



Shire of Northam  
*Heritage, Commerce and Lifestyle*

Shire of Northam

Agenda

Ordinary Council Meeting

21 March 2018



NOTICE PAPER

Ordinary Council Meeting

21<sup>st</sup> March 2018

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 21<sup>st</sup> March 2018 at 5:30pm.

**A Forum meeting was held** in the Council Chambers on 14<sup>th</sup> March 2018 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Jason Whiteaker  
Chief Executive Officer

## DISCLAIMER

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

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

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

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

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

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

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

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

## Contents

1.	DECLARATION OF OPENING .....	6
2.	ATTENDANCE.....	6
2.1	APOLOGIES .....	6
2.2	APPROVED LEAVE OF ABSENCE .....	6
3.	DISCLOSURE OF INTERESTS .....	7
4.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) ....	8
5.	PUBLIC QUESTION/STATEMENT TIME .....	10
5.1	PUBLIC QUESTIONS .....	10
5.2	PUBLIC STATEMENTS.....	10
6.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	10
7.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS .....	10
7.1	PETITIONS.....	10
7.2	PRESENTATIONS.....	10
7.3	DEPUTATIONS.....	10
8.	APPLICATION FOR LEAVE OF ABSENCE.....	11
9.	CONFIRMATION OF MINUTES .....	11
9.1	ORDINARY COUNCIL MEETING HELD 21 <sup>ST</sup> FEBRUARY 2018 .....	11
9.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 14 <sup>TH</sup> MARCH 2018 .....	11
9.3	NOTES FROM THE COUNCIL STRATEGIC COUNCIL MEETING HELD 28 <sup>TH</sup> FEBRUARY 2018.....	35
10.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY .....	35
11.	REPORTS OF COMMITTEE MEETINGS .....	35
11.1	ART COLLECTION COMMITTEE MEETING HELD ON 15 <sup>TH</sup> FEBRUARY 2018 .....	35
11.2	AUDIT COMMITTEE MEETING HELD ON 8 <sup>TH</sup> MARCH 2018 .....	62
11.3	COMMUNITY SAFETY COMMITTEE MEETING HELD ON 16 <sup>TH</sup> FEBRUARY 2018 .....	126
11.4	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 15 <sup>TH</sup> MARCH 2018 .....	163
12.	OFFICER REPORTS .....	199
12.1	CEO'S OFFICE .....	199
12.1.1	Policy G1.8 - Elected Member and Staff Interactions and Requests for Information .....	199
12.2	ENGINEERING SERVICES .....	205
12.2.1	Perth Adelaide National Highway (Orange Route) - Network Assessment Comment and Endorsement.....	205
12.3	DEVELOPMENT SERVICES.....	291

12.3.1	Request for Reconsideration – Proposed Advertising Sign at Lot 801 (3484) Great Eastern Highway, Copley .....	291
12.3.2	Proposed Change of Use to Restaurant – Tenancy 27, Northam Boulevard, 117 Fitzgerald Street, Northam.....	325
12.3.3	Proposed Granny Flat at 78 Vivian St, Grass Valley.....	342
12.3.4	Application for Development Approval for Extensions to a Non-Conforming Use ('Single house') at Lot 87 (53) Hovea Crescent, Wundowie.....	354
12.4	CORPORATE SERVICES.....	368
12.4.1	Accounts & Statements of Accounts – February 2018....	368
12.4.2	Financial Statement for the period ending 31 <sup>st</sup> January 2018 .....	433
12.4.3	Outstanding Debt, Railways Football Club.....	452
12.4.4	Proposed Dogs Amendment Local Law 2018.....	459
12.4.5	Extractive Industries Amendment Local Law 2018 .....	483
12.5	COMMUNITY SERVICES .....	505
13.	MATTERS BEHIND CLOSED DOORS .....	505
13.1	Proposed Purchase of Lot 1 Great Eastern Highway, Northam .....	505
14.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	505
15.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION .....	505
16.	DECLARATION OF CLOSURE .....	505

1. DECLARATION OF OPENING

2. ATTENDANCE

Council:

Shire President  
Deputy President  
Councillors

C R Antonio  
M P Ryan  
J E Williams  
C L Davidson  
S B Pollard  
A J Mencshelyi  
T M Little  
J Proud  
C P Della

Staff:

Chief Executive Officer	J B Whiteaker
Executive Manager Development Services	C B Hunt
Executive Manager Engineering Services	C D Kleynhans
Executive Manager Community Services	R Rayson
Executive Manager Corporate Services	C Young
Executive Assistant – CEO	A C Maxwell
Coordinator Governance / Administration	C F Greenough

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Cr R W Tinetti has been granted leave of absence from 1<sup>st</sup> February 2018 to 31<sup>st</sup> March 2018 (inclusive).

Cr C L Davidson has been granted leave of absence from 22<sup>nd</sup> February 2018 to 31<sup>st</sup> March 2018 (inclusive).

### 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Art Collection Committee Meeting Held on 15th February 2018	11.1	Cr C R Antonio	Impartiality	One of the portraits is of his father, D R Antonio. One of the portraits is of his uncle, A J Antonio. Impartial as the gentleman in the photos are his relatives.
Perth Adelaide National Highway (Orange Route) - Network Assessment Comment and Endorsement	12.2.1	Cr J E G Williams	Impartiality	In its current proposed form the Orange Route will bring heavy vehicle traffic considerably closer to her home and business premises.
Accounts & Statements of Accounts - February 2018	12.4.1	Cr C L Davidson	Proximity	Invoice 782 for gate located next to 16 and 19 Brown Road which is currently owned by him and next to his two properties.
Outstanding Debt, Railways Football Club	12.4.3	Cr A J Mencshelyi	Impartiality	He knows the Treasurer of the Club and has discussed the debt issue while he has been a customer in his business. The extent of his interest is minimal and is seeking to participate in the matter under section 5.68 of the Act.
	12.4.3	Cr C R Antonio	Impartiality	The Executives of Railways Football Club are known to him. He is distantly related to the author of the email from Railways Football Club.

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

<u>Visitations and Consultations</u>	
23/02/18	Avon-Midland Zone Local Government Meeting - Lancelin
24/02/18	Northam Women in Business Arabian Nights Ball
26/02/18	State Waste Strategy Consultation - Northam
27/02/18	Senses Northam Official Opening
27/02/18	Meeting with Darren West, Laurie Graham & Hon Stephen Dawson, – Minister for the Environment, Disability Services
01/03/18	Live Lighter Aged Care Games Official Opening - Northam
01/03/18	Northam Chamber of Commerce Business After Hours
02/03/18	WA Farmers Conference - Perth
07/03/18	Shire of Northam Grass Valley Community Meeting
08/03/18	Southern Brook Community Meeting AGM
09/03/18	Relay for Life - Northam
10/03/18	Wagin Woolarama
13/03/18	Rural Health West Visit – Northam. Official Opening
14/03/18	Northam Men's Shed Morning Tea
15/03/18	Local Emergency Management Meeting - Northam
16/03/18	TAFE Northam Graduation Ceremony
<u>Upcoming Events</u>	
01/04/18	Easter Sunday
05/04/18	Local Health Advisory Group Meeting - Northam
05/04/18	Northam Chamber of Commerce Business After Hours
06/04/18	Avon Midland Zone Wheatbelt Conference – Jurien Bay
07/04/18	Northam Motorsport Festival
08/04/18	Northam Flying 50 Event
09/04/18	AROC Meeting - Toodyay
12/04/18	Regional Capital Alliance of WA Meeting - Perth

Operational Matters:

#### Department of Transport Licencing Agreement

The Shire of Northam have recently voted in favour of the continuation of an agreement with the Department of Transport for the provision of Licencing Services until 2022, thus providing a valuable community service.

#### Current Grants

The Shire of Community Grants round for the 2018 /2019 year remain open, and I encourage relevant groups to apply. Head to the Shire of Northam Website



for further details. There are also grants available for the “Adopt a Spot” Campaign and Quick Response Grants available, along with links to other possible grant fund websites.

### Community Events

The Shire of Northam Supports a number of community events. One example is the Northam Motor Sports Festival, which is held over the weekend of the 7<sup>th</sup> and 8<sup>th</sup> April. There are links to community events on both the Shire Website and Social Media Pages.

Strategic Matters:

### Regional Capitals Alliance Western Australia

The Shire of Northam continues to be a member of the Regional Capitals Alliance Western Australia (RCAWA). A combined population to over 250,000 regional West Australians, allows the RCAWA to aim for benefits to the entire regional Western Australia.

### Major Projects

The Shire continues to hold discussions about connecting with people in our region who are interested in an Innovation Hub. Not only would an Innovation Hub provide a platform to connect with like minded entrepreneurs, but also bring together an inspiring community.

The Bilya Koort Boodja centre is nearing building completion. Following this, the internal fit out, including the interpretive work, will need to be completed before the exciting opening within the next couple of months.

5. PUBLIC QUESTION/STATEMENT TIME

5.1 PUBLIC QUESTIONS

5.2 PUBLIC STATEMENTS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

The following response has been provided to Mrs Lawrence in relation to her questions taken on notice at the Ordinary Council meeting held on 21<sup>st</sup> February 2018.

*I refer to your questions which were taken on notice at the Ordinary Council meeting held on 21st February 2018 in relation to the Northam Airfield and offer you the following response;*

*Question 1: Why there is no information on the Shire of Northam website in relation to the Northam Airfield to promote this?*

*Response 1: As it is a small airfield Officers had not considered the necessity of promoting this, however officers have taken this matter on board and will be developing some information to include on the Shire of Northam website.*

*Question 2: Is it possible to have a swipe card system for purchasing fuel?*

*Response: 2: Officers can look into the swipe card system but the logistics may prove difficult. Officers will be investigating this matter in the near future and also look at how other airfields of a similar size manage this.*

*Should you have any further queries in relation to this matter please do not hesitate to contact Ms Cheryl Greenough on (08) 9622 6100.*

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil.

7.2 PRESENTATIONS

Relay for Life – Sponsorship Support

7.3 DEPUTATIONS

Nil.

## 8. APPLICATION FOR LEAVE OF ABSENCE

### RECOMMENDATION

That Council grant Cr C L Davidson leave of absence from 10<sup>th</sup> April 2018 to 17<sup>th</sup> May 2018 (inclusive).

## 9. CONFIRMATION OF MINUTES

### 9.1 ORDINARY COUNCIL MEETING HELD 21<sup>ST</sup> FEBRUARY 2018

#### RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 21<sup>st</sup> February 2018 be confirmed as a true and correct record of that meeting subject to the following amendment:

- **Resolution C.3272 being amended from 'CARRIED 9/1' to 'CARRIED 9/0'.**

### 9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 14<sup>TH</sup> MARCH 2018

#### RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 14<sup>th</sup> March 2018.

Attachment 1



## Shire of Northam

### Notes

### Council Forum Meeting

14 March 2018

Council Forum Meeting Notes  
**14 March 2018**



**DISCLAIMER**

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

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

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

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

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

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

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

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

Council Forum Meeting Notes  
**14 March 2018**



**Preface**

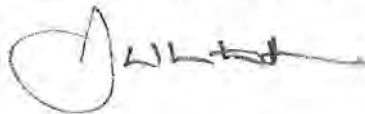
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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

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

**Unconfirmed Notes**

These notes were approved for distribution on 16<sup>th</sup> March 2018.



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

**Received Notes**

These notes were received at an Ordinary Meeting of Council held on 21<sup>st</sup> March 2018.

Signed: .....

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

Council Forum Meeting Notes  
**14 March 2018**



## Contents

1.	DECLARATION OF OPENING .....	6
2.	ATTENDANCE.....	6
2.1	APOLOGIES .....	6
2.2	APPROVED LEAVE OF ABSENCE.....	6
3.	DISCLOSURE OF INTERESTS.....	7
4.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)....	8
5.	PUBLIC QUESTION/STATEMENT TIME .....	8
5.1	PUBLIC QUESTIONS .....	8
5.2	PUBLIC STATEMENTS.....	9
6.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	9
7.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS .....	9
7.1	PETITIONS.....	10
7.2	PRESENTATIONS.....	10
7.3	DEPUTATIONS.....	10
8.	APPLICATION FOR LEAVE OF ABSENCE.....	10
9.	CONFIRMATION OF MINUTES .....	10
9.1	ORDINARY COUNCIL MEETING HELD 21 <sup>ST</sup> FEBRUARY 2018 .....	10
9.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 14 <sup>TH</sup> MARCH 2018 .....	10
9.3	NOTES FROM THE COUNCIL STRATEGIC COUNCIL MEETING HELD 28 <sup>TH</sup> FEBRUARY 2018.....	10
10.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY .....	10
11.	REPORTS OF COMMITTEE MEETINGS .....	10
11.1	ART COLLECTION COMMITTEE MEETING HELD ON 15 <sup>TH</sup> FEBRUARY 2018 .....	11
11.2	AUDIT COMMITTEE MEETING HELD ON 8 <sup>TH</sup> MARCH 2018 .....	11
11.3	COMMUNITY SAFETY COMMITTEE MEETING HELD ON 16 <sup>TH</sup> FEBRUARY 2018 .....	12
12.	OFFICER REPORTS .....	12
12.1	CEO'S OFFICE .....	12
12.1.1	Policy G1.8 - Elected Member and Staff Interactions and Requests for Information .....	12
12.2	ENGINEERING SERVICES .....	13
12.2.1	Perth Adelaide National Highway (Orange Route) - Network Assessment Comment and Endorsement .....	13
12.3	DEVELOPMENT SERVICES.....	15
12.3.1	Request for Reconsideration – Proposed Advertising Sign at Lot 801 (3484) Great Eastern Highway, Copley .....	15

Council Forum Meeting Notes  
**14 March 2018**



12.3.2	Proposed Change of Use to Restaurant – Tenancy 27, Northam Boulevard, 117 Fitzgerald Street, Northam.....	18
12.3.3	Proposed Granny Flat at 78 Vivian St, Grass Valley.....	18
12.3.4	Application for Development Approval for Extensions to a Non-Conforming Use ('Single house') at Lot 87 (53) Hovea Crescent, Wundowie.....	18
12.4	CORPORATE SERVICES.....	18
12.4.1	Accounts & Statements of Accounts – February 2018.....	19
12.4.2	Financial Statement for the period ending 31 <sup>st</sup> January 2018.....	21
12.4.3	Outstanding Debt, Railways Football Club.....	22
12.4.4	Proposed Dogs Amendment Local Law 2018.....	22
12.4.5	Extractive Industries Amendment Local Law 2017.....	22
12.5	COMMUNITY SERVICES.....	23
13.	MATTERS BEHIND CLOSED DOORS.....	23
13.1	Proposed Purchase of Lot 1 Great Eastern Highway, Northam.....	23
14.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	23
15.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION.....	23
16.	DECLARATION OF CLOSURE.....	23



Council Forum Meeting Notes  
**14 March 2018**



## 1. DECLARATION OF OPENING

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

## 2. ATTENDANCE

### Council:

Shire President  
Deputy President  
Councillors

C R Antonio  
M P Ryan  
J E Williams  
C L Davidson  
S B Pollard  
A J Mencshelyi  
J Proud  
C P Della

### Staff:

Chief Executive Officer	J B Whiteaker
Executive Manager Development Services	C B Hunt
Executive Manager Engineering Services	C D Kleynhans
Executive Manager Community Services	R Rayson
Executive Manager Corporate Services	C Young
Executive Assistant – CEO	A C Maxwell
Coordinator Governance / Administration	C F Greenough
Manager Planning Services	K Nieuwoudt

### Gallery:

Avon Valley Advocate:	Eliza Wynn
Public:	Jack Potter
	Carolyn Smart

### 2.1 APOLOGIES

Councillor	T M Little
------------	------------

### 2.2 APPROVED LEAVE OF ABSENCE

Cr R W Tinetti has been granted leave of absence from 1<sup>st</sup> February 2018 to 31<sup>st</sup> March 2018 (inclusive).

Cr C L Davidson has been granted leave of absence from 22<sup>nd</sup> February 2018 to 31<sup>st</sup> March 2018 (inclusive).

Council Forum Meeting Notes  
**14 March 2018**



**3. DISCLOSURE OF INTERESTS**

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Art Collection Committee Meeting Held on 15th February 2018	11.1	Cr C R Antonio	Impartiality	One of the portraits is of his father, D R Antonio. One of the portraits is of his uncle, A J Antonio. Impartial as the gentleman in the photos are his relatives.
Perth Adelaide National Highway (Orange Route) - Network Assessment Comment and Endorsement	12.2.1	Cr J E G Williams	Impartiality	In its current proposed form the Orange Route will bring heavy vehicle traffic considerably closer to her home and business premises.
Accounts & Statements of Accounts - February 2018	12.4.1	Cr C L Davidson	Proximity	Invoice 782 for gate located next to 16 and 19 Brown Road which is currently owned by him and next to his two properties.
Outstanding Debt, Railways Football Club	12.4.3	Cr A J Mencshelyi	Impartiality	He knows the Treasurer of the Club and has discussed the debt issue while he has been a customer in his business. The extent of his interest is minimal and is seeking to participate in the matter under section 5.68 of the Act.
	12.4.3	Cr C R Antonio	Impartiality	The Executives of Railways Football Club are known to him. He is distantly related to the author of the email from Railways Football Club.

Council Forum Meeting Notes  
14 March 2018



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

There were no questions or clarification raised in relation to this matter.

#### 5. PUBLIC QUESTION/STATEMENT TIME

##### 5.1 PUBLIC QUESTIONS

**Name:** Jack Potter.

**Question:** Mr Potter queried whether he is entitled to what the Disability Discrimination Act states and entitled to use the Library?

Background

Mr Potter advised that he has been using the Library for a number of years and it is very important in his life. He advised that he is becoming more and more fragile and therefore required access to the Library on his gopher.

He has recently been advised by the Manager of the Library that he is not permitted to bring his gopher into the library and alternative options for accessing have been proposed. This includes being assisted into a wheelchair however he is not comfortable with this.

**Response:** The Chief Executive Officer advised that he is entitled to access the library and further advised that he, the CEO, is aware of the issue and it has been raised with the Executive Manager Community Services. An assessment has been undertaken by a member of the organisation where there is a level of expertise and it is Officers understanding that the library complies with the requirements in respect to disability access.

The Chief Executive Officer advised that he is happy to meet with Mr Potter on site with the Executive Manager Community Services in order to reach an outcome that is suitable for both parties.

Since the Forum meeting, a meeting with Mr Potter has been scheduled on Friday, 16<sup>th</sup> March 2018.

---

One (1) member of the Gallery departed the Council Chambers at 5:43pm.

Council Forum Meeting Notes  
**14 March 2018**



Mr Whiteaker departed the Council Chambers at 5:43pm and returned at 5:43pm.

Ms Greenough and Mr Rayson departed the Council Chambers at 5:43pm.

Mr Rayson returned to the Council Chambers at 5:46pm.

Ms Greenough returned to the Council Chambers at 5:47pm.

**Name:** Carolyn Smart.

**Question 1:** The Extractive Industry Local Law included within the agenda references buffer zones being 500m depending on the size of the operation. Clarification was sought in relation to how this works/calculated?

**Response 1:** The Executive Manager Development Services advised that this depends on the scale of the extractive industry and is linked with the Local Planning Policy which provides guidance and parameters in relation to this.

**Question 2:** In reference to the proposed application for an extractive industry near her property. It is believed that the distance from the crusher to her house has been calculated at 800m. Has consideration been given to the front of the property as this is considerably closer to the crusher and where they keep their stock. It was requested that Council consider the impacts and enforce appropriate conditions to ensure their quality of life is not impacted.

**Response 2:** The Executive Manager Development Services advised that this is in relation to a current application which is being advertised. It is proposed that this will be submitted for Council consideration in either April or May 2018.

## 5.2 PUBLIC STATEMENTS

Nil.

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

There were no questions or clarification raised in relation to this matter.

## 7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

Council Forum Meeting Notes  
**14 March 2018**



**7.1 PETITIONS**

Nil.

**7.2 PRESENTATIONS**

The Shire President advised that there will be a presentation in relation to Council's support for the Relay for Life at the Ordinary Council meeting.

**7.3 DEPUTATIONS**

Nil.

**8. APPLICATION FOR LEAVE OF ABSENCE**

There were no questions or clarification raised in relation to this matter.

**9. CONFIRMATION OF MINUTES**

**9.1 ORDINARY COUNCIL MEETING HELD 21<sup>ST</sup> FEBRUARY 2018**

- A typographical error was identified within the minutes, under section 9.1 of the agenda where it details that resolution C.3272 was 'Carried 9/1'. It was advised that this should be detailed as 'Carried 9/0'. This amendment to the minutes has been included within the Ordinary Council meeting agenda.

**9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 14<sup>TH</sup> MARCH 2018**

There were no questions or clarification raised in relation to this matter.

**9.3 NOTES FROM THE COUNCIL STRATEGIC COUNCIL MEETING HELD 28<sup>TH</sup> FEBRUARY 2018**

There were no questions or clarification raised in relation to this matter.

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

There were no agenda items brought forward.

**11. REPORTS OF COMMITTEE MEETINGS**

*Cr C R Antonio declared an "Impartiality" interest in item 11.1 - Art Collection Committee Meeting Held on 15th February 2018 as one of the portraits is of his father, D R Antonio. One of the portraits is of his uncle, A J Antonio. Impartial as the gentleman in the photos are his relatives.*

Council Forum Meeting Notes  
**14 March 2018**



**11.1 ART COLLECTION COMMITTEE MEETING HELD ON 15<sup>TH</sup> FEBRUARY 2018**

- It was raised that there is a typographical error within the minutes (page 16 and 17 of the committee minutes) where it references section 3.58 of the Local Government Act however this is detailed in the minutes as '358'. Since the Forum Meeting, this has been corrected and highlighted accordingly within the Art Collection Committee minutes and Ordinary Council meeting agenda.
- Clarification was sought in relation to whether the families of those in the portraits have been contacted. The Executive Manager Community Services advised that this has not occurred at this stage however once the disposal requirements as detailed within the Local Government Act have been confirmed this will be undertaken.

**11.2 AUDIT COMMITTEE MEETING HELD ON 8<sup>TH</sup> MARCH 2018**

Clarification was sought in relation to:

- Why there is no officer comments for some of the items (e.g. 3.3, 3.17, 3.12). The Chief Executive Officer advised that this is due to the officer not having any response to the matter (e.g. more of an observation). It was advised that this could have been listed as 'noted'.
- The separation of complaints and ICS's. The Chief Executive Officer advised that these are treated separately from a process perspective and this was raised in relation to reporting. In the audit, it was raised that complaints are not reported separately to ICS's, however officers disagree with this finding as separate reports are generated for the Chief Executive Officer. The Chief Executive Officer reminded Elected Members that the audit was on customer service as a whole, not solely ICS's.
- Synergy Softs use, function and optimisation. The Chief Executive Officer advised that officers disagree with the findings in relation to the systems capabilities. Since the audit, Officers confirmed with IT Vision (software provider) that automated replies including the ICS number are not possible. Officers are currently investigating alternative options in terms of software platforms available. The Coordinator Governance / Administration confirmed that officers have since received confirmation in writing from IT Vision that the system is currently unable to perform this function. The Chief Executive Officer further advised that it is not possible with the current system however often a development to the system is possible, subject to Council paying for this which can then be utilised by other local governments.
- A query was put forward as to whether it unusual for officer to disagree on a number of findings of the audit. The Chief Executive Officer advised that this is not unusual and there are only three key

Council Forum Meeting Notes  
**14 March 2018**



matters which officers do not agree with. It was further advised that timing was an issue from when the report was received and a response provided stating that there was a delay due to officers going on leave / Christmas period. The Chief Executive Officer advised that Council can use the audit to confirm whether it is comfortable with its system, processes and outcomes. If Council is not comfortable, or requires further detail to satisfy itself that the Councils customer service function is operating effectively, it can request staff to provide further evidence or determine actions to confirm this.

**11.3 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 16<sup>TH</sup> FEBRUARY 2018**

Clarification was sought in relation to:

- The reference to Sawyers Valley. The Executive Manager Community Services advised that this is an error and will be removed. Since the Forum Meeting, this has been corrected within the Community Safety Committee minutes and Ordinary Council meeting agenda.
- A lot of actions have been included and whether these are being achieved. The Executive Manager Community Services advised that these are being actioned. It was advised that this committee is very proactive and previously achieved most actions within 12-18 months. The Chief Executive Officer advised that a lot of actions are easy to achieve and are ticking along in the background.
- Whether this is a resource hungry plan. The Chief Executive Officer advised that a lot of actions are administrative and many would be occurring in any case. The Executive Manager Community Services also advised that the committee facilitates a lot of actions and programs which are coordinated by external agencies or groups.

**12. OFFICER REPORTS**

**12.1 CEO'S OFFICE**

**12.1.1 Policy G1.8 - Elected Member and Staff Interactions and Requests for Information**

Clarification was sought in relation to:

- Whether there is a need for the policy. The Chief Executive Officer advised that there has not been an issue historically or an apparent need to develop this policy, however it was an action from the Better Practice Review which was undertaken. The Chief Executive Officer

Council Forum Meeting Notes  
**14 March 2018**



- advised that this provides Council with the opportunity to improve and be proactive towards achieving best practice.
- Whether the draft policy is similar to other local governments. The Chief Executive Officer advised that officers have reviewed other local government's policies however these vary, with a number of local governments not having a policy in place.
  - Whether there are any occurrences where this policy may have been used in the past. The Chief Executive Officer confirmed that there are no occasions that can be recalled. It was advised that the policy is designed to provide guidance to Elected Members and staff in relation to the process.
  - The query was raised in relation to elected member interaction with staff being. The Chief Executive Officer advised that he encourages Elected Members to contact the Executive Manager if it is specific to their service area, rather than go to the CEO directly in the first instance, this is now formally supported in the proposed policy.
  - The Chief Executive Officer advised that officers are trying to ensure that the Council is a best practice local government and prefer to take the approach of dealing with a matter prior to an issue arising.
  - The wording for section 5.94 under the scope and whether this is applicable to Elected Members or public. It was confirmed that this is for the public however could be altered slightly in order to make this clear. Since the Council Forum Meeting this reference has been updated within the Ordinary Council Meeting agenda.
  - Reference to section 5.95 and whether this is applicable as it applies to the public. The Chief Executive Officer advised that this would be reviewed. Since the Council Forum Meeting this reference has been removed and updated within the Ordinary Council Meeting agenda. Advice has been provided to Cr Pollard who raised the query at the meeting, advising of the removal and that this was initially included to support the notion being put forward by that clause, however it is not required.

## **12.2 ENGINEERING SERVICES**

*Cr J E G Williams declared an "Impartiality" interest in item 12.2.1 - Perth Adelaide National Highway (Orange Route) - Network Assessment Comment and Endorsement as in its current proposed form the Orange Route will bring heavy vehicle traffic considerably closer to her home and business premises.*

### **12.2.1 Perth Adelaide National Highway (Orange Route) - Network Assessment Comment and Endorsement**

Clarification was sought in relation to:

- Whether the proposal is likely to proceed. The Chief Executive Officer advised that it has been discussed in a number of forums at state and



Council Forum Meeting Notes  
**14 March 2018**



federal government level however the project is a significant cost being approximately \$1.6 billion. The Executive Manager Engineering Services advised that Main Roads WA have been acquiring land over the past 30 years and is more likely than ever to go ahead, however given the scope and cost it would be a significant commitment by both State and Federal Governments.

- Whether there is anything that the officers are not comfortable with. The Executive Manager Engineering Services advised that nothing stands out however have raised with Main Roads WA that the possibility of the route being extended to Northam entrance. This is not detailed in the report or recommendations however.
- Whether the report is different to that provided in October 2017. The Executive Manager Engineering Services advised that there are some minor changes. It was advised that a dual carriage way is proposed and would be able to cater for heavy vehicles up to a Networks 7 to allow these to travel to the metropolitan area.
- How much influence the Council had over the proposal. The Chief Executive Officer advised that this would depend on the rationale for changes and whether Main Roads agreed that there was valid reason or cause for changes.
- What the grading is for heavy vehicles travelling east bound from the western side of the Shire (i.e. Network 7). The Executive Manager Engineering Services took the question on notice. Since the Council Forum meeting it has been confirmed that the RAV7 Network within the



Council Forum Meeting Notes  
**14 March 2018**



Shire ends at CBH and Yilgarn Ave Road Train Assembly Area. A map of the network is provided below:  
Ms Greenough departed the Council Chambers at 6:20pm.

### **12.3 DEVELOPMENT SERVICES**

#### **12.3.1 Request for Reconsideration – Proposed Advertising Sign at Lot 801 (3484) Great Eastern Highway, Copley**

Clarification was sought in relation to:

- A typographical error/wording in the last sentence prior to the recommendation. The Chief Executive Officer advised that this is a typographical error. This has been corrected within the Ordinary Council meeting agenda accordingly.
- The support provided by Main Roads WA for the existing sign and non-support for this application. The Executive Manager Development Services and Manager of Planning Services confirmed Main Roads WA's position in relation to the signage applications. It was advised that the written advice provided by Main Roads WA can be provided. This has been included within these Notes as Attachment 1 and 2. The Chief Executive Officer provided some clarification in respect to why Main Roads WA position had changed due to the crash data now available. It was further advised that the officer's recommendation is heavily based on Main Roads WA advice given it is their area of expertise. It was advised that it would not be worth consulting with them if their comments were not taken on board. The Manager of Planning Services further advised that increased signage may cause an over-proliferation of advertisements on the property and the broader locality causing a 'signage precinct' which will impact the amenity of the area.
- Whether the previous application was a variation of policy. The Executive Manager Development Services confirmed that the existing sign was a variation of policy due to being LED.
- Whether the tree referenced has been approved for removal. The Executive Manager Engineering Services advised that this would be subject to an application with Main Roads WA and officers are unsure whether this has been approved.
- Whether it would require an application if the rear side of the existing sign is used. The Chief Executive Officer advised that the angle of the existing sign would not allow for this, however could be argued in respect to whether it is a 'new' sign. It was further advised that if an additional structure is erected, it would be considered as a new sign and therefore require development approval.

Ms Greenough returned to the Council Chambers at 6:23pm.

One (1) member of the Gallery departed the Council Chambers at 6:28pm.

Council Forum Meeting Notes  
14 March 2018



Attachment 1

Main Roads WA - Support for existing sign

**From:** HARTLEY-WEST Janet (NM) [REDACTED]  
**Sent:** Friday, 8 September 2017 9:38 AM  
**To:** Kobus Nieuwoudt; Chadd Hunt  
**Subject:** I71299 - DVC Revised Report re. GEH Copley Review Lot 801 Great Eastern Highway Advertising Sign application

Chadd and Kobus

Main Roads has reviewed the revised report from DVC Consultants in relation to the proposed advertising sign to be located at SLK 58.6 and offers the following comments.

Main Roads is prepared to support the application with the following conditions:

As previously mentioned Main Roads is looking at road realignment and improvements in this area. Should the improvements affect the location of the sign it will be at the applicants cost and responsibility to remove and/or relocate the sign.

The sign will need to meet Main Roads Policy and Guidelines for Advertising Signs conditions in relation to luminance, transition and dwell time.

As previously discussed and highlighted in the revised report the actual crash rate has been calculated as 700 and is just under the average and critical crash rates of 731.6 and 733.5. Should the actual accident rate increase in the future Main Roads may remove its support for the advertising sign at this location.

Cheers Janet

Council Forum Meeting Notes  
14 March 2018



Attachment 2

Main Roads WA - Advice not supporting the application

**From:** HARTLEY-WEST Janet (NM) [REDACTED]  
**Sent:** Friday, 1 December 2017 9:20 AM  
**To:** Chadd Hunt  
**Cc:** Clinton Kleynhans  
**Subject:** 173678 - RE: Proposed Advertising Sign - Great Eastern Highway, Copley

Chadd

Main Roads WA has reviewed the attached application for a second advertising sign located in Lot 801 (3484) Great Eastern Highway, Copley.

Main Roads does not support the installation of the proposed advertising sign for the following reasons:

1. The accident history within 1km either side of the proposed location SLK 58.67 contains a total of 7 reported accidents including 1 Fatal, 1 Medical, 3 Property Damage only Major and 2 Property Damage Minor. The crash rate for this location calculated as per Appendix C of Main Roads Policy and Application Guidelines for Advertising Signs exceeds the average and critical crash rates for this section of highway.
2. Main Roads has confirmed with the applicant/land owner that they intend to replace the boundary fence along the boundary adjacent to Great Eastern Highway. This will more than likely involve the removal of the trees in the road reserve. The application for the second sign is to have the static sign located 80m north east of an existing sign because of the trees. As the trees are likely to be removed this will result in two signs within 80m of each other and does not meet the spacing requirements of Main Roads Policy

Please note that this sign application is amended to actually be back to back to the current sign and therefore located at SLK 58.6, the accident records now show 8 accidents within 1km of the sign including 1 Fatal and 1 medical pushing the existing crash rate above the average and critical crash rates as per MRWA policy. This location will be refused as well for the additional sign.

As discussed, last Friday between you, myself, Gren and Clinton we have taken this matter regarding the change in accident records up with the Manager Road Safety and a few others in Head Office. They are investigating how the change has occurred. They also advised that we need to assess the new application as a separate matter and use the accident records as recorded, therefore this application is not supported as it does not meet MRWA Crash Rate policy.

Main Roads has received a number of verbal complaints regarding the brightness of the existing sign. Would you please follow up with the sign owner for written confirmation that the sign is compliant with Main Roads Policy Appendix B Luminance and Illumination of Electronic Advertising signs. We need confirmation of the maximum luminance and that it complies with the specified levels particularly the commissioning levels.

Regards Janet

Council Forum Meeting Notes  
**14 March 2018**



**12.3.2 Proposed Change of Use to Restaurant – Tenancy 27, Northam Boulevard, 117 Fitzgerald Street, Northam**

Clarification was sought in relation to:

- The location of the site subject to the item. The Chief Executive Officer advised that this is T27 and is demonstrated on the revised plan within the attachments.

**12.3.3 Proposed Granny Flat at 78 Vivian St, Grass Valley**

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

**12.3.4 Application for Development Approval for Extensions to a Non-Conforming Use ('Single house') at Lot 87 (53) Hovea Crescent, Wundowie**

Clarification was sought in relation to:

- The zoning and use of the land. The Manager Planning Services clarified that the use of the land must not cease for more than six months in order for it to continue as that non-confirming use. If this occurs, it must then be used in accordance with the zoning of the land within the Local Planning Scheme No. 6. It was further queried that if it was not occupied as a house for more than this time, whether it was permitted to continue as a residential use. The Manager Planning Services advised that this is difficult to prove and is much easier when dealing with commercial matters.
- Whether any submissions were received. The Manager Planning Services confirmed that no submissions were received. This has been updated within the Ordinary Council meeting agenda accordingly.

Mr Nieuwoudt departed the Council Chambers at 6:45pm.

**12.4 CORPORATE SERVICES**

*Cr C L Davidson declared a "Proximity" interest in item 12.4.1 - Accounts & Statements of Accounts – February 2018 as invoice 782 for gate located next to 16 and 19 Brown Road which is currently owned by him and next to his two properties.*

The Chief Executive Officer advised that although a proximity interest is declared, Cr Davidson is not required to leave the meeting and can participate under section 5.63 of the Local Government Act 1995:

*5.63 Some interests need not be disclosed*

Council Forum Meeting Notes  
**14 March 2018**



- (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter —
- (c) an interest relating to —
  - (h) a prescribed interest.

*S21 (b) Local Government (Administration) Regulations*

*an interest (not being an interest referred to in section 5.63(1)) relating to the payment by the local government of money that the local government is legally obliged to pay;*

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

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

The following queries were raised and responded to prior to the Forum meeting:

Reference	\$	Details Reference	Question	Query By	Answer
28944	3500.00	Freshstart sausage sizzle - Aust Day	Quoted? Value for money? 1000 @ \$3.50?	Cr Pollard	Yes. The cost was to supply ingredients and cater for 500 x sausage sizzle and 500 x burgers
28951	1650.00	Training for 4 staff incl. Bev and Anast.	Bev and Anastasia repeated?	Cr Pollard	No, in total there was five staff, Bev, Anastasia, Vic, Kim and Nicole.
	1100.00	Training for 2 staff incl. Bev and Anast.			
28953	3839.00	J & A Builders - Amplimesh door repair	Value for money?	Cr Pollard	Market Value, works where for the replacement of the Amplimesh screen door (\$1,150) and replacement of chainlink fencing due to a break in, insurance claim pending
28980	2562.00	Perth Amusements - Aust Day	Value for money?	Cr Pollard	Yes. 3 quotes were received. Supplied were: 3 x amusement rides for 5 hours, associated staff to operate and manage rides, generator to supply power for the rides. Traditionally there is a surcharge levied for Public Holidays.

Council Forum Meeting Notes  
14 March 2018



Reference	\$	Details Reference	Question	Query By	Answer
29023	1080.00	Perth facepainting - Aust Day	Value for money?	Cr Pollard	Yes. This is standard rate for provision of these services. As a local supplier, additional costs for travel have not been incurred.
29034	2390.00	OSH training - 2 staff	Value for money?	Cr Pollard	Yes, market rates.
29044	5114.00	Ballooning plinth	Value for money?	Cr Pollard	Yes. Based on quotes received. 3 quotes were requested. 2 received. This was the cheapest quote, and they are a local supplier.
29072	6270.00	3 Marri trees "inside fenceline"	In Tamma Road Reserve? If adjacent property, on charged?	Cr Pollard	These trees needed to be removed to construct a drainage easement through private property.
29074	731.50	Andy's - replace washing machine tap	??	Cr Pollard	Total works related with this invoice included, replace washing machine taps and reseal and replace taps to shower at Kuringal unit and repairs to cistern flush at Wundowie toilets
29081	2497.00	Fuel load reductions - various	Invoiced to landowners?	Cr Pollard	Correct, as part of the firebreak infringement process
29086	6524.85	Replace driveway 15 Mitchell Ave	Why? Invoiced to landowner?	Cr Pollard	Crossover had been damaged due to stormwater entering from the road, due to the change in profile of the new footpath the existing crossover had to be modified. Resident to contribute \$2,000.
	1581,25	Crossover Lobelia	Ditto	Cr Pollard	Shire included in footpath works, agreement by Resident that crossover policy to apply for cost sharing.
34897	5178.44	Standpipe water use Bakers Hill	On charged or all firefighting use?	Cr Pollard	Some on charged, some BFB, some roadworks.
EFT28953	9/02/2018	J & A Building Pty Ltd	What is Amplimesh and where is this door?	Cr Antonio	Amplimesh is the new solid security door material, the damage occurred through a break-in at the Northam SES.

Council Forum Meeting Notes  
14 March 2018



Reference	\$	Details Reference	Question	Query By	Answer
EFT28942	9/02/2018	Fire Mitigation Services	Is this sort of cost charged back to Ratepayers?	Cr Antonio	No, this is part of the grant we received to undertake fuel reduction works throughout the Shire.
EFT29014	16/02/2018	Austral Mercantile Collections Pty Ltd	What amount of rates recovered would this sort of fee generate	Cr Antonio	34 properties with the majority of charges levied ranging from \$600 to \$700.
EFT29131	23/02/2018	Officeworks Superstores P/L	Could these sort of items be purchased locally?	Cr Antonio	No not in this case, however all stationary that can be purchased locally is.

**12.4.2 Financial Statement for the period ending 31<sup>st</sup> January 2018**

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

The following queries were raised and responded to prior to the Forum meeting:

Details Reference	Question	Query By	Answer
Purchase freehold land Boulevard	Cost ytd \$20k plus paid Feb \$175k. Budget \$175k so overspend by \$20k?	Cr Pollard	No, the 20k was the deposit for the land plus the survey costs, total payment for the land is 175k, the 175k payment in February included GST, additional costs related to the survey of the land have been incurred over adopted budget, however this will be reimbursed by the purchaser as per the contract (\$4,450)
Revenue - Health	Why is health income under budget?	Cr Antonio	Lower than anticipated reimbursements due to health fines and works orders (offset reduced expenditure)
Expenditure Items under budget	Note comments about many. Items under budget, mostly due to timing. If these were brought into account on time, would expenditure be over or under budget.	Cr Antonio	If these items had been brought to account I would expect that we would be close to YTD budget
Depreciation of Assets. Purchase of Assets	What has caused the difference in these two items?	Cr Antonio	The 2016/17 Fair value adjustments increased the value of Buildings pushing up depreciation, increases to BFB plant and equipment and new buildings have also pushed up depreciation
Net Current Assets YTD	What has caused the big difference in YTD?	Cr Antonio	Predominantly lower than anticipated expenditure on capital works YTD
C/fwd. road items	Are these likely to occur this year?	Cr Antonio	At this stage all the C/fwd road jobs are expected to be completed this financial year



Council Forum Meeting Notes  
**14 March 2018**



*Cr A J Mencshelyi declared an "Impartiality" interest in item 12.4.3 - Outstanding Debt, Railways Football Club as he knows the Treasurer of the Club and has discussed the debt issue while he has been a customer in his business. The extent of his interest is minimal and is seeking to participate in the matter under section 5.68 of the Act.*

*Cr C R Antonio declared an "Impartiality" interest in item 12.4.3 - Outstanding Debt, Railways Football Club as the Executives of Railways Football Club are known to him. He is distantly related to the author of the email from Railways Football Club.*

#### **12.4.3 Outstanding Debt, Railways Football Club**

The Executive Manager Corporate Services advised that it is likely that this item would be withdrawn as a result of recent discussions with the Club which indicated that they would be entering into a payment arrangement.

Clarification was sought in relation to:

- Whether the fees were the same and paid by Federals Football Club. The Executive Manager Corporate Services advised that the fees were the same and paid in full.
- Whether any letters were sent regarding the debt or only invoices and notices. The Executive Manager Corporate Services advised that he has had numerous conversations and meetings with the club and is his understanding that the lines of communication have been open.
- Which year's fees had been paid. The Executive Manager Corporate Services advised that the fees were paid up to 2013 and for the 2015 season. Some background was provided in relation to the invoicing and fees as outlined within the report. The Executive Manager Corporate Services advised that officers cannot find any objection on file to the fees or any valid reason for not paying these.
- The amount charged and the previous fee prior to moving to Henry Street Oval/Recreation Centre. The Chief Executive Officer advised that Council resolved on 19<sup>th</sup> December 2012 to charge \$7,000 each year which would be reviewed annually. It is understood that this fee was similar to the amount charged when they were located at Jubilee Pavilion.

#### **12.4.4 Proposed Dogs Amendment Local Law 2018**

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

#### **12.4.5 Extractive Industries Amendment Local Law 2017**

Clarification was sought in relation to:

Council Forum Meeting Notes  
**14 March 2018**



- Whether this should be referenced as 2017 or 2018 local law. The Executive Manager Corporate Services advised that this should be 2018. This has since been updated within the Ordinary Council meeting agenda accordingly.

**12.5 COMMUNITY SERVICES**

Nil.

One (1) member of the Gallery departed the Council Chambers at 6:56pm.

The Shire President advised that there would be a short intermission.

The meeting reconvened at 6:58pm.

Ms Greenough entered the meeting at 6:59pm.

**13. MATTERS BEHIND CLOSED DOORS**

**13.1 Proposed Purchase of Lot 1 Great Eastern Highway, Northam**

One (1) member of the Gallery returned to the Council Chambers at 7:05pm.

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

Nil.

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

Nil.

**16. DECLARATION OF CLOSURE**

The Shire President, Cr C R Antonio declared the meeting closed at 7:06pm.

9.3 NOTES FROM THE COUNCIL STRATEGIC COUNCIL MEETING HELD 28<sup>TH</sup>  
FEBRUARY 2018

RECOMMENDATION

That Council receive the notes from the Strategic Council meeting held Wednesday, 28<sup>th</sup> February 2018.

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

11. REPORTS OF COMMITTEE MEETINGS

*Cr C R Antonio declared an "Impartiality" interest in item 11.1 - Art Collection Committee Meeting Held on 15th February 2018 as one of the portraits is of his father, D R Antonio. One of the portraits is of his uncle, A J Antonio. Impartial as the gentleman in the photos are his relatives.*

11.1 ART COLLECTION COMMITTEE MEETING HELD ON 15<sup>TH</sup> FEBRUARY 2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Art Collection Committee meeting held Thursday, 15<sup>th</sup> February 2018.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Endorse the Art Collection Policy;
2. Dispose of the original photographic portraits from Attachment 2 as per its deaccessioning procedure with subject to the provision of Section 3.58 of the Local Government Act; and
3. Amend the Terms of Reference to give the Art Collection Committee the means to manage the display of the Art Collection.

Attachment 1



## Shire of Northam

### Minutes

### ART COLLECTION COMMITTEE

15 February 2018

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



### DISCLAIMER

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

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

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

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

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

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

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

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

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



### Contents

1.	DECLARATION OF OPENING.....	4
2.	ATTENDANCE.....	4
2.1	APOLOGIES.....	4
2.2	APPROVED LEAVE OF ABSENCE .....	4
3.	DISCLOSURE OF INTERESTS.....	4
4.	ELECTION OF A PRESIDING MEMBER.....	4
5.	CONFIRMATION OF MINUTES .....	5
5.1	COMMITTEE MEETING HELD THURSDAY 28 SEPTEMBER 2017 .....	5
6.	COMMITTEE REPORTS.....	6
6.1	ART COLLECTION POLICY .....	6
6.2	COUNCILLOR PORTRAITS .....	11
	With the portraits now in digital format, Officers can now take action to display or dispose of the portraits as the Committee sees fit. ....	16
	The process of deaccessioning the original pieces should be revisited once the Art Collections Policy has been formally endorsed. ....	16
6.3	UPDATE OF THE TERMS OF REFERENCE.....	18
7.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION .	23
8.	DATE OF NEXT MEETING .....	26
9.	DECLARATION OF CLOSURE.....	26

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



**1. DECLARATION OF OPENING**

Mr Ross Rayson declared the meeting open at 4.05pm

**2. ATTENDANCE**

**Committee:**

Cr Julie Williams  
Cr Steven Pollard  
Ms Trish Hamilton  
Mr Michael Letch

**Staff:**

Ross Rayson  
Jaime Hawkins  
Brooke Evans

**2.1 APOLOGIES**

Cr Michael Ryan  
Anita Franklin

**2.2 APPROVED LEAVE OF ABSENCE**

N/A

**3. DISCLOSURE OF INTERESTS**

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Councillor Portraits	6.2	Michael Letch	Impartiality	One of the portraits was of his father.

**4. ELECTION OF A 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.

Two nominations were received to elect Cr Steven Pollard as the Presiding Member. Cr Steven Pollard accepted the nomination. No Deputy Presiding Member was elected.

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



**5. CONFIRMATION OF MINUTES**

**5.1 COMMITTEE MEETING HELD THURSDAY 28 SEPTEMBER 2017**

COMMITTEE DECISION	
Minute No:	AR 075
Moved:	Mr Michael Letch
Seconded:	Ms Trish Hamilton
That Council receive the minutes from the Art Collection Committee meeting held Thursday, 28 September 2017 as a true and correct record of that meeting.	
CARRIED 5/0	



ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



**6. COMMITTEE REPORTS**

**6.1 ART COLLECTION POLICY**

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

**BRIEF**

Council officers are wishing to develop Policies and Procedures in order to provide a clear direction for the Shire of Northam's Art Collection development and management.

**ATTACHMENTS**

- Attachment 1: Draft Art Collections Policy  
Attachment 2: Draft Art Collections Procedures

**BACKGROUND / DETAILS**

The Art Collection Committee previously engaged in discussions regarding reviewing the collection and disposing of some pieces.

Shire Officers researched deaccessioning and disposal processes, including statutory and ethical considerations. The findings of this research led Officers to conclude that a Collection Management Policy should be developed and endorsed by the Art Collection Committee and Council.

Officers have developed a draft Art Collection Policy for consideration of the Arts Collection Committee. Additionally, draft Art Collection Procedures outlining processes on conservation, acquisition, donations, bequests, deaccession and disposal of artwork, have also been developed. These Procedures comply with all current regulations, as well as national and international codes of ethics, and regularly updated accordingly.

The draft policy is at attachment A. The Art Collection Management procedure is attached at Attachment B for information.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 2 Community Well Being

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



Outcome 2.2: There are a variety of recreation and leisure activities for all ages, across the Shire of Northam  
Theme Area 6: Governance and Leadership  
Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

**Financial / Resource Implications**

Council has an annual budget allocation for the ongoing management and maintenance of the art collection.

**Legislative Compliance**

N/A

**Policy Implications**

N/A

**Stakeholder Engagement / Consultation**

N/A

**Risk Implications**

N/A

**OFFICER'S COMMENT**

The adoption of the draft Policy for the management of the Shire of Northam Art Collection will assist the Committee and Officers through the provision of clear direction and to ensure continuity of management of the Collection and transition between future committee members and officers.

The Draft Procedures are in keeping with current national and international codes of ethics, particularly in relation to deaccession and disposal of artwork.

**DISCUSSION**

The Committee raised their concerns with the Policy that had been circulated to the Committee via email prior to the meeting.

- The term 'memorabilia': the Shire of Northam's Art Collection does not include any memorabilia. This is a term relevant to the Historical Society rather than the Art Collection.  
Mr Ross Rayson advised that at present this was correct, however for the purpose of the policy, at some point in time, memorabilia may come under the Council care.

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



- Spelling mistakes need to be corrected.
- 'Council holds the Art Collection in trust for the community.' The words 'in trust' should be removed from this sentence as this is not correct.
- Throughout the Policy the singular and plural of Art Collection is used. This should be consistent throughout and it was agreed that it should be referred to as singular.
- The definition of 'deaccession' should be added to the Policy.

Mr Ross Rayson advised that the discussed changes would be made.

<b>COMMITTEE DECISION</b>	
<b>Minute No:</b>	<b>AR 076</b>
<b>Moved:</b>	<b>Cr Julie Williams</b>
<b>Seconded:</b>	<b>Ms Trish Hamilton</b>
<b>That Council endorse the Art Collection Policy.</b>	
<b>CARRIED 5/0</b>	

ART COLLECTION COMMITTEE Meeting Minutes  
15 February 2018



ATTACHMENT 1



Shire of Northam Planning Policy Manual (Section 1)  
Policy

COMMUNITY SERVICES

Art Collection Policy

<i>Responsible Department</i>	Community Services
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	Shire of Northam Policy Manual Shire of Northam Record Keeping Plan
<i>Related Legislation</i>	Local Government Act 1995

OBJECTIVE

To provide a clear direction for the Shire of Northam's Art Collection development and management.

This policy is to be read in conjunction with the Shire of Northam's Art Collections Committee Terms of Reference and the Art Collections Procedures.

SCOPE

This policy applies to all Shire of Northam art works which includes public artworks, artworks, objects and memorabilia.

Definitions

**Public artwork:** works of art in any media that are planned and executed with the specific intention of being sited or staged in the physical public domain, usually outside and accessible to all.

**Artwork (also known as Work of Art or Art Piece):** a physical two or three dimensional object that is professionally determined or popularly considered to fulfil a primarily independent aesthetic function.

**Object (also known as Artefact):** something that is made or given shape by man, such as tools or decorative objects and which has cultural interest.

**Memorabilia (also known as memento or keepsake):** an object esteemed for its memory in connection to a specific event.

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



Shire of Northam Planning Policy Manual (Section 1)  
Policy

**POLICY**

Council holds the Art Collection in trust for the community. Council is responsible for the proper stewardship of this valuable asset and will provide maximum exposure, utilisation and benefits for the community and Council.

Council will maintain the Shire of Northam Art Collections Committee, subject to the Terms of Reference. As per the Terms of Reference the Shire of Northam Art Collections Committee will report to Council and make appropriate advice and recommendations in accordance to the Art Collections Procedures. These procedures cover:

- Conservation and Management
- Acquisition and Development
- Donations and Bequests
- Deaccession and Disposal
- Loans
- Public Access, Display and Exhibitions
- Public Art
- Objects and Memorabilia

## ATTACHMENT 2

# Shire of Northam Art Collection Procedures

1. Conservation and Management
  - a. The collection will be managed and documented by appropriately qualified staff.
  - b. Council will seek community and industry expertise to advise on the management of the collection. This expertise will be harnessed through the Shire of Northam Art Collections Committee, and other recognised visual arts, museum, and educational organisations.
  - c. The Shire of Northam Art Collections Committee will provide a report to Council on the valuation, insurance, conservation and maintenance of the collection. This report will make recommendations for budget allocation and conservation.
  - d. Budget allocations for the care and maintenance of the art collection will be in line with general asset management strategies and will be developed in consultation with these directives.
  - e. All works on display, in storage, in transit and on loan will be appropriately insured.
  - f. Public artwork and art on display will be accompanied by appropriate signage that acknowledges the artist and the name of the work.
2. Acquisition and Development
  - a. New acquisitions will consolidate the existing selection.
  - b. The Shire of Northam will not be bound to acquire any artwork or accept any donations.
  - c. All acquisitions will be made on the advice and recommendation of the Shire of Northam Art Collections Committee.
  - d. New acquisitions will primarily be from emerging and established artists living and working in the Shire of Northam and surrounding districts.
  - e. Consideration will be given to public safety, display, storage, conservation and transport issues of a potential acquisition.
  - f. Artwork acquisition and donation, including public art will be considered based on the following criteria:
    - i. Excellence – quality of design and execution based on conceptual rationale and innovation;
    - ii. Diversity – range of media catering to a diverse audience;
    - iii. Originality – essence of artwork not copying an existing one;
    - iv. Feasibility – affordability and long-term cultural value or investment potential;
    - v. Location – appropriateness of the work to the chosen site including integration with landscaping and architecture;
    - vi. Conservation – durability, robustness and ongoing maintenance requirements;

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



- vii. Interpretation – works that reflect the Shire's history, culture or sense of place;
  - viii. Public safety – ensuring there is no unacceptable level of risk associated with any public art proposal;
  - ix. Useful life – ephemeral or permanent;
  - x. Interaction – encourages audience participation.
  - g. The following themes will be the main focus for future direction of the collection. Priority acquisition will be given to filling "gaps" in the collection to ensure a comprehensive body of work across these themes.
    - i. Shire of Northam natural and built environment;
    - ii. Shire of Northam heritage;
  - h. Recommendations for the purchase of artwork can be made by Council, Chief Executive Officer, Executive Manager of Community Services and the Shire of Northam Art Collections Committee.
  - i. The Chief Executive Officer or Executive Manager of Community Services may approve the purchase of acquisitions of artworks within the available adopted budget funds, after consultation with the Shire of Northam Art Collections Committee.
  - j. The winning artwork from the Shire of Northam Art Award will be acquisitioned. Acquisitions of other artworks from the art award and exhibition will be made in accordance to Procedure 2.
3. Donations and Requests
- a. Every effort should be made to encourage gifts of works to enhance the Council's collection consistent with these procedures.
  - b. At the time of acquisition the costs associated with conservation, restoration, preparation, presentation and storage will be estimated and considered as part of the cost of acquiring the work.
  - c. Conditional gifts will be discouraged, and other than in exceptional circumstances, donors of works of art will relinquish all rights, except copyright, to the object, if the donor is the copyright holder.
4. Deaccession and Disposal
- a. The Shire of Northam retains the right to dispose of artworks if they are deemed unsuitable at any stage.
  - b. Recommendations for the disposal of any artwork will be the responsibility of the Shire of Northam Art Collections Committee.
  - c. Work will be deaccessioned in accordance with section 3.58 of the Local Government Act 1995 – Disposing of Property.
  - d. Works will be considered for deaccessioning and disposal based on the following Criteria:
    - i. The artwork is in poor condition or damaged beyond reasonable repair;
    - ii. Do not meet the requirements of Procedure 2. Acquisition and Development;
    - iii. The artwork is a duplicate;
    - iv. The artwork can no longer be suitably stored by the Council;

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



- v. The item should be returned to the Aboriginal, Torres Strait or other community group from which it came;
  - vi. The original owner/donor's relative has proven legal title to it.
  - e. Where a work has been nominated for removal from the Art Collection it will be fully documented before disposal including:
    - Accession number (if one exists) and description;
    - Provenance;
    - Advice of legal status of the object;
    - Reason for deaccession;
    - Value;
    - Any additional information from advisors.
  - f. The method of disposal of the artwork will be attempted in the following order:
    - i. Return the work to the donor, or the donor's nearest living relative;
    - ii. Transfer the object to another not for profit collecting institution;
    - iii. Exchange with another not for profit collecting institution;
    - iv. Selling at a public auction;
    - v. Destroying the artwork if beyond preservation.
  - g. Procedure 4.f.iv. will only be applied after the Council can demonstrate that it has offered the deaccessioned artwork to the donor and/or other collecting institutions.
  - h. In the event of procedure 4.f.iv. being applied, members of the Shire of Northam Art Collections Committee, Council, the Chief Executive Officer and the Executive Manager of Community Services should not be allowed to purchase deaccessioned works.
  - i. Where the works have been offered for sale, the funds obtained are to be employed to purchase future acquisitions.
5. Loans
- a. The Shire of Northam will not accept permanent or indefinite loans, inwards or outwards.
  - b. All loans will be for a fixed time and will be documented on a loans register.
  - c. A Memorandum of Understanding will be drawn up between the Shire of Northam and the party wishing to loan the work to or from the Shire, outlining the terms and responsibilities of the loan.
  - d. Costs associated with transport and installation of the artwork will be the responsibility of the lender.
  - e. All loans are to be insured and properly cared for in keeping with the standards outlined in these procedures.
6. Public Access, Display and Exhibitions
- a. The collection will be documented and information made available to the public.
  - b. The collection will be exposed to as wide an audience as possible, and this may encompass the use of temporary displays in appropriate public places, including Council buildings and facilities.



ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



- c. The possibility of work from the collection being included in travelling exhibitions will be considered subject to appropriate loan agreements being reached as per procedure 5.
  - d. Display of artwork in Council buildings and facilities is at the discretion of the Shire of Northam Art Collections Committee.
7. Public Art
- a. Artwork commissioned or acquired for the outdoors, such as a sculpture or built form, will be included as part of the Shire of Northam Art Collection.
  - b. Public art sites should be significant or strategically important public places, with visibility and/or accessibility and the site must be in public ownership. Sites that may be selected should be:
    - Highly visible to the community
    - Places of high pedestrian activity
    - Places of high recreational activity
    - Places of civic importance and/or cultural significance.
  - c. Public art will be acquired either by acquisition, commission or bequest.
  - d. Public artworks are to be robust in nature, needing minimal maintenance over the first 10 year period, except where a temporary installation work is specifically commissioned.
8. Objects and Memorabilia
- a. The Shire of Northam Art Collection will encompass relevant heritage objects and memorabilia material, a repository for unique and significant resources relating to the natural and social environment within the Shire of Northam.
  - b. The function of the collection for objects and memorabilia is to allow interpretation of a regional resource to promote education, enjoyment and community participation.

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



**6.2 COUNCILLOR PORTRAITS**

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

**BRIEF**

The Arts Collection Committee wish to reach a conclusion on the method of display of past Councillor Portraits. With the view to deaccession the original individual portraits.

**ATTACHMENTS**

- Attachment 1: Thumbnail photographs of past Councillor Portraits (to be provided at meeting)
- Attachment 2: List of the photographs included in the Councillor Portraits Gallery

**BACKGROUND / DETAILS**

The display of Councillor Portraits was tabled at an Arts Collection Meeting on 5 May 2016. It was suggested that the portraits be scaled down and displayed in one frame, and then a decision be made regarding the original pieces.

The original portraits have since been photographed to high resolution, excluding one which remains missing. These digital images of the portraits are now in the possession of the Shire of Northam.

Previous suggestions of what to do with the original pieces include gifting the portraits to the family of the Councillor or donating them to Main Roads for their historical records.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

- Theme Area 2: Community Well Being
- Outcome 2.2: There are a variety of recreation and leisure activities for all ages, across the Shire of Northam
- Theme Area 6: Governance and Leadership
- Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

ART COLLECTION COMMITTEE Meeting Minutes  
15 February 2018

**Financial / Resource Implications**

There is a budget allocation for the management of the art collection.

**Legislative Compliance**

N/A.

**Policy Implications**

N/A.

**Stakeholder Engagement / Consultation**

N/A.

**Risk Implications**

N/A.

**OFFICER'S COMMENT**

With the portraits now in digital format, Officers can now take action to display or dispose of the portraits as the Committee sees fit.

The process of deaccessioning the original pieces should be revisited once the Art Collections Policy has been formally endorsed.

Officers are recommending that the portraits be disposed of. Previous suggestions for this included gifting the portraits to the family of the Councillor/s or donating them to Main Roads for their historical records.

**DISCUSSION**

Mr Ross Rayson advised that all but one item of the Councillor Portraits Gallery have been located. An additional item has been added to the list provided; a portrait of Mr Doug Morgan. All the portraits have been photographed and will be framed together.

A number of the portraits are in poor condition and will have to be repaired. It is yet to be determined whether these items should be part of the state archives.

It is planned that the portraits will be returned to the families.

Cr Steven Pollard advised that there is a procedure outlined in Section 3.58 of the Local Government Act for disposing of property, this will determine the way in which the portraits will be deaccessioned.

ART COLLECTION COMMITTEE Meeting Minutes  
15 February 2018



**COMMITTEE DECISION**

**Minute No:** AR 077

**Moved:** Mr Ross Rayson

**Seconded:** Mr Michael Letch

That Council dispose of the original photographic portraits from Attachment 2 as per its deaccessioning procedure with subject to the provision of Section 3.58 of the Local Government Act.

CARRIED 5/0

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



**ATTACHMENT 1**



ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



**ATTACHMENT 2**

Minute: AR.044

Moved: Ms Anne Ashman  
Seconded: Cr Ulo Rumjantsev

That the photographing of the images listed below be undertaken at a cost of \$35.00 per image, totalling a cost of \$560.00.

1. Herbert William Hancock esq by C.M. Nixon (Northam), Not Dated
2. Charles Edward Dempster esq by C.M. Nixon (Northam), Not Dated
3. David Thomas Morrell esq 1900-1907 C.M. Nixon (Northam)
4. Patrick O'Driscoll esq 1921-1924 by C.M. Nixon (Northam)
5. John Michael Carroll esq 1913-1921 by C.M. Nixon (Northam)
6. John Taylor Cooke esq by C.M. Nixon (Northam), Not Dated
7. James Wilkerson esq 1877-1900 by C.M. Nixon (Northam)
8. William Simon Dempster esq 1876-1892 by C.M. Nixon (Northam)
9. Jacob Delmage esq 1873-1876 by C.M. Nixon (Northam)
10. I.J. (Jenny) Sheehan – President – 1996-2001, Artist Unknown
11. David Ross Antonio – President – 1978-1996, Artist Unknown
12. A.W. (Bert) Llewellyn – Shire of Northam President – 2001-?, Artist Unknown
13. A.J. Antonio esq – Chairman – 1959-1976, Framed by Chris Brown at The Works in Northam
14. Edward Alfred Letch – Chairman – 1924-1940, Framed by Chris Brown at The Works in Northam
15. C.W. Martin – Chairman – 1940-1946, Framed by Chris Brown at The Works in Northam
16. Sketch of TAE Letch, Not dated, by Anne Ashman

CARRIED 5/0

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



**6.3 UPDATE OF THE TERMS OF REFERENCE**

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

**BRIEF**

**ATTACHMENTS**

Attachment 1: Draft Amended Terms of Reference

**BACKGROUND / DETAILS**

Officers have reviewed the Art Collection Committee Terms of Reference as per the draft at attachment 1.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

- Theme Area 2 Community Well Being
- Outcome 2.2 There are a variety of recreation and leisure activities for all ages, across the Shire of Northam
- Theme Area 6: Governance and Leadership
- Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.
- Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.

**Financial / Resource Implications**

There is a budget allocation for the management of the art collection

**Legislative Compliance**

N/A

**Policy Implications**

N/A

**Stakeholder Engagement / Consultation**

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



N/A

**Risk Implications**

N/A

**OFFICER'S COMMENT**

Officers have provided some amendments to the Terms of Reference, in the areas of membership of the committee, and the duties and responsibilities of the committee. Additionally, an AVAS representative has been added to the committee membership.

**DISCUSSION**

Mr Michael Letch advised that the Art Collection Committee has been operating outside the Terms of Reference. The Terms of Reference should be broadened to state, 'All matters to do with the art collection and associated matters' or 'All matters pertaining to art.'

Further to this, it was suggested that the word Collection be removed from the title of the Committee.

Name suggestions:

'Art Committee'

'Art Advisory Committee'

Cr Steven Pollard pointed out that the Terms of Reference included 'principal of displaying out.' However, he wasn't sure that the current display is sufficient. Mr Michael Letch advised that he felt the paintings needed to be displayed in schools, the library and banks.

Mr Ross Rayson advised that it was resolved at the last meeting that another Art Exhibition be held and that the art works should not be placed where they aren't manned for reasons of damage and theft. There have been previous discussions about loaning the art works to businesses, however the issue of insurance remains unsolved.

Cr Steven Pollard believes that one display/exhibition per year is insufficient. Mr Michael Letch added that only a third of the collection is displayed during an exhibition and only approximately 200 people come through, therefore a rolling display of the collection in Shire owned spaces should be organised.

Cr Steven Pollard advised that the Terms of Reference should be amended to include 'Committee to make recommendation regarding the display of the collection'.



ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



Mr Ross Rayson advised that there were a number of things to consider when displaying the collection, including:

- Who is going to do the regular changes of the rolling display;
- Does the Council need to consider a permanent space to hang the whole collection, through a long term strategic plan;
- Unmanned buildings have a potential for theft and damage; and
- Who insures the art works if they aren't hung in Shire buildings.

Cr Steven Pollard questioned the value of the paintings to determine the cost of any potential damage and theft. The valuation list for the Art Collection would be sent to Cr Steven Pollard.

**COMMITTEE DECISION**

**Minute No: AR 078**

**Moved: Mr Michael Letch**

**Seconded: Ms Trish Hamilton**

**That Council amend the Terms of Reference to give the Art Collection Committee the means to manage the display of the Art Collection.**

**CARRIED 4/1**

ART COLLECTION COMMITTEE Meeting Minutes  
15 February 2018



**ATTACHMENT 1**

*Shire of Northam Art Collection Committee Terms of Reference 2017 to 2019*

**TERMS OF REFERENCE**

**SHIRE OF NORTHAM ART COLLECTION COMMITTEE**

**1. Objectives of the Shire of Northam Art Collection Committee**

The primary objective of the Shire of Northam Art Collection Committee is to make recommendations to Council and Chief Executive Officer on the composition of the Shire of Northam's Art Collection.

**2. Powers of the Shire of Northam Art Collection Committee**

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

**3. Membership**

The committee shall consist of elected members, designated Shire of Northam employees and community members as follows:

- Three (3) Elected Members;
- One (1) Representative from Avon Valley Art Society (AVAS)
- Up to two (2) community representatives (to be invited by way of public advertisement).
- Chief Executive Officer or nominated representative, i.e Executive Manager Community Services

All members have full voting rights.

**4. Meetings**

The committee shall meet as and when required.

Additional meetings shall be convened at the discretion of the presiding member.

**5. Reporting**

Minutes and recommendations of each committee meeting shall be presented to the next Ordinary Meeting of the Council.

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



*Shire of Northam Art Collection Committee Terms of Reference 2017 to 2019*

**6. Duties and Responsibilities**

The duties and responsibilities of the Committee will be to make recommendations to Council in regard to:-

- Care of the collection;
- 
- To make recommendation to Council in regard to the acquisition and/or disposal of works from the Shire's collection;
- Recommend Policy changes relating to the future direction of the collection.

**7. Tenure of Membership**

Shall be in accordance with the Local Government Act, section 5.11.

**8. Committee**

**8.1 Chairperson**

The members shall appoint the Chairperson.

**8.2 Secretary**

As appointed by the Executive Manager Community Services.

**8.3 Quorum**

The quorum at any meeting shall be half plus one of the number of officers. Therefore the number for a Quorum shall be four (4) voting members.

**8.4 Voting**

Shall be in accordance with the Local Government Act, Section 5.21

**8.5 Minutes**

Shall be in accordance with the Local Government Act, Section 5.22.

**8.6 Who Acts If No Presiding Member**

Shall be in accordance with the Local Government Act, Section 5.14.

**8.7 Meetings**

Meetings shall be generally open to the public pursuant to Section 5.23 of the Local Government Act and include question time for members of the pursuant to Section 5.24 of the Local Government Act.

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



*Shire of Northam Art Collection Committee Terms of Reference 2017 to 2019*

**8.8 Members Interests to be Disclosed**

Members of the Committee are bound by the provisions of the Local Government Act Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

**8.9 Code of Conduct**

Members of the committee are bound by Council's Code of Conduct.

ART COLLECTION COMMITTEE Meeting Minutes  
**15 February 2018**



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

Procedure for the Art Collection

The Committee expressed concerns that a number of the items included in the Procedure provided should be included in the Policy instead.

Mr Ross Rayson advised that the Officers would review both the procedure and policy and circulate updated documents via email. If the Committee were satisfied with the changes, the amended Policy would be put forward to Council.

**8. DATE OF NEXT MEETING**

The next meeting of the Shire of Northam's Art Collection Committee is to be held in the Shire's Council Chambers at 4:00pm on Thursday the 19<sup>th</sup> of April 2018.

**9. DECLARATION OF CLOSURE**

There being no further business, Cr Steven Pollard declared the meeting closed at 5:25pm.

"I certify that the Minutes of the Northam Art Committee held on Thursday, 15<sup>th</sup> February 2018 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date

11.2 AUDIT COMMITTEE MEETING HELD ON 8<sup>TH</sup> MARCH 2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Audit Committee meeting held Thursday, 8<sup>th</sup> March 2018.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Adopt the Audit Compliance Return 2017 as attached for submission to the Department of Local Government and Communities;
2. Receives the outstanding rates report; and
3. Receives the Customer Service Audit 2017 as attached and request an update on the implementation of recommendations/comments at the end of six (6) months to track progress.

Attachment 1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Audit Committee Meeting**

**8 March 2018**

Audit Committee Meeting Minutes  
8 March 2018



### DISCLAIMER

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

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

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

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

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

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

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

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



Audit Committee Meeting Minutes  
**8 March 2018**



### Contents

1.	DECLARATION OF OPENING.....	4
2.	ATTENDANCE.....	4
2.1	APOLOGIES.....	4
2.2	APPROVED LEAVE OF ABSENCE.....	4
3.	DISCLOSURE OF INTERESTS.....	4
4.	CONFIRMATION OF MINUTES.....	4
4.1	COMMITTEE MEETING HELD 13 <sup>TH</sup> NOVEMBER 2017.....	4
5.	COMMITTEE REPORTS.....	5
5.1	COMPLIANCE AUDIT RETURN.....	5
5.2	RATES RECOVERY.....	18
5.3	CUSTOMER SERVICE AUDIT.....	24
6.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION.....	63
7.	DATE OF NEXT MEETING.....	63
8.	DECLARATION OF CLOSURE.....	63

Audit Committee Meeting Minutes  
**8 March 2018**



## 1. DECLARATION OF OPENING

The Presiding Member, Cr C R Antonio declared the meeting open at 4:28pm.

## 2. ATTENDANCE

### Committee:

Shire President  
Councillors

Cr C R Antonio  
Cr A J Mencshelyi  
Cr J Proud

### Staff:

Chief Executive Officer  
Executive Manager Corporate Services  
Executive Assistant – CEO  
Coordinator Governance / Administration  
Rates Officer

J B Whiteaker  
C Young  
A C Maxwell  
C F Greenough  
C Redmond

### 2.1 APOLOGIES

Nil.

### 2.2 APPROVED LEAVE OF ABSENCE

Cr C L Davidson has been granted leave of absence from 22<sup>nd</sup> February 2018 to 31<sup>st</sup> March 2018 (inclusive).

## 3. DISCLOSURE OF INTERESTS

Nil.

## 4. CONFIRMATION OF MINUTES

### 4.1 COMMITTEE MEETING HELD 13<sup>TH</sup> NOVEMBER 2017

#### RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.092

Moved: Cr Mencshelyi

Seconded: Cr Proud

That the minutes of the Audit Committee meeting held on Monday, 13<sup>th</sup> November 2017 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

Audit Committee Meeting Minutes  
8 March 2018



## 5. COMMITTEE REPORTS

### 5.1 COMPLIANCE AUDIT RETURN

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

#### BRIEF

This report is for Council to adopt the Compliance Audit Return (CAR) for 2017.

#### ATTACHMENTS

Attachment 1: Compliance Audit Return 2017.

#### BACKGROUND / DETAILS

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

The Compliance Audit Return must be:

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

In relation to the year 2017 a copy of the return is to be submitted for Councillor's perusal, comment and adoption by Council prior to 31 March 2018. It is necessary for the Shire President and the Chief Executive Officer to sign off the return as a certified copy.

The 2017 Compliance Audit Return has been completed in house, with the CEO and senior staff 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

Audit Committee Meeting Minutes  
**8 March 2018**



the Shire's emphasis on improving its good governance, compliance, and best practice.

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

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

#### Financial / Resource Implications

N/A.

#### Legislative Compliance

- *Local Government Act 1995;*
- *Local Government (Functions and General) Regulations 1996;*
- *Local Government (Administration) Regulations 1996;*
- *Local Government (Elections) Regulations 1997;*
- *Local Government (Audit) Regulations 1996;*
- *Local Government (Rules of Conduct) Regulations 2007.*

#### Policy Implications

N/A

#### Stakeholder Engagement / Consultation

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

#### Risk Implications

The Compliance Audit Return reviews Council's compliance with legislation and assists in minimising risk.

### OFFICER'S COMMENT

The standard of compliance in 2017 was exemplary. For context purposes, in 2014 compliance had improved only marginally from previous years with an achievement of 89% compliance. In 2015 non-compliance or partial non-compliance related to only two out of 87 items included in the Compliance Return.

In the 2016 one error occurred which related to human error, failing to complete the requirements of advertising a Regional Price Policy prior to adoption of the policy. The Shire intends to negate any future errors by including in the Policy a requirement to advertise as per the LG Act.

Audit Committee Meeting Minutes  
**8 March 2018**



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

The Shire has achieved 100% compliance in the 2017 Compliance Audit.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.093**

**Moved: Cr Proud**

**Seconded: Cr Mencshelyi**

**That Council adopt the Audit Compliance Return 2017 as attached for submission to the Department of Local Government and Communities**

**CARRIED 3/0**

Discussion

Ms Greenough provided an overview of the Compliance Audit Return (CAR) Process and how this is undertaken (undertaken by Ms Greenough and reviewed by key Officers and the Executive Managers).

Audit Committee Meeting Minutes  
8 March 2018



Attachment 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit: Return



Department of  
Local Government, Sport  
and Cultural Industries

Northam - Compliance Audit Return 2017

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

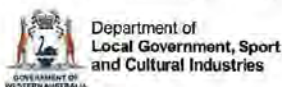
Commercial Enterprises by Local Governments

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 2017.	N/A	Northam has not undertaken any major trading in 2017.	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 2017.	N/A	Northam has not undertaken any major trading in 2017.	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 2017.	N/A	Northam has not undertaken any major trading in 2017.	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 2017.	N/A	Northam has not undertaken any major trading in 2017.	Cheryl Greenough
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A	Northam has not undertaken any major trading in 2017.	Cheryl Greenough

Audit Committee Meeting Minutes  
8 March 2018



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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	As above	Cheryl Greenough
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A	As above	Cheryl Greenough
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A	As above	Cheryl Greenough
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 financial year.	N/A	No committees have delegated authority	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
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		Cheryl Greenough
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A	None were revoked or amended	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 2016/2017 financial year.	Yes		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		Cheryl Greenough

Disclosure of Interest

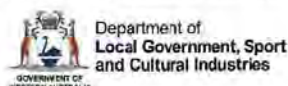
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals 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		Cheryl Greenough

2 of 10.

Audit Committee Meeting Minutes  
8 March 2018



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
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		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		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		Cheryl Greenough
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes		Cheryl Greenough
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	Yes		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		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		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		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		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.	Yes		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		Cheryl Greenough

3 of 10



Audit Committee Meeting Minutes  
8 March 2018



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
Local Government, Sport  
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
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		Cheryl Greenough
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Cheryl Greenough

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		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		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.	Yes		Cheryl Greenough

Finance

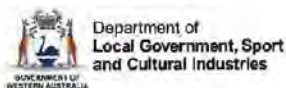
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Cheryl Greenough
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	Does not have delegated authority	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

4 of 10

Audit Committee Meeting Minutes  
8 March 2018



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 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 the financial year ended 30 June 2017 received by the local government by 31 December 2017.	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
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

5 of 10

Audit Committee Meeting Minutes  
8 March 2018



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
Local Government, Sport  
and Cultural Industries

**Integrated Planning and Reporting**

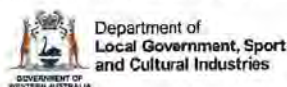
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	16/8/17	CHERYL GREENOUGH
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		CHERYL GREENOUGH
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	16/8/17	CHERYL GREENOUGH
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		CHERYL GREENOUGH
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	25/1/17 adopted update was to cover roads, footpaths, bridges and drainage.	Cheryl Greenough
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	15/3/17 C2980	Cheryl Greenough
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Was adopted 15/3/17 This document is now under review.	Cheryl Greenough

8 of 10

Audit Committee Meeting Minutes  
8 March 2018



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



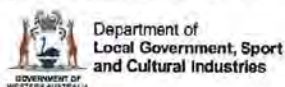
Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A	CEO has been employed for 5 years.	Cheryl Greenough
2	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.	N/A		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.	N/A	No new senior staff have been employed in 2017.	Cheryl Greenough
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.	Yes	Executive Manager Corporate Services	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).	Yes		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.	Yes		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.	Yes		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.	Yes		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).	Yes		Cheryl Greenough

7 of 10

Audit Committee Meeting Minutes  
8 March 2018



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Tenders for Providing Goods and Services

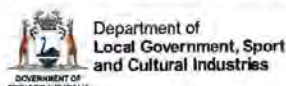
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration 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		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.	N/A		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		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.	Yes		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
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		CHERYL GREENOUGH
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Cheryl Greenough

8 of 10

Audit Committee Meeting Minutes  
8 March 2018



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
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.	Yes		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.	N/A		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.	N/A		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.	N/A		CHERYL GREENOUGH
18	F&G Reg 24AD(6)	If the local government 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		CHERYL GREENOUGH
20	F&G Reg 24AH(3)	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.	N/A		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.	N/A		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.	N/A		CHERYL GREENOUGH

9 of 10

Audit Committee Meeting Minutes  
8 March 2018



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
Local Government, Sport  
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
23	F&G Reg 24E	When 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).	Yes		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.	Yes		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		Cheryl Greenough

I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, Northam

\_\_\_\_\_  
Signed CEO, Northam

Audit Committee Meeting Minutes  
8 March 2018



**5.2 RATES RECOVERY**

<b>Address:</b>	Various
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	N/A
<b>Reporting Officer:</b>	Codey Redmond Rates Officer
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

**BRIEF**

This report is to advise the Council/Audit committee of the current level of outstanding rates and the current action in place to recover them.

**ATTACHMENTS**

Nil.

**BACKGROUND / DETAILS**

The following table provides a summary in relation to the number and type of rateable properties in the Shire of Northam:

<b>RATE CATEGORY</b>	<b>NO OF PROPERTIES</b>
AG - Local	440
AG - Reg	332
Differential - GRV	4,205
Small Rural Holdings	93
UV to GRV - Differential GRV	11
UV to GRV - GRV	1,008
<b>Total Rateable Properties</b>	<b>6,089</b>
Non-Rateable	716
<b>Total Properties</b>	<b>6,805</b>

The following table provides a summary in relation to the debt outstanding:



Audit Committee Meeting Minutes  
8 March 2018



	Current Year	Previous Year	2 Years Outstanding	3 Years Outstanding Or Greater	Total
<b>Rates</b>	1,646,094.85	356,349.17	185,622.38	448,098.72	2,636,165.12
<b>Fees, Services &amp; charges</b>	242,391.52	169,578.18	96,097.52	290,074.78	798,142.00
<b>TOTAL</b>	<b>1,888,486.37</b>	<b>525,927.35</b>	<b>281,719.90</b>	<b>738,173.50</b>	<b>3,434,307.12</b>

The Shire of Northam is aware of financial pressures which are currently being experienced within the community. This is being reflected by a significant increase in outstanding rates at the end of financial years.

High levels of outstanding rate debt can indicate a range of issues, including affordability and historically poor debt recovery processes. As such it is the priority of Council to ensure that the current increasing trend is reversed through the current debt recovery process, ensuring that all possible avenues are used to reduce the debt including;

- o The promotion of payment plans for those residents in financial hardship
- o Reminding overdue ratepayers that legal action could commence, and
- o Commencing legal action where necessary

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 6: Governance & Leadership

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

**Financial / Resource Implications**

The Shire will be responsible for the upfront payment of legal costs for overdue assessments which are referred to the Shire's debt recovery agent for recovery action through the Magistrate's Court. Under the provisions of section 6.56 of the *Local Government Act 1995* these costs are recoverable from the ratepayers involved – the individual amounts are added to the assessments as soon as the costs have been incurred.

**Legislative Compliance**

The *Local Government Act 1995*, Section 6.56(1) allows a Council to recover money owed to the Council and associated costs:

**6.56. (1)** *If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.*

Audit Committee Meeting Minutes  
8 March 2018



**Policy Implications**

Nil.

**Stakeholder Engagement / Consultation**

Rates Notice issued, Final Notice Issued, additional notice or letter and/or telephone call may be made by the Rates Officer. If there is no response, unpaid assessments are then referred to the Shire's debt recovery agent (Austral) – which starts the process with a Letter of Demand.

**Risk Implications**

If outstanding debt continues to increase, Council cash flows will be impacted.

**OFFICER'S COMMENT**

In an effort to maximise recovery of outstanding rates and charges and reduce overall rate debt, the Shire has been developing strategies to address the issue.

If Ratepayers, who are unable to pay by either of the Instalment options shown on their Rate Notice, make contact with us, we encourage them to make an alternative payment arrangement. This allows them to pay their rates over time by weekly or fortnightly payments.

For the 2017/2018 financial year we have placed a stronger importance on the timing of the letters we have sent and their due dates. Final Notices were sent in October 2017, 3 weeks after the rates were due to be paid. At this point we began an additional process of contacting the overdue ratepayers where possible and try to get a payment arrangement in place if they were unable to pay in full.

In early November, a month after the Final Notice was sent, all overdue Ratepayers with no payment arrangement in place and with overdue rates in excess of \$1,000 were referred to Austral. A Letter of Demand was then sent by Austral to advise that legal action was imminent if the letter was not responded to.

Additional resources were committed to the process of obtaining and/or confirming postal addresses and other contact details (telephone and/or email) in an effort to ensure ratepayers were aware of the debt and the consequences of non-payment. Starting from the first week in January and going forward in small batches we have begun to issue legal action against ratepayers who we have been unable to contact or who have made no arrangements to pay.

Legal action will continue on ratepayers who have still not paid 14 days after the bailiff has served the Claim, or made arrangements to pay. Default

Audit Committee Meeting Minutes  
**8 March 2018**



Judgment from the Court is obtained and Austral is then requested to proceed to issue a Property Seizure & Sale Order (PSSO) through the Court. Once issued, a PSSO authorises a Bailiff to identify and seize any freehold goods owned by the ratepayer/s. Any seized goods, if payment is not forthcoming, could be auctioned, with the proceeds coming to the Shire.

If the Bailiff cannot locate any freehold goods to the value of the rates debt, the PSSO can then proceed against the ratepayer's land, with the Bailiff then taking the necessary steps to potentially auction the rateable property.

In addition to recovering the current outstanding, we are also looking to resolve issues with the following properties with several years' outstanding rates which for various reason we have not been able to recover:

- A15862 - A15881 (20 lots) - \$157,101.67 – an incomplete subdivision in Bakers Hill owned by deregistered company. We have tracked down and contacted the last mortgagee, who has confirmed they are also trying to recover funds on this subdivision and are taking steps to have titles issued so they can proceed to sale. We have forwarded the accounts to this mortgagee however they have not paid them or indicated they intend to pay them. If the mortgagee is unwilling to pay, the next step will be to organise the sale however contact with the mortgagee is a required step for taking legal action against a deregistered company.
- A16091, A16090, A16032, A16022 (25 Lots) - \$20,276.33 – a subdivision in Spencers Brook owned by a deregistered company. We are considering proceeding with action under section 6.64 of the *Local Government Act 1995* which would result in the transfer of the land to the Shire or the Crown (some lots have no road access and are on the edge of a floodplain). Officers have contacted several of the mortgagees-in-possession (different lots have different mortgagees), although there is an added difficulty as the mortgagees vary from lot to lot and there are at least 5 parties who need to be contacted. Through our conversations or meetings with the mortgagees we have also discussed the possibility of them joining forces to amalgamate the lots in the subdivision back to a single lot to be used and/or sold as farmland due to constraints on this land. Several of the parcels were recently offered for sale by a mortgagee but we have confirmed that all potential buyers have withdrawn their interest in the land to these encumbrances.
- A15423 - \$12,908.27– a foreign investment property which has been all but abandoned by the owners who live in France. We have contacted the owners who advised that the land has been listed for sale. The local real estate agent who has the listing advised last week that there have been no offers on the land to date and that the price has recently been

Audit Committee Meeting Minutes  
**8 March 2018**



reduced. Legal action would be cost-prohibitive as the ratepayers live overseas. Action could be taken under Section 6.64, however has not been undertaken at this stage as the land is already listed for sale by a local agent.

- A10888 - \$12,003.16 – arrears which were previously deferred rates when the owners were eligible pensioners. The owners are separated and both refuse to pay the rates. The assessment has now been referred to Austral with a Claim out for service. When the Claim is served we can proceed to a PSSO if there is no response after 14 days.
- A11546 - \$6,289.42 – rates have been written off by Council to transfer the land to the Crown. It is currently with Department of Lands for the transfer which is due to be completed in March 2018.
- A13169 - \$39,668.30 – abandoned land in flood plain and Recreation Reserve. Part of the same Reserve as A11546 and will be subject to the same process upon the conclusion of transfer. Rates will need to be written off.
- A13191 - \$47,726.37 - abandoned land in flood plain and Recreation Reserve. It is proposed that this be transferred to the Crown or Shire. Part of the same Reserve as A11546 and will be subject to the same process upon the conclusion of transfer.
- A10691 - \$50,543.67 – Shire attempted to sell for non-payment of rates but no buyers were interested, will change into Shires name for future sale.

Recovered/Resolved Debts:

- A11388 – \$31,571.63 – Property sold by public auction and rates recovered at settlement from sale.
- A154 - \$12,238.55 – Sold via Keystart Loans and outstanding rates recovered at settlement.
- A16138 – A16273 (53 lots) - \$107,568.50 – subdivider went into liquidation. Rates were able to be recovered from mortgagee and all lots have since been transferred to the mortgagee's name.
- A10509 – \$57,460.71 - Sold by Council with remainder written off by Council (resolution C.3011).

Audit Committee Meeting Minutes  
8 March 2018



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** AU.093

**Moved:** Cr Mencshelyi

**Seconded:** Cr Proud

**That Council receives the outstanding rates report.**

**CARRIED 3/0**

Discussion

Clarification was sought in relation to the non-rateable properties. Mr Redmond confirmed that this includes Reserves, Crown Land, Churches, Shire land and premises such as the Police Office.

Discussion was held around the action being taken to recover the debt and it was advised that there is more of a focus in respect to recovering the debt compared to previous years. This includes pursuing legal action and selling land. Further discussion was held around the process taken in respect to recovering the debt and advised that there is an increase in payment plans with Officers taking action straight away.

Clarification was sought in relation to the location of some of the properties listed and the progress towards recovering these rates.

Audit Committee Meeting Minutes  
8 March 2018



### 5.3 CUSTOMER SERVICE AUDIT

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

#### BRIEF

This report is for Council to consider the Customer Service Audit for 2017 for adoption.

#### ATTACHMENTS

Attachment 1: Customer Service Audit.

Attachment 2: Auditors comments.

#### BACKGROUND / DETAILS

In July 2017 under the direction of the CEO, staff called for quotes from qualified business to conduct a Customer Service Audit on the Shire of Northam.

Aveling provided the best quote and most comprehensive specifications. Based on this information Aveling were appointed to conduct the Audit.

The Audit was designed to provide both the CEO and the Council with an additional element of accountability through a check on complaints policies and procedures, communication plans, employee codes of conduct, training records, record keeping and customer service processes.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

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

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

Audit Committee Meeting Minutes  
**8 March 2018**



**Financial / Resource Implications**

\$5,573 plus GST for the report.

**Legislative Compliance**

There is no legislative requirement to hold a Customer Service Audit, however it is best practice.

**Policy Implications**

N/A.

**Stakeholder Engagement / Consultation**

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

**Risk Implications**

It is best practice to undertake this audit as it will assist in identifying areas for improvements which may result in reducing any risk associated with this matter.

**OFFICER'S COMMENT**

On Monday 4<sup>th</sup> November 2017 Aveling conducted an Audit on the Shire of Northam's Customer Service processes using a survey of 100 random customers and a site visit to the Shire offices.

On 18 December 2017 Aveling provided a report covering the following topics:

1. Executive Summary and Scoring;
2. Personnel involved in the Audit;
3. Observations Report (Customer Satisfaction);
4. Observations Report (Customer Complaints);
5. External Customer Survey Report;
6. Internal Customer Survey;
7. Scoring System Definitions;
8. Referenced Documents; and
9. General Attachments.

A copy of the report is attached for Council's perusal. The major areas identified for improvement works are detailed below, along with management responses:

The report highlights that *while there is some useful documentation in place, much of it is either uncontrolled or does not meet the document control requirements of AS/NZS ISO 9001, Quality Management Systems. This makes it difficult to identify latest versions or whether documents have been distributed. A prime example is the Customer Service Charter, an MS Word document which had no document references attached and over 90% of survey respondents claimed they had not seen.*

Audit Committee Meeting Minutes  
**8 March 2018**



*In a similar line, it appears that training in customer service has also been neglected, with the most recent documented training being conducted over 2 years previously, in 2015.*

*Setting aside the above negatives, it should be noted that the organisation appears to be run professionally from a customer service point of view and this is reflected in the customer survey responses. If the Shire can concentrate its efforts on improving the following issues, they stand in good stead to provide quality services to residents and business.*

*These efforts include;*

*Key Findings:*

*"It is suspected that significant numbers of complaints have been closed out on the ICS system, without being actually closed. Examples of this include where a letter has been sent by Shire staff requesting action and then closed on the system, but no follow up visit to ensure that the action has been completed. It appears that these issues are often closed out when a letter or instruction is provided by the Shire, as opposed to when remedial action is completed. This places the Shire at a significant risk in terms of legal liability or insurance claims.*

*There are no document control records for the customer service process to indicate currency, approval or circulation of documents. There is also no real link between the complaints process and the customer service charter. There is a customer feedback form in the service charter that includes a very brief reference to complaints, but it does not bear any resemblance to the complaints procedure.*

*The customer service charter is well written, however the majority of customer responses indicated that it has not been publicised as well as it could have been. It is recommended that a shortened version be produced and displayed in public areas.*

*No information on whistleblower complaints is included in the Shire complaints process.*

*No Key Performance Indicators (KPI's) have been set to monitor the number of requests/complaints or their close out times. It was also noted that statistical reports do not current provide a clear picture of the types or numbers of customer requests and close outs. There is no differentiation between complaints and customer requests in reports. This also tends to disguise or hamper any true analysis of performance in this area.*

*The Shire ICS appears to do a lot more than what is currently being used for. It is suspected that a relatively minor outlay could provide significant savings in*



Audit Committee Meeting Minutes  
8 March 2018



terms of manpower and cost by automating reply letters or emails and using the GIS features to map issues for follow up and close out.

Provided records indicate that customer service training has not occurred since September 2015."

Q#	Audit Questions	Score	Evidence (& Ref) and Comments	Management Comment
	Commitment	2.5	17/6	
3.1	Does the organisation have a customer service Code of Conduct?	2	The Customer Service Charter supplied is an uncontrolled word document. This is written as addressing the community but there is no indication of how it is communicated to them.	Disagree that it is uncontrolled. Staff will present the Promapp System to the Audit Committee to highlight its control document.  It is agreed that we need to clearly highlight in the process how we are communicating our Charter to the Community.
3.9	Has the organisation determined and provided the resources needed for the establishment, implementation, maintenance and continual improvement of the CMS (including people, environmental and infrastructure requirements)?	2	The Shire uses the ICS system to log complaints and requests. This system is a synergysoft package. This appears to do a lot more than what is currently being used for. It is suspected that a relatively minor outlay could provide significant savings in terms of manpower and cost by automating reply letters or emails and using the GIS features to map issues for follow up and close out.	Disagree with some elements of this comment. It is staffs understanding that the Synergy Module is being used to its optimum, adding to this understanding is that the Shire of Northam is one of the "early adopters" of the Synergy ICS system and as a consequence there are a number of 'bugs' and improvements which are needed. Staff are currently clarifying whether or not Synergy can be better utilised. ITV support will be providing comment.
3.10	Is customer service included in the business plan? (WSM) If so, what elements of customer service do you regularly monitor? (WSM)	2	While there is a customer service charter and reports are compiled for elected members and as part of the quarterly report card, there was no evidence available to suggest that customer service forms part of a formal business plan. Customer service requests and closeouts are reported monthly and quarterly, but no KPI appears to exist on this data.	Disagree, page 61 of the corporate Business Plan identifies that the Shire of Northam has an objective of providing 'Outstanding Customer Service'  Agree there are no established key performance indicators in the Corporate Business Plan although there are performance indicators established in the Customer Service charter
3.15	Has the organisation established and communicated the responsibilities and authorities for the effective operation of the CMS? (ISO9001 7.4)	2.5	Provided records indicate that customer service training has been conducted for 68 staff, however this has not occurred since September 2015.	Whilst there has not been any formal training, staff have been trained informally.  Formal training will be implemented in 2018
3.16	Has the documented information required	2	Workplace guidelines (September 2016, p33)	All staff are provided with the Workplace Guidelines as well as

Audit Committee Meeting Minutes  
8 March 2018



	by the standard and necessary for the effective implementation and operation of the Customer Service System been established? (ISO9001 7.5)		contains brief information on the basics of customer service. Assume that all new employees get this book and? Go through it? Further work is required in the areas of implementation (close outs and training) and monitoring (KPI's and statistical reporting).	the Code of Conduct and have signed to say they have seen them.
4.21	Does senior management receive regular reports about the effectiveness of the complaints system against measurable objectives? (ISO10002 8.4)	2	There is no differentiation between complaints and customer requests in reports. This tends to disguise or hamper any true analysis of performance in this area.	Disagree. In Synergy there is a drop down box titled 'Type' which asks if the item is a request, complaint, enquiry or Internal. As a consequence there is a differentiation with separate reports able to be run.

Positive outcomes from the Audit

Q#	Audit Questions	Score	Evidence (& Ref) and Comments	Management Comment
3.3	Has top management taken accountability for the effectiveness of the Code? (ISO10001 4.8)	3.5	The Customer Service Charter has been authorised by Jason Whiteaker, as CEO. There was evidence that the CEO updates himself regularly on the ICS system and intervenes where he sees fit He also organises the reports to council.	
3.5	Is the Code clear, concise and written in simple language? (ISO10001 6.4)	3.5	The customer service charter is well written and copies have been made available in the main reception area (at times), however the majority of customer responses indicated that it has not been publicised as well as it could have been. It is recommended that a shortened version be produced and displayed in a similar manner to the City of Cockburn example shown in section 11.	Suggested improvements noted and will be implemented.
3.6	Is compliance with the Code practical and achievable? (ISO10001 6.4)	4	Full compliance is achievable with minor training and supervision to ensure better closeout of issues.	Noted
3.7	Have customer requirements and applicable statutory and regulatory requirements been determined, met and	2.5	The charter meets statutory requirements and from the customer survey it appears that most customers are reasonably satisfied with Shire performance (even if	Noted

Audit Committee Meeting Minutes  
8 March 2018



	communicated throughout the organisation? (ISO9001 4.1)		they were not aware of it existence). Procedures dictate that serious complaints regarding councillors and senior staff are processed through the PSC or CCC.	
3.14	Are organisational roles, responsibilities and authorities identified on organisational charts? (ISO9001 5.3)	3.5	<p>The Shire corporate matrix indicates that the Executive Manager – Corporate Services is the key officer responsible for the area of customer service and complaints. This describes the responsibilities to provide internal and external customer service for the Shire including;</p> <ul style="list-style-type: none"> <li>• Front counter service,</li> <li>• Telephone service,</li> <li>• Department of Transport licencing,</li> <li>• Charter &amp; processes, and</li> <li>• Information Statement</li> </ul> <p>This audit was commissioned by Ms. Cheryl Greenough, Governance &amp; Administration Coordinator. The Shire Community Development officer is identified as responsible for managing internal and external communication, although it is unclear whether there is a crossover to customer service.</p>	Noted
3.17	Do you use quality control concepts in managing customer service? (WSM) Do you differentiate service levels by product (WSM) Do you differentiate customer service levels by customer type? (WSM)	3	Customer feedback form is provided in the Customer Service Charter for compliments and complaints, this is now augmented by the new online customer service request system.	
3.18	Has the criteria for managing customer service been established together with responsibilities, methods, measurements and related performance indicators needed to ensure the effective operation and control? (ISO10001 6.5)	2.5	The customer service charter includes general service standards, as well as a set of more precise standards, many of which could be fairly easily measured. This document makes an ideal start, but lacks any effort in undertaking the monitoring or measurement process. Basic statistics are collected on the number of opened-vs-closed customer requests but as discussed earlier, these statistics are flawed by early closeouts.	Monitoring and measurement improvement suggestions noted

Audit Committee Meeting Minutes  
8 March 2018



	COMMITMENT	4	15.5/4 (15.5/20)	
4.1	Does the organisation has a written policy and procedures to support your complaints management process? (ISO10002 5.2)	4	Detailed complaint management procedures were supplied. These are a controlled document, last edited 27/09/2017.	
4.2	Is the policy widely published and are staff are informed about it?	3.5	The Shire has just commenced an online system for reporting of complaints and customer requests. This dovetails directly into the existing ICS system and provides the customer with a reference number for follow up.	
4.3	Can customers readily access your complaints policy (e.g. on your website)? (ISO10002 4.2 & 4.3)	4	The website includes a complaints process page that links the Shire minor breach form. This should be updated to include a link to the online customer request process, which should in turn be updated to include the word 'complaint'.	Noted
4.4	Does the complaints policy outline any statutory responsibilities for reviewing certain categories of decisions?	4	The website complaints process identifies methods of making a complaint of a minor breach (internally), a major breach (via Department of Local Government and Communities (DLGC)) and appeals (via the Ombudsman). Wording on the website should be updated to DLGC, although the current link points to the correct site.	Noted, correct link will be updated
	PLANNING	3	12.5/4 (12.5/20)	
4.5	Is the system is properly resourced including human and technological resources?	3.5	Records show that customer service training was last conducted in September 2015. There is no detail provided as to the content, or whether it includes the complaints process. There have been a number of new hires in the customer service area since training was last done.  The Customer Service Charter includes a designated complaints officer and requirement to investigate and advise on serious complaints within 10 working days. Colin Young is the designated officer and this area appears adequate.	Noted

Audit Committee Meeting Minutes  
8 March 2018



4.6	Have top management allocated adequate resources to promote access to, and operation of the system? (ISO10002 5.3.1)	3.5	The Shire has appointed the Executive Manager – Corporate Services as its complaints officer. This position is assisted by the Administration & Governance Coordinator and the whole process is monitored regularly by the CEO.	Noted
4.7	Are complaints handling points of contact publicised through a range of points, such as your website and at customer service centres?	4	The complaints process document identifies owner, Colin Young and expert Jodi White. The website information on the complaints process also identifies Colin Young and the primary contact.	Noted
<b>PROCEDURES</b>		<b>2.5</b>	<b>32/12 (32/60)</b>	
4.9	Is information on how to make a complaint is easy to understand?	2.5	Information on both a minor breach and a more serious complaint is fairly easy to find on the Shire website. The new online customer request is also used for complaints but this is less clear, as the word 'complaint' has been omitted. There was no indication whether this was an oversight or deliberate, as the system was still in a release or trial phase.	Noted
4.11	Is information is provided to complainants about complaints stages, either verbally or in writing?	4	The complaints process is well described. Complainants are given a traceable number and advised that their complaint has been received. They also have a contact name and are advised how long it will take to respond.	Noted
4.15	Is complaint information systematically recorded and monitored for consistency, e.g. <ul style="list-style-type: none"> <li>* who referred complaint,</li> <li>* complaints type,</li> <li>* work unit/region where complaint arose,</li> <li>* timeframe for deciding complaint,</li> <li>* outcome</li> </ul> (ISO10002 8.1)	3.5	The complaints process (as opposed to customer requests) appears to be working well, with notifications & tracking numbers supplied to complainants, timelines & escalation procedures and notification of outcomes all supplied in a timely manner.	Noted
4.16	Do complaints staff have authority to take action to remedy complaints and to make or recommend changes to procedures?	3.5	All internal complaints are investigated and actioned by departmental managers, with more serious complaints handled by the Executive Manager – Corporate Services. All of these officers	Noted

Audit Committee Meeting Minutes  
8 March 2018



			have the authority to implement required actions.	
4.18	Does the organisation monitor the progress of complaints and advise complainants of reasons for deviation from target timelines?	3	Complaints are monitored through the ICS system, with timeframes attached where necessary. There is no automated trigger for timelines but the system appears to work well nonetheless.	Noted

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.094**

**Moved: Cr Proud**  
**Seconded: Cr Mencshelyi**

**That Council receives the Customer Service Audit 2017 as attached and request an update on the implementation of recommendations/comments at the end of six (6) months to track progress.**

**CARRIED 3/0**

Discussion/Comment

The detailed findings of the audit are enclosed, staff advised that it did not agree with some of the findings (as a result Management have placed comments / clarifications next to each of the findings).

Discussion was held around Council's current system (Synergy) where the consultant believes the system was capable of functions not currently being utilised by the Shire of Northam, which would assist in improving our customer service. It was advised, that upon investigation staff do not believe the mentioned function are available with Council's current licence.

Discussion was held around the survey sample as this was a small response. Mr Whiteaker advised that it depends on what it is based off (e.g. population or the estimated number of customers).

It was outlined that there are actions for improvement which will be implemented by staff, it should also be noted that there are many positives taken from the audit.

Audit Committee Meeting Minutes  
**8 March 2018**



Attachment 1



Customer Service Management System Audit  
(to AS/NZS ISO 10001:2012 & 10002:2014)

For



**Author:**  
Bob Mulligan  
AVELING  
bob@safetywa.com.au  
18 December 2017  
Version: 1.2

Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



**Table of Contents**

SECTION 1 – EXECUTIVE SUMMARY & SCORING.....	3
SECTION 2 – PERSONNEL INVOLVED IN THE AUDIT.....	6
SECTION 3 – OBSERVATIONS REPORT (CUSTOMER SATISFACTION ISO 10001:2012).....	7
SECTION 4 – OBSERVATIONS REPORT (CUSTOMER COMPLAINTS ISO 10002:2014).....	12
SECTION 5 – EXTERNAL CUSTOMER SURVEY REPORT.....	16
SECTION 6 – INTERNAL CUSTOMER SURVEY.....	17
SECTION 7 – SCORING SYSTEM DEFINITIONS.....	18
SECTION 8 – REFERENCED DOCUMENTS.....	19
SECTION 9 – EXTERNAL CUSTOMER SURVEY REPORT.....	20
SECTION 10 – IMAGES AND GENERAL ATTACHMENTS.....	30



Audit Committee Meeting Minutes  
8 March 2018



Customer Service Management System Audit



SECTION 1 – EXECUTIVE SUMMARY & SCORING

AUDIT DATE:	4 <sup>th</sup> December 2017	AUDITOR:	Bob Mulligan
AVERAGE SCORE:	2.2 (Systems) 3.0 (Customer Survey)		
2 Reasonable Systems but Incomplete Implementation (40%) The Organisation has in place management systems for some major areas but may not have achieved full implementation. Actions items are generally closed out as required.			

Maintaining a high level of customer satisfaction is a significant challenge for many organisations. One way of meeting this challenge is to put in place and use a customer satisfaction code of conduct (or Charter). A customer satisfaction code of conduct consists of promises and related provisions that address issues such as service delivery, handling of personal information of customers, advertising and stipulations concerning particular attributes of a product or service. A customer satisfaction code of conduct can be part of an effective approach to complaints management. This involves:

- complaints prevention, by making use of an appropriate customer satisfaction code of conduct;
- internal complaints handling, for instances when expressions of dissatisfaction are received;
- external dispute resolution, for situations in which complaints cannot be satisfactorily dealt with internally.

This audit was conducted using International Standards ISO 10001, ISO 10002 and references to the ISO 9000 series of Standards. These provide guidance to assist organisations in determining that its customer satisfaction code provisions meet customer needs and expectations, and that the customer satisfaction code is accurate and not misleading. Use of these Standards can:

- enhance fair trade practices and customer confidence in an organisation;
- improve customer understanding of what to expect from an organisation in terms of its products and relations with customers, thereby reducing the likelihood of misunderstandings and complaints;
- potentially decrease the need for new regulations governing an organisation's conduct towards its customers.

AVELING were contacted by the Shire of Northam to conduct Customer Service Auditing. The agreed scope consisted of the following components:

1. Document review of relevant Shire of Northam policies, procedures and records.
2. Production and administration of an electronic customer service survey.

Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



3. Development of an audit proforma to AS/NZS ISO 10001:2012 & 10002:2014,
4. Interviews with key Shire of Northam staff to gain perspectives on internal relationships and issues, and
5. A site verification visit.

ISO 10001 contains guidance on codes of conduct for organisations related to customer satisfaction. Such codes of conduct can decrease the probability of problems arising and can eliminate causes of complaints and disputes which can decrease customer satisfaction.

ISO 10002 contains guidance on the internal handling of product-related complaints. By fulfilling the promises given in a customer satisfaction code of conduct, organisations decrease the likelihood of problems arising because there is less potential for confusion regarding customer expectations concerning the organisation and its products.

ISO 9000 provides the fundamental concepts, principles and vocabulary for quality management systems (QMS) and provides the foundation for other QMS standards. This International Standard is intended to help the user to understand the fundamental concepts, principles and vocabulary of quality management, in order to be able to effectively and efficiently implement a QMS and realize value from other QMS standards.

This International Standard proposes a well-defined QMS, based on a framework that integrates established fundamental concepts, principles, processes and resources related to quality, in order to help organisations realize their objectives. It is applicable to all organisations, regardless of size, complexity or business model. Its aim is to increase an organisation's awareness of its duties and commitment in fulfilling the needs and expectations of its customers and interested parties, and in achieving satisfaction with its products and services.

The quality management principles are:

- customer focus;
- leadership;
- engagement of people;
- process approach;
- improvement;
- evidence-based decision making;
- relationship management.

There is some useful documentation in place, but much of it is either uncontrolled or does not meet the document control requirements of AS/NZS ISO 9001, Quality Management Systems. This makes it difficult to identify latest versions or whether documents have been distributed. A prime example is the Customer Service Charter, an MS Word document which had no document references attached and over 90% of survey respondents claimed they had not seen.

Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



In a similar line, it appears that training in customer service has also been neglected, with the most recent documented training being conducted over 2 years previously, in 2015.

Setting aside the above negatives, it should be noted that the organisation appears to be run professionally from a customer service point of view and this is reflected in the customer survey responses. If the Shire can concentrate its efforts on improving the following issues, they stand in good stead to provide quality services to residents and business. These efforts include;

- Complete close out and verification of all complaints (both to the complainant and issue).
- Adopting a standardised document control system (most likely run by records) across the Shire,
- Better documentation of the induction and training process for all staff.

**KEY FINDINGS**

It is suspected that significant numbers of complaints have been closed out on the ICS system, without being actually closed. Examples of this include where a letter has been sent by Shire staff requesting action and then closed on the system, but no follow up visit to ensure that the action has been completed. It appears that these issues are often closed out when a letter or instruction is provided by the Shire, as opposed to when remedial action is completed. This places the Shire at a significant risk in terms of legal liability or insurance claims.

There are no document control records for the customer service process to indicate currency, approval or circulation of documents. There is also no real link between the complaints process and the customer service charter. There is a customer feedback form in the service charter that includes a very brief reference to complaints, but it does not bear any resemblance to the complaints procedure.

The customer service charter is well written, however the majority of customer responses indicated that it has not been publicised as well as it could have been. It is recommended that a shortened version be produced and displayed in public areas.

No information on whistleblower complaints is included in the Shire complaints process.

No Key Performance Indicators (KPI's) have been set to monitor the number of requests/complaints or their close out times. It was also noted that statistical reports do not current provide a clear picture of the types or numbers of customer requests and close outs. There is no differentiation between complaints and customer requests in reports. This also tends to disguise or hamper any true analysis of performance in this area.

The Shire ICS appears to do a lot more than what is currently being used for. It is suspected that a relatively minor outlay could provide significant savings in terms of manpower and cost by automating reply letters or emails and using the GIS features to map issues for follow up and close out.

Provided records indicate that customer service training has not occurred since September 2015.

Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



The Shire has just commenced an online system for reporting of complaints and customer requests. The website should be updated for clarification to include the word 'complaint'.

**SECTION 2 – PERSONNEL INVOLVED IN THE AUDIT**

<b>BM</b>	Bob Mulligan	<b>CG</b>	Cheryl Greenough
<b>JW</b>	Jason Whiteaker	<b>CH</b>	Chadd Hunt
<b>RS</b>	Records Staff	<b>FC</b>	Front Counter Staff

Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



**SECTION 3 – OBSERVATIONS REPORT (CUSTOMER SATISFACTION ISO 10001:2012)**

Q#	Audit Question (& Ref)	Score	Evidence (& Ref) and Comments
	<b>Commitment</b>	<b>2.5</b>	<b>17/6</b>
3.1	Does the organisation have a customer service Code of Conduct? (WSM)	2	Customer Service Charter supplied is an uncontrolled word document. This is written as addressing the community but there is no indication of how it is communicated to them.
3.2	Have you determined the external and internal issues that are relevant to your organisation's purpose and the achievement of customer satisfaction in the organisation's strategic direction? (ISO10001 6.2)	2	Charter identifies major stakeholders and attempts to provide them with workable solutions. The main areas missing are stakeholder closeout and reporting to elected members. The elected member monthly report for October 2017 appears to be flawed closeout numbers. It shows approximately 30% of year to date requests are still not closed, but does not seem to trigger any alarm.  It is also suspected that significant numbers of complaints have been closed out on the ICS system, without being actually closed. Examples of this include where a letter has been sent by Shire staff requesting action and then closed on the system, but no follow up visit to ensure that the action has been completed.
3.3	Has top management taken accountability for the effectiveness of the Code? (ISO10001 4.8)	3.5	Customer Service Charter authorised by Jason Whiteaker, as CEO. There was evidence that the CEO updates himself regularly on the ICS system and intervenes where he sees fit. He also organises the reports to council.
3.4	Has input been gained to identify and assess the needs of customers in the development of the Code and procedures? (ISO10001 6.3)	2	There are no document control records for the process to indicate community consultation in the development.
3.5	Is the Code clear, concise and written in simple language? (ISO10001 6.4)	3.5	The customer service charter is well written and copies have been made available in the main reception area (at times), however the majority of customer responses indicated that it has not been publicized as well as it could have been. It is recommended that a shortened version be produced and displayed in a similar manner to the City of Cockburn example shown in section 11.
3.6	Is compliance with the Code practical and achievable? (ISO10001 6.4)	4	Full compliance is achievable with minor training and supervision to ensure better closeout of issues.

Audit Committee Meeting Minutes  
8 March 2018



Customer Service Management System Audit



	Capacity	2	8/4
3.7	Have customer requirements and applicable statutory and regulatory requirements been determined, met and communicated throughout the organisation? (ISO9001 4.1)	2.5	The charter meets statutory requirements and from the customer survey it appears that most customers are reasonably satisfied with Shire performance (even if they were not aware of its existence). Procedures dictate that serious complaints regarding councillors and senior staff are processed through the PSC or CCC.
3.8	Have the objectives been established at relevant departmental and individual levels with the business?	1.5	No Key Performance Indicators (KPI's) have been set to monitor the number of requests/complaints or their close out times. This should be completed as a priority after the next round of staff training.
3.9	Has the organisation determined and provided the resources needed for the establishment, implementation, maintenance and continual improvement of the CMS (including people, environmental and infrastructure requirements)?	2	The Shire uses the ICS system to log complaints and requests. This system is a synergysoft package. This appears to do a lot more than what is currently being used for. It is suspected that a relatively minor outlay could provide significant savings in terms of manpower and cost by automating reply letters or emails and using the GIS features to map issues for follow up and close out.
3.10	Is customer service included in the business plan? (WSM) If so, what elements of customer service do you regularly monitor? (WSM)	2	While there is a customer service charter and reports are compiled for elected members and as part of the quarterly report card, there was no evidence available to suggest that customer service forms part of a formal business plan. Customer service requests and closeouts are reported monthly and quarterly, but no KPI appears to exist on this data.
	Visibility	2	7/3
3.11	Is the Code well publicized to both internal and external customers? (ISO10001 4.4)	3	The Shire complaints process is published on its website, including a contact for the complaints officer, Colin Young. The Shire has also very recently added an online process for submitting customer requests. There does seem to be some disconnect between the terms 'customer request' and 'customer complaints' and it is suggested that these terms could be combined in the one system. The online reporting is currently for customer requests and the complaints page of the website still uses the complaint of minor breach form. The automation of the online complaints, which already occurs internally, would further streamline systems.
3.12	Does it contain sufficient information to provide understanding of its commitment and processes? (ISO10001 4.7)	2	Customer Service Charter contains sufficient information to meet the Standards, but does not indicate how it will be communicated either internally or externally.
3.13	Is it relevant and responsive to customer needs? (ISO10001 4.8)	2	These issues are difficult to assess given that over 90% of customer survey respondents claimed that they had not seen it.

Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



	Implementation	2.5	11/4
3.14	Are organisational roles, responsibilities and authorities identified on organisational charts? (ISO9001 5.3)	3.5	<p>The Shire corporate matrix indicates that the Executive Manager – Corporate Services is the key officer responsible for the area of customer service and complaints. This describes the responsibilities to provide internal and external customer service for the Shire including:</p> <ul style="list-style-type: none"> <li>• Front counter service,</li> <li>• Telephone service,</li> <li>• Department of Transport licencing,</li> <li>• Charter &amp; processes, and</li> <li>• Information Statement.</li> </ul> <p>This audit was commissioned by Ms. Cheryl Greenough, Governance &amp; Administration Coordinator.</p> <p>The Shire Community Development officer is identified as responsible for managing internal and external communication, although it is unclear whether there is a crossover to customer service.</p>
3.15	Has the organisation established and communicated the responsibilities and authorities for the effective operation of the CMS? (ISO9001 7.4)	2.5	<p>Provided records indicate that customer service training has been conducted for 88 staff, however this has not occurred since September 2015.</p>
3.16	Has the documented information required by the standard and necessary for the effective implementation and operation of the Customer Service System been established? (ISO9001 7.5)	2	<p>Workplace guidelines (September 2016, p33) contains brief information on the basics of customer service. Assume that all new employees get this book and? Go through it?</p> <p>Further work is required in the areas of implementation (close outs and training) and monitoring (KPI's and statistical reporting).</p>
3.17	<p>Do you use quality control concepts in managing customer service? (WSM)</p> <p>Do you differentiate service levels by product? (WSM)</p> <p>Do you differentiate customer service levels by customer type? (WSM)</p>	3	<p>Customer feedback form is provided in the Customer Service Charter for compliments and complaints, this is now augmented by the new online customer service request system.</p>

Audit Committee Meeting Minutes  
8 March 2018



Customer Service Management System Audit



	Monitoring	2	8/4
3.18	Has the criteria for managing customer service been established together with responsibilities, methods, measurements and related performance indicators needed to ensure the effective operation and control? (ISO10001 6.5)	2.5	The customer service charter includes general service standards, as well as a set of more precise standards, many of which could be fairly easily measured. This document makes an ideal start, but lacks any effort in undertaking the monitoring or measurement process. Basic statistics are collected on the number of opened-vs-closed customer requests but as discussed earlier, these statistics are flawed by early closeouts.
3.19	Has any attempt made to estimate the cost of customer service failures? (WSM) Do you seek to measure the costs of providing different levels of service? (WSM) Do you have internal service measures as well as external measures? (WSM)	1.5	Customer service failures in local government generally only cause in a lack of satisfaction, however consideration must also be given to potential costs resulting from: <ul style="list-style-type: none"> <li>• Loss of industry and business confidence,</li> <li>• Loss of tourism or sporting opportunities, and</li> <li>• Reduction or loss of funding opportunities.</li> </ul> Whilst these are often difficult to measure accurately, some measure of business confidence in Shire services should be attempted. It was noted in the customer service survey responses that some comment was already made on the effects on business.
3.20	Do you monitor the internal customer service climate a regular basis? (WSM)	2	There is no formal system in place for monitoring customer satisfaction and no previous audits or surveys have been conducted.
3.21	How often do you perform customer service audits in your organisation? (WSM) How important are the audit results regarded? (WSM)	2	See above, this is the first audit however there does seem to be a genuine desire for improvement and there was a level of acceptance of the process across all departments shown during the interview process.
	Continual Improvement	1.5	9.5/6
3.22	How often is the Code reviewed? (ISO10001 8.4)	1	The Customer Service Charter is not controlled or dated, although the MS Word document supplied was last modified on 22/04/2016.
3.23	Does the organisation possess a copy of AS/NZS ISO 10001 and is that used in the review process? (ISO10001 8.4)	1	The organisation has not used ISO 10001 to develop its procedures and only loosely follows the ISO 9001 concepts of quality management. Further work needs to be done, especially in the areas of document control & labelling and content management.
3.24	Is there a defined process for the determining the need for changes to the QMS and managing their implementation?	2	It is felt that this audit is intended as a starting point for the continuous improvement process in customer service, by providing a gap analysis with the Standards.



Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



3.25	Are KPI results and/or other statistical measures used to review the performance of the organisation's customer service? (ISO10001 6.5 & 8.2)	2.5	An elected member monthly report and quarterly report card are produced which both include basic ICS statistics. These do not however offer any insight into long term open items or provide a performance target. As discussed previously, it was considered that a number of requests had been closed out without verification and that the statistics may not therefore show the true picture.
3.26	When changes are planned are they carried out in a controlled way and actions taken to mitigate any adverse effects?	1	Too early to tell at this stage. This area will need to be monitored following the audit to ensure that desired outcomes are achieved.
3.27	When changes are made to the Code or procedures, how are they communicated to staff and customers? (ISO10001 8.5 Annex 1)	2	The Shire will need to ensure that changes to documents are controlled and that new (current) versions are easily identifiable. Changes to public charters or documents need to be advertised on the Shire website and posted in public areas.
<b>Sub Total Section 3</b>		<b>2.24</b>	<b>60.5/27</b>

Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



**SECTION 4 – OBSERVATIONS REPORT (CUSTOMER COMPLAINTS ISO 10002:2014)**

Q#	Audit Question (& Ref)	Score	Evidence (& Ref) and Comments
<b>Commitment</b>		<b>4</b>	<b>15.5/4</b>
4.1	Does the organisation has a written policy and procedures to support your complaints management process? (ISO10002 5.2)	4	Detailed complaint management procedures were supplied. These are a controlled document, last edited 27/09/2017.
4.2	Is the policy widely published and are staff are informed about it?	3.5	The Shire has just commenced an online system for reporting of complaints and customer requests. This dovetails directly into the existing ICS system and provides the customer with a reference number for follow up.
4.3	Can customers readily access your complaints policy (e.g. on your website)? (ISO10002 4.2 & 4.3)	4	The website includes a complaints process page that links the Shire minor breach form. This should be updated to include a link to the online customer request process, which should in turn be updated to include the word 'complaint'.
4.4	Does the complaints policy outline any statutory responsibilities for reviewing certain categories of decisions?	4	The website complaints process identifies methods of making a complaint of a minor breach (internally), a major breach (via Department of Local Government and Communities (DLGC)) and appeals (via the Ombudsman). Wording on the website should be updated to DLGC, although the current link points to the correct site.
<b>Planning</b>		<b>3</b>	<b>12.5/4</b>
4.5	Is the system is properly resourced including human and technological resources?	3.5	Records show that customer service training was last conducted in September 2015. There is no detail provided as to the content, or whether it includes the complaints process. There have been a number of new hires in the customer service area since training was last done. The Customer Service Charter includes a designated complaints officer and requirement to investigate and advise on serious complaints within 10 working days. Colin Young is the designated officer and this area appears adequate.
4.6	Have top management allocated adequate resources to promote access to, and operation of the system? (ISO10002 5.3.1)	3.5	The Shire has appointed the Executive Manager – Corporate Services as its complaints officer. This position is assisted by the Administration & Governance Coordinator and the whole process is monitored regularly by the CEO.

Audit Committee Meeting Minutes  
8 March 2018



Customer Service Management System Audit



4.7	Are complaints handling points of contact publicised through a range of points, such as your website and at customer service centres?	4	The complaints process document identifies owner, Colin Young and expert Jodi White. The website information on the complaints process also identifies Colin Young and the primary contact.
4.8	Has a process of performance monitoring been established to ensure efficient and effective handling of the complaints process? (ISO10002 5.3.2)	1.5	<p>The complaints process appears to work well, apart from the close out part. It appears that items are often closed out when a letter or instruction is provided by the Shire, as opposed to when remedial action is completed.</p> <p>This places the Shire at a significant risk in terms of legal or insurance claims. Two examples of premature closeout are shown below;</p> <ol style="list-style-type: none"> <li>1. A resident had complained about their neighbour's overgrown block being a fire hazard. Shire action was to send the block owner a letter instructing them to reduce the hazard. This was then closed on the ICS system. It was assumed (by Shire officers) that the original complainant would contact them again if work was not completed, however if a fire occurred that damaged the complainant's property, it could likely be proven that the Shire knew of the risk but failed in its Duty to take sufficient action.</li> <li>2. An inspection was conducted by Shire officers that found a person living in a shed at Bakers hill that was not considered fit for habitation. Shire action was to send the block owner a letter instructing that they were not to live in the shed and to make application for a dwelling. This was then closed on the ICS system. No action was taken to check whether the person/s had subsequently moved out. In the relatively unlikely event that the shed caught fire and a fatality resulted, there could be interesting questions asked by the coroner as to why the Shire knew the building was occupied and took no real action.</li> </ol>
<b>Procedures</b>		<b>2.5</b>	<b>32/12</b>
4.9	Is information on how to make a complaint is easy to understand?	2.5	Information on both a minor breach and a more serious complaint is fairly easy to find on the Shire website. The new online customer request is also used for complaints but this is less clear, as the word 'complaint' has been omitted. There was no indication whether this was an oversight or deliberate, as the system was still in a release or trial phase.
4.10	Are customer complaints promoted by senior management as an opportunity to improve organisation performance?	2	Customer complaints are reviewed by senior management, right through to the CEO. There was no evidence that they are seen as a beneficial opportunity however, including in their statistical reporting. All complaints or customer requests are lumped together for statistical reporting, whether it be a staff complaint, or a request to have a pothole repaired.
4.11	Is information is provided to complainants about complaints stages, either verbally or in writing?	4	The complaints process is well described. Complainants are given a traceable number and advised that their complaint has been received. They also have a contact name and are advised how long it will take to respond.
4.12	Do complaints management guidelines align with organisational standards, such as Customer Service Standards and Code of Conduct?	2	There is no real link between the complaints process and the customer service charter. There is a customer feedback form in the service charter that includes a very brief reference to complaints, but it does not bear any resemblance to the complaints procedure.

Page 13 of 30

Audit Committee Meeting Minutes  
8 March 2018



Customer Service Management System Audit



4.13	Does the organisation have procedures for the complaints process that outline the stages, timelines and primary areas of responsibility for managing complaints?	3	Clear timelines are provided in the complaints process but there was little information available on how often these timelines are achieved. There are no statistical reports on the achievement, or otherwise, of set timelines.
4.14	Are complaints closed out and recorded once agreed actions are complete? (ISO10002 7.9)	2.5	As previously noted, at least some complaints appear to be closed out prematurely and without verification of work orders being completed.
4.15	Is complaint information systematically recorded and monitored for consistency, e.g.: <ul style="list-style-type: none"> <li>• who referred complaint,</li> <li>• complaints type,</li> <li>• work unit/region where complaint arose,</li> <li>• timeframe for deciding complaint,</li> <li>• outcome.</li> </ul> (ISO10002 8.1)	3.5	The complaints process (as opposed to customer requests) appears to be working well, with notifications & tracking numbers supplied to complainants, timelines & escalation procedures and notification of outcomes all supplied in a timely manner.
4.16	Do complaints staff have authority to take action to remedy complaints and to make or recommend changes to procedures?	3.5	All internal complaints are investigated and actioned by departmental managers, with more serious complaints handled by the Executive Manager – Corporate Services. All of these officers have the authority to implement required actions.
4.17	Is training is provided in areas such as interviewing skills, dealing with difficult people, dispute resolution, writing in plain English and customer relations?	2	Training has been conducted on customer service, but there was no indication as to whether this included complaints resolution. This training was last conducted over 2 years ago and there is no documented evidence to indicate that it has been followed up since that time.
4.18	Does the organisation monitor the progress of complaints and advise complainants of reasons for deviation from target timelines?	3	Complaints are monitored through the ICS system, with timeframes attached where necessary. There is no automated trigger for timelines but the system appears to work well nonetheless.
4.19	Is complaints information, including the identity of complainants, treated confidentially wherever possible or necessary? (ISO10002 4.7)	2	There was no information available to suggest that confidentiality has been considered in terms of complaints and this should be included in future updates of the process.
4.20	Are procedures are in place to manage whistleblower complaints in accordance with the Public Interest Disclosure Act?	2	No information on whistleblower complaints is included in the Shire complaints process.

Audit Committee Meeting Minutes  
8 March 2018



Customer Service Management System Audit



Monitoring		2	6/3
4.21	Does senior management receive regular reports about the effectiveness of the complaints system against measurable objectives? (ISO10002 8.4)	2	There is no differentiation between complaints and customer requests in reports. This tends to disguise or hamper any true analysis of performance in this area.
4.22	Does senior management regularly review the complaints system's effectiveness? (ISO10002 8.6)	2	As discussed above, the lack of separation of the reports makes this difficult.
4.23	Are details of reviews and actions taken to improve services published to staff and the public? (ISO10002 8.6.3)	2	The quarterly report card is circulated widely and includes ICS statistics for customer service requests (including complaints), but does not look at individual cases or outcomes. Further it does not differentiate between complaints and work requests.
Continuous Improvement		2	11/5
4.24	Does the organisation have a system to collect organisation-wide complaints data (including divisional and regional complaints data)?	3.5	The Shire uses the ICS system from SynergySoft to collect data and at the time of the site visit was in the process of extending this to receive online reports from customers. The system appears to be significantly more capable than what it is currently used for and investigations with the software supplier should be undertaken to see what improvements can be made in terms of, <ul style="list-style-type: none"> <li>Differentiation between complaints and work requests,</li> <li>Statistical reporting, and</li> <li>Functional automation of standardised letters and emails.</li> </ul>
4.25	Is complaints data collected in sufficient detail to facilitate comparisons with previous periods and identify system-wide or recurring complaints?	2	There is insufficient data collected to categorise report types (complaints-vs-work requests) for any real comparison.
4.26	Does the complaints manager or coordinator compile reports for senior management based on the analysis of the data, which include recommendations for, <ul style="list-style-type: none"> <li>complaint reduction strategies, or</li> <li>improvements to business processes</li> </ul>	2.5	Reports are compiled monthly (for elected members) and quarterly (for the report card), however these are both basic numerical reports and do not provide any level of detail that would support continuous improvement in this area.
4.27	Are complaints reports and recommendations are considered on a regular basis by senior management for systems improvement?	2	There was no minutes meeting records available to suggest that complaints are considered by the executive management team.

Audit Committee Meeting Minutes  
8 March 2018



Customer Service Management System Audit



4.26	Is information about your organisation's complaints management system included in internal publications to raise awareness of roles in the complaints handling process and how complaints contribute to service improvement?	2	Again, this does not seem to have been considered, apart from the basic data provided on the quarterly report card.
<b>Sub Total Section 4</b>		<b>2.75</b>	<b>77/28</b>

SECTION 5 – EXTERNAL CUSTOMER SURVEY REPORT

A customer survey was designed using the SoGoSurvey platform. This consisted of 12 questions to gauge customer satisfaction with Shire of Northam services and was emailed (and received) to 453 individual customers. The survey included both multiple choice, free text and span gauge answers. The first mailing attracted only 21 responses, so further reminders were sent, resulting in a response rate of 26.7% (121 responses). Whilst this number is still fairly low, it is still considered statistically valid.

It should be noted in this type of survey that requests to people who have neutral views on performance are often met with no reply and it is usually only those who have strong opinions that respond. This can bias the outcome of the survey by providing false negative indicators, however questions 6, 9, 10 and 12 were designed to assess respondent motivation.

Over three quarters of the survey respondents were Shire ratepayers that had conducted personal dealings with the Shire within the past three months, indicating recent data. The majority stated that they dealt with the Shire 3-4 times per year or more, but over 90% claimed that they had never seen a customer service charter. The majority of respondents identified the quality of customer service as positive or neutral and felt that staff understood and responded to their needs in a positive & timely manner.

Most respondents identified that they would speak highly of the Shire and its staff. They also felt that the levels of customer service were the same or better, when compared to similar organisations.

In the free-text questions, there were a range of responses and opinions provided, but these should be read in the context of the overall number of responses to the survey and the motivation of respondents noted in paragraph 2 (above).

Question 9 asked how respondents would compare the levels of customer service to similar organisations, 69% answered the same or better. Question 10 then followed up with free text asking why they felt that way. Around 50% of these comments were positive.

The final survey question asked for any final comments, questions or concerns. Again, there were a mix of responses. The biggest concern amongst customers appear to be the lack of ownership of issues. Whilst it is often the case that complex problems may need input from various Shire department, clients expressed frustration at having to deal with multiple officers and needing to re-state their case to each. It is felt that if one officer took ownership of an issue, this would provide a much more positive outcome.

Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



**SECTION 6 – INTERNAL CUSTOMER SURVEY**

Informal discussions were conducted with Shire staff including the CEO, Executive Manager – Corporate Services, Executive Manager – Development Services, Records staff, Front Counter staff and the Governance & Administration Coordinator. These were used to verify information previously supplied and probe for further detail. All staff were fully cooperative in the process and supportive of the aims of the audit.

Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



**SECTION 7 - SCORING SYSTEM DEFINITIONS**

**1 Poor Performance (20%)**

The Organisation has no formal management systems in place and appears unaware of their full legal requirements. A significant number of major items were found deficient. Employees may be poorly trained and controlled.

**2 Reasonable or Compliant Systems but Incomplete Implementation (40%)**

The Organisation has in place management systems for some major areas but may not have achieved full implementation. Actions items are closed out as required.

**3 Minimum Normal Requirement (60%)**

The Organisation has in place good management systems for all major areas that are legally compliant and fully implemented. Regular internal and external audits are conducted and all actions items are closed out as required. Only minor items were found deficient.

**4 Very Good Performance (75%)**

The Organisation has in place good, robust management systems for all major areas that are legally compliant and fully implemented. Regular internal and external audits are conducted and all actions items are closed out as required. There is also evidence of an operating continuous improvement system and industry benchmarking. Only minor items were found deficient.

**5 Best Practice Performance (>95%)**

The Organisation has in place good, robust management systems for all major areas that are legally compliant and fully implemented. Regular internal and external audits are conducted and all actions items are closed out as required. There is also evidence of an operating continuous improvement system and industry benchmarking. Only minor items were found deficient.



Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



**SECTION 8 – REFERENCED DOCUMENTS**

- ISO 9001:2015 - Quality management systems - Requirements
- AS/NZS ISO 10001:2012 - Quality management - Customer satisfaction - Guidelines for codes of conduct for organisations
- AS/NZS ISO 10002:2014 - Guidelines for complaint management in organisations
- Shire of Northam - Copy of Customer Service Training (Excel)
- Shire of Northam – Strategic Community Plan (pdf)
- Shire of Northam – Community Engagement Plan (pdf)
- Shire of Northam – Manage Complaints (pdf)
- Shire of Northam – Customer Service Charter (Word)
- Shire of Northam – Code of Conduct Staff (pdf)
- Shire of Northam – Workplace Guidelines September 2016 (pdf)
- Shire of Northam - Elected member monthly report
- Shire of Northam – Quarterly report card

Audit Committee Meeting Minutes  
**8 March 2018**



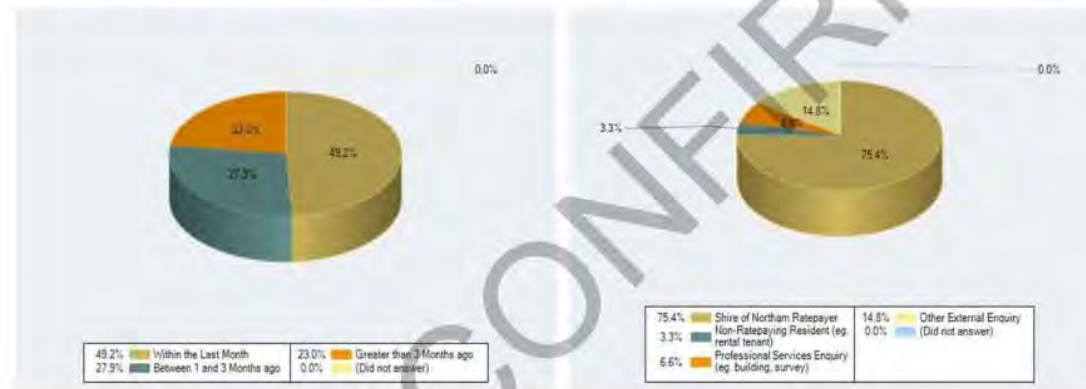
**Customer Service Management System Audit**



**SECTION 9 – EXTERNAL CUSTOMER SURVEY REPORT**

Q1. When was your last personal interaction (phone, counter, on-site) with Shire of Northam Staff?

Q2. Which answer below best describes your category during the last contact?



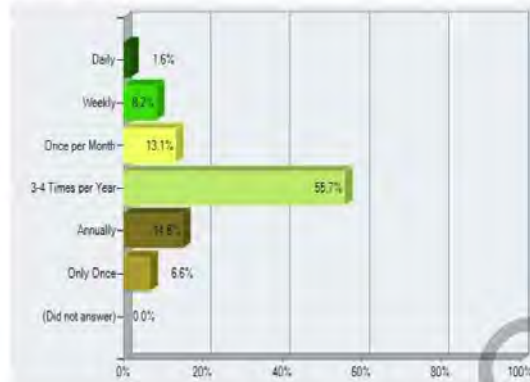
Audit Committee Meeting Minutes  
**8 March 2018**



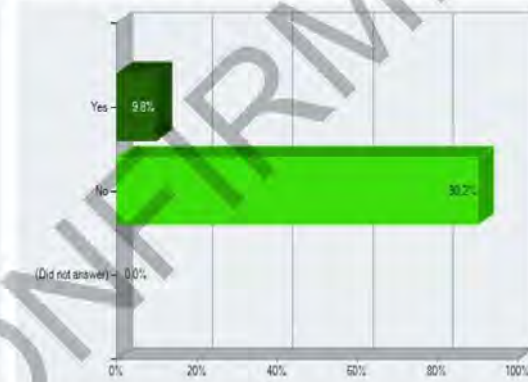
**Customer Service Management System Audit**



Q3. What best describes how often you have personal interactions with Shire of Northam staff?



Q4. Have you ever seen, or been made aware of, a Shire of Northam Customer Service Charter?



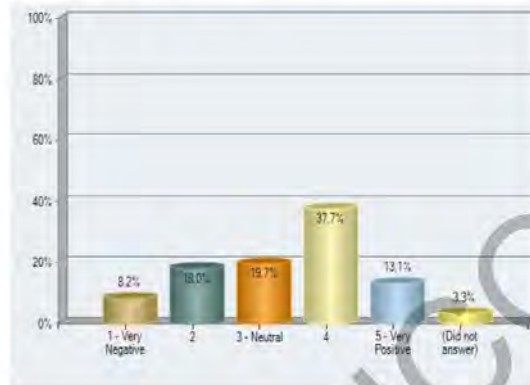
Audit Committee Meeting Minutes  
**8 March 2018**



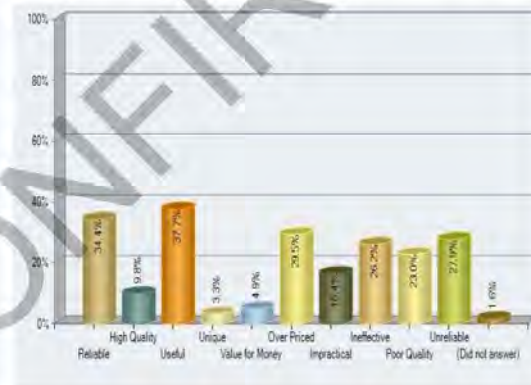
**Customer Service Management System Audit**



Q5. Overall, how would you rate the quality of customer service provided by Shire of Northam staff?



Q6. Which of the following words would you use to describe the Shire of Northam services? (Select all that Apply)



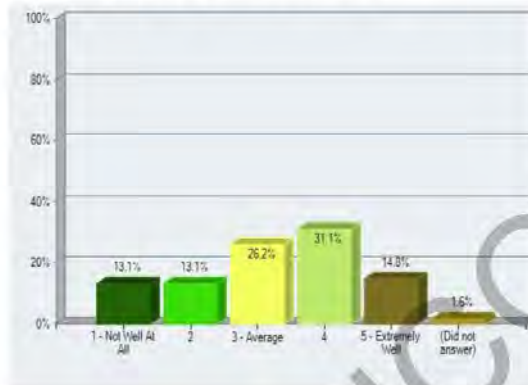
Audit Committee Meeting Minutes  
**8 March 2018**



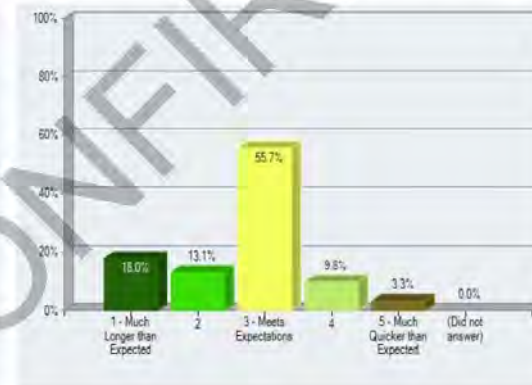
**Customer Service Management System Audit**



Q7. How well do you feel that Shire of Northam staff understood and responded to your needs, questions and concerns?



Q8. How much time did it take to address your questions and concerns



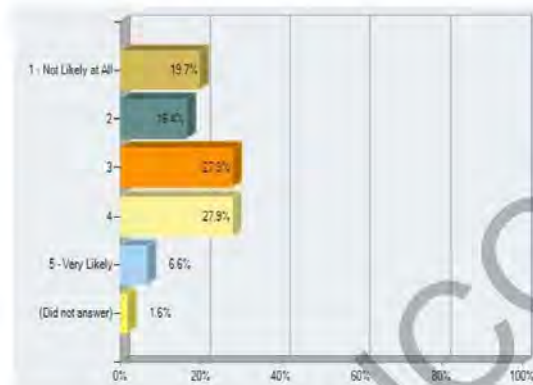
Audit Committee Meeting Minutes  
**8 March 2018**



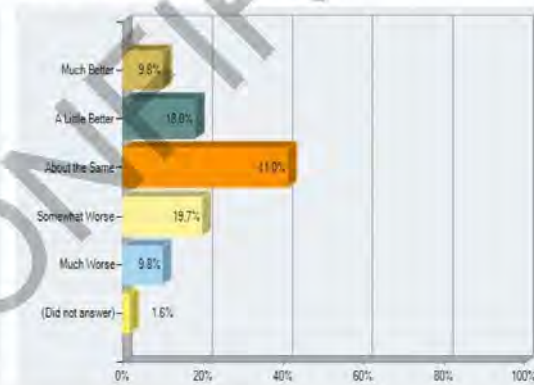
**Customer Service Management System Audit**



Q11. How likely is it that you would speak highly of the Shire of Northam and its staff to a friend or colleague?



Q9. Comparing your interactions with other Local, State or Commonwealth Government organisations, how would you describe the Shire of Northam's customer service?



Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



Q10. Please tell us why you feel that way.

- Always helpful other than when I filled a request for street trees and waited nearly 2 years and had to follow up several times.
- Managers and their assistants will try to avoid speaking with the customers. Bad leadership with no humanistic skills or care for the job.
- Deal with a lot of Shires and response times are good in comparison.
- Same sort of response time as other Shires.
- The staff at the Shire are always courteous and friendly and always follow things through.
- Shire has been very poorly led at both council and senior management levels. Supervisory staff within the works department border on incompetent.
- Inadequate answers from Planning Management.
- Asked for dangerous part of road to be worked on no response.
- They are completely out of touch with the real world and anti-development.
- Months of back and forth emails and phone calls with no satisfactory resolution.
- Always had friendly customer service as I expect in all organisations.
- Most of the staff are there for a paycheck not to do a good job or the right thing by the community.
- Generally have not had too much of an issue getting a response from the Northam Shire.
- Queries were handled quickly and immediately, not requiring me to return, etc.
- Very bossy, not understanding.
- Most times it is very good but the ranger service is very poor.
- I don't feel they give a shit about the ratepayer.
- My problem was resolved and the reception staff member was friendly.
- Staff were understanding and responsive to my concerns.

Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



- I am a rate payer. Also chair of 2 community groups and work closely with Shire staff. Some issues take longer to resolve as they include outside services.
- No consistency with who you speak to.
- Some areas of council are great, some are poor, sometime way too old school
- I think they listened and responded to me on the 2 items i addressed with the shire.
- Face to face, friendly and efficient.
- More polite staff and less waiting time than in other Shire offices I have been in contact with.
- The licensing side have been very helpful in the past the shire planning department come across very arrogant and seem to have a chip on their shoulder.
- Senior Staff have little regard for their ratepayers and have the ability to engage with them. Snr staff are not friendly nor helpful to work with.
- The smaller shires we deal with have a smaller and more personal workforce.
- All my concerns have been personally addressed by the staff and answers have been supplied.
- My perception is there is a distinct holier than thou self-importance that treats people as objects. They have forgotten what 'public service' means.
- Do not respond to get the job done effectively in an acceptable time frame. Have to keep going back with the same complaints & I still not satisfied
- The shire do what is required, no more no less!
- They only have 2 at the front counter and sometimes there is quite a line up but then they are efficient workers.
- Pay huge rates for little to no service.
- They seem to listen well but don't do what they say they will do.
- It's quicker to get in and out.
- There not friendly there just there to do a job.





**Customer Service Management System Audit**



Q11. How likely is it that you would speak highly of the Shire of Northam and its staff to a friend or colleague?



Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



Q12. Do you have any other recommendations, comments, questions or concerns that will help improve the customer service provided by the Shire of Northam?

- No one can make a decision and you have to deal with 10 people and go round in circles to still get no resolution.
- I would like the shire to preserve the establish trees that the town and surround have rather than cutting so many of them down.
- Excellent staff member on front counter Jack and Barbara. Others very ill informed and lack any interest in helping. CEO disengaged, indifferent.
- Another survey to simply go through the motions and tick a local government management objective.
- It's not a good thing to say when talking about the Shire Policies ... "it's not worth the paper it's printed on!"
- Respond to clients queries and action taken on rectifying there concerns.
- Make the staff realise they are here to help the ratepayers not the other way around!!
- Everyone should be treated equal regardless of where you reside in this town. Complaints should be taken seriously & acted on.
- Later opening hours (5pm) as it is difficult to get there after work and they are closed on the weekends.
- Get some new staff on the counter.
- I believe they do a good job apart from the ranger.
- Try helping, try talking and stop threatening legal action for the slightest infraction.
- Not through personal experience, but am aware through discussions, the planning/building staff could be eminently more helpful than they are currently.
- Importance of feedback from Res/RTPyr to Shire to resolve issues. Working as a Team.
- In building, have 1 person dealing with your folder.
- If you say you're going to return a call then do it and don't pass the buck through the shire staff.
- Tidy up the town help everyone go ahead stop knocking ideas.
- Shire send out fire notices to rate payers about fire hazards what about looking after the verges that are fire hazards.
- I have had regular contact with the Shire office staff over the last eight years, I would say the standard of service has improved during that time.
- Have all staff attend a customer service course.
- Senior staff have excellent employee packages but fail in having the right impersonal or knowledge skills. CEO show little leadership direction.

Page 28 of 30

Audit Committee Meeting Minutes  
**8 March 2018**



**Customer Service Management System Audit**



- Mainly listen to people for what they want, try to help with their enquiries by directing to the right person, not answer enquiries with little knowledge.
- Deal with feral cats immediately. Listened to my submission re the taking down of the old hospital.
- See people who walk through the door as real people with feelings. The Northam shire council is filled with are self-important arses who don't care.
- Listen, absorb, react appropriately, I pay your wages you inefficient money wasters.
- Not much privacy at the counter.
- Focus on real issues and assist businesses to grow.
- Mostly very accommodating of our requests.
- Anti-social behaviour is a large problem & tolerated by the authorities, not good enough
- Put words into actions.
- Follow issues through to a finality.

Audit Committee Meeting Minutes  
8 March 2018



Customer Service Management System Audit



SECTION 10 – IMAGES AND GENERAL ATTACHMENTS



Page 30 of 30

Audit Committee Meeting Minutes  
**8 March 2018**



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

Nil.

**7. DATE OF NEXT MEETING**

The next Audit Committee meeting is proposed to be held on 23<sup>rd</sup> May 2018 unless otherwise advised.

**8. DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Cr C R Antonio declared the meeting closed at 4:54pm.

"I certify that the Minutes of the Audit Committee meeting held on Thursday, 8<sup>th</sup> March 2018 have been confirmed as a true and correct record."

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

\_\_\_\_\_ Date

11.3 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 16<sup>TH</sup> FEBRUARY  
2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Community Safety Committee meeting held Friday, 16<sup>th</sup> February 2018.

Adoption of Recommendations:

RECOMMENDATION

That Council accepts the updates made to the Community Safety and Crime Prevention Action Plan.

Attachment 1



## Shire of Northam

### Minutes

### Community Safety Committee

16 February 2018

Community Safety Committee Meeting Minutes  
**16 February 2018**



**NOTICE PAPER**

**Shire of Northam Community Safety Committee**

**16 February 2018**

Committee Members

I inform you that a Community Safety Committee meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 16 February 2018 at 2pm.

Yours faithfully



**Jason Whiteaker**  
Chief Executive Officer



Community Safety Committee Meeting Minutes  
**16 February 2018**



### DISCLAIMER

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

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

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

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

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

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

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

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

Community Safety Committee Meeting Minutes  
**16 February 2018**



### Contents

1.	DECLARATION OF OPENING.....	5
2.	ATTENDANCE.....	5
2.1	APOLOGIES.....	5
2.2	APPROVED LEAVE OF ABSENCE .....	5
3.	DISCLOSURE OF INTERESTS.....	5
4.	ELECTION OF A PRESIDING MEMBER.....	6
5.	CONFIRMATION OF MINUTES .....	7
5.1	COMMITTEE MEETING HELD 13 OCTOBER 2017 .....	7
6.	COMMITTEE REPORTS.....	8
6.1	COMMUNITY SAFETY AND CRIME PREVENTION PLAN ACTION UPDATE.....	8
6.2	COMMUNITY SAFETY AND CRIME PREVENTION ACTION PLAN REVIEW 20	
7.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION .	36
8.	DATE OF NEXT MEETING .....	36
9.	DECLARATION OF CLOSURE .....	36

Community Safety Committee Meeting Minutes  
**16 February 2018**



**1. DECLARATION OF OPENING**

Acting Chairperson Mr Ross Rayson declared the meeting open at 2.03pm.

The quorum of voting Members is 15. The Committee has reached a quorum.

**2. ATTENDANCE**

**Committee Members:**

Chairperson	Cr Julie Williams
Councillor	Cr Michael Ryan
Executive Manager Community Services	Mr Ross Rayson
Northam Police	SSGT Geoff Dickson
Wundowie Police	SGT Jamie Cresswell
Northam Roadwise Committee	Mr Cliff Simpson
Health Representative	Mr Greg Bentley
LDAG	Mrs Rose Power
Northam Chamber of Commerce	Ms Esther Bliss
Department Education	Mrs Sharon Bray
Department of Sport and Recreation	Ms Emma Draper
Department of Housing	Mr Attila Mencshelyi
Local Youth Services Representative	Mr Jim Hauraki
Local Youth Services Representative	Ms Jane Atterby
Community Representative	Mr Denis Beresford

**Committee Ex-Officio Members:**

Wundowie Police	SC Laura Allen
Community Development Officer	Mrs Michelle Blackhurst
Community Services Administration	Ms Brooke Evans

**2.1 APOLOGIES**

Holyoake	Ms Eloise Fewster
Department Child Protection and Family Support	Mrs Dawn Lamperd

**2.2 APPROVED LEAVE OF ABSENCE**

Councillor	Cr Rob Tinetti
------------	----------------

**3. DISCLOSURE OF INTERESTS**

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

Community Safety Committee Meeting Minutes  
**16 February 2018**



**4. ELECTION OF A 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.

---

Four nominations were received to elect Cr Julie Williams as the Presiding Member. Cr Julie Williams accepted the nomination.

Two nominations were received to elect Mr Attila Mencshelyi as the Deputy Presiding Member. Mr Attila Mencshelyi accepted the nomination.

Community Safety Committee Meeting Minutes  
**16 February 2018**



**5. CONFIRMATION OF MINUTES**

**5.1 COMMITTEE MEETING HELD 13 OCTOBER 2017**

**RECOMMENDATION**

**Minute No: CSC.041**

**Moved: Mrs Sharon Bray  
Seconded: SSGT Geoff Dickson**

**That Council accepts the minutes of the Shire of Northam Community Safety Committee meeting held Friday, 13 October 2017 be confirmed as a true and correct record of that meeting.**

**CARRIED 15/0**

Community Safety Committee Meeting Minutes  
**16 February 2018**



**6. COMMITTEE REPORTS**

**6.1 COMMUNITY SAFETY AND CRIME PREVENTION PLAN ACTION UPDATE**

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

**BRIEF**

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

**ATTACHMENTS**

Attachment 1: AODMP Meeting Notes

**BACKGROUND / DETAILS**

The Shire of Northam Community Safety and Crime Prevention (CSCP) Plan 2016-2020 is a four year strategic outlook for the Shire of Northam that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues.

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

The CSCP Plan 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 Committee to reconcile where the facts and the perceptions differ.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

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

Strategy: Provide community services to uphold public safety standards.

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

**Financial / Resource Implications**

N/A

Community Safety Committee Meeting Minutes  
**16 February 2018**



**Legislative Compliance**

N/A

**Policy Implications**

N/A

**Stakeholder Engagement / Consultation**

N/A

**Risk Implications**

N/A

**OFFICER'S COMMENT**

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

Criminal or Offending Behaviour

- Crime Statistics – SSGT Geoff Dickson to provide update
- Lock and Light Program – SSGT Geoff Dickson to provide update  
Wundowie and Bakers Hill communities not responding to the program.
- AODMP Committee – Michelle Blackhurst to provide update  
Syringe Disposal Units  
Items to be discussed with AODMP Committee

**Criminal or Offending Behaviour Current Focus:**

- Keeping Kids in School program – Brooke Evans to provide update

Community Awareness

Action	Objective	Strategy	Comment
<b>Media Release – Keeping Kids in School</b>	Reduce the opportunity for crime or offending behaviour	Raise community awareness about the relationship between crime prevention and the physical design of their property	Send to: <ul style="list-style-type: none"> <li>• Local media contacts</li> <li>• Shire of Northam website</li> </ul>
<b>Media Release – Keep Watch to Prevent Toddler Drowning</b>	Identify and promote service providers, community groups and other key stakeholders that implement community safety and crime prevention initiatives	Promote all service providers, community groups and other stakeholders that offer programs aiding in crime prevention and deliver their service in the Shire of Northam.	Send to: <ul style="list-style-type: none"> <li>• Local media contacts</li> <li>• Shire of Northam website</li> </ul>

Community Safety Committee Meeting Minutes  
**16 February 2018**



<b>Media Release - Look, Lock, Leave</b>	Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.	Promote existing community education initiatives that target safety and security.	Send to: <ul style="list-style-type: none"> <li>Local media contacts</li> <li>Shire of Northam website</li> </ul>
<b>Media Release - 2017 WA School Leavers</b>	Reduce youth crime	Support and facilitate collaborative youth engagement initiatives.	Send to: <ul style="list-style-type: none"> <li>Local media contacts</li> <li>Shire of Northam website</li> </ul>
<b>Media Release - Eyes on the Street</b>	Increase community engagement and participation in identifying and reporting of crime.	Raise community awareness about how to identify a crime.	Send to: <ul style="list-style-type: none"> <li>Local media contacts</li> <li>Shire of Northam website</li> </ul>
<b>School holidays - School Inclusion Program</b>	Reduce youth crime.	Support and facilitate collaborative youth engagement initiatives.	Youth engagement during school holidays
<b>Newspaper Article - eWatch Newsletter revitalisation</b>	Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.	Promote existing community education initiatives that target safety and security.	Monthly issues being published.
<b>Newspaper Article - Holiday Safety Advice</b>	Reduce the opportunity for crime or offending behaviour.	Increase the understanding of risk factors for potential victims of crime (including hotspots and prevention).	People will be going away for school holidays.  Send to: <ul style="list-style-type: none"> <li>eWatch</li> <li>Shire Newsletter</li> </ul>
<b>Newspaper Article - Home Burglary Awareness</b>	Reduce the opportunity for crime or offending behaviour.	Increase the understanding of risk factors for potential victims of crime (including hotspots and prevention).	People will be going away for school holidays,  Send to: <ul style="list-style-type: none"> <li>eWatch</li> <li>Shire Newsletter</li> </ul>
<b>Newspaper Article - Keep Watch</b>	Identify and promote service providers, community groups and other key stakeholders that implement	Promote all service providers, community groups and other stakeholders that offer programs aiding in crime prevention and	Send to: <ul style="list-style-type: none"> <li>eWatch</li> <li>Shire of Northam website</li> <li>Shire Newsletter</li> </ul>



Community Safety Committee Meeting Minutes  
**16 February 2018**



	community safety and crime prevention initiatives	deliver their service in the Shire of Northam.	
<b>Newspaper Article – Drop 5 to Save Lives</b>	Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.	Promote existing community education initiatives that target safety and security.	Using one of the #avonlocalsfrivingchange photo messages each month
<b>Newspaper Article – Parcel Theft</b>	Increase community engagement and participation in identifying and reporting crime.	Raise community awareness about how to identify a crime.	Promoted in the newspaper, through the Shire's eNewsletter and the Shire's Facebook page.
<b>Newspaper Article – Keeping Kids in School</b>	Reduce the opportunity for crime or offending behaviour	Raise community awareness about the relationship between crime prevention and the physical design of their property	Promoted in the newspaper, through the Shire's eNewsletter and the Shire's Facebook page.
<b>Newsletter Article &amp; Social media campaign using Roadwise Photo Message – School is Back</b>	Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.	Promote existing community education initiatives that target safety and security.	School holidays finished and kids are back at school.
<b>Promote Emergency Services Message – Are You Bushfire Ready?</b>	Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.	Promote existing community education initiatives that target safety and security.	Promoted through Social Media, Shire website and newsletters.
<b>Use of #safernorthamshire</b>	To link all the initiatives and create awareness of the efforts of the Community Safety Shire	Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.	Greater awareness and promotion of our Committee brand.

**Community Awareness Current Focus:**

- Committee involvement in sharing community safety posts.
  - Use of #safernorthamshire
  - Community Safety Corner on Social Media
- First week of the each month, promoting same messages through eWatch, Newsletters and Facebook. Investigating the opportunity to

Community Safety Committee Meeting Minutes  
**16 February 2018**



have this information published in a regular spot of the Avon Valley Advocate.

- eWatch revitalisation
  - Northam Police (November & December issues)
  - Wundowie Police (November, December & January issues)
- Water safety (Keep Watch campaign)

Building Partnerships

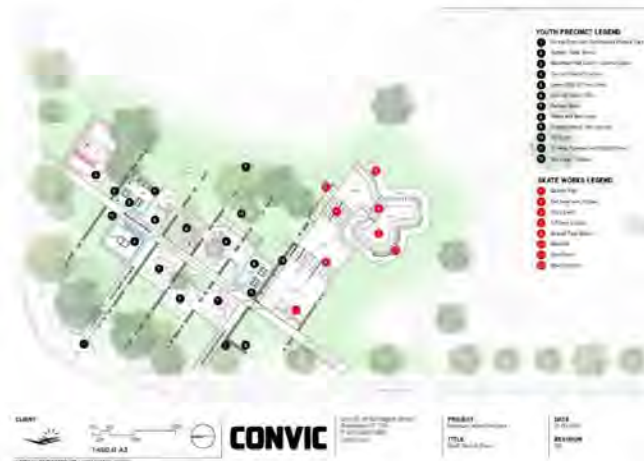
- Night Hoops Program – Michelle Blackhurst to provide update

**Building Partnerships Current Focus:**

- Neighbourhood Watch Groups – Brooke Evans to provide update.
- Shire Collaboration project (Northam, Toodyay & York) – Michelle Blackhurst to provide update
- Community Grants – Brooke Evans to provide update.  
Committee members to identify and encourage groups to think about new community safety projects.

Community Design

- Youth Precinct – Michelle Blackhurst to provide update



- CCTV Project update – SSGT Geoff Dickson and Michelle Blackhurst to provide update.

Community Safety Committee Meeting Minutes  
**16 February 2018**



**Community Design Current Focus:**

- Traffic calming devices – Wundowie. The Shire is working with SGT James Cresswell and preliminary designs are currently being developed.
- An application has been submitted for funding for the Wundowie CCTV network. Pending response.
- CCTV Project update alignment with the state CCTV Strategy. Also Mapping CCTV requirements for Northam and Wundowie, and looking at funding opportunities.
- Bernard Park in Northam – Locking toilets at night, turning off Wifi after 7pm and installing signage "Drinking in a public place is an offence ..."

**DISCUSSION**

**POLICE STATISTICS**

SSGT Geoff Dickson provided an update on crime statistics within the Northam area:

- Three main crime types (burglary; property damage; and stealing)
- Currently tracking under the median
- 2017 statistics sit remarkably lower than the past four years
- 141 less burglaries to the same time last year
- Property damage (breaking into cars) tracking the median recently. 22% drop to the same time last year
- Also a 22% drop in reported stealing crimes over the last year.

SGT Jamie Cresswell provided an update on the crime statistics within the Wundowie and Bakers Hill areas:

- 20% drop in reported burglary, property damage and stealing crimes over the last year.

Community Safety Committee Meeting Minutes  
**16 February 2018**



- Wundowie Police have been able to organise covert cameras through WA Police. WA Police place the camera and send through data to Wundowie Police. Have received footage of hooning.

SC Laura Allen stated that there had been escalated retail theft with the opening of the new Shopping Centre in Northam. Many of the larger retail chains don't report the theft. SSGT Geoff Dickson advised that he had met with a shop owner within the new complex to encourage shop owners to be more proactive with preventing the opportunity for crime and to ring and report theft immediately.

Ms Michelle Blackhurst advised that WA Police provide a free service to businesses that includes a visit to the shopfront to provide information and possible changes to reduce the opportunity for theft. The Shire of Northam will work with the Chamber of Commerce to make this service available to local businesses. SSGT Geoff Dickson advised that local police are more than happy to meet with new shop owners to design out crime.

#### CCTV EXPO

The CCTV expo has been postponed from the date in March. The expo will provide businesses and individuals the opportunity to discuss their needs with providers. SSGT Geoff Dickson advised that a similar event had been held two years ago and was very successful.

#### LOCK AND LIGHT PROGRAM

SSGT Geoff Dickson advised that they were revitalising the program. They are in the process of assessing 18 homes. The process of the program is being improved based on previous feedback to make the process more efficient. It has been challenging to target the right people for the program.

SGT Jamie Cresswell advised that despite advertising the program through Facebook, eWatch, mailouts and flyers there has not been much interest in Lock and Light within the Wundowie and Bakers Hill area. Ms Michelle Blackhurst advised that the Shire of Northam would liaise with the progress associations to promote the program.

Ms Michelle Blackhurst advised that she had completed a number of the assessments and was surprised to discover that many families were not taking steps as simple as photographing and marking their belongings.

#### ALCOHOL AND OTHER DRUGS MANAGEMENT PLAN

Ms Michelle Blackhurst advised that she would act as the link between these two committees. The notes from the previous meeting had been passed around earlier.

Community Safety Committee Meeting Minutes  
**16 February 2018**



There is currently an issue with syringe disposal units being broken into for needles to be re-used. The Shire of Northam has recently replaced 10 units that will prevent these break-ins. The disposal units that have been removed can be re-used.

There have been reports of syringes and other sharp objects found in playgrounds within the past weeks. The Depot sift the sand as often as they can, however the Shire will advise residents of these incidents and the importance of being vigilant and reporting.

Mr Greg Bentley queried whether the toilets were being locked at night. Mr Ross Rayson advised that at present they were not.

Mr Jim Hauraki queried the possibility to replace the sand with soft fall. Mr Ross Rayson advised that the soft fall is easily damaged, highly flammable and very expensive.

Cr Michael Ryan queried whether these areas of concern are within the range of the CCTV cameras. SSGT Geoff Dickson advised that they are, however it is a very timely exercise to review the footage and this is something that the police do not do.

#### KEEPING KIDS IN SCHOOL

Ms Michelle Blackhurst advised that the Keeping Kids in School program would give local businesses the right to refuse service to school aged children during school hours to reduce truancy.

Ms Brooke Evans advised that herself and Ms Michelle Blackhurst had visited a number of local businesses and are working with the Chamber of Commerce to provide information and posters to implement the Keeping Kids in School Program. Ms Sharon Bray advised that she has also passed the relevant information along to the schools within the Shire.

SSGT Geoff Dickson advised that local police and the Department of Education had been working together on the GETTING KIDS TO SCHOOL PROGRAM. Ms Sharon Bray advised that during the first couple of weeks of school, local police had knocked on doors to get kids to school. She advised that this initiative has had a huge impact and the Keeping Kids in School program would be a part of keeping these kids in the classroom.

#### NIGHT HOOPS

Ms Jane Atterby advised that Tournament 2 had been held in Term 4. This tournament did not have as high attendance as the first tournament, as a result next year tournaments will be held in Term 2 and 3 (outside of basketball season).

Community Safety Committee Meeting Minutes  
**16 February 2018**



Ms Jane Atterby advised the program was a huge success with no juvenile crime reported during the time of the program. She is currently working with the Shire of Northam to secure funding to continue the program.

Mr Ross Rayson added that this was a great collaborative initiative and that all committee members were encouraged to volunteer to assist with the smooth running of the program.

**NEIGHBOURHOOD WATCH**

Ms Brooke Evans advised that the Shire of Northam has continued working with the admins of several Neighbourhood Watch Groups from across the Shire to provide information on current initiatives and determine areas of concern. The admin group is working towards establishing a Neighbourhood Watch Group for the entire Shire of Northam.

**COLLABORATIVE AVON COMMUNITY SAFETY APPROACH**

Ms Michelle Blackhurst advised that this committee has being used as a best practice example. She will be working alongside the Shire of Toodyay and the Shire of York to provide a coordinated approach to community safety and crime prevention across the Avon Valley.

**COMMUNITY GRANTS**

Ms Brooke Evans advised that the community grants program was now open. Committee members are welcome to approach groups to encourage appropriate applications be submitted with a community safety focus.

**YOUTH PRECINCT**

Ms Michelle Blackhurst advised that the construction works for the Northam Youth Precinct would shortly be going out for tender.

The Shire of Northam are applying for funding from Lotterywest to assist with the Precinct being completed at one time rather than through several stages. Lotterywest are very keen to become involved in the project.

Mr Ross Rayson advised that the Precinct should be completed by September/October 2018.

**CCTV PROJECT**

Ms Michelle Blackhurst advised that all new equipment was in place, they are currently fine tuning the system.

The Shire of Northam will become a donor site for the State CCTV Strategy, meaning the system will be accessible to Police from other locations. The State CCTV Strategy will have limited use to our network and will have no impact on our use.

Community Safety Committee Meeting Minutes  
**16 February 2018**



SSGT Geoff Dickson advised that MainRoads have installed a cluster at the Road Train assembly area. This is a high crime area.

Ms Michelle Blackhurst advised that an application for funding for a full overhaul of the Wundowie CCTV system was submitted late last year and is currently pending response.

Mr Denis Beresford queried whether our network is capable of taking on additional private cameras. Ms Michelle Blackhurst and SSGT Dickson advised that there is potential to add private cameras, however the storage capacity is a current issue. It is required to hold 30 days of consecutive footage.

The cameras are working well and the battery capacity has been improved. The committee are welcome to come and see the viewing platform.

**BERNARD PARK**

Mr Ross Rayson advised that in order for the toilets to be locked at night a locking mechanism will need to be purchased. This will need to be added to Council's budget.

The Shire of Northam is in the process of adding signage (drinking in a public place) to the Park.

Mr Ross Rayson advised that the issue with turning off the wifi is then it isn't accessible to the visitors in town. Mr Greg Bentley queried whether the wifi was actually attracting crime activity in the Park. SSGT Geoff Dickson advised that people are using the facilities in Bernard Park to live and this is increasing the alcohol and drug use in the area.

The Shire will secure the power at the sound shell so it is no longer available to the public.

Community Safety Committee Meeting Minutes  
**16 February 2018**



ATTACHMENT 1

Good morning all,

Happy Tuesday!

Thank you to those who were able to make it to the final Northam AODMP meeting of 2017, I understand it is a busy time of year and your presence was very much appreciated. With small numbers around the table we were still able to strategically plan the next steps for the AODMP. Minutes were not recorded for this meeting as I felt only an email update necessary.

**Northam AODMP 2018**

**Community Perception Survey**

The results from the community perception survey that was run earlier in 2017 have been received from the MHC, please find attached a summary of these results,

To assist our AODMP priorities as we work through the redevelopment process, we will be rolling out the community perception survey again early 2018. This second roll out phase will utilise the survey monkey link developed by the Mental Health Commission, and will include additional question on mental health in the community.

***Once finalised by the MHC and the link has been received this will be distributed to the group (please note: a link will be provided on the Shire of Northam webpage, with preface content that is required to be read before commencing the survey. For all social media, please direct to the Shire of Northam webpage in addition to discussing with myself or Elouise Hawkins).***

**Stakeholder survey**

A survey will be developed and sent to all stakeholders that are on the email distribution list for the Northam AODMP, this survey will be used to gauge agency commitment, satisfaction and updated contact list for appropriate amendments that are required to be made to the Terms of Reference.

**Once developed this will be sent to the group prior to the redevelopment workshops in February 2018.**

**Redevelopment workshops (no meeting 16/02)**

***Please note: the meeting previously scheduled for Friday 16<sup>th</sup> of Feb has been cancelled (I will send out a cancellation following this email).***



## Community Safety Committee Meeting Minutes 16 February 2018



As the Northam Shire AODMP has reached the end of its two year span, as a group it is imperative to review the priorities focused on and strategies that are put in place. The two 3-hour redevelopment workshops have been scheduled for February and March 2018, the dates for these are Friday 23<sup>rd</sup> February and Friday 16<sup>th</sup> March (both 9am -12pm).

In preparation for these workshops, please bring to the table any updated statistics or information that could support the direction of the plan priorities moving forward.

Local agency input is vital during these workshops to ensure each agency is provided with an opportunity to contribute to the plan, whilst reinforcing that our priority areas and strategies are achievable at a local level. It would be very much appreciated if each agency organised for a representative to attend these workshops.

### Other Business

#### Updated NSP training available (flyer attached)

A new NSP training package had been developed by the Sexual Health and Blood-borne Virus Program (SHBBVP), in collaboration with the Mental Health Commission (MHC).

This new package is hosted on the MHC online learning portal, which can be accessed at the following link:  
<http://aodelearning.mhc.wa.gov.au/>

The course is self directed, taking approximately 3 hours - you can log out and back into the package at any time to complete remaining modules. Participants who complete the training will receive an accredited certificate of completion (through the Australian College of Nursing) is available to print off after completion of the entire package, including the final assessment and post evaluation submission.

#### Shire of Northam Community Grant open in Feb

The Shire of Northam Community Grants round will open in February 2018, available to non-profit community based organisation, sporting groups and school to assist with the implementation of project. For more information:  
<https://www.northam.wa.gov.au/funding-opportunities.aspx>

#### Alcohol Advertising Review Board

There was discussion of concern regarding the private electronic bill board on Great Eastern Highway in the Shire of Northam, and the advertising of alcohol products. As a reminder, I have attached the presentation that Elouise Hawkins delivered to the Northam AODMP group earlier this year.

The Alcohol Advertising Review Board accepts complaints about alcohol ads from the Australian community. It's very simple all you need is a picture or link to the ad and briefly explain why it concerns you, and either:

- o email: [complaints@alcoholadreview.com.au](mailto:complaints@alcoholadreview.com.au)
- o visit <https://www.alcoholadreview.com.au/make-a-complaint/> and fill in the online form
- o phone (08) 9266 7117.

I would like to also take this opportunity to sincerely thank you all for your contributions to the Northam AODMP in 2017. I wish you all a very safe and relaxing festive season and hope you all manage to have a well-deserved break! I look forward to working with you all in 2018.

Community Safety Committee Meeting Minutes  
**16 February 2018**



**6.2 COMMUNITY SAFETY AND CRIME PREVENTION ACTION PLAN REVIEW**

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

**BRIEF**

To seek Committee recommendation for the adoption of the updated 2017-2021 Community Safety and Crime Prevention Plan.

**ATTACHMENTS**

Attachment 1: Community Safety and Crime Prevention Plan – Action Plan

**BACKGROUND / DETAILS**

The current Community Safety and Crime Prevention Plan is nearing completion. Committee members have been provided the opportunity to provide input initially via email. The Committee is now asked to review and finalise the changes and recommend the adoption of the 2017-2021 Community Safety and Crime Prevention Plan.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

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

Strategy: Provide community services to uphold public safety standards.

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

**Financial / Resource Implications**

N/A

**Legislative Compliance**

N/A

**Policy Implications**

N/A

**Stakeholder Engagement / Consultation**

Community Safety Committee Meeting Minutes  
**16 February 2018**



N/A

**Risk Implications**

N/A

**OFFICER'S COMMENT**

As most of the previous strategies have been completed, Officers are seeking Committee input into developing new strategies and additional actions to complete outstanding strategies.

Committee has provided feedback via email. Feedback has been included in the Community Safety and Crime Action Plan. **Please refer to the Action Plan supplied at the meeting.**

**DISCUSSION**

Ms Michelle Blackhurst advised that updates had been made to the plan based on the feedback provided via email. The copy distributed at the meeting was the latest copy.

**RECOMMENDATION**

**Minute No: CSC.042**

**Moved: Mr Attila Mencshelyi**

**Seconded: Mr Ross Rayson**

**That Council accepts the updates made to the Community Safety and Crime Prevention Action Plan.**

**CARRIED 15/0**

Community Safety Committee Meeting Minutes  
**16 February 2018**



ATTACHMENT 1



Shire of Northam  
**Community Safety and  
Crime Prevention Plan**  
2017-2021

## Community Safety Committee Meeting Minutes 16 February 2018



### Acknowledgements

The Shire of Northam acknowledges the considerable input into the Community Safety and Crime Prevention Plan 2017-2021 by the Northam Community Safety Committee.

We acknowledge and thank the Northam Police, Northam Roadwise Committee, Department of Health (Health Promotion), Local Drug Action Group, Northam Chamber of Commerce, Department of Education, Department Sport and Recreation, Housing Authority, Northam PCYC, Department of Child Protection and Family Support, Department of Main Roads and the Shire of Northam community.

### Background

The Shire of Northam Community Safety and Crime Prevention (CSCP) Plan 2016-2020 is a four year strategic outlook for the Shire of Northam that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues.

A partnership approach is viewed by the Shire of Northam as particularly important to deal effectively with the variety of factors that influence Community Safety. The Shire recognises that partnership based strategies are the key to improving Community Safety outcomes.

The Shire of Northam CSCP Plan 2016-2020 considers the perception of crime as well as the actual crime. A safe community is one where community members are able to pursue the fullest life possible without fear or hindrance from crime and disorder, making their feelings of safety as important as their actual level of safety.



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

### The Shire's Role in Community Safety

The Shire of Northam is responsible to address the quality of life issues that impact on residents.

The Shire provides direct service delivery that influences both perceived and actual Community Safety concerns. In particular the Shire delivers Community Safety service outcomes through its Consolidated Local Laws (2005) and through its designated role in a range of State legislation including service delivery related to:

- Cat Act (2011)
- Dog Act (1976)
- Emergency Management Act (2005)
- Bush Fires Act (1954)
- Litter Act (1979)
- Control of Vehicles (Off-Road Areas) Act (1978)
- Health Act (1911)
- Food Act (2008)
- Environmental Protection Act (1986)
- Tobacco Products Control Act (2006)
- Liquor Control Act (1988)
- Biosecurity and Agriculture Management Act (2007)

Local government has an important role to play in emergency management for the local community. Although the Shire of Northam is not a provider of emergency services, the Shire's role is to support emergency services and the community both during and after emergencies. Bushfires during the summer season and storm damage during winter are the most common emergency management issues for the Shire.

Ranger Services are an important component of local government operations, particularly in relation to community safety. Rangers respond to community complaints and concerns relating to dogs, animals and parking issues. The Rangers provide a presence

Community Safety Committee Meeting Minutes  
**16 February 2018**



on the street and assist with the prevention and outbreak of bush fires.

Environmental Health Services are another important component of local government operations and can have an impact on community safety. Environmental Health Services are responsible for approving and licensing a wide variety of operations within the Shire including Kennels, Caravan Parks, Food Premises, Hairdressers, Lodging Houses, Public Events, Public Buildings, Skin Penetration Premises (such as Beauticians, Tattooists, Nail Salons and Acupuncturists), Stall Holders and Traders, Temporary Food Stalls and Wastewater Disposal Systems.

Environmental Health Services also support community safety, dealing with the inspect of premises following an application or complaint, water testing, accommodation, food safety, pest and disease control. The Northam Public Health and Wellbeing Plan is currently under development and will ensure these services continue to be implemented to improve the health and safety of the community.

The Shire of Northam is in the position to facilitate partnerships between government, non-government, business, community groups and individual residents. It acknowledges the important role of facilitating Community Safety outcomes between stakeholders across the Shire.

#### Process of Developing the Plan

As part of the State Community Safety and Crime Prevention Strategy (2004), a joint initiative between the State Government and the Town / Shire of Northam was formed to develop a Community Safety and Crime Prevention Plan for 2007-2010.

Community residents were engaged by the Shire of Northam late 2010 to provide feedback about community safety and crime prevention and this was using a survey and key stakeholders were engaged through a workshop to identify the key community safety and crime prevention issues and strategies for the Shire of Northam for the next four years.

The key issues identified were:

- Antisocial Behaviour; including illegal drug and alcohol use.
- Break-ins; both house and business.

- Wilful Damage; including vandalism and graffiti.

The key issues identified formed the primary objectives for the Shire of Northam CSCP Plan 2011-2015.

The Shire of Northam CSCP Plan 2011-2015 was reviewed in February 2015 and as a number of strategies still required action, recommendations were made for the development of the CSCP Plan 2016-2020.

#### Building the Shire of Northam Picture

The process of building a picture of the Shire of Northam to understand the crime and safety issues has involved the analysis of crime data supplied by the WA Police, desktop research, feedback from local community members and input from key stakeholders.

Documents which inform the CSCP 2017-2021:

- CSCP 2016-2020
- Community Perception Survey Report
- Community CPS Focus Group Meeting Report
- The Shire of Northam CSCP Plan 2011-2015
- Wheatbelt Youth Strategy 2012-2017
- WALGA WAPol Crime Statistics by LGA

#### Crime Data

The Shire of Northam receives crime data on a monthly basis and this is broken down into crime category, specifying the area of the Shire that each crime has occurred. This data is graphed to help the Shire of Northam to understand what the issues are and where they are occurring.



Community Safety Committee Meeting Minutes  
**16 February 2018**



**Community Perception Survey**

The Shire of Northam engaged a consultant to undertake a Community Perception Survey (CPS) in February 2015 to gauge the opinions of the community about issues that they perceive to be affecting them. The results of the CPS indicated that there is a growing concern that the Shire of Northam is an unsafe place, driven by concerns with drug use, criminal activity and undesirable behaviour increasing in the area. Crime, particularly break-ins and theft are a concern and some residents do not feel safe in their homes.

**CPS Focus Group Meetings**

In response to community concerns with safety in the CPS, the Shire of Northam commissioned a series of focus groups to help define the problem and create an action plan for the Council's consideration. While many people love living in the Shire of Northam for the country lifestyle and sense of community, it has a reputation for high levels of youth crime, unemployment, substance abuse and road fatalities. The root cause is attributed to poor parenting in a small proportion of dysfunctional families, with youth lacking boundaries and a sense of belonging.

The community members participating in the focus group discussions identified key issues for the Shire to action:

**Reputation Management**

- Improve the overall safety experiences for residents.
- Develop a PR campaign to improve the Shire's reputation.

**Leadership and Advocacy**

- Communicate the Shire's plan for addressing safety concerns.
- Foster strong partnerships with key stakeholders to attract required funding, infrastructure and services.
- Strengthen relationships with local service providers and coordinate a joint program to set and achieve shared goals.

**Improved Infrastructure**

- Upgrade and extend the CCTV program.
- Partner with Main Roads for better road design and maintenance, including more responsive and effective repairs, safer edges and

shoulders, and improved opportunities for overtaking.

- Implement the Bakers Hill Concept Plan to improve safety on Great Eastern Highway, with safer speed limits and improved parking.
- Improve local roads and footpaths.
- Conduct a lighting audit and upgrades.
- Extend mobile phone coverage in rural areas.

**Desktop Research**

The Shire conducted a desktop research initiative which considered international, federal, state and other local government's trends and best practice in Community Safety. The findings from this research were then translated into relevance and importance in the context of demography and suburb characteristics within the Shire of Northam.

The process of updating the CSCP Plan 2016-2020 has included analysis of crime data supplied by the WA Police, desktop research, feedback from local community members and input from key stakeholders to enable the identification of implementation strategies and partnerships, including shared responsibilities.



## Community Safety Committee Meeting Minutes 16 February 2018



### Key Stakeholders

Central to the implementation and evaluation of the Community Safety and Crime Prevention Action Plan is the establishment of partnerships with community stakeholders to encourage shared responsibility and ownership of the plan.

The Shire of Northam Community Safety Committee (hereto referred to as the Committee) is a formally appointed committee of Council and their objective is to enhance community safety and reduce criminal and anti-social behaviour through a collaboration of key interests and agencies.

The Committee consists of representatives from government, non-government, police and community agencies at the local level who share a collective commitment and expertise in relation to community safety and perceptions of safety.

The Committee includes representatives from:

- Shire of Northam
- Northam and Wundowie Police
- Northam Roadwise Committee
- Department of Health (Health Promotion)
- Local Drug Action Group
- Northam Chamber of Commerce
- Department of Education
- Department Sport and Recreation
- Housing Authority
- Youth services
- Community members

The Committee *ex-officio* members include representatives from:

- Shire of Northam
- Department of Child Protection and Family Support
- Department of Main Roads
- Department Fire and Emergency Services

A strong focus has been placed on developing and maintaining strong partnerships with key stakeholders and the community to effectively address the priority issues.

### Focus Areas

The focus areas for the CSCP Plan 2016-2020 have been informed by recent community consultation, discussions with key stakeholders and research on

crime and safety. A comprehensive range of issues were identified during the research and community engagement process with varying degrees of emphasis across different areas of the Shire.

The crime statistics together with Police intelligence indicate that the two most prominent priorities for the Shire of Northam are currently:

- 1 Youth Crime - youth engagement and diversionary programs.
- 2 Target Hardening - educating community members about how to improve personal security.

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

### Criminal or Offending Behaviour

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

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

Objectives:

- 1.1 Reduce the opportunity for crime or offending behaviour.
- 1.2 Increase community engagement and participation in identifying and reporting of crime.
- 1.3 Maintain the Northam Shire Alcohol and Other Drugs Management Plan
- 1.4 Reduce Youth Crime.

### Community Awareness

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



Community Safety Committee Meeting Minutes  
**16 February 2018**



Objectives:

- 2.1 Improve the community perception of crime in the Shire of Northam.
- 2.2 Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.

**Building Partnerships and Participation**

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

Objectives:

- 3.1 Support and facilitate the Shire of Northam Community Safety Committee.
- 3.2 Identify and promote service providers, community groups and other key stakeholders that implement community safety and crime prevention initiatives.
- 3.3 Identify partnering Local Government Authorities and implement collaborative sub0regional community safety and crime prevention initiatives.

**Community Design**

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

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

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

Objective:

- 4.1 Adopt and implement 'Crime Prevention Through Environmental Design' (CPTED26) principles.



**Where to From Here**

The Northam Community Safety Committee will have primary responsibility for the monitoring and review of the plan. The desired outcomes of the Plan will be delivered in partnership with key stakeholders. A summary of the Plans achievements each year will be presented to Council and published on the Shire of Northam website.

It is to be noted that the Action Plan is a 'living document' and as such additional strategies (in line with the focus areas) may be added, and further stakeholders can be seconded to assist with the implementation of these strategies.

Required funding will be sought from the Office of Crime Prevention and other relevant funding bodies to assist with implementing strategies. The progress of this plan will be evaluated on a bi-monthly basis to effectively monitor the progress and impact of these actions.

**Further Information**

The Shire of Northam Community Safety and Crime Prevention Plan 2017-2021 is available to download on our website [www.northam.wa.gov.au](http://www.northam.wa.gov.au).

For further information regarding the Shire of Northam Community Safety and Crime Prevention Plan 2017-2021 please contact the Shire of Northam Community Development Officer on telephone 9622 6100 or email [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au).



Community Safety Committee Meeting Minutes  
**16 February 2018**



## SHIRE OF NORTHAM COMMUNITY SAFETY AND CRIME PREVENTION PLAN

**AIM: To improve the safety of the community and reduce crime in the Shire of Northam.**



**Community Issues**

Alcohol and Other Drugs	X	X	X	
Anti-social Behaviour	X	X	X	X
Assault	X	X	X	X
Burglary - Business	X	X	X	X
Burglary - Residential	X	X	X	X
Domestic Violence	X	X	X	
Driving Behaviours	X	X	X	X
Graffiti	X	X	X	X
Theft	X	X	X	X
Wilful Damage	X	X	X	X

**Objectives**

<p>1.1 Reduce the opportunity for crime or offending behaviour.</p> <p>1.2 Increase community engagement and participation in identifying and reporting of crime</p> <p>1.3 Maintain the Northam Shire Alcohol and Other Drugs Management Plan</p> <p>1.4 Reduce youth crime.</p>	<p>2.1 Improve the community perception of crime in the Shire of Northam.</p> <p>2.2 Enable greater awareness of activities and projects across the Shire of Northam which address safety and security</p>	<p>3.1 Support and facilitate the Shire of Northam Community Safety Committee.</p> <p>3.2 Identify and promote service providers, community groups and other key stakeholders that implement community safety and crime prevention initiatives.</p> <p>3.3 Identify partnering Local Government Authorities and implement collaborative sub-regional community safety and crime prevention initiatives</p>	<p>4.1 Adopt and implement 'Crime Prevention Through Environmental Design' principals</p>
---	--	--	---

**ACTION PLAN**



Community Safety Committee Meeting Minutes  
16 February 2018



## ACTION PLAN - FOCUS AREA ONE

### Criminal or Offending Behaviour

Objective 1.1 Reduce the opportunity for crime or offending behaviour.

Strategies	Actions	Comment
Increase the understanding of risk factors for potential victims of crime (including hotspots and prevention).	<ul style="list-style-type: none"> <li>Promote and support eWatch - public circulation of crime facts and figures.</li> <li>Market at least one crime prevention tip per month as per the CSCP Communications Plan.</li> </ul>	<p>Ongoing</p> <p>Marketing activities scheduled for release and presented at each bi-monthly CSC meeting.</p>
Raise community awareness about the relationship between crime prevention and the physical design of their property.	<ul style="list-style-type: none"> <li>Educate and encourage community members to improve security measures in residential buildings through the provision of checklists and information.</li> <li>Investigate and implement lock, lock, leave vehicle safety signage program.</li> <li>Promote the Burglar beware program.</li> <li>Provide the community with 'Do It Yourself' security audits.</li> <li>Market at least one 'designing out crime' tip per month as per the CSCP Communications Plan.</li> </ul>	<p>See Communications Plan</p> <p>'Do it Yourself' security audits' have been provided on the Shire of Northam website and have been marketed as per the Communications Plan.</p> <p>At least one 'designing out crime' tip is being promoted per month as per the CSCP Communications Plan.</p>
Support the Northam Chamber of Commerce to engage with local business to reduce the opportunity for crime.	<ul style="list-style-type: none"> <li>Encourage shop owners to ask for identification when suspicious shoppers request to use Pay Wave.</li> <li>Distribute to the Chamber information brochures targeting shop owners to reduce crime.</li> <li>Facilitate business education on appropriate CCTV.</li> <li>Contribute crime prevention tips to the Chamber of Commerce monthly newsletter.</li> <li>Heighten awareness about how to design out crime with appropriate shop layout.</li> </ul>	<p>Business CCTV education session is being planned. This will involve a partnership between the Police, CCTV equipment providers, the Northam Chamber of Commerce and the Shire of Northam. It will be hosted at the Northam Recreation Centre and be delivered as an Expo. Date to be determined.</p> <p>Information brochures targeting shop owners to reduce crime being developed and these will be released in March.</p>
Deliver the Lock and Light program	<ul style="list-style-type: none"> <li>Promote the Lock and Light Program to potential community members.</li> <li>Seek additional funding to continue the Lock and Light program.</li> </ul>	<p>Currently there are 15 people being processed through this program.</p> <p>There has not been any take-up from Wundowie, Bakers Hill, Clackline, Grass Valley, Spencers Brook</p>

Community Safety Committee Meeting Minutes  
**16 February 2018**



## ACTION PLAN - FOCUS AREA ONE

### Criminal or Offending Behaviour

Objective 1.2 Increase community engagement and participation in identifying and reporting of crime.

Strategies	Actions	Comment
Develop a list of crime reporting and recording avenues. Promote to the community.	<ul style="list-style-type: none"> <li>Promote the WA Police crime reporting methods.</li> <li>Market the launch of and promote the State CCTV Register - residential and business CCTV register for Police to access.</li> <li>Promote the Dob in a Dealer program.</li> <li>Market the Crime Stoppers brand.</li> </ul>	<p>This will be launched in June 2018. Blue Iris will become null and void at this time.</p> <p>Dob in a Dealer posters have been delivered to businesses in the Shire of Northam and posters are being displayed in shop windows.</p> <p>Crime stoppers is currently being marketed on the variable message boards and via social media.</p>
Raise community awareness about how to identify a crime.	<ul style="list-style-type: none"> <li>Introduce/reinvigorate a natural surveillance improvement program - Eyes on the Street.</li> <li>Promote and support eWatch.</li> </ul>	<p>We have created a Neighbourhood watch social media site that feeds information to all of the existing smaller groups.</p> <p>Eyes on the street is being marketed through the collaborative Shire project (Northam, York and Toodyay).</p> <p>eWatch is being pushed out monthly by the local Police with the support of the Shire and the Committee.</p>

Objective 1.3 Maintain the Northam Shire Alcohol and Other Drugs Management Plan

Strategies	Actions	Comment
Support the delivery of the Northam Shire Alcohol and Other Drugs Management Plan.	<ul style="list-style-type: none"> <li>Support and attend AODMP meetings.</li> <li>Include AODMP initiatives on the CSCP Marketing and Communications Plan.</li> </ul>	<p>Bi-monthly and ongoing. Michelle is the link between the two Committees. Should the CSC require a drug or alcohol related issue to be addressed, this needs to be raised at our meetings.</p>

Community Safety Committee Meeting Minutes  
**16 February 2018**



## ACTION PLAN - FOCUS AREA ONE

### Criminal or Offending Behaviour

Objective 1.4 Reduce youth crime.

Strategies	Actions	Comment
Investigate youth focused night support/security program to service young people in the Shire of Northam.	<ul style="list-style-type: none"> <li>• Research and report on existing youth focused night support/security programs.</li> <li>• Investigate youth drop-in opportunities and after hours support services that exist in the Shire of Northam and develop a 'map and gap' report to understand the requirements.</li> <li>• Support Northam PCYC and/or Avon Youth to extend/develop drop-in services.</li> <li>• Investigate street chaplaincy service.</li> <li>• Seek funding to implement youth focused support/security programs.</li> </ul>	<p>Night Hoops was delivered successfully. Currently seeking additional funding to continue this program.</p>
Support and facilitate collaborative youth engagement initiatives.	<ul style="list-style-type: none"> <li>• Work with stakeholders to plan collaborative youth engagement initiatives.</li> <li>• Provide information about services and activities for youth within the community.</li> <li>• Forward plan and support the provision of school holiday activities for youth.</li> <li>• Implement youth engagement activities at the Northam Youth Precinct to activate the space.</li> <li>• Implement youth engagement activities at the Wundowie Skate Park to activate the space.</li> <li>• Drive the Keeping Kids in Schools program.</li> <li>• Create annual Youth Week activities and apply for funding to implement them.</li> <li>• Development of a Shire of Northam youth leadership network to provide ideas for new initiatives, feedback on current initiatives and share information amongst young people.</li> <li>• Development and distribution of a local Leavers Pack.</li> <li>• Forward planning in collaboration with Committee and Inclusion group of annual school holiday programs.</li> </ul>	<p>Collaborative meetings are being held between key youth activity providers to map and gap youth opportunities. This will be presented to the Committee at the next meeting.</p> <p>School Inclusion Activities are now being planned further than one holiday in advance. Annual planning meetings are taking place regularly and funding is being sourced to provide these activities.</p> <p>Keeping Kids in schools program has been rolled out for the 2018 school year. Businesses, schools and the community have been updated.</p> <p>PCYC has implemented a Youth Week activity for this year.</p>
Create a Shire of Northam Youth Plan	<ul style="list-style-type: none"> <li>• Development of a Shire of Northam Youth Plan in collaboration with key youth stakeholders.</li> </ul>	<p>Collaborative meetings are being held between key youth activity providers to map and gap youth opportunities. This will be presented to the Committee at the next meeting.</p>

Community Safety Committee Meeting Minutes  
**16 February 2018**



## ACTION PLAN - FOCUS AREA TWO

### Community Awareness

Objective 2.1 Improve the community perception of crime in the Shire of Northam.

Strategies	Actions	Comment
Implement the actions of the Shire of Northam CSCP Marketing and Communications Plan.	<ul style="list-style-type: none"> <li>• Promote community safety and crime prevention information on the Shire website and social media sites.</li> <li>• Contribute articles to eWatch monthly.</li> <li>• Implement monthly messaging on the variable digital messaging sign.</li> <li>• Include articles in the Shire of Northam monthly newsletter to be published in the Avon Advocate.</li> <li>• Schedule monthly social media posts following each CSC meeting.</li> </ul>	Ongoing
Reduce untidy surroundings such as litter, abandoned vehicles, graffiti and damaged buildings.	<ul style="list-style-type: none"> <li>• Promote Trolley Tracker program to report abandoned shopping trolleys.</li> <li>• Promote litter reporting procedures through placement of signage in highly littered areas of the Shire of Northam.</li> <li>• Promote Designing Out Crime Principals.</li> <li>• Encourage community ownership of places (e.g. adopt a spot programs)</li> <li>• Anti-litter social media marketing</li> <li>• Participation in Keep Australia Beautiful campaigns.</li> <li>• School engagement and education in anti-litter.</li> <li>• Clean up Your Yard marketing</li> <li>• Promotion of support agencies that can help with improving living standards.</li> </ul>	<p>Funding has been secured to implement an Adopt a Spot program. This will commence in March 2018.</p> <p>Meetings have been held with Keep Australia Beautiful and we will be participating in some of their projects. Details are yet to be arranged.</p>
Increase community confidence in the police.	<ul style="list-style-type: none"> <li>• Promotion of Police social media sites.</li> <li>• Promotion of Police initiatives.</li> </ul>	
Promote the positive	<ul style="list-style-type: none"> <li>• Promotion of positive local stories to counteract the heavily promoted negative stories. Include these in the Marketing and Communications Plan.</li> </ul>	

Community Safety Committee Meeting Minutes  
**16 February 2018**



## ACTION PLAN - FOCUS AREA TWO

### Community Awareness

Objective 2.2 Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.

Strategies	Actions	Comment
Promote existing community education initiatives that target safety and security.	<ul style="list-style-type: none"><li>• Implement relevant State Government programs - Burglar Beware, Neighbourhood Watch, Eyes on the Street, Goodbye Graffiti.</li><li>• Promote the AFP ThinkUKnow cyber awareness safety program.</li></ul>	

Community Safety Committee Meeting Minutes  
**16 February 2018**



**ACTION PLAN - FOCUS AREA THREE**  
Building Partnerships and Participation

Objective 3.1 Support and facilitate the Shire of Northam Community Safety Committee.

Strategies	Actions	Comment
Bi-monthly community safety meetings including a representative from the Northam Police station.	<ul style="list-style-type: none"> <li>• Monitor progress on Community Safety and Crime Prevention Plan.</li> <li>• Host bi-monthly meetings.</li> </ul>	Ongoing  Ongoing

Objective 3.2 Identify and promote service providers, community groups and other key stakeholders that implement community safety and crime prevention initiatives.

Strategies	Actions	Comment
Promote all service providers, community groups and other stakeholders that offer programs aiding in crime prevention and deliver their service in the Shire of Northam.	<ul style="list-style-type: none"> <li>• Develop a current list of service providers and their programs and undertake a map and gap exercise to identify where gaps and/or double ups in service exist.</li> <li>• Encourage existing service providers to step into the gap.</li> </ul>	
Establish working groups to initiate new collaborative activities to target relevant issues.	<ul style="list-style-type: none"> <li>• Seek internal and/or external funding assistance to assist in enabling the implementation of new community safety and crime prevention initiatives.</li> <li>• Encourage community ownership of places and community responses to local problems.</li> </ul>	



Community Safety Committee Meeting Minutes  
**16 February 2018**

## ACTION PLAN - FOCUS AREA FOUR

### Community Design

Objective 4.1 Adopt and implement 'Crime Prevention Through Environmental Design' (CPTED26) principles.

Strategies	Actions	Comment
Create and implement a Designing Out Crime Plan to be completed by December 2016.	<ul style="list-style-type: none"> <li>Undertake a lighting audit and install lighting in areas poorly lit and in known hotspots.</li> <li>Conduct a Designing Out Crime Shire of Northam study to review current public places.</li> <li>Embed the principles of Designing Out Crime as a working practice in the planning and building responses of the Council.</li> <li>Seek funding opportunities to improve the design of the community.</li> </ul>	
Upgrade the community CCTV system.	<ul style="list-style-type: none"> <li>Apply for funding to upgrade the CCTV system in Wundowie and Northam.</li> <li>Install security cameras in known 'hot spots'</li> <li>Apply for funding to purchase a mobile CCTV covert camera for Police use.</li> <li>Align the Community CCTV with the State CCTV Strategy.</li> </ul>	<p>Grant application submitted for large CCTV upgrade in Wundowie, and to add to Northam. Awaiting response.</p> <p>Known hotspots have been mapped and applications are reflecting this.</p> <p>The Shire of Northam has been accepted as a pilot donor site on the initial wave of state CCTV connection. This is in the initial stages of being initiated.</p>
Promote community participation with the State CCTV Register.	<ul style="list-style-type: none"> <li>Promote the State CCTV Register to the community.</li> <li>Encourage community to register their private and business CCTV on the State CCTV Register.</li> </ul>	The state register will be launched in June 2018 at which time it is scheduled to be promoted.
Investigate traffic calming options for Wundowie for hooning prevention.	<ul style="list-style-type: none"> <li>Map problem areas and advocate for appropriate traffic calming devices for each area.</li> </ul>	Problem areas have been mapped by the Shire's Engineering Manager and the Wundowie Police. Options are being investigated.

Community Safety Committee Meeting Minutes  
**16 February 2018**



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

No urgent business was introduced.

**8. DATE OF NEXT MEETING**

Friday, 13<sup>th</sup> April 2018 at 2:00pm  
To be held at McIver House – meeting at the Northam Police Station prior to see the CCTV viewing platform

**9. DECLARATION OF CLOSURE**

The meeting was declared closed at 3:21pm.

"I certify that the Minutes of the Community Safety Committee meeting held on 13<sup>th</sup> October 2017 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date

11.4 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON  
15<sup>TH</sup> MARCH 2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Local Emergency Management Committee meeting held Thursday, 15<sup>th</sup> March 2018.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Request the Chief Executive Officer to hold a Treatment **Management Workshop for the risk 'Bushfire' on 21st June** 2018 prior to the Local Emergency Management Committee Meeting (LEMC);
2. Request the Chief Executive Officer to contact all LEMC members to obtain feedback for an additional risk to assess at the Treatment Management Workshop scheduled on 21st June 2018;
3. Request the Chief Executive Officer to contact all Local Emergency Management Committee members to confirm the current representative and contact details.

Attachment 1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Local Emergency Management Committee**

**15 March 2018**

Local Emergency Management Committee Meeting Minutes  
15 March 2018



**DISCLAIMER**

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

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

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

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

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

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

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

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

Local Emergency Management Committee Meeting Minutes  
**15 March 2018**



## Contents

1.	DECLARATION OF OPENING.....	4
2.	ATTENDANCE.....	4
2.1	APOLOGIES.....	4
3.	DISCLOSURE OF INTERESTS.....	4
4.	CONFIRMATION OF MINUTES.....	5
4.1	COMMITTEE MEETING HELD 14 <sup>TH</sup> DECEMBER 2017.....	5
5.	COMMITTEE REPORTS.....	5
5.1	Agency Reports and ISG Activations.....	5
5.2	Updates / Items for Discussion from Members.....	7
5.2.1	Local Emergency Management Arrangements (LEMA).....	7
5.2.2	Risk Workshop discussion, Yvette Grigg – Office of Emergency Management.....	7
5.3	Correspondence.....	32
6.	GENERAL BUSINESS.....	32
6.1	Attendance at Committee Meetings.....	32
7.	SCHEDULED MEETINGS.....	35
8.	DECLARATION OF CLOSURE.....	35

Local Emergency Management Committee Meeting Minutes  
15 March 2018



## 1. DECLARATION OF OPENING

The Presiding Member, Cr C R Antonio declared the meeting open at 3:01pm.

## 2. ATTENDANCE

### Voting Members:

Shire of Northam President	Chris Antonio
Shire of Northam Local Recovery Coordinator	
Executive Manager Development Services	Chadd Hunt
Acting Community Emergency Services Manager (Executive Officer)	Brendon Rutter
Department of Fire and Emergency Service	Sven Andersen
WA Police (Local Emergency Coordinator)	Geoff Dickson at 3:03pm
Department of Communities	Jo Spadaocini
Northam Regional Hospital	Jennifer Lee

### Non-voting Members:

Office of Emergency Management	Yvette Grigg
Department of Communities – Housing	Graeme Brandis
Main Roads WA Wheatbelt	Rod Gillis at 3:11pm
Department of Fire and Emergency Service	Tyron McMahon

### Shire of Northam

Executive Assistant – CEO	Alysha Maxwell
---------------------------	----------------

## 2.1 APOLOGIES

### Voting Members:

WA Police (Local Emergency Coordinator)	Jamie Cresswell
---	-----------------

### Non-Voting Members:

Australian Defence Force	Clay Elder
Red Cross	Erin Fuery

### Guest:

Shire of Beverley	John Hansen
-------------------	-------------

## 3. DISCLOSURE OF INTERESTS

Nil.

Local Emergency Management Committee Meeting Minutes  
15 March 2018



#### 4. CONFIRMATION OF MINUTES

##### 4.1 COMMITTEE MEETING HELD 14<sup>TH</sup> DECEMBER 2017

###### RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.38

Moved: Chadd Hunt

Seconded: Jennifer Lee

That the minutes of the Local Emergency Management Committee meeting held 14<sup>th</sup> December 2017 be confirmed as a true and correct record of that meeting.

CARRIED 6/0

Mr Geoff Dickson entered the meeting at 3:03pm.

#### 5. COMMITTEE REPORTS

##### 5.1 Agency Reports and ISG Activations

For the committee to receive reports from agencies and discuss any issues on any emergencies that occurred since the previous meeting held on 15<sup>th</sup> June 2017.

Agencies listed may include: Shire of Northam Bush Fire Brigades, Northam SES, Northam Police, Wundowie Police, DFES, and Northam Hospital.

Updates provided at the meeting include:

###### Chadd Hunt, Executive Manager Development Services - Shire of Northam

The Executive Manager Development Services advised that Council's Community Emergency Services Manager, Mr Daniel Hendriksen is currently acting in a position at the Department of Fire and Emergency Services. During this time Mr Brendon Rutter will be undertaking this role on an acting basis until 27<sup>th</sup> September 2018.

###### Jennifer Lee, Northam Regional Hospital

An update was provided in relation to the current redevelopment work at the hospital and some issues associated with this. This includes operational matters due to working around the contractors and emergency alarms being set off.



Local Emergency Management Committee Meeting Minutes  
**15 March 2018**



Currently the project is slightly behind schedule however the theatre is due for finalising in July and the emergency department approximately July/August.

Graeme Brandis, Department of Communities - Housing

It was advised that the name has changed. In addition, they are looking at merging five offices into one which is proposed to be a two year program. This is currently being undertaken in the Kimberley and they are currently looking at options in relation to this.

It was advised that they have had no further house fires in the Shire.

Sven Anderson, Department of Fire and Emergency Services (DFES)

An update was provided in relation to the restructure occurring shortly. It was advised that it has been a quiet season, with no ISG activations. It was confirmed that this will not impact the next season (i.e. due to an increased fuel load). In relation to operations, it was advised that a lot can occur sooner rather than later due to the weather permitting however advised that there were some minor issues in relation to some burns done through a permit.

Mr Rod Gillis entered the meeting at 3:11pm.

Tyron McMahon, Department of Fire and Emergency Services (DFES)

An update was provided in relation to the Risk Management Program underway which involves the development of a Bushfire Risk Management Plan. The development of this plan involves assessing areas and including recommendations in relation to mitigation works.

In terms of moving forward, it was advised that the Rural Fire Service is currently unsure where they will sit in the structure after 30 June 2018 as they are currently contract funded.

Jo Spadaccini, Department of Communities

It was advised that they are currently unsure of their name/where they sit within the Department of Communities. An update was provided in relation to the Local Welfare Plan which is currently out for comment with CEO's. They are currently looking at establishing a bigger pool of staff which will be beneficial in an emergency.

It was advised that there have been some storms east of the Shire however there is nothing to report for the Shire of Northam.

Yvette Grigg, Office of Emergency Management

It was advised that they have now resumed into Department of Fire and Emergency Services.

Local Emergency Management Committee Meeting Minutes  
**15 March 2018**



It was noted that an update would be provided at item 5.2.2 in relation to the risk workshops recently held.

**5.2 Updates / Items for Discussion from Members**

**5.2.1 Local Emergency Management Arrangements (LEMA)**

The LEMA Directory has now been updated for 2018. The Acting Community Emergency Services Manager advised that the electronic version of the LEMA will be circulated however if anyone would like a hardcopy, a request should be made to the Acting Community Emergency Services Manager.

**5.2.2 Risk Workshop discussion, Yvette Grigg – Office of Emergency Management**

Yvette Grigg provided a brief run down on the risk workshops. The presentation has been included as Attachment 1.

Mr Rutter departed the Council Chambers at 3:17pm and returned at 3:19pm.

It was advised that the group needs to determine one or two more scenarios in addition to bushfire and undertake the assessment. Ms Grigg advised that this should be undertaken within the next 8 months and prior to the next bushfire season.

**MOTION**

**Minute No: LEMC.39**

**Moved: Jennifer Lee**

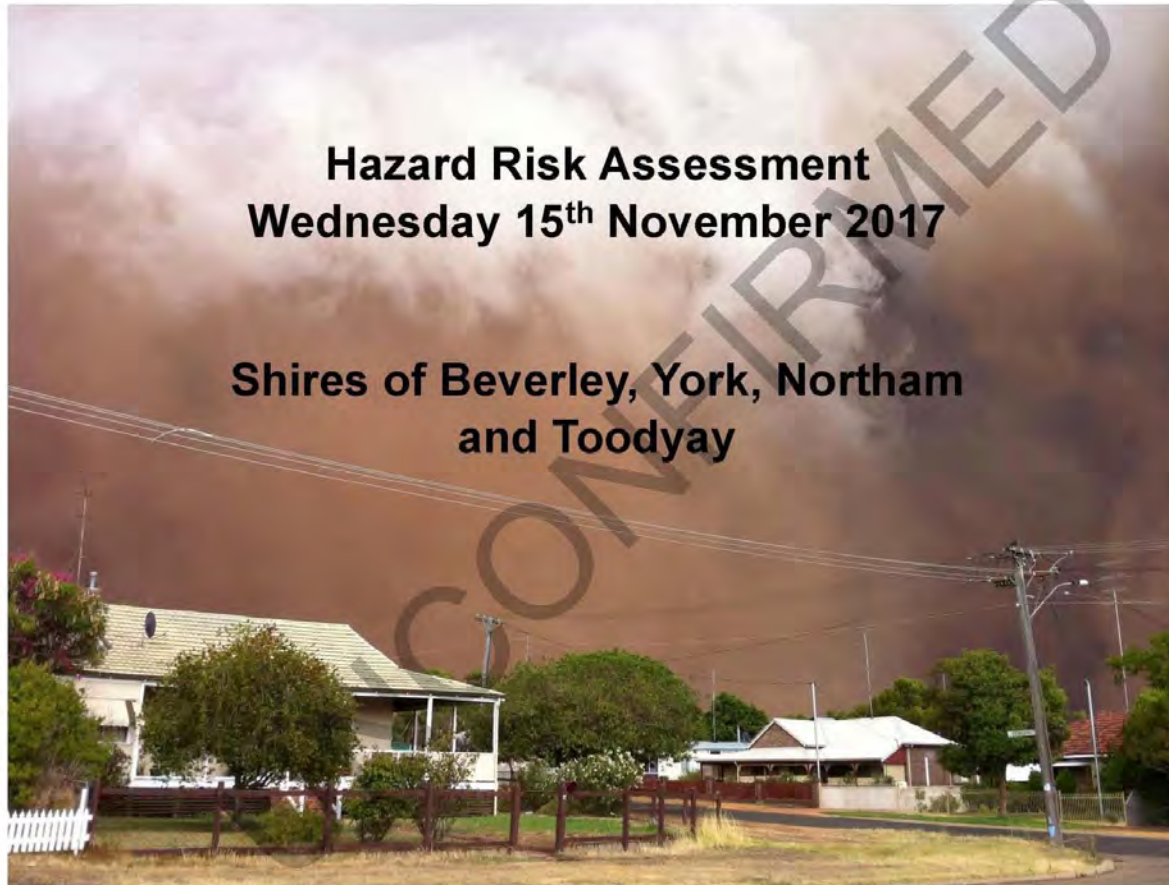
**Seconded: Sven Andersen**

**That Council:**

- 1. Request the Chief Executive Officer to hold a Treatment Management Workshop for the risk 'Bushfire' on 21<sup>st</sup> June 2018 prior to the Local Emergency Management Committee Meeting (LEMC); and**
- 2. Request the Chief Executive Officer to contact all LEMC members to obtain feedback for an additional risk to assess at the Treatment Management Workshop scheduled on 21<sup>st</sup> June 2018.**

**CARRIED 7/0**

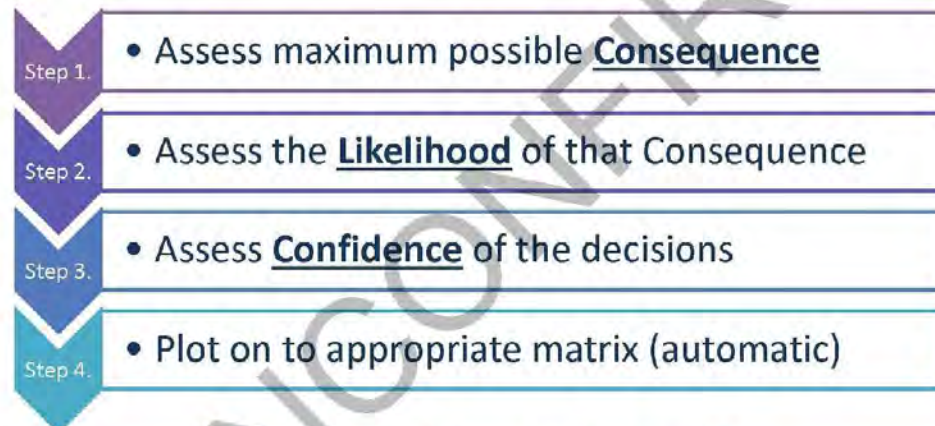
**Attachment 1**



## Steps During the Workshop

A scenario was presented for each of three hazards

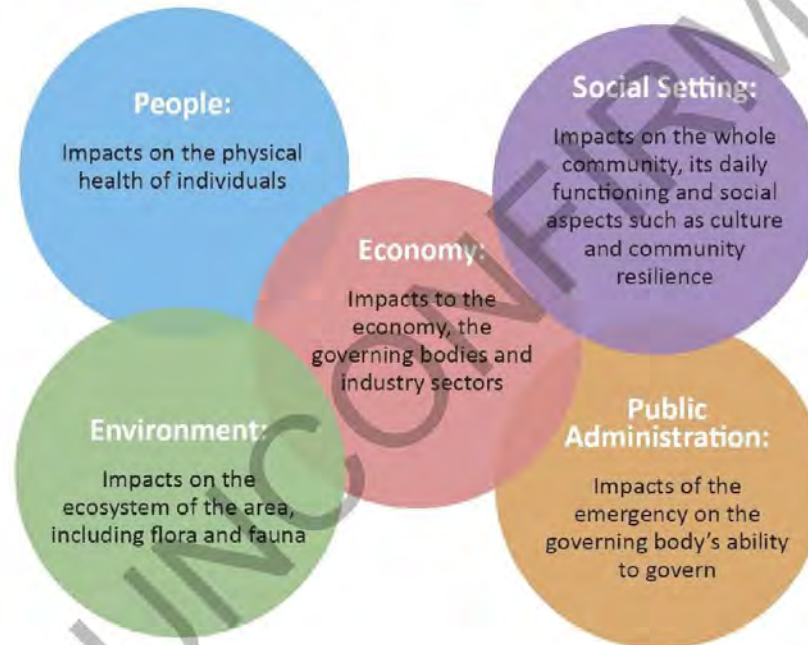
For each Risk Statement:



**Group Decision, Majority rule**

## Core Objectives

- The assessment will consider the possible impacts on:





## Flood Scenario Setting the Scene

- A tropical low is expected to move across the region in the next few days
- Multiple low pressure systems have moved through the Avon region in the month of January, producing very heavy rainfall. In excess of 600mm has fallen within the last month.
- It has been described as a one in 200 year event.
- The Avon Catchment and Yenyening Lakes are already at capacity due to above average rainfall in the past 2 years.
- The Avon River is predicted to reach the contour lines in Beverly of 196m, York 176m, **Northam of 152m**, Toodyay 133m.

## Flood Scenario





## Flood Scenario River Catchment Area

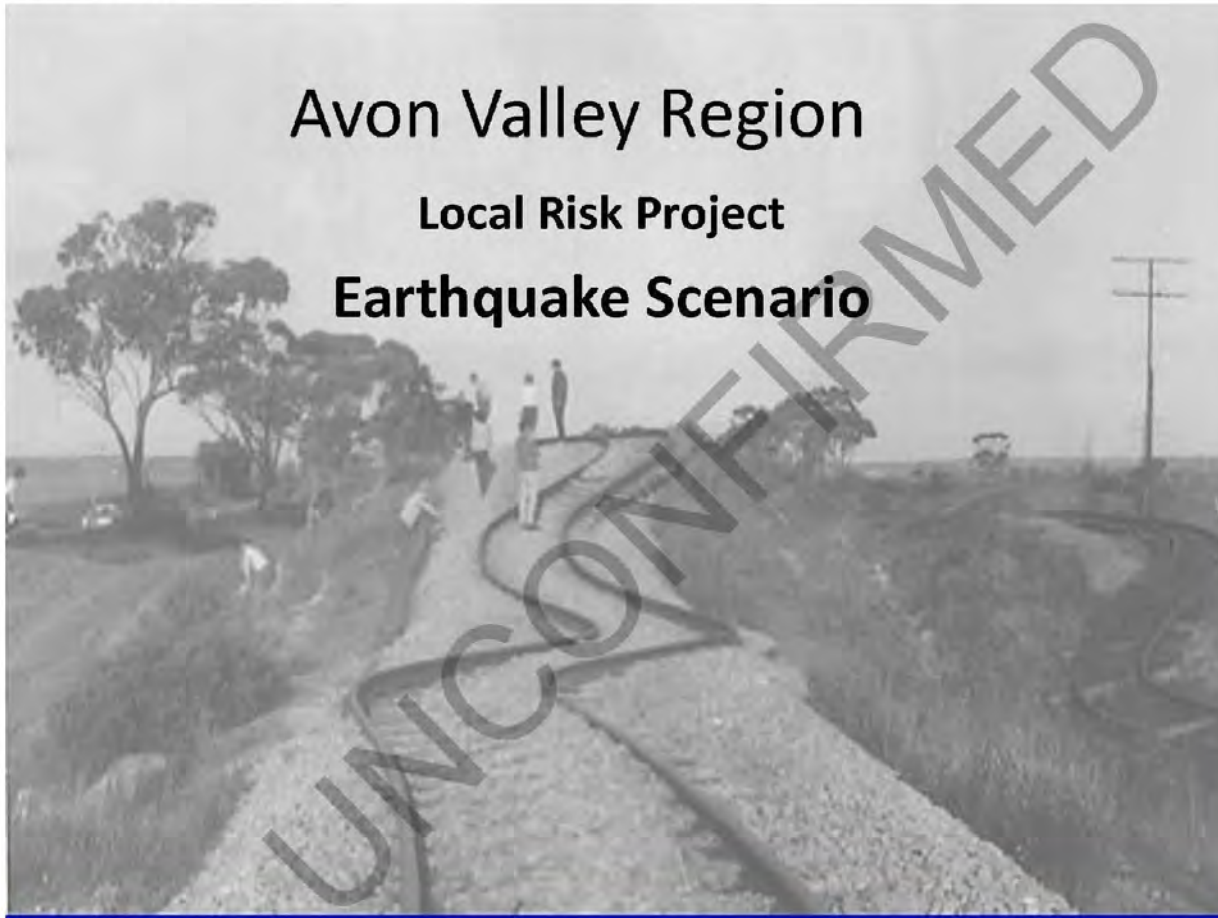


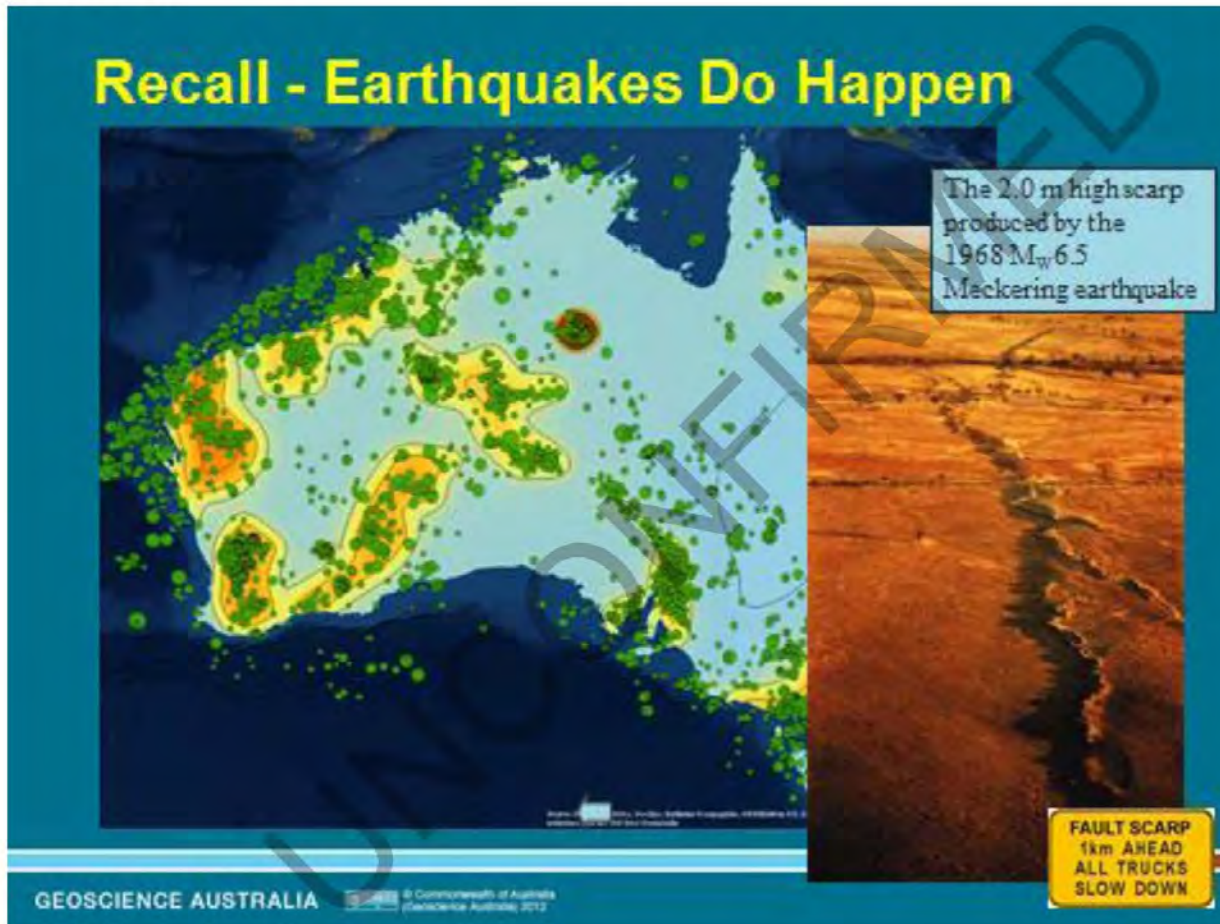
## Impacts & Vulnerabilities

- Main Arterial roads closures and damages
- Local Road damage
- Major Agricultural Farmland damage
- Secondary roads and tracks impassable
- Building structural damage / collapse
- Infrastructure damage / collapse
- Rail System Flooding embankment slippage
- Potential disruptions – power/water/phone
- Livestock loss
- Residents Isolated
- Other localities impacted = stretched resources
- Sewerage issues and overflow
- Impact to Commerce
- Disruption to Goods and services

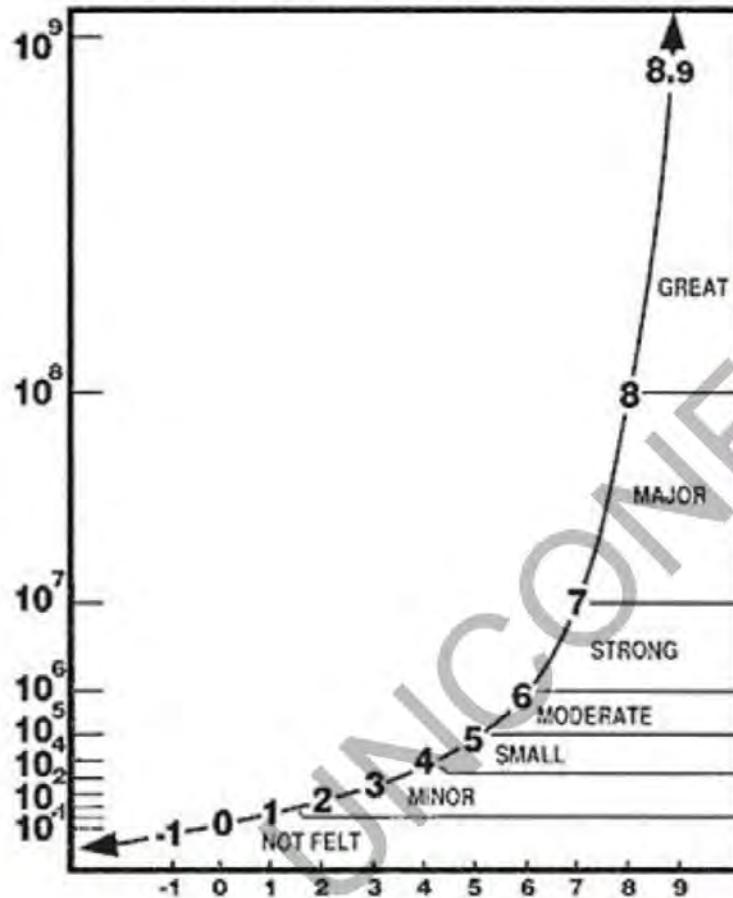
Local Emergency Management Committee Meeting Minutes  
**15 March 2018**







Local Emergency Management Committee Meeting Minutes  
15 March 2018



**Richter Scale  
magnitude is  
logarithmic  
not linear.**

## Modified Mercalli Index

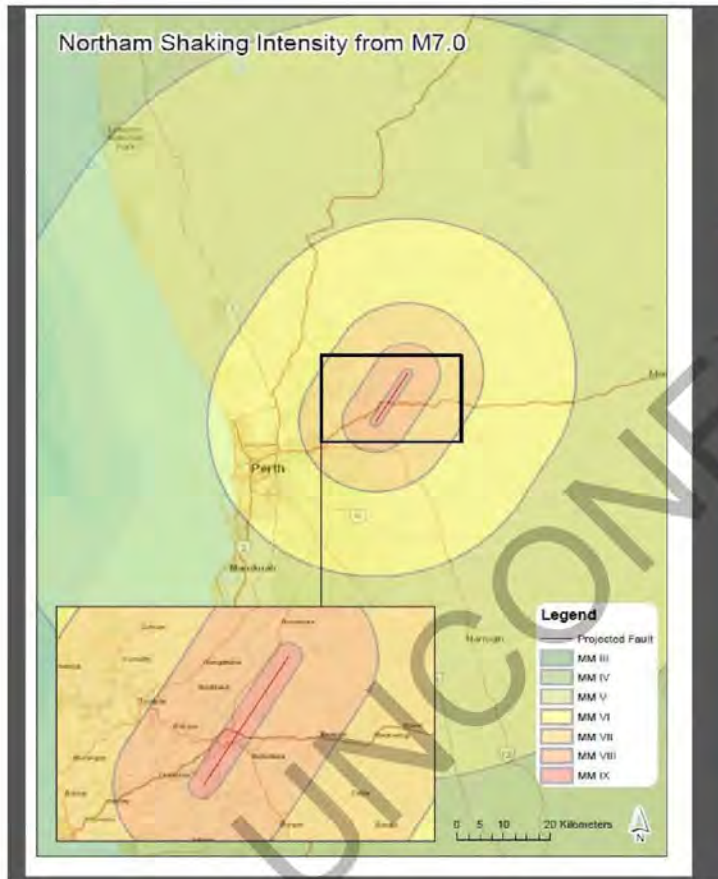
MMI	Example event	Expected impact
V	Kalgoorlie CBD, 20 April, 2010	Cracking of vulnerable masonry (e.g. parapets & chimneys) with minor falls. Minor cracking to masonry houses.
VI	Boulder CBD, 20 April, 2010	Collapse of vulnerable masonry and severe cracking to other masonry structures.
VII	Newcastle, 27 December, 1989	Severe damage to URM buildings, some damage to housing, damage to low ductility framed buildings, particularly irregular buildings with some collapses.
VIII	Christchurch, Feb 22, 2011	Severe to complete damage to URM buildings, severe damage to low ductility buildings.
IX	Meckering, 14 October, 1968	Destruction of URM and low ductility framed buildings, damage to all other types.

## Earthquake Scenario

- At 12:09 PM on Thursday 13<sup>th</sup> of June 2018
- A magnitude 7.0 earthquake occurs in the heart of your town.
- Epicentre depth is 5km.
- Based on the Modified Mercalli Index (MMI) Scale expected impacts are rated at 6 -9 MMI



Local Emergency Management Committee Meeting Minutes  
**15 March 2018**



**Modified Mercalli Scale  
(Shaking)**

MMI	Example event	Expected impact
V	Kalgoorlie CBD, 20 April, 2010	Cracking of vulnerable masonry (e.g. parapets & chimneys) with minor falls. Minor cracking to masonry houses.
VI	Boulder CBD, 20 April, 2010	Collapse of vulnerable masonry and severe cracking to other masonry structures.
VII	Newcastle, 27 December, 1989	Severe damage to URM buildings, some damage to housing, damage to low ductility framed buildings, particularly irregular buildings with some collapses.
VIII	Christchurch, Feb 22, 2011	Severe to complete damage to URM buildings, severe damage to low ductility buildings.
IX	Meckering, 14 October, 1968	Destruction of URM and low ductility framed buildings, damage to all other types.

## Expected Damage

- Extensive building damage in your town, and surrounding Wheatbelt towns. In outer areas, unbraced parapets and architectural ornaments may fall, walls crack and weak chimneys break at roof line.
- Some fatalities and injuries occur.
- Infrastructure damage – bridges, roads, rail, community facilities, the fault trace cut major roads creating vertical steps of over 1m. Bridge on Great Eastern Hwy (12 km w Northam) has significant damage (75 days repair)
- Essential Services loss and interruptions - sewerage, power, water. Fault crosses Goldfields Water supply pipeline and rail lines east.

## Kalgoorlie - 2010

Magnitude 5...MMI of V.





## STORM

Storms can occur at any time of year; but tend to follow two distinct patterns;

1. A warm season storm generally October to April
2. A cool season storm generally May to September

Local Emergency Management Committee Meeting Minutes  
**15 March 2018**



Local Emergency Management Committee Meeting Minutes  
**15 March 2018**



**Severe Weather Warning**

**for Destructive Winds and Heavy Rainfall**

**for people in the Central West, Lower West, Central Wheatbelt, and Great Southern forecast districts.**

Issued at 1200 hours WST on Thursday 17 November 2017

For people in parts of WA southwest of a line from Lancelin to Wyalkatchem and Merredin. This includes people in or near the following towns; Bindoon, Yanchep, Toodyay, Northam, York, Beverley, Quairading, Brookton and Corrigin.

**Weather Situation**

A slow-moving thunderstorm band is expected to produce **HEAVY RAINFALL** that may cause **FLASH FLOODING**. Dangerous gusts are possible on the leading edge of the front.

**HEAVY RAINFALL** is expected to commence about the on the west coast at 1pm on Thursday, on the leading edge of the front and extend south eastwards, reaching York and Beverley by about 2pm. During the evening, rain will ease from the west.

**DANGEROUS GUSTS in excess of 150 kilometres per hour could cause SIGNIFICANT DAMAGE OR DESTRUCTION TO HOMES AND PROPERTY IN LOCALISED AREAS.**

## Impacts & Vulnerabilities

- Transport routes impacted
- Potential disruptions – power/water/phone
- Lack of machinery mobilisation to repair rail lines and roads
- Lack of resources to undertake repairs
- Re-supply issues
- Structural Damage and resident displacement
- Localised Flooding
- Damage to Public Facilities and Services



## Where to from here?

- LEMC to choose at least another 2 or 3 hazards to assess. (Bushfire plus ????)
- Analyse data for all risks assessed (spreadsheet tool makes this easy!)
- Undertake treatment strategy workshop
- Monitor and review risk profile and treatment actions at LEMC on an ongoing basis.
- OEM will assist and support the process throughout.

Local Emergency Management Committee Meeting Minutes  
15 March 2018



### Hazard Selection



The first stage in the risk assessment process is to select your LGA preferred high risk hazards.

Use the list of prescribed hazards below to help you.

The OBM website has more information about each hazard, including videos and fact sheets, which can assist when making your selection. Visit: [www.oem.wa.gov.au/hazard/hazards](http://www.oem.wa.gov.au/hazard/hazards)

 Air Crash	 Animal and Plant Extinction
 Biological substance	 Chemical substance
 Collapse (diff/irregular and loading)	 Cyclone
 Earthquake	 Electric Supply Disruption
 Fire (Wildfire and Structural)	 Flood
 Gas supply disruption	 Hazardous Waste
 Human epidemic	 Land subsidence
 Liquid fuel supply disruption	 Marine Oil Pollution
 Marine search	 Maritime Transport Emergency
 Oil or petroleum (HAZMAT)	 Pollution, Nuclear Power or Waste
 Radioactive substance	 Rail Crash
 Road Crash	 Space Debris Re-entry
 Tsunami	 Terrorism

It is important to consider only hazards which would require a significant, coordinated emergency response. Beyond the normal day-to-day business of response agencies, it may be helpful to review the catastrophic events in your management plan to understand the scale of a worst case scenario. You can build your consideration of the hazards on your local plan.

Once you have selected an option for hazards for your local area, please forward your selection to your District Emergency Management Advisor.

The Advisor will collate selections from all local governments in the group and will work to sign the selections of each local government to provide a manageable number of hazards for each group.

Local Emergency Management Committee Meeting Minutes  
**15 March 2018**



**5.2.3 Committee to set date for Bushfire Risk workshop for 2018, Northam**

**5.3 Correspondence**

IN:

1. Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 14<sup>th</sup> December 2017.

**6. GENERAL BUSINESS**

**6.1 Attendance at Committee Meetings**

Ms Grigg raised that the attendance at the committee meetings is low in comparison with other districts.

It was raised that a table could be included within the agendas and minutes showing the attendance to clearly demonstrate who had attended meetings. *(Note: This has been prepared since the meeting and included within these minutes. Names from organisations will be updated once confirmed and this will be included in future agendas/minutes)*

In addition, it was raised that the contact details require updating as many names were noted as no longer being at the agency/organisation.

**MOTION**

**Minute No: LEMC.40**

**Moved: Geoff Dickson**

**Seconded: Jo Spadaccini**

**That Council request the Chief Executive Officer to contact all Local Emergency Management Committee members to confirm the current representative and contact details.**

**CARRIED 7/0**

Local Emergency Management Committee Meeting Minutes  
15 March 2018



<b>Summary of Meeting Attendance</b>					
<b>Position / Agency</b>	<b>Name</b>	<b>15/03/2018</b>	<b>21/06/2018</b>	<b>20/09/2018</b>	<b>06/12/2018</b>
<b>Voting Members:</b>					
Shire of Northam President	Chris Antonio				
Shire of Northam Local Recovery Coordinator / Executive Manager Development Services	Chadd Hunt				
Community Emergency Services Manager (Executive Officer)	Brendon Rutter				
Department of Fire and Emergency Service	Sven Andersen				
	Colin Brown				
WA Police (Local Emergency Coordinator) - Northam	Geoff Dickson				
WA Police (Local Emergency Coordinator) - Wundowie	Jamie Cresswell				
Department of Communities	Jo Spadaccini				
Northam Regional Hospital	Jennifer Lee				
<b>Non-voting Members:</b>					
Office of Emergency Management / SEMC Secretariat	Yvette Grigg				
Office of Bushfire Risk Management (DFES)	Tyron McMahon				
Northam Airport	Matt Bignell				
	Errol Croft				
Australian Defence Force	Clay Elder				
Arc Infrastructure	Clinton Lobb				
Northam Bushfire Brigades (CBFCO)	Mathew Macqueen				

Local Emergency Management Committee Meeting Minutes  
15 March 2018



<b>Summary of Meeting Attendance</b>					
<b>Position / Agency</b>	<b>Name</b>	<b>15/03/2018</b>	<b>21/06/2018</b>	<b>20/09/2018</b>	<b>06/12/2018</b>
Department of Agriculture & Food WA	Josh Smith				
Department of Education	Laura Russ				
Dept. Parks and Wildlife	Graeme Keals				
Disability Services Commission	Ben Deverell				
Department of Communities - Housing	Atila Mencshelyi	Graeme Brandis			
Aged Care (Juniper)	Glenda Kirkman				
Public Health Nurse	Anne Foyer				
Main Roads WA Wheatbelt	Gren Putland	Rod Gillis			
Fire & Rescue Northam	Greg Montgomery				
Fire & Rescue Wundowie	Tyron McMahon				
Australian Border Force	Troy Sokoloff				
Red Cross	Erin Fuery				
Salvation Army	Ben Day				
Immigration Detention Centre	Shaun Horseman				
Silver Chain	Claire Wall				
St John Ambulance	Kalie Ashenden				
Water Corporation	Larry Baily				
Western Power	Charlie Baxter				
Northam State Emergency Service	Sarge Bottacin				

Local Emergency Management Committee Meeting Minutes  
**15 March 2018**



**7. SCHEDULED MEETINGS**

Meeting schedule 2018:

15th	March	LEMC & LRCC
21st	June	LEMC & LRCC
20th	September	LEMC & LRCC
6th	December	LEMC & LRCC

**8. DECLARATION OF CLOSURE**

There being no further business the Chairman, Cr C R Antonio declared the meeting closed at 3:46pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 15<sup>th</sup> March 2018 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

12. OFFICER REPORTS

12.1 **CEO'S OFFICE**

12.1.1 Policy G1.8 - Elected Member and Staff Interactions and Requests for Information

Address:	N/A
Owner:	N/A
File Reference:	
Reporting Officer:	Jason Whiteaker Chief Executive Officer
Responsible Officer:	Jason Whiteaker Chief Executive Officer
Voting Requirement	Simple Majority

BRIEF

For Council to consider adopting policy G1.8 - Elected Member and Staff Interactions and Requests for Information which has been developed to provide direction to the elected members of the Shire of Northam in relation to the process for seeking information, records and staff.

ATTACHMENTS

Attachment 1: Policy G1.8 - Elected Member and Staff Interactions and Requests for Information

BACKGROUND / DETAILS

In 2015, the Shire of Northam participated in the Local Government Better Practice Review (BPR) Program which was an initiative undertaken by the Department of Local Government and Communities, now known as the Department of Local Government, Sport and Cultural Industries (the Department) to recognise and promote good practice in Western Australian country local governments.

The BPR Program is part of the State Government's Country Local Government Fund (CLGF) Capacity Building Program and involved a review team to work closely with local governments to review key areas of that local government's activities and operations.

Through the review, it was noted as an area for further development as there is no guidance in place to provide direction to elected members in respect to

requests for information and staff and an action was therefore identified on the Annual Delivery Plan to document these processes.

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Financial / Resource Implications

Requests for information are to be made at the Administration Centre during normal business hours. The policy does not pose any additional financial or resource implications outside the current functions of the Shire.

If a request for information complies with the intent of the policy and the prevailing legislation, however it places an unreasonable demand on staff time and resources so as to render the research reasonably disruptive to the administration, the Chief Executive Officer may, in accordance with Section 5.95(1)(b) of the Local Government Act 1995 refuse to comply with the request.

If an application is submitted under the Freedom of Information Act 1992, the appropriate fees and charges will be applied through this process.

Legislative Compliance

- Local Government Act 1995, Sections 2.7, 5.92, 5.93 and 5.94;
- Local Government (Rules of Conduct) Regulations 2007, Regulation 10; and
- Freedom of Information Act 1992.

Policy Implications

Policy G 1.3 Code of Conduct – Elected Members & Committee Members.

Stakeholder Engagement / Consultation

Nil.

Risk Implications

It is considered high risk should elected members not be provided with necessary information to fulfil their duties. This policy is considered to minimise risk in respect to necessary and appropriate information being provided to elected members.

## OFFICER'S COMMENT

While relationships between members and staff are briefly referred to in both of the Shire's Codes of Conduct, protocols are not formally documented in

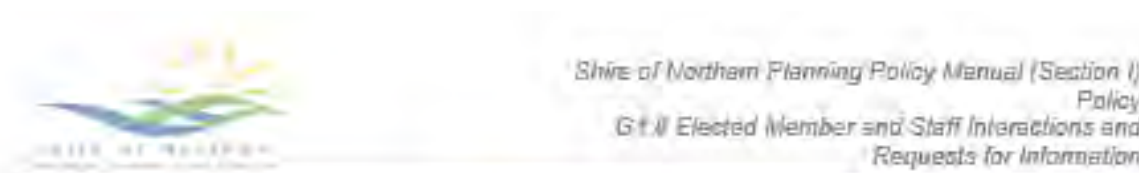


regards to communications between staff and elected members, and requests for information from elected members. Relationships between elected members and Shire staff were considered as cordial and respectful and informal processes on requests for information from elected members are being followed. However, it would be prudent for the Shire to revise its Codes of Conduct and/or develop policies to further document its practices around elected member and staff interactions and the appropriate communication channels to manage requests for information.

RECOMMENDATION

That Council adopt Policy G1.8 - Elected Member and Staff Interactions and Requests for Information.

Attachment 1



**GOVERNANCE**

**G1.8 Elected Member and Staff Interactions and Requests for Information**

<i>Responsible Department</i>	CEO Office
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	21/02/2018
<i>Next Scheduled Review</i>	2020
<i>Related Shire Documents</i>	Policy G 1.3 Code of Conduct – Elected Members & Committee Members; Corporate Business Plan Strategic Community Plan
<i>Related Legislation</i>	Local Government Act 1995, Sections 2.7, 5.92, 5.93 and 5.94; Local Government (Rules of Conduct) Regulations 2007, Regulation 10; and Freedom of Information Act 1992.

**OBJECTIVE**

To provide guidance to elected members of the Shire of Northam in relation to the process for seeking information from records and staff.

**SCOPE**

Elected members have access to certain documents over and above the rights of the general public which are provided for in Section 5.94 of the Local Government Act 1995.

Specific additional rights to access of information by council or committee members are provided in Section 5.92 of the Local Government Act 1995 and granted in order to enable an elected member and/or committee member to discharge adequately the functions of their elected office.

The Local Government Act 1995 stipulates that a member may only seek such information from Shire records and files in the pursuit of Shire business. Elected members / committee members are not to use information for their own or another person's purpose, benefit or detriment, unconnected with Shire activities.

The policy also provides guidelines on meeting with Council staff.

Shire of Northam Planning Policy Manual (Section 8)  
Policy  
5.1.8 Elected Member and Staff Interactions and  
Requests for Information

### Definitions

- Elected Member:** means a serving elected member of Council of the Shire of Northam.
- Committee Member:** means a member of the public appointed by the local government to an endorsed committee of Council
- Local Government:** means the local government known as the Shire of Northam
- Staff:** Staff means an employee of the Shire of Northam.

### POLICY

#### Policy Statement

The Chief Executive Officer will ensure that elected members are provided with access to documents, information and staff, which in the Chief Executive Officers view are required to enable elected Member's / Committee Members to fulfil their functions and/or duties.

Elected members must have the approval of the Chief Executive Officer, or relevant Executive Manager, to meet with staff in relation to Council business.

In the event an elected member / committee member forms a view that they require access to additional documents, information or staff not already specifically provided, the following guidelines are to be adhered to:

- Elected members wishing to obtain information on a Council matter or wishing to arrange a meeting with Shire Officer/s, relating to the business of the Shire, must seek the approval of the Chief Executive Officer.
- Where research may be required to satisfy the elected member's enquiry, it is preferable that the elected member give appropriate advance notice of their requirements. Elected members with such a request should put their request in writing and forward it to the Chief Executive Officer or the appropriate Executive Manager.
- The Chief Executive Officer or Executive Manager is to ascertain from the elected members seeking access to such information the precise nature of the request, the information being sought, and the reason why that information is requested. If the request establishes motivation outside the general guidelines of assisting the elected members in the proper discharge of their responsibilities, the Chief Executive Officer may refuse such a request, in accordance with division 7 of the Local Government Act 1995 and part 7 of the Local government (Administration) Regulations 1996.
- If the request for information complies with the intent of this policy and the prevailing legislation, however it places an unreasonable demand on staff time and resources so as to render the research reasonably disruptive to the administration, the Chief Executive Officer may, **in accordance with Section 5.95(1)(b) of the Local Government Act 1995**, refuse to comply with the request.
- Following any such refusal by the Chief Executive Officer to provide information, if the elected member still wishes to pursue access to the information, the elected member is entitled to:
  - o Lodge an application under the Freedom of Information Act 1992 and/or



*Shire of Northam Planning Policy Manual (Section I)*  
*Policy*  
*G1.8 Elected Member and Staff Interactions and*  
*Requests for Information*

- Present a Notice of Motion to a meeting of Ordinary Council, requesting that Council consider directing the Chief Executive Officer to provide the specifically requested information. The Council will then make a determination as to whether to approve access to the specifically identified information based on;
  - An explanation provided by the Chief Executive Officer for not providing the requested information, and;
  - The appropriate provisions of the Local Government Act 1995 and Local Government (Administration) Regulations 1996.

**Financial/Budget Implications**

The examination of any such information requested is to be at the Shire Administration Centre, located at 395 Fitzgerald Street, Northam during reasonable times, such as normal office hours, and is to be free of charge, unless obtained under provisions of the Freedom of Information Act 1992.

The original form/source of the information cannot be removed for examination, however photocopies may be taken subject to the payment of appropriate fees and charges as set by Council.

**Conformity with Strategic Community / Corporate Business Plan**

Theme Area 6: Governance & Leadership.

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

## 12.2 ENGINEERING SERVICES

*Cr J E G Williams declared an "Impartiality" interest in item 12.2.1 - Perth Adelaide National Highway (Orange Route) - Network Assessment Comment and Endorsement as in its current proposed form the Orange Route will bring heavy vehicle traffic considerably closer to her home and business premises.*

### 12.2.1 Perth Adelaide National Highway (Orange Route) - Network Assessment Comment and Endorsement

Address:	N/A
Owner:	Main Roads Western Australia
File Reference:	6.3.2.7
Reporting Officer:	Paul Kher Engineering Technical Officer
Responsible Officer:	Clinton Kleynhans Executive Manager Engineering Services
Voting Requirement	Simple Majority

#### BRIEF

The Orange Route is the proposed major freight route that will connect Midland and Northam which when completed will form part of the Perth-Adelaide National Highway (PANH). (Attachment 1)

Following on from the presentation made by Main Roads at Council Meeting held on 11<sup>th</sup> October 2017, Main Roads are now seeking comments and support from Council for the proposed project.

#### ATTACHMENTS

Attachment 1 – PANH – Eastern Section (Wundowie to Clackline).

#### BACKGROUND / DETAILS

Numerous studies and planning have been completed over the years for the proposed Orange Route, which is summarised in the following timeline:

- 1970 Investigations commence to determine the most desirable route for the Mundaring to Northam section of the proposed Perth to Adelaide National Highway (PANH)
- 1973 The Eastern Corridor endorsed as one of Perth's four development corridors by the State Government and Planning Review of Mundaring to Northam section of PANH commences

- 1985 Eastern Corridor Major Road Study (ECMRS) commissioned by State Planning Commission, Main Roads Department, Shire of Mundaring and Shire of Swan.
- 1988 Western Australian State and Local Governments adopt the ECMRS recommendations relating to GEH and the Orange Route
- 1994 Perth to Wooroloo section of the Orange Route gazetted in the MRS
- 1995 *PANH Strategy Study; Midland to Clackline; Final Report* completed recommending that Orange Route is preferred over GEH.
- 2007 *Perth-Adelaide Corridor Strategy* - List of short-term and long-term priorities for the corridor. Orange Route proposal should be reconsidered.
- 2015 Main Roads initiated Network Assessment for PANH which has reviewed standards, connectivity and included preparation of Concept Design. It should be noted that the indicative location of the proposed PANH has been included in both the 2005 and 2011 Local Planning Strategies for the Shire of Northam. There is nothing however contained within the Local Planning Scheme or maps.

The findings of this most recent assessment can be found as Attachment 1 of this report.

The proposed Orange Route would replace the section of Great Eastern Highway, between Midland and Clackline as the primary freight route and regional highway to the East, which currently carries in the order of 8000 vpd with high proportion of heavy vehicles (around 20%).

Section 2 of the project falls within the Shire of Northam boundaries between Wundowie and Clackline as seen on Attachment 1. The Assessment Report for Section 1 of the project (Roe Hwy to Wundowie – Metropolitan Regional Scheme) can be made available on request.

The objectives of the project are:

- To extend the RAV 7(36.5 m Double road Train Vehicles) network into metro area. Currently these vehicles need to break down at Northam due to the Grade on Great Eastern Highway, Green Mount.
- Create more efficient route with less conflicts. Improve freight efficiency by removing heavy vehicles from GEH which has numerous at grade intersections and access points. These impacts travel speed and increased number of conflict points increases the risk of crashes. The Horizontal and Vertical geometry of proposed route will also improve efficiency, in comparison to GEH, with resultant reductions in travel time.
- Provide a connection of Orange Route to Roe Highway and beyond to North link and the future upgrade of Reid Highway. This will provide a Metro wide RAV 7 network allowing these vehicles access in and out of the Metro area which connects to other major RAV 7 networks.

- Improve road safety by removal of heavy vehicles through the residential areas of Mundaring, Sawyers Valley and Bakers Hill town sites. The Orange route will have significantly improved geometry and will be designed in accordance with safe system principles. GEH has over twice the average of serious crashes, for a number of different crash types, compared to other parts of the national highway network in WA.
- Deliver a high standard entry to greater Perth area at Western end of the National Highway, connecting both sides of Australia.

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure & Service Delivery

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

- Maintain an efficient and safe regional road network.

Financial / Resource Implications

Nil.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Extensive correspondence and negotiation has been undertaken by Main Roads since the initial conception in early 1970. Main Roads has also presented to Council to current proposal for the Orange Route on 11<sup>th</sup> October 2017.

Risk Implications

Nil.

## OFFICER'S COMMENT

In following summary outlines how Shire of Northam Local roads will be affected by the proposed Orange Route:

1. Werribe Road South/PANH- current proposed design identifies a full movement T intersection (Refer to Section-3.1.1, Page 8 for locality Map)

The assessment considers it appropriate to relocate the full movement "T" intersection further west (Refer to Section-6.3.1, Page 31 for locality Map)

2. Chedaring Road/Doy Rd/PANH- Current proposed design provides a 'Staggered T' arrangement. (Refer to Section 3.1.2 page 9 for locality Map).

The assessment supports this configuration (Refer to Section 6.3.2 page 32 for locality Map).

3. McMullen Road/ PANH- Current proposed design provides a full movement 'T' intersection (Refer to Section 3.1.3 page 10 for locality Map)

The assessment considers no direct "T" connection is necessary at this intersection (Refer to Section 6.3.3 page 33 for locality Map)

4. Hawke Avenue/PANH Underpass- Current proposed design provides an underpass with a link road from Hawke Avenue to PAH, (Refer to Section 3.1.4 page 11 for locality map)

The assessment suggests a Left in/ Left out configuration on both North and south sides with grade separation. (Refer to Section 6.3.4 page 34 for locality map)

5. Sims Rd/PANH- Current planning proposes the extension of Sims Road to PANH (Refer to Section 3.1.5 page 12 for locality map)

Assessment supports this configuration as proposed (Refer to Section 6.3.5 page 35 for locality Map).

6. **GREAT Eastern Highway/PANH "T"** intersection- Current proposed design provide connection to PANH at this location possibly a full movement 'T' intersection (Refer to section 3.1.6 page 13 for locality Map)

Assessment does not support this configuration and suggests the removal of the "T" section given there are two other grade separated intersections in close proximity at Hawke Avenue (West) and East at Jordi Rd which provide very minimal time benefits.

7. Carlin, Koojedda and Jordi Roads/ PANH (Bakers Hill Town site)- Current proposed design provides for this connection which realigns local roads as per locality map(Refer to Section 3.1.7 page 14 for locality map)

Assessment supports this configuration with an additional link road to which will then serve both east bound and west bound, Left in / Left



out movements which more safe connection. (Refer to Section 6.3.7 page 37 for locality Map).

8. **GEH/Chitty Road/PANH "T" intersections**- Current proposed design provides full movement 'T' intersection at Chitty Road and GEH. (Refer to Section 3.1.8 page 15 for locality Map)

Assessment supports the connectivity with Chitty Road however identifies accessibility from Great Eastern Highway as unnecessary. (Refer to Section 6.3.8 page 38 for locality Map).

9. **Augustini Rd/Refractory Rd/PANH "T" Intersections**- Current proposed design is to closure of Augustini Rd and connecting from Refractory Rd (Refer to Section 3.1.9 page 16 for locality Map)

The assessment supports the proposed configuration (Refer to Section 6.3.9 page 39 for locality Map).

10. **GEH/Spencer Brook Rd/PANH Intersection**- Current proposed planning is to reconnect GEH into spencer Brook Road and Spencer Brook road is only access point to PANH with full movement 'T' intersection (Refer to Section 3.1.10 page 17 for locality Map)

Assessment supports this configuration and realign entry from spencer brook road and additional access from North of PANH (Refer to Section 6.3.10 page 40 for locality Map).

Great Eastern Highway, Clackline to Northam- Previous planning of PANH was concluded at Clackline where alignment connects into GEH. Therefore it is considered appropriate to review existing infrastructure and intersections connectivity between Clackline and Northam on GEH.

After reviewing adjoining land use there are more than 20 public or private access roads have been identified and majority of them provide access to private properties and need to rationalised to minimise the direct access on upgraded GEH.

Below are the list of existing intersections that configured:

1. Clackline to old Coach Rd- No Change in this section (Refer to section 3.2.1 page 18 for locality map)
2. Old Coach Rd to Berry Hill Bridge- No Change in this section (Refer to section 3.2.1 page 18 for locality map)
3. Berry Hill Bridge to Aphylla Rd – Proposed Burlong Realignment start at Aphylla Rd (Refer section 3.2.3 page 19 for locality map)

4. Aphylla Rd to Fox road- Proposed realignment continue on North side of GEH for approx. 650m and then crosses to south continue to the east of Fox rd. (Refer section 3.2.4 page 20 for locality map)
5. Fox Rd to Mitchell Avenue- Proposed realignment crosses back to North side just east of fox Rd and terminate after kilometre to east. Mitchell Avenue is eastern End of this network assessment. (Refer section 3.2.5 page 21for locality map).

Great Eastern Highway , Clackline to Northam- Proposed realignment consideration given to GEH section from Clackline to Northam to make consistent in standards and capacity with the adjoining Orange Route.( Refer Section 6.4 page 41)

In mid-1980's identified an amended alignment for this section of GEH. The proposed planning of 3.3km Burlong Realignment from Aphylla Rd to the East to improve two Sub Standard Horizontal (500m and 519m) curves need to separate by short tangent and shift in curves would require to improve geometry and design standards.

Current proposed planning considering appropriate to investigate the design outcomes of upgrading the existing alignment to a divided dual carriage way within existing road reserve before committing to the Burlong Realignment.

Following is the summary details of existing realignment network configuration and proposed access provided:

1. Old Coach Rd-SLK79.59 (LHS and RHS, Travelling east bound)- Current assessment support this configuration appropriate and maintain access of Old Coach Rd to GEH with full movement " T " intersection and can be close the Eadine Rd to North (Refer to Section 6.4.1 page 43 ).
2. Smith Rd – SLK 82.30 (LHS) - Proposed assessment support this configuration and connecting smith road to GEH from south and will provide access Rd on North side and South side. (Refer to Section 6.4.2 page 43,44 ).
3. Eadine Road-SLK 83.28(RHS)- Proposed assessment support this configuration and keep the Existing property access road to east (Refer to section 6.4.3 page 44,45 ).
4. Dempster Road – SLK 84.47(LHS)- Proposed assessment support this configuration and access Rd to the west will rationalise. But demand will be very limited due to good Sight line. (Refer to section 6.4.4 page 45 ).
5. Aphylla Rd – SLK 84.85 (RHS) - Proposed assessment support this configuration and may provide access Rd to west. But demand will be very limited due to good Sight line. (Refer to section 6.4.4 page 45,46 ).

6. Trimmer Rd- SLK 86.49 (RHS)- Proposed assessment support this configuration and justified full movement at this location can be justified (Refer to section 6.4.6 page 46).
7. Fox Rd- SLK 86.97 (RHS)- Proposed assessment support to restrict access to left in/ left out or making cul-de-sac at GEH and rationalise the access via trimmer road where Full Movement is justified due to limited sightline .(Refer to section 6.4.7 page 47).

#### RECOMMENDATION

That Council:

1. Support the findings and proposed amendments as identified in the PANH **"Orange Route" Network Assessment Report, Section 2-** Wundowie to Northam. Those Being:
  - a) Werribe Road South/PANH Intersection  
The assessment considers it appropriate to relocate the full movement **"T" intersection further west (Refer to Part - 6.3.1, Page 31 of the report)**
  - b) Chedaring Road/Doy Rd/PANH-  
The assessment supports this configuration (Refer to Section 6.3.2 page 32 for locality Map).
  - c) McMullen Road/ PANH  
**The assessment considers no direct "T" connection is necessary at** this intersection (Refer to Section 6.3.3 page 33 for locality Map)
  - d) Hawke Avenue/PANH Underpass  
The assessment suggests a Left in/ Left out configuration on both North and south sides with grade separation. (Refer to Section 6.3.4 page 34 for locality map)
  - e) Sims Rd/PANH  
Assessment supports this configuration as proposed (Refer to Section 6.3.5 page 35 for locality Map).
  - f) **Great Eastern Highway/PANH "T" intersection**  
Assessment does not support this configuration and suggests the **removal of the "T" section given there** are two other grade separated intersections in close proximity at Hawke Avenue (West) and East at Jordi Rd which provide very minimal time benefits.
  - g) Carlin, Koojedda and Jordi Roads/ PANH (Bakers Hill Town site)

Assessment supports this configuration with an additional link road to which will then serve both east bound and west bound, Left in / Left out movements which is more safe connection. (Refer to Section 6.3.7 page 37 for locality Map).

h) **Great Eastern Highway/Chitty Road/PANH "T" intersections**

Assessment supports the connectivity with Chitty Road however identifies accessibility from Great Eastern Highway as unnecessary. (Refer to Section 6.3.8 page 38 for locality Map).

i) **Augustini Rd/Refractory Rd/PANH "T" Intersections**

The assessment supports the proposed configuration (Refer to Section 6.3.9 page 39 for locality Map).

j) Great Eastern Highway /Spencer Brook Rd/PANH Intersection

Assessment supports this configuration and realign entry from spencer brook road and additional access from North of PANH (Refer to Section 6.3.10 page 40 for locality Map).

2. Support the findings and proposed Burlong Realignment as identified in **the PANH "Orange Route" Network Assessment Report, Section 2-** Wundowie to Northam. Those Being:

a) Old Coach Rd-SLK79.59 (LHS and RHS, Travelling east bound)

Proposed assessment support this configuration appropriate and **maintain access of Old Coach Rd to GEH with full movement " T "** intersection and can be close the Eadine Rd to North (Refer to Section 6.4.1 page 43 )

b) Smith Rd – SLK 82.30 (LHS)

Proposed assessment support this configuration and connecting smith road to GEH from south and will provide access Rd on North side and South side. (Refer to Section 6.4.2 page 43,44 )

c) Eadine Road-SLK 83.28(RHS)

Proposed assessment support this configuration and keep the Existing property access road to east (Refer to section 6.4.3 page 44,45 )

d) Dempster Road – SLK 84.47(LHS)

Proposed assessment support this configuration and access Rd to the west will rationalise. But demand will be very limited due to good Sight line. (Refer to section 6.4.4 page 45 )

e) Aphylla Rd – SLK 84.85 (RHS)

Proposed assessment support this configuration and may provide access Rd to west. But demand will be very limited due to good Sight line. (Refer to section 6.4.4 page 45,46 )

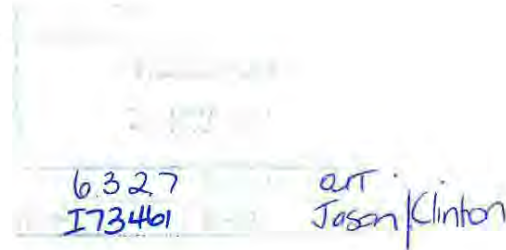
Attachment 1



Enquiries: Paul Fourie on 9323 4417  
Our Ref: 10/6817  
Your Ref: NA

21 November 2017

Mr Jason Whiteaker  
Chief Executive Officer  
Shire of Northam  
PO Box 613  
Northam WA 6401



Dear Mr Whiteaker

**Perth Adelaide National Highway – Network Assessment Report – Section 2**

I refer to the briefing that Lindsay Broadhurst and Paul Fourie of Main Roads provided at the Shire of Northam Council Meeting on 11 October regarding the network assessment that Main Roads recently undertook for the Perth-Adelaide National Highway (Orange Route).

The network assessment was divided into two sections, Section 1 covering the extent of the Orange Route within the Metropolitan Region Scheme (MRS) area and Section 2 covering the extent east of the MRS boundary to Northam. The purpose of the network assessment was to review the previous planning undertaken for the Orange Route and recommend any changes that would be required to better service planned development and achieve required design standards.

The network assessment concludes that the Orange Route should be planned to freeway standard to just east of Gidgegannup and four-lane rural highway standard through to Clackline where it joins Great Eastern Highway. The network assessment reviewed the location and configuration of interchanges and side road connections.

The network assessment reports for Section 1 and Section 2 are attached. We hereby request formal comment on and endorsement of the proposed modifications to the planning for the Orange Route contained in the Section 2 report.

If you require any further information or clarification regarding the planning work that has been undertaken please contact Paul Fourie on 9323 4417, in our East Perth office.

Yours sincerely



Lindsay Broadhurst  
Director Network Planning and Development

Encl: Perth-Adelaide National Highway Network Assessment Reports – Section 1 and Section 2

PANH – Eastern Section (Wundowie to Clackline)



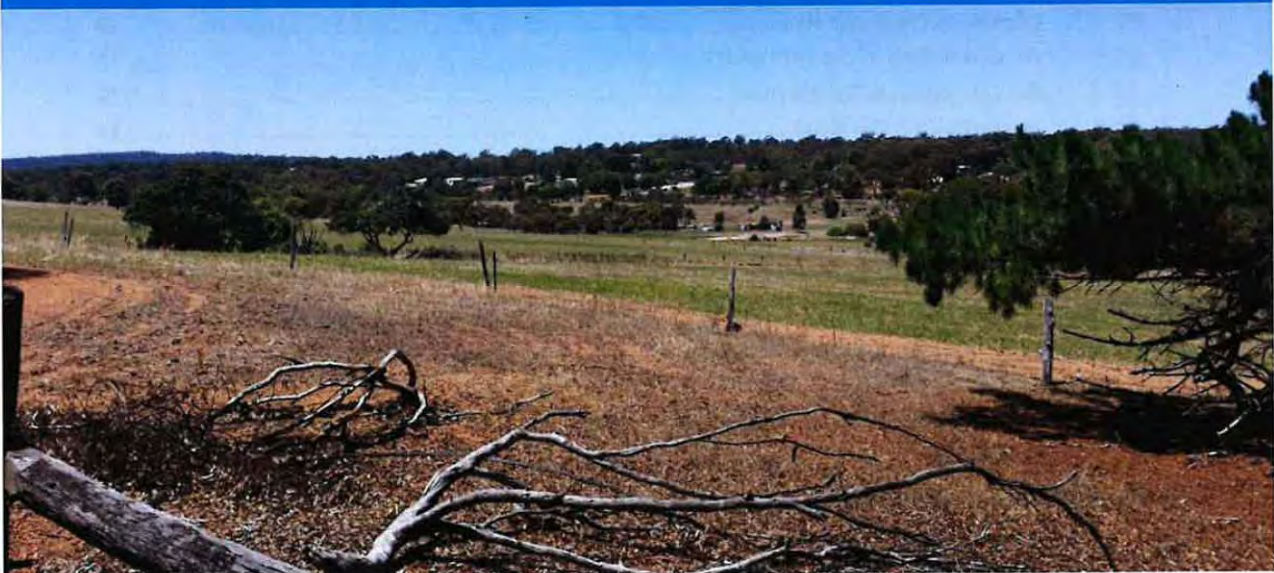


**mainroads**  
WESTERN AUSTRALIA

# Perth - Adelaide National Highway 'Orange Route'

## Network Assessment Report (Draft)

### Section 2 – Wundowie (MRS Boundary) to Northam





PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

## Table of Contents

<b>1. Background</b> .....	<b>3</b>
<b>2. Planning context</b> .....	<b>4</b>
2.1. Land use and development context .....	5
2.2. Strategic plans and policy .....	5
2.3. Network Considerations .....	6
<b>3. Existing and planned road network</b> .....	<b>6</b>
3.1. Current Planned Road Network – Wundowie to Clackline.....	8
3.1.1. Werribee Road (south) / PANH .....	8
3.1.2. Chedaring Road / Doy Road / PANH.....	9
3.1.3. McMullen Road / PANH.....	10
3.1.4. Hawke Avenue / PANH Underpass .....	11
3.1.5. Sims Road / PANH .....	12
3.1.6. Great Eastern Highway / PANH 'T' Intersection .....	13
3.1.7. Carlin, Koojeda and Jordi Roads / PANH (Bakers Hill town-site).....	14
3.1.8. GEH / Chitty Road / PANH 'T' Intersections .....	15
3.1.9. Augustini Road / Refractory Road / PANH 'T' Intersections.....	16
3.1.10. GEH / Spencers Brook Road / PANH Intersection .....	17
3.2. Great Eastern Highway, Clackline to Northam .....	18
3.2.1. Clackline to Old Coach Road.....	18
3.2.2. Old Coach Road to Berry Hill Bridge .....	19
3.2.3. Berry Hill Bridge to Aphylla Road .....	19
3.2.4. Aphylla Road to Fox Road .....	20
3.2.5. Fox Road to Mitchell Avenue.....	21
3.3. Public transport networks.....	21
3.4. Road freight network .....	21
3.5. Active transport networks.....	22
<b>4. Constraints / Environmental Impacts</b> .....	<b>23</b>
<b>5. Transport demand</b> .....	<b>26</b>
5.1. Current demand .....	26
5.2. Transport modelling.....	26
5.3. Future demand .....	29
<b>6. Road network assessment</b> .....	<b>29</b>
6.1. Addressing Key Objectives .....	29
6.2. Consultation .....	30
6.3. Ultimate network.....	30
6.3.1. Werribee Road (south) / PANH .....	31
6.3.2. Chedaring Road / Doy Rd / PANH.....	32
6.3.3. McMullen Road / PANH .....	33
6.3.4. Hawke Avenue / PANH Underpass .....	34

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

6.3.5.	Sims Road / PANH .....	35
6.3.6.	Great Eastern Highway / PANH 'T' Intersection .....	36
6.3.7.	Carlin, Koojeda and Jordi Roads / PANH (Bakers Hill town-site).....	37
6.3.8.	GEH / Chitty Road / PANH 'T' Intersections .....	38
6.3.9.	Augustini Road / Refractory Road / PANH 'T' Intersections .....	39
6.3.10.	GEH / Spencers Brook Road / PANH Intersection .....	40
6.4.	Great Eastern Highway, Clackline to Northam .....	41
6.4.1.	Old Coach Rd - SLK79.59 (Left and Right side, travelling Eastbound).....	43
6.4.2.	Smith Road – SLK 82.30 (Left side) .....	43
6.4.3.	Eadine Road - SLK 83.28 (right side) .....	44
6.4.4.	Dempster Road – SLK84.47 (left side) .....	45
6.4.5.	Aphylla Road – SLK84.85 (right side).....	45
6.4.6.	Trimmer Road – SLK86.49 (right side) .....	46
6.4.7.	Fox Road – SLK86.97 (right side) .....	47
6.4.8.	Properties with direct GEH access .....	47
6.5.	Active Transport .....	47
<b>7.</b>	<b>Recommendation .....</b>	<b>48</b>
7.1.	Development horizon description and outline .....	48
7.2.	Consultation .....	48
7.3.	Discussion .....	48
7.4.	Recommendation .....	49
7.5.	Outstanding Issues.....	51
<b>8.</b>	<b>Appendices.....</b>	<b>51</b>
8.1.	Appendix 1 – Draft Environmental and Heritage Desktop Assessment.....	51
8.2.	Appendix 2 – Constraints Maps .....	51

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

## 1. Background

The Orange Route is the proposed major freight route between Perth and Northam, and, when completed, will be a part of the Perth-Adelaide National Highway (PANH), replacing Great Eastern Highway (GEH) between Midland and Clackline. It will also replace Toodyay Road, between Roe Highway and Gidgegannup, with sections of the existing Toodyay Road being converted to service/access road functions.

Network Planning & Development Section have been requested to conduct a Network Assessment incorporating a strategic review of previous planning as an input to a future planning review of the current concept.

The objectives of this project are:

- To extend the RAV 7 (36.5 m Double Road Train vehicles) network into the Metro area. Currently these vehicles need to break down at Northam due to the grade on Great Eastern Highway (GEH), Greenmount.
- Create a more efficient route with fewer conflicts. Improve freight efficiency by removing heavy vehicles from GEH which has numerous at grade intersections and access points. These impact travel speed and the increased number of conflict points increases the risk of crashes. The horizontal and vertical geometry of the proposed route will also improve efficiency, in comparison to GEH, with resultant travel time benefits.
- Provide a connection of the Orange Route to Roe Highway, and beyond to NorthLink and the future upgrade of Reid Highway. This will provide a Metro wide RAV 7 network allowing these vehicles access in and out of the Metro area which connects to other major RAV 7 networks. A description of the RAV vehicle types is provided in the following table.

RAV Network 1	RAV Network 2	RAV Network 3	RAV Network 4	RAV Network 5	RAV Network 6	RAV Network 7	RAV Network 8	RAV Network 9	RAV Network 10
Max Length <20m	Max Length <27.5m	Max Length <27.5m	Max Length <27.5m	Max Length <36.5m	Max Length <36.5m	Max Length <36.5m	Max Length <36.5m	Max Length <53.5m	Max Length <53.5m
Max Mass 50t	Max Mass 87.5t	Max Mass 84t	Max Mass 87.5t	Max Mass 84t	Max Mass 87.5t	Max Mass 107.5t	Max Mass 107.5t	Max Mass 120.5t	Max Mass 147.5t

RAV Network – Vehicle Type Table

- Improve road safety by removal of heavy vehicles through the residential areas of Mundaring, Sawyer's Valley and Baker's Hill town sites. The Orange Route will have significantly improved geometry and will be designed in accordance with Safe System principles offering significant safety improvements over the existing GEH. GEH has over twice the average rate of serious crashes, for a number of different crash types, compared to other parts of the national highway network in WA.
- Deliver a high standard entry to the greater Perth area at the western end of the National Highway, connecting both sides of Australia.

This assessment looks at the section from Wundowie (at the MRS Boundary) to Northam. The following assumptions have also been adopted to guide the assessment:

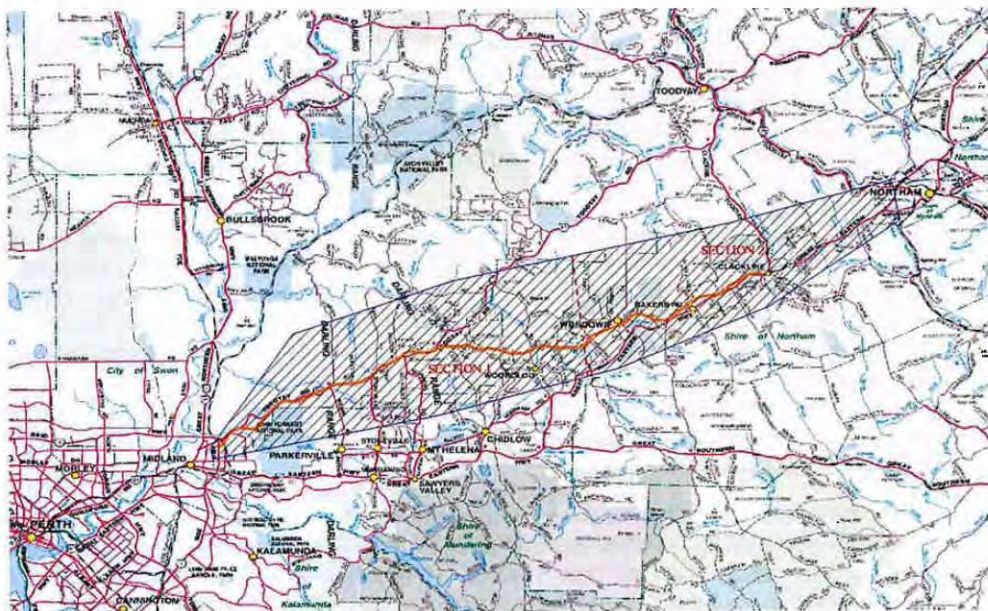
PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

- Scope – The adopted alignment from previous planning studies will be assumed unless a fatal flaw is identified or better solution is worth further investigation. Intersection type and location may be adjusted to accommodate current planning and demands.
- Function – The route will provide a Safe and Efficient RAV 7 Freight Route.
- Form – Divided dual carriageway to a rural highway standard with rationalised and limited access from adjoining roads
- Connectivity – At grade connections and consideration of safety improvements where possible
- Land use assumptions – Input from Local Government Authorities will be considered
- Constraints / Environmental Impacts – Environmental Desktop Study has been completed. While the Kep Track, O'Connor Pipeline and Koojeddah Swamp have been identified as issues requiring consideration, no significant constraints with regards to infrastructure, social, environmental or engineering identified at this stage.

## 2. Planning context

The planning inputs to the study were sourced from previous planning studies and details provided by key stakeholders, including the Shire of Northam and MRWA's Wheatbelt Region.

The overall route and area considered from a planning context are identified in the following Locality Plan.



Locality Plan

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

## 2.1. Land use and development context

The regional section of this corridor covered by this stage of the assessment is unlikely to experience any residential development that would impact on the operation of the network. It is understood that a number of bauxite deposits in the region are currently being considered for extraction and that freight movement associated with these operations may impact on the corridor. While these impacts may prove to be significant, the scope and timing of these operations were not available at the time of this assessment and not considered in the development of the recommendations.

## 2.2. Strategic plans and policy

Numerous planning studies have been completed on the proposed Perth to Adelaide National Highway, dating back to pre-1990. The planning for the route started in 1985, although some work on the Eastern Corridor of Perth had been done as far back as 1969. General alignment selection was finalised in 1988.

The primary plans reviewed as part of this assessment were the:

- Perth Adelaide National Highway – Proposed Route – Middle Swan to Great Eastern Highway – Summary Report (section 6) – MRWA (1991)
- Perth-Adelaide National Highway – Constraints on Highway Reservation – MRS Boundary to GEH near Clackline – GHD (1999)
- Perth Adelaide National Highway – Alignment Definition Study Planning Report – MRS Boundary to GEH near Clackline – GHD (2000)
- Orange Route – Environmental and Heritage Desktop Study – MRWA 2015

Other specific long-term transport planning strategies relating to the corridor have been considered:

- Public Transport – Currently the route has no known public transport services between Gidgegannup and Clackline. Limited road and rail services exist between East Perth and Northam on the Prospector train service, stopping at Midland and Toodyay, running twice per day (most days) return. The Perth to Geraldton N3 bus service along GEH, via Midland, The Lakes and Northam, also operates twice per week in both directions.
- Freight Transport – Toodyay Road is currently a major freight route servicing the north eastern agricultural and mining districts. It is currently restricted to RAV 4 vehicles, but ties directly into the RAV 7 networks on Roe Highway and Great Northern Highway. Great Eastern Highway (GEH) is currently defined as a Primary Freight Route in the Governments Perth and Peel Transport Plan (*Transport @ 3.5 Million*) and carries the majority of east / west freight traffic. It is also currently restricted to a RAV 4 status. The proposed Orange Route is planned to connect into the existing GEH alignment at Clackline. The existing section of GEH east of Clackline is also proposed to be designated a RAV 7 route.
- Active transport, including bicycles and pedestrians – There is limited demand for pedestrian and cycling facilities along the route, and while a sealed shoulder would be provided, it is not anticipated that it would be regularly used. Utilisation of the local road network is expected to be the preferred route for cyclists in this area. MRWA Cycling Policy and Guidelines recommends the provision of sealed shoulders for rural areas.

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

- Environmental assessment – While some significant environmental constraints have been identified in the Environmental Desktop Study, at this stage, it is anticipated that these can be accommodated and the necessary approvals obtained.

### **2.3. Network Considerations**

- In line with previous planning concepts, there is an expectation that the Orange Route will include a bypass of Bakers Hill. This network assessment has also adopted this position.
- While current planning for the Orange Route has an eastern boundary around the Clackline township, it has been considered appropriate to investigate minor upgrades of GEH as far east as Northam.

## **3. Existing and planned road network**

The proposed alignment of the Orange Route from the planned interchange east of Gidgegannup to its connection into the existing GEH alignment at Clackline is within a new corridor which primarily accommodates rural land use. Sections of the road run parallel with existing local access roads, including Werribee Road and Coates Road, and the majority of intersecting roads are also designated local access roads. From Clackline to Northam the planned PANH route will follow the existing GEH alignment.

The following plan highlights the location of the planned connecting roads, between Wundowie and Clackline, which were reviewed as part of this assessment, and how they fit into the overall network. The connection numbers relate to the sub-section numbers in Section 3.1 - Current Planned Road Network.

PANH Orange Route Stage 2 - Network Assessment Report - Draft - August 2017



Connecting Roads and Current Planned Connections

### 3.1. Current Planned Road Network – Wundowie to Clackline

#### 3.1.1. Werribee Road (south) / PANH

Werribee Rd is a local access road that parallels the proposed Orange Route between Wooroloo and Wundowie. It carries in the order of 350 vehicles per day (vpd) and crosses the proposed PANH a number of times. The site below is between Wooroloo and just west of Chedaring Road. The current planning proposes a full movement 'T' intersection.



Werribee Road / PANH 'T' Intersection



PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### 3.1.2. Chedaring Road / Doy Road / PANH

Chedaring Road (south) intersects the proposed PANH just south of its intersection with Werribee Road. It is currently an unsealed road that connects to GEH 3km to the south, and only carries in the order of 50 vpd. It also connects into McNamara Road to the north-west of Werribee Road which is also unsealed providing access for a small number of rural properties.

Doy Road is 300 metres north-east of Chedaring Road and is also a local access road, only carrying in the order of 60 vpd. The road is sealed and connects through to Burma Road 1.9km to the north, servicing a small number of rural residential properties.

Current planning provides a 'Staggered T' arrangement, with full movement, for Chedaring and Doy Roads. Werribee Road, on the northside, is retained as a service road.



Chedaring Road / Doy Road / PANH Staggered 'T' Intersection

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### 3.1.3. McMullen Road / PANH

Werribee Road again crosses (to the south side) the proposed PANH alignment, 500 metres west of McMullen Road and is retained as a service road until it intersects with Hawke Avenue 1.7km further east. McMullen Road is a sealed local access road providing direct access to the Wundowie townsite approximately 1km to the north. No recent traffic counts are available for this road, but it is anticipated that it carries a small amount of daily traffic.

Currently planning proposes a full movement 'T' intersection at this location with a service road connection on the north side to connect to Werribee Road to the west.



McMullen Road / PANH 'T' Intersection

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### 3.1.4. Hawke Avenue / PANH Underpass

Hawke Avenue is the main access road to Wundowie (population 1280 – 2011 Census Data), 1km to the north. It carries in the order of 1,000 vpd and connects to GEH 2km to the south, servicing a rural residential precinct.

Current planning proposes an underpass of PANH at Hawke Avenue, with a link road (extension of Hyde Drive) on the south side connecting into a full movement 'T' intersection to the west. The link road would also connect to Werribee Road to the west.



Hawke Avenue / PANH Underpass and 'T' Intersection

### 3.1.5. Sims Road / PANH

Coates Road parallels the proposed PANH alignment on the northside, east of Wundowie. Sims Road is an unsealed local access road servicing a rural district to the north. No recent traffic counts are available for this road, but it is anticipated that it carries a small volume of daily traffic, with very little through traffic. Sims Road intersects Coates Road approximately 80m north of the proposed PANH alignment.

Current planning proposes the extension of Sims Road to PANH with a full movement 'T' intersection. Coates Road would be retained as a service road on the north side, to service properties to both the east and west.



Sims Road / PANH 'T' Intersection

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### 3.1.6. Great Eastern Highway / PANH 'T' Intersection

GEH east of Coates Road currently carries in the order of 6,000 vpd, with a high proportion of heavy vehicles (approx. 17%). The proposed connection to PANH at this location (west of Bakers Hill) is for a full movement 'T' intersection from a realigned GEH. A new link road will connect the realignment to GEH to the east.



GEH / PANH Intersection

### 3.1.7. Carlin, Koojedda and Jordi Roads / PANH (Bakers Hill town-site)

Koojedda Road parallels the proposed PANH for 2km east of Bakers Hill and connects into Carlin Road and Jordi Road, which then intersects with GEH just east of the Bakers Hill townsite. Koojedda Road carries in the order of 200 vpd and services rural and rural residential properties to the north-east. Carlin Road is a local access road that services another rural residential precinct 2km to the north. Jordi Road connects these areas to GEH. GEH currently carries in the order of 6,100 vpd through the Bakers Hill townsite.

The current planning for this connection to PANH realigns Koojedda Road and Carlin Road to the north of the proposed alignment. Jordi Road is also realigned with an underpass of PANH and 'T' intersection with Carlin/Koojedda Roads. A full movement 'T' intersection is proposed west of the underpass, from the south side of PANH.



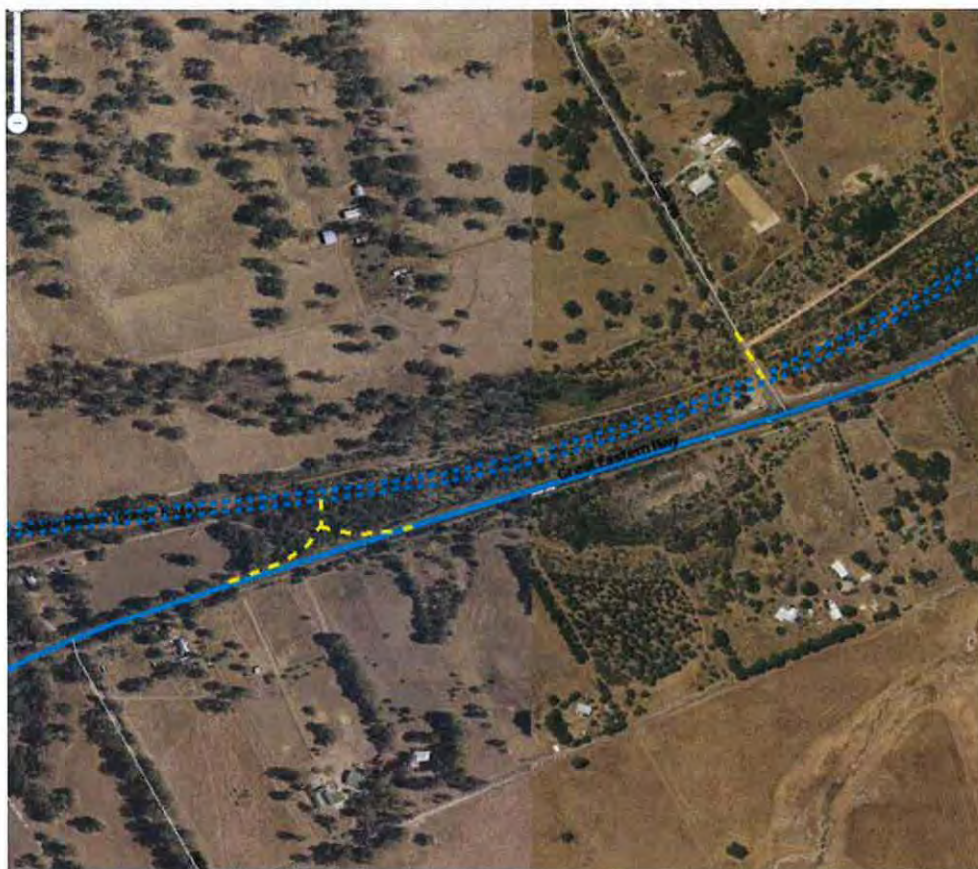
Carlin Road / Koojedda Road / PANH Interchange

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### 3.1.8. GEH / Chitty Road / PANH 'T' Intersections

Chitty Road is a local distributor, carrying only 200 vpd, that services a rural district to the north. It connects into Salt Valley Road some 11km to the north, which extends further to intersect with Toodyay Road. Chitty Road currently connects into GEH 2km east of Bakers Hill. GEH carries in the order of 6,000 vpd at this location.

Current planning provides a full movement 'T' intersection at Chitty Road/PANH (north side) and GEH connecting with another full movement 'T' intersection 500m to the west. A connection to GEH to the east is also provided.



GEH / Chitty Road / PANH 'T' Intersections

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### 3.1.9. Augustini Road / Refractory Road / PANH 'T' Intersections

Augustini Road is a local access road, currently unsealed, carrying in the order of 50 vpd, that provides access to a small number rural residential properties to the north of GEH. Refractory Road is a local access road, connecting into Chitty Road 3.6km to the northwest. It services rural properties and crown leases with some minor mining activities. It currently carries under 100 vpd.

Current planning proposes the closure of Augustini Road north of the proposed PANH alignment and connection to Refractory Road via Grange Rise. A consolidated full movement 'T' intersection, on the northern side of PANH, is proposed 400m east of Augustini Road. A southern access is also proposed from GEH at the existing Augustini Road alignment.



Augustini Road / Refractory Road / PANH 'T' Intersections



PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### 3.1.10. GEH / Spencers Brook Road / PANH Intersection

PANH is proposed to connect into the recently realigned/upgraded section of GEH that bypasses the Clackline townsite. This section of GEH is a high standard single carriageway carrying in the order of 5,000 vpd. Spencers Brook Road connects into GEH at the east end of Clackline as a full movement 'T' intersection, as does Kimberley Road in the centre of town. Spencers Brook Road is a Regional Distributor that provides direct access to the township of York, 40km to the south east.

Current planning reconnects GEH into Lockyer Road, Clackline's main street, and extends on a new alignment into Spencers Brook Road. Spencers Brook Road then becomes the only local access to PANH, within this vicinity, with a full movement 'T' intersection.



GEH / Spencers Brook Road / PANH Intersection

### 3.2. Great Eastern Highway, Clackline to Northam

Previous planning for the Orange Route concluded at Clackline, where the alignment connected into the existing GEH corridor. While future planning for this section of GEH to Northam does not form part of this Orange Route network assessment, it is considered appropriate to review the existing infrastructure and network connectivity and further consider its ultimate configuration.

GEH, from Spencer Brook Road, Clackline (SLK77.06) to Mitchell Avenue, Northam (SLK89.14), being the start of the Northam Bypass, is primarily a single carriageway rural highway with limited overtaking lanes (2 eastbound and 2 westbound) provided on inclines. This 12km section of GEH carries in the order of 7,000 vpd with a high proportion (20%) of heavy vehicles. It is anticipated that the majority of non-freight trips would have a Northam origin / destination, with approximately 3500 vpd currently using Mitchell Avenue.

The adjoining land use along this corridor is primarily rural / agriculture with minor road connections and a high number of direct property access. A 3km amended alignment was developed in the mid 1980's, the Burlong Realignment, generally following the existing GEH alignment, with some associated land acquisition undertaken.

20 public or private access roads have been identified along this section of Great Eastern Highway. The majority provide access to private properties and should be rationalised to minimise the number of direct accesses onto an upgraded highway.

The existing network is configured as follows:

#### 3.2.1. Clackline to Old Coach Road

Just east of Clackline (SLK77.21), Eadine Road passes underneath GEH, connecting Spencers Brook Road and the Toodyay – Clackline Road. A 4.8m clearance is signed at this underpass. A 2.3km eastbound passing lane commences at SLK78.50 on GEH. Eadine Road continues east, running parallel with GEH, providing access for rural properties, and connects with GEH on the north side at Old Coach Road (SLK79.50). Old Coach Road is an unsealed 'No Through Rd' to the south, providing access to a small number of rural properties. The Kep Track also follows this section of Eadine Road.



### 3.2.2. Old Coach Road to Berry Hill Bridge

This section of GEH has numerous direct property accesses and an off-road parking area on both sides. A 1.5km overtaking lane is provided for westbound traffic. Eadine Road continues parallel with GEH on the north side, intersecting with Smith Road at around SLK82.30. Smith Road does not directly connect to GEH. Eadine Road passes under GEH to the south side at SLK82.50, with a clearance of 4.6m to Berry Hill Bridge. The Kep Track continues along the Eadine Road alignment.



### 3.2.3. Berry Hill Bridge to Aphylla Road

Eadine Road and Aphylla Road connect to GEH from the south and Dempster Road connects from the north within this section. Dempster and Aphylla Roads provide access for a small number of rural properties, while Eadine Road terminates just to the east of its connection to GEH. A 1.5km eastbound passing lane also starts at around SLK82.80. The proposed Burrong Realignment starts at Aphylla Road (SLK84.60). The Kep Track continues on Eadine Road to its eastern terminus and then continues along the water pipe line on the south side of GEH.

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017



#### 3.2.4. Aphylla Road to Fox Road

The proposed Burlong Realignment continues on the northside of GEH for approximately 650m east of Aphylla Road and then crosses to the south, continuing to the east of Fox Road. Trimmer Road connects from the south and provides direct connection to Spencers Brook Road 4km to the south. Fox Road provides access for a small number of rural properties and to a major water supply tank and the Northam Speedway. A number of properties also have direct access to GEH from the north and south.



### 3.2.5. Fox Road to Mitchell Avenue

The proposed Burlong Realignment crosses back to the north side just east of Fox Road and terminates a further kilometer to the east. Mitchell Avenue is the major access from GEH to the Northam townsite from the west and carries a high proportion of non-freight traffic movements. GEH widens to a divided carriageway 400m east of Mitchell Avenue. Mitchell Avenue is the eastern end of this network assessment. This section of GEH has a number of direct property accesses, including the Northam Army Base on the south and gun range to the north.



### 3.3. Public transport networks

Limited road and rail services exist between East Perth and Northam. The Prospector train service, which stops at Midland and Toodyay, runs twice per day (most days) return. The Perth to Geraldton N3 bus service, via Midland, The Lakes and Northam, along GEH, also operates twice per week in both directions.

### 3.4. Road freight network

Road freight is a primary focus of this Network Assessment. The Orange Route is the proposed primary freight route between Perth and Northam, and, when completed, will be a part of the Perth-Adelaide National Highway (PANH), replacing Great Eastern Highway (GEH) between Midland and Clackline as the Primary Freight Route.

Toodyay Road is currently a major freight route servicing the north eastern agricultural and mining districts. It is currently restricted to RAV 4 vehicles, but ties directly into the RAV 7 networks on Roe Highway, Reid Highway and Great Northern Highway. The Perth and Peel Transport Plan (*Transport @ 3.5 Million*), retains Toodyay Road at its current function until 2031 (2.7 million population horizon), which includes restrictions on laden vehicles coming down the hill. The Plan proposes that the Orange Route be constructed by 2051

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

(3.5 million population horizon), and its status upgraded to a Primary Freight Route to the Toodyay Road deviation east of Gidgegannup and further east to Northam. It also proposes to upgrade the route to a RAV 7 route.

The Orange Route would have a significant impact on the function of GEH, removing the majority of heavy vehicles and reducing demand, particularly north of The Lakes. It is anticipated that amenity will be improved in the Mundaring and Sawyers Valley town-sites and through traffic will be primarily limited to York, and other Great Southern Highway locations. GEH is still expected to perform a freight function, but to a lesser degree.

Freight facilities would be required along the proposed alignment to accommodate the function of the route. This may include increased turning paths, over-taking / climbing lanes in appropriate locations and the provision of service/break-down facilities, subject to justification.

### 3.5. Active transport networks

No formal facilities exist for cyclists or pedestrians along the existing Toodyay Road alignment or the rural roads around the proposed Orange Route east of Gidgegannup. Some narrow sealed shoulders exist along portions of Toodyay Road, but given the speed and high proportion of heavy vehicles, it is not considered an appropriate cycling environment. No footpaths are provided outside the town centres.

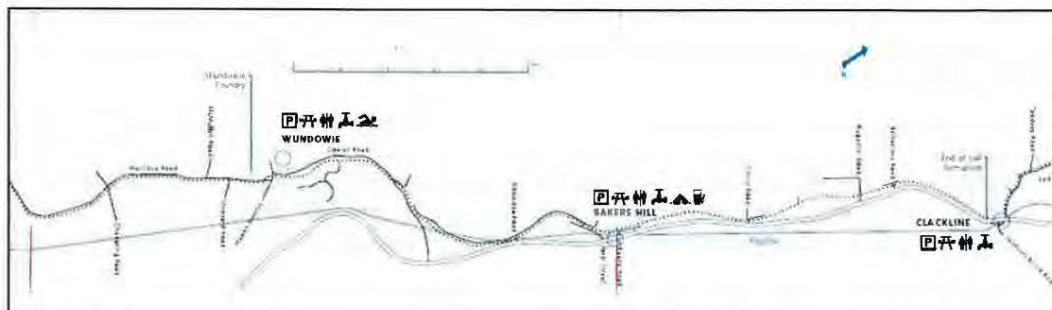
The multi-use Kep Track uses the rail formation between Mundaring in the Perth Hills, to Northam. The track is aligned to the Golden Pipeline Drive Trail, following part of CY O'Connor's pipeline which continues from Mundaring Weir to Kalgoorlie. The Track passes through the communities of Mundaring, Sawyers Valley, Mount Helena, Wundowie, Bakers Hill, and Clackline (see sketch below). The track is utilised by walkers, cyclists and horse riders from the local communities and 'end to end' users. While current planning for the Orange Route impacts on the existing track, it is anticipated that this impact would be limited and the track would remain mostly intact. Impacted sections should be realigned to maintain a continuous facility. Crossings of the PANH should be accommodated by proposed vehicle underpasses or additional culverts. It is understood that the Kep Track management is vested in the National Trust of WA. Maintenance is carried out by the Local Government or DPAW.

#### Kep Trail Alignment

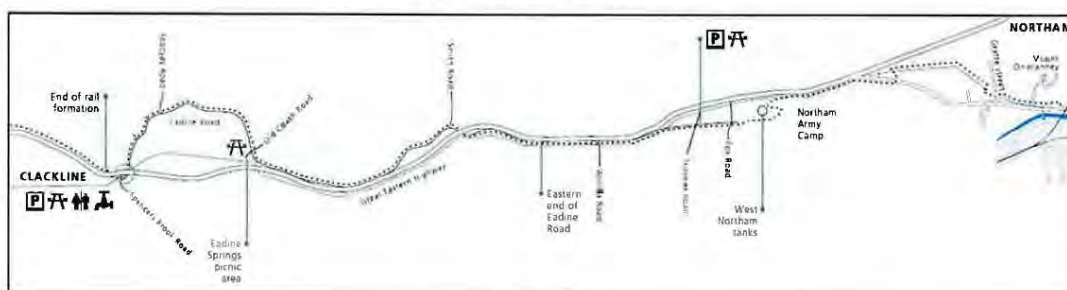


Chidlow to Wooroloo

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017



Woololoo to Clackline



Clackline to Northam

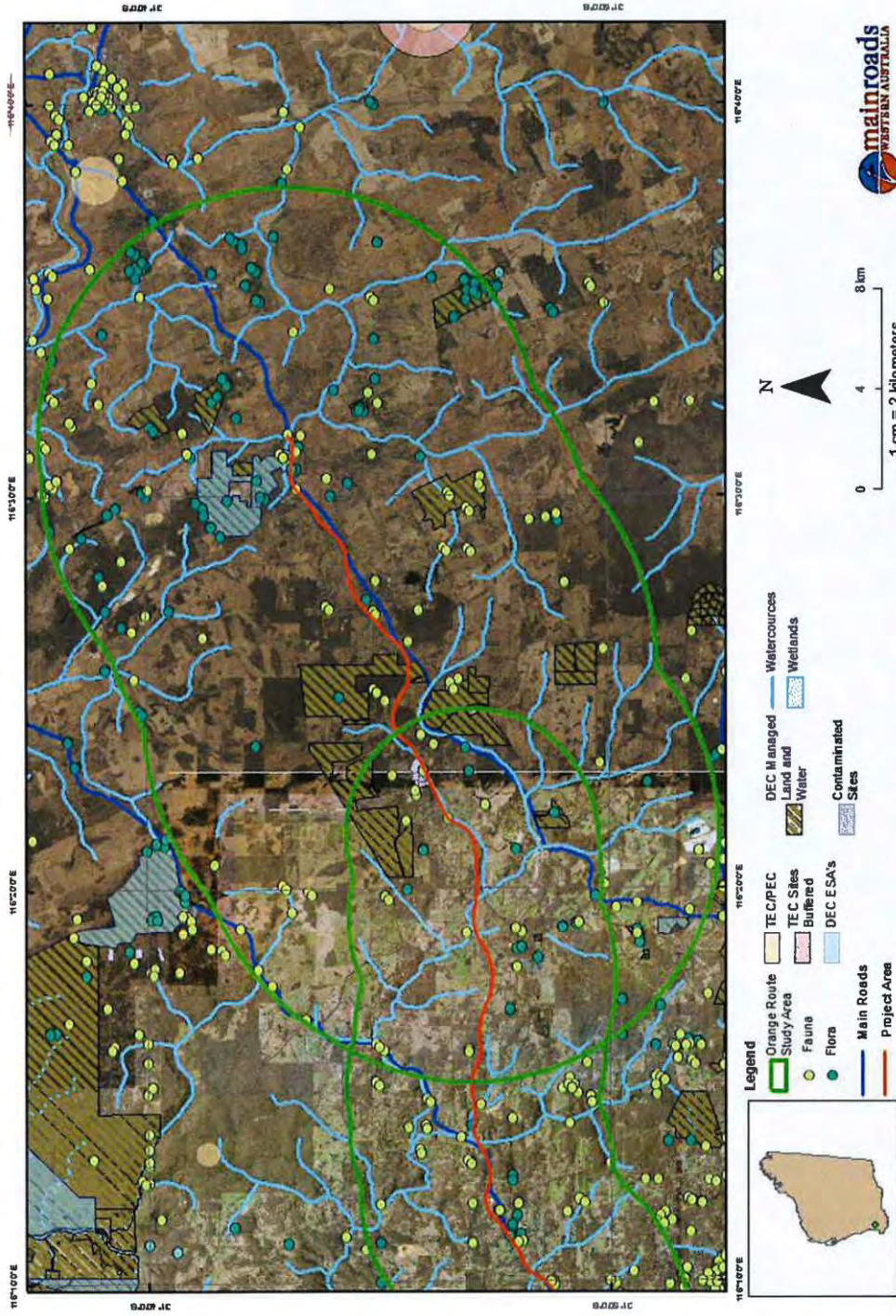
The rural section of the proposed Orange Route, west of the Toodyay Road deviation is likely to have very limited demand for cyclists. Existing rural roads and the Historic Rail Reserve Path would accommodate local trips. Sealed shoulders should be provided on the proposed Orange Route to accommodate bicycle use, in accordance with MRWA policy.

## 4. Constraints / Environmental Impacts

A Draft Environmental Desktop Study has been completed for the majority of the Orange Route, included as Appendix 1. While significant constraints with regards to heritage and environmental exist, it is anticipated that these can be accommodated and approvals would take in the order of 5 years.

Environment and Heritage constraints are highlighted in the following maps.

PANH Orange Route Stage 2 - Network Assessment Report - Draft - August 2017



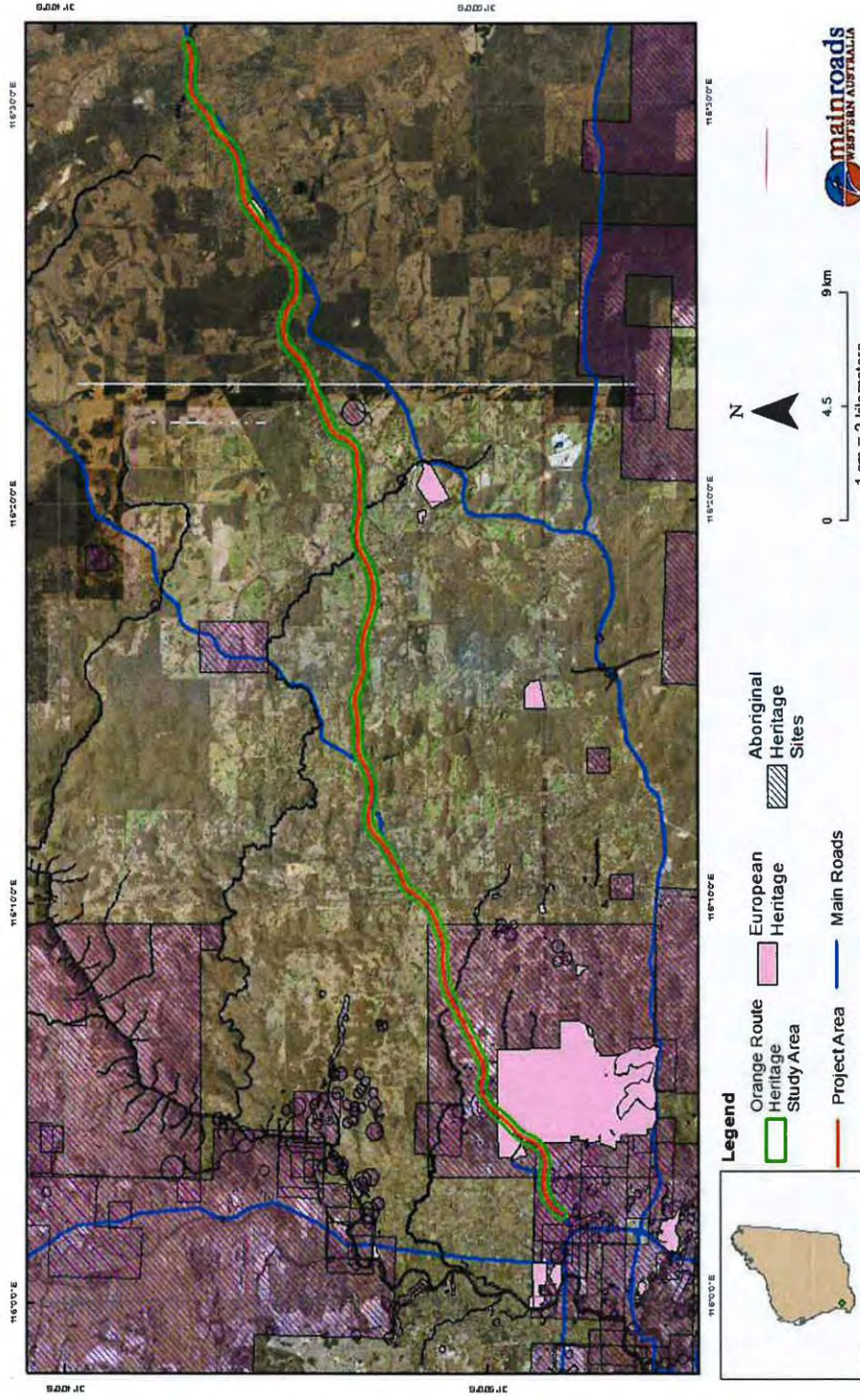
Map 1 - Environment Constraints

HP Records Manager No. 10/6817

Page 24



PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017



Map 2 – Heritage Constraints

HP Records Manager No. 10/6817

Page 25

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

No further significant social, infrastructure or engineering constraints have been identified at this stage, as detailed in the spatial maps provided in Appendix 2.

## 5. Transport demand

While transport modelling for 2031 has been undertaken on the proposed alignment within the MRS using Main Roads' strategic demand model, ROM24, the model does not extend outside the MRS. Future demand projections for this section of the route have been estimated based on existing volumes and future growth of the adjacent network.

### 5.1. Current demand

The existing Toodyay Road, east of Roe Highway is primarily a 2 lane / 2 way road with localised widening for turning pockets at some intersections and climbing lanes provided on the steeper ascents. It is defined as a primary regional road in the MRS, and as mentioned previously, is a major freight route and a RAV class 4 route.

It currently carries between 6,000 vpd, just west of Gidgegannup, and increases to 20,000 vpd east of Roe Highway. East of Gidgegannup, the volumes reduce significantly to around 3,000 vpd.

The proposed PANH (Orange Route) would replace the GEH, between Midland and Clackline, as the primary freight route and regional highway to the east. GEH east of Sawyers Valley, and the Great Southern Highway to York, currently carries in the order of 8,000 vpd with a high proportion of heavy vehicles (around 20%). It can be assumed that the high proportion of this traffic would be relocated to the proposed Orange Route.

### 5.2. Transport modelling

As mentioned above, the modelling available to Main Roads does not extend into this area.

The following table highlights existing and projected all day traffic volumes across east/west screen lines (SL), including GEH, Toodyay Road and the proposed PANH, for 2011, 2016 and 2031. Details of the SL locations are provided in the sketch following the table.

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

Orange Route - Screenline Assessment							
SL No.	Toodyay Rd		PANH		GEH		Total vpd
	Vol (E)	Vol (W)	Vol (E)	Vol (W)	Vol (E)	Vol (W)	
<b>2011</b>							
SL1	9100	9000			14600	15300	<b>48000</b>
SL2	7200	7300			11500	11500	<b>37500</b>
SL3	4000	4100			12800	12800	<b>33700</b>
SL4	1800	1800			4800	4800	<b>13200</b>
SL5	0	0			3300	3300	<b>6600</b>
<b>Total</b>	<b>44300</b>				<b>94700</b>		<b>139000</b>
<b>2016</b>							
SL1	11100	11000			16600	17400	<b>56100</b>
SL2	9800	9700			13100	13000	<b>45600</b>
SL3	4900	4800			14600	14600	<b>38900</b>
SL4	2000	2000			5700	5600	<b>15300</b>
SL5	0	0			3900	3900	<b>7800</b>
<b>Total</b>	<b>55300</b>				<b>108400</b>		<b>163700</b>
<b>2031</b>							
SL1			25300	25500	21300	21700	<b>93800</b>
SL2			16400	16300	16300	15800	<b>64800</b>
SL3			15700	15600	18200	18000	<b>67500</b>
SL4	4500	4500	11400	11400	3600	3500	<b>38900</b>
SL5			7400	7300	600	600	<b>15900</b>
<b>Total</b>	<b>9000</b>		<b>152300</b>		<b>119600</b>		<b>280900</b>

Screen line Assessment Table

The data indicates that the proposed network upgrade associated with the Orange Route would accommodate future demand and significantly redistribute traffic from GEH. While demand on GEH, as far east as Sawyers Valley, would continue to grow to 2031 (in the order of 40% from 2011 and 25% from 2016), the majority of the traffic is likely to be generated from the area and associated with residential development growth. A significant proportion of through traffic and heavy vehicles will be attracted to the PANH.

PANH Orange Route Stage 2 - Network Assessment Report - Draft - August 2017



Screenline Assessment Sketch

HP Records Manager No. 10/6817

Page 28

### 5.3. Future demand

The 2031 ROM network incorporating the Orange Route is projecting between 60,000 vpd at Roe Highway and in the order of 15,000 vpd at the eastern boundary of the MRS. These volumes could be accommodated within the proposed network configuration; 4-lane divided carriageway with grade separation west of Gidgegannup and 4-lane divided rural highway to the east.

The redistribution of traffic from GEH to the Orange Route is likely to significantly reduce demand on the section of GEH to the east of Sawyers Valley, with the model estimating in the order of 1,600 vpd in 2031, from current volume of around 8,000 vpd. While this represents the redistribution of regional traffic from this corridor, the residential growth in the area will result in similar demand on GEH in 2031 from Sawyers Valley to the west as is currently experienced.

## 6. Road network assessment

The purpose of this network assessment was to provide an up to date review of existing planning for the Orange Route, in terms of current land use planning and road network configuration, and provide a recommended network configuration to guide project definition as input to a review of the current concept.

### 6.1. Addressing Key Objectives

The objectives of this project and actions to address them are as follows:

- *To extend the RAV 7 (36.5 m Double Road Train vehicles) network into the Metro area.*

Construction of a high standard route with improved vertical alignment will allow for the extension of the RAV 7 route to connect into Roe Highway and access the metropolitan RAV 7 network;

- *Create a more efficient route with fewer conflicts. Improve freight efficiency by removing heavy vehicles from GEH which has numerous at grade intersections and access points.*

Creation of Controlled Access Highway and high standard / grade separated route will improve efficiency and travel times. While GEH will still have a freight function, the efficiency of PANH will result in it being the primary east-west freight route. The Safe Systems approach will also be utilised to maximise safety outcomes;

- *Provide a connection of the Orange Route to Roe Highway, and beyond to NorthLink and the future upgrade of Reid Highway.*

The extension of the RAV 7 route to Roe Highway will allow for high capacity freight transport in and out of the Metro area from the east.

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### **6.2. Consultation**

As part of this network assessment, a meeting was held with MRWA Wheatbelt Region and preliminary discussions held with the Shire of Northam.

It is anticipated that modifications to local connectivity may require further consultation.

### **6.3. Ultimate network**

The ultimate PANH Orange Route network configuration has been identified as a divided dual carriageway (4 lanes), with grade separation to the proposed interchange east of Gidgegannup.

Rural highway standard is considered appropriate for this section, east of the Toodyay Road / PANH deviation to Northam. Based on likely demand, it is unlikely that dual carriageway would be required within the current planning timeframe, but should be considered on safety and consistency grounds.

Intersection locations and types have been reviewed in line with current land use and network planning and recommendations to modify these proposals have been based on improved safety and efficiency. Connectivity to the surrounding communities and local networks has also been reviewed and modified with a view to providing reasonable access and minimising potential conflict.

The following sketches provide the recommended connectivity for the ultimate design of the PANH from the MRS boundary to Clackline.

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### 6.3.1. Werribee Road (south) / PANH

While current planning proposes a full movement 'T' intersection in this location, it is considered appropriate to relocate it further west on safety grounds due to potential sightline limitations at the current location. Full movement appears justified since the distance to other connecting roads on PANH is 3.5km to Bailup Road to the west and 1.5km to Chedaring Road to the east.



Werribee Road / PANH 'T' Intersection

### 6.3.2. Chedaring Road / Doy Rd / PANH

Current planning provides a 'Staggered T' arrangement, with full movement, for Chedaring and Doy Roads. Werribee Road, on the northside, is retained as a service road. This configuration is supported based on connectivity to GEH to the south and limited alternatives for access for rural residential properties in this precinct.



Chedaring Road / Doy Road / PANH Staggered 'T' Intersection



PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### 6.3.3. McMullen Road / PANH

Current planning proposes a full movement 'T' intersection at this location with a service road connection on the north side to connect to the existing Werribee Road to the west.

Given the provision of a full movement intersection at Doy Road, 1.6km to the west, and grade separation at Hawke Avenue, 1.2km to the east, a connection at this location is not considered necessary. Werribee Road extension on the north side to McMullen Road (approximately 500m) will allow for connection to PANH at Doy Road.



McMullen Road / PANH 'T' Intersection

#### 6.3.4. Hawke Avenue / PANH Underpass

Current planning proposes an underpass of PANH at Hawke Avenue, with a link road (extension of Hyde Drive) on the south side connecting into a full movement 'T' intersection to the west. The link road would also connect to Werribee Road to the west.

Given that this location is the primary access to Wundowie and carries over 1,000 vpd, it is considered appropriate on safety grounds to utilise the proposed grade separation and provide a Left In / Left Out configuration on both the north and south sides.

To connect Werribee Road to the extension of Hyde Road will require substantial earthworks. It is recommended that Vineyard Road (to the south) be considered as the primary connection from Hawke Road to Werribee Road.



Hawke Avenue / PANH Underpass and 'T' Intersection

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### 6.3.5. Sims Road / PANH

Current planning proposes the extension of Sims Road to PANH with a full movement 'T' intersection. Coates Road would be retained as a service road on the north side, to service properties to both the east and west. Given the limited demand and availability of Coates Road to access PANH westbound, via Hawke Avenue, it is considered appropriate to limit this connection to a Left In / Left Out configuration on safety grounds.



Simms Road / PANH 'T' Intersection

### 6.3.6. Great Eastern Highway / PANH 'T' Intersection

The proposed connection to PANH at this location is for a full movement 'T' intersection from a realigned GEH, with a new link road to connect the realignment to GEH to the east.

This connection does not appear justified given grade separated full movement connections are provided east and west of this location. Hawke Road is located 4.5km west, south of the township of Wundowie, and Jordi Road, east of Bakers Hill, is 2.2km to the east. The proposed at-grade full movement T intersection at this location would provide very little travel time benefit, and the existing GEH can easily accommodate this demand without impacting on surrounding landuses. The presence of the intersection on the outside of a large radius curve is also considered undesirable.



GEH / PANH Intersection (West of Bakers Hill)

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### 6.3.7. Carlin, Koojedda and Jordi Roads / PANH (Bakers Hill town-site)

The current planning for this connection to PANH realigns Koojedda Road and Carlin Road to the north of the proposed alignment. Jordi Road is also realigned with an underpass of PANH and 'T' intersection with Carlin/Koojedda Roads. A full movement 'T' intersection is proposed west of the underpass, from the south side of PANH.

Given the demand for this connection will be significant, as it represents the main access to Bakers Hill, it is considered appropriate to provide a Left In / Left Out configuration for both east and westbound movements. This utilises the grade separation and results in a much safer system.

The Kep Track would be severed by PANH on this alignment. Given the historical and functional importance of this facility, it is considered appropriate to maintain a high level of connectivity for the future. At-grade crossing of minor roads are considered appropriate at this location, although grade separation of PANH would be desirable. An additional culvert is considered justified to maintain the current Kep Track alignment.



Carlin Road / Koojedda Road / PANH Interchange

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### 6.3.8. GEH / Chitty Road / PANH 'T' Intersections

Current planning provides a full movement 'T' intersection at Chitty Road/PANH (north side) and GEH connecting with another full movement 'T' intersection 500m to the west. A connection to GEH to the east is also proposed.

While the full movement connection at Chitty Road appears justified, given the distance required to travel to access PANH westbound, the connection from GEH appears unnecessary. GEH can accommodate this demand in both east and west directions with suitable connections proposed and limited increase in travel time.



GEH / Chitty Road / PANH 'T' Intersections

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

### 6.3.9. Augustini Road / Refractory Road / PANH 'T' Intersections

Current planning proposes the closure of Augustini Road north of the proposed PANH alignment and connection to Refractory Road via Grange Rise. A consolidated full movement 'T' intersection as the northern access to PANH is proposed 400m east of Augustini Road. A southern access is also proposed from GEH at the existing Augustini Road alignment.

This full movement 'Staggered T' configuration is supported given the limited access for westbound traffic from the north and as the southern access from GEH will effectively provide a bypass of the Clackline townsite.



Augustini Road / Refractory Road / PANH 'T' Intersections

### 6.3.10. GEH / Spencers Brook Road / PANH Intersection

Current planning reconnects GEH into Lockyer Road, Clackline's main street, and extends on a new alignment into Spencers Brook Road. Spencers Brook Road then becomes the only local access to PANH with a full movement 'T' intersection.

The connection of GEH to Lockyer Road is supported as it would provide direct access to the town for properties to the west. The existing Lockyer Road connection to Spencers Brook Road is not preferred given its proximity to the intersection with GEH. Realignment of this connection to Spencers Brook Road should be further investigated, albeit potentially cost prohibitive if a replacement bridge is required.

Direct access from PANH to Spencer Brook Road would be desirable, as this would be the primary movement. A Left In / Left Out configuration at PANH is also recommended, with an additional access from the north provided utilising the Eadine Road underpass. This could be justified on safety grounds.



GEH / Spencers Brook Road / PANH Intersection



#### **6.4. Great Eastern Highway, Clackline to Northam**

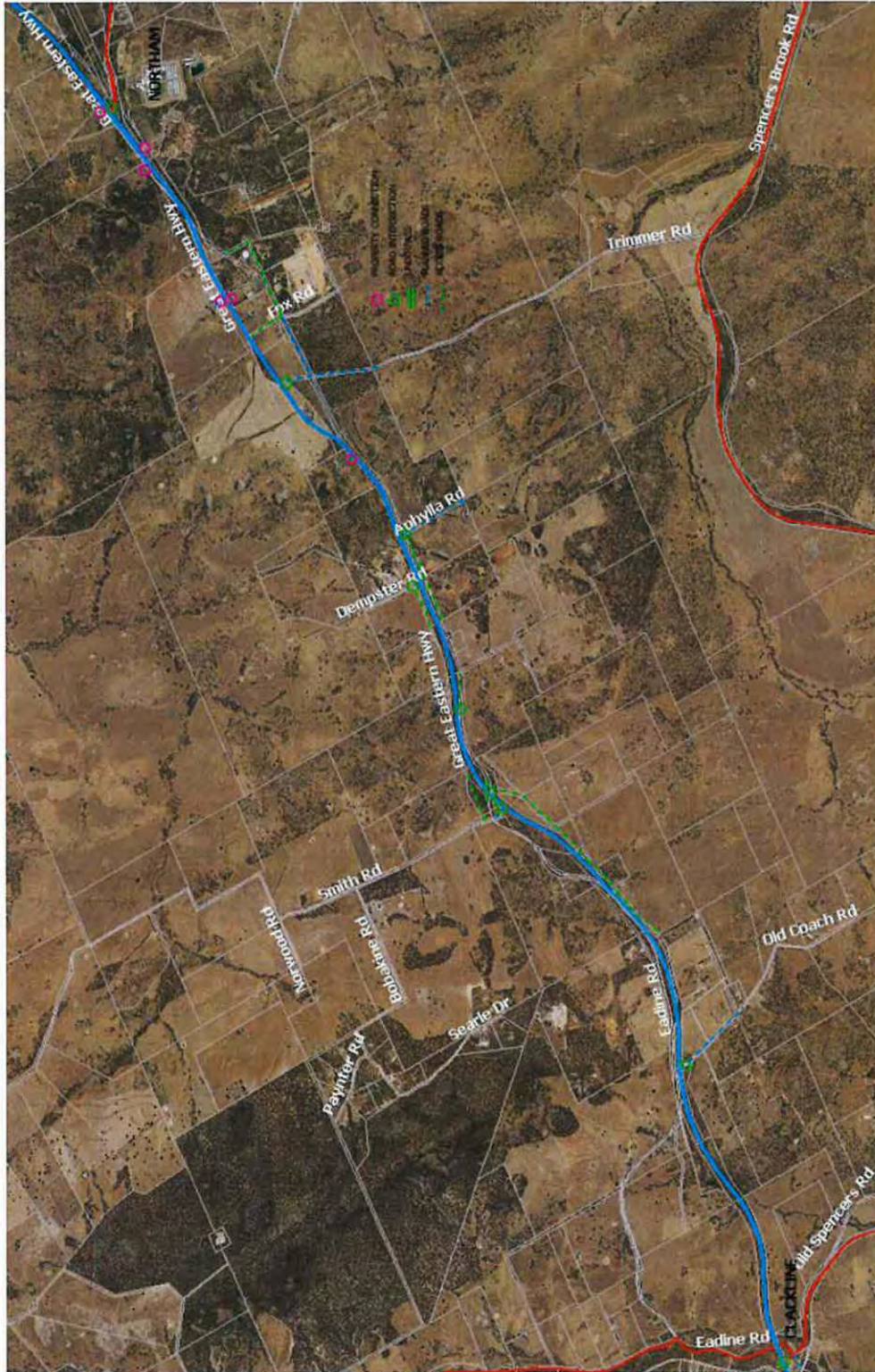
Given the importance of the PANH as a national strategic freight route and the demand created by the township of Northam, as a regional centre, it is considered appropriate for the standard and capacity of this section of GEH to be consistent with the adjoining section of the Orange Route to Clackline. The majority of non-freight traffic on this section have an origin / destination in Northam, and exit / enter GEH at Mitchell Avenue, which would be the logical location to terminate this proposed upgrade.

Planning during the mid-1980's identified an amended alignment for a section of GEH in this area. The 3.3km Burlong Realignment, from Aphylla Road to the east is proposed to improve geometry and safety. Two sub-standard horizontal curves (radii of 500m and 519m) are separated by a short tangent (79m) and a shift in the curves would be required to achieve design standards. In the event that a cross-section with a central concrete barrier is selected, widening of the median would be required for tight horizontal curves. While closely following the existing carriageway, land acquisition to accommodate improvements and additional lanes has occurred.

While these alignment improvements may be warranted, it is considered appropriate to investigate the design outcomes of upgrading the existing alignment to a divided dual carriageway within the existing road reserve before committing to the Burlong Realignment.

Twenty public or private access roads have been identified along this section of Great Eastern Highway. The majority provide access to private properties and can be rationalised to minimise the number of direct accesses onto an upgraded highway. Some rationalisation of local access roads can also be achieved. The following sketch provides a proposed network configuration plan that minimises direct property access and local road access without significantly impacting overall access to GEH.

Proposed Access Configuration – Clackline to Northam



PANH Orange Route Stage 2 - Network Assessment Report - Draft - August 2017

Page 42

HP Records Manager No. 10/6817

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

Details of the existing network configuration and the proposed access are provided below.

**6.4.1. Old Coach Rd - SLK79.59 (Left and Right side, travelling Eastbound)**

Old Coach Road, left side (L) is a sealed road that connects directly into Eadine Road. Eadine Road parallels GEH on the north side from Clackline to approximately SLK82.53, where it underpasses GEH and continues on the south side to Lot 5297 at approximately SLK83.50. Old Coach Road (R) is unsealed and provides access to rural properties for approx. 2km to the south.



GEH / Old Coach Road – Looking north

At SLK80.24 (L) there is a 130m Truck Parking Bay and between SLK80.30 and SLK80.78 (R) there is a 480m Rest Area.

It is considered appropriate to maintain access from Old Coach Road (to the south) with a full movement T intersection on GEH. Access to Eadine Road to the north could be closed at this location.

**6.4.2. Smith Road – SLK 82.30 (Left side)**

Eadine Road runs parallel GEH on the north side, intersecting with Smith Road at around SLK82.30. Smith Road does not directly connect to GEH. Eadine Road passes under GEH to the south side at SLK82.50, with a clearance of 4.6m to Berry Hill Bridge. Eadine Road then connects to GEH from the south at SLK83.28.

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017



Eadine Road / Smith Road – Looking north



Eadine Road / Smith Road – Looking south towards GEH

It seems appropriate to utilise the existing underpass at this location to create a Left In/Left Out configuration, utilising the existing connection from the south and connecting Smith Road to GEH from the north. Access roads would be required on the north and south sides to provide adequate property access.

#### **6.4.3. Eadine Road - SLK 83.28 (right side)**

As discussed in section 6.4.2, utilising the existing underpass and connecting Smith Road would allow for this connection to be limited to left in / left out, improving safety at this location, while not impacting on access to the network and adjacent

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

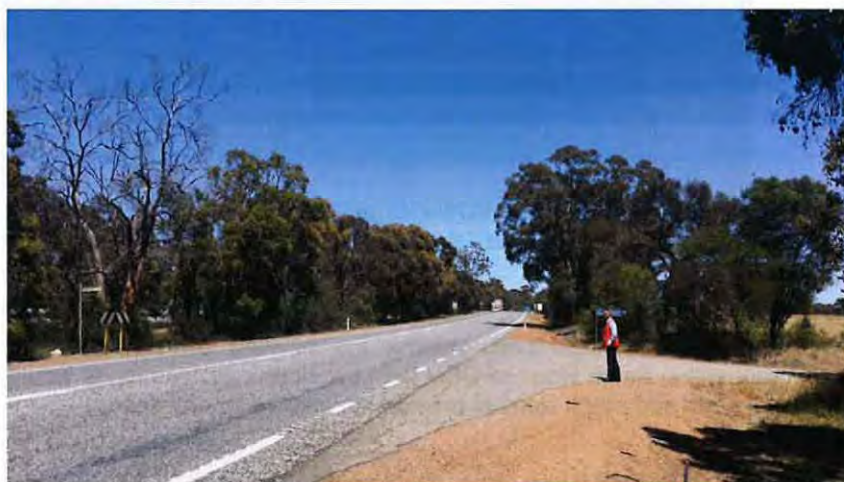
properties. An existing property access road would also need to be maintained to the east.



GEH / Eadine Road– Looking west

#### **6.4.4. Dempster Road – SLK84.47 (left side)**

Dempster Road connects from the north at this location. It provides access for a small number of rural properties. Full movement at this location will be required given limited alternatives. An access road to the west would rationalise some existing informal property connections. Sightlines appear suitable at this location and demand would be very limited.



GEH / Dempster Road– Looking west

#### **6.4.5. Aphylla Road – SLK84.85 (right side)**

Aphylla Road connects from the south and provides access for a small number of rural properties on a low standard unsealed road. Full movement at this location will

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

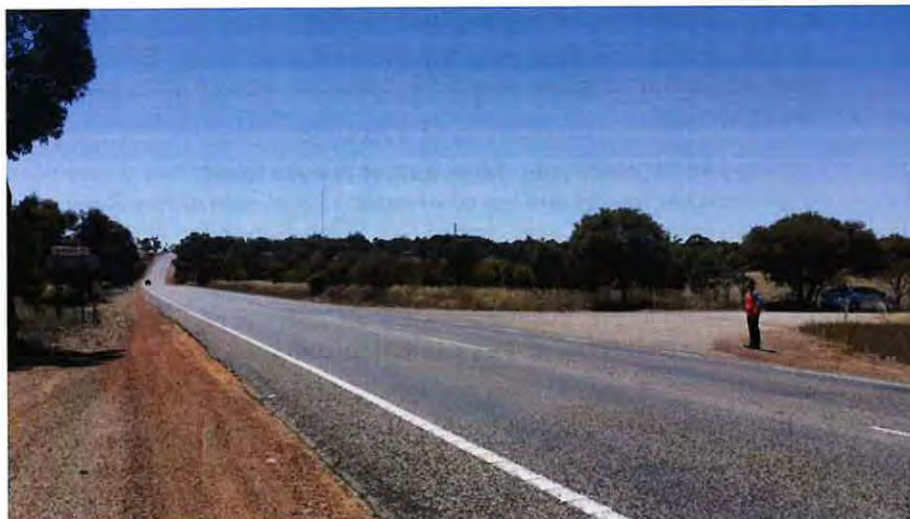
be required given limited alternatives for access to these properties. An access road to the west would rationalise some existing informal property connections. Sightlines appear suitable at this location and demand would be very limited.



GEH / Aphylla Road– Looking west

**6.4.6. Trimmer Road – SLK86.49 (right side)**

Trimmer Road is the only north-south road with a regional function between Clackline and Northam. It is a sealed road connecting from Spencer Brook Road in the south and provides access for a number of large rural properties. Full movement at this location would be justified on this basis. An opportunity also exists to rationalise access to a number of properties further to the east, by connecting through to Fox Road along an existing road easement for 800m.



GEH / Trimmer Road– Looking east

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

#### **6.4.7. Fox Road – SLK86.97 (right side)**

Fox Road is a sealed local road providing access to a small number of rural residential properties, the Northam Speedway and a major Water Corporation tank storage facility. The intersection is positioned just west of a slight crest, resulting in limited sightlines. It would be possible to restrict this to left in / left out or cul-de-sac the road at GEH and rationalise access via Trimmer Road, where full movement would be justified based on its regional connection.

Access to the water storage facility is via an existing road reserve, which could also be used by a number of residential properties with direct GEH frontage.



GEH / Fox Road– Looking east

#### **6.4.8. Properties with direct GEH access**

An additional 5 properties may require direct access onto GEH due to the extent of land acquisition required to provide alternate access at a proposed connection. These include:

- Lot 6175 (north side), 750m east of Aphylla Road;
- Lot 6322 (north) and Lot 6349 (south) 350m east of Fox Road
- Northam Army Camp (north) and Firing Range (south) 480m west of Mitchell Avenue

This could be further rationalised once consultation on the proposed GEH upgrade commenced and individual property access requirements are fully understood.

### **6.5. Active Transport**

As discussed in section 3, there is limited demand for cycling facilities along the proposed Orange Route alignment, other than the climb up Red Hill to Gidgegannup, which is utilised by training cyclists. It is expected that this use would increase if improved (safer)

facilities were provided. There are no planning strategies in place for cycling in this area. MRWA Cycling Policy and Guidelines requires the provision of a 'shared path' on one side of an Urban Controlled Access Highway and provision for a future path on both sides. Sealed shoulders are required for rural areas. In the case of the Orange Route, this demarcation would appear appropriate east of Gidgegannup.

This rural section of the proposed Orange Route, east of the Toodyay Road deviation, is likely to have very limited demand for cyclists. Existing rural roads, the Kep Track and the Historic Rail Reserve Path would accommodate most trips. Sealed shoulders should be provided on the proposed Orange Route to accommodate bicycle use, in line with current MRWA policy.

## 7. Recommendation

### 7.1. Development horizon description and outline

This assessment has considered the ultimate design of the proposed corridor for a 2031 forecast period.

### 7.2. Consultation

Extensive public and key stakeholder consultation was undertaken as part of the previous planning studies and there appears to be an expectation that this project will be progressed in time.

As part of this network assessment dialogue was held with Main Roads Regional Office in Northam and with the Shire of Northam. Support, in-principle, for the overall project and recommendations presented in this report would appear to be the likely response from these stakeholders.

### 7.3. Discussion

The Orange Route is the proposed major freight route between Perth and Northam, and, when completed, will be a part of the Perth-Adelaide National Highway (PANH), replacing Great Eastern Highway (GEH) between Midland and Clackline.

Network Planning & Development Section has been requested to conduct a Network Assessment incorporating a strategic review of previous planning as an input to a review of the current concept.

The objectives of this project are:

- To extend the RAV 7 (36.5 m Double Road Train vehicles) network into the Metro area. Currently these vehicles need to break down at Northam due to the grade on Great Eastern Highway (GEH), Greenmount.
- Create more efficient route with less conflicts. Improve freight efficiency by removing heavy vehicles from GEH which has numerous at grade intersections and access points. These impact travel speed and the increased number of conflict points increases the risk of crashes. The horizontal and vertical geometry of the proposed route will also improve efficiency, in comparison to GEH, with resultant reductions in travel time.



PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

- Provide a connection of the Orange Route to Roe Highway and beyond to NorthLink and the future upgrade of Reid Highway. This will provide a Metro wide RAV 7 network allowing these vehicles access in and out of the metro area which connects to other major RAV 7 networks.
- Improve road safety by removal of heavy vehicles through the residential areas of Mundaring, Sawyers Valley and Bakers Hill town sites. The Orange Route will have significantly improved geometry and will be designed in accordance with Safe System principles. This will offer significant safety improvements over the existing GEH. GEH has over twice the average of serious crashes, for a number of different crash types, compared to other parts of the national highway network in WA.
- Deliver a high standard entry to the greater Perth area at the western end of the National Highway, connecting both sides of Australia.

The following assumptions have also been adopted to guide the assessment:

- Scope – The adopted alignment from previous planning studies was adopted as no fatal flaws were identified. Intersection type and location may be adjusted to accommodate current planning and demands.
- Function – The route will provide a Safe and Efficient RAV 7 Freight Route.
- Form – Dual divided carriageway – Roe Highway to east of Gidgegannup (Toodyay Road intersection) as Control of Access (freeway standard) and then as a rural highway east of Toodyay Road.
- Connectivity – Grade separation - Roe Highway to east of Gidgegannup (Toodyay Road intersection), then at grade intersections, with priority control and control of access. Take advantage of grade separation where possible to limit right turns across priority through movements.
- Land use assumptions – 2031 Metropolitan Land Use Forecast (MLUFs) projections with consideration of 3.5 Million Planning Framework (2051). Input from Local Government Authorities will also be considered.
- Constraints / Environmental Impacts – Environmental Desktop Study has been completed. No significant constraints with regards to infrastructure, social, environmental or engineering identified at this stage.

#### 7.4. Recommendation

Based on the findings of this assessment, the following major amendments to the current planning for the PANH (Orange Route) – Stage 2 Wundowie to Northam are recommended:

General:

- 4 lane rural highway standard east of Toodyay Road, with limited full movement at grade intersections;
- Upgrade of Great Eastern Highway west of Clackline to dual carriageway standard to Northam;

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

#### Intersections:

- Werribee Road / PANH – Connectivity (full movement) as proposed in current planning. Location to be moved further west to improve sightlines;
- Chedaring / Doy / PANH – Connectivity (full movement staggered T) as proposed in current planning;
- McMullen Road / PANH – Remove the proposed connection to PANH and provide access to Doy Road intersection via service road on north side, connection into existing Werribee Road;
- Hawke Avenue / PANH– Underpass supported at this location. Connection on south side, from Hyde Drive to be restricted to Left In/ Left Out. Additional Left In/Left Out link on north side to be provided with connection to Coates Road to the east;
- Sims Road / PANH - Connectivity (full movement) as proposed in current planning;
- GEH / PANH – Proposed connection not considered necessary given proximity to intersections in the east and west;
- Carlin Road / Koojemma Road / Jordi Road / PANH – General configuration and location supported. Recommend southern connection be Left In / Left Out and new Left In / Left Out connection from north off realigned Carlin Road be provided;
- GEH / Chitty Road / PANH– Full movement connection from Chitty Road on north side supported. Connection to GEH on south side not considered necessary given alternate options to access PANH to the east and west;
- Augustini Road / Refractory Road / PANH – Adopt the current planning for at grade, full movement ‘Staggered T’ intersections;
- GEH / Spencers Brook Road / PANH (GEH) – Support the connection from GEH into Lockyer Road. Investigate realigning Lockyer Road connection to Spencers Brook Road. Limit Spencers Brook Road connection to PANH to Left In / Left Out and provide new Left In / Left Out connection on north side from Clackline-Toodyay Road;
- Eadine Road access to GEH at Old Coach Road could be removed and full movement allowed to service Old Coach Road;
- Left in / Left out configuration be considered for Smith Road and Eadine Road access at Berry Hill Bridge to utilise the grade separation and improve safety;
- Full movement be considered at Dempster Road, Aphylla Road and Trimmer Road with access roads provided to rationalise direct connection to GEH;
- Close or limit movement (left in / left out) at Fox Road, providing connection to Trimmer Road to service surrounding properties;
- Individual property access be further investigated once consultation commences and access requirements / options fully understood.

#### Active Transport:

- There is limited demand for pedestrian and cycling facilities along the route, and

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

while a sealed shoulder would be provided, it is not anticipated that it would be regularly used. Utilisation of the local road and trail network is expected to be the preferred route for cyclists in this area.

#### **7.5. Outstanding Issues**

- While it is anticipated that significant land acquisition will be necessary to deliver the proposed alignment and local connections no detailed investigation of this requirement was undertaken as part of this assessment;
- Connectivity to existing properties was considered as part of the development of the intersection concepts and access roads identified where appropriate. Consultation with landowners was not undertaken to confirm the suitability of these connections;
- This assessment has been focussed on the ultimate design of the corridor and no consideration to the possible medium term staging of the network has been documented. While it is anticipated that interim designs could be applied at some locations, it is considered essential that the ultimate design of the corridor is planned for to maintain the key objectives of the project into the future;
- Further investigation of design modifications is required by either Route Planning or Network Definition teams.

## **8. Appendices**

**8.1. Appendix 1 – Draft Environmental and Heritage Desktop Assessment**

**8.2. Appendix 2 – Constraints Maps**

PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

**Appendix 1 – Draft Environmental and Heritage Desktop Assessment**

## Orange Route Environmental and Heritage Desktop Assessment

### Introduction

Main Roads is investigating the feasibility of the project 'Orange Route', which proposes to realign Great Eastern Highway (GEH) from Roe Highway to Clackline. The route follows the current realignment of Toodyay Road with two minor modifications: the Red Hill deviation; and Gidgegannup bypass. The eastern end of the route from Wundowie to Clackline, connecting the Orange Route to GEH is outside of the MRS boundary.

Environmental factors (aspects) can be impacted through the implementation of a road project in the short to long term. Consideration of environmental issues during the development of the project provides an opportunity to potentially avoid and minimise significant impacts, whilst ensuring the project is delivered in a timely manner. Environmental aspects should be considered in the development of projects as well as Link Plans, Corridor Strategies, Route Strategies, Investment Planning, Business Cases, Regional Road Network Plans and Ten Year Business Plans.

The presence of environmental and heritage constraints along Orange Route will determine the timeframe and the difficulty to obtain the relevant environmental and heritage approvals. Environmental and heritage impacts may be able to be avoided and minimised during the project design phase; however approvals and offsets will be required where significant residual impacts remain.

### Methodology

Environmental aspects protected through State and Commonwealth environmental legislation were reviewed through database and GIS searches to identify factors that had the potential to constrain road works along the Orange Route. The study area for the environmental constraints in the Metro region is confined to a local area of a 5 kilometre (km) radius and a local area of a 10 km radius for the Wheatbelt region. The study area for the heritage constraints is confined to a local area of a 200 metre radius. Mapping was undertaken to visually represent the location of environmental and heritage constraints based on the desktop assessments.

The assessment includes an indicative timeframe to obtain the relevant environmental and heritage approvals for the route. The approval timeframes are indicative only and will depend on the extent of project works, and the environmental aspect impacted.

### Environmental Constraints on Orange Route

The environmental constraints are listed below and shown in Figures 1 - 2:

- 9 contaminated sites occur within the project area, which are associated with the Wundowie Foundry Site, Red Hill landfill facility and a fuel station on Toodyay Road and all classified as 'Contaminated - remediation required'
- 2 Environmentally Sensitive Areas (ESAs) intersect the project area adjacent to GEH at 67 SLK and 76 SLK
- 6 natural drainage lines intersect the project area:
  - Woolooloo Brook (north of GEH and adjacent to Rahnie Road)

- Jane Brook (western end; Toodyay Road 1.4 SLK)
- Susannah Brook (north of Toodyay Road 11.6 SLK)
- Cookes Brook (east of Toodyay Road)
- Gidgedannup Brook (Toodyay Road 16.4 SLK)
- Clackline Brook (eastern end; GEH 77.2 SLK)
- One unnamed Palusplain (Multiple Use Wetland) intersects the western end of the project
- Western end of the project area (metro region) is located in the Perth and Swan Groundwater Areas
- Majority of the project is located in the Swan River System Irrigation Area with the most eastern section located in the Mundaring Weir Surface Water Area
- 2 reserves/conservation areas occur within the project area & one adjacent:
  - John Forest National Park (Class A) in the project area adjacent to Toodyay Road 4 SLK to 9.4 SLK
  - Clackline Nature Reserve (Class C) in the project area adjacent to GEH 76.9 SLK to 75.8 SLK
  - Woondowing Nature Reserve (Class C) is located directly adjacent to the project area and Coates Rd
- Records of 32 conservation significant fauna occur within the study area
- Records of 9 threatened flora occur within the study area with a number of Priority flora:
  - Records of 5 known priority flora species occur within the project area
  - Records of 40 known priority flora species occur within the study area
- Records of one Threatened Ecological Community (TEC) and one Priority Ecological Community (TEC) occur in the project area:
  - Shrublands and woodlands of the eastern side of the Swan Coastal Plain (Critically Endangered) located at to Toodyay Road 2 SLK
  - Central Northern Darling Scarp Granite Shrubland Community (Priority 4) located at to Toodyay Road 5.5 SLK
  - 1 record of a TEC buffer and 2 PEC buffers intersect the western end of the project
- Works are close to sensitive receptors such as residential areas in Janebrook and Gidgedannup

Although the majority of Orange Route follows an existing alignment, approximately one quarter of the route deviates from the Toodyay Road. The deviated area is predominantly private property and as such, there is less information available for this area.

Appendix 1 contains detailed information of the above listed summary.

### Heritage Constraints on Orange Route

There are 9 known registered sites of Aboriginal heritage significance and 5 Other Heritage Places occurring within the project area. These sites are mainly located in the Metro Region of Orange Route, which is shown in the heritage constraints map in Figure 3.

There are 4 sites of heritage significance occurring within the project area, which are:

- Clackline Bridge, Clackline (Place No. 10910)
- Hoopers Winery & Surroundings (Place No. 10917)
- Toodyay Convict Station Ruins (Place No. 03548)
- John Forrest National Park (Place No. 08561)

Appendix 2 contains detailed information on the registered heritage sites located within the study and project areas.

### Environment Requirements

Based on the desktop assessment of the proposed project alignment, the following environmental assessments and consultation with key stakeholders will be required:

- Air quality
- Black Cockatoo Habitat Assessment
- Fauna
- Flora
- Vegetation
- Noise
- Consultation with Department of Parks and Wildlife (DPaW) Species and Communities Branch regarding the federally listed TECs and other communities identified as occurring within the project and study area.
- Consultation with DPaW and the Conservation Commission regarding impacts to John Forest National Park, Clackline and Woondowing Nature Reserves.
- Dieback assessment of project areas adjoining conservation and reserve areas and areas of vegetation.
- Consultation with DPaW (Wetlands Branch) regarding potential impacts to the wetland intersecting the project.
- Consultation with Department of Water (DoW) regarding potential impacts to the drainage features intersecting the project will be required. Careful design of drainage channels and culverts will be necessary to maintain water flows in the drainage lines intersecting the project area and their tributaries. Particular care will be needed in the design of intercepting systems with road drainage to minimise any pollution of Susannah Brook, which provides important vegetation habitats (Travers Morgan, 1988).
- Consultation with Department of Environment Regulation regarding potential impacts to contaminated sites. Site investigations are likely to be required. Current soil and groundwater investigations are not sufficient to adequately characterise or delineate the nature and extent of the soil, sediment or groundwater contamination within the proposed alignment; or to provide an adequate assessment of the associated human health or environmental risk. Therefore, additional investigations and assessment are required before a comment can be made on the suitability of the proposed alignment.

- Offsets are likely to be required for clearing of Black Cockatoo habitat; and for vegetation units with low representation in the local and/or regional area. It is unlikely that offsets would be required for impacting conservation areas as the proposed alignment appears to avoid significant impacts or the alienation of good quality vegetation from core reserve areas.

### **Heritage Requirements**

#### Aboriginal Heritage Advice from Todd Craig, Principal Heritage Officer (PHO):

The Study Area contains multiple registered Aboriginal sites and lodged other heritage places. If the ultimate Orange Route design impacts these sites, consent under s18 of the *Aboriginal Heritage Act 1972* (AHA) will be required. Application for consent under Section 18 (s18) of the Act will require additional heritage surveys to support the application. However, it is likely that the entire project area will not require surveys or other heritage investigations. Surveys may only be required in areas where sufficient surveys have not previously been conducted or where further consultation is required to gather information on specific sites that will be impacted.

Wheatbelt Region is currently planning a comprehensive heritage survey of Toodyay Road, which overlaps significantly with the Orange Route study area. In these overlapping areas, additional surveys should not be necessary. Further, the Wheatbelt Toodyay Road work is planned to include applications under s18 of the AHA. It is likely that these consents could also be used for the Orange Route project. A more detailed review of the project area should be undertaken in the future to identify those areas where further heritage surveys are required.

The study area falls within the claims of the Whadjuk and Ballardong people. Both of these groups are parties to the South West Settlement. The processes for consultation and engagement of Traditional Owners and the conduct of heritage surveys detailed in the *Aboriginal Heritage Processes under the Noongar Standard Heritage Agreement* guideline (2015) should be followed.

There are several sites within the study area which have restricted locations (Department of Aboriginal Affairs (DAA) 3492 (Green Bullfrog Dreaming), DAA 3721 (Red Hill), DAA 3759 (Jane Brook)). Restricted location sites have deliberately fuzzed boundaries to protect the precise locations of important or sensitive places. As a preliminary step, the DAA should be consulted to determine whether these sites are located within the study area, or whether it is only their fuzzed boundary that is located within the study area.

It is important to note that restricted location sites are highly important and it can be a difficult process to gain s18 consent for these places. If the DAA indicates that the project will impact these sites, the project design should be carefully considered and adjusted to avoid these places if at all practical.

#### Non-Indigenous Heritage Advice

Consultation with the Stage Heritage Office will be required to determine the potential impacts project activities will have on non-indigenous sites.



### **Approvals for Orange Route**

Orange Route will require referral to the Department of Environment (DoE) under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) based on the presence of breeding trees and suitable foraging habitat for Black Cockatoos in the project area, particularly where the route deviates from the existing alignment as a number of eucalypt trees are likely to be cleared. TECs and priority flora may also be impacted by the project, however referral based on threatened flora seems unlikely. However this advice may change following detailed flora and vegetation surveys.

Given that some sections of the Route deviates from the existing road alignment and occurs outside of the MRS boundary, it is likely there will be significant public interest to warrant referral to the EPA under the *Environmental Protection Act 1986* (EP Act). The EPA may deem that the project be assessed under Part V of the EP Act, which can be managed under Clearing Permit provisions. Alternatively the EPA may assess the project under Part IV of the EP Act, with the project being formally assessed.

If any DPaW managed reserves or conservation areas are to be impacted by the project, Orange Route will need to be referred to the Conservation Commission, an independent authority that oversees the administration of Western Australia's national parks, conservation parks, nature reserves, State forests and timber reserves.

Abstraction of groundwater (if required) would be subject to approval of a Licence to Take Groundwater from the DoW.

In regard to heritage approvals, consultation with DAA and the South West Aboriginal Land & Sea Council (SWALSC) will be necessary and a s18 is required if the ultimate Orange Route design impacts registered Aboriginal sites.

The approval pathway for the portion of the route within the MRS boundary may change following completion of the Strategic Assessment of the Perth Peel Region (SAPPR) under the EPBC Act and Section 16e of the EP Act. The SAPPR process is likely to be completed in 2016 and this advice should be reviewed at that time. SAPPR is likely to include an environmental assessment and approval process for infrastructure projects (including roads).

### **Timeframe for Orange Route**

The timeframe to obtain approvals will be dependent on the outcome of the site assessments and on-ground investigations and the approval pathway. In addition, the flora and vegetation survey will need to be undertaken in spring to meet the EPA requirements.

If referral to the Commonwealth is required (highly likely), it may take around 12 to 15 months to obtain approval. Under the State-Commonwealth Assessment Bilateral, assessment of projects requiring approval by the Commonwealth would be assessed by either the EPA (ARI or PER level of assessment) or DER (Clearing permit).

As outlined above, given the environmental sensitivities of the area and the large scale of the project, the Orange Route is likely to require referral to the EPA. Following the receipt of a valid referral, the EPA has 20 days to determine if the proposal requires assessment. This can take longer if the EPA request additional information on the proposal. The EPA may

assess the project at an Assessment on Referral Information (ARI) level of assessment, which is likely to take 12 months or at the level of a Public Environmental Review (PER), which would take approximately 12-18 months. If the EPA decides not to assess the project, a clearing permit will be required, which would take up to 6 months (CPS 818) or up to 12 months (project specific clearing permit). Given the project is located within the MRS and the Wheatbelt region, a project specific clearing permit that also addresses Commonwealth matters of national environmental significance would be recommended.

The project area falls within the South West Settlement area, which provides Main Roads with greater certainty for planning Aboriginal heritage surveys. Once Main Roads decides to undertake heritage surveys and begin discussions with SWALSC, the surveys should be complete (including final reports) within 22 weeks under normal circumstances (this is about 4 ½ months). Following receipt of the final report, Main Roads can submit a s18, which generally takes 4-6 months from submission for it to be considered and granted.

However, there are a few specific issues that may cause the Aboriginal Cultural Material Committee (ACMC) and Minister to take longer than normal to consider any s18 application for the Orange Route. Firstly, the proposed work area includes several restricted location sites. As these places are inherently important, the ACMC and Minister will likely take more time to consider an application to disturb these places. Secondly, several of the known sites in the area are watercourses with mythological significance. In recent times, s18 applications for mythological river sites have been either delayed or the Minister is taking longer than usual to consider these applications. As such, it may take longer to gain s18 consent for river sites. It is therefore anticipated that it would take up to a year for a s18 application to be granted for the Orange Route.

If the proposed works are within an area where no Aboriginal sites have been identified, there is no need to apply for consent under s18. There may be opportunities to avoid Aboriginal sites at the design stage as the project is further defined.

#### **Conclusion**

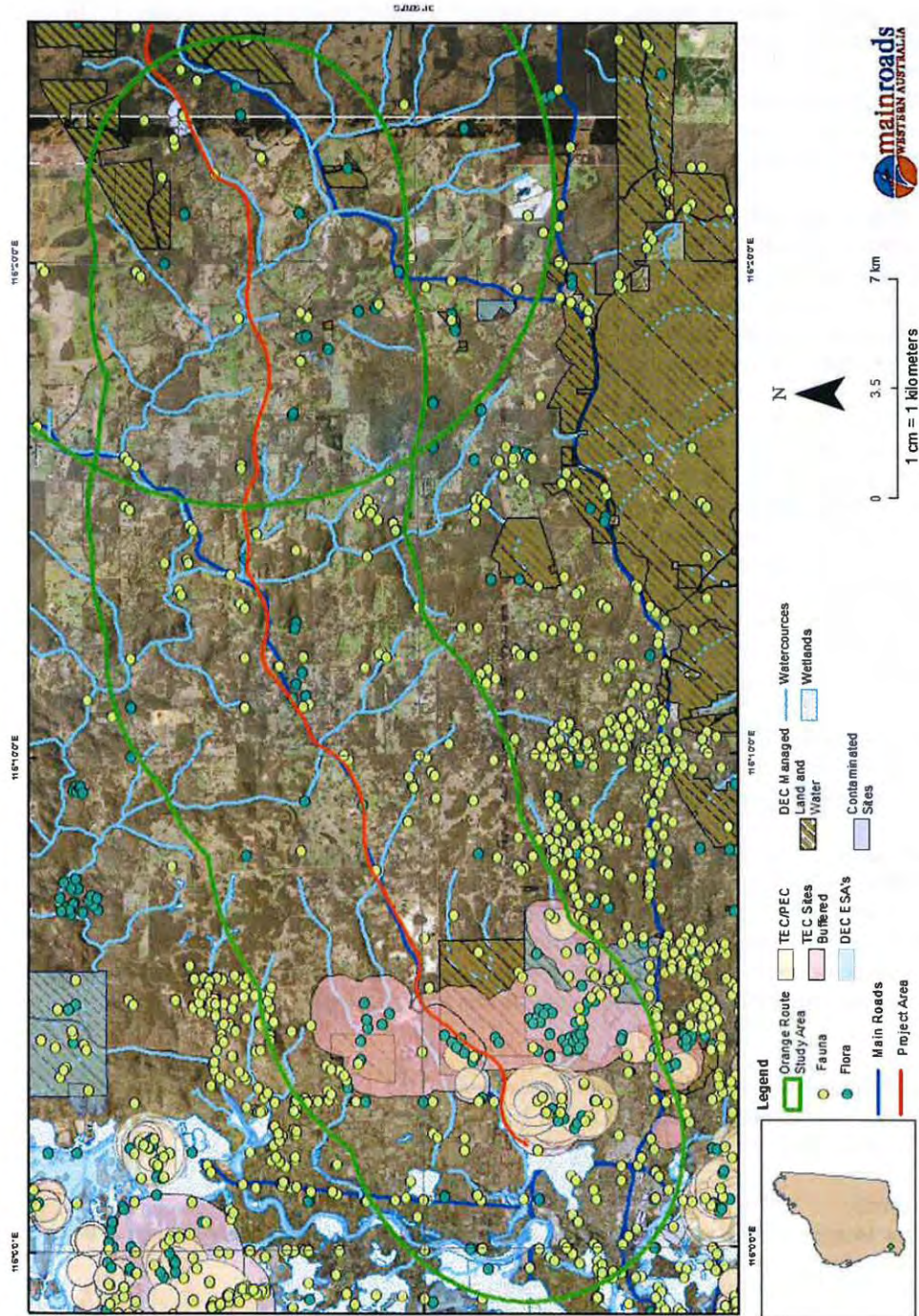
Significant environmental and heritage constraints occur along the majority of Orange Route. The project will require approval under State and Commonwealth legislation. The environmental and heritage assessment and approval process is likely to take 3 to 5 years, which involves initial discussions with stakeholders, community consultation, undertaking assessments and surveys, obtaining approvals and acquiring land.

#### **Author**

This information was compiled by Sarah Belladonna, Grad. Env Officer, 11 November 2015, with input from Vanessa Clark (SEO) and Todd Craig (PHO). The report was reviewed by Martine Scheltema (ME/Acting).

#### **Reference**

Travers Morgan (1988), *Eastern Corridor Major Roads Study – Final Report incorporating Public Environmental Report*, Western Australia.



**Figure 1. Environmental Constraints Map for Metro Region of Orange Route**  
\* Project area shows the proposed road alignment.

MAIN ROADS Western Australia  
Orange Route Assessment

Page 7 of 17

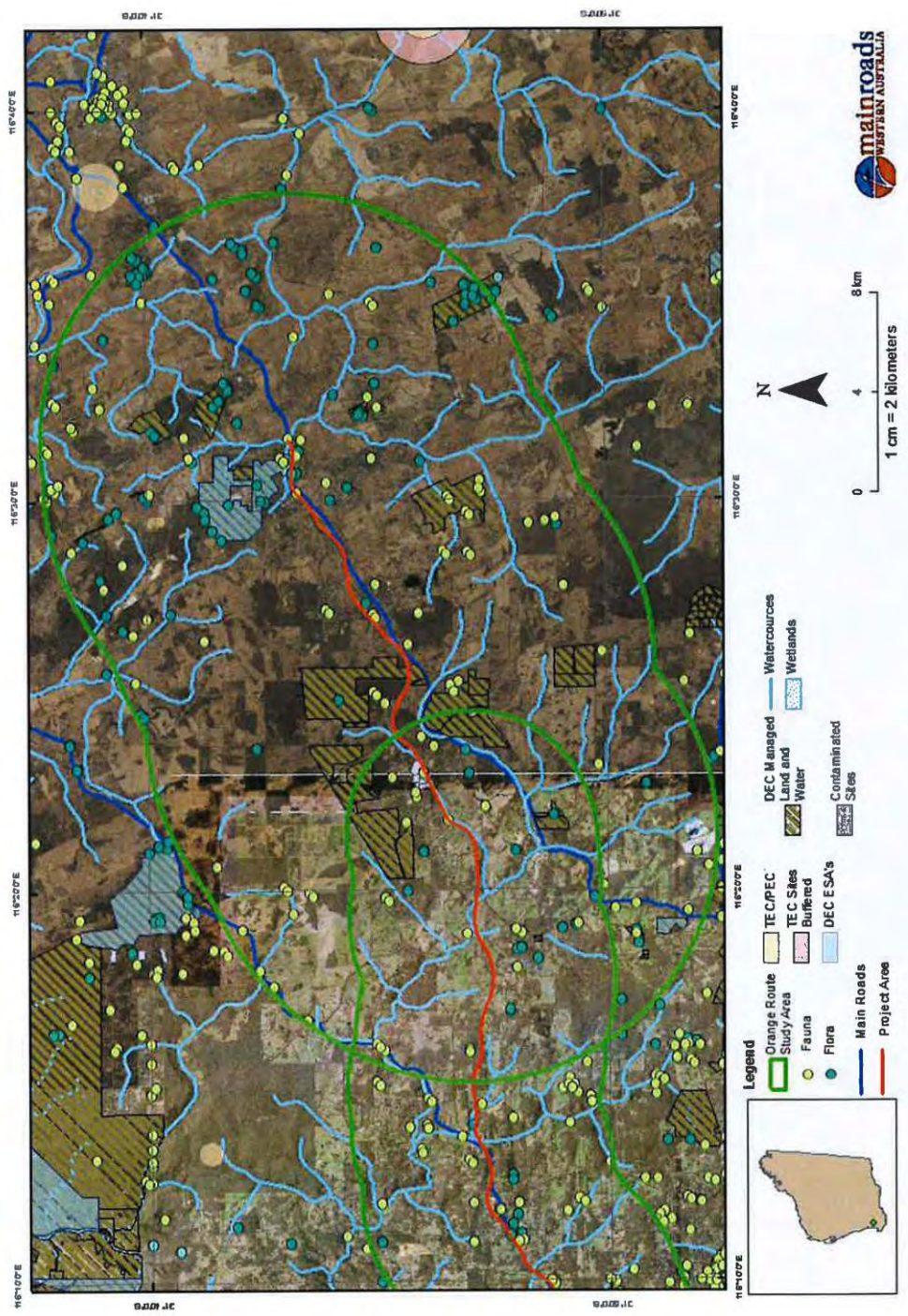


Figure 2. Environmental Constraints Map for Wheatbelt Region of Orange Route  
\* Project area shows the proposed road alignment.

MAINROADS Western Australia  
Orange Route Assessment

Page 6 of 17

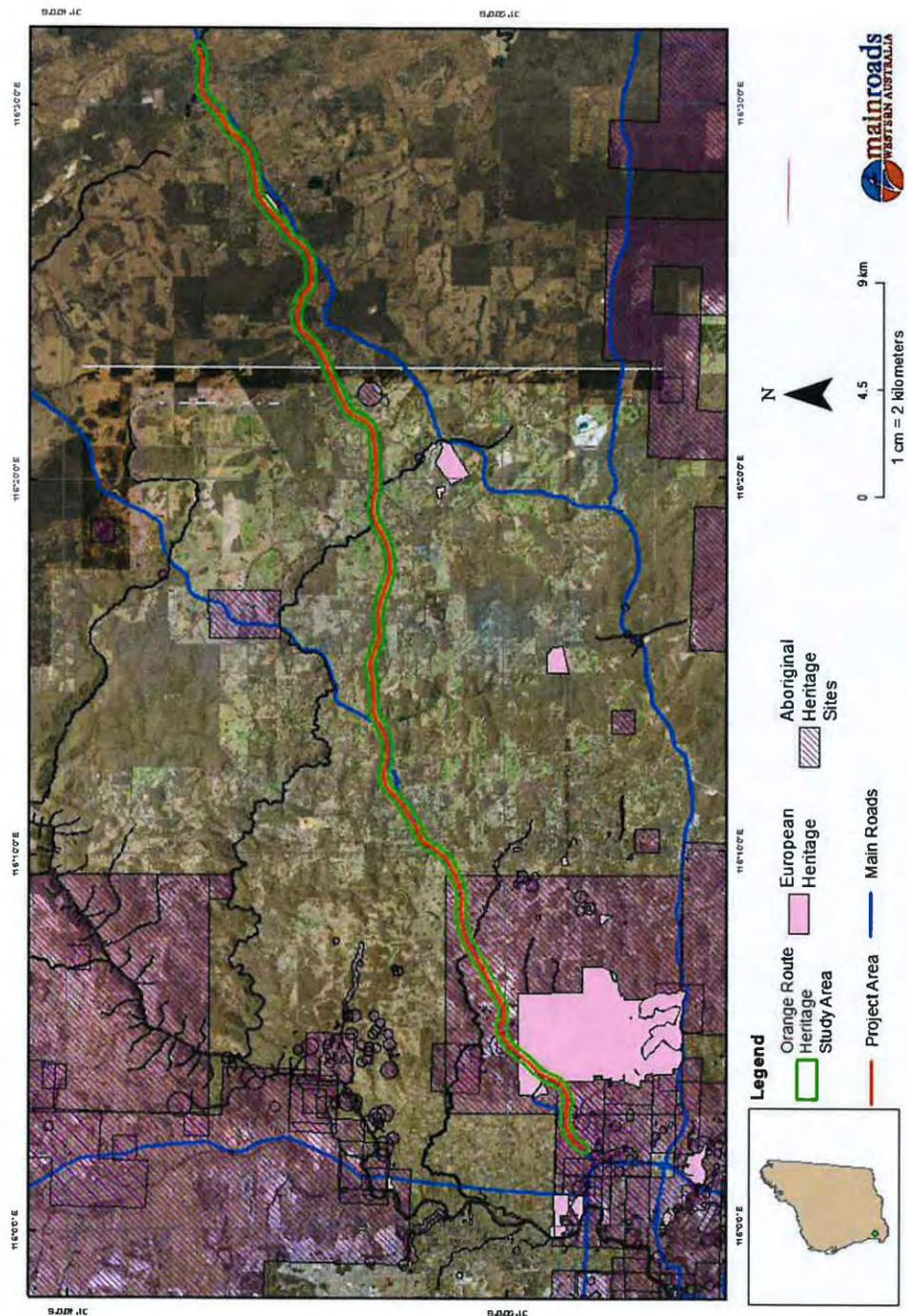


Figure 3. Heritage Constraints Map  
\* Project area shows the proposed road alignment.

MAINROADS Western Australia  
Orange Route Assessment

Page 9 of 17

**Appendix 1 Environmental Constraints**

Aspect	Evaluation of Project Area
<p><b>Contamination</b></p>	<p>A search of ArcGIS shapefiles indicates there are 218 identified contaminated sites within the study area. Of these, there are 4 sites occur in the project or area which are associated with the Wundowie Foundry Site:</p> <ul style="list-style-type: none"> <li>• Lot 28416 on Plan 213728 Wundowie (Contaminated - remediation required)</li> <li>• Lot 5 On Diagram 72039 Wundowie (Contaminated - remediation required)</li> <li>• Lot 28418 On Plan 213728 Wundowie (Contaminated - remediation required)</li> <li>• Lot 17 On Plan 18042 Wundowie (Contaminated - remediation required)</li> </ul> <p>There are also 4 sites are adjacent or are in close proximity to the project area, which are associated with the Wundowie Foundry Site:</p> <ul style="list-style-type: none"> <li>• Lot 9004 On Plan 76394, Wundowie (Contaminated - remediation required)</li> <li>• Lot 2 On Plan 14119, Wundowie (Contaminated - remediation required)</li> <li>• Lot 4 On Plan 14119, Wundowie (Remediated for restricted use)</li> <li>• Lot 15 On Plan 18042, Wundowie (Contaminated - remediation required)</li> </ul> <p>A search of DER's Contaminated Sites database also found that the following sites occur within the project area:</p> <ul style="list-style-type: none"> <li>• Lot 11 On Diagram 69105, Red Hill landfill facility (Contaminated - remediation required)</li> <li>• Lot 2 On Diagram 68630, Red Hill landfill facility (Contaminated - remediation required)</li> <li>• Lot 1 On Diagram 15239, Red Hill landfill facility (Contaminated - remediation required)</li> <li>• Lot 12 On Plan 26468, Red Hill landfill facility (Contaminated - remediation required)</li> <li>• Lot 1 On Diagram 41271 Toodyay Road, Stratton (Contaminated - remediation required)</li> </ul> <p>(See DER's Summary Record for each site attached for further details)</p>
<p><b>Environmentally Sensitive Areas</b></p>	<p>There are 34 ESA occurring within the study area. Of these, 2 ESAs intersect the project area and 2 ESAs are within 500m of the project area.</p>
<p><b>Groundwater</b></p>	<p>The western end of the project area (metro region) is located the Perth and Swan Groundwater Areas.</p>
<p><b>Noise/ Vibration</b></p>	<p>Works close to sensitive receptors will require consultation with nearby residents particularly in areas where the project deviates from the alignment of the existing road:</p> <ul style="list-style-type: none"> <li>• Jane Brook</li> <li>• Gidgegannup</li> <li>• Areas outside of the MRS boundary</li> </ul>

Aspect	Evaluation of Project Area
<p><b>Surface Water/Rivers</b></p>	<p>The majority of the project is located within the Swan River System Irrigation area with the most eastern section located in the Mundaring Weir Surface Water Area.</p> <p>Within the study area there are numerous surface water features including the Swan River, which is 2.4km west of the project area. The project area intersects the following drainage lines:</p> <ul style="list-style-type: none"> <li>• Wooroloo Brook (north of GEH and adjacent to Rahnne Road)</li> <li>• Jane Brook (western end; Toodyay Road 1.4 SLK)</li> <li>• Susannah Brook (north of Toodyay Road 11.6 SLK)</li> <li>• Cookes Brook (east of Toodyay Road)</li> <li>• Gidgedannup Brook (Toodyay Road 16.4 SLK)</li> <li>• Clackline Brook (eastern end; GEH77.2 SLK)</li> </ul>
<p><b>Wetlands</b></p>	<p>There are several wetlands which occur in the study area including the Swan River Palusplain, which is located ~2.7km west of the project area. The project area intersects one unnamed Palusplain (Multiple Use Wetland) at the western end of the project area.</p>
<p><b>Reserves / Conservation areas</b></p>	<p>A search of ArcGIS shapefiles indicates 24 reserves or conservation areas are located within the study area. The project area intersects the following:</p> <ul style="list-style-type: none"> <li>• John Forest National Park (Class A) adjacent to Toodyay Road 4 SLK to 9.4 SLK</li> <li>• Clackline Nature Reserve (Class C) adjacent to GEH 76.9 SLK to 75.8 SLK</li> </ul> <p>There are directly adjacent to the project area and depending on the works, may potentially be impacted. These areas include:</p> <ul style="list-style-type: none"> <li>• Woondowing Nature Reserve (Class C)</li> </ul> <p>The following reserves are in close proximity to the project area:</p> <ul style="list-style-type: none"> <li>• Talbot Road Nature Reserve (Class C) located 800m south</li> <li>• Kwolyinine Nature Reserve (Class A) located 1km south</li> <li>• Unnamed Nature Reserve (Class A) located 1.3km northwest</li> <li>• Needham Nature Reserve (Class C) located 2km south</li> <li>• Keaginine Nature Reserve (Class C) located 2.6km south</li> <li>• Warranine Nature Reserve (Class A) located 2.7km south</li> </ul> <p>There are 5 Bush Forever Sites located within the study area. The nearest site is located ~800m south west of the project area.</p>

Aspect	Evaluation of Project Area
Fauna	<p>ArcGIS shapefiles identified records of 32 conservation significant fauna occurring within the study area, including:</p> <ul style="list-style-type: none"> <li>• Australian Lesser Noddy - Threatened (recorded 1.8km from the project area)</li> <li>• Woylie, Brush-tailed Bettong - Threatened (nearest record is 90m from the project area)</li> <li>• Forest Red-tailed Black-Cockatoo - Threatened (nearest record is 375m from the project area)</li> <li>• Baudin's Cockatoo (long-billed black-cockatoo) (nearest record is 60m from the project area)</li> <li>• Carnaby's Black Cockatoo - Threatened (nearest record is 565m from the project area)</li> <li>• Chuditch, Western Quoll - Threatened (nearest record is 90m from the project area)</li> <li>• Shield-backed Trapdoor Spider – Threatened (recorded 200m from the project area)</li> <li>• Malleefowl - Threatened (nearest record is 3.1km from the project area)</li> <li>• Bilby - Threatened (recorded 360m from the project area)</li> <li>• Numbat - Threatened (nearest record is 3.8km from the project area)</li> <li>• Black-flanked Rock-wallaby, Black-footed Rock-wallaby - Threatened (nearest record is 3.5km from the project area)</li> <li>• Brush-tailed Phascogale, Wambenger (SW subsp) - Threatened (nearest record is 1.1km from the project area)</li> <li>• Southern Brush-tailed Phascogale - Threatened (nearest record is 1.1km from the project area)</li> <li>• Western Swamp Turtle, tortoise - Threatened (recorded 3.9km from the project area)</li> <li>• Western Ringtail Possum - Threatened (nearest record is 4km from the project area)</li> <li>• Quokka – Threatened (nearest record is 3.9km from the project area)</li> <li>• Bush Stone-curlew - Priority 4 (nearest record is 870m from the project area)</li> <li>• Western Shrike-tit, Crested Shrike-tit (recorded 1.8km from the project area)</li> <li>• Western False Pipistrelle - Priority 4 (recorded 5.1km from the project area)</li> <li>• Water-rat (nearest record is 370m from the project area)</li> <li>• Western Brush Wallaby - Priority 4 (nearest record is 1km from the project area)</li> <li>• Graceful Sunmoth - Priority 4 (nearest record is 3.6km from the project area)</li> <li>• Quenda, Southern Brown Bandicoot - Priority 5 (nearest record is 1.3km from the project area)</li> </ul>



Aspect	Evaluation of Project Area
	<ul style="list-style-type: none"> <li>• Tammar Wallaby (WA subsp) - Priority 5 (nearest record is 3.7km from the project area)</li> <li>• Common Sandpiper - Protected Under International Agreement (recorded 4.5km from the project area)</li> <li>• Fork-tailed Swift (nearest record is 890m from the project area)</li> <li>• Cattle Egret (recorded 4.9km from the project area)</li> <li>• Eastern Great Egret - Protected Under International Agreement (nearest record is 1.9km from the project area)</li> <li>• Rainbow Bee-Eater - Protected Under International Agreement (nearest record is 395m from the project area)</li> <li>• Glossy Ibis - Protected Under International Agreement (recorded 3.5km from the project area)</li> <li>• Peregrine Falcon - Specially Protected (nearest record is 1.2km from the project area)</li> <li>• Carpet Python - Specially Protected (nearest record is 200m from the project area)</li> </ul>
<p><b>Flora</b></p>	<p>There are records of 9 DRF occurring within the study area:</p> <ul style="list-style-type: none"> <li>• <i>Acacia aphylla</i> (nearest record is 330m from the project area)</li> <li>• <i>Anthocercis gracilis</i> (nearest record is 1.5km from the project area)</li> <li>• <i>Calytrix breviseta subsp. breviseta</i> (nearest record is 4.3km from the project area)</li> <li>• <i>Diplolaena andrewsii</i> (nearest record is 1.4km from the project area)</li> <li>• <i>Grevillea flexuosa</i> (nearest record is 4.5km from the project area)</li> <li>• <i>Lechenaultia laricina</i> (recorded 8km from the project area)</li> <li>• <i>Thelymitra dedmaniarum</i> (nearest record is 190m from the project area)</li> <li>• <i>Thomasia glabripetala</i> (recorded 3.7km from the project area)</li> <li>• <i>Trithuria occidentalis</i> (nearest record is 3.9km from the project area)</li> </ul> <p>There are records of 5 known priority flora species occurring within the project area:</p> <ul style="list-style-type: none"> <li>• <i>Stylidium asteroideum</i> (Priority 3)</li> <li>• <i>Anigozanthos humilis subsp. chrysanthus</i> (Priority 4)</li> <li>• <i>Chordifex chaunocoleus</i> (Priority 4)</li> <li>• <i>Darwinia pimelioides</i> (Priority 4)</li> <li>• <i>Eucalyptus loxophleba x wandoo</i> (Priority 4)</li> </ul> <p>There are records of 40 known priority flora species occurring within the study area:</p> <ul style="list-style-type: none"> <li>• <i>Hemigenia rigida</i> (Priority 1)</li> </ul>

Aspect	Evaluation of Project Area
	<p>(recorded 200m from the project area)</p> <ul style="list-style-type: none"> <li>• <i>Senecio gilbertii</i> (Priority 1) (nearest record is 1km from the project area)</li> <li>• <i>Amperea micrantha</i> (Priority 2) (nearest record is 4.1km from the project area)</li> <li>• <i>Eremophila brevifolia</i> (Priority 2) (recorded 1.2km from the project area)</li> <li>• <i>Grevillea candolleana</i> (Priority 2) (nearest record is 200m from the project area)</li> <li>• <i>Juncus meianthus</i> (Priority 2) (nearest record is 780m from the project area)</li> <li>• <i>Lasiopetalum sp. Northam (F.Hort 1196)</i> (Priority 2) (nearest record is 1.4km from the project area)</li> <li>• <i>Verticordia citrella</i> (Priority 2) (nearest record is 600m from the project area)</li> <li>• <i>Acacia campylophylla</i> (Priority 3) (nearest record is 4.6km from the project area)</li> <li>• <i>Acacia oncinophylla subsp. oncinophylla</i> (Priority 3) (nearest record is 630m from the project area)</li> <li>• <i>Acacia ridleyana</i> (Priority 3) (nearest record is 3.3km from the project area)</li> <li>• <i>Adenanthos cygnorum subsp. chamaephyton</i> (Priority 3) (nearest record is 3.2km from the project area)</li> <li>• <i>Asteridea gracilis</i> (Priority 3) (recorded 5.7km from the project area)</li> <li>• <i>Cyathochaeta teretifolia</i> (Priority 3) (nearest record is 640m from the project area)</li> <li>• <i>Halgania corymbosa</i> (Priority 3) (nearest record is 200m from the project area)</li> <li>• <i>Isopogon drummondii</i> (Priority 3) (nearest record is 1.4km from the project area)</li> <li>• <i>Meionectes tenuifolia</i> (Priority 3) (nearest record is 1.1km from the project area)</li> <li>• <i>Pithocarpa corymbulosa</i> (Priority 3) (nearest record is 220m from the project area)</li> <li>• <i>Stylidium exappendiculatum</i> (Priority 3) (recorded 10km from the project area)</li> <li>• <i>Stylidium longitubum</i> (Priority 3) (recorded 4km from the project area)</li> <li>• <i>Stylidium periscelanthum</i> (Priority 3) (recorded 8.5km from the project area)</li> <li>• <i>Tetrateca pilifera</i> (Priority 3) (nearest record is 45m from the project area)</li> <li>• <i>Thomasia glutinosa var. glutinosa</i> (Priority 3) (nearest record is 4km from the project area)</li> <li>• <i>Thysanotus anceps</i> (Priority 3) (nearest record is 1.3km from the project area)</li> <li>• <i>Verticordia serrata var. linearis</i> (Priority 3) (nearest record is 1.3km from the project area)</li> </ul>

Aspect	Evaluation of Project Area
	<ul style="list-style-type: none"> <li>• <i>Asterolasia grandiflora</i> (Priority 4) (nearest record is 300m from the project area)</li> <li>• <i>Banksia arborea</i> (Priority 4) (recorded 1.3km from the project area)</li> <li>• <i>Caladenia integra</i> (Priority 4) (nearest record is 2.1km from the project area)</li> <li>• <i>Cyanicula ixioides subsp. ixioides</i> (Priority 4) (nearest record is 1.6km from the project area)</li> <li>• <i>Daviesia oxylobium</i> (Priority 4) (recorded 1.4km from the project area)</li> <li>• <i>Eremaea blackwelliana</i> (Priority 4) (nearest record is 3.1km from the project area)</li> <li>• <i>Grevillea pimeleoides</i> (Priority 4) (nearest record is 3.1km from the project area)</li> <li>• <i>Hibbertia montana</i> (Priority 4) (nearest record is 800m from the project area)</li> <li>• <i>Persoonia sulcata</i> (Priority 4) (recorded 4.7km from the project area)</li> <li>• <i>Senecio leucoglossus</i> (Priority 4) (nearest record is 2.5km from the project area)</li> <li>• <i>Sowerbaea multicaulis</i> (Priority 4) (recorded 6km from the project area)</li> <li>• <i>Stylidium striatum</i> (Priority 4) (recorded 200m from the project area)</li> <li>• <i>Thysanotus glaucus</i> (Priority 4) (recorded 1.2km from the project area)</li> <li>• <i>Thysanotus isantherus</i> (Priority 4) (recorded 1.2km from the project area)</li> <li>• <i>Verticordia lindleyi subsp. lindleyi</i> (Priority 4) (recorded 640m from the project area)</li> </ul>
<b>Ecological Communities</b>	<p>There are records of one TEC and one PEC occurring in the project area, which are:</p> <ul style="list-style-type: none"> <li>• Shrublands and woodlands of the eastern side of the Swan Coastal Plain (Critically Endangered)</li> <li>• Central Northern Darling Scarp Granite Shrubland Community (Priority 4)</li> </ul> <p>There are records of TECs occurring in the study area, which are:</p> <ul style="list-style-type: none"> <li>• <i>Banksia attenuata</i> and/or <i>Eucalyptus marginata</i> woodlands of the eastern side of the Swan Coastal Plain (Endangered) (nearest record is 600m from the project area)</li> <li>• <i>Eucalyptus calophylla</i> - <i>Xanthorrhoea preissii</i> woodlands and shrublands, Swan Coastal Plain (Critically Endangered) (nearest record is 380m from the project area)</li> </ul> <p>There is 1 record of a TEC buffer and 2 PEC buffers intersecting the western end of the project area. There are 7 records of TEC buffers and 2 PEC buffers occurring in the study area with the nearest recorded 240m from the project area.</p>

Aspect	Evaluation of Project Area
<b>Matters of National Environmental Significance</b>	<p>A search of the DotE Protected Matters Search Tool identified:</p> <ul style="list-style-type: none"> <li>• 1 National Heritage Place                             <ul style="list-style-type: none"> <li>- Goldfields Water Supply Scheme</li> </ul> </li> <li>• 2 Nationally Important Wetlands:                             <ul style="list-style-type: none"> <li>- Avon River Valley</li> <li>- Ellen Brook Swamps System</li> </ul> </li> <li>• 5 TECs:                             <ul style="list-style-type: none"> <li>- Assemblages of plants and invertebrate animals of tumulus (organic mound) springs of the Swan Coastal Plain</li> <li>- Claypans of the Swan Coastal Plain</li> <li>- <i>Corymbia calophylla</i> - <i>Xanthorrhoea preissii</i> woodlands and shrublands of the Swan Coastal Plain</li> <li>- Shrublands and Woodlands of the eastern Swan Coastal Plain</li> <li>- Shrublands and Woodlands on Muchea Limestone of the Swan Coastal Plain</li> </ul> </li> <li>• 50 listed threatened species, including:                             <ul style="list-style-type: none"> <li>- Forest Red-tailed Black-Cockatoo</li> <li>- Baudin's Black-Cockatoo</li> <li>- Carnaby's Black-Cockatoo</li> <li>- Woylie</li> <li>- Chuditch, Western Quoll</li> <li>- Red-tailed Phascogale</li> <li>- Shield-backed Trapdoor Spider</li> <li>- Western Ringtail Possum</li> <li>- 38 flora species</li> </ul> </li> </ul> <p>(See Protected Matters Search Report attached for further details)</p>

#### Appendix 2 Heritage Constraints

Aspect	Evaluation of Project Area
<b>Aboriginal Heritage</b>	<p>A search of the Department of Aboriginal Affairs' (DAA's) database identified 9 known registered sites of Aboriginal heritage significance occurring within the project area. These sites are:</p> <ul style="list-style-type: none"> <li>• Swan River (Site 3536 – Mythological)</li> <li>• Susannah Brook (Whole Extent) (Site 640 – Mythological)</li> <li>• Talbot Road 1 (Site 3424 – Artefacts/Scatter)</li> <li>• Herne Hill Ochre (Site 3433 – Mythological)</li> <li>• Green Bullfrog Dreaming (Site 3492 – Artefacts/Scatter, Mythological, Skeletal Material / Burial)</li> <li>• Jane Brook North (Site 3564 – Artefacts/Scatter)</li> <li>• Red Hill (Site 3721 – Mythological Quarry)</li> <li>• Jane Brook (Site 3759 – Artefacts/Scatter)</li> <li>• Talbot Road/Toodyay Road (Site 4363 – Artefacts/Scatter)</li> </ul>

Aspect	Evaluation of Project Area
	<p>5 Other Heritage Places occur within the project area:</p> <ul style="list-style-type: none"> <li>• Darling Range (Site 3188– Mythological; Stored Data/ Not a Site)</li> <li>• Jane Brook Camp 3 (Site 3649 – Lodged)</li> <li>• Abdullah Camp (Site 19600– Lodged)</li> <li>• Toodyay Road Scarred Tree 2 (Site 20263 – Modified Tree; Lodged)</li> <li>• Clackline Brook (Site 22284– Mythological; Lodged)</li> </ul>
<p><b>Heritage (non-indigenous)</b></p>	<p>A search of ArcGIS shapefiles indicates 4 sites of heritage significance occurring within the project area. These sites are:</p> <ul style="list-style-type: none"> <li>• Clackline Bridge, Clackline (Place No. 10910)</li> <li>• Hoopers Winery &amp; Surroundings (Place No. 10917)</li> <li>• Toodyay Convict Station Ruins (Place No. 03548)</li> <li>• John Forrest National Park (Place No. 08561)</li> </ul> <p>A search of the State Heritage Office's database indicates several sites of heritage significance occurring adjacent to the project area. The nearest sites are:</p> <ul style="list-style-type: none"> <li>• Chapel Farm (Place No. 14571)</li> <li>• Dwelling (Place No. 14387)</li> <li>• Red Hill/Susannah Valley Aboriginal Sites (Place No. 25488)</li> <li>• Twelve(12) Mile Well (Place No. 14459)</li> <li>• Clackline Nature Reserve (1978 &amp; 1993 Boundaries) (Place No. 4233)</li> <li>• Catholic Church, Bakers Hill (Place No. 10909)</li> <li>• Town of Wundowie (Place No. 23525)</li> </ul>

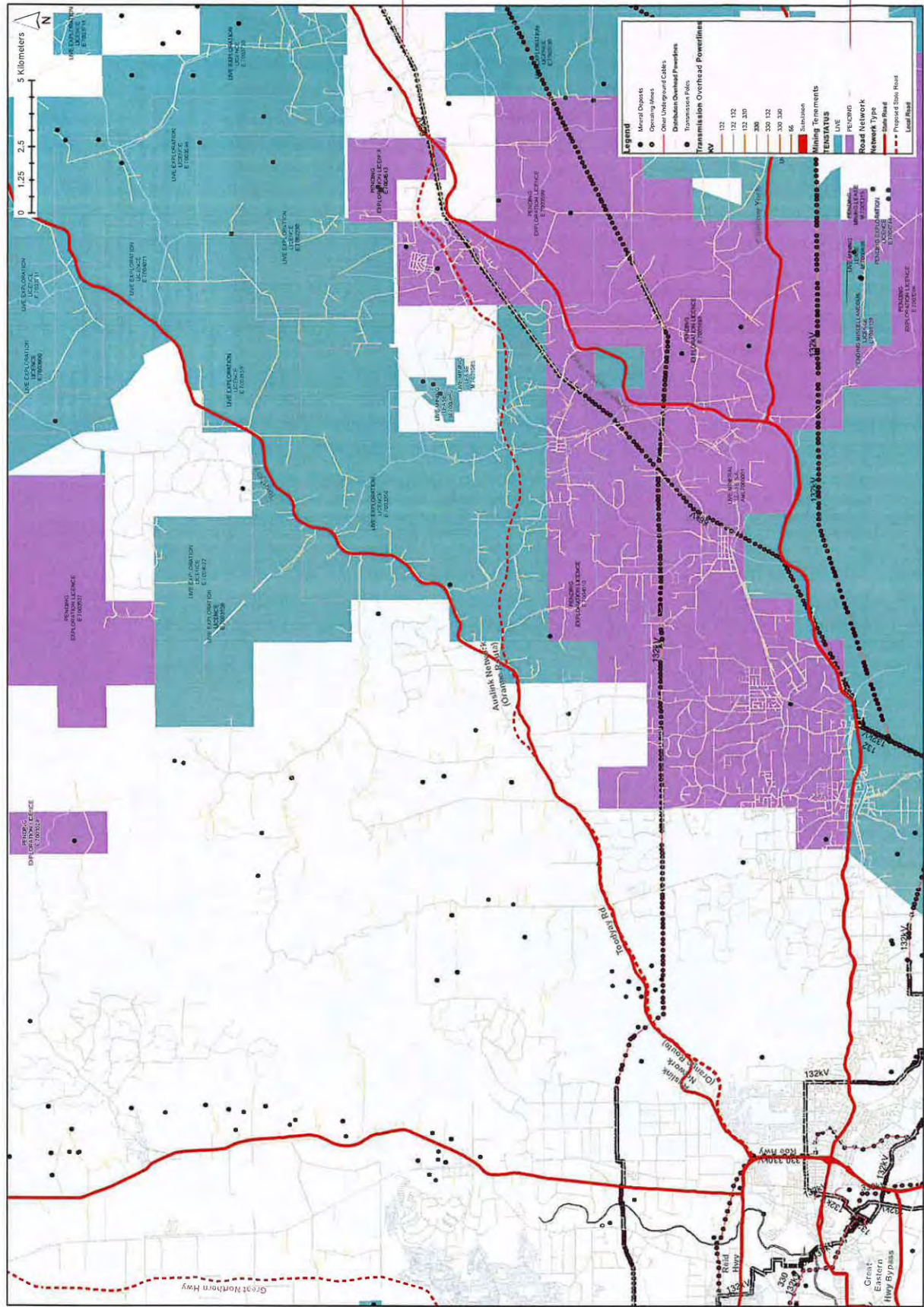


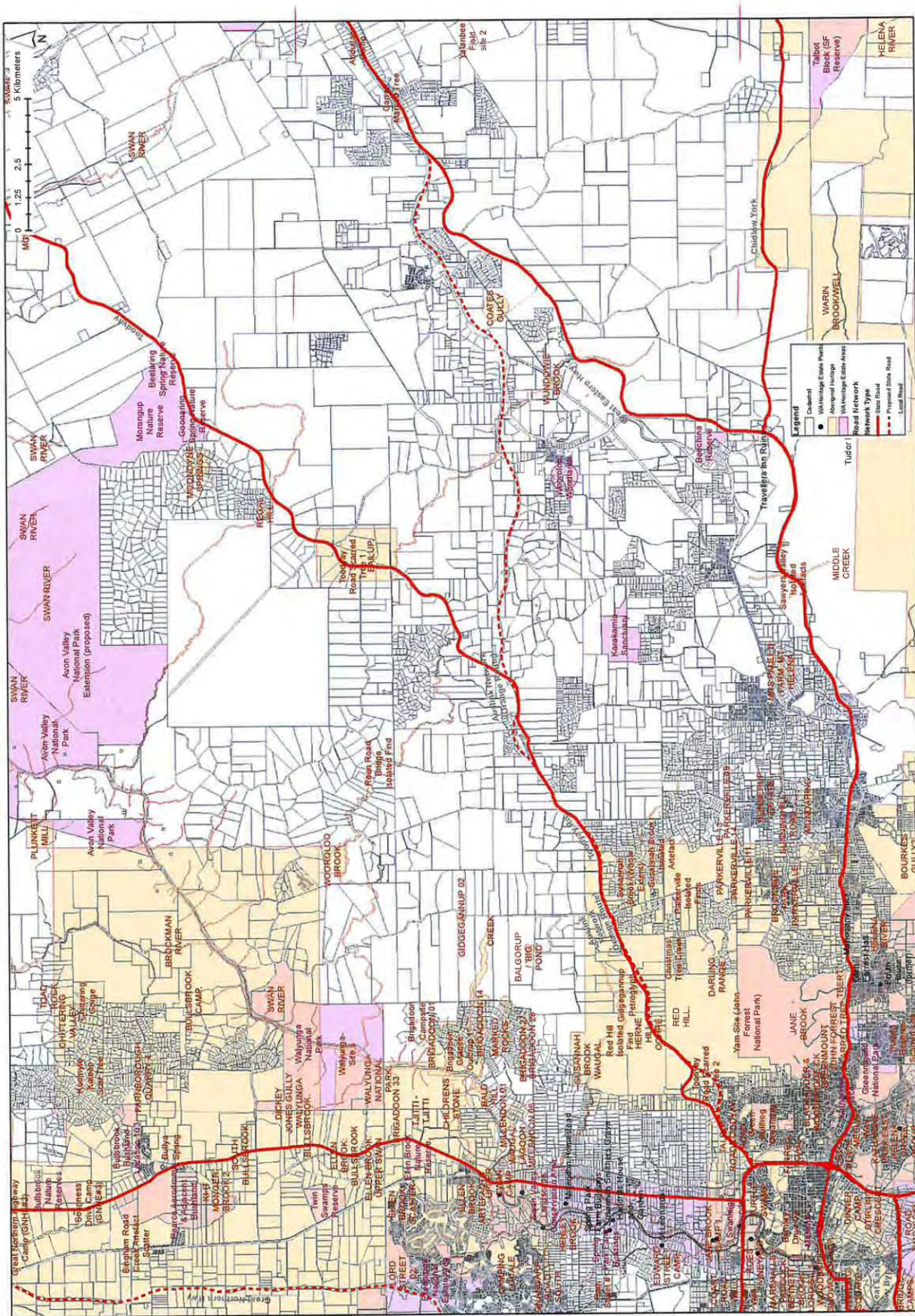


PANH Orange Route Stage 2 - Network Assessment Report – Draft – August 2017

**Appendix 2 – Constraints Maps**







## 12.3 DEVELOPMENT SERVICES

### 12.3.1 Request for Reconsideration – Proposed Advertising Sign at Lot 801 (3484) Great Eastern Highway, Copley

Address:	Lot 801 (3484) Great Eastern Highway, Copley
Owner:	Lavar Pty Ltd
Applicant	Pinnacle Planning
File Reference:	A16415 / P17107
Reporting Officer:	Kobus Nieuwoudt Manager Planning Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

#### BRIEF

Council is asked to entertain a request for reconsideration in respect of a determination (refusal) made under delegated authority from Council for an advertising sign at Lot 801 (3484) Great Eastern Highway, Copley.

The proposed signage is located approximately 80m north-east of the LED advertising sign approved by Council at the Ordinary Council Meeting held on 18 October 2017.

#### ATTACHMENTS

Attachment 1: Location Plan.

Attachment 2: Applicant's Justification, Site Plan & Plans of Proposed Advertising Sign.

Attachment 3: Traffic Safety Report by Donald Veal Consultants.

---

#### BACKGROUND / DETAILS

The Applicant's client, an Outdoor Media provider who provides outdoor media solutions in urban, regional and rural locations throughout WA, received development approval from Council for an LED signage proposal in October 2017.

The sign the subject of this proposal is for static signage on the same property, approximately 80m north-east of the previous approval, and facing east.

The proposed advertising sign comprises a single sided static sign panel attached to a brick support structure, with stone cladding. The proposed sign panel is 2.5m high and 8.8m in length with a clearance of 2m above the natural ground level. Overall the structure is proposed to be 4.5m in height and 8.8m in length – therefore identical in size to the newly approved LED sign on the subject site except that the subject proposal is for a static panel.

The Applicant advises that the rationale for the separated sign panel is that his client generally pursues double sided signage proposals, however, due to vegetation on this property, has elected to split the double-sided asset into two single ones.

The Applicant further advises the advertising material will change as required based on the campaigns and display of advertising material.

A copy of the application, supporting traffic safety report and plans are attached.

The proposal was originally refused under delegation from Council by Council's Executive Manager Development Services on 6<sup>th</sup> February 2018. The Applicant has requested Council reconsider the Officer's determination of 6<sup>th</sup> February 2018.

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth.

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

Financial / Resource Implications

There are no financial or budgetary implications for the Shire in relation to the recommendations of this report.

Legislative Compliance

The Shire's Local Planning Scheme No. 6 and associated *deemed provisions for local planning schemes* made under the *Planning and Development (Local Planning Schemes) Regulations 2015* apply to this proposal.

The proposed sign is not a form of exempt development under Clause 61 of the deemed provisions for local planning schemes, and therefore requires the local government's prior development approval.

Policy Implications

The Shire's Local Planning Policy No. 16 – Advertising Signs (LPP16) apply to this proposal.

The proposed sign was assessed as a 'Remote Sign' provisions of LPP16. Staff's assessment shows the proposed sign is inconsistent with Clause 9.4(c) (MRWA has not approved the location of the proposed signage), Clause 9.4(d) (the proposed sign is located less than 500m from another remote sign), and Clause 9.5 (the proposed sign does not comply with Table 1 – Remote Signage on Great Eastern Highway).

It is also considered the proposed sign clashes with objective (c) of LPP16 because it is considered the sign, if approved, will have a detrimental impact on the visual amenity of the area and will result in an over-proliferation of advertising signs on the property and the broader locality.

#### Stakeholder Engagement / Consultation

The application was referred to MRWA for comments who advised that the installation of the proposed advertising sign is not supported for the following reasons:

1. *"The accident history within 1km either side of the proposed location SLK 58.67 contains a total of 7 reported accidents including 1 Fatal, 1 Medical, 3 Property Damage only Major and 2 Property Damage Minor. The crash rate for this location calculated as per Appendix C of Main Roads Policy and Application Guidelines for Advertising Signs exceeds the average and critical crash rates for this section of highway; and*
2. *Main Roads has confirmed with the applicant/land owner that they intend to replace the boundary fence along the boundary adjacent to Great Eastern Highway. This will more than likely involve the removal of the trees in the road reserve. The application for the second sign is to have the static sign located 80m north east of an existing sign because of the trees. As the trees are likely to be removed this will result in two signs within 80m of each other and does not meet the spacing requirements of Main Roads Policy."*

#### Risk Implications

There are several risk implications for the Shire in relation to the recommendations of this Report. Council would be exposing itself to some risk should it approve the new sign location given that Main Roads WA does not support the proposed sign location based on safety reasons.

#### **OFFICER'S COMMENT**

As outlined under 'Brief' and 'Background / Details' headings of this report, the proposed signage is located approximately 80m north-east of the LED advertising sign approved by Council at the Ordinary Council Meeting held on 18 October 2017.

While MRWA has previously cited its support for the LED advertising sign, its advice for not supporting the installation of the proposed advertising sign in this location, is based on the accident history within 1km on either side of the proposed location.

Staff are of the view that the Shire should have due regard for MRWA's advice by refusing the proposed static advertising sign in this location.

The Reporting Officer's assessment also shows that the proposed sign is inconsistent with several provisions of Council's LPP16. On this basis, and despite the Applicant's request for reconsideration, it is considered the proposed advertising sign therefore, should be refused.

#### RECOMMENDATION

That Council, in respect of the request to reconsider the Application for Development Approval (Application No. P17107) for the proposed static advertising sign at Lot 801 (3484) Great Eastern Highway, Copley, advise the Applicant that the proposal is refused for the following reasons: -

1. The proposed signage is inconsistent with the orderly and proper planning of the locality.
2. The proposed signage is inconsistent with the following provisions of **the local government's Local Planning Policy on Advertising Signage** (Local Planning Policy No. 16 – Advertising Signage): -
  - Clause 9.4 (c) (Main Roads WA has not approved the location of the signage);
  - Clause 9.4 (d) (the proposed sign is located less than 500m from another remote sign); and
  - Clause 9.5 (the location of the proposed sign does not comply with Table 1 – Remote Signage on Great Eastern Highway).
3. The proposed signage is inconsistent with objective (c) of the local **government's Local Planning Policy on Advertising Signage (Local Planning Policy No. 16 – Advertising Signage)** because it is considered the signage will –
  - have a detrimental impact on the visual amenity of the area; and
  - result in an over-proliferation of advertisements on the property and the broader locality.
4. The proposed signage presents the potential to have an adverse impact on road safety.

#### Advice Notes

Note 1 With respect to 4 above, the Shire has referred the signage proposal to the Northam Branch of Main Roads WA who advised the

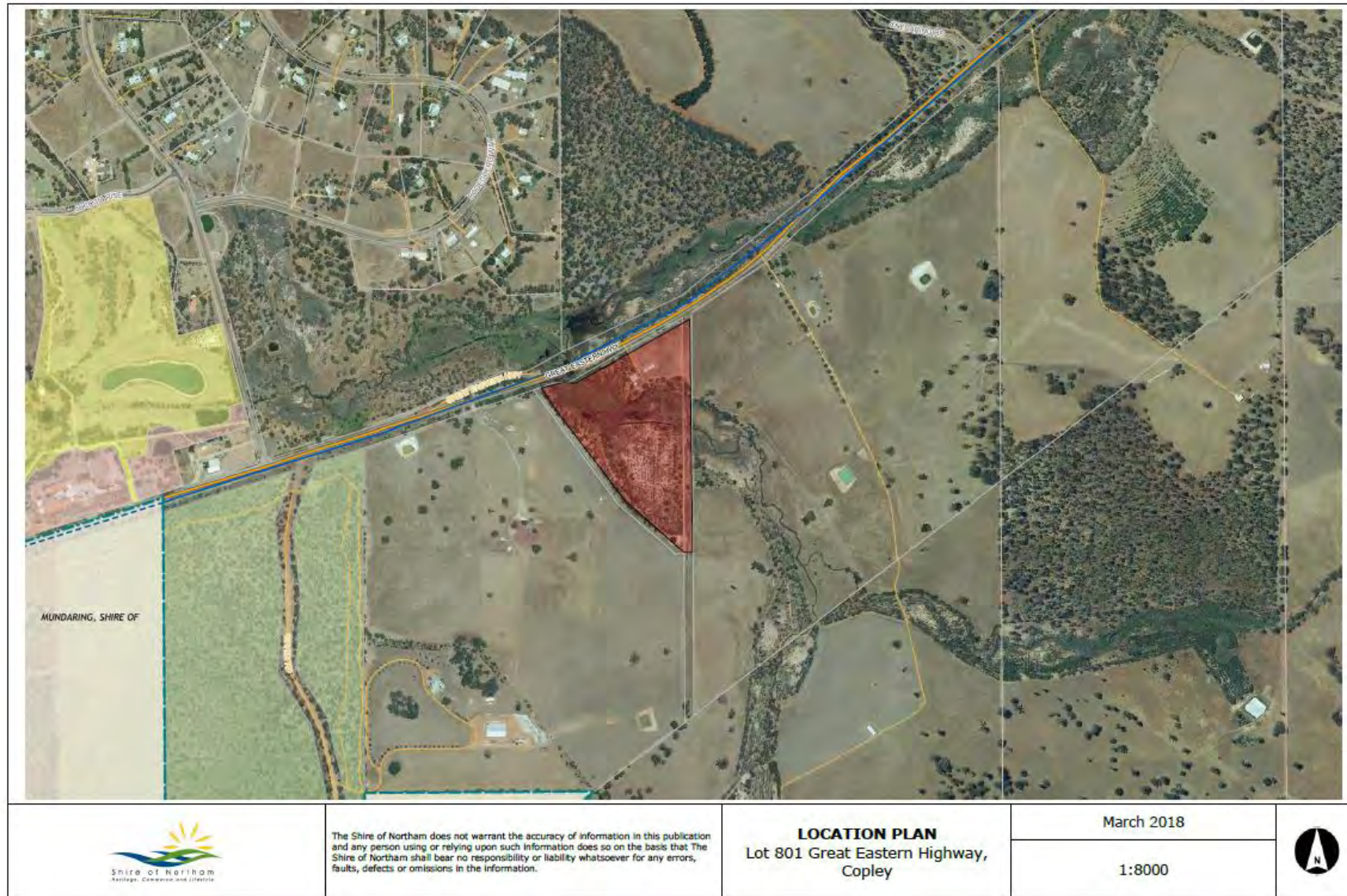
installation of the proposed advertising sign is not supported for the following reasons:

- “1. The accident history within 1km either side of the proposed location SLK 58.67 contains a total of 7 reported accidents including 1 Fatal, 1 Medical, 3 Property Damage only Major and 2 Property Damage Minor. The crash rate for this location calculated as per Appendix C of Main Roads Policy and Application Guidelines for Advertising Signs exceeds the average and critical crash rates for this section of highway.*
- 2. Main Roads has confirmed with the applicant/land owner that they intend to replace the boundary fence along the boundary adjacent to Great Eastern Highway. This will more than likely involve the removal of the trees in the road reserve. The application for the second sign is to have the static sign located 80m north east of an existing sign because of the trees. As the trees are likely to be removed this will result in two signs within 80m of each other and does not meet the spacing requirements **of Main Roads Policy”**.*

Note 2 With respect to 2 and 3 above, the Shire has recently approved an LED advertising sign with similar dimensions, located approximately 80m to the west of the proposed advertising sign. The Shire is of the view that a second sign on the property will be visually intrusive and impact negatively on the amenity of the streetscape and rural character of the area.

Note 3 If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Attachment 1





Attachment 2

10 November 2017

Chief Executive Officer  
Shire of Northam  
Administration Centre  
PO Box 613  
NORTHAM WA 6401



**Attention: Planning Services**

Dear Sir/Madam

**Development Application – Proposed Static Signage  
Lot 801 (No. 3484) Great Eastern Highway, Copley**

Pinnacle Planning acts on behalf of Paramount Australia, who work in conjunction with the owners of the above site. t

We hereby lodge a Development Application for the erection of an Advertising Sign on Lot 801 (No. 3484) Great Eastern Highway, Copley (subject site).

To enable the Application to progress, please find attached the following:

- A completed and signed Shire of Northam Application for Development Approval Form;
- A completed and signed Shire of Northam Development Application Checklist;
- A letter of authorisation from the owners of the land granting Pinnacle Planning to act on their behalf;
- A copy of the Certificate of Title;
- Copies of the plans and elevations for the proposal; and
- A copy of the Traffic Safety Report.

**BACKGROUND CONTEXT**

Our Client is an Outdoor Media provider who provides outdoor media solutions in urban, regional and rural locations throughout Western Australia. During October 2017, our Client received planning approval for a similar LED signage proposal on the subject site, facing west. The subject proposal is for static signage on the other side of the tree line, approximately 80 metres north-east of the previous approval, and facing east. For all intents and purposes, the subject proposal together with the previous approval act as one double-sided sign, separated only to allow the retention of the trees along the perimeter of the lot.

**THE PROPOSAL**

The proposed development comprises one (1) advertising sign, visible from Great Eastern Highway. The sign comprises of a single sided static sign panel attached to a brick support structure, with stone cladding. The sign panel is 2.5 in height and 8.8 metres in length, and has a clearance of 2 metres above the natural ground level. The entire structure is 4.5 metres in height in 8.8 metres in

PINNACLE PLANNING | 437 Wellington Street, West Perth WA 6005 | T: 08 4143 3671  
E: admin@pinnacleplanning.com.au | W: www.pinnacleplanning.com.au

TOWN PLANNING

APPEALS

ADVOCACY

length. This is identical to the previous signage approval on the subject site, with the exception that the subject proposal is for a static panel whereas the previous application was for an LED panel.

The rationale for the separated sign panel, is that our client generally pursues double sided signage proposals, however, due to vegetation on this property, has elected to split the double sided asset into two single sided ones, hence the second application.

The advertising material will change as required based on the campaigns, and display of advertising material. We confirm that our Client is prepared to negotiate with the Shire of Northam prior to the content of the sign being changed, to ensure the Shire accepts the proposed content.

#### **TOWN PLANNING FRAMEWORK**

##### **Shire of Northam Local Planning Scheme No. 6**

##### Rural Zone Objectives

Under the provisions of the Shire of Northam Local Planning Scheme No. 6 (LPS 6), the subject site is zoned "Rural". The objectives of the Rural zone can be summarised as preserving rural land for agricultural and other compatible uses, preserving the landscape and rural character, controlling fragmentation, and protecting land from degradation and loss of biodiversity.

Firstly, we note that the proposed structure is negligible in size in comparison to the lot, and is an incidental use on an unused portion of the site. It will therefore not impede on the current or future rural uses of the lot or the desired uses of the zone.

We further note that the subject site is not located within an area of pristine rural amenity, due to the presence of highway commercial uses including a service station, roadhouse and resort nearby, all with significant existing signage. The surrounding stretch of road therefore represents a break for the traditional rural amenity. Notwithstanding this, the structure has been designed with attractive stone cladding designed to complement rural character.

Furthermore, the proposal of two separate signs as opposed to one double-sided sign has been undertaken in order to ensure the retention of trees along the perimeter of the site. Had a double-sided sign been proposed in the previous Application, as is permitted by the Shire's signage policy, discussed further below, a significant amount of mature vegetation would have had to be removed. This proposal therefore protects the land from degradation and loss of biodiversity as per the Rural zone objectives.

During the approval process of the previous signage proposal, the Shire recognised that the surrounding area does represent a break from traditional rural character, and that the proposal is an incidental use which will not be of detriment to the Rural zoning. Given its highly similar nature to the subject proposal, we would expect consistent decision making to result in the subject proposal being approved.

##### Setbacks

Table 2 of LPS 6 sets out a 25-metre street setback requirement for Rural-zoned lots. In line with the previously approved signage, the proposed structure has a 1-metre street setback, and therefore does represent a variation to LPS 6.

As per the previous approval, the proposed setback is designed to achieve an 8-12 metre setback from the road which, based on previous discussion with MRWA on other projects, allows signage to be easily visible and not too distracting to motorists. MRWA have confirmed during other projects that a 25-metre setback would not result in an appropriately safe outcome, and it is for this reason that we seek to vary the setback requirement under LPS 6.

Again, as the previous proposal was approved with a 1-metre setback, we would expect the City to support the current proposal in the interest of consistent decision making.

#### **Shire of Northam Local Planning Policy 16 – Advertising Signs**

LPP 16 provides a range of development standards and requirements applicable to each zone, to signs generally, and to specific signage formats, within the Shire's municipality.

#### Remote Sign Requirements

Following a review of the Policy, we have found that the proposed is best defined as a Remote Sign. There are a range of development standards for Remote Signs, discussed below.

Clause 9.2 states that Remote signs fronting Great Eastern Highway may be considered given they're located in accordance with Table 1, which sets out a number of permissible locations for Remote signage. As discussed above, the proposal is not located in any of the outlined locations, due to the location of a previous Application by our Client being deemed unsafe by MRWA, despite full compliance with LPP 16.

We would reiterate that we have received confirmation that despite this Application not meeting the locational requirements set out in LPP 16, the proposed location is entirely acceptable to both the Shire and MRWA.

We further confirm that this location is the subject of prior Main Roads support from the earlier item approved by Council this year, and therefore consider it appropriate that a consistent approach is applied to this Application.

As such, although the proposal best meets the definition of a Remote sign, it must be stated that due to its non-compliant location it is not a standard Remote sign and does not strictly meet the definition, which has implications with regard to additional requirements, discussed in the Signage in Rural Zones section below.

Subclause 9.4(a) requires Remote signage to be associated with a tourist related business or business that provides goods or services to the travelling public, approved by the Shire. The static sign panel allows for a range of advertisements, many of which are capable of being related to tourism or local events. There is also potential for our Client to partner with the Shire, to provide advertising which promotes the Shire and its initiatives.

In relation to this particular clause, we note that the content of the sign, whilst static in nature, is envisaged to operate in a consistent fashion as existing static signage of a similar nature on the approach to the Northam townsite.

Subclause 9.4(b) relates to consistency with the character and amenity of the area. As discussed above in relation to the objectives of the Rural zone, the proposal is consistent with the amenity of the area and its rural character and landscape.

The proposal is conceived in a similar manner to the recently approved signage, include similar feature wall treatment, and is therefore considered to have a consistent amenity proposition to recently approved proposals.

With respect to subclause 9.4(c), we confirm that the proposal is located wholly on private property, and as stated has been deemed acceptable by both the Shire and MRWA.

The signage panel is one-sided and oriented to the east, towards passing traffic, in accordance with subclause 9.4(e).

Subclauses 9.4(g) and (h) outline height and width requirements, respectively. With a proposed height of 2.5 metres, the signage panel does meet the maximum height requirement of 4 metres. The sign width of 8.8 metres however, does represent a variation from the required 8-metre maximum.

At 0.8 metres, the variation is relatively minor in comparison to the total dimension of the sign. Furthermore, due to a height of 1.5 metres under the maximum requirement, the total sign area is less than the maximum allowed. A 4 metre by 8 metre sign would result in a signage area of 32m<sup>2</sup>, whereas the proposed sign has an area only two-thirds of this, at 22m<sup>2</sup>. We would therefore consider this minor variation acceptable.

With regard to subclause 9.4(i), we confirm the proposal includes no movable parts, reflective surfaces, flashing lights or other distracting design features.

Given the above, the proposal is clearly compliant with the Remote sign requirements, with the exception of the proposed location, which has full support from both the Shire and MRWA, and a minor and justified width variation.

#### Signage in Rural Zones

LPP 16 outlines additional requirements for signage in the Rural zone.

Clause 5.1 required signage to not detract from the amenity of the area, or be a hazard to rural activities or road users. As already discussed, the signage is consistent with the surrounding amenity, and being an incidental use will not impact on the other rural uses of the site.

With regard to potential hazard to road users, a traffic safety report has been prepared by Donald Veal Consultants, stating that the location of the sign is acceptable, and that it would pose little to no risk to road users. This report is discussed further in the Road Safety Considerations section below.

With regard to subclauses 5.2(b), (c), and (d), which address sign typology, size and illumination respectively, we note that the proposed sign is consistent to be a remote hoarding sign.

The proposal is not a fully-compliant Remote sign in that it does not meet the approved locations outlined in Table 1. It is however consistent with previous static remote hoarding signs approved by the Shire in 2016.

Representative of this ambiguity is subclause 5.2(b), which requires signage in the Rural zone to be either a fence sign, wall sign or hoarding sign. Subclause 5.3, however, requires Remote signage in the Rural zone to conform with Table 1. We take this to imply that Remote signage is acceptable in the Rural zone, but must take the form of one of the aforementioned signs.

In addition, subclause 5.2(c) requires signage in the Rural zone to not exceed 4m<sup>2</sup> in area. However, the maximum allowed dimensions for Remote signage, as discussed, is 32m<sup>2</sup>, whilst the locations for Remote signage outlined as acceptable are largely zoned Rural. It therefore follows that it is within the intent of LPP 16 to allow some Remote signage of a larger scale within the Rural zone. As already stated, the proposed signage area is only two-thirds of the maximum allowed area for Remote Signs. Therefore, although the proposal represents a variation to this clause, we would consider it compatible with the intent of the policy.

With regard to clause 5.3 regarding compliance with Table 1, as stated, both the Shire and MRWA have confirmed the acceptability of the proposed location, irrespective of its non-compliance with Table 1. We would therefore consider the proposal acceptable in relation to this clause.

Given the above, it is evident that the proposal sits somewhat outside of the policy framework, yet is consistent with the intent of LPP 16, given both of the variations, being for location and size, are consistent with an approved sign asset by the Shire within the past few months, and does not seek to undertake further, or more initiative variations to the policy.

We believe therefore this variation is acceptable, and can be favourably considered.

#### Road Safety Considerations

A traffic safety report has been prepared by Donald Veal Consultants, in order to assess the potential traffic impact of the proposal, based on MRWA guidelines.

We confirm this report is different and separate to the one provided to the Shire in relation to the prior LED sign proposal, and is specific to this proposal.

The proposed sign location is not in proximity to any intersections or traffic signs, and therefore is not within a device restriction area. The section of road also has a well below-average crash rate, and therefore additional crash history scrutiny is not required.

The proposed setback of 1 metre from the lot boundary, and 8 metres from the road is deemed acceptable, and the report also confirms that the proposed sign will not obstruct drivers' sight lines or pose a physical obstruction. The proposed sign meets all physical characteristic requirements for advertising signs.

The report concludes that the proposed sign would pose little if any safety risk to road users, and therefore should be granted approval from a traffic safety perspective.

We would also reiterate that preliminary advice from MRWA has confirmed that a proposed sign location is acceptable based on their safety requirements, and have recommended approval for signage on this site, this year, as part of the earlier approval.

#### CONCLUSION

In considering the above, we submit the following conclusions:

- The subject proposal is for a static advertising sign that will be built and maintained to a high standard;
- The proposal is incidental to the current and future rural uses on the subject site;
- The location of the signage has been deemed acceptable by both the Shire and MRWA through previous discussions, despite not meeting the requirements of LPP 16;
- The proposal is consistent with the intent of the Shire's advertising policy;
- The proposal is consistent with commonly accepted road safety principles regarding signage; and
- The variations sought in this proposal do not extend beyond those previously afforded by the Shire, and we therefore seek a consistent approach to this application.

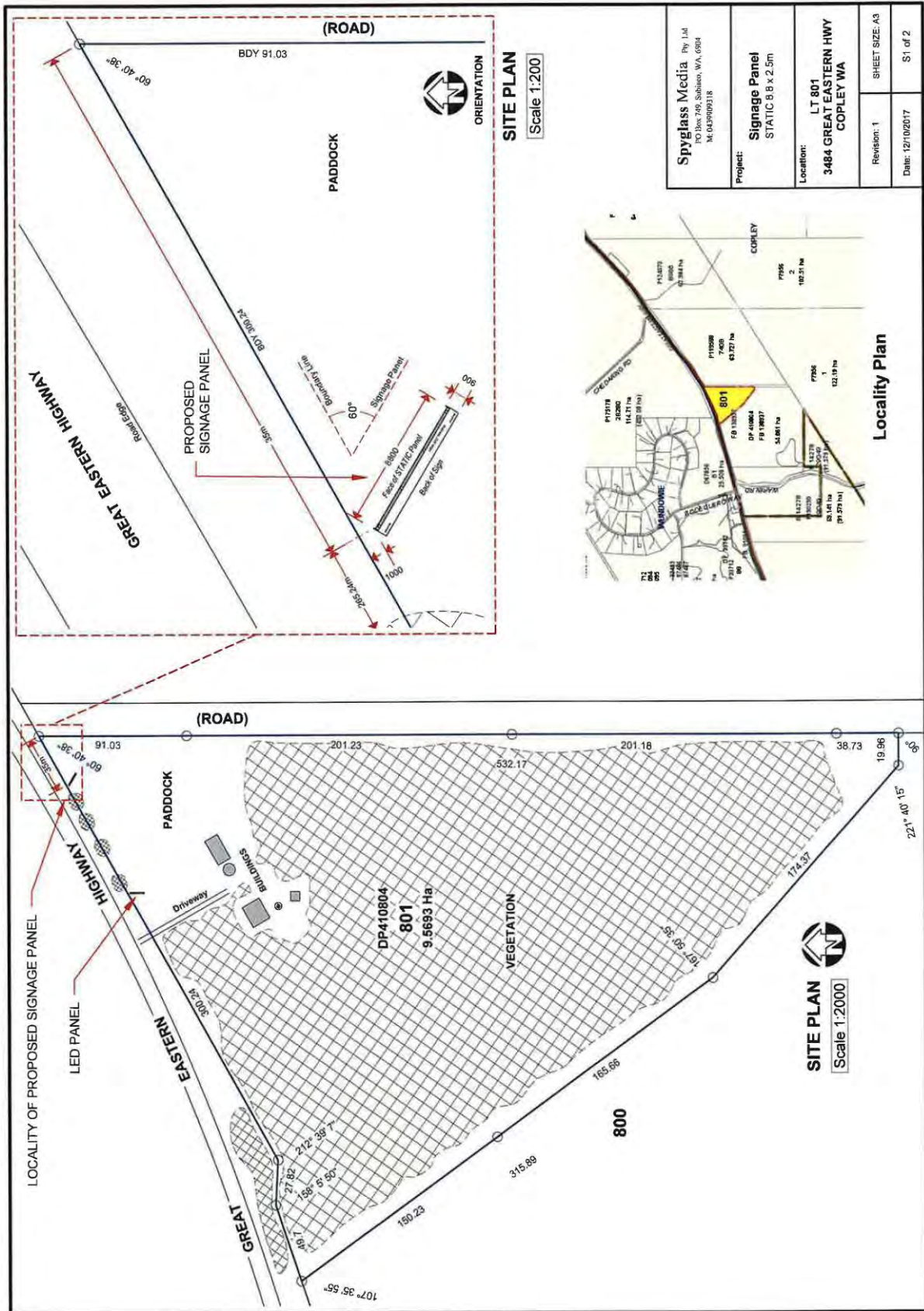
In considering the above and attached, we request that the Shire of Northam support the proposal by granting Planning Approval for the subject signage. Should you wish to discuss the above in further detail, please do not hesitate to contact the undersigned.

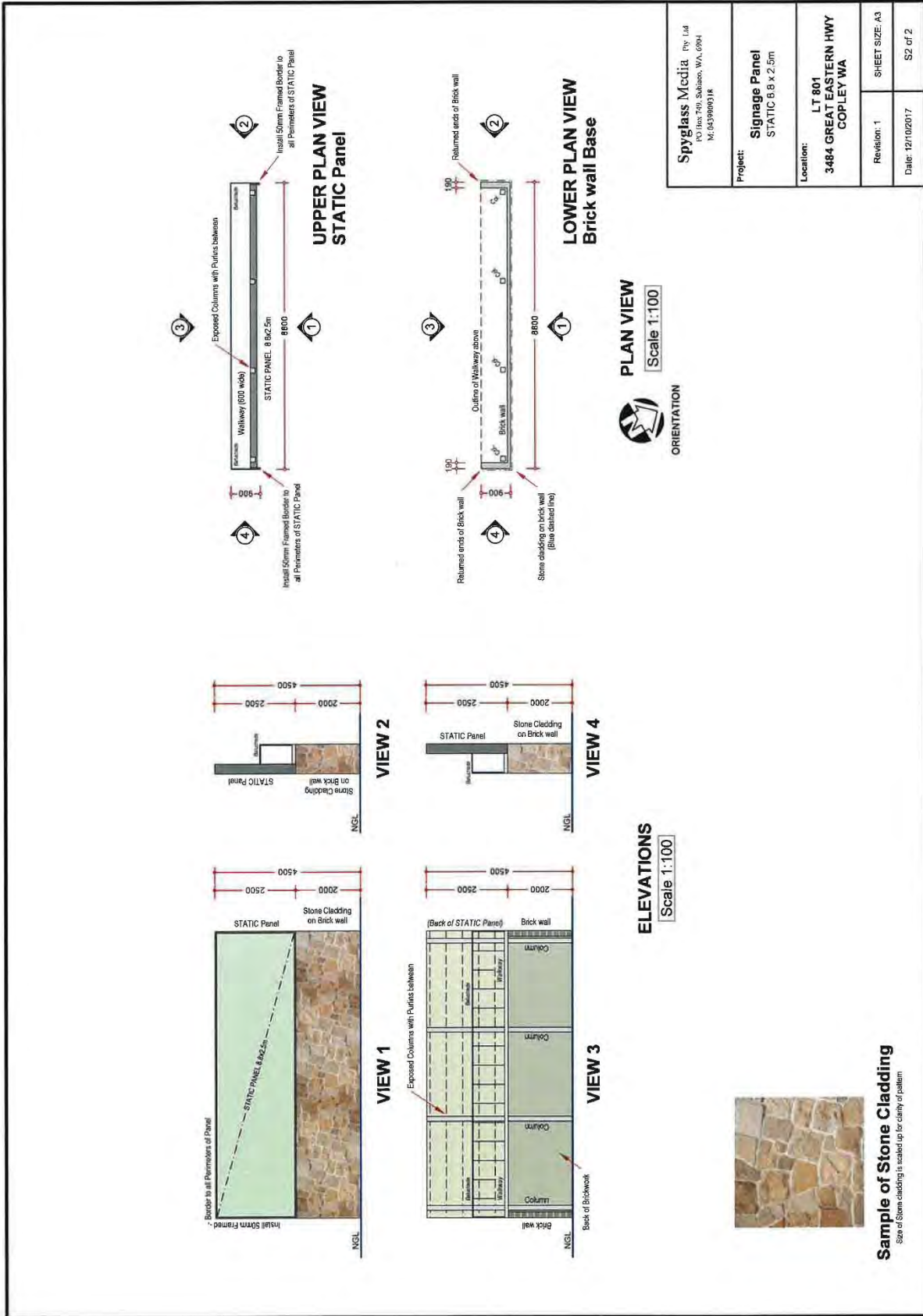
Yours faithfully,

**PINNACLE PLANNING**



**BEN CARTER**







Attachment 3



November 2017

Final

3483 Great Eastern Highway, Copley -  
Static Sign Proposal

Prepared For:  
Espin Capital



Review Report



---

T: +61 8 9274 7076

E: Admin@dvcworld.com

6 Burgess St Midland WA 6056  
PO Box 5060 Midland WA 6056  
www.dvcworld.com

Client: Espin Capital  
Project: Static Sign Review - 3483 GEH



**Document Issue Authorisation**

Issue	Rev	Date	Description	Prepared By	Checked By	Approved By
0	0	2/11/2017	Draft Report	BAV	DNV	DNV
1	0	2/11/2017	Final Report	BAV	DNV	DNV

*The information contained in this document is solely for the use of the client identified for the purpose for which it has been prepared. It is not to be used by any third party and no responsibility is undertaken to any third party. All photographs remain the copyright of Donald Veal Consultants and are included for illustration only.*

Donald Veal Consultants Pty Ltd

Client: Espin Capital  
Project: Static Sign Review - 3483 GEH



## TABLE OF CONTENTS

	PAGE
1. INTRODUCTION.....	2
1.1 BACKGROUND.....	2
1.2 SCOPE OF ASSESSMENT.....	2
1.3 PROPOSED LOCATION AND SIGN SIZE.....	2
2. SIGN LOCATION WITH RESPECT TO ROAD USER SIGHTLINES.....	4
2.1 EXISTING VIEW AND PHOTOMONTAGE OF EXPECTED VIEW.....	4
2.2 SITE VISIT.....	5
2.3 FUTURE ROAD UPGRADES.....	5
3. TRAFFIC VOLUMES, ROAD NETWORK AND CRASH HISTORY.....	6
3.1 TRAFFIC VOLUMES.....	6
3.2 ROAD NETWORK.....	6
3.3 CRASH HISTORY.....	6
3.4 CASUALTY CRASH HISTORY.....	7
3.5 CASUALTY CRASH RATE.....	8
4. MRWA ADVERTISING SIGN ROAD SAFETY ASSESSMENT.....	10
4.1 GENERAL SAFETY AND EFFICIENCY CRITERIA.....	10
4.2 DEVICE RESTRICTION AREAS.....	10
5. SUMMARY AND CONCLUSION.....	12
5.1 SUMMARY.....	12
5.2 CONCLUSION.....	12
APPENDIX A: SIGNAGE DESIGN DRAWINGS.....	13
APPENDIX B: MRWA CRASH DATA.....	17



Client: Espin Capital

Project: Static Sign Review - 3483 GEH

## 1. INTRODUCTION

### 1.1 BACKGROUND

Donald Veal Consultants (DVC) has been engaged by Espin Capital to review and comment upon the traffic safety issues relevant to the proposed placement of a static advertising sign approximately 70m from an approved LED advertising on Great Eastern Highway in Copley. The purpose of the review was to investigate if there are any specific safety concerns associated with the placement of the sign.

### 1.2 SCOPE OF ASSESSMENT

This report considers the traffic safety and operational efficiency aspects of the proposal in terms of potential impact on drivers travelling on the road network, in particular, westbound drivers on Great Eastern Highway.

### 1.3 PROPOSED LOCATION AND SIGN SIZE

A static sign is proposed approximately 70m to the east of an approved LED sign. The proposed static sign location is on the south side of Great Eastern Highway approximately 1050m east of the intersection of Great Eastern Highway and Bodeguero Way and 970m east of Wariin Road, as shown in **Figure 1.1**. The new static sign will be facing westbound traffic. The design drawings for the static sign and its location are shown in **Appendix A**.

The sign would measure 2.5m high and 8.8m in length. The bottom of the sign would be 2m off ground level, situated on a stone wall and angled 60° to the road. Main Roads Western Australia's (MRWA) Policy and Application Guidelines for Advertising Signs, dated June 2015, states that:

*"Signs displaying any retro-reflective material at a vertical distance less than 4.0 m above the road level shall be rotated approximately five degrees away from the normal to the alignment of the carriageway in order to reduce glare from specular reflection."*

Hence, the static sign must not display any retro-reflective material.

Client: Espin Capital  
Project: Static Sign Review - 3483 GEH



**Figure 1.1: Proposed Sign Location**

Source: Google Maps



Client: Espin Capital  
Project: Static Sign Review - 3483 GEH

## 2. SIGN LOCATION WITH RESPECT TO ROAD USER SIGHTLINES

### 2.1 EXISTING VIEW AND PHOTOMONTAGE OF EXPECTED VIEW

The current westbound view on the section of Great Eastern Highway approaching the proposed sign location is shown in **Photo 2.1**, whilst the photomontage with the sign in place is shown in **Photo 2.2**.

The sign is proposed to face westbound traffic and located on the left-hand side of the carriageway just before a slight right-hand curve in the road measuring a radius of about 900m.



**Photo 2.1: Great Eastern Highway westbound**

Source: Google Maps



**Photo 2.2: Great Eastern Highway westbound with sign**

Client: Espin Capital  
Project: Static Sign Review - 3483 GEH



## 2.2 SITE VISIT

As part of the assessment process a site visit was conducted by two Senior Road Safety Auditors on Friday 18<sup>th</sup> August 2017, namely Donald Veal (SRSA 073) and Steve Yapp (SRSA 161). The auditors repeatedly drove through the site and stopped at the site to view the location on foot. No road safety issues were found regarding the proposed sign location. The sign would only be visible to westbound traffic on approach to the sign.

## 2.3 FUTURE ROAD UPGRADES

We understand that MRWA is considering upgrades to this section of Great Eastern Highway and design work may begin shortly. Our client has advised that should the upgrade works impact the sign location in any way, the client, at their own expense, would remove and/or relocate the sign and would accept this as a condition of approval.



Client: Espin Capital

Project: Static Sign Review - 3483 GEH

### 3. TRAFFIC VOLUMES, ROAD NETWORK AND CRASH HISTORY

#### 3.1 TRAFFIC VOLUMES

Daily traffic volumes were sourced from MRWA online traffic data as shown in **Table 3.1**. The count site east of Linley Valley Road is approximately 2.3 km west of the proposed sign, whilst the count site east of Berry Brow Road is some 11 km to the east of the proposed sign within the Bakers Hill townsite.

**Table 3.1: Traffic Flows on Great Eastern Highway**

Date	Location	Busiest Weekday			Mon-Fri Daily Average	Mon-Sun Daily Average	% Heavy Vehs
		Daily	AM Peak Hour	PM Peak Hour			
14 & 15 December 2015	East of Linley Valley Rd	8,200	543	813	7,422	N/A	N/A
2012/13	East of Linley Valley Rd				6,499	6,178	16
16 to 26 July 2016	East of Berry Brow Rd	6,690	502	577	6,181	5,990	N/A
2013/14	East of Berry Brow Rd				6,361	6,222	17

Source: MRWA traffic volume data

MRWA also publish a digest of traffic count data giving an average weekday and average daily count calculated from short periods of survey data. At some locations, although none of relevance for this section of Great Eastern Highway, the digest reports information from Network Performance Sites (NPS) which are continuously monitored and therefore can provide annual average daily traffic data (AADT).

The digest reports an average count (Monday to Sunday) of 6,180 in 2012/13 at the site east of Linley Valley Road and 6,220 in 2013/14 east of Berry Brow Road.

Westbound drivers passing through the section of highway would be able to see the proposed static sign on their approach. The sign would not be in the forward field of vision for drivers travelling eastbound.

#### 3.2 ROAD NETWORK

This section of Great Eastern Highway is constructed with one lane in each direction. The highway is orientated east/west and is classified as a *Primary Distributor* under the Main Roads WA (MRWA) Road Hierarchy with a posted speed limit of 110 km/h within the study area.

#### 3.3 CRASH HISTORY

The most recent crash history data available from Main Roads Western Australia (MRWA) is for the five-year period from January 2012 to December 2016. This identified seven crashes within 1km of





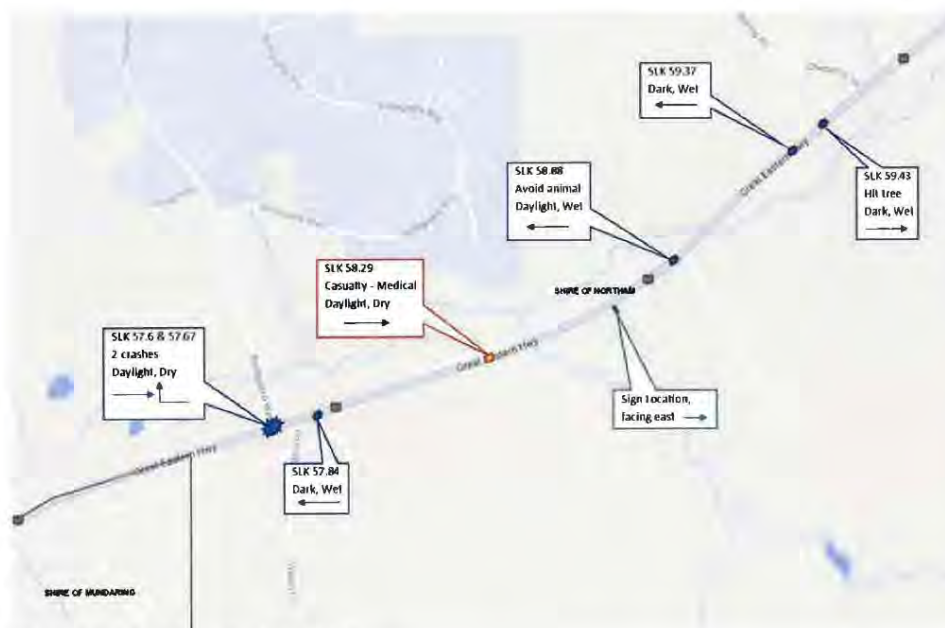
Client: Espin Capital

Project: Static Sign Review - 3483 GEH

the proposed sign location (taken as SLK 58.67). The crash locations are shown in **Figure 3.1**. Two crashes involved right turning vehicles turning in front of through traffic at the intersection of Bodeguero Way, approximately 1km to the west of the proposed sign location and would not have been able to see the proposed sign. These were property damage crashes that occurred in dry conditions during daylight hours.

The remaining five crashes were all single vehicle crashes, with three travelling westbound and two eastbound. Four occurred in wet weather and involved property damage only. Of these, three were at night and the one during daylight was attempting to avoid hitting an animal. Of these four crashes, three were to the east of the proposed sign, however only one would have been able to see it had it been in position. The other four crashes either occurred beyond the sign, travelling away from it or too far from the sign to have seen it even if it had been in place.

The one crash that would have been able to view the sign was a minor property damage only crash swerving to avoid an animal. The crash details are shown in **Appendix B**.



**Figure 3.1: Crash Locations 2012-2016**

Source: Google Maps

### 3.4 CASUALTY CRASH HISTORY

Only one casualty crash was reported over this five-year period within 1km of the proposed sign location, in either direction. This crash occurred 460m to the west of the proposed sign location in a location where the driver would be unable to see the proposed static sign. The single vehicle crash occurred at 0930 hours during daylight and in dry conditions on Friday 6<sup>th</sup> March 2015, resulting in



Client: Espin Capital

Project: Static Sign Review – 3483 GEH

medical treatment for one or more of the vehicle’s occupants when a station wagon was out of control due to an unstable trailer and left the roadway. The crash appears to be due to the vehicle attempting to tow an unstable load rather than any influence from the surrounding road environment.

### 3.5 CASUALTY CRASH RATE

Appendix C of the MRWA Roadside Advertising Policy provides details of how to calculate the crash rate for evaluating a specific advertising sign. The crash rate ‘R’ is calculated as follows:

$$R = \frac{\sum_{t=1}^{20} C_t \times A_t \times 10^4}{n \times L \times V \times 365}$$

Where

- R = Casualty Crash Rate (expressed in terms of 10<sup>4</sup> ERU per 10<sup>8</sup> VKT)
- t = RUM Group (1 – 20: See Table 2)
- C<sub>t</sub> = Crash Risk Score for a crash in RUM Group “t” (See Table 2)
- A<sub>t</sub> = Number of crashes in RUM Group “t”
- n = Number of years of crash data (usually 5)
- L = Length (km) of road section (usually 1km)
- V = Annual Average Daily Traffic (AADT) for the section
- 365 = Number of days in one year

In this case we do not have an annual average daily traffic (AADT) volume for the section of road and have therefore selected 6,180 vpd from the 2012/13 Digest reading for Great Eastern Highway east of Linley Valley Road. The calculation has been conducted for a 1km section of road in 100m steps from 1km prior to the sign until 1 km beyond the sign. The high crash risk scores for roads posted with a speed above 80 km/h have been used.

**Table 3.2** shows the resulting calculations for the rolling 100m sections from the sign. The highest crash rate for the 1km section of highway west of the sign is 700.

Table 4 and Table 8 in Appendix C of the MRWA Roadside Advertising Policy provide the average and critical crash rates respectively for roads in a rural environment, excluding intersection crashes. For highways with a speed of 110km/h these crash rates are 731.6 and 733.5, respectively.

In all cases the maximum casualty crash rate for a 1km section of Great Eastern Highway in the vicinity of the sign is below either the average or critical crash rates. Therefore, based on these calculations, MRWA define this road section as having a Low Casualty Crash Rate.

In drawing this conclusion we are mindful that the only crash involving an injury, in this case only requiring medical attention and not a hospital visit, was a vehicle that lost control due to an unstable load and not due to any influence from the surrounding environment. In the case of the property damage only crashes, these were either at the intersection almost 1 km from the proposed sign location involving right turn through vehicles or in wet conditions out of sight of the proposed sign location.



Client: Espin Capital

Project: Static Sign Review - 3483 GEH

**Table 3.2: Casualty Crash Rate for 1 km in rolling 100m sections along Great Eastern Highway (2012 - 16)**

V = 6,180      L = 1      Days/year = 365      n = 5      Denominator = 0.11

RUM Group	Included RUM Codes	Crash Score High Speed (>=80)	No. of Crashes Per 1km in 100m rolling sections (N - S)																		
			1000m - 0m	900m - 100m	800m - 200m	700m - 300m	600m - 400m	500m - 500m	400m - 600m	300m - 700m	200m - 800m	100m - 900m	0m - 1000m								
1	10 - 19	96																			
2	21, 51	319																			
3	22 - 26	64																			
4	31 - 33	21																			
5	35, 36, 37, 54	31																			
6	38, 39	67																			
7	27, 34	183																			
8	42, 46, 47, 48	23																			
9	53, 55, 56	88																			
10	43, 44, 61 - 64	101																			
11	93	73																			
12	1 - 9, 98	235																			
13	65	0																			
14	69, 95	33																			
15	52, 71, 73, 76, 77	79	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
16	72, 74, 94	95																			
17	75	70																			
18	81, 83	101																			
19	82, 84	107																			
20	85	62																			
21	20, 30, 40, 45, 49, 50, 60, 66, 67, 70, 80, 90, 91, 92, 94, 96, 97	Not Included																			
Total Crashes			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Total Crash Score			79	79	79	79	79	79	79	79	79	79	79	79	79	79	79	79	79	79	79
R =			700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700

Client: Espin Capital

Project: Static Sign Review – 3483 GEH



## 4. MRWA ADVERTISING SIGN ROAD SAFETY ASSESSMENT

### 4.1 GENERAL SAFETY AND EFFICIENCY CRITERIA

The MRWA Roadside Advertising Policy provides guidelines for determining whether or not particular types and sizes of advertising signs are acceptable in a variety of situations on the road network. The assessments are made for different types of road environment. The assessments are typically made for MRWA administered roads.

General criteria for permitting advertising signs visible from state-controlled roads are intended to ensure that a high level of safety for road users is maintained and traffic efficiency is assured.

In this case the proposed sign does not interfere with the effectiveness of traffic control devices as it is located more than 100m away from existing traffic signs. The proposed sign would not obstruct any driver's sight lines, pose a physical obstruction or combine to do so with other nearby signage. Provided the advertising content is actively monitored by those operating the sign, there should be no risk of imitating traffic control devices or giving instructions to road users.

There is a speed camera orientated towards eastbound drivers located approximately 420m west of the proposed sign. The sign would have no impact in any way on the operation of the speed camera.

The guidelines identify three main areas to be controlled in order to maintain safety and efficiency for road users, namely, lateral and longitudinal placement, physical characteristics and crash history.

Lateral placement of the sign is not a safety issue as the sign is proposed to be located 1m from the boundary of the road reserve, inside the private property and some 8m from the edge of the nearest traffic lane on Great Eastern Highway. The road reserve is flanked by trees to the west of the sign and therefore the sign itself would be unlikely to present any hazard to errant vehicles. Longitudinal placement is not an issue as the sign is placed approximately 970m from the nearest intersection. There is a driveway into the private property on which the sign would be located about 100m to the east of the proposed location of the sign. The sign would have no impact on sight distance for any road users.

The sign complies with the restrictions placed on the physical characteristics of advertising signs.

The third area identified is avoiding sites in high crash rate areas or at intersections with high casualty crash records. In this case, the site ranks as a low crash rate site being lower than the average rate as described in **section 3.5**.

### 4.2 DEVICE RESTRICTION AREAS

The MRWA Roadside Advertising Policy provides details of locations where advertising signs are not to be located. In Appendix A of the MRWA document, various diagrams are shown depicting areas where advertising signs are prohibited. The area relevant to a highway layout is shown in **Figure 4.1**.



Client: Espin Capital  
Project: Static Sign Review – 3483 GEH

The diagram shows the restriction areas for locating advertising signs on the highway near a 'T' intersection or existing traffic sign. The critical dimension referred to in the diagram is 'd'. In this case, the speed limit is 110km/h, and d is therefore 210m. The nearest intersection is approximately 970m away and therefore well outside of the restriction area. With respect to traffic signs the relevant dimension in metres is 0.6V where V is the posted speed in km/h, hence 0.6V is 66m albeit Table 3.1 of the policy document sets 6.6V as 60m. In any case, there are no traffic signs within 66m of the proposed sign.

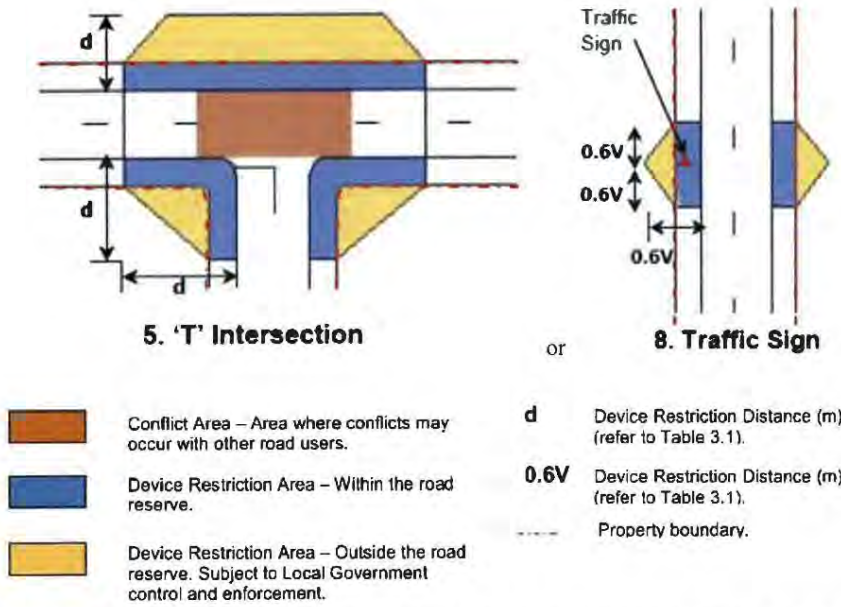


Figure 1 – Restriction areas for advertising devices visible from a state-controlled road other than a Freeway or Freeway standard road.

Speed Limit (km/h)	Distance 'd' (m)	0.6V (m)
50 or less	45	30
60	65	36
70	85	44
80	110	48
90	140	54
100	170	60
110	210	60

Table 3.1 – Distance 'd' for use with Device Restriction Area drawings in Appendix A

Figure 4.1: MRWA Restriction Areas for Advertising Devices  
Source: MRWA Roadside Advertising Policy July 2015



Client: Espin Capital

Project: Static Sign Review - 3483 GEH

## 5. SUMMARY AND CONCLUSION

### 5.1 SUMMARY

The static advertising sign is proposed to be located along a section of Great Eastern Highway 970m east of the intersection of Great Eastern Highway and Wariin Road in Copley, such that it would be visible to westbound drivers along the highway.

Only one casualty crash has been recorded, in the five years from 2012 to the end of 2016, along a 2km section of Great Eastern Highway, 1km either side of the proposed sign location. The crash occurred in a location where the sign if it was erected would not have been seen.

A rolling 1km crash rate was calculated for this stretch of highway which showed a maximum crash rate of 700 which is defined as a LOW Crash Rate in the MRWA Guidelines, being below the average and critical crash rates of 731.6 and 733.5, respectively. Hence, additional crash history scrutiny is not required, based on section 3.1.3 of the MRWA Roadside Advertising Signs Policy and Application Guidelines, which advises that further restrictions may apply through sections of the road which have crash rates higher than the critical crash rate.

The MRWA Roadside Advertising Policy and Application Guidelines also identify an area within which advertising signs should be prohibited relative to various road configurations. In this case, the proposed sign is well outside the restriction areas being some 970m from the nearest intersection and approximately 650m before and 835m after the nearest traffic sign facing westbound drivers.

### 5.2 CONCLUSION

The proposed location of the sign is acceptable, based on MRWA criteria as it is at a Low Casualty Crash Rate location, does not affect sight distances and would not form a backdrop to any traffic signs or traffic control devices.

Based on these findings and the site inspection findings by two experienced Senior Road Safety Auditors, the proposed sign would, in our view, pose little if any safety risk to road users and should therefore be granted approval from a traffic safety perspective.

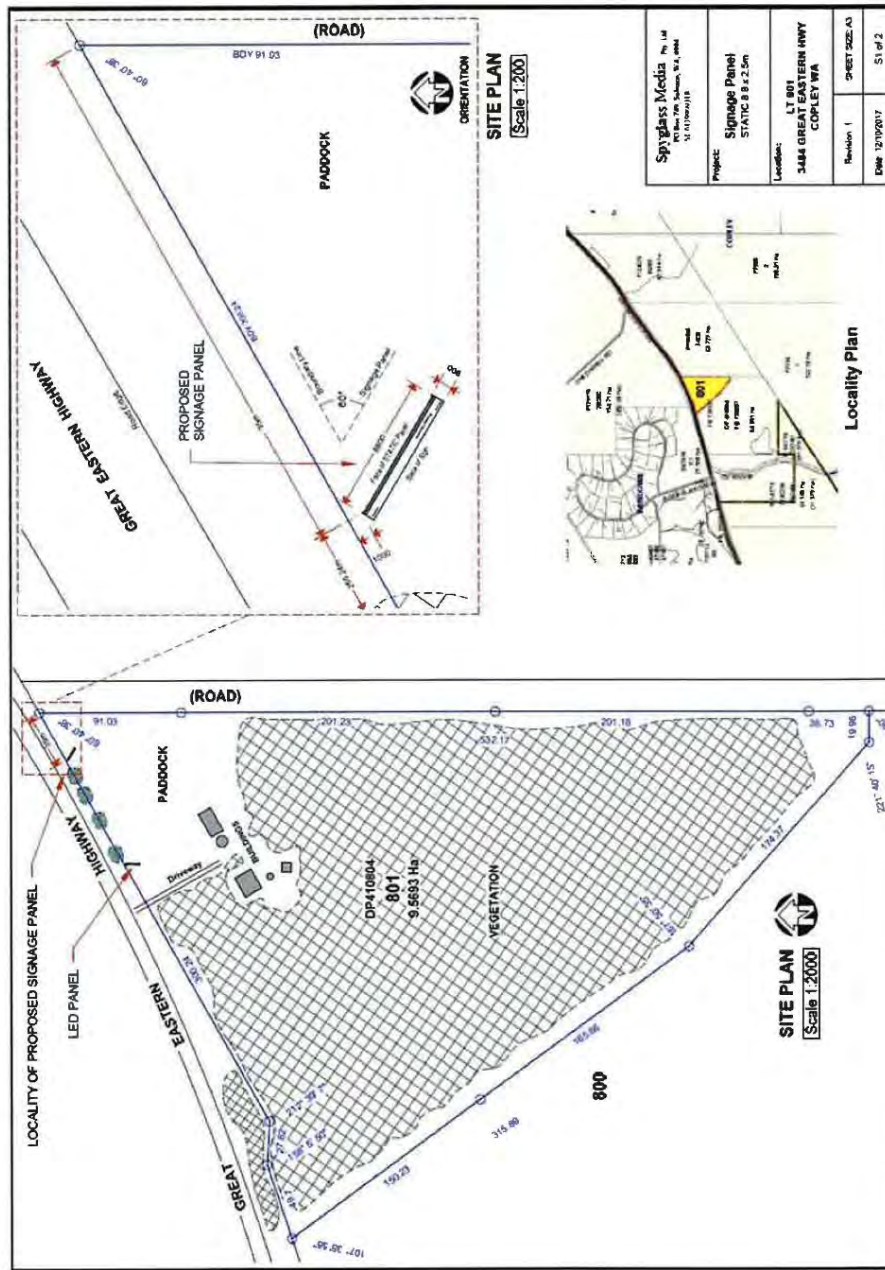
Client: Espin Capital  
Project: Static Sign Review - 3483 GEH



## **APPENDIX A: SIGNAGE DESIGN DRAWINGS**



Client: Espin Capital  
Project: Static Sign Review - 3483 GEH



November 2017

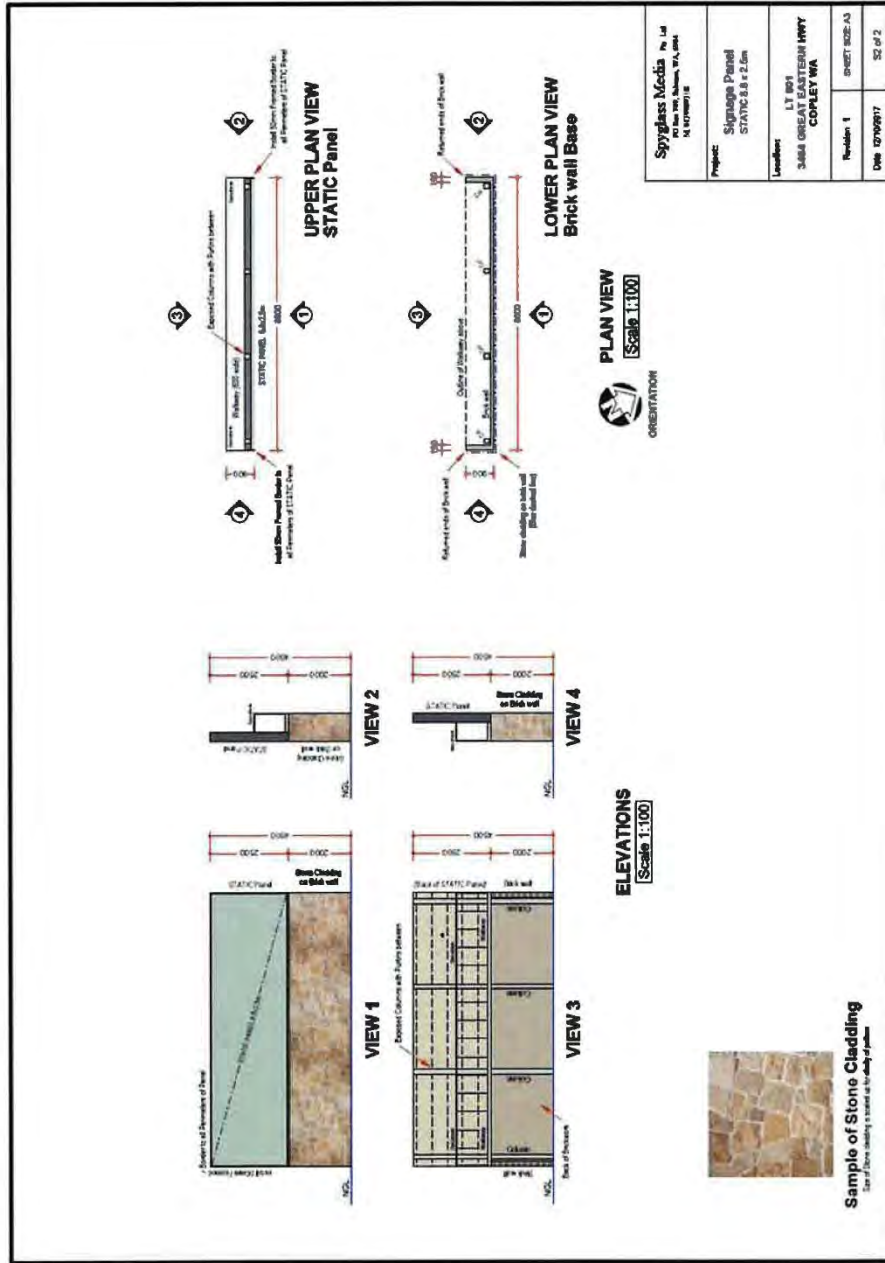
14

DVC GEH Copley Static Sign Review Final





Client: Espin Capital  
Project: Static Sign Review - 3483 GEH



November 2017

15

DVC GEH Copley Static Sign Review Final



Client: Espin Capital  
Project: Static Sign Review - 3483 GEH



## APPENDIX B: MRWA CRASH DATA



Client: Espin Capital  
Project: Static Sign Review - 3483 GEH

### Detailed Crash History

Sign SLK = 58.6

Distance from sign (M)	SLK	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Road Alignment	Location	RUM	Unit	Unit Type	From Dir	To Dir	Veh/Ped Move	First Object Hit
1000	57.60	21/05/2013	Tuesday	1630	PDO Major	20137 16421	Midblock	Daylight	Dry	Straight	Right Turn Thru	22:Opposite Dir: Thru - Right	Colliding Van	Panel Van	E	N	Out Of Control: Sun Glare Straight Ahead: Not Out Of Control	Side
930	57.67	15/05/2013	Wednesday	1615	PDO Major	20137 12431	Midblock	Daylight	Dry	Straight	Right Turn Thru	22:Opposite Dir: Thru - Right	Colliding Van	Panel Van	W	E	Straight Ahead: Not Out Of Control	
760	57.84	07/08/2014	Thursday	2000	PDO Minor	20148 33322	Midblock	Dark - Street Lights Not Provided	Wet	Straight	On Right Verge After Leaving Cway	74:Off Path On Straight: Off Right Cway Obj	Collidin g	Car	E	W	Turning: To Make Right Turn Out Of Control: Headlights	Side Shrub
310	58.29	06/03/2015	Friday	0930	Medical	20150 70683	Midblock	Daylight	Dry	Straight	On Left Verge After Leaving Cway	71:Off Path On Straight: Off Left Cway	Colliding	Station Wagon	W	E	Out Of Control: Trailer Unstable	Non Collision
-280	58.88	20/06/2016	Monday	1330	PDO Minor	20161 87946	Midblock	Daylight	Wet	Curve	On Left Verge After Leaving Cway	72:Off Path On Straight: Off Left Cway Obj	Collidin g	Car	E	W	Swerving: To Avoid Animal	Drainage Ditch
-770	59.37	06/07/2012	Friday	2225	PDO Major	20121 46034	Midblock	Dark - Street Lights Not Provided	Wet	Curve	On Cway	67:On Path: Temp Obj On Cway	Collidin g	Car	E	W	Straight Ahead: Not Out Of Control	Non Fixed Object Other
-830	59.43	11/08/2016	Thursday	0436	PDO Major	20162 20113	Midblock	Dark - Street Lights Not Provided	Wet	Straight	On Right Verge After Leaving Cway	74:Off Path On Straight: Off Right Cway Obj	Collidin g	Station Wagon	W	E	Out Of Control: Other	Tree

Note: Casualty crash highlighted in yellow.

12.3.2 Proposed Change of Use to Restaurant – Tenancy 27, Northam Boulevard, 117 Fitzgerald Street, Northam

Address:	Tenancy 27, Northam Boulevard, 117 Fitzgerald St, Northam
Owner:	Perdaman Commercial Pty Ltd
File Reference:	A13246 / P18011
Reporting Officer:	Jacky Jurmann Planning Consultant
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

It is proposed to change the use of Tenancy 27 in the Northam Boulevard from a retail shop to a restaurant. The subject tenancy is located adjacent to Target with street frontage to Fitzgerald Street.

The proposed restaurant will have a seating capacity of 150 seats and will operate from 7am to 12am daily. It is proposed to utilise the existing Northam Boulevard car parking for the development.

Previous Council resolutions relating to the Northam Boulevard have raised concerns regarding the number of car parking spaces and potential shortfalls, including future requirements for a detailed car parking strategy and analysis in conjunction with the redevelopment of the shopping complex.

The application is being recommended for conditional approval.

ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Floor Plan / Tenancy Plan.
- Attachment 3: Applicant's Submission.

---

BACKGROUND / DETAIL

Council approved the modifications to the Northam Boulevard Shopping Centre at its meeting held on 21 December 2016. As part of that original approval the property now described as Tenancy 27 was included within an expanded Target tenancy for use as a shop. Following approval by Council at its meeting held on 16 August 2017 the revised overall site plan included

Tenancy 27 for the purposes of new or modified office (refer to attached site plans). This development application proposes to change the use to a restaurant with a seating capacity of 150. The hours of opening proposed in the application are from 7am to 12am daily.

The Applicant in their submission describes the restaurant as a place to:

- *“Enjoy the food and beverage services for breakfast, lunch or dinner on the premises or to take-away;*
- *The option to choose from a Modern Australian selection of cuisines with an Indian twist;*
- *Enjoy a local safe and well managed intimate family friendly dining experience; and*
- *The option to purchase alcohol to enjoy on the licensed premises with a meal while seated at a dining table (subject to approval).”*

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth.

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

Financial / Resource Implications

The Applicant has paid the relevant application fees, and will be responsible for any additional costs associated with the development. Should the Applicant appeal Council's decision there may be financial implications associated with legal fees.

Legislative Compliance

Section	Criteria	LPP / Scheme Provision	Proposed by Development	Criteria Met / Condition Required
cl. 3.3.3, LPS6	Change of use	DA required to change the use from one permitted use to another.	Change of use from retail/shop to restaurant.	Permitted. DA submitted.
cl. 4.13, LPS6	Car Parking	Car parking to be provided in accordance with Table 3. Restaurants: 1 per 4 patrons.	150 seats are proposed. Applicant submits sufficient parking exists on site.	Retail parking 1 per 20m <sup>2</sup> GFA = current required parking is 15spaces. Office parking is based on 1 per 25m <sup>2</sup> = current required parking is 12. 38 spaces are required based on

				the proposed seating numbers, An additional 18 spaces are required for the development.
cl. 4.13.5 LPS6	Shared parking facilities	Parking can be shared where land uses are operating at different times.	Operating hours 7am to 12am.	Majority of complex operates during normal business hours. Potential for sharing after hours.
cl. 4.13.7 LPS6	Cash-in-lieu for car parking	Provision for cash-in-lieu payment for shortfalls in car parking.	Applicant argues that sufficient car parking is available.	Previous Council resolutions may require a parking analysis for the overall development.
cl. 4.13.8 LPS6	Conditions for car parking	Conditions may be imposed.	Applicant argues that sufficient car parking is available.	Subclause (d) enables conditions to be imposed relating to other matters regarding parking. E.g. parking analysis or payment of cash-in-lieu.
cl. 4.24 LPS6	Advertisements	Advertisements, other than exempt in Schedule 5, require development approval.	No details provided.	Advertisements visible from a public place will require separate approval. Condition recommended.
Part 5, LPS6	Special Control Areas – Avon & Mortlock River	Property is within SCA. SCA only applies to residential development.	Internal change of use.	No requirements.
cl. 67(a) Regs	Matters for consideration	Consistent with the aims of LPS6	Change of use from retail to restaurant.	Proposal is generally consistent.
cl. 67(g) Regs	Any local planning policy	LPP18 – Heritage Precincts	Internal change of use.	No impacts identified.
cl. 67(m) Regs	Matters for consideration	Compatible with its setting	Internal change of use.	Proposal consistent with town centre location.

cl. 67(n) Regs	Matters for consideration	Impacts on amenity	Proposed hours of operation from 7am to 12am.	Possible impacts as a result of late closing. Recommend condition for further assessment.
cl. 67(s) Regs	Matters for consideration	Adequacy of arrangements for parking, loading, deliveries.	Applicant proposes to use existing parking.	Assessment shows a further 30 spaces required.
cl. 67(t) Regs	Matters for consideration	Amount of traffic generated by development.	No details provided.	A 150 seat restaurant has potential to impact on traffic flow on Fitzgerald St and within Northam Boulevard. Recommend further assessment.
cl. 67(u)(v) Regs	Matters for consideration	Access by older persons and persons with a disability.	No details provided.	Disabled access requirements can be conditioned.
cl. 67(w) Regs	Matters for consideration	History of site	Change of use from retail to restaurant.	Site is part of Northam Boulevard. Change of use is consistent with town centre.
cl. 67(x) Regs	Matters for consideration	Impact of the development on the community as a whole.	Hours of operation from 7am to 12am.	Possible impacts from late closing times proposed. Further assessment required regarding crime prevention.
cl. 67(zb) Regs	Matters for consideration	Any other matters considered relevant.	Existing parking sufficient.	Site is part of the Northam Boulevard. Impacts on car parking to be considered as a whole.

### Policy Implications

The development as proposed by the Applicant will result in the variation of the provisions of Table 3 of LPS6 that stipulates the number of car parking spaces required for specific land uses. When considering this variation, Council should also consider the provisions of clause 4.13.5 and 4.13.7.



Clause 4.13.5 enables an Applicant to demonstrate that off-street parking facilities are available to be shared with other land uses operating at different times. If demonstrated successfully, then the local government may approve the development with less than the required number of on-site car bays provided the local government is satisfied that no conflict will occur in the operation of land uses for which the joint use of parking facilities is proposed.

The Applicant was requested to provide additional information regarding parking. The following information was received in response:

- *Based on our significant hospitality (and parking requirements) industry experience and the significant business experience of the Applicant of operating in busy dining/shopping precincts with limited parking, the busy dining periods will be afterhours when most of the retail stores, department stores and supermarkets will be closed, making plenty of car bays available as reflected in numerous Traffic reports across the state.*
- *During the lunch period patrons are expected to be those already patronising the shopping centre for their daily or weekly shopping needs and hence would park once and have lunch at the Restaurant while at the centre.*
- *With the ongoing awareness of not 'Drink driving', a growing number of patrons use Taxis or Uber or walk to licensed premises.*
- *Patrons will be able to call for a Taxi or Uber free of charge if dining at the Restaurant.*
- *If driving to a licensed Restaurant, patrons generally appoint a skipper and car pool while dining out.*
- *Being a food focused venue, Northam will have its first licensed Restaurant and it will be owned and operated by an Award winning chef/team. (Chef Elance Fernando of Copper Chimney Fremantle)*

Alternatively, a cash-in-lieu contribution could be required for a shortfall in car parking in accordance with the provisions of Clause 4.13.7.

5.13.7 *In the Commercial Zone, where a developer can satisfy the local government that the minimum car parking requirements cannot be provided on the site, the local government may accept a cash payment in lieu of the provision of car parking spaces, but subject to the requirements of this clause -*

- A "cash-in lieu" payment shall be not less than the estimated cost to the owner of providing and constructing the parking spaces required by the scheme, plus the value as estimated by the Valuer General, or by a licensed valuer appointed by local government of that area of the applicant's land which would have been occupied by the parking spaces.*

- s(b) *Before the local government agrees to accept a cash payment “in lieu” of the provision of parking spaces, the local government must either have already provided public car parking nearby, or must have firm proposals to provide public car parking nearby within a period of not more than 18 months from the time of agreeing to accept the cash payment.*
- (c) *Payments made under this clause shall be paid into a special fund to be used to provide public car parks and the local government may use this fund to provide public car parking anywhere in the immediate vicinity.*

In approving the modification to the approved floor plans of the redevelopment in August 2017 the actual number of car parking bays required by the area known formally as the arcade has reduced by 23 bays. This was due to the fact that the total overall nett lettable area was reduced and the change in proposed use from retail to office. The original approval issued by Council in December 2016 identified a total shortfall of carparking bays of 30 bays. As per the calculation the total shortfall in carparking for the overall development would be in the order of 25 bays.

The current adopted fee is \$5,000 per space and therefore the calculation for the shortfall for the overall development of 25 spaces, which would equate to \$125,000 if Council resolves that the development should fulfil the entire number of car parking spaces as required in Table 3. This amount could be reduced if sharing of car parking spaces is considered appropriate.

Relevant to Council's decision is the resolution made at the December 2016 Council Meeting with regards to parking at the Northam Boulevard:

*“23. Within 18 months of the proposed works being completed the owners shall, if requested by the Shire of Northam, commission a suitably qualified engineer to undertake, at the owner's full cost, an assessment of the traffic and parking requirements in respect of the shopping centre and in the case a shortfall of parking bays being identified, the owner will be required to contribute a cash in lieu payment of not more than the equivalent of 30 bays. The Shire of Northam shall make the report available for public inspection for a minimum period of 2 weeks.”*

The approval of this development with a complete variation to the car parking requirements could have adverse policy implications.

#### Stakeholder Engagement / Consultation

Additional information was requested from the Applicant during the assessment process to confirm the proposed number of seats, which was used to calculate the required/additional car parking spaces for the proposed development.

### Risk Implications

The main identified risk associated with this development, is the establishment of a precedent should Council decide to vary the car parking requirements of LPS6.

Standards risks associated with the conditional approval or refusal of all development applications are legal costs associated with the Applicant's right of appeal to the State Administrative Tribunal.

### OFFICER'S COMMENT

The change of use of the subject tenancy from retail to a restaurant is consistent with the aim and objectives of the Commercial zone. The main issues for Council's consideration identified in the assessment of the application are – required car parking and potential amenity impacts from the proposed hours of operation.

Conditional approval of the application is being recommended. Standard advice notes will be imposed regarding environmental health and building approvals.

#### RECOMMENDATION

That Council resolve to approve the application (No. P18011) for development approval to change the use of Tenancy 27, Northam Boulevard, 117 Fitzgerald Street, Northam to a restaurant as depicted on the approved plans, subject to the following conditions:

##### General conditions

1. The development hereby permitted must substantially commence within two (2) years from the date of this determination notice.
2. The development hereby permitted taking place in accordance with the stamped approved plans.

##### Conditions to be met prior to occupation

3. Disabled access facilities shall be provided to the restaurant to the satisfaction of the local government prior to commencement of the use.

##### Conditions requiring ongoing compliance

4. A maximum of 150 seats is permitted at any time.
5. Advertising signage associated with this development visible from a public place will require separate development approval.
6. Within 18 months of the shopping centre redevelopment being completed the owners shall, if requested by the Shire of Northam,

commission a suitably qualified engineer to undertake, at the owner's full cost, an assessment of the traffic and parking requirements in respect of the shopping centre and in the case a shortfall of parking bays being identified, the owner will be required to contribute a cash in lieu payment of not more than the equivalent of 30 bays. The Shire of Northam shall make the report available for public inspection for a minimum period of 2 weeks.

Advice Note:

Note 1: Encourage the proponent to consider alfresco dining options.

Attachment 1



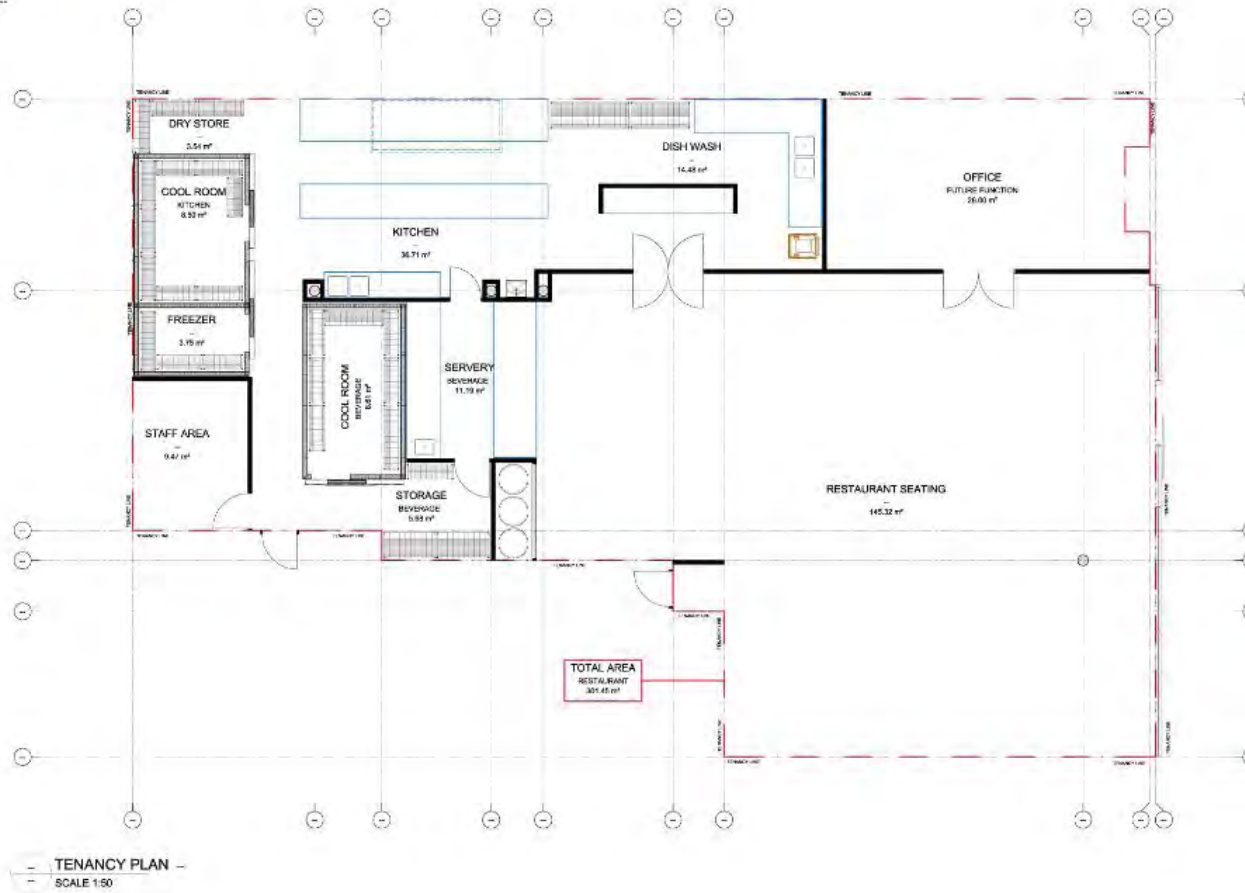
Attachment 2



LOCATION PLAN --  
SCALE 1:NTS

LEGEND

- TENANCY LOCATION
- OUTLINE OF TENANCY



<p>PROJECT TITLE: HOSPITALITY TOTAL SERVICES</p> <p>PROJECT ADDRESS: 1-27, 114 Fitzgerald St East, Northam</p>			
<p><b>HOSPITALITY TOTAL SERVICES</b> Architectural Services Pty Ltd</p>			
<p>Drawn For: SHM, 45 Brown Hill, Northam WA 6401 Project No: CA-18-00000000000000000000</p>			
<p>DATE OF ISSUE: 02/03/2018 www.hospitalitytotal.com.au</p>			
<p>DRAWING TITLE: FLOOR PLAN</p>			
<p>SCALE: 1:50</p>			
TOTAL	DATE	DESIGNED BY	SCALE
1:50	A1	SK - 03	B
DATE	TITLE	SCALE	1:50

Attachment 3

**Hospitality Total Services (Aus) Pty Ltd** A.B.N. 86 318 879 693 Email: [admin@hospitalitytotalservices.com.au](mailto:admin@hospitalitytotalservices.com.au)



Tel: +618 9316 8699  
Fax: +618 9316 9699  
Office 2, Ground Floor, 48 Kishorn Road, Applecross WA 6153  
PO Box 1154, Canning Bridge, Applecross WA 6153

Wednesday, 31 January 2018

Statutory Planning Co-ordinator  
Shire of Northam  
PO Box 613, Northam WA 6401

**Attn: Planning Coordinator**

**Re: Change of Use DA – “Retail” to “Restaurant” use for Lot 2, Tenancy 27 Northam Boulevard, 171 Fitzgerald Street East, Northam WA 6401**

We hereby provide the following submissions on behalf of Madeela Pty Ltd (The Applicant) with respect to the Change of Use Development Approval application for Lot 2, Tenancy 27 Northam Boulevard, 171 Fitzgerald Street East, Northam WA 6401.

We understand that the premise has a current permitted use of ‘Retail; however ‘Restaurant’ is also a permitted use at this location as per previous communication with council. This application is to permit the ‘Restaurant’ manner of trade and improve and diversify the amenity in the locality, as outlined in this submission.

**1. Background:**

The Applicant’s director, Mr Elance Fernando, is an experienced and respected hospitality business owner and operator in WA. The Applicant requires this Change of Use from “Retail” to “Restaurant” to permit patrons resorting to the premises to:

- Enjoy the food and beverage services for breakfast, lunch or dinner on the premises or to take-away,
- The option to choose from a Modern Australian selection of cuisines with an Indian twist,
- Enjoy a local safe and well managed intimate family friendly dining experience, and
- The option to purchase alcohol to enjoy on the licensed premises with a meal while seated at a dining table (subject to approval).

The Applicant notes that following approval of this change of use application, the Applicant will then apply to the Department of Racing Gaming and Liquor for a Restaurant Liquor Licence.

[www.hospitalitytotalservices.com.au](http://www.hospitalitytotalservices.com.au)

Being a responsible and experienced hands on owner operator Mr Fernando will apply the following initiatives to the premises operating as a 'Restaurant':

- The premises to operate from 7am to 12 am daily,
- Tables and Chairs would be set up at all times,
- All patrons consuming alcohol must be seated.
- All staff will be RSA trained with an Approved Manager on premise at all times the premise is trading as a licensed restaurant,
- Persons who appear intoxicated will not be served alcohol and will be asked to leave the licensed premises,
- Juveniles will not be served alcohol at any time and will be monitored by staff.
- A strict Harm Minimisation Plan will be part of the Management Plan for the staff, management and patrons of the venue,
- No takeaway packaged liquor will be permitted,
- Smoking will not be permitted anywhere on the premises, and
- The premise, subject to approval, will not encourage the consumption of alcohol and will focus on the service of quality food at all times.

## **2. Car Parking:**

We have been advised that there is ample onsite parking as part of the Northam Boulevard Shopping Centre.

## **3. Toilets:**

Adjacent common toilets provided by the landlord will be available at all times the restaurant is trading.

## **4. Social Impact and Impact on the Neighbouring Amenity:**

- Given the location of the premise, the manner of trade, and the strong management plan in place; the experienced operator believes that there will be no negative impact on the amenity,
- The change of use application to council will permit the applicant to provide a modern Food and Beverage amenity for local residents and workers in the locality,
- The harm minimisation conditions e.g. Food to be served with alcohol and patrons to be seated, will ensure that the premise operates in the public interest and no negative impact on the community, and
- No takeaway liquor will be permitted.

## **5. Proposed trading hours**

- The premises would operate from 7am to 12am seven days a week as permitted by the Liquor Control Act 1988.



## 6. Harm Minimisation Plan

- Staff will be trained in the Responsible Service of Alcohol and a stringent Harm Minimisation Plan will be in place to assist in the safe and controlled service of alcohol at the licenced premise.
- The Approved Manager of the licensee company will undertake a course in Liquor Licencing as required by the Department of Racing, Gaming and Liquor. An Approved Manager will be on the premise during all hours of trade as a licensed premise, and
- All queries or complaints will be handled by the Approved Manager immediately as outlined in the Harm Minimisation Plan.

## 7. Documents for Change of Use application:

Please find attached all relevant documents:

1. Application for Development Approval
2. DA submissions supporting the application
3. Layout and Tenancy Plan
4. Certificate of Title

## 8. Summary

Given that all planning requirements are met the responsible, the experienced Applicant requests with respect that this Change of Use application be approved under delegated authority at the earliest.

Should you require further information, please contact our office. We thank you for your time and attention.

Yours in Hospitality



Mario Sequeira. G.C.CorpMgt, F.C.S.I.

Director

Hospitality Total Services (Aus) Pty Ltd on behalf of Madeela Pty Ltd

Original Approved Plans



Northam Boulevard Shopping Centre Redevelopment  
Centre Plan  
Development Application

1:250 @ A1 / 1:500 @ A3  
14053



B  
DA 4  
11 2016

\* Disclaimer - All Net Lettable Area calculations are preliminary only and approximated. Final lease area calculations and calculations for any legal purposes should be undertaken by a qualified surveyor from the as-constructed conditions. Areas are likely to adjust during the design development and documentation processes

Drawing has been prepared, in part, based upon information furnished by others. While this information is believed to be reliable, the Architect assumes no responsibility for the accuracy of this drawing or for any errors or omissions that may have been incorporated into it as a result of incorrect information provided to the Architect. Those relying on this record document are advised to obtain independent verification of its accuracy.



- New or Modified Specialty
- New or Modified Office
- New Medical
- Existing Supermarket
- Existing Specialty
- Existing Office
- Car Bays Used for Calculation

**Area Calculations**

Gained NLA - 713m<sup>2</sup>  
Retail & Lunchbar

Gained NLA - 189m<sup>2</sup>  
Medical

Lost NLA - 459m<sup>2</sup>  
Office

**Net Increase NLA - 443m<sup>2</sup>**

**Total NLA - 6,958m<sup>2</sup>**

**Carparking Calculations**

Existing Carparking  
**373 Bays**

Proposed Carparking  
**378 Bays**

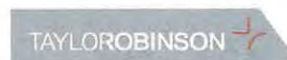
No. Bays on Site **290 bays**  
No. Bays off Site **88 bays**

Note: Onsite bays refer to bays within the proposed lot boundaries

Offsite bays refer to bays within the council reserve and surrounding street parking

Northam Boulevard Shopping Centre Redevelopment  
Ground Floor Plan  
Development Application

1:500 @ A1 / 1:1000 @ A3  
14053

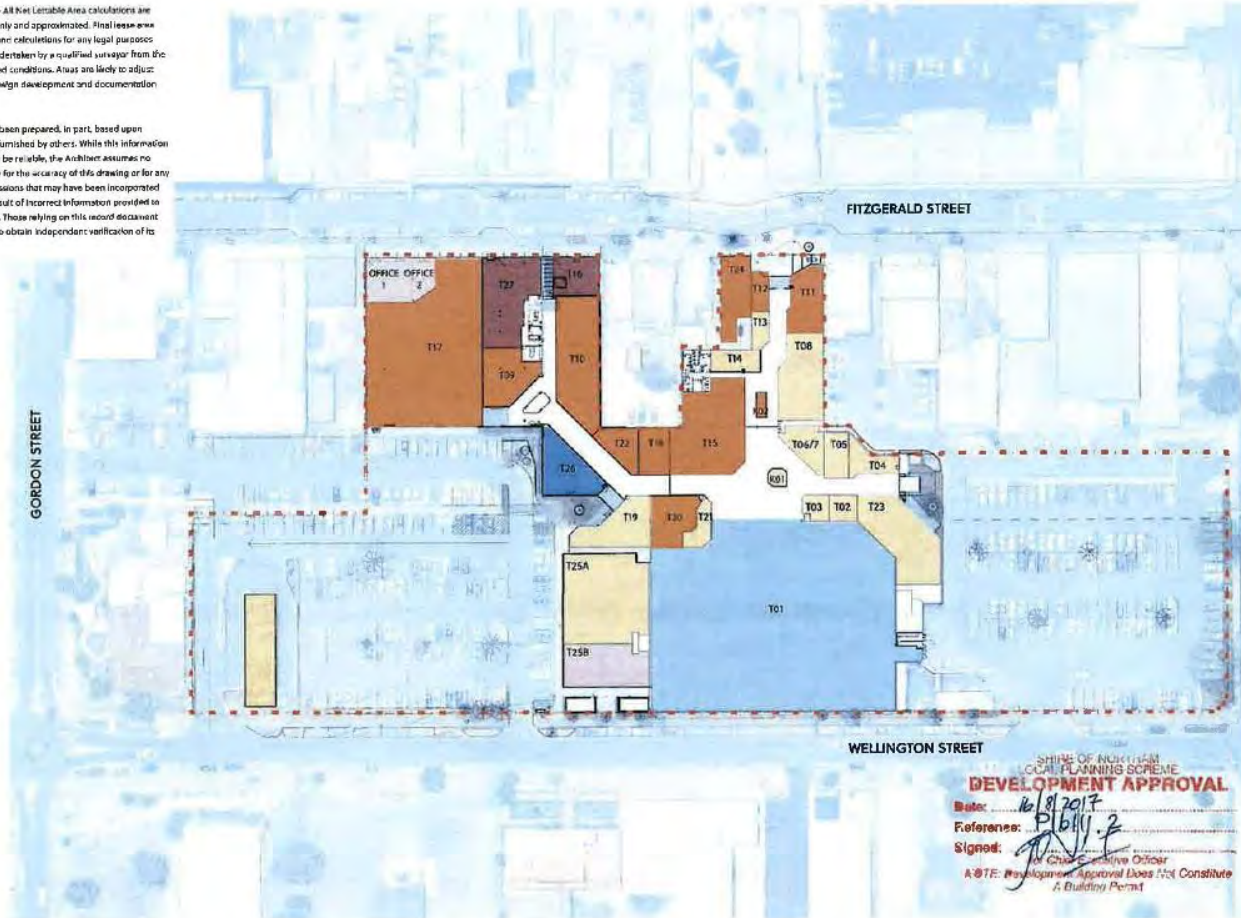


B  
DA 3  
11 2016

Revised Approved Plans

\* Disclaimer - All Net Lettable Area calculations are preliminary only and approximated. Final lease area calculations and calculations for any legal purposes should be undertaken by a qualified surveyor from the as-constructed conditions. Areas may likely to adjust during the design development and documentation processes.

Drawing has been prepared, in part, based upon information furnished by others. While this information is believed to be reliable, the Architect assumes no responsibility for the accuracy of this drawing or for any errors or omissions that may have been incorporated into it as a result of incorrect information provided to the Architect. Those relying on this record document are advised to obtain independent verification of its accuracy.



- New or Modified Specialty
- New or Modified Office
- New Medical
- Existing Supermarket
- Existing Specialty
- Existing Office

Area Calculations

TENANCY	AREA (m <sup>2</sup> )
T01	3081
T02	51
T03	46
T04	80
T05	78
T06/7	98
T08	255
T09	183
T10	378
T11	150
T12	49
T13	47
T14	80
T15	425
T16	123
T17	1140
T18	102
T19	205
T20	154
T21	62
T22	97
T23	320
T24	144
T25A	506
T25B	242
T26	191
T27	300
K01	19
K02	17
OFFICE 1	140
OFFICE 2	60

Northam Boulevard Shopping Centre Redevelopment  
Ground Floor Plan  
Development Application

1:500 @ A1 / 1:1000 @ A3  
14053



E  
DA 3  
06 2017



Northam Boulevard Shopping Centre Redevelopment  
Centre Plan  
Development Application



WELLINGTON STREET  
1:250 @ A1/ 1:500 @ A3  
14053



E  
DA 4  
06 2017

### 12.3.3 Proposed Granny Flat at 78 Vivian St, Grass Valley

Address:	Lot 68 (78) Vivian St, Grass Valley
Owner:	Mr Neville Evans
File Reference:	A1670 / P17116
Reporting Officer:	Jacky Jurmann Planning Consultant
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

#### BRIEF

Council is requested to consider an application for development approval to construct ancillary accommodation ('granny flat') at 78 Vivian Street, Grass Valley.

This application is being referred to Council for consideration due to proposed variations to the provisions of Local Planning Policy No. 13 – Ancillary Accommodation (LPP13) and staff do not have delegation to approve the variations.

An assessment of the application has been carried out taking into consideration the provisions of the Shire's Local Planning Scheme No. 6 (the Scheme), the Residential Design Codes (R-Codes) and LPP13.

#### ATTACHMENTS

Attachment 1: Location Plan.

Attachment 2: Site Plan, Architectural & Design Plans.

---

#### BACKGROUND / DETAILS

The subject property is located in the townsite area of Grass Valley and currently contains a dwelling and outbuilding (refer to Attachment 1 – Location Plan). The lot has an area of 1,820m<sup>2</sup> and adjoins a drainage reserve.

Under the provisions of the Northam Local Planning Scheme No. 6 the property is zoned Residential R10.

The application proposes to construct an ancillary dwelling with an overall area of 45.36m<sup>2</sup> on the north-western side of the existing dwelling 2.185 metres from the side and 9 metres from the front boundary, which is compliant with the provisions of the R-Codes.

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Objective P1: Promote a diverse mix of development opportunities throughout the Shire.

Strategy P1.1: Ensure Council land use planning is in place and reflective of established objectives.

Action: Ensure that any proposed development will not have a detrimental impact on the amenity of an existing area.

Financial / Resource Implications

There are no financial or budgetary implications for the Shire in relation to the recommendations of this report.

Legislative Compliance

Shire of Northam Local Planning Scheme No. 6

Ancillary dwellings are a 'P' (permitted) use in the Scheme, which means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.

The development application was assessed against the provisions of the Scheme and the R-Codes in regards to the 'Residential' zone. The proposed location and design of the ancillary accommodation complies with the provisions of the R-Codes being at least 7.5m from the front boundary, 1.5m from the side boundary and 6m from the rear boundary, and not exceeding 70m<sup>2</sup> in area.

The proposed ancillary dwelling complies with the relevant development standards and requirements of the Scheme and is therefore a permitted use.

Planning and Development (Local Planning Schemes) Regulations 2015

The deemed provisions contained in Schedule 2 of the Regulations form part of the Northam Local Planning Scheme No. 6. In the event of any inconsistencies, the provisions of the Regulations prevail.

Relevant to this application is clause 61, which outlines development that is exempt from requiring approval. Sub-clause (d) provides for ancillary dwellings to be erected without development approval if they are not located on a heritage place or within a heritage precinct if the proposal complies with the R-Codes, which is the case in this circumstance.

Notwithstanding, the provisions of clause 61(d), the site is identified as partially bushfire prone in the location of the proposed construction and therefore in accordance clause 78D, a bushfire attack level assessment is required to determine the level of risk. Although a Bushfire Report has not been submitted with the application, the property is only affected on the north-western boundary, so it can be assumed that the BAL will be less than 40 and can comply. This requirement triggers the development application. Compliance can be achieved through conditions of approval.

When considering applications for development approval, the local government is to have due regard to any matters considered relevant to the application as set out in Clause 67 of the deemed provisions for local planning schemes. The following matters are relevant to this application:

- “(a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.*
- (m) The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.*
- (n) The amenity of the locality including the following — (i) Environmental impacts of the development; (ii) The character of the locality; (iii) Social impacts of the development.*
- (p) Whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved.*
- (x) The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals.*
- (zb) Any other planning consideration the local government considers appropriate.”*

#### State Planning Policy 3.1 – Residential Design Codes

As indicated earlier in this section, the location of the building complies with the provisions of the R-Codes.

In addition, the proposal complies with section 5.5.1 that specifically applies to ancillary dwellings. The lot is greater than 450m<sup>2</sup> in area; the area does not exceed 70m<sup>2</sup>; parking is provided; and all other relevant provisions that apply to single houses have been satisfied.

#### Local Planning Policy No. 13 – Ancillary Accommodation

The proposal is generally consistent with the objectives of LPP13, which are to:



- Provide flexibility in providing accommodation opportunities to residents within the same lot to meet the needs of local residents;
- Minimise the potential for inappropriate residential development in rural areas, which could lead to fragmentation of rural zoned land;
- Minimise the potential for inappropriate residential development in the SCA 1 - Avon and Mortlock Rivers Special Control Area; and
- Ensure that ancillary accommodation is provided, constructed and located in such a way as to minimise its impact on the amenity of the locality.

The ancillary dwelling meets the development standards contained in Table 1 of the Policy for the R10 density code. The building will be attached to the existing dwelling; is less than 70m<sup>2</sup> in area; and contains only one bedroom, living room, laundry and bathroom.

Notwithstanding compliance with the development standards in Table 1, clause 6.4 of the Policy does not permit ancillary accommodation to be constructed on land zoned Residential that is not able to be connected to a reticulated sewerage system. The subject property cannot be connected to a reticulated sewerage system.

With regards to clause 6.1 of the policy, it is a requirement that *the appearance of the ancillary accommodation must be complementary in style to the existing dwelling*. To this end, the existing dwelling is constructed of a light colored cladding with a metal pitched roof with an attached flat roof. The ancillary accommodation is proposed to be constructed of similar material with a flat roof, similar to the carport.

Under clause 6.1, it is stated that the Shire *strongly prefers that all ancillary accommodation be contained under the existing roofline of the main dwelling. Otherwise, the building should be transportable and of a high design standard that is compatible with the surrounding development*. The ancillary dwelling will be attached to the existing dwelling, similar to the carport.

Also under clause 6.1 of the policy, it is a requirement that *all ancillary accommodation must be located behind the main dwelling or existing outbuilding or be sufficiently screen so as to not be visible from the street, or adjoining properties*. The ancillary dwelling will be constructed setback from the alignment of the front verandah, essentially because the existing effluent disposal system had been constructed behind the existing dwelling.

Clause 6.2 of the policy requires a Section 70A notification to be placed on the Certificate of Title restricting the occupation of the ancillary dwelling. However these requirements were removed from the R-Codes recently. Where there is an inconsistency, the R-Codes prevail, and therefore the notification is not required.

### Policy Implications

LPP13 applies to this proposal where development approval is required, which is triggered by the bushfire provisions.

The R-Codes do not prohibit the construction of ancillary dwellings on land that is not connected to a reticulated sewerage system, and therefore the LPP is consistent with the R-Codes. The R-Codes prevail in the event of any inconsistencies.

This Policy has been varied many times to accommodate the current needs of the community, which is not considered good or proper planning practice.

Additionally, some of the provisions of the LPP are inconsistent with the provisions of the R-Codes. The R-Codes are a State Planning Policy and therefore prevails over the policy to the extent of the inconsistencies.

A comprehensive review of LPP13 will be carried out to provide a better and clearer regulatory framework for ancillary accommodation in the Shire.

### Stakeholder Engagement / Consultation

The development application was referred internally to the Shire's technical departments (Building Services, Engineering Services and Health & Environmental Services). Comments received have been reflected in the Officer's Recommendation.

### Risk Implications

There are no risk implications for the Shire in relation to the recommendations of this Report.

### **OFFICER'S COMMENT**

A detailed assessment of the proposed development inspection, has been completed with Officers concluding that the proposed ancillary accommodation, although inconsistent with Local Planning Policy No. 13, meets the provisions of the Northam Local Planning Scheme No. 6, the Residential Design Codes and the Deemed Provisions, and is therefore recommended for approval.

## RECOMMENDATION

That Council approve the development application for the construction of ancillary accommodation at Lot 68 (78) Vivian Street, Northam (Application P17116) in accordance with the provisions of the Shire of Northam Local Planning Scheme No. 6, subject to the following conditions:

### GENERAL CONDITIONS

1. The development hereby permitted must be substantially commenced within two (2) years from the date of determination.
2. The development hereby permitted taking place in accordance with the stamped approved plans.
3. The stormwater shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.
4. The appearance of the ancillary accommodation shall be maintained to a high standard and have an external appearance that is generally consistent with the main dwelling.

### CONDITIONS TO BE MET PRIOR TO COMMENCEMENT OF THE DEVELOPMENT



5. A Bushfire Assessment Report shall be prepared by a suitably qualified person and shall be submitted for approval of the local government prior to the commencement of any works.

### CONDITIONS TO BE MET PRIOR TO OCCUPATION OF THE DEVELOPMENT

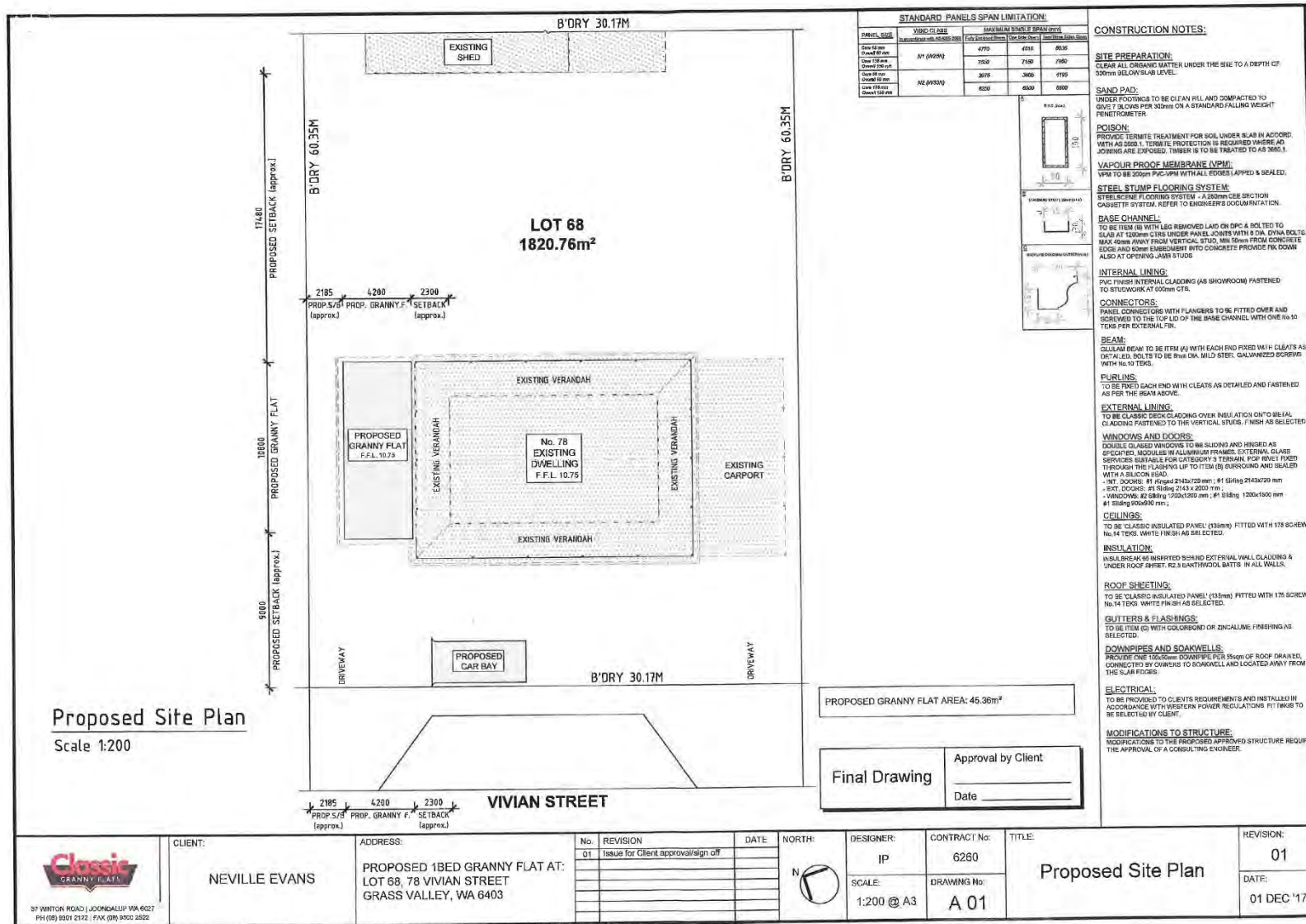
6. Prior to occupation, the development hereby permitted shall be connected to an approved effluent disposal system.
7. The recommendations of the Bushfire Assessment Report shall be implemented prior to occupation. Evidence of the implementation shall be submitted to the local government.

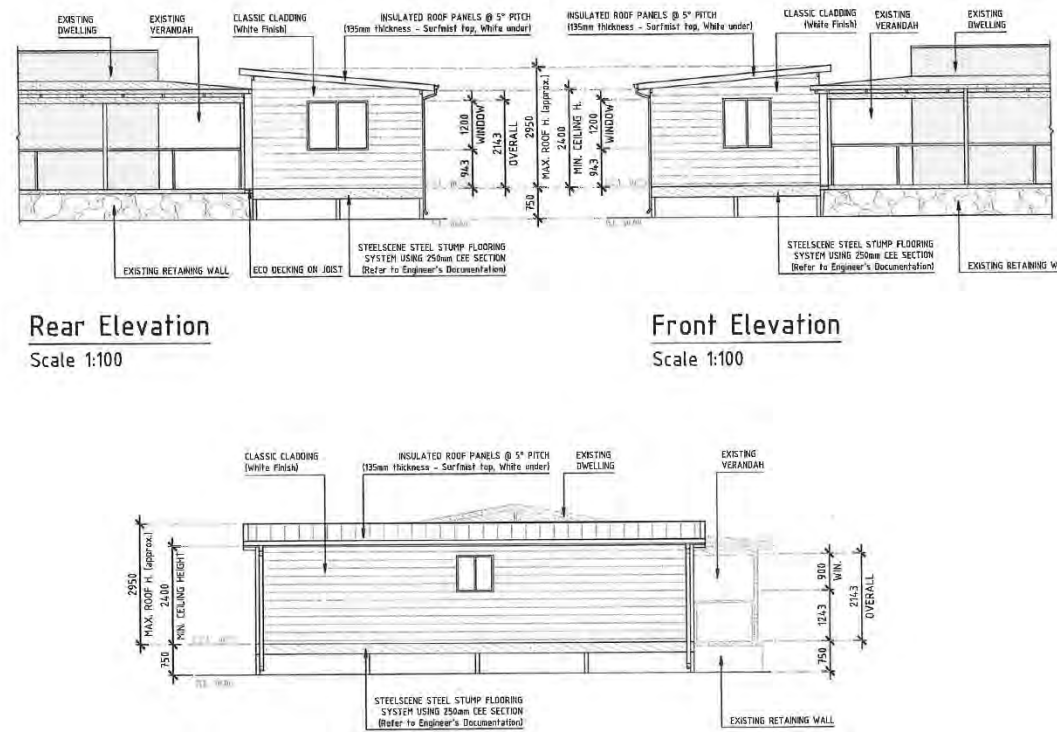
Attachment 1



 <p>Shire of Northam Heritage, Commerce and Lifestyle</p>	<p>The Shire of Northam does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that The Shire of Northam shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.</p>	<p>LOCATION PLAN 78 Vivian Street, Grass Valley</p>		<p>6/03/2018</p>	
				<p>1:4000</p>	

Attachment 2





**Rear Elevation**  
Scale 1:100

**Front Elevation**  
Scale 1:100

**Left Side Elevation**  
Scale 1:100

PANEL SIZE	WIND CLASS	MAXIMUM SINGLE SPAN (mm)		
		Full Structural Span	Over Slab Span	Full to Full Span
Class 10 Class 11 Class 12 Class 13	/1 (90kN)	4770	4515	6020
Class 14 Class 15 Class 16 Class 17	/2 (90kN)	3770	3515	4760
Class 18 Class 19 Class 20	/3 (90kN)	2770	2515	3320

**CONSTRUCTION NOTES:**

**SITE PREPARATION:**  
CLEAR ALL ORGANIC MATTER UNDER THE SITE TO A DEPTH OF 300mm BEH OW SLAB LEVEL.

**SAND PAD:**  
UNDER FOOTINGS TO BE CLEAN FILL AND COMPACTED TO GIVE 7 BLOWS PER 300mm ON A STANDARD FALLING WEIGHT PENETROMETER.

**POISON:**  
TERRITE TREATMENT FOR SOIL UNDER SLAB IN ACCORD WITH AS 3660.1. TERMITES PROTECTION IS REQUIRED WHERE ALL JOINTS ARE EXPOSED. TIMBER IS TO BE TREATED TO AS 3660.1.

**VAPOUR PROOF MEMBRANE (VPM):**  
VPM TO BE 250µm PVC-FPM WITH ALL EDGES LAPPED & SEALED.

**STEEL STUMP FLOORING SYSTEM:**  
STEELSCENE FLOORING SYSTEM - A 25mm CRF SECTION CABSCITE SYSTEM. REFER TO ENGINEER'S DOCUMENTATION.

**BASE CHANNEL:**  
TO BE ITEM (B) WITH LING REMOVED Laid ON CFC & BOLTED TO SLAB AT 1200mm CTRS UNDER PANEL JOINTS WITH 8 DIA. DINA BOLTS MAX 40mm AWAY FROM VERTICAL STUD. MIN EDGES FROM CONCRETE EDGE AND 60mm EMBEDEDMENT INTO CONCRETE PROFORM FOR DOWN ALSO AT OPENING JAMB STUDS.

**INTERNAL LINING:**  
PVC FINISH INTERNAL CLADDING (AS SHOWROOM) FASTENED TO STUDWORK AT 600mm CTR.

**CONNECTORS:**  
PANEL CONNECTORS WITH FLANGERS TO BE FITTED OVER AND SCREWED TO THE TOP LID OF THE BASE CHANNEL WITH ONE No 10 TENS PER EXTERNAL FIN.

**BEAM:**  
GLULAM BEAM TO BE ITEM (A) WITH EACH END FIXED WITH CLEATS AS DETAILED. BOLTS TO BE 8mm DIA. MILD STEEL GALVANIZED SCREWS WITH IN TO TONGE.

**PURLINS:**  
TO BE FIXED EACH END WITH CLEATS AS DETAILED AND FASTENED AS PER THE BEAM ABOVE.

**EXTERNAL LINING:**  
TO BE CLASSIC D DOOR CLADDING OVER INSULATED CRITO METAL CLADDING FASTENED TO THE VERTICAL STUDS. FINISH AS SELECTED.

**WINDOWS AND DOORS:**  
DOUBLE GLAZED WINDOWS TO BE SLIDING AND HINGED AS SPECIFIED. MOOR FR IN ALUMINIUM FRAMES. EXTERNAL GLASS SERVICES SUITABLE FOR CATEGORY 3 TERRAIN. POP ALVEI FIXED THROUGH THE FLASHING UP TO ITEM (B) SURROUND AND SEALED WITH A SILICON BEAD.  
- INT. DOORS: #1 Sliding 2'4x700 mm; #1 Sliding 2'4x820 mm  
- EXT. DOORS: #1 Sliding 2'4x3 x 2000 mm;  
- WINDOWS: #1 Sliding 1200x1200 mm; #1 Sliding 1200x1000 mm; #1 Sliding 900x600 mm.

**CELLINGS:**  
TO BE CLASSIC INSULATED PANEL (135mm) FITTED WITH 1/2 SCREWS No.14 TENS. WHITE FINISH AS SELECTED.

**INSULATION:**  
INSULBREAK IS INSERTED BEHIND EXTERNAL WALL CLADDING & UNDER ROOF SHEET. R2.5 EARTHWOOL BATT'S IN ALL WALLS.

**ROOF SHEETING:**  
TO BE CLASSIC INSULATED PANEL (135mm) FITTED WITH 1/2 SCREWS No.14 TENS. WHITE FINISH AS SELECTED.


**GUTTERS & FLASHINGS:**  
TO BE ITEM (C) WITH COLORBOND OR ZINC ALUMINE FINISHING AS SELECTED.

**DOWNPIPES AND SOAKWELLS:**  
PROVIDE ONE 100x50mm DOWNPIPE PER 65sqm OF ROOF DRAINED, CONNECTED BY OWNERS TO GARDENWELL AND LOCATED AWAY FROM THE SLAB EDGES.

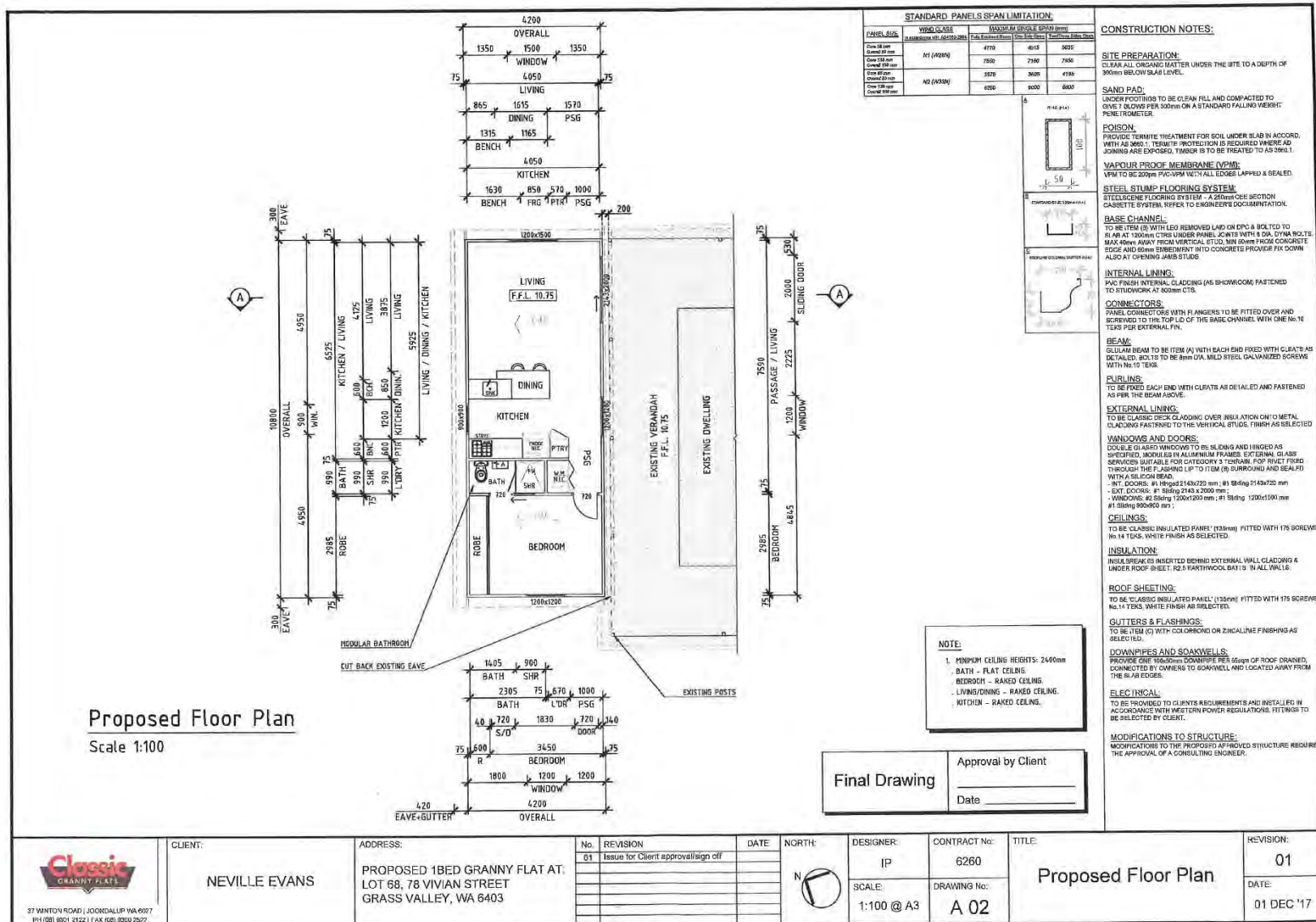
**ELECTRICAL:**  
TO BE PROVIDED TO CLIENT'S REQUIREMENTS AND INSTALLED IN ACCORDANCE WITH WESTERN POWER REGULATIONS. FITTERS TO BE SELECTED BY CLIENT.

**MODIFICATIONS TO STRUCTURE:**  
MODIFICATIONS TO THE PROPOSED APPROVED STRUCTURE REQUIRE THE APPROVAL OF A CONSULTING ENGINEER.

Final Drawing	Approval by Client
	Date _____

	CLIENT: <b>NEVILLE EVANS</b>	ADDRESS: <b>PROPOSED 1BED GRANNY FLAT AT: LOT 68, 78 VIVIAN STREET GRASS VALLEY, WA 6403</b>	No. REVISION 01 Issue for Client approval/sign off	DATE	NORTH: -	DESIGNER: IP	CONTRACT No: 6260	TITLE: <b>Proposed Elevations</b>	REVISION: 01
	37 WINTON ROAD   JOCKMACALLUP WA 6307 PH (08) 9501 2121   FAX (08) 9501 2522						SCALE: 1:100 @ A3	DRAWING No: A 04	

NOTE: ALL WORK IS TO BE DONE IN ACCORDANCE WITH THE NATIONAL BUILDING REGULATIONS. ALL DIMENSIONS SHALL BE AS SHOWN ON THE PRINT UNLESS OTHERWISE SPECIFIED. THIS DRAWING IS THE PROPERTY OF CLASSIC GRANNY FLATS AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF CLASSIC GRANNY FLATS.



PANEL SIZE	WIND CLASS	MAXIMUM PERMITTED SPAN LIMITS		
		Span (m)	Span (m)	Span (m)
2400mm x 1200mm	N1 (W200)	4770	4918	5032
2400mm x 1800mm		7500	7758	7920
2400mm x 2400mm	N2 (W250)	3975	3807	4163
2400mm x 3000mm		6250	6000	6000

**CONSTRUCTION NOTES:**

**SITE PREPARATION:**  
CLEAR ALL ORGANIC MATTER UNDER THE SITE TO A DEPTH OF 300mm BELOW SLAB LEVEL.

**SAND PAD:**  
UNDER FOOTINGS TO BE CLEAN FILL AND COMPACTED TO ONE T. BONE PER 300mm ON A STANDARD FALLING WEIGHT PENETROMETER.

**POISON:**  
PROVIDE TERMITE TREATMENT FOR SOIL UNDER SLAB IN ACCORD WITH AS 3680.1. TERMITE PROTECTION IS REQUIRED WHERE ADJOINING ARE EXPOSED. TIMBER IS TO BE TREATED TO AS 3680.1.

**VAPOUR PROOF MEMBRANE (VPM):**  
VPM TO BE 200µm PVC-FPM WITH ALL EDGES LAPPED & SEALED.

**STEEL STUMP FLOORING SYSTEM:**  
STEELSCENE FLOORING SYSTEM - A 250mm CEE SECTION CASSETTE SYSTEM. REFER TO ENGINEER'S DOCUMENTATION.

**BASE CHANNEL:**  
TO BE ITEM (B) WITH LEG REMOVED LAID ON OPC & BOLTED TO SLAB AT 200mm CTR'S UNDER PANEL JOINTS WITH 8 DIA. DYM BCLTS. MAX 40mm AWAY FROM VERTICAL STUD. MIN 50mm FROM CONCRETE FLOOR AND 50mm SETBACK INTO CONCRETE PROVIDE FOX DOWN ALSO AT OPENING JAMB STUDS.

**INTERNAL LINING:**  
PVC FINISH INTERNAL CLADDING (AS SHOWN) FASTENED TO STUDWORK AT 600mm CTR'S.

**CONNECTORS:**  
PANEL CONNECTORS WITH FLANGERS TO BE FITTED OVER AND SCREWED TO THE TOP LD OF THE BASE CHANNEL WITH ONE No. 10 TENS PER EXTERNAL PIN.

**BEAM:**  
GLULAM BEAM TO BE ITEM (A) WITH EACH END FIXED WITH CLEATS AS DETAILED. BOLTS TO BE 8mm DIA. MILD STEEL GALVANIZED SCREWS WITH 1x10 TENS.

**PURLINS:**  
TO BE FIXED EACH END WITH CLEATS AS DETAILED AND FASTENED AS PER THE BEAM ABOVE.

**EXTERNAL LINING:**  
TO BE CLASSIC DECK CLADDING OVER INSULATION ONTO METAL CLADDING FASTENED TO THE VERTICAL STUDS. FINISH AS SELECTED.

**WINDOWS AND DOORS:**  
DOUBLE GLAZED WINDOWS TO BE SLIDING AND HINGED AS SPECIFIED. MODELS IN ALUMINIUM FRAMES. EXTERNAL GLAZED SERVICES SUITABLE FOR CATEGORY 3 TERRAIN. PCF RAME FINED THROUGH THE FLASHING UP TO ITEM (B) SUBSTRATE AND SEALED WITH A SILICON BEAD.  
• INT. DOORS: #1 Sliding 2143x2000 mm; #1 Sliding 2143x2000 mm  
• EXT. DOORS: #1 Sliding 2143 x 2000 mm; #1 Sliding 1200x1500 mm; #1 Sliding 800x800 mm

**CEILING:**  
TO BE 100mm CLASSIC INSULATED PANEL (135mm) FITTED WITH 175 SCREWS No. 14 TENS. WHITE FINISH AS SELECTED.

**INSULATION:**  
FIBREGLASS INSULATION BEHIND EXTERNAL WALL CLADDING & UNDER ROOF SHEET. R2.5 EARTHWOOL Batts IN ALL WALLS.

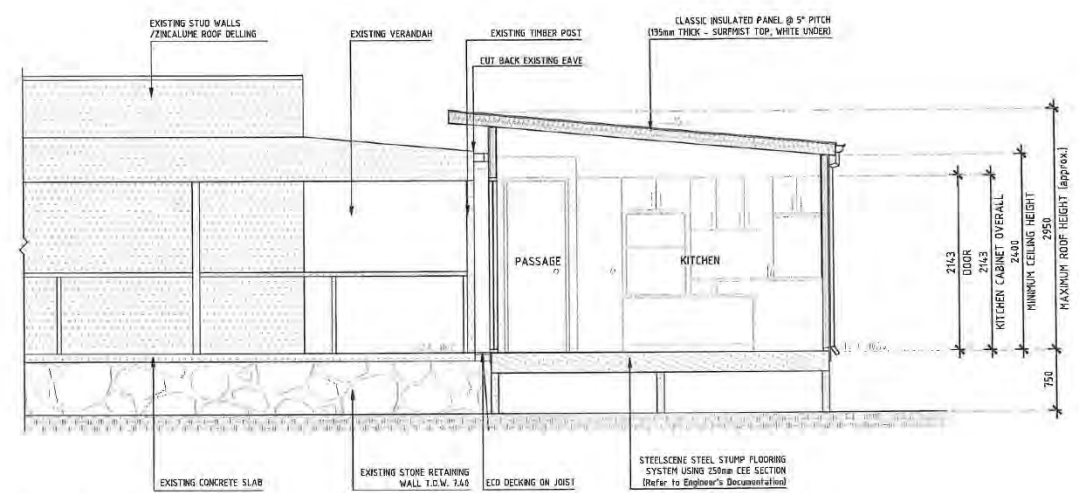
**ROOF SHEETING:**  
TO BE CLASSIC INSULATED PANEL (135mm) FITTED WITH 175 SCREWS No. 14 TENS. WHITE FINISH AS SELECTED.

**GUTTERS & FLASHINGS:**  
TO BE ITEM (C) WITH COLORBOND OR ZINCALUME FINISHING AS SELECTED.

**DOWNPIPES AND SOAKWELLS:**  
PROVIDE ONE DOWNPIPE PER 5sqm OF ROOF DRAINED, CONNECTED BY OWNERS TO SOAKWELL AND LOCATED AWAY FROM THE SLAB EDGES.

**ELECTRICAL:**  
TO BE PROVIDED TO CLIENT'S REQUIREMENTS AND INSTALLED IN ACCORDANCE WITH WESTERN POWER REGULATIONS. FITTINGS TO BE SELECTED BY CLIENT.

**MODIFICATIONS TO STRUCTURE:**  
MODIFICATIONS TO THE PROPOSED APPROVED STRUCTURE, REQUIRES THE APPROVAL OF A CONSULTING ENGINEER.



**Section AA**  
Scale 1:50

EXISTING STUD WALLS / ZINCALUME ROOF BELLING  
EXISTING VERANDA  
EXISTING TIMBER POST  
FUT BACK EXISTING EAVE  
CLASSIC INSULATED PANEL @ 5° PITCH (135mm THICK - SURFPOST TOP, WHITE UNDER)  
PASSAGE  
KITCHEN  
EXISTING CONCRETE SLAB  
EXISTING STONE RETAINING WALL T.C.W. 3.40  
ECO DECKING ON JOIST  
STEELSCENE STEEL STUMP FLOORING SYSTEM USING 250mm CEE SECTION (Refer to Engineer's Documentation)


2143 DOOR  
2143 KITCHEN CABINET OVERALL  
2400 MINIMUM CEILING HEIGHT  
2950 MAXIMUM ROOF HEIGHT (approx.)  
750

**NOTES:**  
REFER TO STRUCTURAL ENGINEER'S DOCUMENTATION FOR FURTHER INFORMATION.

Final Drawing

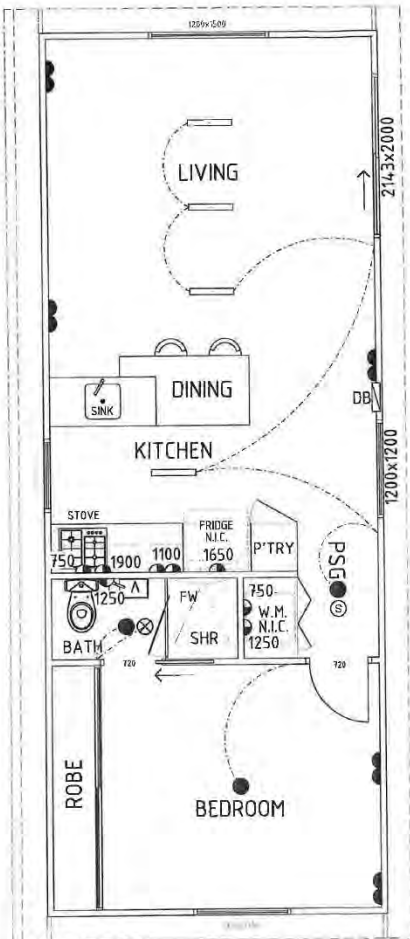
Approval by Client

Date \_\_\_\_\_

 37 WINTON ROAD   JOONKALUP WA 6027 PH (08) 9371 2122   FAX (08) 9300 2622	CLIENT:	ADDRESS:	No. REVISION 01 Issue for Client approval/sign off	DATE	NORTH:	DESIGNER:	CONTRACT No:	TITLE:	REVISION:
	NEVILLE EVANS	PROPOSED 1BED GRANNY FLAT AT: LOT 68, 78 VIVIAN STREET GRASS VALLEY, WA 6403							
						SCALE:	DRAWING No:	Proposed Section AA	DATE:
						1:50 @ A3	A 05		01 DEC '17

NOTE: ALL WHITE FRANCHISE GRANNY FLAT PRESENTED UNDER ANY SOLICITOR'S LETTERS, ALL CONDITIONS SHALL BE DELETED OR BY THE FRANCHISE CONTRACTOR. REGARDING ANY DISCREPANCIES (ERRORS) SHALL BE REPORTED TO THE OWNERS FOR CLARIFICATION.





**Proposed Electrical Plan**  
Scale 1:50

STANDARD PANELS SPAN LIMITATION			
PANEL SIZE	WIND CLASS In accordance with AS/NZS 4200	MAXIMUM SPAN (mm)	
		Full External Exposure	Sheltered Exposure
Over 100 mm Over 100 mm Over 100 mm	N1 (A2000)	4770	3025
Over 100 mm Over 100 mm	N2 (A2200)	7300	7300
Over 125 mm Over 125 mm	N3 (A2300)	3825	3025
Over 150 mm Over 150 mm	N4 (A2400)	4350	4300

SYMBOL	DESCRIPTION	QUANTITY
⊙	LIGHT BAYONETS	3
⊗	EXHAUST FAN	1
☐	FLUORESCENT LIGHT	4
⊕	SMOKE DETECTOR IN ACCORDANCE WITH A.S. 3785	1
⊖	GPD @ 300mm A.F.L. - DOUBLE	5
⊖	GPD @ 750mm A.F.L. OR AS NOMINATED - SINGLE	6
⊖	GPD @ 1050mm A.F.L. OR AS NOMINATED - DOUBLE	1
⊕	TELEPHONE / DATA POINT	0
⊕	T.V. POINT	0
⊕	AIR/ON AIRCONDITIONING SYSTEM	1
⊕	DISTRIBUTION (UNWIRED)	1
⊕	WORKING UNIT (HARDWIRED)	0
TOTAL:		22

Final Drawing	Approval by Client
	Date _____

**CONSTRUCTION NOTES:**

**SITE PREPARATION:**  
CLEAR ALL ORGANIC MATTER UNDER THE SITE TO A DEPTH OF 300mm BELOW SLAB LEVEL.

**SAND PAD:**  
UNDER FOOTINGS TO BE CLEAN FILL AND COMPACTED TO GIVE 7 BLOWS PER 300mm ON A STANDARD FALLING WEIGHT PENETROMETER.

**POISON:**  
PROVIDE TERMITE TREATMENT FOR SOIL UNDER SLAB IN ACCORD WITH AS 3602.1. TERMITE PROTECTION IS REQUIRED WHERE ADJOINING ARE EXPOSED. TREATMENT IS TO BE TREATED TO AS 3602.1.

**VAPOUR PROOF MEMBRANE (VPM):**  
VPM TO BE 200µm PVC/PW WITH ALL EDGES LAPPED & SEALED.

**STEEL STUMP FLOORING SYSTEM:**  
STEEL SCENE FLOORING SYSTEM - A 28mm DEEP SECTION CASSETTE SYSTEM. REFER TO ENGINEER'S DOCUMENTATION.

**BASE CHANNEL:**  
TO BE ITEM (B) WITH LEGS REMOVED Laid ON 2PC & BOLTED TO SLAB AT 1200mm CTRS UNDER PANEL JOINTS WITH A DIA. DYWIDAG BOLTS. MAX 40mm AWAY FROM VERTICAL STUD. MIN 50mm FROM CONCRETE EDGE AND EXTERMINATION INTO CONCRETE PROVIDE FIX DOWN ALSO AT OPENING JAMB STUDS.

**INTERNAL LINING:**  
PVC FINISH INTERNAL CLADDING (AS SHOWROOM) FASTENED TO STUDWORK AT 800mm CTR.

**CONNECTORS:**  
PANEL CONNECTORS WITH FLANGERS TO BE FITTED OVER AND SCREWED TO THE TOP LIP OF THE BASE CHANNEL WITH ONE NO. 10 TRUSS FOR EXTERNAL FIX.

**BEAM:**  
GLULAM BEAM TO BE ITEM (A) WITH EACH END FIXED WITH CLEATS AS DETAILED. BOLTS TO BE 6mm DIA. MILD STEEL GALVANNEZED SCREWS WITH NO TOECS.

**PURLINS:**  
TO BE FIXED EACH END WITH CLEATS AS DETAILED AND FASTENED AS PER THE BEAM ABOVE.

**EXTERNAL LINING:**  
TO BE CLASSIC DECK CLADDING OVER INSULATION ONTO METAL CLADDING FASTENED TO THE VERTICAL STUDS. FINISH AS SELECTED.

**WINDOWS AND DOORS:**  
DOUBLE GLAZED WINDOWS TO BE SLICING AND HINGED AS SPECIFIED. MODULES IN ALUMINIUM FRAMES. EXTERNAL GLASS SERVICES SUITABLE FOR CATEGORY 3 TERRAIN. POP RIVET FIXED THROUGH THE FLASHING UP TO ITEM (B) SUBPANEL AND SEALED WITH A SILICON SEAL.  
- INT. DOORS: #1 Sliding 2145x720 mm ; #1 Sliding 2145x290 mm  
- EXT. DOORS: #1 Sliding 2145 x 2000 mm  
- WINDOWS: #2 Sliding 1200x1200 mm ; #1 Sliding 1200x1500 mm  
#1 Sliding 900x900 mm

**CEILING:**  
TO BE CLASSIC INSULATED PANEL: (135mm) FITTED WITH 175 SCREW No. 14 TRUSS. WHITE FINISH AS SELECTED.

**INSULATION:**  
INSULIBREAK IS INSERTED BEHIND EXTERNAL WALL CLADDING & UNDER ROOF SHEET. R2.5 BARKWOLD BATTIS IN ALL WALLS.

**ROOF SHEETING:**  
TO BE CLASSIC INSULATED PANEL: (135mm) FITTED WITH 175 SCREWS No. 14 TRUSS. WHITE FINISH AS SELECTED.

**GUTTERS & FLASHINGS:**  
TO BE ITEM (C) WITH COLORBOND OR ZINC ALUMINE FINISHING AS SELECTED.

**DOWNPIPES AND SOAKWELLS:**  
PROVIDE ONE 100x50mm DOWNPIPE PER 5sqm OF ROOF GRAINED, CONNECTED BY OWNERS TO SOAKWELL AND LOCATED AWAY FROM THE SLAB EDGE.

**ELECTRICAL:**  
TO BE PROVIDED TO CLIENTS REQUIREMENTS AND INSTALLED IN ACCORDANCE WITH WESTERN POWER REGULATIONS. FITTINGS TO BE #8 SELECTED BY CLIENT.

**MODIFICATIONS TO STRUCTURE:**  
MODIFICATIONS TO THE PROPOSED APPROVED STRUCTURE REQUIRES THE APPROVAL OF A CONSULTING ENGINEER.



37 MINTON ROAD | JOONDALUP WA 6107  
PH (81) 2601 2472 | FAX (81) 2602 2522

CLIENT: NEVILLE EVANS

ADDRESS: PROPOSED 1BED GRANNY FLAT AT LOT 68, 78 VIVIAN STREET GRASS VALLEY, WA 6403

No.	REVISION	DATE
01	Issue for Client approval/sign off	

NORTH: 

DESIGNER: IP

SCALE: 1:50 @ A3

CONTRACT No: 6260

DRAWING No: A 03

TITLE: Proposed Electrical Plan

REVISION: 01

DATE: 01 DEC '17

12.3.4 Application for Development Approval for Extensions to a Non-  
**Conforming Use ('Single house') at Lot 87 (53) Hovea Crescent,**  
Wundowie

Address:	53 Hovea Crescent, Wundowie
Owner:	RSH No.1 Pty Ltd
File Reference:	A154/P18018
Reporting Officer:	Benjamin Robins Planning Officer
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

Council is considering an application regarding renovations and extensions to a non-conforming use.

The property is presently zoned 'Commercial' and the applicant has submitted a proposal for the extension of a 'Single house' which was permitted under the prior 'Residential' zoning. Within the 'Residential' zone, a single house is 'P-Permitted'; while within the 'Commercial' zone, a single house is 'X - Not Permitted'. The non-conforming use is existing and forms a continuation of a non-conforming use ('Single house').

ATTACHMENTS

Attachment 1: Location Plan.

Attachment 2: Present Zoning.

Attachment 3: Development Plans.

---

BACKGROUND / DETAILS

53 (Lot 87) Hovea Crescent is presently zoned 'Commercial'. The property contains an existing single house, to which a Development Application has been submitted seeking approval for renovations and extensions to the single house.

As the property was previously zoned 'Residential' and is presently 'Commercial', it is considered an application for the extension of a non-conforming use. Such an application is made as the use 'Single House' was previously a permitted use in the 'Residential' zone and is not permitted within the present 'Commercial' zoning.

The proposal consists as follows:

1. Existing House – Renovations
2. Proposed Carport – 6m x 6m = 36m<sup>2</sup>~
3. Proposed Shed – 4m x 4.5m = 18m<sup>2</sup>~
4. Proposed Patio – 3m x 3m = 9m<sup>2</sup>~
5. Proposed Bedrooms/Bathroom (Addition) – 3.75m x 10.63m = 39.8m<sup>2</sup>

The single house presently features dimensions of 8.2m x 10.63m = 87m<sup>2</sup>~

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth.

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

Financial / Resource Implications

N/A.

Legislative Compliance

Under the *Shire of Northam Local Planning Scheme No.6*, the following provisions are made under Clause 3.8 & 3.9:

CI3.8:

*Except as otherwise provided in the Scheme, no provision of the Scheme is to be taken to prevent:*

- a) *The continued use of any land for the purpose for which it was being lawfully used immediately prior to the Gazettal date;*
- b) *The carrying out of any development on land for which, immediately prior to the Gazettal date, an approval or approvals, lawfully required to authorise the development to be carried out, were duly obtained and are current; or*
- c) *Subject to clause 80 of the deemed provisions, the continued display of advertisements which were lawfully erected, placed or displayed prior to the Gazettal date.*

*Note: "Land" has the same meaning as in the Planning Act and includes houses, buildings and other works and structures.*

CI3.9:

CI3.9.1: *A person must not –*

- a) *Alter or extend a non-conforming use;*
- b) *Erect, alter or extend a building used in conjunction with or in furtherance of a non-conforming use; or*
- c) *Change the use of land from a non-conforming use to another non-conforming use,*

*Without first having applied for and obtained development approval under the Scheme.*

*Cl3.9.2: An application for development approval under this clause is to be advertised in accordance with Clause 64 of the deemed provisions.*

*Cl3.9.3: Where an application is for a change of use from an existing non-conforming use to another non-conforming use, the local government is not to grant its development approval unless the proposed use is less detrimental to the amenity of the locality than the existing non-conforming use and is, in the opinion of the local government, closer to the intended purpose of the zone.*

The proposal is consistent with Clauses 3.91 & 3.9.2 and seeks the relevant approvals from the Shire of Northam.

#### Policy Implications

The proposal consists of the continuation of a non-conforming use, no precedent is set on the basis of a determination as each proposal is required to be assessed on a case-by-case basis.

#### Stakeholder Engagement / Consultation

The proposal was advertised as per Local Planning Policy No 20 to adjoining landowners for 14 days between 27/2/2018 to 13/3/2018. **No submissions have been received.**

#### Risk Implications

Nil.

### **OFFICER'S COMMENT**

Boronia Avenue remains the commercial core of the Wundowie Townsite, and the zoning on Hovea Crescent was designated 'Commercial' in response to a longer term requirement for additional zoned commercial space.

Lots located on Hovea Crescent for the majority still contain 'Single houses', and therefore the extension to the existing single house is appropriate. While it is a recognised extension to a non-conforming use, the proposed development is not detrimental to the function of lots in the proximity to the proposal as these continue to be 'Residential' in the lands use.

The proposed extensions to the single house retains appropriate setbacks to lot boundaries as per 'Commercial' zone requirements and the applicable provisions of the Residential Design Codes/R-Code Setbacks if the proposal were to be assessed as 'Residential' zoned land (regarding the extensions).

It should be understood that if the proposal were to be assessed against the deemed provisions of the *Planning and Development (Local Planning*

Scheme) Regulations 2015 that the proposed extensions would be otherwise exempt from development approval.

With respect to the outbuilding proposed on the property, it meets the deemed to comply requirements as assessed under Local Planning Policy 23 – Outbuilding in the Residential & Mixed Use Zones.

Approval is recommended as the proposal is consistent with the provisions of the Shire of Northam Local Planning Scheme No.6 regarding the extensions to non-conforming uses under Clause 3.9.1 & 3.9.2.

#### RECOMMENDATION

That Council resolves to approve the extensions to the non-conforming use (Single House) at 53 Hovea Crescent, as depicted on the approved plans, subject to the following conditions:

1. The development hereby permitted must substantially commence within two (2) years from the date of this determination notice.
2. The development hereby permitted taking place in accordance with the approved plans.
3. The stormwater shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.
4. Use of the outbuilding shall be for domestic purposes only.
5. The walls and roof of the outbuilding are not permitted to be clad in zincalume or similar highly reflective materials.

Attachment 1



The Shire of Northam does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that The Shire of Northam shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

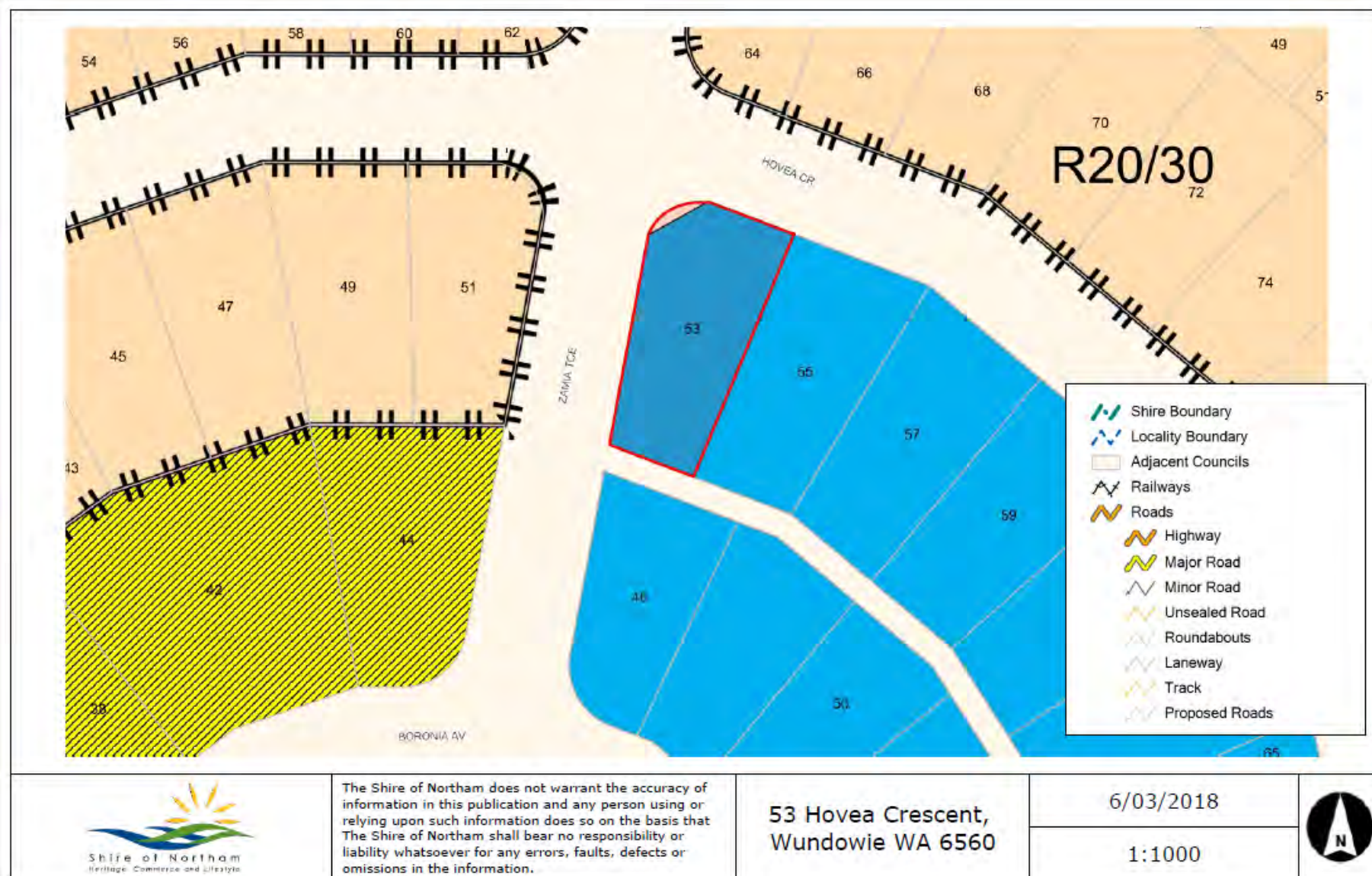
53 Hovea Crescent,  
Wundowie WA 6560

6/03/2018

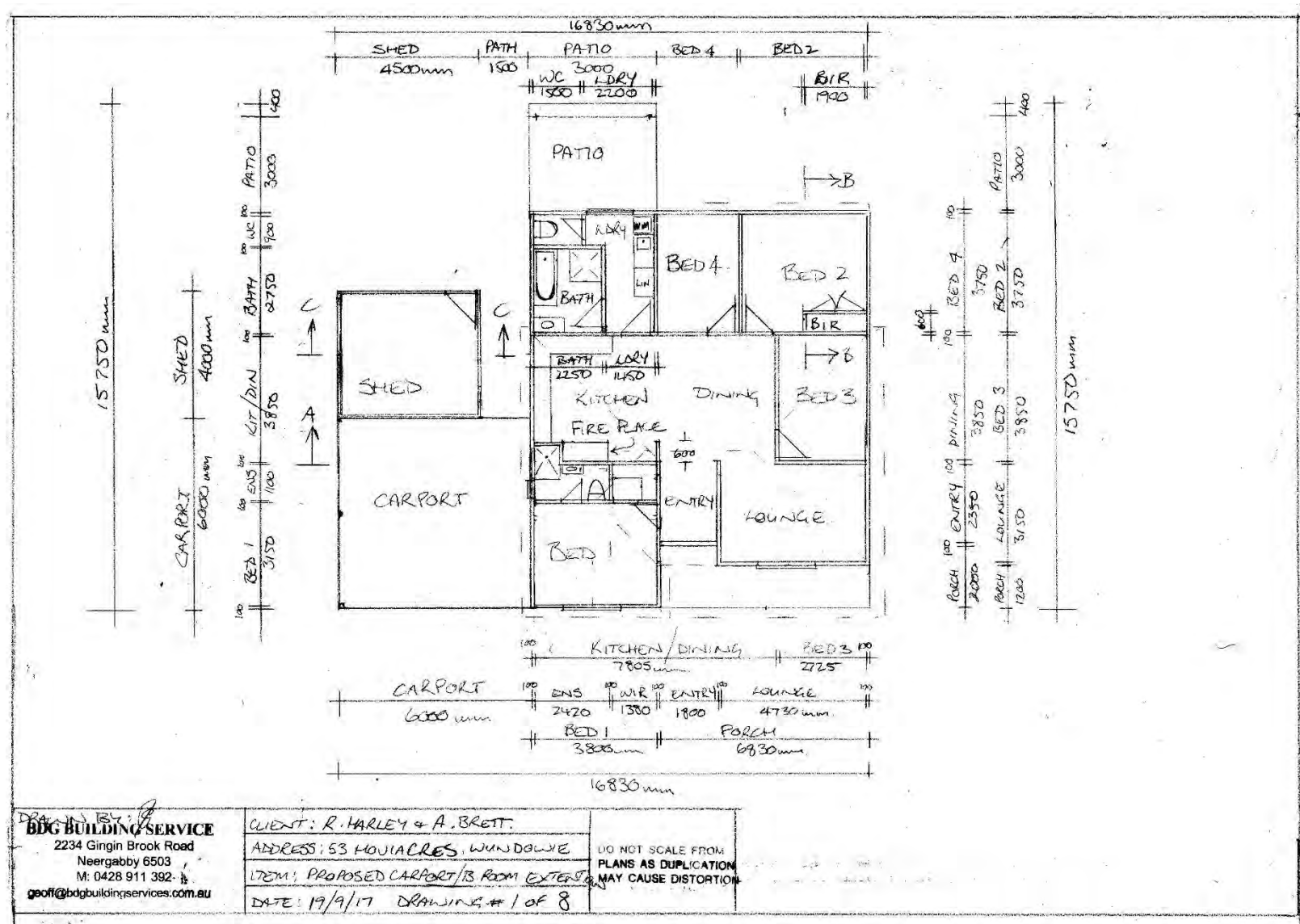
1:2000



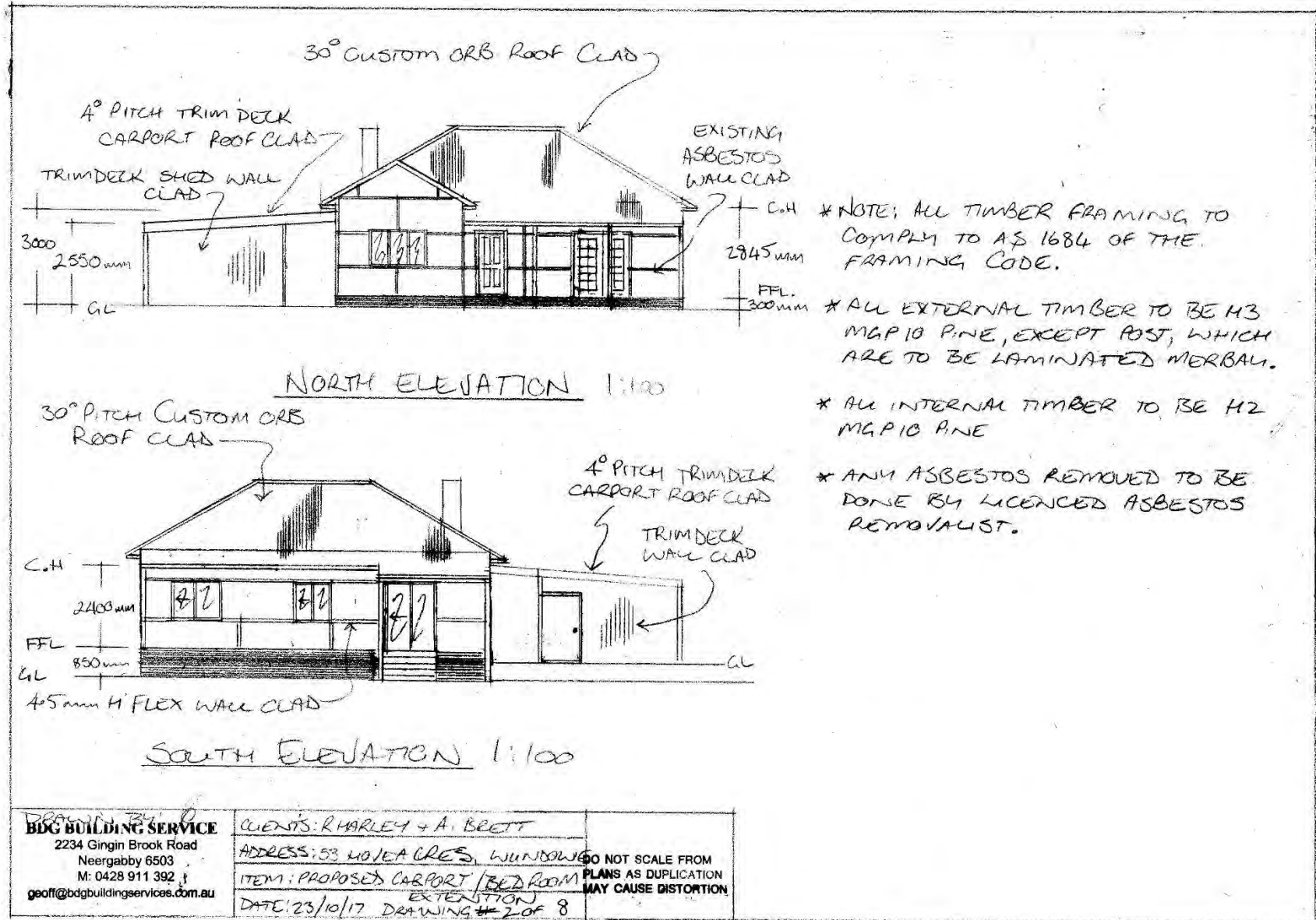
Attachment 2

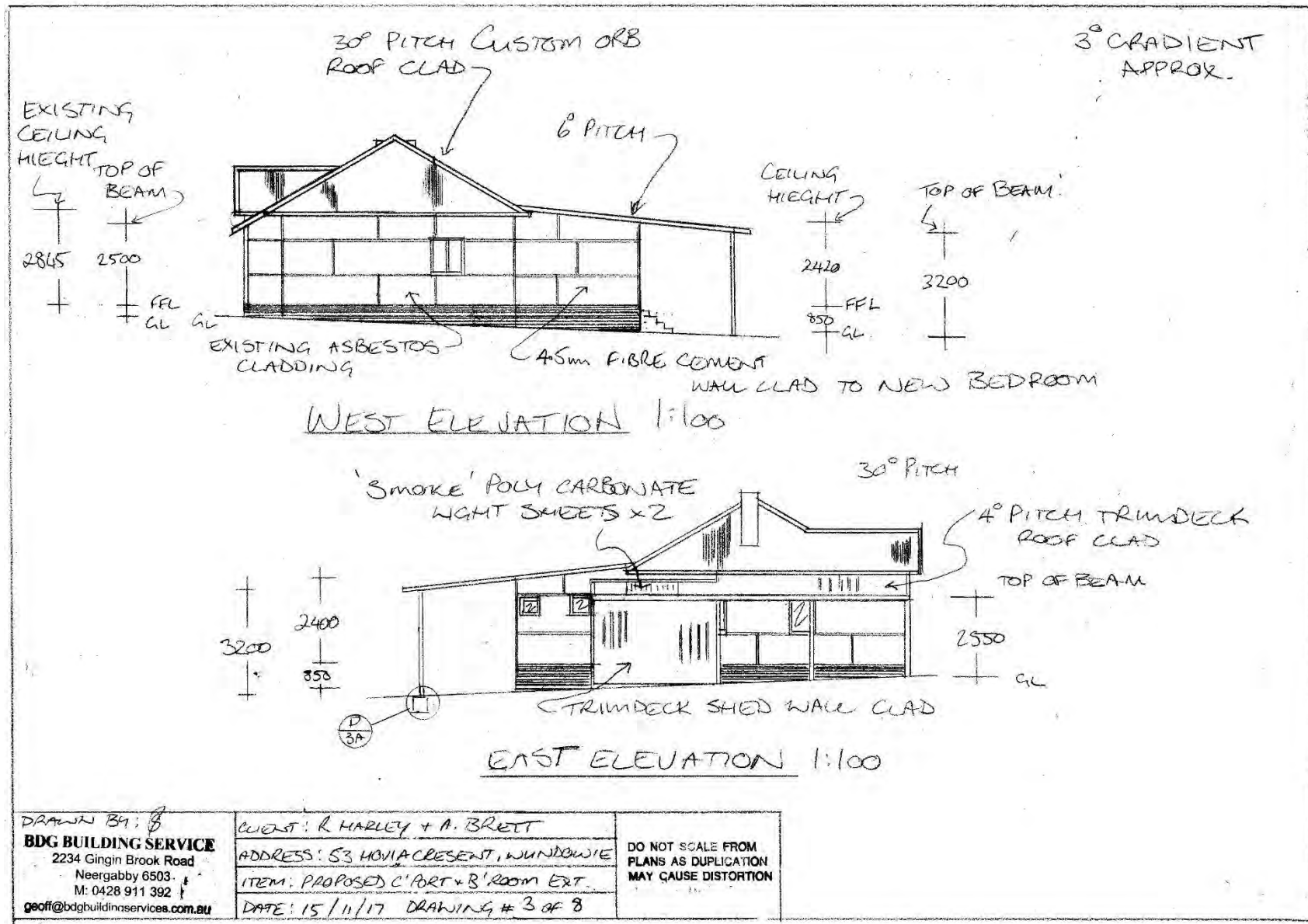


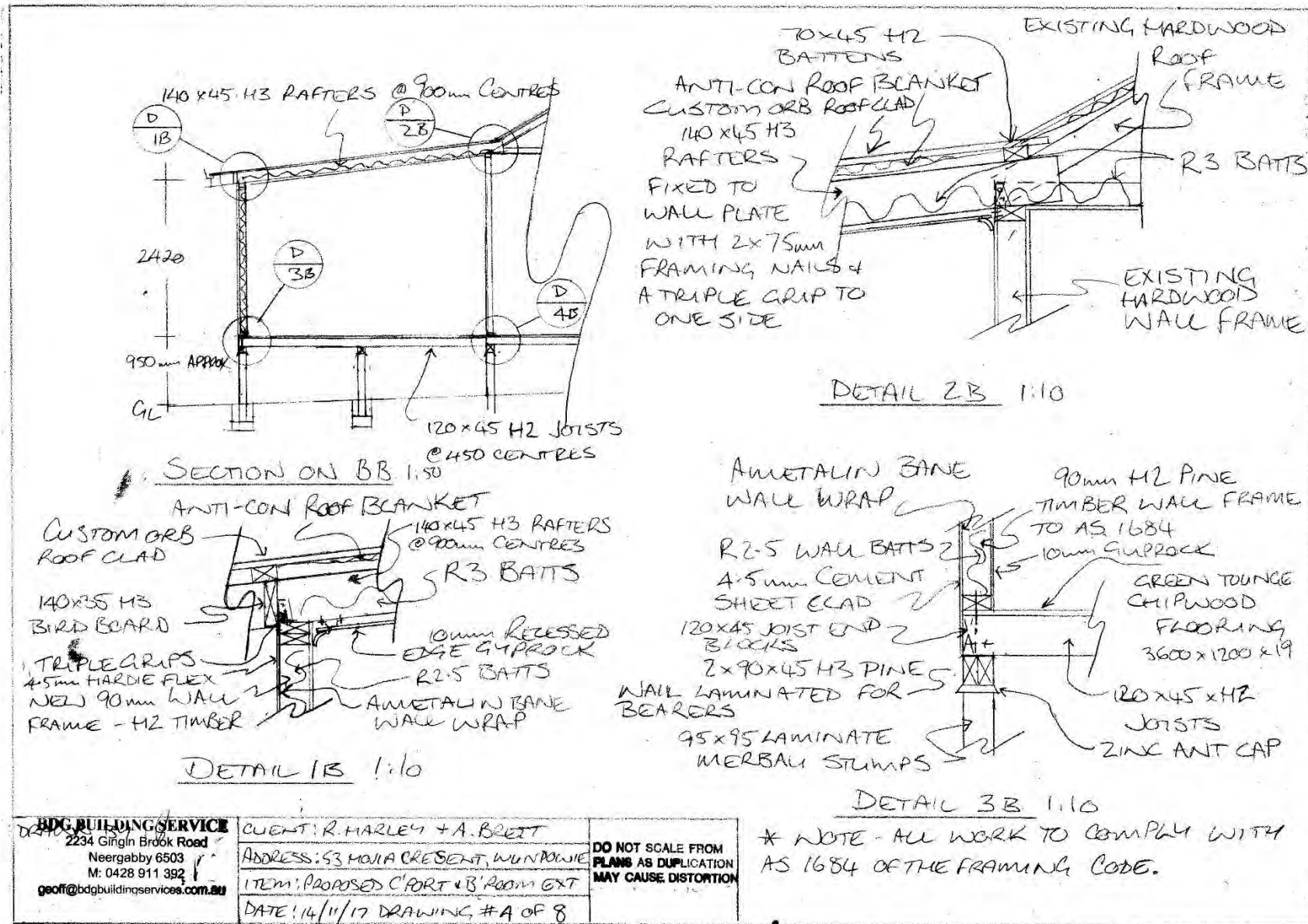
Attachment 3









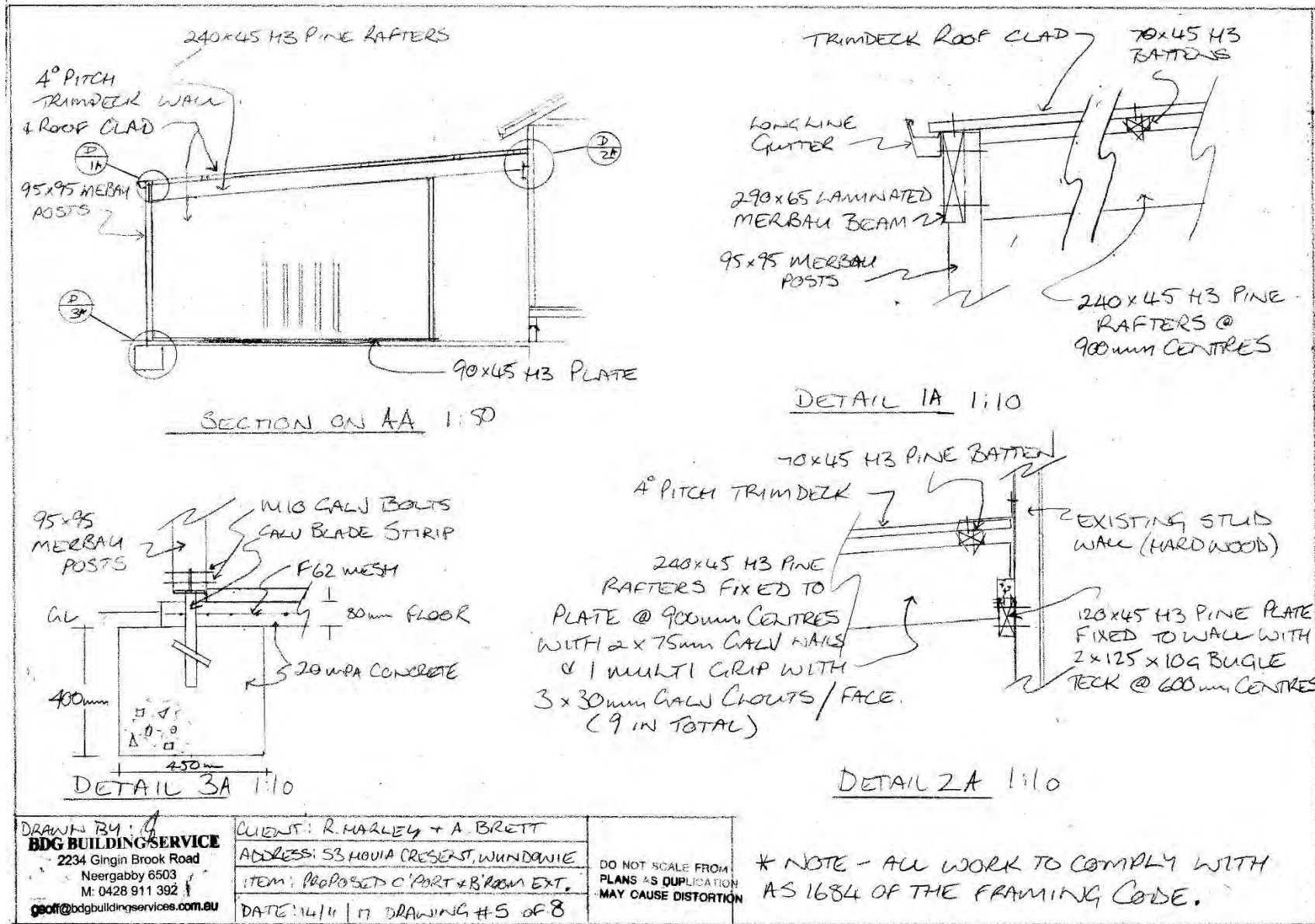


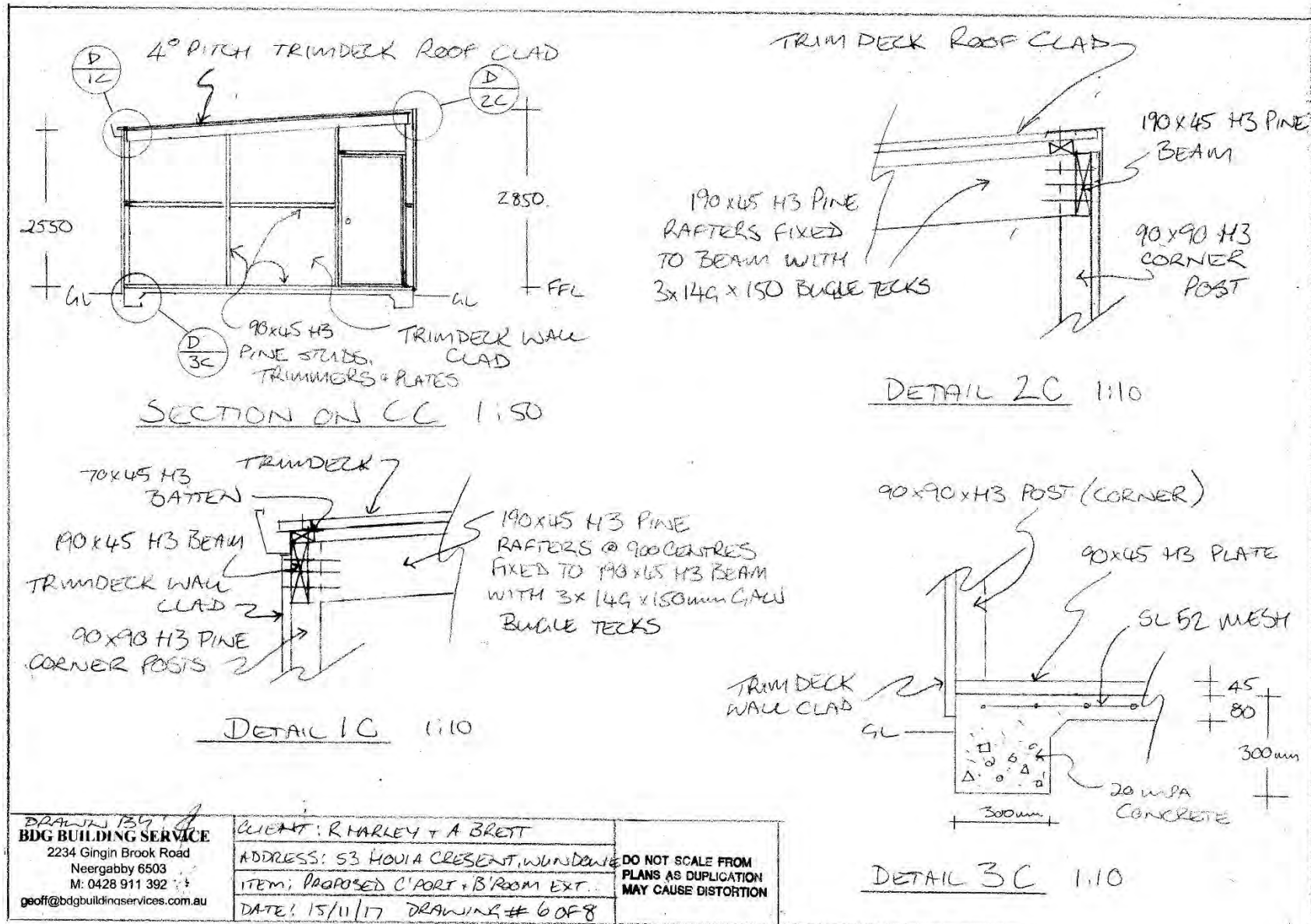
**BDC BUILDING SERVICE**  
 2234 Girgin Brook Road  
 Neergabby 6503  
 M: 0428 911 392  
 geoff@bdgbuildingservices.com.au

CLIENT: R. HARLEY + A. BRETT  
 ADDRESS: 53 MOVA CRESENT, WUNNOWIE  
 ITEM: PROPOSED PORT & B' ROOM EXT  
 DATE: 14/11/17 DRAWING # A OF 8

DO NOT SCALE FROM  
 PLANS AS DUPLICATION  
 MAY CAUSE DISTORTION

\* NOTE - ALL WORK TO COMPLY WITH  
 AS 1684 OF THE FRAMING CODE.

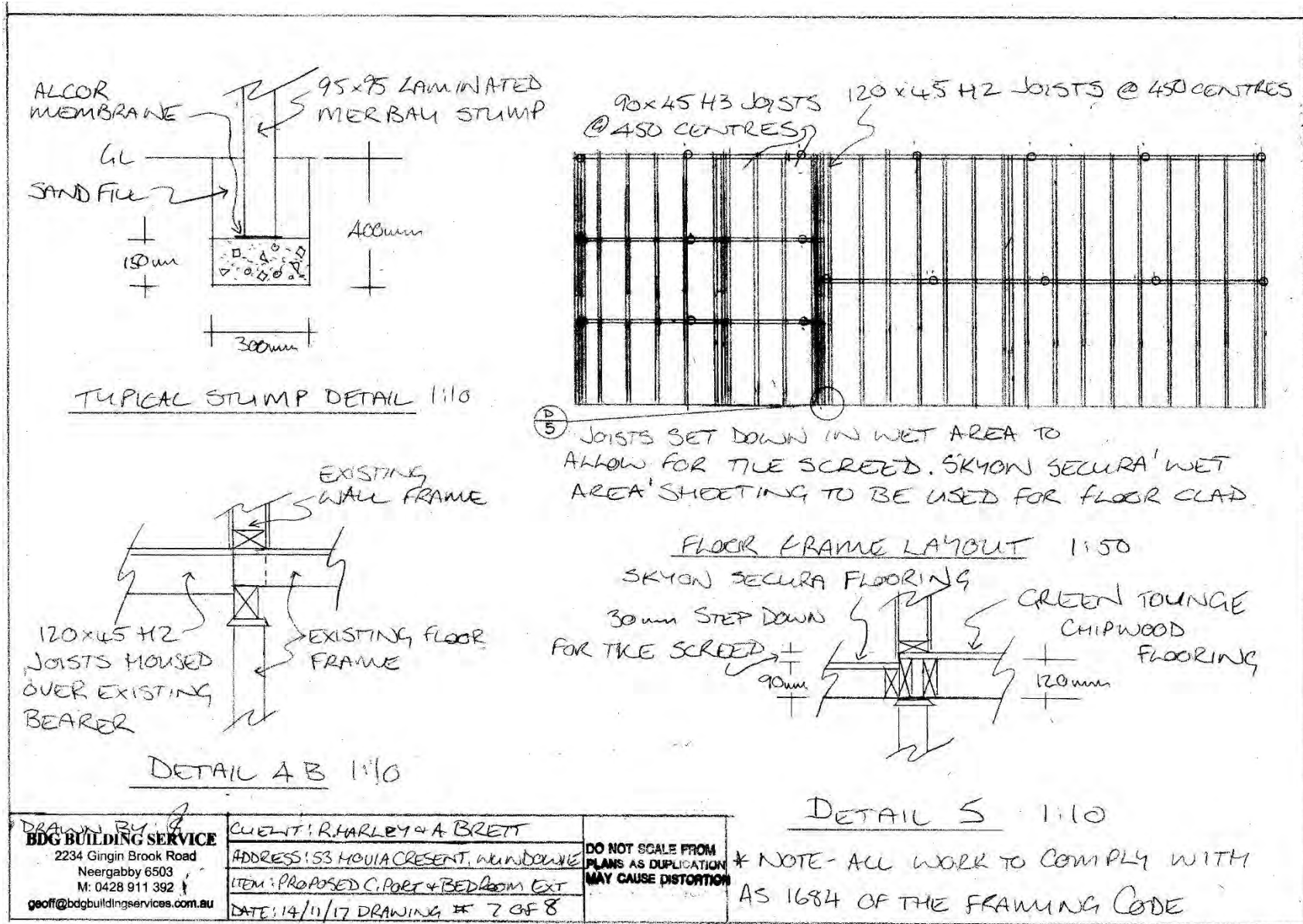




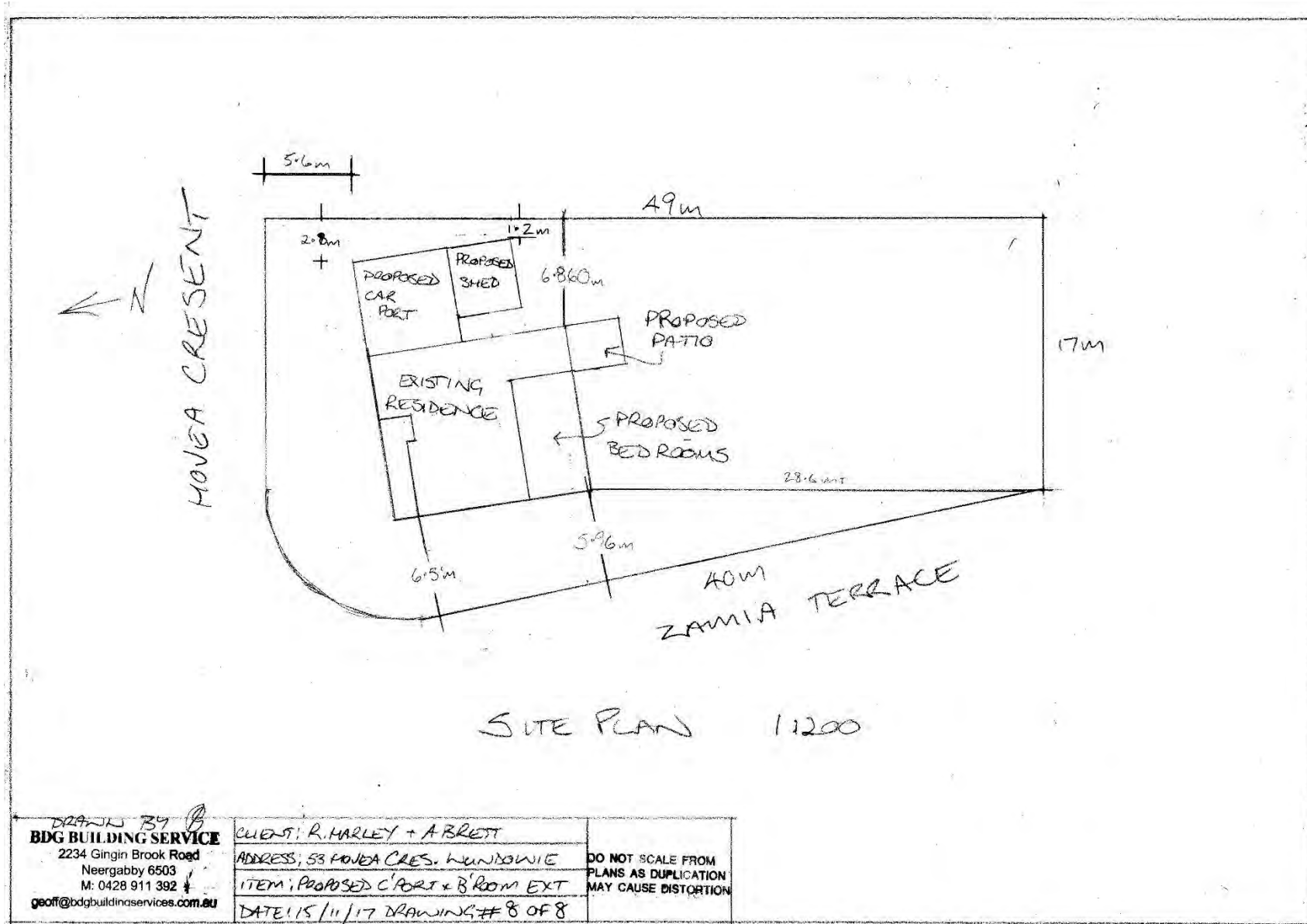
**DRAWN BY: A**  
**BDG BUILDING SERVICE**  
2234 Gingin Brook Road  
Neergabby 6503  
M: 0428 911 392  
geoff@bdgbuildingsservices.com.au

CLIENT: R HARLEY + A BRETT  
ADDRESS: 53 HOVIA CRESENT, WUNDWANE  
ITEM: PROPOSED C'PORT + B'ROOM EXT.  
DATE: 15/11/17 DRAWING # 6 OF 8

**DO NOT SCALE FROM PLANS AS DUPLICATION MAY CAUSE DISTORTION**



<b>DRAWN BY:</b> <b>BDG BUILDING SERVICE</b> 2234 Gingin Brook Road Neergabby 6503 M: 0428 911 392 geoff@bdgbuildingservices.com.au	<b>CLIENT:</b> R. HARLEY & A. BRETT	<b>DO NOT SCALE FROM PLANS AS DUPLICATION MAY CAUSE DISTORTION</b>
	<b>ADDRESS:</b> 53 MOUIA CRESENT, MUNDOWNE	
	<b>ITEM:</b> PROPOSED C. PORT & BED ROOM EXT	
	<b>DATE:</b> 14/11/17 <b>DRAWING #</b> 7 OF 8	



DRAWN BY <b>BDG BUILDING SERVICE</b> 2234 Gingin Brook Road Neergabby 6503 M: 0428 911 392 geoff@bdgbuildingsservices.com.au	CLIENT: R. HARLEY + A. BRETT	DO NOT SCALE FROM PLANS AS DUPLICATION MAY CAUSE DISTORTION
	ADDRESS: 53 MOWEA CRES. WUNDOWIE	
	ITEM: PROPOSED C. PORT + B. ROOM EXT	
	DATE: 15/11/17 DRAWING # 8 OF 8	

## 12.4 CORPORATE SERVICES

*Cr C L Davidson declared a "Proximity" interest in item 12.4.1 - Accounts & Statements of Accounts – February 2018 as invoice 782 for gate located next to 16 and 19 Brown Road which is currently owned by him and next to his two properties.*

Although a proximity interest is declared, Cr Davidson is not required to leave the meeting and can participate under section 5.63 of the *Local Government Act 1995* and S21 (b) *Local Government (Administration) Regulations*.

### 12.4.1 Accounts & Statements of Accounts – February 2018

Address:	N/A
Owner:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Creditors Officer Kathy Scholz
Responsible Officer:	Colin Young Executive Manager Corporate Services
Voting Requirement	Simple Majority

#### BRIEF

For Council to receive the accounts for the period from 1<sup>st</sup> February 2018 to 28<sup>th</sup> February 2018.

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – February 2018.

Attachment 2: Declaration.

---

#### BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the *Local Government Act 1995*, and Regulation 34 of the *Local Government (Financial Management) Regulations*.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.



## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Financial / Resource Implications

Payments of accounts are in accordance with Council's 2017/18 Budget.

Legislative Compliance

Section 6.4 of the Local Government Act

Financial Management Regulations 2007 9

Section 6.26(2)(g) of the Local Government Act 1995

Policy Implications

Nil.

Stakeholder Engagement / Consultation

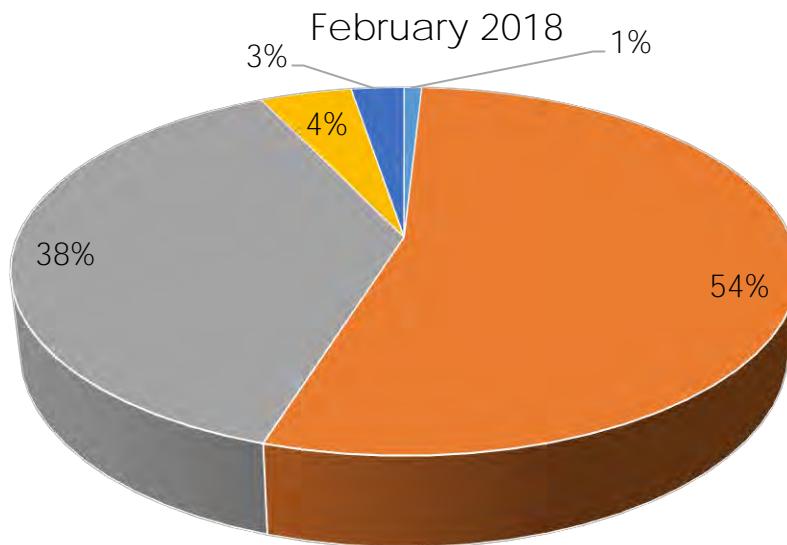
N/A.

Risk Implications

Nil.

## OFFICER'S COMMENT

The matter of Council 'supporting local business' has been raised over a long period. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of February 2018;



- Staff Expenses
- Purchased from Shire of Northam Businesses or Individuals
- No Organisation or Business in Shire of Northam that can offer service required
- Purchase from Businesses or Individuals outside Shire of Northam
- Contract has gone to Tender

#### RECOMMENDATION

That Council endorse the payments for the period 1<sup>st</sup> February 2018 to 28<sup>th</sup> February 2018, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Attachment 1

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
2036	15/02/2018	LEANNE MOODY	BOND RETURNED AFTER FUNCTION BOOKING NUMBER 3305	2		100.00
INV T1032	15/02/2018	LEANNE MOODY	BOND RETURNED AFTER FUNCTION BOOKING NUMBER 3305	2	100.00	
2037	15/02/2018	SHIRE OF CHITTERING	WITHDRAWL FROM AVON REGIONAL ORGANISATION OF COUNCILS INV 12271	2		16,554.00
INV T957	15/02/2018	SHIRE OF CHITTERING	WITHDRAWL FROM AVON REGIONAL ORGANISATION OF COUNCILS INV 12271	2	16,554.00	
2038	15/02/2018	SHIRE OF NORTHAM	COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2018.	2		156.25
INV T994	15/02/2018	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2018	2	41.25	
INV T995	15/02/2018	SHIRE OF NORTHAM	COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2018.	2	115.00	
EFT28889	02/02/2018	BOC LIMITED	CHEMICALS FOR ASSORTED SHIRE PROPERTIES FOR THE PERIOD 29/10/2017 TO 27/11/2017.	1		133.12
INV 4017939328/11/2017		BOC LIMITED	CHEMICALS FOR ASSORTED SHIRE PROPERTIES FOR THE PERIOD 29/10/2017 TO 27/11/2017.	1	133.12	
EFT28890	02/02/2018	BUBBLES & SUDS LAUNDRETTE	CLEANING OF CURTAINS FOR GRASS VALLEY HALL.	1		1,500.00
INV INV-032806/01/2018		BUBBLES & SUDS LAUNDRETTE	CLEANING OF CURTAINS FOR GRASS VALLEY HALL.	1	1,500.00	
EFT28891	02/02/2018	COLIN EVAN WHISSON	4 X 45 MIN SETS FOR ANOTHER FINE MESS FOR 2018 AUSTRALIA DAY CELEBRATIONS	1		1,800.00
INV 2018012628/01/2018		COLIN EVAN WHISSON	4 X 45 MIN SETS FOR ANOTHER FINE MESS FOR 2018 AUSTRALIA DAY CELEBRATIONS	1	1,800.00	
EFT28892	02/02/2018	DEPARTMENT OF PLANNING LANDS & HERITAGE	PURCHASE OF A13246 FOR PEDERMAN CARPARK FROM LANDGATE. PART LOT 426	1		175,000.00
INV PART LC29/08/2017		DEPARTMENT OF PLANNING LANDS & HERITAGE	PURCHASE OF A13246 FOR PEDERMAN CARPARK FROM LANDGATE. PART LOT 426	1	175,000.00	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT28893	02/02/2018	SKYWORKS WA PTY LTD	WORKING AT THE SHIRE OF NORTHAM VIDEO.	1		2,893.00
INV 0128	19/12/2017	SKYWORKS WA PTY LTD	WORKING AT THE SHIRE OF NORTHAM VIDEO.	1	1,804.00	
INV 0127	11/12/2017	SKYWORKS WA PTY LTD	2017 CHRISTMAS ON FITZGERALD VIDEO.	1	1,089.00	
EFT28894	02/02/2018	WEATHERWORKS AUSTRALIA	SUPPLY & DELIVERY OF 2 X WINDSOCK 1.2M X 35CM MOUTH C/W SS EYELETS.	1		1,083.50
INV 221217	22/12/2017	WEATHERWORKS AUSTRALIA	SUPPLY & DELIVERY OF 1 X WINDSOCK 1.2M X 35CM MOUTH C/W SS EYELETS.	1	192.50	
INV 090118	09/01/2018	WEATHERWORKS AUSTRALIA	SUPPLY & DELIVERY OF 2 X WINDSOCK 1.2M X 35CM MOUTH C/W SS EYELETS.	1	891.00	
EFT28895	02/02/2018	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JANUARY 2018	1		1,905.73
INV JANUAR31/01/2018		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JANUARY 2018		1,905.73	
EFT28896	02/02/2018	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JANUARY 2018	1		1,500.00
INV JANUAR31/01/2018		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JANUARY 2018		1,500.00	
EFT28897	02/02/2018	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JANUARY 2018	1		1,905.73
INV JANUAR31/01/2018		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JANUARY 2018		1,905.73	
EFT28898	02/02/2018	CHRIS DAVIDSON	COUNCILLOR PAYMENTS JANUARY 2018	1		2,085.55
INV JANUAR31/01/2018		CHRIS DAVIDSON	COUNCILLOR PAYMENTS JANUARY 2018		2,085.55	
EFT28899	02/02/2018	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JANUARY 2018	1		4,742.96
INV JANUAR31/01/2018		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JANUARY 2018		4,742.96	
EFT28900	02/02/2018	JOHN PROUD	COUNCILLOR PAYMENTS JANUARY 2018	1		1,905.73
INV JANUAR31/01/2018		JOHN PROUD	COUNCILLOR PAYMENTS JANUARY 2018		1,905.73	
EFT28901	02/02/2018	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JANUARY 2018	1		1,985.65
INV JANUAR31/01/2018		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JANUARY 2018		1,985.65	
EFT28902	02/02/2018	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JANUARY 2018	1		2,843.23

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV JANUAR31/01/2018		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JANUARY 2018		2,843.23	
EFT28903	02/02/2018	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JANUARY 2018	1		1,905.73
INV JANUAR31/01/2018		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JANUARY 2018		1,905.73	
EFT28904	02/02/2018	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JANUARY 2018	1		1,905.73
INV JANUAR31/01/2018		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JANUARY 2018		1,905.73	
EFT28905	02/02/2018	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JANUARY 2018	1		2,012.29
INV JANUAR31/01/2018		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JANUARY 2018		2,012.29	
EFT28906	09/02/2018	A COUNTRY PRACTICE	CAT STERILISATION - VOUCHER	1		950.00
INV M12945729/01/2018		A COUNTRY PRACTICE	CAT STERILISATION - VOUCHER	1	950.00	
EFT28907	09/02/2018	ALLERDING & ASSOCIATES	LEGAL COST REGARDING LOT 10(425) EADINE ROAD CLACKLINE.	1		1,605.76
INV NOR EAI28/11/2017		ALLERDING & ASSOCIATES	LEGAL COST REGARDING LOT 10(425) EADINE ROAD CLACKLINE.	1	1,605.76	
EFT28908	09/02/2018	ALLPUMPS & WATERBORING	POOL AERATORS, EXTRA MAINTENANCE REPAIR WORKS AND INSTALLATION OF EXTRA SCREENS.	1		9,641.50
INV W853A	30/01/2018	ALLPUMPS & WATERBORING	POOL AERATORS, EXTRA MAINTENANCE REPAIR WORKS AND INSTALLATION OF EXTRA SCREENS.	1	5,241.50	
INV W853	30/01/2018	ALLPUMPS & WATERBORING	OWN POOL AERATORS, ANNUAL SERVICE OF BOTH	1	4,400.00	
EFT28909	09/02/2018	ANDY'S PLUMBING SERVICE	AERODROME TOILET BLOCK. PATCH HOLES AND JOINS IN SEPTIC TANK LIDS.	1		4,719.00
INV A17855	23/01/2018	ANDY'S PLUMBING SERVICE	MORBY COTTAGE. REPAIR WATERLEAK UNDER BASIN. CONCRETE AROUND PIPEWORK.	1	693.00	
INV A17873	29/01/2018	ANDY'S PLUMBING SERVICE	CARAVAN DUMP POINT. UNBLOCK DRAIN DUE EMPYING SLOWLY.	1	302.50	
INV A17874	29/01/2018	ANDY'S PLUMBING SERVICE	AERODROME TOILET BLOCK. PATCH HOLES AND JOINS IN SEPTIC TANK LIDS.	1	1,650.00	
INV A17877	29/01/2018	ANDY'S PLUMBING SERVICE	ADMIN BUILDING. REPAIR LEAKING FIRE HOSE COPPER PIPE.	1	360.25	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV A17876	29/01/2018	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. UNBLOCK 3 X MALE TOILETS.	1	367.95	
INV A17875	29/01/2018	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. UNBLOCK PARENTS ROOM TOILETS.	1	720.50	
INV A17879	30/01/2018	ANDY'S PLUMBING SERVICE	APEX PARK TOILETS. REPLACE VANDALISED PLUMBING PIPES.	1	624.80	
EFT28910	09/02/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		27.45
INV DEDUCT06/02/2018		AUSTRALIAN SERVICES UNION	Payroll deductions		27.45	
EFT28911	09/02/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 6/2/2018 & INTERIM PAY 25/01/2018, & INTERIM PAY 31/01/2018.	1		60,382.00
INV PAYG 6/206/02/2018		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 6/2/2018 & INTERIM PAY 25/01/2018, & INTERIM PAY 31/01/2018.	1	60,382.00	
EFT28912	09/02/2018	AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	1		26.10
INV 0004865719/01/2018		AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	1	26.10	
EFT28913	09/02/2018	AVON VALLEY CONTRACTORS	MACHINERY FOR 9.5 HOURS	1		2,920.50
INV 2133	30/01/2018	AVON VALLEY CONTRACTORS	MACHINERY FOR 9.5 HOURS	1	2,920.50	
EFT28914	09/02/2018	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 19/01/2018.	1		83,748.86
INV 27756	19/01/2018	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 19/01/2018.	1	83,748.86	
EFT28915	09/02/2018	BALLANTYNES JEWELLERS	JEWELRY GIFT FOR CHRISTINE WATERS	1		527.00
INV 001-340410/01/2018		BALLANTYNES JEWELLERS	JEWELRY GIFT FOR CHRISTINE WATERS	1	500.00	
INV 001-340410/01/2018		BALLANTYNES JEWELLERS	ENGRAVING OF SOCIAL SPORTS TROPHIES X2	1	27.00	
EFT28916	09/02/2018	BEAUREPAIRES	REPLACE TWO REAR TYRES	1		476.28
INV U524105829/01/2018		BEAUREPAIRES	REPLACE TWO REAR TYRES	1	476.28	

Ordinary Council Meeting Agenda  
21 March 2018



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT28917	09/02/2018	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	MOW AND WHIPPER SNIP PUBLIC ACCESS WAY FROM MARINGER WAY	1		550.00
INV 250	29/01/2018	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	MOW AND WHIPPER SNIP PUBLIC ACCESS WAY FROM MARINGER WAY	1	275.00	
INV 249	29/01/2018	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	WHIPPER SNIP FRONT AND REAR YARDS AND PRUNE SHRUBS ALONG DRIVEWAY AT 32 HOVEA CRESCENT	1	275.00	
EFT28918	09/02/2018	BOEKEMAN MACHINERY	INKPEN FIRESHED - GENERATOR COOLANT	1		126.72
INV 228728	18/01/2018	BOEKEMAN MACHINERY	INKPEN FIRESHED - GENERATOR COOLANT	1	126.72	
EFT28919	09/02/2018	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 09/11/2018 TO 28/02/2018	1		50.16
INV 486357	17/01/2018	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 09/11/2018 TO 28/02/2018	1	50.16	
EFT28920	09/02/2018	CDA AIR & SOLAR	MEETING ROOM 2 SHOWING F15 FAULT (AIR SENSOR/DRAIN SWITCH). PLUG NOT ALL WAY IN. GAVE CABLE SOME SLACK TO STOP FROM HAPPENING AGAIN. RESET POWER AND TEST RAN UNIT.	1		97.50
INV 0000171819/12/2017		CDA AIR & SOLAR	MEETING ROOM 2 SHOWING F15 FAULT (AIR SENSOR/DRAIN SWITCH). PLUG NOT ALL WAY IN. GAVE CABLE SOME SLACK TO STOP FROM HAPPENING AGAIN. RESET POWER AND TEST RAN UNIT.	1	97.50	
EFT28921	09/02/2018	CELINA CHIVERS	REIMBURSEMENT OF SEASON PASS.	1		88.00
INV MB1801218/01/2018		CELINA CHIVERS	REIMBURSEMENT OF SEASON PASS.	1	88.00	
EFT28922	09/02/2018	CHARMAINE DOREEN KING	REFUND OF INCORRECT PAYMENT TO DEBTORS ACCOUNT.	1		30.00
INV ZM0102201/02/2018		CHARMAINE DOREEN KING	REFUND OF INCORRECT PAYMENT TO DEBTORS ACCOUNT.	1	30.00	
EFT28923	09/02/2018	CHRISKEVSHAR GROUP	WHIPPERSNIP GRASS AT 375 FITZGERALD STREET NORTHAM	1		40.00
INV 30	02/01/2018	CHRISKEVSHAR GROUP	WHIPPERSNIP GRASS AT 375 FITZGERALD STREET NORTHAM	1	40.00	
EFT28924	09/02/2018	CLACKLINE FENCING CONTRACTORS	REPAIR FENCE AT INKPEN WASTE FACILITY	1		171.00

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1130	23/01/2018	CLACKLINE FENCING CONTRACTORS	REPAIR FENCE AT INKPEN WASTE FACILITY	1	171.00	
EFT28925	09/02/2018	CLARE SUSAN MURRAY	WORKING WITH CHILDREN CHECK REIMBURSEMENT.	1		84.00
INV E007538820/12/2017		CLARE SUSAN MURRAY	WORKING WITH CHILDREN CHECK REIMBURSEMENT.	1	84.00	
EFT28926	09/02/2018	COCA-COLA AMATIL (AUST) PTY LTD	ASSORTED DRINKS FOR NORTHAM SWIMMING POOL.	1		2,291.25
INV 2166342810/01/2018		COCA-COLA AMATIL (AUST) PTY LTD	ASSORTED DRINKS FOR NORTHAM SWIMMING POOL.	1	775.20	
INV 2165871903/01/2018		COCA-COLA AMATIL (AUST) PTY LTD	ASSORTED DRINKS FOR NORTHAM SWIMMING POOL.	1	567.41	
INV 2164518813/12/2018		COCA-COLA AMATIL (AUST) PTY LTD	ASSORTED DRINKS FOR NORTHAM SWIMMING POOL.	1	414.26	
INV 2165331121/12/2017		COCA-COLA AMATIL (AUST) PTY LTD	ASSORTED DRINKS FOR NORTHAM SWIMMING POOL.	1	534.38	
EFT28927	09/02/2018	CORPORATE SECURITY AUSTRALIA PTY LTD	4 X SECURITY PERSONNEL FROM 1700-2100 FOR 2018 AUSTRALIA DAY CONCERT	1		2,306.15
INV 0000263729/01/2018		CORPORATE SECURITY AUSTRALIA PTY LTD	4 X SECURITY PERSONNEL FROM 1700-2100 FOR 2018 AUSTRALIA DAY CONCERT	1	2,306.15	
EFT28928	09/02/2018	COUNTRY COMFORTSTYLE NORTHAM	1500 X 1500 WORKSTATION - GREY COLOUR	1		781.00
INV 4423	24/01/2018	COUNTRY COMFORTSTYLE NORTHAM	VOYAGER OFFICE CHAIR BLACK, ORBIT DESK WHITE	1	382.00	
INV 4413	22/01/2018	COUNTRY COMFORTSTYLE NORTHAM	1500 X 1500 WORKSTATION - GREY COLOUR	1	399.00	
EFT28929	09/02/2018	COUNTRY COPIERS NORTHAM	VC COPIER SERVICE	1		2,055.13
INV S6664	08/01/2018	COUNTRY COPIERS NORTHAM	VC COPIER SERVICE	1	1,158.01	
INV S6619	05/12/2017	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING FOR IR-C2230 DEPOT COPIER	1	445.67	
INV 41249	31/12/2017	COUNTRY COPIERS NORTHAM	STATIONERY FOR DEPOT.	1	200.40	
INV 41249	31/12/2017	COUNTRY COPIERS NORTHAM	STATIONERY FOR VISITORS CENTRE	1	80.60	
INV 41249	31/12/2017	COUNTRY COPIERS NORTHAM	A3 BANTEK FILE BLACK	1	16.85	
INV 41319	31/01/2018	COUNTRY COPIERS NORTHAM	STATIONERY FOR DEPOT.	1	132.20	
INV 41319	31/01/2018	COUNTRY COPIERS NORTHAM	160GSM PAPER - PRINTING FOR AEIC SCHOOL PACKAGES FLYER	1	21.40	



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT28930	09/02/2018	COUNTRYWIDE MAINTENANCE SERVICES	SUPPLY AND INSTALL 12 SHEETS OF 2400 X 1200 X 9 MARINE PLY TO RENDERED WALL OUTSIDE BRUNO'S PIZZA, ONCE INSTALLED PAINTED READY FOR MURAL TO BE COMPLETED FOR 2017 XMAS ON FITZGERALD	1		1,925.00
INV 0408	15/01/2018	COUNTRYWIDE MAINTENANCE SERVICES	SUPPLY AND INSTALL 12 SHEETS OF 2400 X 1200 X 9 MARINE PLY TO RENDERED WALL OUTSIDE BRUNO'S PIZZA, ONCE INSTALLED PAINTED READY FOR MURAL TO BE COMPLETED FOR 2017 XMAS ON FITZGERALD	1	1,925.00	
EFT28931	09/02/2018	COUNTRYWIDE POOLS	CHLORINE FOR NORTHAM POOL.	1		1,460.64
INV 24680	11/01/2018	COUNTRYWIDE POOLS	CHLORINE FOR NORTHAM POOL.	1	1,167.44	
INV 24765	29/01/2018	COUNTRYWIDE POOLS	CHAINSAW REPAIR	1	198.40	
INV 24770	29/01/2018	COUNTRYWIDE POOLS	CHAINSAW REPAIR	1	94.80	
EFT28932	09/02/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEPOT, LIBRARY, DEVELOPMENT SERVICES, ADMIN FOR W/E 15/12/2017.	1		444.53
INV 0336	05/01/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEVELOPMENT SERVICES.	1	23.98	
INV 0337	12/01/2018	COURIER AUSTRALIA	FREIGHT CHARGES - DEPOT & CESM FOR W/E 12/01/2018.	1	32.55	
INV 0338	19/01/2018	COURIER AUSTRALIA	FREIGHT CHARGE FOR DEVELOPMENT SERVICES & DEPOT W/E 19/01/2018.	1	25.47	
INV 0334	15/12/2017	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEPOT, LIBRARY, DEVELOPMENT SERVICES, ADMIN FOR W/E 15/12/2017.	1	362.53	
EFT28934	09/02/2018	DEBORAH MOODY	NYOONGAR TRANSLATION - AEIC TEXT	1		400.00
INV 36	23/01/2018	DEBORAH MOODY	NYOONGAR TRANSLATION - AEIC TEXT	1	400.00	
EFT28935	09/02/2018	DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS	STOCK PURCHASES FOR VISITORS CENTRE	1		47.70
INV P1-01-02:07/12/2017		DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS	STOCK PURCHASES FOR VISITORS CENTRE	1	47.70	
EFT28936	09/02/2018	DEPARTMENT OF WATER AND ENVIRONMENT REGULATION	APPLICATION FEES FOR INKPEN ROAD WASTE MANAGEMENT FACILITY WORKS APPROVAL W6124/2018/1.	1		2,812.40

Ordinary Council Meeting Agenda  
21 March 2018



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV W6124/2007/02/2018		DEPARTMENT OF WATER AND ENVIRONMENT REGULATION	APPLICATION FEES FOR INKPEN ROAD WASTE MANAGEMENT FACILITY WORKS APPROVAL W6124/2018/L	1	1,958.00	
INV L9114/2007/02/2018		DEPARTMENT OF WATER AND ENVIRONMENT REGULATION	APPLICATION FEES FOR INKPEN ROAD WASTE MANAGEMENT FACILITY WORKS APPROVAL L9114/2018/L	1	854.40	
EFT28937	09/02/2018	DROMEDAIRY AUSTRALIA	STOCK PURCHASES FOR VISITORS CENTRE.	1		45.00
INV 000047	09/01/2018	DROMEDAIRY AUSTRALIA	STOCK PURCHASES FOR VISITORS CENTRE.	1	45.00	
EFT28938	09/02/2018	DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	STOCK PURCHASES FOR VISITORS CENTRE.	1		90.00
INV 0000276109/01/2018		DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	STOCK PURCHASES FOR VISITORS CENTRE.	1	90.00	
EFT28939	09/02/2018	EASIFLEET	Payroll deductions	1		2,113.47
INV DEDUCT06/02/2018		EASIFLEET	Payroll deductions		1,238.30	
INV DEDUCT06/02/2018		EASIFLEET	Payroll deductions		875.17	
EFT28940	09/02/2018	EUPHORIA HEALTH & FITNESS	SILVER SPORT FUNDING.	1		750.00
INV 28	18/01/2018	EUPHORIA HEALTH & FITNESS	SILVER SPORT FUNDING.	1	450.00	
INV 33	01/02/2018	EUPHORIA HEALTH & FITNESS	SENIOR SPORT FUNDING	1	300.00	
EFT28941	09/02/2018	EVENTS INDUSTRY ASSOCIATION	EIA REGIONAL MEMBERSHIP 2018	1		350.00
INV 0004098	21/01/2018	EVENTS INDUSTRY ASSOCIATION	EIA REGIONAL MEMBERSHIP 2018	1	350.00	
EFT28942	09/02/2018	FIRE MITIGATION SERVICES	48701 JOSE RD - ALMOND AVE 50M LOW FUEL BUFFER 750M BEHIND HOUSES (AWAIT DER APPROVAL)	1		2,170.00
INV 0000023430/01/2018		FIRE MITIGATION SERVICES	48701 JOSE RD - ALMOND AVE 50M LOW FUEL BUFFER 750M BEHIND HOUSES (AWAIT DER APPROVAL)	1	2,170.00	
EFT28943	09/02/2018	FLAT OUT FREIGHT	BAGS OF COLD MIX DELIVERY	1		496.00
INV 0000646209/01/2018		FLAT OUT FREIGHT	BAGS OF COLD MIX DELIVERY	1	496.00	
EFT28944	09/02/2018	FRESH START RECOVERY PROGRAMME	AUSTRALIA DAY SAUSAGE SIZZLE	1		3,500.00

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 9

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0029115924/01/2018		FRESH START RECOVERY PROGRAMME	AUSTRALIA DAY SAUSAGE SIZZLE	1	3,500.00	
EFT28945	09/02/2018	GAI MARTIN	REIMBURSEMENT FOR POLICE CLEARANCE.	1		52.60
INV 2278502	12/12/2017	GAI MARTIN	REIMBURSEMENT FOR POLICE CLEARANCE.	1	52.60	
EFT28946	09/02/2018	GALAXY ENTERPRISES	STOCK PURCHASES FOR VISITORS CENTRE.	1		287.65
INV 2115	11/01/2018	GALAXY ENTERPRISES	STOCK PURCHASES FOR VISITORS CENTRE.	1	287.65	
EFT28947	09/02/2018	GLENN STUART BEVERIDGE	CLEAN GUTTERS AT VARIOUS SHIRE BUILDINGS.	1		8,899.00
INV 52	20/12/2017	GLENN STUART BEVERIDGE	REASSEMBLE FENCE	1	440.00	
INV 53	20/12/2017	GLENN STUART BEVERIDGE	REPAIR AND PUT BACK UP DAMAGED SHADE SAIL AT THE BERNARD PARK PLAYGROUP	1	297.00	
INV 759	05/02/2018	GLENN STUART BEVERIDGE	SOUND SHELL. INSTALL STEEL STRAP AROUND METAL POWER BOX.	1	242.00	
INV 765	05/02/2018	GLENN STUART BEVERIDGE	CLEAN GUTTERS AT VARIOUS SHIRE BUILDINGS.	1	1,683.00	
INV 772	05/02/2018	GLENN STUART BEVERIDGE	RIVERS EDGE CAFE. INVESTIGATE BROKEN WHEEL ON CAKE CABINET.	1	66.00	
INV 761	05/02/2018	GLENN STUART BEVERIDGE	MOUNTING FIRST AID KIT TO WALL AND INSTALLING HOOKS FOR EMERGENCY VESTS ETC	1	187.00	
INV 776	05/02/2018	GLENN STUART BEVERIDGE	FLUFFY DUCKLINGS. SUPPLY AND INSTALL DISABLE SIGN AND ATTACH TO BUILDING ON RAMP SIDE. GLUE TACTILE MARKER BACK DOWN.	1	264.00	
INV 767	05/02/2018	GLENN STUART BEVERIDGE	TIP BUILDING. REPAIR DOOR AFTER ATTEMPTED BREAK IN.	1	99.00	
INV 764	29/01/2018	GLENN STUART BEVERIDGE	CLEAN GUTTERS AT VARIOUS SHIRE BUILDINGS.	1	1,551.00	
INV 768	05/02/2018	GLENN STUART BEVERIDGE	FLUFFY DUCKLINGS. REPLACE FLYSCREEN TO TOILET WINDOW. DISENGAGE TRILOCK SECURITY DOOR.	1	66.00	
INV 769	05/02/2018	GLENN STUART BEVERIDGE	BAKERS HILL PAVILION. REPLACE FLURO GLOBES AND STARTERS TO LIGHTS NOT WORKING IN TOILETS AND COMMON AREAS.	1	165.00	
INV 760	05/02/2018	GLENN STUART BEVERIDGE	APEX PARK TOILETS. REPLACE MISSING DOOR LOCK AND REFIX DOOR PANEL WHERE COMING AWAY.	1	187.00	
INV 758	05/02/2018	GLENN STUART BEVERIDGE	SOUND SHELL. INSTALL CEMENT SHEET COVER TO MISSING IN GROUND LIGHT.	1	110.00	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 770	05/02/2018	GLENN STUART BEVERIDGE	MAINTENANCE AT KURINGAL VILLAGE	1	682.00	
INV 771	05/02/2018	GLENN STUART BEVERIDGE	OLD ADMIN BUILDING. FEMALE TOILET DOOR LOCK FAULTY, PLEASE REPAIR/REPLACE.	1	143.00	
INV 83	06/02/2018	GLENN STUART BEVERIDGE	BAKERS HILL PAVILION. REPAIR LOCK TO REAR STORE DDOOR AND REPLACE D HANDLE.	1	77.00	
INV 782	06/02/2018	GLENN STUART BEVERIDGE	PLACE 4.8M GATE TO BROWN STREET GRAVEL ROAD. USE EXISTING POST TO SWING GATE OFF. PLACE POST FOR OTHER END TO CHAIN & LOCK GATE AS PER QUOTE #50.	1	1,320.00	
INV 781	05/02/2018	GLENN STUART BEVERIDGE	4M GATE FOR TRACK BETWEEN BERT HAWKE OVAL AND THE TROTTING TRACK. THIS WILL INCLUDE 2 STRAINER POSTS AND FIXING THE EXISTING FENCE RING LOCK AND WIRELINE 40M IN FROM THE TRACK WHERE THE GATE WILL BE SITUATED.	1	1,320.00	
EFT28948	09/02/2018	GLENWARRA DEVELOPMENT SERVICES	PROVISION OF CONTRACT PLANNING SERVICES DUE TO STAFF SHORTAGES	1		330.00
INV 2017/18-203/01/2018		GLENWARRA DEVELOPMENT SERVICES	PROVISION OF CONTRACT PLANNING SERVICES DUE TO STAFF SHORTAGES	1	330.00	
EFT28949	09/02/2018	GRAFTON ELECTRICS	ELECTRICAL WORK FOR CHRISTMAS LIGHTS	1		3,374.81
INV 4609	13/11/2017	GRAFTON ELECTRICS	CHECK AND REPAIR WATERPARK PUMP (INSIDE ON LEFT HAND SIDE)	1	501.60	
INV 4591	08/11/2017	GRAFTON ELECTRICS	UPGRADE TO CIRCUIT BOARD IN PUMP ROOM	1	374.00	
INV 4584	07/11/2017	GRAFTON ELECTRICS	REPAIRS TO TRIPPING POWERPOINT NORTHAM POOL. (CLEANING STORAGE CUPBOARD)	1	99.00	
INV 4691	08/12/2017	GRAFTON ELECTRICS	ELECTRICIAN ON SITE FOR CHRISTMAS ON FITZGERALD STREET	1	198.00	
INV 4688	08/12/2018	GRAFTON ELECTRICS	ELECTRICAL WORK FOR CHRISTMAS LIGHTS	1	795.80	
INV 4604	13/11/2017	GRAFTON ELECTRICS	ADMIN BUILDING. ATTEND SITE AND RESTORE POWER TO OFFICE COMPUTERS.	1	143.00	
INV 4717	19/12/2017	GRAFTON ELECTRICS	POLICE STATION. INSTALL NEW DOUBLE GPO BEHIND NEWLY INSTALLED TV FOR CCTV.	1	251.41	
INV 4718	19/12/2017	GRAFTON ELECTRICS	BERNARD PARK TOILETS. REPLACE STAINLESS STEEL HAND DRYER.	1	770.00	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 4726	22/12/2017	GRAFTON ELECTRICS	KILLARA COTTAGE. CHECK POWER SUPPLY TO TV POINT. MULTIPLE TV'S HAVE STOPPED WORKING. ALSO CHECK SIGNAL BOOSTER.	1	143.00	
INV 4489	08/11/2017	GRAFTON ELECTRICS	TOWN POOL AERATORS. CHECK POWER SUPPLY.	1	99.00	
EFT28950	09/02/2018	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & SWEEPING & GULLY EDUCATION SERVICES FOR THE PERIOD 04/12/17 TO 09/12/17.	1		20,146.50
INV 4417	03/01/2018	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & SWEEPING & GULLY EDUCATION SERVICES FOR THE PERIOD 04/12/17 TO 09/12/17.	1	4,029.30	
INV 4416	03/01/2018	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & SWEEPING & GULLY EDUCATION SERVICES FOR THE PERIOD 27/11/17 TO 02/12/17.	1	4,029.30	
INV 4418	03/01/2018	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & SWEEPING & GULLY EDUCATION SERVICES FOR THE PERIOD 11/12/17 TO 16/12/17.	1	4,029.30	
INV 4419	03/01/2018	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & SWEEPING & GULLY EDUCATION SERVICES FOR THE PERIOD 18/12/17 TO 23/12/17.	1	4,029.30	
INV 4420	03/01/2018	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & SWEEPING & GULLY EDUCATION SERVICES FOR THE PERIOD 25/12/17 TO 30/12/17.	1	4,029.30	
EFT28951	09/02/2018	IN2 DIRECTIONS PTY LTD T/AS ONE WORLD LEARNING	OSH REP REFRESHER TRAINING FOR BEV JONES AND ANASTASIA WILLIAMS, NICOLE HAMPTON & KIM MURCUTT.	1		3,300.00
INV SON012025/01/2018		IN2 DIRECTIONS PTY LTD T/AS ONE WORLD LEARNING	OSH REP REFRESHER TRAINING FOR BEV JONES AND ANASTASIA WILLIAMS, NICOLE HAMPTON & KIM MURCUTT.	1	1,650.00	
INV SON012025/01/2018		IN2 DIRECTIONS PTY LTD T/AS ONE WORLD LEARNING	OSH REP REFRESHER TRAINING - PIERE SMIT	1	550.00	
INV SON012025/01/2018		IN2 DIRECTIONS PTY LTD T/AS ONE WORLD LEARNING	OSH REP REFRESHER TRAINING FOR BEV JONES AND ANASTASIA WILLIAMS	1	1,100.00	
EFT28952	09/02/2018	IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1		11,836.00

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000488217/01/2018		IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1	1,650.00	
INV 0000488317/01/2018		IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1	1,375.00	
INV 0000488617/01/2018		IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1	7,271.00	
INV 0000488117/01/2018		IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1	1,540.00	
EFT28953	09/02/2018	J & A BUILDING PTY LTD	SUPPLY AND INSTALL AMPLIMESH TO DAMAGED DOOR	1		3,839.00
INV 0000143805/12/2017		J & A BUILDING PTY LTD	SUPPLY AND INSTALL AMPLIMESH TO DAMAGED DOOR	1	3,839.00	
EFT28954	09/02/2018	JAIMIE JONES	REFUND OF POLICE CLEARANCE.	1		52.60
INV 6536216	03/11/2017	JAIMIE JONES	REFUND OF POLICE CLEARANCE.	1	52.60	
EFT28955	09/02/2018	JANET VOST	CURATORIAL SERVICES FOR NAEIC (NOVEMBER & DECEMBER)	1		5,235.90
INV 0018-1	04/01/2018	JANET VOST	CURATORIAL SERVICES FOR NAEIC (NOVEMBER & DECEMBER)	1	5,235.90	
EFT28956	09/02/2018	JOAN R THOMAS	STOCK PURCHASES FOR VISITORS CENTRE.	1		45.00
INV 198846	17/12/2017	JOAN R THOMAS	STOCK PURCHASES FOR VISITORS CENTRE.	1	45.00	
EFT28957	09/02/2018	JUICEBOX	DISCOVERY PHASE - STRATEGY.	1		4,400.00
INV JBC-107130/01/2018		JUICEBOX	DISCOVERY PHASE - STRATEGY.	1	4,400.00	
EFT28958	09/02/2018	LANDGATE	LAND ENQUIRIES	1		151.80
INV 815848	03/01/2018	LANDGATE	LAND ENQUIRIES	1	151.80	
EFT28959	09/02/2018	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions	1		20.50
INV DEDUCT06/02/2018		LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions		20.50	
EFT28960	09/02/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	IGNITE PROGRAM 14-16 FEBRUARY 2018 CARMEN SADLEIR.	1		2,540.00

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 7417	08/01/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	IGNITE PROGRAM 14-16 FEBRUARY 2018 CARMEN SADLEIR	1	2,540.00	
EFT28961	09/02/2018	MARK PAUL HOFFMAN	REPLACE BROKEN SOCKET FOR CEO ADMIN AND SUPPLY NEW PHONE HANDSET FOR RECEPTION.	1		330.00
INV 6	21/12/2017	MARK PAUL HOFFMAN	REPLACE BROKEN SOCKET FOR CEO ADMIN AND SUPPLY NEW PHONE HANDSET FOR RECEPTION.	1	330.00	
EFT28962	09/02/2018	MM ELECTRICAL MERCHANDISING	LED DRIVER FOR REINDEER	1		330.00
INV 148004-630	01/2018	MM ELECTRICAL MERCHANDISING	LED DRIVER FOR REINDEER	1	330.00	
EFT28963	09/02/2018	MORRIS PEST AND WEED CONTROL	TERMITE INSPECTION AND TREATMENT WUNDOWIE DEPOT	1		500.28
INV 8621	19/01/2018	MORRIS PEST AND WEED CONTROL	REMOVE WASP NEST FROM POOL OFFICE	1	165.00	
INV 8649	22/01/2018	MORRIS PEST AND WEED CONTROL	TERMITE INSPECTION AND TREATMENT WUNDOWIE DEPOT	1	335.28	
EFT28964	09/02/2018	MR NATURALLY CLEAN	NORTHAM TIP BUILDING. AFTER HOURS CALL OUT FOR SECURITY ALARM.	1		660.00
INV INV-054806	01/2018	MR NATURALLY CLEAN	NORTHAM TIP BUILDING. AFTER HOURS CALL OUT FOR SECURITY ALARM.	1	660.00	
EFT28965	09/02/2018	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM 15/01/2018 TO 14/02/2018.	1		1,264.29
INV 9117471705	01/2018	NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE FLEET TRACKING SYSTEM 05/01/2018 to 04/02/2018.	1	417.67	
INV 9117814315	01/2018	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM 15/01/2018 TO 14/02/2018.	1	846.62	
EFT28966	09/02/2018	NAVTRACK IOT	INSTALLATION OF SATELLITE TRACKING UNIT INTO NEW JOHN DEERE GRADER.	1		220.00
INV INV-162319	01/2018	NAVTRACK IOT	INSTALLATION OF SATELLITE TRACKING UNIT INTO NEW JOHN DEERE GRADER.	1	220.00	
EFT28967	09/02/2018	NORTHAM AUTO ELECTRICS	PUNCTURE REPAIR	1		49.50
INV Z7374	11/12/2017	NORTHAM AUTO ELECTRICS	PUNCTURE REPAIR	1	49.50	
EFT28968	09/02/2018	NORTHAM CLEANING SERVICE	FIRE BREAK AND FUEL LOAD REDUCTION - 20 YALBAROO ROAD.	1		1,518.00

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amont
INV INV-004405/02/2018		NORTHAM CLEANING SERVICE	FIRE BREAK AND FUEL LOAD REDUCTION - 16 QUEEN STREET, NORTHAM	1	594.00	
INV INV-004405/02/2018		NORTHAM CLEANING SERVICE	FIRE BREAK AND FUEL LOAD REDUCTION - 20 YALBAROO ROAD,	1	660.00	
INV INV-004405/02/2018		NORTHAM CLEANING SERVICE	FIRE BREAK AND FUEL LOAD REDUCTION 54 INKPEN STREET	1	264.00	
EFT28969	09/02/2018	NORTHAM COURIER SERVICE	FREIGHT CHARGES FROM GOE AUSTRALIA	1		27.50
INV 1239	31/01/2018	NORTHAM COURIER SERVICE	FREIGHT CHARGES FROM GOE AUSTRALIA	1	27.50	
EFT28970	09/02/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - JANUARY	1		22.00
INV 0000108723/01/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - JANUARY	1	22.00	
EFT28971	09/02/2018	NORTHAM HARDWARE	EQUIPMENT FOR SES.	1		596.25
INV 358408	10/01/2018	NORTHAM HARDWARE	EQUIPMENT FOR SES.	1	596.25	
EFT28972	09/02/2018	NORTHAM MAZDA	SERVICE TO MAZDA SENIOR BUILDING SURVEYOR VEHICLE	1		765.00
INV 118441	22/01/2018	NORTHAM MAZDA	SERVICE TO MAZDA SENIOR BUILDING SURVEYOR VEHICLE	1	460.00	
INV 118442	22/01/2018	NORTHAM MAZDA	SERVICE MAZDA EXECUTIVE MANAGER COMMUNITY SERVICES VEHICLE	1	305.00	
EFT28973	09/02/2018	NORTHAM MITRE 10 SOLUTIONS	SOLAR LIGHTS FOR MALL	1		150.58
INV 1025464602/01/2018		NORTHAM MITRE 10 SOLUTIONS	ADMIN BUILDING. SUPPLY 200 X 28 OR 32MM ZINC CUP HOOKS.	1	75.53	
INV 1024566706/12/2017		NORTHAM MITRE 10 SOLUTIONS	SOLAR LIGHTS FOR MALL	1	75.05	
INV 1024566406/12/2017		NORTHAM MITRE 10 SOLUTIONS	SOLAR LIGHTS FOR MALL	1	-90.00	
INV 1024559506/12/2017		NORTHAM MITRE 10 SOLUTIONS	SOLAR LIGHTS FOR MALL	1	90.00	
EFT28974	09/02/2018	NORTHAM NETBALL ASSOCIATION	KIDSPORT FUNDING.	1		240.00
INV 0012018	16/01/2018	NORTHAM NETBALL ASSOCIATION	KIDSPORT FUNDING.	1	240.00	



Ordinary Council Meeting Agenda  
21 March 2018



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT28975	09/02/2018	NORTHAM VETERINARY CENTRE	CAT STERILISATION VOUCHER No.8, SHANDY NORNGREN	1		100.00
INV 63292	05/01/2018	NORTHAM VETERINARY CENTRE	CAT STERILISATION VOUCHER No.8, SHANDY NORNGREN	1	100.00	
EFT28976	09/02/2018	OFFICEWORKS SUPERSTORES PTY LTD	LIFETIME STACKING CHAIR BLACK	1		568.36
INV 3774351309/01/2018	09/02/2018	OFFICEWORKS SUPERSTORES PTY LTD	LIFETIME STACKING CHAIR BLACK	1	539.95	
INV 3774306910/01/2018	09/02/2018	OFFICEWORKS SUPERSTORES PTY LTD	J BURROWS A4 BUSINESS CARD FOLDER BLACK	1	28.41	
EFT28977	09/02/2018	ONSITE RENTAL GROUP	GENERATOR AND LIGHTING TOWERS FOR 2017 CHRISTMAS ON FITZGERALD	1		3,586.04
INV 2643868	18/12/2017	ONSITE RENTAL GROUP	GENERATOR AND LIGHTING TOWERS FOR 2017 CHRISTMAS ON FITZGERALD	1	3,586.04	
EFT28978	09/02/2018	OXTER SERVICES	WUNDOWIE TOILETS. SUPPLY 1 X DISINFECTANT, 4 X CARTONS OF TOILET PAPER, 1 X BOX GLOVES, 1 X 20L PINEAWAY.	1		2,254.98
INV 19197	30/01/2018	OXTER SERVICES	BAKERS HILL PAVILLION. CLEANING FOR 02/01/2018 to 12/01/2018.	1	233.20	
INV 19196	30/01/2018	OXTER SERVICES	BAKERS HILL TOILETS. CLEANING FOR 02/01/2018 to 12/01/2018.	1	291.50	
INV 19199	30/01/2018	OXTER SERVICES	KATRINE TOILETS. CLEANING FOR 02/01/2018 to 12/01/2018.	1	233.20	
INV 19198	30/01/2018	OXTER SERVICES	WUNDOWIE TOILETS. MONTHLY CLEANS FOR 02/01/2018 to 12/01/2018.	1	319.00	
INV 19200	30/01/2018	OXTER SERVICES	CEMETERY TOILETS. MONTHLY CLEANING FOR 02/01/2018 to 12/01/2018.	1	233.20	
INV 19155	19/01/2018	OXTER SERVICES	CLACKLINE TOILETS. CLEANING FOR 02/01/2018 TO 12/01/2018.	1	291.50	
INV 19192	30/01/2018	OXTER SERVICES	GARBAGE BAGS FOR DEPOT.	1	316.18	
INV 19139	02/02/2018	OXTER SERVICES	WUNDOWIE TOILETS. SUPPLY 1 X DISINFECTANT, 4 X CARTONS OF TOILET PAPER, 1 X BOX GLOVES, 1 X 20L PINEAWAY.	1	337.20	
EFT28979	09/02/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	UBIQUITI ROUTER & TP LINK MODEM FOR NORTHAM REC CENTRE.	1		940.00
INV 23216	16/01/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	UBIQUITI ROUTER & TP LINK MODEM FOR NORTHAM REC CENTRE.	1	430.00	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 23228	25/01/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTANCY FEES FOR 08/01/2018 TO 15/01/2018.	1	170.00	
INV 23263	30/01/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTANCY FEES FOR THE PERIOD 24/01/2018 TO 25/01/2018.	1	255.00	
INV 23263	30/01/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY FEE FOR DAILY MONITORING, MANAGEMENT & RESOLUTION OF DISASTER RECOVERY OPTIONS AT SITE - JANUARY 2018.	1	85.00	
EFT28980	09/02/2018	PERTH AMUSEMENT & EVENT HIRE	AUSTRALIA DAY AMUSEMENTS	1		2,562.00
INV C0162	27/01/2018	PERTH AMUSEMENT & EVENT HIRE	AUSTRALIA DAY AMUSEMENTS	1	2,562.00	
EFT28981	09/02/2018	PFD FOOD SERVICES PTY LTD	TOASTED SANDWICHES (HAM AND CHEESE) FOR NORTHAM SWIMMING POOL.	1		51.90
INV K131159724/11/2017		PFD FOOD SERVICES PTY LTD	TOASTED SANDWICHES (HAM AND CHEESE) FOR NORTHAM SWIMMING POOL.	1	51.90	
EFT28982	09/02/2018	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION JANUARY 2018.	1		1,122.00
INV PM4171	25/01/2018	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER SOFTWARE - MONTHLY SUBSCRIPTION JANUARY 2018.	1	1,122.00	
EFT28983	09/02/2018	QUBE LOGISTICS	920KG DRUM OF CHLORINE TO BE DELIVERED TO WASTE WATER TREATMENT PLANT (CLARK STREET)	1		1,706.03
INV 126576	17/12/2017	QUBE LOGISTICS	920KG DRUM OF CHLORINE TO BE DELIVERED TO WASTE WATER TREATMENT PLANT (CLARK STREET)	1	879.14	
INV 126654	21/01/2018	QUBE LOGISTICS	DELIVERY OF 920KG DRUM OF CHLORINE TO WASTE WATER	1	826.89	
EFT28984	09/02/2018	RACHEL JADE GUNN	REIMBURSEMENT FOR PARKING AT CONFERENCE.	1		60.78
INV SOP-126520/11/2017		RACHEL JADE GUNN	REIMBURSEMENT FOR PARKING AT CONFERENCE.	1	60.78	
EFT28985	09/02/2018	RED DOT STORES	PHOTO FRAMES FOR AUSTRALIA DAY	1		51.00
INV 3452555723/01/2018		RED DOT STORES	PHOTO FRAMES FOR AUSTRALIA DAY	1	30.00	
INV 3451104722/01/2018		RED DOT STORES	STORAGE BOXES FOR LOCAL HISTORY MATERIALS	1	21.00	
EFT28986	09/02/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING.	1		300.00

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0015356	17/01/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING.	1	150.00	
INV 0015847	31/01/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING FOR JANET GRAHAM	1	150.00	
EFT28987	09/02/2018	ROYAL LIFE SAVING SOCIETY WA	POOL LIFEGUARD REQUAL - MILTON BROOKS	1		140.00
INV 85737	16/01/2018	ROYAL LIFE SAVING SOCIETY WA	POOL LIFEGUARD REQUAL - MILTON BROOKS	1	140.00	
EFT28988	09/02/2018	RUBEK AUTOMATIC DOORS	OLD ADMIN BUILDING. SUPPLY AND DELIVER 1 X AUTO DOOR SENSOR.	1		418.00
INV 0002159903/01/2018		RUBEK AUTOMATIC DOORS	OLD ADMIN BUILDING. SUPPLY AND DELIVER 1 X AUTO DOOR SENSOR.	1	418.00	
EFT28989	09/02/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERT IN THE AVON VALLEY ADVOCATE 22/11/2017 FOR PROHIBITED BURNING PERIOD	1		773.31
INV 5279385	06/12/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	3 X 1/4 ADVERT INSERTIONS INTO THE NOV 22ND & 29TH AND DEC 6TH EDITIONS OF THE AVON VALLEY ADVOCATE.	1	249.40	
INV 5288176	06/12/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERT IN THE AVON VALLEY ADVOCATE 22/11/2017 FOR PROHIBITED BURNING PERIOD	1	291.06	
INV 5300185	20/12/2017	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERT IN THE AVON VALLEY ADVOCATE 20/12/2017	1	232.85	
EFT28990	09/02/2018	SPECIALE SMASH REPAIRS	REPAIRS TO PN1312 FUSO CANTER	1		740.85
INV 17221/1	01/02/2018	SPECIALE SMASH REPAIRS	REPAIRS TO PN1312 FUSO CANTER	1	740.85	
EFT28991	09/02/2018	STATE LAW PUBLISHER	SHIRE OF NORTHAM PLANNING SCHEME NO. 6 - AMENDMENT NO. 6 (GAZETTAL NOTICE)	1		1,609.08
INV 160909	15/01/2018	STATE LAW PUBLISHER	SHIRE OF NORTHAM PLANNING SCHEME NO. 6 - AMENDMENT NO. 10 (GAZETTAL NOTICE)	1	320.28	
INV 160908	15/01/2018	STATE LAW PUBLISHER	SHIRE OF NORTHAM PLANNING SCHEME NO. 6 - AMENDMENT NO. 6 (GAZETTAL NOTICE)	1	1,288.80	
EFT28992	09/02/2018	STEWART & HEATON CLOTHING CO.PTY LTD	UNIFORMS FOR BRENDON RUTTER	1		912.45
INV SIN-282302/01/2018		STEWART & HEATON CLOTHING CO.PTY LTD	CESM UNIFORM FOR BRENDON RUTTER.	1	450.46	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SIN-282711/01/2018		STEWART & HEATON CLOTHING CO.PTY LTD	UNIFORMS FOR BRENDON RUTTER	1	461.99	
EFT28993	09/02/2018	SWAN EVENT HIRE	43 X 3X3 MTR MARQUEES WITH SIDES, AND LIGTS, INCLUDING FESTOON LIGHTS. 1 X STAGE AND STAGE COVER AND ASSOAIATED HARDWARE FOR 2017 CHRISTMAS ON FITZGERALDS	1		9,746.64
INV 11922	04/01/2018	SWAN EVENT HIRE	ADDITIONAL ITEMS NEEDED FOR MARQUEES- AVON RIVER FESTIVAL 2017	1	192.60	
INV 11679	08/12/2017	SWAN EVENT HIRE	43 X 3X3 MTR MARQUEES WITH SIDES, AND LIGTS, INCLUDING FESTOON LIGHTS. 1 X STAGE AND STAGE COVER AND ASSOAIATED HARDWARE FOR 2017 CHRISTMAS ON FITZGERALDS	1	9,554.04	
EFT28994	09/02/2018	THE WATERSHED	FITTINGS FOR BERT HAWKE OVAL	1		313.68
INV 1016184230/01/2018		THE WATERSHED	FITTINGS FOR BERT HAWKE OVAL	1	313.68	
EFT28995	09/02/2018	THE WEST AUSTRALIAN	SHORT BUT SWEET 2017 ADVERTISING - SUMMER HOLIDAY GUIDE.	1		1,650.00
INV 1002256330/11/2017		THE WEST AUSTRALIAN	SHORT BUT SWEET 2017 ADVERTISING - SUMMER HOLIDAY GUIDE.	1	1,650.00	
EFT28996	09/02/2018	THE WORKWEAR GROUP	UNIFORM FOR BEV BULL.	1		502.35
INV 1018020217/01/2018		THE WORKWEAR GROUP	UNIFORM FOR ALISON ROWLAND.	1	50.15	
INV 1018493718/01/2018		THE WORKWEAR GROUP	UNIFORM FOR BEV BULL.	1	244.80	
INV 1019085022/01/2018		THE WORKWEAR GROUP	UNIFORMS FOR MARIE UNGVARY	1	207.40	
EFT28997	09/02/2018	THYLACINE DESIGN & PROJECT MANAGEMENT	FEES FOR AEIC DOCUMENTATION STAGE 3 CLAIM #2 FOR REMAINING TENDERS	1		35,860.00
INV 2010296124/01/2018		THYLACINE DESIGN & PROJECT MANAGEMENT	FEES FOR AEIC DOCUMENTATION STAGE 3 CLAIM #2 FOR REMAINING TENDERS	1	35,860.00	
EFT28998	09/02/2018	TOWN PLANNING URBAN DESIGN AND HERITAGE	PREPARATION OF THE NORTHAM CBD DEVELOPMENT AND CONNECTIVITY STRATEGY TASK 7 (PHASE 8) MODIFICATIONS TO DRAFT & PROJECT GENERAL - TASK 8 (PHASE 9) FINALISE & PRESENT STRATEGY.	1		1,262.25

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 19

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 45176	31/12/2017	TOWN PLANNING URBAN DESIGN AND HERITAGE	PREPARATION OF THE NORTHAM CBD DEVELOPMENT AND CONNECTIVITY STRATEGY TASK 7 (PHASE 8) MODIFICATIONS TO DRAFT & PROJECT GENERAL - TASK 8 (PHASE 9) FINALISE & PRESENT STRATEGY.	1	1,262.25	
EFT28999	09/02/2018	WA RANGERS ASSOCIATION INC	RANGER MEMBERSHIP	1		240.00
INV 56	21/01/2018	WA RANGERS ASSOCIATION INC	RANGER MEMBERSHIP	1	240.00	
EFT29000	09/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	BAKERS HILL 2.4 - CTEK 24V 14AMP BATTERY CHARGER AND CABLING ( CHARGER TO BE FITTED BEHIND COMPUTER WITH 6MM CABLE OVER THE ROOF TO THE TRUCK)	1		1,660.00
INV 7460	22/01/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	GRASS VALLEY 4.4 - REPAIR WIRING TO FRIDGE BYPASS ISOLATOR WITH WATER PROOF COVER CIRCUIT BREAKER NEXT TO ISOLATOR. LABEL BREAKER AND PLUG WITH "FRIDGE"	1	463.50	
INV 7461	22/01/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	BAKERS HILL 2.4 - CTEK 24V 14AMP BATTERY CHARGER AND CABLING ( CHARGER TO BE FITTED BEHIND COMPUTER WITH 6MM CABLE OVER THE ROOF TO THE TRUCK)	1	1,196.50	
EFT29001	09/02/2018	WHEATBELT OFFICE & BUSINESS MACHINES	PRINTER CARTRIDGES.	1		1,386.40
INV 22919	25/01/2018	WHEATBELT OFFICE & BUSINESS MACHINES	PRINTER CARTRIDGES.	1	1,333.70	
INV 22918	24/01/2018	WHEATBELT OFFICE & BUSINESS MACHINES	NETWORK CABLES FOR LIBRARY.	1	52.70	
EFT29002	09/02/2018	WUNDOWIE AND DISTRICTS MENS SHED INC	INSTALL DRINKING FOUNTAIN AT WUNDOWIE PLAYGROUND	1		1,250.00
INV 0000010422/01/2018		WUNDOWIE AND DISTRICTS MENS SHED INC	INSTALL DRINKING FOUNTAIN AT WUNDOWIE PLAYGROUND	1	1,250.00	
EFT29003	15/02/2018	AUSTRALIAN CIVILS PTY LTD	BERNARD PARK DRAINAGE BASIN IMPROVEMENTS 12 MONTH DEFECT PERIOD END DATE - 21/12/2017	2		14,414.81
INV T968	15/02/2018	AUSTRALIAN CIVILS PTY LTD	BERNARD PARK DRAINAGE BASIN IMPROVEMENTS 12 MONTH DEFECT PERIOD END DATE - 21/12/2017	2	14,414.81	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29004	15/02/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2018	2		4,320.02
INV T995	15/02/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2018.	2	4,320.02	
EFT29005	15/02/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2018.	2		1,952.72
INV T994	15/02/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2018.	2	1,952.72	
EFT29006	15/02/2018	J & A BUILDING PTY LTD	RETURN PAYMENT OF BCITF FEE TO J & A BUILDING AS HE PAID ONLINE AS WELL AND PROVIDED A RECEIPT FOR PAYMENT BLD APP NO 18010 - RECEIPT NO 110561 - 23/01/2018.	2		100.00
INV T994	15/02/2018	J & A BUILDING PTY LTD	RETURN PAYMENT OF BCITF FEE TO J & A BUILDING AS HE PAID ONLINE AS WELL AND PROVIDED A RECEIPT FOR PAYMENT BLD APP NO 18010 - RECEIPT NO 110561 - 23/01/2018.	2	100.00	
EFT29007	15/02/2018	JOEL VINCENT DRAFFIN	REFUND KERB BOND FOR BLDG APP 16166 LOT 309 NO.3 CHIPPING RISE.	2		1,000.00
INV T916	15/02/2018	JOEL VINCENT DRAFFIN	REFUND KERB BOND FOR BLDG APP 16166 LOT 309 NO.3 CHIPPING RISE.	2	1,000.00	
EFT29008	15/02/2018	LANSKEY CONSTRUCTION PTY LTD	BOND REFUND FOR KERB/FOOTPATH BLDG APPS 16240 & 16241 REC NO 97436.	2		3,000.00
INV T942	15/02/2018	LANSKEY CONSTRUCTION PTY LTD	BOND REFUND FOR KERB/FOOTPATH BLDG APPS 16240 & 16241 REC NO 97436.	2	1,500.00	
INV T943	15/02/2018	LANSKEY CONSTRUCTION PTY LTD	BOND REFUND FOR KERB/FOOTPATH BLDG APPS 16240 & 16241 REC NO 97436.	2	1,500.00	
EFT29009	15/02/2018	PLUNKETT HOMES (1930) PTY LTD	BOND REFUND FOR BLDG APP 16254.	2		1,000.00
INV T946	15/02/2018	PLUNKETT HOMES (1930) PTY LTD	BOND REFUND FOR BLDG APP 16254.	2	1,000.00	
EFT29010	16/02/2018	SPECIALISED TREE SERVICE	PRUNE TOWNSITE STREET TREES AS PER CONTRACT 19 OF 2015 - VARIATION #1 WUNDOWIE.	1		10,260.00

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 21

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2747	11/02/2018	SPECIALISED TREE SERVICE	PRUNE TOWNSITE STREET TREES AS PER CONTRACT 19 OF 2015 - VARIATION #1 WUNDOWIE.	1	10,260.00	
EFT29011	16/02/2018	AG IMPLEMENTS NORTHAM PTY LTD	REPLACEMENT HYDRAULIC HOSE	1		121.79
INV 321595	17/01/2018	AG IMPLEMENTS NORTHAM PTY LTD	REPLACEMENT HYDRAULIC HOSE	1	121.79	
EFT29012	16/02/2018	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM POOL.	1		838.25
INV 35149	15/01/2018	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM POOL.	1	485.54	
INV 34974	03/01/2018	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM POOL.	1	352.71	
EFT29013	16/02/2018	ALLEN TONKIN	DIAGNOSE AND REPORT ON FAULT FOR HARVEST BAN HOTLINE	1		80.00
INV 1032	04/02/2018	ALLEN TONKIN	DIAGNOSE AND REPORT ON FAULT FOR HARVEST BAN HOTLINE	1	80.00	
EFT29014	16/02/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	FOR COLLECTION OF RATES OUTSTANDING.	1		21,755.52
INV 80941	29/01/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	FOR COLLECTION OF RATES OUTSTANDING.	1	21,755.52	
EFT29015	16/02/2018	AUSTRALIA POST	POSTAGE FOR KILLARA, LIBRARY & ADMIN - FEBRUARY 2018.	1		1,227.58
INV 1007166403/02/2018		AUSTRALIA POST	POSTAGE FOR KILLARA, LIBRARY & ADMIN - FEBRUARY 2018.	1	1,227.58	
EFT29016	16/02/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT FACILITY. 16/01/2018 TO 28/02/2018.	1		1,568.00
INV 0072	28/01/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT FACILITY. 16/01/2018 TO 28/02/2018.	1	1,568.00	
EFT29017	16/02/2018	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 02/02/2018.	1		37,585.64
INV 0002800612/02/2018		AVON WASTE	3 X 240L GREEN WHEELIE BINS TO REPLACE THOSE STOLEN.	1	285.00	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 22

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 28005	02/02/2018	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 02/02/2018.	1	37,300.64	
EFT29018	16/02/2018	CDA AIR & SOLAR	ADMIN BUILDING. REPLACE PUMP TO A/C IN SERVER ROOM.	1		583.40
INV 0000203931/01/2018		CDA AIR & SOLAR	MEMORIAL HALL. CHECK REPAIR A/C	1	110.00	
INV 0000212907/02/2018		CDA AIR & SOLAR	ADMIN BUILDING. REPLACE PUMP TO A/C IN SERVER ROOM.	1	363.40	
INV 0000212807/02/2018		CDA AIR & SOLAR	NORTHAM DEPOT. REPAIR AIRCONDITIONER, BLOWING HOT AIR ONLY.	1	110.00	
EFT29019	16/02/2018	CENTRAL REGIONAL TAFE	MICROSOFT TRAINING FOR ANASTASIA WILLIAMS CONNIE JAUNCEY & MILTON BROOKS.	1		646.56
INV 10003278	16/01/2018	CENTRAL REGIONAL TAFE	MICROSOFT TRAINING FOR ANASTASIA WILLIAMS CONNIE JAUNCEY & MILTON BROOKS.	1	646.56	
EFT29020	16/02/2018	COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		1,145.54
INV 2167409424/01/2018		COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	148.51	
INV 2167409424/01/2018		COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	997.03	
EFT29021	16/02/2018	COUNTRYWIDE POOLS	CHEMICALS FOR NORTHAM POOL.	1		601.42
INV 24619	04/01/2018	COUNTRYWIDE POOLS	POOL CHEMICALS FOR NORTHAM POOL.	1	100.50	
INV 24627	08/01/2018	COUNTRYWIDE POOLS	POOL CHEMICALS NORTHAM BIN.	1	38.53	
INV 24649	09/01/2018	COUNTRYWIDE POOLS	CHEMICALS FOR NORTHAM POOL.	1	38.53	
INV 24659	10/01/2018	COUNTRYWIDE POOLS	CHEMICALS FOR NORTHAM POOL.	1	38.53	
INV 24768	29/01/2018	COUNTRYWIDE POOLS	CHEMICALS FOR NORTHAM POOL.	1	385.33	
EFT29022	16/02/2018	DANIELS HEALTH SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES FOR NOVEMBER 2018.	1		344.52
INV 1611562	30/11/2017	DANIELS HEALTH SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES FOR NOVEMBER 2018.	1	344.52	



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 23

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29023	16/02/2018	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	FACE PAINTING, TEMPORARY TATTOOS AND BUBBLE-OLOGY FOR 2018 AUSTRALAI DAY IN BERNARD PARK FROM 1600-2030	1		1,089.00
INV 2588	24/01/2018	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	FACE PAINTING, TEMPORARY TATTOOS AND BUBBLE-OLOGY FOR 2018 AUSTRALAI DAY IN BERNARD PARK FROM 1600-2030	1	1,089.00	
EFT29024	16/02/2018	DEPENDABLE LAUNDRY SOLUTIONS	FREIGHT COST FOR DELIVERY OF 2X DETERGENT DRAWER (under warranty) FOR MAYTAG WASHING MACHINES IN COTTAGE	1		27.50
INV 2018063306/02/2018	16/02/2018	DEPENDABLE LAUNDRY SOLUTIONS	FREIGHT COST FOR DELIVERY OF 2X DETERGENT DRAWER (under warranty) FOR MAYTAG WASHING MACHINES IN COTTAGE	1	27.50	
EFT29025	16/02/2018	FIRE AND SAFETY WA	MAGNUM STEALTHFORCE BOOT, SIZE 10 & HALF - BRENDON RUTTER	1		174.58
INV 30867	12/01/2018	FIRE AND SAFETY WA	MAGNUM STEALTHFORCE BOOT, SIZE 10 & HALF - BRENDON RUTTER	1	174.58	
EFT29026	16/02/2018	FIRM CONSTRUCTION PTY LTD	BUILDING CONSTRUCTION ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE	1		283,808.04
INV 0000136030/01/2018	16/02/2018	FIRM CONSTRUCTION PTY LTD	BUILDING CONSTRUCTION ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE	1	283,808.04	
EFT29027	16/02/2018	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE 2.4 - OIL FILLER CAP TO SUIT DIESEL PUMP	1		22.00
INV 59202	11/01/2018	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE 2.4 - OIL FILLER CAP TO SUIT DIESEL PUMP	1	22.00	
EFT29028	16/02/2018	FULTON HOGAN INDUSTRIES PTY LTD	COLD MIX	1		2,816.00
INV 1132630112/01/2018	16/02/2018	FULTON HOGAN INDUSTRIES PTY LTD	COLD MIX	1	2,816.00	
EFT29029	16/02/2018	GETTING TECHNICAL	AUDIO VISUAL FOR 2018 AUSTRALIA DAY CONCERT	1		7,726.40
INV 34	29/01/2018	GETTING TECHNICAL	AUDIO VISUAL FOR 2017 CHRISTMAS ON FITZGERALD	1	3,128.40	
INV 32	29/01/2018	GETTING TECHNICAL	AUDIO VISUAL FOR 2018 AUSTRALIA DAY CONCERT	1	4,598.00	
EFT29030	16/02/2018	GIDGEGANNUP HORSE & PONY CLUB INC	KIDSPORT FUNDING	1		150.00
INV KS0161308/02/2018	16/02/2018	GIDGEGANNUP HORSE & PONY CLUB INC	KIDSPORT FUNDING	1	150.00	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29031	16/02/2018	GLENN STUART BEVERIDGE	6 X GAS BOTTLE CAGE CONSTRUCT AND INSTALL	1		2,778.00
INV 778	05/02/2018	GLENN STUART BEVERIDGE	REPAIR PLAYGROUND AND FENCE AT HENRY STREET OVAL.	1	385.00	
INV 777	05/02/2018	GLENN STUART BEVERIDGE	REFIT 1 X SHADE SAIL AT BERNARD PARK PLAYGROUP AND 1 X SHADE SAIL AT BERNARD PARK	1	396.00	
INV 775	05/02/2018	GLENN STUART BEVERIDGE	REPLACE TIMBER IN LADIES CHANGEROOMS, REPAIR CONDUIT ON POOL DECK, REMOVE BROKEN PIPE OUTSIDE OF MENS CHANGEROOMS	1	220.00	
INV 762	05/02/2018	GLENN STUART BEVERIDGE	EMERGENCY REPAIR TO LESSER HALL EXTERNAL DOOR LOCK (DOOR THAT FACES BRIDGELEY COMMUNITY CENTRE)	1	99.00	
INV 766	05/02/2018	GLENN STUART BEVERIDGE	BERNARD PARK. PRESSURE CLEAN GAZEBO, WATER PARK SHELTER AND PICNIC SHELTERS.	1	616.00	
INV 779	05/02/2018	GLENN STUART BEVERIDGE	6 X GAS BOTTLE CAGE CONSTRUCT AND INSTALL	1	974.00	
INV 784	06/02/2017	GLENN STUART BEVERIDGE	WUNDOWIE POOL - REPAIR TO PIPE AT REAR OF TOILET	1	88.00	
EFT29032	16/02/2018	GRAFTON ELECTRICS	REMEDY FAULTS WITH AERATOR IN SWAN ENCLOSURE	1		1,155.33
INV 4689	08/12/2017	GRAFTON ELECTRICS	REMEDY FAULTS WITH AERATOR IN SWAN ENCLOSURE	1	1,155.33	
EFT29033	16/02/2018	GWY PAINTING SERVICE	CLACKLINE TOILETS. APPLY 2 X COATS OF ANTI GRAFFITI COATING.	1		6,611.00
INV 1588	12/02/2018	GWY PAINTING SERVICE	APEX PARK TOILET. APPLY 2 X COATS OF ANTI GRAFFITI COATING.	1	1,859.00	
INV 1589	12/02/2018	GWY PAINTING SERVICE	BERNARD PARK TOILETS - 2 X COATS OF ANTI GRAFFITI COATING.	1	2,101.00	
INV 1590	12/02/2018	GWY PAINTING SERVICE	CLACKLINE TOILETS. APPLY 2 X COATS OF ANTI GRAFFITI COATING.	1	2,651.00	
EFT29034	16/02/2018	IN2 DIRECTIONS PTY LTD T/AS ONE WORLD LEARNING	OSH REP TRAINING FOR KIM COLBOURNE AND LOUISA DYER	1		2,390.00
INV SON012025/01/2018		IN2 DIRECTIONS PTY LTD T/AS ONE WORLD LEARNING	OSH REP TRAINING FOR KIM COLBOURNE AND LOUISA DYER	1	2,390.00	
EFT29035	16/02/2018	IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1		7,271.00
INV 0000489601/02/2018		IREDALE PEDERSEN HOOK ARCHITECTS	PROJECT MANAGEMENT - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE DESIGN	1	7,271.00	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 25

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29036	16/02/2018	JOHN YOUNG	CROSSOVER REBATE FOR 2 BUNKER WAY NORTHAM	1		1,000.00
INV 2BUNKE02/02/2018		JOHN YOUNG	CROSSOVER REBATE FOR 2 BUNKER WAY NORTHAM	1	500.00	
INV 36WOOD02/02/2018		JOHN YOUNG	CROSSOVER REBATE FOR 36 WOOD DRIVE NORTHAM	1	500.00	
EFT29037	16/02/2018	KLEENWEST DISTRIBUTORS	TOILET KLEEN, GLOVES MED, PLASTIC LIDS, TOILET ROLLS, PAPER TOWELS FOR KILLARA	1		233.53
INV 0002901417/01/2018		KLEENWEST DISTRIBUTORS	TOILET KLEEN, GLOVES MED, PLASTIC LIDS, TOILET ROLLS, PAPER TOWELS FOR KILLARA	1	233.53	
EFT29038	16/02/2018	MALINOWSKI HOLDINGS PTY LTD	RENT - 174 FITZGERALD STREET, NORTHAM - JULY 2017	1		916.66
INV 02596	01/02/2018	MALINOWSKI HOLDINGS PTY LTD	RENT - 174 FITZGERALD STREET, NORTHAM - JULY 2017	1	916.66	
EFT29039	16/02/2018	MARKETFORCE	MONTHLY COMMUNITY NEWSLETTER - HILLS GAZETTE	1		1,526.00
INV 18760	18/12/2017	MARKETFORCE	MONTHLY COMMUNITY NEWSLETTER - HILLS GAZETTE	1	1,526.00	
EFT29040	16/02/2018	MOORE STEPHENS (WA) PTY LTD	FINANCIAL REPORTING WORKSHOP ON 18TH MAY 2018 - ATTENDEE ZOE MACDONALD - ACCOUNTANT.	1		1,650.00
INV MAY 18-01/02/2018		MOORE STEPHENS (WA) PTY LTD	FINANCIAL REPORTING WORKSHOP ON 18TH MAY 2018 - ATTENDEE ZOE MACDONALD - ACCOUNTANT.	1	1,650.00	
EFT29041	16/02/2018	NORTHAM & DISTRICTS GLASS SERVICE	STONE WAS FLICKED UP DURING WHIPPER SNIPPING AND BROKE SIDE WINDOW OF UTE.	1		1,042.30
INV 0000685	04/01/2018	NORTHAM & DISTRICTS GLASS SERVICE	STONE WAS FLICKED UP DURING WHIPPER SNIPPING AND BROKE SIDE WINDOW OF UTE.	1	434.00	
INV 809	02/02/2018	NORTHAM & DISTRICTS GLASS SERVICE	FIT FRONT GLASS SUPPLIED BY SHIRE OF NORTHAM TO AMMANN STEEL DRUM LOADER LOCATED AT CARTER ROAD (OFF NORTHAM-YORK ROAD) CONTACT SANTO 0447 983 945	1	302.50	
INV 817	06/02/2018	NORTHAM & DISTRICTS GLASS SERVICE	HUGO THROSSELL MEMORIAL. REPLACE TOUGHENED GLASS COVER TO PLAQUE.	1	305.80	
EFT29042	16/02/2018	NORTHAM HOLDEN	PURCHASE OF NEW HOLDEN CAPTIVA LTZ AWD AUTO 2.2TD WHITE AS PER QUOTE C/W FIRE EXTINGUISHER FIRST AID KIT	1		7,940.70

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 26

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2070	01/02/2018	NORTHAM HOLDEN	PURCHASE OF NEW HOLDEN CAPTIVA LTZ AWD AUTO 2.2TD WHITE AS PER QUOTE C/W FIRE EXTINGUISHER FIRST AID KIT	1	7,940.70	
EFT29043	16/02/2018	OMEGA PEST CONTROL PTY LTD T/A STEWARTS PEST CONTROL	QUARTERLY RODENT BAITING AT ASSORTED SHIRE PROPERTIES.	1		1,269.71
INV 38613	08/11/2017	OMEGA PEST CONTROL PTY LTD T/A STEWARTS PEST CONTROL	QUARTERLY RODENT BAITING AT ASSORTED SHIRE PROPERTIES.	1	1,269.71	
EFT29044	16/02/2018	OXTER SERVICES	PLINTH FOR BALLOONING RECORDS PLAQUE	1		7,609.26
INV 19234	06/02/2018	OXTER SERVICES	PLINTH FOR BALLOONING RECORDS PLAQUE	1	5,115.00	
INV 19165	23/01/2018	OXTER SERVICES	WUNDOWIE DEPOT. SUPPLY 1 X CARTON OF TOILET PAPER.	1	118.26	
INV 19219	02/02/2018	OXTER SERVICES	WUNDOWIE TOILETS. MONTHLY CLEANS FOR 15/01/2018 TO 31/01/2018.	1	510.40	
INV 19220	02/02/2018	OXTER SERVICES	KATRINE TOILETS. CLEANING FOR 15/01/2018 TO 31/01/2018.	1	291.50	
INV 19221	02/02/2018	OXTER SERVICES	CEMETERY TOILETS. MONTHLY CLEANING FOR 15/01/2018 TO 31/01/2018.	1	291.50	
INV 19218	02/02/2018	OXTER SERVICES	BAKERS HILL PAVILLION. CLEANING FOR 15/01/2018 TO 31/01/2018.	1	291.50	
INV 19217	02/02/2018	OXTER SERVICES	BAKERS HILL TOILETS. CLEANING FOR 15/01/2018 TO 31/01/2018.	1	524.70	
INV 19216	02/02/2018	OXTER SERVICES	CLACKLINE TOILETS. CLEANING FOR 15/01/2018 TO 31/01/2018.	1	466.40	
EFT29045	16/02/2018	PAUL ROBINSON	VOICE OF LEGENDS ENTERTAINMENT FOR KILLARA DAY CENTRE CLIENTS	1		100.00
INV 53	08/02/2018	PAUL ROBINSON	VOICE OF LEGENDS ENTERTAINMENT FOR KILLARA DAY CENTRE CLIENTS	1	100.00	
EFT29046	16/02/2018	PPD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		3,985.00
INV K167147829/12/2017		PPD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM SWIMMING POOL.	1	1,022.60	
INV K178164810/01/2018		PPD FOOD SERVICES PTY LTD	CLEANING PRODUCTS FOR NORTHAM POOL.	1	112.35	
INV K178164810/01/2018		PPD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	137.40	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 27

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV K188530519/01/2018		FPD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	2,712.65	
EFT29047	16/02/2018	SCHWEPPE PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1		533.25
INV 0807493501/12/2017		SCHWEPPE PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	136.59	
INV 0807435110/11/2017		SCHWEPPE PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	396.66	
EFT29048	16/02/2018	SPORTSPOWER NORTHAM	CHRISTMAS GIFT VOUCHERS	1		1,190.00
INV 2476	31/01/2018	SPORTSPOWER NORTHAM	CHRISTMAS GIFT VOUCHERS	1	950.00	
INV 2473	31/01/2018	SPORTSPOWER NORTHAM	ADVERTISING SHOP LOCAL BUY LOCAL PROMOTION	1	240.00	
EFT29049	16/02/2018	ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR NORTHAM POOL.	1		391.42
INV CYINV0030/01/2018		ST JOHN AMBULANCE AUSTRALIA	SERVICING OF FIRST AID KIT - KILLARA.	1	94.50	
INV CYINV0030/01/2018		ST JOHN AMBULANCE AUSTRALIA	SERVICING OF FIRST AID KIT - WUNDOWIE POOL.	1	102.96	
INV CYINV0030/01/2018		ST JOHN AMBULANCE AUSTRALIA	SERVICING OF FIRST AID KIT - REC CENTRE.	1	88.30	
INV CYINV0030/01/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR NORTHAM POOL.	1	105.66	
EFT29050	16/02/2018	TALIS CONSULTANTS PTY LTD	FURTHER INFO REQUEST AND REPORTING FOR THE INKPEN WASTE MANAGEMENT FACILITY LICENCE AND WORKS APPROVAL.	1		2,057.00
INV 16425	31/01/2018	TALIS CONSULTANTS PTY LTD	FURTHER INFO REQUEST AND REPORTING FOR THE INKPEN WASTE MANAGEMENT FACILITY LICENCE AND WORKS APPROVAL.	1	2,057.00	
EFT29051	16/02/2018	THE FLUFFY DUCKLINGS DAY CARE INC	ADDITIONAL ITEMS FOR DAYCARE FACILITY NEW BUILDING.	1		4,349.68
INV 001	09/02/2018	THE FLUFFY DUCKLINGS DAY CARE INC	ADDITIONAL ITEMS FOR DAYCARE FACILITY NEW BUILDING.	1	4,349.68	
EFT29052	16/02/2018	THE WORKWEAR GROUP	UNIFORM FOR SHANE MOOREHEAD	1		680.80
INV 1020195625/01/2018		THE WORKWEAR GROUP	UNIFORM FOR KATHY SCHOLZ	1	334.05	
INV 476540	07/02/2018	THE WORKWEAR GROUP	UNIFORM ARRIVED DAMAGED.- KATHY SCHOLZ	1	-72.25	
INV 1019869424/01/2018		THE WORKWEAR GROUP	UNIFORM FOR SHANE MOOREHEAD	1	419.00	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 28

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29053	16/02/2018	TOWN PLANNING URBAN DESIGN AND HERITAGE	PREPARATION OF THE NORTHAM CBD DEVELOPMENT AND CONNECTIVITY STRATEGY TASK 6 (PHASE 7) & TASK 8 (PHASE 9).	1		8,626.75
INV 45368	31/01/2018	TOWN PLANNING URBAN DESIGN AND HERITAGE	PREPARATION OF THE NORTHAM CBD DEVELOPMENT AND CONNECTIVITY STRATEGY TASK 6 (PHASE 7) & TASK 8 (PHASE 9).	1	8,626.75	
EFT29054	16/02/2018	VALLEY FORD	140,000KM SERVICE TO FORD RANGER 4X4 UTE PN1503 - N11120	1		500.00
INV FOCF65816/01/2018		VALLEY FORD	PROJECT DEVELOPMENT MANAGER VEHICLE. 140,000KM SERVICE TO FORD RANGER 4X4 UTE PN1503 - N11120	1	500.00	
EFT29055	16/02/2018	VERMEER (WA & NT)	4 X BLADES FOR WOODCHIPPER PART NUMBER 156811001, 12 X BOLTS FOR WOODCHIPPER PART NUMBER 508478100	1		421.87
INV 103561	17/01/2018	VERMEER (WA & NT)	4 X BLADES FOR WOODCHIPPER PART NUMBER 156811001, 12 X BOLTS FOR WOODCHIPPER PART NUMBER 508478100	1	421.87	
EFT29056	16/02/2018	VODAFONE	HARVEST BAN LINE 01/02/2018 TO 28/02/2018.	1		1,443.86
INV 1119073506/02/2018		VODAFONE	HARVEST BAN LINE 01/02/2018 TO 28/02/2018.	1	1,443.86	
EFT29057	20/02/2018	COUNTRYWIDE POOLS	LIQUID CHLORINE FOR BAKERS HILL OVAL & FOOT VALVE FOR WUNDOWIE OVAL.	1		1,116.40
INV 24777	30/01/2018	COUNTRYWIDE POOLS	LIQUID CHLORINE FOR BAKERS HILL OVAL & FOOT VALVE FOR WUNDOWIE OVAL.	1	473.03	
INV 24776	30/01/2018	COUNTRYWIDE POOLS	SHARPEN & SERVICE HEDGE TRIMMER & UNBLOCK EXHAUST ON STIHL BRUSHCUTTER.	1	120.50	
INV 24773	30/01/2018	COUNTRYWIDE POOLS	10 X 12" EDGER BLADES FOR ENGINEERING SERVICES.	1	100.00	
INV 24755	25/01/2018	COUNTRYWIDE POOLS	REPAIR HUSQVARNA CHAINSAW.	1	242.17	
INV 24753	25/01/2018	COUNTRYWIDE POOLS	6 X CHAINSAW 1/8 FILES FOR ENGINEERING SERVICES.	1	23.10	
INV 24880	13/02/2018	COUNTRYWIDE POOLS	2 X POLE SAW CHAINS & 1 X CHAINSAW CHAIN FOR ENGINEERING SERVICES.	1	157.60	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 29

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29058	20/02/2018	HOST AUTO REPAIRS	ANNUAL SERVICE OF TOYOTA LANDCRUISER 1EFJ949 BAKERS HILL LT.	1		914.65
INV 61390	28/09/2017	HOST AUTO REPAIRS	ANNUAL SERVICE ON TOYOTA LANDCRUISER 1DJA799 CLACKLINE LT.	1	446.25	
INV 61369	12/10/2017	HOST AUTO REPAIRS	ANNUAL SERVICE OF TOYOTA LANDCRUISER 1EFJ949 BAKERS HILL LT.	1	468.40	
EFT29059	20/02/2018	JONES CONTRACTING PTY LTD	693 TONNE OF GRAVEL DURING THE PERIOD 13/12/17 TO 21/12/17 FOR JENNAPULLIN ROAD ON DOCKET# 18064, 18066, 18071, 18078, 18116, 18086 & 18126.	1		8,835.42
INV 3818	31/12/2017	JONES CONTRACTING PTY LTD	22.20 TONNES OF GRAVEL FROM 11/12/2017 DOCKET# 18056.	1	244.20	
INV 3818	31/12/2017	JONES CONTRACTING PTY LTD	693 TONNE OF GRAVEL DURING THE PERIOD 13/12/17 TO 21/12/17 FOR JENNAPULLIN ROAD ON DOCKET# 18064, 18066, 18071, 18078, 18116, 18086 & 18126.	1	7,623.00	
INV 3818	31/12/2017	JONES CONTRACTING PTY LTD	88.02 TONNE OF GRAVEL ON 06/12/2017 DOCKET#18496.	1	968.22	
EFT29060	20/02/2018	SKILL HIRE WA PTY LTD	LABOUR HIRE FOR ROBERT WILSON FOR THE PERIOD 15/01/18 TO 20/01/18.	1		3,909.46
INV AP5147823/01/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR ROBERT WILSON FOR THE PERIOD 15/01/18 TO 20/01/18.	1	2,208.12	
INV AP51540/01/02/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR ROBERT WILSON FOR THE PERIOD 22/01/18 TO 27/01/18.	1	1,701.34	
EFT29061	21/02/2018	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FOR THE PERIOD 01/01/2018 TO 31/12/2018 FOR RETAIL & GENERAL BACKGROUND MUSIC, LIVE ARTIST PERFORMANCES & MUSIC ON HOLD.	1		473.26
INV 0119090501/02/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FOR THE PERIOD 01/01/2018 TO 31/12/2018 FOR RETAIL & GENERAL BACKGROUND MUSIC, LIVE ARTIST PERFORMANCES & MUSIC ON HOLD.	1	473.26	
EFT29062	21/02/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING ADMIN COPIER.	1		1,693.45
INV S6724	14/02/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING ADMIN COPIER.	1	1,693.45	
EFT29063	21/02/2018	DIRECTIONS WORKFORCE SOLUTIONS	MENTORING FOR AEIC TRAINEE YVONNE RYDER FOR JANUARY 2018.	1		220.00

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 30

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-020212/02/2018		DIRECTIONS WORKFORCE SOLUTIONS	MENTORING FOR AEIC TRAINEE YVONNE RYDER FOR JANUARY 2018.	1	220.00	
EFT29064	21/02/2018	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR JANURARY 2018.	1		19,449.65
INV JANUAR31/01/2018		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR JANURARY 2018.		19,449.65	
EFT29065	21/02/2018	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO. G2018/1 DATED 16/12/17 TO 12/01/18.	1		666.52
INV 336760-1023/01/2018		LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO. G2018/1 DATED 16/12/17 TO 12/01/18.	1	423.82	
INV 336790-1024/01/2018		LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2018/1 DATED 25/11/17 TO 05/01/18 & SCHEDULE R2018/2 DATED 06/01/18 TO 19/01/18.	1	242.70	
EFT29066	21/02/2018	NORTHAM FEED & HIRE	DOG LEAD FOR RANGER SERVICES.	1		12.90
INV 0000110605/02/2018		NORTHAM FEED & HIRE	DOG LEAD FOR RANGER SERVICES.	1	12.90	
EFT29067	21/02/2018	NORTHAM TOWING SERVICE	REMOVAL OF ABANDONED IN KEP TRACK ACROSS ROAD FROM FOUNDARY PLACE, WUNDOWIE.	1		460.90
INV 206584	11/01/2018	NORTHAM TOWING SERVICE	REMOVE SMASHED UP, GREY COMMODORE SEDAN FROM 10 GREY STREET, NORTHAM	1	88.00	
INV 206610	19/01/2018	NORTHAM TOWING SERVICE	REMOVAL OF ABANDONED IN KEP TRACK ACROSS ROAD FROM FOUNDARY PLACE, WUNDOWIE.	1	196.90	
INV 206644	31/01/2018	NORTHAM TOWING SERVICE	REMOVE ABANDOND VEHICLE	1	88.00	
INV 206681	08/02/2018	NORTHAM TOWING SERVICE	REMOVAL OF ABANDONED VEHICLE FROM LANEWAY CHIDLOW ST NORTHAM TO SHIRE IMPOUND YARD ON 07/02/2018.	1	88.00	
EFT29068	21/02/2018	THE LIONS CLUB OF NORTHAM	ASSORTED STOCK PURCHASE FOR NORTHAM VISITOR CENTRE.	1		74.00
INV 76	12/02/2018	THE LIONS CLUB OF NORTHAM	ASSORTED STOCK PURCHASE FOR NORTHAM VISITOR CENTRE.	1	74.00	
EFT29069	21/02/2018	WA CONTRACT RANGER SERVICES	CAT IMPOUND & TEMPORARY CARE FOR JANUARY 2018.	1		1,430.00
INV 01361	06/02/2018	WA CONTRACT RANGER SERVICES	CAT IMPOUND & TEMPORARY CARE FOR JANUARY 2018.	1	1,430.00	



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 31

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29070	21/02/2018	WESTERN AUSTRALIAN INDIGENOUS TOURISM OPERATORS COUNCIL (WAITOC)	ASSOCIATE MEMBERSHIP 2017/18 (6 MONTHS/ HALF YEARLY).	1		71.50
INV 0000189105	02/2018	WESTERN AUSTRALIAN INDIGENOUS TOURISM OPERATORS COUNCIL (WAITOC)	ASSOCIATE MEMBERSHIP 2017/18 (6 MONTHS/ HALF YEARLY).	1	71.50	
EFT29071	21/02/2018	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	PUMA FUEL FOR JANUARY 2018.	1		2,020.00
INV 38	31/01/2018	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	PUMA FUEL FOR JANUARY 2018.	1	2,020.00	
EFT29072	23/02/2018	SPECIALISED TREE SERVICE	PRUNE TOWNSITE STREET TREES AS PER CONTRACT 19 OF 2015 - VARIATION #1 WUNDOWIE.	1		15,881.00
INV 2762	21/02/2018	SPECIALISED TREE SERVICE	REMOVE 3 LARGE MARRI TREES INSIDE PRNCE LINE ON TAMMA ROAD AS PER EMAIL 13/2/2018.	1	6,270.00	
INV 2756	16/02/2018	SPECIALISED TREE SERVICE	PRUNE TOWNSITE STREET TREES AS PER CONTRACT 19 OF 2015 - VARIATION #1 WUNDOWIE.	1	6,840.00	
INV 2757	16/02/2018	SPECIALISED TREE SERVICE	TRIM LARGE LILAC TREE OVERHANGING FENCE AS PER ICS70182	1	530.00	
INV 2757	16/02/2018	SPECIALISED TREE SERVICE	PRUNING TREES AS PER ICS69468 - 3 DOCTORS DRIVE	1	360.00	
INV 2763	21/02/2018	SPECIALISED TREE SERVICE	REMOVE ALEPPO PINE (DEAD) FROM BERNARD PARK.	1	1,881.00	
EFT29073	23/02/2018	AG IMPLEMENTS NORTHAM PTY LTD	3.9MM DIAMOND EDGE WHIPPER SNIPPER CORD	1		245.99
INV 321173	10/01/2018	AG IMPLEMENTS NORTHAM PTY LTD	3.9MM DIAMOND EDGE WHIPPER SNIPPER CORD	1	233.20	
INV 321516	16/01/2018	AG IMPLEMENTS NORTHAM PTY LTD	TOP LINKAGE PIN	1	12.79	
EFT29074	23/02/2018	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY WATERLESS URINAL SERVICING.	1		2,306.70
INV A17900	15/02/2018	ANDY'S PLUMBING SERVICE	NORTHAM DEPOT. REPAIR/REPLACE TAP TO SHOWER CAN'T BE TURNED OFF	1	266.20	
INV A17901	15/02/2018	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY WATERLESS URINAL SERVICING.	1	429.00	
INV A17902	15/02/2018	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY WATERLESS URINAL SERVICING.	1	880.00	
INV A17903	15/02/2018	ANDY'S PLUMBING SERVICE	KURINGAL VILLAGE UNIT 5. REPAIR/REPLACE TAP TO WASHING MACHINE.	1	731.50	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 32

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29075	23/02/2018	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	6MM BINDER FOR PLANT TRAILER	1		95.03
INV 6050457	08/01/2018	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	SNAP HOOKS & D SHACKLES FOR AERO MAINTENANCE.	1	12.65	
INV 6053600	12/01/2018	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	FITTING FOR FLOOD MITIGATION PUMP	1	35.23	
INV 6057864	22/01/2018	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	6MM BINDER FOR PLANT TRAILER	1	47.15	
EFT29076	23/02/2018	AUSTRALLIAN SERVICES UNION	Payroll deductions	1		27.45
INV DEDUCT20	02/2018	AUSTRALIAN SERVICES UNION	Payroll deductions		27.45	
EFT29077	23/02/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 20/02/2018 & INTERIM PAY 9/2/2018 & 14/02/2018.	1		57,260.00
INV PAYG 2020	02/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 20/02/2018 & INTERIM PAY 9/2/2018 & 14/02/2018.	1	57,260.00	
EFT29078	23/02/2018	AUTOPRO NORTHAM	2 X JUMP STARTERS FOR RANGER SERVICES.	1		332.17
INV 706498	05/01/2018	AUTOPRO NORTHAM	2 X JUMP STARTERS FOR RANGER SERVICES.	1	310.64	
INV 707994	16/01/2018	AUTOPRO NORTHAM	BOX OF 24V MARKER LIGHTS	1	6.90	
INV 704935	22/12/2017	AUTOPRO NORTHAM	TRAILER CONNECTOR PLUG	1	14.63	
EFT29079	23/02/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	VEHICLE SERVICE	1		1,320.30
INV 304335	12/01/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	30,000KM SERVICE FOR PN1613 TO BE CONDUCTED WED 10 JANUARY 2018	1	292.35	
INV 304923	23/01/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	VEHICLE SERVICE	1	728.30	
INV 304965	24/01/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	VEHICLE SERVICE	1	299.65	
EFT29080	23/02/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE 30/01/2018 TO 11/02/2018	1		1,568.00
INV 0074	11/02/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE 30/01/2018 TO 11/02/2018	1	1,568.00	

Ordinary Council Meeting Agenda  
21 March 2018



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 33

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29081	23/02/2018	AVON HILLS ENVIRONMENTAL	FIREBREAK & FUEL REDUCTION - 238 BENRUA RD.	1		2,497.00
INV 380	15/02/2018	AVON HILLS ENVIRONMENTAL	FIREBREAK & FUEL REDUCTION - 238 BENRUA RD.	1	880.00	
INV 379	15/02/2018	AVON HILLS ENVIRONMENTAL	FIREBREAK & FUELOAD REDUCTION - 18 KIMBERLEY ROAD, CLACKLINE (A835)	1	187.00	
INV 381	15/02/2018	AVON HILLS ENVIRONMENTAL	FIREBREAK & FUELOAD 42 TAMARILLO COURT	1	550.00	
INV 382	15/02/2018	AVON HILLS ENVIRONMENTAL	FIREBREAK & FUELOAD REDUCTION 14 BROCKMAN STREET.	1	880.00	
EFT29082	23/02/2018	AVON PAPER SHRED	240ltr BIN PAPER SHRED FOR KILLARA	1		60.00
INV 778	07/02/2018	AVON PAPER SHRED	240ltr BIN PAPER SHRED FOR KILLARA	1	60.00	
EFT29083	23/02/2018	AVON VALLEY ARTS SOCIETY (INC)	ANNUAL SPONSORSHIP 2017-2018	1		5,000.00
INV 0004865802/02/2018	23/02/2018	AVON VALLEY ARTS SOCIETY (INC)	ANNUAL SPONSORSHIP 2017-2018	1	5,000.00	
EFT29084	23/02/2018	AVON VALLEY CONTRACTORS	CARTING OF GREEN WASTE FROM TRIMMER AND WARIIN ROADS TO OLD QUARRY ROAD WASTE MANAGEMENT FACILITY 10 SEMI LOADS APPROX 20M3	1		2,750.00
INV 2154	19/02/2018	AVON VALLEY CONTRACTORS	CARTING OF GREEN WASTE FROM TRIMMER AND WARIIN ROADS TO OLD QUARRY ROAD WASTE MANAGEMENT FACILITY 10 SEMI LOADS APPROX 20M3	1	2,750.00	
EFT29085	23/02/2018	AVON VALLEY GLASS	SUPPLY AND INSTALL WINDSCREEN IN 2016 HINO 300 DUAL WIDE CAB TRUCK AS PER QUOTE DATED 30 JANUARY 2018	1		550.00
INV 0000863012/02/2018	23/02/2018	AVON VALLEY GLASS	SUPPLY AND INSTALL WINDSCREEN IN 2016 HINO 300 DUAL WIDE CAB TRUCK AS PER QUOTE DATED 30 JANUARY 2018	1	550.00	
EFT29086	23/02/2018	AVON VALLEY PLANT & EQUIPMENT PTY LTD	REMOVE, DISPOSE & REPLACE 1 DRIVEWAY AT 15 MITCHELL AVE NORTHAM - THICKENING EDGE FOR RETAINING ON RH SIDE. FORMED UP FOR RETAINING, RAMP TO FRONT PATH REPLACE EXISTING BROKEN CONCRETE. CUT 300MM OFF EXISTING PATH UNDER GATE. AS PER QUOTE# 1048.	1		8,105.90

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 34

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV IV10214	23/01/2018	AVON VALLEY PLANT & EQUIPMENT PTY LTD	REMOVE, DISPOSE & REPLACE 1 DRIVEWAY AT 15 MITCHELL AVE NORTHAM - THICKENING EDGE FOR RETAINING ON RH SIDE. FORMED UP FOR RETAINING, RAMP TO FRONT PATH. REPLACE EXISTING BROKEN CONCRETE. CUT 300MM OFF EXISTING PATH UNDER GATE. AS PER QUOTE# 1048.	J	6,524.65	
INV IV10213	23/01/2018	AVON VALLEY PLANT & EQUIPMENT PTY LTD	CROSSOVER FOR 1 LOBELIA AVENUE	J	1,581.25	
EFT29087	23/02/2018	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 16/02/2018.	1		84,039.59
INV 28064	16/02/2018	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 16/02/2018.	1	84,039.59	
EFT29088	23/02/2018	BEAUREPAIRES	SUPPLY & FIT 4 NEW TYRES ON BOBCAT TRAILER ITNU484.	1		2,972.52
INV U524349407/02/2018		BEAUREPAIRES	SUPPLY & FIT 4 NEW TYRES ON BOBCAT TRAILER ITNU484.	1	1,611.40	
INV U524349230/01/2018		BEAUREPAIRES	REPLACE 4 TYRES ON FORD ESCAPE PNI614 - N3333 MANAGER PLANNER VEHICLE.	1	1,283.12	
INV U524349223/01/2018		BEAUREPAIRES	REPAIR NEW GRADER TYRE	1	78.00	
EFT29089	23/02/2018	BINDI-BINDI PUBLISHING	STOCK PURCHASES FOR VISITORS CENTRE.	1		90.00
INV 0001239202/02/2018		BINDI-BINDI PUBLISHING	STOCK PURCHASES FOR VISITORS CENTRE.	1	90.00	
EFT29090	23/02/2018	BOEKEMAN MACHINERY	WINDOW FOR CASE SKID - PRODUCT NUMBER JAFTR270VGM424935 SERIAL NUMBER NGM424935	1		1,096.87
INV 229232	30/01/2018	BOEKEMAN MACHINERY	WINDOW FOR CASE SKID - PRODUCT NUMBER JAFTR270VGM424935 SERIAL NUMBER NGM424935	1	1,096.87	
EFT29091	23/02/2018	BOYD KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1		100.00

Ordinary Council Meeting Agenda  
21 March 2018



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 35

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV JW0802208/02/2018		BOYD KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1	100.00	
EFT29092	23/02/2018	CLAIRE ESSMORE MCGUIRE	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1		100.00
INV JW0802208/02/2018		CLAIRE ESSMORE MCGUIRE	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1	100.00	
EFT29093	23/02/2018	CONVIC PTY LTD	DETAILED ASSESSMENT OF FINAL DESIGN INCLUDING ENGINEERING CERTIFICATIONS OF YOUTH SPACE.	1		11,814.00
INV INV-044731/01/2018		CONVIC PTY LTD	DETAILED ASSESSMENT OF FINAL DESIGN INCLUDING ENGINEERING CERTIFICATIONS OF YOUTH SPACE.	1	11,814.00	
EFT29094	23/02/2018	COUNCIL ON THE AGEING (WA) INCORPORATED	UNSPENT FUNDING FROM SENIORS WEEK CONCERT EVENT - WA SENIORS WEEK 2017 COMMUNITY GRANTS PROGRAM.	1		60.00
INV RR0502205/02/2018		COUNCIL ON THE AGEING (WA) INCORPORATED	UNSPENT FUNDING FROM SENIORS WEEK CONCERT EVENT - WA SENIORS WEEK 2017 COMMUNITY GRANTS PROGRAM.	1	60.00	
EFT29095	23/02/2018	CTI SECURITY SERVICES PTY LTD	FLUFFY DUCKLINGS PLAYGROUP SECURITY FOR FEBRUARY 2018.	1		737.49
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	FLUFFY DUCKLINGS PLAYGROUP. INSTALL AG COMMUNICATOR FOR NEW ALARM SYSTEM AS PER QUOTE 20522. 16/01/2018 TO 31/01/2018.	1	32.05	
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	FLUFFY DUCKLINGS PLAYGROUP SECURITY FOR FEBRUARY 2018.	1	64.11	
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE. ALARM MONITORING FROM 01/02/2018 TO 28/02/2018.	1	53.00	
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING OLD GIRLS SCHOOL. FEBRUARY 2018.	1	53.00	
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING SES BUILDING - 01/02/2018 TO 28/02/2018.	1	29.00	
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING WUNDOWIE LIBRARY 01/02/2018 TO 28/02/2018.	1	53.00	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 36

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	BERK HAWKE OVAL SPORTS ALARM MONITORING 01/02/2018 TO 28/02/2018	1	53.00	
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE ALARM MONITORING 01/02/2018 TO 28/02/2018.	1	53.00	
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL RSL. ALARM MONITORING FROM 01/02/2018 TO 28/02/2018	1	53.00	
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM SWIMMING POOL - ALARM MONITORING 01/02/2018 TO 28/02/2018.	1	53.00	
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	OLD RAILWAY STATION - ALARM MONITORING 01/02/2018 TO 28/02/2018.	1	53.00	
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY 01/02/2018 TO 28/02/2018.	1	53.00	
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM TIP BUILDING. ALARM MONITORING FROM 01/02/2018 TO 28/02/2018	1	53.00	
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING SES ADMIN - 01/02/2018 TO 28/02/2018.	1	29.00	
INV CINS303-18/01/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR NORTHAM REC CENTRE - 01/02/2018 TO 28/02/2018.	1	53.33	
EFT29096	23/02/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	OLD GIRLS SCHOOL - CHANGE OUT BATTERY ON SMOKE DETECTOR IN ART ROOM - CHECK ON CONTROL PANREL, NOT SHOWING SCREEN.	1		1,079.10
INV 108189	17/01/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM LIBRARY. INVESTIGATE FAULTY ALARM SENSOR.	1	448.25	
INV 1081888	17/01/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	OLD GIRLS SCHOOL - CHANGE OUT BATTERY ON SMOKE DETECTOR IN ART ROOM - CHECK ON CONTROL PANREL, NOT SHOWING SCREEN.	1	630.85	
EFT29097	23/02/2018	DAMIAN'S PLUMBING	KILLARA COTTAGE. REPAIR LEAK THT IS COMING OUT FROM UNDER PATH. MAY REQUIRE PATH CUTTING. LIAISE WITH KILLARA MANAGER FOR BEST TIMES ETC.	1		2,509.65
INV 3062	11/02/2018	DAMIAN'S PLUMBING	NORTHAM LIBRARY. REPAIR LEAKING CISTERN IN STAFF TOILET, SERVICE OTHER CISTERNS AND TAPS THROUGH OUT.	1	293.15	
INV 3005	18/01/2018	DAMIAN'S PLUMBING	REPLACE COPPER RISER FROM MAIN IRRIGATION LINE	1	345.40	
INV 3043	05/02/2018	DAMIAN'S PLUMBING	REPAIR VANDALISED TAP AT JUBILEE OVAL.	1	185.90	

Ordinary Council Meeting Agenda  
21 March 2018



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 37

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 3084	16/02/2018	DAMIAN'S PLUMBING	KILLARA COTTAGE. REPAIR LEAK THT IS COMING OUT FROM UNDER PATH. MAY REQUIRE PATH CUTTING. LIAISE WITH KILLARA MANAGER FOR BEST TIMES ETC.	1	1,685.20	
EFT29098	23/02/2018	DANIELS HEALTH SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES JANUARY 2018.	1		732.11
INV 1626878	31/01/2018	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SERVICING OF SHARPS SAFES JANUARY 2018.	1	129.20	
INV 1626879	31/01/2018	DANIELS HEALTH SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES JANUARY 2018.	1	172.26	
INV 1626880	31/01/2018	DANIELS HEALTH SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SERVICING OF SHARPS JANUARY 2018.	1	172.26	
INV 1626882	31/01/2018	DANIELS HEALTH SERVICES PTY LTD	JUBILEE PAVILION TOILETS - SERVICING OF SHARPS SAFES JANUARY 2018.	1	172.26	
INV 1626881	31/01/2018	DANIELS HEALTH SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS - SERVICING OF SHARPS SAFES JANUARY 2018.	1	86.13	
EFT29099	23/02/2018	DEBORAH MOODY	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1		100.00
INV JW0802208/02/2018		DEBORAH MOODY	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1	100.00	
EFT29100	23/02/2018	DELYS MAY DICK	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1		100.00
INV JW0802208/02/2018		DELYS MAY DICK	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1	100.00	
EFT29101	23/02/2018	DIRECTIONS WORKFORCE SOLUTIONS	RECRUITMENT FEES AND 3 MONTHS MENTORING - CUSTOMER SERVICE TRAINEE	1		2,560.80
INV INV-020112/02/2018		DIRECTIONS WORKFORCE SOLUTIONS	RECRUITMENT FEES AND 3 MONTHS MENTORING - CUSTOMER SERVICE TRAINEE	1	2,560.80	
EFT29102	23/02/2018	DMC CLEANING	CLEANING OF VARIOUS SHIRE BUILDINGS FROM 01/01/2018 TO 31/01/2018.	1		5,096.12
INV SON004	25/01/2018	DMC CLEANING	CLEANING OF VARIOUS SHIRE BUILDINGS FROM 01/01/2018 TO 31/01/2018.	1	5,096.12	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 38

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29103	23/02/2018	E FIRE & SAFETY	TESTING OF EMERGENCY SERVICES EQUIPMENT FOR VARIOUS BUILDINGS.	1		7,973.90
INV 0021373309/01/2018		E FIRE & SAFETY	TESTING OF EMERGENCY SERVICES EQUIPMENT FOR VARIOUS BUILDINGS.	1	7,379.90	
INV 0021430423/01/2018		E FIRE & SAFETY	ROUTINE MAINTENANCE FOR KILLARA FIRE DETECTION SYSTEM - JANUARY 2018.	1	258.50	
INV 0021430623/01/2018		E FIRE & SAFETY	NORTHAM TOWN HALL ROUTINE MAINTENANCE FIRE DETECTION EQUIPMENT FOR JANUARY 2018.	1	126.50	
INV 0021430723/01/2018		E FIRE & SAFETY	NORTHAM SPORT & RECREATION CENTRE ROUTINE MAINTENANCE FIRE DETECTION CHARGES JANUARY 2018.	1	209.00	
EFT29104	23/02/2018	EASIFLEET	Payroll deductions	1		2,113.47
INV DEDUCT20/02/2018		EASIFLEET	Payroll deductions		1,238.30	
INV DEDUCT20/02/2018		EASIFLEET	Payroll deductions		875.17	
EFT29105	23/02/2018	ELDERS LIMITED	METSULFURON FOR WEEDING IN THE SHIRE.	1		19.80
INV C347605 06/02/2018		ELDERS LIMITED	METSULFURON FOR WEEDING IN THE SHIRE.	1	19.80	
EFT29106	23/02/2018	FM SURVEYS	SUPPLY PROVISION OF SURVEYING SERVICES AT CARTER ROAD SLK 6.7 - SLK 7.5 AS PER QUOTE. SERVICES INCLUDE: SURVEY EXISTING ROAD ALIGNMENT. SURVEY THE CROSS OVER TRANSITION. PEG THE SHOULDER ON A 2 METRE OFFSET EVERY 20M. PREPARE A DIGITAL TERRAIN MODEL FOR BITUMEN CROSSFALLS. SURVEY CONTROL WILL BE PLACED. PROVIDE DWG & PDF FILES OF FINAL SURVEY.	1		1,430.00



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 39

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0002067618/02/2018		FM SURVEYS	SUPPLY PROVISION OF SURVEYING SERVICES AT CARTER ROAD SLK 6.7 - SLK 7.5 AS PER QUOTE. SERVICES INCLUDE: SURVEY EXISTING ROAD ALIGNMENT. SURVEY THE CROSS OVER TRANSITION. PEG THE SHOULDER ON A 2 METRE OFFSET EVERY 20M. PREPARE A DIGITAL TERRAIN MODEL FOR BITUMEN CROSSFALLS. SURVEY CONTROL WILL BE PLACED. PROVIDE DWG & PDF FILES OF FINAL SURVEY.	J	1,430.00	
EFT29107	23/02/2018	GDR CIVIL CONTRACTING PTY LTD	SHIFT LOADER FROM TAMMA ROAD TO CARTER ROAD	J		495.00
INV 1304	20/02/2018	GDR CIVIL CONTRACTING PTY LTD	SHIFT LOADER FROM TAMMA ROAD TO CARTER ROAD	J	495.00	
EFT29108	23/02/2018	GLENN STUART BEVERIDGE	BERT HAWKE PAVILION. PRESSURE WASH EXTERIOR OF BUILDING INCLUDING REMOVE SECURITY SCREENS AND WASH WINDOWS.	J		5,368.00
INV 787	21/02/2018	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS. REPAIR, REPLACE MISSING LOCK, THEN PAINT ALL DOORS.	J	1,474.00	
INV 773	21/02/2018	GLENN STUART BEVERIDGE	TOWN HALL, REHANG CURTAIN THAT IS HANGING DOWN IN MAIN HALL.	J	330.00	
INV 788	21/02/2018	GLENN STUART BEVERIDGE	AVVA. RETAIN DIRT AND COMPACT AT FRONT OF BUILDING.	J	1,617.00	
INV 786	21/02/2018	GLENN STUART BEVERIDGE	BERT HAWKE PAVILION. PRESSURE WASH EXTERIOR OF BUILDING INCLUDING REMOVE SECURITY SCREENS AND WASH WINDOWS.	J	1,749.00	
INV 790	21/02/2018	GLENN STUART BEVERIDGE	ADMIN BUILDING. CLEAN ALL GUTTERS AND FLUSH DOWN PIPES.	J	198.00	
EFT29109	23/02/2018	GOE AUSTRALIA	25L OF KENNEL CLEAN FOR DOG POUND.	J		229.80
INV 0000369829/01/2018		GOE AUSTRALIA	25L OF KENNEL CLEAN FOR DOG POUND.	J	229.80	
EFT29110	23/02/2018	GRAFTON ELECTRICS	REPLACE TIMER, CONTROLLER AND CIRCUIT BREAKER ON TOWN DAM	J		1,164.42
INV 4646	24/11/2017	GRAFTON ELECTRICS	REPLACE TIMER, CONTROLLER AND CIRCUIT BREAKER ON TOWN DAM	J	542.37	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 40

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 4582	06/11/2017	GRAFTON ELECTRICS	REPLACE SWITCH TO WATER FEATURE AT BERNARD PARK.	1	112.20	
INV 4571	02/11/2017	GRAFTON ELECTRICS	REINSTATE LIGHTING POLE AND DISCONNECT / ISOLATE POLE DIG OUT AND CONCRETE POST AND REPOWER	1	509.85	
EFT29111	23/02/2018	HI CONSTRUCTIONS AUST PTY LTD	NORTHAM TOWN HALL. REPAIRS TO DECORATIVE RENDER AS PER QUOTE 9/02/2017. TO SPECIFICATIONS SUPPLIED BY SON.	1		9,998.60
INV NTHM-6	09/02/2018	HI CONSTRUCTIONS AUST PTY LTD	NORTHAM TOWN HALL. REPAIRS TO DECORATIVE RENDER AS PER QUOTE 9/02/2017. TO SPECIFICATIONS SUPPLIED BY SON.	1	9,998.60	
EFT29112	23/02/2018	HILLS CONCRETE PRODUCTS	HEADWALLS & PIPE FOR JENNAPULLIN ROAD.	1		5,920.00
INV 8698	12/12/2017	HILLS CONCRETE PRODUCTS	HEADWALLS & PIPE FOR JENNAPULLIN ROAD.	1	5,920.00	
EFT29113	23/02/2018	IXOM OPERATIONS PTY LTD	920KG DRUM OF CHLORINE FOR NORTHAM WASTE WATER TREATMENT PLANT.	1		3,415.40
INV 5918928	12/01/2018	IXOM OPERATIONS PTY LTD	920KG DRUM OF CHLORINE FOR NORTHAM WASTE WATER TREATMENT PLANT.	1	2,960.10	
INV 5926977	31/01/2018	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE FOR THE PERIOD 01/01/2018 TO 31/01/2018.	1	455.30	
EFT29114	23/02/2018	JANET KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1		100.00
INV JW0802208/02/2018		JANET KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1	100.00	
EFT29115	23/02/2018	JR & A HERSEY PTY LTD	PPE EQUIPMENT FOR DEPOT.	1		773.19
INV 40695	19/01/2018	JR & A HERSEY PTY LTD	PPE EQUIPMENT FOR DEPOT.	1	773.19	
EFT29116	23/02/2018	KATHY DAVIS	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1		100.00

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 41

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV JW0802208/02/2018		KATHY DAVIS	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1	100.00	
EFT29117	23/02/2018	KIM COLBOURNE	PURCHASE OF WHEELCHAIR FOR MOBILITY LIMITED PATRONS	1		541.00
INV 3847	21/02/2018	KIM COLBOURNE	PURCHASE OF WHEELCHAIR FOR MOBILITY LIMITED PATRONS	1	541.00	
EFT29118	23/02/2018	LANDGATE	LAND TITLE SEARCHES FOR DEBT COLLECTION - JANUARY	1		177.10
INV 823855	02/02/2018	LANDGATE	LAND TITLE SEARCHES FOR DEBT COLLECTION - JANUARY	1	177.10	
EFT29119	23/02/2018	LANDMARK	3 X 20L BAYC BASTA SL200 AGENCY FOR WEEDING IN THE SHIRE.	1		926.64
INV 9002376130/01/2018		LANDMARK	3 X 20L BAYC BASTA SL200 AGENCY FOR WEEDING IN THE SHIRE.	1	926.64	
EFT29120	23/02/2018	LFA FIRST RESPONSE	7 X BOXES OF NITRILE BLUES SIZE L & 7 X BOXES OF NITRILE BLUE SIZE XL AS PER QUOTE #15228	1		178.86
INV 0001526505/02/2018		LFA FIRST RESPONSE	7 X BOXES OF NITRILE BLUES SIZE L & 7 X BOXES OF NITRILE BLUE SIZE XL AS PER QUOTE #15228	1	178.86	
EFT29121	23/02/2018	LLOYDS EARTHMOVING	GIFT CARD - PHIL WHITE	1		100.00
INV INV-036422/12/2018		LLOYDS EARTHMOVING	GIFT CARD - PHIL WHITE	1	100.00	
EFT29122	23/02/2018	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions	1		20.50
INV DEDUCT20/02/2018		LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions		20.50	
EFT29123	23/02/2018	MARIA NICKELS	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1		100.00
INV JW0802208/02/2018		MARIA NICKELS	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1	100.00	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 42

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29124	23/02/2018	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 20/01/2018 FOR DOG AND EXTRACTIVE INDUSTRY LOCAL LAW	1		7,902.85
INV 19333	24/01/2018	MARKETFORCE	PUBLIC NOTICE IN THE AVON VALLEY ADVOCATE ON 17/01/2018 FOR PARKING AND PARKING FACILITIES AMENDMENT LOCAL LAW	1	262.44	
INV 19332	24/01/2018	MARKETFORCE	PUBLIC NOTICE IN THE AVON VALLEY ADVOCATE ON 17/01/2018 FOR STANDING ORDERS REPEAL LOCAL LAW	1	302.92	
INV 19342	24/01/2018	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN 10/01/2018 FOR PROPOSAL TO DISPOSE OF PROPERTY - HANGAR 31, NORTHAM AIRPORT	1	428.93	
INV 19331	24/01/2018	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN 17/01/2018 FOR PROPOSAL TO DISPOSE OF PROPERTY - HANGAR 31, NORTHAM AIRPORT	1	221.96	
INV 19334	24/01/2018	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN 19/01/2018 FOR SALE OF LOT 39 DEMPSTER STREET, NORTHAM	1	464.84	
INV 19344	24/01/2018	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 20/01/2018 FOR DOG AND EXTRACTIVE INDUSTRY LOCAL LAW	1	1,109.80	
INV 19340	24/01/2018	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN 10/01/2018 - PARKING AND PARKING FACILITIES LOCAL LAW (PROPOSED AMENDMENT)	1	523.46	
INV 19335	24/01/2018	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 20/01/2018 FOR DOG AND EXTRACTIVE INDUSTRY LOCAL LAW	1	383.88	
INV 19336	24/01/2018	MARKETFORCE	ADVERT IN THE AVON VALLEY ADVOCATE 24/01/2018, GAZETTE 26/01/2018 AND SEEK FOR KILLARA NURSE X 2	1	878.00	
INV 19338	24/01/2018	MARKETFORCE	ADVERT IN THE ADVOCATE 10/01/2018 AND GAZETTE 10/01/2018 FOR THE BILYA KOORT BOODJA CENTRE COORDINATOR	1	171.94	
INV 19330	24/01/2018	MARKETFORCE	ADVERT IN THE ADVOCATE 10/01/2018 AND GAZETTE 10/01/2018 FOR THE BILYA KOORT BOODJA CENTRE COORDINATOR	1	883.48	
INV 19337	24/01/2018	MARKETFORCE	ADVERT ON SEEK PLANT OPERATOR / MAINTENANCE WORKER	1	171.94	
INV 19329	24/01/2018	MARKETFORCE	ADVERT IN THE AVON VALLEY ADVOCATE 10/01/2018 AND THE HILLS GAZETTE 11/01/2018	1	972.36	

Ordinary Council Meeting Agenda  
21 March 2018



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 43

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 19339	24/01/2018	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN 20/12/2017	1	530.73	
INV 19341	24/01/2018	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN 10/01/2018 - STANDING ORDERS LOCAL LAW (REPEAL)	1	596.17	
EFT29125	23/02/2018	MICHELLE WINMAR	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1		100.00
INV JW0802208/02/2018		MICHELLE WINMAR	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1	100.00	
EFT29126	23/02/2018	MJB INDUSTRIES	TAMMA ROAD CULVERT EXTENSION	1		7,758.30
INV 0002972523/01/2018		MJB INDUSTRIES	TAMMA ROAD CULVERT EXTENSION	1	5,197.50	
INV 0002972623/01/2018		MJB INDUSTRIES	HEADWALL FOR CARTER ROAD NORTHAM	1	2,560.80	
EFT29127	23/02/2018	NORTHAM BETTA HOME LIVING	PORTABLE URN FOR COUNCIL CHAMBERS - REPLACEMENT DUE TO FAILURE OF EXISTING URN	1		565.90
INV 2957185512/02/2018		NORTHAM BETTA HOME LIVING	x 1 COMPUTER MONITOR - OLD QUARRY LANDFILL.	1	179.00	
INV 2957070216/11/2016		NORTHAM BETTA HOME LIVING	2 X DUSTBAG 5L.	1	49.90	
INV 2957187016/02/2018		NORTHAM BETTA HOME LIVING	PORTABLE URN FOR COUNCIL CHAMBERS - REPLACEMENT DUE TO FAILURE OF EXISTING URN	1	337.00	
EFT29128	23/02/2018	NORTHAM MAZDA	30000KM SERVICE TO MAZDA CX-9 PN1601 - N11206 CEO VEHICLE.	1		511.40
INV 118839	19/02/2018	NORTHAM MAZDA	SECOND ROW FLOOR MATS FOR MAZDA CX-9 PN1601 - N11206.	1	216.40	
INV 118838	19/02/2018	NORTHAM MAZDA	30000KM SERVICE TO MAZDA CX-9 PN1601 - N11206 CEO VEHICLE.	1	295.00	
EFT29129	23/02/2018	NORTHAM MITRE 10 SOLUTIONS	GALCON TIMER BLUE TOOTH & MICRO SPRAY STAKES FOR GARDEN AT PEEL TCE/WELLINGTON ST NORTHAM	1		643.17
INV 1025871415/01/2018		NORTHAM MITRE 10 SOLUTIONS	ADMIN BUILDING. SUPPLY WD40, SILICONE SPRAY AND GRAPHITE POWDER.	1	32.80	
INV 1025757611/01/2018		NORTHAM MITRE 10 SOLUTIONS	GALCON TIMER BLUE TOOTH & MICRO SPRAY STAKES FOR GARDEN AT PEEL TCE/WELLINGTON ST NORTHAM.	1	183.83	
INV 1025680209/01/2018		NORTHAM MITRE 10 SOLUTIONS	RUBBER Mallet FOR THE DEPOT.	1	11.95	

Ordinary Council Meeting Agenda  
21 March 2018



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 44

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1025894916/01/2018		NORTHAM MITRE 10 SOLUTIONS	PIPE FITTINGS, BARREL UNIONS FOR WATER PLAYGROUND		61.75	
INV 1025521904/01/2018		NORTHAM MITRE 10 SOLUTIONS	STRAPS FOR BRICK PAVING		45.66	
INV 1025972618/01/2018		NORTHAM MITRE 10 SOLUTIONS	LARGE CAT TRAP		150.10	
INV 1026127723/01/2018		NORTHAM MITRE 10 SOLUTIONS	GLOVES & PICK UP STICK		19.50	
INV 1026108323/01/2018		NORTHAM MITRE 10 SOLUTIONS	CLIP SALLE PIPE & LAGGING BLACK FOR EYE WASH STATION		42.32	
INV 1025758611/01/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS		22.39	
INV 1025972818/01/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR APEX PARK		54.83	
INV 1026094722/01/2018		NORTHAM MITRE 10 SOLUTIONS	PADLOCK FOR NEW GRADER TOOLBOX DUSTPAN & BRUSH		18.04	
EFT29130	23/02/2018	NORTHAM TOWING SERVICE	REMOVE SILVER HOLDEN VECTRA FROM VERGE AT 11 YALBAROO ROAD, NORTHAM			88.00
INV 206692	16/02/2018	NORTHAM TOWING SERVICE	REMOVE SILVER HOLDEN VECTRA FROM VERGE AT 11 YALBAROO ROAD, NORTHAM		88.00	
EFT29131	23/02/2018	OFFICEWORKS SUPERSTORES PTY LTD	BRATECK DUAL LCD MONITOR TABLE STAND WITH ARM AND DESK			862.40
INV 3796568824/01/2018		OFFICEWORKS SUPERSTORES PTY LTD	BANTEX DESK PAD CALENDAR REFILLS 10 PACK		55.70	
INV 3805481130/01/2018		OFFICEWORKS SUPERSTORES PTY LTD	2018 DESK PLANNER CALENDARS FOR ASSORTED SHIRE STAFF.		244.75	
INV 3796552624/01/2018		OFFICEWORKS SUPERSTORES PTY LTD	BRATECK DUAL LCD MONITOR TABLE STAND WITH ARM AND DESK		561.95	
EFT29132	23/02/2018	PAMELA FERRIERE	RATES REFUND FOR OVERPAYMENT ASSESSMENT A11259 68 GOOMALLING ROAD NORTHAM 6401			4,437.69
INV A11259	20/02/2018	PAMELA FERRIERE	RATES REFUND FOR OVERPAYMENT ASSESSMENT A11259 68 GOOMALLING ROAD NORTHAM 6401		4,437.69	
EFT29133	23/02/2018	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET NORTHAM, STATEMENT NO: 2142418, ACCOUNT NO 601148.			410.01
INV 2142418	15/02/2018	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET NORTHAM, STATEMENT NO: 2142418, ACCOUNT NO 601148.		410.01	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 45

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29134	23/02/2018	PERTH SAFETY PRODUCTS PTY LTD	SIGNS FOR VARIOUS ROADS.			3,767.50
INV 0000748714/11/2017		PERTH SAFETY PRODUCTS PTY LTD	SIGNS FOR VARIOUS ROADS.		2,772.00	
INV 0000776206/02/2018		PERTH SAFETY PRODUCTS PTY LTD	VARIOUS ROAD SIGNS.		995.50	
EFT29135	23/02/2018	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE OVAL. INSTALL DOUBLE WEATHER PROOF GPO. INSTALL 50W LED SPOTLIGHT AS PER QUOTE 5346	1		586.30
INV 0000535029/01/2018		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE OVAL. INSTALL DOUBLE WEATHER PROOF GPO. INSTALL 50W LED SPOTLIGHT AS PER QUOTE 5346	1	506.00	
INV 0000536619/02/2018		PROGRAMME ELECTRICAL MAINTENANCE	KURINGAL VILLAGE UNIT 7. REPAIR/REPLACE FRONT SMOKE DETECTOR.	1	80.30	
EFT29136	23/02/2018	PUBLIC TRANSPORT AUTHORITY	TICKET SALES JANUARY 2018.	1		119.55
INV 3101201831/01/2018		PUBLIC TRANSPORT AUTHORITY	TICKET SALES JANUARY 2018.	1	119.55	
EFT29137	23/02/2018	RED DOT STORES	CRAFT SUPPLIES FOR NORTHAM LIBRARY PROGRAMMES.	1		92.00
INV 3389287618/12/2017		RED DOT STORES	CRAFT SUPPLIES FOR NORTHAM LIBRARY PROGRAMMES.	1	92.00	
EFT29138	23/02/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING FOR TONI MILLER	1		150.00
INV 0016489	16/02/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING FOR TONI MILLER	1	150.00	
EFT29139	23/02/2018	RETAIL DECISIONS (COLES)	COLES PURCHASES FOR JANUARY 2018 - NICOLE HAMPTON, MILTON BROOKS, SUSUAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS, LEASA OSBORNE, KIM COLBOURNE, VICTORIA JONES.	1		3,331.39
INV JANUAR 31/01/2018		RETAIL DECISIONS (COLES)	COLES PURCHASES FOR JANUARY 2018 - NICOLE HAMPTON, MILTON BROOKS, SUSUAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS, LEASA OSBORNE, KIM COLBOURNE, VICTORIA JONES.		3,331.39	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 46

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29140	23/02/2018	ROAD AND TRAFFIC SERVICES	LINE MARKING AT NORTHAM AIRPORT AS PER QUOTE# 17RM132. CENTRE LINES X 14 (DASHES) THRESHOLD MARKINGS X 2 RUNWAY END MARKINGS X 42M2 ARROWS X 4 NUMBERS X 4 HOLD LINE X 30M TAXI LINE MARKING X 150M EDGE LINE X 200M	1		31,460.00
INV 0000723420/11/2017		ROAD AND TRAFFIC SERVICES	LINE MARKING AT NORTHAM AIRPORT AS PER QUOTE# 17RM132. CENTRE LINES X 14 (DASHES) THRESHOLD MARKINGS X 2 RUNWAY END MARKINGS X 42M2 ARROWS X 4 NUMBERS X 4 HOLD LINE X 30M TAXI LINE MARKING X 150M EDGE LINE X 200M	1	31,460.00	
EFT29141	23/02/2018	ROYAL LIFE SAVING SOCIETY WA	WATCH-AROUND WATER REGISTRATION	1		300.00
INV 77610	07/02/2018	ROYAL LIFE SAVING SOCIETY WA	WATCH-AROUND WATER REGISTRATION	1	300.00	
EFT29142	23/02/2018	SHIRE OF TOODYAY	UNDERSTANDING FINANCIAL REPORTS AND BUDGETS TRAINING (CR MEC SHELYI AND CR ANTONIO)	1		376.00
INV 17185	31/01/2018	SHIRE OF TOODYAY	UNDERSTANDING FINANCIAL REPORTS AND BUDGETS TRAINING (CR MEC SHELYI AND CR ANTONIO)	1	376.00	
EFT29143	23/02/2018	SLATER-GARTRELL SPORTS	2X ULTRA BLACK LINE MARKING PAINT 10L FOR JUBILEE OVAL.	1		246.40
INV SG25498/01/02/2018		SLATER-GARTRELL SPORTS	2X ULTRA BLACK LINE MARKING PAINT 10L FOR JUBILEE OVAL.	1	246.40	
EFT29144	23/02/2018	SOURCE MY PARTS PTY LTD	PART NUMBER 5D9553C - GRADER BLADE	1		2,376.00
INV 404681	08/02/2018	SOURCE MY PARTS PTY LTD	PART NUMBER 5D9553C - GRADER BLADE	1	2,376.00	



Ordinary Council Meeting Agenda  
21 March 2018



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 47

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT29145	23/02/2018	SOUTHERN CROSS AUSTEREO PTY LTD	AUSTRALIA DAY RADIO ADVERTS	1		1,544.40
INV 7060132731/01/2018		SOUTHERN CROSS AUSTEREO PTY LTD	AUSTRALIA DAY RADIO ADVERTS	1	975.70	
INV 7060132931/01/2018		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISING ON RADIO FOR SEWER EXTENSION WORKS ACROSS MINSON AVENUE COMMENCING MONDAY 29/01/18	1	490.60	
INV 7060133031/01/2018		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS INTERVIEWS 2017/18 JANUARY 2018.	1	78.10	
EFT29146	23/02/2018	SPORTSPOWER NORTHAM	UNIFORMS FOR POOL STAFF.	1		1,654.90
INV 2463	24/12/2017	SPORTSPOWER NORTHAM	RED AND WHITE LIFEGUARD SHIRTS (LIFEGUARD ON BACK AND SHIRE LOGO ON FRONT)	1	65.80	
INV 2463	24/12/2017	SPORTSPOWER NORTHAM	UNIFORMS FOR POOL STAFF.	1	1,089.90	
INV 2472	31/01/2018	SPORTSPOWER NORTHAM	REC CENTRE UNIFORMS	1	53.20	
INV 2477	31/01/2018	SPORTSPOWER NORTHAM	BLACK CAPS WITH SHIRE OF NORTHAM LOGO	1	150.00	
INV 2474	31/01/2018	SPORTSPOWER NORTHAM	WHISTLES WITH BLACK CORD	1	66.00	
INV 2475	31/01/2018	SPORTSPOWER NORTHAM	REC CENTRE EQUIPMENT	1	230.00	
EFT29147	23/02/2018	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID SERVICES FOR 2017 XMAS ON FITZGERALD'S FROM 1600-2100	1		623.70
INV CYINV0017/01/2018		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID SERVICES FOR 2017 XMAS ON FITZGERALD'S FROM 1600-2100	1	346.50	
INV CYINV0014/02/2018		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	AMBULANCE WITH STAFF FOR 2018 AUSTRALIA DAY CONCERT	1	277.20	
EFT29148	23/02/2018	STEWART & HEATON CLOTHING CO.PTY LTD	CESM UNIFORM FOR BRENDON RUTTER.	1		69.76
INV SIN-283022/01/2018		STEWART & HEATON CLOTHING CO.PTY LTD	CESM UNIFORM FOR BRENDON RUTTER.	1	69.76	
EFT29149	23/02/2018	THE WORKWEAR GROUP	UNIFORM FOR BEV JONES.	1		231.20
INV 1022114705/02/2018		THE WORKWEAR GROUP	UNIFORM FOR BEV JONES.	1	231.20	
EFT29150	23/02/2018	VINCELEC	REPLACE FAULTY SECURITY SMOKE ALARM AT KILLARA DAY CENTRE	1		253.00

Ordinary Council Meeting Agenda  
21 March 2018



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 48

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 497	06/02/2018	VINCELEC	REPLACE FAULTY SECURITY SMOKE ALARM AT KILLARA DAY CENTRE	1	253.00	
EFT29151	23/02/2018	VISIMAX SAFETY PRODUCTS	ASSORTED SNAKE CAPTURING TOOLS FOR RANGER SERVICES.	1		432.25
INV 0000551812/02/2018		VISIMAX SAFETY PRODUCTS	ASSORTED SNAKE CAPTURING TOOLS FOR RANGER SERVICES.	1	432.25	
EFT29152	23/02/2018	WA CONTRACT RANGER SERVICES	CONTRACT RANGER RELIEF WORK, 8/02/18 - 18/02/18 INCLUSIVE.	1		1,397.00
INV 01391	19/02/2018	WA CONTRACT RANGER SERVICES	CONTRACT RANGER RELIEF WORK, 8/02/18 - 18/02/18 INCLUSIVE.	1	1,397.00	
EFT29153	23/02/2018	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN	1		2,414.47
INV 48596	19/01/2018	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN	1	525.16	
INV 48612	19/01/2018	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN.	1	511.66	
INV 48183	18/01/2018	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN OFFICE.	1	437.98	
INV SN00006131/01/2018		WARRICKS NEWSAGENCY	NEWSPAPERS FOR THE SHIRE ADMIN BUILDING FOR JANUARY 2018.	1	81.00	
INV SN0001731/01/2018		WARRICKS NEWSAGENCY	COPIES OF THE WEST AUSTRALIAN FOR KILLARA JANUARY 2018.	1	37.00	
INV 49062	02/02/2018	WARRICKS NEWSAGENCY	ASSORTED STATIONERY ITEMS FOR KILLARA	1	309.85	
INV SN0001731/01/2018		WARRICKS NEWSAGENCY	NEWSPAPER & MAGAZINES FOR LIBRARY - JANUARY 2017.	1	150.02	
INV 48899	02/02/2018	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN	1	361.80	
EFT29154	23/02/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT SERVICES FOR DESIGN OF NORTHAM AQUATIC CENTRE	1		693.00
INV I306913425/01/2018		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT SERVICES FOR DESIGN OF NORTHAM AQUATIC CENTRE	1	693.00	
EFT29155	23/02/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY & INSTALL TWO IMITATION CCTV CAMERAS AT THE SHIRE DEPOT SHED AND SUPPLY 20M HEAVY DUTY EXTENSION CORD 15-10 AMP.	1		1,785.50
INV 7523	31/01/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY & INSTALL TWO IMITATION CCTV CAMERAS AT THE SHIRE DEPOT SHED AND SUPPLY 20M HEAVY DUTY EXTENSION CORD 15-10 AMP.	1	886.50	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 49

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 7525	31/01/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	ASSESS AND JUMPSTART TRUCK PN1222	1	586.50	
INV 7524	31/01/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR WIRING FOR JOHN DEERE GATOR (6 NOVEMBER 2017)	1	312.50	
EFT29156	23/02/2018	WHEATBELT SAFETYWEAR	BOOTS FOR NADEEM GULL	1		150.00
INV 8000	24/01/2018	WHEATBELT SAFETYWEAR	BOOTS FOR NADEEM GULL	1	150.00	
EFT29157	23/02/2018	WINC AUSTRALIA PTY LIMITED	SPIRAX A4 ZIPPERED COMPENDIUM FOR BUSHFIRES BRIGADES.	1		353.32
INV 9023184611/01/2018		WINC AUSTRALIA PTY LIMITED	AVERY CLEAR SOFT COVER PLASTIC DISPLAY BOOK - 20 POCKETS	1	141.33	
INV 9023258919/01/2018		WINC AUSTRALIA PTY LIMITED	SPIRAX A4 ZIPPERED COMPENDIUM FOR BUSHFIRES BRIGADES.	1	211.99	
EFT29158	23/02/2018	WUNDOWIE PROGRESS ASSOCIATION	AUSTRALIA DAY CELEBRATIONS YEARLY SUPPORT.	1		1,331.66
INV 0000006	08/02/2018	WUNDOWIE PROGRESS ASSOCIATION	AUSTRALIA DAY CELEBRATIONS YEARLY SUPPORT.	1	1,331.66	
EFT29159	23/02/2018	WUNDOWIE SPRINGS PTY LTD WUNDOWIE ONE STOP	WUNDOWIE LIBRARY - 4 COPIES OF THE AVON ADVOCATE & 4 COPIES OF THE COUNTRYMAN (ONE COPY OF EACH PER WEEK) FOR JULY 2017 - JUNE 2018	1		182.00
INV 32	23/01/2018	WUNDOWIE SPRINGS PTY LTD WUNDOWIE ONE STOP	WUNDOWIE LIBRARY - 4 COPIES OF THE AVON ADVOCATE & 4 COPIES OF THE COUNTRYMAN (ONE COPY OF EACH PER WEEK) FOR JULY 2017 - JUNE 2018	1	182.00	
EFT29160	23/02/2018	YVONNE KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1		100.00
INV JW08022/08/02/2018		YVONNE KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1	100.00	
34888	09/02/2018	SHIRE OF NORTHAM	FOOD BUSINESS REGISTRATION HIGH RISK	1		142.50
INV 19481	19/01/2018	SHIRE OF NORTHAM	FOOD BUSINESS REGISTRATION HIGH RISK	1	142.50	
34889	09/02/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		135.00
INV DEDUCT06/02/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		135.00	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 50

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
34890	09/02/2018	SYNERGY	ELECTRICITY ACCOUNT FOR LOC 2 WITHERS ST NORTHAM (AIRPORT) FOR THE PERIOD 08/11/17 TO 11/01/18.	1		6,769.45
INV 9356001425/01/2018		SYNERGY	ELECTRICITY ACCOUNT FOR LOT 85 U 3 MINSON AVE NORTHAM (VISITOR CENTRE CONFERENCE ROOM) FOR THE PERIOD 23/11/17 TO 25/01/18.	1	616.20	
INV 1648520325/01/2018		SYNERGY	ELECTRICITY ACCOUNT FOR WELLINGTON ST NORTHAM (OLD GIRLS SCHOOL) FOR THE PERIOD 23/11/17 TO 25/01/18.	1	30.45	
INV 3355969225/01/2018		SYNERGY	ELECTRICITY ACCOUNT FOR LOT 85 U 1 MINSON AVE NORTHAM (VISITORS CENTRE) FOR THE PERIOD 23/11/17 TO 25/01/18.	1	1,866.00	
INV 1365377423/01/2018		SYNERGY	ELECTRICITY ACCOUNT FOR LOC 2 WITHERS ST NORTHAM (AIRPORT) FOR THE PERIOD 08/11/17 TO 11/01/18.	1	2,726.85	
INV 1127695029/01/2018		SYNERGY	ELECTRICITY CHARGES FOR 87 DUKE ST NORTHAM (OLD FIRE STATION) FOR THE PERIOD 24/11/17 TO 29/01/18.	1	257.80	
INV 2795023329/01/2018		SYNERGY	ELECTRICITY CHARGES FOR U TS 2 GREY ST NORTHAM (AEC) FOR THE PERIOD 23/11/17 TO 29/01/18.	1	507.80	
INV 1819945018/01/2018		SYNERGY	ELECTRICITY CHARGES FOR U 1 2 BURGOPYNE ST NORTHAM (KILLARA NEW BUILDING) FOR THE PERIOD 21/12/17 TO 18/01/18.	1	646.15	
INV 1539025124/01/2018		SYNERGY	ELECTRICITY ACCOUNT FOR 67 BYFIELD ST NORTHAM (OLD SHIRE DEPOT BUILDING) FOR THE PERIOD 22/11/2017 TO 24/01/2018.	1	118.20	
34891	09/02/2018	TELSTRA CORPORATION	SHIRE MOBILE PHONE ACCOUNT TO 27/01/2018.	1		4,035.95
INV 2000049018/01/2018		TELSTRA CORPORATION	BIGPOND BROADBAND FOR NORTHAM DISTRICT SES FOR THE PERIOD 15/12/2017 TO 14/01/2018.	1	39.95	
INV 6305302927/01/2018		TELSTRA CORPORATION	BUSINESS LINE ACCOUNT FOR BAKERS HILL BFB TO 22/01/2018.	1	25.66	
INV 2726008928/01/2018		TELSTRA CORPORATION	SHIRE MOBILE PHONE ACCOUNT TO 27/01/2018.	1	3,970.34	
34893	12/02/2018	SYNERGY	AVON YOUTH PARK 27/11/2017 TO 30/01/2018	1		32.30
INV 2361098030/01/2018		SYNERGY	AVON YOUTH PARK 27/11/2017 TO 30/01/2018	1	32.30	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 51

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
34894	12/02/2018	WATER CORPORATION	WATER USE & SERVICE CHARGES FOR SWIMMING POOL AT 55 MITCHELL AV NORTHAM FOR THE PERIOD 18/11/17 TO 18/01/18.	1		22,201.56
INV 9022053218/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR STANDPIPE AT CLARKE ST NORTHAM FOR THE PERIOD 16/11/17 TO 17/01/18.	1	3,733.06	
INV 9007945311/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR LA STANDPIPE AT MEENAAR T/S GREAT EASTERN HWY FOR THE PERIOD 09/11/17 TO 10/01/18.	1	76.34	
INV 9021499419/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR SWIMMING POOL AT 55 MITCHELL AV NORTHAM FOR THE PERIOD 18/11/17 TO 18/01/18.	1	10,048.53	
INV 9007938923/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR LA STANDPIPE AT BODEGUERO WAY WUNDOWIE FOR THE PERIOD 18/11/17 TO 22/01/18.	1	73.94	
INV 9010596323/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR RESERVE AT 34 WOOD DR NORTHAM (GEORGE NUICH PARK) FOR THE PERIOD 21/11/17 TO 22/01/18.	1	1,217.02	
INV 9007951311/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR LA STANDPIPE AT MEENAR SOUTH RD FOR THE PERIOD 09/11/17 TO 10/01/18.	1	47.64	
INV 9019179330/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR SHARED FIRE SERVICE AT CHITTY RD FOR THE PERIOD 25/11/17 TO 29/01/2018.	1	52.43	
INV 9007927522/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR RUBBISH DEPOT AT OLD QUARRY RD NORTHAM FOR THE PERIOD 18/11/17 TO 19/01/2018.	1	102.81	
INV 9012562922/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR ROAD VERGE AT MITCHELL AV NORTHAM FOR THE PERIOD 18/11/17 TO 19/01/2018.	1	188.89	
INV 9007938729/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR STANDPIPE AT LOCKYER RD CLACKLINE FOR THE PERIOD 23/11/17 TO 25/01/2018.	1	1,632.71	
INV 9007925918/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR RESERVE AT NEWCASTLE RD NORTHAM FOR THE PERIOD 17/11/17 TO 17/01/2018.	1	863.15	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 52

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007917218/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR SPORTS GROUND (BERT HAWKE OVAL) AT SUBURBAN RD NORTHAM FOR THE PERIOD 16/11/17 TO 17/01/2018.	1	1,257.67	
INV 9007918419/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR PLAYGROUND AT PERINA WAY NORTHAM FOR THE PERIOD 17/11/17 TO 18/01/2018.	1	1,386.78	
INV 9007923519/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR MEDIAN STRIP AT NEWCASTLE RD NORTHAM FOR THE PERIOD 18/11/17 TO 18/01/2018.	1	88.47	
INV 9007923619/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR HOUSE AT 55 MITCHELL AVE NORTHAM (SWIMMING POOL HOUSE) FOR THE PERIOD 18/11/17 TO 18/01/2018.	1	227.23	
INV 9007925922/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR ANIMAL POUND AT OLD QUARRY RD NORTHAM FOR THE PERIOD 18/11/17 TO 19/01/2018.	1	157.81	
INV 9007926022/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR SPORTS GROUND AT COLEBATCH ST NORTHAM FOR THE PERIOD 21/11/17 TO 19/01/2018.	1	2.39	
INV 9007840308/02/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR SHED AT 6103L KEANE ST GRASS VALLEY (GRASS VALLEY BFB SHED) FOR THE PERIOD 05/12/2017 TO 05/02/2018.	1	112.03	
INV 9007840305/12/2017		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR SHED AT 6103L KEANE ST GRASS VALLEY (GRASS VALLEY BFB SHED) FOR THE PERIOD 13/10/2017 TO 04/12/2017.	1	506.89	
INV 9007938529/01/2018		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR HALL AT 40 DYER ST CLACKLINE (CLACKLINE HALL) FOR THE PERIOD 23/11/2017 TO 25/01/2018.	1	13.52	
INV 9007938523/11/2017		WATER CORPORATION	WATER USE & SERVICE CHARGES FOR HALL AT 40 DYER ST CLACKLINE (CLACKLINE HALL) FOR THE PERIOD 03/10/2017 TO 22/11/2017.	1	412.25	
34895	16/02/2018	PETTY CASH	PETTY CASH REIMBURSEMENT FOR KILLARA - 23/11/2017 TO 02/02/2018.	1		478.80
INV P/C KILL02/02/2018		PETTY CASH	PETTY CASH REIMBURSEMENT FOR KILLARA - 23/11/2017 TO 02/02/2018.	1	478.80	
34896	16/02/2018	SYNERGY	ELECTRICITY CHARGES FOR VARIOUS PROPERTIES - 05/01/2018 TO 05/02/2018.	1		61,496.50

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 53

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1578225605/02/2018		SYNERGY	IRISHTOWN HALL 01/12/2017 TO 05/02/2018.	1	325.80	
INV 9152416401/02/2018		SYNERGY	AUXILLARY LIGHTING CHARGES - 02/01/2018 TO 01/02/2018.	1	124.50	
INV 1686149901/01/2018		SYNERGY	STREET LIGHTS 02/01/2018 TO 01/02/2018.	1	23,440.60	
INV 7921766205/02/2018		SYNERGY	ELECTRICITY CHARGES FOR VARIOUS PROPERTIES - 05/01/2018 TO 05/02/2018.	1	37,605.60	
34897	16/02/2018	WATER CORPORATION	STANDPIPE AT KEANE ST BAKERS HILL - 28/11/2017 TO 31/01/2018.	1		5,582.34
INV 9007892505/02/2018		WATER CORPORATION	BAKERS HILL OVAL - 28/11/2018 TO 31/01/2018.	1	262.83	
INV 9007892001/02/2018		WATER CORPORATION	BRIGADES SHED AT BAKERS HILL - 28/11/2017 TO 31/01/2018.	1	31.08	
INV 9007891701/02/2018		WATER CORPORATION	HOOVER PARK 28/11/2018 TO 31/01/2018.	1	109.99	
INV 9007891801/02/2018		WATER CORPORATION	STANDPIPE AT KEANE ST BAKERS HILL - 28/11/2017 TO 31/01/2018.	1	5,178.44	
34898	23/02/2018	CORNERSTONE LEGAL	TO DRAW UP THE LEASE FOR NORTHAM EQUESTRIAN CENTRE	1		1,980.00
INV 14923	14/02/2018	CORNERSTONE LEGAL	TO DRAW UP THE LEASE FOR NORTHAM EQUESTRIAN CENTRE	1	1,980.00	
34899	23/02/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		135.00
INV DEDUCT20/02/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		135.00	
34900	23/02/2018	SYNERGY	SHIRE ADMIN BUILDING - 21/12/2017 TO 18/01/2018.	1		1,549.40
INV 7968413418/01/2018		SYNERGY	SHIRE ADMIN BUILDING - 21/12/2017 TO 18/01/2018.	1	1,549.40	
34901	23/02/2018	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 04/02/2018 TO 04/03/2018.	1		4,883.56
INV 3864754812/02/2018		TELSTRA CORPORATION	HENRY ST OVAL - 05/01/2018 TO 04/02/2018.	1	72.32	
INV 9026075012/02/2018		TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 04/02/2018 TO 04/03/2018.		4,811.24	
34902	23/02/2018	WATER CORPORATION	STANDPIPE AT 116 PEEL TERRACE - 10/11/2017 TO 11/01/2018.	1		1,218.09
INV 9007913512/01/2018		WATER CORPORATION	STANDPIPE AT 116 PEEL TERRACE - 10/11/2017 TO 11/01/2018.	1	1,218.09	

Ordinary Council Meeting Agenda  
21 March 2018



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 54

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
34903	23/02/2018	WATER CORPORATION	C-S23510-DL-02 CONTRIBUTION TO SEWER RE-ALIGNMENT AT NORTHAM RECREATION CENTRE.	1		50,000.00
INV 9010515905/02/2018		WATER CORPORATION	C-S23510-DL-02 CONTRIBUTION TO SEWER RE-ALIGNMENT AT NORTHAM RECREATION CENTRE.	1	50,000.00	
DD12139.1	01/02/2018	WESTNET PTY LTD	HOSTING EMAIL PROTECTION RECURRING FOR 31/12/17 TO 31/12/2018	1		119.00
INV 9680301401/02/2018		WESTNET PTY LTD	HOSTING EMAIL PROTECTION RECURRING FOR 31/12/17 TO 31/12/2018	1	119.00	
DD12146.1	01/02/2018	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 37 UNPAID INFRINGEMENTS - FER3531537 -1/2/2018	1		2,183.00
INV 2181652201/02/2018		FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 37 UNPAID INFRINGEMENTS - FER3531537 -1/2/2018	1	2,183.00	
DD12167.1	06/02/2018	WA SUPER	Payroll deductions	1		23,352.01
INV SUPER	06/02/2018	WA SUPER	Superannuation contributions	1	20,523.81	
INV DEDUCT06/02/2018		WA SUPER	Payroll deductions	1	1,703.54	
INV DEDUCT06/02/2018		WA SUPER	Payroll deductions	1	92.00	
INV DEDUCT06/02/2018		WA SUPER	Payroll deductions	1	37.23	
INV DEDUCT06/02/2018		WA SUPER	Payroll deductions	1	295.73	
INV DEDUCT06/02/2018		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT06/02/2018		WA SUPER	Payroll deductions	1	103.88	
INV DEDUCT06/02/2018		WA SUPER	Payroll deductions	1	44.40	
INV DEDUCT06/02/2018		WA SUPER	Payroll deductions	1	325.00	
INV DEDUCT06/02/2018		WA SUPER	Payroll deductions	1	201.42	
DD12167.2	06/02/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		258.59
INV SUPER	06/02/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	258.59	
DD12167.3	06/02/2018	BENDIGO SMART START SUPER	Superannuation contributions	1		190.09
INV SUPER	06/02/2018	BENDIGO SMART START SUPER	Superannuation contributions	1	190.09	



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 55

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12167.4	06/02/2018	SUNSUPER	Superannuation contributions	1		450.81
INV SUPER	06/02/2018	SUNSUPER	Superannuation contributions	1	450.81	
DD12167.5	06/02/2018	VISION SUPER	Superannuation contributions	1		187.21
INV SUPER	06/02/2018	VISION SUPER	Superannuation contributions	1	187.21	
DD12167.6	06/02/2018	HOSTPLUS SUPER	Superannuation contributions	1		335.33
INV SUPER	06/02/2018	HOSTPLUS SUPER	Superannuation contributions	1	335.33	
DD12167.7	06/02/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1		137.86
INV SUPER	06/02/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1	137.86	
DD12167.8	06/02/2018	KINETIC SUPER	Superannuation contributions	1		144.30
INV SUPER	06/02/2018	KINETIC SUPER	Superannuation contributions	1	144.30	
DD12167.9	06/02/2018	ESSENTIAL SUPER	Superannuation contributions	1		102.16
INV SUPER	06/02/2018	ESSENTIAL SUPER	Superannuation contributions	1	102.16	
DD12171.1	06/02/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		18.68
INV SUPER	09/02/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	18.68	
DD12176.1	09/02/2018	BANKWEST	CHADD HUNT MASTERCARD 21/12/2017 TO 22/1/2018	1		5,453.39
INV D HENDI	09/02/2018	BANKWEST	DANIEL HENDRIKSEN MASTERCARD 21/12/17 TO 22/1/2018	1	294.91	
INV C KLEYN	09/02/2018	BANKWEST	CLINTON KLEYNHANS MASTERCARD -21/12/17 TO 22/1/2018	1	464.55	
INV C YOUNG	09/02/2018	BANKWEST	COLIN YOUNG MASTERCARD -21/12/17 TO 22/1/2018	1	1,287.85	
INV R RAYSON	09/02/2018	BANKWEST	ROSS RAYSON MASTERCARD -21/12/17 TO 22/1/2018	1	3,346.08	
INV C HUNT	09/02/2018	BANKWEST	CHADD HUNT MASTERCARD 21/12/2017 TO 22/1/2018	1	60.00	

Ordinary Council Meeting Agenda  
21 March 2018



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 56

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12185.1	06/02/2018	WA SUPER	Superannuation contributions	1		146.92
INV SUPER	14/02/2018	WA SUPER	Superannuation contributions	1	146.92	
DD12185.2	14/02/2018	WA SUPER	Payroll deductions	1		50.66
INV DEDUCT	14/02/2018	WA SUPER	Payroll deductions	1	50.66	
DD12216.1	20/02/2018	WA SUPER	Payroll deductions	1		23,541.72
INV SUPER	20/02/2018	WA SUPER	Superannuation contributions	1	20,810.80	
INV DEDUCT	20/02/2018	WA SUPER	Payroll deductions	1	1,596.61	
INV DEDUCT	20/02/2018	WA SUPER	Payroll deductions	1	96.70	
INV DEDUCT	20/02/2018	WA SUPER	Payroll deductions	1	41.93	
INV DEDUCT	20/02/2018	WA SUPER	Payroll deductions	1	295.73	
INV DEDUCT	20/02/2018	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	20/02/2018	WA SUPER	Payroll deductions	1	104.13	
INV DEDUCT	20/02/2018	WA SUPER	Payroll deductions	1	44.40	
INV DEDUCT	20/02/2018	WA SUPER	Payroll deductions	1	325.00	
INV DEDUCT	20/02/2018	WA SUPER	Payroll deductions	1	201.42	
DD12216.2	20/02/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		258.59
INV SUPER	20/02/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	258.59	
DD12216.3	20/02/2018	BENDIGO SMART START SUPER	Superannuation contributions	1		187.21
INV SUPER	20/02/2018	BENDIGO SMART START SUPER	Superannuation contributions	1	187.21	
DD12216.4	20/02/2018	SUNSUPER	Superannuation contributions	1		450.81
INV SUPER	20/02/2018	SUNSUPER	Superannuation contributions	1	450.81	
DD12216.5	20/02/2018	VISION SUPER	Superannuation contributions	1		191.61
INV SUPER	20/02/2018	VISION SUPER	Superannuation contributions	1	191.61	

Ordinary Council Meeting Agenda  
21 March 2018



Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 57

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12216.6	20/02/2018	HOSTPLUS SUPER	Superannuation contributions	1		409.26
INV SUPER	20/02/2018	HOSTPLUS SUPER	Superannuation contributions	1	409.26	
DD12216.7	20/02/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1		171.99
INV SUPER	20/02/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1	171.99	
DD12216.8	20/02/2018	KINETIC SUPER	Superannuation contributions	1		144.30
INV SUPER	20/02/2018	KINETIC SUPER	Superannuation contributions	1	144.30	
DD12216.9	20/02/2018	ESSENTIAL SUPER	Superannuation contributions	1		115.54
INV SUPER	20/02/2018	ESSENTIAL SUPER	Superannuation contributions	1	115.54	
DD12167.10	06/02/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		205.05
INV SUPER	06/02/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	205.05	
DD12167.11	06/02/2018	CBUS	Superannuation contributions	1		141.89
INV SUPER	06/02/2018	CBUS	Superannuation contributions	1	141.89	
DD12167.12	06/02/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		1,768.99
INV SUPER	06/02/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	1,768.99	
DD12167.13	06/02/2018	DO NOT USE - (SEE WA SUPER)CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1		299.02
INV SUPER	06/02/2018	DO NOT USE - (SEE WA SUPER)CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1	299.02	
DD12167.14	06/02/2018	REST INDUSTRY SUPER	Superannuation contributions	1		515.07
INV SUPER	06/02/2018	REST INDUSTRY SUPER	Superannuation contributions	1	515.07	
DD12167.15	06/02/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		254.29

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 58

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	06/02/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	254.29	
DD12167.16	06/02/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		298.26
INV SUPER	06/02/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	298.26	
DD12167.17	06/02/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		518.82
INV SUPER	06/02/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	518.82	
DD12167.18	06/02/2018	AMP LIFE LIMITED	Superannuation contributions	1		390.64
INV SUPER	06/02/2018	AMP LIFE LIMITED	Superannuation contributions	1	390.64	
DD12167.19	06/02/2018	AMG UNIVERSAL SUPER	Superannuation contributions	1		174.72
INV SUPER	06/02/2018	AMG UNIVERSAL SUPER	Superannuation contributions	1	174.72	
DD12216.10	20/02/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		204.38
INV SUPER	20/02/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	204.38	
DD12216.11	20/02/2018	HESTA SUPER FUND	Superannuation contributions	1		54.60
INV SUPER	20/02/2018	HESTA SUPER FUND	Superannuation contributions	1	54.60	
DD12216.12	20/02/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		1,759.82
INV SUPER	20/02/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	1,759.82	
DD12216.13	20/02/2018	REST INDUSTRY SUPER	Superannuation contributions	1		516.29
INV SUPER	20/02/2018	REST INDUSTRY SUPER	Superannuation contributions	1	516.29	
DD12216.14	20/02/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		254.29
INV SUPER	20/02/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	254.29	

Date: 01/03/2018  
Time: 8:10:34AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 59

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12216.15	20/02/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		276.55
INV SUPER	20/02/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	276.55	
DD12216.16	20/02/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		518.82
INV SUPER	20/02/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	518.82	
DD12216.17	20/02/2018	AMP LIFE LIMITED	Superannuation contributions	1		390.64
INV SUPER	20/02/2018	AMP LIFE LIMITED	Superannuation contributions	1	390.64	
DD12216.18	20/02/2018	AMG UNIVERSAL SUPER	Superannuation contributions	1		175.14
INV SUPER	20/02/2018	AMG UNIVERSAL SUPER	Superannuation contributions	1	175.14	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,581,547.14
2	TRUST FUND	42,597.80
<b>TOTAL</b>		<b>1,624,144.94</b>

Attachment 2

Payment dates 01<sup>st</sup> of February 2018 to 28th February 2018

- Municipal Fund payment cheque numbers 34888 to 34903 total \$160,640.45.
- Trust Fund payment cheque numbers 2036 to 2038 total \$16,810.25.

Electronic Funds Transfer

- Municipal Fund EFT28889 to EFT29160 total \$1,353,588.37.
- Trust Fund \$25,787.55.

Direct Debits total \$67,318.32.

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42)

Month	Cheques 2017/2018	EFT Payments 2017/2018	Direct Debits 2017/2018	Payroll 2017/2018	Total Payments 2017/2018
July	\$ 145,110.71	\$2,083,341.31	\$ 59,063.47	\$ 391,344.81	\$ 2,678,860.30
August	\$ 120,443.60	\$1,945,745.15	\$ 59,266.02	\$ 367,520.50	\$ 2,492,975.27
September	\$ 92,808.84	\$1,797,504.44	\$ 63,419.26	\$ 377,666.43	\$ 2,331,398.97
October	\$ 115,632.21	\$2,241,443.48	\$ 65,410.08	\$ 384,440.60	\$ 2,806,926.37
November	\$ 85,610.37	\$1,744,644.75	\$ 68,807.75	\$ 610,482.28	\$ 2,509,545.15
December	\$ 111,140.95	\$2,011,540.63	\$ 64,220.44	\$ 403,021.15	\$ 2,589,923.17
January	\$ 89,143.32	\$1,855,660.63	\$ 62,806.40	\$ 403,816.88	\$ 2,411,427.23
February	\$ 177,450.70	\$1,379,375.92	\$ 67,318.32	\$ 414,622.25	\$ 2,038,767.19
March					\$ -
April					\$ -
May					\$ -
June					\$ -
<b>Total</b>	<b>\$937,340.70</b>	<b>\$15,059,256.31</b>	<b>\$510,311.74</b>	<b>\$3,352,914.90</b>	<b>\$19,859,823.65</b>

The Following table presents all payments made for the month from Council Credit cards paid by Direct Debit 12176.1

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services		
CALTEX SWAN VIEW 21/12/17	61.89	
OZRUSS TRADING - CALTEX JERRAMUNGUP 22/12/17	85.70	
BP BREMER BAY 6681 - 26/12/17	84.21	
PUMA ARTHUR RIVER - 28/12/17	70.47	
PUMA ENERGY EL CABALLO - 2/1/18	99.48	
NORTHERN ESTORE - DOMINO'S PIZZA - STAFF LUNCH FOR ICS MEETING 10/1/2018	62.80	464.55
CESM		
PUMA ENERGY EL CABALLO - HUNTER FIRE REFRESHMENTS	275.41	
PUMA ENERGY EL CABALLO - HUNTER FIRE REFRESHMENTS	19.50	294.91
Executive Manager Corporate Services		
LEEMAN ROADHOUSE - LUCKY PRINCESS PTY LTD - LEEMAN	67.85	
LOCAL GOVERNMENT MANAGEMENT - LG PROFESSIONALS FINANCE CONFERENCE 2018 C YOUNG	1220.00	1,287.85
Executive Manager Community Services		
BALLANTYNE JEWELLERS - STAFF GIFT VOUCHERS	100.00	
BALLANTYNE JEWELLERS - STAFF GIFT VOUCHERS	150.00	
BALLANTYNE JEWELLERS - STAFF GIFT VOUCHERS	450.00	
BALLANTYNE JEWELLERS - STAFF GIFT VOUCHERS	100.00	
BALLANTYNE JEWELLERS - STAFF GIFT VOUCHERS	50.00	
EVERLASTINGS - STAFF GIFT VOUCHERS	50.00	
EVERLASTINGS - STAFF GIFT VOUCHERS	200.00	
EVERLASTINGS - STAFF GIFT VOUCHERS	200.00	
EVERLASTINGS - STAFF GIFT VOUCHERS	100.00	
FACEBOOK XMAS ON FITZGERALD	130.14	
ADOBE PS CREATIVE CLOUD - MOUNTHLY SUBSCRIPTION	270.54	
PANDA CHINESE CATERING	325.40	
LOCAL GOVERNMENT MANAGEMENT - LG PROFESSIONALS FINANCE CONFERENCE 2018 ROSS RAYSON	1220.00	3,346.08
Executive Manager Development Services		
SAFFRON WAY PTY LTD MEETING - RIVERSIDE CAFE	60.00	60.00
<b>Total Credit Card Expenditure</b>		<b>\$ 5,453.39</b>

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,038,767.19 was submitted to the Ordinary Meeting of Council on Wednesday, 21 March 2018.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,038,767.19 was submitted to each member of the Council on Wednesday, 21 March 2018, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

\_\_\_\_\_ CHIEF EXECUTIVE OFFICER





#### 12.4.2 Financial Statement for the period ending 31<sup>st</sup> January 2018

Address:	N/A
Owner:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Zoe Macdonald Accountant
Responsible Officer:	Colin Young Executive Manager Corporate Services
Voting Requirement	Simple Majority

#### BRIEF

For Council to receive the Financial Statement for the period ending 31<sup>st</sup> January 2018.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31<sup>st</sup> January 2018.

#### BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 31<sup>st</sup> January 2018 is included as Attachment 1 to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Operating Statements;
- Balance Sheet;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves; and
- Net Current Assets;
- Rating Information

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this please contact Council Finance staff prior to the meeting.

Notes to the Financial Statements (Items in bold represent new notes)

Operating Income

1. General Purpose Funding is under budget \$54,680 predominantly due to the timing for raising interim rates. The new shopping centre will have interim rates raised once the valuations are received from Landgate.
- 2. Law, Order and Public safety is under budget by \$27,402 predominantly due to the timing of DFES and, SEMC grants.
- 3. Community Amenities is \$30,996 under budget predominantly due to the timing of septage disposal fees of \$9,799, Planning Development Fees of \$29,150
- 4. Transport is under budget by \$119,216 due to the timing of the submission of the progressive claims for Carter Road and Katrine Road with Mainroads.

Operating Expenditure

- 5. Governance is under budget by \$112,728 due to salaries and wages of \$35,399, the timing of expenditure of Consultants \$60,811.
- 6. General Purpose Funding is under budget by \$27,696 due to the timing legal costs recoverable of \$15,158 and Valuations/ Title searches of \$13,832.
- 7. Law Order and Public Safety is under budget by \$29,963, due to Grade Fire Breaks \$11,926 and Crime Prevention of \$19,856. The lock and light program is due to commence February 2018
- 8. Education and Welfare is under budget by \$69,630 due to Killara salaries and super of \$28,781, training of \$5,142, vehicle expenses of \$7,072, non-recurrent expenses on furniture and equipment of \$4,375, lower depreciation of \$5,953, admin allocation of \$8,737, consultancy of \$2,584, Youth Services of \$2,212 and Bernard Park Play Centre of \$4,280.
- 9. Community Amenities is under budget by \$272,752 predominantly due to the timing of expenditure on the items presented below;
  - Refuse Site maintenance of \$130,588
  - Green Waste of \$8,333
  - Regional Verge Bins of \$26,002
  - Septage Pond maintenance of \$56,346
  - Septage Pond dividends of \$21,631
  - Consultants of \$20,961
  - Town Planning Salaries of \$20,952
- 10. Recreation and Culture is \$258,290 under budget, predominantly due to the items disclosed below;
  - Wundowie and Northam pool salaries of \$14,639 (timing)
  - Wundowie and Northam pool operating expenditure of \$21,279
  - Wundowie pool utilities \$9,207
  - Northam pool plant maintenance \$11,662(timing)
  - Northam pool stock purchases \$7,294
  - Water Park \$5,735

- Recreation control of \$20,022
- Public parks and gardens of \$117,493
- Jubilee Pavilion maintenance of \$5,212
- Wundowie Oval building of \$17,696
- Public Halls of \$21,324.
- 11. Transport is over budget by \$262,495 due to the items listed below
  - Street trees is over budget by \$56,682
  - Storm Damage \$23,005
  - Roadworks maintenance by \$138,563
  - Depot Yard maintenance by \$12,691
  - Depreciation for maintenance by \$35,530
- 12. Economic Services is under budget by \$133,645 due to the items listed below
  - Festivals and events is \$19,758 (timing)
  - Australia Day Celebrations \$21,930 (timing)
  - Main Street Heritage \$32,924
  - Aboriginal Environmental Interpretative Centre operating expenses \$71,170
- 13. Other Property & Services is over budget \$142,838 due predominantly to public works overhead costing and recovery timing allocation.

#### Operating Income by Nature and Type

No reportable exceptions

#### Operating Expenditure by Nature and Type

- 14. Materials and contracts are under budget by 19%, due to a timing issues between budget and actual expenditure as disclosed in the notes 10 to 16 as presented above.
- 15. Other expenditure is over budget by \$167,775 due to timing of internal overhead and plant recovery.
- 

#### Non Operating Grants and Subsidies

- 16. Non-operating grants are under budget by \$80,945 due to point 4 above less the receipt of the Town Hall Remedial works of \$40,205 (timing)

#### Capital Expenditure Item reporting

- 17. Trimmer Road expenditure was \$200,781, year to date budget was \$131,822. This was additional labour and overhead costs.
- 18. The Art Collection has now been brought to account as a Council Asset (non-cash adjustment, initial valuation)

#### CONSIDERATIONS

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

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

Financial / Resource Implications

The Financial Statements have been prepared in accordance with Council's 2017/18 Budget.

Legislative Compliance

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Local Government (Financial Management) Regulations 1996.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

N/A.

Risk Implications

Nil.


**OFFICER'S COMMENT**

Nil.

RECOMMENDATION

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31<sup>st</sup> January 2018.

Attachment 1



Shire of Northam

**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 JANUARY 2017**

**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  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 JANUARY 2017

	NOTE	17/18 Budget \$	Ytd Budget \$	Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance		67,288	62,598	60,072	(2,526)	(4.04%)
General Purpose Funding Other		2,058,265	1,057,439	1,062,250	4,811	0.45%
General Purpose Funding Rates	1	9,704,740	9,641,321	9,586,641	(54,680)	(0.57%)
Law, Order, Public Safety	2	564,353	252,952	225,550	(27,402)	(10.83%)
Health		56,000	42,772	24,847	(17,925)	(41.91%)
Education and Welfare		1,333,027	946,288	957,284	10,996	1.18%
Housing		40,842	23,774	27,596	3,822	16.07%
Community Amenities	3	2,536,847	2,032,661	2,001,665	(30,996)	(1.52%)
Recreation and Culture		9,220,744	3,159,553	3,158,054	(1,499)	(0.05%)
Transport	4	1,973,789	406,938	287,722	(119,216)	(29.30%)
Economic Services		567,648	317,045	314,072	(2,973)	(0.94%)
Other Property and Services		105,200	85,355	90,522	5,167	6.05%
<b>Total Operating Revenue</b>		<b>28,228,744</b>	<b>18,028,696</b>	<b>17,796,275</b>	<b>(232,421)</b>	<b>(1.29%)</b>
<b>Expenses</b>						
Governance	5	(1,313,794)	(834,752)	(722,024)	112,728	13.50%
General Purpose Funding	6	(268,267)	(159,171)	(131,475)	27,696	17.40%
Law, Order, Public Safety	7	(1,207,854)	(748,180)	(718,217)	29,963	4.00%
Health		(301,754)	(176,065)	(159,072)	16,993	9.65%
Education and Welfare	8	(1,421,256)	(798,655)	(728,925)	69,630	8.72%
Housing		(70,533)	(42,317)	(50,069)	(7,752)	(18.32%)
Community Amenities	9	(3,530,457)	(1,919,553)	(1,646,801)	272,752	14.21%
Recreation & Culture	10	(4,683,105)	(2,729,147)	(2,470,857)	258,290	9.46%
Transport	11	(5,040,164)	(2,962,453)	(3,224,948)	(262,495)	(8.86%)
Economic Services	12	(2,266,912)	(1,422,933)	(1,289,287)	133,645	9.39%
Other Property and Services	13	18,828	(184,543)	(327,381)	(142,838)	(77.40%)
<b>Total Operating Expenses</b>		<b>(20,085,287)</b>	<b>(11,977,868)</b>	<b>(11,469,055)</b>	<b>508,613</b>	<b>4.25%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		(75,622)	103,116	114,953	11,837	
Movement in Employee Benefit Provisions		(29,403)	0	0	0	
Depreciation on Assets		4,035,413	2,353,890	2,520,490	166,600	(7.08%)
<b>Non Operating Items</b>						
Purchase Land Held for Resale		0	0	0	0	
Purchase Land and Buildings		(5,946,151)	(4,246,838)	(3,580,832)	666,006	15.68%
Purchase Plant and Equipment		(1,572,284)	(816,018)	(496,536)	319,482	39.15%
Purchase Furniture and Equipment		(67,090)	(2,037)	(175,330)	(173,293)	(8507.27%)
Purchase Bush Fire Equipment		0	0	0	0	
Purchase Playground Equipment		0	0	0	0	
Purchase Infrastructure Assets - Roads		(3,610,138)	(2,691,625)	(505,530)	2,186,095	81.22%
Purchase Infrastructure Assets - Bridges		0	0	0	0	
Purchase Infrastructure Assets - Footpaths		(442,344)	(257,971)	(7,226)	250,745	97.20%
Purchase Infrastructure Assets - Drainage		(2,184,080)	(1,474,541)	(1,169,730)	304,811	20.67%
Purchase Infrastructure Assets - Parks & Ovals		(1,362,006)	(788,229)	(101,242)	686,987	87.16%
Purchase Infrastructure Assets - Airfields		(50,000)	(29,162)	(17,000)	12,162	
Purchase Infrastructure Assets - Streetscape		(178,500)	(104,125)	0	104,125	100.00%
Purchase Infrastructure Assets - Other		(8,369,356)	(227,032)	(88,326)	138,708	61.10%
Proceeds from Disposal of Assets		783,139	419,791	106,451	(313,340)	74.64%
Repayment of Debentures		(227,611)	(172,612)	(170,688)	1,924	1.11%
Proceeds from New Debentures		2,800,000	0	0	0	
Advances to Community Groups		0	0	0	0	
Self-Supporting Loan Principal Income		24,073	14,043	11,912	(2,131)	15.17%
Transfers to Restricted Assets (Reserves)		(1,546,211)	(51,971)	(58,068)	(6,097)	
Transfers from Restricted Asset (Reserves)		3,071,085	740,850	(740,850)	(1,481,700)	
ADD Net Current Assets July 1 B/Fwd		6,793,609	6,793,609	6,793,607	(2)	
LESS Net Current Assets Year to Date		0	6,143,566	10,340,017	4,196,451	
<b>Surplus</b>		<b>(0)</b>	<b>(529,400)</b>	<b>(1,675,821)</b>	<b>(1,146,421)</b>	

This statement is to be read in conjunction with the accompanying notes. The Budget Review approvals will be incorporated in January's Financial Report.

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JANUARY 2017

1. OPERATING STATEMENT

	Note	17/18 Budget \$	Ytd Budget	Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		9,704,740	9,641,238	9,586,641	(54,597)	-1%
Operating Grants Subsidies and Contributions		3,958,699	2,042,014	2,024,775	(17,239)	-1%
Fees and Charges		3,740,078	2,776,119	2,657,927	(118,192)	-4%
Proceeds from Sale of Assets					0	
Service Charges		0	-	0	0	
Interest Earnings		380,000	208,743	223,694	14,951	7%
Other Revenue		731,507	396,758	421,129	24,371	6%
<b>TOTAL OPERATING REVENUE</b>		<b>18,515,024</b>	<b>15,064,872</b>	<b>14,914,166</b>	<b>(150,707)</b>	<b>-1%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(7,914,485)	(4,659,688)	(4,499,075)	160,613	3%
Materials and Contracts	14	(6,174,911)	(3,682,499)	(2,984,470)	698,029	19%
Utility Charges		(851,187)	(475,575)	(497,661)	(22,086)	-5%
Depreciation of Non Current Assets		(4,035,413)	(2,353,890)	(2,520,490)	(186,600)	-7%
Interest Expenses		(148,149)	(49,773)	(57,405)	(7,632)	-15%
Insurance Expenses		(471,331)	(471,284)	(446,151)	25,133	5%
Other Expenditure	15	(346,042)	(180,520)	(348,295)	(167,775)	-93%
<b>TOTAL OPERATING EXPENSE</b>		<b>(19,941,518)</b>	<b>(11,873,228)</b>	<b>(11,353,548)</b>	<b>519,681</b>	<b>-4%</b>
Non Operating Grants Subsidies and Contributions	16	9,493,449	2,962,500	2,881,555	(80,945)	3%
Profit on Asset Disposals		221,271	1,323		(1,323)	100%
Loss on Asset Disposals		(144,749)	(104,439)	(114,953)	(10,514)	-10%
<b>RESULTING FROM OPERATIONS</b>		<b>8,143,477</b>	<b>6,051,028</b>	<b>6,327,220</b>	<b>276,192</b>	<b>5%</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JANUARY 2017

2. BALANCE SHEET

	Ytd Actual \$	Actual 2016/2017 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	9,545,398	11,700,546
Receivables	6,155,670	2,441,368
Inventories	631	631
<b>TOTAL CURRENT ASSETS</b>	<u>15,701,699</u>	<u>14,142,545</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	547,356	547,356
Inventories	0	0
Land and Buildings	53,162,733	50,003,006
Property, Plant and Equipment	6,415,526	5,830,177
Infrastructure	145,182,487	145,527,705
<b>TOTAL NON-CURRENT ASSETS</b>	<u>205,308,102</u>	<u>201,908,244</u>
<b>TOTAL ASSETS</b>	<u>221,009,801</u>	<u>216,050,789</u>
<b>CURRENT LIABILITIES</b>		
Payables	143,690	1,516,537
Interest-bearing Liabilities	53,922	224,611
Provisions	1,049,953	1,049,952
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,247,565</u>	<u>2,791,100</u>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	2,011,062	2,011,062
Provisions	248,832	248,832
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>2,259,894</u>	<u>2,259,894</u>
<b>TOTAL LIABILITIES</b>	<u>3,507,459</u>	<u>5,050,994</u>
<b>NET ASSETS</b>	<u>217,502,342</u>	<u>210,999,795</u>
<b>EQUITY</b>		
Retained Surplus	91,255,299	84,238,303
Reserves - Cash Backed	4,783,008	5,472,789
Reserves - Asset Revaluation	121,464,035	121,288,703
<b>TOTAL EQUITY</b>	<u>217,502,342</u>	<u>210,999,795</u>





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JANUARY 2017

3. ACQUISITION OF ASSETS	17/18 Budget \$	Ytd Actual \$
The following assets have been acquired during the period under review:		
<b>By Program</b>		
<b>Governance</b>	<b>Note</b>	
Admin Building	337,500	0
New Telephone System	42,096	0
Intramaps GIS	-	0
<b>Law, Order &amp; Public Safety</b>		
CESM Vehicle	89,363	0
Grass Valley Fire shed Earthworks	35,000	0
Electronic Conversion of Standpipe	12,500	0
CCTV - Fitzgerald St & Peel Tce	91,838	35,722
<b>Education &amp; Welfare</b>		
Fluffy Ducks	232,954	226,881
Killara Commuter Bus	73,539	0
Killara Bus	141,809	
<b>Housing</b>		
Kurringal Units Upgrade	19,000	1,750
<b>Community Amenities</b>		
Cemetery Toilet	53,972	0
Community Coaster Bus	120,903	0
King Creek Drainage	790,307	647,209
Area Drainage	186,669	0
Design of Recycling Station Inkpen	10,000	6,095
Inkpen Site Drainage	110,000	0
Upgrade Riverbank Fencing	36,318	36,193
NRM Grant Capital Expenditure	40,100	0
Exec Mgr Development Services Vehicle	45,000	44,690
Cemetery Lot development	28,600	0
Cemetery Car Parking	40,000	0
CBD Works - Street Scaping	75,000	0
Avon Mall Upgrade & Street Scaping	90,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JANUARY 2017

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Paint Eaves & Fascia Wundowie Hall		5,500	0
Replace Veranda Ceilings Wundowie Hall		2,200	0
Town Hall Render Remedial Works cfwd		98,423	40,115
Painting Window Frames Northam Town Hall		3,200	0
Painting and Patching Internal Walls Town Hall		4,200	0
External Turnstil Outdoor Courts Northam Rec Centre		7,450	0
Downlights Hospitality Area Northam Rec Centre		4,800	0
Rec Centre Scoreboard & Safety Latches		9,790	0
Replace Lights Stadium, Northam Rec Centre		6,000	0
Install Security Screens to Club Office Windows		5,865	4,851
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Replace Sewer Line Wundowie Library C/fwd		14,300	0
Repairs to Exterior Steps Northam Library		20,000	0
Old Railway Station Precinct Upgrade C/fwd		63,000	0
AVVVA - Roof Replacement		145,000	0
Northam Library Server Cabinet		3,500	0
Executive Manager Community Services Vehicle		45,000	44,675
Recreation Manager Vehicle		35,000	0
Purchase of Land Boulevard Shopping Centre		175,000	20,359
Bernard Park Bridge Refurbishment		15,000	0
Wundowie Basketball Surface Upgrade		80,000	0
Upgrade Bernard Park Reticulation		22,578	14,201
Bridge Crossing Fixings		10,000	0
POS Playground Improvements		140,017	51,438
BMX Lighting		0	0
Bert Hawke - Drainage		40,000	0
Bert Hawke - Lighting		20,000	0
Northam Youth Space		859,411	15,245
Swimming Pool Redevelopment		8,000,000	10,317

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JANUARY 2017

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Northam Depot Redesign		10,000	0
Jennapullin Road		94,465	55,659
Irishtown Road		105,193	433
Irishtown Road		133,216	0
Spencers Brook Road		157,825	3,266
Spencers Brook Road		304,215	0
Maintenance Capitalised		100,000	0
GEH BS Contribution		64,500	0
Bedford Street C/fwd		109,280	14,326
Fermoy Avenue		126,133	0
Trimmer Road C/fwd	17	131,822	200,781
Rushton Crescent		97,130	0
Katrine Road		221,593	0
Carter Road		222,151	45,501
Mitchell Avenue C/fwd		96,247	58,686
Chidlow/Hawes/Burgoyne Street C/fwd		118,598	0
Newman Road - Spray Seal C/fwd		116,258	84,280
O'Neill Road C/fwd		286,229	2,860
Mount Ommanney Road C/fwd		10,600	461
Rockett Street		149,914	0
Thomas Street C/fwd		20,735	19,674
Coates Road/ C/fwd		155,317	200
Queen Street		3,000	338
Werribee Road 0.56-2.8 slk - 15/16 Blackspot C/fwd		24,889	2,200
Spencers Brook 1020 C/fwd		39,223	0
Spencers Brook Road		224,680	479
Kerb Renewal		134,238	16,007
Chinanning Road		80,086	379
Chedaring		223,365	0
Laneway Land Acquisition		57,000	0
Mitchell Avenue		188,782	7,195
Fitzgerald Street		84,127	31
Lobellia Avenue		108,882	0
Lance Street		60,553	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JANUARY 2017

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
Drainage - Rural		1,182,104	522,521
Culvert Renewal		59,238	0
Airport Line Marking		30,000	0
Drop Down Gate Airstrip		20,000	17,000
PN1218 Mitsubishi Fuso		120,000	0
PN1706 Volvo Grader		299,000	299,273
PN1221 4T Truck		92,135	0
PN1302 Ferris Mower		26,950	28,000
PN1222 3.5T Truck		78,745	0
PN1505, 4X4 Ute		40,000	0
Posi Truck Attachment C/fwd		25,000	0
4T Excavator (drainage crew)		95,000	78,460
Grader Blade (Pozitrac)		10,800	0
Profiler Attachment (Pozitrac)		18,600	0
Flocon Spraybar		14,259	0
Single Axle Trailer Traffic Management		0	1,439
<b>Economic Services</b>			
Visitors Centre CCTV		11,704	
AEIC Building		4,747,054	3,307,234
AEIC Drainage		33,733	
Waste Water Pump Station		201,181	0
Bakers Drainage		25,000	0
Upgrade Caravan Dump Site		3,500	0
Signage Tower GEH Mitchell Avenue		10,000	0
Art Collection	18	-	175,330
		<u>23,781,949</u>	<u>6,141,752</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JANUARY 2017

3. ACQUISITION OF ASSETS (Continued)	Note	17/18 Budget \$	2017 Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		5,946,151	3,580,832
Plant and Equipment		1,572,284	496,536
Furniture and Equipment		67,090	175,330
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,610,138	505,530
Infrastructure Assets - Footpaths		442,344	7,226
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		2,184,080	1,169,730
Infrastructure Assets - Parks & Ovals		1,362,006	101,242
Infrastructure Assets - Airfields		50,000	17,000
Infrastructure Assets - Streetscape		178,500	-
Infrastructure Assets - Other		8,369,356	88,326
		23,781,949	6,141,752



**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 JANUARY 2017**

**4. 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)	
	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$
<b>Governance</b>						
Admin Photocopier (written off)	0	3,085	0	0	0	(3,085)
<b>Law, Order, Public Safety</b>						
Mitsubishi Challenger 2015	27,145		22,727		(4,418)	0
<b>Education &amp; Welfare</b>						
Killara Toyota Hiace Commuter	27,061		23,000		(4,061)	0
Killara Bus	24,181		68,181		44,000	
<b>Community Amenities</b>						
Toyota Coaster Bus Community	51,721		45,000		(6,721)	0
Isuzu Mu-X Silver Stsdn Diesel	35,332	35,384	30,000	31,436	(5,332)	(3,948)
<b>Recreation &amp; Culture</b>						
Toyota Hilux T Top 2015 white	23,491		19,000		(4,491)	0
Mitsubishi Outlander Phev 2015 Silver	33,933	34,158	25,000	17,273	(8,933)	(16,885)
Sale of Land Boulevard Shopping Centre	175,000		350,000		175,000	0
<b>Transport</b>						
Mitsubishi Fuso	43,000		45,000		2,000	0
Hino 500 Series 4T	61,410		45,000		(16,410)	0
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Hino 300 Series 3.5T	42,729		43,000		271	0
Procut Mower		4,036		1,364		(2,673)
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Bobcat Trailer 4T	0	1,400	0	783	0	(617)
Volvo Grader PN0806	121,670	121,670	42,595	42,595	(79,075)	(79,075)
Ford Ranger Ute XI 4X4 2015	29,294		23,636		(5,658)	0
	717,517	221,404	793,139	106,451	75,622	(114,953)



**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 JANUARY 2017**

**4. DISPOSALS OF ASSETS**

The following assets have been disposed of during the period under review:

<u>By Class</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$
<b>Land &amp; Buildings</b>						
Sale of Land Tfr to community recreation & Facilities Reserve	175,000	0	350,000	0	175,000	0
<b>Plant &amp; Equipment</b>						
Admin Photocopier (written off)		3,085		0		(3,085)
Mitsubishi Challenger 2015	27,145	0	22,727	0	(4,418)	0
Killara Toyota Hiace Commuter	27,061	0	23,000	0	(4,061)	0
Killara Bus	24,181	0	68,181	0	44,000	0
Toyota Coaster Bus Community	51,721	0	45,000	0	(6,721)	0
Isuzu Mu-X Silver Stsdn Diesel	35,332	35,384	30,000	31,436	(5,332)	(3,948)
Toyota Hilux T Top 2015 white	23,491	0	19,000	0	(4,491)	0
Mitsubishi Outlander Phev 2015 Silver	33,933	34,158	25,000	17,273	(8,933)	(16,885)
Mitsubishi Fuso	43,000	0	45,000	0	2,000	0
Hino 500 Series 4T	61,410	0	45,000	0	(16,410)	0
Procut Mower	0	4,036	0	1,364	0	(2,673)
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Hino 300 Series 3.5T	42,729	0	43,000	0	271	0
Ferris Mower	10,775	10,835	5,500	6,500	(5,275)	(4,335)
Bobcat Trailer 4T	0	1,400	0	783	0	(617)
Volvo Grader PN0806	121,670	121,670	42,595	42,595	(79,075)	(79,075)
Ford Ranger Ute XI 4X4 2015	29,294	0	23,636	0	(5,658)	0
	717,517	221,404	793,139	106,451	75,622	(114,953)
					<b>17/18 Budget \$</b>	<b>Ytd Actual \$</b>
<b>Summary</b>					221,271	
Profit on Asset Disposals					(145,649)	(114,953)
Loss on Asset Disposals					75,622	(114,953)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JANUARY 2017

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$	17/18 Budget \$	Ytd Actual \$
<b>Recreation &amp; Culture</b>									
Loan 208 - Northam Country Club **	7.36%	15,059	0	5,695	2,795	9,364	12,264	1,092	358
Loan 219A - Northam Bowling Club **	3.18%	200,386	0	18,378	9,117	182,007	191,269	7,503	3,436
Loan 223 - Recreation Facilities	6.06%	367,975	0	115,413	115,412	252,562	252,563	22,920	12,543
Loan 224 - Recreation Facilities	6.48%	901,436	0	41,165	20,254	860,271	881,182	63,740	22,358
Loan New - Swimming Pool		0	1,000,000	0	0	1,000,000	0	0	0
Loan New - Youth Space		0	500,000	0	0	500,000	0	0	0
<b>Transport</b>									
Loan 221 - Airstrip Upgrade	6.22%	13,280	0	13,280	6,538	0	6,742	743	417
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	6.48%	737,539	0	33,680	16,572	703,858	720,967	52,151	18,293
		2,235,675	1,500,000	227,611	170,688	3,508,063	2,064,987	148,149	57,405

Note: \*\* indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.

Loan 221 - No longer a self supporting loan to Northam Aero Club now financed by general purpose revenue.





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JANUARY 2017

	17/18 Budget				Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Aged Accommodation Reserve	224,877	4,958	5,000	(19,000)	215,835	216,265	2,399			218,664
Employee Liability Reserve	453,025	9,988		(47,246)	415,767	469,890	4,832		47,246	521,968
Housing Reserve	252,463	5,566			258,029	248,079	2,691			250,770
Reticulation Scheme Reserve	57,515	1,268	10,000		68,783	89,816	613			90,429
Office Equipment Reserve	96,818	2,135		(42,276)	56,677	125,130	1,676			126,806
Plant & Equipment Reserve	282,150	6,221	365,000	(544,565)	108,806	524,607	3,025		179,565	707,197
Road & Bridgeworks Reserve	63,549	1,401	10,000		74,950	99,675	702			100,377
Refuse Site Reserve	352,842	7,775	114,662		475,283	363,859	3,756			367,615
Regional Development Reserve	85,149	1,877		(80,000)	7,026	892,704	949			893,653
Speedway Reserve	140,349	3,094			143,443	137,911	1,496			139,407
Community Bus Replacement Reserve	52,381	1,155	10,000	(62,000)	1,536	31,817	557		62,000	94,374
Septage Pond Reserve	310,701	6,850		(126,500)	191,051	357,491	3,313		126,500	487,304
Killara Reserve	235,896	6,201	133,329	(124,166)	250,860	149,297	2,512		50,539	202,348
Stormwater Drainage Projects Reserve	28,538	629	100,000		129,165	28,040	304			28,344
Recreation and Community Facilities Reserve	1,579,933	34,834	382,210	(1,555,817)	441,160	772,149	16,806		260,000	1,048,955
Administration Office Reserve	673,723	14,854		(337,500)	351,077	662,257	6,540			668,797
Council Buildings & Amenities Reserve	8,149	190	341,785	(77,015)	273,099	33,038	93			33,131
River Town Pool Dredging Reserve	294,999	6,505			301,504	289,875	3,145			293,020
Parking Facilities Construction Reserve	192,597	4,247	53,625	(40,000)	210,469	120,488	2,050			122,538
Art Collection Reserve	22,065	485			22,551	21,582	235			21,817
Election Reserve	15,001	331		(15,000)	332		159		15,000	15,159
Revaluation Reserve	20,002	441	20,000		40,443		212			212
<b>Total Cash Backed Reserves</b>	<b>5,442,720</b>	<b>120,000</b>	<b>1,546,211</b>	<b>(3,071,085)</b>	<b>4,037,846</b>	<b>5,634,070</b>	<b>55,068</b>	<b>-</b>	<b>740,850</b>	<b>6,432,888</b>
<b>Total Interest</b>				<b>1,666,211</b>			<b>58,068</b>		<b>582,782</b>	

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF NORTHAM

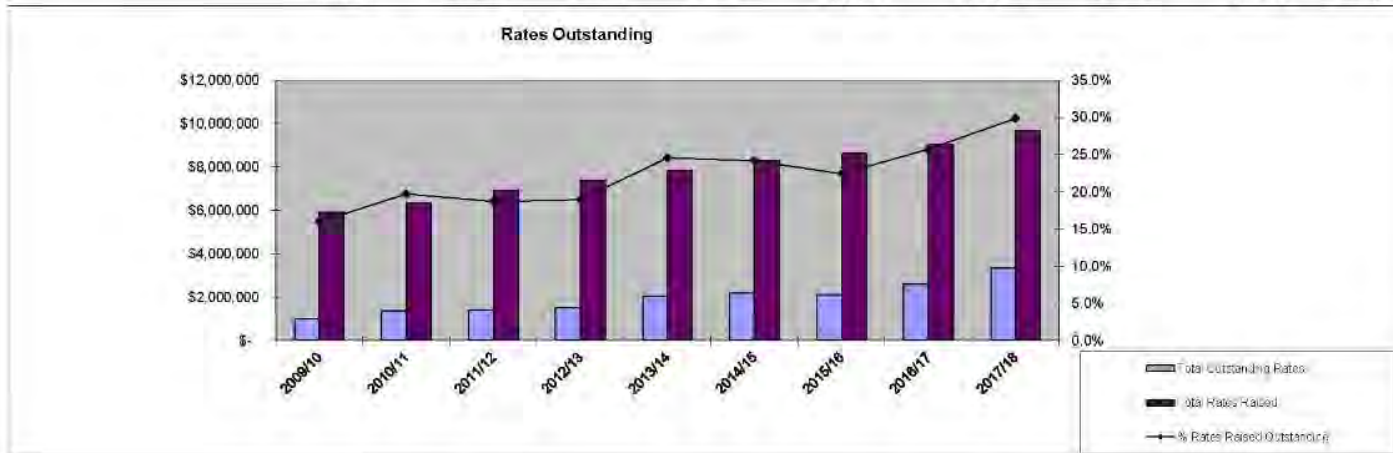
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JANUARY 2017

	17/18 Budget	Ytd Actual	Actual 2016/2017 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	3,680,721	4,102,486
Cash - Restricted Unspent Grants	0	1,074,669	2,125,271
Cash - Restricted Reserves	4,037,846	4,790,008	5,472,790
Self Supporting Loan		3,187	15,099
Sundry Debtors	2,170,316	2,785,200	478,800
Rates - Current	0	3,457,379	1,890,598
Pensioners Rates Rebate	0	31,575	0
Provision for Doubtful Debts	0	(151,505)	(151,505)
GST Receivable	0	0	178,542
Accrued Income/Prepayments	0	29,834	29,834
Inventories	10,000	631	631
	6,418,162	15,701,699	14,142,545
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(3,320,940)	(352,318)	(1,224,306)
Rates Income in Advance	0	87,178	(2,944)
GST Payable	0	0	0
Accrued Salaries & Wages	0	0	(63,173)
Accrued Interest on Debentures	0	240	(35,666)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	(190,449)
Withholding Tax Payable	0	0	0
Payg Payable	0	121,210	0
Loan Liability	0	(53,922)	(224,611)
Provision for Annual Leave	0	(563,236)	(563,236)
Provision for Long Service Leave	0	(486,716)	(486,716)
Other Payables	0	0	0
	(3,320,940)	(1,247,564)	(2,791,101)
<b>NET CURRENT ASSET POSITION</b>	3,097,222	14,454,135	11,351,444
Less: Cash - Reserves - Restricted	(4,037,846)	(4,790,008)	(5,472,790)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition			0
Less: Loans receivable - clubs/institutions			(15,099)
Add: Current Loan Liability	227,611	53,922	224,611
Add: Leave Liability Reserve	415,767	521,968	455,441
Add: Budgeted Leave	297,246	100,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	0	10,340,017	6,793,607

SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 31 JANUARY 2018

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
<b>Key Rating Dates</b>									
RATES ISSUED	28/07/09	04/08/10	08/08/11	5/08/2012	4/09/2013	14/09/14	14/08/15	30/09/2016	1/08/2017
RATES DUE	9/09/2009	13/09/2010	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017
2nd INSTALMENT DUE	9/11/2009	12/11/2010	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017
3rd INSTALMENT DUE	11/01/2010	11/01/2011	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018
4th INSTALMENT DUE	11/03/2010	14/03/2011	22/03/2012	29/03/2013	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018
Outstanding 1st July	\$405,172	\$540,290	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,482,088.00
Rates Levied	\$5,879,217	\$6,268,889	\$6,951,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551.00
Interest, Ex gratia	\$52,427	\$75,632	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$81,384	\$108,986.81
<b>Rates Paid by month</b>									
1 July	48,247	24,586	51,948	38,805	47,443	62,554	29,105	43,333	59,120
2 August	1,402,457	1,272,790	1,120,912	1,043,163	23,961	119,840	700,198	367,776	1,887,893
3 September	2,241,633	2,738,315	3,251,816	3,804,324	1,152,416	2,850,420	4,519,842	4,243,288	3,585,868
4 October	627,550	374,483	318,701	443,703	3,790,846	2,550,091	630,886	1,166,136	481,840
5 November	494,773	600,085	689,481	680,522	444,487	506,022	842,858	908,844	1,005,937
6 December	179,425	158,023	172,178	160,665	685,338	654,900	214,507	336,154	188,182
7 January	333,075	362,368	441,740	469,219	194,157	295,629	441,881	464,526	625,220
8 February	101,317	99,165	112,286	166,351	502,176	508,828	148,327	260,963	589,684
9 March	304,264	404,575	438,277	448,126	176,270	256,379	601,416	589,684	589,684
10 April	60,140	202,155	105,463	261,010	517,451	484,165	166,567	182,282	91,433
11 May	26,615	162,815	101,989	119,726	110,851	87,473	102,860	109,069	109,069
12 June	69,843	88,639	87,525	30,530	120,455	59,527	115,947	109,069	109,069
Total YTD	5,327,060	5,528,610	6,046,755	6,440,401	6,338,458	6,839,456	7,379,076	7,530,056	7,831,859
% Rates Outstanding	15.9%	19.7%	18.7%	18.9%	24.5%	24.2%	22.4%	25.7%	29.9%
	1,009,756	1,356,202	1,389,224	1,503,017	2,061,966	2,179,433	2,129,971	2,609,806	3,333,747



*Cr A J Mencshelyi declared an "Impartiality" interest in item 12.4.3 - Outstanding Debt, Railways Football Club as he knows the Treasurer of the Club and has discussed the debt issue while he has been a customer in his business. The extent of his interest is minimal and is seeking to participate in the matter under section 5.68 of the Act.*

*Cr C R Antonio declared an "Impartiality" interest in item 12.4.3 - Outstanding Debt, Railways Football Club as the Executives of Railways Football Club are known to him. He is distantly related to the author of the email from Railways Football Club.*

### 12.4.3 Outstanding Debt, Railways Football Club

Address:	Henry Street Oval
Owner:	Railways Football Club
File Reference:	8.2.3.2
Reporting Officer:	Colin Young Executive Manager Corporate Services
Responsible Officer:	Colin Young Executive Manager Corporate Services
Voting Requirement	Simple Majority

#### BRIEF

Railways Football Club use the facilities at Henry Street Oval, including the oval, change room facilities and the Hospitality Room at the Northam Recreation Centre on a seasonal basis. The club currently has an outstanding debt to Council of \$13,481.00. Railways Football Club are disputing the outstanding debt and are requesting a waiver of some of the outstanding debt.

#### ATTACHMENTS

Attachment 1: Email Railways Football Club

#### BACKGROUND / DETAILS

At its December 2012 meeting, Council agreed to set an annual seasonal fee of \$7,000 for the clubs use of Henry Street Oval, Hospitality Room and kitchen and change rooms.

Subsequently, at its meeting of 18<sup>th</sup> June 2014, Council considered a request from both Railways & Federals Football Clubs requesting a reduction in the annual fee of \$7,000 due to the unavailability of the new Recreation Centre and facilities during the 2013 season with the fees being reduced to \$4,743.00.

There has been no subsequent requests for fee amendments for any season following the 2013 season.

Both Football Clubs have been invoiced a fee of \$7,000 for each subsequent season since 2014.

The Executive Manager Corporate Services has been in discussion with Railways Football Club since 29<sup>th</sup> September 2017 in an effort to retrieve the outstanding debt. Subsequently, Railways Football Club have written to the Shire seeking a waiver of outstanding fees. See email at Attachment 1.

In respect to the issues raised, the following information is provided:

Invoice 14904- for use of facilities in the 2014 season.

Council revised the fee for both football clubs for the use of the facility for the 2013 season, based on the availability of Henry St Oval, and use of the facilities at the Recreation Centre. There is no indication of any such issues for the 2014 season and beyond. Whilst the MOU was not in force, the Council resolution C.1921 of 19<sup>th</sup> December 2012 sets an annual fee for each club of \$7,000, which was a subsidised charge based on an agreed predicted use of the facilities.

The timing of this invoice has been questioned by the Railways Football Club, stating *“that the Shire has sent the invoice for this bill on the 30<sup>th</sup> June 2015, almost a full year after which the facilities were used. If the Shire had wanted to seek payment for these facilities, one would assume that they would invoice the club during the year in which the services were rendered.”*, however staff note that the 2013 season was invoiced on 30 June 2014 and paid in full on the 12 August 2014.

Invoice 16793 Issued on the 30<sup>th</sup> June 2016

As per above regarding the timing of invoice 16793 falling at the end of the financial year this was consistent with previous seasons 2013 & 2014. Invoice 16795 was also raised on the 30 June 2016 for the 2016 season. However this is not considered by staff to be a valid reason for not paying the debt, it could have been paid at the end of the 2016 season, bringing it in line with the payments for the previous seasons or a payment arrangement could have been put in place.

Lack of Benchmarking

The setting of Fees & Charges for use of facilities is a requirement of each and every Local Government. Council reviews its fees and charges each year as part of the budget discussion. The fees for the hire of the facilities within the Northam Recreation Centre were set when the Recreation Centre opened, and at the time were benchmarked with other facilities of similar size and use.

Whilst benchmarking can be used as a guide for setting fees and charges, each Local Government area sets its fees and charges based on local circumstances, including type and use of the facility, and Council policy. For example both the Shire of Toodyay and the Shire of York set fixed fees for the season plus an hourly charge for the use of the lights.

The table below sets out the current expenditure per annum on maintaining Henry Street Oval;

Expenditure Henry Street Oval					
2017/18 YTD	2016/17	2015/16	2014/15	2013/14	2012/13
\$105,677.0	\$108,711.0	\$138,506.0	\$115,443.0	\$65,550.0	\$185,754.0

#### Lack of Memorandum of Understanding

Whilst it is acknowledged that there was no formal Memorandum of Understanding executed with the clubs for the 2014 and 2015 seasons, the fees charged (\$7,000), were based upon Council resolution C.1921 of 19<sup>th</sup> December 2012. This resolution of Council was communicated to the club on 21<sup>st</sup> January 2013. There was no responses forthcoming from the Railways Football Club regarding the fees as set by Council.

#### CONSIDERATIONS

Strategic Community / Corporate Business Plan

Objective 5: Governance & Leadership.

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

Financial / Resource Implications

The recommendation as presented will have no impact on the budget.

Legislative Compliance

The Local Government Act 1995 Section 6.12(1)(c) allows a Council to write off any amount of money owed to the Council.

6.12. *Power to defer, grant discounts, waive or write off debts*

(1) *Subject to subsection (2) and any other written law, a local government may –*

(a) *when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money;*

(b) *wave or grant concessions in relation to any amount of money;*  
*or*

(c) *write off any amount of money, which is owned to the local government.*

*\*Absolute majority required.*

## Policy Implications

Nil.

## Stakeholder Engagement / Consultation

Council officers met with representatives from Railways Football Club on the 7<sup>th</sup> November 2017 to discuss the outstanding debt and options.

During this meeting the Railways Football Club was advised by staff the best option moving forward was to set up a payment arrangement repaying the outstanding debt over an agreed number of years to minimize the financial impact to the Club.

## Risk Implications

If the debt is written off a precedent may be set; that precedent has the ability to effect Councils collection of sporting fees and charges in the future.

## **OFFICER'S COMMENT**

The Fees in question were adopted by Council, Railways Football Club was made aware of the annual costs and have chosen not to pay them as per the reasons stated Attachment 1. Council has the following options available to them regarding the fees;

- Enter into a payment arrangement with the Railways Football Club to have the debt re-payd over an agreed term.
- Write of the Debt or part thereof.
- Commence legal action to recover the debt.

## RECOMMENDATION

That Council require the Railways Football Club to pay the total outstanding debt of \$13,481.00 for the 2014 and 2015 football seasons.

Attachment 1

**Colin Young**

---

**Subject:** RE: O50411 - RE: I73917 - Re: I73549 - 8.2.3.2 - Query regarding request of waiver of fees

**From:** Daniel O'Driscoll [mailto: ]  
**Sent:** Wednesday, 31 January 2018 12:50 PM  
**To:** Colin Young <[emcorps@northam.wa.gov.au](mailto:emcorps@northam.wa.gov.au)>; Cr Chris Antonio <[president@northam.wa.gov.au](mailto:president@northam.wa.gov.au)>; Cr Michael Ryan <[crryan@northam.wa.gov.au](mailto:crryan@northam.wa.gov.au)>; Cr Steven Pollard <[crpollard@northam.wa.gov.au](mailto:crpollard@northam.wa.gov.au)>; Cr Terry Little <[CrLittle@northam.wa.gov.au](mailto:CrLittle@northam.wa.gov.au)>; Cr Rob Tinetti <[CrTinetti@northam.wa.gov.au](mailto:CrTinetti@northam.wa.gov.au)>; Cr John Proud <[crproud@northam.wa.gov.au](mailto:crproud@northam.wa.gov.au)>; Cr Carl Della <[crdella@northam.wa.gov.au](mailto:crdella@northam.wa.gov.au)>; Cr Attila Mencshelyi <[crmencshelyi@northam.wa.gov.au](mailto:crmencshelyi@northam.wa.gov.au)>; Cr Julie Williams <[CrWilliams@northam.wa.gov.au](mailto:CrWilliams@northam.wa.gov.au)>; Cr Chris Davidson <[CrDavidson@northam.wa.gov.au](mailto:CrDavidson@northam.wa.gov.au)>; northamrfc <[northamrfc@bigpond.com](mailto:northamrfc@bigpond.com)>  
**Subject:** Re: O50411 - RE: I73917 - Re: I73549 - 8.2.3.2 - Query regarding request of waiver of fees

Dear Colin

My apologies for the tardiness in my response but as you can appreciate with two businesses and a new baby I don't have a great deal of time on my hands. We have met last night to discuss the reasons as to why the football club did not pay in those years and it seems very clear that the shire has failed in its responsibility to invoice the club in a timely manner and forgets for the bulk of the 2014 season, the Henry Street facilities were not used. Correspondence from our club between the shire shows that for the bulk of the 2014 season, the Henry Street oval was not used.

Please find attached the reasons our football club is disputing the debt presented to the shire. I have broken this down by invoice number to make it easier. If you would like us to present our case to council then we are more than happy to do so, with past presidents and treasurers keen to provide their input. As you can appreciate this is a problem that Con and I have inherited and it has taken numerous consultations with past committee members to work out why the invoices were not paid. Please note that the 2016 and 2017 years have been paid as per the Memorandum of Understanding that has been entered into.

**INVOICE 14904 - For use of Henry Street/Jubilee Oval facilities in the 2014 season  
Issued on the 30th June 2015**

The Railways Football Club disputes this bill. The main reason is because for the bulk of the season, the club did not utilise the Henry Street oval facilities as they were not ready, so the club was forced to use the Jubilee oval facilities. It was deemed at the time that it was unfair of the shire to seek payment for facilities that were not used. We also note that there was no executed MOU for the use of the facilities signed and there was no active consultation with the club and its administration regarding an agreed value. Please also note that the the shire has sent the invoice for this bill on the 30th June 2015, almost a full



year after which the facilities were used. If the Shire had wanted to seek payment for these facilities, one would assume that they would invoice the club during the year in which the services were rendered. As a volunteer led organisation promoting physical activity in Northam, you must understand that we budget on bills as they come and it is unfair of the shire to try and label the club as bad debtors when they are so late in invoicing.

#### **INVOICE 16793**

##### **Issued on the 30th June 2016**

The Railways Football Club disputes the timing of this bill as once again, the shire has sought to label the club as bad debtors when they were so late in issuing the invoice for the said season. **You will also note that on the same day, the Shire of Northam has issued the invoice 16795 (paid) for another \$7000 for the 2016 season.** It seems that the Northam Shire had decided to scrap its policy of charging the football clubs a year after the season has ended and then invoiced in that same year. Once again we point out that there was no consultation or MOU entered into with the football club on the fees for the 2015 year. The Shire of Northam has invoiced the club \$14000 in one day, which is grossly unfair on the club and its volunteers who put in countless hours to raise the funds to run the football club. As you can appreciate this was a hurdle that was deemed to high to jump and took the committee of the Northam Railways Football Club by surprise.

#### **LACK OF BENCHMARKING**

Since conversation with the Shire around the outstanding balance, the Railways Football Club has sought the advice from other AFA clubs on what fees they are being charged by their shires for the use of their facilities. In all these areas, the shires have received Royalties for Regions funding to build new sporting complexes which are very good sporting facilities. Out of the all the clubs consulted, we have yet to find one whose fees are greater than \$4000, with one club boasting a nominal charge of a few hundred dollars. It would seem that their shires recognise the vast work that goes into these sporting clubs and the great positive impact a strong local football community gives them. The Railways Football Club would also like to point out that these shires only have 1 football club as a source of revenue, where Northam has two clubs paying for the facilities.

#### **LACK OF MEMORANDUM OF UNDERSTANDING**

To our knowledge, the Shire did not seek to enter into conversation with the Northam Railways Football Club regarding the proposed fees for the Henry Street oval facilities in the 2014 and 2015 season. Con and I are unable to find executed agreements for these seasons, but neither of us were on the committee then. It seems that there was internal conversation on the rate to be charged to football clubs within the shire but we can not find where the club was consulted, or entered into agreement, regarding the actual fees the Shire wished to charge.

It would seem that our case mimics a similar decision by the Shire of Northam to reduce the fees of the PCYC by 70%, which reflects the non-for-profit status they have and recognises the great work done by a community, volunteer-led organisation. In their defence to council, they cited that they were unable to enter an agreement with the Shire regarding fees and as such were charged unfairly. We believe that due to the shires very late invoicing, lack of MOU's and inability to make the Henry Street oval facilities available to the club in the 2014 season are valid enough reasons for the council to reconsider the Northam Railways Football Clubs debts.

As mentioned, the Railways Football Club and its members are more than happy to come to council to put our case forward. I have sent this to the councillors so they can see the reasons mentioned and welcome any of the councillors to contact me on my mobile 0405684658. We are currently having some phone line troubles, so my apologies if anyone rings and they don't get me. I will promptly return the phone call when I get a chance.

I hope this email finds you well and thank you for the well wishes for the new addition to the family

Kind regards  
Daniel O'Driscoll  
Northam Railways Football Club Treasurer

#### 12.4.4 Proposed Dogs Amendment Local Law 2018

Address:	N/A
Owner:	Shire of Northam
File Reference:	2.3.2.6
Reporting Officer:	Cheryl Greenough Coordinator Governance & Administration
Responsible Officer:	Colin Young Manager Corporate Services
Voting Requirement	Simple Majority

#### BRIEF

To seek Council approval, pursuant to section 3.12 of the *Local Government Act 1995*, to initiate the process of amendment to the Shire of Northam Dogs Local Law 2008.

#### ATTACHMENTS

Attachment 1: Shire of Northam Amendment Local Law 2018.

---

#### BACKGROUND / DETAILS

In accordance with s.3.16 of the *Local Government Act 1995* (the Act), the Shire completed a statutory review of the Shire's Dogs Local Law 2008.

During the statutory review process, the Department of Local Government, Sport and Cultural Industries (formerly Department of Local Government and Communities) (the Department) advised their recommendations for amendment of this Local Law.

Council resolved at its Ordinary Council meeting 17 January 2018 to re-commence the amendment stage of s3.12 of the Act.

Section 3.12 of the Act prescribes the statutory procedures for making an amendment local law, requiring the Shire President to read aloud:

- The purpose and effect of the proposed amendment local law is to be included in the agenda and the minutes of the meeting at which they are considered.
- For the Shire to commence a Statewide and Local public notice of the proposed amendment local law is to be published, detailing:
  - The purpose and effect of the proposed amendment local law;
  - Where a copy of the proposed amendment local law may be inspected; and
  - A minimum 6 weeks public submission period.

- A copy of the notice and the proposed amendment local law is to be provided to the Minister for Local Government and any other Minister responsible for administering the Act/s under which the Local Law is proposed to be made.
- After the close of the public submission period, a further report will be presented to Council to enable Council's consideration of any public submissions and, where the consequentially proposed local law is not substantially different from that advertised in the public notice, the Council may then resolve by absolute majority to make the amendment local law.
- The amendment local law must then be published in the Government Gazette and a copy of the gazetted amendment local law is to be provided to the relevant Minister/s and the Parliamentary Joint Standing Committee on Delegated Legislation.
- A Local Public Notice must then be given stating the title of the amendment local law, a summary of its purpose and effect and advising where copies may be inspected or obtained.

This report seeks to re-commence the s.3.12 process, as the local law is re-commencing and coming to Council in 2018 it will now be known as the Shire of Northam Dogs Amendment Local Law 2018.

Below is a table advising where all local laws are at:

2008 Local Laws	Stage 1	s3.16	Council adopted to review Local Law & advertise for 6 weeks	Stage 2	s3.12	Council adopted to make changes to the local law and advertise changes	Stage 3	Council adopt the new local law, advertise & send for Gazettal
Dogs Local Law 2008								
Cemeteries Local law 2008								Local Law passed 15/11/17
Activities on Thoroughfares						18/10/17		Local Law passed 21/2/18
Extractive Industries						March meeting		
Standing Orders								April meeting
Operation of Waste Facilities						20/12/17		No change required
Parking and Parking Facilities						20/12/17		April
Health Local Law 2008								
Keeping Control of cats								
Local Government Property								

## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

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

- Implement systems and processes which deliver quality outcomes for our community;
- Maintain a high standard of corporate governance;
- Encourage active community participation in our local government; and
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

Financial / Resource Implications

Commencing an amendment local law process will incur:

- Advertising costs in the West Australian - Approximate cost \$400
- Gazettal of the adopted amendment local law. Approximate cost \$212 per page.
- Advertising in the Avon Advocate relating to the adoption of the amendment local law. Approximate cost \$200

Legislative Compliance

Section 3.12 of the Local Government Act 1995 which outline the procedures for making local laws.

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
  - (a) *give Statewide public notice stating that —*
    - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
    - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
    - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*

- (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
- (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3a) *A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.*
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\*Absolute majority required.*

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
  - (a) *stating the title of the local law; and*
  - (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
  - (c) *advising that copies of the local law may be inspected or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*

Section 9.17, Notice, content of

(3) Unless otherwise prescribed by regulation, the modified penalty that a local law may prescribe for an offence is not to exceed 10% of the maximum fine that could be imposed for that offence by a court

Policy Implications  
Nil.

Stakeholder Engagement / Consultation

Statewide and local notification in the newspaper providing 6 weeks for community consultation including notices at the Shire and in the two libraries

Risk Implications  
Potential breach of legislation

## **OFFICER'S COMMENT**

The proposed Dogs Amendment Local Law 2017 was drafted to address the matters raised by the Department as well as other minor amendments. As Council requested changes to the main penalties, it is a requirement to recommence the process.

In accordance with the provisions of the Act it is necessary to initiate the amendment process which requires the Shire to give State wide public notice of the proposed amendment local law for public inspection. This also includes displaying copies of the amendments local law at the Shire office and both of the Shire's library services.

A copy of the proposed amendment local law, this report and a copy of the public notice advertisements, will also be sent to the Minister for Local Government Sport and Cultural Industries for review. At the expiry of the comment period (minimum of six weeks) all submissions will be reported back to Council prior to the amendment local law being considered for adoption.

Initially during preliminary discussion about this local law, staff considered that PART 5 – Dogs in Public Places may not be relevant as it is covered by legislation, however on further consideration, staff believe keeping PART 5 would be more advantageous and in line with the Model Local law.

Latest changes requested by Council are highlighted in green.

Change	Clause	Reason
Amend	<p>Clause 1.2 Insert definitions nuisance means</p> <ul style="list-style-type: none"> <li>(a) <i>an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;</i></li> <li>(b) <i>an unreasonable interference with the use and enjoyment of a person of his or her ownership of occupation of land; or</i></li> <li>(c) interference which causes material damage to land or other property on the land affected by the interference.</li> </ul> <p>owner in relation to a dog means –</p> <ul style="list-style-type: none"> <li>(a) the person by whom the dog is ordinarily kept; or</li> <li>(b) a person who is deemed by subsection (2) to be the owner of the dog;</li> </ul> <p>person liable for the control of the dog means each of the following –</p> <ul style="list-style-type: none"> <li>(a) the registered owner of the dog;</li> <li>(b) the owner of the dog;</li> </ul>	To make it clearer what constitutes a nuisance and the definition of a townsite

	<p>(c) the occupier of any premises where the dog is ordinarily kept or ordinarily permitted to live; or</p> <p>(d) a person who has the dog in his possession or under his control, but does not include –</p> <p>(e) a registered veterinary surgeon, or a person acting on his behalf, in the course of his professional practice; or</p> <p>(f) a police officer or other person acting under statutory duty or in the administration of this Act;</p> <p>premises shall, for the purpose of determining who is the occupier, be taken to refer to any land or building, or part of any land or building, that is or is intended to be occupied as a separate residence from any adjacent tenement;</p> <p><i>townsite means an area zoned as residential.</i></p>	
Amend	<p>Clause 1.2 Amended In the definition of “ <b>Regulations:</b>” <b>Delete Dog Regulations 1976</b> and Insert <i>Dog Regulations 2013</i></p>	To give correct legislation
Amend	<p>Clause 2.4 delete old penalty and insert amended penalty of \$4,000 for dangerous dog and \$2,000 otherwise</p> <p>Clause 2.4(a)(b) delete (a) and (b) and insert after the words ‘so, is’ to read “releasing or attempting to release a dog from a pound, or interfering with any pound or vehicle used for the purpose of catching, holding or conveying dogs”</p>	To allow for higher modified penalties
Amend	<p>Clause 3.1 Amended In sub clause (1)(c) after the words “dog is on the premises” and before the words “and is fitted” insert the words “(unless the gate is temporarily opened in a manner that ensures the dog remains confined)”</p>	
Amend	<p>Clause 3.1(2) insert ‘Penalty: where the dog kept is a dangerous dog \$2000, otherwise \$1000</p>	
Insert	<p>Clause 3.1(3) “Notwithstanding subclause (1) and (2), the confinement of dangerous dogs is dealt with in the Act and Regulations”</p>	
Amend	<p>Clause 4.9 Delete the Penalty clause and Insert the words “penalties apply as per the Act and Regulations”</p>	
Amend	<p>Clause 4.13(2)(c) Delete the words “if the licensee is not a fit and proper person” and</p>	To provide a clearer understanding of the





	Insert the words "if the local government is dissatisfied with the conduct of the establishment"	conduct of a Kennel establishment.
Amend	Clause 5.1 Delete <i>'Health (Food Hygiene) Regulations 1993 and insert the words 'with the exceptions as provided under the Food Regulations 2009.'</i>	
Amend	Clause 5.2(b) Delete 'Victoria Oval being Reserves 3294 and 3996 and lots 189 and 190 Duke Street Northam' and insert 'Portion of Reserve 3303 contained within Lot 557 Clarke Street, Northam.	To provide correct areas for dog exercise.
Amend	Clause 6.1 Delete 'Penalty \$200' and insert 'Penalty: \$500'	To increase the severity.
Amend	Schedule 3. offence 2.4(a) and (b) to read "releasing or attempting to release a dog from a pound, or interfering with any pound or vehicle used for the purpose of catching, holding or conveying dogs"	

Offence	Nature of offence	Modified Penalty \$	Dangerous Dog Modified Penalty \$
2.4	releasing or attempting to release a dog from a pound, or interfering with any pound or vehicle used for the purpose of catching, holding or conveying dogs"	200	400
6.1(2)	Dog excreting in prohibited place	50	50

## RECOMMENDATION

That Council:

1. Pursuant to section 3.12 of the *Local Government Act 1995* review the Shire of Northam Dogs Amendment Local Law 2018.
2. Authorise the CEO to give Statewide public notice that the Shire intends to modify the Shire of Northam Dogs Amendment Local Law 2018 with the purpose and effect of this local law being as follows:

Purpose: The Shire of Northam Dogs Amendment Local Law 2018 makes amendments to the Shire of Northam Dogs Local Law 2008 which provides for the orderly management Kennels and dogs within the Shire of Northam.

Effect: Inserts additional definitions and deletes some definitions to enhance the operation of the Local Law and clarifies the drafting and operation of some clauses including increases to penalties for prescribed offences.

3. Request the CEO complete the local law process inviting public submissions on the proposal as described in s3.12(3) of the *Local Government Act 1995*.

*Note: The Shire President is to read aloud the purpose and effect of the proposed amended local law.*

Attachment 1

**DOG ACT 1976  
LOCAL GOVERNMENT ACT 1995**

**SHIRE OF NORTHAM**

**DOGS AMENDMENT LOCAL LAW  
2018**

## **DOGS AMENDMENT LOCAL LAW 2018**

### **TABLE OF CONTENTS**

#### **Part 1 – Preliminary**

- 1.1 Citation
- 1.2 Definitions
- 1.3 Application
- 1.4 Repeal

#### **Part 2 – Impounding of Dogs**

- 2.1 Charges and costs
- 2.2 Attendance of pound keeper at pound
- 2.3 Release of impounded dog
- 2.4 No breaking into or destruction of pound

#### **Part 3 – Requirements and Limitations on the Keeping of Dogs**

- 3.1 Dogs to be confined
- 3.2 Limitation on the number of dogs

#### **Part 4 – Approved Kennel Establishments**

- 4.1 Definitions
- 4.2 Application for licence for approved kennel establishment
- 4.3 Notice of proposed use
- 4.4 Exemption from notice requirements
- 4.5 When application can be determined
- 4.6 Determination of application
- 4.7 Where application cannot be approved
- 4.8 Conditions of approval
- 4.9 Compliance with conditions of approval
- 4.10 Fees
- 4.11 Form of licence
- 4.12 Period of licence
- 4.13 Variation or cancellation of licence
- 4.14 Transfer
- 4.15 Notification
- 4.16 Inspection of kennel

#### **Part 5 – Dogs in Public Places**

- 5.1 Places where dogs are prohibited absolutely
- 5.2 Places which are dog exercise areas

#### **Part 6 – Miscellaneous**

- 6.1 Offence to excrete

## **Part 7 – Enforcement**

- 7.1 Definitions
- 7.2 Modified penalties
- 7.3 Issue of infringement notice
- 7.4 Failure to pay modified penalty
- 7.5 Payment of modified penalty
- 7.6 Withdrawal of infringement notice
- 7.7 Service

### **Schedule 1**

**Application for a licence for an approved kennel establishment**

### **Schedule 2**

**Conditions of a licence for an approved kennel establishment**

### **Schedule 3**

**Offences in respect of which modified penalty applies**

**DOG ACT 1976  
LOCAL GOVERNMENT ACT 1995**

**SHIRE OF NORTHAM**

**DOGS AMENDMENT LOCAL LAWS 2018**

Under the powers conferred by the *Dog Act 1976* and under all other powers enabling it, the Council of the Shire of Northam resolved on \_\_\_\_\_ to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the *Shire of Northam Dogs Amendment Local Law 2018*.

**1.2 Definitions**

In this local law unless the context otherwise requires -

**Act** means the *Dog Act 1976*;

**authorised person** means a person authorised by the local government to perform all or any of the functions conferred on an authorised person under this local law;

**CEO** means the Chief Executive Officer of the local government;

**district** means the district of the Shire of Northam;

**local government** means the Shire of Northam;

**nuisance** means

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
- (b) an unreasonable interference with the use and enjoyment of a person of his or her ownership of occupation of land; or
- (c) interference which causes material damage to land or other property on the land affected by the interference.

**owner** in relation to a dog means -

- (a) the person by whom the dog is ordinarily kept; or
- (b) a person who is deemed by subsection (2) to be the owner of the dog;

**person liable for the control of the dog** means each of the following -

- (a) the registered owner of the dog;
- (b) the owner of the dog;
- (c) the occupier of any premises where the dog is ordinarily kept or ordinarily permitted to live; or
- (d) a person who has the dog in his possession or under his control, but does not include -

- (e) a registered veterinary surgeon, or a person acting on his behalf, in the course of his professional practice; or
- (f) a police officer or other person acting under statutory duty or in the administration of this Act;

**pound keeper** means a person authorised by the local government to perform all or any of the functions conferred on a "pound keeper" under this local law;

**premises** shall, for the purpose of determining who is the occupier, be taken to refer to any land or building, or part of any land or building, that is or is intended to be occupied as a separate residence from any adjacent tenement;

**"Regulations"** means the *Dog Regulation 2013*;

**thoroughfare** has the meaning given to it in section 1.4 of the *Local Government Act 1995*;

**town planning scheme** means a town planning scheme made by the local government under the *Planning and Development Act 2005* which applies throughout the whole or a part of the district;

**townsite** means an area zoned as residential;

### 1.3 Application

This local law applies throughout the district.

### 1.4 Repeal

The following local laws are repealed—

- The Shire of Northam By-laws Relating to Dogs published in the Government Gazette on 2 April 1982 and as amended and published in the Government Gazette on 7 July 1989.
- The Town of Northam By-law No. 50—Dogs published in the Government Gazette on 22 May 1942.
- The Town of Northam By-laws Relating to Dogs published in the Government Gazette on 12 June 1981 and as amended and published in the Government Gazette on 2 April 1982, 4 March 1988, 25 November 1988, 28 July 1989 and 12 December 1995.

## PART 2 - IMPOUNDING OF DOGS

### 2.1 Charges and costs

The following are to be imposed and determined by the local government under sections 6.16 - 6.19 of the *Local Government Act 1995* -

- (a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
- (b) the additional fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
- (c) the costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

### 2.2 Attendance of pound keeper at pound

The pound keeper is to be in attendance at the pound for the release of dogs at the times and on the days of the week as are determined by the CEO.

### 2.3 Release of impounded dog

(1) A claim for the release of a dog seized and impounded is to be made to the pound keeper or in the absence of the pound keeper, to the CEO.

(2) The pound keeper is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of the pound keeper, satisfactory evidence -

- (a) of her or his ownership of the dog or of her or his authority to take delivery of it; or
- (b) that he or she is the person identified as the owner on a microchip implanted in the dog.

#### 2.4 No breaking into or destruction of pound

A person who -

unless he or she is the pound keeper or a person authorised to do so, is releasing or attempting to release a dog from a pound, or interfering with any pound or vehicle used for the purpose of catching, holding or conveying dogs commits an offence

Penalty: Where the dog is a dangerous dog, \$4,000, otherwise \$2,000

### PART 3 - REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

#### 3.1 Dogs to be confined

(1) An occupier of premises on which a dog is kept must -

- (a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;
- (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
- (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises, unless the gate is temporarily opened in a manner that ensures the dog remains confined, and is fitted with a proper latch or other means of fastening it;
- (d) maintain the fence and all gates and doors in the fence in good order and condition; and
- (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.

(2) Where an occupier fails to comply with subclause (1), he or she commits an offence.

Penalty: where the dog kept is a dangerous dog, \$2,000, otherwise \$1,000

(3) Notwithstanding subclause (1) and (2), the confinement of dangerous dogs is dealt with in the Act and Regulations

#### 3.2 Limitation on the number of dogs

(1) This clause does not apply to premises which have been -

- (a) licensed under Part 4 as an approved kennel establishment; or
- (b) granted an exemption under section 26(3) of the Act.

(2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act—

- (a) two dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or



- (b) two dogs over the age of 3 months and the young of those dogs under that age if the premises is situated outside a townsite, if the subject property is less than 40 hectares, or 4 dogs over the age of 3 months and the young of those dogs under that age if the premises is situated outside a townsite and is greater than 40 hectares in area.

#### PART 4 - APPROVED KENNEL ESTABLISHMENTS

##### 4.1 Definitions

In this Part and in Schedule 1 -

- “licence” means a licence to keep an approved kennel establishment on premises;
- “licensee” means the holder of a licence;
- “premises”, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence; and
- “transferee” means a person who applies for the transfer of a licence to her or him under clause 4.14.

##### 4.2 Application for licence for approved kennel establishment

An application for a licence must be made in the form as determined by the local government from time to time, and must be lodged with the local government together with -

- (a) plans and specifications of the kennel establishment, including a site plan;
- (b) copies of the notices to be given under clause 4.3;
- (c) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;
- (d) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government; and
- (e) the fee for the application for a licence referred to in clause 4.10(1).

##### 4.3 Notice of proposed use

(1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged -

- (a) once in a newspaper circulating in the district; and
- (b) to the owners and occupiers of any premises adjoining the premises.

(2) The notices in subclause (1) must specify that -

- (a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
- (b) the application and plans and specifications may be inspected at the offices of the local government.

(3) Where -

- (a) the notices given under subclause (1) do not clearly identify the premises; or
  - (b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises,
- then the local government may refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions.

##### 4.4 Exemption from notice requirements

Where an application for a licence is made in respect of premises on which an approved kennel establishment is either a -

- (a) permitted use; or
  - (b) use which the local government may approve subject to compliance with specified notice requirements,
- under a town planning scheme, then the requirements of clauses 4.2(b), 4.3 and 4.5(a) do not apply in respect of the application for a licence.

#### **4.5 When application can be determined**

An application for a licence is not to be determined by the local government until –

- (a) the applicant has complied with clause 4.2;
- (b) the applicant submits proof that the notices referred to in clause 4.3(1) have been given in accordance with that clause; and
- (c) the local government has considered any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises.

#### **4.6 Determination of application**

In determining an application for a licence, the local government is to have regard to –

- (a) the matters referred to in clause 4.7;
- (b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

#### **4.7 Where application cannot be approved**

The local government cannot approve an application for a licence where –

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

#### **4.8 Conditions of approval**

(1) The local government may approve an application for a licence subject to the conditions contained in Schedule 1 and to such other conditions as the local government considers appropriate.

(2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 1.

#### **4.9 Compliance with conditions of approval**

A licensee who does not comply with the conditions of a licence commits an offence.

Penalty: As per the Act and Regulations.

#### **4.10 Fees**

- (1) On lodging an application for a licence, the applicant is to pay a fee to the local government.
- (2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.
- (3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.
- (4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16 – 6.19 of the *Local Government Act 1995*.

#### **4.11 Form of licence**

The licence is to be in the form determined by the local government and is to be issued to the licensee.

#### **4.12 Period of licence**

- (1) The period of effect of a licence is set out in section 27(5) of the Act.
- (2) A licence is to be renewed if the fee referred to in clause 4.10(2) is paid to the local government prior to the expiry of the licence.
- (3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

#### **4.13 Variation or cancellation of licence**

- (1) The local government may vary the conditions of a licence.
- (2) The local government may cancel a licence –
  - (a) on the request of the licensee;
  - (b) following a breach of the Act, the Regulations or this local law; or
  - (c) if the local government is dissatisfied with the conduct of the establishment.
- (3) The date a licence is cancelled is to be, in the case of –
  - (a) paragraph (a) of subclause (2), the date requested by the licensee; or
  - (b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.
- (4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

#### **4.14 Transfer**

- (1) An application for the transfer of a valid licence from the licensee to another person must be –
  - (a) made in the form determined by the local government;
  - (b) made by the transferee;
  - (c) made with the written consent of the licensee; and
  - (d) lodged with the local government together with –
    - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and
    - (ii) the fee for the application for the transfer of a licence referred to in clause 4.10(3).
- (2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).
- (3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.
- (4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under

clause 4.15(b), the transferee becomes the licensee of the licence for the purposes of this local law.

#### **4.15 Notification**

The local government is to give written notice to -

- (a) an applicant for a licence of the local government's decision on her or his application;
- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 4.13(1);
- (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 4.13(2)(a); and
- (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act.

#### **4.16 Inspection of kennel**

With the consent of the occupier, an authorised person may inspect an approved kennel establishment at any time.

### **PART 5 - DOGS IN PUBLIC PLACES**

#### **5.1 Places where dogs are prohibited absolutely**

- (1) Subject to section 8 of the Act and section 66J of the *Equal Opportunity Act 1984*, dogs are prohibited absolutely from entering or being in any of the following places –
  - (a) a public building, unless permitted by a sign;
  - (b) a theatre or picture gardens;
  - (c) all premises or vehicles classified as food premises or food vehicles with the exceptions as provided under the *Food Regulations 2009*.
  - (d) a public swimming pool;
  - (e) a house of worship; and
  - (f) Northam Airfield.

- (2) If a dog enters or is in a place specified in subclause (1), every person liable for the control of the dog at that time commits an offence.

Penalty: Where the dog is a dangerous dog, \$2,000; otherwise \$1,000.

#### **5.2 Places which are dog exercise areas**

- (1) Subject to clause 5.1 and subclause (2) of this clause, for the purposes of sections 31 and 32 of the Act, the following are dog exercise areas –
  - (a) Reserve 33673 lot 401 – Wundowie Townsite;
  - (b) Jubilee Oval being Reserve 217;
  - (c) Bert Hawke Sporting Complex being Suburban Locations P29, P30, P31, P32, P33, P34, Lot 2 of P37, Lot 100 of P38, Lot 100 of P39, Lot 100 of P40, Lot 100 of P41, Lot 100 of P42, Lot 100 of P43, Lot 100 of P44, and Lot 1 of P44;

- (d) Henry Street Oval being Location N74; and
- (e) Bakers Hill Oval being portion Reserve 4200 being the area occupied by the sports oval.
- (f) Portion of Reserve 3303 contained within Lot 557 Clarke Street, Northam.

(2) Subclause (1) does not apply to –

- (a) land which has been set apart as a children's playground;
- (b) an area being used for sporting or other activities, as permitted by the local government, during the times of such use; or
- (c) a car park.

## PART 6 - MISCELLANEOUS

### 6.1 Offence to excrete

- (1) A dog must not excrete on –
  - (a) any thoroughfare or other public place; or
  - (b) any land which is not a public place without the consent of the occupier.
- (2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.

**Penalty: \$500.**

- (3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

## PART 7 - ENFORCEMENT

### 7.1 Definitions

In this Part -

- “**infringement notice**” means the notice referred to in clause 7.3; and
- “**notice of withdrawal**” means the notice referred to in clause 7.6(1).

### 7.2 Modified penalties

- (1) The offences contained in Schedule 2 are offences in relation to which a modified penalty may be imposed.
- (2) The amount appearing in the third column of Schedule 2 directly opposite an offence is the modified penalty payable in respect of that offence if -
  - (a) the dog is not a dangerous dog; or
  - (b) the dog is a dangerous dog, but an amount does not appear in the fourth column directly opposite that offence.
- (3) The amount appearing in the fourth column of Schedule 2 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

### 7.3 Issue of infringement notice

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 7 of the First Schedule of the Regulations.

**7.4 Failure to pay modified penalty**

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

**7.5 Payment of modified penalty**

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

**7.6 Withdrawal of infringement notice**

- (1) Whether or not the modified penalty has been paid, the CEO may withdraw an infringement notice by sending a notice in the form of Form 8 of the First Schedule of the Regulations.
- (2) A person authorised to issue an infringement notice under clause 7.3 cannot sign or send a notice of withdrawal.

**7.7 Service**

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

**Schedule 1**  
**(clause 4.2)**  
**SHIRE OF NORTHAM**  
**Dogs Amendment Local Law 2018**

**APPLICATION FOR A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT**

I/we (full name) .....  
of (postal address) .....  
(telephone number) .....  
(facsimile number) .....  
(E-mail address) .....

Apply for a licence for an approved kennel establishment at (address of premises) .....

For (number and breed of dogs) .....

\* (insert name of person) ..... will be residing at the premises  
on and from (insert date) .....

\* (insert name of person) ..... will be residing (sufficiently  
close to the premises so as to control the dogs and so as to ensure their health and welfare)

at ..... (insert address of  
residence) on and from ..... (insert date).

Attached are—

(a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;

(b) plans and specifications of the kennel establishment;

(c) copy of notice of proposed use to appear in newspaper;

(d) copy of notice of proposed use to be given to adjoining premises;

(e) written evidence that a person will reside—

(i) at the premises; or

(ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and

(f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

I confirm that I have read and agree to comply with the Code of Practice known as

....., in the keeping of dogs at the proposed  
kennel establishment.

(Signature of applicant/s) .....

(Date) .....

\* delete where inapplicable.

Note: a licence if issued will have effect for a period of 12 months—section 27.5 of the Dog Act.

OFFICE USE ONLY

**Application fee paid on [insert date].**

**Schedule 2**  
(clause 4.8(1))  
Shire of Northam  
Dogs Local Law 2018  
**Conditions of a licence for an approved kennel establishment**

An application for a licence for an approved kennel establishment may be approved subject to the following conditions -

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than -
  - (i) 25m from the front boundary of the premises and 5m from any other boundary of the premises;
  - (ii) 10m from any dwelling; and
  - (iii) 25m from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be -
  - (i) at least 100mm above the surface of the surrounding ground;
  - (ii) smooth so as to facilitate cleaning;
  - (iii) rigid;
  - (iv) durable;
  - (v) slip resistant;
  - (vi) resistant to corrosion;
  - (vii) non-toxic;
  - (viii) impervious;
  - (ix) free from cracks, crevices and other defects; and
  - (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
- (h) the kennel floor must have a durable upstand rising 75mm above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50mm from the underside of the bottom plate to the floor;
- (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
- (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of -
  - (i) 2m; or
  - (ii) 4 times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;



- (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheathed internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
- (l) all external surfaces of each kennel must be kept in good condition;
- (m) the roof of each kennel must be constructed of impervious material;
- (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorised person;
- (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
- (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
- (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and
- (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside -
  - (i) at the premises; or
  - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.

**Schedule 3  
(clause 7.2)  
Shire of Northam  
Dogs Local law 2018  
Offences in respect of which modified penalty applies**

Offence	Nature of offence	Modified penalty \$	Dangerous Dog Modified Penalty \$
2.4	Releasing or attempting to release a dog from a pound, or interfering with any pound or vehicle used for the purpose of catching, holding or conveying dogs	200	400
3.1(2)	Failing to comply with subclause 1	100	200
4.9	Failing to comply with the conditions of a licence	100	200
5.1	Places where dogs are prohibited absolutely	100	200
6.1(2)	Dog excreting in prohibited place	50	50

Dated this ..... day of ..... 2018

The Common Seal of the Shire of Northam was affixed by authority of a resolution of the Council in the presence of:

Cr CHRISTOPHER RICHARD ANTONIO, President

JASON BRIAN WHITEAKER, Chief Executive Officer

#### 12.4.5 Extractive Industries Amendment Local Law 2018

Address:	N/A
Owner:	Shire of Northam
File Reference:	2.3.2.15
Reporting Officer:	Cheryl Greenough Coordinator Governance/Administration
Responsible Officer:	Chadd Hunt
Voting Requirement	Simple Majority

#### BRIEF

This report is for Council to consider the changes made to the Amended Local Law after recommencement of the amendment process to the Shire of Northam Extractive Industries Amendment Local Law 2018.

#### ATTACHMENTS

Attachment 1: Updated 2018 Amendment Local Law.

---

#### BACKGROUND / DETAILS

In accordance with s.3.16 of the *Local Government Act 1995* (the Act), the Shire commenced a statutory review of the Shire's Extractive Industries Local Law 2008.

During the statutory review process, the Department of Local Government, Sport and Cultural Industries (formerly the Department of Local Government and Communities) (the Department) advised their recommendations for amendment of this Local Law.

Council, at its meeting held 17 January 2018, resolved to recommence the review of the Shire's Extractive Industries Local Law 2008 and make further amendments to the main penalties in the 2008 local law.

In accordance with Section 3.12 of the Act which prescribes the statutory procedures for making a local law we have recommenced the process:

- The Shire President to read aloud the purpose and effect of the proposed amended local law is to be included in the agenda and the minutes of the meeting at which they are considered.
- A Statewide and Local public notice of the proposed amended local law is to be published, detailing:
  - The purpose and effect of the proposed amended local law;

- Where a copy of the proposed amended local law may be inspected; and
- A minimum 6 weeks public submission period.
- A copy of the notice and the proposed amended local law is to be provided to the Minister for Local Government and any other Minister responsible for administering the Act/s under which the Local Law is proposed to be made.
- After the close of the public submission period, a further report will be presented to Council to enable Council's consideration of any public submissions and, where the consequentially proposed local law is not substantially different from that advertised in the public notice, the Council may then resolve by absolute majority to make the amended local law.
- The amended local law must then be published in the Government Gazette and a copy of the gazetted amendments is to be provided to the relevant Minister/s and the Parliamentary Joint Standing Committee on Delegated Legislation.
- A Local Public Notice must then be given stating the title of the amended local law, a summary of its purpose and effect and advising where copies may be inspected or obtained.

This report seeks to re-commence the s.3.12 process (highlighted above).

The following table outlines what stage of the process each local law is currently at:

2008 Local Laws	Stage 1	s3.16	Council adopted to review Local Law & advertise for 6 weeks	Stage 2	s3.12	Council adopted to make changes to the local law and advertise changes	Stage 3	Council adopt the new local law, advertise & send for Gazettal
Dogs Local Law 2008						March meeting		
Cemeteries Local law 2008								Local Law passed 15/11/17
Activities on Thoroughfares						18/10/17		Local Law passed 21/2/18
Extractive Industries						March meeting		
Standing Orders						20/12/17		April
Operation of Waste Facilities						20/12/17		No change required
Parking and Parking Facilities						20/12/17		April
Health Local Law 2008								
Keeping Control of cats								
Local Government Property								



## CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

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

- Implement systems and processes which deliver quality outcomes for our community;
- Maintain a high standard of corporate governance;
- Encourage active community participation in our local government; and
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

Financial / Resource Implications

Commencing an amendment to a local law process will incur:

- Advertising costs in the West Australian - Approximate cost of \$400.00
- Gazettal of the adopted amended local law. Approximate cost of \$212.00 per page.
- Advertising in the Avon Advocate relating to the adoption of the amended local law. Approximate cost of \$200.00

Legislative Compliance

Section 3.12 of the Local Government Act 1995 which outline the procedures for making local laws.

- (2) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
  - (a) *give Statewide public notice stating that —*
    - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
    - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
    - (iii) *submissions about the proposed local law may be made to the local government before a day to be*

- specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
- (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.
- \*Absolute majority required.
- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice —
- (a) stating the title of the local law; and*
  - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
  - (c) advising that copies of the local law may be inspected or obtained from the local government's office.*
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

#### Section 9.17, Notice, content of

(3) Unless otherwise prescribed by regulation, the modified penalty that a local law may prescribe for an offence is not to exceed 10% of the maximum fine that could be imposed for that offence by a court

#### Policy Implications

Nil.

#### Stakeholder Engagement / Consultation

Statewide and local notification was undertaken in the newspaper providing six (6) weeks for community consultation including notices at the Shire and in the two libraries.

#### Risk Implications

Failure to comply with the process would cause a potential breach of legislation.

### OFFICER'S COMMENT

The proposed Extractive Industries Amendment Local Law 2018 has been drafted to address the minor grammatical and formatting errors raised by the Department.

As the amendment local law 2018 was presented to Council in January 2018 and Council resolved to re-commence the procedure and alter some of the penalties, the local law must now be known as the Extractive Industries Amendment Local Law 2018.

After consideration of this local law, State wide public notice is to be given that the Shire intends to amend the Local Law, the purpose and effect of the proposed Amended Local Law and have it available for public inspection. This includes displaying copies of the Amended Local Law at the Shire office and both of the Shire's library services.

Below is a table of the amendments to the local law for easier perusal and understanding. The hi-lighted green denotes the 2<sup>nd</sup> group of changes requested at the meeting held on 17<sup>th</sup> January 2018.

Modified/Removed/ Inserted/Replaced	Clause	Reason
Modify	1.1 Citation – to be updated	To give correct Local Law name and date
	1.2 Do not replace local government with Shire of Northam	DLGC advised that the reference is made later in the definitions
Delete	2.2 Delete entire clause relating to advertising	The advertising process is covered in the planning approval
	2.3 delete (f)- (f) evidence that the requirements of subclauses 2.2(1) and (2) have been carried out;	As clause 2.2 has been deleted, this is no longer relevant
Insert	3.3 Transport of materials (1) The local government may, from time to time, prescribe by giving written notice to the licensee- (a) that if the proposed routes are not suitable for the proposed haulage, the local government	This clause has been inserted to cover RAV roads

	<p>may determine alternative routes to be taken by the licensee for the transport of materials from the site through the roads in the district:</p> <p>(b) the tonnage limits to be transported along a particular route: and</p> <p>(c) the times during which materials from the site may be transported through the roads in the district.</p> <p>(2) The licensee must pay to the local government, as and when required by the local government, the costs or estimated costs, as determined by the local government, of repairs and maintenance to any road that are required as a result of the transport of the materials from the site.</p> <p>(3) If a road on a route prescribed under the subclause (1) is inadequate for the transport of materials from the site, the local government may require the licensee to pay all or part of the costs or estimated costs, as determined by the local government, of upgrading the road to the standard required by the local government for these purposes.</p> <p>(4) Each licence is to be taken to be subject to a condition requiring the licensee to comply with this clause.</p>	
Insert	6.1 Delete 'penalty \$2,000 and insert 'penalty \$2,500'	
Insert	6.4(2) Delete 'penalty \$2,000' and insert 'Penalty \$5,000'	





SCHEDULE 1 MODIFIED PENALTIES		
CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
New Penalty 2.1	Excavate without a valid and current licence	500
Modified in red		
6.1	Excavating near a boundary	200 250
6.2(a)	Gateways not kept locked where required	350 500
6.2(b)	Warning signs not erected or maintained as required	350 500
6.2(c)	Excavation not drained as required	350 500
6.3(a)	Remove trees or shrubs near boundary without approval	300 500
6.3(b)	Store without required approval explosives or explosive devices	350 500
6.3(c)	Fill or excavate in breach of licence	350 500
6.4(2)	Blasting on Saturday, Sunday or Public Holiday	200 500

To comply with the provisions of section 3.12 of the Act, when proposing to make a local law, the presiding person is to read aloud the Purpose and Effect of the Extractive Industries Amendment Local Law 2018.

#### RECOMMENDATION

That Council:

1. Pursuant to section 3.12 of the *Local Government Act 1995* amend the Extractive Industries Amendment Local Law 2018.
2. Authorise the CEO to give Statewide public notice that the Shire intends to modify the Shire of Northam Extractive Industries Amendment Local Law 2018 with the purpose and effect of this local law being as follows:

Purpose: The Shire of Northam Extractive Industries Amendment Local Law 2018 makes amendments to the Shire of Northam Extractive Industries Local Law 2008 which provides for the orderly management of such industries.

Effect: Inserts additional definitions and deletes some definitions to enhance the operation of the Local Law and clarifies the drafting and operation of some clauses including increases to penalties for prescribed offences.

3. Request the CEO complete the local law process inviting public submissions on the proposal as described in s3.12(3) of the *Local Government Act 1995*.

Note: The Shire President is to read aloud the purpose and effect of the proposed amended local law.

Attachment 1

## **LOCAL GOVERNMENT ACT 1995**

### **SHIRE OF NORTHAM**

## **EXTRACTIVE INDUSTRIES AMENDMENT LOCAL LAW 2018**

**Local Government Act 1995**

SHIRE OF NORTHAM

**EXTRACTIVE INDUSTRIES AMENDMENT LOCAL LAW 2018**

**TABLE OF CONTENTS**

**Part 1 - Preliminary**

- 1.1 Citation
- 1.2 Definitions
- 1.3 Application
- 1.4 Repeal

**Part 2 - Licensing Requirements for an Extractive Industry**

- 2.1 Extractive Industries Prohibited Without Licence
- 2.2 Applicant To Advertise Proposal
- 2.3 Application For Licence

**Part 3 - Determination of Application**

- 3.1 Determination Of Application
- 3.2 Payment Of Annual Licence Fee

**Part 4 - Transfer, Cancellation and Renewal of Licence**

- 4.1 Transfer Of Licence
- 4.2 Cancellation Of Licence
- 4.3 Renewal Of Licence

**Part 5 - Secured Sum and Application Thereof**

- 5.1 Security For Restoration And Reinstatement
- 5.2 Use By The Local Government Of Secured Sum

**Part 6 – Limitations, Obligations of the Licensee and Prohibitions**

- 6.1 Limits On Excavation Near Boundary
- 6.2 Obligations Of The Licensee
- 6.3 Prohibitions
- 6.4 Blasting

**Part 7 - Miscellaneous Provisions**

- 7.1 Public Liability
- 7.2 Mines Safety and Inspection Act and Environmental Protection Act
- 7.3 Notice Of Cessation Of Operations
- 7.4 Works To Be Carried Out On Cessation Of Operations

**Part 8 - Objections & Appeals**

8.1 Objections and Appeals

**Part 9 – Modified Penalties**

9.1 Prescribed Offence

9.2 Modified Penalty

9.3 Forms

**SCHEDULE 1  
Prescribed Offences**

## **LOCAL GOVERNMENT ACT 1995**

### **SHIRE OF NORTHAM**

#### **EXTRACTIVE INDUSTRIES AMENDMENT LOCAL LAW 2018**

Under the powers conferred by the *Local Government Act 1995* and by all other powers enabling it, the Council of the Shire of Northam resolved on ..... to make the following local law.

#### **Part 1 - Preliminary**

##### **1.1 Citation**

This local law may be cited as the *Shire of Northam Extractive Industries Amendment Local Law 2018*.

##### **1.2 Definitions**

In this local law, unless the context otherwise requires –

“**Act**” means the *Local Government Act 1995*;

“**carry on an extractive industry**” means quarrying and excavating for stone, gravel, sand, and other material;

“**CEO**” means the Chief Executive Officer of the local government;

“**Council**” means the Council of the Shire of Northam;

“**district**” means the district of the Shire of Northam

“**excavation**” includes quarry;

“**extractive industry**” means quarrying and excavating for any stone, gravel, sands, clay, limestone, loam or other material;

“**infrastructure**” means any building, treatment works, screening device, tank or structure;

“**land**”, unless the context otherwise requires, means the land on which the applicant proposes carrying on the extractive industry to which the licence application relates;

“**licence**” means a licence issued under this local law;

“**licensee**” means the person named in the licence as the licensee;

“**local government**” means the Shire of Northam;

“**occupier**” has the meaning given to it in the Act;

“**owner**” has the meaning given to it in the Act;

“**person**” does not include the local government;

“**secured sum**” means the sum required to be paid or the amount of a bond, guarantee or other security under clause 5.1;

“**site**” means the land specified by the local government in a licence.

##### **1.3 Application**

(1) The provisions of this local law –

- (a) subject to paragraphs (b), (c), (d) and (e);
  - (i) apply and have force and effect throughout the whole of the district; and
  - (ii) apply to every excavation whether commenced prior to or following the coming into operation of this local law;
- (b) do not apply to the extraction of minerals under the *Mining Act 1978*;
- (c) do not apply to the carrying on of an extractive industry on Crown land;

- (d) do not apply to the carrying on of an extractive industry on land by the owner or occupier of that land for use on that land; and
  - (e) do not affect the validity of any licence issued under the local law repealed by clause 1.4 of this local law if that licence is currently in force at the date of gazettal of this local law.
- (2) In subclause (1)(d) land includes adjoining lots or locations in the same occupation or ownership of the owner or occupier referred to in subclause (1)(d).

#### 1.4 Repeal

The following local laws are repealed -

- *Shire of Northam Extractive Industries Local Law 2004* published in the *Government Gazette* of 8 February 2005.
- *Town of Northam Local Government Model By-laws (Extractive Industries) No 9* published in the *Government Gazette* on 12 March 1963 and as amended and published in the *Government Gazette* on 4 August 1965.

### Part 2 - Licensing Requirements for an Extractive Industry

#### 2.1. Extractive Industries Prohibited Without Licence

A person must not carry on an extractive industry –

- (a) unless the person is the holder of a valid and current licence; and
- (b) otherwise than in accordance with any terms and conditions set out in, or applying in respect of, the licence.

Penalty \$5000 and a daily penalty not exceeding a fine of \$500 in respect of each day or part of a day during which an offence has continued.

#### 2.2 Deleted

#### 2.3 Application For Licence

(1) Subject to subclause (3), a person seeking the issue of a licence in respect of any land shall apply in the form determined by the local government from time to time and must forward the application duly completed and signed by each of the applicant, the owner of the land and any occupier of the land to the CEO together with –

- (a) 3 copies of a plan of the excavation site to a scale of between 1:500 and 1:2000 showing –
  - (i) the existing and proposed land contours based on the Australian Height Datum and plotted at 1 metre contour intervals;
  - (ii) the land on which the excavation site is to be located;
  - (iii) the external surface dimensions of the land;
  - (iv) the location and depth of the existing and proposed excavation of the land;
  - (v) the location of existing and proposed thoroughfares or other means of vehicle access to and egress from the land and to public thoroughfares in the vicinity of the land;
  - (vi) the location of buildings, treatment plant, tanks and other improvements and developments existing on, approved for or proposed in respect of the land;
  - (vii) the location of existing power lines, telephone cables and any associated poles or pylons, sewers, pipelines, reserves, bridges, railway lines and registered grants of easement or other encumbrances over, on, under or adjacent to or in the vicinity of the land;

- (viii) the location of all existing dams, watercourses, drains or sumps on or adjacent to the land;
  - (ix) the location and description of existing and proposed fences, gates and warning signs around the land; and
  - (x) the location of the areas proposed to be used for stockpiling excavated material, treated material, overburden and soil storage on the land and elsewhere;
- (b) 3 copies of a works and excavation programme containing -
- (i) the nature and estimated duration of the proposed excavation for which the licence is applied;
  - (ii) the stages and the timing of the stages in which it is proposed to carry out the excavation;
  - (iii) details of the methods to be employed in the proposed excavation and a description of any on-site processing works;
  - (iv) details of the depth and extent of the existing and proposed excavation of the site;
  - (v) an estimate of the depth of and description of the nature and quantity of the overburden to be removed;
  - (vi) a description of the methods by which existing vegetation is to be cleared and topsoil and overburden removed or stockpiled;
  - (vii) a description of the means of access to the excavation site and the types of thoroughfares to be constructed;
  - (viii) details of the proposed number and size of trucks entering and leaving the site each day and the route or routes to be taken by those vehicles;
  - (ix) a description of any proposed buildings, water supply, treatment plant, tanks and other improvements;
  - (x) details of drainage conditions applicable to the land and methods by which the excavation site is to be kept drained;
  - (xi) a description of the measures to be taken to minimise sand drift, dust nuisance, erosion, watercourse siltation and dangers to the general public;
  - (xii) a description of the measures to be taken to comply with the *Environmental Protection (Noise) Regulations 1997*;
  - (xiii) a description of the existing site environment and a report on the anticipated effect that the proposed excavation will have on the environment in the vicinity of the land;
  - (xiv) details of the nature of existing vegetation, shrubs and trees and a description of measures to be taken to minimise the destruction of existing vegetation; and
  - (xv) a description of the measures to be taken in screening the excavation site, or otherwise minimising adverse visual impacts, from nearby thoroughfares or other areas;
- (c) 3 copies of a rehabilitation and decommissioning programme indicating –
- (i) the objectives of the programme, having due regard to the nature of the surrounding area and the proposed end-use of the excavation site;
  - (ii) whether restoration and reinstatement of the excavation site is to be undertaken progressively or upon completion of excavation operations;
  - (iii) how any face is to be made safe and batters sloped;
  - (iv) the method by which topsoil is to be replaced and revegetated;
  - (v) the numbers and types of trees and shrubs to be planted and other landscaping features to be developed;
  - (vi) how rehabilitated areas are to be maintained; and

- (vii) the programme for the removal of buildings, plant, waste and final site clean up;
  - (d) evidence that a datum peg has been established on the land related to a point approved by the local government on the surface of a constructed public thoroughfare or such other land in the vicinity;
  - (e) a certificate from a licensed surveyor certifying the correctness of -
    - (i) the plan referred to in paragraph (a); and
    - (ii) the datum peg and related point referred to in paragraph (d);
  - (f) Deleted
  - (g) copies of all land use planning approvals required under any planning legislation;
  - (h) copies of any environmental approval required under any environmental legislation;
  - (i) copies of any geotechnical information relating to the excavation site;
  - (j) the consent in writing to the application from the owner of the excavation site;
  - (k) the licence application fee specified by the local government from time to time; and
  - (l) any other information that the local government may reasonably require.
- (2) All survey data supplied by an applicant for the purpose of subclause (1) shall comply with Australian Height Datum and Australian Map Grid standards.
- (3) Where in relation to a proposed excavation -
- (a) the surface area is not to exceed 2000m<sup>2</sup>; and
  - (b) the extracted material is not to exceed 2000m<sup>3</sup>;
- the local government may exempt a person making application for a licence under subclause (1) from supplying any of the data specified in paragraphs (b), (d), (e) and (i) of subclause (1).

### Part 3 - Determination of Application

#### 3.1 Determination Of Application

- (1) The local government may refuse to consider an application for a licence that does not comply with the requirements of clause 2.3, and in any event shall refuse an application for a licence where planning approval for an extractive industry use of the land has not first been obtained.
- (2) The local government may, in respect of an application for a licence -
- (a) refuse the application; or
  - (b) approve the application -
    - (i) over the whole or part of the land in respect of which the application is made; and
    - (ii) on such terms and conditions, if any, as it sees fit.
- (3) Where the local government approves an application for a licence, it shall -
- (a) determine the licence period, not exceeding 10 years from the date of issue; and
  - (b) approve the issue of a licence in the form determined by the local government from time to time.
- (4) Where the local government approves the issue of a licence, the CEO upon receipt by the local government of -
- (a) payment of the annual licence fee, or the relevant proportion of the annual licence fee to 30 June, determined by the local government from time to time;
  - (b) payment of the secured sum, if any, imposed under clause 5.1;
  - (c) the documents, if any, executed to the satisfaction of the CEO, under clause 5.1; and



- (d) a copy of the public liability insurance policy required under subclause 7.1(1) shall issue the licence to the applicant.
- (5) Without limiting subclause (2), the local government may impose conditions in respect of the following matters -
  - (a) the orientation of the excavation to reduce visibility from other land;
  - (b) the appropriate siting of access thoroughfares, buildings and plant;
  - (c) the stockpiling of material;
  - (d) the hours during which any excavation work may be carried out;
  - (e) the hours during which any processing plant associated with, or located on, the site may be operated;
  - (f) requiring all crushing and treatment plant to be enclosed within suitable buildings to minimise the emission of noise, dust, vapour and general nuisance to the satisfaction of the local government;
  - (g) the depths below which a person shall not excavate;
  - (h) distances from adjoining land or thoroughfares within which a person must not excavate;
  - (i) the safety of persons employed at or visiting the excavation site;
  - (j) the control of dust and wind-blown material;
  - (k) the planting, care and maintenance of trees, shrubs and other landscaping features during the time in which the extractive industry is carried out in order to effectively screen the area to be excavated and to provide for progressive rehabilitation;
  - (l) the prevention of the spread of dieback, declared plants or other disease;
  - (m) the drainage of the excavation site and the disposal of water;
  - (n) the restoration and reinstatement of the excavation site, the staging of such works, and the minimising of the destruction of vegetation;
  - (o) the provision of retaining walls to prevent subsidence of any portion of the excavation or of land abutting the excavation;
  - (p) requiring the licensee to furnish to the local government a surveyor's certificate each year, prior to the renewal fee being payable, to certify the quantity of material extracted and that material has not been excavated below the final contour levels outlined within the approved excavation programme;
  - (q) requiring the licensee to enter into an agreement with the local government by which it agrees to pay any extraordinary expenses incurred by the local government in repairing damage caused to thoroughfares in the district by heavy or extraordinary traffic conducted by or on behalf of the licensee under the licence;
  - (r) requiring the licensee to enter into an agreement with the local government in respect of any condition or conditions imposed under this local law; and
  - (s) any other matter for properly regulating the carrying on of an extractive industry.

### **3.2 Payment Of Annual Licence Fee**

On or before 30 June in each year, a licensee shall pay to the local government the annual licence fee determined by the local government from time to time.

### **3.3 Transport of materials**

(1) The local government may, from time to time, prescribe by giving written notice to the licensee-

- (a) that if the proposed routes are not suitable for the proposed haulage, the local government may determine alternative routes to be taken by the licensee for the transport of materials from the site through the roads in the district:

- (b) the tonnage limits to be transported along a particular route; and
  - (c) the times during which materials from the site may be transported through the roads in the district.
- (2) The licensee must pay to the local government, as and when required by the local government, the costs or estimated costs, as determined by the local government, of repairs and maintenance to any road that are required as a result of the transport of the materials from the site.
- (3) If a road on a route prescribed under the subclause (1) is inadequate for the transport of materials from the site, the local government may require the licensee to pay all or part of the costs or estimated costs, as determined by the local government, of upgrading the road to the standard required by the local government for these purposes.
- (4) Each licence is to be taken to be subject to a condition requiring the licensee to comply with this clause.

#### **Part 4 - Transfer, Cancellation and Renewal of Licence**

##### **4.1 Transfer Of Licence**

- (1) An application for the transfer of a licence shall –
- (a) be made in writing;
  - (b) be signed by the licensee and the proposed transferee of the licence;
  - (c) be accompanied by the current licence;
  - (d) be accompanied by the consent in writing to the transfer from the owner of the excavation site;
  - (e) include any information that the local government may reasonably require; and
  - (f) be forwarded to the CEO together with the fee determined by the local government from time to time.
- (2) Upon receipt of any application for the transfer of a licence, the local government may;
- (a) refuse the application; or
  - (b) approve the application on such terms and conditions, if any, as it sees fit.
- (3) Where the local government approves an application for the transfer of a licence, the local government shall transfer the licence by an endorsement on the licence in the form determined by the local government from time to time, signed by the CEO.
- (4) Where the local government approves the transfer of a licence it shall not be required to refund any part of the fees paid by the former licensee in respect of the transferred licence.

##### **4.2 Cancellation Of Licence**

- (1) The local government may cancel a licence where the licensee has –
- (a) been convicted of an offence against –
    - (i) this local law; or
    - (ii) any other law relating to carrying on an extractive industry; or
  - (b) transferred or assigned or attempted to transfer or assign the licence without the consent of the local government;
  - (c) permitted another person to carry on an extractive industry otherwise than in accordance with the terms and conditions of the licence and of the provisions of this local law;
  - (d) failed to pay the annual licence fee under clause 3.2; or
  - (e) failed to have a current public liability insurance policy under subclause 7.1(1) or failed to provide a copy of the policy or evidence of its renewal as the case may be, under subclause 7.1(2).
- (2) Where the local government cancels a licence under this clause –
- (a) the local government shall advise the licensee in writing of the cancellation;

- (b) the cancellation takes effect on and from the day on which the licensee is served with the cancellation advice; and
- (c) the local government shall not be required to refund any part of the fees paid by the licensee in respect of the cancelled licence.

#### **4.3 Renewal Of Licence**

(1) A licensee who wishes to renew a licence must apply in writing to the local government at least 45 days before the date of expiry of the licence and shall submit with the application for renewal –

- (a) the fee determined by the local government from time to time;
  - (b) a copy of the current licence;
  - (c) a plan showing the contours of the excavation carried out to the date of that application;
  - (d) details of the works, excavation and rehabilitation stages reached and of any changes or proposed changes with respect to any of the things referred to in subclauses 2.2(1) (b) and (c); and
  - (e) any other things referred to in clauses 2.2 and 3.1.
- (2) The local government may waive any of the requirements specified in subclause 4.3 (1) (d) or (e).
- (3) If –
- (a) an application to renew a licence is in relation to land in respect of which the current licence was issued less than 12 months prior to the date from which the new licence if granted would apply; and
  - (b) the methods to be employed in the proposed land excavation are identical to those being employed at the date of the application,
- then the applicant shall not be obliged, unless otherwise required by the local government to submit details of any of the things referred to in clauses 2.2 and 3.1.
- (4) Upon receipt of an application for the renewal of a licence, the local government may;
- (a) refuse the application; or
  - (b) approve the application on such terms and conditions, if any, as it sees fit.

### **Part 5 - Secured Sum and Application Thereof**

#### **5.1 Security For Restoration And Reinstatement**

(1) For the purpose of ensuring that an excavation site is properly restored or reinstated, the local government may require that –

- (a) as a condition of a licence; or
  - (b) before the issue of a licence,
- the licensee shall give to the local government a bond, bank guarantee or other security, of a kind and in a form acceptable to the local government, in or for a sum determined by the local government from time to time.

(2) A bond required under subclause (1) is to be paid into a fund established by the local government for the purposes of this clause.

#### **5.2 Use By The Local Government Of Secured Sum**

- (1) If a licensee fails to carry out or complete the restoration and reinstatement works within the time specified in those conditions either –
- (a) within the time specified in those conditions; or

- (b) where no such time has been specified, within 60 days of the completion of the excavation or portion of the excavation specified in the licence conditions, then; subject to the local government giving the licensee 14 days notice of its intention to do so –
  - (c) the local government may carry out or cause to be carried out the required restoration and reinstatement work or so much of that work as remains undone; and
  - (d) the licensee shall pay to the local government on demand all costs incurred by the local government or which the local government may be required to pay under this clause.
- (2) The local government may apply the proceeds of any bond, bank guarantee or other security provided by the licensee under clause 5.1 towards its costs under this clause.
- (3) The liability of a licensee to pay the local government's costs under this clause is not limited to the amount, if any, secured under clause 5.1.

## **Part 6 – Limitations, Obligations of the licensee and Prohibitions**

### **6.1 Limits On Excavation Near Boundary**

Subject to any licence conditions imposed by the local government, a person shall not, without the written approval of the local government, excavate within –

- (a) 20 metres of the boundary of any land on which the excavation site is located;
- (b) 20 metres of any land affected by a registered grant of easement;
- (c) 40 metres of any thoroughfare; or
- (d) 40 metres of any watercourse.

**Penalty \$2,500**

### **6.2 Obligations Of The Licensee**

A licensee shall -

- (a) where the local government so requires, securely fence the excavation to a standard determined by the local government and keep the gateways locked when not actually in use in order to prevent unauthorised entry;
- (b) erect and maintain warning signs along each of the boundaries of the area excavated under the licence so that each sign -
  - (i) is not more than 200 metres apart;
  - (ii) is not less than 1.8 metres high and not less than 1 metre wide; and
  - (iii) bears the words "DANGER EXCAVATIONS KEEP OUT";
- (c) except where the local government approves otherwise, drain and keep drained to the local government's satisfaction any excavation to which the licence applies so as to prevent the accumulation of water;
- (d) restore and reinstate the excavation site in accordance with the terms and conditions of the licence, the site plans and the works and excavation programme approved by the local government;
- (e) take all reasonable steps to prevent the emission of dust, noise, vibration and other forms of nuisance from the excavation site; and
- (f) otherwise comply with the conditions imposed by the local government in accordance with clause 3.1.

Penalty \$5,000 for each offence, and if an offence is of a continuing nature, to a daily penalty not exceeding a fine of \$500.00 in respect of each day or part of a day during which the offence has continued.

### 6.3 Prohibitions

A licensee shall not -

- (a) remove any trees or shrubs within 40 metres (or such lesser distance as may be allowed, in writing, by the local government) of the boundary of any thoroughfare on land in respect of which a licence has been granted, except for the purpose of constructing access thoroughfares, erecting buildings or installing plant for use in connection with the excavation and then only with the express approval of the local government and subject to any conditions which the local government may impose in accordance with clause 3.1;
- (b) store, or permit to be stored, any explosives or explosive devices on the site to which the licence applies other than with the approval of the local government and the Department of Industry and Resources; or
- (c) fill or excavate, other than in accordance with the terms and conditions of the licence, the site plans and the works and excavation programme approved by the local government.

Penalty \$5,000 for each offence, and if an offence is of a continuing nature, to a daily penalty not exceeding a fine of \$500.00 in respect of each day or part of a day during which the offence has continued.

### 6.4 Blasting

(1) A person shall not carry out or permit to be carried out any blasting in the course of excavating unless -

- (a) the local government has otherwise given approval in respect of blasting generally or in the case of each blast;
- (b) subject to subclause (2), the blasting takes place only between the hours of 8.00am and 5.00pm, or as determined by the local government, on Mondays to Fridays inclusive;
- (c) the blasting is carried out in strict accordance with the AS2187 SAA Explosives Code, the *Mines Safety and Inspection Act 1994*, the *Environmental Protection Act 1986*, and all relevant local laws of the local government; and
- (d) in compliance with any other conditions imposed by the local government concerning-
  - (i) the time and duration of blasting;
  - (ii) the purposes for which the blasting may be used; and
  - (iii) such other matters as the local government may reasonably require in the interests of the safety and protection of members of the public and of property within the district.

Penalty \$5,000.00 for each offence, and if the offence is of a continuing nature, to a daily penalty not exceeding a fine of \$500.00 in respect of each day or part of a day during which the offence has continued.

(2) A person shall not carry out or permit to be carried out any blasting on a Saturday, Sunday or Public Holiday except with the prior approval of the local government.

Penalty \$5,000

## Part 7 - Miscellaneous Provisions

### 7.1 Public Liability

(1) A licensee shall have at all times a current public liability insurance policy taken out in the joint names of the licensee and the local government indemnifying the licensee and the local government for a sum of not less than \$10,000,000 in respect of any one claim relating to any of the excavation operations.

(2) The licensee shall provide to the local government a copy of the policy taken out under subclause (1), within 14 days after the issue of that policy and shall provide to the local government evidence of renewal within 14 days of each renewal date.

### **7.2 Mines Safety and Inspection Act and Environmental Protection Act**

(1) In any case where the *Mines Safety and Inspection Act 1994* or the *Environmental Protection Act 1986* applies to any excavation carried on or proposed to be carried on at a site, the licensee in respect of that site shall –

- (a) comply with all applicable provisions of that Act or those Acts; and
- (b) provide to the local government within 14 days full particulars of any inspection or report made under that Act or those Acts.

(2) In this clause, the *Mines Safety and Inspection Act 1994* and the *Environmental Protection Act 1986* include all subsidiary legislation made under those Acts.

### **7.3 Notice Of Cessation Of Operations**

(1) Where a licensee intends to cease carrying on an extractive industry –

- (a) temporarily for a period in excess of 12 months; or
- (b) permanently,

the licensee shall, as well as complying with clause 7.4, give the local government written notice of the cessation not later than 1 week after those operations have ceased.

(2) Where a licensee has given written notice to the local government of the intention to permanently cease carrying on an extractive industry on the site to which the licence applies the licence is deemed to have expired on the date such cessation is so notified.

(3) The temporary or permanent cessation of the carrying on of an extractive industry on a site or the deemed expiration or cancellation of a licence does not entitle the licensee to any refund of any licence fee.

### **7.4 Works To Be Carried Out On Cessation Of Operations**

Where the carrying on of an extractive industry on the site permanently ceases or on the expiration or cancellation of the licence applicable to the site, whichever first occurs, the licensee shall, as well as complying with the provisions of clause 7.3 –

- a) restore and reinstate the excavated site in accordance with the proposals approved by the local government or in such other manner as the local government may subsequently agree in writing with the licensee;
- b) ensure that any face permitted to remain upon the excavation site is left safe with all loose materials removed and where the excavation site is -
  - (i) sand, the sides are sloped to a batter of not more than 1:3 (vertical:horizontal); and
  - (ii) limestone or material other than sand, the sides are sloped to a batter which, in the opinion of the local government, would enable the site to be left in a stable condition;
- c) ensure that the agreed floor level of the excavation is graded to an even surface or is otherwise in accordance with the rehabilitation and decommissioning programme approved by the local government;
- d) ensure that all stockpiles or dumps of stone, sand or other materials are left so that no portion of that material can escape onto land not owned or occupied by the licensee nor into any stream, watercourse or drain that is not wholly situated within the land owned or occupied by the licensee;
- e) erect retaining walls where necessary to prevent subsidence of land in the vicinity of any excavation;
- f) remove from the site all buildings, plant and equipment erected, installed or used for or in relation to the carrying on of an extractive industry on the site and

- fill all holes remaining after such removal to the level of the surrounding ground and compact such filled holes sufficiently to prevent settling; and
- g) break up, scarify, cover with topsoil and plant with grass, trees and shrubs all parts of the site where buildings, plant and equipment were erected or installed and all areas which were used for stockpiling unless otherwise specified under this local law.

Penalty \$5,000 for each offence, and if the offence is of a continuing nature, to a daily penalty not exceeding a fine of \$500.00 in respect of each day or part of a day during which the offence has continued.

## Part 8 - Objections & Appeals

### 8.1 Objections and Appeals

When the local government makes a decision as to whether it will -

- a) grant a person a licence under this local law; or
- b) renew, vary, or cancel a licence that a person has under this local law,

the provisions of Division 1 of Part 9 of the Act and regulation 33 of the *Local Government (Functions and General) Regulations 1996* shall apply to that decision.

## Part 9 – Modified Penalties

### 9.1 Prescribed Offence

An offence against a clause specified in the Schedule is a prescribed offence for the purposes of section 9.16(1) of the Act.

### 9.2 Modified Penalty

The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in the Schedule.

### 9.3 Forms

For the purposes of this local law –

- (a) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
- (b) the form of the notice sent under section 9.20 of the Act withdrawing an infringement notice is that of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

## SCHEDULE 1 Shire of Northam EXTRACTIVE INDUSTRIES LOCAL LAW 2008 PRESCRIBED OFFENCES

CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
2.1	Excavate without a valid and current licence	500
	Carry on extractive industry without licence or in breach of terms and conditions	
6.1	Excavate near boundary	250

6.2(a)	Gateways not kept locked where required	500
6.2(b)	Warning signs not erected or maintained as required	500
6.2(c)	Excavation not drained as required	500
6.3(a)	Remove trees or shrubs near boundary without approval	500
6.3(b)	Store without required approval explosives or explosive devices	500
6.3(c)	Fill or excavate in breach of licence	500
6.4(1)(a)	Blasting without approval of the local government	500
6.4(1)(b)	Blasting outside times authorised	500
6.4(1)(d)	Blasting in breach of conditions imposed by the local government	500
6.4(2)	Blasting without approval on Saturday, Sunday or public holiday	500

Dated:

The Common Seal of the Shire of Northam was affixed by authority of a resolution of the Council in the presence of:

CR CHRISTOPHER R ANTONIO, Shire President

JASON WHITEAKER Chief Executive Officer



12.5 COMMUNITY SERVICES

Nil.

13. MATTERS BEHIND CLOSED DOORS

RECOMMENDATION

That Council meet behind closed doors to consider agenda item 13.1 - Proposed Purchase of Lot 1 Great Eastern Highway, Northam in accordance with section 12.5 of the Shire of Northam Standing Orders Local Law 2008 and Section 5.23 (2) (c) of the Local Government Act 1995.

13.1 Proposed Purchase of Lot 1 Great Eastern Highway, Northam

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

16. DECLARATION OF CLOSURE