respect to the proposed developments. On the previous building area development plan, an area known as "General Aviation Commercial" is located to the rear of the existing hangars and Northam Air Services Workshop. Rather than Commercial developments, this area has been divided into lots with several private hangars constructed. The area between these new hangars and the pre-existing structures now forms a shared aircraft taxiway and vehicular access road.

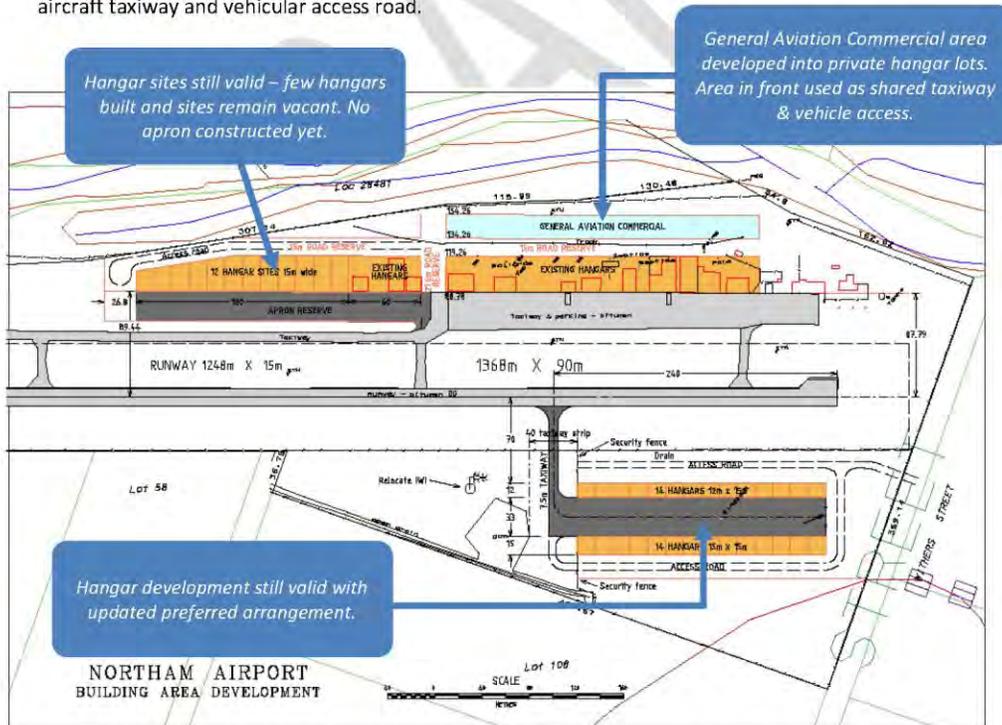


Figure 3: Building Area Development Plan from Northam Master Plan – June 2006

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



2.7 Key Stakeholders

There are numerous stakeholders in the Northam Airport, with the key interested parties being the Owner (Shire of Northam) and Manager/Operator (Northam Aero Club). In addition, there are several organisations who have a commercial interest in the airport and depend on it for continued business operations. The emergency services also use the airport on a fairly regular basis as needs arise and indeed the Department of Parks and Wildlife (DPAW) have fixed infrastructure at Northam for fire-fighting purposes. Finally, there are local residents who have a heightened interest in the aerodrome, who have plans to develop private aviation assets on adjacent land and connect them to the existing aerodrome facilities. Some of the stakeholders have been consulted during the production of this document in order to gain a well-rounded understanding of the current situation and ascertain general opinion on the most suitable way of planning for the airport's future.

2.7.1 Shire of Northam

As the owner of Northam airport, the local government holds the key to the continued success of the aerodrome, with regards to efficient development of the site itself and the necessity of compatible surrounding land uses. The facility is seen as an important feature in the drive to a threefold increase to the population of Northam. Consultation with the Shire highlighted the desire for the potential hangar development on the southern side of the runway and a second parallel taxiway on that same southern side.

2.7.2 Northam Aero Club

Without the Northam Aero Club, the airport would not exist in its present location or condition today. The NAC operates and maintains the airport to ensure ongoing safe aircraft operations and has funded many of the upgrades that have brought the site to its current condition as an all-weather airstrip. Consultation with prominent members of the NAC has resulted in a range of topics that contribute to the improvement of this Master Plan.

The NAC was founded in 1968 and now has around 120 members. The club owns one Cessna 172 aircraft, used for private hire to members and flight training packages.

Northam Aero Club's Aim:

"TO CREATE AND FOSTER AN INTEREST IN AVIATION IN THE MINDS OF PEOPLE LIVING IN BOTH COUNTRY AND METROPOLITAN REGIONS AND TO PROVIDE AN ENVIRONMENT IN WHICH FRIENDSHIPS AMONG THOSE INTERESTED IN AVIATION CAN THRIVE"

The airport's current status as an Aeroplane Landing Area appears to be the preferred category for the users of the aerodrome and it should continue to operate with its current runway as a recreational and general aviation airport. The financial outlay and ongoing costs to bring the aerodrome to a registered standard would be a considerable encumbrance to both the Shire and the NAC.

The potential hangar development on the southern side of the runway would almost certainly be supported by the NAC. There is a possibility that the NAC will establish new club rooms and hangars in the future and the possibility to construct them alongside this expansion, could go hand-in-hand with attracting new interest in Northam's aviation facilities.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



A large amount of other information has been gathered from consultation with the NAC, and is discussed in the relevant sections later in the document.

2.7.3 Northam Air Services

Northam Air Services gave valuable information on their operations and in particular, the approximate amount of Avgas that is sold on an annual basis.

2.7.4 RFDS and DPAW

The RFDS operates flights into Northam when medical emergencies mean that patients need to be transferred elsewhere. The RFDS Western Operations currently operates a fleet of 14 Pilatus PC12 aircraft. The Maximum Take-off Weight (MTOW) of the PC12 is around 4,700 kg.

The Department of Parks and Wildlife also use the airfield for aerial fire-fighting when required. The DPAW have also installed a number of water tanks and fast-fill delivery system adjacent to the Aero Club building. This enables rapid re-filling of the water bombers. Whilst the infrastructure is owned by DPAW, the Department of Fire and Emergency Services (DFES) and State Emergency Services (SES) operate the facility during bush fires. Again the strategic location of Northam airport plays a key role during fire-fighting operations as it, on occasion, is quicker for water bombers to fly to Northam for re-filling rather than negotiate the busy metropolitan area around Jandakot, even if the fire location is closer to Jandakot. Feedback from DPAW and DFES indicates that the current infrastructure meets their requirements and have no intention to increase their presence at Northam Airport in the next few years.



RFDS Pilatus PC12

Air Tractor Water Bomber

2.7.5 Local Residents

There currently exists a small number of residential zoned lots immediately adjacent to the south west perimeter of the airport land. These three lots are seen as possible sites that could be developed into residential/aviation mixed uses from their present existence as grassy fields. Indeed there is already one well-advanced proposal from a resident who intends to build both a house and a hangar on the northern-most of the three sites. Development of those sites should be included within this master plan to ensure compatible growth of the airport infrastructure whether funded by the Shire, Aero Club or privately.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



2.8 State Aviation Strategy

In early 2015, the State Government of Western Australia released the first ever Western Australian State Aviation Strategy with the overall aim of supporting the economic and social development of Western Australia through the delivery of affordable, efficient and safe aviation services and infrastructure. Generally, civil aviation operations are principally the jurisdiction of the Federal Government; however, the rapid growth of the WA aviation sector means that the risk of air services and airports not being able to keep up with demand is too great and therefore the State Government is taking a more active role in the aviation sector.

Whilst much of the focus of the first State Aviation Strategy focusses on the State's Metropolitan, Major Regional and Minor Regional airports that offer passenger-carrying commercial flights, there is meaningful relevance to Northam Airport within its current classification as an Aeroplane Landing Area and its importance within the local community.

Some significant points in the State Aviation Strategy are presented below:

- ✦ Section 8.3 *Regional Airport Planning* – *“There is no requirement on any local government owner of a regional airport to develop a master plan. Airport planning at a regional level is entirely at the discretion of the local airport owners.”*

“For smaller regional airports that have limited revenue and rely on council subsidy, a basic master plan could provide guidance on the efficient use of scarce resources.”
- ✦ Section 8.10 *Airport Planning Action* – *“To improve airport planning across WA, the State Government will consider existing land-use planning controls for land around airports to ensure airports are not constrained by inappropriate development (such as noise sensitive developments)”.*
- ✦ Section 13.3 *Tourism Aviation Objectives* – *“The State’s primary tourism aviation objectives are to facilitate economic, social, cultural, trade and industrial development and increase competitiveness, viability and profitability of the WA visitor economy”.*
- ✦ Section 16.2 *Aviation Training in Western Australia, Findings* – *“There are opportunities to improve and develop aviation training in WA, building on the State’s strong track record and its inherent advantages of open skies and good flying weather”.*

The Northam Airport Master Plan will seek to align the relevant points from the State Aviation Strategy with the future development of the Northam Airport to ensure the best possible outcome for the community as a whole.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



2.9 Wheatbelt Regional Planning and Infrastructure Framework

The WA Planning Commission has produced a planning framework for the Wheatbelt with the purpose of establishing a regional vision, a basis for decision-making and introduces a number of planning initiatives.

The Northam Airport is noted as a 'priority regional airport' for the Wheatbelt in the framework and the regions relative proximity to Perth, clear skies and other favourable conditions make it an option for an expanded aviation sector.

Tourism is potential area of substantial growth especially in the day trip market, with marketing of assets to visitors a good opportunity to increase local knowledge.

A real strength of Northam Airport is the extensive existing infrastructure that contributes to the 'liveable community' that Northam is and continues to develop. The key points from the planning framework are also considered for the Northam Airport Master Plan.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



3 Current Situation

This section highlights the existing circumstances at the airport, including established facilities and activities along with the local geography.

3.1 Site Description

The property is located parallel to the Mortlock River within the 1:100 year flood plain. Whilst much of the land surrounding the airport is zoned as residential, the site boundary is presently not subject to residential development pressure.

The runway approaches are not currently under threat, mainly due to the permanently displaced runway thresholds. The Great Eastern Highway passes under the northern (Runway 14) approach; there are residential properties and the Northam Racecourse beneath the southern (Runway 32) approach. The Mortlock River sits to the east of the aerodrome and flows in a north to south direction.

Primary access to the airfield is via Withers Street. This road connects to the town centre via Taylor and Fitzgerald Streets. As noted in the previous sections, the local zoning of the land around the airport is mainly a mixture of rural residential and rural. Some of these adjacent lots have existing dwellings whereas others are vacant.

3.2 Existing Activities

There are no statistical records kept to determine the annual aircraft movements at Northam. Previous estimations by the airfield operator put the figure at around 8,000 movements per year. Data collection is useful in future funding applications and to develop new partnerships for future ventures such as training.



Activity can be broken into three key General Aviation groups; specifically flying training, RFDS and itinerant GA (general public including the Northam Aero Club). The flying activity at the aerodrome is dominated by private pilots associated with the Aero Club with other ad hoc recreational, private and business activity flights respectively making up an unknown portion of the annual movements. Generally weekend flying activity generates the peak of aircraft movements. With the airports close proximity to the Perth metropolitan area, the airport is easily accessible by road and many NAC members live outside of the immediate local area. Once again, the ideal location of Northam and the desire for many private aviators who want to avoid the congested air space over the City means that the airport is very attractive for storing and operating light aircraft.

Advantages of Learning to Fly at Northam (NAC Website):

- "INTO THE TRAINING AREA QUICKER THAN MAJOR CITY AIRPORTS, WHICH MEANS CHEAPER COSTS;
- NO LANDING OR AIR SERVICE CHARGES LEVIED AT THE NORTHAM AIRFIELD;
- NO HEAVY TRAFFIC WITH CONSEQUENT DELAYS;
- COMPETITIVE AIRCRAFT HIRE RATES; AND
- PROFESSIONAL ONE ON ONE TRAINING."

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



NAC's Cessna 172P – VH-PGL

The NAC also operates their own flying school from Northam, which is conducted by the Club's instructors under the Royal Aero Club of WA's Air Operator's Certificate (AOC). The Royal Aero Club of WA is based at Jandakot. The NAC operates one VH registered Cessna 172P which is available for pilot training and hire.

General aviation aircraft movements of a more itinerant nature are generated primarily by cross-country flying training conducted the pilot training schools established elsewhere such as from Jandakot, RAAF Pearce and Merredin. The Northam airfield is regularly used as a refuelling stop by student pilots from the China Southern Airlines WA Flying College (CSWAFC). The CSWAFC operates two bases in Western Australia, Jandakot and Merredin. With fuel available, Northam is perfectly located between the two and a significant portion of the fuel sales come from CSWAFC.

Fixed base operator Northam Air Services, with the capability to conduct aircraft maintenance, is a most valuable asset for the airport that attracts aircraft from the immediate and wider catchment for service work and gives the airport a strong identity just as does flying training through the NAC.

Commercial aerial agriculture organisation Taurus Aviation operates from the aerodrome with two registered aircraft and specialises in crop spraying.



Aircraft registered in Beverley, WA at Northam Air Services for maintenance works.

Other notable aircraft that have arrived at Northam in the past include C130 Hercules, de Havilland Canada DHC-4 Caribou, Hawker Siddeley HS 748, Cessna Citation II and Citation X.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



The aerodrome has a rich history of ballooning with the Western Australian Balloon and Airship Club currently based at the site as a recreational club. Commercial tourist organisation Windward adventures also operates at Northam offering hot air balloon flights over the surrounding Avon valley. On the Australian aircraft register, there are currently 30 Manned Free Balloons that are registered in Northam.

Northam was, in June 2002, the launch site for the legendary Steve Fossett who was the first person to successfully fly solo around the world in a balloon. The successful attempt was Fossett's sixth effort at the feat and completed the 20,626 mile flight in his balloon Spirit of Freedom.



Steve Fossett's Spirit of Freedom Launch at Northam Airfield – 19th June 2002.

The depth of ballooning history and knowledge in Northam has been further cemented by the award of the 2015 Australian National Ballooning Championships by the Australian Balloon Federation. The championships are set to be held in Northam in late August and early September 2015. The Championships were also held previously in Northam in 1981 and 1984 and organised by the Northam Aero Club. For 2015's event, around 30 balloons are expected to take part and approximately 15,000 people anticipated to travel to Northam to take part in the festivities. The Northam airport, of course, will take a central role in this major aviation event.



SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



3.3 Existing Facilities

The Northam airport's single bi-directional runway is oriented north-west, south-east and has the designation 14/32. The runway is surfaced with asphalt has a length of 1248 metres and a width of 15 metres. Permanently displaced runway thresholds at both ends reduce the Landing Distance Available to 975 metres. The take-off declared distances available are dependent on clearances in the take-off slopes and are subject to survey assessment from a suitably qualified person. It appears no declared distances are currently available for the runway.

There is a parallel 7.5m wide taxiway on the runway's eastern side, but located outside of the 90m wide runway strip and provides access from the northern end of the runway through to the main aircraft parking apron. There are three other stub taxiways that connect the runway at various distances along its length to the apron and parallel taxiway. The main apron is sealed and positioned from the front of the NAC Club Rooms and extends north to the parallel taxiway. The width of the apron varies from around 25 to 30 metres.

The runway has mains-powered runway edge lights for night operations and night flying training. The longitudinal spacing of the runway edge lights is 90 metres. Only the stub taxiway at the southern end of the runway is equipped with taxiway edge lights. The lights are equipped with a Pilot Activated Airfield Lighting Control (PAALC) on VHF frequency 124.2. There is an illuminated primary wind direction indicator at the southern end of the runway and off to the western side.



View facing north-west along runway. Faded threshold markings for Runway 32.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



View facing north-west from the southern taxiway. Runway threshold and taxiway edge lighting.



View facing south-west from edge of runway strip. Illuminated Wind Direction Indicator in field where horses are also kept.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



1. DPAW Water Tanks and Filling Station
Located adjacent to the Northam Aero Club rooms, the filling station allows rapid re-fill of water bombers for fire-fighting purposes. The facility is maintained by the Northam Aero Club.



2. Northam Aero Club Building
Located at the southern end of the apron and incorporates social facilities such as a barbeque and bar

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



3. Toilet Block

Located out the back of the Aero Club buildings with a brick construction.

4. Aero Club Hangar

Used for flight briefings and storage of the Club's Cessna 172P aircraft. The hangar is in fair to good condition and central to the NAC's activities.



5. Avgas Fuel Facility

Underground tank with a capacity of 8,000 litres. Owned by Northam Air Services for fuel sales during the week. Approximate annual sales is 150,000 litres. There are no card facilities to purchase fuels after hours.

6. Windward Adventures Hangar

A corrugated metal hangar which houses the balloons and commercial activities of Windward Adventures.



7. Northam Air Services Workshop

Privately owned aircraft maintenance business. Attracts aircraft from far and wide.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Several private hangars (approx. 13) are established on a building line 90 metres from and parallel to the runway centreline. There are a further 7 private hangars set back behind the front row on a building line 135 metres from and parallel to the runway centreline. All of the hangar site have sealed road access and connections to power.



View facing north-west along the line of 7 private hangars behind the main apron.

3.4 Airport Management

In mid-2006, members of the two former Northam councils established an Airport Committee which included councillors, council staff and members of Northam Aero Club. One of the chief responsibilities of the Committee was to consider the future management of the Northam Airport. A number of other issues required to be considered including the eventual surrender of the head lease by the NAC, development of a management agreement that the council would enter into with an onsite manager and the development of a draft set of rules that were to apply to the use of the airport site.

The committee was in place until June 2007 and the amalgamation of the two councils into the newly formed Shire of Northam. Prior to this point the Committee had agreed on the selection of the Northam Aero Club as the initial onsite manager of the airport.

Following the emergence of the newly formed Shire of Northam in mid-2007, the implementation of the above matters was assigned to a new Working Party comprised of council staff and NAC members. The aim of this effort was to allocate certain responsibilities to the Shire as owner of the airport land. The Shire would become responsible for all capital works on the site, planning future development of the site, management of all legal agreements with hangar site lessees, development of an annual operations budget, the application of council rates and the billing of rental charges on each lessee.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



In August 2008, the Airport Working Party reported to the Shire on its progress with the matters of airport management, legal agreements, budget, capital works, rate options and rental charges to be applied to the site. The lease of the airport land to the NAC expired on 31 December 2011. At this point the full responsibility of the site was passed to the Shire. This in turn nullified all of the hangar sub-leases and subsequently the sub-lessees were required to negotiate new leases with the Shire. In order to better determine the rental for each airport sub-lease, the Airport Working Party firstly estimated the annual cost of the operation of the airport which for the 2008/2009 financial year was just over \$43,000. The council subsequently determined by resolution that commencing in 2008 the hangar lease sites would be rented at full market value. Annual increases set at the CPI for Perth would follow for the next four years before another full market review and four subsequent years of CPI increases.

Other issues that were highlighted to be addressed by the Shire when the NAC relinquished the head-lease included:

- Establish local laws governing use and management of the airport, enabling legal enforcement of behaviours;
- Undertake an environmental audit on the site, focussing on prevention of pollution to the adjacent waterways;
- Investigate ways that the Shire can determine who is using the airport runways to enable sharing of maintenance and repair costs;
- Investigate options to ensure the airport manager is accredited and trained to perform the role;
- Develop a long term strategy for the development of additional hangar sites and commercial development; and
- Develop a long term financial plan for capital works and future maintenance on the airfield pavements.

3.5 Utility Services

Mains power at the airport is above ground and its point of entry is off Withers Street. The supply power line was upgraded to three-phase in 2010. A sub meter is fitted to each hangar site which is currently read every six months by the NAC and accounts rendered for power used.

There is scheme water available to the airport lease sites. Telecommunication services extend to the airport. The movement area is drained by open unlined shallow drains. All runoff discharges to the eastern end of the aerodrome property either around or through the airport property towards the Mortlock River.

3.6 Rescue and Fire Fighting Services

The airport currently has no fire vehicle, with emergencies serviced by the local Northam voluntary fire service brigade. There is one fire hose in front of the NAC Clubrooms, but no firefighting hydrants among the hangar sites. There is an established airport emergency plan produced by the Northam Aero Club and available on their website. The plan highlights the recognised emergency access routes to the airfield and also the closest alternative aerodromes.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



NORTHAM AIRPORT MASTER PLAN

4 Critical Airport Planning Parameters

4.1 Forecast of Future Operations

4.1.1 General Aviation

General Aviation (GA) is defined by the type of aircraft or flying activity and is made up of many groups and individuals with a common interest in the operation of smaller aircraft. Usually, general aviation can be described as all non-scheduled flying activities other than flying activities performed by major Australian airlines.

Aircraft which are registered with a "VH-" prefix are done so with the Civil Aviation Safety Authority and handles commercially produced and amateur built aircraft, manned balloons, helicopters and gliders. Nearly 80% of VH registered aircraft in Western Australia have a Maximum Take-off Weight of 2,000kg or less.

The Bureau of Infrastructure, Transport and Regional Economics (BITRE) publishes an annual statistical report on General Aviation activity in Australia. The latest report released in February 2015 summarises the GA activity for the year 2012. Activity in the General Aviation sector fell in 2012, with a decrease in flying hours of 3.8 per cent to 1.7 million hours. The decreases in flying hours in General Aviation were recorded in Agriculture (11.3%), Business (9.9%), Aerial Work (7.0%), Training (6.7%), and Private flying (2.0%).

The overall number of aircraft registered also decreased in 2012. The number of fixed wing, single engine aircraft decreased by 1.7%, however this type of aircraft accounts for 67.9% of all General Aviation registered aircraft.

Hot-air balloons and airship registrations in Australia increased by 0.3% in 2012 to 355 aircraft.

This decline in General Aviation activity is not an anomaly. The activity has been in gradual decline since around 2007, which can be seen in Figure 4 below. There is good reason for the decline as outlined in the following section.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

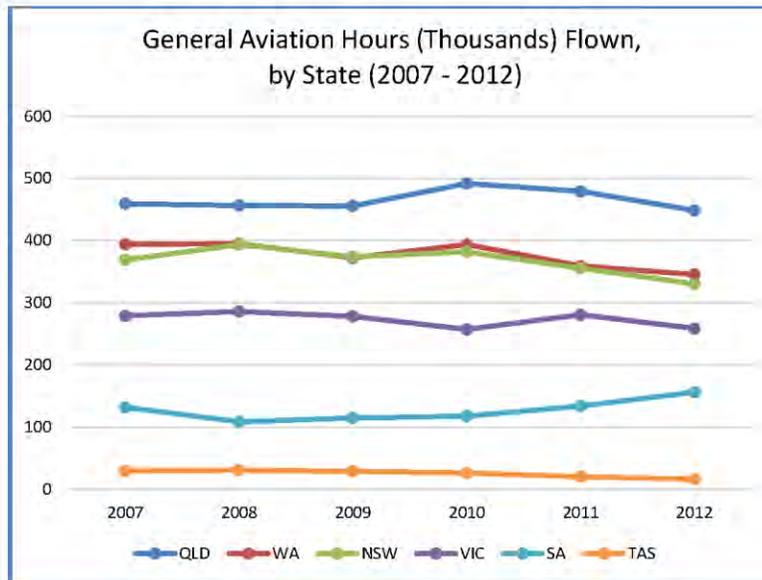


Figure 4 – General Aviation Hours (Thousands) Flown in Australia 2007 – 2012.
(Source – BITRE General Aviation Activity Statistical Report 2012).

4.1.2 Light Sport Aircraft

In 2006, CASA introduced a new category of aircraft called Light Sport Aircraft (LSA). These are small, simple to operate aircraft which can be purchased ready-to-fly from a manufacturer or can be built from a kit. An LSA is defined as an aircraft, other than a helicopter that has:

- A Maximum Take-off Weight of 600kg (for land planes), 650kg (seaplanes), or 560kg (lighter-than-air aircraft);
- Maximum of two seats including the pilot;
- Fixed landing gear and a single non-turbine engine fitted with a propeller; and
- Non-pressurised cabin.

LSA was created to enable people to fly purely for pleasure without the substantial regulations that exist in General Aviation. LSA aircraft are certified to be airworthy by the manufacturer rather than a regulatory organisation, such as CASA. These types of aircraft are registered with another organisation Recreational Aviation Australia (RA-Aus) which has over 10,000 members, most of whom hold recreational pilot's licences.

A full Private Pilot Licence (PPL) is not required to fly a LSA, but rather a Recreational Licence. A recreational licence costs around half that of a PPL and is thus attracting many aspiring pilots. A recreational licence also has many restrictions. Pilots with a recreational licence are not allowed to:

- Fly in controlled airspace
- Fly on instruments and in cloud
- Fly aircraft with more than two seats
- Fly acrobatics
- Fly at night

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



In addition, the costs of hiring a LSA are around \$150 - \$180 per hour as opposed to a VH registered single engine aircraft, which costs around \$210 - \$280 per hour.

In 2012, LSA aircraft flew a total of 195.2 thousand hours, which is an increase over the year previous by 29.5%. Hours flown in gliders also increased by 51.2%. The number of hours flown in this type of aircraft have been increasing steadily since the inception of the category in 2006. This increase can be seen across the country in Figure 5 below.

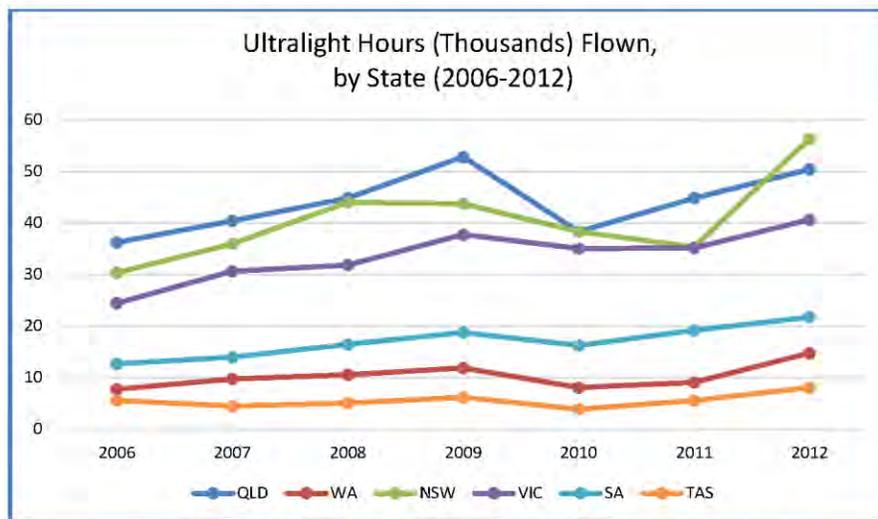


Figure 5 – Ultralight Operations Hours (Thousands) Flown in Australia 2006 – 2012.
(Source – BITRE General Aviation Activity Statistical Reports 2006 to 2012).

From the available statistics, it appears that General Aviation is in a slow decline, whereas a trend towards Light Sport Aircraft is emerging as a less expensive and more accessible way to fly for the recreational pilots and hobbyists.

Most importantly for Northam airport, the location and existing physical characteristics of the aerodrome are suitable for both categories of aircraft analysed above and thus rests in a strong position for whichever trend proves dominant in the longer term.

4.1.3 Aviation Capacity

Adopting a current level of general aviation movement activity, estimated at 8,000 per year, it is feasible to reach double this amount of activity if Light Sport Aircraft operations at the airport are embraced in full. Whilst this may create additional touch-and-go movements, the existing curfew of 2100 local time for termination of circuit training and the retention of right-hand circuits on Runway 32 both help to avoid complaints from residents regarding aircraft noise.

The Federal Aviation Administration (FAA) estimates that the annual capacity for a general aviation aerodrome with a single runway arrangement, where 90% or more of all aircraft using the airport are below 5,700 kg, is around 150,000 movements. In addition if there are less than 200 locally based

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



general aviation aircraft then the 150,000 movements would most probably be unachievable.

Research by the Bureau of Transport Economics in 1982, which evaluated the FAA's previous work on airport capacity, identified that an airport's capacity is directly related to the service rate or hourly capacity of its runway system when there is continuous demand for its service. An airport's ultimate capacity depends on:

1. The capacity of the runway, which is also influenced by other physical characteristics such as parallel taxiways and other stub taxiways at various lengths along the runway allowing more opportunities for aircraft to exit the runway as soon as possible; and
2. Operational aspects such as aircraft safety, weather conditions noise abatement policies (such as a curfew) and overall aircraft traffic mix.

Given the information above, the Northam Airport currently has the ultimate capacity in its current configuration to accommodate a much higher number of aircraft movements. Therefore a number of opportunities exist to try and attract additional users to the airport from a range of aviation groups including:

- Construction of additional hangars for increased GA and LSA aircraft storage;
- A major pilot training and flying school;
- Additional commercial enterprises such as aircraft maintenance workshops;
- Recreational fly-ins for air-shows, aircraft displays and aviation events; and
- Airparks.

4.2 Aerodrome Reference Code System

Northam airport is a General Aviation aerodrome serving the needs of mostly private air operators. The aerodrome is not certified or registered by the Civil Aviation Safety Authority, it is classified as an Aeroplane Landing Area. All fixed base and fly-in aircraft that regularly use the airport have a Maximum Take-off Weight below 5,700 kg.

The aerodrome appears in the En Route Supplement Australia (ERSA) with a shaded background. The ERSA is published by Airservices Australia every 12 weeks and contains vital information on aerodromes around the country for use in flight planning and for pilots to refer to during flight.

With regards to future developments at Northam Airport, it is important that CASA standards are adopted for planning purposes. Australia is a signatory to the Chicago Convention on Civil Aviation. The standards for aerodromes in Australia are established from the International Civil Aviation Organisation (ICAO) Annex 14 Aerodrome standards with some modifications for Australian airports and conditions.

Australian regulations governing aviation and aerodromes standards are contained within CASA's Manual of Standards (MOS) Part 139 Aerodromes. This document is supplemented by a range of Civil Aviation Advisory Publications and Civil Aviation Orders. Northam airport has been constructed to the standards outlined in CAAP 92-1(1) Guidelines for Aeroplane Landing Areas, which is suitable for the operations currently taking place. CAAP 92 however does not set out geometrical standards for physical characteristics such as Taxiway widths and aprons. For planning purposes, the standards outlined in MOS 139 should be adopted to compensate for this gap in the published ALA standards

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



when upgrading the airport. The physical characteristics of MOS 139 would need to be met if registration of the aerodrome were to be required.

One of the most important elements of MOS 139 is the Aerodrome Reference Code (ARC) system which specifies the standards for individual aerodrome facilities which are suitable for use by aeroplanes within in a range of performance and sizes. The Code is composed of two elements. Element 1 is a number related to the aeroplane reference field length. Element 2 is a letter related to the aeroplane wingspan and outer main gear wheel span. A critical or design aircraft is determined from the two elements of the ARC and then the aerodrome facilities are designed and built to meet those characteristics. Table 4.2.1 below taken from MOS 139 indicates the aircraft characteristics that determine the Aerodrome Reference Code.

Table 4.2.1 – Aerodrome Reference Code extracted from MOS 139 – Aerodromes

Aerodrome Reference Code (ARC)				
Code Element 1		Code Element 2		
Code Number	Aeroplane Reference Field Length (ARFL)	Code Letter	Wing Span	Outer Main Gear Wheel Span (OMGWS)
1	Less than 800m	A	Up to but not including 15m	Up to but not including 4.5m
2	800m up to but not including 1200m	B	15m up to but not including 24m	4.5m up to but not including 6m
3	1200m up to but not including 1800m	C	24m up to but not including 36m	6m up to but not including 9m
4	1800m and over	D	36m up to but not including 52m	9m up to but not including 14m
		E	52m up to but not including 65m	9m up to but not including 14m
		F	65m up to but not including 80m	14m up to but not including 16m

From the ARC tables, it is evident that the existing aircraft based at Northam are in the Code 1A category. There have been occasions when Northam has accommodated larger aircraft however for the purposes of planning and development, consistent with the opportunities that are available, then it would be practical to adopt Code 1A standards for aerodrome upgrades.

The technical data of a selected range of aircraft types have been considered, all of which are currently in service in Western Australia and all of which are located or have potential to locate and/or operate from Northam Airport. Table 4.2.2 below outlines these aeroplane characteristics.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Table 4.2.2 – Aircraft Types and Reference Codes

Aeroplane Type	ARC	Aeroplane Characteristics					
		ARFL (m)	Wing span (m)	OMGWS (m)	Length (m)	MTOW (kg)	Tyre Pressure (kPa)
Cessna 172	1A	272	10.9	2.7	8.2	1066	200
Cessna 206	1A	274	10.9	2.6	8.6	1639	289
Cirrus SR22	1A	472	11.7	2.8	7.9	1542	427
Beechcraft Bonanza	1A	583	10.4	2.9	8.4	1656	276
Beechcraft Baron	1A	401	11.5	3.1	9.1	2449	392
Piper Navajo	1A	639	12.4	4.3	9.9	2950	414

Comparing MOS 139 Code 1A standards with the ALA standards contained within CAAP 92, there are a few differences, which Northam Airport already has implemented since the completion of the previous Master Plan in 2006. These basic differences are as below:

Table 4.2.3 – Differences between MOS Code 1A, CAAP ALA Standards and Northam

Standard	MOS - Code 1A	CAAP - ALA	Northam
Runway Width	18m	15m	15m
Runway Longitudinal Slope	Max 2%	Max 2%	Unknown - requires survey
Runway Strip Graded & Marked Width	80m	45m	80m
Transitional Surfaces	Clear of obstacles above 20% slope	Clear of obstacles above 20% slope	Requires survey, but large trees just outside of runway strip
Approach Slope	Clear of obstacles above 3.33% slope out to 2500m	Clear of obstacles above 3.33% slope out to 900m	Requires survey to determine
Taxiway Width	7.5m	Not Specified	7.5m

The majority of aircraft operating into and out of Northam will be comfortable with the current physical characteristics, nevertheless it is recommended that when considering upgrades the MOS Code 1A standards are adopted and would be essential if the aerodrome were to be registered in the future.

4.3 Aircraft Movement Area

4.3.1 Runway

The existing runway 14/32 has a marked length of 975 metres between the runway thresholds. The full effective runway pavement for operational take-off run available is 1248 metres. In relation to runway length, MOS 139 states “The length of a runway must be adequate to meet the operational

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



requirements of the aeroplanes for which the runway is intended". The "operational requirements" of aeroplanes may be determined by the aircraft manufacturer, aircraft type, performance, fuel and payload uplift and meteorological conditions such as ambient air temperature, wind speed and wind direction.

There doesn't seem to be any recent records of an Aerodrome Safety Inspection (ASI), which is recommended to determine the actual take-off and approach gradients and calculation of the other declared distances associated with the runway. These declared distances could be published as a Runway Distance Supplement (RDS) alongside the ERSA entry for Northam to give visiting pilots, especially those unfamiliar with the airport, even more information on the aerodrome for flight planning purposes.

The existing runway paint markings, whilst appearing suitable are very faint and should a re-mark should be considered in the short term. For planning purposes, a re-mark should be scheduled every few years to ensure the marking remain bright and clear to pilots.

The runway is currently 15m wide which is suitable for the current classification of the aerodrome. If any upgrades to the surface were desirable within the next planning period, then the width could be increased to 18m. This small increase would align the runway with MOS 139 Code 1 requirements.

Recommendations –

Carry out an Aerodrome Safety Inspection (ASI) to allow take-off and approach slopes to be surveyed and Declared Distances to be calculated. The ASI will also highlight any other safety issues such as obstacles that may infringe the transitional surface, e.g. trees and vegetation.

Once an ASI has been carried out, a Runway Distance Supplement (RDS) could be published alongside the existing ERSA entry for Northam.

Programme to have the runway markings re-painted every few years as they become faded.

4.3.2 Runway Strip

The runway itself is centrally located within a runway strip. The areas either side of the runway should be smooth and firm in order to reduce the risk of damage to an aircraft in the event of running off the runway pavement. The flyover areas are additional obstacle free areas on either side of the runway strip that are not necessarily graded or trafficable but can be included to make up the overall runway strip width and also provides obstacle free airspace for aircraft flying over the area during take-off and landing.

The previous Airport Master Plan recommended demarcation of the runway strip edge with markers to MOS 139 standards (80m width). In July 2010, white cones markers were installed at the aerodrome as per this recommendation. MOS 139 standards also state that for Code 1 runways the runway strip must be 30m longer than the runway at both ends and as such the marker cones should be 30m out from the runway threshold markings. The ALA standards outlined in the CAAP do not require the cones to be offset from the runway thresholds. Therefore at this point there is a mix of the two standards (MOS 139 and CAAP 92(1)-1) being employed with regards to the runway edge cones.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



The flyover area should be maintained to ensure that no obstacles infringe an inclined slope of 1:5 (20%) originating from the edge of the marked runway strip. Any vegetation that infringes the slope, should be lopped or removed. Again an Aerodrome Safety Inspection would be able to outline any infringements that exist.

Any grass on the runway strip should also be regularly cut-short to ensure a smooth a possible ride for aircraft that leave the runway.

Recommendations –

The runway strip width has been marked to MOS 139 Code 1 standards (80m wide), but not for length which requires the runway strip to 30m longer than the runway at both ends. If MOS 139 standards are to be adopted, then the cones should be repositioned accordingly.

Have the vegetation at the sides of the runway strip surveyed to determine any infringement that may exist and lopping required.



View facing north-west along the airport perimeter fence. The runway strip edge cones can be seen. Trees may infringe the transitional surface and should be assessed by survey to ensure the flyover areas are clear.

4.3.3 Taxiways

The existing taxiways at Northam are 7.5m wide in accordance with MOS 139 Code A standards. If the potential of Northam airport is realised and the number of aircraft movements increases annually, there will be the demand for increased aircraft storage and movement areas. Any taxiways that are constructed should be done so to Code A standards and thus be 7.5m wide. An additional hangar

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



development is proposed on the west side of the runway at the southern end. These hangars sites will require connecting to the runway by appropriate taxiways.

A parallel taxiway, mirroring the existing one on the eastern side of the runway could be constructed to allow aircraft to taxi to the northern end of the runway without having to cross. Due to the overall width of the runway strip being 90m and close to the airport perimeter fence, a parallel taxiway of this nature would require to be positioned outside of the current fence. To allow for future upgrade of the aerodrome to Code 2 standards or if a non-precision instrument approach were to be implemented, the separation distance between the centreline of the parallel taxiway and the centreline of the runway is recommended to be 52.5m

Adjacent residential land on the western side of the aerodrome would require re-zoning to incorporate the parallel taxiway into airport land. Those adjacent residential blocks will then have the opportunity to create an airpark type scenario, where private hangars could be built and connected to that parallel taxiway. In fact one of the landowners on the northern-most block is already in the planning stages of constructing his own hangar.

The development plan addresses this development option.

Recommendations –

Future parallel taxiways on the western side of the runway should have a separation distance of 52.5m between the centrelines of the runway and taxiway.

4.3.4 Apron

The standards for apron construction require apron parking areas to be located so that aeroplanes parked on it do not infringe an obstacle limitation surface, in particular the transitional surface.

The previous master plan proposed additional apron area to the north of the existing apron on the east side of the runway. This proposed apron has not been built, rather the new hangars have been connected to the existing parallel taxiway with individual taxiways. This originally proposed apron expansion is still valid and has been retained on the development plan to provide additional public parking for itinerant and visiting aircraft.

Additional apron area is also proposed on the west side of the runway to create more brand new aircraft storage options, potentially attracting new users to the airport. The large open area could be used to host aviation related events, such as recreational fly-ins and aircraft displays. Adequate parking is essential for future growth and be the key to that growth. The land is already zoned for airport use but is currently used to keep horses. The existing Illuminated Wind Direction Indicator is also located on this parcel of land and will require repositioning when the apron area is constructed.

The development plan shows that nineteen additional hangar blocks of 15 metres frontage could be created on the western side of the runway. The standards require apron parking areas to be located at a distance offset from the runway strip such that buildings, taxiing aircraft and parked aircraft do not infringe the 1:5 transitional surface that arises from the edge of the runway strip. Therefore the proposed hangars on the western side of the runway, are proposed to be at least 30m outside of the

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



runway strip to allow the nearest hangar to be a maximum of 6m high. Height limits would increase for the hangars which are set further back from the runway strip.

4.3.5 Wind Direction Indicator and Signal Circle

The Northam airport currently has two wind direction indicators; a primary illuminated white windsock at the south-western end and a yellow secondary windsock at the north-western end. If the proposed additional apron area is to be developed on the western side of the runway, then the existing illuminated wind direction indicator will require to be repositioned. A suitable location would be to the north of the existing location away from the proposed apron and hangar developments. The illuminated windsock assembly is about 10m high and thus the new location would require to be set back approximately 50m from the runway strip to ensure that it doesn't infringe into the transitional surface.

To enhance the visibility of the wind direction indicator it must be positioned centrally in a blackened circular area 15 metres in diameter and bounded by either a ring of 15 white cones or a white painted annulus 1.2m in width.

Further, CASA standards require a signal circle, consisting of a blackened circular area 9 metres in diameter and bounded by either a ring of 6 white cones or a white painted annulus 1.0m in width. The signal circle must be located not more than 15m from the primary wind direction indicator.

The signal circle is used to display ground signals when certain operational circumstances prevail. For example total aerodrome unserviceability or closure must be displayed by a signal consisting of two white stripes not less than 0.9m wide and 6m long placed in the form of a cross in the signal circle. This signal would be required if there was an incident on the runway meaning it cannot be used.

Other relevant signals which may be useful at Northam include restricted operations and glider operations signals, both of which have a unique appearance within the signal circle.

The use of ground signals is a visual statement or operational status at the time, to a pilot on arrival. This advice and other matters that could affect serviceability, such as infringed approach and take-off areas, animal hazards or a damaged windsock should be preferably be notified to pilots prior to departure.

Recommendations –

As the Northam airport is not registered, a reporting system where pilots can be informed of any changes to the aerodrome serviceability status should be established. A signal circle should be established not more than 15 metres from the primary wind direction indicator.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

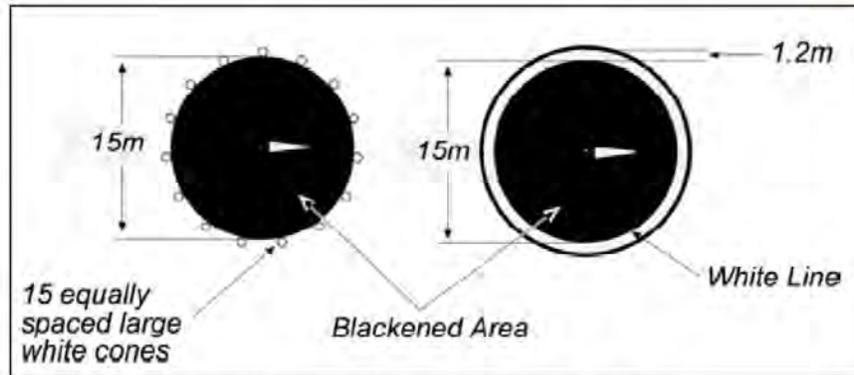


Figure 6: Options for Primary Wind Direction Indicator

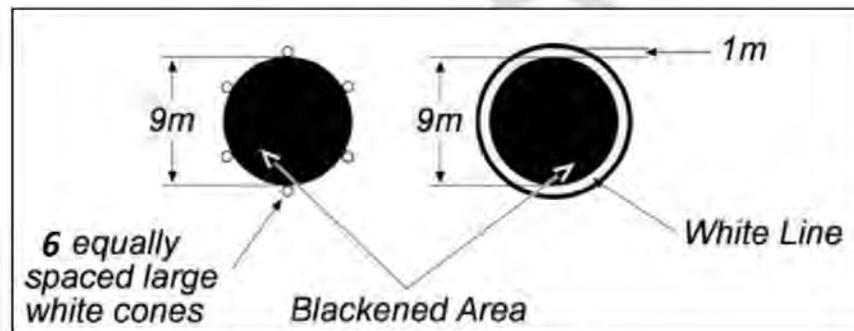


Figure 7: Options for Signal Circle

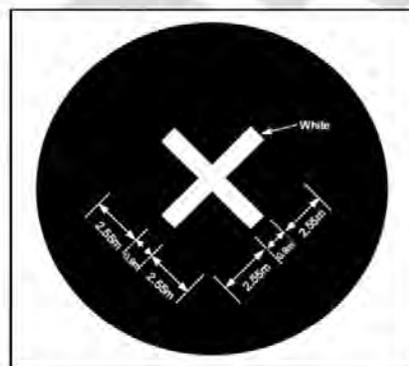


Figure 8: Total Unserviceability Signal

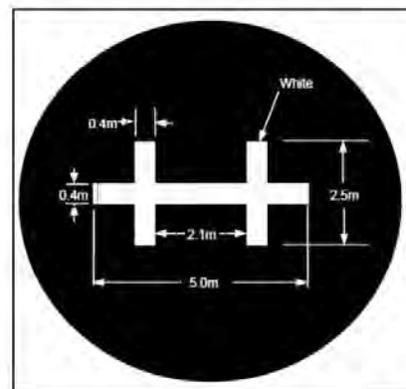


Figure 9: Glider Operations Signal

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



4.3.6 Runway Lights

Fixed airfield ground lights are installed on runway 14/32 at a longitudinal spacing of 90 metres and offset from the runway centreline by 15 metres either side. The individual lights are mounted on concrete blocks. As the concrete blocks are situated within the runway strip, they should sit flush with the surrounding ground. Some of the blocks protrude above the surface and some re-grading of the surrounding area should be carried out to ensure a smooth surface.

The airfield lighting system is capable of activation using Pilot Activated Lighting (PAL) frequency 124.2 MHz and has frequency response.

A secondary or standby power supply using a small diesel generator that could automatically activate should mains power be lost would provide the ideal back up. Portable lighting, either battery operated or using flares is the other option when mains power is unserviceable.

Recommendations –

Smooth the areas around the concrete blocks upon which the runway edge lights sit to ensure they are flush.

In order to gain knowledge on the current condition of the electrical circuits at the airport (and thus the remaining expected life), it is recommended to carry out an aerodrome electrical technical inspection. An inspection of this nature will provide details on the insulation resistance of the circuitry and the compliance of the system to both MOS 139 and the AS 3000 – Electrical Installations.



Concrete blocks should be flush with the surrounding area on the Runway Strip.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



4.4 Pavement Strength

The runway at Northam airport has undergone several upgrades over the decades. The two latest runway upgrades, completed in 2001 and 2006 respectively involved firstly chip sealing the runway and later, applying an asphalt surfacing. An asphalt surfacing typically provides maintenance free service for upwards of 15 years. The light-weight nature of aircraft operations at Northam possibly means that the asphalt will last a longer than conventional asphalts on larger airports.

No destructive testing or sampling was undertaken as part of the Master Plan as it was deemed unnecessary and the pavement should last for many more years so long as water is not allowed to ingress into the underlying pavement materials.

Recommendations –

In the years to come, as the asphalt gets older, it will be prudent to conduct an annual pavement inspection by a suitably qualified person to ensure that there are no significant cracks or depressions appearing in the runway, taxiways or apron surfacing that will allow water to enter the underlying base course.

4.5 Aviation Support and Landside Facilities

The Northam Aero Club facilities provide a focal point for the public with ablutions, phone access and drinking water and shelter from the elements being the basic comfort needs of an itinerant pilot.

Where scheduled service flights are operating a passenger terminal will be found. However, at those airports used only by a collective of general aviation users then the provision of common user facilities to meet the needs of local and itinerant pilots is appropriate.

The existing landside building area site occupied by Northam Aero Club is considered adequate for expansion and redevelopment over time to meet this public focus point, assuming the club retains its presence.

Uncontrolled access to the airside area (beyond the building line) is not to be encouraged under CASA registration provisions to promote safety and best practices. Fences, gates and signage to limit unauthorised access airside are all in the interests of best practice and safety. Current vehicle access routes do not advise where cars are to park or halt to avoid unauthorized access. Under the development proposal future road construction is recommended to be confined to the identified road reserves.

The airport has mains power and water to the site as these are essential engineering services to businesses on an airport. An upgrade of the electrical distribution on the airport to meet three phase demand and increased demand has been mooted but a load demand assessment is required taking due account of ultimate facility development.

The provision of power to proposed new development sites will be an essential requirement to attract tenants to the sites and ensure airport business growth.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Similarly, main pressure water supply is highly desirable versus the requirement for individual catchment installation for water supply and should be distributed to new sites.

The staged upgrade of both power and water supply in conjunction with future building area development is recommended.

4.6 Security Requirements

Fences exist on all boundaries of the Northam airport in various condition and consideration should be given to upgrading the perimeter fence when the proposed developments go ahead. Rural stock-type fencing is deemed adequate for the airport, unless there exists a significant Kangaroo hazard, meaning appropriate roo-proof fencing should be considered. The current status of the aerodrome as an ALA with no regular public transport flights means that formal security standards are not required to be followed to inhibit unlawful interference at the airport.

Safety to aircraft should still remain paramount to aerodrome operations and some restriction to airside access should be implemented. Currently, there is nothing preventing public vehicle access to the airside area of the airport, which although rare, could present a potential hazard to aircraft operations. Some action should be taken or procedures set in place to ensure gates can be locked or investment could be made into an automatic vehicle gate and swipe cards issued to the relevant people who require airside access. Temporary swipe cards could be made available for itinerant pilots who want to leave the airside area.

4.7 Airspace Protection Surfaces

The airport's Obstacle Limitation Surfaces (OLS's) depict the aerial surfaces that need to be protected from infringement by obstacles (buildings, terrain, vegetation etc.) for the safe operation of aircraft.

The OLS plans reveal an order of penetration by existing terrain, which is important information to have when designing departure and approach path procedures for Northam airport and promulgating aircraft circling minima.

For the purposes of the airport master plan, the OLS plan prepared for the airport is based on code 2 non-instrument standards which could be adopted as the 'ultimate' OLS for the aerodrome site and establishes aspiring standards of safety.

The significant consideration to external land use planning is the restriction of structures that may be proposed to be erected within the take-off/approach splays and OLS generally.

Recommendations –

- To determine and maintain accurate take-off/approach gradients and calculation of the declared distances available, an annual aerodrome technical inspection including survey should be undertaken.
- This will outline any new or changing obstacles, such as vegetation that affect the aerodrome's OLS.
- Obstacles that infringe, that cannot be removed should then be marked by an aviation obstacle light.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Any permanent obstacles (if they exist) that infringe in the aerodrome's OLS should be published on the Northam ERSA entry to give pilots knowledge of the airport prior to arrival. An aerodrome survey will establish any existing obstacles.

4.8 Aircraft Noise

Northam airport is an important public infrastructure facility for the Avon Valley and Central Wheatbelt communities and the community expect the operation of this facility will not inhibit development or their lifestyle.

The Northam Airport Master Plan sets out to determine, at an early stage of the airport's life cycle, the ultimate form to which it is envisaged to develop. A design standard has been selected and the ultimate level of aircraft movement can at least be expected to double with capacity at the airport far beyond that.

In addition it is recommended to have a process to examine building heights of new structures proposed for erection around the airport encompassing the extent of the airport's OLS surfaces, as depicted by the plans. Aircraft noise is an important community and environmental consideration in the immediate proximity of the Northam airport.

As with the management of building height control and the implementation of planning regulations for appropriate zoning it is possible to manage development to avoid aircraft noise from becoming an issue. The highest noise sensitive areas at any airport are located on the immediate 'straight-in' approach/departure paths for the runway.

The Northam Aero Club have adopted fly neighbourly procedures to limit aircraft activity over the town. Right hand circuits on runway 32 are promoted as special procedures to minimize the potential to cause the community concern. There is also a curfew in place for repetitive circuit training at 2100 hours (local time) each evening.

Present traffic levels are inadequate to empirically determine and show a noise impact by the Australian Noise Exposure Concept (ANEC) extending to external property. This is due to the weighting given to light aircraft versus jet movements and the fact that operations conducted by day have less noise weighting than night operations.

Further, it has become better appreciated in recent times that the ANEC for an airport, read in conjunction with Australian Standard AS 2021 "Acoustics - Aircraft Noise Intrusion – Building Siting and Construction" is only a planning guide and not the ultimate noise management tool.

It is more advisable to be cognisant that training aircraft do have to circuit the airport runway some 1.0-1.5 km out from the runway to intersect the approach centreline and conduct a landing or "touch and go" and by implementing compatible land zoning of the surrounding airport land, out to at least 1.5 km from the parallel and ends of the runway, if possible, then this can provide the greatest mechanism to 'protect' the airport.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Recommendations –

Advertisement, within the local community, of the adopted fly neighbourly procedures would ensure local residents know that airport operations are restricted and tailored to the local environment. This is beneficial in promoting the airport through community relations and securing the long term future of the airport at the existing site.

5 Opportunities

5.1 Aircraft Storage

Northam airport already has a number of private aircraft storage hangars utilised by aircraft owners. There is space to expand on this already successful scenario especially because storage space of personal aircraft is at a premium in the Perth metropolitan area. The Jandakot Airport Master Plan 2014 states that 13,500 square metres of aircraft hangar space could be constructed with the next five years. With Jandakot being an air-traffic controlled airport, this means that the proposed hangar space is not available to Light Sports Aircraft pilots, who are not permitted to enter controlled airspace.

With the trend for recreational flyers in Australian aviation seemingly moving towards Light Sports Aircraft, Northam's location again is highly appealing to those residents from the Perth Metropolitan area who would like to store an aircraft within easy reach of the city.

As the Northam Airport is owned by the Shire, there is a strong case for developing additional aircraft storage. There is the potential to have additional revenue streams from leasing the space where the aircraft owner may erect a hangar. Then in future lease may be transferred and the hangar removed or the lease sells it to the new lease as part of the transfer of lease. The sites could be serviced with water, power, sewerage and therefore attract a higher rent. Alternatively the Shire may opt to construct a series of secure hangars either independently or as a public/private partnership in order to convince new tenants to become involved at the airport.

For the Northam Airport Master Plan, on the western side of the runway a building area development proposal creates subdivided blocks suitable for multiple hangar site development. Some 18 hangar sites with 15 metre wide frontages can be created or more if smaller dimensions are adopted or common walls between hangars are utilised. The actual building characteristics can be reviewed following demand assessment but for planning purposes notional sizes have been adopted.

The 18 hangar sites can be located around the perimeter for an expansive apron area measuring approximately 185m x 90m. This area, used for General Aviation aircraft parking can be the assembly point of recreational fly-ins, air-shows and aircraft displays. The Northam Aero Club may even consider moving their club rooms over to this western side of the runway and establish new facilities, hangars and training rooms for their operations. This may in turn spike interest from peripheral users of the airport and encourage aspiring pilots to take their flying lessons at Northam from brand new training facilities.

The land to the western side of the runway is currently underutilised with the illuminated wind direction indicator located here and horses being kept in the paddock. Relocation of the windsock will

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



be required and open drainage channels could be constructed to channel run-off towards the Mortlock River.

The site earthworks, apron formation including surfacing and utility installations can be undertaken as first stage and building hangars as stage two with demand for hangars determining the extent and timeline of such constructions. The apron area can be connected to the runway by the proposed parallel taxiway on the western side of the runway, which could also be constructed in a staged approach and demand requires from increasing new occupancy.

This site can be directly accessed from Withers Street, with the creation of suitable access roads and this presents advantages for independent access and also independent aggregation of aircraft and operator type, such as Light Sports Aircraft.

5.2 Pilot Training

Commercial Pilot Training is readily available in Western Australia for both domestic and international cadets. At present, Jandakot airport supports two international airlines' pilot training schools. The Singapore Airlines Flying College and the China Southern Western Australian Flying College.

The training schools provide the airport operator with significant commercial income and thus support the airport's operational and development costs. Flow on business extends to aircraft service industries, employment for training personnel and instructors, administrative staff and general support associated with the schools.

Supplementary economic activities are increased aviation fuel sales, local servicing and maintenance of the school, construction activity and expenditure in the local economy by cadets and instructors. The flow-on effect extends to airports such as Northam, where aircraft from the China Southern Flying College regularly stop to refuel.

In the mid-1990's China Southern WA Flying College established a satellite training facility at Merredin Aerodrome. The Shire of Merredin leased their then defunct airport to China Southern for \$1 for a period of 100 years. The partnership in the years since has been successful with major investment providing upgraded facilities at the airport, including sealed runways, control tower, firefighting system, classrooms and an automatic weather station. Other local economic benefits include employing approximately 30 local staff, construction of accommodation facilities in town, local catering contracts and maintenance contracts. The overall training facility has the capacity to accommodate up to 300 students at any one time to complete their initial Commercial Pilot's License in single-engine Grob aircraft before going back to Jandakot to advance to multi-engine and jet aircraft.

Singapore Airlines Flying College does not have a satellite training facility in regional Western Australia. The greatest risk to rural programs is the attraction and retention of flying instructors. Instructors and their families require education, health care, recreational facilities and good quality housing. A close distance to the city is required to transport students and provide greater options for time off. Northam has all of these pre-requisites.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Clearly, the Merredin venture has been successful for both the local economy and the State. Attracting a major airline is a triumph and is a possible option for Northam Airport and the regional benefit resulting from a primary or satellite training facility being established is significant.

5.3 Aircraft Maintenance and Fuel

An existing key commercial enterprise at the Northam Airport is the presence of Northam Air Services. Up until the end of 2012 the average age of active fixed wing VH-registered aircraft was 27.7 years, which was an increase from 2011 (27.0 years). With the aging nature of general aviation aircraft the need for continued expanded aircraft maintenance operations at Northam are vital for the commercial development opportunities at the airport.

VH aircraft are registered with CASA, are heavily regulated and must be maintained by CASA Licensed Aircraft Maintenance Engineers (LAMEs). At present, there is also a severe shortage of LAMEs in many parts of Australia and this continues to be a high demand service. The role of Jandakot Airport as a major aviation training facility was further enhanced in 2010 when Polytechnic West redeveloped its Aerospace Training Centre. The Aerospace Training Centre provides courses in engineering and aircraft maintenance, ground and cabin crew operations, and airport management, increasing the chances of local talent being able to be recruited for expanded aircraft maintenance operations at Northam.

The present siting of the Avgas fuel facilities with dispensing cabinet on the apron building line and all tank and pump equipment landside is the most efficient use of land.

Its position is acceptable and its retention encouraged. However, any fuel storage development/upgrade should comply with the siting requirements from hangars and buildings to be compliant with AS 1940-1993 'The Storage and Handling of Flammable and Combustible Liquids'. For instance a 20,000 litre facility must have 9 metre clearance yet an 8,000 litre (existing) must have 6.5 metre clearance.

Fuel facility upgrade may be driven by fixed base operations of say firefighting water bomber aircraft or by local flying traffic demand and increased hours of availability through automation of supply say by swipe card installation.

Aviation turbine fuel (AVTUR) is not currently available at Northam although there seems to be a demand for it. The local operator Taurus Aviation uses about 90,000 litres per year for its aerial agricultural operations and refuelling is currently undertaken through fuel drums which are stored in the hangar. A small above ground tank around 20,000 litres capacity would probably be of great benefit in attracting even more permanent and itinerant users to the airport.

5.4 Recreational Fly-ins

Northam is a famous destination, both locally and nationally, with a good range of annual events on the calendar. A very popular event in Western Australia is the Avon Descent, which is held around the start of August each year, with the start line for the race being in the centre of Northam in Bernard Park. The addition of the National Ballooning Championships coming to Northam in late-August 2015

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



also highlights the fact that Northam is an attractive destination for significant recreational events.

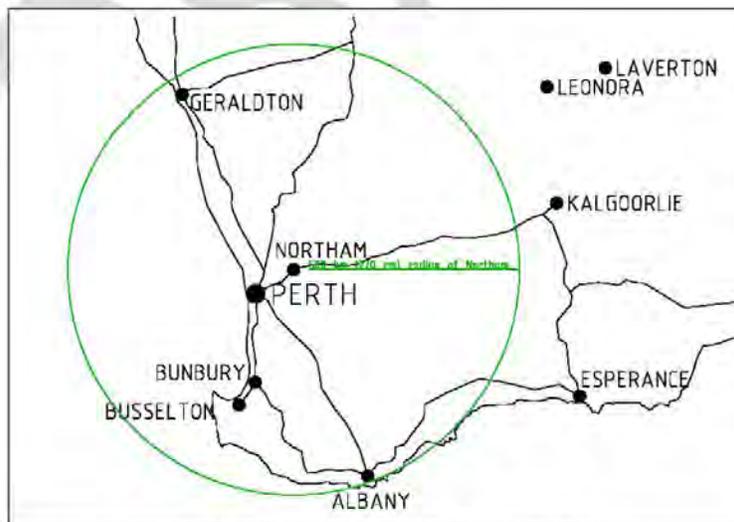


There is opportunity to introduce recreational fly-ins and air-shows at Northam airport to attract more people to visit the airport site. Furthermore, fly-ins could be arranged and advertised to coincide with significant event occurrences in town when peak numbers of visitors are in the local area.

A fly-in is a pre-arranged gathering of aircraft, pilots and passengers for recreational and social purposes. They can be formally or informally organised members of the public may or may not be invited and they can be aimed at specific aircraft classes such as a certain aircraft model, vintage and warbird aeroplanes.

There are a number of fly-in events organised locally and throughout Australia, for example the annual AUSFLY event is held in Narromine, NSW, which attracts many aircraft types. Other events can be centralised around fundraising for worthy causes such as the Royal Flying Doctor Service, with aerial acrobatics displays, music events and food stalls.

Northam is located ideally to attract recreational flyers from the regional areas both to the north and south of the Perth metropolitan area with a comfortable flying distance from most other aerodromes in the south-west land division. Vivality, Northam Airport already has an ERSA entry and provides crucial information for recreation fly-ins.



500 km (270 nautical miles) radius from Northam.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Recommendations –

Explore the potential to introduce aviation related events hosted at the Northam Airport in order to attract the local public and recreational pilots from further afield. Signature events could be organised to coincide with other town events to take advantage of peak visitor numbers and maximise exposure.

5.5 Airparks

Airparks are high-end developments located adjacent to airports and generally within the airport reserve, they are 'fly-in' communities. An airpark is a residential location that consists of residences with attached hangars. Each residence includes a hangar with lot owners having direct access through taxiways to the runway.

The airpark concept was pioneered in the United States of America and there are now several locations in Australia under development, with Temora in New South Wales being an example of a so-far successful undertaking. Temora is owned by the Shire of Temora and includes both residential and commercial lots. Features of the airpark include:

- Residential lots from 800 to 1250 square metres from \$65,000;
- Commercial lots from 1250 to 298,000 square metres;
- Runway is 2040 metres long and 30 metres wide;
- Owner design and build unique residential homes; and
- Fuel available on site.

All 38 lots offered in Stage One at Temora have been sold, along with 28 out of 32 lots offered in Stage Two. Stage Three is already being planned.

Here in Western Australia, Airparks have been under consideration in Serpentine, Esperance, Margaret River, Denmark, Wagin and Jurien Bay.

While the development of an airpark is not within the scope of this Master Plan, the preference for Northam Airport is to remain as a mainly recreational general aviation airport and therefore airparks present a very appealing option for the future and could be explored further. In addition to being strategically compatible, airparks have the opportunity to generate revenue through land sales and annual rates and fees.

The location of Northam Airport in the heart of the Avon Valley away from the busy and controlled metropolitan airspace is the ideal site for an airpark development both from an airport operator and consumer point of view. Aside from the fact that Northam itself is a very appealing destination location the airport is central in a region with a high level of existing and increased general aviation activity of all kinds.

As highlighted in Section 4.1.3 *Aviation Capacity* above, the Northam airport in its current configuration is able to support a significant amount of additional aircraft movements on an annual basis. An airpark development is not expected to drastically increase the current number of aircraft movements, especially due to the limited space available within airport land that is available for the development of airpark lots.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



Artist Impression of a Residential Airpark Taxiway – Source: Website of Evans Head Airpark, NSW.

5.6 Other Revenue Opportunities

There are a number of other revenue opportunities that are available to Northam Airport. They are by no means the limits of revenue opportunities but appear to fit well within the strategic context of the airport.

By encouraging aircraft activity and the commercial use of sites it is possible to maximise the potential financial return from operating the airport as a business. For airports situated in small regional centres, such as Northam, the dominant airport business income is derived from aircraft user activity and demand for on airport commercial sites is typically comparatively low.

The regional airports with scheduled passenger services have a distinct edge over centres that only support general aviation as they have the ability to charge passenger levies and landing fees with sustained regularity.

In Northam airport's case the operation is presently at nil or little cost to the owners as the Northam Aero club takes full responsibility for all management activities.

The Shire of Northam has a strong community commitment to the ongoing development of the airport and are more capable of generating the capital to ensure timely upgrade of facility infrastructure occurs. This is on the basis that grant funds are accessible through State and Federal sources more readily in the public domain versus the private.

Itinerant use of the airport by student pilots conducting navigation exercises cannot generate income as use of the airspace is free. Yet almost all flying schools within a 200 km range of Northam will at some stage seek the use of the airport for their students as a part of a matrix of aerodromes that combine to form suitable flight planned navigation routes.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



A mechanism for cost recovery should be contemplated but it cannot and should not be attempted to be 100% cost recovered as the traffic levels are just not sustainable for this to occur. Charges for use of the infrastructure can be imposed and are accepted by the aviation industry provided that they are fair and reasonable. Charges on fixed base operators is normally structured as an annual fee per aircraft plus a site lease charge where an area of land has been allocated to the operator. Again charges must be fair and reasonable and typically a Land Valuer will be engaged to recommend an appropriate rate.

Itinerants are potentially charged on a movement or similar basis but it is the growth in the airport business development that must be the focus. To grow demand will grow revenue. The Northam Aero Club are active in their pursuit of new students which directly generates potential for additional aircraft and growth of other service industries on the ground at Northam airport. The airport's catchment for aircraft owners and pilots extends to the Perth metropolitan regional and in particular the hills and northern suburbs that have significant surface travel times to Jandakot airport.

Having suitable areas available for the development of hangars, public apron parking and a flying training school are all hall mark business initiatives to stimulate future expansion.

General aviation business is a competitive market and those airport operators that have developed sites ready to be allocated and have a policy of support to develop when approaches are made by private and business developers are more likely to be the winners. Equally the availability and ease of connection to engineering services such as power, water and telephone are important considerations.

Capital outlay of course must be matched by reasonable return on investment and the criteria will vary for rate of return. However, the operational income from the business would be expected to equal the operational expenditure and meet major recurrent costs such as runway reseals and upgrades.

This master plan provides guidance for the structured development at the airport. However, it is not able to accurately forecast timing of aviation growth that would warrant the infrastructure development referred to by the master plan. In saying this, the financial strength of the airport as a business must be kept in mind and every opportunity taken to make use of support grants to offset the limited capital available for development of the airport.

Recommendations –

Investigate further the potential to implement landing fees at the Airport, particularly for itinerant aircraft such as those from local flying schools. A method to record the aircraft registrations and produce invoices would need to be cost-effective to make the venture worthwhile.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



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SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



APPENDICES

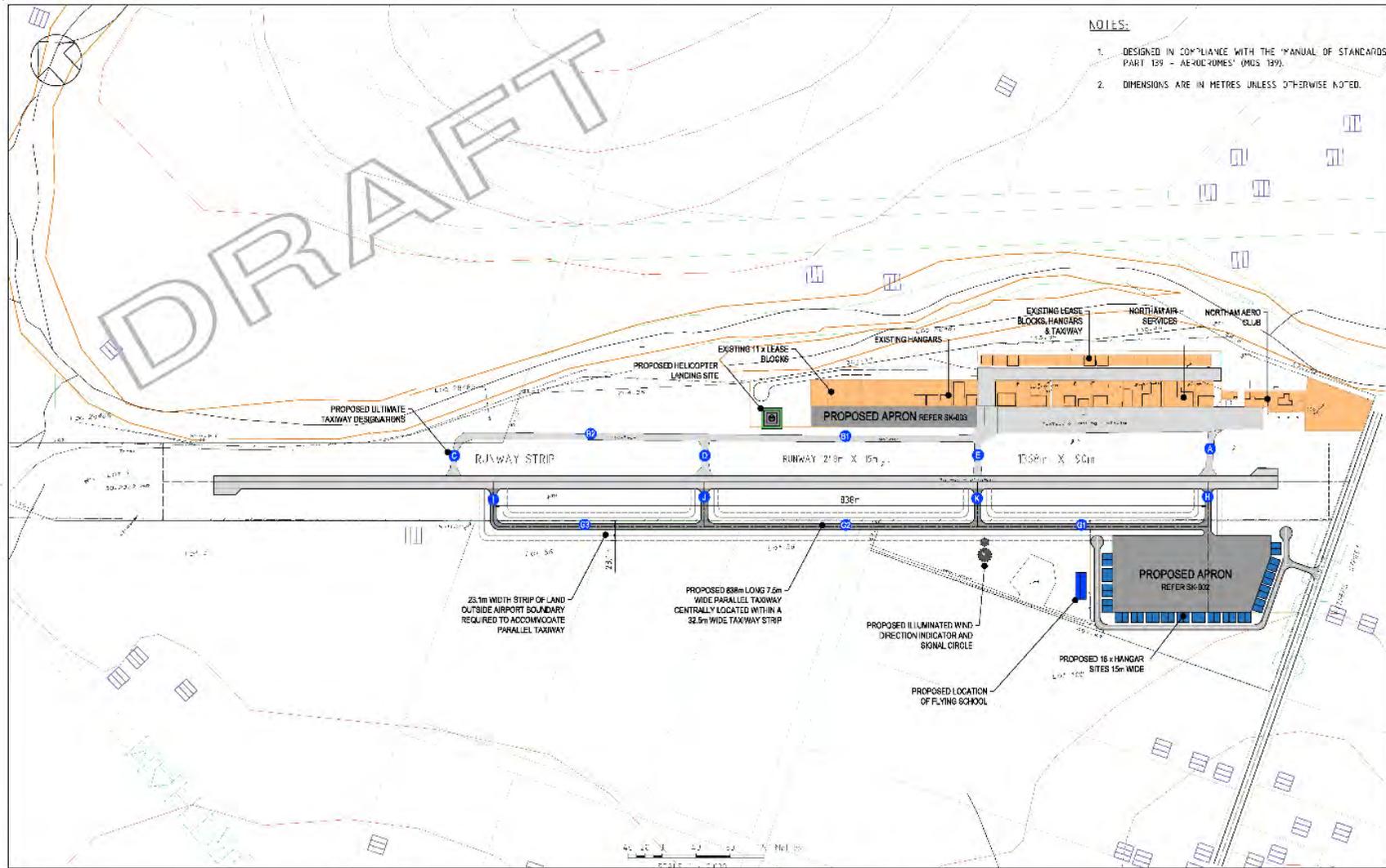
Master Plan Drawings

- 1. YNTM-SK-001 – Development Plan**
- 2. YNTM-SK-002 – Building Area Development – Western Side**
- 3. YNTM-SK-003 – Building Area Development – Eastern Side**
- 4. YNTM-SK-004 – Obstacle Limitation Surfaces – Outer Surfaces**
- 5. YNTM-SK-005 – Obstacle Limitation Surfaces – Transitional**

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



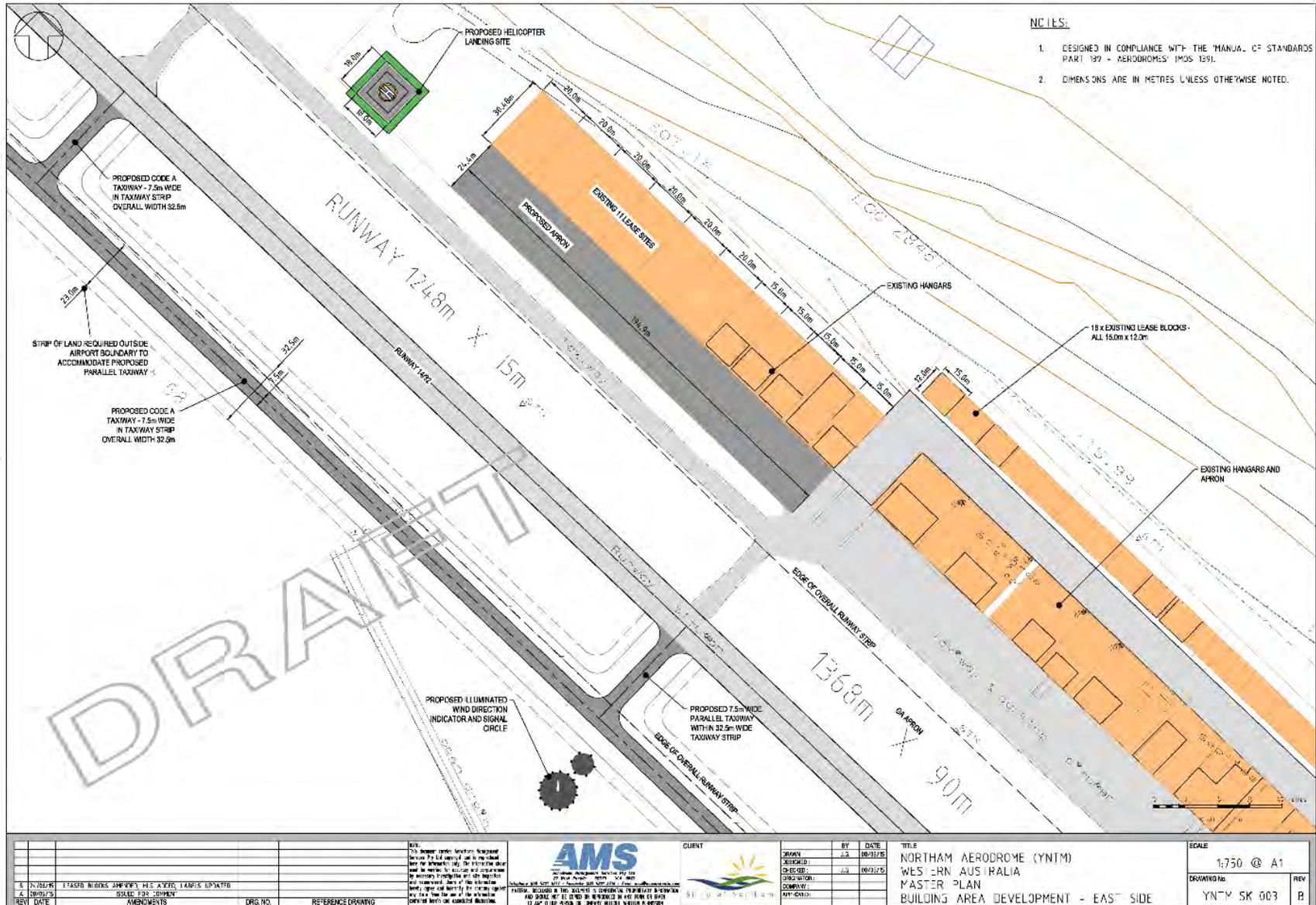
- NOTES:**
- DESIGNED IN COMPLIANCE WITH THE 'MANUAL OF STANDARDS PART 139 - AIRCRAFT' (MUS 139).
 - DIMENSIONS ARE IN METRES UNLESS OTHERWISE NOTED.

YNTM-SK-102/BUILDING AREA DEVELOPMENT - WEST SIDE						TITLE NORTHAM AERODROME (YNTM) WESTERN AUSTRALIA MASTER PLAN DEVELOPMENT PLAN		SCALE 1:2,000 @ A'	
REV	DATE	AMENDMENTS	DRG. NO.	REFERENCE DRAWING				DRAWING NO.	REV
1	21/03/16	LEAST BLOCKS AMENDOR, H.S. ADDED, LABELS UPDATED						YNTM SK 001	1
2	28/03/16	DESIGN FOR COMMENT							
3	18/04/16	DESIGN FOR COMMENT							
4	27/03/16	DESIGN FOR COMMENT							

SHIRE OF NORTHAM

AGENDA

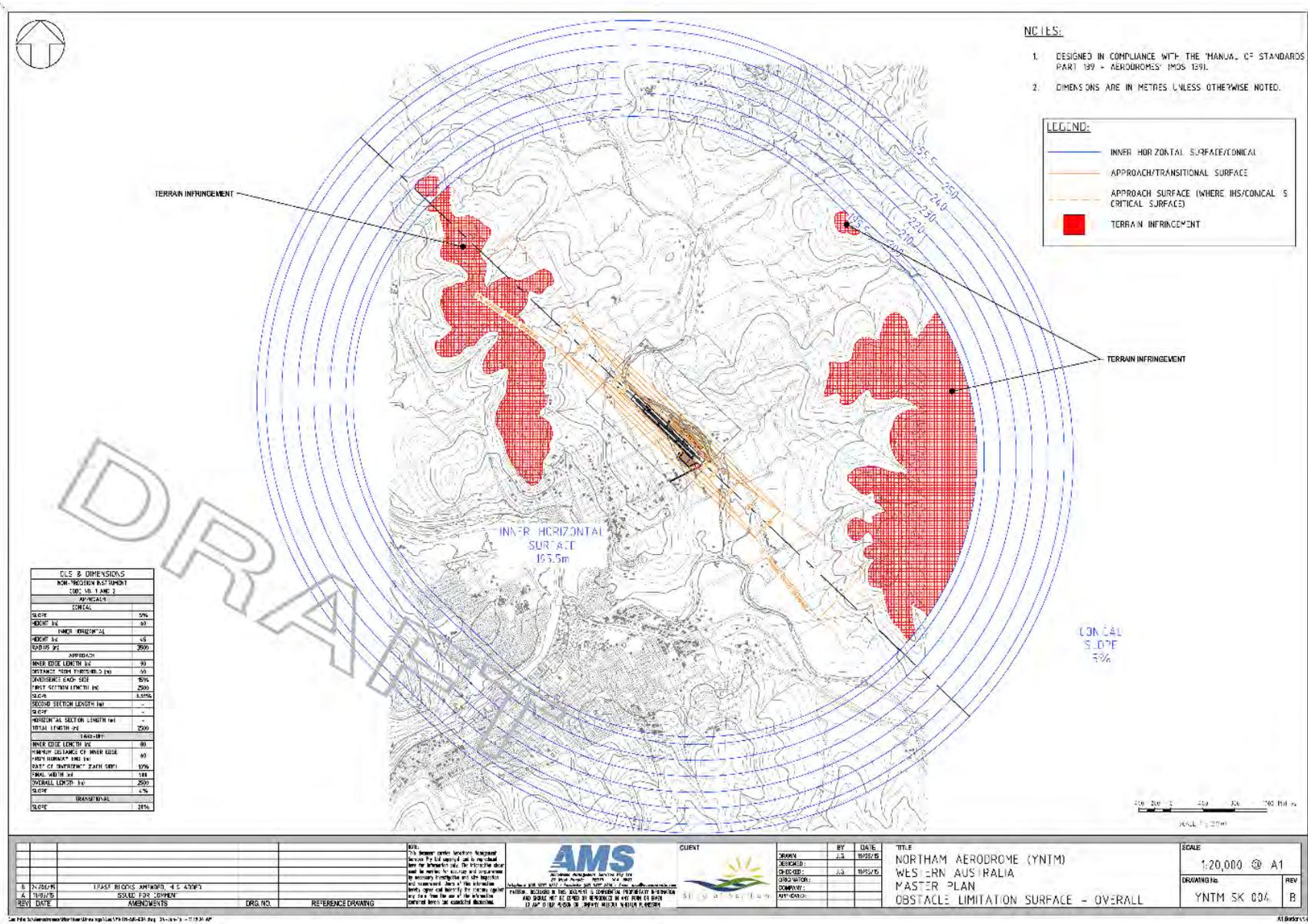
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

Cr D A Hughes declared a 'Financial' interest in item 13.3.2 - Request to Initiate an Amendment to Shire of Northam Local Planning Scheme No.6 - Lot 90 (51) Jocoso Rise, Wundowie (El Caballo Lifestyle Village) as his band were paid to perform at the El Caballo Life Style Village twice prior to last Christmas.

Cr S B Pollard declared an 'Impartiality' interest in item 13.3.2 - Request to Initiate an Amendment to Shire of Northam Local Planning Scheme No.6 - Lot 90 (51) Jocoso Rise, Wundowie (El Caballo Lifestyle Village) as the Director of company applicant is known to him.

Cr U Rumjantsev declared an 'Impartiality' interest in item 13.3.2 - Request to Initiate an Amendment to Shire of Northam Local Planning Scheme No.6 - Lot 90 (51) Jocoso Rise, Wundowie (El Caballo Lifestyle Village) as His wife Patricia Rumjantsev has been a long term friend of Mathew Pavlinovich for many years (assisting in horse riding training) (owner El Caballo).

13.3.2 REQUEST TO INITIATE AN AMENDMENT TO SHIRE OF NORTHAM LOCAL PLANNING SCHEME NO.6 - LOT 90 (51) JOCOSO RISE, WUNDOWIE (EL CABALLO LIFESTYLE VILLAGE)

Name of Applicant:	Dynamic Planning and Developments
Name of Owner:	Fermora Pty Ltd ATF The El Caballo Trust
File Ref:	13.1.10.2
Officer:	Chadd Hunt / Kobus Nieuwoudt
Officer Interest:	Nil
Policy:	Shire of Northam Local Planning Strategy
Voting:	Simple Majority

PURPOSE

For Council to initiate Amendment No.5 to its Local Planning Scheme No.6.

BACKGROUND

Council has received a request to initiate Amendment No.5 to its Local Planning Scheme No.5. The proposed Amendment relates to Lot 90 (51) Jocoso Rise, Wundowie (the subject site). Refer **Attachment 1** – Context Plan.

Purpose of Amendment

The purpose of the proposed Amendment is to amend Schedule 4 of the Scheme Text by modifying the provisions for Special Use No.9 (SU9) to better reflect the overall intent of the El Caballo Lifestyle Village (ECLV) in providing an over-45s village in a more efficient and expedient manner.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

The request has been lodged with correspondence to outline to the Shire the current development status of the ECLV (and the need to bring forward a diversified land tenure stage so as to deliver the intent of the ECLV) and, if initiated, to support the Amendment during the consultation phase.

Meeting with the Shire's Planning Department

On 2nd February 2016, the proponent and the applicant met with Council's Executive Manager Development Services and Manager Planning Services to outline the current status of the ECLV and to raise issues being experienced with the delivery of the project and to explore solutions to problems.

An outcome of the above-mentioned meeting was to present to Shire officers a potential Scheme Amendment for the Shire to consider.

The issues

The applicant advises that whilst ECLV is receiving interest from prospective residents, current day financial lending practices are not conducive to Park Home Village Units as they do not have an associated title (or similar).

This requires any prospective resident of ECLV to be able to have 'cash-in-hand'. The applicant advises that this lending practice has resulted in only 6 Park Home Village Unit sites settling in the 2015 calendar year. The applicant further advises that ECLV is not viable with this rate of sale. Despite significant resources and funds injected into the infrastructure of the ECLV and sales/marketing campaigns, the aforementioned lending practices are simply not conducive to the future of ECLV at present and are becoming further constrained in the regression of the economy.

With consideration of the above, ECLV now seek Council's support to bring forward future development of the ECLV in a survey strata tenure so as to provide a product which aligns with commercial lending practices.

What is proposed?

The subject site is zoned 'Special Use' No.9 (SU9) under *Shire of Northam Local Planning Scheme No. 6* (LPS6) and adopts the below status as Special Use No. 9 in Schedule 4 of LPS6:

No.	Description of land	Special use	Conditions
SU9	Lot 90 on DP 72807 Jocoso Rise, Wundowie (Formerly Lot 81 and 89 Jocoso Rise, Wundowie)	1. Park Home Park and associated development	1. 181 park homes and associated facilities including pool, bowling green, clubhouse, multipurpose hall, library, office, reception, kitchen, toilets and storage area, car parking and ancillary uses. 2. All lease agreements to contain the following advice to alert

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

		2. Motel, function centre and associated development	<p>residents to the existence of the neighbouring abattoir “This park home is situated in the vicinity of an abattoir and, as such, may be affected by potential nuisances relating to odour, noise, dust and the like”.</p> <p>3. Any expansion to the park home park is to be considered via a scheme amendment to modify the provisions of this special use zone.</p> <p>1. Existing 19-unit motel and function centre and associated facilities including swimming pool, gym and tennis courts.</p> <p>2. Any expansion of the motel and function facility is to be considered via a scheme amendment to modify the provisions of the special use zone.</p>
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The “conditions” of the Special Use applying to the subject site are very specific and simultaneously restrictive. The restrictive nature was largely based on issues associated with the existence of the Linley Valley Abattoir and an associated buffer to the west of the subject site.

The proposed Amendment seeks to refer all development and/or subdivision to be in accordance with a *Local Development Plan (LDP). This way, appropriate planning control will still exist for the planning authorities but will also allow for flexibility (where appropriate) for the purposes of encouraging prosperity of an integrated over 45’s village on the subject site, through the course of its life.

** A local development plan is a mechanism used to coordinate and assist in achieving better built form outcomes by linking lot design to future development. It can facilitate the design and coordination of development upon small and highly constrained lots, and supplement development standards contained within local planning schemes and the Residential Design Codes of WA.*

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

It is therefore proposed to amend Schedule 4 in respect of SU9 as follows:

No.	Description of land	Special use	Conditions
SU9	Lot 90 on DP 72807 Jocoso Rise, Wundowie (Formerly Lot 81 and 89 Jocoso Rise, Wundowie)	Integrated Over 45's Lifestyle Village with associated amenities and ancillary infrastructure.	All development and/or subdivision shall be in accordance with an approved Local Development Plan (LDP).

In order to provide some visual connection to the proposed Amendment, a *Concept Local Development Plan* (LDP) developed by the applicant is attached. Refer **Attachment 2**. It is understood the Concept LDP is accurate in terms of the land use intent of what the intended Scheme Amendment strives to achieve. However, it is expected that a formal LDP would enter into further detail associated with road locations, road widths, minimum/average lot areas, design standards, etc. The detailed LDP would be developed collaboratively with the proponent and applicant should Council resolve to initiate the proposed Amendment.

STATUTORY REQUIREMENTS

Section 75 of the *Planning and Development Act 2005* (the Act) gives a local government the power to amend its local planning scheme. The procedure for preparing and adopting an amendment is provided for by the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

Should Council resolve to initiate the amendment (Reg. 35(1)), it must specify whether, in its opinion, the amendment is a complex amendment, a standard amendment or a basic amendment (Reg. 35(2)(a)). Council's resolution must also include an explanation of the reason for Council forming that opinion (Reg. 35(2)(b)).

Once initiated, Council will be required by section 81 of the Act to refer the amendment to the Environmental Protection Authority (EPA) for its consideration under section 48A of the *Environmental Protection Act 1986*.

Once Council has received advice from the EPA, it can advertise the amendment in accordance with Regulation 47(1) and (2) of the Regulations.

Submissions on the amendment will be accepted by Council in accordance with Regulation 49(1) and (2). Once the 42-day public submission period has ended, Council is obliged to consider the amendment in the light of submissions received (Regulation 50(2)) and resolve to adopt the amendment, modify it or resolve not to proceed (Regulation 50(3)).

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

The amendment is then forwarded to the Western Australian Planning Commission together with details of the submissions received and Council's recommendation on the amendment (Regulation 53(1)). The Commission will then consider its recommendation to the Hon. Minister for Planning, who is responsible for final approval or refusal of the amendment.

PUBLIC CONSULTATION

Proponent Consultation with Neighbouring Linley Valley Abattoir

As a result of the historical planning process surrounding the ECLV, the proponent considered it appropriate to consult with the abutting western neighbour (being the Craig Mostyn Group, owners of the Linley Valley Abattoir).

The proponent advises several meetings were held between ECLV and the Craig Mostyn Group (CMG) over the course of 2015 and 2016 exploring the extension of the current Park Home Village.

Through a process of cooperation and appreciation of the respective parties' concerns and objectives, a mutual appreciation and understanding has been achieved which has resulted in the CMG confirming their support for the intended scheme amendment. **Attachment 3** of this report contains a copy of the CMG's letter of support.

Advertisement of Standard Amendment under the Regulations

If Council resolves to initiate the amendment, it must first refer the proposed amendment to the Environmental Protection Authority (EPA) under section 81 of the *Planning and Development Act 2005* for its consideration under section 48A of the *Environmental Protection Act 1986*.

Once the EPA's advice has been received, the local government can then continue to advertise the amendment in accordance with Regulation 47(1) and (2) of the Regulations.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

The following objectives in the Shire's Strategic Community Plan has a bearing on this proposal:

OBJECTIVE RG1: Provide accountable and transparent leadership.

STRATEGY G1.1: Continue to develop Council's policy framework to guide decision making.

BUDGET IMPLICATIONS

The proponent must pay the fee quoted by the local government in accordance with Regulation 48(3) of the *Planning and Development Regulations 2009* for this Amendment.

OFFICER'S COMMENT

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

Staff recommend Council initiate the Amendment to allow environmental assessment and public advertising.

RECOMMENDATION			
That Council:			
<p>1. Resolves, in pursuance of Section 75 of the <i>Planning and Development Act 2005</i> to amend Shire of Northam Local Planning Scheme No.6 by amending Schedule 4 'Special Use Zones' in respect of Special Use No.9 to better reflect the overall intent of the El Caballo Lifestyle Village (ECLV) in providing an over-45s village in a more efficient and expedient manner as follows:</p>			
No.	Description of land	Special use	Conditions
SU9	Lot 90 on DP 72807 Jocosso Rise, Wundowie (Formerly Lot 81 and 89 Jocosso Rise, Wundowie)	Integrated Over 45's Lifestyle Village with associated amenities and ancillary infrastructure.	<p>All development and/or subdivision shall be in accordance with an approved Local Development Plan (LDP).</p> <p>2. All lease agreements to contain the following advice to alert residents to the existence of the neighbouring abattoir "This park home is situated in the vicinity of an abattoir and, as such, may be affected by potential nuisances relating to odour, noise, dust and the like".</p>
<p>2. Resolves, pursuant to the Regulation 35(2) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, that proposed Amendment No.5 is a <u>standard amendment</u> pursuant to Regulation 34(b) of the Regulations as the proposal is considered to be consistent with a local planning strategy for the scheme that has been endorsed by the Western Australian Planning Commission;</p>			
<p>3. Requests the applicant prepare and submit to the local government as soon as practicable the formal Amendment documentation consistent with point 1 of this resolution;</p>			

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

- 4. Authorises the President and Chief Executive Officer to execute three (3) copies of the Amendment documents in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*;**
- 5. Pursuant to Section 81 of the *Planning and Development Act 2005*, refers proposed Amendment No. 5 to the Environmental Protection Authority prior to advertising in accordance with Regulation 47(2) (a) up to and including (e) of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and**
- 6. Provides the Amendment documentation to the Western Australian Planning Commission for its advice and comments at the start of the advertising period.**

SHIRE OF NORTHAM

AGENDA

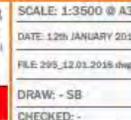
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

ATTACHMENT 1



CONTEXT PLAN
 LOT 90 (No. 51) JOCOSCO RISE
 WUNDOWIE

COPYRIGHT RESERVED BASE PLAN COURTESY OF LANDGIS



SCALE: 1:3500 @ A3
 DATE: 12th JANUARY 2016
 FILE: 205_12.01.2016.dwg
 DRAW: - SB
 CHECKED: -



address@dynamicplanning.net.au
 t: (08) 9271 2700
 f: (08) 9271 2344
 m: 0421 111 408
 PO Box 688
 INGLEWOOD WA 6952
 UNIT 2C, 953 BEAUFORT STREET
 INGLEWOOD WA 6952
 ABN: 99 169 413 705



SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

ATTACHMENT 2



CONCEPT LOCAL DEVELOPMENT PLAN
 LOT 90 (No. 51) JOCOSO RISE
 WUNDOWIE

COPYRIGHT RESERVED 2016 PLAN COURTESY OF LANDSCAN



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 DATE: 13th FEBRUARY 2016
 FILE: 096_11 02 2016.dwg
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DYNAMIC PLANNING
 AND DEVELOPMENTS
 11/12 2016
 UNIT 20, 853 BEAUFORT STREET
 INGLEWOOD WA 6662
 ABN: 99 359 423 706



SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

ATTACHMENT 3



15th January 2016

Senior Planner
Shire of Northam
395 Fitzgerald Street
Northam WA

Dear Sir,

**RE: LOT 90, 51 JOCOSO RISE, WUNDOWIE
SCHEME AMENDMENT PROPOSAL
EXTENSION OF EL CABALLO LIFESTYLE VILLAGE TO INCLUDE SURVEY STRATA TITLE LOTS**

We are the registered proprietors of Lot 8 and Lot 10 Linley Valley Road, Wundowie on which we own and operate a licensed abattoir known as Linley Valley Pork.

We have been involved in several recent meetings with Matthew Pavlinovich and Dale Elliott of Fermora Pty Ltd, the registered proprietor of Lot 90, in relation to the above proposal. Through consultation with us, Fermora Pty Ltd has made various amendments to the concept development plan (associated with an anticipated scheme amendment proposal) in order to meet our expectations and address our concerns.

We confirm that we have no objection to the most recent concept development plan (attached, file# 295_12.01.2016.dwg) which allows for approximately 103 survey strata title lots and an aged care facility on the eastern side of Lot 90.

As discussed with and agreed by Fermora Pty Ltd we require a memorial registered on each strata title making prospective buyers aware that there is a large abattoir in the vicinity of the development.

If you have any queries or would like to discuss this matter further, please don't hesitate to contact the writer on (08) 9573 3234.

Yours faithfully


Ron Penn
Divisional General Manager

6 Short Street
Fremantle WA 6160
PO Box 462
Fremantle WA 6965
Phone: +61 8 9335 6244
Fax: +61 8 9430 4223
www.craigmostyn.com.au
ABN 52 000 047 745

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

RECOMMENDATION

That Council raise agenda item 13.3.3 from the table for consideration at the Ordinary Council meeting held on 16 March 2016.

13.3.3 REQUEST TO ADOPT FOR FINAL APPROVAL LOCAL PLANNING POLICY NO.19 'RESIDENTIAL DESIGN GUIDELINES FOR THE RURAL RESIDENTIAL AND RURAL SMALLHOLDING ZONES'

Name of Applicant:	N/A
Name of Owners:	N/A
File Ref:	7.2.4.1
Officer:	Chadd Hunt / Kobus Nieuwoudt
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple Majority

PURPOSE

For Council to consider adopting, with modification, Shire of Northam Local Planning Policy No.19 *'Residential Design Guidelines for the Rural Residential and Rural Smallholding Zones'* for final approval.

BACKGROUND

Council resolved to adopt for advertising draft Shire of Northam Local Planning Policy No.19 *'Residential Design Guidelines for the Rural Residential and Rural Smallholding Zones'* at the November 2015 Ordinary Council Meeting as follows:

"That Council prepare Local Planning Policy No.19 'Residential Design Guidelines for the Rural Residential and Rural Smallholding Zones' for the purposes of advertising for public comment under Part 2, Division 2, subclause 4(1)(a) of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 in accordance with the document that formed the subject of Attachment 1 of this report."

Advertising in accordance with clause 4(1)(a) of the deemed provisions for local planning schemes occurred from 24th November 2015, with notices published in *The Advocate* of 24th November 2015. In addition, a copy of the notice including a copy of the draft Policy was on display in the foyer area at the Council office. The Policy was also advertised on the Shire's website from 24th November 2015 until 15 December 2015.

Submissions on the draft policy were invited up to and included 15th December 2015.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

One submission was received.

The submission generally raises concerns of a general nature, claiming that the guidelines *are too general and their implementation would prove to be open to excessive discretion by shire officers*. A copy of the Schedule of Submissions is attached (refer **Attachment 1**).

The Policy was presented to Council at its Ordinary Council Meeting held on 17th February 2016 requesting Council adopt the Policy in a modified format. Council, however, resolved to lay the matter on the table and be presented at the next Ordinary Council meeting to be held on 16 March 2016. Council requested that staff hold a workshop with the Elected Members prior to the next Ordinary Council meeting on 16th March 2016 in order to resolve any queries in regards to this Policy.

Note: A workshop with the Elected Members has been scheduled to occur ahead of the Council Forum meeting to be held on 9th March 2016.

STATUTORY REQUIREMENTS

Procedure for making local planning policy

If a local government resolves to prepare a local planning policy, the local government must follow the procedure under clause 4(1) up to and including clause 4(6) of the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows:

- “(1) *If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —*
- (a) *publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of —*
 - (i) *the subject and nature of the proposed policy; and*
 - (ii) *the objectives of the proposed policy; and*
 - (iii) *where the proposed policy may be inspected; and*
 - (iv) *to whom, in what form and during what period submissions in relation to the proposed policy may be made;*
 - (b) *if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
 - (c) *give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*
- (2) *The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).*

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

- (3) *After the expiry of the period within which submissions may be made, the local government must —*
- (a) *review the proposed policy in the light of any submissions made; and*
 - (b) *resolve to —*
 - (i) *proceed with the policy without modification; or*
 - (ii) *proceed with the policy with modification; or*
 - (iii) *not to proceed with the policy.*
- (4) *If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.*
- (5) *A policy has effect on publication of a notice under subclause (4).*
- (6) *The local government —*
- (a) *must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and*
 - (b) *may publish a copy of each of those local planning policies on the website of the local government.”*

Council is now required to review the Policy in light of the submissions made and resolve to –

- (i) Proceed with the Policy without modification;
- (ii) Proceed with the Policy with modification; or
- (iii) Not to proceed with the Policy.

PUBLIC CONSULTATION

As outlined under the ‘Background’ section of this report, the Draft Policy was advertised in accordance with clause 4(1)(a) of the deemed provisions for local planning schemes from 24th November 2015, with notices published in *The Advocate* of 24th November 2015.

A copy of the notice including a copy of the draft Policy was on display in the foyer area at the Council office. The Policy was also advertised on the Shire’s website from 24th November 2015 until 15 December 2015.

One submission was received.

CONFORMITY WITH COMMUNITY STRATEGIC PLAN

OBJECTIVE RG1: Provide accountable and transparent leadership.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

STRATEGY G1.1: Continue to develop Council's policy framework to guide decision making.

BUDGET IMPLICATIONS

The cost of advertising the adoption notice in a local newspaper will be approximately \$300.

OFFICER'S COMMENT

With respect to the submission received by the submitter in that the guidelines *are too general and their implementation would prove to be open to excessive discretion by shire officers*, officers wish to advise that a perception or personal opinion that the Policy is not needed, is not normally a determining factor as to whether the Council should proceed with the policy or not.

It should be noted that development proposals are assessed by qualified and trained planning officers in accordance with current Council delegations. Assessment templates are used to ensure consistent considerations are maintained and decisions are recorded.

Furthermore, Clause 3 of the deemed provisions for local planning schemes establishes that a local government may prepare a local planning policy in respect of any matter related to the planning and development of its Scheme area.

One of the key elements of the subject policy is *to provide design guidelines that achieve both sustainable housing design and high quality aesthetics within the Rural Residential and Rural Smallholding Zones as identified by the Scheme* (refer Part 2.1 of draft LPP19).

The Shire has an obligation to facilitate and manage land use and the built environment in a way that contributes positively to the wellbeing of individuals and communities, and the natural and built environment on which they rely.

It is considered the preparation of the Policy is an important step towards improving urban and regional form and balancing/achieving social, economic and environmental outcomes in the Shire of Northam's rural living areas.

It is also considered draft LPP19 is consistent with the objectives of the Rural Residential and Rural Smallholding zones of the Scheme, which is to provide for the use of land for rural living purposes in a rural setting whilst preserving the amenity of such areas and to ensure landscape protection and conservation and controlling land use impacts.

However, in order to address the submitter's concerns and with a view to avoid potential confusion and/or misinterpretation of Part 5 – Development Guidelines of the Policy, Council's planning officers have restructured this section of the Policy by creating a table consisting of two (2) columns to assist proponents in preparing their designs and applications as follows:

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

Development Controls

The Development Controls column(s) in Part 5 of draft LPP19 are mandatory for all development proposals. They will collectively ensure that the objectives of the policy are met.

Applicants may provide alternative design solutions to these requirements if they can successfully demonstrate that the objectives of the policy are met or exceeded.

Design Guidance

The Design Guidance column(s) recommend some additional measures by which a development can achieve a higher level of sustainable design. The Design Guidance recommendations are not mandatory, however, it is considered adherence to these recommendations will ensure a 'Best Practice' outcome.

A copy of the draft revised Policy is attached (refer **Attachment 2**).

With respect to boundary fencing, the submitter claims that the policy contradicts the Shire's own Fencing Local Law and that there is no requirement to fence boundaries under State policies.

First of all, officers wish to point out that the provisions of Clause 5.6 of the Policy does not contradict the Shire's *Fencing Local Law 2008*.

While it is not a requirement to fence boundaries under state legislation, the intent of this provision in the Policy is to cite the Shire's 'minimum standard' for fenced boundaries in the Rural Residential and Rural Smallholding zones. Council is reminded that this policy does not apply to land in the General Agriculture or any other zone in the Scheme area.

While modifications have been made to the draft Policy (as advertised), nothing substantial has been added to or deleted from the Policy that would warrant the readvertising of the draft revised Policy.

It is therefore recommended Council resolves to proceed with the Policy with modification and publish a notice of the Policy (as modified) in a local newspaper.

RECOMMENDATION

That Council;

- 1. Receive the Schedule of Submissions that formed the subject of Attachment 1 to this Report;**
- 2. Determine the submissions by resolving to adopt the recommendations in the Schedule of Submissions that formed the subject of Attachment 1 to the Report;**

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

- 3. Amend Proposed Local Planning Policy No.19 in the light of the submissions in accordance with the attached modified document that formed the subject of Attachment 2 to the Report;**
- 4. Adopt Local Planning Policy No.19 (as modified) that formed the subject of Attachment 2 to the report.**
- 5. Publish a notice of Local Planning Policy No.19 (as modified) in a newspaper circulating in the Scheme area.**

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

ATTACHMENT 1

SUMMARY OF SUBMISSIONS
PROPOSED LOCAL PLANNING POLICY NO. 19
Prepared 2 February 2016

No	Policy Provision	Submitter's Comments:	Officer's Response and Recommendation
		<p><u>Name and Address:</u> Mr Peter McGrath PO Box 3 BAKERS HILL WA 6562</p>	
1.	<p>5.1 <u>House Orientation and Location</u> <i>Siting of a house on a lot should demonstrate the following:</i></p> <ul style="list-style-type: none"> • <i>Location within the approved building envelope for the property (where required by the Scheme for a particular Zone Area);</i> • <i>Orientation of the house so that it maximises northern light into living areas;</i> • <i>Providing adequate cross ventilation from summer breezes;</i> • <i>Maximising enjoyment of views to inland ranges;</i> • <i>Avoid, where practicable, blocking of the views or potential views of surrounding properties;</i> • <i>Minimise the removal of vegetation and significant trees on the property;</i> 	<p>Orientation of the house for northern light, make use of cross breezes and enjoyment of views affect the land owner only and have no off-site impacts. These decisions should remain with the person(s) who have paid to own the property and are paying for the development.</p> <p>Orientation to prevent blocking views of neighbours or to prevent the loss of privacy of an adjoining property does involve off site impact and may need to be controlled. However these guidelines are too general and their implementation would prove to be open to excessive discretion by shire officers. Compare these (lack of) guidelines with what is contained in the R-codes dealing with these issues. Is this an existing issue within the shire? Are there real life examples within the shire where these guidelines are needed?</p>	<p>Noted.</p> <p>A perception / personal opinion that the policy is not needed, is not a relevant planning consideration.</p> <p>Clause 3 of the deemed provisions (refer Planning and Development (Local Planning Schemes) Regulations 2015) determines that a local government may prepare a local planning policy in respect of <u>any</u> matter related to the planning and development of its Scheme area.</p> <p>One of the key elements of the subject policy is <i>to provide design guidelines that achieve both sustainable housing design and high quality aesthetics within the Rural Residential and Rural Smallholding Zones as identified by the Scheme</i> (refer Part 2.1 of draft LPP19).</p> <p>The Shire has an obligation to facilitate and manage land use and the built environment in a way that contributes positively to the</p>

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

	<ul style="list-style-type: none"> • <i>Minimising the overlooking and loss of privacy into adjoining properties by utilising existing vegetation as a buffer or by increased boundary setbacks.</i> 		<p>wellbeing of individuals and communities, and the natural and built environment on which they rely.</p> <p>It is considered the preparation of LPP19 is an important step towards improving urban and regional form and balancing/achieving social, economic and environmental outcomes in the Shire of Northam's rural living areas.</p> <p>It is also considered draft LPP19 is consistent with the objectives of the Rural Residential and Rural Smallholding zones of the Scheme, which is to provide for the use of land for rural living purposes in a rural setting whilst preserving the amenity of such areas and to ensure landscape protection and conservation and controlling land use impacts.</p> <p>However, in order to address the submitter's concerns and so as to avoid potential confusion and/or misinterpretation of Part 5 – Development Guidelines of the policy, Council's planning officers have restructured this section of the policy by creating a table consisting of two (2) columns to assist proponents in preparing their designs and applications as follows:</p> <p><u>Development Controls</u> The Development Controls column(s) in Part 5 of draft LPP19 are mandatory for all development proposals. They will collectively</p>
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SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

			<p>ensure that the objectives of the policy are met.</p> <p>Applicants may provide alternative design solutions to these requirements if they can successfully demonstrate that the objectives of the policy are met or exceeded.</p> <p><u>Design Guidance</u> The Design Guidance column(s) <u>recommend</u> some additional measures by which a development can achieve a higher level of sustainable design. The Design Guidance recommendations are not mandatory, however, it is considered adherence to these recommendations will ensure a 'Best Practice' outcome.</p>
2.	<p>5.2 <u>Setbacks</u> <i>Minimum setbacks to property boundaries are as stipulated for the relevant Zone Area contained in Table 2: Site and Development Requirements Table of the Scheme. Notwithstanding the minima applicable, a house should be sited to achieve the requirements of section 5.1 of this Policy.</i></p>	<p>This gives too much discretion to officers. Basically seems to say that setbacks are a minimum value and shire officers can vary them (increase) totally at their discretion.</p>	<p>Noted.</p> <p>Personal opinion and therefore not a relevant planning consideration. It is not clear from the submitter's submission which aspect of this provision in the policy gives officers "too much discretion".</p> <p>It should be noted that development proposals are assessed by qualified and trained planning officers in accordance with current Council delegations. Assessment templates are used to ensure consistent considerations are maintained and decisions are recorded.</p>

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

			<p>In order to address the submitter's concerns, and so as to avoid potential confusion or misinterpretation of Part 5 – Development Guidelines of the policy, Council's planning officers have restructured this section of the draft policy to assist proponents in preparing their designs and applications. Refer officer's response above under submission No. 1.</p>
<p>3.</p>	<p>5.3 <u>Materials and Colours</u> <i>The materials and colours used on exterior surfaces of all buildings are to blend in with the surrounding landscape and environment.</i></p> <p><i>The use of 'Zincalume' roof sheeting is permitted, however, care must be taken to ensure the location of the house and the roof pitch used does not produce a glare nuisance to surrounding properties or passing traffic.</i></p>	<p>No definite guidelines and open to too much interpretation by individual shire officers.</p>	<p>Noted.</p> <p>Subjective view. Not a relevant planning consideration.</p> <p>Development proposals are assessed by qualified and trained planning officers in accordance with current Council delegations. Assessment templates are used to ensure consistent considerations are maintained and decisions are recorded.</p> <p>In order to address the submitter's concerns, and so as to avoid potential confusion or misinterpretation of Part 5 – Development Guidelines of the policy, Council's planning officers have restructured this section of the draft policy to assist proponents in preparing their designs and applications. Refer officer's response above under submission No. 1.</p>
<p>4.</p>	<p>5.4 <u>Streetscape</u> <i>In order to achieve an attractive streetscape that is in keeping with the surrounding rural landscape, all houses</i></p>	<p>The design of a house should be with the person paying for it. Whilst the aim is laudable what a shire officer finds appealing others may not or even a</p>	<p>Noted.</p> <p>Subjective view. Not a relevant planning consideration.</p>

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

	<p><i>are to provide verandahs, porches, porticos or other architectural relief on the elevations that are viewed from the street.</i></p>	<p>different shire officer may have a different opinion. Is this a “real” problem?</p>	<p>The intent of Development Guideline no. 5.4 is integrated into the provision itself, i.e. “<i>In order to achieve an attractive streetscape that is in keeping with the surrounding rural landscape, ...</i>”</p> <p>Development proposals are assessed by qualified and trained planning officers in accordance with current Council delegations. Assessment templates are used to ensure consistent considerations are maintained and decisions are recorded.</p> <p>In order to address the submitter’s concerns, and so as to avoid potential confusion or misinterpretation of Part 5 – Development Guidelines of the policy, Council’s planning officers have restructured this section of the draft policy to assist proponents in preparing their designs and applications. Refer officer’s response above under submission No. 1.</p>
<p>5.</p>	<p>5.4 <u>Private Open Space</u> Each house is to be provided with a private open space area that meets the following criteria:</p> <ul style="list-style-type: none"> • Located behind the house and screened from public view from the street; • Directly accessible from a habitable room, such as a living room or dining room; and 	<p>The design of a house should be with the person paying for it. There is no off-site impact. How is this an issue that the shire should be involved in?</p>	<p>Noted.</p> <p>Subjective view. Not a relevant planning consideration.</p>

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

	<ul style="list-style-type: none"> Provides sufficient space for utilities, such as clothes drying, in a location that maximises winter sun access and screened from public view. <p>Private open space areas can incorporate covered outdoor living areas, such as patios, pergolas and verandahs.</p>		
6.		<p>Boundary fencing. This policy contradicts the shire's own local law on fencing. How does this policy interact with the shires own local law and the dividing fences act? There is no requirement to fence boundaries under state policies.</p> <p>Modern fencing is much more involved than the 1960's approach of using ring-lock. For example the fencing noted as the "minimum standard" prevents the movement of native animals leading to their injury and extensive fence damage. I have been a veterinarian for 35 years and it is also the most dangerous for horses. If the shire insists on this type of fencing and a horse suffers a de-gloving injury of a leg, hopefully the owner will sue the shire. Why should the owner of a 40Ha (100acre) property with agroforestry have the expense of this fencing? What is less than the minimum standard of fencing?</p> <p>Fencing is a very involved subject and an expensive outlay. It warrants much more thought than what has obviously gone into this item. If shire staff think it is necessary to have more control over how residents</p>	<p>Noted.</p> <p>The provisions of Clause 5.6 of the policy does <u>not</u> contradict the Shire's <i>Fencing Local Law 2008</i>.</p> <p>While it is not a requirement to fence boundaries under state legislation, the intent of this provision in the local planning policy is to cite the Shire's 'minimum standard' for fenced boundaries in the Rural Residential and Rural Smallholding zones. It should be noted that the policy does not apply to land in the Rural or any other zone in the Scheme area.</p>

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

	<p>spend their own money they may wish to revisit the fencing local law.</p> <p>Solid Panel Fencing. I agree with shire officers, I do not like the appearance of solid panel fencing either. But it is the owner's property & the owner's money and off-site impact is minimal. Is this a real life problem in the shire?</p> <p>This section on fencing should be deleted for the above reasons.</p>	
7.	5.7 Driveways. Isn't this covered, in whole or in part, in shire policy/local laws elsewhere?	<p>Noted.</p> <p>The answer to the submitter's question is 'no'.</p>
8.	5.8 Carpark. This is an issue for individual land owners and has no off-site impact. It should be deleted.	<p>Noted.</p> <p>Subjective view. Not a relevant planning consideration.</p>
9.	5.9 Rural Street Numbers. I have been unsuccessful in obtaining these as have many people. This is very disappointing as they are not simply convenient but are vitally important in emergencies, particularly medical emergencies. The shire administration needs to ensure they have an effective system in place to allocate these numbers rather than put an item such as this in a policy that appears to put the responsibility on the landholder. To simply state "contact the shire" and when you do your query is not dealt with is not acceptable. Consider developing an application form for a rural street number, it is important enough to do that.	<p>Noted.</p> <p>Subjective view. Not a relevant planning consideration.</p>

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

10.		5.10 Transportables. As it states here this issue is dealt with elsewhere. Delete it due to being superfluous. Having it here may lead to confusion.	Noted. Subjective view. Not a relevant planning consideration. The heading and text to remain in the Policy for clarity.
11.		5.11 Outbuildings. As it states here this issue is dealt with elsewhere. Delete it due to being superfluous. Having it here may lead to confusion.	Noted. Subjective view. Not a relevant planning consideration. The heading and text to remain in the Policy for clarity.
12.		5.12 Ancillary Accommodation. It doesn't state here that this issue is dealt with elsewhere, but it is. Delete it due to being superfluous. Having it here may lead to confusion.	Noted. Subjective view. Not a relevant consideration. Agree to remove superfluous text from the Policy duplicated by Local Planning Policy No.13 – Ancillary Accommodation. The heading and text to remain in the Policy for clarity.
13.		5.13 Bush fire prone areas. As of the beginning of December this is controlled under state legislation. Placing a few lines in this policy about this issue may only confuse applicants.	Noted. Subjective view. Not a relevant planning consideration.
14.		This policy contains a number of items (6) dealt with elsewhere either by the shire or state government – 5.6, 5.7, 5.10, 5.11, 5.12 & 5.13. There is a strong	Noted.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

possibility of this leading to inconsistencies over time and it has not achieved anything that is not already being achieved. They should be deleted.

There are other items dealing with issues that have no or minimal off-site impact and should remain the responsibility of the owner not the local government bureaucracy – 5.3, 5.4, 5.5, & 5.8. By including these items you are relying on the decision making and “taste” of the shire officer who happens to be employed at the time. Is someone who works in an office and may never have even owned their own home best placed to make decisions regarding properties of up to 40Ha? These items diminish ownership rights for no justifiable reason and should be deleted.

Item 5.9 has no place in this policy and requires action by the administration on internal systems to achieve the objective. It should be deleted.

Item 5.2 Increase of setbacks gives too much discretion to shire officers and a significant lack of certainty to land-owners. It should be deleted.

Item 5.1. The portion of this relating to maintenance of adjoining landholders views and privacy has potential for significant off-site impact and might be retained. But is it a real problem?

If this policy is implemented it would lead to a significant increase in shire officer’s time administering it as well as the amount of applicant’s time taken up dealing with it. Hardly a formula for a new efficient Australia of the 21st century.

It attempts to deal with a large number of complex issues in a very limited and not well thought out way. This will lead to a large proportion of non-complying applications going before council and at what cost?

It is considered this point is a repeat of the matters the submitter have raised under points 1 to 13 of the Schedule of Submissions. As such, the issues raised under this point is not discussed/considered further.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

		<p>How much does it cost ratepayers (not the applicant) for an item to come before council? It would be in the thousands of dollars. This policy has significant budget implications and will undoubtedly lead to employment of extra staff incurring additional salary and associated costs.</p> <p>The more involved you make it for new residents to move to Shire of Northam and spend their money the less likely they are to do it. The aims of the policy are laudable the effect of the actual policy is very negative for the reasons given above.</p>	
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SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.19 – Residential Design Guidelines for the Rural
Residential and Rural Smallholding Zones



LOCAL PLANNING SCHEME NO.6

**LOCAL PLANNING POLICY NO.19 –
RESIDENTIAL DESIGN GUIDELINES FOR THE
RURAL RESIDENTIAL AND RURAL
SMALLHOLDING ZONES**

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.

2. APPLICATION OF THE POLICY

2.1 Purpose

The purpose of this Local Planning Policy is to provide design guidelines that achieve both sustainable housing design and high quality aesthetics within the Rural Residential and Rural Smallholding Zones as identified by the Scheme.

2.2 Application

This Policy applies to new housing in the Rural Residential and Rural Smallholding Zones as identified by the Scheme.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

*Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.19 – Residential Design Guidelines for the Rural
Residential and Rural Smallholding Zones*

2.3 Exemptions

This Policy does not affect new housing outside of the Rural Residential and Rural Smallholding Zones as identified by the Scheme.

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.1 'Outbuildings';
- Local Planning Policy No.2 'Site Construction, General Development and Subdivision Guidelines';
- Local Planning Policy No.3 'New Transportable, Relocated and Second Hand Dwellings';
- Local Planning Policy No.5 'Use of Sea Containers & Other Similar Storage Structures'; and
- Local Planning Policy No.13 'Ancillary Accommodation'.

3. **POLICY OBJECTIVES**

The primary objectives of this Policy are to:

1. Achieve a level of integration and consistency with the surrounding landscape and environment in architectural design;
2. Ensure appropriate standards of amenity for all dwellings;
3. Protect the amenity of adjoining properties; and
4. Provide a procedure for considering variations to building envelopes.

4. **APPROVAL REQUIREMENTS**

4.1 Delegated Development Approval

The Regulations require all development (works and use) in the Rural Residential and Rural Smallholding Zones to obtain Development Approval. Where a single house 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.

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

Council's Chief Executive Officer ~~or the Executive Manager Development Services~~ 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 single house is proposed that does not meet one or more of the **mandatory** requirements ('**Development Controls**') of this Policy, the application

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.19 – Residential Design Guidelines for the Rural Residential and Rural Smallholding Zones

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 amenity of the locality and adjoining properties 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 amenity of the locality and adjoining properties, 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.

4.4 Variations to Building Envelopes

In some Zone Areas the Scheme requires Building Envelopes (or building exclusion areas) to be approved for each property. In most cases, the envelopes were identified and approved at the subdivision stage.

Clause 5.30.7 of the Scheme allows Council to vary a previously approved building envelope where the relocated envelope will not be detrimental to the residential amenity and landscape and/or environmental qualities of the land and other adjoining properties.

Should a property owner require the approved building envelope to be varied, Council's approval is required prior to issue of a Building Permit.

4.4.1 Variation Procedure

Council will use the following procedure to consider Applications for Building Envelope Variation:

1. The Application is to be in the form as prescribed in *Schedule 1* of this Policy;
2. The completed form is to be lodged with Council together with two (2) copies of a scaled site plan for the property showing the location of existing (approved) and proposed building envelopes;
3. The plan is to show dimensions of the property, building envelopes and distances between the proposed envelope and property boundaries. Where known, the location of proposed buildings inside the envelope is to be shown;
4. Council will consider the impact of the Building Envelope Variation against the criteria contained in section 5.1 of this Policy as well as the following criteria:
 - The modified building envelope has regard to the placement of a dwelling and outbuildings on a lot relative to adjoining lots and buildings contained thereon (for the purpose of maintaining separation and protection of amenity in a rural setting);

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

*Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.19 – Residential Design Guidelines for the Rural
Residential and Rural Smallholding Zones*

- the area of the modified building envelope is similar in size to the original building envelope; and
 - the modified building envelope accords with the setback distances prescribed in *Table 2: Site and Development Requirements Table* of the Scheme.
5. Council's determination of the application will be made in the form as Prescribed in *Schedule 2* of this Policy.

5. DEVELOPMENT GUIDELINES

5.1 House Orientation and Location

Siting of a house on a lot should demonstrate the following:

Development Controls (mandatory)	Design Guidance ('Best Practice' outcomes)
<ul style="list-style-type: none"> • Location within the approved building envelope for the property (where required by the Scheme for a particular Zone Area) • Minimise the removal of vegetation and significant trees on the property 	<ul style="list-style-type: none"> • Orientation of the house so that it maximises northern light into living areas • Providing adequate cross ventilation from summer breezes • Maximising enjoyment of views to inland ranges • Avoid, where practicable, blocking of the views or potential views of surrounding properties • Minimising the overlooking and loss of privacy into adjoining properties by utilising existing vegetation as a buffer or by increased boundary setbacks

5.2 Setbacks

Development Controls (mandatory)	Design Guidance ('Best Practice' outcomes)
<ul style="list-style-type: none"> • Minimum setbacks to property boundaries are as stipulated for the relevant Zone Area contained in <i>Table 2: Site and Development Requirements Table</i> of the Scheme. • Notwithstanding the minima applicable, a house should be sited to achieve the mandatory 	

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

*Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.19 – Residential Design Guidelines for the Rural
Residential and Rural Smallholding Zones*

requirements of section 5.1 of this Policy.

5.3 Materials and Colours

Development Controls (mandatory)	Design Guidance (‘Best Practice’ outcomes)
	<ul style="list-style-type: none"> The materials and colours used on exterior surfaces of all buildings are to blend in with the surrounding landscape and environment. The use of ‘Zincalume’ roof sheeting is permitted, however, care must be taken to ensure the location of the house and the roof pitch used does not produce a glare nuisance to surrounding properties or passing traffic.

5.4 Streetscape

Development Controls (mandatory)	Design Guidance (‘Best Practice’ outcomes)
<ul style="list-style-type: none"> In order to achieve an attractive streetscape that is in keeping with the surrounding rural landscape, all houses are to provide verandahs, porches, porticos or other architectural relief on the elevations that are viewed from the street. 	

5.5 Private Open Space

Each house is to be provided with a private open space area that meets the following criteria:

Development Controls (mandatory)	Design Guidance (‘Best Practice’ outcomes)
<ul style="list-style-type: none"> Located behind the house and screened from public view from the street 	<ul style="list-style-type: none"> Directly accessible from a habitable room, such as a living room or dining room Provides sufficient space for utilities, such as clothes drying, in a location that maximises winter sun access and screened from public view.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

*Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.19 – Residential Design Guidelines for the Rural
Residential and Rural Smallholding Zones*

- Private open space areas can incorporate covered outdoor living areas, such as patios, pergolas and verandahs

5.6 Fencing

Where boundary fencing is proposed, the following minimum requirements will apply:

Development Controls (mandatory)	Design Guidance (Best Practice outcomes)
<ul style="list-style-type: none"> • Boundary fencing, where permitted by the Scheme for a particular Zone Area, is to be standard 5-strand 'Ringlock' type farm fencing with steel pickets and timber or steel strainer posts <u>as a minimum specification</u>. The use of barbed wire is not permitted. • Solid panel fencing is not permissible on property boundaries. • Solid panel fencing around private areas of the house and immediate yard is permitted. Fencing between the house and the street is to be visually permeable (i.e. not solid panels) so as not to detract from the streetscape and to allow surveillance of the street and approaches to the house. 	

5.7 Driveways

Driveways are to meet the following criteria:

Development Controls (mandatory)	Design Guidance (Best Practice outcomes)
<ul style="list-style-type: none"> • Constructed to a standard that allows for wet weather access <u>and emergency vehicles</u> • A minimum width of 3.0m 	<ul style="list-style-type: none"> • Allow for both entry to and exit from the property in forward gear • Located to ensure noise and dust generated by traffic on the driveway does not adversely affect neighbouring properties

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

*Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.19 – Residential Design Guidelines for the Rural
Residential and Rural Smallholding Zones*

- Verges to be constructed to the specification of Council, including the use of pipe culverts if required to facilitate road drainage
- Located to minimise the impact on vegetation and to avoid removal of significant trees
- One (1) driveway access is permitted per property

5.8 Car Parking

Development Controls (mandatory)	Design Guidance (‘Best Practice’ outcomes)
<ul style="list-style-type: none"> • A car parking area is to be provided for each house. This area is to be a gravel hardstand area in close proximity to an entry to the dwelling as a minimum standard • The construction of detached carports and garages is to comply with Council's Local Planning Policy No.1 'Outbuildings' • Garages and carports attached to the house are to be constructed of similar materials and colours as the main dwelling 	

5.9 Rural Street Numbers

Development Controls (mandatory)	Design Guidance (‘Best Practice’ outcomes)
	<ul style="list-style-type: none"> • To assist emergency services and service providers, it is recommended that the formal property street address be prominently displayed at the front of the property. Property street addresses <u>are not</u> the Lot Number for the property and can be obtained by contacting the Shire of Northam

5.10 New Transportable and Relocated Second-hand Dwellings

The relocation and use of Second-hand Dwellings is controlled by Local Planning Policy No.3 'New Transportable, Relocated and Second Hand Dwellings'.

All relevant provisions of this Policy are to be read in conjunction with Local Planning Policy No.3.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.19 – Residential Design Guidelines for the Rural Residential and Rural Smallholding Zones

5.11 Outbuildings

The development of outbuildings on a property in a particular Zone Area is controlled by Local Planning Policy No.1 'Outbuildings'.

All relevant provisions of this Policy are to be read in conjunction with Local Planning Policy No.1

5.12 Ancillary Accommodation

The development of ancillary accommodation, where permitted on a property in a particular Zone Area, is controlled by Local Planning Policy No.13 'Ancillary Accommodation'.

All relevant provisions of this Policy are to be read in conjunction with Local Planning Policy No.13

5.13 Structures located in bushfire-prone areas

Development Controls (mandatory)	Design Guidance (‘Best Practice’ outcomes)
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- Dwellings including ancillary accommodation units located in identified bushfire-prone areas shall be constructed to AS3959
- 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

<p><i>Date Adopted:</i></p> <p><i>Date Effective:</i></p> <p><i>Date Reviewed:</i></p> <p><i>Next Review:</i></p>

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

*Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.19 – Residential Design Guidelines for the Rural
Residential and Rural Smallholding Zones*



NOTE: This is **not** an application for Development Approval.

Application for Building Envelope Variation only.

If you are in doubt about whether application should be made on this form, please consult the Council's planning officers.

Owner / Applicant Details

Name _____

Address: _____ Postcode: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

All owners must sign this form or an attachment if there is not sufficient space. State your position where signing on behalf of a company. This application will not proceed otherwise.

Property Details

Lot No: _____ House/Street No: _____

Street Name: _____

Suburb: _____ Postcode: _____

Reason for Variation

**PLEASE ATTACH SITE PLAN SHOWING LOCATIONS
FOR EXISTING BUILDING ENVELOPE AND
PROPOSED BUILDING ENVELOPE**

Office Use Only

Accepting officer's initials: _____ Date received: _____

Application No: _____

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

*Shire of Northam Local Planning Scheme No.6
Local Planning Policy No.19 – Residential Design Guidelines for the Rural
Residential and Rural Smallholding Zones*

Local Planning Scheme No.6 Local Planning Policy No.19 Schedule 2



SHIRE OF NORTHAM
**NOTICE OF APPROVAL/REFUSAL TO BUILDING
ENVELOPE VARIATION**

Property Location: _____
Property Owner(s): _____
Postal Address: _____

Approval to Building Envelope Variation in accordance with the Application for Building Envelope Variation dated _____ and the submitted plans is APPROVED / REFUSED subject to the following conditions / due to the following reasons:

<small>Note 1: Should the applicant be aggrieved by this decision, a right of review by the State Administrative Tribunal may exist under Part 14 of the <i>Planning and Development Act 2005</i> (as amended). An application must be lodged within 28 days of receipt of this decision.</small>

Date: _____ **Signed** _____

For and on behalf of the Shire of Northam

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

13.3.4 PROPOSED DISPOSAL OF COUNCIL LAND - LOTS 17 NO.146 CHIDLOW STREET, NORTHAM, LOT 18 NO.144 CHIDLOW STREET, NORTHAM, LOT 233 NO.2 KINGIA ROAD, WUNDOWIE AND LOT 234 NO.45 BALGA TERRACE, WUNDOWIE

Name of Applicant:	Internal Report
Name of Owners:	Shire of Northam
File Ref:	3.1.8.12
Officer:	Chadd Hunt / Courtney Wynn
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple Majority

PURPOSE

Council is requested to consider whether or not it wishes to recommence the process to dispose of the following land parcels in accordance with the recommendations made in the Shire's Land Rationalisation Strategy:

- Lot 17 No.146 Chidlow Street, Northam
- Lot 18 No.144 Chidlow Street, Northam
- Lot 233 No.2 Kingia Road, Wundowie
- Lot 234 No.45 Balga Terrace, Wundowie

The above land holdings were last valued in June 2014 and it is therefore recommended that the land holdings be revalued prior to being offered for sale.

Further to this staff are seeking for council to amend the Land Rationalisation Strategy in reference to;

- 4.153 Northam Freehold #80 which - 116 Peel Terrace, Northam A13092 (Shire depot)
- 4.154 Northam Freehold #79 – 67 Byfield Street, Northam A10211 (Shire depot)

BACKGROUND

The above land holdings were previously unsuccessfully offered for sale at auction on 12th December 2014 with a condition of sale specifying that development of the lots was to be completed within 2 years of the sale.

Following the unsuccessful auction, Council made the following resolution at its Ordinary Council Meeting held 21st January 2015;

“That Council;

- 1. Refuse the offer of \$45,000 Ex GST for Lots 233 & 234 Kingia Rd & Balga Terrace, Wundowie and retain the property until the market improves;*

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

2. Refuse the offer of \$92,500 Ex GST for Lots 17 & 18 Chidlow Street, Northam and retain the property until the market improves;

3. Accept the offer of \$249,840 plus GST from Geoffrey and Sarah Fawkes (as joint tenants) and Trevor and Felicity Fawkes (as joint tenants) for Lot 400 Byfield Street, Northam with the proceeds to be placed into the Shire of Northam 'Recreation Reserve';

4. Accept the offer of \$309,091 plus GST from Todd Gilsean for Lot 160 Sims Road, Wundowie;

5. Accept the offer of \$24,500 Ex GST from Cathryn Forrest for Lot 21 Northam-York Road, Muluckine; and

6. Refuse the offer of \$250,000 Ex GST for Lot 402 East Street, Northam from Andrew Draffin, Andrew Dowell, Paul Sharpe, James Bagshaw and Jeremy Davies as Trustees for the Northam City Room Gospel Trust, since the property is going through a rezoning process.

CARRIED 6/2"

This report has been prepared for Council to recommence the process required for the sale of the Council land holdings in accordance with the recommendations identified in the Shire's Land Rationalisation Strategy Document.

Below is a table showing the zoning of each of the subject land holdings.

Address	Zoning
Lot 17 No.146 Chidlow Street, Northam	Residential R30
Lot 18 No.144 Chidlow Street, Northam	Residential R30
Lot 233 No.2 Kingia Road, Wundowie	Residential R20
Lot 234 No.45 Balga Terrace, Wundowie	Residential R20

STATUTORY REQUIREMENTS

For disposal of land, the *Local Government Act 1995* (the Act) specifies that property can be disposed of either by Tender, Auction or private treaty (which requires a valuation). Whilst valuations are not required to be obtained under legislation prior to tender or auction, they do assist with assessing whether tenders offer fair value and the setting of a reserve price.

The Act specifies the following procedure for the disposal of local government property:

"3.58. Disposing of property

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

- (2) *Except as stated in this section, a local government can only dispose of property to—*
- (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) *it gives local public notice of the proposed disposition*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*
 - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.”*

PUBLIC CONSULTATION

Should Council resolve to proceed with the sale of the subject land holdings, an advertisement will be placed in a State-circulated newspaper inviting tenders to be submitted within 14 days of the advertising date in accordance with the Act.

CONFORMITY WITH COMMUNITY STRATEGIC PLAN

OBJECTIVE G2: Support business and investment opportunities.
STRATEGY G2.3: Operate in a financially sustainable manner

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

BUDGET IMPLICATIONS

There is potential income from the sale of property. Income from the sale of land will form unbudgeted revenue.

OFFICER'S COMMENT

Although a number of properties are listed in the Shire of Northam Land Rationalisation Strategy as being recommended for sale, the subject land holdings are those considered ready for immediate sale and suitable for residential infill development.

The subject land holdings were last valued in June 2014 as follows:

a) Lot 233 and 234 Kingia Rd & Balga Terrace, Wundowie

Fair Value for Lot 233 is [REDACTED]

Fair Value for Lot 234 is [REDACTED]

b) Lot 17 & 18 Chidlow Street, Northam

Fair Value for Lot 17 is [REDACTED]

Fair Value for Lot 18 is [REDACTED]

“Fair Value” is defined as;

“The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.”

Underlying the definition of “Fair Value” is a presumption that the entity is a concern without any intention or need to liquidate or otherwise wind up its operations or undertakes a transaction on adverse terms.

Similarly, to determine the “Fair Value” of an asset, it is assumed that the asset is exchanged after an adequate period of marketing to obtain its best price. An asset's “Fair Value” is measured having regard to the highest and best use of the asset for which market participants would be prepared to pay.

Council has the following options available with respect to the disposal of each of the subject land holdings;

Option 1: Council retain the land holdings until the market improves.

Option 2: Council resolves to dispose of the land via auction subject to a valuation appraisal.

Option 3: Council resolves to dispose of the land via the tender process subject to a valuation appraisal.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

It is the Officer's view that Option 3 is the preferred course of action in this case.

In relation to the Northam Depot, the Land rationalisation Strategy currently had a position of 'sell'. Staff are recommending that this be amended to Retain or Sell, final decision to be made subject to a more detailed report/assessment of the options relating to the depot location.

There are a range of other proposed adjustments to the land rationalisation strategy which are being considered and will be subject of a future separate report.

RECOMMENDATION

That Council;

- 1. Request Lots 17 No.146 Chidlow Street, Northam, Lot 18 No.144 Chidlow Street, Northam, Lot 233 No.2 Kingia Road, Wundowie and Lot 234 No.45 Balga Terrace, Wundowie be valued by a certified practicing Valuer; and**
- 2. Resolve to dispose of, by way of public tender –**
 - Lot 17 No.146 Chidlow Street, Northam
 - Lot 18 No.144 Chidlow Street, Northam
 - Lot 233 No.2 Kingia Road, Wundowie
 - Lot 234 No.45 Balga Terrace, Wundowie
- 3. Request that the matter be returned to Council for its consideration at the conclusion of the tender process as outlined in point 2 above.**
- 4. Amend the Land Rationalisation Strategy - 4.153 Northam Freehold #80 which - 116 Peel Terrace, Northam A13092 (Shire depot) and 4.154 Northam Freehold #79 – 67 Byfield Street, Northam A10211 (Shire depot) - from a recommended action of 'disposal' to a new recommended action of 'Detailed Assessment on future of depot location required prior to final decision to retain or dispose'.**

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

13.3.5 DRAFT POLICY TRADING ON THOROUGHFARES AND PUBLIC PLACES

Name of Applicant:	Internal Report
Name of Owner:	Shire of Northam
File Ref:	4.1.2.1
Officer:	Chadd Hunt / Gill Mansfield
Officer Interest:	Nil
Policy:	Local Government Act 1995 Activities on Thoroughfares and Public Places and Trading Local Law 2008
Voting:	Simple Majority

PURPOSE

Attached is a draft policy for member's consideration. The objective of the policy is to provide guidance in interpretation of the stallholders and traders provisions of the *Thoroughfares and Public Places and Trading Local Law 2008*.

BACKGROUND

Council on 19 August 2015, when considering an application for a fish van to operate from land under the control of the Shire, resolved (minute no. C.2513) to request the Chief Executive Officer to draft a policy to provide guidance to applicants and staff in relation to stalls and trading in a public place.

Therefore attached is a draft policy which refers to Street Traders and Stall Holders. A Street Trader, operates from a mobile vehicle going from place to place in pursuit of a sale and a Stall Holder, operates from a temporary fixed stall (whether mobile or not) also in pursuit of a sale. In relation to Stall Holders there are three categories being "Community", "Community Commercial" and "Commercial". In relation to Street Traders there are two categories being "Itinerant Trader" and "Regular Trader".

This policy does not include the delivery of pre-ordered goods or services or a private place which trades as retail shop.

Stallholders

A new definition, "Community Stallholder" is contained in the draft policy. A "Community Stallholder" is defined as an organisation which is registered with the Australian Charities and Not-For-Profit Commission (ACNC) or is a sporting or recreational organisation based in the Shire of Northam. There are no further changes proposed to the current situation in which a community stallholder completes an application form for which there is no fee and the location of the stall is flexible. Community Food Stalls are permitted only if the food is

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

not a potentially hazardous food (PHF) and is pre-packaged or if a PHF it is cooked for immediate consumption, like a sausage sizzle (these are *Food Act 2008* requirements).

A “Community Commercial Stallholder” is a new definition to cover commercial fundraising businesses who collect money and/or memberships as a paid contractor for community organisations like Greenpeace and Red Cross. Although now defined in the policy there is no change to current practice anticipated in this policy. It is current practice to charge a fee for these groups although this practice has never been formalised.

A “Commercial Stallholder” although not defined in the local law is highlighted in the Shires Fees and Charges as attracting an application and permit per day stall fee. This draft policy supports Commercial Stallholder operations as part of a registered event, approved markets or a sporting fixtures. The introduction of this restriction in the policy provides guidance in relation to requests received by Health Services for permission to operate a coffee stall or food stall from Shire parks and private land.

Street Traders

An “Itinerant Trader” is a street trader that trades from a vehicle on public roads stopping at various locations long enough to make a sale. This is a new definition to clarify the different types of street traders. There are food and non-food Itinerant Traders. Mr Whippy is an example of a food itinerant trader, however examples of non-food Itinerant Traders are limited. The Shire does not currently have any Itinerant Trader permits issued and has not issued any for some years. However the policy notes that the Shire will consider an Itinerant Trader application and in determining an application the Shire will take into consideration, the following:

- Compliance with this policy;
- The desirability of the proposed activity;
- The location of the proposed activity;
- Such other matters as considered relevant.

A “Regular Trader” is a street trader who trades from a vehicle accessing private properties with the aim of effecting a sale. This is a new definition in order to clarify the different types of street traders. Snap on Tools is an example of a mobile show room which trades in the industrial/commercial areas without a permit and this seems to be common practice. The Shire has in recent years issued a permit to Food on the Move, who also have a fixed retail premises in Fitzgerald Street, to trade in the industrial areas only.

The policy recognises the convenience for commercial/industrial businesses in having a regular trader visit their premises and it also recognises the difficulties of enforcement of this type of trader vs delivery of pre-ordered goods. To this end the draft policy permits non-food regular trading on private properties in Commercial and Industrial zoned areas only without the need for a permit from the Shire. However, Regular Traders selling food are required to comply with the *Food Act 2008* provisions and the Street Trading Permit

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

will be considered by Council. In determining an application the Shire will take into consideration, the following:

- Compliance with this policy;
- The desirability of the proposed activity;
- The location of the proposed activity;
- Such other matters as considered relevant.

STATUTORY REQUIREMENTS

The *Activities on Thoroughfares and Public Places and Trading Local Law 2008*, clause 6.1 defines:-

“stall holder” as a person in charge of a stall;

“stall” as a moveable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire”;

“trading” as including (inter alia) –

(b) displaying goods in any public place for the purpose of –

- (i) offering them for sale or hire;*
- (ii) inviting offers for their sale or hire;*
- (iii) soliciting orders for them; or*
- (iv) carrying out any other transaction in relation to them; and*

(c) going from place to place, whether or not public places, and

- (i) offering the goods for sale or hire*

“public place” as including –

(a) any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property; and

(b) local government property.

CONFORMITY WITH COMMUNITY STRATEGIC PLAN / CORPORATE PLAN

OBJECTIVE C2: Provide services and processes to enhance public safety

STRATEGY C2.1: Provide community services to uphold public safety standards

BUDGET IMPLICATIONS

No budget implications.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

OFFICER'S COMMENT

Whilst the local law provides that in determining an application for a permit the local government is to have regard to relevant policies, desirability of the proposed activity, location, National Competition Principles and such other relevant matters, no Shire policy currently exists to provide such guidance.

This policy therefore seeks to provide that guidance by clearly limiting commercial stall holder activity to approved events, sporting functions and approved markets whilst maintaining the ability of community organisations to raise funds through wood raffles etc at approved locations.

This policy indicates that generally the Shire does not support Itinerant Trading on Shire roads especially if such goods and services are currently available in town. However any such application will be considered by Council and in determining any such application the Shire will give consideration to limiting the number of permits to be issued, public safety, public access, benefits to the community, implications for existing businesses and amenity of the main street and any other matters deemed to be applicable.

Although Itinerant Trading as mentioned above is not generally supported (as it is on roadways) it is acknowledged that regular mobile trading (non-food) and mobile showrooms (non-food) selling wares at private premises in industrial / commercial areas is common business practice. It is suggested therefore that the Shire will not regulate these non-food regular trading activities due to the difficulties of enforcement of this type of trader vs delivery of pre-ordered goods (which are exempt by local law). However it is suggested that the Shire will regulate food business Itinerant Trading applications.

RECOMMENDATION

That Council;

- 1. Advertise the attached draft policy for community consultation by placing on the web site and advertisement in the newspaper for a one month period; and**
- 2. Request the Chief Executive Officer Comments following consultation be referred back to Council for discussion and determination.**

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

HEALTH

H 6.1 Trading on Thoroughfares and Public Places

POLICY	<p>The policy defines two categories of trading as follows:- Category 1 - A temporary stall or a vehicle.</p> <p>Category 2 - A street trader which makes a sale either by stopping on the road to conduct a sale or entering onto private property which the public have access. It does not include the delivery of pre-ordered goods or services or a private place which has Planning Approval to trade, such as a retail shop.</p>
OBJECTIVE	<p>To provide guidance to Shire Officers and the Community in interpretation of the local law for determining applications for a permit to conduct a stall or trade in thoroughfares and public places.</p>
GUIDELINES	<p>G: /Procedures/Health/Trading in a Public Place Shire of Northam <i>Thoroughfares and Public Places and Trading Local Law 2008</i></p>
HISTORY	<p>Adopted: Last Review:</p>

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

ATTACHMENT 7.1 STALLHOLDERS

DEFINITIONS

STALL: A stall is either a moveable, mobile or temporarily fixed structure, stand or table from which goods or services are sold hired or offered for sale, but does not include delivery of pre-ordered goods and services.

STALLHOLDER: a stallholder is the person in charge of a stall.

COMMUNITY: community purposes is defined as:-

- An organisation registered as a charity with the Australian Charities and Not-for-Profit Commission (ACNC); or
- A Sporting or Recreational Organisation based in the Shire of Northam.

COMMERCIAL: commercial purposes is defined as:-

- A stall generally operated in the pursuit of profits and is not registered with the ACNC;

COMMUNITY COMMERCIAL: community commercial purposes is defined as:-

- A general stall (ie: non-food) operated by a commercial business contracted to or engaged and paid by a community organisation to raise funds or membership for a community organisation.

PUBLIC PLACE: a public place includes the following:-

- Any place or thoroughfare which the public are allowed to use whether or not the thoroughfare or place is on private property (*this does not include premises used as a retail shop*); and
- Local government controlled or owned land and property.

POTENTIALLY HAZARDOUS FOOD (PHF): is defined in Food Safety Standard 3.2.2. A PHF is food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms.

RISK RATING: risk rating of food stalls is conducted by the Shire's Environmental Health Officers in accordance with Department of Health Guidelines, but generally:-

- High Risk includes food service for vulnerable persons such as nursing homes, hospitals, child care centres, off site caterers;
- Medium Risk includes the sale of Potentially Hazardous Foods (PHF). Examples are cream, custards, casseroles, gravy, soups, stews, eggs, cheese, noodles, salad dressings, chicken & meat;
- Low Risk includes pre-packaged shelf stable food such as confectionary and cool drinks.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

FOOD STALL: is a stall that sells food (*the sale of food is defined in the Food Act 2008*) and is classed as either:-

- A Mobile Food Stall which consists of a purposely fitted mobile vehicle or trailer, the vehicle registration is noted on the Food Business Registration Certificate or Verification of Notification. A Mobile Food Stall can be classified as a Low or Medium Risk Food Business; or
- A Temporary Food Stall which operates from a marques or a table which is rated as a Low Risk Food Business or is a food stall used to raise funds for a Community purpose selling only pre-packaged Non-PHF or PHF which is consumed immediately after being cooked.

GENERAL STALL: is any stall other than a Food Stall.

TYPES OF STALLS

A stall is operated either for COMMUNITY or COMMERCIAL purposes.

A stall is defined as either a FOOD or GENERAL STALL.

APPLICATION PROCESS

A COMMUNITY FOOD STALL which sells only Non-PHF or PHF which is consumed immediately after cooking (eg: sausage sizzle) must complete a Food Stallholders Application form (Appendix 2) but no fees are required. This form is to be submitted to the Shire, at least 2 weeks prior to the event, together with a Certificate of Currency for Public Liability insurance and if applicable a copy of registration with the ACNC. The location of a Community Food Stall is flexible (eg: raising funds sausage sizzle outside Mitre 10) but must be approved by the Shire before commencing.

A Community Food Stall selling Potentially Hazardous Food (PHF) which is not immediately consumed after cooking (eg: precooking fish, curries and keeping warm in a Bain Marie) is required to be a registered food business under the *Food Act 2008*, fees apply and a purposely built vehicle trailer is required.

A COMMUNITY GENERAL STALL is required to obtain a permit from the Shire to have the stall on public land. A Stallholders Application form (appendix 1) is to be completed and submitted to the Shire, however no fees are required. The application is to include a copy of a current Certificate of Currency for public liability insurance and if applicable a copy of registration with the ACNC.

A COMMUNITY COMMERCIAL STALL is permitted to operate from approved flexible locations as per a Community Stall. A Stallholders Application form is to be submitted to the Shire for approval together with a copy of a current Certificate of Currency for Public Liability Insurance and applicable fees.

A COMMERCIAL FOOD STALL is permitted at approved events, approved markets and sporting fixtures and is required to be a registered food business under the *Food Act 2008*. The Certificate of Registration must include the food stall as being approved and also nominate the vehicle registration number. A Food Stall Application form (appendix 1) is to

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

be completed and submitted to the Shire as Notification under the *Food Act 2008* together with fees and a copy of a current a Certificate of Food Business Registration.

A Commercial Food Stall, assessed as being a medium or high risk food business (eg: PHF which is stored in a bain-marie) is required to have a purposefully fitted out and approved Food Business Mobile Vehicle or Trailer.

A COMMERCIAL GENERAL STALL is permitted at approved events, approved markets and sporting fixtures. A Stallholders permit is required from the Shire and fees are applicable. A Stallholders Application form (appendix 1) together with a Certificate of Currency for public liability insurance is to be submitted to the Shire for approval. Fees can be minimised if the event organiser obtains a Blanket General Stallholders permit.

CONSIDERATION OF APPLICATION

The Shire supports Community and Commercial Stallholders and recognises that stalls not only provide a significant opportunity for community and sporting organisations to raise funds but both Community and Commercial provide a service which attracts tourism to the Shire and provides the local community with choice. The Shire therefore not only supports stallholders to be located at approved events, sporting fixtures and markets but extends this support for Community purposes to include other locations and waive permit fees. Some larger national or international not for profit organisations engage commercial fund raising contractors to raise awareness and membership for their cause, such as Red Cross and Greenpeace and to this end the Shire has a flexible approach in relation to location of these stalls.

All of these permits are issued by the Health Services section of the Shire directly without any need to refer applications to a Council meeting.

LOCATION OF STALLS

A COMMERCIAL STALL permit will be considered only if the stall is part of a registered event, approved markets or at a sporting event that the organisers have agreed upon the applicant's inclusion.

A COMMUNITY STALL permit will be considered if the stall is part of a registered event, approved community markets or a sporting event. Consideration will also be given to flexible locations outside of the permitted events if raising funds for the community organisation through a sausage sizzle, sale of pre-packaged drinks or a wood raffle or the like. Location considerations include access, authorisation of land owner and public safety.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

ATTACHMENT 7.2
STREET TRADING

DEFINITIONS

STREET TRADING: Includes a trader going from place to place, conducting a sale or offering for sale or hire or the soliciting of goods or services, whether or not in a public place.

Street trading does not include the delivery of pre-ordered goods or services to the purchaser.

PUBLIC PLACE: a public place includes the following:-

- Any place or thoroughfare permitted to be used by the public, including private property, but excludes an appropriately zoned retail business.
- Local government controlled or owned property.

STREET TRADER: is a person who carries on street trading from a vehicle whether itinerant or regular.

ITINERANT TRADER: an itinerant trader is a street trader who trades from a vehicle on public roads, stopping in various locations only long enough to conduct a sale. An itinerant trader may be a food or non-food trader. Mr Whippy is an example of an itinerant trader.

REGULAR TRADER: a regular trader is a street trader who trades from a vehicle which accesses various private commercial or industrial properties on a regular basis in an attempt to obtain a sale. A regular trader may be a food or non-food trader. Food on the Move, which is a mobile food business selling food for morning tea & lunch in the Industrial Areas in Northam is an example as well as Snap-on-Tools selling tools from a mobile showroom in Commercial and Industrial areas.

TYPES OF STREET TRADERS

A street trader is either an ITINERANT or REGULAR trader.
A street trader may be a FOOD or NON FOOD trader.

APPLICATION PROCESS

ITINERANT FOOD TRADER: a person proposing to operate as an Itinerant Food Trader is to:-

- Make application to the Shire for Council's consideration. The application is to include comment in relation to the matters upon which the Council will consider as defined in the application form. In determining an application the Shire will take into consideration, the following:
 - Compliance with this policy;
 - The desirability of the proposed activity;
 - The location of the proposed activity;
 - Such other matters as considered relevant.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

- Food Business Registration (*Food Act 2008*) with the local government in which the food businesses resides. The Registration Certificate must include the food vehicle as being approved for the purpose, identify vehicle registration number and the food business address;
- Certificate of Currency for Public Liability Insurance.
- If approved by Council resolution a Trading Permit will be issued with conditions (*Activities on Thoroughfares and Public Places and Trading Local Law 2008*);

ITINERANT NON-FOOD TRADER: a person proposing to operate as an Itinerant non-food Trader is to:-

- Make application to the Shire for Council's consideration. The application is to include comment in relation to the matters upon which the Council will consider as defined in the application form. In determining an application the Shire will take into consideration, the following:
 - Compliance with this policy;
 - The desirability of the proposed activity;
 - The location of the proposed activity;
 - Such other matters as considered relevant.
- Certificate of Currency for Public Liability Insurance.
- If approved by Council resolution a Trading Permit will be issued with conditions (*Activities on Thoroughfares and Public Places and Trading Local Law 2008*);

REGULAR FOOD TRADER: a person proposing to operate as a Regular Food Trader is to:-

- Make application to the Shire for Council's consideration. The application is to include comment in relation to the matters upon which the Council will consider as defined in the application form. In determining an application the Shire will take into consideration, the following:
 - Compliance with this policy;
 - The desirability of the proposed activity;
 - The location of the proposed activity;
 - Such other matters as considered relevant.
- Food Business Registration (*Food Act 2008*) with the local government in which the food businesses resides. The Registration Certificate must include the food vehicle as being approved for the purpose, identify vehicle registration number and the food business address (depending on the food business activities (ie: risk rating) a permanent fixed food business premises may also be required);
- Certificate of Currency for Public Liability Insurance.
- If approved by Council resolution a Trading Permit will be issued with conditions (*Activities on Thoroughfares and Public Places and Trading Local Law 2008*);

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

- **REGULAR NON-FOOD TRADER:** The policy recognises the convenience to business and the community in regular trading activities and also recognises the difficulties in enforcement of this type of trader vs delivery of pre-ordered goods. To this end the draft policy permits non-food regular trading on private properties.

CONSIDERATION OF APPLICATION

Generally street trading is not supported by the Shire where there are potential conflicts with existing businesses. However if you believe there are extenuating or compelling circumstances that the Council should be made aware of the Council will consider an application and make a determination by resolution at a Council Meeting. In determining an application the Shire will take into consideration, the following:

- Compliance with this policy;
- The desirability of the proposed activity;
- The location of the proposed activity;
- Such other matters as considered relevant.

It is therefore important that your application addresses all these matters.

EXAMPLES

Type	Permit	Permits/Fees
Fish Van Food Stall	Commercial Activity – Approved at events, markets & sporting fixtures	Food Stallholders Permit Food Business Registration Fees Applicable
Coffee Van Food Stall	Commercial Activity – Approved at events, markets & sporting fixtures	Food Stallholders Permit Food Business Registration Fees Applicable
Fruit & Vege Food Stall	Commercial Activity – Approved at events, markets & sporting fixtures	Food Stallholders Permit Food Business Registration/Notification Fees Applicable
Flower/ Plant Stall	Commercial Activity – Approved at events, markets & sporting fixtures	Stallholders or Blanket S/H Permit Fees Applicable
Wood Raffle Stall	Community Activity – Approved at flexible locations	Stallholders Permit No Fees
Rotary Sausage Sizzle	Community Activity – Approved at flexible locations	Food Stallholders Permit No Fees
Touting for donations and / or membership Greenpeace	Community Commercial Activity – Commercial paid fund raising co. Approved at flexible locations	Stallholders Permit Fees Applicable
Itinerant Trader - food (eg. Ice cream van)	Commercial Activity – Stopping on Shire roads to effect a sale	Council resolution required Street Traders Permit Food Business Registration Fees Applicable
Itinerant Trader – non-food	Commercial Activity – Stopping on Shire roads to effect a sale	Council resolution required Street Traders Permit Fees Applicable
Regular Trader - food (eg. Lunch van)	Commercial Activity Stopping on private property to effect a sale	Council resolution required Street Traders Permit Food Business Registration Fees Applicable
Regular Trader - non-food (eg. mobile showroom)	Commercial Activity – Stopping on private property to effect a sale	No permits required

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

13.4. CORPORATE SERVICES

13.4.1 ACCOUNTS AND STATEMENTS OF ACCOUNTS – FEBRUARY 2016

Name of Applicant:	Internal Report
Name of Owner:	N/A
File Ref:	2.1.3.4
Officer:	Kathy Scholz / Colin Young
Officer Interest:	Nil
Policy	Nil
Voting	Simple Majority

PURPOSE

The Accounts due and submitted to the Ordinary Council Meeting on 16 March 2016 are attached.

RECOMMENDATION

That Council endorse the payments for the period 1 February 2016 to 29 February 2016, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Municipal Bank Vouchers 34435 to 34451	\$ 89,948.59
Trust Bank Vouchers 1942 to 1947	\$ 23,842.93
Municipal Bank Electronic Fund Transfer EFT22155 to EFT22155 and EFT22157 to EFT22386	\$ 1,145,457.26
Trust Bank Electronic Fund Transfer EFT22156 to EFT22156	\$ 80.00
Direct Debit Fund Transfer 9505.1 to 9505.1 and 9538.1 to 9538.1 and 9546.1 to 9546.9 and 9592.1 to 9592.15	\$ 68,303.84
Municipal Bank Electronic Fund Transfer Payroll 11/02/2015	\$ 257,061.46
Municipal Bank Electronic Fund Transfer Payroll 17/02/2016	\$ 596.60
Municipal Bank Electronic Fund Transfer Payroll 25/02/2015	\$ 257,230.68
TOTAL	\$ 1,836,521.36

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL FEBRUARY 2016.

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT \$
1942	02/02/2016	ATTILA JOHN MENCSELYI	REFUND OF DEPOSIT FOR CANDIDATE 2015 ELECTION.	-80.00
1943	02/02/2016	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BUILDING FEES COLLECTED FOR BSL FOR THE MONTH OF DECEMBER 2015.	-3,321.28
1944	02/02/2016	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BUILDING FEES COLLECTED FOR BCITF FOR THE MONTH OF DECEMBER 2015.	-3,607.25
1945	02/02/2016	GEOFF MAUCLINE	RETURN BSL FEE PD FOR BLDG APP AS IT CANNOT BE APPROVED.	-61.65
1946	02/02/2016	SHIRE OF NORTHAM	MONTHLY BUILDING COMMISSION FEE FOR COLLECTION OF BSL FOR DECEMBER 2015.	-202.50
1947	02/02/2016	SHIRE OF NORTHAM	TRANSFER FROM TRUST BOND FOR DIVAL FOR JOB ON O'DRISCOLL RD BAKERS HILL, SHIRE TO COMPLETE THE WORKS AS AGREED FOR ROAD RECTIFICATION WORKS COVERED BY BOND.	-16,570.25
			TOTAL TRUST CHEQUES	-23,842.93
EFT22155	01/02/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO 223 FIXED COMPONENT - CONSTRUCTION OF RECREATION FACILITIES	-67,994.79
			SUB-TOTAL EFT MUNICIPAL	-67,994.79
EFT22156	02/02/2016	GERALD CLAVER STURMAN	REFUND OF \$80 DEPOSIT FROM CANDIDATE FOR 2015 ELECTION.	-80.00
			TOTAL EFT TRUST	-80.00
EFT22157	05/02/2016	AGENCY HOLDINGS T/AS COOPER ENGRAVING	ENGRAVE & PAINT FILL 3 X HONOUR BOARD PLAQUES & ADD ADDITIONAL DATES TO 3 X EXISTING PLAQUES.	-283.31
EFT22158	05/02/2016	AVON A PARTY	HIRE OF BOUNCY CASTLE FOR AUSTRALIA DAY CONCERT.	-660.00
EFT22159	05/02/2016	AVON PAPER SHRED	SHREDDING OF CONFIDENTIAL DOCUMENTS.	-55.00
EFT22160	05/02/2016	AVON TELECOMS PTY LTD	INSTALL 6 REED SWITCHES TO NEW EMERGENCY DOORS AT REC CENTRE NORTHAM & CHANGE CODES ON ALARMS AT REC CENTRE, SWIMMING POOL & OLD GIRLS SCHOOL.	-2,970.00
EFT22161	05/02/2016	AVON VALLEY BAKERY	CATERING FOR VARIOUS MEETINGS	-288.00
EFT22162	05/02/2016	AVON VALLEY MOWER & CHAINSAW CENTRE	PUREX LIQUID CHLORINE FOR TREATED WASTE WATER RETICULATION.	-175.56
EFT22163	05/02/2016	AVON VALLEY NISSAN	REPAIRS TO BUS AT KILLARA - PN1202 - KILLARA 2.	-1,093.10

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

EFT22164	05/02/2016	AVW ELECTRICAL	INSTALL CCTV POLE & BASE TO CNR PEEL TERRACE & FITZGERALD STREET.	-2,238.50
EFT22165	05/02/2016	CHRIS DAVIDSON	COUNCILLOR PAYMENTS - JANUARY 2016	-1,846.43
EFT22166	05/02/2016	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS - JANUARY 2016.	-1,785.75
EFT22167	05/02/2016	CLACKLINE/MURESK BUSH FIRE BRIGADE	FOR THE SERVICES RENDERED TO COMPLETE A HAZARD REDUCTION BURN ON THE 7TH NOVEMBER 2015 AT THROSSELL & MORRELL ST.	-600.00
EFT22168	05/02/2016	COCA-COLA AMATIL (AUST) PTY LTD	STOCK FOR NORTHAM SWIMMING POOL.	-671.90
EFT22169	05/02/2016	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE & METER READING AT THE DEPOT.	-832.48
EFT22170	05/02/2016	COVS PARTS PTY LTD	TOOLS FOR DEPOT.	-497.70
EFT22171	05/02/2016	DENIS GRAHAM BERESFORD	COUNCILLOR PAYMENTS - JANUARY 2016	-1,726.55
EFT22172	05/02/2016	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS - JANUARY 2016	-1,726.55
EFT22173	05/02/2016	E FIRE & SAFETY	ROUTINE MAINTENANCE FOR SPORT RECREATION CENTRE FIRE EQUIPMENT.	-194.70
EFT22174	05/02/2016	FINES ENFORCEMENT REGISTRY	RETURN MONEY INCORRECTLY SENT TO SHIRE OF NORTHAM BANK ACCOUNTANT - FOR 153968 PAID TWICE.	-160.00
EFT22175	05/02/2016	FM SURVEYS	VARIOUS BITUMEN WORK.	-3,044.50
EFT22176	05/02/2016	FRAMESWEST	INSTALLATION OF CCTV CAMERAS ON PEEL TERRACE & FITZGERALD STREET - MODIFY BOLLARDS FOR CONCRETE BOLT DOWN.	-357.50
EFT22177	05/02/2016	GCS INTEGRATED SERVICES PTY LTD	MATERIALS FOR SOUTHERN BROOK RD - RRG.	-3,587.76
EFT22178	05/02/2016	GLENN STUART BEVERIDGE	REPAIRS TO VARIOUS SHIRE BUILDINGS.	-6,248.00
EFT22179	05/02/2016	GOLDFIELDS TOURISM NETWORK ASSOCIATION INC.	STOCK PURCHASES FOR VISITORS CENTRE.	-47.94
EFT22180	05/02/2016	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	PROFESSIONAL SERVICES FOR EXECUTIVE MANAGER CORPORATE SERVICES.	-4,155.06
EFT22181	05/02/2016	HOST AUTO REPAIRS	REPAIR FIRE BRIGADE VEHICLE 1DWZ147.	-4,285.10
EFT22183	05/02/2016	JOHN PROUD	COUNCILLOR PAYMENTS - JANUARY 2016	-1,726.55
EFT22184	05/02/2016	JOSEPH JOHN MALINOWSKI	REFUND OF REGISTRATION OF DECEASED DOG CHLOE REF TAG: 0180159.	-60.00
EFT22185	05/02/2016	JULIE ELLEN WILLIAMS	COUNCILLOR PAYMENTS - JANUARY 2016	-1,726.55
EFT22186	05/02/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	HIRE OF LOW LOADER TO SHIFT MULTIPLE VEHICLES.	-2,292.13
EFT22187	05/02/2016	KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR RECREATIONAL SERVICES.	-848.11
EFT22188	05/02/2016	LANDMARK	SPRAY NOZZLES FOR NOXIOUS WEEDS FOR DEPOT.	-71.68

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

EFT22189	05/02/2016	MARK ANDREW SCHELFHOUT	BAND HIRE FOR AUSTRALIA DAY CONCERT RUM JUNGLE".	-1,600.00
EFT22190	05/02/2016	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES FOR J ASHWORTH 4 COLLINS PLACE - DISUSED VEHICLES.	-2,037.97
EFT22191	05/02/2016	MEGA-FIX	VARIOUS TOOLS & EQUIPMENT FOR ENGINEERING SERVICES.	-517.06
EFT22192	05/02/2016	NATIONAL TAX MANAGER	RENEWAL OF SUBSCRIPTION TO TAX MADE EASY, FBT MADE EASY & RENEWAL OF LICENSE TO 2016 FBT ORGANISER FOR THE 12 MONTH PERIOD ENDING 31 MARCH 2017.	-434.50
EFT22193	05/02/2016	NORTHAM AERO CLUB	ANNUAL MANAGEMENT COSTS OF AIRFIELD 31/3/2015 TO 31/3/2016.	-6,000.00
EFT22194	05/02/2016	NORTHAM CENTRAL NEWSAGENCY	NEWSPAPERS 01/12/2015 TO 04/01/2016 FOR LIBRARY.	-89.85
EFT22195	05/02/2016	NORTHAM GARDEN CENTRE	CANCELLED	
EFT22196	05/02/2016	NORTHAM HARDWARE	GIFT CARD FOR JOHN WOODS.	-500.00
EFT22197	05/02/2016	NORTHAM LIQUOR BARONS	REFRESHMENTS FOR COUNCIL FRIDGE.	-474.84
EFT22198	05/02/2016	NORTHAM MAZDA	10,000KM SERVICE TO MADZA BT-50 UTE PN1407 - N10996.	-324.85
EFT22199	05/02/2016	OFFICEWORKS SUPERSTORES PTY LTD	D-LINK SWA-160AU N600 WIRELESS USB ADAPTER FOR LIBRARY.	-83.95
EFT22200	05/02/2016	OXTER SERVICES	CEMETERY INVOICING & TOILETRY SUPPLIES FOR VARIOUS SHIRE BUILDINGS.	-5,344.78
EFT22201	05/02/2016	PFD FOOD SERVICES PTY LTD	CANTEEN STOCK FOR NORTHAM SWIMMING POOL.	-1,502.40
EFT22202	05/02/2016	PILA GROUP	FLAG POLE DOOR & KEY SET FOR FLAG POLES.	-88.00
EFT22203	05/02/2016	POLLARD FAMILY SUPERANNUATION FUND T/A POLLARD ENTERPRISES PTY LTD	COUNCILLOR PAYMENTS - JANUARY 2016	-2,500.00
EFT22204	05/02/2016	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE SUBSCRIPTION FOR JANUARY.	-1,122.00
EFT22205	05/02/2016	PURSLOWE TINETTI FUNERAL HOMES	FLORAL TRIBUTES FOR THE LATE MR GEORGE NUICH 14/8/2015.	-137.50
EFT22206	05/02/2016	QUAD SERVICES PTY LTD	CLEANING AT VARIOUS SHIRE PROPERTIES.	-3,697.13
EFT22207	05/02/2016	R & JT CONTRACTORS PTY LTD	REPLACE FIRE HYDRANT VALVES AT BAKERS HILL PAVILLION.	-656.10
EFT22208	05/02/2016	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS - JANUARY 2016	-1,726.55
EFT22209	05/02/2016	SLAV'S CLEANING SERVICE	CLEANING OF WATER PLAYGROUND & BARBEQUE AREA AT BERNARD PARK FOR APRIL.	-462.00
EFT22210	05/02/2016	SPECIALE SMASH REPAIRS	SUPPLY & FIT WINDSCREEN TO N.4021	-330.00
EFT22211	05/02/2016	STAPLES AUSTRALIA PTY LIMITED	STATIONERY FOR ADMIN BUILDING.	-779.59

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

EFT22212	05/02/2016	STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING FRIDAY 15/1/2016.	-71.25
EFT22213	05/02/2016	STATE LIBRARY OF WESTERN AUSTRALIA	LOST/DAMAGED ITEMS FOR LIBRARY.	-34.10
EFT22214	05/02/2016	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS - JANUARY 2016	-2,831.35
EFT22215	05/02/2016	SUPERCIVIL	SUPPLY & LAY KERBING AT ON VARIOUS ROADS.	-14,472.17
EFT22216	05/02/2016	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS - JANUARY 2016	-2,543.08
EFT22217	05/02/2016	TOTAL EDEN	PROGRESS CLAIM NUMBER 3 CONSTRUCTION OF WUNDOWIE SKATE PARK.	-39,795.38
EFT22218	05/02/2016	ULO RUMJANTSEV	COUNCILLOR PAYMENTS - JANUARY 2016	-2,028.47
EFT22219	05/02/2016	VINCELEC	BERNARD PARK PLAY GROUP, INSTAL FLURO LIGHTS, EXIT SIGNS & DISCHARGE UNIT.	-2,504.38
EFT22220	05/02/2016	WATERMAN IRRIGATION PTY LTD	3 X STANDPIPE REMOTE ACCESS CHARGE & SIM CARD USAGE ONLY WITH NO SUPPORT.	-376.20
EFT22221	05/02/2016	WAY OUT WEST CINEMA	MOVIE NIGHT AT WUNDOWIE OVAL THE SOUND OF MUSIC".	-814.00
EFT22222	05/02/2016	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIRS TO OLD RUBBER ROLLER PN1709.	-297.00
EFT22223	05/02/2016	WW SOUVENIRS GIFTS & HOMEWARES PTY LTD	STOCK SUPPLIES FOR VISITORS CENTRE.	-455.29
EFT22224	09/02/2016	IXOM OPERATIONS PTY LTD	CHLORSAFE ACCREDITED TRAINING FOR 6 STAFF MEMBERS FOR NORTHAM POOL.	-5,830.00
EFT22225	15/02/2016	ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	SPRAY SHIELD - CITRONELLA SPRAY.	-133.40
EFT22226	15/02/2016	AG IMPLEMENTS NORTHAM PTY LTD	NEW JOHN DEERE XUV550 GATOR CROSSOVER UTILITY VEHICLE.	-14,850.00
EFT22227	15/02/2016	ASSET INFRASTRUCTURE MANAGEMENT	TRANSPORT ASSET MANAGEMENT PLAN FOR PROPOSAL STAGE 1 INCEPTION & TRANSPORT.	-4,709.50
EFT22228	15/02/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	-25.80
EFT22229	15/02/2016	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAYRUN PERIOD 27/1/2016 TO 09/2/2016.	-54,962.00
EFT22230	15/02/2016	AVON TELECOMS PTY LTD	SECURITY MONITORING FOR FEBUARY 2016 FOR VARIOUS SHIRE BUILDINGS.	-355.00
EFT22231	15/02/2016	AVON VALLEY MOWER & CHAINSAW CENTRE	PRESSURE GUAGE (LIQUID FILLED OIL) & O RING FOR WATER PARK & PRESSURE GAUGE FOR WASTE WATER TREATMENT PLANT.	-72.80
EFT22232	15/02/2016	BAKERS HILL RURAL SUPPLIES & HARDWARE	ONGA - PUMP REPLACEMENT FOR WUNDOWIE FIREFIGHTING TANK.	-850.00
EFT22233	15/02/2016	BUNNINGS BUILDING SUPPLIES P/L	TOOLS FOR DEPOT.	-170.60

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

EFT22234	15/02/2016	CENTRAL MOBILE MECHANICAL REPAIRS	REPAIRS TO VARIOUS SHIRE PLANT.	-5,885.33
EFT22235	15/02/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-463.72
EFT22236	15/02/2016	CINDY MARTIN	SPONSORSHIP FOR KAYLA MARTIN TO ATTEND THE HIGHLAND DANCING CHAMPIONSHIPS.	-150.00
EFT22237	15/02/2016	CONNECT SOURCE PTY LTD	SUPPLY & INSTALL QUBE NAVIGATGION UNIT INTO NEW NISSAN NAVARA UTE.	-1,650.00
EFT22238	15/02/2016	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING & STATIONERY	-1,534.10
EFT22239	15/02/2016	COURIER AUSTRALIA	FREIGHT CHARGES FOR VISITORS CENTRE & DEVELOPMENT SERVICES FOR P/E 22/01/2016.	-299.31
EFT22240	15/02/2016	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	FACE PAINTING FOR AUSTRALIA DAY CONCERT.	-594.00
EFT22241	15/02/2016	DOWNER EDI WORKS	ROAD RESURFACING WORKS ON VARIOUS ROADS.	-235,249.30
EFT22242	15/02/2016	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR JANUARY 2016.	-17,197.18
EFT22243	15/02/2016	E FIRE & SAFETY	SERVICE OF FIRE EQUIPMENT AT VARIOUS SHIRE BUILDINGS.	-698.50
EFT22244	15/02/2016	ELDERS LIMITED	3 DRUMS OF GLYSOPHATE FOR NOXIOUS WEEDS.	-326.70
EFT22245	15/02/2016	EMU ESSENCE	STOCK FOR VISTORS CENTRE.	-367.00
EFT22246	15/02/2016	FIRE AND SAFETY WA	SILVEX PLUS CLASS A BUSDHFIRE FOAM 20LT.	-3,977.60
EFT22247	15/02/2016	GREENWAY ENTERPRISES	SIGNET FIELD MARKING PAINT BLACK 15LTR DRUM.	-758.34
EFT22248	15/02/2016	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	RECRUITMENT SERVICES FOR EMCS COLIN YOUNG.	-1,100.00
EFT22249	15/02/2016	HOLCIM AUSTRALIA PTY LTD	32MPA 20MM STONE 80 SLUMP AT 2M3.	-671.00
EFT22250	15/02/2016	IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS & SWEEPING GULLY EDUCATION SERVICES.	-7,524.00
EFT22251	15/02/2016	JOANNA KAY LARDNER	CANCELLED	
EFT22252	15/02/2016	LIDIA VORONTSOVA	SEWING OF 9 TABS ONTO SHIRTS ON DOMINIQUE WEBB & CHRIS SUMNERS UNIFORMS.	-90.00
EFT22253	15/02/2016	MALATESTA ROAD PAVING & HOT MIX	SPRAY & SPREAD 14/7MM SINGLE COAT PRIMER SEAL ON VARIOUS SHIRE ROADS	-48,464.14
EFT22254	15/02/2016	MAXXIA PTY LTD	PAYROLL DEDUCTIONS	-514.32
EFT22255	15/02/2016	MCDOWALL AFFLECK PTY LTD	ADMINISTRATION FOR WUNDOWIE STORM WATER HARVESTING PROJECT.	-3,019.50
EFT22256	15/02/2016	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS OF HEALTH ACT PROSECUTION FOR L WALKER.	-942.79
EFT22257	15/02/2016	MM ELECTRICAL MERCHANDISING	ELECTRICAL CONNECTIONS & WATERPROOF BOX. CABLE TIES & SILICON FOR BERNARD PARK.	-74.17

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

EFT22258	15/02/2016	MOORE STEPHENS (WA) PTY LTD	AUDIT CERTIFICATION IN REPECT OF HOME & COMMUNITY CARE PROGRAM FOR YEAR ENDING 30/6/2015.	-4,180.00
EFT22259	15/02/2016	NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE FOR 15/01/2016 TO 14/02/2016.	-483.78
EFT22260	15/02/2016	NORTHAM & DISTRICTS GLASS SERVICE	RECREATION CENTRE REPLACE IN SHIRE BUILDINGS & IN SHIRE VEHICLES.	-1,911.10
EFT22261	15/02/2016	NORTHAM CENTRAL NEWSAGENCY	DELIVERY OF NEWSPAPERS.	-84.70
EFT22262	15/02/2016	NORTHAM FEED & HIRE	DOG FOOD FOR POUND & FOOD FOR UPKEEP OF SWANS & HIRE OF PLATE COMPACTORS.	-461.10
EFT22263	15/02/2016	NORTHAM LIQUOR BARONS	CHAMPAGNE FLUTES FOR CY O'CONNOR ART EXHIBIT OPENING NIGHT.	-37.50
EFT22264	15/02/2016	NORTHAM TOWING SERVICE	TOWING BLUE VEHICLE WRECK FROM WUNDOWIE SEWAGE PONDS DUE TO SEVERE FIRE HAZARD.	-200.20
EFT22265	15/02/2016	NORTHAM VETERINARY CENTRE	EUTHANASIA OF FERAL CAT.	-88.00
EFT22266	15/02/2016	NORTHAM VOLUNTEER FIRE AND RESCUE	SUPPLY EMERGENCY LIGHTNG FOR AUSTRALIA DAY EVENT.	-150.00
EFT22267	15/02/2016	OFFICEWORKS SUPERSTORES PTY LTD	ASSORTED STATIONERY FOR KILLARA DAY CENTRE.	-315.88
EFT22268	15/02/2016	OXTER SERVICES	CEMETERY INVOICING FOR THE FORTNIGHT ENDING 29/1/2016.	-3,561.86
EFT22269	15/02/2016	PETULA CHRISTINE MARY DOWD	CROSSOVER REBATE FOR A10844 - 32 GARDINER ST NORTHAM.	-500.00
EFT22270	15/02/2016	PRIORITY 1 FIRE AND SAFETY	BREATHING APPARATUS TRAINING DELIVERED FOR 6 PEOPLE.	-1,705.00
EFT22271	15/02/2016	QUBE LOGISTICS	CHLORINE DRUM DELIVERED TO WASTE WATER TREATMENT PLANT 21/1/2016.	-824.29
EFT22272	15/02/2016	QUIN'S GOURMET BUTCHERS	ASSORTED MEATS FOR KILLARA KITCHEN.	-603.95
EFT22273	15/02/2016	RC SODABLAST	HIGH PRESSURE WATER CLEAN FOR AUSTRALIA DAY CONCERT.	-440.00
EFT22274	15/02/2016	RED DOT STORES	ROLLER TUB 52LTR CLEAR FOR DOG POUND.	-79.92
EFT22275	15/02/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERTISING IN VARIOUS NEWSPAPERS.	-8,867.31
EFT22276	15/02/2016	SCITECH DISCOVERY CENTRE	PORTABLE STEM EXHIBIT COMMENCING 18/1/2016.	-5,035.00
EFT22277	15/02/2016	SETH WILLIAM TUCKER T/A TUCKERBUILT	INSTALLATION OF VINYL COVERED BIN SURROUNDS IN VARIOUS LOCATIONS AROUND TOWN .	-2,684.00
EFT22278	15/02/2016	SPECIALE SMASH REPAIRS	REPAIR & PAINT FRONT BUMPER ON RESIDENT'S VEHICLE DAMAGED AT SHOPPING CENTRE.	-844.95
EFT22279	15/02/2016	SUPERCIVIL	CONSTRUCT ASPHALT FOOTPATHS, REMOVE & REPLACE KERBING ON VARIOUS SHIRE ROADS.	-126,845.68
EFT22280	15/02/2016	THE RIVERSIDE HOTEL	CATERING FOR ORDINARY COUNCIL MEETING.	-400.00

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

EFT22281	15/02/2016	TRISLEY'S HYDRAULIC SERVICES PTY LTD	PUMP INSPECTION OF RECIRCULATION PUMP AT NORTHAM SWIMMING POOL.	-396.00
EFT22282	15/02/2016	TYRECYCLE PTY LTD	RECYCLING OF TYRES FROM THE REFUSE SITES.	-1,813.37
EFT22283	15/02/2016	TYREPOWER	PROFLEET PUNCTURE REPAIR TO N4057 TO PN1304.	-27.50
EFT22284	15/02/2016	VINCELEC	ELECTRICAL WORK AT VARIOUS SHIRE BUILDINGS.	-3,247.26
EFT22285	15/02/2016	WA LIBRARY SUPPLIES	BOOKENDS METAL FOR LIBRARY.	-195.00
EFT22286	15/02/2016	WATERMAN IRRIGATION PTY LTD	100 X STANDPIPE SWIPE CARDS & STICKERS.	-1,650.00
EFT22287	15/02/2016	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT SERVICES - DETAILED DESIGN OF ABORIGINAL & ENVIROMENTAL INTERPRETIVE CENTRE & STAFF TRAINING & FINAL REBATE FOR LOCAL GOVERNMENT ADVERTISING SERVICE REBATE FOR EXPENDITURE IN THE WEST AUSTRALIAN FROM JUNE 2014 TO JULY 2015.	-13,740.37
EFT22288	15/02/2016	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	ELECTRICAL REPAIRS TO VARIOUS SMALL PLANT EQUIPMENT.	-288.50
EFT22289	15/02/2016	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR JOHN RUTHERFORD.	-140.00
EFT22290	15/02/2016	WORMALD FIRE (WA)	ROUTINE INSPECTION & MAINTENACE FOR NORTHAM TOWN HALL	-307.94
EFT22291	22/02/2016	R & JT CONTRACTORS PTY LTD	FINAL PAYMENT FOR NEW PUMP AT WUNDOWIE PUMP SHED & REPAIRS TO BURST PIPE AT WUNDOWIE OVAL.	-75,305.67
EFT22292	26/02/2016	ACCENT RUBBER STAMPS AND TROPHIES	2 X SELF INKING STAMPS FOR ENGINEERING.	-84.35
EFT22293	26/02/2016	AG IMPLEMENTS NORTHAM PTY LTD	NEW JOHN DEERE Z997 ZTRAK RIDE ON MOWER & REPLACEMENT BLADES FOR MOWERS.	-17,827.34
EFT22294	26/02/2016	ANDY'S PLUMBING SERVICE	REPAIRS AT VARIOUS SHIRE BUILDINGS.	-1,658.80
EFT22295	26/02/2016	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	SUPPLY 1 X 450 LITRE 4 DRUM RACK WITH SPILL TROUGH & SUPPLY BELTS FOR RIDE ON MOWER & GAS STRUT FOR TOOLBOX ON FLOCON.	-1,830.77
EFT22296	26/02/2016	ARBORWEST TREE FARM	CHINESE TALLOW TREES FOR THE STREETS.	-1,980.00
EFT22297	26/02/2016	AUSTRALIA POST	POSTAGE FOR JANUARY 2016.	-1,511.05
EFT22298	26/02/2016	AUSTRALIAN OFFICE	WHITE ENVELOPES FOR SHIRE ADMIN BUILDING.	-189.97
EFT22299	26/02/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	-25.80
EFT22300	26/02/2016	AUSTRALIAN TAXATION OFFICE - PAYG	INTERIM PAY 17/2/2016 \$98.00 & PAYRUN 10/2/2016 - 23/2/2016 \$55,394.00	-55,492.00
EFT22301	26/02/2016	AUTOPRO NORTHAM	SUPPLY OF HAND HELD UHF CB RADIOS FOR FIRE WARDENS & NEW BATTERY FOR QUAD BIKE - PN020..	-547.42
EFT22302	26/02/2016	AV-SEC SECURITY SERVICES	ALARM ATTENDANCE AT VARIOUS SHIRE BUILDINGS.	-608.00

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

EFT22303	26/02/2016	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT	-3,136.00
EFT22304	26/02/2016	AVON SPICE CAFE	CATERING FOR ORDINARY COUNCIL MEETING HELD ON 17TH FEBUARY 2016.	-374.00
EFT22305	26/02/2016	AVON TELECOMS PTY LTD	SERVICE CALL TO RESTORE PHONE & INTERNET SERVICES AT NORTHAM REFUSE SITE.	-198.00
EFT22306	26/02/2016	AVON VALLEY CONTRACTORS	LOWLOADER HIRE TO PICKUP SHIRE BACKHOE FROM DUNNINGS CALTEX.	-187.00
EFT22307	26/02/2016	AVON VALLEY MOWER & CHAINSAW CENTRE	PUREX LIQUID CHLORINE 20LT FOR NORTHAM SWIMMING POOL & EDGER BLADES FOR SUNDRY SMALL PLANT..	-219.28
EFT22308	26/02/2016	AVON VALLEY STOCK FEED & GARDEN SUPPLIES	SCREENED PAVING SAND 3 B/S FOR RECREATION CENTRE SAND FOR BRICK & PAVING UPKEEP OF SWAN COLONY. .	-254.40
EFT22309	26/02/2016	AVON WASTE	WASTE REMOVAL FOR FORTNIGHT ENDING 22/01/2016.	-80,400.87
EFT22310	26/02/2016	BOC LIMITED	OXYGEN MEDICAL FOR WUNDOWIE POOL & FOR NORTHAM SWIMMING POOL.	-89.93
EFT22311	26/02/2016	CENTRAL MOBILE MECHANICAL REPAIRS	REPAIRS TO VARIOUS SHIRE VEHICLES.	-12,182.50
EFT22312	26/02/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-815.02
EFT22313	26/02/2016	CJD EQUIPMENT PTY LTD	FUEL FILTER FOR PN0908.	-690.84
EFT22314	26/02/2016	CLASSIC IT SUPPORT	CONNECT THE MONITOR AND SET UP WI-FI FOR SES.	-110.00
EFT22315	26/02/2016	COCA-COLA AMATIL (AUST) PTY LTD	CANTEEN SUPPLIES FOR NORTHAM POOL.	-418.64
EFT22316	26/02/2016	COLIN DUNCAN GRANT	CLEANING OF SES NORTHAM DISTRICT FOR FEBRUARY 2016.	-110.00
EFT22317	26/02/2016	COUNTRY COPIERS NORTHAM	STATIONERY.	-606.73
EFT22318	26/02/2016	COUNTRYSIDE PEST CONTROL	INTIAL TERMITE TREATMENT AT VARIOUS SHIRE BUILDINGS.	-8,360.00
EFT22319	26/02/2016	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEPOT, LIBRARY, DEVELOPMENT SERVICES & ADMIN.	-549.86
EFT22320	26/02/2016	E FIRE & SAFETY	ROUTINE MAINTENANCE CHARGES OF TOWN HALL FOR JANUARY 2016.	-226.05
EFT22321	26/02/2016	ECOMIST SWAN	SERVICED NATURAL INSECT CONTROL SPRAYS.	-28.60
EFT22322	26/02/2016	FE TECHNOLOGIES PTY LTD	DESKTOP LOAN STATION SOFTWARE FOR LIBRARY.	-2,860.00
EFT22323	26/02/2016	FRED HOPKINS WA	HAMMER FOR SMALL PLANT.	-31.41
EFT22324	26/02/2016	GLENN STUART BEVERIDGE	REPAIR DAMAGE TO VARIOUS SHIRE BUILDINGS.	-7,764.30
EFT22325	26/02/2016	GO GO ON HOLD PTY LTD	ON HOLD MESSAGES FOR RECREATION CENTRE.	-414.00
EFT22326	26/02/2016	GREENSEA HOLDINGS	ENFORCED FIREBREAKS/HAZARD CLEAN UPS.	-264.00
EFT22327	26/02/2016	HILLS CONCRETE PRODUCTS	LARGE HEADWALLS FOR DUMBARTON ROAD DRAINAGE.	-880.00

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

EFT22328	26/02/2016	HOLCIM AUSTRALIA PTY LTD	CONCRETE FOR DRAINAGE ON SOUTHERN BROOK RD.	-3,040.18
EFT22329	26/02/2016	HOST AUTO REPAIRS	REPAIRS TO 1BNSP584 - BUSH FIRE TRUCK.	-320.05
EFT22330	26/02/2016	IF & ML SOLOMON	DOGS DAY OUT 2016 - DISPLAY OF WORKING SHEEP DOGS & SHEEP AT NORTHAM.	-500.00
EFT22331	26/02/2016	IMMACU SWEEP	SWEEPING OF TOWN CENTRE & SWEEPING GULLY EDUCATION SERVICES	-38,020.95
EFT22332	26/02/2016	INLAND PLUMBING & TOTAL RETICULATION	RETICULATION PARTS FOR PERINA WAY PARK.	-363.22
EFT22333	26/02/2016	INVISION SIGNS AND DESIGNS	BUSINESS CARDS & NAME BADGES FOR VARIOUS STAFF.	-575.30
EFT22334	26/02/2016	IXOM OPERATIONS PTY LTD	CHLORINE GAS FOR NORTHAM POOL & SERVICE FEE FOR CHLORINE CYLINDERS FOR NORTHAM POOL & TREATED WASTE WATER RETIC.	-3,073.93
EFT22335	26/02/2016	JOANNA KAY LARDNER	SPONSORSHIP OF KIMBERLY LARDNER TO ATTEND THE CALISTHENTIC CHAMPIONSHIPS.	-150.00
EFT22336	26/02/2016	K & N TRADITIONAL LANDSCAPES	BEING FINAL PAYMENT FOR WORKS PROGRESSED AT KILLARA RESPITE CENTRE.	-6,000.00
EFT22337	26/02/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	MAINTENANCE GRADING ON SMITH RD & JILYADING DVE KATRINE HIRE OF PENCIL VIBE FOR SOUTHERN BROOK RD..	-1,694.00
EFT22338	26/02/2016	KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR REC CENTRE.	-323.63
EFT22339	26/02/2016	LANDGATE	GROSS RENTAL VALUATIONS & LAND ENQUIRY - RATES & UNIMPROVED VALUATIONS CHARGEABLES SCHEDULE NO U2016/1 DATED 01/11/2014 TO 31/12/2015 & RURAL UV'S CHARGEABLE SCHEDULE R2016/1 DATE 12/12/2015 TO 09/01/2016.	-423.13
EFT22340	26/02/2016	LANDMARK	GAS BOTTLE FOR FORKLIFT & SHIRE ADMIN BUILDING.	-283.74
EFT22341	26/02/2016	LLOYDS EARTHMOVING	TUCKER DWARF GREVILLEAS. FOR NURSERY & 3 XPLANTS FOR CITIZENSHIP CEREMONY.	-727.93
EFT22342	26/02/2016	MARKETFORCE	ADVERTISING IN NEWSPAPERS.	-2,225.17
EFT22343	26/02/2016	MATHEW MACQUEEN	STAGE 3 & 4 COMPLETED - CONSTRUCTION OF FIRE SHED EXTENSION.	-22,770.00
EFT22344	26/02/2016	MAXXIA PTY LTD	PAYROLL DEDUCTIONS	-514.32
EFT22345	26/02/2016	MCLEODS BARRISTERS & SOLICITORS	ANNUAL AUDIT - SHIRE OF NORTHAM 2015.	-165.00
EFT22346	26/02/2016	MEGAN CHRISTINE WORTHINGTON	FOOD FOR MEETING HELD @ REC CENTRE BY MARK CASSERLY FROM CCS STRATEGIC.	-121.20
EFT22347	26/02/2016	MOORE STEPHENS (WA) PTY LTD	.FBT WORKSHOP FOR ZOE MCDONALD ON 18/2/2016.	-660.00

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

EFT22348	26/02/2016	NORTHAM AUTO ELECTRICS	SUPPLY & FIT 2 TYRES ON SMALL TRUCK.	-436.90
EFT22349	26/02/2016	NORTHAM CENTRAL NEWSAGENCY	NEWSPAPER DELIVERY'S	-113.00
EFT22350	26/02/2016	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR VARIOUS STAFF.	-473.00
EFT22351	26/02/2016	NORTHAM FEED & HIRE	DOG & CAT FOOD & HAY FOR ROOSTERS..	-137.75
EFT22352	26/02/2016	NORTHAM LIQUOR BARONS	2 X BOTTLES OF WINE FOR PRESENTERS AT THE DOGS DAY OUT.	-42.98
EFT22353	26/02/2016	NORTHAM MITRE 10	CANCELLED	
EFT22354	26/02/2016	NORTHAM NURSERY	ASSORTED ROSES & COMPOSTING MULCH.	-665.00
EFT22355	26/02/2016	NORTHAM TOWING SERVICE	TILT TRAY TO TRANSPORT DISABLED EWP FROM FITZGERALD ST TO SHIRE DEPOT.	-88.00
EFT22356	26/02/2016	NORTHAM TOY & BIKE WORLD	BOARD GAMES & EDUCATIONAL SUPPLIES FOR LIBRARY.	-646.85
EFT22357	26/02/2016	OFFICEWORKS SUPERSTORES PTY LTD	DLINK N600 WLESS ADAPTOR FOR LIBRARY.	-195.00
EFT22358	26/02/2016	OXTER SERVICES	SANATARY SUPPLIES FOR VARIOUS SHIRE BUILDINGS.	-312.32
EFT22359	26/02/2016	PHILIP JOHN ROBINSON	REMOVAL OF ASBESTOS FROM SOUTHERN BROOK HALL.	-1,670.90
EFT22360	26/02/2016	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA (TRANS WA)	TICKET SALES FOR THE PERIOD - 01/01/2016 TO 31/01/2016.	-385.98
EFT22361	26/02/2016	RADIOWEST BROADCASTERS PTY LTD	RADIO ADVERTISING FOR VARIOUS EVENTS & ROAD CLOSURE'S.	-5,527.51
EFT22362	26/02/2016	RETAIL DECISIONS (COLES)	COLES PURCHASES FOR MONTH OF JANUARY 2016.	-2,320.74
EFT22363	26/02/2016	RIDING FOR THE DISABLED ASSOC. OF WA INC	PAYMENT FROM COMMUNITY GRANT FOR A SEPTIC SYSTEMS FOR MATERIALS SUPPLIED BY HILLS CONCRETE PRODUCTS.	-5,000.00
EFT22364	26/02/2016	ROAD SIGNS AUSTRALIA	REFLECTIVE RURAL NUMBERS.	-165.00
EFT22365	26/02/2016	ROADS2000	5T BLACK ASPHALT FOR ROAD MAINTENANCE.	-760.76
EFT22366	26/02/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	VARIOUS ADVERTISING IN NEWSPAPERS.	-3,203.30
EFT22367	26/02/2016	SAI GLOBAL LIMITED	BCA + STANDARDS (ONLINE) 12 MONTH SUBSCRIPTION	-2,203.30
EFT22368	26/02/2016	SETH WILLIAM TUCKER T/A TUCKERBUILT	REPAIRS AT VARIOUS SHIRE BUILDINGS.	-1,476.09
EFT22369	26/02/2016	SLAV'S CLEANING SERVICE	CLEANING OF VARIOUS SHIRE BUILDING FOR JANUARY 2016.	-8,653.01
EFT22370	26/02/2016	SPORTSPOWER NORTHAM	2 SETS OF INDOOR BOWLS & JACKS FOR REC CENTRE.	-1,100.00
EFT22371	26/02/2016	ST JOHN AMBULANCE AUSTRALIA	AMBULANCE STANDBY 31 JULY 2015 FOR AVON RIVER FESTIVAL.	-200.00
EFT22372	26/02/2016	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	EVENT STANDBY AT BERNARD PARK FOR AUSTRALIA DAY CONCERT.	-235.48

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

EFT22373	26/02/2016	STATE LIBRARY OF WESTERN AUSTRALIA	LOST & DAMAGED ITEMS FROM 01/01/2016 TO 30/06/2016.	-660.00
EFT22374	26/02/2016	STERIHEALTH SERVICES PTY LTD	EMPTY SHARPS CONTRAINTERS AT APEX PARK & BERNARD PARK TOILETS.	-236.08
EFT22375	26/02/2016	TERRY MATTHEW LITTLE	REIMBURSEMENT OF FUEL FOR COLLIE/NARROGIN TRIP ON 15/2/2016 TO REVIEW SWIMMING POOL FACILITIES.	-39.71
EFT22376	26/02/2016	THE FARM SHOP	LIQUID FERTILIZER & ENERGY TURF FOR OVALS.	-3,184.65
EFT22377	26/02/2016	THE WATERSHED	RETICULATION PARTS FOR VARIOUS PARKS & GARDENS.	-1,619.19
EFT22378	26/02/2016	VALLEY FORD	30,000KM SERVICE TO FORD TERRITORY PN1402.	-311.80
EFT22379	26/02/2016	VERLINDENS ELECTRICAL SERVICE (WA)	ATTEND TO FAULTY POWER SERVICES AT NORTHAM POOL.	-104.50
EFT22380	26/02/2016	VINCELEC	ELECTRICAL WORK AT VARIOUS SHIRE BUILDINGS.	-839.72
EFT22381	26/02/2016	VODAFONE	SES ESL & BRIGADES ESL FOR PERIOD 01/02/2016 TO 29/2/2016.	-1,286.03
EFT22382	26/02/2016	WA CONTRACT RANGER SERVICES	CAT IMPOUND & TEMPORARY CARE OF 5 CATS FOR JANUARY 2016.	-275.00
EFT22383	26/02/2016	WADE GORDON ASHMAN	WHIPPER SNIPPING & SCRAPING & MOWING OF FIRE BREAKS.	-440.00
EFT22384	26/02/2016	WATTLE GROVE VETERINARY HOSPITAL	VET TREATMENT FOR SICK CYGNET.	-305.00
EFT22385	26/02/2016	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	SHORT COURSE BOOKING FOR INTERPRETATION OF THE LOCAL GOVERNMENT INDUSTRY & SHORT COURSE INTRODUCTION TO LG PROCUREMENT.	-759.00
EFT22386	26/02/2016	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED OUTSIDE OF NORTHAM BY VARIOUS SHIRE VEHICLES.	-690.95
			SUB-TOTAL EFT MUNICIPAL	-1,145,457.26
34435	03/02/2016	WATER CORPORATION	WATER USE & SERVICE CHARGES FOR VARIOUS SHIRE PROPERTIES	-2,901.49
34436	05/02/2016	HENDRIK FRANCOIS DE WET	CROSSOVER REBATE FOR LOT 509 ROEDIGER DVE, NORTHAM.	-600.00
34437	05/02/2016	SYNERGY	ELECTRICITY FOR VARIOUS SHIRE PROPERTIES.	-4,785.90
34438	05/02/2016	WATER CORPORATION	WATER USE & SERVICE CHARGES FOR VARIOUS SHIRE PROPERTIES	-12,394.22
34439	15/02/2016	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	PAYROLL DEDUCTIONS	-41.00
34440	15/02/2016	SHIRE OF NORTHAM	PAYROLL DEDUCTIONS	-1,300.00
34441	15/02/2016	SYNERGY	ELECTRICITY FOR VARIOUS SHIRE PROPERTIES.	-24,721.20
34442	15/02/2016	TELSTRA CORPORATION	VARIOUS TELEPHONE ACCOUNTS.	-1,947.55
34443	15/02/2016	WATER CORPORATION	WATER USE & SERVICE CHARGES FOR VARIOUS SHIRE PROPERTIES	-511.68

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

34444	26/02/2016	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	PAYROLL DEDUCTIONS	-41.00
34445	26/02/2016	LUCY'S TEAROOMS	CATERING FOR COUNCIL MEETINGS	-381.00
34446	26/02/2016	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET NORTHAM - STATEMENT NO 2074605.	-235.34
34447	26/02/2016	PETTY CASH	PETTY CASH REIMBURSEMENT FOR KILLARA & VISITORS CENTRE.	-654.90
34448	26/02/2016	SHIRE OF NORTHAM	PAYROLL DEDUCTIONS	-1,350.00
34449	26/02/2016	SYNERGY	ELECTRICITY FOR VARIOUS SHIRE PROPERTIES.	-27,399.54
34450	26/02/2016	TELSTRA CORPORATION	VARIOUS TELEPHONE ACCOUNTS.	-5,169.43
34451	26/02/2016	WATER CORPORATION	WATER USE & SERVICE CHARGES FOR VARIOUS SHIRE PROPERTIES	-5,514.34
			TOTAL CHEQUES MUNICIPAL	-89,948.59
DD9505.1	03/02/2016	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT NORTHAM RECREATION CENTRE FEBRUARY 2016	-1,067.00
DD9538.1	05/02/2016	BANKWEST MASTERCARDS	EMES MASTERCARD 22/12/15 TO 21/1/16	-980.59
DD9538.1	05/02/2016	BANKWEST MASTERCARDS	CEO MASTERCARD 22/12/15 TO 21/1/16	-556.61
DD9538.1	05/02/2016	BANKWEST MASTERCARDS	EMCS MASTERCARD 22/12/15 TO 21/1/16	-4,862.92
DD9546.1	09/02/2016	WA SUPER	PAYROLL DEDUCTIONS	-24,685.52
DD9546.2	09/02/2016	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	-226.52
DD9546.3	09/02/2016	AMG UNIVERSAL SUPER	SUPERANNUATION CONTRIBUTIONS	-345.32
DD9546.4	09/02/2016	COMMONWEALTH BANK GROUP SUPER	SUPERANNUATION CONTRIBUTIONS	-68.91
DD9546.5	09/02/2016	QSUPER	SUPERANNUATION CONTRIBUTIONS	-180.73
DD9546.6	09/02/2016	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-2,172.83
DD9546.7	09/02/2016	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	-536.23
DD9546.8	09/02/2016	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-252.49
DD9546.9	09/02/2016	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	-244.42
DD9592.1	23/02/2016	WA SUPER	PAYROLL DEDUCTIONS	-25,140.23
DD9592.2	23/02/2016	EWRAP SUPER	SUPERANNUATION CONTRIBUTIONS	-120.52
DD9592.3	23/02/2016	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	-226.52
DD9592.4	23/02/2016	AMG UNIVERSAL SUPER	SUPERANNUATION CONTRIBUTIONS	-345.32
DD9592.5	23/02/2016	COMMONWEALTH BANK GROUP SUPER	SUPERANNUATION CONTRIBUTIONS	-164.88
DD9592.6	23/02/2016	QSUPER	SUPERANNUATION CONTRIBUTIONS	-118.43
DD9592.7	23/02/2016	CHRISTIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-287.73
DD9592.8	23/02/2016	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-57.73

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

DD9592.9	23/02/2016	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-1,949.14
DD9546.10	09/02/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-618.45
DD9546.11	09/02/2016	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	SUPERANNUATION CONTRIBUTIONS	-266.73
DD9546.12	09/02/2016	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	-493.74
DD9546.13	09/02/2016	EWRAP SUPER	SUPERANNUATION CONTRIBUTIONS	-95.22
DD9592.10	23/02/2016	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	-505.47
DD9592.11	23/02/2016	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-186.96
DD9592.12	23/02/2016	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	-244.42
DD9592.13	23/02/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-541.79
DD9592.14	23/02/2016	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	SUPERANNUATION CONTRIBUTIONS	-266.73
DD9592.15	23/02/2016	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	-493.74
			TOTAL DIRECT DEBITS	-68,303.84
PAYROLL	11/02/2016	SHIRE OF NORTHAM MAIN PAY RUN	SHIRE OF NORTHAM EMPLOYEES PAYROLL	-257,061.46
PAYROLL	17/02/2016	SHIRE OF NORTHAM INTERIM PAY RUN	SHIRE OF NORTHAM EMPLOYEES PAYROLL	-596.60
PAYROLL	25/02/2016	SHIRE OF NORTHAM MAIN PAY RUN	SHIRE OF NORTHAM EMPLOYEES PAYROLL	-257,230.68
			TOTAL PAYROLL	-514,888.74
			TOTAL CHEQUES TRUST	-\$23,842.93
			TOTAL EFT TRUST	-\$80.00
			TOTAL EFT MUNICIPAL	-\$1,145,457.26
			TOTAL CHEQUE MUNICIPAL	-\$89,948.59
			TOTAL DIRECT DEBITS	-\$68,303.84
			TOTAL PAYROLL	-\$514,888.74
			TOTAL	-\$ 1,836,521.36

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

The payment of cheque numbers 34435 to 34451 from Municipal Fund (dated 1st February 2016 to 29th February 2016), the payment of trust cheque numbers 1942 to 1947 from the Trust Fund and the payment of Electronic Funds Transfer numbers EFT22155 to EFT22155 and EFT22157 to EFT22386 (dated 1st February 2016 to 29th February 2016). EFT Trust Fund EFT22156 to EFT22156 and Direct Debits 9505.1 to 9505.1 and 9538.1 to 9538.1 and 9546.1 to 9546.9 and 9592.1 to 9592.15 have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42)

Municipal Bank Vouchers 34435 to 34451	\$ 89,948.59
Trust Bank Vouchers 1942 to 1947	\$ 23,842.93
Municipal Bank Electronic Fund Transfer EFT22155 to EFT22155 and EFT22157 to EFT22386	\$ 1,145,457.26
Trust Bank Electronic Fund Transfer EFT22156 to EFT22156	\$ 80.00
Direct Debit Fund Transfer 9505.1 to 9505.1 and 9538.1 to 9538.1 and 9546.1 to 9546.9 and 9592.1 to 9592.15	\$ 68,303.84
Municipal Bank Electronic Fund Transfer Payroll 11/02/2015	\$ 257,061.46
Municipal Bank Electronic Fund Transfer Payroll 17/02/2016	\$ 596.60
Municipal Bank Electronic Fund Transfer Payroll 25/02/2015	\$ 257,230.68
 TOTAL	 \$ 1,836,521.36

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering Vouchers and Electronic Funds Transfer payments as per above and totalling \$1,910,516.15 was submitted to the Ordinary Meeting of Council on Wednesday, 16 March 2016.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering Vouchers and Electronic Funds Transfer payments as per above and totalling \$1,910,516.15 was submitted to each member of the Council on Wednesday, 16 March 2016, 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

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

13.4.2 FINANCIAL STATEMENTS TO 31 JANUARY 2016

Name of Applicant:	Internal Report
File Ref:	2.1.3.4
Officer:	Colin Young
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple Majority

PURPOSE

The Statement of Financial Activity for the period ending 31 January 2016 is included as a separate attachment to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves;
- Net Current Assets;
- Rating Information;
- Trust Funds;
- Operating Statements;
- Balance Sheet;
- Financial Ratio;
- Budget to Actual Material Variance; and
- Bank Reconciliation

RECOMMENDATION

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended 31 January 2016

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



SHIRE OF NORTHAM
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

TABLE OF CONTENTS

	Page
Statement of Financial Activity	2
Notes to and Forming Part of the Statement	
1 Acquisition of Assets	3 to 6
2 Disposal of Assets	7 to 8
3 Information on Borrowings	9 to 10
4 Reserves	11 to 16
5 Net Current Assets	17
6 Rating Information	18 to 19
7 Trust Funds	20
8 Operating Statement	21
9 Balance Sheet	22
10 Financial Ratio	23
11 Material Variances Notes	24 to 25

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	NOTE	January 2016 Actual \$	January 2016 Y-T-D Budget \$	Projected 2015/2016 Budget \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %
Operating						
Revenues/Sources	8					
Governance		57,966	31,934	54,800	26,032	81.52%
General Purpose Funding Other		917,273	1,140,988	2,190,082	(223,715)	(19.61%)
General Purpose Funding Rates		8,643,746	5,005,770	8,582,323	3,637,976	72.68%
Law, Order, Public Safety		199,550	608,993	1,044,095	(409,443)	(67.23%)
Health		31,420	29,162	50,000	2,258	7.74%
Education and Welfare		1,004,032	777,581	1,333,066	226,451	29.12%
Housing		19,104	27,090	46,465	(7,986)	(29.48%)
Community Amenities		2,066,887	1,440,726	2,469,929	626,161	43.46%
Recreation and Culture		314,885	1,763,433	3,023,244	(1,448,548)	(82.14%)
Transport		1,254,804	980,878	2,277,699	273,926	27.93%
Economic Services		275,356	334,971	574,419	(59,615)	(17.80%)
Other Property and Services		65,588	31,598	54,200	33,990	107.57%
		14,850,611	12,173,124	21,700,322	2,677,487	22.00%
(Expenses)/(Applications)	8					
Governance		(698,638)	(726,314)	(1,201,997)	27,676	3.81%
General Purpose Funding		(133,247)	(212,821)	(364,868)	79,574	37.39%
Law, Order, Public Safety		(622,427)	(681,992)	(1,131,201)	59,565	8.73%
Health		(210,776)	(174,990)	(296,919)	(35,786)	(20.45%)
Education and Welfare		(801,742)	(877,545)	(1,502,295)	75,803	8.64%
Housing		(59,009)	(62,940)	(105,856)	3,931	6.25%
Community Amenities		(1,511,843)	(1,995,748)	(3,419,277)	483,905	24.25%
Recreation & Culture		(2,754,360)	(2,549,826)	(4,285,143)	(204,534)	(8.02%)
Transport		(4,635,863)	(2,810,163)	(4,760,181)	(1,825,700)	(64.97%)
Economic Services		(1,096,359)	(1,228,817)	(2,036,106)	132,458	10.78%
Other Property and Services		(258,567)	(47,813)	(27,040)	(210,754)	(440.79%)
		(12,782,831)	(11,368,969)	(19,130,883)	(1,413,862)	12.44%
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	2	25,603	84,017	144,029	(58,414)	69.53%
Movement in Accrued Interest		0	0	0	0	0.00%
Movement in Accrued Salaries and Wages		0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0.00%
Movement in Employee Benefit Provisions		(135,706)	0	0	(135,706)	0.00%
Depreciation on Assets		4,384,390	1,903,741	3,263,710	2,480,649	(130.30%)
Capital Revenue and (Expenditure)						
Purchase Land Held for Resale	1	0	0	0	0	0.00%
Purchase Land and Buildings	1	(48,980)	(3,402,847)	(3,402,847)	3,353,867	98.56%
Purchase Plant and Equipment	1	(579,576)	(1,279,054)	(1,279,054)	699,478	54.69%
Purchase Furniture and Equipment	1	0	0	0	0	#DIV/0!
Purchase Bush Fire Equipment	1	0	(460,000)	(460,000)	460,000	100.00%
Purchase Playground Equipment	1	0	0	0	0	0.00%
Purchase Infrastructure Assets - Roads	1	(1,044,639)	(3,350,383)	(3,350,383)	2,305,744	68.82%
Purchase Infrastructure Assets - Bridges	1	(182,255)	0	(260,000)	(182,255)	
Purchase Infrastructure Assets - Footpaths	1	(553,546)	(309,281)	(611,151)	(244,265)	(78.98%)
Purchase Infrastructure Assets - Drainage	1	(326,309)	(1,010,772)	(1,010,772)	684,463	0.00%
Purchase Infrastructure Assets - Parks & Ovals	1	(440,163)	(649,264)	(649,264)	209,101	32.21%
Purchase Infrastructure Assets - Airfields	1	0	0	0	0	#DIV/0!
Purchase Infrastructure Assets - Streetscape	1	(167,048)	(154,203)	(264,371)	(12,845)	(8.33%)
Purchase Infrastructure Assets - Other	1	(195,685)	(410,042)	(410,042)	214,357	52.28%
Proceeds from Disposal of Assets	2	48,182	201,041	344,642	(152,859)	76.03%
Repayment of Debentures	3	(103,468)	(122,570)	(210,154)	19,102	15.58%
Proceeds from New Debentures	3	0	0	0	0	0.00%
Advances to Community Groups		0	0	0	0	0.00%
Self-Supporting Loan Principal Income	3	14,821	17,558	30,099	(2,737)	0.00%
Transfers to Restricted Assets (Reserves)	4	(62,993)	(963,385)	(963,385)	900,392	93.46%
Transfers from Restricted Asset (Reserves)	4	0	1,858,061	1,858,061	(1,858,061)	0.00%
Transfers from Restricted Asset (Other)		0	0	0	0	#DIV/0!
ADD Net Current Assets July 1 B/Fwd	5	5,906,402	5,906,402	5,919,675	0	0.00%
LESS Net Current Assets Year to Date	5	8,787,844	4,024	4,024	8,783,820	218285.78%
		(181,034)	(1,340,850)	1,254,208	1,159,816	(86.50%)

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

1. ACQUISITION OF ASSETS	January 2016 Actual \$	2015/2016 Budget \$
The following assets have been acquired during the period under review:		
<u>By Program</u>		
Governance		
CEO Vehicle	0	55,000
Law, Order & Public Safety		
CESM Vehicle	33,115	40,000
Brigade Appliance -3.4 Grass Valley	0	335,000
Brigade Appliance - Light Tanker Irishtown BFB	0	125,000
Inkpen Fireshed	0	280,851
Clackline/Muresk Fire Shed	20,229	51,975
Electronic Conversion of Standpipe	0	12,500
Ranger Vehicle	0	35,000
Ranger Vehicle	0	25,000
CCTV - Fitzgerald St & Peel Tce	325	24,200
Health		
Snr EHO Vehicle	0	35,000
Education & Welfare		
NRCP Vehicle	31,454	38,500
Fluffy Ducks Patio & Power Relocation	0	10,455
Land & Buildings - Respite Centre Construction	14,801	19,852
Community Amenities		
Gate House - Inkpen Landfill	0	10,000
Drainage - Bernard Park Supertowns	4,071	338,026
Drainage - Town Centre Stage 2	0.0	0
Area Drainage	88,586.1	232,513
Drainage CLGF 12/13	700	
Aerators - Supertowns	79,224	241,123
Snr EHO Vehicle	40,271	35,000
Avon Mall Streetscaping	40,341	148,138
Buildings Cemetery	0	0
Cemetery Drainage	0	2,769
Cemetery Lot Development	0	18,600

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

1. ACQUISITION OF ASSETS (Continued)	January 2016 Actual \$	2015/2016 Budget \$
<u>By Program (Continued)</u>		
Recreation and Culture		
Land & Building - Replace Balcony	0	178,200
Northam Pool Bowl Tiles	19,530	14,000
Filter - Wundowie Pool	0	24,600
Rec Centre Air Conditioning	12,700	500,000
Rec Centre Additional Exit Doors	0	25,000
Bakers Hill Golf & Tennis - Kitchen	0	60,365
EMCommS Vehicle	39,482	40,000
George Nuich Park	* 172,763	85,895
Play Equipment Wundowie	0	9,796
Play Equipment Jubilee Oval	0	0
Install Cricket Pitch - Jubilee Oval	13,360	27,000
Henry Street Oval Fencing WAFL Grant	0	3,223
Free Standing Stackable Seating	0	3,580
BMX Lighting	0	20,000
Bert Hawke Drainage	0	40,000
Bert Hawke Lighting	0	20,000
Wundowie Skate Park	135,771	194,032
Henry Street Oval Drainage	0	6,780
Playground POS Improvements	98,260	178,069
Parks Seating & Play Equipment	5,757	40,000
Retic Wundowie Oval	14,252	20,889
Drink Fountain - Rec Centre	5,280	5,500
Railway Precinct Upgrade	0	49,284
AVVVA - Building Renewal	0	42,000
AVVVA - Kitchen Refurbishment	0	36,365
Aboriginal & Environmental Building	0	2,100,000
Carpark/ Drop Zone Old Railway Station	84,262	70,376

*George Nuich Park will receive a revised budget of \$150,000 with reduced funding from Public Open Space

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

1. ACQUISITION OF ASSETS (Continued)	January 2016 Actual \$	2015/2016 Budget \$
<u>By Program (Continued)</u>		
Transport		
Northam Depot Relocation Feasibility	0	10,000
Footpath Construction	522,233	530,253
Rural Drainage	0	106,570
GEH Deproclamation Funds	82,678	60,726
Southern Brook Road RRG 15/16	46,966	249,244
Jennapullin Road RRG 15/16	74,159	82,067
Roadworks - General Construction	310,814	596,917
Bridge Construction	182,255	260,000
Roadworks - Roads to Recovery	276,415	1,158,217
Roadworks - Supplementary Funding	86	237,917
Laneway Land Acquisition	1,250	28,500
Roadworks - Blackspot Funding	6,104	223,556
Infra Development - Super Towns	0	14,962
Roadworks - Gravel Sheeting	205,237	619,203
Kerb Renewal	29,504	107,574
Culvert Renewal	12,674	46,018
Footpath Renewal	31,313	80,898
Plant & Equipment - Road Plant Purchases	435,255	915,554
Economic Services		
Christmas Decorations	9,113	17,436
Information Bays	42,445	35,857
Signs Tower - GEH	0	10,000
Building Mtc Supervisor Vehicle	0	25,000
Snr Building Surveyor Vehicle	0	35,000
Bakers Hill Water Project	34,161	25,000
Wundowie Stormwater Harvest	198,791	262,645
Car Park Medical Centre	82,213	49,314
	3,538,201	11,697,884

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

1. ACQUISITION OF ASSETS (Continued)	January 2016 Actual \$	2015/2016 Budget \$
<u>By Class</u>		
Land Held for Resale	0	0
Land and Buildings	48,980	3,402,847
Plant and Equipment	579,576	1,279,054
Furniture and Equipment	0	0
Bush Fire Equipment	0	460,000
Playground Equipment	0	0
Infrastructure Assets - Roads	1,044,639	3,350,383
Infrastructure Assets - Footpaths	553,546	611,151
Infrastructure Assets - Bridges & Culverts	182,255	260,000
Infrastructure Assets - Drainage	326,309	1,010,772
Infrastructure Assets - Parks & Ovals	440,163	649,264
Infrastructure Assets - Airfields	0	0
Infrastructure Assets - Streetscape	167,048	264,371
Infrastructure Assets - Other	195,685	410,042
	3,538,201	11,697,884

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	January 2016	2015/2016	January 2016	2015/2016	January 2016	2015/2016
	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$
Governance						
PN1315 CEO Vehicle (N4082) MV1315	0.00	46,647	0.00	29,000	0.00	(17,647)
Law, Order, Public Safety						
PN1315 CESM Vehicle (N4056) MV1303	23,134	25,001	9,091	10,000	(14,043)	(15,001)
PN1223 Ranger Vehicle (N4021) MV1228	0.00	20,019	0.00	10,000	0.00	(10,019)
PN1304 Ranger Vehicle (N4057) MV1304	0.00	21,552	0.00	10,000	0.00	(11,552)
Health						
PN1215 SEHO Vehicle (N10734) MV1218	0.00	15,995	0.00	13,000	0.00	(2,995)
Community Amenities						
PN1208 Snr Planner Vehicle (N10714) MV1208	0.00	12,000	0.00	12,000	0.00	0
PN1301 SV6 Commodore Sedan (N4030) MV1302	23,101	24,726	17,727	20,000	(5,374)	(4,726)
Recreation & Culture						
PN1306 EMCommS Vehicle (N4092) MV1305	27,550	29,437	21,364	20,000	(6,186)	(9,437)
Transport						
PN0812 Wundowie Truck (N3647) 9216	0.00	25,000	0.00	31,045	0.00	6,045
PN1201 Flocon (N008) MV1201 & MV1202	0.00	90,751	0.00	73,427	0.00	(17,324)
P5029 Quad Bike (N5173) 9029	0.00	7,417	0.00	7,276	0.00	(141)
PN0905 Ride on Mower (N3779) 9240	0.00	22,169	0.00	8,211	0.00	(13,958)
P5017 Dynapac Vibrating Roller (N9166) 9017	0.00	3,794	0.00	3,047	0.00	(747)
PN1009 Two Way Tip Truck (N3885) RP1009	0.00	111,342	0.00	50,000	0.00	(61,342)
PN1205 Reticulation Utility (N10709) MV1206	0.00	8,635	0.00	12,636	0.00	4,001
Flail Mower Wundowie	0.00	0	0.00	5,000	0.00	5,000
Other Economic Services						
PN1221 Building Mtc Vehicle (N10728) MV1213	0.00	11,752	0.00	10,000	0.00	(1,752)
PN1219 Snr Building Surveyor Vehicle (N3433) MV1224	0.00	12,434	0.00	20,000	0.00	7,566
	73,785	488,671	48,182	344,642	(25,603)	(144,029)

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Class</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	January 2016 Actual \$	2015/2016 Budget \$	January 2016 Actual \$	2015/2016 Budget \$	January 2016 Actual \$	2015/2016 Budget \$
Plant & Equipment						
PN1315 CEO Vehicle (N4082) MV1315	0	46,647	0	29,000	0	(17,647)
PN1315 CESM Vehicle (N4056) MV1303	23,134	25,001	9,091	10,000	(14,043)	(15,001)
PN1223 Ranger Vehicle (N4021) MV1228	0	20,019	0	10,000	0	(10,019)
PN1304 Ranger Vehicle (N4057) MV1304	0	21,552	0	10,000	0	(11,552)
PN1215 SEHO Vehicle (N10734) MV1218	0	15,995	0	13,000	0	(2,995)
PN1208 Snr Planner Vehicle (N10714) MV1208	0	12,000	0	12,000	0	0
PN1306 EMCommS Vehicle (N4092) MV1305	27,550	29,437	21,364	20,000	(6,186)	(9,437)
PN0812 Wundowie Truck (N3647) 9216	0	25,000	0	31,045	0	6,045
PN1201 Flocon (N008) MV1201 & MV1202	0	90,751	0	73,427	0	(17,324)
P5029 Quad Bike (N5173) 9029	0	7,417	0	7,276	0	(141)
PN0905 Ride on Mower (N3779) 9240	0	22,169	0	8,211	0	(13,958)
P5017 Dynapac Vibrating Roller (N9166) 9017	0	3,794	0	3,047	0	(747)
PN1009 Two Way Tip Truck (N3885) RP1009	0	111,342	0	50,000	0	(61,342)
PN1205 Reticulation Utility (N10709) MV1206	0	8,635	0	12,636	0	4,001
Flail Mower Wundowie	0	0	0	5,000	0	5,000
PN1301 SV6 Commodore Sedan (N4030) MV1302	23,101	24,726	17,727	20,000	(5,374)	(4,726.00)
PN1221 Building Mtc Vehicle (N10728) MV1213	0	11,752	0	10,000	0	(1,752)
PN1219 Snr Building Surveyor Vehicle (N3433) MV1224	0	12,434	0	20,000	0	7,566
	73,785	488,671	48,182	344,642	(25,603)	(144,029)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

January 2016 Actual \$	2015/2016 Budget \$
0	22,612
(25,603)	(166,641)
<u>(25,603)</u>	<u>(144,029)</u>

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2015/2016 Budget \$	2015/2016 Actual \$	2015/2016 Budget \$	2015/2016 Actual \$	2015/2016 Budget \$	2015/2016 Actual \$	2015/2016 Budget \$	2015/2016 Actual \$
Recreation & Culture									
Loan 208 - Northam Country Club **	25,270	0	0	4,919	2,414	20,351	22,856	1,938	1,021
Loan 219 - Northam Bowling Club **	94,923	0	0	25,180	12,407	69,743	82,516	5,752	3,089
Loan 223 - Recreation Facilities	579,122	0	0	102,423	50,447	476,699	528,675	37,485	19,718
Loan 224 - Recreation Facilities	976,294	0	0	36,236	17,829	940,058	958,465	69,264	35,023
Transport									
Loan 221 - Airstrip Upgrade	37,519	0	0	11,749	5,784	25,770	31,735	2,435	1,320
Economic Services									
Loan 225 - Victoria Oval Purchase	798,785	0	0	29,647	14,587	769,138	784,198	56,671	28,655
	2,511,913	0	0	210,154	103,468	2,301,759	2,408,445	173,545	88,826

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
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

3. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2015/16

The Shire of Northam does not propose to raise any new debenture in 2015/16.

(c) Unspent Debentures

Council had no unspent debenture funds as at 30th June 2015, it is not expected to have any unspent debenture funds as at 30th June 2016.

(d) Overdraft

Council has not utilised an overdraft facility during the financial year although an overdraft facility of \$100,000 with the Bank of Western Australia does exist. It is not anticipated that this facility will be required to be utilised during 2015/16.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	January 2016 Actual \$	2015/2016 Budget \$
4. RESERVES - CASH BACKED		
(a) Aged Accomodation Reserve		
Opening Balance	255,465	255,465
Interest	2,613	6,324
Amount Set Aside / Transfer to Reserve	0	15,900
Amount Used / Transfer from Reserve	0	(41,380)
	<u>258,078</u>	<u>236,309</u>
(b) Employee Liability Reserve		
Opening Balance	494,602	494,602
Interest	5,058	12,213
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(18,500)
	<u>499,660</u>	<u>488,315</u>
(c) Housing Reserve		
Opening Balance	242,782	242,782
Interest	2,483	5,995
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>245,265</u>	<u>248,777</u>
(d) Reticulation Scheme Reserve		
Opening Balance	48,750	48,750
Interest	499	1,204
Amount Set Aside / Transfer to Reserve	0	40,000
Amount Used / Transfer from Reserve	0	0
	<u>49,249</u>	<u>89,954</u>
(e) Office Equipment Reserve		
Opening Balance	122,458	122,458
Interest	1,252	3,024
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>123,710</u>	<u>125,482</u>
(f) Plant & Equipment Reserve		
Opening Balance	600,754	600,754
Interest	6,144	15,999
Amount Set Aside / Transfer to Reserve	0	488,965
Amount Used / Transfer from Reserve	0	(678,212)
	<u>606,898</u>	<u>427,506</u>
(g) Recreation Reserve		
Opening Balance	18,131	18,131
Interest	185	448
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(18,579)
	<u>18,316</u>	<u>0</u>
(h) Road & Bridgeworks Reserve		
Opening Balance	547,453	547,453
Interest	5,599	13,479
Amount Set Aside / Transfer to Reserve	0	10,000
Amount Used / Transfer from Reserve	0	(187,180)

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

553,052

383,752

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	January 2016 Actual \$	2015/2016 Budget \$
4. RESERVES - CASH BACKED		
(i) Refuse Site Reserve		
Opening Balance	228,755	228,756
Interest	2,339	5,649
Amount Set Aside / Transfer to Reserve	0	150,105
Amount Used / Transfer from Reserve	0	0
	<u>231,094</u>	<u>384,510</u>
(j) Regional Development Reserve		
Opening Balance	873,646	873,646
Interest	8,935	21,573
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(80,000)
	<u>882,581</u>	<u>815,219</u>
(k) Speedway Reserve		
Opening Balance	134,967	134,968
Interest	1,380	3,333
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>136,347</u>	<u>138,301</u>
(l) Community Bus Replacement Reserve		
Opening Balance	31,138	31,139
Interest	318	769
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>31,456</u>	<u>31,908</u>
(m) Septage Pond Reserve		
Opening Balance	324,006	324,006
Interest	3,314	8,001
Amount Set Aside / Transfer to Reserve	0	26,415
Amount Used / Transfer from Reserve	0	0
	<u>327,320</u>	<u>358,422</u>
(n) Killara Reserve		
Opening Balance	168,620	154,372
Interest	1,724	7,000
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(30,000)
	<u>170,345</u>	<u>131,372</u>
(o) Stormwater Drainage Projects Reserve		
Opening Balance	27,441	27,441
Interest	281	1,067
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>27,722</u>	<u>28,508</u>

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	January 2016 Actual \$	2015/2016 Budget \$
4. RESERVES - CASH BACKED (Continued)		
(p) Recreation and Community Facilities Reserve		
Opening Balance	810,814	810,813
Interest	8,292	20,022
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(431,296)
	<u>819,106</u>	<u>399,539</u>
(q) Administration Office Reserve		
Opening Balance	671,050	671,050
Interest	6,863	16,570
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>677,913</u>	<u>687,620</u>
(r) Council Buildings & Amenities Reserve		
Opening Balance	130,204	130,203
Interest	1,332	3,215
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(100,000)
	<u>131,536</u>	<u>33,418</u>
(s) River Town Pool Dredging Reserve		
Opening Balance	283,686	283,686
Interest	2,901	7,005
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(223,600)
	<u>286,587</u>	<u>67,091</u>
(t) Parking Facilities Construction Reserve		
Opening Balance	123,583	123,582
Interest	1,264	3,586
Amount Set Aside / Transfer to Reserve	0	75,000
Amount Used / Transfer from Reserve	0	(49,314)
	<u>124,847</u>	<u>152,854</u>
(u) Art Collection Reserve		
Opening Balance	21,219	21,219
Interest	217	524
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>21,436</u>	<u>21,743</u>
Total Cash Backed Reserves	<u>6,222,517</u>	<u>5,250,600</u>
Total Interest	62,993	157,000

All of the above reserve accounts are to be supported by money held in financial institutions.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	January 2016 Actual \$	2015/2016 Budget \$
4. RESERVES - CASH BACKED (Continued)		
Summary of Transfers to Cash Backed Reserves		
Transfers to Reserves		
Aged Accomodation Reserve	2,613	22,224
Employee Liability Reserve	5,058	12,213
Housing Reserve	2,483	5,995
Reticulation Scheme Reserve	499	41,204
Office Equipment Reserve	1,252	3,024
Plant & Equipment Reserve	6,144	504,964
Recreation Reserve	185	448
Road & Bridgeworks Reserve	5,599	23,479
Refuse Site Reserve	2,339	155,754
Regional Development Reserve	8,935	21,573
Speedway Reserve	1,380	3,333
Community Bus Replacement Reserve	318	769
Septage Pond Reserve	3,314	34,416
Killara Reserve	1,724	7,000
Stormwater Drainage Projects Reserve	281	1,067
Recreation and Community Facilities Reserve	8,292	20,022
Administration Office Reserve	6,863	16,570
Council Buildings & Amenities Reserve	1,332	3,215
River Town Pool Dredging Reserve	2,901	7,005
Parking Facilities Construction Reserve	1,264	78,586
Art Collection Reserve	217	524
	<u>62,993</u>	<u>963,385</u>
Transfers from Reserves		
Aged Accomodation Reserve	0	(41,380)
Employee Liability Reserve	0	(18,500)
Housing Reserve	0	0
Reticulation Scheme Reserve	0	0
Office Equipment Reserve	0	0
Plant & Equipment Reserve	0	(678,212)
Recreation Reserve	0	(18,579)
Road & Bridgeworks Reserve	0	(187,180)
Refuse Site Reserve	0	0
Regional Development Reserve	0	(80,000)
Speedway Reserve	0	0
Community Bus Replacement Reserve	0	0
Septage Pond Reserve	0	0
Killara Reserve	0	(30,000)
Stormwater Drainage Projects Reserve	0	0
Recreation and Community Facilities Reserve	0	(431,296)
Administration Office Reserve	0	0
Council Buildings & Amenities Reserve	0	(100,000)
River Town Pool Dredging Reserve	0	(223,600)
Parking Facilities Construction Reserve	0	(49,314)
Art Collection Reserve	0	0
	<u>0</u>	<u>(1,858,061)</u>
Total Transfer to/(from) Reserves	<u>62,993</u>	<u>(894,676)</u>

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

4. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Aged Accomodation Reserve

Provision of future capital works requirements for aged units at Kuringal Village, Wundowie, and other sites within the Shire of Northam.

Employee Liability Reserve

Provision for employees future liability commitments, ie annual leave, long service leave requirements and negotiated gratuities and sickness payouts.

Housing Reserve

Reserve established for future construction of Community Housing in Wundowie.

Reticulation Scheme Reserve

Provision for future replacement/upgrading of water reuse and reticulation infrastructure. Funds not expected to be used in a set period as further transfer to the reserve account are expected as funds are utilised.

Office Equipment Reserve

Acquisition and upgrading of Council offices, furniture, computers and general equipment. Funds not expected to be used in a set period as further transfer to the reserve account are expected as funds are utilised.

Plant & Equipment Reserve

Acquisition and upgrading of Council works plant and general equipment in accordance with plant replacement program. Funds not expected to be used in a set period as further transfer to the reserve account are expected as funds are utilised.

Recreation Reserve

Purpose - Development and improvement of recreation and sporting facilities within the Shire of Northam. It is anticipated that this reserve will be fully utilised in 2015/16.

Road & Bridgeworks Reserve

Provision for upgrading of road and bridge infrastructure within the Shire of Northam. Funds not expected to be used in a set period as further transfer to the reserve account are expected as funds are utilised.

Refuse Site Reserve

Purpose - Development of Refuse Sites and related infrastructure and equipment, including provision for future replacement facility and/or site. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

Regional Development Reserve

Purpose - To provide for future projects whereby a broader range of development ideas may be required to be encouraged on a regional basis, in consultation with other stakeholders and/or Local Governments. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

Speedway Reserve

Purpose - To provide funds for possible future rehabilitation works required at the Northam Speedway site on Fox Road Northam. No date has been specified for the use of this Reserve.

Community Bus Replacement Reserve

Purpose - To provide funds for future replacement of the Shire of Northam Community Buses. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

4. RESERVES (Continued)

Septic Pond Reserve

Purpose - To provide for funds for future upgrades and maintenance to septic ponds and related infrastructure. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

Killara Reserve

Purpose - To provide a fund for surplus funds from Killara Operations and a restricted cash for and unspent Killara Grants. No date has been specified for the use of this Reserve.

Stormwater Drainage Projects Reserve

Purpose - To provide funds for stormwater drainage projects. No date has been specified for the use of this Reserve.

Recreation and Community Facilities Reserve

Purpose - To provide fund for Recreation and Public Facilities within the Shire of Northam. No date has been specified for the use of this Reserve. 2% of net rates levied each year set aside for the provision of recreation and sport facilities.

Administration Office Reserve

Purpose - To provide a fund for the expansion or relocation of the Shire of Northam Administration Centre. No date has been specified for the use of this Reserve.

Council Buildings & Amenities Reserve

Purpose - Provision for maintenance and upgrading of Council buildings and amenities. Funds not expected to be used in a set period as further transfer to the reserve account are anticipated.

River Town Pool Dredging Reserve

Purpose - Provision for dredging and maintenance of the River Town Pool. Funds not expected to be used in a set period as further transfers to the reserve account are anticipated.

Parking Facilities Construction Reserve

Purpose - Provision for future car parking facilities. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

Art Collection Reserve

Purpose - Provision for the care and maintenance of the Shire of Northam's art collection, including acquisitions and disposal. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	January 2016 Actual \$	2014/2015 Financial Report \$	2015/2016 Budget \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	5,598,094	3,118,600	200,000
Cash - Restricted Unspent Grants	1,654,877	2,107,310	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	6,227,850	6,159,524	5,250,600
Self Supporting Loan	15,277	(5,322)	
Sundry Debtors	92,978	1,277,154	1,141,850
Rates - Current	2,553,710	1,136,116	0
Pensioners Rates Rebate	122,406	16,222	0
Provision for Doubtful Debts	(124,729)	(124,729)	0
GST Receivable	0	175,694	0
Accrued Income/Prepayments	0	11,693	0
Inventories	0	30,222	10,000
	<u>16,140,463</u>	<u>13,902,483</u>	<u>6,602,450</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(951,604)	(1,207,536)	(2,159,557)
Rates Income in Advance	(73,224)	0	0
GST Payable	0	(104,067)	0
Accrued Salaries & Wages	0	0	0
Accrued Interest on Debentures	(35,862)	(35,862)	0
Payroll Creditors	0	(202,109)	0
Accrued Expenditure	0	0	0
Withholding Tax Payable	0	0	0
Payg Payable	55,993	(26,147)	0
Loan Liability	(106,683)	(210,153)	
Provision for Annual Leave	(421,852)	(534,837)	
Provision for Long Service Leave	(297,881)	(320,601)	
Other Payables	0	0	0
	<u>(1,831,113)</u>	<u>(2,641,312)</u>	<u>(2,159,557)</u>
NET CURRENT ASSET POSITION	14,309,350	11,261,171	4,442,893
Less: Cash - Reserves - Restricted	(6,227,850)	(6,159,524)	(5,250,600)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add: Current Loan Liability	106,683	210,153	223,416
Add: Leave Liability Reserve	499,660	494,602	488,315
Add: Budgetted Leave	100,000	100,000	100,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>8,787,844</u>	<u>5,906,402</u>	<u>4,024</u>

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2015/2016 Rate Revenue \$	2015/2016 Interim Rates \$	2015/2016 Back Rates \$	2015/2016 Total Revenue \$	2015/2016 Budget \$
General Rate								
00 Non-Rateable	0.0000	700	3,343,912	0	(1,743)	0	(1,743)	0
01 GRV-Townsites Residential	10.5571	2,988	37,552,380	3,964,443	1,182	0	3,965,625	3,981,043
02 GRV-Northam Commercial/Industrial	11.6252	248	11,255,466	1,308,470	0	0	1,308,470	1,309,570
05 Agricultural Local	0.5679	519	160,924,000	913,888	93,374	(1,255)	1,006,007	918,988
06 Agricultural Regional	0.4706	208	111,632,000	525,340	0	0	525,340	530,440
07 Rural Small Holdings	0.6474	546	95,829,000	620,397	0	0	620,397	623,497
Sub-Totals		5,209	420,536,758	7,332,538	92,813	(1,255)	7,424,096	7,363,538
	Minimum \$							
Minimum Rates								
01 GRV-Northam Town Gen	865	914	4,211,349	791,475	0	0	791,475	790,610
02 GRV-Northam Town Diff	865	48	185,998	41,520	0	0	41,520	41,520
05 Agricultural Local	865	136	11,523,418	117,640	0	0	117,640	117,640
06 Agricultural Regional	865	205	23,189,539	177,325	0	0	177,325	177,325
07 Rural Small Holdings	865	106	13,223,000	91,690	0	0	91,690	91,690
Sub-Totals		1,409	52,333,304	1,219,650	0	0	1,219,650	1,218,785
							8,643,746	8,582,323
Ex-Gratia Rates							0	12,900
Excess Rate Receipts							(158,077)	0
Totals				8,552,188	92,813	(1,255)	8,485,669	8,595,223

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

6. RATING INFORMATION (Continued)

All land except exempt land in the Shire of Northam is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2015/16 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

7. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail		Balance 01-Jul-15 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Town Hall Bond	1	1,500	500	(1,000)	1,000
Lesser Hall Bond	2	900	1,500	(1,500)	900
Nomination Deposits	4	0	640	(480)	160
Library Deposits & Income	5	0	0	0	0
POS - Cash in Lieu	6	338,929	5,375	0	344,304
Bonds - Building	7	34,500	0	0	34,500
Crossovers - Bond	9	86,392	0	0	86,392
Recreation Centre Bond	11	400	2,500	(2,000)	900
Facilities - Bonds	18	200	0	0	200
Footpath/Kerbing Deposit	22	96,500	9,000	(11,500)	94,000
Retentions	26	169,175	30,431	(56,611)	142,995
Sundry Trust	27	13,310	0	0	13,310
Building & Construction (B	29	0	28,395	(22,574)	5,821
Builders Reg Board Levy	30	0	25,798	(20,382)	5,416
Standpipe Key	31	6,900	450	(150)	7,200
Resited Dwellings	32	37,200	577	0	37,777
Deposits-Extractive Indust	33	261,548	3,994	0	265,542
Other	34	15,747	1,206	(100)	16,853
Other - Rental Bond	35	200	0	(200)	0
Bonds - Animal Traps	36	130	167	(167)	130
Storm Damage Donations	38	175	0	0	175
		<u>1,063,706</u>	<u>110,533</u>	<u>(116,664)</u>	<u>1,057,575</u>

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

8. OPERATING STATEMENT

	January 2016 Actual \$	2015/2016 Budget \$	2014/2015 Actual \$
OPERATING REVENUES			
Governance	57,966	54,800	99,624
General Purpose Funding	9,561,019	10,772,405	14,635,200
Law, Order, Public Safety	199,550	1,044,095	431,881
Health	31,420	50,000	38,907
Education and Welfare	1,004,032	1,333,066	1,233,363
Housing	19,104	46,465	44,286
Community Amenities	2,066,887	2,469,929	3,594,743
Recreation & Culture	314,885	3,023,244	722,954
Transport	1,254,804	2,277,699	1,459,102
Economic Services	275,356	574,419	1,528,375
Other Property and Services	65,588	54,200	78,198
TOTAL OPERATING REVENUE	14,850,611	21,700,322	23,866,634
OPERATING EXPENSES			
Governance	698,638	1,201,997	1,217,592
Wundowie Skate Park	133,247	364,868	355,250
Law, Order, Public Safety	622,427	1,131,201	1,087,825
Health	210,776	296,919	375,458
Education and Welfare	801,742	1,502,295	1,376,796
Housing	59,009	105,856	102,994
Community Amenities	1,511,843	3,419,277	3,021,439
Recreation & Culture	2,754,360	4,285,143	3,952,063
Transport	4,635,863	4,760,181	4,646,373
Economic Services	1,096,359	2,036,106	1,827,167
Other Property and Services	258,566	27,040	210,182
TOTAL OPERATING EXPENSE	12,782,830	19,130,883	18,173,139
Open Space			
RESULTING FROM OPERATIONS	2,067,781	2,569,439	5,693,495

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

9. BALANCE SHEET

	January 2016 Actual \$	2014/2015 Actual \$
CURRENT ASSETS		
Cash Assets	13,480,821	11,385,434
Receivables	2,659,643	2,633,780
Inventories	0	30,221
TOTAL CURRENT ASSETS	<u>16,140,464</u>	<u>14,049,435</u>
NON-CURRENT ASSETS		
Receivables	400,038	435,458
Inventories	0	0
Land and Buildings	16,575,350	16,574,100
Property, Plant and Equipment	40,415,127	40,558,374
Infrastructure	189,823,643	190,623,664
TOTAL NON-CURRENT ASSETS	<u>247,214,158</u>	<u>248,191,596</u>
TOTAL ASSETS	<u>263,354,622</u>	<u>262,241,031</u>
CURRENT LIABILITIES		
Payables	1,004,699	1,722,670
Interest-bearing Liabilities	106,683	207,198
Provisions	719,733	855,439
TOTAL CURRENT LIABILITIES	<u>1,831,115</u>	<u>2,785,307</u>
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	2,301,760	2,301,760
Provisions	158,484	158,484
TOTAL NON-CURRENT LIABILITIES	<u>2,460,244</u>	<u>2,460,244</u>
TOTAL LIABILITIES	<u>4,291,359</u>	<u>5,245,551</u>
NET ASSETS	<u>259,063,263</u>	<u>256,995,480</u>
EQUITY		
Retained Surplus	81,915,299	79,915,843
Reserves - Cash Backed	6,227,850	6,159,524
Reserves - Asset Revaluation	170,920,113	170,920,113
TOTAL EQUITY	<u>259,063,262</u>	<u>256,995,480</u>

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

10. FINANCIAL RATIO

	2016 YTD	2015	2014	2013
Current Ratio	6.20	2.52	1.43	1.82
Self Supporting Loan		15277.25	-5322.01	

The above rates are calculated as follows:

Current Ratio equals
$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	NOTE	January 2016 Actual \$	January 2016 Y-T-D Budget \$	Projected 2015/2016 Budget \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
Operating							
Revenues/Sources	8						
Governance		57,966	31,934	54,800	26,032	81.52%	Insurance rebate greater than expected
General Purpose Funding Other		917,273	1,140,988	2,190,082	(223,715)	(19.61%)	Grants Commission Funding timing
General Purpose Funding Rates		8,643,746	5,005,770	8,582,323	3,637,976	72.68%	Rates levied in August, budget timing error to be adjusted Timing on DFES capital grant funding new plant, BFB and SES Operating Grant
Law, Order, Public Safety		199,550	608,993	1,044,095	(409,443)	(67.23%)	
Health		31,420	29,162	50,000	2,258	7.74%	
Education and Welfare		1,004,032	777,581	1,333,066	226,451	29.12%	
Housing		19,104	27,090	46,465	(7,986)	(29.48%)	
Community Amenities		2,066,887	1,440,726	2,469,929	626,161	43.46%	Rates levied in August for bin charges for the year, budget to be amended
Recreation and Culture		314,885	1,763,433	3,023,244	(1,448,548)	(82.14%)	Timing on grant income NSRF, AVVA and the Balcony on the Town Hall budget change to be made
Transport		1,254,804	980,878	2,277,699	273,926	27.93%	Timing on grant income MRWA, RRG and Blackspot Funding, budget amendment to be made
Economic Services		275,356	334,971	574,419	(59,615)	(17.80%)	Additional revenue for the Avon Festival
Other Property and Services		65,588	31,598	54,200	33,990	107.57%	Additional insurance claims received
		<u>14,850,611</u>	<u>12,173,124</u>	<u>21,700,322</u>	<u>2,677,487</u>	<u>22.00%</u>	
(Expenses)/(Applications)							
Governance	8	(698,638)	(726,314)	(1,201,997)	27,676	3.81%	
General Purpose Funding		(133,247)	(212,821)	(364,868)	79,574	37.39%	
Law, Order, Public Safety		(622,427)	(681,992)	(1,131,201)	59,565	8.73%	
Health		(210,776)	(174,990)	(296,919)	(35,786)	(20.45%)	
Education and Welfare		(801,742)	(877,545)	(1,502,295)	75,803	8.64%	Timing of Community sponsorship, higher depreciation charges
Housing		(59,009)	(62,940)	(105,856)	3,931	6.25%	
Community Amenities		(1,511,843)	(1,995,748)	(3,419,277)	483,905	24.25%	Additional Pool Expenses and Depreciation expensed, will be amended in the budget
Recreation & Culture		(2,754,360)	(2,549,826)	(4,285,143)	(204,534)	(8.02%)	
Transport		(4,635,863)	(2,810,163)	(4,760,181)	(1,825,700)	(64.97%)	Additional depreciation expenses
Economic Services		(1,096,359)	(1,228,817)	(2,036,106)	132,458	10.78%	Timing on budget allocations
Other Property and Services		(258,566)	(47,813)	(27,040)	(210,753)	(440.79%)	Insurance payments paid, will level back incoming months
		<u>(12,782,830)</u>	<u>(11,368,969)</u>	<u>(19,130,883)</u>	<u>(1,413,861)</u>	<u>12.44%</u>	
Adjustments for Non-Cash (Revenue) and Expenditure							
(Profit)/Loss on Asset Disposals	2	25,603	84,017	144,029	(58,414)	69.53%	Timing of Asset disposals
Movement in Accrued Interest		0	0	0	0	0.00%	
Movement in Accrued Salaries and Wages		0	0	0	0	0.00%	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		(135,706)	0	0	(135,706)	0.00%	
Depreciation on Assets		4,384,390	1,903,741	3,263,710	2,480,649	(130.30%)	Fair Valuation increased the value of the assets and thus annual depreciation charges. The budget review will amend this.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	NOTE	January 2016 Actual \$	January 2016 Y-T-D Budget \$	Projected 2015/2016 Budget \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
Operating							
Capital Revenue and (Expenditure)							
Purchase Land Held for Resale	1	0	0	0	0	0.00%	
Purchase Land and Buildings	1	(48,980)	(3,402,847)	(3,402,847)	3,353,867	98.56%	Timing on building works
Purchase Plant and Equipment	1	(579,576)	(1,279,054)	(1,279,054)	699,478	54.69%	Timing on plant purchases
Purchase Furniture and Equipment	1	0	0	0	0	0.00%	
Purchase Bush Fire Equipment	1	0	(460,000)	(460,000)	460,000	100.00%	Timing unknown for supply by DFES
Purchase Playground Equipment	1	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Roads	1	(1,044,639)	(3,350,383)	(3,350,383)	2,305,744	68.82%	Timing on budget allocations
Purchase Infrastructure Assets - Bridges	1	(182,255)	0	(260,000)	(182,255)	#DIV/0!	Quotes obtained - project to be carried forward
Purchase Infrastructure Assets - Footpaths	1	(553,546)	(309,281)	(611,151)	(244,265)	(78.98%)	Timing on budget allocations
Purchase Infrastructure Assets - Drainage	1	(326,309)	(1,010,772)	(1,010,772)	684,463	67.72%	Timing on budget allocations
Purchase Infrastructure Assets - Parks & Ovals	1	(440,163)	(649,264)	(649,264)	209,101	32.21%	Timing on budget allocations
Purchase Infrastructure Assets - Airfields	1	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Streetscape	1	(167,048)	(154,203)	(264,371)	(12,845)	(8.33%)	
Purchase Infrastructure Assets - Other	1	(195,685)	(410,042)	(410,042)	214,357	52.28%	Timing on budget allocations
Proceeds from Disposal of Assets	2	48,182	201,041	344,642	(152,859)	76.03%	Assets not disposed of
Repayment of Debentures	3	(103,468)	(122,570)	(210,154)	19,102	15.58%	
Proceeds from New Debentures	3	0	0	0	0	0.00%	
Advances to Community Groups	3	0	0	0	0	0.00%	
Self-Supporting Loan Principal Income	3	14,821	17,558	30,099	(2,737)	15.59%	
Transfers to Restricted Assets (Reserves)	4	(62,993)	(963,385)	(963,385)	900,392	93.46%	
Transfers from Restricted Asset (Reserves)	4	0	1,858,061	1,858,061	(1,858,061)	100.00%	
Transfers from Restricted Asset (Other)		0	0	0	0	0.00%	
ADD Net Current Assets July 1 B/Fwd	5	5,906,402	5,906,402	5,919,675	0	0.00%	
LESS Net Current Assets Year to Date	5	<u>8,787,844</u>	<u>4,024</u>	<u>4,024</u>	<u>8,783,820</u>	<u>218285.78%</u>	
Amount Raised from Rates	6	<u>(181,033)</u>	<u>(1,340,850)</u>	<u>1,254,208</u>	<u>1,159,817</u>	<u>(86.50%)</u>	

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

Cr S B Pollard declared an 'Impartiality' interest in item 13.4.3 – Debtor Write Off as Debtor M38 Director is known to him through past business arrangements.

13.4.3 DEBTOR WRITE OFF

Name of Applicant:	Internal
Name of Owner:	Internal
File Ref:	A11074
Officer:	Cheryl Greenough
Officer Interest:	N/A
Policy:	N/A
Voting:	Simple Majority

PURPOSE

For Council to approve writing off a debt of \$2,800 for a lease payment owed by Debtor M38 from the 2014/15 financial year.

BACKGROUND

The original lease was entered into in 2001 for a period of 5 years ending September 2006 at an annual rental fee of \$1,144. The (then) Town of Northam resolved in June 2007 that it would extend the lease for a further five years until 2011. The agreement to extend the lease was subject to the value of the rent being increased in accordance with the provisions of the lease agreement (i.e. a new market valuation). Due to a number of circumstances a revaluation of the rent was not obtained until November 2008 which indicated a revised annual lease fee of \$2800 was applicable.

Debtor M38 applied to Council to have the lease extended beyond 2011 and on 17 December 2008 Council (Town of Northam) agreed to insert a further option to extend the lease until September 2016, however it appears as though the lease agreement was never signed. This being the case, the lease has been on a month by month basis since 2011.

The premises closed around the end of 2014 beginning of 2015 however the alfresco lease area was not formally terminated until the Shire officer conducted a Termination of Lease on 7 October 2015. Technically, Debtor M38 should pay 7 months rental but has a view that because his lease had expired and if it had actually been in place it would have been terminated when the premises was closed, they were not liable for any rental which resulted in lease fees remaining unpaid.

STATUTORY IMPACTS

Local Government Act 1995, Part 6, Division 4, Section 6.12

6.12. Power to defer, grant discounts, waive or write off debts

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

- (1) *Subject to subsection (2) and any other written law, a local government may —*
- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) *waive or grant concessions in relation to any amount of money; or*
 - (c) *write off any amount of money, which is owed to the local government.*

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

N/A

FINANCIAL IMPLICATIONS

There will be a loss to the Shire of \$2,800 to the Shire.

OFFICER'S COMMENT

Due to the length of time the money has been owing to the Shire and Debtor M38's reluctance to pay, the Council have two options:

1. The pursue 7 months of the debt being \$1633.33 and write off the remaining 5 months which equates to \$1166.66; or
2. Council approves the Shire to write off the entire debt.

RECOMMENDATION

That Council;

- 1. Approve the Shire to write off the debt owed by Debtor M38 to the value of \$1166.66; and**
- 2. Request that the remaining \$1633.33 be paid in full prior the end of the 2015/16 financial year.**

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

13.5. COMMUNITY SERVICES

13.5.1 NORTHAM RSL-REQUEST FOR ASSISTANCE TOWARDS THE COST OF BOER WAR MEMORIAL

Name of Applicant:	Northam RSL
Name of Owner:	Shire of Northam
File Ref:	A11138
Officer:	Ross Rayson
Officer Interest:	N/A
Policy:	Nil
Voting:	Simple Majority

PURPOSE

For Council to consider a request from the Northam RSL for assistance towards installing a memorial commemorating the South African War (Boer War).

BACKGROUND

The Northam RSL have requested Council support towards installing a new memorial in the memorial precinct at 265 Fitzgerald Street, Northam.

The proposed memorial would be similar to the existing memorial for National Service. The RSL have stated that this memorial is significant in that it commemorates over 30 Northam men who fought in the war, two of whom died. The RSL are hoping to have the memorial in place prior to 31 May, the commemoration day for that conflict.

The Project is estimated to cost approximately \$5,000 and the RSL is seeking a Council contribution towards the cost.

STATUTORY IMPACTS

N/A

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

C4 Protect and promote the Shires diverse culture and heritage.

FINANCIAL IMPLICATIONS

There is currently no funds specifically for this project. It is proposed that any funds towards this project are taken from Job 4691- ANZAC 100 Year Commemoration.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

OFFICER'S COMMENT

The request from the Northam RSL does not give a specific amount it is requesting from Council, or an exact cost of the memorial. This memorial is an important addition to the memorial precinct, commemorating a unique conflict as the only time that Western Australia went to war, and a significant number of Northam men who fought.

The RSL are hopeful of receiving grant funding but are also seeking a contribution from the Shire of Northam.

RECOMMENDATION

That Council;

- 1. Grant permission to the Northam RSL to erect a Boer War memorial at 265 Fitzgerald Street, Northam; and**
- 2. Contribute up to 50% towards the cost for erecting the memorial up to a maximum of \$5,000 which is to be located within the memorial precinct at 265 Fitzgerald Street, Northam from Job 4691-ANZAC 100 Year Commemoration.**

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

NORTHAM SUB BRANCH RETURNED AND SERVICES LEAGUE

CHARTER: 10 May 1916



P O Box 252
NORTHAM, WA. 6401

President: Mrs. Donna Prytulak

Phone: 08 96 222575

Mobile: 0409 290 972

Email: prytulak@bigpond.com

Secretary: Reg Stevens

Phone: 08 96 222819

Mobile: 0427 303 762

Email: regstevens@westnet.com.au

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

Dear Jason

The Northam RSL are looking to have a War Memorial commemorating The South African War (Boer War) 1899 – 1902 placed in the memorial precinct at 265 Fitzgerald St, Northam.

The Memorial would be almost identical to the existing memorial for National Service that was placed in 2012 and of which a photo is attached.

The proposed memorial is an important addition in that it will commemorate over 30 Northam men who volunteered and served overseas in that war. Two of the men listed died on service. The Boer War was unique in that it is the only time where Western Australia went to war as the forces were not formed under Australia, but singularly from each State. They were formed into State Regiments such as WA Bushmen and Western Australian Mounted Infantry.

This Memorial is long overdue and will give the community a place to commemorate those who served and died in this war. Although this war was fought before the existence of the RSL, it will honour our commitment to never forget and that these men's names will live forevermore.

The Northam RSL is seeking permission from the Shire of Northam to have this Memorial erected at 265 Fitzgerald St, Northam and also to ask if the Shire would supply a letter of support for the project to assist with our grant application and fundraising.

The project is expected to cost approx \$5000.00 so should the Shire wish to contribute financially it would also be very much appreciated.

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

Our members look forward to your support for this important project.

Yours sincerely

Reg Stevens
Secretary
Northam Sub Branch
Returned & Services League
9.2.2016

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



ROYAL AUSTRALIAN ARMoured CORPS ASSOCIATION WA Inc.	
HQ:	2 Little Gibraltar Drive, Irwin Barracks, KARRAKATTA WA 6010
Postal:	25 Bentley St Stoneville WA 6081
Landline:	0892952281
Patron:	Col Ken Ashman (Rtd) 0892862167
President:	Richard Jones 0893075654
Secretary:	Noel Moyes 0892952281
Treasurer:	Ross Leighton 0892764695

Mr Reg Stevens
RSL Northam Sub Branch
Post Office Box 252
NORTHAM WA 6401

Dear Reg

I write on behalf of our President and Committee in regard to your request seeking support from the Royal Australian Armoured Corps Association Western Australia in regard to recognition of those that served in the Boer War from Northam and districts. We are very pleased to do so on the following basis:

- Australia's involvement in the conflict had considerable historical significance:
- It was the longest and most difficult colonial war in which we fought.
- It was the first conflict in which Australian Forces were engaged as a nation with the Federal Government, after 1901, sending Commonwealth contingents to the war.
- Some 23,000 Australians and 6,000 New Zealanders served in the Conflict with 520 and 232 respectively, paying the 'Supreme Sacrifice'.
- Sixty Australian Nurses went to the war and served to aid sick and wounded under, very often, extremely harsh conditions.
- It was in this war that Australian soldiers first earned VC's. (Six in all)
- In Western Australia, prior to Federation, it was the custom for the volunteer infantry at major centres to form, within themselves, small bodies of mounted infantry for the purpose of performing certain cavalry duties. By 1900, records indicate that at least four such bodies existed, these being at Perth, Guildford, Geraldton and Bunbury. These units were brought together under a single command and took the title of the Western Australia Mounted Infantry (WAMI)
- During the Boer War, Western Australia dispatched five contingents to South Africa bearing the name Western Australia Mounted Infantry (WAMI), although these contingents were not part of the part-time Western Australian mounted volunteer who also bore this same name
- It was the first war in which the "Bayonets' badge, known thereafter as the 'Rising Sun' badge, was seen on the Australian Army slouch hat.
- It was also the first war in which the forerunner of the 'Australian Light Horse' fought.

SHIRE OF NORTHAM

AGENDA

ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016



ROYAL AUSTRALIAN ARMoured CORPS ASSOCIATION WA Inc.

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- The close association with the New Zealand Troops was first evident in this Conflict and they were frequently found to be fighting side by side. They really became the first ANZACS.
- Finally, many of the Officers of WWI were drawn from men who had had fighting experience in the Boer War.
- Australian Forces had the distinction of being the first of all English Colonial Volunteers to land at any of the bases of the war and open the first chapter in the real fighting military history of our Nation.

During the Boer War Campaign LT Frederick Bell was awarded the VC the highest award for gallantry in the face of the enemy that can be awarded. Bell was born in Perth on the 3rd of April 1875 and was the first person born in Western Australia to receive the VC. He was 26 years old and a Lieutenant in the Western Australian Mounted Infantry. His medals are now on display at the Western Australian Museum.

The Western Australian Mounted Infantry consisting of small groups of volunteer infantry at the major centres of Perth, Guildford, Geraldton and Bunbury prior to Federation served in South Africa. WAMI was the genesis of the 10th Light Horse Regiment and as such the Regiment has on its guidon the battle honour of participating in the Boer War. Plaques recognising the service of VC awardees Bell and Throssell have now been placed at the 10LH memorial in Kings Park by our Association. The reformed Tenth Light Horse Association is now a separate entity within our Association.

It should also be noted that at the National level our Association has supported raising funds over a number of years the Boer War Memorial project in Canberra. The web site for this venture can be found at bwm.org.au and has a lot more information in regard to that war. We have 400K to go in reaching our target of \$3.9M all thanks to the vision of the then National President Col John Haynes (retired) and his efforts over many years to gain the funding necessary.

Local recognition is an important aspect Reg, and we commend your efforts and wish you well for the project which is fully supported and endorsed by our Committee.

Yours in Armour

John Dwyer
Vice President

SHIRE OF NORTHAM
AGENDA
ORDINARY COUNCIL MEETING TO BE HELD ON 16 MARCH 2016

14. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15.1. Elected Members

Nil.

15.2. Officers

Nil.

16. CONFIDENTIAL ITEMS

Nil.

17. DECLARATION OF CLOSURE